



Employee-Owned

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November 19th, 2024

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Mr. Ramon Mendez, P.E.
City of San Bernardino
Department of Public Works
201 North "E" Street, 2nd Floor
San Bernardino, CA 92401

Subject: Task Order Number 001 for Seccombe Lake Park Renovation Project

Dear Mr. Mendez:

Thank you for the opportunity to provide professional construction management and inspection services for Seccombe Lake Park Renovation Project. The project is estimated at 52 weeks for construction. CSG's scope of services for the project are shown below.

SCOPE OF WORK

CSG's scope of services is presented in the following paragraphs:

Task 01 – Pre-Construction Meeting

Prior to the Preconstruction Meeting, CSG's Construction Manager and Inspector shall review all project plans and specifications to have a complete understanding of the project requirements. During review, identify any constructability issues that may cause project delays and/or unnecessary change orders.

A preconstruction conference shall be held for the project to be attended by City staff, Design Consultant, CSG's Construction Manager and Construction Inspector, the Contractor, representatives of potentially affected utilities and representatives of any other affected agencies. Prior to the conference, prepare a conference agenda. At the meeting, discuss communication protocol requirements, safety and health procedures, storm water controls, schedule requirements, procedures for contract submittals, contract administration, job-site access and delivery, and coordination with others. After the meeting, document with minutes.

Deliverables:

- Agenda, Minutes, and distribution to all entities

Task 02 – Materials Submittal Review

CSG shall develop a list of all required material submittals and compare the list to the Contractors submittals. CSG shall review all project submittals except traffic control plans. Each submittal shall be sent for review by the City staff and design team as required to verify compliance. Maintain a project submittal log which shall include descriptions of submittals, submittal status, date received, and date

returned. Once the submittals have been reviewed and accepted, they shall be signed, dated, and sent to the Construction Inspector, City staff, project Contractor and the file. Submittals shall be returned within the time frame specified by the Contract Documents.

For traffic handling and traffic control plans, CSG shall coordinate with the contractor for timely submittals to the City for review and approval. CSG shall then work with the contractor to ensure implementation of any traffic handling and traffic control plans.

In addition to submittals, CSG shall review all lab reports, certifications and material test inspections and correlate all reports with respect to the plans and specifications. Include review of vendor documentation. Provide a log for reports and certifications and notify the City upon any irregularities.

Deliverables:

- Electronic copy of Submittals (pdf format), Transmittals, and Logs

Task 03 – Record-Keeping and Documentation

CSG shall maintain a complete and current record of project-related documentation. This documentation shall be organized and readily accessible for reference and audit purposes. Files shall include:

- Contract Documents, Addenda, Bulletins, and Reports
- All required local, other agencies and state records for the project duration and submit copies to the City's project manager, including labor compliance.
- Environmental Compliance Documents/ Agency Permits
- Material Submittals
- Contractor Correspondence
- City Correspondence
- Certified Payroll Records
- Change Orders
- Progress Payments
- Materials Testing Reports/Correspondence
- Surveying Records
- Inspection Field Reports/ Accident Reports
- Photo Logs
- Utility/Agency Correspondence
- Public Correspondence
- Operations and Maintenance Manuals
- Project Closeout Records

Deliverables:

- E-File of All of the Above

Task 04 – Construction Meetings

CSG shall be in constant communication with City staff during the entire project duration to ensure that the project is running smoothly and in accordance with the City's expectations. CSG shall hold meetings with City staff, Contractor and Inspector, meetings with utilities/agencies, and affected agencies. Each is discussed below:

- **City Meetings:** Meet with City staff as required to keep staff fully apprised of construction progress and potential project issues. Prepare agendas and minutes for each meeting.
- **Contractor Meetings:** Coordinate and facilitate weekly progress meetings with the Contractor and prepare and distribute meeting agenda and minutes for each meeting. Meeting agenda will typically include background, old business, new business, SWPPP, submittals, RFIs, traffic control, construction phasing, project schedule, potential issues discussion, payment quantities discussion, and any safety deficiencies observed.
- **Utilities/Agency Meetings:** CSG shall invite utilities and agencies to the preconstruction conference. During that meeting, potential project impacts shall be discussed. During construction, should issues develop needing further discussions with utilities/agencies, CSG shall meet with each utility and develop remediation strategies. Again, all meetings shall be documented with minutes.

CSG shall receive RFI's and Request for Clarifications (RFCs) including written clarification requests and change-in-plan drawings regarding the contract documents. CSG shall issue any Consultant drawings, sketches and written responses to the Contractor in a timely manner and shall verify compliance with the Contract Documents.

CSG shall maintain an RFI log and an RFC log, documenting the number, nature, and dates of issuance and review, as well as the individuals involved in the review process. CSG shall review all RFCs for any potential change in scope and notify the City if potential change orders may arise from the RFC.

Deliverables:

- Agendas, Minutes, RFI and RFC Responses

Task 05 – Construction Management

CSG shall provide up to 16 hours per week of onsite project coordination by the Construction Manager to verify that the project is progressing in compliance with the contract documents.

CSG shall review the project schedule and construction progress prior to each Contractor meeting to verify compliance with the Contract Documents. In addition, prepare weekly statement of working days to be provided to the contractor at each weekly meeting. If the Contractor is failing to meet approved schedule contract obligations, CSG shall request a remediation effort to return the project progress to comply with requirements. If the remediation plan requires adjustment to the completion date, CSG shall advise the City and shall not execute any approval of such change without City authorization.

Change conditions and time extensions that may warrant a change order will require a complete understanding of the impacts of the change of which CSG shall need to consider in determining its resolution. CSG shall seek appropriate comments from impacted stakeholders by the changed conditions and shall closely consult with the City to develop the most cost-effective remediation alternative. Cost and scheduling impacts shall be noted and presented to the City in accordance with the change order procedures of the City prior to directing the Contractor, including the preparation of Change Order drawings and specifications, if required.

To maintain cost controls, CSG shall review project budgets on a weekly basis, or as warranted, by review of change orders, RFCs, and progress payments. Quantities used on the project shall be tracked to verify that they do not exceed contract budgeted amounts. Should an increase in budget be required, CSG shall assist Staff with staff report preparation.

Regarding RFC's, review any change order request received to determine if said request is warranted. If the change order request is not warranted, reject it in writing; prior to sending rejection letters to the Contractor,

review it with City staff. If the change order request appears justified, review it with the Construction Inspector and compare it with field reports for confirmation of materials, equipment and/or labor involved; review same with City staff and receive City staff's approval prior to preparing and processing the contract change order. Change orders shall be prepared on standard forms.

Should rejected RFC's require additional consideration, negotiate with contractors to establish the impact of change conditions, and attempt to complete negotiations prior to beginning work. If an agreement is not reached and the work must continue, direct the Contractor to complete the work. For all disputed work and force account work, the Construction Inspector shall document the labor, materials and equipment used for the extra work for use in future negotiations.

Upon direction from the City, CSG shall negotiate with Contractors to settle all disputes. However, City staff will ultimately determine the extent required to achieve resolution. CSG shall meet with both parties, either independently or together, as warranted until resolution is reached. Once an issue is identified, CSG shall work diligently to resolve it as timely as possible. The weekly meetings shall also be used to avoid or resolve these disputes.

Deliverables:

- Change Orders, Staff Report

Task 06 – Pay Requests

Each month, CSG shall review the construction payment requests submitted by the contractors for work completed and the construction schedule. We will review the work completed and payment requests to ensure that the quantities and amounts requested reflect the actual work completed. After each request has been reviewed (and revised if necessary), we will approve it and forward it to staff for approval and payment along with a written statement of completed review.

CSG shall track and log any Preliminary and Stop Notices prior to each month's progress payment. If any stop notices have been issued, CSG shall direct the Contractor to rectify the notice and provide proof of the rectification prior to release of payment.

CSG shall also provide monthly reports highlighting project progress, change orders, cost issues, and schedule.

Deliverables:

- Payment Requests

Task 07 – Construction Inspection

CSG shall provide 24-28 hours per week (minimum 4 hours per day) of construction inspection and reporting, to verify that the project is progressing in compliance with the contract documents.

We shall require strict compliance with the contract documents for all construction activities and for any equipment or materials to be furnished and installed. We already possess the measuring devices and testing equipment normally required for inspecting public works construction projects. Our construction inspection personnel are experienced and knowledgeable in the operation of said devices and equipment, as well as the associated safety equipment.

All materials shall be reviewed against approved material submittals as they arrive on-site. Batch tickets or weigh certificates shall be collected upon material arrival.

The Construction Inspector shall verify SWPPP, and safety provisions have been implemented at the start of each workday, at the construction site. Any deviations shall be documented. All system service

interruptions, connections and abandonments shall be coordinated with staff. In addition, materials testing and survey requirements shall be coordinated and scheduled with appropriate parties to ensure there is no delay to the project construction and to minimize costly down periods for anyone onsite.

While onsite, CSG shall digitally photograph the activities and maintain copies in the project files and our Construction Inspector shall prepare daily field reports, which shall document all observed project activity, including location of the activity, number of workers present, construction equipment used, quantities constructed, inspector present, weather conditions, and construction progress. All project documentation shall be completed on standard forms. All documents shall be submitted in electronic copy formats.

The CSG inspector shall provide emergency contact information to allow for 24-hour accessibility. He shall verify site safety conditions daily and, should conditions be unsafe, advise the contractor of corrective actions. If the contractor fails to remediate such conditions, the Inspector shall advise the City and request directions.

Should an accident occur, CSG shall notify the City and note all site conditions and document via photos or videos the accident location and prepare an accident report.

Deliverables:

- Daily Field Reports, Site Deficiency Reports, Batch Tickets, Photographs, Accident Reports, Testing Reports, and Summary Reports

Task 08 – Special Inspection and Materials Testing

CSG shall provide geotechnical and materials special inspection services as required per the following construction documents from the City of San Bernadino:

- A set of plans, by Beckwith and Associates, Inc., dated August 15, 2024.
- A soils report dated May 31, 2024, by Geo-Advantec, Inc.
- A set of specifications by BOA Architecture, dated August 14, 2024

Provide all field and laboratory testing of soils, backfill, structural backfill, aggregate base, asphalt, concrete, and other testing required by law, or the Contract Documents. Certified technicians shall complete all testing work, and all laboratory facilities shall be certified to perform the respective tests and be approved by the CITY. The CM shall review results of tests, forward copies to the CITY as a part of the weekly reports and work with the Contractor to resolve deficiencies or defective work. All test procedures shall be in accordance with the Contract Documents and applicable Specifications.

Deliverables:

- Copies of all testing results

Task 09 – Labor Compliance

Provide Labor Compliance analysis and coordination along with the City Labor Compliance Officer. This scope of work shall include:

- Review contract provisions and labor compliance requirements with the Contractor.
- Determine the specific labor standards and dates of effect for Wage Federal Davis Bacon and State Prevailing Wages for the construction project
- Set up and maintain all compliance files and documents relating to prevailing wages for Federal Davis Bacon and State Prevailing Wages activities.

- Perform labor compliance – check payroll etc. and conduct site interviews to confirm worker classification and wage rate of the project conforms to the applicable contract provisions.
- Set up and maintain labor compliance files tracking the prime contractor and subcontractors.
- Attend pre-construction meetings to discuss prevailing wage requirements with contractor and subcontractors.
- Review Contractor's compliance with all State and Federal required postings such as the prevailing wage rates and EEO policies as well as the Contractor's Affirmative Action Plan.
- Verify that certified payroll records are submitted by prime contractors and their subcontractors
- Reconcile Weekly Certified Payroll Reports (CPR) & supporting documentation with wage decision and employee field interviews. Perform continuous and timely monitoring reviews of CPRs and related submissions for compliance.
- Review and verify Fringe Benefit Statements are consistent with the contract provisions and State of California requirements.
- Monitor the submittal of Training Fund Contribution Reports.
- Monitor workforce utilization reports to verify trade and apprenticeship participation
- Identify wage underpayment through audits of payroll documents, during onsite employee interviews or by complaints filed by workers on the project.
- Prepare documentation that lists the week endings worked, the name of the worker, trade classification, number of hours worked, rate paid, correct prevailing wage rate and the amount due each worker.

Deliverables:

- Labor Compliance Documentation

Task 10 – Agency Coordination

CSG's Construction Manager shall assist the City and the Contractor and coordinate with agencies in obtaining necessary permits and final approvals for the Project, review permitting and coordinate with appropriate City and utility agencies affected by the work. coordinate project schedules and work progress affecting the project with each appropriate agency. If appropriate, the Construction Manager shall invite affected agencies to attend the weekly progress meetings to review the project schedule, summarize project requirements and discuss them at these weekly meetings.

Deliverables:

- Agency Coordination

Task 11 – Record Drawings

Each month, the Construction Inspector shall review the contractor's records to ensure that current and accurate records of work in place are being kept. If deficiencies are observed, CSG shall withhold the contractor's progress payment until the contractor demonstrates compliance.

Once the project has been completed, provide the City with a complete set of redlined record drawings that shall reflect the improvements as constructed. Any changes made during project construction shall be shown on the record drawings based on contractor's and our records. Forward drawings to the Design Consultant to prepare final as-built drawings to be provided to the City.

Deliverables:

- Redlined Record Drawings

Task 12 – Project Closeout

After project construction is essentially complete, CSG together with the Design Consultant and City staff, shall field review the project and prepare a construction deficiencies list (punch list) of items requiring remedial work. After all deficiencies are corrected, the Construction Manager shall prepare a letter, recommending acceptance of the project. Once the remedial work is completed, CSG shall review and process the final project invoice.

CSG shall assist the City to identify, track and monitor the completion of warranty work prior to the construction completion date. If required, obtain lien waivers, bonds, guarantees, warranties, and other documents required by the Contract Documents for final Contract Closeout.

In addition, prepare the Notice of Substantial Completion to establish the date for the commencement of contract warranty periods and acceptance of maintenance responsibility by City. Provide the Contractor with a list of any remaining incomplete work requirements to be completed prior to Final Completion.

After all project requirements have been completed, prepare a “Notice of Completion” report documenting the final completion of the project and acceptance of the project improvements by the City.

Deliverables:

- Punch List, Final Payment, Project Records, and Notice of Completion

FEE

CSG's fees to provide the scope of services described above are shown in the table below and based on 52 weeks duration for the project. CSG shall invoice monthly in accordance with our rate schedule and shall not exceed our fee without prior approval from the City.

Task No. 1 - Preconstruction Meeting	\$5,782.00
Task No. 2 - Material Submittal Review	\$15,292.00
Task No. 3 - Records Management	\$26,416.00
Task No. 4 - Construction Meetings	\$35,279.00
Task No. 5 - Construction Management	\$210,772.00
Task No. 6 - Pay Requests	\$14,192.00
Task No. 7 - Inspection Services	\$246,106.00
Task No. 8 – Special Inspection and Materials Testing	\$56,142.00
Task No. 9 – Labor Compliance	\$56,548.00
Task No. 10 - Agency Coordination	\$9,144.00
Task No. 11 - Record Drawings	\$4,512.00
Task No. 12 - Project Close-Out	\$20,120.00
SUBTOTAL	\$700,305.00
REIMBURSABLES	\$0.00
CONSTRUCTION MANAGEMENT TOTAL	\$700,305.00

Again, thank you for the opportunity to submit our proposal to provide professional consulting services. If you have any questions, please contact me at (818) 800- 6326.

Sincerely,

City of San Bernardino

Accepted this 4th day of December 2024

Peykan Abbassi, P.E.
Vice President
CSG Consultants, Inc.

By:

Name: _____

Title: _____