

A0CITY OF SANTA ROSA TRANSPORTATION AND PUBLIC WORKS PROJECT WORK ORDER NO. A010139-2016-28

PROJECT NAME: **CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR
LOS ALAMOS TRUNK SEWER REPLACEMENT SEGMENT 1**

CITY PROJECT MANAGER: **ANDY WILT**

CONSULTANT PROJECT MANAGER: **MIKE JANET**

SCOPE OF SERVICE: See Consultant's Scope of Services/Proposal for Services and Fee Schedule dated **March 15, 2023**, attached as Exhibit B-1.

START DATE: **JUNE 2023**

COMPLETION DATE: **OCTOBER 2024**

CHARGE NUMBER FOR PAYMENT: 70737	\$922,285.65
55716	\$ <u>48,541.35</u>

NOT-TO-EXCEED AMOUNT FOR THIS WORK ORDER: **\$970,827.00**


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 Coastland Civil Engineering, Agreement No. A010139," 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
Chair, Board of Public Utilities

Date: _____

COASTLAND CIVIL ENGINEERING,
A California corporation

By:  _____
Name: **John Wanger**
Title: **CEO**

Date: **Apr 27, 2023**

By:  _____
Name: **Heidi Utterback**
Title: **Corp. Secretary**

Date: **Apr 27, 2023**

APPROVED AS TO FORM:

By:  _____
Jessica Mullan (May 3, 2023 10:18 PDT)
Santa Rosa City Attorney's Office

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

COASTLAND

DCCM

March 15, 2023

Andrew Wilt, PE
Associate Civil Engineer
City of Santa Rosa
Transportation & Public Works Department
69 Stony Circle
Santa Rosa, CA 95401

Subject: Proposal to Provide Construction Management and Inspection Services for Los Alamos Trunk Sewer Replacement Segment 1 (Streamside Drive to Elaine Drive)

Dear Andrew:

Successful completion of the construction of the Los Alamos Trunk Sewer Replacement Segment 1 (Streamside Drive to Elaine Drive) project will require a consultant that will not only act as the City's liaison with the contractor but, also has the necessary project-specific experience to manage this multi-faceted project. The project will require local staffing resources and a partnership with City staff that is built on collaboration, responsiveness and trust. We believe this uncommon partnership can only be presented by a local team with a long-term, positive track record serving Santa Rosa. Headquartered in Santa Rosa, Coastland | DCCM offers just that.

Our team lives and works in Santa Rosa and has genuine invested interest in the success of the City's projects. Having proudly served the City for over 20 years we have established a level of trust that allows us to act as an extension of City staff, providing personal, flexible and responsive service.

Please consider the following benefits of our team:

- ✓ **Long-standing relationship and understanding of project needs**—Over the past 20 years, our firm has provided construction management and inspection services on many capital improvement projects within Santa Rosa, including the Cleveland Avenue and St. Rose District Sewer and Water Improvements and the Santa Rosa Avenue Widening project. Our knowledge of the City, local businesses and regulatory agencies will result in rapid response times and fewer demands on City staff time. We understand the needs of the City and the community on these projects, and what is required to ensure success.
- ✓ **Local and experienced team**—Mike Janet, Principal and Construction Services Manager, will serve as the Principal in Charge and Construction Manager. Mike has been involved in the construction of more than 60 public works projects with the City of Santa Rosa, including the Santa Rosa Avenue Widening project. Through his personal experience, Mike has an in-depth understanding of the City's organization and expectations, and how to provide a cost-effective approach to this project. Mike can be reached at the office by phone (707.571.8005) or email (janet@coastlandcivil.com) to offer assistance with questions regarding this proposal.

Santa Rosa
1400 Neotomas Avenue
Santa Rosa, CA 95405
Tel: 707.571.8005

Auburn
11641 Blocker Drive, Ste. 170
Auburn, CA 95603
Tel: 530.888.9929

Pleasant Hill
3478 Buskirk Avenue, Ste. 1000
Pleasant Hill, CA 94523
Tel: 925.233.5333

Fairfield
420 Executive Court North, Ste. G
Fairfield, CA 94534
Tel: 707.702.1961

www.coastlandcivil.com

- ✓ **Well-founded and dependable**—We have provided similar services to public agencies in northern California for over 31 years. Over 90% of our work is from repeat clients, attesting to client confidence and satisfaction.
- ✓ **We'll make this project a priority**—Our firm offers a depth of available staff that will ensure your project gets the attention it deserves. Mike Janet, Principal and Construction Services Manager, will provide construction management and will meet with the City as needed. Clark Stauffer, EIT will provide construction management support and our proposed lead inspector Adam Dagler, is highly experienced and capable to provide thorough and complete inspection services. John Carlisle will act as the backup inspector. We are committed to becoming a true extension of Santa Rosa's staff and ready to collaborate with all project stakeholders.

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

We appreciate this opportunity and look forward to working with you on these projects. As the CEO I am authorized to sign contracts on behalf of the company.

Sincerely,

Coastland Civil Engineering, LLP



John Wanger, PE
CEO

wanger@coastlandcivil.com



Mike Janet
Construction Services Manager

janet@coastlandcivil.com

SCOPE OF SERVICES

Per the RFP and based on our understanding of the City's needs, our proposed scope of services based on the APWA publication, "Management of Public Works Construction Projects," is as follows:

To successfully deliver public work projects our team focuses on:

1. Quality of the work;
2. Teamwork and trust;
3. Managing scope, budget and quality in delivering a successful project;
4. Clearly defined roles and responsibilities;
5. Adherence to the contract requirements and applicable regulations;
6. The quality of the contract plans and specs is critical;
7. Transparency in the administration of the contract;
8. Attention to detail and complexity of the project;
9. Fair assignment of risk;
10. Proactive claims avoidance.

CONSTRUCTION MANAGEMENT

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. The CM must ensure the contractor complies with the requirements of the contract documents.

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 weekly 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, and special inspection per Contract Statement of Special Inspections.

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 two 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 your 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 am the following week.
5. Complete all documentation and coordination required for final acceptance and closeout of construction contracts.

D. SUBMITTAL MANAGEMENT

1. Receive, stamp submittal, log submittals, and distribute for review by the design team.
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
☐ Revise and Resubmit

☐ Make Corrections Noted
☐ 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.

CONSTRUCTION INSPECTION

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 files/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 am the following week.
4. Complete Weekly Statement of Working Das and submit signed Statements to the Engineer for review by Monday morning at 9:00 am 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.

C. 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.

PROJECT TEAM

COMMITMENT

You can be confident knowing our team has the proven expertise to assist the City on a variety of levels. Our team is flexible and dedicated to meeting the needs of the City and will work closely with you to share experience gained from similar projects and serving public agencies. The team organization chart identifies proposed personnel with respective lines of communication. We will not replace any proposed personnel without prior approval of the City.

AVAILABILITY

It will be important for the selected team to be fully committed and available to

successfully execute the Los Alamos Trunk Sewer Replacement Segment 1 project. This will ensure every detail is observed and will facilitate timely response to inquiries from the City. We have considered our proposed staff thoughtfully. Mike Janet, Clark Stauffer and Adam Dagler, with John Carlisle acting as back up inspector, all have sufficient time to represent the City on this important project as an extension of City staff.

Our goal is to be accessible, flexible and efficient. The availability of our proposed staff will ensure that this goal is accomplished.

STAFFING STABILITY

Coastland | DCCM is well-founded and dependable. Having served public agencies exclusively for over 31 years from our Santa Rosa office, we understand the staffing requirements and flexibility required by cities and special districts. Our team continues to grow and we have expanded and improved our staffing and services to meet our clients' needs. We have long-term relationships with many of our clients, stretching as long as 20 years. **Our record of repeat clients, combined with the growth of our staff, attests to our client confidence and staffing stability.** With a staff of over 75, our firm has ample resources to respond to the City's requests, while still providing a highly personal approach, which is not often found in larger firms.

ACCESSIBILITY

Our staff can meet regularly with City staff and are accessible to the City via phone and email. For the City's convenience, all services can be accessed by contacting one primary contact: Mike Janet. The City can be assured of prompt responses to inquiries.



PROJECT TEAM QUALIFICATIONS



Education / Certification

Qualified SWPPP
OSHA's 10-hour Training
CPR Certified

Experience Overview:

Mike has provided project management services on over 70 City of Santa Rosa utility projects, including:

- W. 6th St. @ Madison St. Sewer & Water Improvements
- Sewer Main Lining, Manhole & Lateral Rehab
- Summerfield Rd. & Sonoma Ave. Zone 6 & 9 Water Pumper Connections
- Long Drive & Vicinity Sewer & Water Improvements
- Robles Trunk Sewer Lining – Walker Ave. to Airport Sewer Trunk Confluence
- Delport Ave. & McMinn Ave. Sewer & Water
- Farmers Lane Well Flushing Main
- Meadow Lane Effluent Storage Facilities Ponds B, C and D Repair
- Llano Trunk Sewer Improvements-W. College Wet Weather Facility to W. 3rd Street
- Santa Rosa Avenue Widening

MIKE JANET, CESSWI

PRINCIPAL IN CHARGE, CONSTRUCTION MANAGER

Michael Janet, Principal and Construction Services Manager with Coastland | DCCM, has over **25 years** of construction experience on capital improvement projects. Mike has strong skills in managing diverse projects and coordinating with all project stakeholders and will serve as the Principal in Charge and Construction Manager, leading all public outreach and communication efforts. Mike will be the primary point of contact for the project and will be responsible for ensuring the contractor complies with the requirements of the contract documents. He will supervise the project team to ensure all tasks are completed in a timely and professional manner with an emphasis on providing the City with a high-quality project. Mike will report directly to the City Engineer and act as a liaison between the City and all project stakeholders.

Mike has managed the construction on more than 70 roadway and utility improvement projects for public agencies, including more than 60 public works projects with the City of Santa Rosa. Mike has worked on the Santa Rosa Avenue Widening project and more recently the Llano Trunk Lining Phase 1 and Oakmont Sewer Main Upsizing project. Through his personal experience, Mike has an in-

depth understanding of the City's organization and expectations, and how to provide a cost-effective approach to this project.

Mike has wide-ranging knowledge of construction methods and materials, including sustainable paving options and various surface treatments. Through his personal experience, Mike has an in-depth understanding of the City's organization and expectations and how to provide a cost-effective approach to this project. As project Construction Manager he will be directly responsible to the City for execution of the work program to assure project continuity.

CONSTRUCTION MANAGER'S RESPONSIBILITIES

- ✓ Developing final construction management staffing plans and project management plans for the construction and completion of capital improvement and other projects as assigned.
- ✓ Continuous communication and coordination with the contractor through regular progress meetings.
- ✓ Prepare project pay estimates and maintain records associated with the project's federal funding requirements.
- ✓ Accept work performed or, if work is rejected, work with contractor to correct construction errors.
- ✓ Prepare and approve Contract Change Orders.
- ✓ Provide claims management.
- ✓ Develop a project punch list and make recommendations for project acceptance.
- ✓ Prepare As-Built plans.



Education:
M.S., Structural Engineering, California State University, Sacramento

B.S., University of California, Davis

Registration:
EIT, California
Qualified SWPPP Practitioner (QSP) #25401

Certified Erosion, Sediment and Storm water Inspector (CESSWI)

Experience Overview:

City of Santa Rosa

- Cleveland & St. Rose Water & Sewer Improvements
- Skyfarm & Hansford Ct. Lift Stations
- Station 2 Emergency Generator & Station 3 Power Filter
- Piner Rd. Pedestrian & Bicycle Gap Closure

City of Burlingame

- S. El Camino Real Water Main

City of Cloverdale

- 4th Street Reconstruction

County of Marin

- Sir Francis Drake Blvd. Corridor Rehabilitation

City of Rohnert Park

- A Section / Commerce Blvd. Sewer Line Replacement
- Ramona Avenue Drainage Study

City of San Rafael

- Third Street Rehabilitation

County of Sonoma

- Hot Spring, Cherry and Mill Creek Roadway Repairs
- Pavement Preservation Program - Seals

CLARK STAUFFER, EIT, QSP **ASSISTANT CM/ PROJECT ENGINEER**

Clark Stauffer has **17 years** of experience in the construction and engineering fields. His experience includes a variety of engineering and construction management responsibilities including submittal review, RFI response, contract administration, processing progress payments and project budget management, reviewing schedules, preparing WSWD reports, and leading project meetings.

As the Assistant CM/Project Engineer, Clark will be responsible for the administrative tasks listed in the [Construction Management Service Terms](#). Specifically, contract administration, construction engineering and engineering integrity of the project. Clark will evaluate alternative methods and materials, perform value engineering and assist in evaluating contractor bids. Clark will manage all project correspondence and distribution, and records management including maintaining RFI logs, submittals, plan clarifications, claims, proposed change orders, final change orders, daily reports, photographic documentation, O & M Manuals and warranties. He will be responsible for the reporting as listed in the service terms, including weekly and monthly progress reports, project updates for the City's project newsletter, public notifications, and response to public inquiries.

Clark will also fill the role of [QSP Practitioner](#). He will review the Contractor's SWPPP submittal, provide inspection and observation of SWPPP implementation, sampling and analysis as required, the preparation of Rain Event Action Plans, updating the SMART website, including the Notice of Intent, Notice of Termination, and the required annual reporting, submitting field report and training records.

ASSISTANT CONSTRUCTION MANAGER'S / QSP PRACTITIONER RESPONSIBILITIES

- ✓ Review and routing of project design plans, contracts, submittals and RFIs.
- ✓ Monitor permit and environmental compliance.
- ✓ Confirm labor compliance.
- ✓ Maintain all records associated with the construction of the project.
- ✓ Review the Contractor's SWPPP submittal.
- ✓ Provide inspection and observation of SWPPP implementation, sampling and analysis as required.
- ✓ Preparation of Rain Event Action Plans.
- ✓ Updating the SMART website, including the Notice of Intent, Notice of Termination.
- ✓ Preparation and submittal of required annual reporting, field report and training records.



Certification

OSHA's 30-hour Trenching & Excavation Safety-Flagger & Traffic Control Training
CPR Certified

Experience Overview

Bodega Bay Public Utility District

- 2022 Sewer Rehabilitation Project

City of Mill Valley

- East Blithedale Avenue Rehabilitation Project, Phase 2 & 3

City of San Rafael

- 3rd Street Rehabilitation Project

County of Sonoma

- Roadway Repairs Hot Spring, Cherry & Mill Creek

- 2022-2023 Vegetation Removal

Sweetwater Springs Water District

- 2021 Capital Improvement Project

ADAM DAGLER

CONSTRUCTION INSPECTOR

Adam Dagler works as a Construction Inspector out of our Santa Rosa office, bringing more than **25 years** of underground construction experience to Coastland | DCCM. Prior to joining us Adam worked for Maggiora & Ghilotti including serving as a Construction Foreman for five years. Adam's experience includes field operations on large-scale public projects with a focus on underground utility projects, including water mains and service connections, and gravity and force main sewer systems. He also has experience with ADA compliance, soldier pile walls, concrete, paving and grading.

Adam will be responsible for the inspector's general duties, including but not limited to: complete and thorough knowledge of the plans and specifications prior to the start of work, ensuring contractor compliance with the contractual requirements, review of submittals (shop drawings, materials samples, and schedules), a written

contemporaneous project record monitoring project progress (accurate daily inspection reports), keeping field copies of material delivery receipts.

Adam, as Lead Foreman, supervised the underground utility projects listed below. Typical duties along with supervising the crew members included:

- Implementation and Operations of Bypass Pumping System - by plugging of the old main and installing 8" pumps with float controls.
- Installation of 8" HDPE above ground bypass piping to reroute flows for entire project.
- Excavating and shoring – supervising and grade setting utilizing a laser level directing the heavy equipment operator regarding depth and slope of excavations, including installing a variety of shoring systems, hydraulic jacks, shields and manhole boxes.
- Installing pipe – working with the team to make grade for the pipe, installation and backfill.
- Manhole construction including pouring concrete bases and stacking new barrels and cones. Existing manhole were rehabilitated with sealer/mortar to prevent I&I and refinishing the interior surfaces of the manholes.

ROSS VALLEY SANITARY DISTRICT

2012-2013 MAGNOLIA TRUNK LINE REPLACEMENT

A large sewer replacement project replacing the gravity sewer feeding the pump station on Doherty Drive. This project involved the installation of 1,500 LF of 18" C900 PVC pipe by open cut method and replacement of 1,500 LF of 18" and 24" pipe by pipe bursting with DR17 HDPE. The average depth of excavation was about 18 feet.

ROSS VALLEY SANITARY DISTRICT

KENTFIELD FORCE MAIN REPLACEMENT

- Installation of 2,600 LF of 2 parallel 30" force mains, the new parallel pipe installed by open cut, the existing pipe was slip lined with HPDE pipe. Project construction costs \$1.5M

SONOMA COUNTY WATER AGENCY

- Installation of 6,000 LF of 24" and 30" weld steel pipe to relocate the North Marin aqueduct for the Highway 101 widening in Petaluma . Project construction costs \$3.0M.

SAN RAFAEL SANITATION DISTRICT

- Installed 2,500 LF of 12" C900 sewer main on Lincoln Avenue, including mainline, 8 new manholes, and laterals.

CITY OF MILL VALLEY

- Two projects, one in 2015 and second in 2017, which each replaced 7,000 LF 8"-12" sewer collectors by open cut method and pipe bursting, including manholes laterals, clean pits etc.

MARIN MUNICIPAL WATER DISTRICT

- Meadowcroft waterline replacement involved installation of 7,000 LF of 6"-8" welded steel and C900 mainline. Work also included installing new 1" copper service connections and water meters.

NOVATO SANITARY DISTRICT

- 1,000 LF of 10" gravity sewer replaced with 10" C900 and new manholes. Excavations were approximately 20' deep, and due to poor soil conditions complex shoring was required.

SANITARY DISTRICT 5 OF MARIN

- Force main replacement in Tiburon. Approximately 5,000 LF of new 16" HDPE force main, and valves. The installation required deep excavation, close to San Francisco Bay. This required a complex dewatering system to manage ground water issues throughout construction.

INSPECTOR RESPONSIBILITIES

- ✓ Our inspector will identify actual and potential problems and provide solutions. We will maintain daily documentation, resolve issues by proposing field changes and try to avoid any delays.
- ✓ Our inspector will review the Contractor's approved traffic control plan to make certain that emergency access is maintained at all times during construction.
- ✓ The inspector shall monitor water pollution control and ensure that control measures are implemented in a timely and effective manner.
- ✓ The inspector shall monitor site access and Contractors' operations on a daily basis for possible impacts to public.
- ✓ Assist in reviewing Contractor's updated progress schedules for accurate representation of completed activities and reasonableness of projected progress.
- ✓ Coordinate materials testing with the Geotechnical subconsultant for quality control of backfill, compaction, concrete, and paving and other improvements.
- ✓ Ensure that the work stays within the boundaries on the plans and that the work area is neat, natural drainage patterns are maintained, and swales are protected.
- ✓ If hazardous materials are encountered during construction, the inspector will coordinate the handling and/or disposal of hazardous materials with the Contractor, specialty Contractors, disposal sites, and City staff.

TEAM AVAILABILITY CHART

Staff	Position	Current Assignments (% Commitment)	Anticipated on Los Alamos	Availability for assignment (%)
Mike Janet	Construction Manager	50%	40%	50%
Clark Stauffer	Assistant Construction Manager	40%	30%	60%
Adam Dagler	Lead Construction Inspector	100%	100%	100%
John Carlisle	Back Up Construction Inspector	60%	20%	40%

SUBCONSULTANTS

Our subconsultants have been selected based on their technical abilities, their experience with Coastland | DCCM, and their successful direct experience in similar projects. Resumes for all subconsultants are provided in [Appendix A](#).



AIM CONSULTING, INC. *DBE

AIM Consulting, Inc. (AIM) was established in 2005 and provides public participation and strategic communication services for transportation and land use projects in rural, suburban, and urban communities throughout Northern California. AIM's team of professionals develops and implements public participation programs that bring diverse community members together and creates a space for constructive dialogue that respects all individuals and leverages the positive work of the engaged community.

AIM has served as public outreach and engagement consultant on several road improvement projects including the McHenry Corridor Improvement Project in Stanislaus County, the City of Modesto Hwy 132 Improvement project and the City of Lincoln, Lincoln Boulevard Improvement Project. Recently AIM, in collaboration with Coastland | DCCM, provided community engagement services on the Sir Francis Drake Boulevard Corridor Improvement project in Marin County.

AIM will act as the Public Outreach Specialist, providing strategic communications planning, public/community relations, media relations, public outreach and education, collateral material development, social media, and website development. AIM and Coastland | DCCM will partner with the City's Communications Coordinator to communicate construction activities to the public and engage with the public as necessary.



WRA ENVIRONMENTAL CONSULTANTS

WRA is an environmental consultancy that's making a net positive impact. They are proud to be an employee-owned, certified small business (SB-PW ref. #13333) with 100 team members working from four offices in California, and a growing distributed workforce throughout the West. As a tenacious team of planners, engineers, and scientists, they partner with public agencies, non-profits, and private entities on multidiscipline projects. With more than 40 years of experience in California's diverse ecoregions, they have an in-depth understanding of the unique habitats throughout the state and the growing needs of local communities.

WRA has provided environmental consulting services to the City of Santa Rosa on several projects including the Biological Resource Assessment for the Los Alamos Trunk Sewer Replacement.

WRA will take on the role and responsibilities of Biologist, performing all necessary pre-construction nesting bird and bat surveys; qualified professional archeologist, providing oversight as needed during trenching and excavation activities; and the certified arborist providing consultations for tree protection and root pruning during trenching operations.

WORK PLAN

PROJECT UNDERSTANDING

Coastland | DCCM proposes to provide construction management, inspection, public outreach communications and community engagement services to the City for the Los Alamos Trunk Sewer Replacement Segment 1 project. This project will replace approximately 5,300 linear feet of the existing Los Alamos Trunk sewer that was installed in the 1950s that is undersized and in poor condition. The new trunk sewer will be 24-inches in diameter and will generally be installed adjacent to the existing alignment. Relocation of small portions of other utilities is necessary in certain locations to create adequate separation from the proposed trunk sewer.

A small portion of this project requires nightwork along Mission Circle and the intersection of Mission Circle and Mission Boulevard. Additionally, a small portion of work in Hwy 12 just west of Elaine Drive requires weekend work to comply with a Caltrans permit. The engineer's construction estimate is \$7.7 million, 275 working days with approximately two to four weeks of night work.

Environmentally Sensitive Area

The pipeline alignment passes through the riparian area surrounding Santa Rosa Creek. Our team is keenly aware of the need for water quality monitoring and tree protection during construction. We have several recent projects that required careful coordination with a certified arborist, specifically with regards to tree limbing, root trimming, and excavating within tree canopy driplines. The project environmental document (Mitigated Negative Declaration) listed several special status species, including bats, nesting birds, and the Western Pond Turtle. We have collaborated closely with biological monitors on recent projects, coordinating pre-construction surveys and worker training.

Our team also understands the need to preserve cultural resources and will monitor contractor activities accordingly. Our partners at WRA will provide the required professional archeologist in order to provide as needed monitoring during the trenching operations.



Another area of concern is the risk potential of the bypass pumping operation and proximity to Santa Rosa Creek. Our team will ensure that the Contractor has a well-developed bypass pumping plan, an emergency response and spill plan and clearly defined roles and responsibilities for its staff with regards to the monitoring, maintenance and operation of the bypass pumping system. In our role as QSP, Coastland | DCCM will also be directly responsible for monitoring, inspecting and reporting the Contractor's implementation and maintenance of the SWPPP and all associated BMPs.

Construction in a Residential Neighborhood and Business Area

Along the majority of the pipeline alignment there are multiple-unit residential complexes and local businesses. Coastland | DCCM will partner with the City to ensure every effort is made to keep residents and businesses informed of construction progress and minimize disruptions due to limited access and excessive noise. With our public outreach partner AIM, we will issue direct mailers in advance of construction and will continually inform the public through social media and the project website about the status of the project and upcoming activities that may affect the local businesses and residents. Our team will manage day-to-day outreach services and monitor team communications. Our Construction Manager, Mike Janet, will proactively meet with property owners prior to and during construction to address any concerns from those affected by the project. We will monitor traffic control and flagging procedures to ensure construction proceeds smoothly and public impact is minimized. Accordingly, we will keep all residents and businesses informed on construction status by issuing notification letters. Our Construction Manager will also make introductions to the affected properties and provide his 24-hour contact phone number as appropriate. We will ensure that the Contractor provides advanced notice to residents and businesses regarding utility service outages as required by the specifications.

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



Coordination with Sanitation Department Operations Staff

Our staff has extensive experience in managing and inspecting the construction of sanitary sewer collection systems. We understand the critical public health and safety issues related to maintaining a functional collection system, including avoiding any disruption or blockage of service laterals. Our focus will be on the Contractor's bypassing pumping system and its maintenance and operation. We have an experienced staff with expert knowledge of the means and methods required for underground construction including installation of spigot joint C-900 PVC, fused HDPE pipe for storm drains, construction of manhole structures, sanitary lateral connections, pipe abandonment, installation of fittings and valves, air and vacuum relief valves, temporary blowoffs, fire hydrants, underground vaults, pressure reducing valves, water line testing and disinfection, demolition, tree protection, biological monitoring, pavement restoration, construction of concrete curb and gutter, storm water management, sitework, concrete construction, and coordination with Sanitation Department operations for service outage. Our firm has long-term relationships with the City of Santa Rosa Sanitation and Water Operations Department staff whose objective is to provide safe and reliable water service to the residents of Santa Rosa. We are sensitive to the public needs and the requirement to minimize impacts on these residential areas and will work diligently to keep businesses and residents adjacent to the project area informed of planned construction activities.

PROJECT APPROACH

Coastland | DCCM's overall approach to this project focuses on partnering with the City and the community directly affected by the project. The partnership with the City will be accomplished by keeping the City informed regarding costs, changes, public relations, and construction progress. From the onset of the project our focus will be on partnering with those both impacted by and benefiting from the project. Our team will establish the lines of communication and foster good relationships with stakeholders. Our standard project management processes are aligned with the APWA guideline for Construction Project Management.

Our firm has extensive experience with the City's contract administration processes. We also have experience coordinating construction projects with City Sanitation and Water Operations Department staff, specifically in coordinating traffic controls, street closures, bypass pumping operations, utility service outages, pipeline testing and disinfection. Our team understands the critical issues related to public health and safety when working on the City's sanitary sewer and water distribution systems.

As part of our public relations program, we will distribute notices and meet with the businesses and residents within and adjacent to the project limits. We will distribute project information mailers to the affected residents prior to any construction activities, street closures or service disruption, and we will establish a point of contact with the City's Communications coordinator in order to coordinate construction activities and public messaging. Proactive public outreach efforts are imperative to minimizing public inconvenience. We understand the importance of nurturing trust with the public by promoting open communication throughout construction, especially on a project with the potential to significantly impact so many residents and local businesses. One of our inspector's key responsibilities will be to ensure sidewalks and driveways are kept open to maintain access to businesses.

Coastland | DCCM foresees several critical issues that may require particular attention:

ISSUE	SOLUTION
Public Outreach to Mitigate Public Inconvenience	<ul style="list-style-type: none">• Communication with the residential and business community, using mass mailers, door hangers and door-to-door visits when practical.• Distribute a project business card with Coastland DCCM and Contractor contact information.• Well-planned and implemented traffic control including PCMS providing drivers with advance notice of potential traffic impacts.• Collaboration with City Communications Coordinator to update the City's website and social media accounts with current project information.• Maintain driveway access for retail, service and supply businesses.
Coordination and Scheduling with City Operations Staff	<ul style="list-style-type: none">• Thorough pre-construction pothole investigation by the contractor to verify the location and depths of all underground facilities in the project area.• Coordination with all utility owners providing advanced schedule information and notices throughout construction.• Coordination with the Santa Rosa Sanitation and Water Department providing advanced schedule information and notices throughout construction.• Thorough knowledge of operations of the sanitary collection water system.

Environmental Monitoring and Protection of Santa Rosa Creek and Sensitive Riparian Areas

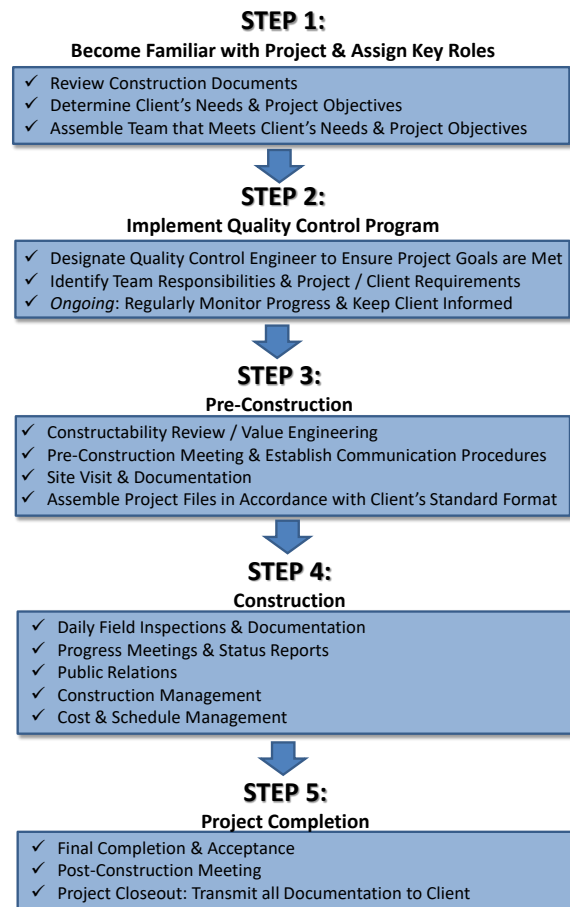
- Complete and thorough Operation and Maintenance training of City Staff.
- Acceptance of the contractors Water Pollution Control Program will be one of the first tasks.
- Ensure BMPs are installed per the accepted WPCP, and that BMPs are maintained throughout construction.
- Close coordination with biological monitors in pre-construction surveying and assure adequate worker train prior to during construction.
- Constant monitoring of the Contractor's operation and maintenance of the bypass pumping system.

We understand the importance of hands-on coordination with all project stakeholders. The City's key staff will be provided the Construction Manager's weekly project status reports each Monday and inspection reports and weekly statements will be transmitted upon request. We will maintain a complete red-line drawing set during construction and submit record plans at the completion of the project and provide any documentation for changes to bid set.

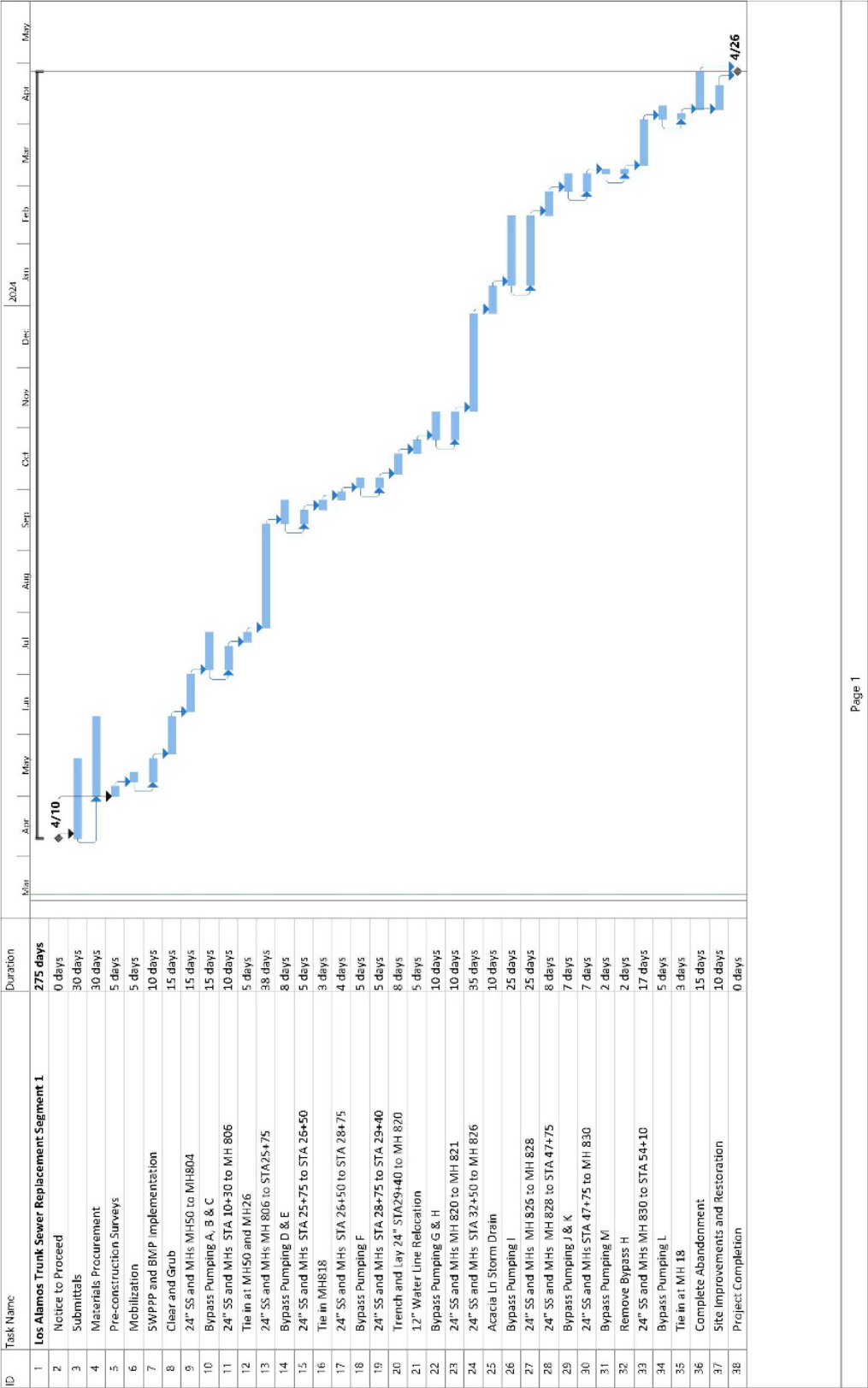
Coastland | DCCM's proposed inspector, Adam Dagler, has over 25 years of experience that includes building relationships and coordinating with contractors, clients, and stakeholders.

Our involvement in more than 60 projects in Santa Rosa establishes us as extremely experienced in understanding the needs of the City, its residents, and how to effectively communicate project progress to all parties involved.

Municipal engineering and construction management services are the core of our business. Having provided day-to-day municipal engineering services to many cities within Sonoma County, our team has hands-on, practical experience that allows them to address problems and issues that may arise with insight and experience other consultants may not have. We will build upon our existing knowledge of Santa Rosa and apply our extensive construction inspection experience to ensure the project's success. Our team's focus is effective communication and positive project progress. We are excited about this opportunity, and we look forward to working with the City of Santa Rosa on this project.




SCHEDULE



ABILITY TO MEET SCHEDULE

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

WORK ESTIMATE

Los Alamos Trunk Sewer Replacement Segment 1			PROPOSAL FOR CM & INSPECTION SERVICES						City of Santa Rosa		
TASK INFORMATION									HOURS AND COST INFORMATION		
Task No. (Coastland Code)	Task Information	Principal Engineer	CM	Inspector	Inspector #2	Inspector OT	Project Eng.	Direct Costs	Total Hours	Total Costs	Comments
		\$195	\$185	\$155	\$155	\$225	\$155				
1	Pre-Construction Meeting		4	2			4		10	\$1,670	Agenda/conduct meeting
2	Site Visit & Documentation		4	20			8		32	\$5,080	Job walk/photos/Meet with City
3	Project Start-Up		20	10			20		50	\$8,350	Assemble filing
4	Daily Field Inspections & Documentation			1,650					1,650	\$255,750	Based on 275 working days
4a	Overtime Inspection				220	140			360	\$65,600	
4b	Environmental Surveys and Professional Archeologist		20					\$48,370	0	\$52,070	Pre-con Nesting Bird Survey and Bat Roost Assessment, Arborist Construction Monitoring
5	Progress Meetings/Other Mtgs	2	110	55			110		277	\$46,315	Assume attendance @ 55 mtgs (CM & Inspector)
6	Status Reports & Documentation		110	55			55		220	\$37,400	Review progress/documentation
6a	Reports		55	110			110		275	\$44,275	St/Daily Updates to City
6b	Submittal Management		50	50			50		150	\$24,750	Based on 50 submittals
6c	Requests For Information		25	25			50		100	\$16,250	Based on 15 RFI's
6d	Change Order Management		30	10			20		60	\$10,200	Based on 10 change order
7	Construction Management		475				220		695	\$121,975	
8	Cost and Schedule Management		67	28			42		137	\$23,245	Based on 14 monthly payments & CPM updates
9	Public Relations & Outreach		94	200				\$38,300	294	\$86,690	Notices/meeting/coordination/ AIM subconsultant
10	Conflict Resolution & Claim Management	4							4	\$780	Time and Materials if needed
11	Utility Coordination		20	80			40		140	\$22,300	Coordination/spot inspection
12	Post Construction Meeting		6	5			6		17	\$2,815	Walk through
13	Project Closeout		10	10			10		30	\$4,950	As-builts/files
	Photographs & video							\$250		\$250	
	Vehicle/Equipment expenses							\$51,855		\$51,855	3457 hours x \$15/hr= \$51,855
	Total Hours	6	1,100	2,310	220	140	745		4,501		
	Subtotal	\$1,170	\$203,500	\$358,050	\$34,100	\$31,500	\$115,475	\$138,775		\$882,570	
	Contingency (10%)									\$88,257	
	Project Total with contingency	\$1,287	\$223,850	\$393,855	\$37,510	\$34,650	\$127,023	\$152,653		\$970,827	

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

- 1 Based on 275 working days.
- 2 Based on full time inspection at 40 hours per week during construction, Backup Inspector part time. 360 hours of overtime have been included for planned night work and typical overruns.
- 3 Based on a part time CM and Project Engineer. Inspector is part time prior to start of site construction
- 4 Based on an estimated number of RFI's, change orders and submittals shown above.

March 15, 2023

Andrew Wilt, PE
Associate Civil Engineer
City of Santa Rosa
Transportation & Public Works Department
69 Stony Circle
Santa Rosa, CA 95401

Subject: Cost Proposal to Provide Construction Management and Inspection Services for Los Alamos Trunk Sewer Replacement Segment 1 (Streamside Drive to Elaine Drive)

Dear Andrew:

Thank you for providing us with the opportunity to present our cost proposal for the City's Los Alamos Trunk Sewer Replacement Segment 1 (Streamside Drive to Elaine Drive) project. Based on the Scope of Services detailed in our proposal, we have prepared a comprehensive budget that identifies staffing rates, total hours and costs per task and direct expenses.

We propose to provide our services on a time-and-materials basis with a not-to-exceed amount. Our proposal is based on a project duration of 275 working days. This includes inspection at 40 hours per week with back up inspection during construction and part time construction management and project engineering. We are including 140 hours of overtime inspection to cover typical overruns and nightwork.

Our proposal also includes factors such as attending meetings, project closeout and vehicle costs. Based on these items, we estimate the not-to-exceed fee to be \$882,570 (see *Work Estimate* on following page). If the contract time extends beyond 275 working days, or the scope or level of services change, our costs may also increase. Similarly, if the contract time is reduced, charges will decrease accordingly.

Our proposal also includes contingency funds and time extensions for unanticipated extra work which shall be utilized only with prior written approval from the City's Project Manager.

- Contingency funds: \$88,257
- Time extension: 12 days

The total cost with the 10% contingency funds is \$970,827.

This cost proposal shall remain a firm offer for a period of 90 days from the submission deadline of the proposal. We thank you for this opportunity and look forward to working with you.

Sincerely,



John Wanger, PE
CEO



Mike Janet
Construction Manager

Santa Rosa
1400 Neotomas Avenue
Santa Rosa, CA 95405
Tel: 707.571.8005

Auburn
11641 Blocker Drive, Ste. 170
Auburn, CA 95603
Tel: 530.888.9929

Pleasant Hill
3478 Buskirk Avenue, Ste. 1000
Pleasant Hill, CA 94523
Tel: 925.233.5333

Fairfield
420 Executive Court North, Ste. G
Fairfield, CA 94534
Tel: 707.702.1961






A010139-2016-28 Los Alamos Trunk Sewer Replacement Segment 1

Final Audit Report

2023-04-26

Created:	2023-04-26
By:	Joyce Brandvold (JBrandvold@srcity.org)
Status:	Approved
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-  Document created by Joyce Brandvold (JBrandvold@srcity.org)
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-  Document emailed to Tracy Duenas (Tduenas@srcity.org) for approval
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A010139-2016-28 Los Alamos Trunk Sewer Replacement Segment 1

Final Audit Report

2023-04-27

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A010139-2016-28 Los Alamos Trunk Sewer Replacement Segment 1

Final Audit Report

2023-05-03

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-  Email viewed by Jessica Mullan (jmullan@srcity.org)
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