

## **STAFF REPORT**

**To:** Coastside County Water District Board of Directors

**From:** James Derbin, Superintendent of Operations

**Via:** Mary Rogren, General Manager

**Agenda:** June 8, 2021

**Date:** June 4, 2021

**Subject:** Award of Contract for Construction Management Services to Freyer & Laureta, Inc. for the Nunes Water Treatment Plant Improvement Project.

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### **Recommendation:**

Authorize the General Manager to enter into a professional services agreement with Freyer and Laureta Inc. ("F&L") for Construction Management Services for the Nunes Water Treatment Plant Improvement Project for a not to exceed amount of \$566,600.

### **Background:**

The Nunes Water Treatment Plant was originally constructed as a 2.5 MGD direct filtration surface water treatment plant in 1981. In 1992, in conjunction with the Crystal Springs Pump Station project, the District converted this facility to a 4.5 MGD conventional treatment plant. In 2010, the District invested \$1.8 Million to upgrade the chemical storage/delivery and plant controls systems. Since then, no significant capital expenditures have been made at the Nunes facility.

In January 2021, HDR Engineering Inc. completed a Detailed Design of upgrades to the Nunes facility. This project includes the following needed improvements/upgrades:

- Filter improvements to four existing filters including media replacement, underdrain replacement, addition of air scour system and blowers, new filter-to-waste pumps and piping, and associated electrical/instrumentation improvements.
- Addition of a new plate settler sedimentation basin and associated electrical/instrumentation work.

**STAFF REPORT****Agenda: June 8, 2021****Subject: Nunes Upgrades CM Award****Page Two**

- Chemical system improvements including the addition of a caustic soda bulk tank and transfer pump.
- Concrete repair and coating for the filters and existing clearwell.
- Other process improvements including replacement and addition of valves, flowmeters, and misc. piping.
- Civil improvements including a soil-nail retaining wall, asphalt pavement, aggregate based access road, site drainage and grading.
- Electrical improvements including addition of a new MCC and miscellaneous electrical improvements.

This comprehensive project will provide extensive rehabilitation and upgrades to over 25% of the Nunes Facility and will serve the District's customers for several decades into the future. At the May 2021 Board Meeting, the Board of Directors awarded the construction contract to the low bidder, Ranger Pipeline, Inc. in the amount of \$8,340,000.

Staff solicited proposals from Freyer and Laureta, Inc. and from HDR Engineering Inc. for Construction Management Services for the Nunes Water Treatment Plant Improvements Project. F&L Principals, Jeffrey Tarantino and Josh Kimbrell have successfully assisted the District with Construction Management on several past projects including: 1) Denniston Water Treatment Plant Improvements Project (2011), 2) Nunes Short Term Improvements Project (2010), and the 3) The El Granada Emergency Generators Project (2016). Due to F&L's past performance on these projects with the District and their experience with Construction Management, staff recommends contracting with F&L for Construction Management on this very important project. See Attachment A for a copy of the F&L proposal.

**Fiscal Impact:**

Funding for the Nunes Water Treatment Plant Improvement Project is included in the Fiscal Year 2020/2021 to Fiscal Year 2029/2030 Capital Improvement Program Budget in the amount of \$7,600,000. This project will take 24 months to complete and the costs will be spread over FY 2020/2021 through FY 2022/2023.



CIVIL ENGINEERS • SURVEYORS • CONSTRUCTION MANAGERS

VIA ELECTRONIC MAIL: May 20, 2021

Ms. Mary Rogren  
General Manager  
Coastside County Water District  
766 Main Street  
Half Moon Bay, CA 94019

**RE: Proposal for Construction Management Services  
Nunes Water Treatment Plant Upgrades Project**  
Coastside County Water District, Half Moon Bay, California

Dear Ms. Rogren;

Freyer & Laureta, Inc. (F&L) is pleased to present this proposal to the Coastside County Water District (CCWD) to provide construction management services for the Nunes Water Treatment Plant Upgrade project (Project). F&L will demonstrate in this proposal our understanding of the Project, our team members' experience with similar projects, and our approach to provide construction management services to deliver the Project to CCWD that conforms with the requirements developed by HDR.

The proposal is structured as follows:

- Project Understanding;
- Statement of Qualifications for F&L and proposed key personnel;
- Project Approach;
- Scope of Work;
- Compensation;
- Attachment A: Key Personnel Resumes to supplement the information provided in the Statement of Qualifications, and;
- Attachment B: Charge Rate Schedule.

F&L staff, as employees of another firm, has supported CCWD for a previous capital improvement project at the Nunes Water Treatment Plant. In addition, F&L staff has provided engineering and construction management services for several water treatment plant upgrade projects.

The F&L team has the correct experience and the Project-focused approach to work with the CCWD selected construction contractor to deliver the Project that will provide CCWD with the necessary water system improvements to provide safe, reliable, and affordable water service to CCWD.

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## **PROJECT UNDERSTANDING**

CCWD's mission is to develop and provide its customers with high quality water and service at the lowest possible price, in accordance with the following values:

- Reliability and sustainability of system facilities
- Timeliness of District policies, procedures, actions and decisions
- 50-year outlook when replacing infrastructure
- Legality of all District actions and behaviors
- Culture of openness, fairness and inclusiveness

CCWD is proud of the safe, high level of quality drinking water and service we provide to our customers located in the City of Half Moon Bay and the unincorporated coastal communities of El Granada, Miramar and Princeton-By-The-Sea, located in San Mateo County.

The proposed Project includes:

- Filter improvements to four existing filters including media replacement, underdrain replacement, addition of air scour system and blowers, new filter-to-waste pumps and piping, and associated electrical/instrumentation improvements.
- Addition of a new plate settler sedimentation basin and associated electrical/instrumentation work.
- Chemical system improvements including the addition of a caustic soda bulk tank and transfer pump.
- Concrete repair and coating for the filters and existing clearwell.
- Other process improvements including replacement and addition of valves, flowmeters, and misc. piping.
- Civil improvements including a soil-nail retaining wall, asphalt pavement, aggregate based access road, site drainage and grading.
- Electrical improvements including addition of a new MCC and misc. electrical improvements.

F&L will collaborate with CCWD, HDR, and the CCWD selected contractor to deliver the Project that meets the intended goals and objectives while supporting CCWD's overall mission.

## STATEMENT OF QUALIFICATIONS

### Firm Information

F&L is an award-winning civil engineering, surveying, and construction management firm with offices in San Mateo, San Francisco, and Oakland. Founded in 1997, F&L focuses on planning, design, and construction management services for infrastructure improvements projects for municipalities and special districts. We will utilize our experience throughout the San Francisco Bay Area in order to provide with the necessary construction management services to ensure that the CCWD construction project is completed on time and in conformance with the contract documents.

F&L's proposed principal-in-charge, Jeffrey Tarantino, P.E., will provide overall leadership for the team. Jeff is a principal with the firm and has extensive experience with the planning, design, and construction management of water treatment projects including the previous chemical system upgraded project at the Nunes Water Treatment Plant and the upgrade to CCWD's Denniston Water Treatment Plant. It is Jeff's broad range of experience with all facets of projects that allows him to provide the necessary technical peer review and oversight of construction projects.

F&L's proposed construction manager is Josh Kimbrell, P.E., QSD/P, who will provide day-to-day oversight of the F&L inspection team and specialty inspection subconsultants. Josh is an associate principal with F&L and will be the primary point of contact for CCWD's selected contractor. Josh worked closely with Jeff as the resident engineer for both the Nunes WTP chemical system upgrade project and Denniston WTP upgrade project. Both Josh and Jeff have an extensive history working together to successfully deliver a wide-range of water treatment, distribution, and storage projects.

### Key Staff

F&L's proposed project team includes our most experienced construction management staff with similar project experience including relationships with key regulatory agencies including the State Water Resources Control Board (SWRCB). The key F&L staff are highlighted in the following paragraphs including identifying similar project experience that provide our staff with the necessary experience to enforce the contract documents, collaborate with HDR to resolve contractor questions, anticipate potential field conditions if not properly identify may increase the risk for changes, and confirm the proposed startup and testing plan to deliver the improvements in a timely manner.

**Jeffrey (Jeff) Tarantino, P.E.** is our team's proposed principal-in-charge to provide overall leadership to the F&L team. Jeff has over 22 years of experience with the management, planning, design, and construction of a variety of public agency projects including water treatment plan upgrade projects. Jeff has performed as the engineer of record for small

improvement projects as well as multidisciplinary teams of consultants for large infrastructure development projects. In fact, Jeff is the engineer of record for several water storage and water treatment projects similar to the proposed Project. He also has significant experience providing program management services for public agency capital improvement projects with a focus on potable water including assisting agencies with coordinating with the SWRCB.

**Josh Kimbrell, P.E., QSD/P** will be our team's construction manager. Josh has over 13 years of experience in civil design, project management, construction management, program management, cost estimating, and preparation of construction documents for public infrastructure and private development projects. His areas of expertise include infrastructure design, hydrology/hydraulics, low impact development, stormwater management/compliance, land development, grading, and AutoCAD Civil 3D.

Examples of Jeff's and Josh's construction management experience that is similar to the Project scope include:

- *Coastside County Water District's (CCWD's) Denniston and Nunes Water Treatment Plants Improvements Projects:* Provided construction management services for two projects overseeing several improvements at CCWD's two, primary treatment facilities. The chemical feed systems at both Nunes and Denniston were replaced including converting both facilities from liquid 12.5% chlorine to onsite generation of sodium hypochlorite. In addition to the chemical system replacement at Denniston, Jeff managed the construction of new sludge handling facilities and primary clarification improvements that included construction two new, cast-in-place solids settling tanks and one new, bolted steel tank used for storing backwash supply water for the new primary clarification facilities. The team was responsible for oversight of the construction contract, coordination with the design teams, review and management of requests for information, review and approval of contractor progress payment applications, evaluation and negotiation of contractor notices of potential changes, and reporting to the General Manager and Board of Directors.
- *City of Burlingame Water Storage Tank Improvement Projects:* Provided project management and construction manager for several water storage tank projects for the City of Burlingame. Services provided include project management and oversight of the Mills Tank Seismic Retrofit project, which involved the seismic retrofit of Burlingame's existing 1.0 million gallon prestressed concrete tank. Responsibilities included coordination of the design phase providing peer and constructability review of the contract documents, management of the bid process, review and award of the construction contract, contract administration including progress payment application review and approval, and progress reporting to the Public Works Director.

The Donnelly and Alcazar Tanks Retrofit Project, which included the steel roof improvement and recoating of four, 50,000 gallon bolted steel tanks. The team provided

technical oversight for the preparation of construction documents, managed the bid and construction contract award, managed all specialty inspections provided by the design and construction management team, provided review of technical submittals, responded to requests for information, reviewed and approved progress payment applications, provided technical review and negotiation of contractor change order requests, and progress reporting to the City Engineer.

- *City of Calistoga Kimball Water Treatment Plant Retrofit Project:* Provided design and construction management services for the Kimball Water Treatment Plant (WTP) and Kimball Reservoir Improvement Projects for the City of Calistoga. These projects, funded by the United States Department of Agriculture's (USDA's) Rural Development Program, included performing clarifier and filter modifications at the City's WTP to improve particle removal, therefore improving reliability of the treated water pump station through pump replacement. Provided program management and engineering design services to implement safety improvements on the Kimball Reservoir spillway, improve efficiency of existing flocculating clarifier, provide redundancy for existing dual-media filtration system, provide redundancy for existing process pumps, and upgrade existing online water quality monitoring systems to comply with current regulatory requirements. In addition, we provided construction management services including full-time field observation, contract management, submittal review, response to RFIs, and change order negotiations.
- *City of East Palo Alto Water System Project Management:* Provided project management services assisting the City of East Palo Alto's Public Works Director to oversee and manage the operation and capital improvement program for the water distribution system. Services include construction management services for the Gloria Way Well Water Treatment Project that constructed new treatment, chemical, and storage systems to establish a new groundwater source for East Palo Alto's water system. Work on the project included assisting the public works director to secure all required approvals from the SWRCB for the design, construction, and startup of the new water source. F&L provided technical leadership for the design, construction, and startup of the new treatment system including oversight of the construction contractor, coordination with East Palo Alto's contract water system operator, and interface with the SWRCB.

Jeff and Josh will be supported by a resident engineer/inspector to assist with oversight of the field work, document management, and coordination with HDR. Josh, with support from our resident engineer/inspector, will also coordinate the specialty inspection specialty subconsultant.

Resumes for Jeff and Josh are included with Attachment A to this letter proposal.

## PROJECT APPROACH

All construction projects present unique challenges based on the type of construction and the project location. This Project involves numerous construction activities including excavation, structural concrete, mechanical equipment and piping installation, electrical, instrumentation and controls. It is critical for the construction management team to help manage these challenges through a careful approach to both contract management and people management.

### Project Schedule

F&L has reviewed the proposed Project schedule and understands that one of the construction manager's critical roles is to collaborate with the construction contractor to manage and progress the construction schedule. The importance of performing critical review of the contractor's proposed baseline schedule cannot be understated because it is the first opportunity for the construction manager to identify potential risk factors that could be embedded in the contractor's proposed schedule. ***The baseline schedule review also allows the F&L to identify critical points of inspection, special inspection needs, and recognize the contractor's planned construction sequencing that may influence the prioritization for HDR's submittal and RFI review.***

Once the baseline schedule is favorably reviewed, F&L works closely with the contractor to review both three week look-ahead schedules identifying detailed construction sequencing and monthly schedule updates to validate progress and projected completion dates. By working closely with the construction contractor to evaluate the three-week look ahead including validation initially against the baseline schedule and then with the monthly schedule updates as the project progresses. Identifying schedule risks early allow the construction manager to review potential mitigation measures with the contractor to reduce potential risks from adversely impacting the overall construction schedule.

### Safety

Although the construction contractor is primarily responsible for construction safety of everyone at the site, the construction manager must review and be familiar with the contractor safety protocols, consider project specific safety risks, and observe the contractor's field work. F&L will follow all contractor safety protocols but recognizes the importance of raising safety concerns to the contractor's project manager and superintendent that the contractor may need to address.

F&L staff understands inherent dangers associated with heavy construction activities. ***We must work collaboratively with the contractor to protect the safety of all workers as well as the public.*** Critical review of the contractor's safety protocols, trucking plans, delivery and material handling plans, and construction schedule allow the F&L team to be aware of all potential safety risks and observe the contractor's work strategy to validate that all necessary safety protocols are being implemented by the contractor.



### Project Team

One construction challenge that merits careful consideration is the interaction between team members, including CCWD, HDR, the contractor, and the construction manager. The construction manager can help CCWD coordinate the “spokes of the wheel” to maintain project progress.

F&L has consistently demonstrated an ability to manage complex projects with multiple team members. Whether we are acting as the construction manager, overall program manager, or as technical lead, we have a track record of successful projects involving multiple parties with diverse interests.

As construction manager, our primary responsibility is to enforce the Contract Documents through critical review of contractor communications, field observation of the work, and maintenance of needed documentation. The role is, in cooperation with CCWD, the overall management of the construction process to help keep the project on track. At times, F&L will need to be the “mediator” between two or more parties as issues are identified. We believe it is key that our involvement promote the timely identification of issues including development and implementation of solutions that consider project costs and schedule, while giving CCWD overall control over the process.

To do this, we need to help the team sit at the same table and constructively discuss the issues at hand. Every construction project has multiple parties and each party has its own perspective. The owner has a need to upgrade or replace an existing facility. The design engineer creates the Contract Documents to facilitate the construction of a project that the owner has determined is needed. The general contractor assembles a team of specialty subcontractors to implement the project presented in the Contract Documents. F&L believes that it is important to recognize each party's perspective early in the construction phase in order to have a successful project.

Beginning with the preconstruction meeting, F&L will lead a discussion among the project parties to identify critical issues that are important to each party. We believe that identifying the critical issues helps foster an open discussion. We have found, interestingly enough, that there are many common issues amongst project parties and the discussion of those issues can be used as a springboard to foster a team atmosphere.

Creating a team atmosphere early on in the project can promote more open discussions throughout the project. If each party feels part of a team with a common objective, the differing opinions that almost always occur during the Project construction be openly discussed, which can help to come to an amenable resolution in a timely manner.

### Unanticipated Field Conditions

Subsurface construction and modification of existing facilities always raise the possibility of unanticipated field conditions regardless of the effort made during the design to review available

records. The entire construction team (i.e. CCWD, contractor, construction manager, etc.) must be alert to changes in field conditions, putting in place an approach to field conditions in a timely manner, before a problem can grow.

Unanticipated field conditions can greatly impact cost and schedule as well as can lead to claims if not addressed in a timely and organized manner. F&L has provided construction management services for numerous projects that included excavation, new utility installation, and modifications to existing facilities. ***Our experience has taught us that establishing communication protocols, before field work begins, is critical to address changes in field conditions in a timely manner.***

When an unanticipated field condition is identified or alleged, F&L will promptly investigate the field situation, evaluating the actual field conditions in comparison with what is presented in the Contract Documents. ***F&L believes it is our responsibility to provide a comprehensive evaluation of actual field conditions compared with those shown in the Contract Documents, coupled with a list of potential actions for CCWD consideration, including potential costs and pros and cons.*** Once we have a clear understanding of the issues including potential alternative solutions, F&L will then involve both CCWD and HDR to review the issue. Ultimately, HDR with concurrence from CCWD must confirm that the preferred solution meets the overall intent of the Contract Documents.

F&L's approach to managing unanticipated field conditions as described above can only be successful if there are regular discussions amongst all parties. Having face to face discussions on a regular basis allows both simple and complex issues to be thought through in a professional and efficient manner. Each party will still want to have its own private discussions about specific issues and these discussions are necessary. The construction manager must bring all the parties to the table prior to and following private discussions to resolve issues in a timely and cost effective manner.

#### Document Management

One of the most critical tasks provided by any construction manager is document management. Whether it is the submittals or Requests for Information process, it is necessary for the construction manager to have a system in place to log and track the status of every piece of communication. Document control activities are necessary for a number of reasons including but not limited to identify what outstanding information the design engineer needs to review prior to the contractor initiating certain construction activities, track questions raised by the contractor, and documenting changes in the work. The construction manager must be organized and maintain a streamlined system that can help facilitate progress but also generate status reports whenever requested.

Although document management is one of the most critical activities, the construction manager must also implement a simple approach to document management. Any document management system, both the hard copy and electronic database components,

need to be user friendly. A person must be able to easily determine the status of a submittal or find a hard copy of a letter documenting a scope change. Without a user-friendly system, there is always the potential for a dispute with the contractor over prior correspondence that could lead to unnecessary schedule and/or cost impacts.

F&L has developed a series of electronic logs that allows our staff to easily document status of submittals, RFIs, issues, potential change orders, and approved change orders. The logs are maintained on a daily basis and can easily be distributed to the project team through cloud based document sharing via Microsoft SharePoint. The logs also shape the agendas for weekly meetings and help the team members from allowing critical items from “falling off the table.” Finally, when a submittal or RFI or issue is closed, the logs are updated to reflect the completion of a specific task in order to close the loop on all items.

#### Enforce the Contract Documents

The Contract Documents serve as the “rulebook” for the Project. Although the design engineer takes reasonable steps to produce Contract Documents that are clear and concise, it is not uncommon that some parts of the Contract Documents can be interpreted differently by each of the parties. There can also be changes in field conditions that require modifications to the Contract Documents in order to build the project desired by the owner. The construction manager must strictly enforce the Contract Documents including processes for resolving disputes.

***In order to enforce the Contract Documents, the Construction Manager must be intimately familiar with the documents. F&L takes the time to review the Contract Documents in detail not only at the beginning of the project but also on a daily basis.***

The initial review of the Contract Documents at project initiation is necessary to have a firm understanding of the project requirements and final product requirements. The daily review of the Contract Documents is completed in conjunction with daily schedule reviews with the general contractor to understand each detailed requirement for the work to occur that day. F&L has found this approach allows us to assist the owner, the design engineer, and the general contractor to complete the project in accordance with the intent of the Contract Documents.

## **SCOPE OF WORK**

F&L has developed the scope of work below based on our experience with similar projects and we also identify key deliverables.

### **Task 1: Construction Management**

F&L will provide the following tasks:

- Set up document management system including SharePoint site for use by CCWD, HDR, and the selected construction contractor.
- Review contractor schedules including:
  - Baseline schedule,
  - Three-week look ahead schedules anticipated to be submitted weekly,
  - Monthly schedule updates anticipated to be submitted with monthly payment application requests, and
  - Provide contractor with written comments on all schedule submittals.
- Review contractor non-technical submittals (e.g. Division 0 and Division 1 submittals) including distributing to CCWD with F&L comments. The submittals are anticipated to include but not limited to contractor prepared site specific health and safety plan, traffic control plan, truck routing plan, material handling and storage plan, copies of business licenses, and copies of permits required by the contract documents.
- Review contractor prepared schedule of submittals including contractor prepared procurement schedule to document anticipate material and equipment deliveries for tracking against schedule submittals identified above.
- Coordinate with the contractor to identify special inspection requirements including identifying the parties to be present during all special inspections.
- Receive, perform completeness review, distribute to HDR and CCWD, and return to contractor all submittals and shop drawings including tracking received date, ball in court status, and return date with review status for the following:
  - Submittals and shop drawings;
  - Requests for Information;
  - Requests for Changes;
  - Notice of Potentials; and
  - Other field communications.
- Perform half day site visits three times per week on average for the duration of construction including preparing Daily Field Report to document:
  - Personnel on site
  - Equipment on site
  - Material on site
  - Weather
  - Summary of work completed

- Identify potential issues and challenges
  - Document planned work and actual work completed
  - Summary work planned for the following workdays until F&L next site visit.
- Daily phone calls with contractor superintendent to review planned work for each workday, summary of personnel, material, and equipment on site, discuss any anticipated challenges or information needs from the contractor, and confirm current weather to allow F&L to provide daily work summary.
- Participate in weekly progress meeting including preparing agenda and minutes. It is anticipated that the weekly progress meeting will occur on a day that F&L would typically plan to be on site in the week.
- Prepare weekly statement of workdays to track contract time.
- Prepare punch list and maintain punch list until such time that the contractor achieves Substantial Completion as defined in the contract documents.

#### *Deliverables*

1. Document management system including user instructions.
2. Weekly updated logs for submittals, RFIs, and field correspondence.
3. Weekly meeting agendas and minutes.
4. Weekly statement of workdays.
5. Daily field reports when performing site visits.
6. Daily phone reports from daily calls with superintendent.
7. Punch list including weekly updates.

#### *Assumptions*

- Active construction period will not be more than 24 months including startup and commissioning.
- F&L's site visits will average three days per week for the duration of construction, but the actual number of weekly visits may vary depending on the work being performed.
- Each site visit will not exceed 8 hours and will occur Monday through Friday during normal business hours.
- All documents will be managed electronically and no hard copies will be required.
- Weekly meetings will occur at the Project site in space provided by the construction contractor.

#### Task 2: Contract Payment Management

F&L will provide the following tasks:

- Review and comment on contractor provided Schedule of Values submittal that will serve as the basis of monthly progress payments.
- Review monthly progress payment applications from the contractor including all required Conditional and Unconditional Lien Releases.

- Present the monthly progress payment to CCWD with recommendation for payment.
- Track monthly progress payment status including documentation of payment status, retainage, and other key financial information.

*Deliverables*

1. Comments on Schedule of Values.
2. Monthly Progress Payments for CCWD processing

*Assumptions*

- Contractor will provide progress payment applications by the 25<sup>th</sup> day of each month.
- F&L will not process the progress payment applications until the contractor has provided all required Conditional and Unconditional Lien Releases.
- No more than 24 monthly progress payments will be required.

Task 3: Startup and Commissioning Support

F&L will provide the following tasks:

- Review startup and commissioning plan prepared by the contractor and coordinate with HDR to validate contractor's plan completeness.
- Perform equipment review to verify power and visual functionality.
- Coordinate on site training from equipment vendors.
- Assist CCWD to coordinate with SWRCB to confirm SWRCB approval for performing startup including scheduling SWRCB staff to be present, if required.
- Witness contractor performed startup and commissioning including documenting observed conditions.
- Prepare memorandum summarizing observations of startup and commissioning.

*Deliverables*

1. Comments on contractor startup and commission plan.
2. Field reports from startup and commissioning witnessing.
3. Memorandum summarizing startup and commissioning observations.

*Assumptions*

- Contractor will be responsible for all materials, equipment, and specialty contractors/vendors required for the startup and commissioning phase.
- On site training for CCWD operators will occur at the project site and all training materials will be provided by the Contractor.
- Contractor is responsible for ensuring all vendors are present and perform all required checkout installation verification prior to scheduling the startup and commissioning.
- Startup and commissioning will occur within assumed 24 month active construction window.

#### Task 4: Project Closeout

F&L will provide the following tasks:

- Perform final walkthrough to verify that all punch list items have been completed.
- Verify that all spare parts and materials required by the contract documents have been delivered to the Site and safely stored.
- Prepare final pay application including verify Final Conditional Lien Release is provided by the contractor.
- Prepare Notice of Completion for CCWD use to file with San Mateo County.
- Review equipment vendor provided operation and maintenance manuals.
- Verify all permit conditions have been met.

#### *Deliverables*

1. Comments on contractor startup and commission plan.
2. Field reports from startup and commissioning witnessing.
3. Memorandum summarizing startup and commissioning observations.

#### *Assumptions*

- CCWD will be responsible for filing the Notice of Completion with San Mateo County.
- CCWD will process final payment and retention release no sooner than 30 days following date of recordation of the Notice of Completion.

### **COMPENSATION**

F&L proposes to provide its services on a time and materials basis with a not to exceed fee of \$566,600 in accordance with our Charge Rate Schedule dated January 1, 2021. Table 1 included as an attachment to this proposal provides the estimated level of effort by task.

Ms. Mary Rogren (Coastside County Water District)

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May 20, 2021

In reviewing our proposal, F&L believes that CCWD brings the level of experience and local presence that we understand to be desired by CCWD. We have proposed the staff that will be able to work collaboratively with both CCWD and HDR to oversee and manage the construction project to meet the desired schedule and within budget.

Please contact Jeff at (650) 619-3226 or [tarantino@freyerlaureta.com](mailto:tarantino@freyerlaureta.com) with any questions or comments on this proposal. We look forward to discussing our proposal with you and support CCWD on this important project.

Sincerely,

**FREYER & LAURETA, INC.**



Jeffrey J. Tarantino, P.E.  
Vice President



Josh Kimbrell, P.E., QSD/P  
Associate Principal

Cc: Joanne Yau (Freyer & Laureta, Inc.)

Attachments

Table 1: Estimated Budget for Construction Management Services

Attachment A: Key Personnel Resumes

Attachment B: Charge Rate Schedule dated January 1, 2021.



**TABLE 1**  
**ESTIMATED BUDGET FOR CONSTRUCTION MANAGEMENT SERVICES**  
**Nunes Water Treatment Plan Modifications Project**  
Coastside County Water District, Half Moon Bay, California

TASKS	ESTIMATED LABOR (Hours)				TOTAL LABOR COST (\$)	EXPENSES AND ADMINISTRATION				ESTIMATED COST	
	Personnel & Rates (\$/hr)					UNIT	QNTY	UNIT COST (\$)	10% MARKUP (\$)	TOTAL COST PER ITEM (\$)	SUB TOTALS (\$) (1)
	Administrative	Resident Engineer	Construction Manager	Principal-in-Charge							
	\$90	\$155	\$220	\$235							
<b>Task 1 - Construction Management</b>											
Set up document management	40	20	8	1	\$8,695					\$8,695	
Prepare for and administer preconstruction meeting		8	4	2	\$2,590					\$2,590	
Manage Submittal Process (Assume 4 hours per week for first 6 months)	96	96	40	8	\$34,200					\$34,200	
Manage RFI process (Assume 2 hours per week for 24 months)	192	192	80	8	\$66,520					\$66,520	
Review Baseline schedule and weekly schedule review (Assume 1 hour per week average)			104	8	\$24,760					\$24,760	
Perform three, half day site visits per week		1,248			\$193,440					\$193,440	
Additional site visits allowance			80	8	\$19,480					\$19,480	
Prepare weekly meeting agendas and minutes (Assume 1 hour per week for 100 weeks)	100	100			\$24,500					\$24,500	
Attend weekly meetings		100	100	40	\$46,900					\$46,900	
Prepare weekly statement of work days	96		16		\$12,160					\$12,160	
Prepare and manage punch list		40	8	1	\$8,195					\$8,195	
Allowance for Specialty Inspection and Testing						Is	1	\$50,000	\$5,000	\$55,000	
Subtotal Labor Hours - Task 1	524	1,804	440	76	\$441,440	Estimated Cost - Task 1					\$496,400
<b>Task 2 - Contract Payment Management</b>											
Review monthly pay applications (Assume 2 hours per month for 24 months)		48	24		\$12,720					\$12,720	
Coordinate with client		40	40		\$15,000					\$15,000	
Manage contract price tracking	80		40		\$16,000					\$16,000	
Subtotal Labor Hours - Task 2	80	88	104		\$43,720	Estimated Cost - Task 2					\$43,700
<b>Task 3 - Startup and Commissioning</b>											
Review startup and commissioning plan			4	2	\$1,350					\$1,350	
Assist CCWD to coordinate with SWRCB			4	4	\$1,820					\$1,820	
Coordinate with HDR and CCWD			4	4	\$1,820					\$1,820	
Witness startup and commissioning	40	40			\$15,000					\$15,000	
Subtotal Labor Hours - Task 3	40	52	10		\$19,990	Estimated Cost - Task 3					\$20,000
<b>Task 4 - Project Closeout</b>											
Final Walkthrough		4	4	4	\$2,440					\$2,440	
Review O&M manual submittals		8	8		\$3,000					\$3,000	
Prepare Notice of Completion		4	2		\$1,060					\$1,060	
Subtotal Labor Hours - Task 4		16	14	4	\$6,500	Estimated Cost - Task 4					\$6,500
Total Labor Hours	604	1948	610	90	\$511,650	Total Estimated Cost					\$566,600

**Notes**

(1) Totals rounded to nearest \$100.

**ATTACHMENT A**  
**KEY PERSONNEL RESUMES**



**FREYER &  
LAURETA, INC.**

CIVIL ENGINEERS · SURVEYORS · CONSTRUCTION MANAGERS

## **Jeffrey J. Tarantino, P.E. Vice-President**

*Education:* Bachelor of Science in Civil Engineering  
Santa Clara University

*Professional Qualification:* Registered Civil Engineer – California No. 63936

**Mr. Tarantino** has extensive experience in civil engineering design and construction that has been developed during his 20 years of civil and environmental work experience. Mr. Tarantino has served as project manager on numerous program management, planning, design, permitting and construction management projects. His project experience includes civil site development, water supply treatment and distribution, wastewater treatment and collection, water reuse treatment and distribution, flood control, groundwater extraction and treatment systems, and water quality. Mr. Tarantino serves as the primary point of contact with permitting and environmental resources agencies on behalf of clients to facilitate open dialogue with the agencies. Mr. Tarantino has demonstrated a unique ability to assist clients to bridge technical and non-technical challenges to deliver multi-beneficial projects within budget and on schedule. A representative sampling of past and current projects includes:

### **Development and Campus Projects**

UCSF, Minnesota Street Student Housing  
UCSF, Campus Wide Technical Criteria Development  
1000 Channel Street (SF) Owner, One Mission Bay  
Uber Headquarters, 1455 and 1515 Third Street  
TNDC, Candlestick Block 10A  
Alexandria Real Estate Equities (ARE), 1450 Owens

UC Berkeley, Berkeley Way Project  
UCSF, Weill Institute for Neuroscience  
Mission Bay, Park P2-P8  
Mission Bay, Park P3  
TNDC, 681 Florida Street  
ARE, Confidential Site (San Mateo County)

### **Infrastructure Projects**

City of Burlingame, Water Distribution  
Valley of the Moon Water District, Water Distribution  
City of Calistoga, Water Treatment  
Mission Bay, Wastewater Collection  
City of Pacifica, Wastewater Collection  
Town of Hillsborough, Creek Stabilization  
UCSF, 2nd Parcel Infrastructure

Town of Hillsborough, Water Distribution  
City of San Mateo, Wastewater Collection  
Coastside County Water District, Water Distribution  
City of Burlingame, Storm Drain Collection  
City of Pacifica, Stormwater Collection  
City of San Mateo, Stormwater Collection  
UCSF, Surcharge Removal

### **Environmental Projects**

SLAC National Laboratories, Groundwater Treatment  
Aircraft Service International Group, Groundwater Treatment

City of Emeryville, Soil Remediation  
Peninsula Open Space Trust, Soil Remediation

Phone: 415-534-7070  
Fax: 650-344-9920  
E-mail: [tarantino@freyerlaureta.com](mailto:tarantino@freyerlaureta.com)

150 Executive Park Boulevard, Suite 4200  
San Francisco, CA 94134

## **Josh Kimbrell, PE, QSD/QSP, LEED Green Associate**

### **Senior Project Manager**

*Education:* Bachelor of Science in Civil Engineering  
Santa Clara University, Santa Clara, California

*Professional* Registered Civil Engineer – California No. 77666

*Qualification:* Qualified SWPPP Developer/Qualified SWPPP Practitioner – Certificate No. 00991  
LEED Green Associate

**Mr. Kimbrell** has over 13 years of experience in civil design, project management, construction management, program management, cost estimating, and preparation of construction documents for public infrastructure and private development projects. His areas of expertise include infrastructure design, hydrology/hydraulics, low impact development, storm-water management/compliance, land development, grading, and AutoCAD Civil 3D. He has served as project manager and engineer on a wide range of project types including:

- Municipal Water, Stormwater, and Sewer Design Projects
- University and Life Science Campus Development and Infrastructure Projects
- Water Treatment Plant and Pump Station Improvement Projects
- Mixed-use and Residential Urban and Suburban Developments and Master Planning
- Streetscape and Surface Improvements including Parking Lots, Roadways, Sidewalks, and Stormwater Treatment
- ADA Accessible Walkways and Curb Ramps
- Park Projects including Water Services, Grading, and Drainage

Some of Mr. Kimbrell's past and current **Projects include:**

#### **Campus and Land Development Projects**

UCSF Mission Bay 2nd Parcel Infrastructure  
UCSF Mission Bay Childcare Center  
Zuckerberg San Francisco General Hospital  
681 Florida Street Family Housing, San Francisco  
The Cove at Oyster Point, So. San Francisco  
LinkedIn Campus Exterior Improvements, Sunnyvale  
3045 & 2747 Park Blvd, Palo Alto  
1 Henry Adams, San Francisco

UCSF Minnesota Street Student and Trainee Housing  
UCSF Campus Wide Trip Hazard Reduction Project  
UCSF Northwest Parking Lots and EV Charging Project  
1450 Owens Street, San Francisco  
Genentech, Misc. Projects, So. San Francisco  
Hewlett Packard Exterior Improvements, Palo Alto  
East Bay BMW, Pleasanton  
Candlestick Point/Hunters Point Master Plans, San Francisco

#### **Public Works and Municipal Infrastructure Projects**

Treasure Island Stage 2/3 Streets & Infrastructure  
Treasure Island Utility Conditions Assessment  
Parking Lot Improvements, City of Burlingame  
Pump Station Valves, Silicon Valley Clean Water  
Sanchez Lagoon Storm Drains, City of Burlingame  
Waterline Replacement Projects, City of Burlingame  
John Daly Blvd Complete Streets, City of Daly City  
Arlington Sanitary Sewer, City of Berkeley  
Denniston Treatment Plant, Coastsides County Water  
Wet Weather Flow, Sewer Authority Mid-Coastsides

Crespi/Hwy 1 Sewer Repair, City of Pacifica  
Storm Drain Improvements, City of Burlingame  
San Francisquito Creek Sewer, East Palo Alto Sanitary District  
El Granada Generators, Coastsides County Water  
El Portal/Trousdale Creek Repair, City of Burlingame  
Oak Springs Stormwater Improvements, City of Orinda  
Werder & Destination Parks, City of Foster City  
Burlingame Ave Streetscape, City of Burlingame  
Nunes Treatment Plant, Coastsides County Water District  
Kimball Treatment Plant, City of Calistoga

**ATTACHMENT B**

**CHARGE RATE SCHEDULE DATED JANUARY 1, 2021**

## CHARGE RATE SCHEDULE

*Effective 1/1/21*

**Professional and technical services** of Freyer & Laureta, Inc. Staff are provided on a fixed fee or an hourly rate basis as follows:

### **FIXED FEE**

Where a definitive scope of work can be established, many of our clients prefer that a specific fee be agreed upon in advance. Billings are submitted monthly based upon percent complete as of the last accounting day of the month.

### **HOURLY RATE**

Applicable to Plan Preparation, Design and Report services where the scope of work must remain open. Freyer & Laureta, Inc. utilizes the following hourly charge rate basis for billing purposes.

Production Aide - Clerical	\$ 90.00
Drafter I - Technical Typist - Survey Tech II	\$ 95.00
Drafter II - Word Processor	\$100.00
Engineering Tech I - Drafter III	\$ 110.00
Staff Engineer I - Engineering Tech II - Survey Tech III	\$ 130.00
Staff Engineer II - Engineering Tech III - Survey Tech IV	\$ 135.00
Staff Engineer III - Senior Engineering Tech	\$ 140.00
Staff Engineer IV - Survey Tech V – Construction Inspector	\$ 155.00
Associate Engineer - Associate Surveyor (L.L.S.)	\$ 170.00
Senior Engineer - Construction Manager	\$ 180.00
Senior Construction Inspector	\$ 180.00
Project Manager – Principal Surveyor (L.L.S.)	\$ 195.00
Senior Project Manager – Principal Surveyor (L.L.S.)	\$ 210.00
Associate Principal	\$ 220.00
Principal	\$ 235.00
Forensic Engineering	\$ 330.00
Deposition and Court Appearance	\$ 415.00

Subconsultant, Reproduction, Printing, Travel, Mailing and Delivery - Cost plus 10%

**Interest Charge** - Billings are due and payable within 30 days. A monthly interest charge equal to the Federal Discount Rate plus 5% will be applied on the next billing beyond the 30-day payment period.

The foregoing Charge Rate Schedule is incorporated into the Agreement for the Services of Freyer & Laureta, Inc. and may be updated annually.