SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors **AGENDA NO. V-C**

FROM: Steve Mack, General Manager

Meeting Date: October 2, 2014

Subject: APPROVAL OF RESOLUTION 14-19 AWARDING A CONTRACT TO COASTLAND ENGINEERING FOR DESIGN SERVICES AND CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE 2016 CIP

RECOMMENDED ACTION: Approve Resolution 14-19 awarding a contract to Coastland Engineering for design and construction management and inspection services for the FY 2016 Capital Improvement Program.

FISCAL IMPACT: The Coastland proposed cost is $211,178. Extra services allowance of $10,000 result in a not to exceed amount of $221,178. Funds for this contract are included in the FY 2015 Budget.

DISCUSSION:

The District has an aggressive Capital Improvement Program (CIP) with a priority aim of reducing system water losses. We have had an annual CIP or more every year since 2008 and we take our annual projects from the approved Capital Improvement Plan. The current Plan is the 2014-2019 Plan which was reviewed last winter. Slated for the 2016 CIP is the Canyon 1 Rd. Project which is replacement of approximately 3,900 ft of existing mainline and 86 services along Canyon 1 Rd., Memory Lane, and Memory Park Rd in Rio Nido (Table 1). This project is in the budget for award of contract at the end of this fiscal year.

The District requires professional engineering services for design, and construction management and inspection of the construction. Staff has been in discussions with Coastland Engineering (Coastland) for these services and have received the attached proposal (Exhibit A). Coastland has done these services for the District since 2011 and we have been very satisfied with their work. By undertaking the design element of this project relatively soon, the project can be ready to start construction in late spring 2015 or early next summer.

Completion of these projects will reduce system leakage and improve water service and fire protection. The estimated total cost of the FY 2016 CIP according to Table 1 is $890,000, but we expect it to be more than that as the Table I estimate is fairly old and the project scope has been increased by staff inspection of the project area – there are more services that originally listed and longer lengths of water mainline. Also the affected roads will need to be resurfaced and that is not in the original cost estimate. The FY 2015 Budget includes $800,000 for the construction contract and $175,000 for design and construction management and inspection.

The cost of the work proposed by Coastland is $211,178, split $75,181 for design services and $135,997 for construction management and inspection services. This is an appropriate cost for the amount of work requested. Resolution 14-19 also requests $10,000 for additional extra services for a total not-to-exceed amount of $221,178.

While approval of this contract will create an obligation to pay the contract amount, most of the cost of the contract will occur in FY 2015-2016, as that is when most of the construction management and inspection services will be needed. The design costs of the contract should be fully expended in this fiscal year.

Table 1. Sweetwater Springs Water District Proposed Fiscal Year 2016 CIP (from Approved 2014-2019 CIP)

Year	Projects	Estimated Cost	Cost per Service
2016			
	Canyon 1 (Rio Nido) Replace approximately 3,900 ft of existing mainline and 86 services along Canyon 1 Rd., Memory Ln., Memory Park Rd.	$890,000	$10,348

RESOLUTION 14-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SWEETWATER SPRINGS WATER DISTRICT APPROVING AN AGREEMENT FOR ENGINEERING SERVICES FOR FY 2016 CAPITAL IMPROVEMENT PROGRAM (CIP) WITH COASTLAND ENGINEERING INC. (COASTLAND) AND AUTHORIZING THE GENERAL MANAGER TO SIGN

WHEREAS, the FY 2016 CIP consists of replacement of approximately 3,900 ft of existing mainline and 86 services along Canyon 1 Rd., Memory Lane, and Memory Park Rd in Rio Nido; and

WHEREAS, completion of these projects will reduce system leakage, improve water service and fire protection; and

WHEREAS, the District has need of consulting engineering services for design and construction management and inspection for the 2016 CIP; and

WHEREAS, Coastland Engineering has done the engineering services for design and construction management and inspection for several recent CIP projects since 2011; and:

WHEREAS, staff has been very satisfied with the performance of Coastland Engineering for the design and construction management and inspection services for these projects; and

WHEREAS, Coastland proposed an amount of $211,178 for the FY 2016 CIP design, construction management and inspection services; and

WHEREAS, staff has reviewed this proposal and finds it responsive to the District's need for the FY 2016 CIP design, construction management and inspection services and the price proposed is fair for the needed amount of consulting services; and

WHEREAS, it is appropriate to include an allowance of $10,000 for extra or changed work that may be authorized only by express permission or direction by the General Manager.

NOW, THEREFORE, BE IT RESOLVED, that:

1. The Agreement for Engineering Services for the 2016 CIP with Coastland, a copy of which is attached hereto as Exhibit A, is hereby approved in the sum of $211,178 with an extra services allowance of $10,000, for a total Not to Exceed Amount of $221,178; and

2. The General Manager is authorized to execute said Agreement on behalf of the District.

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted and passed by the Board of Directors of the SWEETWATER SPRINGS WATER DISTRICT, Sonoma County, California, at a meeting held on October 2, 2014, by the following vote:

Director	**Aye**	**No**
Sukey Robb-Wilder	_____	_____
Tim Lipinski	_____	_____
Richard Holmer	_____	_____
Gaylord Schaap	_____	_____
Victoria Wikle	_____	_____

_____
Richard Holmer
President of the Board of Directors

_____
Attest: Julie A. Kenny
Clerk of the Board of Directors

Exhibit A

Coastland

Civil Engineering - Construction Management - Building Dept. Services

September 23, 2014

Mr. Steve Mack
General Manager
Sweetwater Springs Water District
17081 Highway 116, Suite B
Guerneville, CA 95446

Subject: Proposal to Provide Engineering Design, Construction Management and Inspection for District FY 2016 Capital Project

Dear Steve:

Coastland appreciates the opportunity to assist the Sweetwater Springs Water District (District) with engineering design, construction management and inspection services associated with the District's Fiscal Year 2016 Capital Project. Our team has enjoyed working with the District over the past few years and looks forward to continuing our working relationship with the District.

Taking into account our field review of the project site, discussions with you, District staff and our recent experience, we have prepared an approach to this project that takes into account the District's specific needs. Our approach to this project focuses on acting as an extension of District staff, providing personal, flexible and responsive service. We will provide frequent updates of project progress and will work closely with District staff to ensure the goals of the project are met.

Feel free to me at (707) 571-8005 or wanger@coastlandcivil.com if you have any questions or are in need of additional information. Thank you for this opportunity and we look forward to working with you.

Sincerely,

John Wanger

John Wanger, PE

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UNDERSTANDING & APPROACH

The Sweetwater Springs Water District (District) is continuing their ongoing program to replace antiquated and undersized water system infrastructure. The project site identified for fiscal year 2016 includes water main replacements in Canyon 1 Road, Memory Park Road and Memory Lane. The overall length of main to be replaced is approximately 3,900 feet and approximately 86 water services will be replaced (to the meter.) This project is intended to improve water service flows, improve customer water quality, improve fire protection and reduce water losses from leaks, while minimizing maintenance for years to come.

Based on our field review, a newer portion of water main exists from the southerly intersection of Canyon 2 Road and Canyon 1 Road to just past the first fire hydrant on Canyon 1 Road. It is our understanding that this initial portion of water main and associated water services off of this section of the main will not be replaced. The new water main will begin just past the first fire hydrant and west of the intersection of Canyon 1 Road and Memory Lane. The overall water main size to be replaced in Canyon 1 Road is 6-inch. Based on the field review there is existing sewer and storm drain facilities in the road, as well as portions of the road have natural gas. Accordingly, it will be very important to obtain accurate utility information from the various utility owners in the project site. The overall water system in Canyon 1 Road will include a looped system that replaces the older 6-inch and 2-inch lines in the road. The water main replacement work will also include replacement of the water main in Upper Canyon 1 Road to its terminus. Work in Canyon Road 1 will also include installation of new hydrants at locations to be determined by the District and the Fire Department.

For the Work on the northerly branch of Canyon 1 Road it will be important to take into account the retaining wall tie-back systems for the retaining wall adjacent to the road, as well as the major storm drain crossing at the intersection of Canyon 2 Road and the northerly portion of Canyon 1 Road.

In addition to the Canyon 1 Road water main replacements, the District also wants to include replacement of the 4-inch line in Memory Lane and the 6-inch line in Memory Park Lane. From our field walk, it is our understanding that a new 6-inch main will be installed in Memory Lane, from its intersection with Canyon 1 Road to the 2-inch service to the cabins up the hill. From this point, the main line size will reduce to 2-inch and will extend up to 14490 Memory Lane. The three services at 14461 extending up the side driveway will not have to be replaced.

For the work in Memory Park Road, it is our understanding that this project will include design of a new 6-inch main in the road from its intersection with Canyon 1 Road to approximately 14494 memory Park Road. At this point, the main will reduce to 2-inch and will continue up the road and terminate at 14503 Memory Park Road.

<u>General Issues</u>

It is our understanding that because of the number of utility crossings associated with the project (sewer and gas utilities), it is the District's desire to have the pipe installed through open trenching (as opposed to directional drilling.) Some directional drilling may be required for short portions (e.g. as the water line crosses the tie-back rods associated with the retaining wall on Canyon 1 Road.) Open trenching will most likely result in requirements to re-pave (overlay) Canyon 1 Road, Memory Lane and Memory Park Road. A final determination will be made by the County through the encroachment permit process; however it is anticipated and it is our recommendation that the plans should include paving, as well as the cost for repaving should be included in the overall project budget. It is also our understanding that the District would like to use HDPE for pipe on this project.

We will continue to coordinate with the County during the design stage to ensure that County permit requirements are incorporated into the plans. At the onset of the project, we will also coordinate with the County for all plans associated with the sewer lines within the boundaries of both projects. We will also work with the District to generate a Notice of Exemption for the California Environmental Quality Act (CEQA).

Based on this understanding of the work required for this project, the following is our scope of work:

SCOPE OF WORK - DESIGN

The following Scope of Work is based on our understanding of the project details following discussions with the District and our detailed site investigation.

Task 1 – Meetings with District Representatives

Immediately after the Notice to Proceed is issued by the District, Coastland will schedule a kick-off meeting with District staff to gather all background information and complete a thorough site review with District Staff to ensure we are aware of all project goals and constraints. Included in this task will be one (1) project kick-off / pre-design meeting to discuss project goals and coordination efforts and three (3) progress design review meetings.

Task 2 – Background Information

We will assemble all of the available District, County and Sonoma County Water Agency information. Coastland has already conducted one preliminary site review for the purpose of preparing this proposal. Our goal is to further analyze existing site characteristics through completion of the site review, observing general site conditions and utilities to identify opportunities for improvements. Our site review will enable us to identify any unusual or special conditions that may affect the project design or construction.

Task 3 – Coordination with Agencies

We propose to coordinate with outside utility companies to ensure that all existing facilities, both underground and overhead, are identified accurately during the design phase. This task will include writing letters to PG&E, AT&T, Comcast, Ferrell Gas, Sonoma County (storm drain and retaining walls), and the Sonoma County Water Agency (sanitary sewer) informing them of the project and requesting their facility drawings.

Under this task we will follow up with each utility provider by preparing submittal packages to each so they can verify the accuracy of their facilities and the need for relocation. In addition to the agencies listed above we will prepare a submittal to the fire chief at the Russian River Fire District for review of the proposed fire hydrant locations.

As part of our background research for this proposal, we have reviewed the State's Geotracker website to find out if any of the areas of work are within or adjacent to the project has known areas of soil or groundwater contamination. Per our research, no contamination issues were found within the project boundaries. Accordingly, we do not anticipate having to coordinate with the Regional Water Quality Control Board for this project.

As the project is replacement of existing water lines, we anticipate that the project is categorically exempt under CEQA. Accordingly, we will include preparing a Notice of

Exemption in accordance with CEQA, and providing this to the District for adoption and recordation with the County.

For work proposed within the County right-of-way, we will coordinate with the County to obtain an Encroachment Permit. We have included time for coordination via email and phone conversations, as well as a meeting with the County and our Construction Manager to discuss feasibility of County requirements during construction.

Task 4 –Surveying

Cinquini & Passarino (CPI) of Santa Rosa will complete a topographic survey to support the design efforts for this project. The District will be provided with conventional and proven ground topographic surveys of the project sites. These topographic surveys may include features such as, but not limited to; edges of pavement, buildings, fences, striping and pavement markings, utility poles, meter boxes, valve boxes, overhead wires, driveway locations, trees six (6) inches and larger, drip line radii, limits of retaining walls, viaduct cross sections, sanitary sewer and storm drain facilities including inverts, subsurface utilities marked or found, steps/stairs, trails and any other pertinent information that could apply to the project during design.

Topographic surveys will be performed within the apparent public right-of-way throughout the project reach. Record public right-of-way will be drafted and placed on the topographic survey. This will include information available through the County's GIS. No additional boundary surveying should be necessary for this project and therefore not included within this scope of work.

CPI will provide Coastland with a map in AutoCAD format showing existing topographic features and utilities along the project reach based on the above described approach. The map will be at a 1 inch = 20 feet scale unless otherwise requested.

Task 5 –65% Submittal

Following our background research, utility coordination, survey and field review with District staff, we will develop a preliminary design for mainline and service replacement. We will review our approach with District staff to assure all District goals are met. Based on District input we will adjust our approach and prepare a 65% submittal. The submittal will include all water main and services improvements, as well as asphalt overlay and striping plans. Also included in this submittal will be a recommended construction method for the new water main at the culvert crossings, sewer crossings and any other challenging crossings discovered in our field investigations or gathering background information. We will provide the District with a summary of our evaluation of the design options and our findings of the most cost effective and feasible design approach at these locations.

The 65% submittal will include three (3) sets of full- size plans, draft technical specifications, and an engineer's estimate of probable construction costs. We will include submittals to the County and utility providers.

Task 6 – 95% Submittal

Following the District's review of the 65% submittal, we will prepare the 95% submittal. The submittal will address all comments on the 65% submittal and will essentially be a comprehensive design package. The plans will include details for all improvements. The specifications will be complete. The 95% submittal will include three (3) sets of full-size plans, specifications and an engineer's cost estimate. Also included in this submittal will be roadway improvement limits and the proposed repair methods based on coordination with the County.

Coastland's Construction Management Department will perform a constructability review of the contract documents. Through this review, we will help minimize claims and potential change orders.

Task 7 - 100% Plans & Specifications

Following the review of the 95% submittal, Coastland will prepare the final construction drawings, specifications and estimate signed by a California registered Civil Engineer. We will provide a final electronic submittal to the District for a final review to verify comments have been addressed prior to producing the 100% bid documents. Upon final District review we will provide stamped and signed mylar drawings and camera-ready specifications. An electronic copy of the drawings, specifications and final cost estimate will also be provided in both PDF and AutoCAD formats. We will work with the District to determine the number of bid documents to reproduce for bidding purposes.

Task 8 –Bid Support

Coastland will provide the Notice to Bidders for advertisement in local papers. We will also reproduce and distribute the construction documents to local plan rooms and contractors. During the bidding process, we will answer any questions that may arise and maintain a phone log of inquiries. We will prepare any addenda that may be necessary. Coastland will also conduct the bid opening, tabulate results and review the apparent low bidder's bid package. As part of the bid review we will coordinate with the District's attorney for review the apparent low bidder's bonds, contractor's license verification and insurance.

Once the review of the bid has been completed we will prepare a bid summary and forward it to the District with our recommendation for bid award. Please note that the time associated with this task does not include any time necessary for bid protests. If a bid protest is issued by any of the other bidders, we can provide this as extra service on a time and materials basis, as the time necessary to process the protest is unknown.

SCOPE OF WORK - CONSTRUCTION

Task 1 – Contract Award and Design Construction Support

Once awarded, we will provide a draft Notice of Award letter to the District for signature and mailing to the low bidder. Once the low bidder submits all required documents, we will review all submitted documents for compliance with the requirements in the Construction Documents (bonds, insurance, signed contract, etc.) Once all information is verified, we will provide the District with a draft Notice to Proceed letter to send to the contractor and set up the Pre-Construction meeting.

Coastland's Project Engineer will be readily available to coordinate with our construction team to provide valuable insight. The Engineer's involvement in the construction phase will ensure important issues are highlighted and all project design issues are addressed promptly.

Task 2 – Pre-Construction Meeting

Immediately following the approval of all submitted information for award of the construction contract, we will schedule and administer the pre-construction meeting. During this meeting we will establish lines of communication and decision making roles with all project stakeholders. We will discuss safety requirements, team member responsibilities, working hours, quality

control procedures, submittal requirements, project schedule, change order and potential claim procedures, and safety procedures.

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

Following the pre-construction meeting, Coastland will continue to work closely with the District teams, Design Engineer, and contractor to ensure that all project issues are addressed promptly and that the District's best interests are considered at all times.

Task 3 – Pre-Construction Site Visit and Documentation

Coastland will take pre-construction digital photos of the construction site with special attention given to sensitive areas including all private properties adjacent to the project. We will also document residential front yards to ensure all landscaping is returned to its original state. Documenting the site prior to construction will help mitigate possible disputes between the District, contractor and property owners within or adjacent to the project limits. These photos will be logged, labeled and filed with the project files.

Task 4 – Project Start-Up

Coastland will assemble project files in accordance with the District's standard format for administration. Coastland uses Primavera Contract Manager software as a centralized system for document control to create, store, organize, track, and link all project information. Primavera Contract Manager software will distill the constant flow of paperwork to a form that quickly and easily identifies trends and critical issues and will help keep the project moving as it helps document the work. The use of Contract Manager reduces administrative costs, facilitates clearer communication, enhances the sense of a "team effort," and reduces the number of disputes.

Task 5 - Daily Field Inspections and Documentation

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

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

Coastland will provide a digital photo logbook of construction activities, progress, and areas of concern or interest. The photo log will be compiled on CD's and will identify the location and date of each photo. The log will be maintained through the duration of the project to assure

continuity from one week to the next, and will be submitted to the District at the close of the project.

Coastland will continually review the specifications and plans to ensure the work is of good quality and meets the requirements of the contract documents. This review can improve constructability, reduce costs, eliminate ambiguities and improve clarity. We will immediately report any deviation from the approved contract documents.

In summary, our Inspector's responsibilities include:

- Inspect the contractor's work for conformance to the contract documents, codes, regulations and District standards on a daily basis.
- Prepare and submit daily inspection reports that document all job site activities.
- Serve as a daily contact for the contractor as to performance of the construction.
- Respond promptly to District requests.
- Participate in meetings with District staff, contractor and other involved agencies.
- Verify construction material quantities.
- Monitor traffic control procedures to make certain that access is maintained during construction.
- Distribute notifications to impacted public regarding the status of construction.
- Document construction activities with photographs and maintain a photo log.
- Respond to calls from the public promptly and log any complaints in a timely manner.
- Prepare and maintain current redlined construction drawings, documenting unforeseen field conditions and changes to check the contractor's record drawings.
- Identify actual and potential problems and resolve issues by proposing field changes to avoid any delays.
- Document and maintain complete field files containing construction period correspondences, changes, discussions with contractor, memos, reports, and other pertinent items.

Task 6 – Progress Meetings & Coordination

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

Task 7 – Status Reports and Documentation

7a – Reports: It is important to keep the District informed regarding public relations, progress of the work and costs of the project. We will document construction issues with the following: Weekly Statement of Working Days, Progress Meeting Minutes, Field Directive Log, change order tracking and regular phone calls and e-mails.

7b – Submittal Management: Coastland will coordinate all submittals and monitor the status of the submittals to assure the contractor provides timely response. At the pre-construction conference, we will provide the contractor with a log of all required submittals and due dates. Submittals will be stamped, logged and distributed to our in-house project engineer that was responsible for the design of the project for complete review and approval. Submittals will be filed numerically and approved copies will be distributed to the District, project members, and the contractor.

7c – Requests for Information (RFI): Coastland will receive and log all Requests for Information (RFI's) from the contractor, and forward the RFI to the designer. Coastland will track the status

of all RFI's by generating a weekly RFI log that lists the "Ball-in-court" status, description, and if an RFI results in a potential change order.

7d – Change Order Management: In the event that a change order is required, Coastland will negotiate the changes with the contractor and prepare documentation. All changes will be approved by the contractor, Coastland and the District prior to starting work on the change. With the District's approval, Coastland can negotiate with the contractor to produce the best construction method for the change at the lowest cost. If a change order requires input from the design engineer, our Construction Manager will coordinate with them to ensure it is reviewed. A Change Order Log will be created that will show Change Order number, description, status, approved date, start and completion dates and cost.

Task 8 – Construction Management

Our goal is to ensure that construction and contract administration are performed in compliance with District requirements and the project plans and specifications. To accomplish this goal, our Construction Manager will oversee inspection and manage the day-to-day construction activities with the contractor. He will be accessible to the District at all times. The Construction Manager will be responsible for keeping the District informed of the progress of the project, changes that may be needed, pay estimate input and releasing information to the public. Our Construction Manager will be available to discuss the best possible options for uncommon situations or contractor issues that impact the project. In addition, our Construction Manager will complete all contract administration documentation in a timely, accurate and orderly fashion.

Task 9 – Cost and Schedule Management

Coastland will continually review construction progress and perform field measurements and quantity calculations. Each month Coastland will provide accurate calculations for all work items completed and accepted to provide progress payment recommendations to the District. Coastland will review the contractor's progress pay estimate request and schedule of values to assess if they are accurate, and will compare this to the field measurements and quantity calculations. Coastland will continually monitor project costs and keep the District informed on a regular basis.

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

Task 10 - Public Relations and Notifications

To be proactive in eliminating any public concerns, Coastland will ensure every effort is made to keep the public informed of construction progress and minimize disruptions to traffic and parking throughout the project area. Our Inspector will provide introductions to the public and provide his contact phone number to all residents. Coastland will log and respond to questions and concerns from the public in a timely manner and will record the contractor's activities as they relate to public safety and public convenience. Additionally, Coastland will accurately document pre-construction conditions with a photo log to verify the project area is restored to its original form following construction. Our goal is to minimize calls to the District by using our on-site inspector / construction manager to respectfully communicate with residents and discuss any concerns.

Task 11 – Conflict Resolution and Claim Management

Coastland's goal is to avoid all unnecessary claims and resolve conflicts during construction. The starting point for avoiding conflicts or notices of potential claims is a clear, biddable set of plans and specifications. To promote effective conflict resolution, our Construction Manager and Inspector will become intimately familiar with the project plans, specifications, the District Standards, and issues specific to this project.

We will assist in the resolution of conflicts quickly by keeping the lines of communication open, and being open and responsive with the contractor. Progress meetings are important to foster communications and to resolve conflicts quickly. We have found that most conflicts can be thoroughly discussed and defused at these meetings. The key is to foster a good, working rapport with the contractor and demonstrate that we are trustworthy, honest and professional which Coastland staff currently has with local contractors.

Additionally, Coastland will maintain thorough documentation of the contractor's field activities so that we know exactly what, when, where and why an issue or conflict occurred, and not have to rely on memory or the contractor's version of what happened.

These tasks help reduce the likelihood of change orders during construction or post-construction claims from the contractor; however, if claims are filed at the completion of the project we will have the documentation to assist in any negotiations.

If we cannot successfully facilitate a resolution of a dispute and receive a Notice of Potential Claim from the contractor, we will be ready to support the District's position. Coastland maintains accurate and thoroughly documented project information as backup for claim resolution. Coastland will continue facilitating negotiations while tracking and logging all correspondence, as-built progress schedules, and other backup documentation.

No work will be performed under this task unless specifically authorized in writing by District staff.

Task 12 – Post-Construction Meeting

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

Task 13 – Project Closeout

Coastland will help the District comply with all pertinent requirements and verify completion of punch list items, obtain closing documentation from permitting agencies, verify mitigation measures have been implemented, issue Notice of Completion, prepare recommendations for final acceptance of the project, review as-built plans for accuracy and completeness, prepare and recommend final payment, and transmit all construction documentation to the District. At the completion of the project, we will provide the District with the following:

- Record drawings (red-lined hard copy on bond)
- All contract files and records (hard file & electronic)
- Annotated journal of photos and CD of digital photos

EXCEPTIONS TO SCOPE OF WORK

The following work is not included in our proposal. However, Coastland would be pleased to provide these services if the District desires:

- Environmental determination (other than CATEX) or soil contamination.
- Geotechnical evaluation.
- Right-of-way determination or preparation of associated documents.
- Permitting fees.
- Potholing of utility locations, associated survey or coordination.
- Construction staking to be provided by contractor.

SCHEDULE

We understand the District's goal is to have these projects constructed next season. After assessing the project site, discussing the project with District staff, and considering our specific approach to this project, we are confident that our team is able to complete the project and get it to bid in the late winter or early spring of 2015, assuming no major changes in the scope of work described herein.

Based on our review of the project site, we have estimated a total of 90 working days for construction and have prepared our estimate accordingly. This is an average of what we have seen from the daily production over the past few years in projects for the District and what we would expect for average production rates, given the nature of the project. We reserve the right to amend our estimate for construction management and inspection services once the design has been completed if the working days change in the bid documents from our assumption herein.

WORK ESTIMATE - DESIGN

Based on our Scope of Work for design services, we have prepared a detailed budget that identifies staffing rates, total cost per task, and direct expenses. As can be seen in the work estimate, we are proposing that the services associated with the design work for this project be completed for a not-to-exceed fee of $75,181 (see following Work Estimate). This amount assumes all of the work for this project will fall under the Scope of Work described in our proposal.

Please also note that in the not-to-exceed amount, we have included an estimated amount of $1,174 for reimbursable expenses (i.e. printing, plotting, mileage, final mylars, copies and binding). These reimbursable costs will be billed at cost plus 15%.

The above fee quotation should be considered a negotiable offer. If the District wishes to modify the proposed Scope of Work, we would be happy to discuss such a change and how it would affect the overall project cost. We can either discuss amendments to the existing Scope or provide these services on a time and materials basis per our adopted schedule of hourly rates and then modify the Work Estimate accordingly.

WORK ESTIMATE - CONSTRUCTION

Based on a preliminary review of the project, we estimate the project duration to last approximately 90 working days. Note that this is an average of what we would anticipate for a project of this complexity and what has actually been experienced over the last few years with projects in the District. As can be seen on the attached Work Estimate sheet, our efforts include part-time construction management and full-time inspection. Our proposal does not include any overtime work, nor work for more than one inspector during the day. Our proposal also includes factors such as attending meetings, project closeout and vehicle costs. Based on these assumptions, we propose that the work associated with the Construction Observation portion of this project can be provided on a time and materials basis for a not-to exceed fee of $135,997 (see following work estimate).

Please note that the number of working days was determined based on our best estimate of the project at this time. During the design of the project, additional information may come up that may change this estimate. If this occurs, we reserve the right to make modifications to our estimate based on the number of days determined after completion of the design. At that time, we can provide the district with any modifications that may be needed prior to award of the construction contract so it can be done simultaneously.

Also, please note that if the contract time extends beyond 90 working days (due to the inability of the contractor to complete the work in a timely manner), or the scope or level of services change, our costs may also increase. Similarly, if the contract time is reduced, charges will decrease accordingly. We propose to re-evaluate this Work Estimate after the design is complete and the actual contract time is determined.

WORK ESTIMATE

FY 2015 Projects - Overall Project Canyon One Road	Proposal for Design Services	Sweetwater Springs Water District

Task #	Task Description	Principal Engineer $175	Supervisin Engineer $163	Assistant Engineer $125	CAD Designer $140	Admin $75	Const Manag $140	Total Hours	Total Cost	Subconsultant / Notes
1	**Meeting with District**									
	Kick Off Meeting (1)	4			4			8	$1,260	
	Progress Design Review (3)	12			12			24	$3,780	
	Subtotal							**32**	**$5,040**	
2	**Background Information**									
	Background Mapping	1			12			13	$1,855	
	Field Review with District	4			4			8	$1,260	
	Photo Log	1		8				9	$1,175	
	Subtotal							**30**	**$4,290**	
3	**Coordination with Agencies**									
	Coordination with Utility Companies	1			4			5	$735	
	Coordination with County/SCWA	6			2			8	$1,330	
	CEQA Notice of Exemption	1			2	1		4	$530	
	Subtotal							**17**	**$2,595**	
4	**Surveying**									
	Topographic Survey - Canyon One Rd.								$16,417	Cinquini & Passarino
	Coordination with Surveyor	2			8			10	$1,470	
	Subtotal							**10**	**$17,887**	
5	**65% Submittal**									
	Improvement Plans	24			108			132	$19,320	
	Preliminary Specifications	4		8				12	$1,700	
	Preliminary Cost Estimate	2			8			10	$1,470	
	QC Review/Value Engineering	4	8				4	16	$2,564	
	Subtotal							**170**	**$25,054**	
6	**95% Submittal**									
	Improvement Plan Revisions	8			54			62	$8,960	
	Specifications	4		2				6	$950	
	Cost Estimate	1			4			5	$735	
	QC Review/Constructability Review	2	4				4	10	$1,562	
	Subtotal							**83**	**$12,207**	
7	**100% Submittal**									
	Final Documents	4			20			24	$3,500	
	Subtotal							**24**	**$3,500**	
8	**Bid Support**									
	Addendum/questions during bid	4			4	2		10	$1,410	
	Notice to bidders/advertisement	4				6		10	$1,150	
	Bid Opening attendance	2						2	$350	
	Bid analysis/recommendation	3						3	$525	
	Subtotal							**3**	**$3,435**	
	Miscellaneous Costs								**$1,174**	Est mileage, photos, reproduction, mylars
	Total Hours	**98**	**12**	**18**	**246**	**9**	**8**	**391**		
	Total Cost	**$17,150**	**$1,956**	**$2,250**	**$34,440**	**$675**	**$1,120**		**$75,181**	

WORK ESTIMATE

FY 2015 CIP		PROPOSAL FOR CONSTRUCTION MANAGEMENT & INSPECTION					Sweetwater Springs Water District		
TASK INFORMATION		BILLING INFORMATION					HOURS AND COST INFORMATION		
Task No. (Coastland Code)	Task Information	CM $140	Inspector $115	Principal Engr. $175	Admin $75	Direct Costs	Total Hours	Total Costs	Comments
1a (700)	**Contract Award**	2		4			6	$980	
1b (700)	**Design Support During Construction**			8	2		10	$1,550	
2 (700)	**Pre-Construction Meeting**	4	4		4		12	$1,320	
3 (700)	**Pre-conSite Visit & Documentation**	2	6				8	$970	
4 (700)	**Project Start-Up**	8	8	2	8		26	$2,990	
5 (702)	**Daily Field Inspection**		557				557	$64,055	Based on 90 working days
6 (702)	**Progress Meetings & Coordination**	18	18				36	$4,590	Assumes 6 meetings
7 (704)	**Status Reports & Documentation**	18	32		3		53	$6,425	Review of progress/documentation
7a (704)	**Reports**	22	45		2		69	$8,405	Status / Daily Reports
7b (704)	**Submittal Management**	12	10		2		24	$2,980	Based on 12 Submittals
7c (704)	**Requests For Information**	6	6		1		13	$1,605	Based on 2 RFI's
7d (704)	**Change Order Management**	6	6		1		13	$1,605	Based on 2 change orders
8 (704)	**Construction Management**	79					79	$11,060	Misc CM tasks
9 (704)	**Cost and Schedule Management**	15	12				27	$3,480	Based on 5 monthly payments
10 (710)	**Public Relations / Notifications**	20	16				36	$4,640	Notices / phone calls
11 (710)	**Conflict Resolution**						0	$0	T&M as needed
12 (710)	**Post Construction Meeting**	4	6				10	$1,250	Walk through
13 (710)	**Project Closeout**	25	12		4		41	$5,180	As-builts / files
	Bid Advertisement Distribution					$850		$850	Bid plan sets (30) & advertisement
	Photographs & video					$50		$50	
	Vehicle expenses					$12,012		$12,012	858 hours x $14/hr=$12,012.00
	Total Hours	241	738	14	27		1,020		
	Project Total	$33,740	$84,870	$2,450	$2,025	$12,912		**$135,997**	

NOTES:

1. Based on an estimated 90 working days *(our working day estimate will be refined following completion of PS&E)*
2. Based on full time inspection at 40 hours per week and part-time construction management of 12.5 hours a week.
3. Based on an estimated number of RFI's, change orders and submittals shown above.