

## Staff Report

### January 10, 2023

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**TO:** Honorable Mayor and Members of the Town Council  
**FROM:** Merrill Buck, Town Engineer  
**RE:** Approval of Contract with Coastland | DCCM for Construction Management Services for the Sierra College Boulevard Widening Project #20-01

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#### **Recommendation**

Staff recommends that the Town Council adopt a resolution authorizing the Town Manager to execute a contract for professional construction management services with Coastland | DCCM in the amount of \$220,000, and authorizing the Town Manager to approve contract amendments for up to 10% of the contract amount, if necessary, to accommodate changes or modifications in scope.

#### **Issue Statement and Discussion**

The Circulation Elements of the General Plans for both the Town of Loomis and the City of Rocklin classify Sierra College Boulevard as an arterial, with bike lanes and an ultimate cross-sectional, six-lane configuration south of Taylor Road.

As part of the Costco development, Costco will widen Sierra College Boulevard along their frontage to provide a bike lane and third northbound travel lane between Granite Drive and Brace Road. A new signalized intersection with dedicated turn lanes will also be constructed, serving as an entrance to Costco from Sierra College Boulevard.

From Brace Road to Taylor Road, the widening of Sierra College Boulevard to six lanes with bike lanes is the Town's responsibility, and has been identified as a Town-funded Capital Improvements Project since 2019. However, funding for the improvements is tied to the Town's Sierra College Boulevard Impact Fee Fund and Road Circulation Fund programs. Both of these funds rely upon fees charged on all new development, to be used for the construction of new public roads. With the development of Costco moving forward, construction funding for the Sierra College Boulevard Widening Project is now available. The completion of the road widening will also satisfy one of the traffic mitigation measures identified in the Costco Environmental Impact Report.

The design for the Sierra College Boulevard Widening Project has been completed and is awaiting CEQA environmental clearance before advertising for bids. In anticipation of construction, and due to limited capacity in the Engineering Division, a Request for Proposals (RFP) was issued seeking qualified firms to provide construction management, inspection, and material testing services for the project.

Proposals were due on December 6, 2022. Five (5) proposals were received from the following firms:

Anchor – Folsom, CA  
Coastland | DCCM – Auburn, CA  
Psomas – Roseville, CA  
Salaber Associates – Rancho Cordova  
UNICO Engineering – Folsom, CA

Following a review of the proposals, the top two firms were invited to interviews, after which, the Town determined Coastland | DCCM to be the most qualified based upon their technical qualifications, familiarity with similar projects, strength of staff, and understanding of the work to be done.

Following negotiations, Coastland | DCCM provided a fee proposal in the amount of \$220,000 to complete the anticipated work scope. This includes a task to perform a constructability review of the plans and specifications which will help find and clarify items that might not be clear and could lead to delays or added cost. There is also a task to serve as the program manager to coordinate Costco's frontage improvements. This is particularly important given that the Sierra College Boulevard Widening Project and the Costco frontage improvements will be under construction at the same time, and will meet at the intersection of Sierra College Boulevard and Brace Road, where the two efforts will need to be constructed and sequenced to align.

Schedule:

Staff has heard from construction professionals that there are 6-to-9-month delay in getting traffic signal poles, and related signal equipment. The project is therefore planning a two phased approach. The first phase will widen the road and install temporary traffic signal improvements, as necessary, to make the road operational, while the second phase will complete the traffic signal improvements once the long lead-time items have arrived. Given this, the anticipated dates for project delivery are as follows:

|   |                  |
|---|------------------|
| Award Construction Management Contract        | January 10, 2023 |
| Approve CEQA/Authorize Advertisement for Bids | February 2023    |
| Open Bids / Award Contract                    | March 2023       |
| Order Long Lead Time Items (Signal Poles)     | April 2023       |
| Start Construction                            | May 2023         |
| Finish Road Widening Phase                    | August 2023      |
| Finish Signal Improvement Phase               | January 2024     |

**CEQA Requirements**

The proposed action is not subject to review under CEQA pursuant to Section 15060(c)(3), as it is not a project, and Section 15061(b)(3), which exempts administrative items since they will not result in any direct or indirect physical change in the environment.

**Financial and/or Policy Implications**

The FY 2022-23 CIP budget for the Sierra College Boulevard Widening Project #20-01 includes \$1,525,000 in funding. Sufficient funds are therefore available to award the proposed contract to Coastland | DCCM in the amount of \$ 220,000, along with authorizing the Town Manager to approve contract amendments for up to 10% of the contract amount, to accommodate changes or modifications in scope.

**Attachment**

- A. Resolution
- B. Work Plan and Cost

TOWN OF LOOMIS

RESOLUTION NO. 23 - \_\_\_\_\_

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS  
AUTHORIZING THE TOWN MANAGER TO EXECUTE A CONTRACT FOR  
PROFESSIONAL SERVICES WITH COASTLAND | DCCM IN THE AMOUNT OF \$220,000

**WHEREAS**, the Public Works Department requires additional staff to assist with construction management of the Sierra College Boulevard Widening Project; and

**WHEREAS**, the duties envisioned require specialized knowledge, which the Town feels can be best be provided under a professional services contract; and

**WHEREAS**, the Town released a Request for Proposals (RFP) seeking qualified firms to provide construction management, inspection, and material testing services, and a total of five (5) proposals were received; and

**WHEREAS**, following a review and ranking of the proposals, Coastland | DCCM out of Auburn, California was determined by staff to be the most qualified firm for the professional services contract based upon their technical qualifications, familiarity with similar projects, strength of staff, and understanding of the work to be done; and

**WHEREAS**, the Town has negotiated a scope of services with Coastland | DCCM in the amount of \$220,000 and is recommending a contract award, along with authorization for the Town Manager to approve contract amendments to accommodate changes or modifications in scope, for up to 10% of the approved contract amount; and

**WHEREAS**, the FY 2022-23 CIP budget for the Sierra College Boulevard Widening Project #20-01 has sufficient funds to cover the cost of the proposed contract amount; and

**WHEREAS**, the Town Manager recommends that it is in the Town’s best interest to enter into a professional services agreement with Coastland | DCCM to perform the required services.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the Town Council of the Town of Loomis hereby authorizes the Town Manager to execute a contract for on-call professional construction management services with Coastland | DCCM in the amount of \$220,000; and be it

**FURTHER RESOLVED** that the Town Manager is authorized to approve contract amendments for up to 10% of the approved contract amount; and be it

**FURTHER RESOLVED** that the contract will be drafted using the Town’s standard “Consultant Contract for Services” agreement template.

**PASSED AND ADOPTED** this 10<sup>th</sup> day of January 2023 by the following vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAINED:**

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Deputy Town Clerk

## SCOPE OF WORK

### TASK 1 – CONSTRUCTION MANAGEMENT PLAN

Coastland | DCCM will prepare a Construction Management Plan (CMP) for the Town's review within two weeks of contract award. The CMP will describe all team members responsibilities and anticipated level of effort. Coastland | DCCM's goal is to ensure that construction and contract administration is performed in compliance with Town requirements and standards and constructed in accordance with the project plans and specifications. To accomplish this goal, **Resident Engineer, Travis Williams along with the Assistant Resident Engineer, Ray Leftwich** will manage the day-to-day construction activities with the contractor.

Travis will be accessible to the Town at all times. Travis will be responsible for coordination and oversight of all construction management activities. He will review all documents provided to the contractor as well as all documents provided to the Town. Ray will assist Travis in preparation of required documents and will coordinate daily with the contractor and inspector.

Coastland | DCCM's Construction Management Plan will include the following tasks:

- a. Project Organization
- b. Meetings
- c. Communications Management
- d. Preparation of Management Reports
- e. Clarifications and Contract Interpretations of Specifications
- f. Submittals/Shop Drawings
- g. Design Modifications
- h. Change Orders
- i. Schedule Management
- j. Claims Management and Resolution
- k. Testing and Testing Documentation
- l. Progress Pay Estimate Preparation
- m. Inspection and Inspection Reporting
- n. Defective Work Correction
- o. Record Drawings
- p. Complaint & Community Relations Procedures
- q. Safety
- r. Photo/Video Documentation
- s. Certified Payroll Review
- t. Special Inspections
- u. Other Tasks

#### *Deliverables:*

- ✓ *Three copies of final Construction Management Plan due prior to the pre-bid conference*

#### *Staff Assigned:*

Travis Williams, PE – Resident Engineer  
Ray Leftwich, PE – Assistant Resident Engineer  
Rich Herrick – Inspector  
Luke Miller – Supplemental Inspector

*Schedule:* Coastland | DCCM will submit the Construction Management Plan for the Town to review prior to the Pre-bid Conference.

## TASK 2 – ADMINISTRATION

Coastland | DCCM will provide construction administration of the project in accordance with all requirements stated in the RFP Section II, as listed below and further described in individual tasks 3-16.

- Comply with CAL-OSHA regulations regarding safety equipment and procedures, and safety instructions issued by the State. Coastland | DCCM will utilize the Caltrans Construction Manual process for ensuring that the contractor has a safety plan and adheres to the plan. Adherence to the Contractor-generated site-specific safety plan will be one of Coastland | DCCM's top priorities to ensure the Contractor is complying with the plan.
- Provide administrative, management and related services as required to coordinate the work of the contractor, to complete the project in accordance with contract documents, State regulations and with the Town's objectives for cost, time and quality. Coastland | DCCM will provide weekly status reports and working days statement to the Town. Weekly status reports will include a summary of work that is currently being performed, behind schedule, unresolved deficiencies and defective work, outstanding change orders and status of any claims.
- Coastland | DCCM will work with Wood Rodgers (Design Engineer) and the Town to identify necessary or desirable changes in the contractor's scope of work, review and evaluate the contractor's request for changes, assist in negotiating the contractor's proposal, submit recommendations to the Town supported by field data, and if they are accepted, prepare change orders for signature and the Town's authorization.
- Coastland | DCCM will maintain strict cost accounting records on authorized work performed under unit costs, additional work performed on the basis of actual costs of labor and materials, or other work requiring accounting records.
- Coastland | DCCM will develop and implement procedures for the review and processing of applications by the contractor for progress payments and final payments. Coastland | DCCM will make written recommendations to the Town for contractor payments.
- Coastland | DCCM will consult with Wood Rodgers and the Town if the contractor requests interpretations of the meaning and intent of the drawings and specifications, and assist in the resolution of questions, which may arise.
- Coastland | DCCM will provide a staffing schedule each month for the following month. This schedule will be subject to the Town 's approval and will describe where the project stands with regards to percent complete financially, working days remaining and anticipated construction management efforts. With this schedule all parties can determine if the level of effort is appropriate, and all Town expectations are being exceeded.
- Coastland | DCCM will manage any utility work to be performed by utility agencies (work not part of the contractor's responsibilities), specifically, Union Pacific Railroad and Placer County Water Agency, and any others impacted by the project.

### *Deliverables:*

- ✓ *Weekly Status Reports*
- ✓ *Required permits*
- ✓ *Cost Control Program*
- ✓ *Cost Accounting Records*
- ✓ *Progress Payment Recommendations*
- ✓ *Draft and Final Change Orders*
- ✓ *Staffing schedules*
- ✓ *Other reports as required*

*Staff Assigned:*

Travis Williams, PE – Resident Engineer  
Ray Leftwich, PE – Assistant Resident Engineer

*Schedule:* Duration of project.

**TASK 3 – PRE-BID CONTRACT DOCUMENT REVIEW**

In order to ensure accurate and complete contract documents prior to advertising for construction, Coastland | DCCM will thoroughly review all Technical Specifications, Special Provisions and Plans. This work will be done in coordination with Task 4 – Documentation of Pre-Construction Conditions. Coastland | DCCM will review to minimize to the extent practical all ambiguities and inconsistencies in the contract documents, and to ensure that all specified products are in accordance with adopted standards and best practices. Field conditions will be reviewed to ensure that any known conditions are captured in the project documents, to include potential conflicts of utilities, items to remain that might be at or near their effective serviceable lives, and other existing conditions that require identification or mitigation as a part of the contract. A report of all comments, notations and recommendations will be made to the Town of Loomis prior to advertising the project for construction.

While project documents are of a good quality, there are often minor deviations that can result in project delays and change orders if not identified upfront. Coastland | DCCM will make every effort to reduce any potential exposure to delays and change orders by identifying any challenges in the contract documents prior to advertising for construction.

*Deliverables:*

- ✓ *Copies of all documentation, including photographs, notes, and video*

*Staff Assigned:*

Travis Williams, PE – Resident Engineer  
Ray Leftwich, PE – Assistant Resident Engineer

*Schedule:* As described above, pre-construction photographs will be provided prior to utility relocations and again prior to start of construction.

**TASK 4 – DOCUMENTATION OF PRE-CONSTRUCTION CONDITIONS**

In order to thoroughly document condition of the site prior to construction, Coastland | DCCM will perform two visits to document conditions. The first visit will be prior to utility relocations where we will focus on the areas near the required utility work. Coastland | DCCM will take detailed photos which will include time, date and location and a brief description of the subject site. All photos will be uploaded to C-MIS and made available to the Town. The second site visit will take place prior to contractor mobilization. Detailed photographs will be taken of the entire project site and surrounding areas. As with all project photographs, time, date and location will be embedded in the image. By having detailed pre-construction condition photographs, any damage identified during construction can be verified and disputes avoided. Due to the large number of images to be generated, all files will be organized by location and provided to the Town electronically.

Coastland | DCCM will drive the project from beginning to end every week during construction, recording field conditions. These videos have been instrumental on previous projects where accidents or claims have been filed against the project.

*Deliverables:*

- ✓ *Copies of all documentation, including photographs, notes, and video*

**Staff Assigned:**

Rich Herrick – Inspector  
Luke Miller – Supplemental Inspector

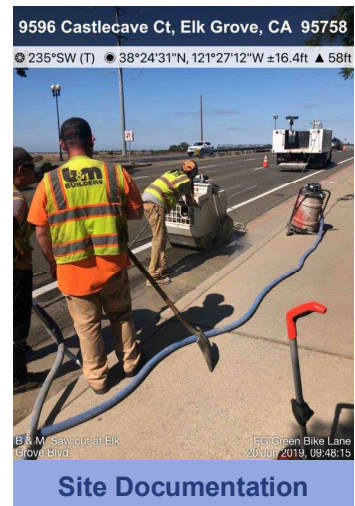
**Schedule:** As described above, pre-construction photographs will be provided prior to utility relocations and again prior to start of construction.

**TASK 5 – DOCUMENTATION & RECORD KEEPING**

Coastland | DCCM utilizes a modified Caltrans filing system for all projects regardless of funding sources. For this project, all files will be maintained up do date at the provided office location in accordance with Caltrans requirements. Additionally, all submittals, inspection reports, change orders, RFI's, project photographs and weekly statement of working days will be tracked through C-MIS allowing immediate access both in the field and the office.

To clearly capture the as-built conditions, our inspector will maintain a full-size paper copy with redlines of any changes to the planned improvements. Additionally, these will be reviewed weekly against the office copy to ensure field information is being communicated to the project team and change orders are clearly understood by the field staff.

As the saying goes, “A picture is worth a thousand words.” Coastland | DCCM has found this to be true on all construction projects. Our inspectors are required to take multiple pictures every hour during construction in addition to their detailed narrative and workforce tracking. These photographs are all uploaded into C-MIS as attachments to daily inspection reports. An example photograph from a current project is shown to the right. Note the image includes location, bearing, time, date, job name and activity.



**Deliverables:**

- ✓ Documents required by this section

**Staff Assigned:**

Travis Williams, PE – Resident Engineer  
Ray Leftwich, PE – Assistant Resident Engineer  
Rich Herrick – Inspector  
Luke Miller – Supplemental Inspector

**Schedule:** Project files will be set up within two weeks of contract execution. Office files will be moved to the provided space as soon as onsite management is required.

**TASK 6 – MEETINGS**

Coastland | DCCM will host a project review meeting with the Town at which time we will discuss the project objectives, concerns and clarifications, the communication plan and upcoming work activities. We will work to foster honest, open communication at this meeting between the Coastland | DCCM team, the Town, Wood Rodgers and other stakeholders. Follow-up meetings will be held as needed during project set up and the bidding process.

Immediately following the award of the construction contract Coastland | DCCM will be responsible for preparing a pre-construction meeting agenda, inviting all appropriate stakeholders and team members, and hosting the meeting. During this meeting we will establish lines of communication and decision-making roles with all project stakeholders. We will also discuss safety requirements, responsibilities of the project team members, working hours, quality control procedures, environmental requirements,

project access and property boundaries/easements, submittal requirements, project schedule, change order and potential claim procedures. Coastland | DCCM will prepare and distribute meeting minutes to all parties.

During construction, Coastland | DCCM will host weekly coordination and progress meetings to focus on completed and upcoming work, any construction delays, schedule updates, proposed changes, change orders, Contractor's questions, public relations, safety and other concerns that are identified by a project team member. Town staff will be invited to this meeting but an additional brief meeting with the Town is encouraged to discuss overall project goals and status updates.

*Deliverables:*

- ✓ *Project Review Meeting with the Town and Design Engineer*
- ✓ *Pre-construction meeting with the Town and all applicable parties related to the project*
- ✓ *Weekly meetings with the Town and all applicable parties related to the project*
- ✓ *Any meetings necessary to immediately resolve project issues related to scope, cost, or schedule*
- ✓ *Meeting minutes*

*Staff Assigned*

Travis Williams, PE – Resident Engineer  
Ray Leftwich, PE – Assistant Resident Engineer

*Schedule:* As described above.

**TASK 7 – SCHEDULE REVIEW**

Coastland | DCCM will review the contractor's construction schedule for accuracy and 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 they fail to meet critical dates, it will immediately be brought to their attention and remedies to get back on schedule will be accomplished. Schedule updates may be required once a month or more. Coastland | DCCM will assist in the recommendation of any time extensions for the contractor due to change orders, weather, or other delays.

*Deliverable:*

- ✓ *Weekly Schedule Review Documentation*

*Staff Assigned:*

Travis Williams, PE - Resident Engineer  
Ray Leftwich, PE - Assistant Resident Engineer

*Schedule:* Baseline schedule required prior to first working day, monthly updates required with progress payment request, 3 week look ahead required weekly during construction.

**TASK 8 – COST CONTROL & MONTHLY PROGRESS PAYMENTS**

In accordance with accepted Caltrans processes and Town procedures, Coastland | DCCM will continually review the construction progress and perform field measurements and quantity calculations. Each month Coastland | DCCM will provide backup calculations for all work items completed and accepted to provide progress payment recommendations to the Town. Coastland | DCCM will review the contractor's progress pay estimate request and schedule of values to assess if they are reasonable and will compare this to the field measurements and quantity calculations. We will continually monitor project costs and keep the Town informed regularly.



*Deliverable:*

- ✓ *Cost control tracking documentation*

*Staff Assigned:*

Travis Williams, PE – Resident Engineer  
Ray Leftwich, PE – Assistant Resident Engineer  
Rich Herrick – Inspector  
Luke Miller – Supplemental Inspector

*Schedule:* Duration of project.

**TASK 9– CONTRACT MODIFICATIONS & EXTRA WORK, CONTRACT CHANGE ORDERS, CLAIMS**

During construction, the Coastland | DCCM team will develop and coordinate all RFI's, change orders and responses to Notice of Potential Claim (NOPC's). RFI's will be coordinated with the design team as appropriate, and responses provided to the contractor. Change orders will be evaluated for both merit and time required, and costs will be verified through an independent evaluation. A change order with attached memorandum will be prepared for Town review and if approved, will be incorporated into the project documents. If a NOPC is submitted, immediate action will be taken beginning with a meeting with the project team and the Town. Status of all RFI's, change orders or other outstanding items will be added to the weekly meeting agenda and discussed until resolved.

*Deliverables:*

- ✓ *Contract Modification & Extra Work Documentation*
- ✓ *Draft CCO's with Recommendation Memorandum*
- ✓ *Final CCO's*

*Staff Assigned:*

Travis Williams, PE – Resident Engineer  
Ray Leftwich, PE – Assistant Resident Engineer

*Schedule:* Duration of project.

**TASK 10 – SUBMITTALS & CLARIFICATIONS**

Within two weeks of contract award, Coastland | DCCM will prepare a submittal register that lists all required submittals and their anticipated reviewer. All submittals and RFI's will be tracked through C-MIS. The contractor will be responsible for uploading all submittals in a format acceptable to the Town. C-MIS will act as a submittal log, available to all parties anytime. Additionally, required and pending submittals will be discussed with the contractor at the weekly meetings. If Town / design engineer review is required, Coastland | DCCM will request early submittal by the contractor with sufficient time allowed for a thorough review.

*Deliverables:*

- ✓ *Submittal and RFI logs*
- ✓ *Documentation for clarification and interpretation of the project plans and specifications*

*Staff Assigned:*

Travis Williams, PE - Resident Engineer  
Ray Leftwich, PE - Assistant Resident Engineer

*Schedule:* Duration of project.

## TASK 11 – FIELD INSPECTION & QUALITY ASSURANCE

As the boots on the ground, Coastland | DCCM's inspectors are critical to the project's success. Coastland | DCCM will provide the appropriate number of inspectors to oversee the contractor's operations. A brief list of inspector responsibilities is shown below:

- Preparation of daily reports that include work completed, contractor labor and equipment utilized, conversations with the contractor, Town or project team, and weather conditions.
- Our inspector will maintain daily documentation, resolve issues by proposing field changes to the RE for review and try to avoid any delays.
- Our inspector will review the contractor's approved traffic control plan to make certain that emergency access is maintained at all times during construction and CAMUTCD standards are followed.
- The inspector shall monitor water pollution control and ensure that control measures are implemented in a timely and effective manner.
- The inspector shall monitor site access and contractors' operations on a daily basis for possible impacts to public.
- Assist in reviewing contractor's updated progress schedules for accurate representation of completed activities and reasonableness of projected progress.
- Coordinate materials testing with Sierra Geotech for quality control of backfill, compaction, concrete, and paving and other improvements.
- Ensure that the work stays within the boundaries on the plans and that the work area is neat, natural drainage patterns are maintained, and swales are protected.
- If hazardous materials are encountered during construction, Inspector will coordinate the handling and/or disposal of hazardous materials with the contractor, specialty contractors, disposal sites, and Town staff.
- Provide Town staff with sufficient advance notice for any construction activities which may affect or require Town resources. Advance notice requirements may vary and shall be made according to contract specifications for each project.
- Public relations - When applicable, the inspector will act as the primary contact for the public during construction and engage Travis when warranted. Coastland | DCCM's inspector will meet with property and business owners to keep them informed of anticipated construction activities which may affect them. Inspector will address complaints by meeting with members of the public in a timely manner and follow up with contractor to resolve any complaints. The inspector will maintain a log of complaints which includes the date of the complaint, name of complainant, address, type of complaint, date the contractor was notified, and date complaint was resolved and/or action taken. Information regarding complaints will be included in the weekly report.
- Coordinate and conduct final inspection and assist with preparation of as-built plans.

### *Deliverables:*

- ✓ *Daily Inspection Reports*
- ✓ *Weekly Reports*
- ✓ *Monthly Complaint Log*

### *Staff Assigned:*

Travis Williams, PE - Resident Engineer  
Ray Leftwich, PE - Assistant Resident Engineer  
Rich Herrick – Inspector  
Luke Miller – Supplemental Inspector

**Schedule:** Duration of project. Inspection reports will be uploaded daily and available to Town review at all times.

## **TASK 12 – TESTING**

Sierra Geotech's services will be provided on an as-needed basis as requested by the Coastland | DCCM team. All materials testing services will be performed by Caltrans-certified testers in accordance with the Town's QAP. Sierra Geotech's services will include, but not be limited to:

### **Materials Testing Plan – QAP Compliance / Constructability Review**

- Review the Town's QAP, project plans, and specifications
- Provide QAP revision/amendment recommendations based on project-specific details.
- Prepare a project-specific Materials Testing Plan detailing the required tests grouped by material with reference to the amended QAP and specifications
- Prepare a Materials Testing Log detailing the tests performed, indicating pass or fail, and resolution/follow-up testing, if necessary
- The Materials Testing Log will be updated on a periodic basis throughout the duration of construction
- Assist Coastland | DCCM with constructability review

### **Geotechnical / Materials Testing**

- Attend a pre-construction meeting, as requested
- Obtain material samples and perform laboratory compliance testing per the Town's QAP
- Observe soil nail drilling, installation, and grouting
- Observe soil nail performance and proof testing (by contractor)
- Observe soldier pile drilling and installation
- Observe culvert and retaining wall foundation excavations
- Perform testing during concrete placements: measure slump, temperature, ball penetration, air content, and unit weight of freshly mixed concrete, cast, transport, cure and test concrete cylinders per QAP
- Perform compaction testing of structure backfill, subgrade, embankment fill, utility trench backfills, roadway subgrade, aggregate base (AB), and HMA pavement

### **Geotechnical Consultation, Project Management, Coordination, Dispatch**

- Provide on-going geotechnical engineering consultation in the field throughout the duration of the project
- Coordination and dispatch of materials testing technicians
- QA review field and laboratory testing reports
- Provide ongoing geotechnical and materials testing engineering consultation
- Review/Respond to contractor RFI's as needed
- Review contractor and supplier submittals, as needed
- Prepare and submit required final reports

### **Exclusions**

- Preparation of a Source Inspection Quality Management Plan (SIQMP)
- HMA Job Mix Formula (JMF) verification testing. We assume the contractor will submit a current and valid JMF.

- Compliance laboratory testing for liquid asphalt binder (accept based on submittal/certificate of compliance)

*Deliverables:*

- ✓ *Copies of all testing results*

*Staff Assigned:*

Sierra Geotech

*Schedule:* Duration of project.

### **TASK 13 – REVIEW OF CERTIFIED PAYROLL – LABOR COMPLIANCE AND EQUAL OPPORTUNITY (EEO) COMPLIANCE**

The Project is funded through local funds. Therefore, the State of California Public Works requirements will apply. Our approach will be to adhere to the requirements set forth in the Caltrans Standard Specifications, the project Special Provisions and the Caltrans Construction Manual in order to meet all requirements head on and provide a comprehensive review of all labor compliance related documentation to ensure strict compliance with the requirements.

Proposed scope for this effort:

- Prepare labor compliance materials for pre-bid/pre-construction meetings and participate in pre-job conference with contractors and subcontractors - discussing the Labor Compliance provisions of the contract.
- Receive by US Mail, track and confirm contractors' certified payroll records through our in-house tracking program. Including verification that certified payroll has been submitted to the State per the requirements of Labor Code Section 1771.4 (a) (3).
- Review contractors' payment of applicable prevailing wage rates and fringe benefits, along with other state requirements to ensure compliance with the State and Federal reporting requirements.
- Track and verify apprentice workers ratios and registration in approved State of California and U.S. Department of Labor Apprenticeship Programs.
- Monitor construction site for prevailing wage rates and worker classifications through site visits and worker interviews. Also, ensure state and federal jobsite postings are current and workers have access to postings and project wage determinations. Compare site visit data and certified payroll data for inconsistencies.
- Maintain payroll files. Provide Monthly report, noting active contractors participating onsite, contractors who have completed onsite and those who are delinquent.
- Notify contractor and subcontractors of any missing or deficient labor compliance documentation as applicable.
- Provide labor compliance training to the Town, contractor and subcontractors throughout the duration of the project.
- Follow-up and report on delinquent payrolls and wage underpayments
- Investigate missing and deficient documentation or violations as they pertain to state requirements. Prepare audit identifying violations and recommended restitution amounts owed to affected worker(s).
- Assist the Town in preparation of any required reports to the respective state or federal agency for the purpose of labor compliance.
- Fulfill Public Records Act (PRA) requests for assurance of redaction policies when requested by the Town.

- Assist the Town in preparation of formal complaints to be sent to Department of Industrial Relations, Division of Labor Standards Enforcement (DIR/DLSE) and or the Department of Labor (DOL), if necessary. Includes recommendations to the Town for Withholding of Contract Payments for noncompliance, as necessary
- Update Labor Compliance Forms as needed
- Provide all necessary reports pertaining to labor compliance monitoring to state departments and other regulatory authorities, as needed.
- Meet with grantor agency and other government representatives regarding labor compliance issues and responding to compliance issues, as needed.
- Respond to audit requests on behalf of the Town, as needed

*Deliverables:*

- ✓ *Payroll files*
- ✓ *Labor compliance training*

*Staff Assigned:*

Silviera Consulting

*Schedule:* Duration of project.

**TASK 14 – FINAL COMPLETION & ACCEPTANCE**

Coastland | DCCM will verify completion of punch list items, prepare recommendations for final acceptance of the project, review as-builts for accuracy and completeness and prepare and recommend final payment. At the completion of the project, we will provide the Town with all contract files and records (hard and electronic files). Additionally, Coastland | DCCM would be happy to assist the Town with any or all required funding documents including the final reimbursement request and post construction audit with Caltrans DLAE.

*Deliverables:*

- ✓ *Notice of Substantial Completion*
- ✓ *Punch Lists*
- ✓ *Proposed Final Pay Estimate*

*Staff Assigned:*

Travis Williams, PE – Resident Engineer  
Ray Leftwich, PE – Assistant Resident Engineer

*Schedule:* Upon completion of project.

**TASK 15 – OTHER TASKS**

*Traffic Control/Erosion Control Measures*

Coastland | DCCM will review all traffic control plans for conformance with the currently adopted CAMUTCD. Our Inspector will review traffic control and erosion control measures as often as necessary to assure activities meet with the approved plans and submittals.

**TASK 16 - OPTIONAL TASKS**

a. *Inspect Landscape & Other Improvements*

Any damage identified will be documented and tracked until the contractor repairs the damage to pre-project conditions or to plans and specifications.

b. **Contractor Repair of Damage**

Coastland | DCCM will document and track any damage identified during construction and will confirm the contractor repairs the damage to pre-project conditions or to plans and specifications.

c. **Errors & Omissions**

Coastland | DCCM will notify the Town of any errors or omissions that are found on the plans or specifications during construction within one working day after such errors are discovered.

d. **Visible Emission Evaluations**

Coastland | DCCM will perform routine evaluations of project-related off-road and heavy duty on-road equipment emissions for compliance by personnel ART certified to perform Visible Emission Evaluations.

e. **Monitoring of Contractor's Utility Coordination**

Coastland | DCCM will monitor contractor's coordination with Placer County Water Agency, Union Pacific Railroad, and other utility agencies as needed.

f. **CAL OSHA Construction Safety Orders**

Coastland | DCCM will take appropriate action to ensure correction of observed safety violations under the requirements of the CAL OSHA Construction Safety Orders.

**Deliverable:**

- ✓ *Documentation of Activities per CMP*

**Staff Assigned:**

Travis Williams, PE – Resident Engineer  
Ray Leftwich, PE – Assistant Resident Engineer  
Rich Herrick – Inspector  
Luke Miller – Supplemental Inspector  
Jamie Silveira – Labor Compliance

**Schedule:** Duration of project.

**TASK 17 – PROJECT CLOSE OUT**

Following completion of the work, Coastland | DCCM will attend the post-construction meeting. The meeting will help 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.

**Deliverables:**

- ✓ *All records, maps and plans maintained during construction*
- ✓ *All shop drawings, submittals, and manufacturer's literature maintained during construction*
- ✓ *Annotated project progress photographs and videotapes taken of construction project.*
- ✓ *Record drawings of field changes*
- ✓ *Original inspection reports, summaries, testing documents, meeting minutes, clarifications, schedules, correspondences and other documents of construction*
- ✓ *Red-line record drawings*

# WORK ESTIMATE A + B + C SCHEDULE

| Sierra College Boulevard / Taylor Road Intersestion Improvement Project |   | Proposal for Construction Management Services |                   |                 |                 |                    |                     |                 |                               | Town of Loomis             |             |                  |   |
|---|---|---|-------------------|-----------------|-----------------|--------------------|---------------------|-----------------|-------------------------------|----------------------------|-------------|------------------|---|
| TASK INFORMATION  |   |   |                   |                 |                 |                    |                     |                 |                               | HOURS AND COST INFORMATION |             |                  |   |
| Task No.<br><small>(Coastland Code)</small>                             | Task Information  | Principal in Charge                           | Resident Engineer | Inspector #1    | Inspector #2    | Overtime Inspector | Silviera Consulting | Sierra Geotech  | Alliance Transportation Group | Direct Costs               | Total Hours | Total Costs      | Comments  |
|   |   | \$190.00                                      | \$185.00          | \$160.00        | \$160.00        | \$240.00           |                     |                 |                               |                            |             |                  |   |
| 1   | Construction Management Plan  | 4   | 4                 |                 |                 |                    |                     |                 |                               |                            | 8           | \$1,500          |   |
| 2   | Administration  | 4   | 120               |                 |                 |                    |                     |                 |                               |                            | 124         | \$22,960         | Includes project management tasks during construction phase.  |
| 3   | Pre-Bid Contract Document Review                                    |   | 150               |                 |                 |                    |                     |                 | \$ 5,000.00                   |                            | 150         | \$32,750         | Constructability review, project management and peer review of traffic signal plans up to award of construction contract. |
| 4   | Documentation of Pre-Construction Conditions                        |   |                   | 8               |                 |                    |                     |                 |                               |                            | 8           | \$1,280          |   |
| 5   | Documentation & Record Keeping                                      | 4   | 48                |                 |                 |                    |                     |                 |                               |                            | 52          | \$9,640          |   |
| 6   | Meetings  | 4   | 16                |                 |                 |                    |                     |                 |                               |                            | 20          | \$3,720          | Weekly meetings during construction phase requiring 2 hrs per meeting   |
| 7   | Schedule Review   | 2   | 6                 |                 |                 |                    |                     |                 |                               |                            | 8           | \$1,490          |   |
| 8   | Cost Control & Monthly Progress Payments                            | 2   | 6                 |                 |                 |                    |                     |                 |                               |                            | 8           | \$1,490          | 2 progress payments during period of construction   |
| 9   | Contract Modifications & Extra Work, Contract Change Orders, Claims |   | 30                |                 |                 |                    |                     |                 |                               |                            | 30          | \$5,550          | Estimate 5 CCO's  |
| 10  | Submittals & Clarifications   |   | 40                |                 |                 |                    |                     |                 |                               |                            | 40          | \$7,400          | Estimate 40 submittals and RFI's  |
| 11  | Field Inspection & Quality Assurance                                |   |                   | 400             | 80              |                    |                     |                 |                               |                            | 480         | \$76,800         | 8 hrs per day for 50 working days + 10 working days of night work at 8 hrs per shift                                      |
| 12  | Testing   |   |                   |                 |                 |                    |                     | \$27,995        |                               |                            | 0           | \$27,995         |   |
| 13  | Review of Certified Payroll – Labor Compliance (Sub)                |   |                   |                 |                 |                    | \$15,583            |                 |                               |                            | 0           | \$15,583         |   |
| 14  | Final Completion & Acceptance                                       | 4   | 8                 |                 |                 |                    |                     |                 |                               |                            | 12          | \$2,240          |   |
| 15  | Environmental Compliance  |   |                   |                 |                 |                    |                     |                 | \$5,000.00                    |                            | 0           | \$5,000          | Environmental Mitigation Monitoring and Reporting Allowance   |
| 16  | Project Close Out   | 8   | 16                |                 |                 |                    |                     |                 |                               |                            |             | \$4,480          |   |
|   | <b>Total Hours</b>  | 32  | 444               | 408             | 80              | 0                  |                     |                 |                               |                            | 940         |                  |   |
|   | <b>Project Total</b>  | <b>\$6,080</b>                                | <b>\$82,140</b>   | <b>\$65,280</b> | <b>\$12,800</b> | <b>\$0</b>         | <b>\$15,583</b>     | <b>\$27,995</b> | <b>\$5,000</b>                | <b>\$5,000</b>             |             | <b>\$219,878</b> |   |

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