



August 10, 2015

Edward Kao, PE
City of Manhattan Beach
1400 Highland Avenue
Manhattan Beach, CA 90266

Subject: Proposal to Provide Construction Management and Inspection Services for the 2013-2014 Water Main Replacement Project

Dear Mr. Kao,

CivilSource, Inc. (CivilSource) is pleased to present this proposal to the City of Manhattan Beach (City) for Construction Management and Inspection Services for the subject project.

After reviewing the project details (as included in the attached RFP), we have prepared two options for providing the City with the required services. Attached you will find a detailed Fee Proposal for each option as well as resumes for the proposed team members.

Option 1 would provide for part-time Construction Management coverage and full-time inspection coverage. Mr. Peter Salgado, P.E. would serve as Construction Manager and Mr. Mike Helma, LEED AP, would serve as Construction Inspector. The total fee for Option 1 would be \$178,682.

Option 2 would provide for a full-time Construction Manager/Inspector to handle all day-to-day project administration and inspection coverage. Mr. Brian Elkins would serve as Construction Manager and Inspector for the project with nominal oversight provided by Mr. Peter Salgado, P.E. This option requires less hours at a lower hourly rate. The total fee for Option 2 would be \$ 150,548.

We thank you for the opportunity to submit our proposal and look forward to further discussions with you regarding your projects. Should you have any questions or need additional information, please contact me at our office (949) 585-0477 or by email at amy@civil-source.com.

Respectfully submitted,
CivilSource, Inc.

A handwritten signature in purple ink that reads "Amy Amirani".

Amy Amirani, PE
Principal

Enc: Option 1 Fee Proposal
Option 2 Fee Proposal
Resume – Mr. Peter Salgado, PE
Resume – Mr. Brian Elkins
Resume – Mr. Mike Helma, LEED AP
Request for Proposal (with Scope of Work)

**CITY OF MANHATTAN BEACH
2013-2014 WATER MAIN REPLACEMENT PROJECT
FEE PROPOSAL - Option 1 (Separate CM and Inspector)**



		Construction Manager	Inspector	Administration	
CONSTRUCTION MANAGEMENT/INSPECTION		\$140.00	\$98.00	\$69.00	Total
1	Pre-Construction Coordination	24	24	4	\$5,988.00
2	Construction Management and Inspection	390	1120	30	\$166,430.00
4	Project Closeout	24	24	8	\$6,264.00
	Sub Total CM Services	438	1168	42	\$178,682.00
	%age of scope of work	27%	71%	3%	
	Geotechnical/Materials Testing and Inspecton				\$ -
	Construction Staking and Survey				\$ -
	Total Project Estimate				\$178,682.00
* Basis of Estimate:					
Project Construction Duration - 140 working days					
Daytime Construction Assumed					
No Overtime Costs and Night Time Work are Included					
Geotech/Materials Testing and Inspecton, Construction Staking and Survey not required					
Scope of Work shall be as outlined in the attached Cost Proposal Request Letter, dated August 4, 2015					

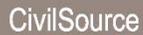
**CITY OF MANHATTAN BEACH
2013-2014 WATER MAIN REPLACEMENT PROJECT
FEE PROPOSAL - Option 2 (Combined Construction Manager/Inspector)**



		Project Manager (oversight)	CM/CI	Administration	
CONSTRUCTION MANAGEMENT/INSPECTION		\$140.00	\$115.00	\$69.00	Total
1	Pre-Construction Coordination	16	32	4	\$6,196.00
2	Construction Management and Inspection	84	1120	30	\$142,630.00
4	Project Closeout	16	32	8	\$6,472.00
	Sub Total CM Services	116	1184	42	\$155,298.00
	%age of scope of work	9%	88%	3%	
	Geotechnical/Materials Testing and Inspecton				\$ -
	Construction Staking and Survey				\$ -
	Total Project Estimate				\$155,298.00
* Basis of Estimate:					
Project Construction Duration - 140 working days					
Daytime Construction Assumed					
No Overtime Costs and Night Time Work are Included					
Project coverage by Construction Manager/Construction Inspector (CM/CI) with Project Manager oversight					
Geotech/Materials Testing and Inspecton, Construction Staking and Survey not required					
Scope of Work shall be as outlined in the attached Cost Proposal Request Letter, dated August 4, 2015					

PETER SALGADO, PE

Senior Construction Manager

CivilSource

EDUCATION

B.S., Civil Engineering

REGISTRATION

Civil Engineer, CA #63159

With over 17 years of experience as a civil engineer. Mr. Salgado has been a Construction Manager who is adept at managing and delivering a variety of public works projects including water, sewer, and storm drain improvements, street improvements; vertical construction and tenant improvements. Working with a variety of agencies, including several years with the Engineering Water Department for the City of San Juan Capistrano, he is thoroughly familiar with local, state, and federal procedures.

As a Construction Manager, Mr. Salgado has experience with managing schedules and budgets, construction oversight and negotiations, and coordinating various engineering disciplines and public agencies. His specific duties include all aspects of construction including bid phase management; submittal, RFI, and change order processing; daily field inspection; and project closeout, reviewing project plans, specifications, and cost estimates; maintaining cost and schedule control including developing and updating the master schedule; managing the bid/award process; administering consultant and construction contracts; reviewing, evaluating, and negotiating construction change orders; preparing and presenting City Council/Board Staff Reports; facilitating work related to warranties; and managing project closeout.

PROJECT EXPERIENCE

SC04 Pipeline Project, City of San Juan Capistrano:

Project Manager overseeing design and construction of 25,000 feet of 24-inch diameter welded steel water pipe. The new pipeline delivered water to the fast developing southeastern portion of the City. A majority of the pipeline was constructed along existing ridgelines in the City's open-space. This entailed deep trenching and two jack and bore operations totaling up to 900 feet in length. The total cost of the project was \$6 Million.

Recycled Water Main Relocation for I-5 Widening, Central Basin Municipal Water District:

Project Manager for the Recycled Water Main Relocation for the I-5 Widening Project in the City of Downey. The project included the construction of a new 24" fully-welded steel recycled water main, installation of a cathodic protection system, air release and blow off valves, and ancillary site improvements.

Terminal Reservoir No. 3 Project, City of San Juan Capistrano:

Project Manager overseeing design and construction of a 6 Million Gallon pre-stressed concrete reservoir. The new reservoir replaced an existing facility which had been damaged by differential settlement. The project involved complex geotechnical stabilization measures including caissons and tie-backs to stabilize site and allow construction of the reservoir. Construction of the facility was completed with no major disruptions to the City's water service. The total cost of the project was \$15 million.

760 S Zone Reservoir Project, City of San Juan Capistrano:

Project Manager overseeing design and construction of a 4 Million Gallon welded steel reservoir. The new reservoir provided added water storage capacity to the southeastern portion of the City. The added storage was critical to supplying drinking water for ongoing developments, meeting fire suppression needs, and alleviating operational water pressure fluctuations. The project involved almost 500,000 cubic yards of earthwork and a major environmental restoration effort where almost 15 acres of native habitat was restored. Construction of the facility was completed with no major disruptions to the City's water service. The total cost of the project was \$9 Million.

Street & Waterline Improvements Phases 1A &1B; Waterline Improvements along PCH, City of Lomita:

Provided Construction Management and QA/QC services for two waterline improvement projects in the City of Lomita. Services also entailed coordination with Caltrans for traffic control approval and permitting. Work consisted of 10,300 linear feet total of water line installation; 12,300 linear feet total of street rehabilitation; removal and disposal of existing asphalt concrete; construction of finish course asphalt on base course asphalt on compacted subgrade; removal and replacement of portland cement concrete improvements such as curb and gutter, cross gutter, etc.; restriping of the new pavement to match the existing striping; and adjustment of manholes, utility covers and utility boxes to final grade.

Krum Reservoir and Pipeline Stabilization, City of San Juan Capistrano: Project Manager overseeing the stabilization of an existing reservoir and pipeline which was impacted by the Avenida Placida Landslide. The slide occurred after the heavy rains experienced during the winter of 2005. The \$5.4 Million stabilization effort included major remedial grading and the installation of caissons and tie-backs. The stabilization measures were completed with no major disruptions to the City's water service.

Recycled Water Master Plan, City of San Juan Capistrano: Project Manager overseeing the preparation of the City's Recycled Water Master Plan. The Master Plan includes the construction of over \$74 Million in capital improvement projects. Duties included coordinating environmental reviews for the proposed improvements, preparing staff reports, making presentations to the City's Water Advisory Commission and City Council, as well as coordinating public outreach efforts to inform the City's residents of the proposed plan.

Terminal Reservoir No. 3 Project, City of San Juan Capistrano: Project Manager for this \$15 million project to design and construct a 6-million-gallon pre-stressed concrete reservoir to replace an existing facility damaged by differential settlement. Project issues included complex geotechnical stabilization measures including caissons and tie-backs to stabilize site and allow construction of the reservoir. Construction of the facility was completed with no major disruptions to the City's water service.

Ball Road and Bloomfield Street Storm Drain and Intersection Improvements, City of Los Alamitos –

Construction Manager for this \$1 million project to install 1400 lf of storm drain pipe and rehabilitate adjacent roadway. Specific issues included extensive utility coordination for the relocation and/or adjustment of existing facilities as well as research to determine the owner of facilities discovered during construction.

Shaw's Cove Lift Station Rehabilitation, City of Laguna Beach: Project Manager for the rehabilitation of an existing sewer lift station. Improvements included the construction of a new wet and dry well, installation of new pumps as well as new piping and valving. Improvements also included the installation of a stand-by diesel generator. The project site was in a confined canyon adjacent to one of the City's popular recreation beaches. The confined area entailed complex excavation and shoring activities to allow construction of the new wet and dry wells. Access to the beach was not impacted during construction. The total cost of construction was \$1.5 million.

Sewer Lift Station #24 and Force Main Replacement, City of Huntington Beach: Project Manager for a sewer lift station and force main replacement. Improvements consists of abandonment and demolition of an existing sewer pump station and various sections of existing sewer lines, removal of existing electrical panels and conduit, sidewalk, pavement, and surface improvements, installation of new sanitary sewer lines, installation of a new sewer lift station, installation of a new dry pit submersible pumps, replacement of a force main, asphalt paving and removal, and restoration of existing public and private improvements.

BRIAN ELKINS

CONSTRUCTION MANAGER/INSPECTOR

EDUCATION

B.S., Construction Engineering Management, Cal State University Long Beach

B.S., Civil Engineering, University of Kentucky

REGISTRATION

Certified Construction Project Manager

LEED Accredited by USGBC

Certified Construction Inspector, Certification No. 6287

Certified Engineering Technician/Civil Engineering Branch-Certificate #01771Y

Radiation Safety Officer: Certificate No. 14459

American Concrete International/Concrete Field Testing Technician: Certificate No. 024063

American Concrete International/Concrete Strength Testing Technician: Certificate No. 024063

Mr. Elkins has accrued over fifteen years of construction industry experience, demonstrating his expertise in a range of responsibilities. He has managed and served as a primary point of contact between design team members, general contractor management personnel and owner representatives. He has managed and completed numerous projects on-time and within budget while complying with project parameters and contract specifications. His experience includes total reconstruction and restoration of roadways using both conventional and rubberized asphalt; installation of major infrastructure including sewer, water, storm drain, fiber optic conduit under roadway bed; and installation of new traffic signal loops and conductors. His skills in the development of project control procedures and methodologies for cost and schedule control have been implemented on several recent large-scale projects.

PROJECT EXPERIENCE

Agarita Booster Pump Station Pipeline Project, Golden State Water Company –

Construction Inspector for the installation of new water transmission main associated with the Agarita Booster Improvements Project. This was Phase One of a two phase project for the Agarita Booster Improvements. The project consisted of the installation of 6" to 12" PVC pipe, butterfly valves, gate valves, air and vacuum release valves, and fire hydrant assemblies; replacement of irrigation system and landscaping; and all other appurtenant work. Responsibilities included ensuring completion of daily reports, and accurate accounting of quantities constructed on a daily basis; RFI/submittal/change order processing; reviewing and processing progress pay request; reviewing baseline and updated schedule; ensuring contract administration; and all other construction manager responsibilities.

Agarita Booster Improvements, Golden State Water Company –

Construction Inspector for improvements to the Agarita Booster Pump Station. The project consisted of the installation of piping install plant piping including pump discharge and suction piping, isolation valves, flow meter, couplings, pipe supports, pipe, and pipe fittings; installation of new pressure relief valve, flowmeter, bypass piping and appurtenances; demolition of existing 3" bypass piping including concrete pad, piping and appurtenances; installation of two (2) 100 HP vertical turbine pumps and motors including pump base and can; installation of concrete slab; installation of 26'Lx10'W shade structure including roofing and lighting; installation of electrical primary service from SCE transformer pad, and secondary service from the transformer to the service equipment; installation of electrical systems including site lighting; installation of Square D Main Switchboard, ASCO transfer switch, generator connector, motor control center and control panel; installation of and programming control panel with Programmable Logic Controller (PLC); installation of instrumentation; and all other appurtenant work.

Juniper Avenue New Water Main Installation, Golden State Water Company – Construction Inspector for the installation 1800 L.F. of 8" C900 PVC Water Main Line and new services as well as fire hydrant assemblies and construction of (2) vaults housing pressure reducing systems. Responsibilities included RFI/submittal/change order processing, reviewing and processing progress pay requests, reviewing baseline and updated schedules, ensuring contract administration, and all other construction manager responsibilities.

Highway 2 New Water Main Installation, Golden State Water Company – Construction Inspector for the installation of approximately one mile of new 8" C900 PVC Water Main Line in the roadway of State Hwy. 2, project included a Caltrans bridge crossing and tie-in to existing water main line at a depth of over 9'. Project included (8) new fire hydrant assemblies and multiple service connections. Responsibilities included RFI/submittal/change order processing, reviewing and processing progress pay requests, reviewing baseline and updated schedules, ensuring contract administration, and all other construction manager responsibilities.

Waterline Improvements on Pacific Coast Highway, City of Lomita – Construction Manager/Inspector for the construction of approximately 2,500 linear feet of water line rehabilitation in Pacific Coast Highway removal and disposal of existing asphalt concrete; construction of finish course asphalt on base course asphalt on compacted subgrade; and restriping of the new pavement to match the existing striping. Total project cost was \$1.7M. Responsibilities included RFI/submittal/change order processing, reviewing and processing progress pay requests, reviewing baseline and updated schedules, ensuring contract administration, and all other construction manager responsibilities.

Waterline Improvements Phase 1A, City of Lomita – Construction Manager/Inspector for the construction of approximately 4,300 linear feet of water line rehabilitation; 5,000 linear feet total of street rehabilitation; removal and disposal of existing asphalt concrete; construction of finish course asphalt on base course asphalt on compacted subgrade; removal and replacement of Portland cement concrete improvements such as curb and gutter, cross gutter, etc.; restriping of the new pavement to match the existing striping; adjustment of manholes, utility covers and utility boxes to final grade. Total project cost was \$1.2M.

Waterline Improvements Phase 1B, City of Lomita – Construction Manager/Inspector for the construction of approximately 6,300 linear feet of water line rehabilitation; 6,000 linear feet total of street rehabilitation; removal and disposal of existing asphalt concrete; construction of finish course asphalt on base course asphalt on compacted subgrade; removal and replacement of Portland cement concrete improvements such as curb and gutter, cross gutter, etc.; restriping of the new pavement to match the existing striping; adjustment of manholes, utility covers and utility boxes to final grade. Total project cost was \$1.6M. Various Water Main Replacement Projects, City of Glendora – Mr. Elkins served as the Construction Manager for the installation of 12-inch water main pipes throughout Glendora. The City replaced and abandoned an existing water main that had met its designed life cycle. The project required coordination with City residents on re-connection of house laterals to location of new water meters. Responsibilities included RFI/submittal/change order processing, reviewing and processing progress pay requests, reviewing baseline and updated schedules, ensuring contract administration, and all other construction manager responsibilities.

Various Water Main Replacement Projects, City of Glendora – Mr. Elkins served as the Construction Manager for the installation of 12-inch water main pipes throughout Glendora. The City replaced and abandoned an existing water main that had met its designed life cycle. The project required coordination with City residents on re-connection of house laterals to location of new water meters. Responsibilities included RFI/submittal/change order processing, reviewing and processing progress pay requests, reviewing baseline and updated schedules, ensuring contract administration, and all other construction manager responsibilities.

Corridor Restoration Project, City of Azusa – Mr. Elkins provided construction management services for this \$6.5 million roadway restoration project. Work consisted of the reconstruction of a 7-mile section of State Highway 39 in Los Angeles County, including; roadway widening; installation of major infrastructure including sewer, water, and storm drain; installation of fiber optic conduit under roadway bed; installation of new traffic signal loops and conductors; construction of medians, sidewalks, and ADA compliant curbs; beautification phase requiring the planting of hundreds of trees and thousands of shrubs and lighting improvements; and utility coordination and adjustment of manholes.

Mike Helma, LEED AP

Construction Inspector



EDUCATION

B.S.C.E., Civil Engineering

REGISTRATION

LEED Accredited Professional, USGBC

Mr. Helma has over 30 years of experience in construction management and inspection with specific expertise in street improvements, sewer, water and storm drain systems, heavy grading, concrete structures, traffic signals, paving and landscaping. He is a LEED Accredited Professional with expertise in the management of large- and small-scale projects, in addition to complex projects.

His experience includes serving as an extension of City staff and **Public Works Departments**, where all assigned projects were completed in a timely and professional manner. Mr. Helma is a well-respected construction manager and inspector who is often requested for future projects by Cities where he has previously worked.

PROJECT EXPERIENCE

Imperial Highway Crossing and Upgrade 4" and 6" Water Mains to 8", Golden State Water Company, Norwalk: Construction Inspector for project involving installing 12"x8" tee and gate valves on Imperial and extending 8" ductile iron pipe to upgrade water main and fire service on Paddison. Installed 735 feet of 8" DI pipe along with 6" fire hydrant and 12ea – 1" domestic water services. Project also included restoring 2,400sf of asphalt paving on Imperial and Paddison. Project required night work on Imperial and coordination with Caltrans. Project completed in 60 working days per contract.

Civic Center Drive, Phase I, Golden State Water Company, Norwalk: Construction Inspector for project involving installing 450 feet of 12" ductile Iron pipe along Civic Center Drive to upgrade the existing 8" fire service to commercial areas. Installed new fire hydrant and tie-in to existing 8" and 10" water mains. Installed 2ea pipe inverts to go under existing oil lines and telephone duct banks. Restored 1,100sf of asphalt paving. Project completed in 20 working days as agreed.

Residential Slurry Seal I-159 and Arterial Street Pavement Sealing Program I-139, City of Torrance: Project Inspector for this 3-month (August to October 2014) project that involved 4 million square feet for the residential slurry and 1 million square feet for the arterial pavement. Project included quality control, work scheduling, adherence to specs, and ensuring finished product was acceptable per code. He worked with the City Engineer to coordinate street work with other agency activities such as trash maintenance, fire, and police for traffic control.

ADA Services for City of Long Beach, City of Long Beach: Senior Construction Manager for ADA design and upgrade of public facilities for 50 City parks. The two-year project included design and construction management.

San Bernardino Airport, City of San Bernardino: Senior Construction Manager and Inspector for the removal and replacement of 350,000 sf of 16-in thick concrete taxiways. The project involved the over-excavation and re-compaction of 2 feet of soil to 100% compaction and installation of a 12-in cement treated base prior to installing the 16-in – 6,000 psi concrete.

City and County of San Bernardino: Senior Field Inspector and coordinator for a 3-year ADA Assessment Program for the County of San Bernardino County that included 10 major Cities. The assessment included county courthouses, jails and juvenile facilities along with bus stop and parking lot accessibility reports. The reports were completed in conjunction with ADA Consultants, BOA located in San Pedro. Extensive field time was required to measure and map out all areas and note the discrepancies that were included in the final itemized cost reports.

Bluff Restoration Project, City of Long Beach: Senior Construction Manager for the stabilization of a washed out slope adjacent to homes and access road. The project involved the drilling and placement of 6 ea -2-ft dia x 60-ft steel and concrete caissons. Pressure treated lagging was installed and the slope was re-compacted.

Huntington Beach South Beach Phase I Rehabilitation, City of Huntington Beach: Senior Construction Manager for site improvements to the beachfront plaza and parking lot area from Beach Blvd to Huntington Street that included concession facilities, restrooms, walkways, upgrade to existing parking lot paving, ADA access, outdoor showers and foot wash areas and trash enclosures.

Huntington Beach South Beach Phase II Rehabilitation, City of Huntington Beach: Senior Construction Manager for site improvements to the Main Beach Facility that included the construction of a new Junior Lifeguard Headquarters and the Vincent G. Moorehouse Lifeguard Headquarters, renovation of parking lot, landscaping, security lighting, showers, and beach path; three new restroom buildings, improved RV camping facility with hookups, new viewpoint and mini-amphitheater at First Street.

Huntington Beach Maintenance Facility, City of Huntington Beach: Senior Construction Manager for a new structure that provides a repair facility, administrative offices, and a storage area for the equipment used by the City to maintain the beach. The project also included construction of a new 5,000 sq ft AC parking lot.

Downtown Shoreline Marina, City of Long Beach: Senior Construction Manager for \$32M design-build rehabilitation project that encompasses the main Downtown Marina as well as Rainbow Harbor, with a total of 1,800 boat slips. The rehabilitation will focus on converting the current wooden double-loaded slips into single-loaded concrete slips and provide berths for larger, modern boat sizes. The project is being built to LEED standards.

Balboa Newport Beach Marina, City of Newport Beach: Senior Construction Manager design/build construction documents for the 50-berth Balboa Marina. This project involves the demolition of the existing marina, which has approximately 130 berths for small vessels, and the design of a new marina suitable for large yachts.

Sunset Beach Water and Street Restoration Phases 1 and 2, City of Huntington Beach: Extension of staff for CHB PW Engineering Dept. Field supervision for the replacement of 3-in water laterals with 6-in C900 in 15 alleys between 3rd and 23rd Streets. The project included full depth asphalt replacement in all alleys and adjacent streets.

Brea Sewer Lift Station, City of Brea: Senior Construction Manager for a master sewer upgrade project. The work consists of constructing approx 3 miles of new 15-in, 24-in and 27-in VCP sewer main; construction of new 48-in and 60-in diameter manholes; construction of a new 48-in diameter drop-manhole; removal and replacement of existing PCC pavement, AC pavement, PCC curb and gutter, and PCC sidewalk. The project included the installation of a sewer lift station with switchgear equipment.

Big Canyon Country Club, City of Newport Beach: Senior Construction Manager and Inspector for the installation of a new 12-in VCP sewer main replacement project for the City of Newport Beach that extended through the first four fairways and included a pump station and a hillside bore and jacking of 300 lf of a 3-ft dia steel pipe casing.

Huntington Beach Central Park Sports Complex, City of Huntington Beach: Senior Construction Manager for 45-acre sports complex, which included providing ADA accessible public plazas and bathrooms along with a fully landscaped park with eight regulation-sized baseball fields, two 1,680 square-foot concession stand/restroom buildings with full utilities and a 900-square-foot maintenance building. The project also included construction of a new 1 acre parking lot.



City of Manhattan Beach

Public Works – Engineering Division

City Hall, 1400 Highland Avenue, Manhattan Beach, CA 90266
Phone: (310) 802-5350 Fax: (310) 802-5351

Ms. Amy Amirani
Owner and Principal
CivilSource, Inc.
9890 Irvine Center Drive
Irvine, CA 92618

August 4, 2015

Subject: Request for Cost Proposal for 2013-2014 Water Main Replacement Project - Construction Management/ Inspection Services

Dear Ms. Amirani:

Please provide a Cost Proposal for the above mentioned project. Please see below for details:

A. Project Description:

Based on the 2010 Water Master Plan, this program replaces old and/or undersized water mains. These main replacements will reduce the risk of main breaks and will enhance fire suppression flows. With this project, new 6" diameter ductile iron pipe would replace a total of 10,261 lineal feet of existing water mains in the following streets (plans and specifications attached):

1. 9th Street; Meadows Avenue to Rowell Avenue, 585 feet
2. 10th Street; Meadows Avenue to Rowell Avenue, 573 feet
3. 11th Street; Meadows Avenue to Rowell Avenue 576 feet
4. Rhonda Drive /Longfellow Drive; Kuhn Drive N. to Kuhn Drive S. 1735 feet
5. Terraza Place; Rhonda Drive to end, 325 feet
6. Chabela Drive; Keats Street to Longfellow Drive, 457 feet
7. Altura Way; Keats Street to Longfellow Drive, 475 feet
8. Shelley Street; Prospect Avenue to Chabela Drive, 542 feet
9. 5th Street; Rowell Avenue to Peck Avenue, 720 feet
10. 3rd Street; Rowell Avenue to Peck Avenue, 720 feet
11. Redondo Avenue; 2nd Street to Artesia Blvd., 2656 feet
12. 2nd Street; Redondo Avenue to Aviation Blvd., 897 feet

Additional work includes: installation of 5 new fire hydrants, reconnection of 4 existing fire hydrants and installation of 2" water blow off assemblies at four sewer pump stations.

The City has awarded the construction contract to Stephen Doreck Equipment Rental, Inc.

B. Scope of Work:

B-1 Construction Management

1. General Services

- Provide overall Project coordination and Project Team management. Monitor Project Team performance relative to contractual obligations.
- Provide regular Project budgeting, scheduling, cost accounting and reporting (with input from others as required).
- Prepare monthly reports addressing project progress and issues.
- Propose, develop and implement Project quality assurance plan (e.g., testing and inspection program, etc.).
- Schedule and conduct progress meetings and issue minutes and action lists as required.
- Maintain project files and records, including a Project Directory with names, addresses, phone and fax numbers and responsibilities of all individuals and organizations associated with the Project.
- Prepare, review and process monthly contractor pay requests.
- Provide advice and assistance in resolving claims and disputes.
- Recommend and monitor appropriate levels of budget contingency required during all phases of the project.

2. Construction

- Attend the pre-construction meeting with the Contractor, Design Engineer and other consultants and the City. Take meeting minutes and distribute to all attendants.
- Review Contractor's updates to the construction schedule. Observe construction progress and report deviations from the schedule which will jeopardize job progress. Work with Contractor to develop recovery plans. Update the Master Schedule as appropriate to incorporate such activities and dates.
- Observe Work in progress for conformance with plans and specifications and report defects and deficiencies.
- Coordinate the work of separate contractors engaged by City.
- Maintain a complete and current record of Project contracts, drawings and specifications, progress photos, testing and inspection reports, etc. Maintain a file of all Project correspondence, directives and meeting minutes.
- Maintain or cause to be maintained daily job site reports recording weather, numbers of workmen, equipment in use, general activities completed and special occurrences (e.g. accidents, injuries, etc.).
- Monitor delivery and review of shop drawings and submittals and expedite approvals of same. Maintain (or cause to be maintained) submittal/approval logs and sets of all such documents and samples.
- Monitor and coordinate design team site visits and responses to Contractor requests for information. Monitor Contractor performance as to cost, quality and schedule.
- Organize and attend regular job site meetings with all City and Contractor representatives and City consultants as appropriate; discuss job progress, track and record key actions and decisions and prepare and/or review meeting minutes as required.

- Prepare monthly reports addressing project progress and any quality, cost and schedule issues.
- Identify and attempt to resolve construction issues/disputes as they arise and prior to engagement of legal counsel to handle the matter.
- Support the City in the defense and resolution of any claims related to the Project. Assemble and analyze data as required for such defense.
- Assist in the processing of any claims, payments and rebates related to City's insurance.
- Develop and implement a procedure for the review and processing of Contractor payment requests. Review Contractor's schedule of values for use in processing payments.
- Develop and implement a system for the preparation, review and processing of construction change directives and change orders. Estimate the cost of all change orders and negotiate them with the Contractor on behalf of the City. Identify and recommend to City changes that will save time or money or improve quality.
- Retain material and field testing agencies as required on behalf of City (cost of testing is a reimbursable expense). Recommend and oversee corrective and recovery measures, as required.

3. Project Close-Out

- Schedule and direct inspections to develop punch lists. Establish dates of Substantial and Final Completion. Coordinate, catalogue and confirm delivery to City of as-built drawings.
- Work with the Contractor to monitor the completion of punch list items and to finalize all outstanding changes in their scope of work. Verify the payment of retainages.
- Coordinate performance of corrective and warranty work.

B-2 Inspection services

1. Represent the City in dealing with the contractor
2. Provide quality assurance inspections
3. Maintain project documentation including but not limited to: project quantities, progress payments, change orders, submittals, and requests for information.
4. Contract administration
5. Coordinate with materials testing providers
6. Coordinate with the utility companies
7. Provide video and photographic documentation of project progress
8. Review construction schedule including baseline schedule and all updates; verify that schedules are in accordance with the contract documents.
9. Verify quality and content of work produced complies with contract documents
10. Identify non-compliant work for correction
11. Ensure that work progresses in compliance with safety regulations and requirements
12. Ensure that work progresses in conformance with permit conditions
13. Know the plans and specifications and permit requirements
14. Verify quantities for payment
15. Review and recommend progress payments

16. Review Contractor's submitted Traffic Control Plan and Detour Plan for compliance with the contract documents and for completeness and adequacy to accommodate traffic during each planned stage of construction. Insure that the Contractor is adhering to the approved Traffic Control Plan and Detour Plan during construction.
17. Review pertinent approved submittals/shop drawings, requests for information and materials releases
18. Review staking notes/field layout prior to work beginning
19. Review requests for change orders and make recommendations to the City
20. Document time and materials in connection with change orders
21. Review and understand any revised plans
22. Keep a daily construction log and notes in conformance with industry standards.
23. Ensure that notation is made of any deviations from the plans and specifications for use developing the as-built plans. At the end of constructions provide a set of marked-up as-built plan for each project.
24. Provide positive public relations in dealing with the community and residents
25. Ensure a safe work site for the public
26. Hold and in charge of weekly construction meetings with all stake holders
27. Prepare documentation needed for project closeout
28. Obtain required closeout documents from Contractor

C. Schedule:

Please submit a Cost Proposal on or before Friday, August 14, 2015. If your firm was selected, there will be a Pre-Construction Meeting on Thursday, August 19, 2015 from 10:00 a.m. to 11:00 a.m. at Public Works Yard, Training Room.

The construction is scheduled to start on Monday, August 24, 2015. The Construction Period is 140 working days.

Sincerely,



Edward Kao, PE
Project Manager

Attachments