

**CITY OF SANTA ROSA TRANSPORTATION AND PUBLIC WORKS
PROJECT WORK ORDER NO. A010146-2016-28**

PROJECT NAME: **CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR
ALBANY, CLEMENT AND MALANO SEWER AND WATER
IMPROVEMENTS**

CITY PROJECT MANAGER: **RICHELA MAEDA**

CONSULTANT PROJECT MANAGER: **LIZ ELLIS**

SCOPE OF SERVICE: See Consultant's Scope of Services/Proposal for Services and Fee Schedule dated **May 18, 2023**, attached as Exhibit B-1.

START DATE: **JUNE 2023**

COMPLETION DATE: **DECEMBER 2024**

CHARGE NUMBER FOR PAYMENT:	55628	55.5%	\$ 319,957.92
	70600	43.5%	\$ 250,777.83
	54055	1%	\$ 5,765.00

NOT-TO-EXCEED AMOUNT FOR THIS WORK ORDER: **\$ 576,500.75** RM TD

TERMS AND CONDITIONS: This Project Work Order is issued and entered into as of the last date written below in accordance with the terms and conditions set forth in the "Master Professional Services Agreement with Green Valley Consulting Engineers, Agreement No. A010146," dated October 11, 2016, which is hereby incorporated and made part of this Project Work Order. In the event of a discrepancy or conflict between the terms and conditions of the Project Work Order and the Master Agreement, the Master Agreement shall govern.

CITY OF SANTA ROSA,
A Municipal Corporation

By: _____
Daniel J. Galvin III
Board of Public Utilities Chair

Date: _____

Green Valley Consulting Engineers,
A California corporation

By: Liz Ellis
Liz Ellis (May 24, 2023 17:03 PDT)

Date: May 24, 2023

Name: Liz Ellis

Title: President

By: Annie Kohl

Date: May 25, 2023

Name: Annie Kohl

Title: Secretary

APPROVED AS TO FORM:

By: J.M.
Jessica Mullan (May 31, 2023 10:54 PDT)
Santa Rosa City Attorney's Office

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

Restoring Yesterday...Creating Tomorrow

May 18, 2023

Ms. Richela Maeda
City of Santa Rosa (TPW)
69 Stony Circle
Santa Rosa, CA 95401

Re: Construction Management and Inspection Services for Albany, Clement and Malano Sewer and Water Improvements (Project)

Dear Richela:

The Albany neighborhood utility improvement project is a priority for the City and adjacent SRJC for needed improvements to water and sewer system, as well as for the street surface in this part of the City but will have challenges in completing due to strict schedule of no work during school year and to the significant amount of traffic and on-street parking.

While the residents will likely have their patience challenged by over 8 months of dirt, dust, noise, and MAJOR parking/access headaches (construction fatigue will be a given!), they will be very happy with end results of smooth riding street surface, improvements to drainage and concrete work (new ped ramps and sidewalks).

The key to making this project a success as viewed by both the neighborhood and SRJC AND the City (both Engineering and City Administrators) is COMMUNICATION! While having a strong skill set in our technical capabilities is important (and we would not be here 27 years after opening our doors if we were not experienced with expertise in interpreting Standards and specifications), it is our written and verbal communications that have made GVCE who we are!

I strongly believe that key to a very positive conclusion to this assignment is the following:

- UNIQUE and CONSISTENT public outreach communications to all residents and project stakeholders from Day 1 all the way to warranty walk. This work will be led by Liz Ellis and her marketing/admin team for several reasons that we would love to discuss further.
- A CM and Inspection team that have worked together on City of Santa Rosa projects and who both are very much "perfectionists" by their own words and who won't take a project on if they are not convinced it won't get them an A+ at the end. This will be Mimi Arvin and Matt Messenger, all led by Liz Ellis, P.E.
- We are experts in all things "contaminated and requiring monitoring and tracking". This includes groundwater and soil – as evidenced by one of our reference projects. Our team does not even blink if we encounter an odor, discolored soil, or pumping groundwater – we know what to do and WHEN.
- We have a cohesive, experienced and some might say "fun" team that works "with" all the local Contractors and public agencies

We have reviewed and understand the contract terms and scope of services as detailed in the RFP. Please call with ANY questions. We look forward to hearing from you and your team.

Regards:

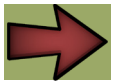


Liz Ellis, P.E.
C050830



SCOPE OF SERVICES

The following scope of services complements the outlined role of an inspection team defined in the publication issued by the APWA, "Management of Public Works Construction Projects." It is not intended to replace or repeat that document. In addition, the City of Santa Rosa has developed a strong standard of care thru the years that our team has learned and meets on every assignment. Our work will comply with Exhibits A and B as included in the RFP issued by the City and which is attached to this proposal. Services will consist of coordinating between the Contractor and the City's Survey section and Materials Testing Lab for the needed construction staking and materials testing.



Task No 1 - Pre-Construction Meeting & Photos

Pre-construction services will include logistics, coordination, and pre-construction meeting with the Contractor, City staff, utility companies, City Fire & Police, project designer, and any other project stakeholders the City would like to invite. Before the pre-construction conference, Green Valley will review the contract documents for relevant discussion points, including pedestrian and public safety, tree and landscape protection, traffic control issues, scheduling work on the SRJC property, contingency plans for encountering groundwater, etc.

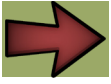
This meeting will allow the project team members to convey their agendas and concerns. We will discuss project safety and schedule and establish a public relations program to be implemented by the Contractor and our team for notification to residents and SRJC to address the general public's questions and concerns. Pre-construction services that Green Valley will provide include:

- Produce pre-construction conference invitations, agenda items, and meeting minutes. Agenda items include lines of communication, public outreach protocol, pedestrian and site safety, submittals, change order procedures, payments, progress schedules, contract time, requests for information, and other applicable items, including minimizing impacts to the neighborhood during construction and facilitating traffic flow thru the site via extended working hours
- Pre-construction digital photos and video of the project site with particular emphasis on surrounding properties to hold the contractor responsible for any damage.
- Set up the project files in accordance with the City's standard formats for administration.
- Develop and distribute a project submittal log and discuss "order of work" requirements.

PROJECT "HOT" TOPICS

- D/W ingress/ egress issues during paving operation for residents
- Schedule for work on SRJC property
- Robust public outreach plan at ALL times
- Awareness of groundwater in trenches and potential for contaminated groundwater
- Truck haul routes are critical for number of reasons and need to be monitored.
- Mature landscaping and hardscape features along the frontage of homes
- Noise and dust control measures need to be enforced at ALL TIMES





Task No. 2 - Submittal Management

At the pre-construction conference, we will provide the Contractor with a submittal log of the required submittals and due dates to keep the project on schedule. Submittals will be stamped, logged, and reviewed by the CM and Project Manager for conformance with the contract documents. When appropriate, submittals will be forwarded to the City's designated representative(s) for review and final approval to ensure conformance with the design intent. Submittals associated with the materials will be sent to the City Materials lab for review and comment. Once submittals are approved, they will be distributed to the City, Contractor, and Green Valley Construction Inspector.

We will generate and update a submittal log and track the status of timelines, approvals, re-submittals, and "ball in court" status during the review process. Submittals will be subsequently filed by submittal number.



Task No. 3 - Schedule Management

Once Green Valley receives the initial construction schedule from the Contractor, it will be reviewed for accuracy and reasonableness. We will verify that it meets the order of work and contract requirements in the Special Provisions. Progress schedules will be reviewed weekly to ensure the Contractor meets the critical dates. If the Contractor fails to meet critical dates, we will immediately address the situation and work with the relevant parties to provide solutions to get back on schedule. Schedule updates may be required once every three weeks, monthly, or more often. Weekly Statements of Working Days will be issued with care determining the "Controlling Item of Work." We will facilitate the negotiation of any time extensions for the Contractor due to change orders, weather, or other delays. We may also maintain an as-built progress schedule.

Managing the Contractor's schedule is mandatory on this assignment due to the critical nature of completing all work within the SRJC easement area while the campus is on summer break from June 5th thru August 11, 2023.



Task No. 4 – Daily Field Inspection & Documentation

Green Valley's inspector will provide daily, on-site inspections of the construction activities to ensure that the Contractor's work conforms to the contract documents and the City of Santa Rosa Design and Construction Standards. In addition, the on-site inspector will provide documentation of the work on daily inspection reports. The inspection reports include documentation of construction activities, proposed change orders and notice of potential claims, critical conversations, safety issues and accidents, extra work in progress, materials testing performed, information for "as-built" drawings, quantities for progress payments, environmental concerns, and visitors to the project site. Daily inspection reports will be submitted to the City weekly for the previous week's work by Noon on Monday. Green Valley will document the work in progress with digital photos and video. Photos and videos will be submitted to the City monthly. Other important tasks of the on-site inspector include public relations, monitoring Contractor compliance with the City requirements, including traffic and pedestrian safety control plans (critical on this Project), SWPPP awareness, location of police and fire ingress/egress locations, and main intersections that are signalized.

We will recommend a course of action to the City if the Contractor fails to meet the required measures of the traffic control plan.

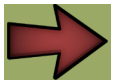


Groundwater Testing Services

Green Valley will work with our subconsultant West Yost to collect and analyze groundwater samples if encountered. West Yost has professional geologists who have worked with the City of Santa Rosa on many past projects to collect and transport groundwater samples under chain-of-custody documentation for analysis by state-approved laboratories. For this project, groundwater samples will be analyzed with standard one-week turnaround for:

- Total petroleum hydrocarbons (TPH) quantified as gasoline by SW8015Bm
- TPH quantified as diesel and motor oil with silica gel cleanup by SW8015B
- BTEXT by SW8021B
- Volatile Organic Compounds (VOC) by SW8260B including MTBE and PCE
- Lead by E200.8

West Yost will evaluate the analytical results relative to applicable regulatory standards and disposal limits and report the findings and conclusions in a brief technical memorandum. For the cost estimate, West Yost has assumed one (1) field day to collect, analyze, and report on five (5) groundwater samples. West Yost will supply additional field and analytical services should conditions warrant and if approved by the City.



Task No. 5 - Requests for Information (RFI)

The Contractor must submit all Requests for Information (RFI) in writing. Green Valley's Construction Manager will generate an RFI form with the request or question on top and the Construction Manager's answer on the bottom. There will be some cases where the Construction Manager will need to consult with the City representative and designer. The CM will ensure the Contractor receives a timely response – 2 days maximum. If the RFI results in a change order, it is linked to the change order log. The Construction Manager will generate an RFI log that lists the "Ball-in-court" status, description, and if the RFI results in a potential change order. It should be noted that most questions or issues can be resolved at the progress meetings.



Task No. 6 – Construction Management

The Construction Manager team will take responsibility for the oversight of the Project and ensure that the construction and contract administration are performed in compliance with the project plans and specifications. They will be responsible for the following items, at a minimum:

- Project progress
- Progress meeting facilitation
- Weekly and monthly inspection and management summary reports
- Monthly Pay Requests
- Collecting and qualifying required payroll certifications



Task No. 7 - Change Order Management

In addition to reviewing the bid documents and field conditions, our Construction Manager will use RFI Logs, Field Directive Logs, Potential Change Order Logs, meeting minutes, and discussions with City representatives to determine if a Change Order (CO) is warranted. If a change order is warranted,



our Construction Manager will facilitate negotiations between the Contractor and the City to produce the best construction method at the lowest cost. If a change order requires input from the design engineer, our Construction Manager will coordinate to ensure it is reviewed. The Construction Manager will also determine if added contract time is warranted due to the change order. The change order format will follow City standards, with the appropriate City, Contractor, and Green Valley signature lines. Finally, a Change Order Log will show the Change Order number, description, status, approved date, start and completion dates, and cost.



Task No. 8 - Payment Management

The Construction Manager will request a breakdown of lump sum bid items from the Contractor if required by the contract specifications. The Construction Manager will check if there are maximum bid amounts for certain lump sum items and the requirements regarding payment for materials on hand. Green Valley's inspector will field measure and record quantities of work and materials, change order pay records, and turn them into the Construction Manager. Every month, Green Valley will check quantities, prepare and process payment recommendations to the City using City approved formats, and submit hardcopies for approval.



Task No. 9 - Progress Meetings

Green Valley will conduct utility coordination meetings (as required) and weekly progress meetings, including the preparation of invitations, agendas, and minutes. The progress meetings will include discussions of progress schedules, delays to the work, changes, pay estimates, public relations, safety, landscape protection measures, submittals, RFI's, and other critical issues. We will always work to foster honest, open communication at these weekly meetings, which helps in the timely resolution of any disputes and/or potential claims.



Task No. 10 – Public Relations & Notifications

An approved Public Relations (PR) program should be implemented at the start of the project that outlines the roles and responsibilities of the various team members. A successful PR program will address the various questions and concerns of both the adjacent residential homes and all nearby schools that use the sidewalks, as well as the SRJC. Services will be a combination of the following:

- Prepare and distribute public notification to Police and Fire via the designated Public Safety representative(s), United States Post Office, Waste Management Company, local schools, Transit companies, and others as required.
- Prepare information for press releases by City Staff as requested.
- Log and respond to any complaints in a timely manner.
- Record the Contractor's activities related to public safety and convenience and ensure that the Contractor provides the required notifications.



We feel it would be in the interest of everyone that the immediate project limits be walked at the start of the assignment with a door-to-door "meet and greet" of our CM/Inspection



team and establish a working contact at the Junior College. We would review key schedule milestones and impacts to individual frontages and driveways and leave contact numbers in case of emergencies, concerns, etc. This may take a little time upfront, but it always pays off during construction.

We also work on a regular basis with Data Instincts, a public outreach and communications firm that is starting to offer services for smaller projects such as this one to their list of offerings. They work with City staff already on large projects and would be more than happy to assist on this Project.



Task No. 11 - Reporting

All communication will again comply with the City's issued guidelines. Both verbal and written communication will be critical to the success of this Project, starting with internal communications between the City staff and the Green Valley team. The City's designated Project Manager must always be informed of items relating to public outreach, the progress of the work, and the budget. We are committed to this process and will document all construction issues with the following reports:

- Weekly Progress Meeting Minutes
- Daily email update of the day's progress and issues (upon request)
- Weekly summary of daily inspection dairies with photos
- Weekly statement of working days
- Weekly Construction Summary (if desired)
- Monthly Status Report
- Status of construction on a weekly basis



The Monthly Status Report will provide the City with information on construction activities for the month, change order cost summary, pay estimate cost summary, and contract time summary.

The Construction Manager/Inspector will contact our Inspector daily and copy the City's designated Project Engineer via email on all critical issues as they happen. We will take the lead from the City representative regarding the frequency and format of communication desired.



Task No. 12 - Conflict Resolution and Claims Avoidance

Green Valley has a standard procedure to help prevent claims from being filed and resolve conflicts during construction to keep the additional costs down and minimize City staff involvement in the project.

We will resolve conflicts quickly by keeping the lines of communication open and being honest and responsive with the Contractor. In Green Valley's opinion, progress meetings are critical for fostering communications and to resolve conflicts quickly. We have found that most conflicts (or just RFI's) can be thoroughly discussed and resolved at these weekly meetings. The key is to foster an ongoing working relationship with the Contractor at the start of the project and remain professional in these conversations.

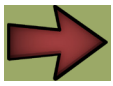
If we cannot facilitate the negotiation of a resolution to a dispute and receive a Notice of a Potential Claim from the Contractor, we will be ready to support the City's position. Green Valley maintains accurate and thoroughly





documented project information as a backup for a claim resolution. Green Valley will continue facilitating negotiations while tracking and logging all correspondence, as-built progress schedules, and other backup documentation.

We have exceptionally experienced claims analyst personnel on staff with years of experience gained working directly for large-scale Contractors in the same capacity. This depth of experience gives our clients and project teams the knowledge to know exactly what a legitimate claim is and what an accurate and fair price for compensation is. In addition, our staff members are incredibly knowledgeable of contract law, giving us an excellent negotiating stance for the City's benefit.

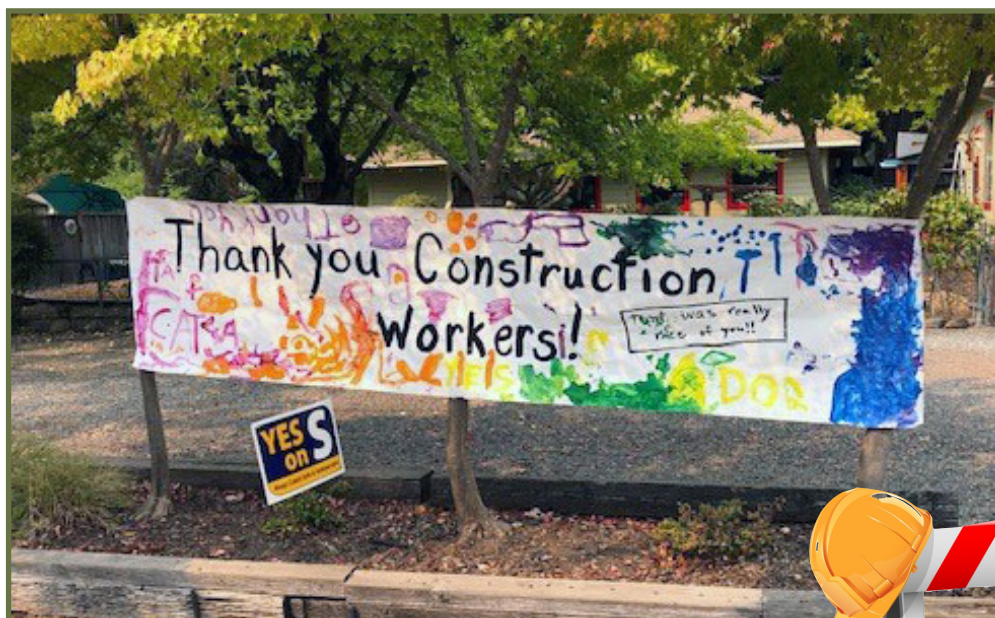


Task No. 13 – Closeout & Record Drawings

We will work with the City and the Contractor to keep a “record set” of drawings to document changes and as-built conditions of the original construction documents.

Once construction is completed to the satisfaction of the City, we compile all pertinent files and related information and submit them to the City for their permanent records. We will coordinate with the Inspector to furnish the City with the following:

- Record drawings
- Project Photos
- All contract files and records
- Electronic files in CD format





YOUR GREEN VALLEY TEAM – A HOMEGROWN AND LOCAL FIRM

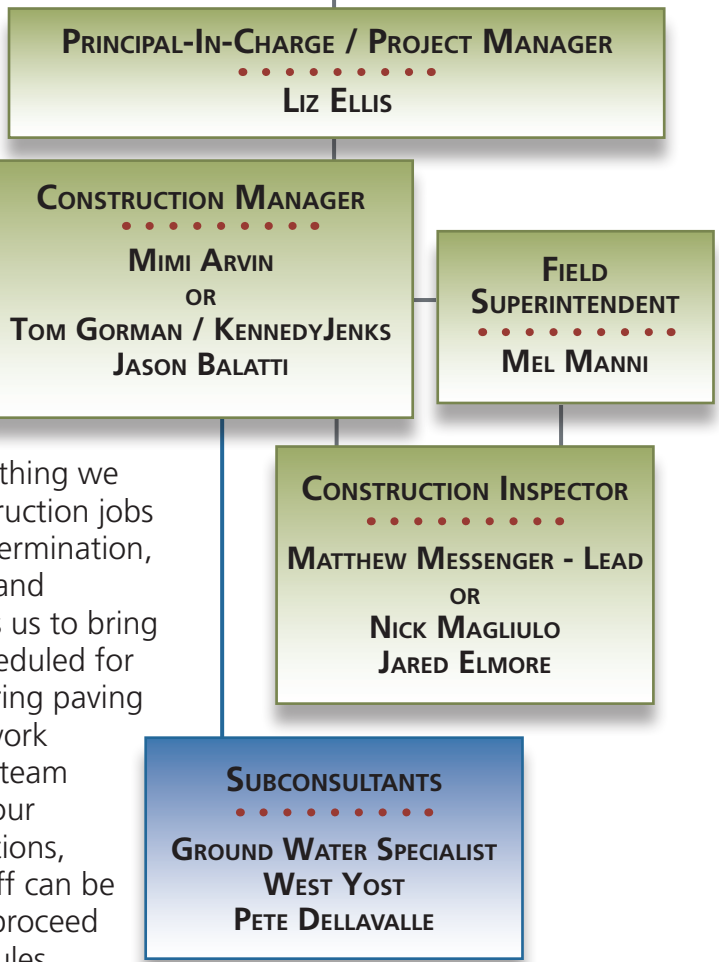
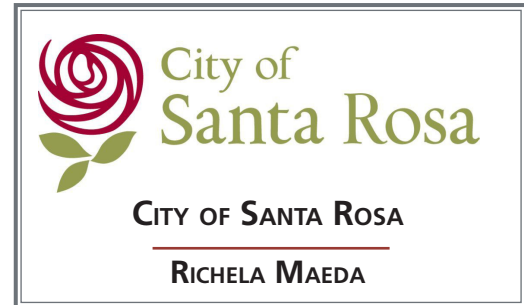
We think it is crucial that the City understands just how vested we are in the success of your projects, the community we all share, and, most importantly – the future and growth of our profession and the young people coming into it.

We are committed to improving our industry and bringing along the next generation of construction managers and inspectors – knowing we all benefit from this investment! Consequently, we are proposing a team that has senior-level managers and inspectors who, as a cohesive group, span the services that will be needed and will have a support team that allows our team members to work on the Project in a manner that will enable them to gain valuable experience, as well as share their unique talents and expertise.

The organization chart presents this project’s best Green Valley team, showing names, functions, and reporting relationships. It is important to note that we operate and cross-train our team members so that we have the flexibility to staff up or down as necessary during construction, as well as move across “boxes” and roles of the org chart. The most important thing we have learned during the last decade of working on construction jobs is that planning takes us all to a certain level of determination, but also staying flexible, alert to change and challenges, and constantly learning new roles and methods always allows us to bring in our client’s project to a successful close! A project scheduled for approximately 160 working days, including long days during paving operations and possible weekend work to expedite the work needed to meet school schedules for SRJC, will require a team committed for the duration. We plan when assembling our team and allow for skilled backup to accommodate vacations, possible sick times, and “life” events so that our field staff can be interchanged as needed. The administrative aspects can proceed without hiccups – thus assuring NO major busts in schedules, budgets, or scope change.

Green Valley is locally owned and based, as are our staff – in Santa Rosa and devoted almost exclusively to the construction phase of CIP projects and serving exclusively municipal clients. We are not a firm of out-of-area ownership/management, and if you – our main client- is not happy at the end of the day – it will significantly impact ALL of GVCE’s staff. The City of Santa Rosa has a significant role in our firm’s livelihood.

This team was selected for their experience in underground utility rehabilitation, paving experience and working in neighborhoods with a high level of interaction with the residents – thus sensitivity to





WORK PLAN

The Albany Drive, Clement Avenue and Malano Court Sewer and Water Improvements Project (Project) will upsize old 4-inch water mains in Albany St and Milano Ct and 6 inch in Clement in conjunction with a sewer main project in the same area. This project will also replace existing VCP sewer mains in Albany Dr from Oliver to Elliot, Clement Ave from Albany to Malano Ct and in Malano Ct. The streets will be reconstructed with a deep lift AC, except for the work occurring within an easement across Santa Rosa Junior College property. The easement and misc. sections of the project will have trench paving per City Standards vs. full pavement reconstruction.



The Project is in an older residential area of Santa Rosa and bordered by Elliot Ave. to the south and the SRJC to the East. A portion of the work is on SRJC property (within an easement) and work in this easement is limited to June 5 through August 11, 2023, when school is not in session. The City

has added a \$20,000 incentive if all work is completed by August 11, 2023, that is in the additive bid portion. The residential type setting alleviates many issues but also brings with it the concerns that are unique to working in residential neighborhoods for a long construction period.

Bids have been opened with the apparent low bidder being TerraCon Constructors, Inc. with \$2,904,258. There were 5 bids, all fairly close signaling a strong set of bid documents.

The existing roadway is showing severe distress for most of the limits with significant cracking, potholes, and other pavement failures along the entire length. In addition, the roads have significant traffic volumes due to the proximity of SRJC and pass thru traffic.

There is a significant amount of concrete flat work associated with curbs, gutters, valley gutters, and approximately 8 pedestrian ramps that will be replaced and brought to current ADA standards.

A detailed walk of the limits was performed by our team in preparation for this proposal, and several items were noted that would need to be taken care of during construction. **Key among our findings:**

- > Mature landscaping and hardscape features at property lines and at most pedestrian ramps-requiring coordination with property owners and strict grade control checking during construction.
- > Many of the concrete valley gutters at side streets longer function as designed and there are significant drainage issues – needs to be detailed forming and grade control monitoring during concrete work

CRITICAL ISSUES

- Inspector experience working in residential neighborhoods
- Disposal measures for any contaminated soil and groundwater
- Working with City on Public Outreach process
- Potholing of gas laterals prior to AC excavation
- Establish a recycling system for pavement materials
- Noise and dust control measures 24/7!
- Ensure critical underground facilities are located and protected throughout the entire project.
- Construction “fatigue” from 8 months of disruption to residents’ lives



- > Numerous grade breaks and drainage issues exist in curb and gutter and paving crowns and cross-slopes requiring extra care during staking and construction so there will be no “bird baths” and adverse slopes
- > Ingress/Egress will be required 24/7 for the Fire and Police Departments, necessitating extra patrolling of traffic control signage during off hours.
- > Settlement of concrete curb and gutter throughout the project limits causing grade breaks and cross slope issues that must be tightly checked and verified during new pavement construction.
- > Entire sections of sidewalk have “heaved” and broken up adjacent curb and gutter due to tree roots – as well as sections of AC roadway necessitating the oversight work of an arborist during construction to monitor root trimming.
- > Parking will be an issue in this neighborhood and postings of hours will need to be enforced by towing if needed – SRJC will need access at all times due to sports and “summer” session of classes
- > Public outreach with neighborhood and SRJC will be needed at all times
- > Low hanging overhead wires are concerning with large equipment needing access
- > Installation of new water services will require shut-off notices to residents – and require additional work due to the number of dental offices and medical facilities.
- > New markings and striping need to be pre-approved by City forces.



Mature residential landscaping and street trees along with significant hardscaping will require a very experienced CM team to manage the public outreach and notifications to property owners/residents when work takes place along their frontage.

Our team has an amazing understanding of what the residents go thru and work hand in hand with our admin/PR team at GVCE to express ways to acknowledge and let them know that they may be experiencing “construction fatigue” but that we are very understanding, as is the City, and will work with them to find ways to accommodate personal schedules and concerns unique to each household!



Key items that our team will be aware of and have the experience to address during construction include the following:

- Experience with Deep lift paving projects – our team of Mimi, Matt, and Liz are all experienced with pavement reconstruction and the documentation of AC tags, depths, etc. Experience with this type of paving operation is essential as there are several issues that can arise that require fast resolution by the CM to keep the process moving forward during the paving period
- Construction traffic and noise and dust in the neighborhood will require strict conformance to published working hours, and BMP good practices and trucks will need to stay on approved haul routes thru the adjacent neighborhoods
- Significant number of parked cars will need to be managed during paving operations via public outreach – parking appears to be an issue in the neighborhood
- Extensive public outreach and ongoing notifications of Contractors work during construction



- Awareness of underground gas mains within the work zone – some of which may be shallow that could be exposed during the excavation process.
- Pedestrian safety as there is significant foot traffic in the work zone.

An advertised 160 working days will require adherence to the published schedule from the Contractor due to the amount and type of work that is specified (both surface and underground), especially with the traffic control measures that come with a neighborhood of on-street parking and pass-thru traffic from SRJC. It is anticipated that the Contractor will need to work long days when laying asphalt, and we will work closely with the residents so they understand that this would be the preferred way to proceed if approved by the City.



A very active and dynamic public outreach program will be required for the success of the Project, and this is where the Green Valley team excels! All inspectors have worked on projects with extensive public interaction and know communication's critical nature to ensure a project runs smoothly. Our office staff works seamlessly with our inspectors to generate mailing lists and prepare letters and notices as needed to assist in Public outreach. We can assist the City in taking the lead in drafting written communications that the City will review before disseminating to the media and public as the CM team handles the day-to-day contacts in the field.

To keep the schedule moving forward, the City needs an experienced team that can spot problems and potential issues and, more importantly, head them off BEFORE they impact the Contractor's work. This only comes with a team that works well together, has experience from similar types of projects, an understanding of groundwater and soil contamination and in-depth knowledge of City and Caltrans standards. It will be critical to coordinate the Contractor's work and staging of his work such that adequate safety measures are implemented during off-hours for pedestrian safety.

Our team will conduct weekly meetings, during which many issues such as working hours, staging, impacts to specific residents and neighbors, and pedestrian safety and proposed changes to work will be resolved before they become unsafe or lead to costly change orders. We will meet with the City's Engineer and the Contractor as specified.

From the onset of the project, Green Valley will work with the Contractor to identify unknown facilities, such as existing gas laterals and any communication cable and will respond and "direct" immediately upon encountering any contaminated soil or groundwater.

2nd & Modoc Improvement Project is Underway!
DOGS! WE HAVE LOVED THEM SINCE THE BEGINNING OF TIME!
BIG DOGS...LITTLE DOGS...LAND-DOGS WITH SHARP TEETH!
 Modoc is under construction for the next 2 months and will have a lot of large construction equipment on-site as we improve your road. We want to ask everyone to **PLEASE** keep your dogs off the road, and in your home during the day when construction workers are on-site. We want to make sure your dogs are safe and out of harm's way and we also want to ensure the safety of our team. We ask you to call Animal Control Services!

Thank You For Your Help AND CONSIDERATION!
PLEASE CALL THE NUMBER BELOW IF YOU HAVE ANY QUESTIONS AS TO HOW THE CONSTRUCTION OF MODOC AS YOUR NEIGHBORHOOD HAS IMPACTED!

Green Valley Consulting Engineers Office: 707.579.0388
 Juan Avellar - On-site Inspector: 707.883.2200

Homegrown is handpicked for some weekly cheer from the garden of GREEN VALLEY CONSULTING ENGINEERS

Two of our many "fresh from the garden" bouquets

Windsor Roundabout Construction - Stage 5
New Road Closures in effect from June 6th thru Mid July
 • Windsor Road will be CLOSED in BOTH DIRECTIONS between Windsor Road and Hill Avenue.
 • Hill Avenue Windsor Road REMAINS CLOSED BETWEEN Windsor Road and Windsor Road.
 • See attached map for detailed routes.
 • THE CONSTRUCTION TEAM IS WORKING AS EFFICIENT AS POSSIBLE TO OPEN ALL ROADS UP TO TRAFFIC AS SOON AS POSSIBLE (BY MID JULY)
 • Construction is estimated for completion Dec. 2022.

WE ARE ALMOST DONE!!!
INTERSECTION CLOSED ON SEPTEMBER 9 FROM 2:00 PM TO 5:00 AM
 This is the final phase of paving - done at night to speed things up and minimize impact to traffic.
 The entire intersection will be closed to traffic in ALL directions - please see attached map for detail routes that can be used.
 Please remember that NIGHT WORK IS EXTREMELY DANGEROUS, and we ask you to be very careful around our working construction team on Friday evening.

Green Valley Consulting Engineers Staff
 Lu Villos - Project Manager (707) 579-0388
 Matt Mancini - On-site Inspector (707) 889-0789

Caltrans Construction Road Closure Project
 Manager (707) 385-1221

GREEN VALLEY CONSULTING ENGINEERS 25 Years
 335 Tescon Circle Santa Rosa, CA, 95401
 Tel: 707.579.0388 . www.gvalley.com

GV Outreach

Our inspectors hand these out to our future construction workers (kids) who love to watch the construction action



The groundwater testing and any monitoring needed will be performed by West Yost while the materials testing and construction staking will be performed by and coordinated with City staff. Courteous, prompt, and timely notifications to the residents will be a requirement, as well as regular and consistent communication with the City staff on the progress of the Project. We will work closely with the City's designated project manager and designer from Brelje and Race for any RFI's that come up. We also will be responsible for coordination with the utility companies on any unforeseen relocation or adjustment of their facilities, including adjusting lids to grades within the curb ramp work.

PROJECT SCHEDULE

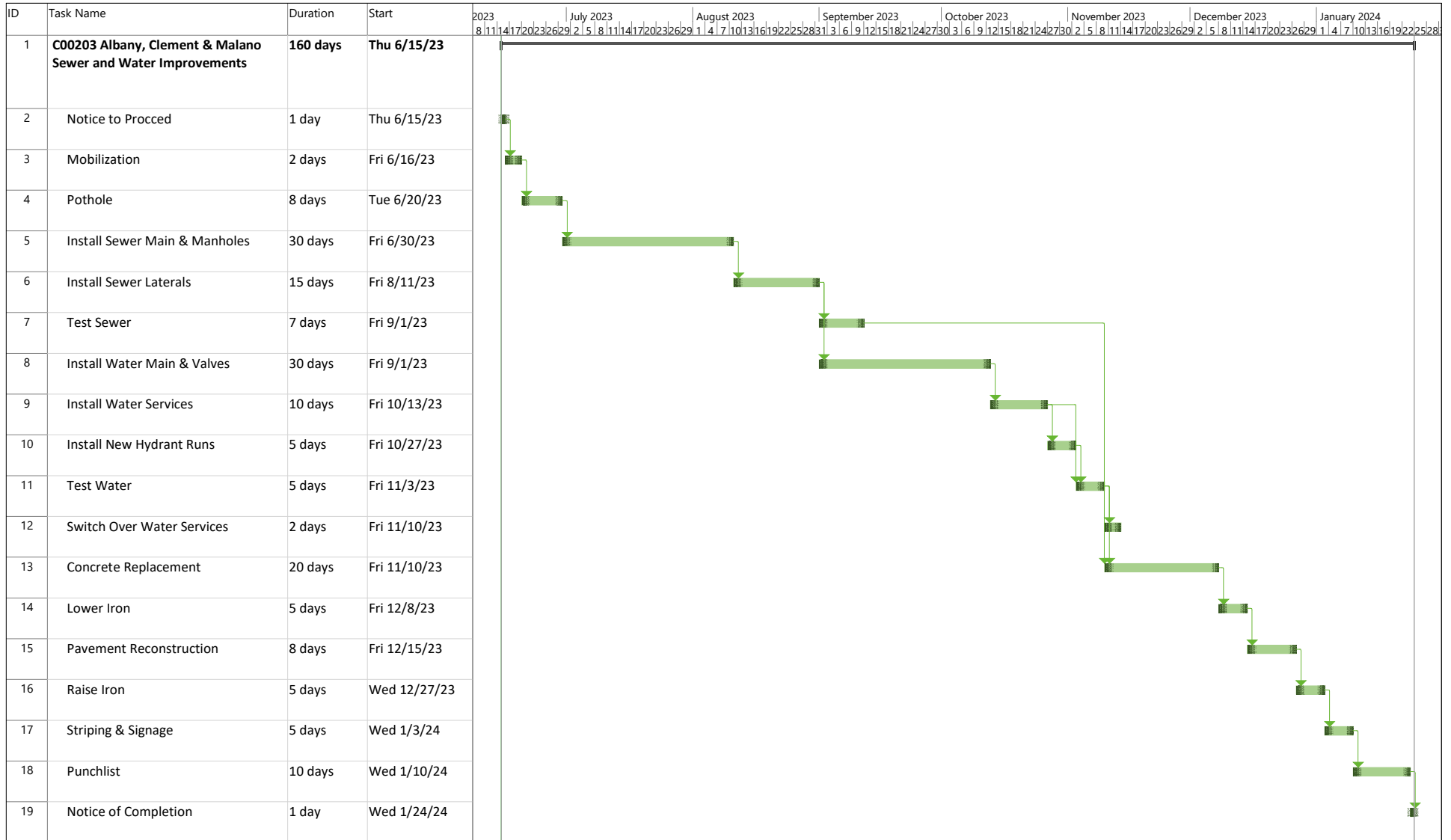
We have prepared a project schedule that follows, showing an approximate method that the Contractor may take to perform the work within the estimated 160 working days. We are more than able to staff the Project with an experienced CM and inspection team and want the City to know we can successfully complete the work within the published working period.



KEY ISSUE – SCHEDULE CONTROL

The concept-level schedule created by our team shows the planned sequence of work based on experience with similar types of projects. GVCE will have weekly internal schedule reviews with the Contractor during planned tailgate meetings so that parties can revise their approach to the work before progress starts to lag. It is critical to hold to a schedule that has work completed when the SRJC is out of session on that component of work. The Contractor will be asked to update the past month's schedule with each pay request and review activities coming up the next month.





COST PROPOSAL

Our fee estimate, which follows, is based on 160 working days with a part-time construction manager at 3.5 hours per day and a full-time inspector(s). We have included a category for the addition of a second inspector as needed. We find that paving activities almost always call for more than one inspector to perform the oversight needed for a quality project. In addition, the nature of paving starting early and running late (ALWAYS) necessitates extra help.

We welcome the opportunity to discuss our fee and associated scope of work as necessary to meet the City's goal for this project. We have allotted additional time at the start-up and close-out of the project to allow for file set-up and to gain familiarity with the plans and specs prior to the kick-off meeting with Contractor.

We have included the costs associated with our proposed groundwater testing subconsultant, West Yost, as DIRECT COSTS and it is important to note that their fees are NOT MARKED UP. The City will see the costs as a direct line item on our invoice with a 0% mark-up. We have never tacked on a markup, nor will we.

Additionally, we have included costs associated with public outreach by our team. We feel this cost is minimal and always worth 10x the raw cost in the benefit the services bring to the entire team (GVCE and City). A happy neighborhood means a happy City Council and City Manager!

Detailed Fee Estimate for Construction Management & Inspection



Client Name: City of Santa Rosa

Project Description: Albany, Clement, and Malano Sewer and Water Improvements

Date: May 18, 2023

Fees Below are Valid from June 1, 2023 through June 30, 2024

Classification:	Project Manager/ Superintendent	Construction Manager	Field Superintendent	Construction Inspector	Construction Inspector OT	Admin	Direct Costs	Total Hours	Total Costs	Remarks
Hourly Rates:	\$205	\$220	\$185	\$170	\$190	\$85				
Task 1 - Pre-Construction Meeting & Start up	8	40	16	20		12		96	\$ 17,840	
Task 2 - Submittal Management								0	\$ -	
Task 3 - Schedule Management								0	\$ -	
Task 4 - Daily Field inspection & Documentation	85		160	1280	80	24	\$10,100	1,629	\$ 293,245	Based on 160 working days
Task 5 - Requests for Information (RFI)								0	\$ -	
Task 6 - Construction Management	20	560	24			24		628	\$ 133,780	Based on 3.5 hrs/day for CM for 160 days ***
Task 7 - Change Order Management								0	\$ -	
Task 8 - Payment Management								0	\$ -	Based on 8 pay estimates
Task 9 - Progress Meetings								0	\$ -	
Task 10 - Public Relations and Notifications	60					100		160	\$ 20,800	
Task 11 - Reporting								0	\$ -	
Task 12 - Claims Avoidance & Conflict Resolution (T&M As Needed)								0	\$ -	
Task 13 - Closeout & Record Drawings	8	40		24		16		88	\$ 15,904	
Vehicle - Inspector							\$21,060	0	\$ 21,060	Vehicle charge of \$15/hr
Hours Subtotal	181	640	200	1324	80	176				Subtotal 06/01/23 - 6/30/24
Cost Subtotal	\$ 37,105	\$ 140,800	\$ 37,000	\$ 225,080	\$ 15,200	\$ 14,960	\$ 31,160	\$ 2,601	\$ 501,305	

*** For Clarity the CM hours have not been broken out into tasks, but can upon request

Direct Costs are for West Yost - groundwater testing - NO MARKUP

Contingency (15%)	\$ 75,195.75	
Grand Total	\$ 576,500.75	Total Not to Exceed

RM
RM



WEST YOST FEE PROPOSAL

Green Valley will work with West Yost to collect and analyze samples if groundwater is encountered. West Yost has professional geologists who have worked with the City of Santa Rosa on many past projects to collect and transport groundwater samples under chain-of-custody documentation for analysis by state-approved laboratories. For this project, groundwater samples will be analyzed with standard one-week turnaround for:

- Total petroleum hydrocarbons (TPH) quantified as gasoline by SW8015Bm
- TPH quantified as diesel and motor oil with silica gel cleanup by SW8015B
- BTEXT by SW8021B
- Volatile Organic Compounds (VOC) by SW8260B including MTBE and PCE
- Lead by E200.8

West Yost will evaluate the analytical results relative to applicable regulatory standards and disposal limits and report the findings and conclusions in a brief technical memorandum. For the cost estimate, West Yost has assumed one (1) field day to collect, analyze, and report on five (5) groundwater samples. West Yost will supply additional field and analytical services should conditions warrant and if approved by the City. Additional field services, supplemental consultation or other services not specifically described will be charged in accordance with West Yost’s 2023 fee schedule.

We propose to conduct our work in two tasks:

Task 1	Sample Collection and Analysis	\$5,530
Task 2	Technical Memorandum	\$5,522
TOTAL FEE		\$10,052

Please let me know if you need anything else. Thanks for the opportunity,

Pete Dellavalle
Geologist

FEE SCHEDULE GREEN VALLEY CONSULTING ENGINEERS

Hourly Rates (Effective June 2022)

***Prevailing wage rates subject to DIR increases**

Principal	\$225
Project Manager	\$150-\$225
Project Engineer	\$135-\$210
Staff Engineer	\$125-\$165
Construction Manager	\$155-\$225
Assistant Construction Manager	\$150-\$215
Construction Inspector II *	\$150-\$165
Construction Inspector II Overtime	\$175-\$190
Construction Inspector II Night	\$195-\$200
Construction Inspector II Double Overtime	\$210
Field Personnel	\$95-\$125
CAD Technician	\$115-\$145
Administration/Word Processing	\$80-\$110
Vehicle Rate	\$15.00 / hour

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

Employee time will be billed in accordance with the fees listed above. For non-professional employees, time spent over 8 hours per day, time spent on evening or night shifts, and time spent on Saturdays will be charged at 1.5 times the hourly billing rate. Time spent in excess of 12 hours a day or work performed on Sundays or holidays will be charged at 2.0 times the hourly billing rate. All field personnel charges are portal to portal. Professional employees will not be charged out at premium charge rates for overtime work.

Use of Company-Owned Equipment and Specialized Supplies

The cost of using company-owned equipment and specialized supplies is included in the hourly rates billed to our projects.

Miscellaneous External Expenditures

Miscellaneous external expenditures, such as those costs associated with blueprints, and reproduction of originals will be billed at the actual cost. Subconsultant charges will be billed at cost unless specified otherwise. Mileage will be billed at current IRS rates.

City of Santa Rosa
Construction Management Services Terms for
Capital Improvement Projects

Consultant shall:

A. General

1. Per California Government Code Section 4525-4529.5, **Construction Manager (CM)** shall be a licensed Architect, registered engineer, or licensed general contractor.
2. The CM is the primary point of contact and is responsible for the contract administration, construction engineering, and engineering integrity of the project. The CM must ensure the contractor complies with the requirements of the contract documents. The CM will keep close communication with the City Project Manager.

B. Project Coordination and Correspondence

1. Coordinate among Contractor, the project team, various utility companies (such as PG&E, AT&T, Comcast, etc.), and other parties as required.
2. Receive all Contractor correspondences. Coordinate with applicable parties as necessary to develop responses. Prepare and transmit responses.
3. Maintain logs of requests for information, submittals, plan clarifications, claims, proposed change orders, final change orders.
4. Provide status updates on significant issues to City.
5. Provide any documentation required by City, State, or Federal requirements for contract administration.
6. Lead preconstruction conference. Prepare agenda and minutes.
7. Lead progress meetings as needed (or regularly scheduled) with Contractor and City staff. Prepare agenda and minutes.
8. Coordinate testing provided by City Materials Engineering with City project team.
9. Contract for and manage non-City supplied material testing services.
10. Coordinate testing and startup including efforts by Contractor, manufacturers, and City staff.

C. Reports

1. Prepare very short (1 page) weekly progress reports including a list of key items of work completed during the week and expected work the following week. Include approximately 2 photos. Submit to the City by Monday 9:00 am the following week. This weekly report may be posted to the City's public website.

2. Prepare and submit a monthly progress report describing key issues, status of schedule, budget, payments, RFI's, submittals, claims, potential change orders, and change orders.
3. Review Inspector's Daily Construction Reports and suggest edits where applicable. Initial (to show you reviewed and approved document) and submit copies to City of previous weeks Daily Reports by Monday 9:00 am the following week.
4. Review/complete Weekly Statement of Working Days and submit to the City for review by Monday morning at 9:00 a.m. the following week.
5. Complete all documentation and coordination required for final acceptance and closeout of construction contracts.

D. Submittal Management

1. Receive, stamp, and log submittals, and distribute for review by the design team City staff.
2. Monitor review of submittals to foster timely review and return of submittals to Contractor.
3. Review administrative submittals for conformance with Contract plans and specification requirements and City standards.
4. Transcribe reviewer's comments to duplicate copies for return to Contractor and distribution.
5. Consultant shall ensure that all submittals returned to Contractor include the following language:

"CITY OF SANTA ROSA

___ No exceptions	___ Make Corrections Noted
___ Revise and Re-submit	___ Not Reviewed
___ _____	

Submittal was reviewed for general conformance to Contract plans and specifications only. Contractor is responsible for confirming and correlating full compliance with contract plans and specifications. Notations neither relieve contractor from Contract plans and specification compliance nor authorize changes to contract amount. This review does not relieve Contractor from responsibility for any errors, omission or deviations from the contract plans whether or not such errors, omissions or deviations are noted on this drawing.

By _____ Date _____"

E. Change Order and Claims Management

1. Analyze requested change orders for validity, cost, and schedule impacts. Provide information to City Engineer necessary to review the requested change order. The City Engineer shall be responsible for the consideration, negotiation and resolution of all requests for change orders. At the request of the City Engineer, draft and forward proposed change orders to the Engineer using City provided change order format. City staff will formally process, transfer draft change orders to City letterhead, obtain signatures, and distribute accordingly.
2. Analyze claims for validity, cost, and schedule impacts. Provide information to the City Engineer necessary to review and resolve the claim. The City Engineer shall be responsible for the consideration, negotiation, and resolution of all claims. If requested by the Engineer, Consultant shall draft responses to claims for review and approval by the City Engineer. City staff will obtain final signatures and distribute responses to claims.

City of Santa Rosa
Construction Inspection Services Terms for
Capital Improvement Projects

Consultant shall:

A. Deliverables / Documentation

1. Prepare pre-construction photo log to identify pre-existing damage to the surface features (and the existing condition of areas that may be damaged by the Contractor) within Project limits. Give a duplicate copy to City. Labeled digital photos on CD are preferred.
2. Complete Daily Construction Reports and submit signed Reports to the Engineer for review by Monday morning at 9:00 a.m. the following week.
3. Take digital construction progress photos, label, and store in a logical manner to be turned over to the Engineer for review by Monday morning at 9:00 a.m. the following week.
4. Complete Weekly Statement of Working Days and submit signed Statements to the Engineer for review by Monday morning at 9:00 a.m the following week.
5. Document all warnings given to the Contractor regarding safety Hazards.
6. Keep an up to date set of marked up drawings recording as-built conditions, or if required by Contract ensure that the Contractor is doing so.
7. Review Contractor's monthly payment requests, establish payment quantities, review materials on hand, prepare, sign, and date payment recommendations and submit to the Engineer for payment.
8. Create Punch List of outstanding items to be completed when the project is at substantial completion.
9. Make "Record Plan" redline revisions to the original project mylar drawings to show changes that occurred during construction.

B. Responsibility and Duties

1. The construction inspector's responsibilities and duties are consistent with industry standard practice and are described in the Caltrans Construction Manual, and the American Public Works Association publication titled "Management of Public Works Construction Projects."
2. The Construction Inspector is the "eyes and ears" of the Engineer and as such shall ensure compliance with the Contract Documents. The Construction Inspector is not authorized to make changes and shall notify the City Representative if any deviation

from the Contract Documents appears to be necessary.

3. Have OSHA - Hazardous Waste Operations and Emergency Response training with a minimum current certification as a 24 Hour Occasional Site Worker.
4. Coordinate the handling and/or disposal of contaminated or hazardous materials with the contractor, specialty contractors, disposal sites, and City staff if contaminated or hazardous materials are encountered during construction. Sign manifests as necessary.
5. Be confined spaced trained and certified if inspection in confined spaces is required. Any confined space entry shall be carried out in accordance with Section 7-1.01L of City's specifications.
6. Witness sewer and water pressure and vacuum testing and document results in Daily Reports. Witness and document television inspection of sewer systems.
7. Review connections of all new service laterals to existing services prior to backfill and note the condition of the exposed portion of the existing service piping.

C. *Water Testing*

1. Perform water sampling for bacteriological clearance per the construction specifications. In the event that a Consultant inspector is unfamiliar with the procedure, the City will conduct the first sampling with Consultant as a training opportunity so the inspector can conduct any future bacteriological sampling that may be required.

D. *Public Relations*

1. Act as the primary contact for the public during construction. Meet with property owners and businesses to keep them informed of anticipated construction activities which may affect them.
2. Address complaints by meeting with members of the public in a timely manner. Follow up with Contractor to resolve any complaints. Maintain a log of complaints which includes the date of the complaint, name of complainant, address, type of complaint, date Contractor notified, and date complaint resolved/action taken.
3. Ensure Contractor provides required public notifications for construction activities.
4. Prepare agendas, coordinate, advertise, and lead any public meetings necessary during construction. Provide follow up contact with individuals. Maintain minutes of any meetings.










A010146-2016-28 CM and Inspection Services Albany_Clement_Malano - Sewer Water Improvements Proposal

Final Audit Report

2023-05-24

Created:	2023-05-24
By:	Joyce Brandvold (JBrandvold@srcity.org)
Status:	Approved
Transaction ID:	CBJCHBCAABAAurbNB_ECzoDRYBCZiAOtcAVFAye0Eeyz

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-  Document created by Joyce Brandvold (JBrandvold@srcity.org)
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A010146-2016-28 CM and Inspection Services for Albany, Clement and Malano Sewer and Water Improvements

Final Audit Report

2023-05-25

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A010146-2016-28 CM and Inspection Services for Albany, Clement and Malano Sewer and Water Improvements

Final Audit Report

2023-05-31

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