

**CITY OF SANTA ROSA TRANSPORTATION AND PUBLIC WORKS
PROJECT WORK ORDER NO. A010146-2016-33**

PROJECT NAME: **CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR
ROCK CREEK DRIVE AND MATANZAS WAY SEWER, WATER, AND
STORM DRAIN IMPROVEMENTS**

CITY PROJECT MANAGER: **LUCAS BISHOP**

LB
LB

CONSULTANT PROJECT MANAGER: **LIZ ELLIS (TOM GORMAN)**

ASK
ASK

SCOPE OF SERVICE: See Consultant's Scope of Services/Proposal for Services and Fee Schedule dated **August 25, 2025**, attached as Exhibit B-1.

START DATE: **OCTOBER 2025**

COMPLETION DATE: **MARCH 2027**

CHARGE NUMBER FOR PAYMENT: **55783 80% Water 70808 20% Sewer**

NOT-TO-EXCEED AMOUNT FOR THIS WORK ORDER: **\$914,308.65**

TERMS AND CONDITIONS: This Project Work Order is issued and entered into as of the last date written below in accordance with the terms and conditions set forth in the "Master Professional Services Agreement with Green Valley Consulting Engineers, Agreement No. A010146," dated October 11, 2016, 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.

CITY OF SANTA ROSA,
A Municipal Corporation

By: _____
DAN GALVIN
Chair, Board of Public Utilities

Date: _____

Green Valley Consulting Engineers,
A California corporation

By: 
Liz Ellis (Sep 10, 2025 15:20:30 PDT)
Name: Liz Ellis
Title: President

Date: 09/10/2025

By: 
Annie Kohl (Sep 15, 2025 08:54:31 PDT)
Name: Annie Kohl
Title: Secretary

Date: 09/15/2025

APPROVED AS TO FORM:

By: 
Santa Rosa City Attorney's Office

Attachments: Exhibit B-1 - Consultant's proposal and fee for services for this Project Work Order



August 25, 2025

Request for Proposals for

Construction Management and Inspection (CM&I) Services

For

Rock Creek Drive and Matanzas Way Sewer, Water and Storm Drain Improvements

City of Santa Rosa
Transportation and
Public Works Department

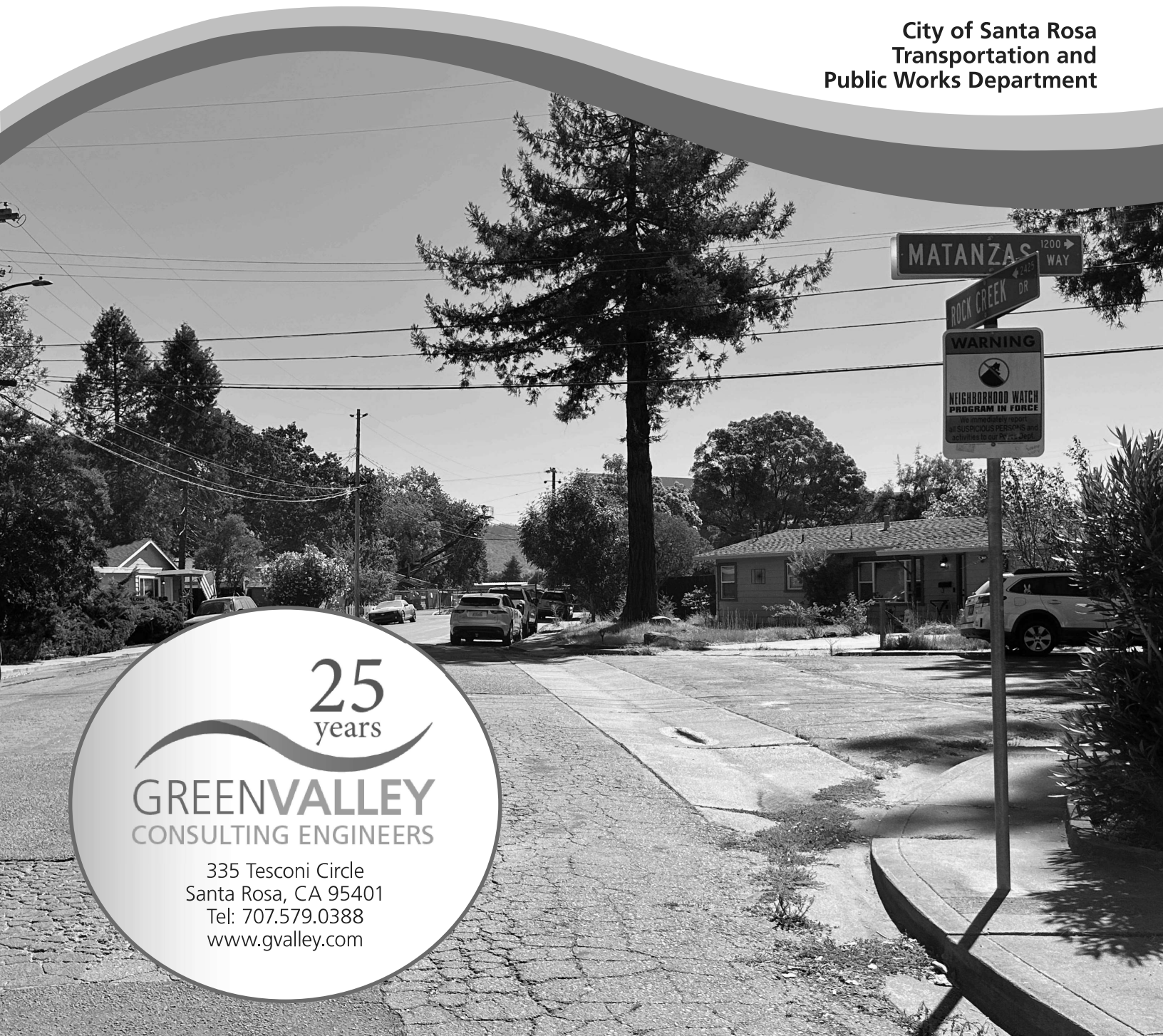


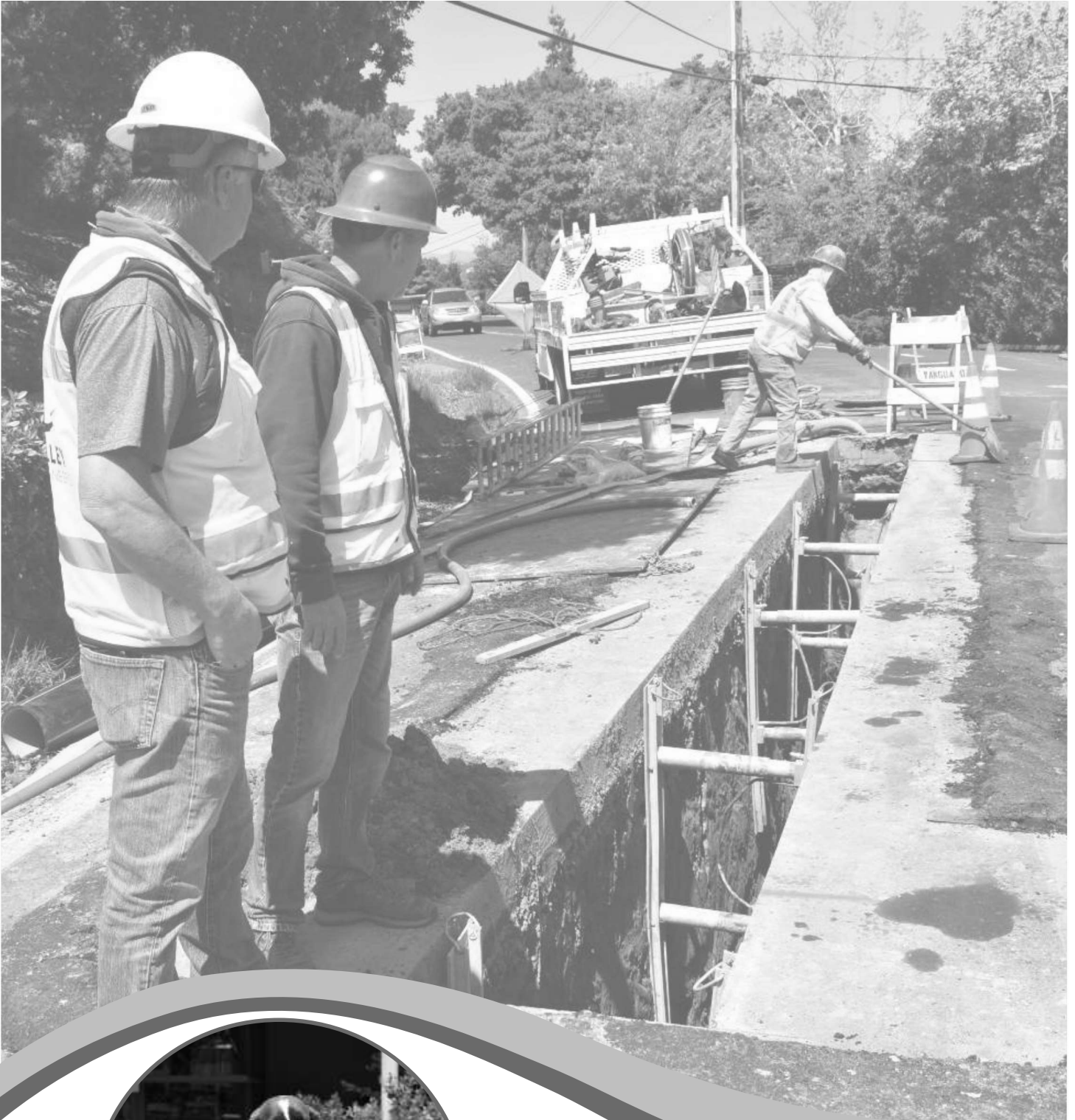


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Executive Summary



CAT 5 Sewer & Water
Town of Cotre Madera



Meet Lady, our
office helper



Proposal for Construction Management and Inspection Services Rock Creek Drive & Matanzas Way Sewer, Water, and Storm Drain Improvements (Project C02290)

Project Overview

The Rock Creek Drive and Matanzas Way Improvements represent a critical capital investment by the City of Santa Rosa to upgrade aging sewer and water infrastructure, improve storm drainage, and reconstruct roadway surfaces in one of the City's most heavily traveled and community-sensitive corridors. The project includes replacement of approximately 950 LF of sewer mains and manholes, over 4,000 LF of water mains with appurtenances, storm drain system upgrades, ADA-compliant curb ramps and sidewalks, and roadway reconstruction.

The project alignment impacts key community assets, including Montgomery High School, the Montgomery Village Shopping Center, and adjacent residential neighborhoods. Work will also include night operations at Highway 12 (Farmers Lane/Hoen Avenue) under Caltrans encroachment permit, making safety, traffic control, and stakeholder communication central to successful delivery.

Our Team & Qualifications

GVCE has assembled a highly qualified CM and Inspection team, with unmatched experience delivering utility, paving, and storm drainage improvements for the City of Santa Rosa.

- **Liz Ellis, P.E.** – Principal-in-Charge/Project Manager providing executive oversight, risk management, and direct client interface, as well as leading Green Valley's outreach.
- **Tom Gorman** – Construction Manager with over 30 years of experience, including major Santa Rosa roadway and utility projects such as Sonoma Avenue Rehabilitation, Fulton Road Reconstruction, and East Haven Water & Sewer Improvements.
- **Juan Avelar** – Lead Inspector with 30 years in heavy civil construction, D1 Water Distribution Operator Certification, and expertise spanning sewer, water, paving, and flatwork.
- **Mel Manni** – Senior Inspector/Field Foreman with 40+ years of construction and inspection experience, including Fulton Road Widening and Pacific Avenue Water Main Replacement.

Together, Tom and Juan have worked side-by-side for over five years, earning the trust of City staff by consistently managing contractors effectively, maintaining proactive communication, and minimizing neighborhood impacts.

Project Challenges & Our Solutions

1. Highway 12 Night Work & Traffic Management

- ▶ **Challenge:** Crossing Highway 12 at Farmers Lane/Hoen Avenue under Caltrans permit.
- ▶ **Solution:** Enforce TMP requirements, provide on-site inspection during night work, and coordinate closely with Caltrans to minimize disruption.

2. Montgomery High School & Pedestrian Safety

- ▶ **Challenge:** Maintaining safe access for students and staff during construction.
- ▶ **Solution:** Enforce ADA-compliant detours, limit lane closures to approved windows, and distribute weekly notices to school administrators and residents.



3. Utility Conflicts in Congested Corridors

- ▶ **Challenge:** Existing aging underground facilities and potential conflicts.
- ▶ **Solution:** Conduct constructability reviews pre-construction, use Juan's underground expertise to resolve conflicts quickly, and coordinate daily with utilities.

4. Noise, Dust, and Community Impacts

- ▶ **Challenge:** Sensitive residential neighborhoods and high pedestrian use near Montgomery Village.
- ▶ **Solution:** Enforce City's noise limits, require active dust suppression, and monitor haul routes to protect neighborhood streets.

5. Environmental Awareness

- ▶ **Challenge:** ESA identified potential soil/groundwater concern at Hahman Drive/Farmers Lane.
- ▶ **Solution:** Monitor excavations, stop work if unusual conditions are encountered, and ensure compliance with CalEPA/RWQCB protocols.

Why Green Valley Consulting Engineers?

- Unmatched Santa Rosa Experience – Our team has delivered dozens of sewer, water, storm drain, and roadway projects for the City.
- Technical Expertise – From large-diameter water facilities to ADA flatwork, our CM and inspection staff bring the right skills to this project.
- Trusted Team – Tom Gorman and Juan Avelar's partnership is already proven on multiple City projects, ensuring smooth field execution.
- Community-Sensitive Approach – GVCE is known for proactive resident and stakeholder outreach, minimizing impacts on schools, businesses, and neighborhoods.
- Commitment to Quality, Safety & Compliance – We provide thorough documentation, strong contractor oversight, and strict adherence to City, Caltrans, and regulatory standards.

Green Valley Consulting Engineers is enthusiastic about the opportunity to assist the City of Santa Rosa on this important project. We are fully committed to delivering construction management and inspection services that meet the City's high standards for excellence, efficiency, and public stewardship. Our proposal is binding for 90 days and we commit to keeping this team for the entirety of the Project duration.

For any questions regarding this proposal, please contact:

Liz Ellis, P.E. C020850
Project Manager
Green Valley Consulting Engineers
Email: lizellis@gvalley.com
Phone: 707-326-5620

Work Plan



La Paloma, E Havens Water & Sewer
City of Santa Rosa



Fresh from our
GV Garden



Project Understanding

The City of Santa Rosa's Rock Creek Drive and Matanzas Way Sewer, Water, and Storm Drain Improvements (Project C02290) will replace aging underground infrastructure while enhancing system reliability, roadway safety, and neighborhood livability. The project scope includes construction of approximately 950 linear feet of new sewer mains with manhole improvements, over 4,000 linear feet of new water mains with appurtenances, storm drain structure replacements, and the installation of ADA-compliant curb ramps and associated flatwork. Significant portions of the roadway will also undergo full-depth pavement reconstruction to restore long-term performance. Together, these improvements address recurring maintenance issues, increase fire protection capacity, and enhance stormwater management in a critical service area for the City.

The project corridor passes through established neighborhoods and key community destinations, including Montgomery High School, Montgomery Village Shopping Center, and residential streets such as Rock Creek Drive, Matanzas Way, and Hahman Drive. This location presents unique challenges that extend beyond utility replacement: maintaining safe pedestrian and vehicular access, managing high-traffic intersections, and coordinating with multiple stakeholders, including residents, businesses, and emergency services. Construction will also involve specialized work such as night operations at Highway 12 (Farmers Lane/Hoen Avenue) for the 12-inch C900 water main crossing under Caltrans encroachment permit. These factors demand a team with strong technical expertise, safety awareness, and proactive community communication.

Key Project Challenges & Opportunities

Montgomery High School Proximity

- Coordinate with school schedules to minimize construction during peak drop-off/pick-up.
- Maintain safe pedestrian crossings and ADA routes for students and staff.

Night Work at Highway 12 / Farmers Lane

- Strict adherence to Caltrans encroachment permit requirements.
- Strong traffic control enforcement during off-hours water main crossing.

Traffic & Access in Busy Corridors

- Manage construction near Montgomery Village Shopping Center and residential streets.
- Provide 72-hour advance notice for driveway impacts and service shutdowns.

Utility Conflicts & Bypass Pumping

- Vigilant monitoring of bypass pumping systems to protect sewer service continuity.
- Anticipate conflicts with aging underground utilities; rapid resolution through CM/Inspector oversight.

Environmental Awareness

- ESA flagged potential contamination at Hahman Drive & Farmers Lane; proactive monitoring of soils/groundwater.
- SWPPP compliance and BMP enforcement, especially during rainy season.

Noise & Dust Control

- Enforce City's 60 dB noise standard for pumps and equipment.
- Implement dust suppression (watering, sweeping) to limit neighborhood impacts.

Public Outreach

- Regular handouts, door hangers, and direct contact information to keep residents informed.
- Rapid response to concerns raised by the community or City staff.



GVCE's proposed team brings precisely this experience. Our **Construction Manager, Tom Gorman, and Lead Inspector, Juan Avelar**, have successfully delivered multiple Santa Rosa CIP projects with similar scope and complexity, including sewer trunkline rehabilitations, large-diameter water installations, and high-profile roadway reconstructions. Their hands-on experience, paired with Liz Ellis' oversight as Project Manager and Principal-in-Charge, in combination with her leading of the team's public outreach, ensures that the City receives a well-coordinated team capable of anticipating field conflicts, managing contractor performance, and delivering high-quality improvements with minimal disruption to the public. With this foundation, GVCE is fully prepared to guide the Rock Creek Project from kickoff through punch list and final acceptance.

Project Approach

We have detailed our Project Approach as a listing of potential concerns we anticipate for the Rock Creek Drive and Matanzas Way Sewer, Water, and Storm Drain Improvements and our proposed solutions, based on our extensive experience with similar utility and roadway projects in Santa Rosa. A thorough review of the plans, specifications, and bid documents, along with lessons learned from our prior sewer and water replacements for the City, give us a clear understanding of how to proactively manage this project for the best outcomes.

Night Work at Highway 12 / Farmers Lane Crossing

Issue: Installation of the new 12" C900 water main requires work within the Highway 12/Farmers Lane and Hoen Avenue corridor under Caltrans encroachment permit. This is one of the busiest intersections in Santa Rosa, and strict adherence to night work hours, traffic control measures, and safety protocols will be essential.

Solution: Our team will ensure all Caltrans permit conditions are strictly followed. We will work with the contractor to sequence this operation efficiently, enforce full TMP measures, and monitor traffic control at all times. Our inspectors will be on site during night work to safeguard safety, minimize disruption, and maintain quality standards under challenging conditions.



Farmers Lane & Hoen Ave

Montgomery High School and Montgomery Village Proximity

Issue: The project runs directly adjacent to Montgomery High School and the heavily used Montgomery Village Shopping Center. Construction will impact students, residents, and business patrons who rely on these routes for daily access. Pedestrian safety is a critical concern.

Solution: GVCE will enforce safe pedestrian detours and ADA-compliant access throughout construction. Lane closures will be limited to the City's approved work windows (8:30 a.m.–4:00 p.m.). Weekly notices and handouts will be distributed to residents, the school, and businesses. Our inspectors will actively monitor pedestrian crossings and haul routes, ensuring community safety and minimizing inconvenience.



Montgomery High School

Utility Conflicts in Aging Neighborhoods

Issue: The project area contains aging and congested underground utilities, particularly at the intersections of Matanzas and Rock Creek and within Montgomery High School. Conflicts are likely during trenching and installation.



Solution: Our team will conduct constructability reviews and mark potential conflict areas before work begins. Juan Avelar's extensive underground experience and D1 Water Distribution Certification will be critical in quickly identifying and resolving conflicts in the field. We will coordinate daily with City staff, utility providers, and the contractor to avoid costly delays.

Noise, Dust, and Haul Route Impacts

Issue: Residential neighborhoods and the school corridor are sensitive to construction impacts such as dust, noise, and truck traffic. Haul routes must be enforced to avoid damage to local streets.

Solution: We will strictly enforce the City's 60 dB noise limit for bypass pumping and equipment, monitor trucking routes, and require the contractor to use approved haul paths. Dust suppression will be monitored daily, with water trucks and sweeping as needed. Our inspectors will track contractor compliance to minimize neighborhood disruption.



Matanzas & Rock Creek

Environmental Awareness at Hahman/Farmers Lane

Issue: The Phase I Environmental Site Assessment identified a localized area of potential soil/groundwater concern at Hahman Drive and Farmers Lane. While not confirmed contamination, any discovery could impact construction.

Solution: Our inspectors will be vigilant during excavation in this area. Should discolored soils, odors, or unusual groundwater be encountered, work will be halted, City staff notified, and testing initiated. GVCE will guide proper handling and documentation to ensure compliance with CalEPA and Regional Water Quality Control Board requirements.

Flatwork and ADA Ramp Conformance

Issue: The project includes significant concrete flatwork and ADA curb ramps, which must meet City standards for grades and tolerances.

Solution: Our team has delivered dozens of ADA upgrades across the City. We will provide close inspection of forms, grades, and concrete placement to ensure ramps, sidewalks, and valley gutters conform to City standards. Juan's dual underground and flatwork background provides a strong layer of oversight for these elements.

Project Schedule and Staffing

Estimated construction start: October -November 2025

- ⇒ Work must be completed within 225 working days
- ⇒ Full-time inspection during peak construction, part-time during closeout.
- ⇒ Night work will be required for work in Hwy 12/Farmers Lane
- ⇒ Overtime may be required based on contractor's schedule and paving operations
- ⇒ Materials testing to be coordinated with the City's materials lab.



We are fully prepared to support this project from start to completion with the designated team, ensuring efficient management, permit and environmental compliance, and stakeholder engagement.



Draft Project Schedule – Rock Creek Drive & Matanzas Way

Total Duration: 225 Working Days (≈ 11 months)

Projected Start Date: November 1, 2025

Projected Substantial Completion: October 2026

<u>Phase</u>	<u>Activities</u>
Phase 1	Mobilization, Traffic Control, and Submittals (15 Working Days) ▶ Contractor mobilization, staging, initial SWPPP measures, and traffic control setup. ▶ Submittals, preconstruction photos/video, coordination with utilities and Montgomery High School.
Phase 2	Sewer Improvements (35 Working Days) ▶ Installation of ~950 LF of sewer main and laterals. ▶ Manhole adjustments and tie-ins. ▶ Temporary restoration where roadway is not being fully reconstructed.
Phase 3	Water System Improvements (70 Working Days) ▶ Construction of ~4,000 LF of new water mains, gate valves, hydrants, and services. ▶ Pressure reducing valves and system tie-ins. ▶ Pressure testing, disinfection, and commissioning.
Phase 4	Storm Drainage & ADA Ramps (30 Working Days) ▶ Install new drop inlets, catch basins, storm drain structures. ▶ Construct ~12 ADA-compliant curb ramps.
Phase 5	Roadway Reconstruction & Paving (55 Working Days) ▶ Full-depth roadway reconstruction where multiple utilities overlap. ▶ Subgrade stabilization, base placement, and asphalt paving. ▶ Permanent trench paving in localized areas.
Phase 6	Flatwork, Sidewalks, Curb & Gutter, Driveways (15 Working Days) ▶ Construct curb, gutter, sidewalk, driveways, sidewalk drains, and valley gutters. ▶ Reset survey monuments, loop detectors, and pavement striping.
Phase 7	Montgomery High School Additive Alternate (if awarded) (20 Working Days) ▶ Roadway excavation, trenching, paving, and seal coat within school grounds. ▶ Strict coordination with school hours to control noise, dust, and access impacts.
Phase 8	Project Closeout, Testing, and Acceptance (10 Working Days) ▶ Final QA/QC testing, video inspection, punch list resolution. ▶ Preparation of as-built drawings, O&M manuals, and closeout documents. ▶ Final walk-through and acceptance by City staff.

Scope of Services



Albany Water & Sewer
City of Santa Rosa



Fresh from our
GV Garden



Scope of Services

Our proposed Scope of Work Matrix provides the City of Santa Rosa with a clear framework of how Green Valley Consulting Engineers will deliver comprehensive Construction Management and Inspection services for Project C02290. The matrix outlines our step-by-step responsibilities — from pre-construction coordination and daily field inspection through project closeout and final documentation. Each task is designed to ensure full compliance with City standards, seamless communication between project partners, and proactive problem-solving to minimize disruptions. This structured approach gives the City confidence that all administrative, technical, and field activities will be monitored, documented, and delivered with precision and accountability.



Hahman & Matanzas

PROJECT "HOT" TOPICS

Montgomery High School Hours

- Coordinate work to avoid peak drop-off/pick-up times.
- Maintain safe pedestrian access routes for students/staff.

Traffic & Resident Access

- Lane closures limited to 8:30 a.m.–4:00 p.m.
- 72-hour advance notice before driveway or service interruptions.

Noise & Dust Control

- Enforce pump system noise ≤ 60 dB.
- Dust suppression via water trucks and sweeping.

Bypass Pumping & Utilities

- 24/7 monitoring of bypass pumping systems.
- Early coordination with PG&E, AT&T, Comcast.

Public Communication

- Distribute timely construction notices.
- Immediate responsiveness to City and community concerns.

Safety & Emergency Access

- Always maintain access for police, fire, and EMS.
- Enforce Cal/OSHA safety compliance on site.

TASK 1 - PRE-CONSTRUCTION MEETING & START-UP

Service	Function	Deliverables
Preconstruction Walkthrough	Inspectors perform walkthroughs of the project site and identify potential hazards/obstacles. These are mentioned in the Pre-Construction meeting and brought to the Contractor's attention.	- Identifying Potential Obstacles List
Preconstruction Photos	Take photos of the existing conditions of the Project. Photos will be taken before the contractor begins working on the Project.	- Digital Photos
Preconstruction Kick-off Meeting	The Construction Manager and Inspector will have a meeting with the City Staff.	The City will lead this meeting.
Preconstruction Conference	The Construction Manager and the City will inform the Contractor of project administration procedures and outline project specifics. This will allow anyone to ask any pending questions or express any concerns about the project.	- Agenda - Meeting minutes
Construction Management Filing System	Set up a filing system for organizing, tracking, and managing paper and electronic correspondence. These files include recording and reviewing RFIs, submittals, contracts, etc.	- Electronic files - Submittal Logs - Status Reports
Constructability Review	The Construction Managers and Inspectors will review the plans and specs and assess their constructability. They will create a detailed document with any comments and include detailed notes on the plan set to indicate what their comments are referencing.	- Detailed Word document - Plan set with comments



Scope of Services

TASK 2 - CONSTRUCTION MANAGEMENT

Services	Function	Deliverables
Correspondence	Promote project team communications through written, verbal, and electronic communication. The Construction Manager and Inspector will keep the project teams well-informed and save electronic and spoken communication in our files.	- Correspondence and memos
Site Safety	Construction Inspector will review and monitor the contractor's safety program for compliance with Cal/OSHA. Notify the contractor of any unsafe condition observed. Notify the City if the contractor refuses to rectify the hazardous condition.	- Accident reports
Submittal Management	Submittal Log with required submittals and due dates will be provided to the Contractor. Submittals will be stamped, logged, and reviewed. When needed, submittals will be forwarded to the City.	- Submittals - Submittal Log
Schedule Management	The Construction Manager monitors the contractor's baseline, monthly CPM schedules, updates, and 3-week look-ahead schedules. Construction Manager will notify all parties of actual or potential deviations from the schedule.	- Schedule reports - Notifications of schedule status
Daily Field Inspection and Documentation	Construction Inspector will observe and monitor the project's daily construction for compliance with plans and City Standards. At the end of each working day, the construction Inspector will prepare a daily inspection report detailing that day's activities. Photographic and video documentation will be attached to the daily report.	- Daily inspection reports - Photos and videos
SWPPP Inspection	GVCE will coordinate with the ASP team to ensure that the project's SWPPP is being followed and all measures are working effectively and correctly. ASP will provide monthly inspections of the various areas, especially during the "rainy" season.	- Monthly Inspection forms
Request For Information	The Construction Manager will review, record, and submit all RFI. RFIs will be forwarded to the appropriate party for response and returned to the contractor once a response has been submitted.	- RFIs - RFI Submittal Log
Issues Management	Analyze issues, provide the City with appropriate advice, and follow their lead on how to proceed. The City will be informed every step of the way.	- Design clarifications - Contract change orders
Construction Managers	The construction managers will be responsible for overseeing the project. They will ensure that construction and contract administration comply with the project plans and specifications. CM oversees and maintains documentation required for final acceptance and closeout.	- Progress Meeting - Weekly Summaries - Monthly Pay Estimate - Coordinating with Subs
Change Orders	The Construction Manager will review potential change orders for contractual and technical merit. CM will discuss with the City to determine if CO is warranted. Keep the City apprised of the impact of cumulative change orders.	- Independent cost estimates - Change orders ready for execution
Labor Compliance	GVCE will receive certified payroll from the Contractor and conduct employee interviews. Our team will fill out the LAPM 16-N form when conducting employee interviews.	- Certified Payroll - LAPM 16-N Form
Progress Payments	Review contractor's payment requests. Verify contractor pay items. Prepare payment documentation for execution by the City.	- Progress payment request documents suitable for execution by the City
Weekly Meetings	The Construction Manager will conduct weekly meetings with the Inspector, Contractor, and the City to discuss schedules, progress, and current and past issues.	- Agenda/Minutes Meeting - Schedule suspense logs
Weekly Status Reports	The Construction Manager will prepare weekly reports highlighting project progress, CCO, and cost issues. Included with the report are the inspector's daily reports, RFIs, Submittals, and WSWD	- Weekly report - Updated Logs and Daily Reports - Weekly States of Working Days (WSWD)



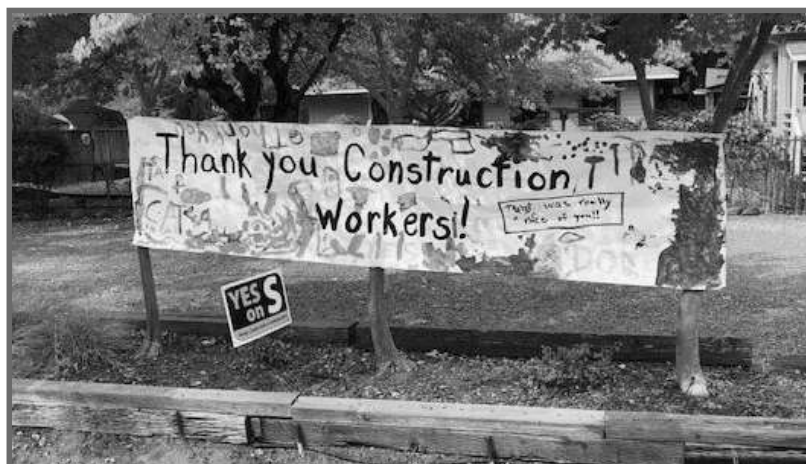
Scope of Services

TASK 2A - CONSTRUCTION MANAGEMENT - COORDINATION TASK

Service	Function	Deliverables
Contractor Coordination	The Construction Manager will coordinate with the Contractor to ensure that all the required permits, public notices, and agency notifications are complete and/or obtained.	- Permits - Public/Agency Notifications
City Coordination	The Construction Manager and Inspector will coordinate with the following City teams when appropriate: Materials Engineering team, Storm Water team, and Surveying team.	- None
Subconsultants	Construction managers will coordinate with subconsultants for any pending work or project responsibilities. For this project, we will be using ASP for SWPPP and QSP services. A brief outline of each service performed will be in the proposal and the Fee sheet.	- Subconsultant Monthly Inspection Reports
Utility Coordination	Coordination with PG&E, AT&T, Comcast, SMART, and all other potential utilities will be conducted to prevent service interruptions.	- None
Emergency Responder Coordination	Coordinating with the Police Department, Fire Department, Ambulances, and other first responders ensures emergency services are continuously provided without impeding them.	- None
City Services Coordination	Coordinating with City services, such as Transit, Postal, Recycling, Schools, and any other services affected by the project, will ensure they are notified and made aware of potential detours or closures.	- None

TASK 3 - CLOSEOUT AND RECORD DRAWINGS

Service	Function	Deliverables
"As-Built" Drawings	Collate, review, and transmit contractor's data.	- Updated Plan
Final Walkthrough	The Construction Manager and Inspector will complete a final inspection. Then, the construction inspector will prepare a punch list, which the construction manager and the City will review.	- Punch List
Labor Compliance Monitoring	Compile all Labor Compliance reports and documentation and submit them to the City.	- Labor Compliance Documentation
Final Payment	The construction manager will review and process the final progress payment for the contractor.	- Final Progress Payment - Supplemental Documentation
Claims Resolution	Resolve remaining claims or disputes. Support claims negotiation and provide litigation support.	- Negotiation and litigation support
Project Completion Report and Project Closeout	Administration staff will prepare the final closeout binder or USB Drive or OneDrive with all pertinent files and related documentation included. We will coordinate with the City and have it delivered.	- USB Drive and/or OneDrive File



Terms



Rex, delivering notices in neighborhoods



CONSULTANT SERVICES TERMS FOR CAPITAL IMPROVEMENT PROJECTS

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

2025

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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.

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.

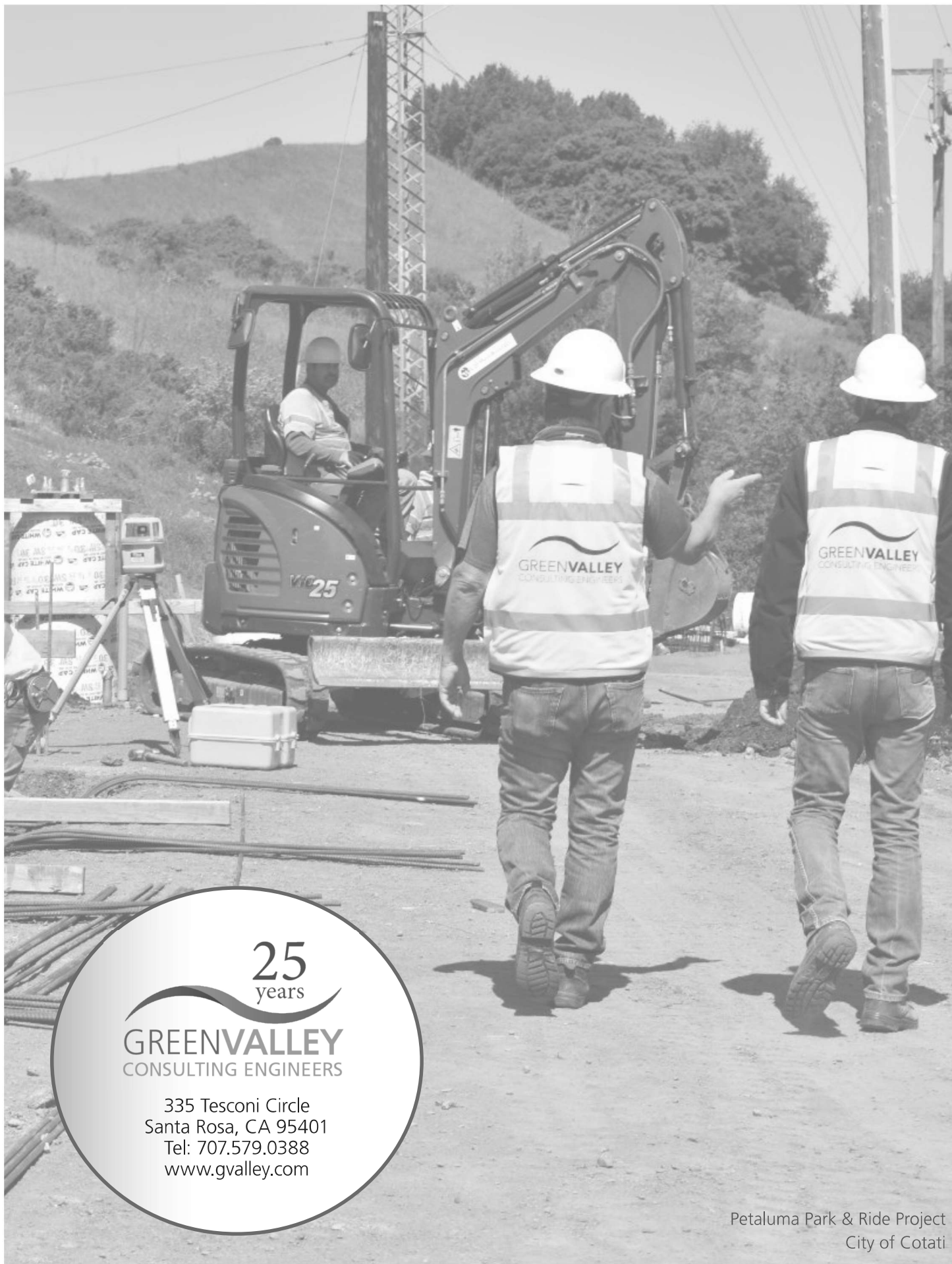
I. Deliverables

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

Storm Water Pollution Prevention (SWPPP)

The City of Santa Rosa (City) will require a QSP to oversee the SWPPP for this project. An approved SWPPP will be uploaded to SMARTS along with the Notice of Intent prior to handing off the QSP duties to the City's Construction Manager (CM) team. The City's Construction Manager (CM) team shall at a minimum achieve the requirements described below:

1. The CM team will identify at the Pre-Construction meeting who the QSP will be during construction. The QSP shall include SWPPP compliance in the Pre-Construction agenda and meeting.
2. The QSP shall be responsible for supervision of all elements of the SWPPP, including non-stormwater and stormwater visual observations, sampling, and analysis.
3. The QSP shall oversee the installation of Best Management Practices (BMPs) and document with photos and notes.
4. The QSP will review inspection reports and ensure timely correction of any non-compliance or BMP failure, along with documentation.
5. The QSP shall be responsible for updating and monitoring the SMARTS website. This shall include the preparation and uploading of the Final Inspection Report, Notice of Termination, and Annual Report to the SMARTS website, in collaboration with the QSD.
6. All field inspection reports, Rain Event Action Plans (REAP), and contractor training reports shall be submitted to SMARTS by the QSP within one week of completion. The QSP will ensure logs and site evaluations are done after each qualifying event.
7. The QSP will stay updated on regulations and changes in the Construction General Permit (CGP) or local requirements that would apply to the project.



25
years

GREENVALLEY
CONSULTING ENGINEERS

335 Tesconi Circle
Santa Rosa, CA 95401
Tel: 707.579.0388
www.gvalley.com

Petaluma Park & Ride Project
City of Cotati



Cost Proposal for

Construction Management and Inspection (CM&I) Services

For

Rock Creek Drive and Matanzas Way Sewer, Water and Storm Drain Improvements

City of Santa Rosa
Transportation and
Public Works Department



25
years

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August 25, 2025

Mr. Lucas Bishop
City of Santa Rosa
Transportation and Public Works Department
69 Stony Circle
Santa Rosa, CA 95401

Re: Construction Management and Inspection Fee Proposal for Rock Creek Drive & Matanzas Way Sewer, Water, and Storm Drain Improvements (Project C02290)

Dear Lucas:

Enclosed is our cost proposal for Construction Management and Inspection (CM&I) services for the City's Rock Creek Drive & Matanzas Way Sewer, Water, and Storm Drain Improvements Project (C02290). Based on the Scope of Services provided by the City and as outlined in our technical proposal, we have prepared a budget reflecting the identified staffing plan, broken into pre-construction, construction, and post-construction phases.

Our budget is based on a **contract duration of 225 working days**, which includes full-time inspection and a conservative allowance for potential overtime inspection. While we do not anticipate significant overtime at this time, final needs will depend on the Contractor's schedule once received. We have also included a placeholder fee for ASP to perform the required QSP inspections and reporting during rain events. As always, our subconsultant invoices will be passed through at **direct cost with no markup**.

We have also included in our budget approximately **four weeks of night work** to cover the installation of the new 12-inch water main crossing of Farmers Lane (Highway 12/Hoen Avenue) under Caltrans encroachment permit. In addition to these night inspection hours, we have provided allowance for **daytime inspection support during this same period**, recognizing that the Contractor may stage and staff concurrent operations both day and night. This additional coverage will ensure the City receives complete oversight during this critical phase of construction.

In addition, we have included a **field superintendent role** to supplement our inspection staff. This role has proven valuable on complex and long-term projects, providing enhanced coordination between the field, administration, construction staking, materials testing, the Contractor, and City staff — often yielding time and cost savings over the course of construction.

If the contract time extends beyond 225 working days, or if the scope or level of services changes, our costs may be adjusted accordingly. Similarly, if the contract time is reduced, costs will decrease.

Our proposal also includes a **15% contingency fund**, to be utilized only with prior written approval from the City's Project Manager. This cost proposal shall remain a firm offer for a period of **90 days** from the submission deadline.

We thank you for this opportunity and look forward to continuing our partnership with the City of Santa Rosa on this important infrastructure project.

Sincerely,



Liz Ellis, P.E., C050830

Detailed Fee Estimate for Construction Management & Inspection

Project Schedule										
Project Information		Phases	Sep	Oct	Nov	Dec	Jan	Feb		
City of Santa Rosa		Pre-Construction								
Rock Creek Dr - Sewer, Water, and Storm Drain		Construction Management								
August 28, 2025		Project Closeout								

Role	Staff	Hourly Rates	Sep	Oct	Nov	Dec	Jan	Feb
Task 1 - Pre-Construction Meeting & Start-Up								
Project Manager	Liz Ellis	\$235.00		12				
Construction Manager	Tom Gorman	\$275.00		60				
Field Superintendent	Mel Manni	\$185.00		12				
Construction Inspection	Juan Avelar	\$170.00		40				
Administration	Annie Kohl	\$85.00		8				
Task 1 Subtotal:				132				

Task 2 - Construction Management								
Project Manager	Liz Ellis	\$235.00			8	8	8	8
Construction Manager	Tom Gorman	\$275.00			55	55	56	56
Field Superintendent	Mel Manni	\$185.00			10	10	10	10
Construction Inspection - Day	Juan Avelar	\$170.00			150	150	150	150
Construction Inspection - Day (OT)	Juan Avelar	\$190.00			10	10	10	10
Construction Inspection - Night	Juan Avelar	\$200.00						
Administration	Annie Kohl	\$85.00			4	4	4	8
Task 2 Subtotal:					237	237	238	242

Task 3 - Closeout and Record Drawings								
Project Manager	Liz Ellis	\$235.00						
Construction Manager	Tom Gorman	\$275.00						
Field Superintendent	Mel Manni	\$185.00						
Construction Inspection	Juan Avelar	\$170.00						



Restoring Yesterday...Creating Tomorrow

Fee Schedule 2025

2025 STANDARD SCHEDULE OF HOURLY FEES

Principal	\$235 - \$250
Project Manager	\$200 - \$235
Project Engineer	\$170 - \$190
Staff Engineer	\$140 - \$160
Construction Manager	\$180 - \$275
Assistant Construction Manager	\$160 - \$190
Construction Inspector*	\$150 - \$180
Construction Inspector Overtime	\$175 - \$200
Construction Inspector Night	\$195 - \$210
Construction Inspector Double Overtime	\$210 - \$240
CAD Technician	\$115 - \$145
Office Administrator	\$80 - \$100
Vehicle Rate	\$15 - \$20

MINIMUM HOURLY CHARGES

Employee time will be billed in accordance with the fees listed above in quarter hour increments. A same day cancellation for inspection will incur a 4-hour fee.

DIRECT EXPENSES

Subconsultant fees, prints, copies, and all other direct expenses are not marked up and will be billed at the actual cost. Mileage will be billed at current IRS rates.

PREVAILING WAGE RATES

Rates shown with an asterisk (*) annotation are subject to prevailing wage laws and are subject to increases per State of California Department of Industrial Relations.

ANNUAL RATE INCREASES

All rates are subject to a 5% annual increase.

***All Inspectors are paid and administered by the State of California Prevailing Wage law.**



State Certified SBE #1548780

Scope & Fee Schedule

To: Green Valley Consulting Engineers
Danny Rojas Camacho
 707.579.0388

Job Name: Rock Creek Sewer,
 Water, Storm
Proposal No: 25-0038
Proposal Date: 8/12/2025

ASP, Inc has developed the following scope of services and fee schedule for the proposed project listed above. Work will be invoiced in accordance with the attached fee schedule and our standard hourly fee rate if any additional services are authorized.

Item No	Description	QTY	UM	UP	Total
Minimum Requirements for Stormwater Management, Inspections, and Reporting					
1	Weekly Inspection and Reporting Services				
	Pre-construction SWPPP Training	1	EA	\$ 652.00	\$ 652.00
	Weekly Inspection and Reporting Services 225 Working Days	45	EA	\$ 386.00	\$ 17,370.00
	City of Santa Rosa MS4 Monthly Inspection and Report	7	EA	\$ 386.00	\$ 2,702.00
2	SMARTS Document Upload and Reporting				
	Annual Report Preparation/Filing	1	EA	1180	\$ 1,180.00
	Notice of Termination (NOT) & Final Annual Report	1	EA	\$ 2,562.00	\$ 2,562.00
	Notice of Termination (NOT) Resubmittals	1	EA	\$ 850.00	\$ 850.00

Total for Minimum Requirements \$ 25,316.00

Additional Inspection and Reporting Requirements for Rain Events. For multi-year projects, ASP, Inc. reserves the right to increase services based on cost of living increases, fuel increases, federal & state tax increases.					
3	Rain Event Inspections/Reporting				
	Pre-Rain Event Inspection	A/R	EA	\$ 386.00	
	Rain Event Inspection	A/R	EA	\$ 386.00	
	Post Rain Event Inspection	A/R	EA	\$ 386.00	
4	Other Services				
	Storm Water Discharge -				
	Sampling, Testing and reporting on Turbidity and PH	A/R	EA	\$ 385.00	
	NAL Exceedance Report	A/R	EA	\$ 350.00	
	Sampling/Testing for Contaminants/Hazardous	A/R	EA	Cost + 15%	
	Change of Information (COI)	A/R	EA	\$ 385.00	
	Onsite/Offsite Consultation, Analysis, Meetings as Requested	A/R	HR	\$ 165.00	

A/R = No available estimated quantities. Billed as required

SWPPP | CGP & LID INSPECTIONS | SAMPLING | REPORTS

SERVICE AREAS : SACRAMENTO, SOLANO, NAPA, MARIN AND SONOMA Co.

www.ASPNOW.net

Qualification/Exclusions:

1. Reporting and sampling - Include Risk Level 2 requirements

ASP's scope will be inspections, reports and sampling as required by the SWPPP. Scope and proposal dose not include QSD scope. This will be by others unless ASP, Inc is requested to provide a scope and proposal.

2. Storm Water Discharge Samples

Includes Risk Level 2 sampling for turbidity and pH. If sampling/testing storm water run off or for Hazardous/Contaminated materials will be billed as cost plus 15%.

3. Legally Responsible Person (LRP)

ASP, Inc will need the contact for the City of Santa Rosa's assigned LRP.

4. SMARTS System

LRP and AS will need to establish an account in the Water Boards SMARTS System and link ASP, Inc. staff to their account before the SWPPP and Notice of Intent can be completed, uploaded and certified in the LRP's SMARTS account. ASP, Inc staff can assist in establishing an account or linking ASP, Inc. staff to an existing account.

5. Billings & Payments

Monthly progress billings based on actual work performed to be paid within 30 days of invoicing with NO retentions withheld. Delinquent accounts are subject to ASP, Inc. ceasing all inspections/reporting until account is brought current.

6. Bid Quantities

Bid quantities are estimated based on estimated time of construction and historical weather data. This price quote is based on project duration that has been provided by the client. Quantities listed are estimates only and actual quantity will be based on actual needed services and will be invoiced accordingly.

7. ASP, Inc. not responsible for any work performed prior to ASP, Inc. beginning inspection services.

8. Onsite/Offsite Consultations, Analysis, Meetings, etc. over and above those items specifically listed in this proposal will be billed at the hourly rate of \$165.00hr.

Thank you,

Approved By:

Jason Griffin

Jason Griffin, President
CPESC #6764/QSP #22388
jason@aspnow.net
(707) 953-9787

Signature

Print

A010146-2016-33 CM and Inspection Services for Rock Creek Drive and Matanzas Way Sewer Water and Storm Drain Improvements

Final Audit Report

2025-09-10

Created:	2025-09-10 (Pacific Daylight Time)
By:	Sheila Edwards (SEdwards@srcity.org)
Status:	Approved
Transaction ID:	CBJCHBCAABAAfG9ZSGZsSZD6LBf0jxKcp5s9x0QYgnnF

"A010146-2016-33 CM and Inspection Services for Rock Creek Drive and Matanzas Way Sewer Water and Storm Drain Improvements" History

-  Document created by Sheila Edwards (SEdwards@srcity.org)
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