SWEETWATER SPRINGS WATER DISTRICT

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

FROM: Steve Mack, General Manager

Meeting Date: November 1, 2012

Subject: APPROVAL OF RESOLUTION 12-17 AWARDING A CONTRACT TO COASTLAND ENGINEERING FOR DESIGN SERVICES AND CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE 2014 CIP

RECOMMENDED ACTION: Approve Resolution 12-17 awarding a contract to Coastland Engineering for design and construction management and inspection services for the FY 2014 CIP.

FISCAL IMPACT: The Coastland proposed cost is $324,361. Extra services allowance of $20,000 result in a not to exceed amount of $344,361. This cost is included in the FY 2013 Budget.

DISCUSSION:

The District has an aggressive Capital Improvement Program (CIP) with a priority aim of reducing system water losses. The CIP has had substantial assistance from the Redevelopment program but that is no longer available to assist with future projects, so we will need to use reserves, funds developed through water rate revenues or find other funding assistance sources. We have had a substantial number of projects every year since 2008.

As we discussed last month the funding for the District's 2014 (Table 1) is uncertain. We are currently requesting funding from the United States Department of Agriculture (USDA) which funding may include loan forgiveness. If the loan forgiveness is substantial, it makes sense to include as much in the 2014 CIP as possible and that is why we are proposing both the Old Monte Rio Road and Hidden Valley Road elements. It will be difficult to construct both projects in the summer of 2013 but we may be able to include two years worth of projects in one project for funding from USDA. Or perhaps none of this will happen – no or little loan forgiveness, or if loan forgiveness, perhaps the projects can't be stretched over two years for funding purposes.

However, for this to work out, the projects must be designed this winter. If it turns out that the Hidden Valley Road element can't be included in the USDA funding or that the loan forgiveness is not adequate to make it worthwhile to accept the USDA funding, the design can be held off from bidding and/or not included in the USDA project. It won't be money wasted as the Hidden Valley Project is a needed project and will be constructed in the summer of 2014, at the latest. If the USDA funding does not come through, District reserves are adequate to fund these projects.

Completion of these projects will reduce system leakage and improve water service and fire protection. The estimated total cost of the FY 2014 CIP is $1,592,000. By undertaking the design element of this project relatively soon, the project can be ready to start construction in late spring 2013 or early next summer.

Staff has been in discussions with Coastland for this proposal since mid September. We have walked the project areas with Coastland staff and had several phone conversations with them. We have reviewed that proposal, discussed it with Coastland, and are satisfied with the final version which is attached as Exhibit A. The proposal has the costs broken down between the Old Monte Rio Road and Hidden Valley Road elements. We are proposing that both elements be designed now; the decision on bidding the projects will be made later.

If the projects are bid for construction separately (i.e,, in different years), there will be an additional cost of approximately $19,000 which is mostly due to separate printing of documents and the cost of a separate bidding process. That cost is not included in this authorization. If we go in that direction, staff will return to the Board of Directors for additional authorization which would occur in FY 2014.

The cost of the work proposed by Coastland is $$324,361, split $141,523 for design services and $182,838 for construction management and inspection services. This is an appropriate cost for the amount of work requested. Resolution 12-17 also requests $20,000 for additional extra services for a total not-to-exceed amount of $344,361. Funds for this contract are in the FY 2013 Budget.

Table 1. Sweetwater Springs Water District Proposed Fiscal Year 2014 CIP

Year	Projects	Estimated Cost	Comments
2014			
	Old Monte Rio Road (GV) – Replace 5,800 lf of existing main and appurtenances commencing at the Handy Andy Booster and proceeding westerly. 50 services	$936,000	Needed for flows, fire protection, customer water quality, leaks
	Additional Possible Project:		
	Hidden Valley Rd (GV) – Replace 3,900 lf of existing main and appurtenances on Hidden Valley Rd. 67 services	$656,000	Needed for flows, fire protection, customer water quality, leaks; need to figure out project
Total 2014		$1,592,000	

RESOLUTION 12-17

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SWEETWATER SPRINGS WATER DISTRICT APPROVING AN AGREEMENT FOR ENGINEERING SERVICES FOR FY 2014 CAPITAL IMPROVEMENT PROGRAM (CIP) WITH COASTLAND ENGINEERING INC. (COASTLAND) AND AUTHORIZING THE GENERAL MANAGER TO SIGN

WHEREAS, the FY 2014 CIP consists of the following elements:

- Replacement of approximately 5800 ft of main line on Old Monte Rio Road in Guerneville with 50 services.
- Replacement of approximately 3900 ft of main line on Hidden Valley Road in Guernewood Park with 67 services; 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 2014 CIP; and

WHEREAS, Coastland Engineering has done the engineering services for design and construction management and inspection for the 2012 CIP and 2013 CIP and was selected through a request for qualifications process in 2011; and:

WHEREAS, staff has been very satisfied with the performance of Coastland Engineering for the design and construction management and inspection services for the 2012 CIP and 2013 CIP; and

WHEREAS, Coastland proposed an amount of $324,361 for the FY 2014 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 2014 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 $20,000 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 2014 CIP with Coastland, a copy of which is attached hereto as Attachment A, is hereby approved in the sum of $324,361 with an extra services allowance of $20,000, for a total Not to Exceed Amount of $344,361; 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 November 1, 2012, by the following vote:

Director	**Aye**	**No**
Sukey Robb-Wilder	_____	_____
Jim Quigley	_____	_____
Richard Holmer	_____	_____
Gaylord Schaap	_____	_____
Victoria Wikle	_____	_____

_____
Sukey Robb-Wilder
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

October 23, 2012

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 2014 Capital Projects

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 2014 Capital Projects. Our team has enjoyed working with the District over the past two 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

cc: Mike Janet

1400 Neotomas Avenue Santa Rosa, CA 95405 707.571.8005 707.571.8037 Fax

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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. Two project sites have been identified for fiscal year 2014 in the approved 2010-2015 Capital Improvement Program: portions of Old Monte Rio Road (from Santa Rosa Avenue to the dead end of the road) and Hidden Valley Road (including Hidden Valley Road West to the existing tank site.) These projects are 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.

Old Monte Rio Road

The Old Monte Rio Road improvements consist of replacing the existing undersized 2-inch water main and installing approximately 5,800 feet of new 6-inch water main. In addition to replacing the water main, 50 service connections will be replaced, as well as fire hydrants will be added. This project will also include replacement of existing 2-inch water mains that extend from Old Monte Rio Road with installation of 6-inch water mains extending to the areas currently served adjacent to George's Hideaway, services extending west of 18155 Old Monte Rio Road, services north of 18433 Old Monte Rio Road and services north of 18475 Old Monte Rio Road. In these locations, the water mains extend primarily under existing walking paths and/or cross-country. Some of these extensions also include replacement of main crossing and adjacent to Highway 116. Accordingly, coordination with Caltrans for an encroachment permit will be necessary. It is our understanding that wherever possible, the new water mains adjacent to Highway 116 should be placed outside of the State Highway right-of-way to avoid ongoing issues with maintenance in the State right-of-way.

Some of the water service locations currently have meters set quite a way off Old Monte Rio Road. It is our understanding that all new services will have the meters set in the right-of-way and the existing service lines between the existing and new meter locations will be replaced. As some of the existing meter locations are not obvious, you will note that we have had our surveyor include time for surveying personnel to coordinate with District personnel in order to locate the meters included in the project prior to surveying the road. We feel this is the most prudent approach and will minimize time spent by survey crews looking for meters. We also understand that all water mains and services will be marked out and located prior to the beginning of surveying. Additionally, because some of the water meters on the downhill side of the road are quite a ways off the road, we have included profiles of up to 20 downhill service/meter locations to provide added information to the contractors bidding the job to give them a better idea of the lengths of the service lines and an idea of some of the terrain they will encounter. This will be particularly important when contractors will be estimating costs for services and will likely prevent disagreements or requests for change orders for materials for services.

Hidden Valley Road

The Hidden Valley Road improvements consist of replacing the existing undersized 2-inch water mains with 6-inch water mains in Hidden Valley Road and Hidden Valley Road west. Project limits include starting at the intersection of Cherry Street/Hidden Valley Road and extend to the end of Hidden Valley Road, as well as from the intersection of Hidden Valley Road/Hidden Valley Road West and extending to the existing tank/booster pump station. The project includes replacement of approximately 3,900 feet of existing main and 67 services, as well as installation of fire hydrants. This project is needed to increase flows, provide better fire protection, improve water quality, reduce maintenance from leak repairs and to avoid ongoing issues with maintenance of these lines.

Additionally, it is our understanding that the District may want have a hydraulic analysis completed to see if fire flows would be possible if the existing 13,000-gallon Hidden Valley water tank were eliminated. The elimination of the tank is being considered due to the fact that the District currently has to bleed off water from the tank periodically to ensure fresh water with sufficient chlorine residual, as water usage from the tank can be low at times due to the fact that many of the existing homes in the area are only used seasonally. The analysis would be limited to the Hidden Valley Road and Hidden Valley Road West area (from the connection at Cherry Street/Hidden Valley Road and extending to the south.) The analysis would primarily look at whether it would be possible to have adequate fire flows in this area without the tank.

During the field visit it was noted that the alignment of the new water line will cross a number of existing shallow drainage culverts. If the County of Sonoma conditions these projects as they have in the past, most likely it will require the replacement of several of the pipes. As we have in the past, we will work with the County to have them cover the cost of replacement of the culverts.

General Issues

For past projects, the County Redevelopment Agency has contributed money to projects, much of which has been used to cover costs associated with paving the streets where the new water main has been placed in the streets. In the past, paving of the streets has been a condition of the encroachment permit for the project. With the State dissolving Redevelopment Agencies, monies from the County are no longer available to contribute to the District's projects. Based on this revised funding constraint, we will need to work with the County during the initial part of the projects to determine if they will condition the permit to fully pave all streets where the new water main will be installed. We will do our best to have the County remove the full street repaving and limit new paving to trenches in the streets. If the County continues to insist on paving the entire road width, alignments will be adjusted to minimize placement of the water lines in the paving areas.

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 coordinate with Caltrans for work within Highway 116, including obtaining a Caltrans Encroachment Permit and generating a Notice of Exemption for the California Environmental Quality Act (CEQA).

Because of the issues associated with the services well outside of the roadway in the Old Monte Rio Road area and the difficulties this may pose for bidding the project, we will include a mandatory pre-bid meeting for all contractors interested in bidding the projects. By doing this, we feel it will provide contractors with information to be able to provide realistic bids.

In talking with the District it is our understanding that the District is making application for funding the overall project with USDA funds. As it is unsure if the application will be approved, the District has requested that project costs be separated such that the Old Monte Rio Road project and the Hidden Valley Road project can be bid as two separate projects. Accordingly, we have provide pricing for completing this as one overall project with one set of plans and specifications, as well as provided costs if the projects were separated. Please note that if USDA funding is approved and the District desires to have the overall project bid, there will be added requirements for both the environmental clearances and contract bid documents that will need to be incorporated into the overall project to comply with USDA requirements.

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. We are hoping at this meeting to clarify if there are any existing water services that the District may replace (as opposed to the contractor) due to the difficult locations of some of the existing meters on Old Monte Rio Road. If any of the services will be partially or fully replaced by the District, this will be noted in the plans.

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 Caltrans information. Coastland has already conducted two preliminary site reviews for the purpose of preparing this proposal. Our goal is to further analyze existing site characteristics through completion of the site review with District staff, 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. Additionally, between the kickoff meeting and the site review, we will identify any water services that the District may elect to complete with their crews as opposed to the contractor.

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 Steve Baxman at the Monte Rio Fire Protection 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.

For work performed within the Caltrans right of way we will coordinate with Caltrans to obtain an Encroachment Permit. This effort will include preparing a Notice of Exemption in accordance with CEQA, and providing this to the District for adoption and recordation with the County, preparing and submitting the Encroachment Permit Application to Caltrans, coordination with Caltrans to obtain the permit and incorporation of Caltrans requirements into the bid documents.

We will assist the District with preparing the CEQA Notice of Exemption for acceptance by the District Board, but we have not included time for someone to be present at the Board meeting. We would be happy to assist at the meeting as additional work if desired.

For work proposed within the County right-of-way, we will coordinate with the County to obtain an Encroachment Permit. Based on recent experience on the FY 2013 Capital Improvement Project and the elimination of the County's Redevelopment Agency and the changes this may have on paving requirements, the effort required to obtain the County's requirements for work within the right-of-way is expected to be significant. We have included time for extensive 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.

Please note that as of the writing of this proposal, it is unclear if USDA funding will be used for any portion of this project. Accordingly, we have not included any time associated with coordinating with local USDA representatives for this project. If it is determined that USDA funding is going to be used for part of this project, we will review the requirements with the District to see what, if any, impacts this may have with respect to coordinating with USDA during the project. If it is determined that impacts will be significant enough to warrant a change in scope, we will provide the District with a revised scope and fee for the tasks that will be impacted.

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, including Highway 116, will be drafted and placed on the topographic survey. This will include research and tying existing monumentation along Highway 116. 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.

Do to the non-standard locations of some of the existing water meters on the downhill side of Old Monte Rio Road, prior to completing the field work for Old Monte Rio Road our surveyor has allocated a separate meeting to coordinate with District staff in the field to determine the location of off-roadway water meters and service alignments. They have budgeted 4 hours for this field meeting and an additional 16 hours of field surveying time to pick up the necessary topographic features over the water service alignments.

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. Also included in this submittal will be a recommended construction method for the new water main at the culvert crossings on Hidden Valley Road, Old Monte Rio Road 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 this location.

Prior to the 65% submittal, we will work with both District staff and the District's attorney to come up with acceptable language for the bid documents that will ensure contractors have adequate experience with HDPE pipe installations, but not be as restrictive as the language that was used for the 2013 project.

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 Caltrans, 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.

As part of the effort for the 95% submittal we will coordinate with the District's attorney to complete a brief review of the front-end specifications.

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.

Optional Task – Hydraulic Evaluation

If desired, we can hydraulically model the Hidden Valley Road/Hidden Valley Road West water system to find out if adequate fire flows would exist if the existing water line was upsized from 2-inch to 6-inch and the existing 13,000-gallon water tank is eliminated. This work will include performing a computer hydraulic model of the 3,900 ft. of water main in this area, including domestic demands from the existing services, as well as fire flows in the hydrants. The intent of the analysis is to see if the existing 13,000-gallon water reservoir can be eliminated, while still meeting 500 gpm fire flows and residual pressures of 20 psi. We will summarize our findings in a technical memo to the District that will list our assumptions, show the model, list the results and our recommendation.

SCOPE OF WORK - CONSTRUCTION

Task 1 – Design and 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.

As this project includes unique water service replacement conditions on Old Monte Rio Road and water main replacement on the foot trail from the end of Hidden Valley Road West to the existing water tank, we will conduct a mandatory pre-bid meeting with interested contractors and District staff. This meeting will include a brief meeting at the District office and a field visit to the more challenging portions of the project to ensure that contractors clearly understand the constraints associated with this project.

Once the review of the bid has been completed we will prepare a bid summary and forward it to the District for bid award concurrence.

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. 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.

Additionally, Coastland's Design 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.

Our proposal also includes providing the contractor with five (5) sets of plans and specifications.

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 assistance/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 meet your scheduling goals in being able to complete the project and get it to bid in the late winter or early spring of 2013.

Based on our review of the project site, we have estimated a total of 130 working days for construction (assuming it is one overall project) and have prepared our estimate accordingly. If the Hidden Valley Road project site is constructed as a standalone project, we estimate that construction can be completed in 60 working days. If the Old Monte Rio Road project is constructed as a standalone project, we estimate that construction can be completed in 70 working days. We have prepared estimates for each of these alternatives.

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 noted in the proposal, we have prepared work estimates for two different options for this project. Option 1 is that this project is completed as one overall project. Option 2 is if the project was split into two separate projects with two separate sets of bid documents (plans/specification.) The following are estimates for those options.

Option 1 – Old Monte Rio Road and Hidden Valley Road Constructed as One Project

If the overall project is constructed as one overall project and there is one set of plans, one estimate and one set of bid documents, we are proposing that the services associated with this project all be completed for a not-to-exceed fee of $140,238 (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. Additionally, if the District desires us to complete the hydraulic modeling study, this optional task will be an additional $1,285.

Please also note that in the not-to-exceed amount, we have included an estimated amount of $2,172 for reimbursable expenses (i.e. printing, plotting, mileage, final mylars, copies and binding). These reimbursable costs will be billed at cost plus 15%.

Option 2 – Project Split Up into Two Projects

Based on potential funding from USDA for the project, it is our understanding that the District may want to construction the project in two phases. Our understanding is that the Old Monte Rio Road project will be constructed regardless of the USDA funding application and that the Hidden Valley Road is somewhat dependent on USDA funding if it is to be included this year. Accordingly, we have prepared cost estimates assuming that each project can be stand-alone projects and bid separately.

- ***Hidden Valley Road*** – if the Hidden Valley Road portion of the project is prepared as a separate set of bid documents, we are proposing that the services associated with the Hidden Valley Road portion of the project be completed for a not-to-exceed fee of $59,330 (see Work Estimate following). This amount assumes all of the work for this project will fall under the Scope of Work described in our proposal. Additionally, if the District desires us to complete the hydraulic modeling study, this optional task will be an additional $1,285.

  Please also note that in the not-to-exceed amount, we have included an estimated amount of $966 for reimbursable expenses (i.e. printing, plotting, mileage, final mylars, copies and binding) for two completely separate sets of bid documents. These reimbursable costs will be billed at cost plus 15%.

- ***Old Monte Rio Road*** – if the Old Monte Rio Road portion of the project is prepared as a separate set of bid documents, we are proposing that the services associated with the Old Monte Rio Road portion of the project be completed for a not-to-exceed fee of $96,484 (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 $1,631 for reimbursable expenses (i.e. printing, plotting, mileage, final mylars, copies and binding) for two completely separate sets of bid documents. These reimbursable costs will

be billed at cost plus 15%.

As can be seen from the estimates, if the overall project is done as a single project, there will be a savings of $15,576.

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

FY 2014 Projects - Overall Project | **Proposal for Design Services** | **Sweetwater Springs Water District**

Task #	Task Description	Principal Engineer $175	Supervis Engineer $145	Associate Engineer $119	CAD Designer $135	Admin $70	Const Manag $135	Total Hours	Total Cost	Subconsultant / Notes
1	**Meeting with District**									
	Kick Off Meeting (1)	4			4			8	$1,240	
	Progress Design Review (3)	12			12			24	$3,720	
	Subtotal							**32**	**$4,960**	
2	**Background Information**									
	Background Mapping				12			12	$1,620	
	Field Review with District	8			8			16	$2,480	
	Photo Log					4		4	$280	
	Subtotal							**32**	**$4,380**	
3	**Coordination with Agencies**									
	Coordination with Utility Companies				8			8	$1,080	
	Coordination with Caltrans	10						10	$1,750	
	Coordination with County	16			8		4	28	$4,420	
	CEQA Notice of Exemption	2				1		3	$420	
	Subtotal							**49**	**$7,670**	
4	**Surveying**									
	Topographic Survey - Hidden Valley Rd.								$16,166	Cinquini & Passarino
	Topographic Survey - Old Monte Rio Rd.								$25,164	Cinquini & Passarino
	Topo Survey - difficult water services on Old Monte Rio Rd - budget								$7,731	Cinquini & Passarino
	Caltrans R/W determination								$6,811	Cinquini & Passarino
	Coordination with Surveyor	1			12			13	$1,795	
	Subtotal							**13**	**$57,666**	
5	**65% Submittal**									
	Improvement Plans	32			164			196	$27,740	
	Preliminary Specifications	2		12		6		20	$2,198	
	Preliminary Cost Estimate	1		4	12			17	$2,271	
	QC Review/Value Engineering		8					8	$1,160	
	Subtotal							**241**	**$33,369**	
6	**95% Submittal**									
	Improvement Plan Revisions	28			104			132	$18,940	
	Specifications	2		8		8		18	$1,862	
	Coordination with District's Attorney	2						2	$350	
	Cost Estimate	1		2	8			11	$1,493	
	QC Review/Constructability Review		8				4	12	$1,700	
	Subtotal							**175**	**$24,345**	
7	**100% Submittal**									
	Final Documents	8		4	24	8		44	$5,676	
	Subtotal							**44**	**$5,676**	
	Miscellaneous Costs								**$2,172**	Est mileage, photos, reproduction, mylars
	Total Hours	**129**	**16**	**30**	**376**	**27**	**8**	**586**		
	Total Cost	**$22,575**	**$2,320**	**$3,570**	**$50,760**	**$1,890**	**$1,080**		**$140,238**	
	Optional Task - Hidden Valley Rd Hydraulic Analysis									
	Hydraulic Computer Model	0.5		6				6.5	$802	
	Technical Memo outlining findings	1		2		1		4	$483	
	Subtotal							**10.5**	**$1,285**	

WORK ESTIMATE

FY 2014 Projects - Hidden Valley Rd	Proposal for Design Services	Sweetwater Springs Water District

Task #	Task Description	Principal Engineer $175	Supervis Engineer $145	Associate Engineer $119	CAD Designer $135	Admin $70	Const Manag $135	Total Hours	Total Cost	Subconsultant / Notes
1	**Meeting with District**									
	Kick Off Meeting (1)	4			4			8	$1,240	
	Progress Design Review (3)	12			12			24	$3,720	
	Subtotal							**32**	**$4,960**	
2	**Background Information**									
	Background Mapping				6			6	$810	
	Field Review with District	4			4			8	$1,240	
	Photo Log					2		2	$140	
	Subtotal							**16**	**$2,190**	
3	**Coordination with Agencies**									
	Coordination with Utility Companies				4			4	$540	
	Coordination with Caltrans							0	$0	
	Coordination with County	8			4		2	14	$2,210	
	CEQA Notice of Exemption	2				1		3	$420	
	Subtotal							**21**	**$3,170**	
4	**Surveying**									
	Topographic Survey - Hidden Valley Rd.								$16,166	Cinquini & Passarino
	Coordination with Surveyor	1			6			7	$985	
	Subtotal							**7**	**$17,151**	
5	**65% Submittal**									
	Improvement Plans	12			70			82	$11,550	
	Preliminary Specifications	2		12		6		20	$2,198	
	Preliminary Cost Estimate	1		2	6			9	$1,223	
	QC Review/Value Engineering		6					6	$870	
	Subtotal							**117**	**$15,841**	
6	**95% Submittal**									
	Improvement Plan Revisions	12			40			52	$7,500	
	Specifications	2		8		8		18	$1,862	
	Coordination with District's Attorney	2						2	$350	
	Cost Estimate	1		2	4			7	$953	
	QC Review/Constructability Review		6				4	10	$1,410	
	Subtotal							**89**	**$12,075**	
7	**100% Submittal**									
	Final Documents	4		2	12	6		24	$2,978	
	Subtotal							**24**	**$2,978**	
	Miscellaneous Costs								**$966**	Est mileage, photos, reproduction, mylars
	Total Hours	**67**	**12**	**26**	**172**	**23**	**6**	**306**		
	Total Cost	**$11,725**	**$1,740**	**$3,094**	**$23,220**	**$1,610**	**$810**		**$59,330**	

	Optional Task - Hidden Valley Rd Hydraulic Analysis									
	Hydraulic Computer Model	0.5		6				6.5	$802	
	Technical Memo outlining findings	1		2		1		4	$483	
	Subtotal							**10.5**	**$1,285**	

WORK ESTIMATE

FY 2014 Projects - Old Monte Rio Rd	Proposal for Design Services	Sweetwater Springs Water District

Task #	Task Description	Principal Engineer $175	Supervis Engineer $145	Associate Engineer $119	CAD Designer $135	Admin $70	Const Manag $135	Total Hours	Total Cost	Subconsultant / Notes
1	**Meeting with District**									
	Kick Off Meeting (1)	4			4			8	$1,240	
	Progress Design Review (3)	12			12			24	$3,720	
	Subtotal							**32**	**$4,960**	
2	**Background Information**									
	Background Mapping				8			8	$1,080	
	Field Review with District	6			6			12	$1,860	
	Photo Log					4		4	$280	
	Subtotal							**24**	**$3,220**	
3	**Coordination with Agencies**									
	Coordination with Utility Companies				6			6	$810	
	Coordination with Caltrans	10						10	$1,750	
	Coordination with County	8			4		2	14	$2,210	
	CEQA Notice of Exemption	2				1		3	$420	
	Subtotal							**33**	**$5,190**	
4	**Surveying**									
	Topographic Survey - Old Monte Rio Rd.								$25,164	Cinquini & Passarino
	Topo Survey - difficult water services on Old Monte Rio Rd - budget								$7,731	Cinquini & Passarino
	Caltrans R/W determination								$6,811	Cinquini & Passarino
	Coordination with Surveyor	1			8			9	$1,255	
	Subtotal							**9**	**$40,961**	
5	**65% Submittal**									
	Improvement Plans	20			104			124	$17,540	
	Preliminary Specifications	2		12		6		20	$2,198	
	Preliminary Cost Estimate	1		4	8			13	$1,731	
	QC Review/Value Engineering		6					6	$870	
	Subtotal							**163**	**$22,339**	
6	**95% Submittal**									
	Improvement Plan Revisions	16			56			72	$10,360	
	Specifications	2		8		8		18	$1,862	
	Coordination with District's Attorney	2						2	$350	
	Cost Estimate	1		2	6			9	$1,223	
	QC Review/Constructability Review		6				4	10	$1,410	
	Subtotal							**111**	**$15,205**	
7	**100% Submittal**									
	Final Documents	4		2	12	6		24	$2,978	
	Subtotal							**24**	**$2,978**	
	Miscellaneous Costs								**$1,631**	Est mileage, photos, reproduction, mylars
	Total Hours	**91**	**12**	**28**	**234**	**25**	**6**	**396**		
	Total Cost	**$15,925**	**$1,740**	**$3,332**	**$31,590**	**$1,750**	**$810**		**$96,484**	

WORK ESTIMATE - CONSTRUCTION

As noted in the proposal, we have prepared work estimates for two different options for this project. Option 1 is that this project is completed as one overall project. Option 2 is if the project was split into two separate projects with two separate sets of bid documents (plans/specification.) The following are estimates for those options.

Option 1 – Old Monte Rio Road and Hidden Valley Road Constructed as One Project

Based on a preliminary review of the project, we estimate the project duration to last approximately 130 working days, assuming the project is constructed as one overall project. As can be seen on the attached Work Estimate sheet, our efforts include part-time construction management (at 12.5 hours per week) and full-time inspection (at 40 hours per week.) 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 $182,838 (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 130 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.

Option 2 – Project Split Up into Two Projects

- ***Hidden Valley Road*** – if the Hidden Valley Road portion of the project is constructed as a stand-alone project, we estimate that this project have a duration of 60 working days. All the assumptions with respect to time spent weekly for construction management and inspection apply to our estimate for this project. Based on an estimated duration of 60 working days, we propose that the work associated with this portion of the project be completed on a time and materials basis for a not-to-exceed fee of $85,304 (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 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 60 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.

- ***Old Monte Rio Road*** – if the Old Monte Rio Road portion of the project is constructed as a separate stand-alone project, we estimate that this project have a duration of 70 working days. All the assumptions with respect to time spent weekly for construction management and inspection apply to our estimate for this project. Based on an estimated duration of 70 working days, we propose that the work associated with this portion of the project be completed on a time and materials basis for a not-to-exceed fee of $101,865 (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 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 70 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.

As can be seen from the estimates, if the overall project is done as a single project, there will be a savings of $4,131 for the construction observation portion of the work associated with this project.

WORK ESTIMATE

FY 2014 CIP (Old Monte Rio and Hidden Valley Roads)	PROPOSAL FOR CONSTRUCTION MANAGEMENT & INSPECTION SERVICES	Sweetwater Springs Water District

TASK INFORMATION		BILLING INFORMATION					HOURS AND COST INFORMATION		
Task No. (Coastland Code)	Task Information	CM	Inspector	Principal Engr.	Admin	Direct Costs	Total Hours	Total Costs	Comments
		$130	$110	$175	$72				
1a (700)	**Bid Support**	2		16	4		22	$3,348	Bid advertisement / opening / review
1b (700)	**Design Support During Construction**			16			16	$2,800	Construction Questions
2 (700)	**Pre-Construction Meeting**	4	4	4	1		13	$1,732	Agendas / conduct meeting
3 (700)	**Pre-conSite Visit & Documentation**	4	12				16	$1,840	Job walk / photos
4 (700)	**Project Start-Up**	5	10		4		19	$2,038	Assemble filing / CM program
5 (702)	**Daily Field Inspection**		677				677	$74,470	Based on 130 working days
5a (702)	**Overtime Inspection**						0	$0	None anticipated
6 (702)	**Progress Meetings & Coordination**	39	39				78	$9,360	Assumes 13 meetings
7 (704)	**Status Reports & Documentation**	18	130		6		154	$17,072	Review of progress/documentation
7a (704)	**Reports**	22	60		3		85	$9,676	Status / Monthly reports
7b (704)	**Submittal Management**	18	15		3		36	$4,206	Based on 12 Submittals
7c (704)	**Requests For Information**	10	8		2		20	$2,324	Based on 6 RFI's
7d (704)	**Change Order Management**	10	12		2		24	$2,764	Based on 3 change orders
8 (704)	**Construction Management**	81					81	$10,530	Misc CM tasks
9 (704)	**Cost and Schedule Management**	22	18				40	$4,840	Based on 7 monthly payments
10 (710)	**Public Relations / Notifications**	40	32				72	$8,720	Notices / phone calls
11 (710)	**Conflict Resolution**						0	$0	T&M as needed
12 (710)	**Post Construction Meeting**	6	10				16	$1,880	Walk through
13 (710)	**Project Closeout**	40	12		8		60	$7,096	As-builts / files
	Bid Advertisement Distribution					$1,225		$1,225	Bid plan sets (30) & advertisement
	Photographs & video					$75		$75	
	Vehicle expenses					$16,842		$16,842	1203 hours x $14/hr=$16,842.00
	Total Hours	321	1,039	36	33		1,429		
	Project Total	$41,730	$114,290	$6,300	$2,376	$18,142		**$182,838**	

NOTES:

1. Based on an estimated 130 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.

WORK ESTIMATE

FY 2014 CIP (Hidden Valley Road Only)		PROPOSAL FOR CONSTRUCTION MANAGEMENT & INSPECTION					Sweetwater Springs Water District		
TASK INFORMATION		BILLING INFORMATION					HOURS AND COST INFORMATION		
Task No. (Coastland Code)	Task Information	CM $130	Inspector $110	Principal Engr. $175	Admin $72	Direct Costs	Total Hours	Total Costs	Comments
1a (700)	**Bid Support**	2		16	4		22	$3,348	Bid advertisement / opening / review
1b (700)	**Design Support During Construction**			8			8	$1,400	Construction Questions
2 (700)	**Pre-Construction Meeting**						0	$0	Agendas / conduct meeting
3 (700)	**Pre-conSite Visit & Documentation**	2	6				8	$920	Job walk / photos
4 (700)	**Project Start-Up**	2	5		2		9	$954	Assemble filing / CM program
5 (702)	**Daily Field Inspection**		312				312	$34,320	Based on 60 working days
5a (702)	**Overtime Inspection**						0	$0	None anticipated
6 (702)	**Progress Meetings & Coordination**	18	18				36	$4,320	Assumes 6 meetings
7 (704)	**Status Reports & Documentation**	8	60		3		71	$7,856	Review of progress/documentation
7a (704)	**Reports**	10	28		1		39	$4,452	Status / Monthly reports
7b (704)	**Submittal Management**	8	8		1		17	$1,992	Based on 5 Submittals
7c (704)	**Requests For Information**	4	4		1		9	$1,032	Based on 2 RFI's
7d (704)	**Change Order Management**	4	6		1		11	$1,252	Based on 1 change orders
8 (704)	**Construction Management**	37					37	$4,810	Misc CM tasks
9 (704)	**Cost and Schedule Management**	10	8				18	$2,180	Based on 3 monthly payments
10 (710)	**Public Relations / Notifications**	18	16				34	$4,100	Notices / phone calls
11 (710)	**Conflict Resolution**						0	$0	T&M as needed
12 (710)	**Post Construction Meeting**	2	6				8	$920	Walk through
13 (710)	**Project Closeout**	18	6		4		28	$3,288	As-builts / files
	Bid Advertisement Distribution					$355		$355	Bid plan sets (30) & advertisement
	Photographs & video					$35		$35	
	Vehicle expenses					$7,770		$7,770	555 hours x $14/hr=$7,770
	Total Hours	143	483	24	17		667		
	Project Total	$18,590	$53,130	$4,200	$1,224	$8,160		**$85,304**	

NOTES:

1. Based on an estimated 60 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.

WORK ESTIMATE

FY 2014 CIP (Old Monte Rio Road Only)	PROPOSAL FOR CONSTRUCTION MANAGEMENT & INSPECTION					Sweetwater Springs Water District		
TASK INFORMATION	**BILLING INFORMATION**					**HOURS AND COST INFORMATION**		
Task No. (Coastland Code)	**Task Information**	**CM** $130	**Inspector** $110	**Principal Engr.** $175	**Admin** $72	**Direct Costs**	**Total Hours**	**Total Costs**	**Comments**
1a (700)	**Bid Support**	2		16	4		22	$3,348	Bid advertisement / opening / review
1b (700)	**Design Support During Construction**			10			10	$1,750	Construction Questions
2 (700)	**Pre-Construction Meeting**	4	4	4	1		13	$1,732	Agendas / conduct meeting
3 (700)	**Pre-conSite Visit & Documentation**	2	6				8	$920	Job walk / photos
4 (700)	**Project Start-Up**	3	7		2		12	$1,304	Assemble filing / CM program
5 (702)	**Daily Field Inspection**		366				366	$40,260	Based on 70 working days
5a (702)	**Overtime Inspection**						0	$0	None anticipated
6 (702)	**Progress Meetings & Coordination**	21	21				42	$5,040	Assumes 7 meetings
7 (704)	**Status Reports & Documentation**	10	70		3		83	$9,216	Review of progress/documentation
7a (704)	**Reports**	12	32		2		46	$5,224	Status / Monthly reports
7b (704)	**Submittal Management**	10	8		2		20	$2,324	Based on 7 Submittals
7c (704)	**Requests For Information**	6	4		1		11	$1,292	Based on 4 RFI's
7d (704)	**Change Order Management**	6	6		1		13	$1,512	Based on 2 change orders
8 (704)	**Construction Management**	44					44	$5,720	Misc CM tasks
9 (704)	**Cost and Schedule Management**	12	10				22	$2,660	Based on 4 monthly payments
10 (710)	**Public Relations / Notifications**	22	16				38	$4,620	Notices / phone calls
11 (710)	**Conflict Resolution**						0	$0	T&M as needed
12 (710)	**Post Construction Meeting**	4	4				8	$960	Walk through
13 (710)	**Project Closeout**	22	6		4		32	$3,808	As-builts / files
	Bid Advertisement Distribution					$835		$835	Bid plan sets (30) & advertisement
	Photographs & video					$40		$40	
	Vehicle expenses					$9,100		$9,100	650 hours x $14/hr=$9,100
	Total Hours	180	560	30	20		790		
	Project Total	$23,400	$61,600	$5,250	$1,440	$9,975		**$101,665**	

NOTES:

1. Based on an estimated 70 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.