

**SAN GORGONIO PASS WATER AGENCY**  
**1210 Beaumont Avenue, Beaumont, CA**  
**Board of Directors Meeting**  
**Agenda**  
**November 16, 2015 at 1:30 p.m.**

**1. Call to Order, Flag Salute and Roll Call**

**2. Adoption and Adjustment of Agenda**

**3. Public Comment**

Members of the public may address the Board at this time concerning items relating to any matter within the Agency's jurisdiction. To comment on specific agenda items, please complete a speaker's request form and hand it to the board secretary.

**4. Consent Calendar:**

If any board member requests that an item be removed from the Consent Calendar, it will be removed so that it may be acted upon separately.

- A. Approval of the Minutes of the Regular Board Meeting, November 2, 2015\* (Page 2)
- B. Approval of the Minutes of the Engineering Workshop, November 9, 2015\* (Page 5)

**5. Reports (Discussion and Possible Action)**

- A. General Manager's Report
  - 1. Operations Report
  - 2. Update on EBX 2
  - 3. Update on Flume Activities
  - 4. General Agency Updates
- B. General Counsel Report
- C. Directors' Reports

**6. New Business (Discussion and Possible Action)**

- A. Consideration of Ordinance No. 12 - Board Meeting Time Schedule\* (Page 7)
- B. Presentation and Progress Report on the Beaumont Avenue Recharge Facility – For Informational and Discussion Purposes only.
- C. Consideration of Entering Into an Agreement with Albert A. Webb Associates for Post Design Work – Beaumont Avenue Recharge Facility\* (Page 9)

**7. Topics for Future Agendas**

**8. Announcements**

- A. Finance and Budget Workshop, November 23, 2015 at 1:30 p.m.
- B. Regular Board Meeting, December 7, 2015 at 1:30 p.m.
- C. ACWA 2015 Fall Conference, December 1<sup>st</sup> – 5<sup>th</sup>, 2015
- D. Engineering Workshop, December 14, 2015 at 1:30 p.m.

**9. Adjournment**

**\*Information included in Agenda Packet**

(1) Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Agency's office at 1210 Beaumont Avenue, Beaumont during normal business hours. (2) Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection at the Agency's office, located at 1210 Beaumont Avenue, Beaumont, California 92223, during regular business hours. When practical, these public records will also be made available on the Agency's Internet Web site, accessible at: [www.sgpwa.com](http://www.sgpwa.com) (3) Any person with a disability who requires accommodation in order to participate in this meeting should telephone the Agency (951 845-2577) at least 48 hours prior to the meeting in order to make a request for a disability-related accommodation.

**SAN GORGONIO PASS WATER AGENCY**  
**1210 Beaumont Avenue, Beaumont, California 92223**

**Minutes of the**  
**Board of Directors Meeting**  
**November 2, 2015**

**Directors Present:** John Jeter, President  
Bill Dickson, Vice President  
Mary Ann Melleby, Treasurer  
Blair Ball, Director  
Ron Duncan, Director  
David Fenn, Director  
Leonard Stephenson, Director

**Staff Present:** Jeff Davis, General Manager  
Jeff Ferré, General Counsel  
Tom Todd, Finance Manager  
Cheryle Rasmussen, Executive Assistant

1. **Call to Order, Flag Salute and Roll Call:** The meeting of the San Gorgonio Pass Water Agency Board of Directors was called to order by Board President John Jeter at 1:30 p.m., November 2, 2015 in the Agency Boardroom at 1210 Beaumont Avenue, Beaumont, California. Director Dickson led the Pledge of Allegiance to the flag. A quorum was present.
2. **Adoption and Adjustment of the Agenda:** *President Jeter asked if there were any adjustments to the agenda.* General Manager Davis requested that item 6A be removed from the agenda. President Jeter asked if there were any objections to removing Item 6A. There being none the agenda was adopted as amended.
3. **Public Comment:** No members of the public requested to speak at this time.
4. **Consent Calendar:**
  - A. Approval of the Minutes of the Regular Board Meeting, October 19, 2015
  - B. Approval of the Minutes of the Finance and Budget Workshop, October 26, 2015
  - C. Approval of the Finance and Budget Workshop Report, October 26, 2015

Director Dickson moved, seconded by Director Melleby, to approve the consent calendar as presented. Directors Ball and Duncan abstained from item 4b and 4c, as they were not present for the meeting. Motion carried 7-0 on Consent Item A. Motion carried 5-0-2 on Consent Items B and C, with Directors Ball and Duncan abstaining.

**5. Reports:**

**A. General Manager's Report:**

**(1) Operations Report:** General Manager Davis reported on the following: **SWP Deliveries a)** General Manager Davis reported that DWR had been experiencing mechanical problems at CVPS last Thursday, and has since been resolved. However, currently there is a problem with turning on the pump station remotely; a resolution is being worked on. The Agency delivered 124 acre-feet to the Noble Creek connection for the month of October.

**(2) General Agency Updates:** **1) Website:** General Manager Davis reported that the Agency's website has been updated with the modifications that were proposed by the Board and that the website now includes Google Analytics. **2) ACWA Water Caucus:** A report was given to the Board on the November 2<sup>nd</sup> ACWA Water Caucus Meeting on the State Board regulations and ACWA recommendations. A meeting took place on October 26<sup>th</sup> that included representatives from the State Board. The State Board listened intently to the proposals from ACWA's Ad Hoc Committees and asked numerous questions. A focus group meeting will take place on November 13<sup>th</sup>. There will be a public workshop in early December. A meeting is scheduled for January 19<sup>th</sup> where the State Board will make a final decision on the regulations for next year. **3) Flume:** An update on the Flume tunnel study was provided to the Board. A draft of the tunnel study should be received sometime this week. **4) Cal Water Fix:** Comments on Cal Water Fix EIR were due on Friday. **5) El Nino:** Currently, the public is more concerned about El Nino and the possibility of water damage this winter; inquires on water conservation rebates have declined.

**B. General Counsel Report:** General Counsel Jeff Ferré had no reportable items.

**C. Directors Reports:** **(1) Director Fenn** reported on the Banning State of the City event that took place on October 29<sup>th</sup>. **(2) Director Dickson** also reported on the Banning State of the City event. **(3) Director Duncan** reported on the SGPRWA that was held on October 28<sup>th</sup>. He informed the Board that Banning's Chief of Police Alex Diaz has been hired as the interim City Manager for Banning.

## 6. New Business: (Discussion and Possible Action)

**A. Consideration of Consulting Agreement with Roy McDonald:** This item was removed from the agenda.

**B. Consideration of Sponsorship of 2015 State of the County Event:** A copy of the staff report and Sponsorship Opportunities were included in the agenda packet. General Manager Davis stated that this event is well attended and the Agency has been a sponsor of this event in the past. He stated that the Agency's General Fund budget includes \$10,000 for sponsorships and that none of these funds have been spent to date. Director Dickson made a motion, seconded by Director Duncan, to sponsor the event in the amount of \$1,000. *After discussion, President Jeter requested a vote from the Board. The motion passed 7-0.*

**C. Discussion of Agency Allocation of Water:** General Manager Davis stated that during the October Engineering Workshop some water retailers were questioning how the Agency allocates water. General Manager Davis provided a PowerPoint presentation on how the Agency allocates water and why the water retailer's alternative water allocation plan is not feasible. Director Ball invited the authors of the alternative allocation plan to provide a presentation to the Board at a future Board meeting. Director Dickson stated that the equation of the amount of inhabitable land is a critical component. Mr. Fraser and Mr. Zoba both provided their input and concerns. Mr. Zoba provided the Board with a six-step chart on how the alternative water allocation plan would be implemented. After discussion, the Board requested that a workshop be scheduled to allow the authors an opportunity to discuss the alternative water allocation plan. Director Dickson made a motion, seconded by Director Ball, directing staff to

schedule a workshop to further discuss water allocation. Motion passed unopposed 7-0.

**D. Discussion of Board Meeting Times (requested by Director Duncan):**

President Jeter invited Director Duncan to speak on this item. Director Duncan stated that he requested discussion on this item as a couple of the water retailers have asked that meetings take place in the evening. After discussion from board members and members of the public, Director Ball made a motion to hold the meetings at 7:00 p.m. for a trial period of at least 1-year. Motion failed due to a lack of a second. Director Stephenson made a motion, seconded by Director Melleby, directing staff to draft a resolution with language that states that the board meetings will be held at 7:00 p.m. and workshops will be held at 4:00 p.m., for a trial period of three months. After discussion, Director Stephenson amended his motion, seconded by Director Melleby, to hold the Board meetings at 7:00 p.m., workshops to be held at 4:00 p.m., with no set time period. Meeting times are subject to review at the Board's discretion. *President Jeter requested a vote from the Board. Motion passed 7-0.*

**E. Discussion of Reducing Board Size (requested by Director Dickson):**

President Jeter invited Director Dickson to speak on this item. Director Dickson stated that he has given this issue a lot of thought. He felt that the Agency has had success with the seven member board. Director Dickson stated that he believes that the seven member board provides the public the best representation possible. He emphasized that his major concern is adequate representation for all of the taxpayers within the Agency's boundaries. He asked the Board if any of them also had concerns. After discussion, the Board took no action.

7. **Topics for Future Agendas:** President Jeter requested an update on EBX 2.

8. **Announcements**

- A. Engineering Workshop, November 9, 2015 at 1:30 p.m.
- B. Office closed November 11, 2015 in observance of Veterans Day.
- C. Regular Board Meeting, November 16, 2015 at 1:30 p.m.
- D. Finance and Budget Workshop, November 23, 2015 at 1:30 p.m.

9. **Adjournment:** *President Jeter adjourned the meeting at 3:32 p.m.*

**Draft - Subject to Board Approval**

Jeffrey W. Davis, Secretary of the Board

11/3/15

**SAN GORGONIO PASS WATER AGENCY**  
**1210 Beaumont Avenue, Beaumont, CA 92223**  
**Minutes of the**  
**Board of Directors Engineering Workshop**  
**November 9, 2015**

**Directors Present:** John Jeter, President  
Blair Ball, Director  
Bill Dickson, Vice President  
Ron Duncan, Director  
David Fenn, Director  
Mary Ann Melleby, Director  
Leonard Stephenson, Director

**Staff Present:** Jeff Davis, General Manager  
Jeff Ferre, General Counsel  
Tom Todd, Finance Manager

1. **Call to Order, Flag Salute and Roll Call.** The Engineering workshop of the San Gorgonio Pass Water Agency Board of Directors was called to order by President John Jeter at 1:30 p.m., November 9, 2015 in the Agency Board room at 1210 Beaumont Avenue, Beaumont, California. Director Dickson led the Pledge of Allegiance to the flag. A quorum was present. President Jeter turned the meeting over to Vice President Dickson, Chair of the Engineering Committee.
2. **Public Comment.** No member of the public wished to speak at this time.
3. **Overview and Discussion of Agency Water Rates.** General Manager Davis presented a Power Point on the history of the Agency's water rates, including when, how, and why they were set. He noted that this presentation was in response to input from retail water agencies, who had listed understanding the Agency's rates as one of their top priorities. He made no recommendation regarding rates. After the presentation, members of the Board and the public asked questions and General Manager Davis answered them.
4. **Announcements:**
  - A. Office closed Wednesday, November 11, 2015 in observance of Veterans Day.
  - B. Regular Board Meeting, November 16, 2015 at 1:30 p.m.
  - C. Finance and Budget Workshop, November 23, 2015 at 1:30 p.m.
  - D. Office closed November 26 and 27 in observance of the Thanksgiving Holiday.

5. **Adjournment:** Chairman Dickson adjourned the meeting at 2:37 p.m.

*DRAFT - SUBJECT TO BOARD APPROVAL*

---

Jeffrey W. Davis, Secretary to the Board

**SAN GORGONIO PASS WATER AGENCY  
ORDINANCE NO. 12**

**AN ORDINANCE ESTABLISHING A NEW TIME FOR  
BOARD MEETINGS AND AFFIRMING THE DATE AND  
PLACE OF BOARD MEETINGS**

WHEREAS, the San Gorgonio Pass Water Agency (“Agency”) is a State Water Project (“SWP”) Contractor and wholesale water agency organized and operating under the Chapter 101 of the San Gorgonio Pass Water Agency Law set forth in the Water Code Appendix (“Law”). Section 11 of the Law provides that the Board of Directors shall provide for the time and place of holding its meetings and the manner in which its special meetings may be called; and

WHEREAS, the Board has adopted a number of ordinances and resolutions over the years designating changes in the date, time and place of Board meetings; and

WHEREAS, the Board desires to change the time for Board meetings to the evening, as set forth below. This change is in response to input from the public and representatives of retail water purveyors within the Agency’s service area. The intent is to provide a time of day when more individuals may be able to attend when it does not conflict with the work day; and

WHEREAS, it is the intent of the Board to revisit the designation of evening Board meeting times in the future, perhaps every three (3) and/or six (6) months, to review whether this decision has resulted in increased public attendance at Board meetings. In addition, the Board has the authority under the Law, and pursuant to the requirements of the Ralph M. Brown Act (Government Code Section 54950 et seq.), to change the date, time, and/or place of Board meetings for a particular meeting or on a more permanent basis so long as certain procedures are followed.

BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE SAN GORGONIO PASS WATER AGENCY AS FOLLOWS:

Section 1     Incorporation Of Recitals     All of the foregoing Recitals are true and correct and the Board so finds and determines. The Recitals set forth above are incorporated herein and made an operative part of this Ordinance.

Section 2     Place Of Board Meetings     Board Meetings shall be held at the Agency offices located at 1210 Beaumont Avenue, Beaumont, CA.

Section 3     Regular Board Meetings     Regular meetings of the Board shall convene at 7:00 PM on the first and third Monday of each month.

Section 4     Engineering Workshop     Meetings of the Board of Directors Engineering Workshop shall convene at 4:00 PM on the second Monday of each month.

Section 5     Finance And Budget Workshop     Meetings of the Board Finance And Budget Workshop shall convene at 4:00 PM on the fourth Monday of each month.

Section 6      Ordinance To Be Controlling All ordinances, resolutions, or other Board actions, or parts thereof, that are inconsistent with any provision of this Ordinance are hereby superseded to the extent of such inconsistency.

Section 7      New Schedule Commences January 2016 The President of the Board of Directors shall sign this Ordinance and the Secretary of the Board of Directors shall attest thereto, and this Ordinance shall be in full force and effect immediately upon adoption. However, the new and affirmed date, time and place of Board meetings, as set forth herein, shall not go into effect until the first such Board meetings in January of 2016.

Section 8      Severability If any section, subsection, clause or phrase in this Ordinance is for any reason held invalid, the validity of the remainder of this Ordinance shall not be affected thereby. The Board hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the application thereof be held invalid.

ADOPTED this 16th day of November of 2015, by the Board of Directors of the San Geronio Pass Water Agency.

SAN GORGONIO PASS WATER AGENCY

---

John Jeter  
President of the Board of Directors

ATTEST:

---

Jeffrey Davis  
Secretary of the Board of Directors



## **MEMORANDUM**

---

**TO:** Board of Directors

**FROM:** General Manager

**RE:** Contracting With Albert A. Webb & Associates to Perform Post Design Duties for Beaumont Avenue Recharge Facility

**DATE:** November 16, 2015

### **Summary:**

The purpose of this proposed Board action is to contract with Albert A. Webb & Associates, the firm who designed the Beaumont Avenue Recharge Facility, to perform post design duties, including preparing a bid package so that construction on the facility may begin.

### **Background:**

Last year, the Agency completed construction of the first phase of the Beaumont Avenue Recharge Facility—the pipeline that will convey State Water Project water from the East Branch Extension to the facility itself. The Agency still has two phases to complete—the recharge facility, and the connection to the EBX. Construction of both is in this year's general fund budget, approved by the Board in July.

The pipeline was constructed during the summer, when closure of Beaumont Avenue has the least impact on the community.

The design of the recharge facility has been completed. In order to proceed with construction, the engineer must prepare a bid package, which is part of the post design scope of work included in the attached proposal from Albert A. Webb & Associates.

### **Detailed Report:**

The Agency first began planning for this project in 2011, when the land was purchased out of bankruptcy at a large discount. A preliminary design report was completed in early 2012, proving the viability of the project. Consultants were hired to perform the design and to produce an environmental impact report in June 2012. A

public scoping meeting was held in December 2012. The Board certified the EIR in October 2013, and the pipeline construction was completed in Fall 2014.

If 2016 is a wet year, and many climatologists are predicting that it will be, the region will need this facility, including the new connection, to be online so that we can import all available water. Without this project, the Agency can only deliver 20 cfs or a maximum of about 13,000 acre-feet of water.

The Agency will still have to complete the design and construction of the service connection. This work is well underway and staff expects to be able to complete the construction of the connection by mid-2016. That work will be done under a separate construction contract.

If the Board approves the proposed contract with Albert A. Webb & Associates, staff will still come back to the Board to authorize advertisement of the project for construction. This is anticipated early in 2016.

**Fiscal Impact:**

The funds to complete the construction of this project are budgeted for this fiscal year. The Board has included 80% of the cost of this project in its capacity fee, so the great majority of the funds will be recouped in that manner. Staff will also pursue various grant opportunities to defray costs even further.

**Relationship to Strategic Plan:**

The strategic plan calls for the Agency to develop a regional infrastructure plan, which includes this facility. The plan also calls for a regional financing plan, of which the capacity fee plays an important part. This project, and the funding of it, are both consistent with the strategic plan and in fact were envisioned when the plan was adopted.

**Recommendation:**

Staff recommends that the Board authorize the General Manager to contract with Albert A. Webb & Associates to perform post-design services for the Beaumont Avenue Recharge Facility at a cost not to exceed \$475,000.

**Corporate Headquarters**

3788 McCray Street  
Riverside, CA 92506  
951.686.1070

**Palm Desert Office**

41-990 Cook St., Bldg. I - #801B  
Palm Desert, CA 92211  
951.686.1070

**Murrieta Office**

41391 Kalmia Street #320  
Murrieta, CA 92562  
951.686.1070

October 26, 2015

Mr. Jeff Davis, General Manager & Chief Engineer  
**SAN GORGONIO PASS WATER AGENCY (SGPWA)**  
1210 Beaumont Avenue  
Beaumont, CA 92223

RE: Proposal for Construction Engineering Services for the  
Beaumont Avenue Recharge Facility

Dear Mr. Davis:

Pursuant to the Agency's Request, we have prepared the attached proposal for the subject project's specified construction engineering services. The attached proposal is comprised of the following sections:

1. Project Understanding
2. Scope of Work
3. Project Team
4. Manpower & Fee Estimate

As will be delineated in the specifications, the contract completion schedule will be one hundred and twenty (120) working days from the Notice to Proceed.

Based upon the project's scope of work detailed in Section 2, our construction phase services budget is as follows:

Mr. Jeff Davis  
October 26, 2015  
Page 2

<u>Construction Services Task</u>	<u>Total Estimated Services Budget<sup>(1)</sup></u>
Finalize Plans & Specifications for Bidding	\$11,140
Construction Management Services	\$129,410
Construction Survey Services	\$87,395
Construction Inspection Services	\$126,900
Sub consultant Oversight	\$6,835
Sub consultant – Leighton Group Inc. (GeoTech/Materials Testing)	\$96,485
Expenses	<u>\$12,300</u>
<b>Total Construction Services Budget</b>	<b><u>\$459,325.00</u></b>

Unforeseen additional work activities may arise as the project progresses. As such, the Agency may wish to allocate an additional 10-15 percent of the total construction engineering services budget for internal budget allocation purposes only.

Should you have any questions or require additional information, please contact our office.

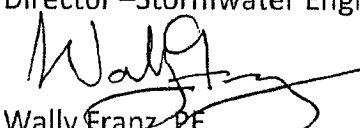
Sincerely,

**ALBERT A. WEBB ASSOCIATES**



Joseph Caldwell, PE

Director – Stormwater Engineering



Wally Franz, PE

Vice President

Enclosures

cc: Sam Gershon, Webb Associates w/enclosure

<sup>(1)</sup> The amounts indicated for each individual project task are estimated budget amounts; and accordingly, the actual amounts may be more or less than shown. However, the overall total for engineering services as described in the Scope of Work will not be exceeded without written authorization from the Agency.

## TABLE OF CONTENTS

SECTION 1 – Project Understanding .....	1-1
Overview .....	1-1
Project Location .....	1-2
SECTION 2 – Scope of Work .....	2-1
Bid Package Completion .....	2-1
Construction Management Services .....	2-1
Construction Survey Services .....	2-2
Construction Inspection Services .....	2-3
Subconsultants .....	2-3
Additional Services .....	2-4
Exclusions .....	2-5
SECTION 3 - Project Team .....	3-1
SECTION 4 - Manpower and Fee Estimate.....	4-1

## SECTION 1 – Project Understanding

### Overview

The San Geronio Pass Water Agency (SGPWA) was formed to import State Water Project (SWP) water into the San Geronio Pass area in 1961. The Agency's mission is to import and sell supplemental water and to protect and enhance local water supplies for use by present and future water users within the SGPWA's service area. For over 40 years SGPWA has been the principal steward of water resources in the Beaumont area. SGPWA has continuously supported technical and scientific studies as well as pilot-scale and full-scale projects aimed at managing and enhancing the water resources of the SGPWA's service area.

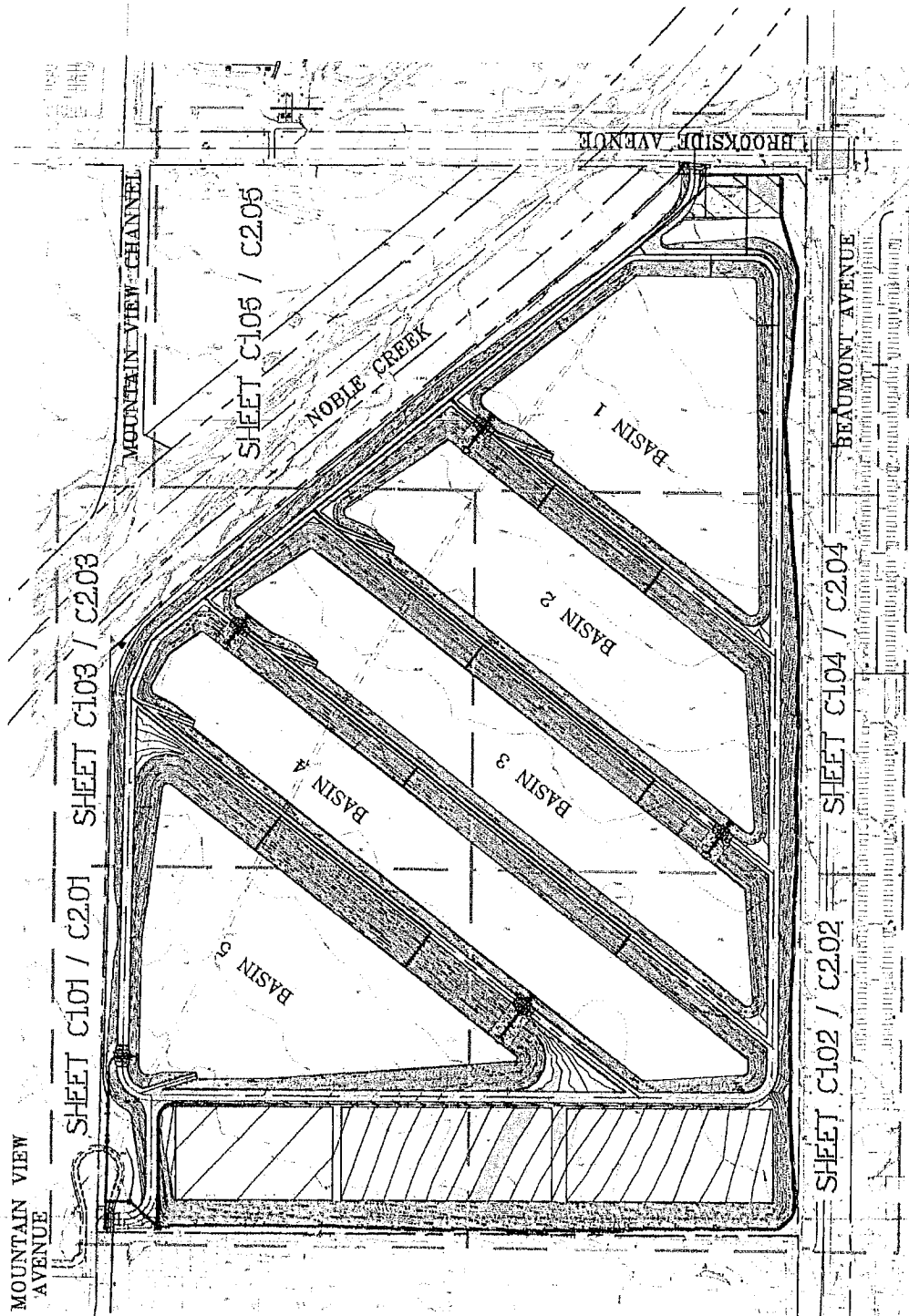
SGPWA has requested that Webb Associates prepare a Construction Engineering Services Proposal for the construction of the Beaumont Avenue Recharge Facility. The facility site is located in the City of Beaumont in Western Riverside County on an approximate 54 acre parcel on the southwest corner of Beaumont Avenue and Brookside Avenue (see map next page). The proposed recharge basins will allow imported SWP water to infiltrate and replenish the underlying groundwater aquifer.

Our Construction Engineering Services Proposal addresses the following elements as detailed in Section 2 – Scope of Work.

1. Finalize engineers construction cost estimate, plans and specifications (i.e. Bid Package).
2. Construction Management & Inspection
3. Construction Surveying
4. Geotechnical and Materials Testing Services

The engineering estimate for construction is \$2,900,000.0

The anticipated contract duration is 120 working days.



1" = 100'

DESIGN BY		SUBMITTED		DATE	
DATE	BY	DATE	BY	DATE	BY
3-4-2014	ASSTN C. CHURCH				
APPROVED					
DESIGNED BY		CHECKED BY		SCALE	
				AS SHOWN	
DRAWN BY		DATE		SHEET	
				2	
PLANNING NO.		C0.02		OF 22 SHEETS	
SAN GORGONIO PASS WATER AGENCY		BEAUMONT AVENUE RECHARGE FACILITY			
WATER AGENCY		INDEX SHEET			
		HORIZONTAL CONTROL AND GRADING PLAN			
SAN GORGONIO PASS WATER AGENCY		1110 Beaumont Ave. Beaumont, CA 92523 Phone: (951) 641-2577 Fax: (951) 640-5449		SAN GORGONIO PASS WATER AGENCY	
ALBERT A. WEBB ASSOCIATES		3755 AGENCY STREET IRVINE, CA 92616 TEL: (951) 294-1254 FAX: (951) 294-1254		ALBERT A. WEBB ASSOCIATES	
REGISTERED PROFESSIONAL ENGINEER		REGISTERED PROFESSIONAL ENGINEER		REGISTERED PROFESSIONAL ENGINEER	

## SECTION 2 – Scope of Work

**A**lbert A. Webb Associates (Webb) will perform the following Scope of Construction Services for the SPGWA Beaumont Avenue Recharge Facility. Webb's scope and fee is based upon the project schedule.

### Bid Package Completion

1. Finalize Engineer's Construction Cost Estimate, Plans and Specifications

### Construction Management Services

Webb Associates will provide the Agency with construction management services for the project as follows:

1. Advertise project for Public Bid Opening to be conducted at the Agency's Headquarters
2. Conduct Bid Opening
3. Analyze bids and prepare Award Recommendation letter to Agency.
4. Maintain Project Communications with Agency and Contractor.
5. Review of Executed Contract Documents submitted by Contractor for conformance with specifications and interpretation of contract documents to Contractor as necessary.
6. Manage preconstruction conference (one meeting).
7. Prepare and maintain a submittal log.
8. Review Contractor's SWPPP.
9. Provide for the review of an estimated 20 submittals.
10. Manage bi-weekly progress meetings (12 meetings are anticipated).
11. Review contractor claims for extra work, make recommendations and prepare authorized change orders (assume 15 claims).
12. Proactively work to resolve field issues (assume 10 issues).
13. Process Partial Pay Estimates (assume 6).
14. Review the Contractor Requests for Information and Clarifications. Twenty (20) RFI/RFCs are budgeted.
15. Review and Monitor Contractors CPM Schedule.
16. Provide Contractor Weekly Working Day Statements.
17. Prepare Monthly Progress Reports (Assume 6)
18. Project Management and Contract Administration.



19. Construction Closeout Services - Webb Associates shall provide the following Professional Construction Management Post-Construction Services in support of the Project:

1. Final Punch List

- Generate a Preliminary Punch List.
- Schedule the final walk through with Contractor, Agency and jurisdictional inspector.
- Generate a Final Punch List.
- Review and forward record quantities.
- Provide recommendation for acceptance upon completion.
- Prepare Notice of Completion.
- Prepare Final Balancing Change Order.
- Review Unconditional Lien Release.
- Review Contractors As-Builts and Confirm Completeness.

2. Record Drawings

- Draft changes to project mylars and send two (2) sets of prints and digital PDF files to the Agency.

### **Construction Survey Services**

Webb Associates shall provide professional construction surveying and staking services in support of the project. Webb will request minimum 4 hours worth of work per site visit unless approved by the Agency.

1. Construction Staking

A. Office

- Research survey record information
- Coordination & scheduling
- Preparation of calculations and exhibits
- Preparation of cut sheets

B. Field

- Set survey control & monument recovery
- Slope staking
- Access roads
- Grid contour staking
- Drainage & inlet/outlet structures

## Construction Inspection Services

1. Review the project specifications, special provisions and bid documents.
2. Conduct field reviews to identify existing conditions and documents with digital images and video.
3. Attend the pre-construction conference and bi-weekly meetings.
4. Provide Daily Construction Inspection, to monitor materials and methods towards compliance with plans, specifications and contract documents. Address and document nonconforming items as they are identified.
5. Maintain daily reports regarding construction activity, including progress, weather conditions, significant events which may affect the progress of the work and photographs.
6. Monitor the Contractor's construction schedule.
7. Coordinate with other jurisdictional inspectors.
8. Provide measurements and calculation sheets for each bid item of construction for progress payments.
9. Verify all tests are satisfactorily conducted and passed.
10. Review Contractor performance throughout the day and discuss discrepancies with the Contractor as they occur.
11. Maintain field files during construction, including a cumulative record of quantities constructed, daily reports, working day reports, change order documentation and digital images.
12. Assist in project close out, provide and verify punch list items are completed, verify as built drawings are accurate and complete.
13. For budget purposes, 1,020 hours are included within this effort. This budget assumes the following:
  - Review project documents (plans, specifications, special provisions, bid documents) (20 hours).
  - One inspector full-time for 24 weeks of field work (960 hours).
  - Project close out (40 hours).

## Subconsultants

Webb Associates will utilize Leighton Group Inc. for geotechnical engineering services. Leighton Group Inc. will provide the following geotechnical services:

- Attendance by Field Operations Manager or Principal Engineer at the preconstruction meeting.
- Observation and/or testing by qualified soil technicians during grading and backfill operations.
- Part-time sampling and testing services provided by a qualified concrete technician (assume 5 pours).
- Preparation of Daily Field Reports summarizing the earthwork-related activities and the results of the field and laboratory tests.
- Periodic attendance by the Field Operations Manager or Principal Geologist, as requested, at project meetings.

- Supervision, QA/QC and project management.
- Laboratory testing for maximum dry density and optimum moisture content, grain size distribution (Sieve analysis), and sand equivalent of representative soils samples as well as compressive strength testing of concrete cylinders.
- Preparation of a final report summarizing the earthwork related activities. This report will include copies of daily field reports.

### **Additional Services**

Services which are not specifically identified herein as services to be performed by Webb Associates are considered Additional Services for the purposes of this Proposal. The Agency may request that Webb Associates perform services which are Additional Services. Webb Associates will perform such additional services upon execution of an amendment to this Agreement setting forth the scope, schedule and fee for such additional services.

## Exclusions

Any work relating to the following is specifically excluded for the Construction Services proposed herein and, if required, must be contracted for under a separate contract or as an addendum to this contract:

- Utility Potholing.
- Storm Water Pollution Prevention Plans (SWPPP).
- Restaking.
- Regulatory Permitting
- Permit Payments.
- Construction Inspection overtime.
- Additional Construction Inspection beyond budgeted hours.
- Property Acquisition Services.
- Utility Relocation Plans.
- Traffic Control Plans/Revisions
- Additional Meetings.
- Any other work task not specifically in the Scope of Services.

## SECTION 3 - Project Team

The Webb Associates project team is anticipated to be as follows:

<u>NAME</u>	<u>PROJECT ROLE</u>
Joseph Caldwell, PE	Engineering Support
Reed Chilton, P.E.	Construction Manager
TBD	Lead Inspector
Annette Trussell	Contract Administration
Mike Johnson	Field Survey

### SUBCONSULTANTS

Leighton Group Inc.	Geotechnical & Materials Testing Engineer
---------------------	---

**SECTION 4 - Manpower and Fee Estimate**  
**SGPWA**  
**BEAUMONT AVENUE RECHARGE FACILITY**

Task Description	Personnel Hours								Budget		
	Principal Engineer	Senior Engineer	Associate Engineer	Administrative Support	Director of Survey	Survey	Survey Technician	Inspection	Total Hours	Subconsultants	Labor
Bid Package Completion	5.0	17.0	35.0	10.0					67.0		\$ 11,140.00
Construction Management											
Project Advertising		1.0		8.0					9.0		\$ 915.00
Conduct Bid Opening		4.0		2.0					6.0		\$ 960.00
Analyze Bid		4.0		2.0					6.0		\$ 960.00
Maintain Project Communications	13.0	13.0		26.0					52.0		\$ 7,865.00
Contract Review	1.0	4.0	40.0	2.0					47.0		
Submittal Review	10.0	10.0	40.0	10.0					70.0		\$ 11,750.00
Review SWPPP	2.0	8.0	16.0						26.0		
Submittal Log				20.0					20.0		
Manage Precon meeting	1.0		40.0	2.0					43.0		\$ 7,010.00
Manage at Bi-Weekly meetings	10.0		40.0	10.0					60.0		\$ 9,800.00
Review claims for extra work	10.0		30.0	10.0					50.0		\$ 8,150.00
Assist in resolving field issues	10.0		30.0	10.0					50.0		\$ 8,150.00
Process Partial Pay Estimates	6.0		12.0	12.0					30.0		\$ 4,440.00
RFI/RFC review requests	10.0	10.0	30.0	10.0					60.0		\$ 10,100.00
Review and Monitor Contractors											
CPM Schedule	8.0		26.0	13.0					47.0		\$ 7,300.00
Provide Working Day Statements			8.0	32.0					40.0		\$ 4,200.00
Prepare Monthly Progress Reports	8.0		12.0	7.0					27.0		\$ 4,450.00
Project Management and Contract Administration	20.0	20.0	104.0	30.0					174.0		\$ 28,360.00
Construction Closeout Services	15.0	20.0	30.0	30.0					95.0		\$ 15,000.00
<b>Sub Total</b>											<b>\$ 129,410.00</b>
Construction Survey Services					60.0	325.0	112.0		497.0		\$ 87,395.00
Construction Inspection Services				50.0				1020.0	1070.0		\$ 126,900.00
Subconsultants											
Subconsultant Oversight	5.0	18.0	5.0	15.0					43.0		\$ 6,835.00
Geotechnical (Leighton Group)										\$ 96,485.00	\$ 96,485.00
<b>Sub Total</b>											<b>\$ 103,320.00</b>
Expenses											\$ 12,300.00
<b>TOTAL BUDGET</b>	<b>134.0</b>	<b>129.0</b>	<b>498.0</b>	<b>311.0</b>	<b>60.0</b>	<b>325.0</b>	<b>112.0</b>	<b>1020.0</b>	<b>2522.0</b>	<b>\$ 96,485.00</b>	<b>\$ 459,325.00</b>

<sup>(1)</sup> The amounts indicated for each individual project task are estimated budget amounts and accordingly the actual amounts may be more or less than However, the total budget for construction phase services described in "Section 2 - Scope of Work" will not be exceeded without written authorization from the District.