

**CITY OF SANTA ROSA TRANSPORTATION AND PUBLIC WORKS
PROJECT WORK ORDER NO. A010313-2025-01**

PROJECT NAME: SANTA ROSA WATER CONSOLIDATION

CITY PROJECT MANAGER: CHRIS BALANESI

CONSULTANT PROJECT MANAGER: JAMES F. OWENS, P.E.

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 NV5 Consultants, Inc., a California Corporation (“Consultant”).

1. **SCOPE OF SERVICE:** Consultant shall provide to the City the services attached as Exhibit C-1 (“Scope of Services”). **Optional:** 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: 55787

NOT-TO-EXCEED AMOUNT FOR THIS PROJECT: **\$ 859,746.00**

CB


Tracy Duenas

2. **TIME FOR PERFORMANCE.** Consultant shall complete all required services and tasks and complete and tender all deliverables to the reasonable satisfaction of the City no later than December 30, 2028. Consultant shall provide the services described herein in accordance with the schedule set forth in Exhibit C-4 – Scope of Work for Grant Funding Application.
3. **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 NV5 Consultants, Inc., Agreement No. A010313,” dated October 8, 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.
4. **FEDERALLY FUNDED PROJECTS.** The Project Work Order is funded in whole or in part by federal funds: X yes 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: _____
Chair of Board of Public Utilities

Date: _____

APPROVED AS TO FORM:

By: 
Santa Rosa City Attorney's Office

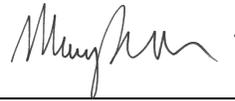
NV5 Consultants, Inc.
A California corporation

By: **Randy Lorenz**
Randy Lorenz (Mar 18, 2026 18:33:56 CDT)

Date: **03/18/2026**

Name: Randy Lorenz

Title: President

By: 

Date: **03/18/2026**

Name: MaryJo O'Brien

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)
- Exhibit C-3 - Sample Federal Contracting Provisions (2025)
- Exhibit C-4 - Scope of Work for Grant Funding Application

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

January 30, 2026

Chris Balanesi, P.E.
Associate Civil Engineer
City of Santa Rosa
69 Stony Circle
Santa Rosa, CA 95401

**Subject: Consolidation of Nine Mobile Home Parks
Proposal for Engineering Services**

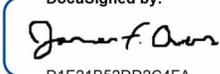
Dear Mr. Balanesi:

NV5, Inc. (NV5) has a successful history of consolidating water systems and procuring funding for water system improvements. For the City's proposed project, NV5 has proposed a team of engineers, geologists, and land surveyors that focuses on consolidating small water systems into larger municipal systems. NV5's team, based primarily in Sacramento and Petaluma, has had extensive success in helping small water systems, including several mobile home parks, improve water quality and water supply reliability with the financial support from the State Water Resources Control Board, navigating communities through the funding application and construction/implementation phases.

Please find enclosed a scope of services and fee estimate. We appreciate the opportunity to provide this proposal and look forward to working with the City. Please contact James if you have any questions.

Sincerely,

NV5, Inc.

DocuSigned by:

D1E21B52DD2C4FA...
James F. Owens, P.E.
Associate/Project Manager

Signed by:

D3B799B088F8414...
Zachary Stock, P.E.
Associate Engineer/Project Engineer

EXHIBIT A

City of Santa Rosa Design Finalization and Construction Support Services Mobile Home Park Consolidation Project Scope of Services

Assumptions

The City of Santa Rosa anticipates executing a construction phase funding agreement with the Division of Financial Assistance (DFA) of the State Water Resources Control Board (SWRCB) to implement a project that will consolidate nine mobile home parks into the City's drinking water system. This project will address various water quality and supply deficiencies at the public water systems listed below.

1. Delores Lane (Public Water System No. 4901346)
2. Plaza MHP (4900787)
3. Western MHP 4900791)
4. El Crystal MHP (4900788)
5. El Portal ME (4900799)
6. Mountain View ME (4900798)
7. Wayside Gardens MHP (4900792)
8. James Court (4901445)
9. Roseland MHP (4900675)

Each entity above is a public water system. Following connection to the City's water system and completion of site improvements (i.e. fire main installation, potable water main installation, well destruction), each system will relinquish its water supply permit and cease being a water retailing entity. The scope of proposed infrastructure improvements to was outlined in the Preliminary Engineering Report (PER) by NV5, Inc. dated November 2025, and further detailed in 90% design drawings (July 2025) and technical specifications prepared by NV5.

NV5's principal contact for during the execution of the project will be Zachary Stock. Zack is a licensed civil engineer based in Sacramento, CA. Zack will be overseen by Project Manager (James Owens). Land surveying (staking) will be led by Rob Stevenson, PLS, in NV5's Petaluma office.

NV5 understands that the City desires that NV5 commence work prior to the City's execution of a funding agreement with the State Water Resources Control Board. The City understands that the State will not reimburse the City for any costs previously incurred or to be incurred prior to execution of this funding agreement until after the execution of the funding agreement. The City desires that NV5 commence work on the permit applications, Phase I Environmental Site Assessments (all mobile home parks), geotechnical investigation, Phase II ESA for Roseland MHP, Phase II ESA(s) for other mobile home parks (subject to further City authorization to NV5), and easement document preparation upon execution of an agreement for this scope of services, which may be prior to the City's execution of a funding agreement with the State Water Resources Control Board.

NV5 understands that the City will record easements on which the improvements are proposed. NV5 has included limited easement acquisition support in this scope of services.

NV5 understands that the City will separately contract for materials and compaction testing during construction, for appraisals of property and/or easements, notary services, and for construction management and daily construction inspection.

NV5 understands that City forces will provide potholing services to expose existing utilities at the frontage of all mobile home parks (excluding El Crystal MHP), allowing NV5 land surveyors to measure the locations of the exposed utilities and add this information to the design drawings prior to their finalization. Additional potholing within mobile home park properties by NV5 is included in an optional task herein.

NV5 anticipates utilizing subconsultants for drilling for the geotechnical investigation's borings (TBD), a laboratory for specific corrosivity testing for the geotechnical investigation (TBD), and for traffic control in support of portions of the geotechnical investigation (TBD). Under an optional task, subject to authorization from the City, NV5 will retain a subconsultant for potholing services.

Task 1 – Project Administration

NV5 will participate in a kickoff coordination call with DFA's representative and City representative(s) at the onset of the project to discuss project scope, wage and labor compliance requirements, American Iron and Steel/Build America Buy America requirements (if any), Disadvantaged Business Enterprise (DBE) reporting and utilization goals and requirements (if any), reimbursement requests, budget, and other requirements and aspects of the project noted in the executed funding agreement (FA).

NV5 will coordinate with other consultant(s) contracted directly with the City, e.g. labor compliance consultant, construction manager/inspector, property/easement appraiser, and materials and compaction testing laboratory. NV5's coordination efforts within Task 1 of this scope of services is limited to requesting and reviewing scopes of services and budgets, and limited scheduling coordination. Technical oversight of work by other consultants contracted with the City, their work product development or quality control, and their budget and budget control are not within NV5's scope of services.

NV5 will prepare and submit reimbursement request packages through March 2028 on an approximately bi-monthly basis. During construction when contractor invoices are received, NV5 will submit the reimbursement packages approximately monthly. The City will be responsible for review, signature, scanning, and submittal to the State (DFA) for processing.

NV5 will prepare project status reports approximately quarterly as noted in the FA. NV5 anticipates preparing up to twelve quarterly project reports. The City will be responsible for review and submittal of the status reports to DFA's representative.

NV5 Project Engineer (Z. Stock) will participate in monthly meetings with the City and the SWRCB's representative to share information on the project's status, upcoming activities, and challenges (MSTeams). NV5 anticipates that the Project Engineer (Z. Stock) NV5 anticipates attending up to 26 monthly progress meetings via virtual means (e.g. MSTeams), anticipating each meeting to last one hour.

In addition, prior to construction, NV5 Project Engineer (Z. Stock) and Project Manager (J. Owens) anticipate meeting with the City bi-weekly to review status of project development items (24 meetings). During construction, NV5 meetings with the City are described in Task 9 herein. For budgetary purposes, these meetings commenced January 2026.

NV5 will prepare a Project Completion Report per the FA. The City will be responsible for review, signature, scanning, and submittal to the State for processing.

Task 2 – Permit Application Assistance

NV5 will prepare the following permit applications. With the possible exception of the geotechnical boring locations, NV5 anticipates that the City or the property owner will be the applicant. NV5 anticipates submitting County permit applications via its online portal. HCD permit applications are anticipated to be physically submitted via U.S. Mail. The City will be responsible for payment of all agency fees and deposits for permit applications. The City is advised that the permitting entity may not issue permits until a construction contractor is identified or contracted.

California Department of Housing and Community Development (HCD)

HCD regulates mobile home parks, and a permit is required for the improvements proposed at each mobile home park (7). As James Court and Delores Lane are not mobile home parks, they do not require HCD permitting. Plaza Mobile Home Park, Western Mobile Home Park, and El Portal Mobile Estates submitted Form 50 for each system's improvements. Feedback from HCD has been incorporated into the 90% design drawings for the improvements at these locations.

Form 50 submittals will be required for each mobile home park. As HCD's approvals have a duration of approximately six months, NV5 anticipates submitting the Form 50s for the seven mobile home parks in February/March 2025, prior to finalizing the design drawings (Task 8). HCD may seek concurrence from DDW, the City's Water Department, and the respective City/County fire authority prior to approval of HCD permit for each site. A construction contractor will also not be identified. Therefore, HCD may not issue the permit until the contractor is identified/contracted by the City.

State Water Resources Control Board – Division of Drinking Water

NV5 will assist with preparing and assembling permit relinquishment application documentation for the nine water systems consolidated into the City's system. See Task 11 for this scope.

Sonoma County – Encroachment Permits

Geotechnical Investigation – Geotechnical Borings for Santa Rosa Avenue and Brooks Road
NV5 will prepare encroachment permit applications for these two boring locations.

Delores Lane, Plaza MHP, and Western MHP – NV5 will prepare and submit a County encroachment permit application for the proposed construction of water facilities at each of these three sites. NV5 understands that the County may require plumbing permit and/or building permit at these three sites.

Sonoma County – Boring Permits (Application for Drilling Permit)

Geotechnical Investigation – Boring permit applications (23)

NV5 will prepare permit applications for the proposed 23 borings for the Geotechnical Investigation (Task 03).

Sonoma County – Well Destruction Permits (Application for Drilling Permit)

NV5 will prepare well destruction permit applications for each well to be destroyed (approximately 17). The goal of these permit applications is to alert the County of the pending well destruction. These permit applications will be considered preliminary, as the construction contractor (and a C-57 licensed subcontractor) will not yet be identified. These preliminary permit applications will be included in the bidding documents.

Sonoma County – Building Permits

NV5 will prepare a building permit application for each of the four parcels that comprise Delores Lane.

Sonoma County – Fire Permits

NV5 will prepare a fire permit application (County Fire Prevention and Hazardous Materials Division) for Delores Lane, Plaza MHP, and Western MHP, El Crystal MHP. The County fire authority may defer to the City’s Fire Department for permit issuance at these locations. The City is advised that previous County Fire Permit for this project (El Crystal emergency connection) was very challenging and time consuming to obtain due to County responsiveness.

City of Santa Rosa – Building Permits

NV5 will prepare a building permit application for each of the 19 parcels within James Court.

City of Santa Rosa – Fire Permits

NV5 will prepare a City fire permit application (Underground Fire Line Permit) for Roseland MHP, Wayside Gardens MHP, Mountain View MHP, El Portal Mobile Estates, and for two parcels within James Court (APNs 125-451-015 and 125-451-040).

Task 3 – Geotechnical Investigation

NV5 will conduct a geotechnical investigation of surface (pavement) and subsurface conditions. There will be two foci of this investigation. The first focus will be along proposed pipeline corridors to determine the thickness of existing pavement, presence (if any) and approximate thickness of any existing base material beneath the pavement, determine the soil classification for materials approximately two to five feet below the surface, measure the sand equivalence of reasonably cohesionless samples, and prepare compaction density curves at select locations and depths. The second focus will be the proposed trenchless pipeline installation locations to serve Delores Lane (storm drain/culvert crossings along East Robles Avenue and Brooks Road).

NV5 anticipates conducting borings at up to 23 locations along proposed pipeline corridors to measure the thickness of asphalt and base material (if any) beneath the pavement, and to acquire samples for laboratory testing. The locations and depths of these borings are summarized in the table below.

Boring No.	Location	Approximate Depth (ft bgs)
01	Delores Lane – E. Robles Avenue	20
02	Delores Lane – Brooks Road	20
03	Delores Lane - ~Station 111+00	8
04	Plaza Mobile Home Park	8
05	Plaza Mobile Home Park	8
06	Plaza Mobile Home Park	8
07	Western Mobile Home Park	8
08	Western Mobile Home Park	8
09	El Crystal	8

10	El Crystal	8
11	El Portal Mobile Estates	8
12	El Portal Mobile Estates	8
13	El Portal Mobile Estates	8
14	El Portal Mobile Estates	8
15	El Portal Mobile Estates	8
16	Mountain View Mobile Estates	8
17	Mountain View Mobile Estates	8
18	Mountain View Mobile Estates	8
19	Wayside Gardens	8
20	James Court	8
21	James Court	8
22	Roseland Mobile Home Park	8
23	Roseland Mobile Home Park	8

Under Task 02, NV5 will prepare an Application for Drilling Permit for each mobile home park site. NV5 will subcontract a drilling subcontractor to drill borings to depths indicated above, or to refusal. To help prevent damage to subsurface utilities during the investigative work for the geotechnical investigation, NV5 will mark proposed excavation/coring areas and will submit a utility markout request (Dig Alert). The City will be responsible for markout of utilities owned by the City (e.g. water) in the immediately vicinity of the proposed excavations for the geotechnical investigation.

NV5 will prepare a traffic control plan and will subcontract traffic control services for all borings performed within the public right-of-way (E. Robles Avenue and Brooks Road). NV5 will backfill the boreholes with neat cement grout in accordance with the Sonoma County soil boring permits. NV5 will prepare such permit applications in Task 2 above. The tops of the borings performed in paved areas will be capped with rapid-set concrete.

With the exception of borings at Roseland Mobile Home Park, NV5 will collect and dispose of excess soil cuttings from advancing the exploratory borings offsite. As noted in Task 5A below, NV5 will temporarily store the cuttings and groundwater extracted at Roseland Mobile Home Park at that site until Phase II ESA testing is complete. Similarly, for Task 05B, NV5 will temporarily store cuttings and groundwater extracted from other MHP sites for which the City has authorized conducting a Phase II ESA.

NV5 will perform laboratory testing at an NV5 soils laboratory on the following samples:

- Uniform Soil Classification System (USCS) testing on material (if any) at up to each boring, generally from sample obtained approximately 3 feet bgs.
- Sand Equivalence (SE) testing on relatively cohesionless material at approximately 36” to 48” below the surface at select borings (if such material is encountered).
- Shear testing (2) at Boring Nos. 1 and 2 (Delores Lane).
- Corrosivity analysis will be performed on selected samples of the near-surface soils along the pipeline alignments. NV5 may subcontract corrosivity testing to a separate laboratory.
- Density curves/optimum moisture content (ASTM D1557)

NV5's laboratory analysis for the borings will include USCS testing, bearing capacity, shear testing. NV5 will evaluate the accumulated information and develop conclusions and recommendations addressing the geotechnical engineering aspects of the project. NV5 will prepare the geotechnical report in support of the proposed improvements. The report will summarize the results of NV5's geotechnical engineering investigation and will present the findings, conclusions, and geotechnical engineering recommendations for the proposed construction of the proposed pipelines. The report will include recommendations for site preparation and earthwork, underground utility construction, stability of proposed pipe trench excavations, recommended lateral earth pressures for design of shoring and trench backfill requirements, soil corrosion potential, and other geotechnical parameters relevant to the proposed construction.

NV5's scope of services does not include material or compaction testing during construction.

Task 03 Submittals

- Report of Geotechnical Investigation (final, .pdf)

Task 4 – Phase I Environmental Site Assessments

NV5 will perform nine Phase I ESAs addressing each of the consolidating mobile home parks using the ASTM International (ASTM) E1527-21 "Standard Practice for Environmental Assessments: Phase I Environmental Site Assessment Process" method as a guideline. NV5 will conduct a Phase I ESA that will be limited to the area of impact for the water line project and will be performed pursuant to the regulatory guidelines presented in the proposed scope of services below. The Phase I ESA report will present NV5's findings regarding recognized environmental conditions that may impact the property.

Task 4.1. Regulatory Agency and Other Records Review

Standard Environmental Record Sources: Federal and State This task involves reviewing the following published lists of state and federal regulatory agency investigations and/or enforcement actions for the subject parcels (the site) and within the ASTM minimum search distances of the site.

United States Environmental Protection Agency (U.S. EPA) National Priority List (NPL), RCRA Corrective Action (CORRACTS) Treatment, Storage and Disposal (TSD) facilities, and the Cal-EPA Department of Toxic Substances Control (DTSC) Cal-Sites List including the Bond Expenditure Plan (BEP) and Annual Workplan for the site and properties within one mile of the site.

- U.S. EPA CERCLIS List, the RCRA non-CORRACTS TSD List, the Cal-EPA Office of Environmental Information Hazardous Waste and Substances Sites List (formerly the Cortese List), the Regional Water Quality Control Board Tank Tracking System, the Regional Water Quality Control Board SLIC List, the SWAT/WMUDS list (landfills), and California Integrated Waste Management Board SWIS list within one-half mile of the site.
- The RCRA generators list, and the local or state list of registered underground storage tanks for the site and adjacent properties, and the Emergency Response Notification System (ERNS) for the subject site only.

Additional Environmental Sources: State and Local:

NV5 will review reasonably ascertainable state and local regulatory agency records for information pertaining to environmental permits, site investigations, and documented enforcement actions for the subject site and adjacent facilities only. State and local agencies contacted may include the following, as appropriate:

- The local agency branch of the State Office of Emergency Services, the Regional Water Quality Control Board, the local environmental health department, the local fire department, the air quality management district or air pollution control district, the local planning department, the building department, or the local utility company.
- NV5 will interview local government officials for information regarding use, storage, and disposal of hazardous substances for the subject site or adjacent properties. Local agencies contacted may include the following, as appropriate:
 - o Local fire departments (City and Sonoma County);
 - o Local health agency;
 - o Local agency responsible for hazardous waste disposal or other environmental matters such as: State of California Department of Water Resources for onsite water wells, the California Department of Conservation, Division of Oil and Gas for onsite oil wells, the Office of the California State Fire Marshal, the Public Utilities Commission for pipelines, or the local agricultural commissioner for restricted pesticide use permits.

Task 4.2. Site History and Setting

NV5 will review the following reasonably ascertainable, standard historical sources for information regarding the subject site:

- Sanborn Fire Insurance Company Maps to gain knowledge of past operations, facilities, or activities of environmental concern for the subject site and adjacent properties.
- Readily obtainable aerial photographs for discernible physical features regarding past operations, facilities, and activities of environmental concern for the subject site and adjacent properties.
- Available City directories for prior business names that operated at the subject site.
- Chain-of-title or recorded document guarantee report (if provided by client) dating back 50 years, which lists current and former easements and ownership. As an alternative, a preliminary title report describing existing easements and current ownership may be reviewed if provided by the client.
- A reasonable attempt will be made to interview available key site managers who may have historical environmental information of the subject site. Key site managers may include current or past owners of the site. Interviews will be conducted unless the City or property owner requests that NV5 omit this task to protect confidentiality of the transaction. Interviews will be limited to a maximum of two selected key personnel per site. The City or property owner be responsible for supplying the names and phone numbers of two key personnel to be interviewed.
- Geological and hydrogeological information for the area in which the site is located.

Task 4.3. Site Reconnaissance

NV5 will perform a site visit to observe field conditions that may indicate recognized environmental conditions in connection with the property. These conditions may include:

- Obvious location(s) of suspected past and present hazardous substance storage, application, use, and disposal areas.
- Obvious location(s) of aboveground and underground storage tanks, pipelines, wells, transformers, and building materials that could potentially contain asbestos. NV5 requests that any pertinent information

or helpful documents that the client has or can obtain regarding environmental permits or registrations, previous assessments for underground tanks, etc., be made available for use by NV5.

- Obvious uses and environmental conditions or concerns as noted in the review of the aerial photography.
- Facilities adjacent to the site that have an obvious potential to affect the environmental conditions at the site.
- Site conditions will be photographically documented at the time of our visit.

Task 4.4. Vapor Encroachment Screening

NV5 will perform a Tier 1 vapor migration screening in accordance with ASTM E2600-15. The vapor migration screening will evaluate off site sources for the potential for vapor encroachment onto the site. Vapor encroachment screening identifies releases in the vicinity of the subject property and, based on the contaminant plume, evaluates the likelihood of vapors migrating to the subsurface of the subject property.

Task 4.5. Phase I ESA Report Preparation

Following the investigation, NV5 will prepare a draft report summarizing the research findings. A separate draft report will be prepared for each mobile home park. The report of findings will include an evaluation of the information obtained from the Phase I ESA. The report will include illustrations, color photographs, and pertinent regulatory agency documentation regarding the site. NV5 will present the findings and provide a list of recognized environmental conditions for the property. The report may provide recommendations for additional investigation, if warranted. Following review by the City, NV5 will submit a final ESA report.

Task 04 Submittals

- Phase I ESA Reports (draft, .pdf) for each mobile home park
- Phase I ESA Reports (final, .pdf) for each mobile home park

Task 05A – Phase II Environmental Site Assessment – Roseland Mobile Home Park

The Phase II ESA will be performed in conjunction with the geotechnical investigation (Task 3) and for estimating purposes will be limited to a soil and groundwater investigation. Groundwater will only be sampled if it is encountered. NV5 assumes that the Phase II ESA for Roseland MHP will be conducted concurrently with any and all other Phase II ESAs authorized by the City at other mobile home park sites (Task 5B)

Task 5A.1. Field Work

NV5 will perform a Phase II ESA in conjunction with the geotechnical drilling program at the Roseland Mobile Home Park. NV5 will provide a field geologist familiar with environmental sample collection and preservation procedures. NV5 anticipates collecting up to three soil samples and, if encountered, one groundwater sample per boring. The geotechnical drilling program proposes two borings within the project alignment to total depths of approximately 8 to 10 feet below ground surface (bgs) within the alignment of the new water pipeline planned for the Roseland Mobile Home Park. Soil samples will be collected at depths of 2.5 feet, 5 feet, and the termination depth of 8 to 10 feet bgs. Samples will be collected in clean brass sleeves, capped with Teflon tape and plastic end caps. Soil cutting will be screened for the presence of volatile organic compounds using a photoionization detector (PID).

If encountered, groundwater samples will be collected at each of the two boring locations using a peristaltic pump and new silicon and poly tubing. A temporary PVC machine slotted screen may be placed in the borehole to facilitate purging and placement of pump tubing down the borehole. During purging, field parameters (pH, temperature, electrical conductivity [EC], dissolved oxygen) will be monitored using appropriate field equipment. Purging will continue until the field parameters stabilize to within ± 10 of the prior reading for temperature, pH, and EC and under 10 nephelometric turbidity units for turbidity. Field equipment will be calibrated with commercially available standards at the beginning of the sampling day. Samples will be collected in laboratory-supplied sample containers.

Soil and groundwater samples are to be labeled according to the location, date, and time of collection, method of preservation and preservatives added, if any. Samples are to be hand-delivered or shipped to a California accredited laboratory under chain-of-custody documentation and analyzed for the following, at a minimum. If additional potential contaminants of concern are identified during performance of the Phase I ESA (Task 04), then additional laboratory analyses may be warranted. NV5 will notify the City if conditions warrant additional analyses and a budget augmentation will be requested.

Soil and groundwater samples will be analyzed for the following:

- Diesel Range Organics (DRO) and Motor Oil Range Organics (MORO) by United States Environmental Protection Agency (USEPA) Method 8015 with silica gel cleanup.
- VOCs (full list) by USEPA Method 8260.

One soil sample from the investigation derived waste will additionally be analyzed for the following:

- Title 22 Metals by USEPA Method 6010/7470.

Waste extraction testing may be required based on the Total Threshold Limit Concentration for metals and the Title 22 waste characterization criteria. Furthermore, additional testing of investigation derived waste (IDW) may be required by the receiving disposal facility. If WET or other laboratory analyses are required a budget augmentation will be requested.

Decontamination of field sampling equipment will be conducted prior to and following use that may have encountered potentially contaminated soil, waste, soil gas, sludge, surface water and groundwater. The purpose is to reduce the possibility of cross-contaminating samples which are to undergo physical and/or chemical analyses, or other media, which must remain free of contamination.

Light equipment, such as hand tools, will be scrubbed with clean water and a laboratory grade non-phosphate detergent in a bucket, double rinsed with clean water, rinsed with deionized water, and allowed to air dry or dried with clean absorbent paper or cloth towels.

Heavy equipment, including trucks and subsurface sampling and drilling equipment will be cleaned using a high-pressure washer prior to site entry, between boreholes, and upon completion of drilling activities at the site.

Surface and subsurface equipment, including reusable bailers (as needed), will be decontaminated prior to use and between each monitoring well. These will be cleaned with a soft bristled brush to remove gross material, washed with clean tap water and a detergent, rinsed with deionized water and allowed to air dry.

Personnel involved in sample processing and decontamination are to wear disposable, non-powdered gloves. New gloves are to be worn at each sampling location. Gloves are to be discarded and replaced during sampling whenever glove cleanliness may have been compromised.

Waste materials will consist of soil cuttings, decontamination water generated during the site investigation and purge water generated during groundwater sampling. The soil and water generated from investigative activities will be temporarily stored onsite in 55-gallon drums pending profile sample results, offsite transport, and disposal at an appropriately permitted facility. NV5 assumes that the drums can be temporarily stored onsite at Roseland Mobile Home Park pending pickup by the waste disposal company. NV5 will provide waste manifests signed by the permitted disposal facility acknowledging receipt of the waste as documentation of proper disposal. NV5 will request written permission from the property owner for storage of the drums on-site. If the drums are to be stored elsewhere, additional costs will be incurred and a budget augmentation requested.

Task 5A.2. Phase II ESA Report

NV5 will prepare a Phase II ESA report documenting the drilling, soil and groundwater sampling, laboratory analysis, and IDW disposal. The report will include geologic logs of subsurface conditions, copies of permits, waste manifests, a site plan showing the locations of the exploratory borings, conclusions regarding the investigation findings and potential exposure pathways, recommendations, as warranted, and other information deemed pertinent by NV5's professional geologist or engineer. The reports will be approved for release, signed and stamped by a California licensed professional engineer or professional geologist.

Task 05A Submittals

- Phase II ESA Report for Roseland MHP (draft, .pdf)
- Phase II ESA Report for Roseland MHP (final, .pdf)

Optional Task 05B – Phase II Environmental Site Assessment – Mobile Home Park(s) To Be Determined

This/these optional Phase II ESA(s) will be performed following authorization from the City. This (these) optional Phase II ESA(s) would be performed in conjunction with the geotechnical investigation (Task 3), concurrently with the Phase II ESA for Roseland MHP (Task 05A). For estimating purposes, NV5 assumes any and all optional Phase II ESAs will be performed simultaneously and will be limited to a soil and groundwater investigation. Groundwater will only be sampled if it is encountered. As Roseland MHP has the smallest construction footprint of the nine MHPs to be consolidated into the City's water system, the estimated fee per mobile home park under Optional Task 05B is higher than the proposed fee for Roseland MHP (Task 05A).

Task 5B.1. Field Work

NV5 will perform a Phase II ESA in conjunction with the geotechnical drilling program at the corresponding mobile home park. NV5 will provide a field geologist familiar with environmental sample collection and preservation procedures. NV5 anticipates collecting up to three soil samples and, if encountered, one groundwater sample per boring. The geotechnical drilling program (Task 03) proposes a specific number of borings at each mobile home within the project alignment to total depths of approximately 8 feet below ground surface (bgs) within the alignment of the proposed water pipeline(s). Soil samples will be collected at approximate depths of 2.5 feet bgs, 5 feet bgs, and near the

termination depth. Samples will be collected in clean brass sleeves, capped with Teflon tape and plastic end caps. Soil cutting will be screened for the presence of volatile organic compounds using a photoionization detector (PID).

If encountered, groundwater samples will be collected at each boring location using a peristaltic pump and new silicon and poly tubing. A temporary PVC machine slotted screen may be placed in the borehole to facilitate purging and placement of pump tubing down the borehole. During purging, field parameters (pH, temperature, electrical conductivity [EC], dissolved oxygen) will be monitored using appropriate field equipment. Purging will continue until the field parameters stabilize to within ± 10 of the prior reading for temperature, pH, and EC and under 10 nephelometric turbidity units for turbidity. Field equipment will be calibrated with commercially available standards at the beginning of the sampling day. Samples will be collected in laboratory-supplied sample containers.

Soil and groundwater samples are to be labeled according to the location, date, and time of collection, method of preservation and preservatives added, if any. Samples are to be hand-delivered or shipped to a California accredited laboratory under chain-of-custody documentation and analyzed for the following, at a minimum. If additional potential contaminants of concern are identified during performance of the Phase I ESA (Task 04), then additional laboratory analyses may be warranted. NV5 will notify the client if conditions warrant additional analyses and a budget augmentation will be requested.

Soil and groundwater samples will be analyzed for the following:

- Diesel Range Organics (DRO) and Motor Oil Range Organics (MORO) by United States Environmental Protection Agency (USEPA) Method 8015 with silica gel cleanup.
- VOCs (full list) by USEPA Method 8260.

One soil sample from the investigation derived waste will additionally be analyzed for the following:

- Title 22 Metals by USEPA Method 6010/7470.

Waste extraction testing may be required based on the Total Threshold Limit Concentration for metals and the Title 22 waste characterization criteria. Furthermore, additional testing of investigation derived waste (IDW) may be required by the receiving disposal facility. If WET or other laboratory analyses are required a budget augmentation will be requested.

Decontamination of field sampling equipment will be conducted prior to and following use that may have encountered potentially contaminated soil, waste, soil gas, sludge, surface water and groundwater. The purpose is to reduce the possibility of cross-contaminating samples which are to undergo physical and/or chemical analyses, or other media, which must remain free of contamination.

Light equipment, such as hand tools, will be scrubbed with clean water and a laboratory grade non-phosphate detergent in a bucket, double rinsed with clean water, rinsed with deionized water, and allowed to air dry or dried with clean absorbent paper or cloth towels.

Heavy equipment, including trucks and subsurface sampling and drilling equipment will be cleaned using a high-pressure washer prior to site entry, between boreholes, and upon completion of drilling activities at the site.

Surface and subsurface equipment, including reusable bailers (as needed), will be decontaminated prior to use and between each monitoring well. These will be cleaned with a soft bristled brush to remove

gross material, washed with clean tap water and a detergent, rinsed with deionized water and allowed to air dry.

Personnel involved in sample processing and decontamination are to wear disposable, non-powdered gloves. New gloves are to be worn at each sampling location. Gloves are to be discarded and replaced during sampling whenever glove cleanliness may have been compromised.

Waste materials will consist of soil cuttings, decontamination water generated during the site investigation and purge water generated during groundwater sampling. The soil and water generated from investigative activities will be temporarily stored onsite in 55-gallon drums pending profile sample results, offsite transport, and disposal at an appropriately permitted facility. NV5 assumes that the drums can be temporarily stored onsite at the respective mobile home park pending pickup by the waste disposal company. NV5 will provide waste manifests signed by the permitted disposal facility acknowledging receipt of the waste as documentation of proper disposal. NV5 will request written permission from the property owner for storage of the drums on-site. If the drums are to be stored elsewhere, additional costs will be incurred and a budget augmentation requested.

Task 5B.2. Phase II ESA Report

NV5 will prepare a Phase II ESA report for each mobile home park authorized by the City. Each report will document the drilling, soil and groundwater sampling, laboratory analysis, and IDW disposal. The report will include geologic logs of subsurface conditions, copies of permits, waste manifests, a site plan showing the locations of the exploratory borings, conclusions regarding the investigation findings and potential exposure pathways, recommendations, as warranted, and other information deemed pertinent by NV5's professional geologist or engineer. The reports will be approved for release, signed and stamped by a California licensed professional engineer or professional geologist.

Task 05B Submittals

- Phase II ESA Report for TBD MHP (draft, .pdf) – One report per mobile home park
- Phase II ESA Report for TBD MHP (final, .pdf) – One report per mobile home park

Task 6 – Easement Acquisition Assistance

NV5 will prepare plats and legal descriptions for the easements noted in the table below. NV5 will purchase up to 23 preliminary title reports (budgeted at \$750 per PTR) for temporary construction easements and permanent easements. NV5 does not anticipate ordering PTRs for access easements.

Water System	Easement Type	APN(s)	Owner
Delores Lane	Permanent	044-141-050-000, 044-141-049-000, 044-141-047-000, 044-141-048-000	UPTEGROVE-WILLIAMS DEBORA TR
	Access Easement	041-101-059-000	Heller Dawna TR
	Access Easement	044-141-044-000	Mighty MHP INC
El Portal ME	Permanent	044-091-061-000	LUCAS GREGORY J ET AL
James Court	TCE	125-451-015-000, 125-451-040-000, 125-451-021-000, 125-451-031-000, 125-451-043-000, 125-451-044-000, 125-451-045-000	GYORGY FRANK C & JANE TR ET A
	Permanent	125-451-015-000, 125-451-040-000	GYORGY FRANK C & JANE TR ET A
	TCE	125-451-007-000, 125-451-026-000, 125-451-028-000	Mendoza Gustavo V TR
	TCE	125-451-020-000, 125-451-037-000, 125-451-039-000, 125-451-042-000, 125-451-046-000	Loucat Management LCC
	TCE	125-451-032-000	GU Jenny
	TCE	125-451-049-000	Lee Karen Ko TR & Lee Wai Kin TR
	TCE	125-451-048-000	Wang Ye
	TCE	125-451-047-000	Jane Gyorgy Investments LLC
	TCE	125-451-027-000	Ho Alice TR
	TCE	125-451-023-000	Lui Chun Hua& Chao Shao Hsin
	Access Easement	125-451-009-000	Kraesig Kathleen L ET AL

The table above does not include plats and legal descriptions previously submitted to the City, or preliminary title reports previously purchased. The City will provide NV5 its template for grants of easement documents. The compensation proposed for this task includes previously unbilled efforts (through November 2025) with an approximate value of \$2,500.

NV5 has reserved budget for assisting the City with contacting property owners, minor modifications to easement documents, and coordination with City staff, City-contracted surveyor, and City-contracted appraiser to track progress of easement recordations.

Task 06 Submittals

- Plat and Legal Descriptions (16) (.pdf)
- Grant of easement documents (MSWord)
- Preliminary Title Reports (16) (.pdf)

Task 07A – Design Finalization

Design Phase Surveying of Potholed Utilities – Public Rights of Way

At each mobile home park other than El Crystal, NV5 will survey subsurface utilities exposed by City forces. NV5 anticipates the City's potholing efforts will be limited to public right of way areas near the frontage of each mobile home park and at existing water mains to which the proposed pipelines will connect. NV5 does not anticipate that City forces will pothole utilities on private properties.

NV5 anticipates obtaining the locations of the exposed facilities in up to three mobilizations. NV5 anticipates that the City will place temporary steel plates above the exposed facilities to facilitate NV5's capturing of the information of multiple exposed utilities' locations at multiple mobile home parks in each mobilization. During these mobilizations, NV5 surveyors will measure the depths to flowlines at select sanitary sewer and storm sewer manholes, assuming the manhole interiors are readily accessible. NV5 surveyors will also obtain readily accessible surface data using GPS for purposes of creating an approximate surface representing the area immediately adjacent to the anticipated work areas. No aerial survey or LiDAR methods will be utilized. NV5's project engineer (Z. Stock) will field review the exposed utilities at up to four of the mobile home parks. NV5 will measure the approximate asphalt thicknesses above the exposed facilities. The City will provide an approximate measurement of the thickness of base material.

NV5 will incorporate the location information of the existing utilities into the design drawings, and will adjust, if necessary, the proposed connections and vertical alignments of proposed facilities near the frontages of the mobile home parks. NV5 will submit the revised design drawings (95%) to the City for review. The drawing modifications to attain a 95% development level are anticipated to be based on data from the exposed utilities and limited surface topography obtained near the frontages of the mobile home parks. NV5 anticipates adding a profile of proposed water pipelines for all mobile home parks except El Crystal MHP. Profiles will be added to new sheets at a scale selected by NV5.

For the potholing effort within public rights of way, the City will be responsible for any permitting and associated fees, traffic control, USA markout, pavement cutting and restoration, temporary asphalt, any disposal of cuttings/extracted materials, sidewalk restoration, and provision of backfill material and its compaction.

Field Review of Utility Markout During Geotechnical Investigation

NV5's Project Engineer will review utility location markouts by the respective utilities (e.g. PG&E gas and electric, sanitary sewer, telephone) placed as part of the geotechnical investigation (Task 03). NV5 will adjust the locations of the existing utilities on the design drawings, if necessary, based on the marked location on the surface by the respective utility owner.

Design Drawing and Technical Specifications Finalization

NV5 will request well records from Sonoma County and/or the Division of Drinking Water for the wells that are anticipated to be destroyed as part of this project. NV5 will compile this information and create a specification for the well destructions, their sequencing, and the permitting requirements of the contractor.

NV5 will finalize the 95% design drawings (revised per above) and the technical specifications prepared previously by NV5. The improvements are anticipated to be constructed under a single construction contract. The compensation proposed for this task includes previously unbilled efforts (through November 2025) with an approximate value of \$67,000, which pertain to preliminary engineering, design, and assistance with preparing application documents for the City's submittal to the SWRCB. NV5 anticipates submitting an invoice for the previously performed services approximately 30 days following execution of the agreement between the City and NV5. Portions of the design finalization will rely on findings of the geotechnical investigation (Task 03). Recorded easements (Task 06) will be added to the design drawings as the City provides recorded documents to NV5.

NV5 will make up to two site visits during the finalization of the design drawings. Concurrent with these site visits, NV5's Project Engineer anticipates participating in design document reviews with the City either at the project site or at City offices.

NV5 will prepare an Opinion of Probable Construction Phase Cost based on the 95% design drawings identifying quantities, unit costs, and an opinion of probable construction phase costs. NV5 anticipates submitting 95% and 100% (final) design drawings and technical specifications to the City and to DFA for review.

Stormwater Pollution Prevention Plan

NV5 will prepare a SWPPP for the proposed project. NV5 will prepare a Notice of Intent and a Notice of Completion at the start and end of construction, respectively. NV5 anticipates including the SWPPP in an appendix to the bidding documents.

Front-End / Contract Specifications

The City will provide NV5 a digital, editable version of the contract or front-end documents in Microsoft Word format for NV5 to modify for the proposed project. NV5 will submit the revised front-end specifications to the City for review. NV5 will insert the Bid Form into the contract specifications.

Task 07A Submittals

- Scope of Work Document for SWRCB funding application (.pdf and MSWord) - Completed
- 95% Design Drawings (.pdf)
- 95% Technical Specifications (.pdf)

- 95% contract specifications in electronic format (MSWord) for review by the City and City’s legal counsel
- Opinion of Probable Construction Phase Cost (based on 95% design documents)
- Draft contract documents in electronic format (MSWord) for DFA review
- 100% Design Drawings (.pdf)
- 100% Technical Specifications (.pdf)

Optional Task 07B – Potholing Utilities at Private Properties

Design Phase Surveying and Potholing of Utilities – Private Properties

At locations authorized by the City, NV5 will subcontract a utility locating company (potholing) to search for and, if encountered, expose subsurface utilities. The potholing subcontractor will utilize air vacuum methods to remove earthen and backfill materials above the facility(ies).

NV5 anticipates obtaining the locations of the exposed facilities in one mobilization. NV5’s project engineer (Z. Stock) will field review the exposed utilities. NV5 will incorporate the location information of the existing utilities into the design drawings, and will adjust, if necessary, the proposed connections and vertical alignments of proposed facilities.

NV5 or its subcontractor will submit a USA markout request, limited traffic control. No permitting application, associated fees, or traffic control plan will be prepared. NV5 will request authorization from the respective mobile home park owner to conduct potholing. NV5 will require this authorization prior to performing any ground disturbing activity or mobilization. Exposed facilities will be backfilled with cuttings and either cold patch asphalt or quick cement at the surface.

Task 07B Submittals

- 95% Design Drawings (.pdf) – Information gathered in this task will be incorporated into the 95% design drawings submitted in Task 07A.

Task 08 – Bidding Assistance

NV5 assumes that the project’s construction will be completed through a single construction contract. Therefore, there will be one series of advertising, pre-bid job walk, bid opening, and award of construction contract.

NV5 understands that the City will submit advertisement for the Notice Inviting Bids to newspaper(s), and will pay for advertising costs. The City will provide NV5 newspaper/publication invoice(s) and evidence of publication. NV5 understands that the City will provide bidding documents to parties that request them. The City will maintain and distribute a planholders list to interested parties.

NV5’s Project Engineer (Z. Stock) will attend one pre-bid meeting at the project site. NV5 will provide up to two written addenda will distribute the addenda via email to the City for distribution plan holders and other interested parties. NV5 has not included participation in the opening of bids in this scope of services.

Following the bid opening, NV5 will prepare a bid tabulation, compile issued addenda, copies of advertisements, and updated project budget. NV5 will prepare a Final Budget Amendment and will compile supporting documents for the City’s review and submittal to DFA. NV5 will prepare a Notice of Award and provide it via email to the City for review, signature, and submittal to the contractor

awarded the contract. The City's legal counsel will review the selected contractor's bonds and insurance documents for adequacy. NV5 will provide the City a summary of the project information for the City to register the construction project with the Department of Industrial Relations (DIR).

Following execution of a construction contract, NV5 will prepare for and participate in a pre-construction conference with the City's selected contractor. NV5 anticipates this meeting will occur in the City of Santa Rosa or at the project site. NV5 will prepare an agenda for the pre-construction meeting, and will prepare a summary of the pre-construction meeting.

Task 08 Submittals

- Up to two addenda to the bidding documents (.pdf format)
- Bid Tabulation (.pdf and MSExcel formats)
- Final Budget Amendment for the City's review/signature/submittal (.pdf)
- Notice of Award for the City's review/signature/submittal (MSWord format)
- Information for project registration with DIR
- Pre-construction meeting agenda
- Pre-construction meeting summary

Task 09 – Construction Support Services

NV5's construction phase support is described in the subsections below. NV5 proposes providing the services of the Project Engineer during construction to support with reviews of materials submittals, requests for information (RFIs), and limited visits to the project site. See greater detail below. Provision of a Construction Manager or an inspector is not within this scope of services. NV5 is not responsible for the contractor's execution of his work or for daily inspection of his work.

Progress Meetings

NV5 Project Engineer (Z. Stock) will participate in progress meetings approximately bi-weekly (or as required) with the City, construction manager/inspector (separate consultant to the City), construction contractor, and appropriate subcontractors to review construction progress. Meetings may include reviewing the contractor's look ahead schedule (including shutdown and tie-in work), submittals and RFI/design clarification status, design clarifications, potential change orders and executed change orders, utility conflicts, safety, delays and potential claims, construction problem resolution, open discussion, and in general coordinate and expedite the operation of all parties contributing to the project. NV5 assumes up to 20 progress meetings will occur at the project site.

Submittals

NV5 will log in, track, process, and review submittals, including shop drawings, traffic control plans, operations and maintenance (O&M) submittals, samples, warranties, certifications, schedules, testing and startup plans, and other items. Each submittal will be reviewed by NV5's staff for completeness. NV5's submittal reviews will be returned to the City's construction manager for provision to the construction contractor. NV5 will discuss submittal status at bi-weekly construction meetings. Submittals becoming due or overdue will be identified and discussed.

Requests for Information (RFI)/Plan Clarifications

NV5's design staff will review and respond to RFIs provided by the City. Up to 15 RFIs are anticipated. Typical turn-around times will be approximately 5-10 working days. Some RFIs may require additional

time for review. Management and tracking of RFIs will be the responsibility of the City's construction manager.

Final Inspection

To confirm the satisfactory completion of contract and change order work, NV5 will perform a final project walkthrough with the City's representatives, the City's construction manager, and the construction contractor to prepare the final punch list for each construction contract. Any items remaining from preliminary punch lists (prepared by others) and logs of nonconforming work will be added. Items from the post-construction conditions survey will be added. Each punch list item will be signed off by the City's construction manager, NV5 (design representative), and the contractor as it is satisfactorily completed.

Record Drawings

Following completion of construction, NV5 will utilize the red-line markups provided by the construction contract, annotations and markups provided by the construction manager, and NV5's limited field observations to prepare record drawings. NV5 anticipates providing one draft and one final version of record drawings.

Lodging and Travel Expense Budget

NV5 has included approximately \$4,900 for the Project Engineer's and Project Manager's mileage, lodging, and incidentals. NV5 requests confirmation and adjustment of these budgets with the City prior to construction and mid-way through construction.

Task 09 Submittals

- Submittal logs (.pdf)
- RFI logs (.pdf)
- Record drawings (.pdf)

Task 10 – Construction Staking

NV5 will verify existing survey control points on the ground and set additional points as needed for the staking of the pipelines, pipeline appurtenances (valves, blowoffs), and the treatment building proposed in the above referenced project. It will be the responsibility of the construction contractor to protect in place all control points.

For Delores Lane and James Court sites, NV5 will stake for line and grade (one set of stakes) for proposed pipeline work within public rights of way and within easements on private properties. NV5's staking at these sites will terminate at the meter boxes. For all other sites, NV5 will set stake for line and grade between the meter boxes (adjacent to public right of way) along proposed mains within each mobile home park. NV5 will not stake work within public rights of way.

Waterline stakes will be set at fifty foot (50') intervals, and angle points, on an offset (to be determined) to the centerline of pipe, and will be marked with a cut to the finish surface grade. Waterline features (e.g. isolation valves, blow-off valves, air release valves, fire hydrants) will be marked with a cut or fill corresponding to the surface. No staking will be provided for well destruction.

NV5 assumes that all staking will be completed in up to four mobilizations, staggered by approximately three weeks (to be confirmed by construction contractor). Additional compensation will be required for additional mobilizations and for replacement staking for any damaged or missing control points and stakes.

Task 10 Submittals

None

Task 11 – Water Supply Permit Relinquishment Assistance

NV5 understands that the nine participating mobile home parks will cease being public water systems following completion of construction at each respective mobile home park, and will relinquish their water supply permits to the State Water Resources Control Board. NV5 will coordinate with the Division of Drinking Water (DDW) to confirm the documentation required for relinquishment and will prepare and submit such documentation for each water system. NV5 will work with the mobile home parks and DDW to the budget limit contained herein. NV5 will inform the City and request additional compensation prior to continuing. NV5 may require confirmation from other City consultants of construction status and milestones (i.e. photographs of well destruction, cutting and plugging of pipelines, connections to City supply infrastructure).

Task 11 Submittals

- Water Supply Permit Relinquishment Documentation (9 sets)

Drafting Standards

- Drafting will be undertaken in AutoCAD format, utilizing NV5 drafting standards.

Items to be Provided by the City

- All agency fees and deposits (permits, reviews, recordations, filings, postings)
- All utility fees for project coordination (PG&E, telephone)
- Appraisals of easements and real property (if any)
- Potholing of utilities at connections to City mains and along frontages of mobile home parks
- Notary services
- Labor compliance monitoring
- Advertisement/publication costs for
- Legal review (construction contract, contractor bonding and insurance documents)
- DIR registration (1 for construction contractor, 1 for NV5's field services)

Services That Can Be Provided Under Separate or Amended Agreement

- Water quality testing, excluding samples at Roseland MHP for Phase II ESA
- Labor compliance monitoring
- Line of credit financing application
- Architectural or structural design
- Construction management or inspection
- Materials and compaction testing
- Agency and utility review, permit, and map provision fees and deposits

- Fire hydrant testing
- Traffic control plan preparation or provision of traffic control for geotechnical investigation, environmental site assessments (ESAs), potholing, or for construction of improvements
- Potholing
- Environmental monitoring or resource evaluation
- Backflow preventer testing

* * * * *

City of Santa Rosa
Design Finalization and Construction Support Services
Mobile Home Park Consolidation Project
Fee

NV5 proposes to perform the tasks listed in Exhibit A for the project level time and materials not to exceed fee of \$678,305, excluding contingency and optional tasks noted below. Including a 15% contingency and optional tasks, the total not to exceed fee is \$859,746. An approximate breakdown of the fee by task is presented below. This proposed fee is valid if the agreement is executed by 30 May 2026.

Activity	Fee
Task 01 – Project Administration	\$55,600
Task 02 – Permit Application Assistance	\$62,390
Task 03 – Geotechnical Investigation	\$63,620
Task 04 – Phase I Environmental Site Assessment	\$64,700
Task 05A – Phase II Environmental Site Assessment – Roseland Mobile Home Park	\$19,325
Task 06 – Easement Acquisition Assistance	\$89,300
Task 07A – Design Finalization	\$141,340
Task 08 – Bidding Assistance	\$23,750
Task 09 – Construction Support Services	\$87,670
Task 10 – Construction Staking	\$49,110
Task 11 – Water Supply Permit Relinquishment Assistance	\$21,500
Fee Subtotal, Excluding Contingency and Optional Tasks Below	\$678,305
Optional Activity	Fee
Task 05B – Phase II Environmental Site Assessment per Mobile Home Park	\$22,600
Task 07B – Potholing Utilities at Private Properties – First Day	\$20,365
Task 07B – Potholing Utilities at Private Properties – Each Ensuing Day in Same Mobilization *	2 x \$18,365
Contingency (15% of Fee Subtotal Above)	\$101, 745
Total Fee, Including Contingency and Optional Tasks Above *	\$859,746

*Total fee assumes one mobilization under Optional Task 7B and two ensuing days of potholing work under Optional Task 7B.

City of Santa Rosa
Design Finalization and Construction Support Services
Mobile Home Park Consolidation Project
Charge Rate Schedule

Not all classifications shown below will be utilized in this scope of services. Additional labor classifications may be required as the work progresses. Labor rates for subconsultants are not contained in the table below. Testing services at NV5's soils laboratory are not shown, but are included in proposed fee.

<u>Labor Classification</u>	<u>Hourly Charge Rate</u>
Associate	\$295
Senior Engineer	\$196
Structural Engineer	\$205
Associate Engineer	\$168
Assistant Engineer	\$143
Junior Engineer	\$124
Principal Geotechnical Engineer	\$247
Associate Geologist/Geotech. Engineer	\$211
Senior Engineer/Geologist II	\$203
Senior Engineer/Geologist I	\$194
Project Engineer/Geologist I	\$184
Staff Engineer/Geologist I	\$149
Technical Editor	\$ 96
Principal Land Surveyor	\$262
2-Person Survey Crew (PW)	\$403
1-Person Survey Crew (PW)	\$250
Survey Geomatics Manager	\$245
Senior Land Surveyor	\$185
Associate Land Surveyor	\$165
Survey Party Chief	\$176
CADD Technician 1	\$109
CADD Technician 2	\$123
CADD Technician 3	\$148
Senior CADD Technician/Designer	\$161
Project Assistant	\$110

Provisions

The Charge Rate Schedule proposed herein shall apply through 31 December 2026. After that date, NV5 will increase the remaining contract fee and labor rates by 3.5%, each rounded up to the nearest dollar. These adjustments will recur annually effective January 1.

Survey, geotechnical, and Phase II ESA field work is anticipated to be subject to prevailing wages (PW). Billing rates for overtime prevailing wage work increase by 50% and 75% for 1.5x wages and 2x wages, respectively. Compensation to NV5 will automatically increase proportionally.

* * * * *

TASK DESCRIPTION			LABOR CODE/STAFF HOURS											TOTALS			
Phase	Task	Task/Sub	osap JFO	ossp SJG	OSEEP ZS	OSTSP GW/GG	OSTSP -	FSSM R. Stevens	OSCT3 AP	PSPE HC/DP	PSSE Geo Staff.	OSSP Srlyr/Ge	FS2P Survey	OSPA Admin	HOURS	FEE	%
1	281L	Project Administration															
		281 Labor															
		Kickoff Call with DFA, City of SR	2		2										4	\$926	0.14%
		Monthly Meetings with DFA/SR (26, Vir	20		52										72	\$14,636	2.16%
		Pre-con phase meetings with City (24 b	40		40										80	\$18,520	2.73%
		Coord. With Other Consultants	3		15										18	\$3,405	0.50%
		Reimbursement Packages (18)	3	9		42									54	\$8,655	1.28%
		Quarterly Reports (12)	9		27										36	\$7,191	1.06%
		Project Completion Report	3		8										11	\$2,229	0.33%
		Misc.													0	\$38	0.01%
		Subtotal													275	\$55,600	
			osap	ossp	OSEEP	OSTSP	OSTSP	FSSM	OSCT3	PSPE	PSSE	OSSP	FS2P	OSPA	PAGE TOTALS		
TOTAL - THIS PAGE			80	9	144	42	0	0	0	0	0	0	0	0	275	\$55,600	8.20%
TOTAL - ALL PAGES			173	300	520	262	0	0	0	12	0	20	24	3	1,311	\$678,305	55.08%

Consolidation of Nine Mobile Home Parks, 228126-0000xxx.0X

TASK DESCRIPTION			LABOR CODE/STAFF HOURS											TOTALS				
Phase	Task	Task/Sub	osap JFO	ossp SJG	OSEEP ZS	OSTSP GW/GG	OSTSP -	FSSM R. Stevens	OSCT3 AP	PSPE HC/DP	PSSE Geo Staff.	OSSP Srvyr/G	FS2P Survey	OSPA Admin	HOURS	FEE	%	
2	281	Permit Application Assistance																
		281 Engineering Labor																
		Coordination with City	20		20											40	\$9,260	1.37%
		HCD Permit Applications	2	2	2	10										16	\$2,748	0.41%
		Sonoma - Encrch. Permits - Geotech	2		3	8										13	\$2,238	0.33%
		Sonoma - Encrch. Permits - Construction	4		4	22										30	\$4,998	0.74%
		Sonoma - Boring Permits - Geotech	4		8	40										52	\$8,244	1.22%
		Sonoma County Well Destruction (17) Quarterly Reports (12)	4	3	7	30										44	\$7,234	1.07%
		Sonoma - Building Permits	3			28										31	\$4,889	0.72%
		Sonoma - Fire Permits			8	16										24	\$3,632	0.54%
		Sonoma - Fire Permits			12	30										42	\$6,306	0.93%
		City - Building Permits	2		6	18										26	\$4,172	0.62%
		City - Fire Permits	3		10	16										29	\$4,853	0.72%
	Misc. Support	6		6	6									18	\$3,636	0.54%		
EX	281 - Non-Labor Expenses														0	\$180	0.03%	
																	0.00%	
			osap	ossp	OSEEP	OSTSP	OSTSP	FSSM	OSCT3	PSPE	PSSE	OSSP	FS2P	OSPA	PAGE TOTALS			
TOTAL - THIS PAGE			50	5	86	224	0	0	0	0	0	0	0	0	365	\$62,390	9.20%	
TOTAL - ALL PAGES			143	296	462	444	0	0	0	12	0	20	24	3	1,401	\$678,305	56.08%	

Consolidation of Nine Mobile Home Parks, 228126-0000xxx.0X

TASK DESCRIPTION			LABOR CODE/STAFF HOURS											TOTALS				
Phase	Task	Task/Sub	osap JFO	ossp SJG	OSEEP ZS	OSTSP GW/GG	OSTSP -	FSSM R. Stevens	OSCT3 AP	PSPE HC/DP	PSSE Geo Staff	OSSP Srvyr/Ge	FS2P Survey	OSPA Admin	HOURS	FEE	%	
3	281	Geotechnical Investigation																
		281 Engineering Labor																
		Coordination with CQA	2		12											14	\$2,606	0.38%
		Review draft geotech report	4		5											9	\$2,020	0.30%
		Review tech specs with geotech			4											4	\$672	0.10%
		Letters of Authorization for Entry			5	12										17	\$2,556	0.38%
		Traffic Control Subcontractor Coord.	1		4										1	6	\$1,077	0.16%
		Traffic Control Plan (Public ROW only)		2	3	15										20	\$3,041	0.45%
		Misc.														0	\$7	0.00%
		Quarterly Reports (12)																
	256	Group 256 - Geotech Team			47						8				1	56	\$11,010	1.62%
		Subsurface Exploration																
			Report Preparation	4	11		14				4					33	\$6,182	0.91%
		LAB	Laboratory Testing (in-house and corrosivity)													0	\$9,190	1.35%
		EXP	Mileage, Supplies, Lodging													0	\$2,089	0.31%
	DRL	Drilling Subcontractor													0	\$19,570	2.89%	
	TRF	Traffic Control Subcontractor													0	\$3,600	0.53%	
		Subtotal													159	\$63,620		
			osap	ossp	OSEEP	OSTSP	OSTSP	FSSM	OSCT3	PSPE	PSSE	OSSP	FS2P	OSPA	PAGE TOTALS			
TOTAL - THIS PAGE			11	60	33	41	0	0	0	12	0	0	0	2	159	\$63,620	9.38%	
TOTAL - ALL PAGES			143	296	462	444	0	0	0	12	0	20	24	3	1,401	\$678,305	56.08%	

Consolidation of Nine Mobile Home Parks, 228126-0000xxx.0X

TASK DESCRIPTION			LABOR CODE/STAFF HOURS											TOTALS				
Phase	Task	Task/Sub	OSAP	OSSP	OSEEP	OSTSP	OSTSP	FSSM	OSCT3	PSPE	PSSE	OSSP	FS2P	OSPA	HOURS	FEE	%	
			JFO	SJG	ZS	GW/GG	-	R. Steven	AP	HC/DP	Geo Staff	Srvyr/G	Survey	Admin				
4A	281L	Phase I ESAs - 9 MHPs																
		281 Engineering Labor																
		Coordination with ESA Team	3		10											13	\$2,565	0.38%
		Review draft reports	16													16	\$4,720	0.70%
		Reviews with City	4		4											8	\$1,852	0.27%
	Property Owner Authorization/Coord.	8		8											16	\$3,704	0.55%	
	Quarterly Reports (12)																	
	Subtotal														53	\$12,841		
	256	256 Environmental Labor																
		Phase I Analyses and Reports (9)									68	170			12	250	\$42,868	6.32%
Revise per Eng. Review Comments										12	40				52	\$8,932	1.32%	
Misc.															0	\$59	0.01%	
Subtotal														302	\$51,859			
																	0.00%	
			OSAP	OSSP	OSEEP	OSTSP	OSTSP	FSSM	OSCT3	PSPE	PSSE	OSSP	FS2P	OSPA	PAGE TOTALS			
TOTAL - THIS PAGE			31	0	22	0	0	0	0	80	210	0	0	12	355	\$64,700	9.54%	
TOTAL - ALL PAGES			124	291	398	220	0	0	0	92	210	20	24	15	1,391	\$678,305	56.42%	

Consolidation of Nine Mobile Home Parks, 228126-0000xxx.OX

TASK DESCRIPTION			LABOR CODE/STAFF HOURS											TOTALS				
Phase	Task	Task/Sub	osap JFO	ossp SJG	OSEEP ZS	OSTSP GW/GG	OSTSP -	FSSM R. Stevens	OSCT3 AP	PSPE HC/DP	PSSE Geo Staff	OSSP Sr. Srvyrr/Ge	FS2P Survey	OSPA Admin	HOURS	FEE	%	
5A	281L	Phase II ESA - Roseland																
		281 Engineering Labor																
		Coordination with ESA Team	3		3											6	\$1,389	0.20%
		Review draft report	5													5	\$1,475	0.22%
		Review with City	1		1											2	\$463	0.07%
			Property Owner Authorization/Coord	1		1										2	\$463	0.07%
			Quarterly Reports (12)															
			Subtotal													15	\$3,790	
	256		256 Environmental Labor															
			Phase I Proposal Dated 11/19/2026								10	38			4	52	\$8,630	1.27%
			Revise per Eng Review Comments								3	4				7	\$1,273	0.19%
			Mileage													0	\$240	0.04%
			Lodging and Meals													0	\$230	0.03%
			Equipment/Supplies													0	\$830	0.12%
			Laboratory Testing													0	\$1,300	0.19%
			IDW Disposal (4 drums)													0	\$3,000	0.44%
			Misc.													0	\$32	0.00%
					Subtotal												59	\$15,535
				osap	ossp	OSEEP	OSTSP	OSTSP	FSSM	OSCT3	PSPE	PSSE	OSSP	FS2P	OSPA	PAGE TOTALS		
	TOTAL - THIS PAGE			10	0	5	0	0	0	0	13	42	0	0	4	74	\$19,325	2.85%
TOTAL - ALL PAGES			103	291	381	220	0	0	0	25	42	20	24	7	1,110	\$678,305	49.73%	

Consolidation of Nine Mobile Home Parks, 228126-0000xxx.0X

TASK DESCRIPTION			LABOR CODE/STAFF HOURS											TOTALS				
Phase	Task	Task/Sub	osap JFO	ossp SJG	OSEEP ZS	OSTSP GW/GG	OSTSP -	FSSM R. Stevens	OSCT3 AP	PSPE HC/DP	PSSE Geo Staff	OSSP Srvyr/G	FS2P Survey	OSPA Admin	HOURS	FEE	%	
6	Easement Acquisition Assistance																	
	281	281 Engineering Labor																
		Track Easements	1		5	20									26	\$3,995	0.59%	
		Review Easements	1		15										16	\$2,815	0.42%	
		Coordination with City	3		8										11	\$2,229	0.33%	
		Coordination with Property Owners	3		24										27	\$4,917	0.72%	
		Quarterly Reports (12)	3		24										27	\$4,917	0.72%	
		Grant of Easement Documents	3	6	5	40									54	\$8,621	1.27%	
	PTRs	Preliminary Title Reports																
		Order Title Reports (23)													0	\$17,250	2.54%	
		Subtotal													161	\$44,744		
	276.0	276 Survey Labor																
	Previous Budget Overrun													0	\$2,500	0.37%		
	Plat and Legal Descriptions (16)		166	38							16			220	\$42,056	6.20%		
	Subtotal		3											220	\$44,556			
			osap	ossp	OSEEP	OSTSP	OSTSP	FSSM	OSCT3	PSPE	PSSE	OSSP	FS2P	OSPA	PAGE TOTALS			
TOTAL - THIS PAGE			14	175	119	60	0	0	0	0	0	16	0	0	381	\$89,300	13.17%	
TOTAL - ALL PAGES			143	296	462	444	0	0	0	12	0	20	24	3	1,401	\$678,305	56.08%	

Consolidation of Nine Mobile Home Parks, 228126-0000xxx.OX

TASK DESCRIPTION			LABOR CODE/STAFF HOURS											TOTALS				
Phase	Task	Task/Sub	osap	ossp	OSEEP	OSTSP	OSTSP	FSSM	OSCT3	PSPE	PSSE	OSSP	FS2P	OSPA	HOURS	FEE	%	
			JFO	SJG	ZS	GW/GG	-	R. Stevens	AP	HC/DP	Geo Staff	Srvyr/Ge	Survey	Admin				
7A	281L	Design Finalization																
		281 Engineering Labor														0	\$67,000	9.88%
		Overrun from Design Phase														27	\$5,454	0.80%
		Site Visit / Field Review	9		9	9										3	\$504	0.07%
		Potholing Coordination			3											18	\$3,024	0.45%
		Pothole Site Visits (2)			18											102	\$17,910	2.64%
		Drawing Advance/Pothole Profiles	12		60	30										60	\$10,666	1.57%
		Tech Specs Advancement	6	8	30	16										10	\$2,158	0.32%
		Contract Specs	2	8												17	\$3,151	0.46%
		Quarterly Reports (12)	1	6	10											7	\$1,372	0.20%
		QA/QC		7												16	\$2,998	0.44%
		Revisions/Submittals	2	2	12											12	\$2,397	0.35%
		Review meetings with City	3		9											60	\$9,375	1.38%
		SWPPP		15		45										11	\$2,595	0.38%
	Design Completion Coordination	5	4	2											0	\$38	0.01%	
	Misc.														343	\$128,642		
			Subtotal															
	281X		281 Non-Labor Expenses													0	\$432	0.06%
			Mileage (1 RT, SD/SR)													0	\$320	0.05%
			Lodging (1 night, 2 people)													0	\$276	0.04%
Meals															0	\$432	0.06%	
Mileage (3 RT, Sac/SR)															0	\$1,460		
		Subtotal																
276		276 Land Surveying																
		Pothole Surveying (3 days)			4							4	24	1	33	\$11,238	1.66%	
			osap	ossp	OSEEP	OSTSP	OSTSP	FSSM	OSCT3	PSPE	PSSE	OSSP	FS2P	OSPA	PAGE TOTALS			
TOTAL - THIS PAGE			40	50	157	100	0	0	0	0	0	4	24	1	376	\$141,340	20.84%	
TOTAL - ALL PAGES			143	296	462	444	0	0	0	12	0	20	24	3	1,401	\$678,305	56.08%	

Consolidation of Nine Mobile Home Parks, 228126-0000xxx.OX

TASK DESCRIPTION			LABOR CODE/STAFF HOURS											TOTALS				
Phase	Task	Task/Sub	osap	ossp	OSEEP	OSTSP	OSTSP	FSSM	OSCT3	PSPE	PSSE	OSSP	FS2P	OSPA	HOURS	FEE	%	
			JFO	SJG	ZS	GW/GG	-	R. Stevens	AP	HC/DP	Geo Staff	Srvyr/Ge	Survey	Admin				
8	281L	Bidding Assistance																
		281 Engineering Labor																
		Client Coord. Calls	2													2	\$590	0.09%
		Pre-Bid Job Walk	9		12											21	\$4,671	0.69%
		Addenda (2)	12	5	25											42	\$8,720	1.29%
		Bid Opening			8											8	\$1,344	0.20%
		Quarterly Reports (12)	1	1	3	17										22	\$3,426	0.51%
		Notice of Award			2											2	\$336	0.05%
		Pre-Construction Meeting	4		16											20	\$3,868	0.57%
		Misc.																
	DIR Project Registration Information			1	2										3	\$454	0.07%	
	Misc.														0	\$21	0.00%	
	Subtotal														120	\$23,430		
	281X	281 Non-Labor Expenses																
		Mileage (Sacramento/Santa Rosa)														0	\$144	0.02%
		Lodging (1 night)														0	\$135	0.02%
		Meals (1 person)														0	\$24	0.00%
		Misc.														0	\$17	0.00%
Subtotal														0	\$320			
			osap	ossp	OSEEP	OSTSP	OSTSP	FSSM	OSCT3	PSPE	PSSE	OSSP	FS2P	OSPA	PAGE TOTALS			
- THIS PAGE			28	6	67	19	0	0	0	0	0	0	0	0	120	\$23,750	3.50%	
- ALL PAGES			143	296	462	444	0	0	0	12	0	20	24	3	1,401	\$678,305	56.08%	

Consolidation of Nine Mobile Home Parks, 228126-0000xxx.OX

TASK DESCRIPTION			LABOR CODE/STAFF HOURS											TOTALS					
Phase	Task	Task/Sub	osap JFO	ossp SJG	OSEEP ZS	OSTSP GW/GG	OSTSP -	FSSM R. Stevens	OSCT3 AP	PSPE HC/DP	PSSE Geo Staff	OSSP Sr. Srvyr/Ge	FS2P Survey	OSPA Admin	HOURS	FEE	%		
9	281L	Construction Support Services																	
		281 Engineering Labor																	
		Biweekly Mtgs with Contractor (20)	25		140											165	\$30,895	4.55%	
		Log, Track, and Review Submittals	5	2	30	30										67	\$11,197	1.65%	
		Receive and Respond to RFIs	5	2	30	6										43	\$7,765	1.14%	
		Project Management	12													12	\$3,540	0.52%	
		Engineer's Observation/Assistance	20		60											80	\$15,980	2.36%	
		Quarterly Reports (12)	2		12											14	\$2,606	0.38%	
		Record Drawings	1	1	10	40										52	\$7,891	1.16%	
		Closeout Documentation	2		13											15	\$2,774	0.41%	
		Misc.														0	\$25	0.00%	
		281X	281 Non-Labor Expenses	PM's Lodging (3 nights @ \$160/night)													0	\$480	0.07%
				PM's Meals													0	\$150	0.02%
				PM's Mileage (3 RTs, SD/SR)													0	\$1,447	0.21%
Project. Eng. Mileage (20 RTs)															0	\$2,920	0.43%		
Subtotal															448	\$87,670			
			osap	ossp	OSEEP	OSTSP	OSTSP	FSSM	OSCT3	PSPE	PSSE	OSSP	FS2P	OSPA	PAGE TOTALS				
TOTAL - THIS PAGE			72	5	295	76	0	0	0	0	0	0	0	0	448	\$87,670	12.92%		
TOTAL - ALL PAGES			175	251	600	420	0	0	0	12	0	16	0	2	1,473	\$678,305	48.17%		

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TASK DESCRIPTION			LABOR CODE/STAFF HOURS											TOTALS				
Phase	Task	Task/Sub	osap JFO	ossp SJG	OSEEP ZS	OSTSP GW/GG	OSTSP -	FSSM R. Stevens	OSCT3 AP	PSPE HC/DP	PSSE Geo Staff	OSSP Srvyr/Ge	FS2P Survey	OSPA Admin	HOURS	FEE	%	
10	281	Construction Staking																
		281 Engineering Labor																
		Project Support and Management	4		20	12										36	\$6,256	0.92%
		Misc.													0	\$24	0.00%	
		Subtotal													36	\$6,280		
		Quarterly Reports (12)																
	276	Group 276 - Survey																
		Proposal dated 11/20/2025	8	4	20								64	2	98	\$32,516	4.79%	
		Misc. Support/Additional Staking/Data Acquisition.			1							1	8		10	\$3,588	0.53%	
		Construction Start - Pothole Surveying					2						2	15	19	\$6,723	0.99%	
	Misc.												0	\$3	0.00%			
	Subtotal													127	\$42,830			
			osap	ossp	OSEEP	OSTSP	OSTSP	FSSM	OSCT3	PSPE	PSSE	OSSP	FS2P	OSPA	PAGE TOTALS			
TOTAL - THIS PAGE			12	4	41	14	0	0	0	0	0	3	87	2	163	\$49,110	7.24%	
TOTAL - ALL PAGES			105	295	417	234	0	0	0	12	0	23	111	5	1,199	\$678,305	54.12%	

Consolidation of Nine Mobile Home Parks, 228126-0000xxx.OX

TASK DESCRIPTION			LABOR CODE/STAFF HOURS											TOTALS				
Phase	Task	Task/Sub	osap JFO	ossp SJG	OSEEP ZS	OSTSP GW/GG	OSTSP -	FSSM R. Stevens	OSCT3 AP	PSPE HC/DP	PSSE Geo Staff	OSSP Sr. Srvyr/Ge	FS2P Survey	OSPA Admin	HOURS	FEE	%	
11	281L	Water Supply Permit Relinquishment Application																
		281 Engineering Labor																
		Mtg. with DDW and City	3	3	3	3										12	\$2,406	0.35%
		Coordination with Water Systems	1	6	6	10										23	\$3,909	0.58%
		Gather/Assemble Information			12	50										62	\$9,166	1.35%
		QAQC	2	8												10	\$2,158	0.32%
		Submittals to DDW				5										5	\$840	0.12%
		Quarterly Reports (12)																
Revisions	2	5			10									17	\$3,000	0.44%		
Misc.														0	\$21	0.00%		
		Subtotal													129	\$21,500		
			osap	ossp	OSEEP	OSTSP	OSTSP	FSSM	OSCT3	PSPE	PSSE	OSSP	FS2P	OSPA	PAGE TOTALS			
TOTAL - THIS PAGE			8	22	26	73	0	0	0	0	0	0	0	0	129	\$21,500	3.17%	
TOTAL - ALL PAGES			101	313	402	293	0	0	0	12	0	20	24	3	1,165	\$678,305	50.05%	

Consolidation of Nine Mobile Home Parks, 228126-0000xxx.0X

TASK DESCRIPTION			LABOR CODE/STAFF HOURS											TOTALS				
Phase	Task	Task/Sub	osap JFO	ossp SJG	OSEEP ZS	OSTSP GW/GG	OSTSP -	FSSM R. Stevens	OSCT3 AP	PSPE HC/DP	PSSE Geo Staff	OSSP Srvyr/Ge	FS2P Survey	OSPA Admin	HOURS	FEE	%	
5B	281L	Optional Task - Phase II ESA - Parks Other than Roseland/Fee Per MHP																
		281 Engineering Labor																
		Coordination with ESA Team	3		3											6	\$1,389	
		Review draft report	5													5	\$1,475	
		Review with City	1		1											2	\$463	
	Property Owner Auth. Coordin.	1		1											2	\$463		
		Quarterly Reports (12)																
	256	256 Environmental Labor																
		Phase II Field Efforts/Report Prep.									16	48			5	69	\$11,606	
		Revise per Eng Review Comments									3	4				7	\$1,273	
		Mileage														0	\$240	
		Lodging and Meals														0	\$230	
		Equipment/Supplies														0	\$915	
		Laboratory Testing														0	\$1,500	
		IDW Disposal (4 drums)														0	\$3,000	
Misc.														0	\$46			
			osap	ossp	OSEEP	OSTSP	OSTSP	FSSM	OSCT3	PSPE	PSSE	OSSP	FS2P	OSPA	PAGE TOTALS			
TOTAL - THIS PAGE			10	0	5	0	0	0	0	19	52	0	0	5	91	\$22,600	0.00%	
TOTAL - ALL PAGES			103	291	381	220	0	0	0	31	52	20	24	8	1,127		46.88%	

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TASK DESCRIPTION			LABOR CODE/STAFF HOURS											TOTALS				
Phase	Task	Task/Sub	osap JFO	ossp SJG	OSEEP ZS	OSTSP GW/GG	OSTSP -	FSSM R. Stevens	OSCT3 AP	PSPE HC/DP	PSSE Geo Staff	OSSP Sr. Srvyr/Ge	FS2P Survey	OSPA Admin	HOURS	FEE	%	
7B		Optional Task - Potholing Utilities at Private Properties - Per Day																
	281L	281 Engineering Labor																
		Utility Markout			9										9	\$1,512		
		Potholing Coordination			3									1	4	\$614		
		Pothole Site Visits (2)			9										9	\$1,512		
		Drawing Advance/Pothole Information			6										6	\$1,008		
		Misc.													0	\$6		
		Subtotal													28	\$4,652		
	281X	281 Non-Labor Expenses																
		Mileage (1 RT, Sac/SR)														0	\$144	
	SUB	Potholing Subcontractor First Day													0	\$13,500		
	276	276 Land Surveying Pothole Surveying (per day)				2		1				8			11	\$2,069		
			osap	ossp	OSEEP	OSTSP	OSTSP	FSSM	OSCT3	PSPE	PSSE	OSSP	FS2P	OSPA	PAGE TOTALS			
TOTAL - THIS PAGE			0	0	27	2	0	1	0	0	0	8	0	1	39	\$20,365	0.00%	
TOTAL - ALL PAGES			132	236	456	405	0	1	0	0	0	28	24	2	1,281		46.70%	

Consolidation of Nine Mobile Home Parks, 228126-0000xxx.0X



CONSULTANT SERVICES TERMS FOR CAPITAL
IMPROVEMENT PROJECTS

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

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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.

Design of Capital Improvement Projects

The following shall not be construed as all inclusive. It is the responsibility of the consultant design engineer in responsible charge of the project to adhere to all applicable City, State, Federal Standards.

A. Templates

Consultant shall utilize the following City templates to be provided by the City Project Manager:

1. Title sheet and border for plans (AutoCAD)
2. Technical Specifications (Word)
3. Engineer's estimate (Excel)

B. Documents provided to the Consultant

The City Project Manager shall provide the following documents to the Consultant:

1. Record plans available from City records
2. Templates as noted in Section A
3. Project name
4. Topographic map (provided when surveying is not part of the Consultant's scope of services).
5. Utility maps from utility companies – Consultant shall treat these documents as confidential.
6. Pothole request and instructions for City utility potholing coordination.
7. Upon request – water pressure information or testing.
8. File number – provided with 90% submittal comments returned from the City
9. Comments returned after each design submittal

Any further information that the Consultant requires shall be included in the Consultant's cost proposal to research and request records from other agencies as needed for the project.

C. Software

1. Prepare project plans using Autodesk AutoCAD Civil 3D. Obtain prior written approval from the City Project Manager to use a different product version of AutoCAD. Provide final approved electronic project plans to the City in AutoCAD (*.dwg) format and all related files on flash drive or provide a link to the City Project Manager allowing files to be downloaded. Include instructions to the City regarding how to access and use the files and the interrelationships among them. These instructions shall include a list describing what is contained in each drawing (.dwg) file.
2. Prepare most other documents using Microsoft (MS) Word and Excel.

D. Plans (general)

1. The primary scale of the drawings shall be 1 inch = 20 feet unless otherwise approved by the City. Show the plan-view alignment on the topo. Identify utility conflicts. Consultant shall utilize their expertise to prioritize all work to be within the existing right of way. Determine the right of way or easements needs for work that cannot be performed within the existing right of way. Note all items of work requiring permits.

2. Plans shall be provided on 22"x34" white bond paper (24"x36" can be utilized by written approval from the City Project Manager).
3. Submit project plans that contain the original unedited topographic and control layers along with the design layers. Coordinates shall be based on City's coordinate system. Consultant shall use the same coordinates provided in the topographic survey and shall not modify any value.
4. Utilize the City established plan, profile, and cover sheet templates in AutoCAD. Each plan and/or profile sheet submitted by Consultant shall include the following:
 - a) Location and coordinates of control points, point number, elevation and description.
 - b) Graphic scale.
 - c) North arrow.
 - d) Mapping showing streets (edge of pavement, face of curb).
 - e) Elevations of all existing features, structures, or utilities.
 - f) Match lines with appropriate sheet numbers.
5. Use City established title blocks.
6. Indicate the plan completion percentage (40%/75%/90%) near the project title area of the border on sheet one of the plans.
7. All projects shall comply with the strictest interpretation of state and federal standards for accessibility (guidelines shall be utilized to apply accessibility where standards have not been adopted).
 - a) Note that the City prefers directional curb ramps (exceptions are accepted when the directional curb ramp design creates a significant impact to the project – Consultant to provide analysis and Design Exception Memo)

E. Plans (road and pipeline projects)

1. City will provide Consultant with water, sewer, and storm drain base maps, available record plans for existing water and sewer system, as well as underground utility base maps from Pacific Gas & Electric, Comcast, and ATT. Utility base maps are schematic and should not be used for determining locations of existing underground utilities. After reviewing maps, advise City where utility markout requests should be made to PG&E, Comcast, and ATT before proceeding with design.
2. Detail project plans sufficiently with enough survey information so that the project can be completed from the project plans. The project plans should stand alone, without the need for additional information.
3. "X-Ref" the topographic survey into the design drawing.
4. Show survey control points and their coordinates on the project plans.
5. Show centerline or control line stations and coordinates at all beginning and ending points, BCs, PRCs, ECs, angle points, and tees (when control line is the pipeline alignment). Table format is acceptable.
6. Include curve data for each curve: (delta, radius & length) and tangent data: (bearing and length).
7. Show enough information on the project plans so that the centerline (or control line) is locatable in the field from the information on the plans. This can be accomplished in several ways:
 - a) Show coordinates of entire centerline. A table showing BCs, PIs, ECs, etc. is the preferred format, or;
 - b) Show ties to existing monuments at beginning and ending of centerline or control line, or;

- c) Show coordinates and basis of bearings at beginning and end of centerline or control line.
- 8. Reference the locations of improvements on the project plans using one of three acceptable methods:
 - a) Where a single pipeline, such as a sewer, water, or storm drain is to be installed Consultant may show station runs along the alignment of the pipeline. Alignment shall contain all information listed under Items 5 & 6 of this section.
 - b) Where multiple improvements (sewer, water, storm drain, curb and gutter, etc.) are to be referenced by station and offset to a single centerline or a control line, all centerline information listed under Items 5 & 6 of this section shall be shown on the plans. If project includes reconstruction of the roadway structural section position centerline at appropriate location to establish the street crown line.
 - c) Coordinates - This method uses coordinates to locate and control the layout of all planned improvements. All BCs, PIs, PRCs, ECs, angle points, beginnings, endings, etc. of all improvements are indicated individually on each plan sheet or listed in a table.
- 9. Include striping information in the project plans. Separate plan sheets may be used if necessary.
 - a) Striping plans are used by the survey crew to lay out the location of the new striping on the pavement. The striping shall be able to be located and laid out from the information on the plans alone. This information shall be presented on the plans so that it can be located and laid out in the field using only a pocket tape and a rag tape.
- 10. Show lane widths, lengths or turn pockets and tapers, lengths to transition points, angle points, BCs and ECs on the plans. Lengths can be referenced to cross walks, stop bars, curb returns, angle points in the curb and gutter or other easily identifiable features.
- 11. Locate and accurately depict (including drawing to scale) all underground utilities on the project plans.
 - a) Check for potential utility conflicts, potholing during design may be necessary. Advise City on appropriate pothole locations, if any, to confirm clearances. In-design pothole locations and data shall be clearly shown on the existing utilities.
 - b) Show utilities in profile in relationship to cover material, with grade changes or drop structures necessary to clear conflicts. Water valve data may be helpful. Existing utilities shown on profiles where the elevation wasn't confirmed in-design with potholing and within two feet of a proposed utility shall clearly be noted on the plans as drafted at an assumed elevation.
- 12. Offset alignments for replacement water mains from existing water mains a minimum of four feet in order to maintain water service during construction.
- 13. Complete the profile and details after the City approves the alignment.
- 14. Verify sewer and water service to each address.
- 15. Check water service and sewer lateral locations for conflicts with trees or other obstructions. Sewer and water service laterals cannot traverse through Low Impact Development (LID) features.
- 16. Show all plugged wyes on existing sewer mains. If the TV logs indicate that a wye is plugged, do NOT draw a lateral in its place.
- 17. Include "in" or "out" in invert grade callouts (e.g. INV 6" IN = 175.25', INV 8" OUT = 175.15'). Please use N/S/E/W references for secondary clarification only.
- 18. Include an item in the technical specifications and the estimate for Leaded Joint Removal. Where leaded joints are encountered during excavation of existing water mains (such as during tie-in operations) the excavation will be modified so as to remove the leaded joint. Section 4-1.03B of the Standard Specifications should be explicitly excluded from contract language for this item.
- 19. Assess the potential for rocky soil conditions and advise the City as to the need for

- geotechnical borings during design.
20. Evaluate potential curb & gutter, sidewalk, and valley gutter replacement needs. If areas of potential replacement are significantly greater than would normally be required for completion of the utility work, the City may elect to include additional replacement of these features in the construction contract.
 21. Show pavement rehabilitation details on project plans per City Materials Engineering input.
 22. Provide centerline profile and structural cross-sections at maximum 50' intervals along the project limits for projects that include a roadway construction or reconstruction component.
 23. Projects that include curb ramp improvements, at a minimum, shall show station and design grades at all Conforms, BCs, ECs, PRCs, Grade Breaks and Centerline of Pedestrian Ramp(s). Include curve data for each curve: (delta, radius & length).
 24. Design pedestrian ramps adjacent to areas to be paved as part of the project where they do not currently exist.
 - a) All pedestrian ramps shall be directional ramps. Design Exception Memorandums are required where directional ramps are not feasible.

F. Plan Coordination and Research

1. Coordinate with and obtain approval from all affected local agencies and companies, including but not limited to the City Departments of Community Development, Transportation and Public Works, Water, Sonoma County Water Agency, Sonoma County Road Department, California Regional Water Quality Control Board, Pacific Gas and Electric Company, Comcast, and AT&T. Coordination shall include preparation and processing of all correspondences, check prints, forms, applications, permits, diagrams, viewfoils, and any other necessary items as determined by the City Engineer. This coordination shall continue until the project plans are approved by the City. The Consultant shall also be responsible for assisting the City in obtaining review and approval from any affected County, State, and Federal agencies. This assistance shall include but not be limited to applying for public funds and supplying check prints of project plans, special provisions, estimates, and right of way plats and descriptions as directed by the City. Copies of all correspondence shall be transmitted to the City.

G. Technical Specifications

1. Prepare Technical Specifications utilizing the City CIP supplied "boilerplate" templates. Modify only as necessary. All changes shall be highlighted by developing the technical specifications with MS Word **"track changes" activated.**
 - a) Note: for vertical (buildings) projects the City does not provide boilerplate Technical Specifications, the consultant shall provide applicable specifications based on Construction Specification Institute MasterFormat construction specifications or equivalent. The Consultant shall not include specifications in conflict with the City's contract, General Conditions or Special Conditions.
2. The City Project Manager shall provide as a reference to the consultant a draft pdf Contract, General Conditions and Special Conditions (Front End Specifications). Consultant shall provide to the City Project Manager their professional opinion regarding Order of Work, Advance Order Equipment, and Number of Working Days; however, edits to the Front End Specifications shall be made by City Staff only.
3. Verify that all items in the engineer's estimate are covered in the Technical Specifications and that it is clear how all work is paid for. List items in the same order and with the same

title as on the Technical Specifications. Do not add headers or footers to the Technical Specifications.

Stamp and sign final Technical Specifications cover page (utilizing the City supplied template) and submit to City in PDF format. Provide bid-ready final approved Technical Specifications in Microsoft Word format to City via email and/or on USB flash drive or other format designated by City.

4. Include Order of Work or any other process-related provisions, as required.
5. Include any required accessory conditions, improvements or other that the contractor may be responsible for, which may include but is not limited to:
 - a) Public outreach
 - b) Temporary facilities
 - c) Environmental or other permits (including required inspections)
 - d) Applicable regulations
 - e) Mitigation monitoring requirements
6. Verify that the project plans and special provisions reference the same project name and the project name provided by the City Project Manager.
7. Incorporate the Citywide Integrated Pest Management Policy into the specifications as applicable.

H. Cost estimate

1. Consultant shall coordinate with the City Project Manager to determine the appropriate type of estimate (bid items vs. lump sum)
2. Lump sum cost estimates:
 - a) A detailed construction cost estimate is required and shall be broken out by specification divisions
 - b) The detailed construction cost estimate shall be escalated for inflation to the anticipated construction year
 - c) Provide the total lump sum construction cost estimate (unless otherwise directed, the City Project Manager shall estimate project soft costs)
3. Cost estimates with Bid Items:
 - a) Consultant shall utilize the City's estimate template
 - b) Confirm each specification section includes a statement for how the item is paid (per item, lump sum, square foot, etc.) and the estimate shall have the payment items in the same order as the specifications
 - c) Quantities shall be verified against the most current plans
 - d) Each item cost shall be escalated for inflation to the anticipated construction year
4. Separate estimate for add alternate options, City to provide at 75% complete drawing submittal

I. Bid and construction phase assistance

1. Assist City staff during bid phase by answering technical questions.
2. Resolve problems regarding design.
3. Assist City staff in reviewing and responding to RFI's, submittals, and shop drawings.

J. Deliverables

Consultant shall provide a Quality Assurance (QA) review prior to submitting a deliverable to the City.

The City Project Manager may, at their discretion, reject any incomplete design submittal and the Consultant shall resubmit at the Consultant's expense.

1. Project start-up:
 - a) Kick-off meeting with consultant and City Project Manager.
 - i. Identify access needs for the project (e.g. keys, right of entry, etc.)
 - ii. Identify templates, record plans
2. 95% complete design submittal (note that this submittal should be a completed design from the Consultant's perspective) that includes:
 - a) Electronic project plans and updated estimate in pdf format; and Technical Specifications in MS Word format showing tracked changes
 - b) Design checklist filled out
 - c) Up to 8 sets of project plans on white bond paper upon request by the City Project Manager.
 - d) Up to 3 paper copies of the updated engineer's estimate upon request by the City Project Manager.
 - e) Up to 3 paper copies of the Technical Specifications showing markups
 - f) Draft LID submittal
 - g) Design memo, including but not limited to:
 - i. Response to City's 90% design submittal comments
 - ii. Changes from the 90% design
 - iii. Statement from the Consultant acknowledging:
 - a. potholing has been completed and utility information incorporated into the plans
 - b. utility conflicts are resolved
 - iv. Estimated number of working days to complete the project
 - v. Order of work statement for City's front end specifications
 - h) Updated Supplemental reports, calculations, etc. as may be required to complete design (including, but not limited to, drainage, hydrologic, hydraulic, SWLID, geotechnical, traffic studies, etc.)
 - i) Design Exception Memo(s) for any conditions not addressed in the 90% memo(s)
 - j) Upon request from the City Project Manager, schedule a 95% review meeting
3. 100% complete design submittal for projects in the right of way that includes:
 - a) Design checklist filled out
 - b) Design memo responding to City's comments from the 95% design submittal
 - c) Electronic project plans in pdf format and AutoCAD files
 - d) Final stamped and signed project plans printed on archival quality mylars and archival quality permanent ink that does not smear even when wet (City's permanent record copy required under City's retention policy)
 - i. Consultant shall be prepared for this expense to be covered under their reimbursable budget
 - ii. Consultant may request the City Project Manager provide a high level courtesy review of the electronic plans prior to sending the mylar set; however, this does not relieve the Consultant of the obligation to, at the Consultant's expense, re-print the mylar set if Consultant's errors are discovered when the mylar set is received
 - e) Final copy of the Technical Specifications provided in electronic MS Word format

- f) Stamped and signed Technical Specifications cover sheet in PDF format
 - g) Final stamped and signed supplemental reports, calculations, etc. as may be required (including, but not limited to, drainage, hydrologic, hydraulic, SWLID, geotechnical, traffic studies, etc.)
 - h) Itemized Bid Sheet in MS Excel format and PDF
4. 100% complete design submittal for projects requiring permits that includes:
- a) Submittal A: Permit submittal
 - i. Design memo responding to City's comments from the 95% design submittal
 - ii. Stamped and signed electronic permit submittal plans in pdf format submitted to the City Project Manager (City Project Manager will submit to the Building Division with the permit application)
 - iii. All necessary forms required for the permit submittal filled out and signed (e.g. Calgreen, Statement of Special Inspections, accessibility hardship form) and provide to the City Project Manager in pdf format
 - iv. Final copy of the Technical Specifications provided in electronic MS Word format
 - v. Stamped and signed Technical Specifications cover sheet in PDF format
 - vi. Final project estimate (PDF format for lump sum projects, MS Excel format on City template for projects with bid items)
 - b) Submittal B: Permit resubmittal
 - i. Electronic permit submittal plans in pdf format submitted to the City Project Manager, addressing all comments from the jurisdiction/department's plan check and revision clouds noting the changes. City Project Manager will resubmit plans to the appropriate jurisdiction/department.
 - ii. Memo to the appropriate jurisdiction/department responding to all plan check comments (response must be in accordance with the jurisdiction/ department's instructions) submitted to the City Project Manager in pdf format. City Project Manager will include in the resubmittal package to the appropriate jurisdiction/department.
 - iii. All necessary forms required for the permit submittal filled out and signed and provide to the City Project Manager in pdf format.
 - c) Submittal C: Final permitted set on archival mylars
 - i. Final stamped and signed project plans printed on archival quality mylars and archival quality permanent ink that does not smear even when wet (City's permanent record copy required under City's retention policy)
 - a. Consultant shall be prepared for this expense to be covered under their reimbursable budget
 - b. City will obtain required signatures, scan and make paper copies as necessary
5. Bid phase
- a) Consultant shall provide written response to technical questions within 2 business days.
 - b) Attend a pre-bid conference with City staff when requested by the City Project Manager.
6. Construction contract assistance
- a) Within 4 business days respond to questions, inquiries, correspondence, technical RFI's, and technical submittals concerning the project until the Notice of Completion is filed.
 - b) Provide stamped and signed sketches, details and/or replacement plan sheets as needed when requested by the City Project Manager in response to errors on the plans (at no cost to the City) or for City-requested changes to the project (when not a result of Consultant error, these additional requests can be billed to the City with prior approval of the Project Manager.)

- c) Provide signed as-built record drawings.
 - d) Low Impact Development (if applicable) final improvement plan and EOR certification
7. Project close-out
- a) Provide final approved project plans in electronic AutoCAD format and all related files.
 - b) Complete Consultant/City evaluations.
 - c) When requested, attend a project close-out meeting with City staff. Consultant and City to provide constructive feedback regarding the project and City processes and procedures.

Surveying

1. Perform all surveying required to prepare the project plans and right of way documents, unless a topographic map is provided by City. Horizontal and vertical control monuments shall be set in the field under the direction of the City after the preliminary survey is completed. The monuments shall be of sufficient durability as determined by City and the Consultant to enable City forces to set line and grade for construction purposes. The interval between control points shall be determined by the Consultant and City prior to actual construction of the project.
2. Vertical control shall be based on the City Benchmark datum and set to an accuracy ratio of 0.04 feet times the square root of the distance in miles. The basis for horizontal control point coordinates shall be the City's coordinate system with a minimum accuracy ratio of 1: 20,000. The engineer shall verify that all existing utilities have been marked out in the field prior to surveying or have been plotted on the drawings.
3. Perform all topographical surveys required to prepare the project plans (1"=20') and right-of-way documents. The surveys shall generally include the street right-of-way from the back of sidewalk on one side of the street to the back of sidewalk on the other side of the street and shall include existing features, structures and utilities such as water services, cleanouts, valves, storm drain inlets, manholes, trees, etc. Dip all sewer and storm drain manholes and determine distance to top of valve nut at all critical water main locations.
4. Set control and monuments. Use the City Benchmark datum and coordinate system. Show approximate right of way and property addresses on base maps.
5. Include pavement markings and complete street cross sections in survey scope of work for street-based projects. A complete street cross section includes, at a minimum: backs of sidewalks, faces of curbs, lips of gutters, and crown. Where a sidewalk does not exist, the edge of pavement and any adjacent drainage ways (top + flow line) should be surveyed for road reconstruction purposes.

Geotechnical Report

A. Documents provided to the Consultant

Project description

Preliminary design documents (if available)

Topographic survey (if available)

When requested by the Consultant the City will provide any readily available records

B. Software

Documents shall be prepared utilizing MS Word for drafts and final documents to be provided in accessible PDF.

C. Field investigation and exploration

- Site visit(s) to investigate existing conditions
- Provide borings and test pits
- Appropriate depth shall be determined by the consultant
- Provide boring logs when unstable or deep excavations are anticipated
- When directed by the City, include the following for environmentally sensitive areas: A qualified biologist shall be retained and present during field exploration to ensure the protection of endangered species

D. Laboratory testing

Provide laboratory testing as required to process field samples, and collect data necessary to document findings to support recommendations and requirements

E. Geotechnical evaluation report

1. Project description
2. Document field investigation and exploration
3. Document laboratory testing procedures and findings
4. Describe geologic hazards and provide references
5. Provide conclusions relative to the site and project
6. Make recommendations applicable to the project
7. List any required geotechnical inspections and testing that will be required to be performed during construction
8. Include applicable attachments and appendices

F. Inspection and testing services during construction

1. Provide inspection services if the geotechnical report requires inspection during construction
2. Attend a pre-construction meeting
3. Include any testing required by the geotechnical report

G. Deliverables

1. A minimum of 10 business days prior to onsite exploration, deliver a map of the project limits showing planned locations of where test pits and borings will occur
2. When directed by the City due to environmental concerns, provide a minimum of four weeks prior to onsite exploration:
3. The map of proposed test pits and boring locations
4. A description of the qualified biologist's endangered species mitigation and minimization plan during onsite exploration
5. City shall submit this plan and notify appropriate agencies
6. Draft geotechnical report in Word or pdf format
7. Final draft geotechnical report in accessible pdf format
8. When inspection during construction is required provide an inspection report for each day on the construction site for inspection, deliver within two business days after the inspection document date, time, weather, inspector, observations, and other applicable information
9. When testing is required during construction, provide a written report of testing results within ten business days following the performed test

Storm Water Pollution Prevention Plan (SWPPP)

A. Documents provided to the Consultant

1. Plans, specifications and any other site investigations and reports available for the project
2. A copy of the City's Storm Water Permit, California Water Quality Control Board, North Coast Region National Pollutant Discharge Elimination System (NPDES) Municipal Storm Water Permit, is available for review at <https://www.srcity.org/1151/Storm-Water>
3. A copy of The California Stormwater Quality Association Storm Water BMP Handbook for Construction (CASQA Handbook) can be downloaded from CASQA, <http://www.casqa.org>.

B. SWPPP Document

The following are minimum requirements expected to be included in the SWPPP; however, it is the Consultant's responsibility to ensure a complete document is prepared, tailored to the project specific requirements, and to ensure compliance with the City's NPDES permit

1. Prepared by a Qualified SWPPP Developer (QSD)
2. Table of Contents
3. Project information and description, including a site map
4. Responsible parties
5. Requirements including: processes and procedures, permitting, etc.
6. Best Management Practices (BMPs)
7. Inspection procedures and site monitoring
8. Appendices as needed including an example inspection form

C. Deliverables

1. (1) one-hour Kick off meeting
2. Draft SWPPP in pdf format
 - a. Allow up to 3 weeks for City review and comment
3. If requested, (1) one-hour meeting to review City's comments
4. Final draft SWPPP in pdf format incorporating City's comments
5. Draft and final draft Notice of Intent. Upload final draft and all required documentation for SMARTS initiation of the project.

FEDERAL PROVISIONS

Federally Funded Projects. This Project is funded in whole or in part by federal funds and subject to the following federal requirements under the terms of the funding agreement(s) between City and the federal agency or agencies providing federal funds, which are fully incorporated by this reference and made part of this Agreement. Copies of any funding agreement between City and a funding agency will be made available upon request.

1.1 Equal Opportunity. During the performance of this Agreement, the Consultant agrees as follows:

(A) The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action will include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(B) The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(C) The Consultant will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision will not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Consultant's legal duty to furnish information.

(D) The Consultant will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the labor union or workers' representatives of the Consultant's commitments under this Section, and will post copies of the notice in conspicuous places available to employees and applicants for employment.

(E) The Consultant will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the United States Secretary of Labor.

(F) The Consultant will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the United States Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the administering agency and the United States Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(G) In the event of the Consultant's noncompliance with the nondiscrimination clauses of this Agreement or with any of the rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the Consultant may be declared ineligible for further federal government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the United States Secretary of Labor, or as otherwise provided by law.

(H) The Consultant will include the portion of the sentence immediately preceding paragraph (A) and the provisions of paragraphs (A) through (H) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the United States Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each Subconsultant or vendor. The Consultant will take such action with respect to any subcontract or purchase order as the City or funding agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided*, however, that in the event a Consultant becomes involved in, or is threatened with, litigation with a Subconsultant or vendor as a result of such direction by the City or funding agency, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

2.1 Davis-Bacon Act. Consultant must comply with the Davis-Bacon Act (40 U.S.C. §§ 3141-3144 and 3146-3148) and the requirements of 29 CFR Part 5 as may be applicable, including the provisions in 29 CFR § 5.5(a), which are attached hereto and

incorporated herein by reference. Consultant will pay wages to laborers and mechanics, not less than once a week, and at a rate not less than the current federal prevailing wages specified in the Davis-Bacon Act Wage Determination attached hereto and incorporated herein. By entering into this Agreement, Consultant accepts the attached Wage Determination. Consultant and Subconsultants must insert the requirements in 29 CFR § 5.5(a) in full into subcontracts of any tier. *<The current Davis-Bacon Act Wage Determination, which may be accessed at <https://sam.gov/content/wage-determinations>, must be printed and included with the Agreement. Additionally, the current provisions at 29 CFR § 5.5(a), which may be accessed at <https://www.ecfr.gov/current/title-29/subtitle-A/part-5/subpart-A/section-5.5>, should be printed and included with the Agreement. Refer to the applicable Notice of Funding Opportunity or other program guidance and/or contact the federal funding agency representative for additional information on how to implement this requirement and any other required contract provisions for compliance with the Davis-Bacon Act and related acts and incorporate the federal agency-specific requirements, as appropriate.>*

3.1 Copeland “Anti-Kickback” Act. Consultant will comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 CFR Part 3 as may be applicable, which are incorporated by reference into this Agreement. Consultant and Subconsultants must insert this requirement into subcontracts of any tier. Consultant is responsible for compliance with these requirements by each Subconsultant of any tier.

4.1 Contract Work Hours and Safety Standards Act. In addition to the California state law requirements in Article 9 of the General Conditions, Consultant and each Subconsultant must comply with the requirements of the federal Contract Work Hours and Safety Standards Act (“CWHSSA”), as set forth in 40 U.S.C. §§ 3701-3708, as supplemented by the regulations set forth in 29 CFR Part 5, including 29 CFR § 5.5(b), as may be amended from time to time, which are fully incorporated herein, including:

(A) **Overtime Requirements.** No Consultant or Subconsultant contracting for any part of the Work which may require or involve the employment of laborers or mechanics will require or permit any such laborer or mechanic in any workweek in which he or she is employed on such Work to work in excess of 40 hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.

(B) **Violation; Liability for Unpaid Wages; Liquidated Damages.** In the event of any violation of the clause set forth in (A), above, the Consultant and any Subconsultant responsible therefor will be liable for the unpaid wages and interest from the date of the underpayment. In addition, such Consultant and Subconsultant will be liable to the United States for liquidated damages. The liquidated damages will be computed with respect to each individual laborer or mechanic, including watchpersons and guards,

employed in violation of the clause set forth in (A) of this Section, in the sum of \$31 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by clause set forth in (A) of this Section.

(C) ***Withholding for Unpaid Wages and Liquidated Damages.***

(1) *Withhold Process.* The City may, upon its own action, or must, upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld from the Consultant so much of the accrued payments or advances as may be considered necessary to satisfy the liabilities of the Consultant or any Subconsultant for any unpaid wages; monetary relief, including interest; and liquidated damages required by the clauses set forth in this Section, any other Federal contract with the same Consultant, or any other federally assisted contract subject to the CWHSSA that is held by the same Consultant (as defined in 29 CFR § 5.2). The necessary funds may be withheld from the Consultant under this Agreement, any other Federal contract with the same Consultant, or any other federally assisted contract that is subject to the CWHSSA and is held by the same Consultant, regardless of whether the other contract was awarded or assisted by the same agency, and such funds may be used to satisfy the Consultant liability for which the funds were withheld.

(2) *Priority to Withheld Funds.* The Department of Labor has priority to funds withheld or to be withheld in accordance with 29 CFR § 5.5(a)(2)(i) or 29 CFR § 5.5(b)(3)(i), or both, over claims to those funds by: (a) a contractor's sureties, including without limitation performance bond sureties and payment bond sureties; (b) a contracting agency for its re-procurement costs; (c) a trustee(s) (either a court-appointed trustee or a U.S. trustee, or both) in bankruptcy of a contractor, or a contractor's bankruptcy estate; (d) a contractor's assignee(s); (e) a contractor's successor(s); or (f) a claim asserted under the Prompt Payment Act (31 U.S.C. §§ 3901–3907).

(D) ***Subcontracts.*** Consultant and Subconsultants must insert in any subcontracts the clauses set forth in this Section and a clause requiring Subconsultants to include these clauses in any lower tier subcontracts. The Consultant is responsible for compliance by any Subconsultant or lower tier Subconsultant with the clauses set forth in this Section. In the event of any violations of these clauses, the Consultant and any Subconsultant(s) responsible will be liable for any unpaid wages and monetary relief, including interest from the date of the underpayment or loss, due to any workers of lower-tier Subconsultants, and associated liquidated damages and may be subject to debarment, as appropriate.

(E) ***Anti-Retaliation.*** It is unlawful for any person to discharge, demote, intimidate, threaten, restrain, coerce, blacklist, harass, or in any other manner discriminate against, or to cause any person to discharge, demote, intimidate, threaten, restrain, coerce,

blacklist, harass, or in any other manner discriminate against, any worker or job applicant for:

- (1) Notifying any contractor of any conduct which the worker reasonably believes constitutes a violation of the CWHSSA or its implementing regulations in 29 CFR Part 5;
- (2) Filing any complaint, initiating or causing to be initiated any proceeding, or otherwise asserting or seeking to assert on behalf of themselves or others any right or protection under CWHSSA or 29 CFR Part 5;
- (3) Cooperating in any investigation or other compliance action, or testifying in any proceeding under CWHSSA or 29 CFR Part 5; or
- (4) Informing any other person about their rights under CWHSSA or 29 CFR Part 5.

(F) **CWHSSA Required Records.** To the extent that the Agreement is subject only to the CWHSSA and not to any of the other Laws referenced in 29 CFR § 5.1, Consultant and its Subconsultants must maintain regular payrolls and other basic records during the course of the Work and must preserve them for a period of three years after all the Work on the Agreement is completed for all laborers and mechanics, including guards and watchpersons, working on the Agreement. Such records must contain the name; last known address, telephone number, and email address; and social security number of each such worker; each worker's correct classification(s) of Work actually performed; hourly rates of wages paid; daily and weekly number of hours actually worked; deductions made; and actual wages paid. The records must be made available by the Consultant or Subconsultant for inspection, copying, or transcription by authorized representatives of the City and the Department of Labor, and the Consultant or Subconsultant will permit such representatives to interview workers during working hours on the job.

5.1 Rights to Inventions. If the federal funding for this Agreement meets the definition of "funding agreement" under 37 CFR § 401.2(a) and constitutes an agreement between the City and a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency, will apply to this Agreement and are fully incorporated into the Agreement by this reference.

6.1 Clean Air Act. If the Agreement is for an amount in excess of \$150,000, Consultant and each Subconsultant must comply with the requirements of the Clean Air

Act, as amended, (42 U.S.C. §§ 7401-7671q), and all applicable standards, orders, and regulations issued pursuant thereto, which are fully incorporated into the Agreement by this reference, including requirements for reporting violations to the City, federal awarding agency, and the applicable Regional Office for the Environmental Protection Agency. Consultant and Subconsultants must insert this requirement into subcontracts of any tier in excess of \$150,000.

7.1 Federal Water Pollution Control Act. If the Agreement is for an amount in excess of \$150,000, Consultant and each Subconsultant must comply with the requirements of the Federal Water Pollution Control Act (33 U.S.C. §§ 1251-1387), and all applicable standards, orders, and regulations issued pursuant thereto, which are fully incorporated into the Agreement by this reference, including requirements for reporting violations to the City, federal awarding agency, and the applicable Regional Office for the Environmental Protection Agency. Consultant and Subconsultants must insert this requirement into subcontracts of any tier in excess of \$150,000.

8.1 Suspension and Debarment. This Agreement is a covered transaction for purposes of 2 CFR Part 180 and 2 CFR Part 3000. Consultant is required to verify that none of its principals, as defined at 2 CFR § 180.995, or its affiliates, as defined at 2 CFR § 180.905, are excluded or disqualified, as defined at 2 CFR §§ 180.935 and 180.940. Consultant must comply with 2 CFR Part 180, subpart C and 2 CFR Part 3000, subpart C, and must include a provision requiring compliance with these regulations in any subcontract of any tier. If it is later determined that the Consultant did not comply with the applicable subparts, in addition to remedies available to City, the federal government may pursue available remedies, including, but not limited to, suspension and/or debarment. By submitting a bid and entering into this Agreement, Consultant agrees to comply with these requirements.

9.1 Byrd Anti-Lobbying Amendment. If the Agreement is for an amount in excess of \$100,000, Consultant must comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352) and file the certification provided at 44 CFR Part 18, Appendix A, and any disclosures, with the City. Each tier certifies to the tier above that it will not and has not used federal-appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier will also disclose any lobbying with non-federal funds that

takes place in connection with obtaining any federal award. Such disclosures will be forwarded from tier to tier up to the recipient who in turn will forward the disclosure(s) to the federal awarding agency.

10.1 Procurement of Recovered Materials. The requirements of § 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 at 42 U.S.C. § 6962, apply to this Agreement and are fully incorporated into the Agreement by this reference. For individual purchases of \$10,000 or more, Consultant will make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired (A) competitively within the Agreement schedule, (B) in conformance with Agreement performance requirements, or (C) at a reasonable price. Information on this requirement, including a list of EPA-designated items, is available at the EPA's Comprehensive Procurement Guidelines website: <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

11.1 Prohibition on Covered Telecommunications. Federal loan or grant funds must not be obligated or expended to procure or obtain covered telecommunications equipment or services, extend or renew a contract to procure or obtain covered telecommunications equipment or services, or enter into a contract (or extend or renew a contract) to procure or obtain covered telecommunications equipment or services, as further specified in 2 CFR § 200.216, which is fully incorporated into the Agreement by this reference. "Covered telecommunications equipment or services" means any of the following: telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities); video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities); telecommunications or video surveillance services provided by such entities or using such equipment; or telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. The term "covered telecommunications equipment or services" also includes systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Consultant will include this provision in all subcontracts or purchase orders in connection with the Work.

12.1 Domestic Preferences for Procurements. The City should, to the greatest extent practicable and consistent with Laws, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States, as further specified in 2 CFR § 200.322, which is fully incorporated into the Agreement by this reference, including, but not limited to, iron, aluminum, steel, cement, and other manufactured products, as specified therein. The requirements of 2 CFR § 200.322 must be included in all subcontracts and purchase orders for Work or products under the federal award. *<Consult the federal funding agency representative for additional requirements pertaining to domestic preferences under the Build America, Buy America Act, if applicable, and incorporate the federal agency-specific requirements, as appropriate.>*

EXPEDITED DRINKING WATER GRANT FUNDING PROGRAM PROJECT PROPOSAL FORM ATTACHMENT 1 – SCOPE OF WORK TEMPLATE

EXHIBIT A – PROJECT PURPOSE AND DESCRIPTION

A.1 PROJECT PURPOSE AND DESCRIPTION.

The Project is for the benefit of the Recipient and for the public water systems being consolidated, and has a Useful Life of at least 40 years. The Project consolidates nine public water systems into the City of Santa Rosa's public water system.

Water System	Water System No.	SAFER Dashboard Status	Contaminants with MCL Exceedance
Delores Lane	4901346	Potentially At-Risk	Manganese, Iron
Plaza MHP	4900787	Not At-Risk	-
Western MHP	4900791	At-Risk	-
El Crystal MHP	4900788	Unknown**	E. Coli
El Portal ME	4900799	At-Risk	-
Mountain View ME	4900798	At-Risk	-
Wayside Gardens MHP	4900792	Unknown	-
James Court	4901445	Failing	Turbidity, Iron
Roseland MHP	4900675	Not At-Risk	Nitrate***

* Status as of October 31, 2025, SAFER Dashboard

**El Crystal constructed emergency connection with City of Santa Rosa in 2022 (FA No. D2018004)

***Raw water exceedance. Facility has treatment system.

Many of the systems have only one approved drinking water source (well). For several systems, other wells have been relegated to standby status due to their water quality, thereby leaving systems with only one groundwater well normally available for source water. The funding under this Agreement will be used to consolidate the nine public water systems above into the City of Santa Rosa's public water system. The City of Santa Rosa will be the remaining entity. The nine consolidated water systems will relinquish their water supply permits.

A.2 SCOPE OF WORK.

Portions of this scope of work may be funded through separate agreements or programs, including agreements with third-party technical assistance providers. Such tasks may still be included herein to clearly document expectations of the Recipient regarding implementation of the Project under this Agreement. Any costs funded through other agreements or programs cannot be submitted for reimbursement under this Agreement.

The Recipient agrees to do the following:

1. Project Management

- 1.1 Provide all technical and administrative services as needed for Project completion; monitor, supervise, and review all work performed; and coordinate budgeting and scheduling to ensure the Project is completed within budget, on schedule, and in accordance with approved procedures, applicable laws, and regulations.
- 1.2 Notify the Project Manager at least fifteen (15) working days in advance of upcoming meetings, workshops, and trainings.
- 1.3 Conduct periodic and final site visits with the Project Manager.
- 1.4 Conduct pre-, during, and post-construction photo monitoring at the Project site and submit to the Project Manager as part of Progress Reports.

2. Initial Submissions

- 2.1 Submit the mandatory Technical, Managerial, and Financial (TMF) Assessment elements, including Budget/Capital Improvement Plan, Consolidation Feasibility, Ownership, and Water Rights, to the Project Manager for approval.
 - 2.1.1 Mandatory TMF elements must be met to the satisfaction of the Division prior to Bid Solicitation Approval.
- 2.2 Submit the Expedited Drinking Water Grant (EDWG) Financial Security Package to the Project Manager for approval.
 - 2.2.1 Division review and approval must be complete prior to Bid Solicitation Approval.
- 2.3 Complete necessary work to resolve any incomplete items identified by Division after the Division reviews submittals for Items 2.1 and 2.2.

- 2.4 Submit the professional engineering services contract(s) to the Project Manager for review and approval prior to disbursement of funds for costs incurred under such contract(s).

3. Permitting, Approvals, and Environmental Compliance

No construction or construction-related activities, including construction bid solicitation, and land acquisition, are authorized until the California Environmental Quality Act (CEQA) process, permitting, access negotiations and other required approvals are complete.

- 3.1 Complete documentation required under the CEQA for the proposed construction project.
 - 3.1.1 Submit the draft CEQA document or Notice of Exemption, as applicable, to the Project Manager for comment.
 - 3.1.2 Submit the complete EDWG Program Environmental Package to the Project Manager, including one of the following: the Notice of Exemption filed with the County Clerk and with the Governor's Office of Planning and Research, State Clearinghouse; or the final CEQA document (Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report), Mitigation Monitoring and Reporting Plan, comments and responses, adoption/certification resolution, and the Notice of Determination filed with the County Clerk and the Governor's Office of Planning and Research.
 - 3.1.3 Obtain written concurrence from the Project Manager confirming the State Water Board has made its own environmental findings if applicable and concurs that implementation/construction may proceed. The State Water Board may deem the Project ineligible for funding if construction begins prior to the Division's issuance of this written approval.
- 3.2 Obtain all public agency approvals, entitlements, permits, and agreements, if any, that are required for Project implementation before field work begins.
 - 3.2.1 If the Recipient is a California Public Utility Commission (CPUC) regulated entity, submit evidence of any necessary CPUC approvals, including the approval of proposed acquisition of the subsumed water system benefiting from the Project, if applicable, and notice to the CPUC of the receipt of grant funds. If the Recipient is not a CPUC-regulated entity but a CPUC-regulated

entity will provide services contemplated under this Agreement or will be the receiving water system after the completion of the Project, the Recipient must submit evidence to the satisfaction of the Division that all necessary CPUC approvals for the Project have been received, including CPUC approval of the proposed acquisition of the subsumed water system benefiting from the Project, if applicable.

3.2.2 If the Project is carried out on land not owned by the Recipient, the Recipient must obtain adequate property rights or rights of way for the Useful Life of the Project.

3.2.3 If the Project requires or involves the diversion or appropriation of water, the Recipient must submit appropriate documentation showing that Recipient has acquired necessary water rights.

3.2.4 Submit evidence of any necessary Local Agency Formation Commission approvals.

3.2.5 Submit a list and signed copies of any other necessary approvals, entitlements, permits, and agreements to the Project Manager.

3.3 Submit additional documents that are requested by the Division, if applicable.

4. Planning, Design, and Engineering

4.1 Prepare an Engineering Report, Technical Memo, or similar document to support the design plans and specifications in Item 4.2, and submit to the Project Manager for comment.

4.2 Prepare the fifty percent (50%) design plans and specifications and submit to the Project Manager for approval. The Project shall include:

Consolidation Project Components

- Consolidate the following water systems into the City of Santa Rosa public water system (PWS No. 4910009), including the respective improvements at each subsumed system.
 - i. Delores Lane (PWS No. 4901346)
 1. Construct potable water pipeline along East Robles Avenue, Brooks Avenue, and Delores Lane, including trenchless installation beneath Todd Creek culvert.
 2. Connect to existing dwellings with new services, meters, backflow preventers.

3. Install hydrants and appurtenances
4. Destroy existing on-site wells (2)
- ii. Plaza Mobile Home Park (PWS No. 4900787)
 1. Construct potable water pipeline from Santa Rosa Avenue to connect to existing water distribution system of mobile home park.
 2. Construct fire suppression pipeline from Santa Rosa Avenue to mobile home park, and construct pipeline loop within mobile home park.
 3. Construct new master meter and backflow preventers.
 4. Install hydrants and appurtenances
 5. Destroy existing on-site wells (2)
- iii. Western Mobile Home Park (PWS No. 4900791)
 1. Construct potable water pipeline from Santa Rosa Avenue to connect to existing water distribution system of mobile home park.
 2. Construct fire suppression pipeline from Santa Rosa Avenue to mobile home park, and construct pipeline loop within mobile home park.
 3. Construct new master meter and backflow preventers.
 4. Install hydrants and appurtenances
 5. Destroy on-site wells (2)
- iv. El Crystal Mobile Home Park (PWS No. 4900788)
 1. Connection for potable water supply from City of mobile home park previously installed via Funding Agreement No. D2018004.
 2. Install potable water looping pipeline at western portion of mobile home park
 3. Construct fire suppression pipeline from Santa Rosa Avenue to eastern side of mobile home park
 4. Construct new backflow preventer on new fire service.
 5. Install hydrants and appurtenances
 6. Destroy existing on-site wells (2)
- v. El Portal Mobile Estates (PWS No. 4900799)
 1. Construct potable water pipelines from Santa Rosa Avenue to connect to existing water distribution system of mobile home park.
 2. Construct fire suppression pipelines from Santa Rosa Avenue to mobile home park, and construct pipeline loops within mobile home park.
 3. Construct new master meters and backflow preventers.
 4. Install hydrants and appurtenances
 5. Destroy existing on-site well and associated piping

- vi. Mountain View Mobile Estates (PWS No. 4900798)
 1. Construct potable water pipelines from Santa Rosa Avenue to connect to existing water distribution system of mobile home park.
 2. Construct fire suppression pipelines from Santa Rosa Avenue to mobile home park, and construct pipeline loops within mobile home park.
 3. Construct new master meters and backflow preventers.
 4. Install hydrants and appurtenances
 5. Destroy on-site well and associated piping
- vii. Wayside Gardens MHP (PWS No. 4900792)
 1. Construct potable water pipeline from Santa Rosa Avenue to connect to existing water distribution system of mobile home park.
 2. Construct fire suppression pipeline from Santa Rosa Avenue to mobile home park, and construct pipeline loops within mobile home park.
 3. Construct new master meters and backflow preventers.
 4. Install hydrants and appurtenances
 5. Destroy on-site well and associated piping
- viii. James Court (PWS No. 4901445)
 1. Construct potable water pipeline from Dutton Avenue east along James Court.
 2. Connect to existing dwellings with new services, meters, and backflow preventers.
 3. Install hydrants and appurtenances
 4. Destroy on-site wells (3) and associated piping.
- ix. Roseland Mobile Home Park (PWS No. 4900675)
 1. Construct potable water pipeline from Sebastopol Road to connect to existing water distribution system of mobile home park.
 2. Construct fire suppression pipeline from Sebastopol Road north within the mobile home park.
 3. Construct new master meter and backflow preventers.
 4. Install hydrants and appurtenances
 5. Destroy on-site well and associated piping

Additional Project Components

- Minor adjustments to City water piping to facilitate connections to mobile home parks, including removal of elect existing pipeline stub outs.
- Resurface impacted roadways, sidewalks, curbs, gutters and restore them to pre-construction conditions. Replace striping.

- Replace damaged landscaping to match pre-construction conditions.
 - Perform Phase 1 and Phase 2 Environmental Site Assessments for Roseland Mobile Home Park. Conduct Phase 2 ESA in conjunction with project's geotechnical investigation.
 - Project administration, construction inspection and testing of construction materials
 - Reimbursement of City expenses incurred during project development
 - City fees related to connection to City water system
 - Various permit/approval acquisitions and permitting fees
- 4.3 Complete the one hundred percent (100%) design plans and specifications and prepare a summary identifying any changes from the fifty percent (50%) plans in Item 4.2. Submit the one hundred percent (100%) design plans and specifications and summary of changes for the Project to the Project Manager for approval.

5. Bid Solicitation

- 5.1 Complete the bid documents in accordance with the approved design plans and specifications in Item 4.3 and submit to the Project Manager for approval.
- 5.2 Complete EDWG Request for Bid Solicitation Approval Form, after obtaining: TMF approval in Item 2.1, Financial Security Package approval in Item 2.2, and environmental clearance in Item 3.1.3. Submit to the Project Manager to obtain written Bid Solicitation Approval.
- 5.3 Advertise the Project for bid after receiving Division approval in Item 5.2. Submit complete EDWG Final Budget Approval (FBA) Form, including necessary attachments, such as the advertised bid documents and bid summary, and the necessary approvals, entitlements, permits, and agreements in Item 3.2, and documents in Item 3.3, to obtain written FBA approval from the Division.

6. Construction and Implementation

Construction, equipment procurement, and certain acquisition costs are not eligible for reimbursement prior to FBA. In some cases, land acquisition costs may be reimbursed prior to FBA but only after the Division has provided written approval associated with environmental compliance. In all cases, the Division must determine that the land acquisition is necessary for the project and that the purchase price is reasonable or reflects fair market value. For consolidation projects, the Division must determine that all necessary approvals and actions have been taken to ensure the completion of consolidation prior to approving the reimbursement of land acquisition costs.

- 6.1 After receiving FBA, award the construction contract(s) and submit the Notice(s) to Proceed and awarded contract(s) for the Project to the Project Manager.
- 6.2 Submit any proposed changes that arise during construction that may affect the Project's benefits and components listed in Item 4.2, schedule, or costs to the Project Manager for approval prior to proceeding with the changes.
- 6.3 Submit the necessary TMF Assessment elements to the Project Manager by the Completion of Construction.
 - 6.3.1 Prior to disbursement of the final 10% of the total Project Costs, necessary TMF elements must be demonstrated to the satisfaction of the Division, which may include elements that will be subsequently completed under DDW supervision.
- 6.4 Submit any required drinking water permit amendment application documents to the regulating agency (Division of Drinking Water, Local Primacy Agency, County Health Department, etc.) and the Project Manager before the Completion of Construction (if applicable).
- 6.5 Construct the Project in accordance with the approved design plans and specifications in Item 4.3.
- 6.6 For projects that include consolidation, implement the consolidations as described in this Agreement and inform the Division once each consolidation has been completed. If the consolidation involves transfer of assets or acquisition of a water system, complete the ownership transfer of existing water system facilities, infrastructure, and customers. Coordinate as needed with the Division and each subsumed system to facilitate each subsumed system's relinquishment of its water supply permit. Establish customer account for each master meter connection and each individual connection for City water service.

- 6.7 Submit additional documents that are requested by the Division, if applicable.
- 6.8 Expeditiously initiate Project operations upon Completion of Construction.

A.4 SCHEDULE.

Failure to provide items by the due dates indicated in the table below may constitute a material violation of this Agreement. The Division may adjust the dates in the “Estimated Due Date” column of this table, but “Critical Due Date” adjustments will require an amendment to this Agreement. As applicable for specific submittals, the Recipient must plan adequate time to solicit, receive, and address comments prior to submitting the final submittal.

The Recipient must substantially complete construction by the approved Estimated Completion of Construction date unless an extension is granted by the Division in writing. The Recipient must deliver any request for extension no less than 30 days prior to the approved Completion of Construction date. Late requests may not be honored.

The Recipient must complete and submit all work in time to be approved by the Division prior to the approved Estimated Due Date for the Final Reimbursement Request.

ITEM	DESCRIPTION OF SUBMITTAL	CRITICAL DUE DATE	ESTIMATED DUE DATE
EXHIBIT A.2 – SCOPE OF WORK			
1.	Project Management		
1.1	Technical and Administrative Services	N/A	Ongoing
1.2	Notification of Upcoming Meetings, Workshops, and Trainings	N/A	As Needed
1.3	Site Visits	N/A	As Needed
1.4	Photo Documentation	N/A	Ongoing
2.	Initial Submissions		
2.1	Mandatory TMF Assessment Elements	N/A	November 28, 2025
2.2	EDWG Financial Package	N/A	March 31, 2026

ITEM	DESCRIPTION OF SUBMITTAL	CRITICAL DUE DATE	ESTIMATED DUE DATE
2.3	Complete any incomplete items identified by Division after review of 2.1 and 2.2.	N/A	March 31, 2026
2.4	Professional Engineering Services Contract	N/A	Prior to disbursement of any related costs
3.	Permitting, Approvals, and Environmental Compliance		
3.1.1	Draft CEQA	N/A	Completed
3.1.2	EDWG Environmental Package and Final CEQA	N/A	Environmental Package Completed CEQA Completed
3.2.1	California Public Utilities Commission Approvals and Filings	N/A	N/A
3.2.2	Property Rights or Rights of Way	N/A	June 30, 2026
3.2.3	Documentation of Necessary Water Rights	N/A	N/A
3.2.4	Local Agency Formation Commission Approvals	N/A	N/A
3.2.5	List and Signed Copies of Any Other Necessary Approvals, Entitlements, Permits, and Agreements	N/A	June 30, 2026
3.3	Additional Documentation Required by the Division, if applicable	N/A	As Needed
4.	Planning, Design, and Engineering		
4.1	Engineering Report, Technical Memo, or Similar Document	N/A	Completed
4.2	50% Plans and Specifications	N/A	Completed
4.3	100% Plans and Specifications	N/A	June 30, 2026
5.	Bid Solicitation		
5.1	Bid Documents	N/A	July 31, 2026

ITEM	DESCRIPTION OF SUBMITTAL	CRITICAL DUE DATE	ESTIMATED DUE DATE
5.2	EDWG Request for Bid Solicitation Approval Form	N/A	July 31, 2026
5.3	EDWG Request for Final Budget Approval Form	N/A	September 30, 2026
6.	Construction and Implementation		
6.1	Notice(s) to Proceed	N/A	January 11, 2027
6.2	Notification of Project Changes	N/A	As Needed
6.3	Necessary TMF Elements	N/A	November 28, 2025
6.4	Permit Amendment Application Documents	N/A	N/A
6.5	Completion of Construction	N/A	November 10, 2027
6.6	Consolidation / Asset Transfer / Water System Acquisition	N/A	November 30, 2027
6.7	Additional Documentation Required by the Division, if applicable	N/A	As Needed
6.8	Project Completion	The Division will set this date no later than the funding source appropriation end date	N/A
REPORTS			
A.3	Progress Reports	Quarterly	N/A
A.4	Project Completion Report	N/A	March 30, 2028
A.5	Final Inspection and Certification	N/A	March 30, 2028
EXHIBIT B AND C –	BUDGET COSTS AND REIMBURSEMENT		

ITEM	DESCRIPTION OF SUBMITTAL	CRITICAL DUE DATE	ESTIMATED DUE DATE
FUNDING TERMS			
B.6.1 and B.6.2	First Reimbursement Request	No later than 90 days from Agreement Execution Date	N/A
C.16	Final Reimbursement Request	The Division will set this date no later than the funding source appropriation end date	6 months after approved Completion of Construction date or the Critical Due Date for Final Reimbursement Request, whichever comes first

EXHIBIT B – FUNDING AMOUNTS

B.4 BUDGET COSTS.

Estimated budget costs are contained in the Summary Project Cost Table below.

ITEM	DESCRIPTION	TOTAL ESTIMATED COST	PROJECT FUNDING AMOUNT
A	Construction	\$10,598,572	\$10,598,572
B	Pre-Purchased Material / Equipment	\$0	\$0
C	Purchase of Land / Easements	\$83,633	\$83,633
D	Change Order Contingency	\$1,589,785	\$1,589,785
E	Force Account	\$0	\$0
F	Allowances (Soft Costs)		
	Planning	\$0	\$0
	Design	\$770,500	\$770,500
	Construction Management	\$1,589,910	\$1,589,910
	Administration	\$2,701,800	\$2,701,800
	<i>Allowances Subtotal</i>	\$5,062,210	\$5,062,210
G			
H	Conditional Costs (≤ 30% of total project cost, i.e., sum of items A-G)	\$0	\$0
	TOTAL	\$17,334,200	\$17,334,200

* * * * *

A010313-2025-01 Santa Rosa Water Consolidation for signature routing

Interim Agreement Report

2026-03-23

Created:	2026-03-11 (Pacific Daylight Time)
By:	Kimberly Hopwood (khopwood@srcity.org)
Status:	Out for Delivery
Transaction ID:	CBJCHBCAABAA-YT21JBdgKbnjfYjZ5mBx3beBrix3-Tc

Agreement History

Agreement history is the list of the events that have impacted the status of the agreement prior to the final signature. A final audit report will be generated when the agreement is complete.

"A010313-2025-01 Santa Rosa Water Consolidation for signature routing" History

-  Document created by Kimberly Hopwood (khopwood@srcity.org)
2026-03-11 - 8:38:18 AM PDT
-  Document emailed to cbalanesi@srcity.org for approval
2026-03-11 - 8:41:24 AM PDT
-  Email viewed by cbalanesi@srcity.org
2026-03-11 - 12:38:22 PM PDT
-  Signer cbalanesi@srcity.org entered name at signing as Chris Balanesi
2026-03-11 - 12:38:50 PM PDT
-  Document approved by Chris Balanesi (cbalanesi@srcity.org)
Approval Date: 2026-03-11 - 12:38:52 PM PDT - Time Source: server
-  Document emailed to Tracy Duenas (Tduenas@srcity.org) for approval
2026-03-11 - 12:38:54 PM PDT
-  Email viewed by Tracy Duenas (Tduenas@srcity.org)
2026-03-11 - 1:10:02 PM PDT
-  Document approved by Tracy Duenas (Tduenas@srcity.org)
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2026-03-18 - 11:38:47 AM PDT

 Document e-signed by Randy Lorenz (randy.lorenz@nv5.com)

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 Signer maryjo.obrien@nv5.com entered name at signing as MaryJo OBrien

2026-03-18 - 6:23:23 PM PDT

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 Document signing delegated to Hannah Ford-Stille (hfordstille@srcity.org) by Stephanie Velazquez (SVelazquez@srcity.org)

2026-03-19 - 8:57:41 AM PDT

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 Document e-signed by Hannah Ford-Stille (hfordstille@srcity.org)

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