



October 18, 2023

Mr. Michael Throne  
City Engineer/Public Works Director  
City of La Mesa  
8031 Allison Ave  
La Mesa, CA 91941

**Reference: Proposal to Perform Construction Management and Inspection Services – Bid No. 24-05; FY23 Paving Project**

Dear Mr. Throne,

In accordance with your request, Ardurra Group, Inc. (Ardurra) is pleased to provide this proposal for Construction Management and Inspection services for the City of La Mesa (City) on the subject project. Ardurra would like to propose Mr. Scott Adamson, PE, QSD/P as Construction Manager, Mr. Bob Keleman as the Sr. Construction Inspector, and Ms. Nancy Cambra as the Labor Compliance Specialist. Our proposed scope of work may include, but is not limited to, the following:

SCOPE OF SERVICES

Presented below is Ardurra’s proposed Detailed Scope of Work to be provided based on our understanding of the project requirements. Ardurra has assembled a comprehensive and detailed scope of work to accomplish the City’s project objectives and ensure a complete and well-coordinated construction management program that results in a project that is delivered on time and within budget.

Task 1 – Pre-Construction Phase Services

**Task 1.1 – Pre-Construction Conference**

Notify appropriate parties and schedule and conduct the Pre-Construction Conference with the Contractor. The meeting shall cover the overall project objectives, responsibilities of key personnel and agencies, schedules, procedures for handling submittals, correspondence, utility relocations, local agency permit requirements, request for clarification, progress payments, change orders, and other pertinent topics.

**Task 1.2 – Review Pre-Construction Submittals**

Review the Contractor’s pre-construction submittals such as initial CPM schedule, schedule of values, staging plans, and by-pass plans and provide comment to the City on the adequacy of those documents.

**Task 1.3 – Coordinate with Outside Agencies/Stakeholders**

Provide coordination with outside agencies and property owners regarding upcoming construction. Provide regular communication and coordinate any possible additional meetings that may be required to satisfy encroachment permit requirements or stakeholder concerns.

## Task 2 – Construction Phase Services

### **Task 2.1 – Reports and Communications (Document Control)**

#### *A. Project Document Control*

Maintain field memoranda, transmittals, updated schedules, logs of shop drawings and other submittals, logs of requests for information, change orders, progress payment requests, progress meeting reports, compaction reports, daily inspection reports, and required SMARTS storm water inspection reports, and all other project correspondence. Project documentation will be kept digitally, as well as hard copies, and files will be organized in a logical manner as approved by the City.

### **Task 2.2 – Construction Administration**

#### *A. Construction Progress Meetings*

Schedule and conduct bi-weekly construction progress meetings with the Contractor(s) and the City. Provide meeting agendas and discuss the schedule, near term activities, clarifications and problems which need resolution, coordination with other Contractors, status of change orders, and safety issues. Prepare minutes of the meetings with identified action items. Prepare and distribute the minutes to the attendees.

#### *B. Project Coordination*

Provide coordination between the Contractor, Agencies, Public Outreach Consultant, Private Properties, and the City as needed to facilitate the construction process. Ardurra will ensure that the parties have up to date necessary information and documents such as shop drawings, submittals, plan revisions, by-pass plans, and traffic control plans. A documentation tracking procedure will be developed to track the distribution of these documents.

#### *C. Shop Drawings and Submittal Reviews*

Coordinate submittal review and approval. Ardurra will be responsible for processing and monitoring the status of submittals. Ardurra will provide cursory review of the Contractor's submittals for general conformance with the contract document requirements prior to sending the submittals to the Design Engineer. Submittals of a general nature will be reviewed and processed by the CM team at the City's request. The CM team may also provide review of technical specifications of a general nature such as crushed rock, asphalt paving, and import.

Ardurra will log, track, and monitor shop drawings, calculations, data samples, submittals, and manuals from the Contractor. Shop drawings and submittals which significantly do not meet the specified requirements will be returned to the Contractor with comments for corrections and resubmittal. Exception reports, which identify outstanding submittals or reviews needed, shall be prepared periodically.

#### *D. Plans and Specifications Interpretation (RFI Processing)*

Review and respond to Contractor RFIs if of a general nature. Technical RFIs will be submitted to the project Design Engineer for response. Maintain a log of RFIs in order to ensure that written clarifications are provided to the Contractor in a timely manner. Responses to requests for changes to the design will be submitted to the City's Project Manager and Design Engineer for response and approval.

*E. Respond to Change Order Requests*

Identify, prepare log, and monitor Contractor or City initiated claims, changes, extra work, and change orders. Negotiate claims to an agreed Contractor/Consultant/City conclusion. Provide written recommendations to the City regarding the resolution of change orders and submit change orders to the City for approval. Prepare a report providing statement of claim, extra work, or change; background leading to the issue; resolution recommendation for action by the City. Prepare written justification and cost estimates for each change order that require design modifications or clarifications, including revisions to the drawing, details, and specifications. Resolve claims, extra work, and change orders for changes to the work and obtain City approval.

*F. Progress Payment Reviews*

Prepare project related invoices and progress payments. Submit invoices to the City's Project Manager with a recommendation stating the proper amount for payment using the Schedule of Values and actual quantities as a basis to prepare payment requests. Progress payment review will also include evaluation of the monthly updated construction schedule and review of the project as-builts to verify that the Contractor is up to date. In addition, review of monthly progress payments will include review of the Contractor's required inspections, testing, and reports as required by the project SWPPP and the Construction General Permit.

**Task 2.3 – Construction Inspection Services**

*A. Daily Construction Monitoring*

Provide part-time inspection and necessary specialty inspection to observe and document that the Contractor's work is in compliance with the contract documents. Prepare daily reports of the construction activities including weather conditions, Contractor's equipment and manpower, work performed, materials used, site visitors, note delays in work and reasons for the delays, and deficiencies. Prepare daily reports of deviations and non-conformance to specifications and provide a timely response. Perform technical inspection at the job site as required of materials and workmanship and discuss with the Contractor appropriate revisions to the methods and procedures used in performing the work. Observe and record all material deliveries to the site. Material certificates shall be verified and documented for compliance with plans, specifications, and approved shop drawings. Prepare a detailed daily report summarizing all observations and work performed on site each day/shift. Maintain, on a daily basis, a set of as-built drawings as verification and redundancy to the Contractor's.

*B. Photo Documentation*

Take and file construction documentation photographs on a regular basis. Maintain a digital photographic library of significant construction activities. Take additional photographs to document differing site conditions, change order claim items and any special or unique conditions as they arise.

*C. Community Outreach*

Provide a central point of contact for stakeholders on the project and act as the City's representative in the field. Meet with affected stakeholders regularly and keep a log of complaints with a description of the complaint and the measures taken to mitigate the complaint.

*D. Labor Compliance Services*



Verify DIR registration of prime and subcontractors. Coordinate the submittal of certified payroll records, fringe benefit records, and apprentice registration materials. Verify proper apprentice ratios are being met. Verify proper signage and wage rate determinations are displayed on the project. Perform employee interviews as required by project funding conditions. Spot check certified payroll records for proper pay rates.

Task 3 – Post-Construction Services

**Task 3.1 – Project Closeout**

Prepare detailed project punch item lists at closeout of the project. Upon correction of deficiencies, schedule, coordinate, and conduct a final walk through prior to acceptance of work with the City. Verify work, testing, cleanup and demobilization is complete. Check and submit final payment requests after final walk through. Review and certify that the Contractor’s project record drawings are complete and accurate.

**Task 3.2 – Final Project Documents**

Within 30 days of filing of the notice of completion, provide a Construction Documentation notebook and electronic copy comprised of all approved shop drawings, material test reports, certifications, daily inspection reports, meeting minutes, conversation logs, and photo documentation. Also provide and submit one set of redlined as-built drawings.

FEE:

Ardurra is pleased to present this estimated fee and estimated schedule for Construction Management and Inspection Services for the FY23 Paving Project. In developing this estimate, we have reviewed the project plans and specifications, visited the site, and called upon our experience with similar projects.

Our estimate has been based on a 60-working day schedule. As always, our fees will be charged on an as-needed basis only for those services provided with a “Not to Exceed” limit. Should the project schedule extend substantially or should additional services, such as extended shifts, be required Ardurra will need to negotiate with the City for additional fees. The table to the right presents the number of 8-hour inspection shifts we feel will be dedicated to each location. Construction Management hours have been estimated at 15 hours per month and Labor Compliance service have been estimated at 20 hours per month.

RESOURCE SCHEDULE

Street Name	Estimated Inspection Shifts (8 hrs/shift)					Extended Costs
	Paving	Striping	Speed Bumps	Traffic Loops	Total Shifts	
Jackson Dr	6	3		2	11	\$ 13,904.00
Lemon Ave	3	2			5	\$ 6,320.00
Palm Ave	6	2			8	\$ 10,112.00
Waite Dr	1	1			2	\$ 2,528.00
Milden	3	1			4	\$ 5,056.00
Parks-Seneca	4	3	4		11	\$ 13,904.00
<b>TOTALS:</b>					<b>41</b>	<b>\$ 51,824.00</b>

Our estimated not-to-exceed fee for the proposed scope of work is \$67,589.00 (Sixty-seven Thousand, Five Hundred Eighty-nine Dollars). As part of this proposal, below we have included a breakdown of anticipated hours



by staff type that we feel will be dedicated to each task outlined in our scope. We have provided an estimate of the anticipated number of hours for each proposed staff member.

• Mr. Scott Adamson, PE, QSD/P <b>Construction Manager</b>	<b>45 hrs @ \$181.00/HR</b>	<b>\$ 8,145.00</b>
• Mr. Bob Keleman <b>Resident Engineer/Site Inspector</b>	<b>328 hrs @ \$158.00/HR</b>	<b>\$ 51,824.00</b>
• Ms. Nancy Cambra <b>Labor Compliance Specialist</b>	<b>60 hrs @ \$127.00/HR</b>	<b>\$ 7,620.00</b>
<b>Total</b>		<b>\$ 67,589.00</b>

We sincerely appreciate the opportunity to provide this proposal and assist the City with this project. Please contact me at (858) 243-4977 should you have any questions or need further information.

Sincerely,

A handwritten signature in blue ink that reads "Scott Adamson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Scott Adamson, PE, QSD/P  
Construction Management – Group Leader