

**CITY OF SANTA ROSA TRANSPORTATION AND PUBLIC WORKS
PROJECT WORK ORDER NO. A010263-2025-01**

PROJECT NAME: **CONSTRUCTION MANAGEMENT AND INSPECTION
SERVICES FOR ROBLES TRUNK LINING PHASE 1**

CITY PROJECT MANAGER: **LUCAS BISHOP**

CONSULTANT PROJECT MANAGER: **MIKE JANET**

This Project Work Order is made as of this ___ day of _____, 2026, by and between the City of Santa Rosa, a municipal corporation (“City”) and Coastland Civil Engineering, LLP (“Consultant”).

1. **SCOPE OF SERVICE:** Consultant shall provide to the City the services attached as Exhibit C-1 (“Scope of Services”). Exhibit C-2 is attached for scope clarification. In the event of a discrepancy, the details of Exhibit C-2 shall prevail.

The City’s compensation of Consultant under this Project Work Order shall not exceed the not-to-exceed amount set forth below (“NOT-TO-EXCEED AMOUNT”). In the event the Consultant incurs additional costs in excess of the NOT-TO-EXCEED AMOUNT, these are at no cost to the City.

Changes to the Scope of Services shall be by written amendment to this Project Work Order and shall be paid for on the hourly rate basis set forth in the then current and applicable fee schedule, if made part hereof, or as mutually agreed by Consultant and City prior to the provision of any such additional services.

CHARGE NUMBER(S) FOR PAYMENT: **70775**

NOT-TO-EXCEED AMOUNT FOR THIS PROJECT: **\$573,379.00** LB ASK
Sara Kozel

2. **TERMS AND CONDITIONS:** This Project Work Order is issued and entered into in accordance with the terms and conditions set forth in the “Master Professional Services Agreement with Coastland Civil Engineering, LLP, Agreement No. A010263,” dated September 15, 2025, which is hereby incorporated and made part of this Project Work Order. In the event of a discrepancy or conflict between the terms and conditions of the Project Work Order and the Master Agreement, the Master Agreement shall govern.
3. **FEDERALLY FUNDED PROJECTS.** The Project Work Order is funded in whole or in part by federal funds: ___ yes X no (check one)

If “yes” is checked, Consultant shall comply with the Federal Contracting Provisions as attached hereto as Exhibit C-3. The applicable funding agreement(s) between the City and the federal agency or agencies providing federal funds is incorporated by reference and made part of this Project Work Order.

CITY OF SANTA ROSA, A Municipal Corporation

By: _____
Daniel J. Galvin III, BPU Chair


Date: _____

APPROVED AS TO FORM:

By: 

Santa Rosa City Attorney's Office


Coastland Civil Engineering, LLC
A Limited Liability Corporation

By: 

Date: 03/24/2026

Name: Steven Van Saun

Title: Vice President

By: 

Date: 03/24/2026

Name: Heidi E. Utterback

Title: Secretary

Attachments:

- Exhibit C-1 - Consultant's proposal and fee for services for this Project Work Order
- Exhibit C-2 - Consultant Services Terms for Capital Improvement Projects (2025)

City of Santa Rosa Business Tax Cert. No.: 06500522



March 12, 2026

Lucas Bishop, Assistant Civil Engineer
City of Santa Rosa, Transportation and Public Works Department
69 Stony Circle
Santa Rosa, CA 95401

Exhibit C-1

Re: Proposal to Provide Construction Management and Inspection Services for Robles Trunk Lining Phase 1 Project

Dear Lucas:

Delivering the City of Santa Rosa's Robles Trunk Lining Phase 1 project will require disciplined construction management, consistent inspection, and proactive coordination within an environmentally sensitive corridor. The rehabilitation of approximately 2,921 linear feet of 45-inch reinforced concrete pipe using cured-in-place pipe (CIPP) liner, along with associated manhole rehabilitation, must be completed in compliance with the California Department of Fish and Wildlife Incidental Take Permit, U.S. Army Corps of Engineers Section 404 permit, and State Water Resources Control Board Section 401 permit requirements, which have a hard stop deadline in mid-October. The City's primary challenge is maintaining schedule, quality, environmental compliance, and public safety while coordinating contractor activities, regulatory obligations, and stakeholder communication. Successful delivery will depend on a CM&I team that understands trenchless rehabilitation sequencing, permit implementation, and the importance of clear, timely communication with City staff, regulatory agencies, and the public.

DCCM is uniquely positioned to support the City on this project. Most recently, we successfully delivered Construction Management and Inspection services for the Llano Trunk Rehabilitation Phase 1 project, which involved a 66-inch diameter CIPP installation, manhole rehabilitation, bypass pumping operations, and extensive environmental coordination within California Tiger Salamander habitat. The project was completed prior to the ITP October 15 deadline. That project required disciplined oversight of environmental mitigation measures, detailed documentation, confined space safety compliance, and coordination with Laguna Treatment Plant operations staff. Our familiarity with the City's processes, reporting expectations, and regulatory coordination requirements directly reduces risk and start-up time for the Robles Trunk Lining Phase 1 project.

DCCM's Santa Rosa office brings local staffing resources and long-standing experience supporting the City's Capital Projects Engineering Division. Our team understands that effective construction management for sewer trunk rehabilitation requires consistent field presence, rapid response to RFIs and submittals, disciplined change order management, and detailed oversight of CIPP wet-out, curing, and testing operations. We also recognize the importance of proactive coordination during effluent sampling and discharge activities to ensure full compliance with City and regulatory requirements.

With more than three decades providing municipal engineering, staff augmentation, and construction management services exclusively to public agencies, DCCM understands what it means to operate on the agency side of the counter. Our knowledge of local conditions, established working relationships with contractors, and direct experience managing sewer rehabilitation projects throughout Santa Rosa allow us to anticipate challenges and resolve issues in real time while minimizing demands on City staff.

Our proposed team brings direct, recent experience delivering similar trunk sewer rehabilitation projects for the City. Mike Janet will serve as Principal in Charge, providing executive oversight and ensuring continuity with DCCM's prior successful trunk rehabilitation efforts. Matt Vail will serve as Construction Manager and Resident Engineer, leading day-to-day construction management, coordination, and decision-making throughout this 24/7 operation. Clark Stauffer will support contract administration, documentation control, and reporting. Rosario Romo will serve as the primary Inspector, with Bob Elze providing inspection support to maintain continuous field coverage during the 24/7 liner wet out and insertion operations.



If selected, our priority will be to work collaboratively with the City to deliver Robles Trunk Lining Phase 1 efficiently, safely, and in full compliance with all environmental and contract requirements. We will maintain clear communication, consistent field oversight, and a focused quality control approach throughout construction to protect the City's interests and ensure long-term infrastructure performance.

DCCM has no edits to the Construction Management Services Terms or the Construction Inspection Services Terms. Per the RFP, our fee proposal is submitted as a separate PDF file. This proposal and its associated costs shall remain a firm offer for a period of 90 days from the submission deadline of the proposal.

Thank you for considering DCCM for this important project. We look forward to continuing our partnership with the City of Santa Rosa in delivering successful sewer infrastructure improvements.

Regards,

DCCM Infrastructure, Inc.

A handwritten signature in black ink, appearing to read 'Mike Janet', is positioned above the printed name.

Mike Janet
Director of Construction Management
mj Janet@dccm.com

DCCM's overall approach to performing Construction Management and Inspection focuses on teaming with City forces to produce a high-quality, cost-effective project. Our construction manager and inspector will keep the City informed regarding costs, changes, public relations, and construction progress. We will coordinate closely with the City and the property owners for the entire project duration. From the onset of the project, we will establish the lines of communication and decision-making roles with all project stakeholders. Based on our understanding of the project, our scope of services is as follows:

PRE-CONSTRUCTION PHASE

TASK 1 – CONSTRUCTABILITY REVIEW

DCCM will review construction contract documents, including plans, specifications, environmental documents, and permits. We will compile any comments and present those findings at a meeting with the City CIP staff and the design engineer to discuss the project scope, requirements, construction schedule, mitigation measures, and any issues identified during the plan review.

CONSTRUCTION PHASE

TASK 1 – PRE-CONSTRUCTION MEETING

Immediately following the Notice to Proceed, our construction manager will schedule and administer the pre-construction meeting. During this meeting we will establish lines of communication and decision-making roles with all project stakeholders. We will also discuss safety requirements, responsibilities of the project team members, working hours, quality control procedures, submittal requirements, project schedule, change order and potential claim procedures, and safety procedures.

DCCM will be responsible for generating pre-construction meeting invitations, including the meeting agenda. Agenda items include lines of communication, public relations, safety, submittals, change procedures, payments, progress schedules, contract time, requests for information, and other applicable items. DCCM will prepare and distribute meeting minutes to all parties.

Following the pre-construction meeting, DCCM will continue to work with the City team, contractor, and DCCM's design team to ensure that all project issues are addressed promptly and that the City's best interests are always considered.

TASK 2 – PRE-CONSTRUCTION SITE VISIT AND DOCUMENTATION

DCCM will take pre-construction digital photos/video of the construction site with special attention given to sensitive areas including any private residences and businesses adjacent to the project. Documenting the site prior to construction will help mitigate possible disputes between the City, contractor, and property owners within or adjacent to the project limits. These photos/video will be logged and filed with the project files.

TASK 3 – PROJECT START-UP

DCCM will assemble project files in accordance with the City's standard format. DCCM utilizes a centralized system for document control to create, store, organize, track, and link all project information. Our digital record-keeping will ensure the constant flow of documentation to a form that quickly and easily identifies trends and critical issues and will help keep the project moving as it helps document the work.

TASK 4 – DAILY FIELD INSPECTIONS AND DOCUMENTATION

A critical aspect of our services is maintaining close communication with City staff to ensure scheduling goals are met. To help maintain close communication, DCCM's inspector will be accessible to the City at all times at the project site and through the use of email and cellular phones. DCCM's on-site inspector will examine all construction activities to ensure that the contract work adheres to the contract documents, City standards, and the established schedule.

We will maintain records and provide documentation of the work in the form of daily reports, weekly summary of construction activities, deficiency lists, and progress photographs of construction activities. Daily reports will describe the contractor's level of effort, specific work being done, started, or finished, and relevant points raised by the contractor that may require consideration and response. We also document proposed change orders and claims, important conversations, safety issues or accidents, extra work in progress, materials testing performed, information for "as-built" drawings, quantities for progress payments, environmental concerns, and hazardous materials.

DCCM will provide a digital photo logbook of construction activities, progress, and areas of concern or interest. The photo log will be compiled on a portable storage device (USB drive) and will identify the location and date of each photo. The log will be maintained through the duration of the project to assure continuity from one week to the next and will be submitted to the City at the close of the project.

DCCM will continually review the specifications and plans to ensure the work is of excellent quality and meets the requirements of the contract documents. DCCM will immediately report any deviation from the approved contract documents.

Our inspector will identify actual and potential problems and provide solutions. We will maintain daily documentation and resolve issues by proposing field changes and avoid any delays.

Our inspector will review the contractor's traffic control plan to make certain that access is maintained during construction.

In summary, our inspector's responsibilities include:

- Represent the City in ensuring that the terms of the construction contract are followed throughout the term of the project.
- Participate in regular meetings called by the Construction Manager.
- Protect the interest of the City.
- Daily inspection of the contractor's work for conformance to the contract documents, codes, regulations, and City standards.
- Prepare and submit daily inspection reports that document all job site activities.
- Serve as the contractor's primary daily contact regarding construction performance.
- Respond promptly to City requests.
- Verify construction material quantities.
- Monitor traffic control procedures.
- Distribute notifications to impacted public regarding the status of construction.
- Document construction activities with photographs and maintain a photo log.
- Respond to calls from the public promptly and log any complaints in a timely manner.
- Work overtime as needed to assure presence on site during all construction activities.
- Document and maintain complete field files containing construction period correspondences, changes, discussions with contractor, memos, reports, and other pertinent items.

TASK 5 – PROGRESS MEETINGS

DCCM will conduct weekly coordination and progress meetings to focus on completed and upcoming work, any construction delays, schedule updates, proposed changes, change orders, contractor's questions, public relations, safety, and other concerns that are identified by a project team member. We will work to foster honest, open communication at these weekly meetings, which will help with timely resolution of any disputes and/or potential claims.

TASK 6 – STATUS REPORTS AND DOCUMENTATION

Task 6a – Reports

Complete and accurate record keeping will be an essential component of this project. We will ensure project documents and certified payroll are complete and correct sub-contractors are used. We will keep the City informed and document all construction issues with the following:

- Weekly Statement of Working Days
- Progress Meeting Minutes
- Field Directive Log
- Change order tracking
- Regular phone calls and e-mails

Task 6b – Submittal Management

DCCM will coordinate all submittals and monitor the status of the submittals to assure the contractor provides timely response. At the pre-construction conference, we will provide the contractor with a log of all required submittals and due dates. Submittals will be stamped, logged, and distributed to the designer for complete review and approval. Submittals will be filed numerically, and approved copies will be distributed to the City, project members, and the contractor.

Task 6c – Requests for Information (RFI)

DCCM will receive and log all Requests for Information (RFI's) from the contractor and forward the RFI to the designer. DCCM will track the status of all RFI's by generating a weekly RFI log that lists the "Ball-in-court" status, description, and if an RFI results in a potential change order.

Task 6d – Change Order Management

If a change order is required, DCCM will negotiate the changes with the contractor and prepare documentation. All changes will be approved by the contractor, DCCM and the City prior to starting work on the change. With the City's approval, DCCM can negotiate with the contractor to produce the best construction method for the change at the lowest cost. If a change order requires input from the design engineer, our construction manager will coordinate with them to ensure it is reviewed. A Change Order Log will be created that will show Change Order number, description, status, approved date, start and completion dates and cost.

Task 6e – Labor Compliance

DCCM will periodically review the contractor's certified payroll records to ensure compliance with all prevailing wage requirements. If required by the project's funding sources, we can also conduct monthly on-site Equal Employment Opportunity (EEO) interviews with employees.

TASK 7 – CONSTRUCTION MANAGEMENT

Our goal is to ensure that construction and contract administration are performed in compliance with City requirements and standards, and the project plans and specifications. To accomplish this goal, our construction manager will manage the day-to-day construction activities with the contractor. He will be accessible to the City at all times. The construction manager will be responsible for keeping the City informed of the progress of the project, changes that may be needed, pay estimate input and releasing information to the public. In addition, our construction manager will complete all contract administration documentation in a timely, accurate and orderly fashion.

In summary, our construction manager's responsibilities include:

- Continuous communication and coordination with the contractor through regular progress meetings.
- Review and routing of project submittals and RFIs.
- Prepare project pay estimates and maintain records associated with the project's federal funding requirements.
- Accept work performed or, if work is rejected, work with contractor to correct construction errors.
- Prepare and approve Contract Change Orders.
- Provide claims management.
- Monitor permit and environmental compliance.

- Confirm labor compliance.
- Develop a project punch list and make recommendations for project acceptance.
- Prepare As-Built plans.
- Maintain an up-to-date construction file containing all records associated with the construction of the project.

TASK 8 – COST AND SCHEDULE MANAGEMENT

DCCM will continually review the construction progress and perform field measurements and quantity calculations. Each month, DCCM will review and audit the D/B team's "open book" project cost accounting provide accurate calculations for all work items completed and accepted to provide progress payment recommendations to the City. DCCM will review the contractor's progress or earned value versus the GMAX cost expenditures to assess if they are reasonable and will compare this to the field measurements and quantity calculations. We will continually monitor project costs and keep the City informed regularly.

DCCM will review the contractor's construction schedule for accuracy, reasonableness, and will verify that it meets the project schedule, order of work, and contract requirements. Progress schedules will be reviewed weekly to ensure the contractor is meeting the critical dates. If the contractor fails to meet critical dates, it will immediately be brought to his attention and remedies to get back on schedule will be accomplished. Schedule updates may be required once a month or more. We will negotiate any time extensions for the contractor due to change orders, weather, or other delays. DCCM will also maintain an as-built progress schedule.

TASK 9 – PUBLIC RELATIONS AND NOTIFICATIONS

DCCM will ensure every effort is made to keep residents and businesses informed of construction progress and minimize disruptions due to limited access and excessive noise. Our construction manager will proactively meet with property owners prior to and during construction to address any concerns from those affected by the project.

We will monitor traffic control and flagging procedures to ensure construction proceeds smoothly and public impact is minimized. There may be traffic delays during peak traffic periods. Accordingly, we will keep all residents and businesses informed on construction status and impacts through message boards and notification letters. Our construction manager will also make introductions to the affected properties and provide their 24-hour contact phone number as appropriate. DCCM will ensure that contractor provides advanced notice to residents and businesses, as required by the specifications regarding roadwork and lane closures.

DCCM will log and respond to questions and concerns from the public in a timely manner and will record the contractor's activities as they relate to public safety and public convenience.

Additionally, our inspector will accurately document pre-construction conditions with a photo log to verify the project area is restored to its original form following construction.

TASK 10 – CONFLICT RESOLUTION AND CLAIMS MANAGEMENT

If requested by the City, conflict resolution & claim management can be added under an amendment on a Time & Materials basis.

TASK 11 – UTILITY COORDINATION

DCCM will coordinate the contractor's activities with any affected utility. Our inspector will closely monitor the contractor's efforts to protect the existing 10-inch and 48-inch sanitary sewer which runs parallel to the trunk main, and private irrigation systems adjacent to the trunk main. Our inspection staff will ensure that the contractor contacts the USA /811 service, and all utility owners perform a mark and locate of utilities prior to any excavation activities. We will also coordinate a mark and locate with LTP operations staff prior to any excavation of the LTP site.

TASK 12 – ENVIRONMENTAL PERMIT MONITORING

DCCM will coordinate closely with the City's environmental and cultural resource monitors to ensure that the contractor's operations are performed in strict compliance with the ITP and other permits. We will inspect and verify that wildlife exclusion fencing, construction matting and wetland protection measures comply with agency requirements as specified in the project permits. DCCM will also conduct bi-monthly monitoring during construction.

Between June 15 and October 15, a qualified QSP will visit the site every two weeks to confirm adherence to all SWPPP conditions are implemented

TASK 13 – POST-CONSTRUCTION MEETING

Following completion of the work, DCCM will organize and conduct the post-construction meeting. The meeting will document all requirements necessary for final closeout and payment and confirm all contract obligations have been met. Recommendations for improvement will be made and incorporated into future projects. The results of the meeting will be summarized in meeting minutes.

TASK 14 – SPECIAL TESTING AND INSPECTION

DCCM will partner with Billy Campbell Technical Services (BCTS), a NACE certified inspection firm, to perform the epoxy coating testing and inspection required in Section 44-1.03 and 44-3.07 of the specifications.

TASK 15 – PROJECT CLOSEOUT

DCCM will verify completion of punch list items, issue notice of completion, prepare recommendations for final acceptance of the project, review as-builts for accuracy and completeness, prepare and recommend final payment, and transmit all construction documentation to the City. At the completion of the project, we will provide the City with the following:

- All contract files and records (hard & electronic files)
- Annotated journal of photos and CD of digital photos
- As-built project schedule



COST PROPOSAL

Robles Trunk Lining Phase 1		PROPOSAL FOR CM & INSPECTION SERVICES					City of Santa Rosa			
TASK INFORMATION							HOURS AND COST INFORMATION			
Task No.	Task Information	PM/CM	RE	Inspector	Inspector OT	Project Eng.	Direct Costs	Total Hours	Total Costs	Comments
		\$235	\$215	\$195	\$293	\$185				
<i>Pre-Construction Phase</i>										
1	Constructability Review	10	20	20				50	\$10,550	
2	Comment Review Meeting	4	4	4				12	\$2,580	
<i>Construction Phase</i>										
1	Pre-construction Meeting	3	3	3		3		12	\$2,490	Agenda/conduct meeting
2	Site Visit & Documentation	6		8		3		17	\$3,525	Job walk/photos/Meet with City
3	Project Start-Up		6	8		8		22	\$4,330	Assemble filing
4	Daily Field Inspections & Documentation			700				700	\$136,500	Based on 86 working days
4a	Overtime Inspection				384			384	\$112,320	24/7 during wet-out operations (24 wds)
5	Progress Meetings/Other Mtgs	18	36	24		36		114	\$23,310	Assume attendance @ 18 mtgs (CM & Inspector)
6	Status Reports & Documentation	5	24	40		18		87	\$17,465	Review progress/documentation
6a	Reports		30	48		24		102	\$20,250	St/Daily Updates to City
6b	Submittal Management		30	30		30		90	\$17,850	Based on 30 submittals
6c	Requests For Information		30	30		30		90	\$17,850	Based on 30 RFI's
6d	Change Order Management	5	20	10		10		45	\$9,275	Based on 5 change orders
6e	Labor Compliance/Funding Requirements								\$0	No labor compliance effort
7	Construction Management	40	80					120	\$26,600	
8	Cost and Schedule Management	5	15	5		20		45	\$9,075	Based on 5 monthly payments and open book reviews & CPM updates
9	Public Relations & Outreach	12		48			\$17,250	60	\$29,430	Notices/meeting/coordination etc
10	Conflict Resolution & Claim Management							0	\$0	Time and Materials if needed
11	Utility Coordination			20				20	\$3,900	Coordination/spot inspection
12	Environmental Permit Monitoring		20			40		60	\$11,700	
13	Post Construction Meeting	4	4	4		4		16	\$3,320	Walk through
14	Special Testing and Inspection						\$25,000	0	\$25,000	CIPP and Epoxy Coating Inspections
15	Project Closeout	2	4	12		10			\$5,520	As-builts/Files
	Photographs & video						\$100		\$100	
	Vehicle/Equipment expenses						\$28,314		\$28,314	1,573 hours x \$18/hr= \$28,314
	Total Hours	114	326	1,014	384	236		2,046		
	Subtotal	\$26,790	\$70,090	\$197,730	\$112,320	\$43,660	\$70,664		\$521,254	
	Contingency (10%)	\$2,679	\$7,009	\$19,773	\$11,232	\$4,366	\$7,066		\$52,125	
	PROJECT TOTAL WITH 10% CONTINGENCY NOT TO EXCEED	\$29,469	\$77,099	\$217,503	\$123,552	\$48,026	\$77,730		\$573,379	<u>LB</u> LB

NOTES: DCCM reserves the right to adjust estimated hours should the Contractor schedule additional crews or overtime work.

- 1 Based on 86 working days.
- 2 Based on full time inspection at 40 hours per week during construction and a second full time inspector for wet-out . 384 hours of overtime have been included for 24/7 coverage & typical overruns.
- 3 Based on a part time RE and Project Engineer. Inspector is part time prior to start of site construction
- 4 Based on an estimated number of RFI's, change orders and submittals shown above.

COMMITMENT

Our team offers the depth and experience needed to support the City across all aspects of this project. We are committed to working closely with City staff, drawing on lessons learned from similar efforts—including the Los Alamos and Llano Sewer Trunk Rehabilitations and the Third Street Rehabilitation project in San Rafael. No proposed personnel will be reassigned without the City’s prior approval.

ACCESSIBILITY

Our team is readily available to meet with City staff and can be reached at any time by phone or email. For convenience, all services can be coordinated through a single point of contact: Mike Janet. He can be reached directly at 707.494.6464 (24-hour cell). The City can expect prompt and reliable responses to all inquiries.

STAFFING STABILITY

With a staff of over 80, we offer the capacity to respond quickly to the City’s needs while maintaining the responsive, hands-on service of a local firm.

PROPOSED TEAM ORGANIZATIONAL STRUCTURE/AVAILABILITY

	TEAM MEMBER	ROLE	WEEKLY COMMITMENT	CURRENT ASSIGNMENTS	KEY RESPONSIBILITIES
PROJECT MANAGEMENT	Mike Janet	Principal-in-Charge	~7 hrs/week	<ul style="list-style-type: none"> • Howarth Court Renovation • Hopper Ave. Corridor Fire Recovery • Country Manor SLS-10 Replacement 	<ul style="list-style-type: none"> • Construction oversight • Constructability review • Client liaison • Public outreach
	Matt Vail, PE	Resident Engineer/Construction Manager	15 hrs/week	<ul style="list-style-type: none"> • Howarth Court Renovation • Hopper Ave. Corridor Fire Recovery • Country Manor SLS-10 Replacement 	<ul style="list-style-type: none"> • Resident Engineer/Construction Manager • Contract Administration • Project Schedule and Budget Management • Change Order Negotiation
	Clark Stauffer, EIT, QSP	Project Engineer/Asst. Construction Manager	~15 hrs/week	<ul style="list-style-type: none"> • Howarth Court Renovation • Hopper Ave. Corridor Fire Recovery 	<ul style="list-style-type: none"> • Office engineering • Document control • Submittals/RFI's
INSPECTION	Rosario Romo	Primary Inspector	40 hrs/week OT during 24/7 lining wet out and insertion	<ul style="list-style-type: none"> • Various Contract Construction Inspection Services for the City of Piedmont 	<ul style="list-style-type: none"> • Field inspection • Daily Reporting & Documentation • Compliance monitoring

PROJECT TEAM

	DeWayne White	Supplemental Inspector	48 hrs/week during 24/7 lining wet out and insertion		<ul style="list-style-type: none"> • Field inspection • Daily Reporting & Documentation • Compliance monitoring
	Bob Elze	Supplemental Inspector	48 hrs/week during 24/7 lining wet out and insertion	<ul style="list-style-type: none"> • Burlingame Central Terrace Water Main Replacement 	<ul style="list-style-type: none"> • Field inspection • Daily Reporting & Documentation • Compliance monitoring
SUBS	Ryan Long, Connective Outreach	Public Outreach Consultant			<ul style="list-style-type: none"> • Public outreach
	Billy Campbell Technical Services	Special Inspection (Manhole Coating)			<ul style="list-style-type: none"> • QC inspection of manhole coating

PROJECT UNDERSTANDING

The City of Santa Rosa's Robles Trunk Lining Phase 1 project will rehabilitate approximately 2,921 linear feet of 45-inch reinforced concrete pipe utilizing cured-in-place pipe (CIPP) liner technology, along with rehabilitation of associated manholes. The work is located within environmentally sensitive areas, including designated California Tiger Salamander habitat, and must be completed in compliance with the California Department of Fish and Wildlife Incidental Take Permit, U.S. Army Corps of Engineers Section 404 permit, and State Water Resources Control Board Section 401 permit requirements.

The project presents several key technical and administrative considerations that will require disciplined construction management and consistent field inspection:

CIPP INSTALLATION OVERSIGHT

Successful CIPP rehabilitation depends on thorough pre-lining CCTV inspection, verification of pipe conditions, careful monitoring of liner wet-out and curing operations, and confirmation that post-installation testing and documentation meet contract requirements. Oversight of curing temperatures, pressures, effluent management, and final acceptance criteria will be critical to ensuring long-term system performance. Coordination of cure and cool-down effluent sampling and delivery to the Laguna Environmental Lab must be performed in accordance with the City's One-Time Discharge Permit. It will also be critical to monitor the contractor's operations to ensure that debris, generated during the CIPP cut out at manholes and the removal of manhole coating, is captured and removed for the wastewater flow, to avoid releasing debris into the LTP headworks and influent flow.

ENVIRONMENTAL COMPLIANCE AND MITIGATION

Construction will occur within regulated habitat areas and may be adjacent to wetlands or jurisdictional waters. Strict adherence to permit conditions, biological and cultural monitoring requirements, storm water best management practices, and environmental mitigation measures will be essential to maintaining compliance and avoiding schedule impacts. The Construction Manager and Inspector must actively coordinate with environmental monitors and City staff to ensure mitigation measures are implemented and documented properly.

ACCESS, TRAFFIC CONTROL, AND PUBLIC COORDINATION

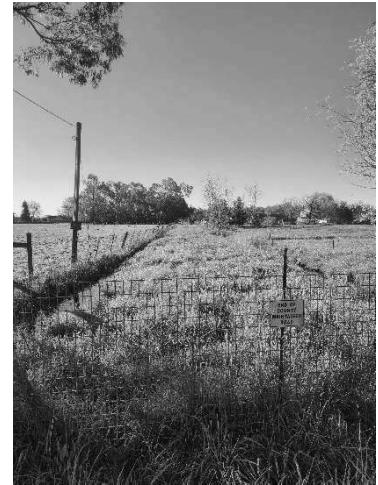
Although trenchless in nature, CIPP operations require staging areas, bypass pumping systems, placement of construction matting, traffic control, and periodic access to manholes within public rights-of-way. Maintaining safe access for residents, businesses, and emergency services while minimizing disruption will require proactive communication and careful coordination of contractor activities.

BYPASS PUMPING AND OPERATIONAL COORDINATION

Continuous sewer service must be maintained during construction. Assembly, operation, and monitoring of the bypass pumping system will require careful sequencing, contingency planning, and coordination with City operations staff. Inspection oversight must confirm that the bypass system is functioning properly and that emergency response measures are in place.

SCHEDULE AND DOCUMENTATION REQUIREMENTS

With an anticipated construction duration of approximately 86 working days, timely processing of submittals, RFIs, and change orders will be critical to maintaining schedule. Accurate daily inspection reports, weekly progress reporting, maintenance of logs, and documentation of permit compliance will be essential to supporting the City's contract administration and project closeout requirements.



Overall, the Robles Trunk Lining Phase 1 project requires a construction management and inspection team that understands trenchless sewer rehabilitation, environmental permit implementation, regulatory coordination, and the City's documentation and reporting standards. Successful delivery will depend on consistent field presence, disciplined contract administration, and clear communication among the contractor, City staff, regulatory agencies, and affected stakeholders.

DCCM is uniquely positioned to meet these expectations. Our team has extensive experience delivering sewer trunk rehabilitation and CIPP lining projects for the City of Santa Rosa, including work within environmentally sensitive areas requiring strict permit compliance and coordination with Laguna Treatment Plant operations staff. We understand the City's standards, communication protocols, and expectations for responsiveness and thorough documentation. Our approach emphasizes hands-on field leadership, proactive problem resolution, and a collaborative partnership with City staff to ensure safe, compliant, high-quality, and timely project delivery.

PROJECT APPROACH

At DCCM, our approach begins with a clear understanding of the City's technical objectives, regulatory constraints, and operational considerations to proactively guide each stage of construction. For the Robles Trunk Lining Phase 1 project, we recognize that successful delivery depends on maintaining continuous sewer service, ensuring strict compliance with environmental permit conditions, coordinating with Laguna Treatment Plant operations staff, and completing the work efficiently within the 86-working-day schedule.

COST CONTROL AND CONSTRUCTABILITY REVIEW

With sensitivity to the City's budget and schedule objectives, we will begin with a focused review of the contract documents and technical specifications prior to construction. Our constructability review will emphasize CIPP installation sequencing, bypass pumping design and contingency planning, access constraints, submittal requirements, and coordination of environmental mitigation measures.

Early identification of conflicts, incomplete details, or potential field challenges helps reduce RFIs, avoid unnecessary change orders, and maintain construction momentum. Throughout construction, we will review proposed changes carefully and work with the contractor to identify practical, cost-effective solutions that maintain performance standards without compromising long-term system integrity.

EARLY PLANNING AND FIELD PREPARATION

We will initiate the assignment with collaborative kickoff meetings involving City Capital Projects Engineering staff, environmental staff, Laguna operations personnel, and the contractor. Our team will review final plans and specifications in detail, focusing on:

- Bypass pumping sequencing and redundancy
- Access and staging logistics
- CIPP wet-out and curing procedures
- LTP Influent management and sampling requirements
- Environmental mitigation implementation

Pre-construction site documentation will include photographs of existing conditions and verification of sensitive environmental areas.

Our objective during this phase is to confirm roles, establish communication protocols, clarify documentation expectations, and ensure all parties share a clear understanding of critical path activities before construction begins.

PROACTIVE ENVIRONMENTAL AND REGULATORY COORDINATION

Construction within California Tiger Salamander habitat and other regulated areas requires disciplined oversight and documentation. DCCM will coordinate closely with environmental monitors and City staff to verify that mitigation

measures, biological monitoring requirements, and storm water best management practices are implemented in accordance with permit conditions.

We will monitor compliance daily and maintain thorough documentation to protect the City from regulatory risk or schedule delays. Any observed deficiencies will be addressed immediately with the contractor to ensure timely correction.

BYPASS PUMPING AND OPERATIONAL CONTINUITY

Maintaining uninterrupted sewer service is critical. Our team will review the contractor's bypass pumping plan in detail, confirming capacity, redundancy, alarm systems, and emergency response procedures. During construction, we will monitor bypass performance and coordinate closely with City operations staff to ensure system reliability and rapid response in the event of an issue.

CIPP installation activities will be closely observed, including liner insertion, curing temperature and pressure monitoring, and post-installation testing. LTP Influent sampling, to test for styrene levels in the cure water, and discharge will be coordinated with the LTP staff and performed in accordance with the City's One-Time Discharge Permit requirements.

COORDINATED, RESPONSIVE CONTRACTOR PARTNERSHIP

Our team has extensive experience working with contractors performing trenchless rehabilitation within Santa Rosa. We promote open, solutions-oriented communication to address technical issues early and maintain steady progress.

This includes:

- Early review and tracking of submittals and RFIs
- Close oversight of CIPP fabrication, wet-out, and curing operations
- Clear documentation of schedule and cost status for City review
- Prompt evaluation of change order requests

Our goal is to resolve issues in real time, minimizing escalation and protecting the project schedule.

INTEGRATED CONTROLS: SCOPE, QUALITY, SCHEDULE, AND BUDGET

SCOPE MANAGEMENT

We will maintain a thorough understanding of the contract documents and referenced standards to ensure field decisions remain aligned with the intended design. All field adjustments will be documented carefully to preserve scope integrity and support accurate record drawings.

QUALITY ASSURANCE

Quality oversight will focus on pre- and post-lining CCTV review, verification of liner thickness and curing parameters, manhole rehabilitation, LTP Influent management, and restoration activities. Our inspectors will stay ahead of the contractor's work, identifying potential deficiencies before they become corrective work items.



Construction Management and Inspection Methodology

Clark Stauffer will support documentation control, submittal tracking, and reporting to ensure complete and organized project records.

SCHEDULE OVERSIGHT

While the contractor controls sequencing, we will monitor daily progress against the approved schedule and provide early notice of potential delays. Critical activities such as bypass setup, liner fabrication and delivery, and environmental monitoring windows will receive focused attention to maintain schedule continuity.

BUDGET CONTROL

Our approach incorporates earned value verification, trend analysis, and forward forecasting. By tracking quantities, change orders, and potential risk areas in real time, we help the City maintain cost control and avoid scope or quality compromises.

DELIVERING RELIABLE INFRASTRUCTURE WITH ENVIRONMENTAL STEWARDSHIP

The Robles Trunk Lining Phase 1 project is essential to maintaining the reliability and long-term performance of the City’s wastewater system. Drawing on decades of experience delivering sewer rehabilitation projects within environmentally sensitive corridors, DCCM will provide disciplined oversight, thorough documentation, and responsive field leadership throughout construction.

Our goal is to help the City of Santa Rosa complete this work safely, efficiently, and in full compliance with regulatory requirements while protecting critical habitat and ensuring dependable infrastructure for the community it serves.

CRITICAL ISSUES

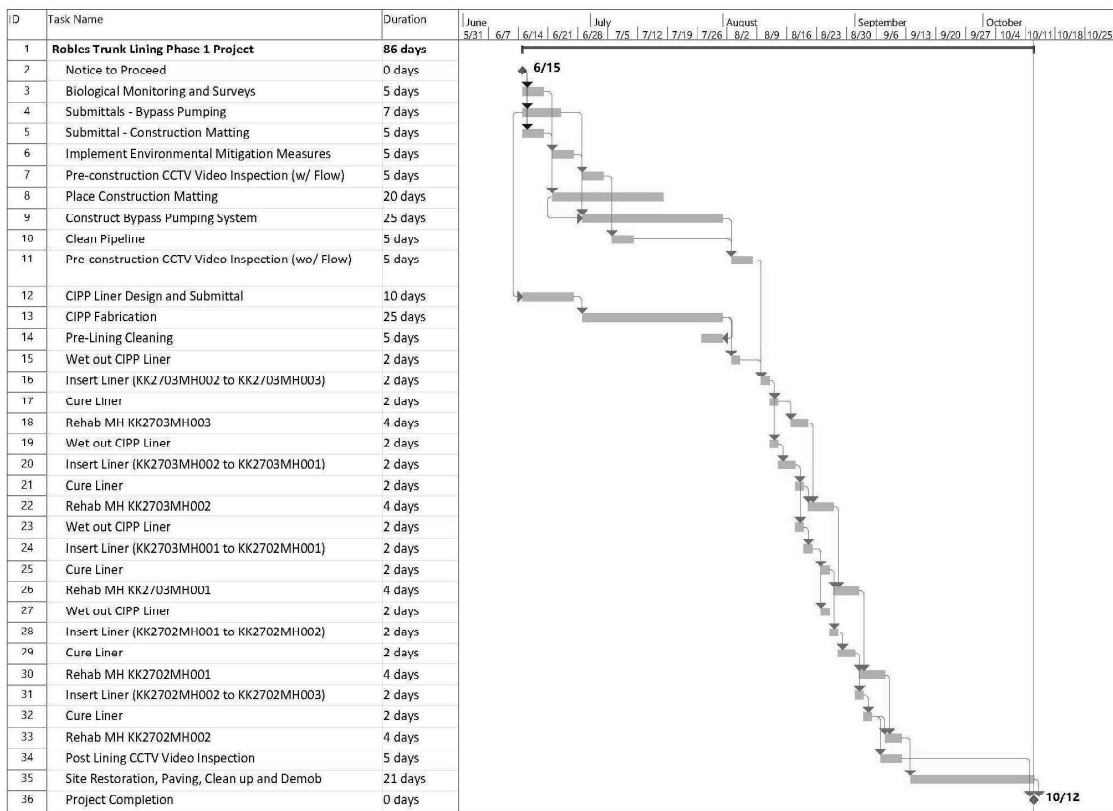
DCCM foresees several critical issues that may require particular attention:

ISSUE	SOLUTION
ITP Permit Requirements and Mitigating Measures	<ul style="list-style-type: none"> • Construction activities will include the ITP boundary survey performed by the City’s survey crew, pre-construction biological monitoring surveys, the placement of the wildlife exclusion fencing and construction matting. DCCM will take the lead for scheduling, coordination and inspecting these critical activities. Always with a focus on the ITP constraints and requirements. • DCCM will also assist the City staff with the preparation of a role & responsibilities list, assigning various ITP reporting requirement to the appropriate parties.
Coordination and Scheduling with City, LTP Staff and Other Agencies	<ul style="list-style-type: none"> • Coordination with Water and Sewer Operations staff, and the public regarding work schedules, service outages and tie ins, street and lane closures, will be a key focus of our public outreach efforts • Coordination with the Santa Rosa Police and Fire Department providing advanced schedule information and notices throughout construction. • Debris generated during the trunk cleaning operations will be transported to the compost facility. DCCM has coordinated these activities with the compost staff on previous projects at LTP. • Coordination with LTP Operations regarding construction water and plant influent flows, as well as all testing and filtration activities. • Close schedule coordination with the County of Sonoma’s Encroachment Dept. and City’s materials testing lab for material sampling during the road crossings and restoration phase of the project.

Environmental Monitoring and Protection of Storm Drains and Waterways

- Project proximity to numerous tributary waterways and wetlands in the Laguana de Santa Rosa will require diligent implementation of SWPPP mitigation measure and careful monitoring during construction.
- Acceptance of the contractor's Water Pollution Control Program (WPCP) will be one of the first tasks.
- Ensure BMPs are installed per the accepted WPCP, and that BMPs are maintained throughout construction.
- Work at the north end of the project, adjacent to Santa Rosa Creek, will require close monitoring to protect this sensitive waterway.
- Perform all required monthly and weekly SWPPP site inspection, including pre and post rain event inspection, preparing and submitting inspection report (using the City standard report forms) and maintaining all reports in the project record.

SCHEDULE



ABILITY TO MEET SCHEDULE

To ensure that construction management and inspection services are performed smoothly and consistently for the duration of the project, we have proposed a team that provides depth of coverage. The proposed construction management and inspection team will remain on this project through its completion.



**CONSULTANT SERVICES TERMS FOR
CAPITAL IMPROVEMENT PROJECTS**

ISSUED BY
**CAPITAL PROJECTS ENGINEERING DIVISION
CITY OF SANTA ROSA, CALIFORNIA**

2026

Consultant Invoices

A. Frequency, routing and misc.

1. Submit one invoice per month for work performed in the previous month.
 - a) Typically, payment will be processed within four weeks for an undisputed invoice.
 - b) Fiscal year end invoicing deadline: The City's fiscal year ends on June 30, services performed through June 30, including from all subconsultants, shall be invoiced no later than July 7 of each year to comply with the City's fiscal year end deadlines. After July 7, there shall be no further invoicing for services performed up to June 30.
2. Invoices shall be submitted to the City Project Manager, either electronically by email (preferred) or by mail
 - a) Do not submit invoices directly to City of Santa Rosa Accounts Payable
3. Consultant shall invoice only within the authorized limits of the contract.
 - a) The Consultant is responsible for providing written notification to the City Project Manager prior to proceeding with any service that the Consultant considers to be outside of the services outlined in the contract.
 - b) The Consultant shall be aware that a contract amendment can take up to 3 months to fully execute and therefore shall provide a minimum of 3 months advance notice of any concerns about exceeding contract terms.

B. Minimum information required to be provided on the invoice

Consultant information

Invoice number

Invoice date

Project name

City project ID #

Contract number

(example below)

Task Description	Contract amount	Amount previously invoiced	Current amount invoiced	Total amount invoiced	% complete
(Task 1)	\$12,000	\$12,000		\$12,000	100
(Task 2)	\$13,000	\$4,825	\$2,287	\$7,112	54
(Task 3)	\$63,000	\$0		\$0	0
Reimbursables	\$2,000	\$423	\$92	\$515	26
Contingency	\$10,000	\$0		\$0	0
Total	\$100,000	\$17,248	\$2,379	\$19,627	20

Total amount due this invoice

\$2,379.00

Attach an invoice report which shall include:

- A summary of work performed during the invoice period.
- A summary of the firm's employees working on the project, number of hours for work performed during the invoice period, hourly rate, total amount for each employee.
- For subconsultants, attach the subconsultants invoice.
- Provide an updated project schedule when the project is more than 30 days past the consultant's previously submitted project schedule.

C. Use of contingency

Contingency, if provided in the contract, is only to be utilized as authorized by the City Project Manager.

Consultant shall provide a not to exceed cost proposal for any additional service requested to be provided utilizing contingency.

Consultant shall receive written authorization from the City Project Manager to utilize contingency.

Once authorized, the Consultant shall add the task and not to exceed amount to the invoice summary and reduce the contingency line to reflect the remaining contingency.

Construction Management and Inspection Services (CM&I)

The City of Santa Rosa (City) requires construction management services to manage and expedite completion of construction projects within schedule and budget, and to the quality and standards described in the project specifications. The City's Construction Manager (CM) shall at a minimum achieve the requirements described in this section.

A. Documents provided to the Consultant

1. Contract Documents as identified in the Project Specifications (generally including, but not limited to, Special Provisions, Project Plans, City of Santa Rosa Design and Construction Standards, State of California Department of Transportation Standards Specifications, State of California Department of Transportation Standard Plans)

B. General requirements

1. Be a licensed architect, registered professional engineer, or licensed general contractor.
2. Ensure the contractor and their subcontractors adhere to all requirements of the Contract Documents, City of Santa Rosa Design and Construction Standards and the California Public Contract Code.
3. Be the primary point of contact and responsible for the contract administration, construction engineering, and engineering integrity of the project. The Construction Manager (CM) shall ensure the Contractor complies with the requirements of the contract documents.
4. Report directly to City Project Manager and act as a liaison between the city and all project stakeholders in order to accomplish the full project services intended by the city.
5. Act as the primary contact for the public during construction. Meet with property owners and businesses to keep them informed of anticipated construction activities. Address complaints by members of the public promptly. Follow up with the Contractor to ensure remediation, and keep the city informed.

C. Pre-construction services

1. Perform a value engineering and constructability review of the contract documents.
2. Attend a CM&I kick-off meeting led by City staff.
3. Assist in evaluating contractor bids, as necessary.
4. Document pre-construction existing conditions, including photographs and documenting any existing damaged facilities within the construction limits.
5. Coordinate and lead a pre-construction meeting with City, contractor and other project stakeholders, including preparing an agenda and recording meeting minutes. At a minimum, the following shall be covered:
 - a) Project contacts, single point of contact, org chart and lines of communication
 - b) Project emergency contacts (CM&I consultant, City and Contractor)
 - c) Required submittals prior to construction start, submittal routing procedures and lead times.
 - d) Contract highlights (days/hours of work, liquidated damages)
 - e) Order of work
 - f) Public considerations and safety
 - g) City Water Department procedure (if applicable)
 - h) Extra work procedure
 - i) Progress payments
 - j) Materials testing
 - k) Construction staking
 - l) Storm water best management practices
 - m) Utility coordination (if applicable)
 - n) Progress meetings and schedule
 - o) Accessibility (typically curb ramps, traffic signals, cross walks – no tolerances for non-compliance)

D. Construction Management services during construction

1. Oversee and ensure that all measures of the specific project's scope of services are completed in a timely and professional manner with an emphasis on providing the city with a high-quality project.
2. Coordinate project activities with Contractor, City staff, consultant inspector, special inspector, designer, utility companies, and other parties as required.
3. Ensure Contractor obtains all required permits, inspections, and permit finals.
4. Ensure Contractor provides required public and agency notifications for construction activities.
5. Provide, manage, coordinate, and ensure timely (targeting a maximum of five business days) response to all Requests for Information (RFI), shop drawings, product data samples, submittals, and Change Orders.
6. Submittal management:
 - a) Receive, stamp, and log submittals, and distribute them for review to the appropriate parties.
 - b) Monitor review of submittals to foster timely review and return of submittals to Contractor.
 - c) Review administrative submittals for conformance with Contract plans and specifications requirements and City standards.
 - d) Transcribe reviewer's comments and prepare duplicate copies for return to Contractor and distribution to project team.
 - e) Ensure all reviewed submittals are returned to Contractor and utilize the city-provided submittal stamp.
7. Receive, process, and distribute all Contractor correspondence. Coordinate with City (and other applicable parties as necessary) to recommend, develop, prepare, and transmit responses.
8. Maintain logs of requests for information, submittals, plan clarifications, field directives, claims, proposed change orders, final change orders. Maintain all documents generated for the project including, but not limited to, daily inspection reports, weekly statement of working/calendar days, requests for information, submittals, transmittals, inspection reports, permits, O & M Manuals, warranties, as-built record drawings, etc. Ensure City Staff receives copies of these documents.
9. Maintain a log of complaints including the date of the complaint, name of complainant, address, type of complaint, date Contractor was notified, and date complaint was resolved or what action was taken.
10. Establish and maintain project controls and provide administrative, management, and related services necessary to coordinate the work of the Contractor and all subcontractors in order to facilitate timely completion of the project in accordance with contract documents and City objectives.
11. Review, approve and sign Contractor's monthly progress report and payment request, and deliver to the City Project Manager.
12. Provide status updates to City on significant issues as they arise. Urgent/significant issues should be immediately provided to the City Project Manager with an email flagged and titled "No surprises".
13. Provide any contract administration documentation required by City, State, or Federal authorities.
14. Lead progress meetings, weekly construction meetings with Contractor and City Staff, and any other meetings with the Contractor and stakeholders including meeting invites, preparation of meeting agenda and minutes; and distribute to applicable entities (not just attendees).
15. Attend and assist in any public meeting necessary for the Project.
16. Respond within one business day to any public inquiry or complaint.
17. Prepare and/or assist in preparation of final acceptance documents.
18. Coordinate/perform sampling of cure and cool down effluent during the curing process per the City of Santa Rosa One-Time Discharge Permit.
19. Deliver the cure and cool down effluent samples to the City's Laguna Environmental Lab for analysis.

E. Inspection services during construction

1. Provide a single, primary inspector for the duration of the project that has a minimum of 5 years' experience inspecting. Substituting an inspector may be allowed under special circumstances and only with ample notice and with written approval of the Project Manager.
 - a. For projects qualifying as an Essential Services Building as defined by Chapter 4 of the California Administrative Code, inspection services shall include a California Certified Inspector of Record
2. Ensure contractor compliance with the Contract Documents and any and all applicable Codes, Laws, and Regulations throughout the course of the work. The inspector is not authorized to allow construction that is not compliant with Contract Documents or approve changes to the Contract Documents.
3. A complete and up to date copy of the Contract Documents, RFIs, submittals, field directives, change orders must be keep on-site at all times.
4. Prepare and maintain a photo log, including, pre-construction photos, pre-existing damage to site features, progress photos, inspection photos, and photos of completed work. Photos shall include wide angles depicting the overall project site and up-close detailed photos of construction and materials on site. Photo log shall be stored in a logical, organized manner and submitted to the Project Manager weekly, as well as, at the completion of the project. All photos must have a time and date stamp embedded on the photo.
5. Prepare and preserve a complete, accurate daily diary and inspection report. Daily reports shall utilize the City's template and contain information on date/time of inspection, weather, equipment on site (note whether in use or not), trades on site, employees and titles of workers on site, construction activities performed, conversations with the contractor, and any other information critical to documenting construction activities. The inspector shall sign the daily report.
6. Maintain on-site copies of project records (materials certificates, shop drawings, catalog items, manuals, and related items).
7. Review and ensure conformance with right-of-way and easement documents for conditions and restrictions.
8. Monitor project progress and maintain the schedule(s).
9. Maintain contact with all affected property owners and others affected.
10. Promptly advise higher authorities regarding any schedule or other progress problems or variances from the contract requirements.
11. Make a record of any disputes.
12. Monitor project safety and promptly document and report unsafe or life-threatening conditions.
13. Collect and document contractor's concrete and asphalt delivery tags.
14. Review payrolls and other labor documents for compliance with the contract.
15. Conduct, coordinate and/or arrange required testing to ensure compliance.
16. Reject work which does not comply with contract requirements and notify the City.
17. Issue notice to the contractor of deficiencies requiring correction.
18. Advise higher authority when basic contractual commitments are not being met and/or continued work will be substandard; recommend or issue stop work orders as provided in agency/owner policy or regulations.
19. Before Utility installations begin, prepare a field directive that gives the Contractor a hard copy of their pipe submittal, which shall include joint insertion instructions and a requirement that these instructions be shared with laborers doing the work. Inspector shall verify that these instructions have been provided to field laborers doing the work.
20. Take pictures daily (two photos minimum) of at least one pair of adjacent pipe joints installed on the day of inspection and include stationing of locations.
21. Inspector shall carry hard copies of all approved construction submittals onsite.
22. Administer approved change orders.
23. Ensure all work contractor is requesting for payment has been performed or materials are on hand.
24. Record work progress, as-built conditions, and other relevant data on site drawing set.

25. Arrange and conduct the final inspection and punch list walk-through. Prepare the punch list and monitor completion or correction of items on the List.
26. Coordinate testing with City Materials Engineering and project team a minimum of 2 business days in advance of requiring services.
27. Coordinate with City Storm Water Team for Low Impact Development (LID) feature inspection.
 - a) Before close in (drainage pipe inspection)
 - b) At project completion
28. Contract for and manage non-City supplied material testing and special inspection services.
 - a) Note: City materials testing services is limited to concrete and asphalt testing for the right of way, trench backfill compaction testing, LID feature soils testing.
 - b) Coordinate testing and startup including efforts by Contractor, manufacturers, and City staff.
 - c) Coordinate the handling and/or disposal of contaminated or hazardous materials with the Contractor, disposal sites, and City staff if contaminated or hazardous materials are encountered during construction. Sign manifests as necessary.
29. Storm Water compliance inspections
 - a) Perform monthly storm water BMP inspections, required from September through April. Utilize the City's inspection form and deliver a copy to the City Project Manager.
 - b) Perform a storm water BMP inspection, utilizing the City's form, 2 days prior to any rain event where .25 inches of rain or more is forecasted.
 - c) Reinspect for compliance of any correction notices issued to the contractor.

F. Reporting

1. Prepare 1-page weekly progress reports including items listed below. Include approximately 2 photos. Submit to the City by Monday 12:00 pm the following week. Weekly reports may be posted to the City's public website.
2. Provide a list of key items of work completed during the week and expected work the following week.
3. Construction Manager shall review Inspector's daily construction reports and suggest edits where applicable. Initial reports to show that the document was reviewed and approved and submit copies of the previous week's daily reports.
4. Provide construction look ahead schedule.
5. Review/Prepare Weekly Statement of Working Days using the City's template.
6. Prepare and submit a monthly progress report describing key issues, recycled concrete and asphalt quantity, status of schedule, budget, payments, RFI's, submittals, claims, potential change orders, and change orders. The monthly progress report shall be due to City Engineer on the tenth (10th) of every month.
7. Inform the City, two days before the recording of CCTV videos of sewer main pipe, so that an inspector can watch the CCTV work being recorded and ask to pan joints on the video as needed.
8. Complete all documentation and coordination required for final acceptance and closeout of construction contracts.

G. Change order and claims management

1. Analyze requested change orders for validity, cost, and schedule impacts. Provide information and recommendation to City Project Manager necessary to review the requested change order. City Project Manager shall be responsible for the consideration, negotiation and resolution of all requests for change orders. CM shall draft and forward proposed change orders to the City Project Manager using City provided change order format. City staff will formally process draft change orders, obtain signatures, and distribute accordingly.
2. Analyze claims for validity, cost, and schedule impacts. Provide information and recommendations to City Project Manager necessary to review and resolve the claim. City Project Manager shall be responsible for the consideration, negotiation, and

resolution of all claims. CM shall draft responses to claims for review and approval by City Engineer. City staff will obtain final signatures, and CM will distribute responses to claims.

H. Project close out

Submit to City all electronic and paper records related to the project by USB flash drive.

I. Deliverables

1. Preconstruction

- a) Constructability and value engineering plan review report
- b) Photos
- c) Preconstruction meeting coordination, agenda and minutes

2. Construction

- a) Review, routing and return of RFI's, shop drawings, product data samples, submittals.
- b) Draft all Change Orders using the City's template.
- c) Logs for requests for information, submittals, plan clarifications, field directives, claims, proposed change orders, final change orders, complaints.
- d) Review, sign and submit to City Project Manager contractor's monthly progress payment request.
- e) No surprise emails
- f) Construction photos (submitted weekly)
- g) Daily inspection reports (submitted weekly)
- h) Ensure the inspector is documenting daily photos of utility installations, with photos of at least one pair of adjacent pipe joints installed on the day of inspection.
- i) Materials testing requests submitted to City Materials Lab with a copy to the City Project Manager
- j) Weekly progress reports
- k) Concrete and asphalt recycle report (submitted monthly)
- l) Weekly statement of working/calendar days (submitted weekly to the contractor with a copy to the City Project Manager)
- m) Monthly report
- n) Storm water inspection reports (submitted within one business day of inspection to City Storm Water team and copy to the City Project Manager)
- o) Special inspection reports
- p) Coordinate/perform sampling per the City of Santa Rosa One-Time Discharge Permit.
- q) Deliver samples to the City's Laguna Environmental Lab.



SCHEDULE OF HOURLY RATES

July 1, 2025, through June 30, 2026*

PROFESSIONAL SERVICES

Principal Engineer	\$255 - \$300/hour
Supervising Engineer	\$215 - \$270/hour
Senior Engineer	\$200 - \$220/hour
Associate Engineer	\$180 - \$200/hour
Assistant Engineer	\$170 - \$190/hour
Junior Engineer	\$150 - \$175/hour
Senior Engineering Technician	\$170 - \$190/hour
Engineering Technician	\$155 - \$170/hour
Engineering Aide	\$125 - \$150/hour
Resident Engineer	\$190 - \$255/hour
Construction Manager	\$175 - \$260/hour
Assistant Construction Manager	\$160 - \$180/hour
Construction Inspector**	\$185 - \$210/hour
Construction Administrator	\$140 - \$160/hour
Building Plan Check Engineer/Architect	\$180 - \$220/hour
Building Official and/or CASp	\$200 - \$235/hour
Supervising Building Inspector	\$185 - \$215/hour
Senior Building Inspector	\$160 - \$190/hour
Building Inspector (I & II)	\$155 - \$170/hour
Supervising Plans Examiner	\$185 - \$215/hour
Senior Plans Examiner	\$160 - \$190/hour
Plans Examiner (I & II)	\$130 - \$165/hour
Supervising Permit Technician	\$165 - \$190/hour
Senior Permit Technician	\$140 - \$175/hour
Permit Technician (I & II)	\$125 - \$150/hour
Administrative	\$120 - \$145/hour
VEHICLE	\$20.00 - \$25.00/hour
MILEAGE	Federal Mileage Rate
OUTSIDE SERVICES***	Cost + 15%
MATERIALS***	Cost + 15%

- When applicable, mileage or vehicle rates will be charged, but not both. Vehicle hourly rate not subject to increase.
- * Hourly rates are subject to a 5% increase each fiscal year.
- ** Includes services subject to prevailing wage rates.
- *** Markups will not be included on Outside Services or Materials for state and federally funded projects.









A010263-2025-01 CM and Inspection for Robles Trunk Lining Phase 1

Final Audit Report

2026-03-24

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A010263-2025-01 CM and Inspection for Robles Trunk Lining Phase 1

Final Audit Report

2026-03-24

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A010263-2025-01 CM and Inspection for Robles Trunk Lining Phase 1

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