

**AGREEMENT FOR PROFESSIONAL CONSTRUCTION MANAGEMENT SERVICES
WITH THE HANNA GROUP INC. AN NV5 SUBSIDIARY
FOR THE BROADWAY, CALIFORNIA, CADILLAC AND TROUSDALE
FEDERAL RESURFACING PROJECT**

CITY PROJECT NO. 84810

THIS AGREEMENT is entered into this _____ day of _____, 2020, by and between the City of Burlingame, State of California, herein called the "City", and **THE HANNA GROUP INC, AN NV5 SUBSIDIARY** engaged in providing **PROFESSIONAL CONSTRUCTION MANAGEMENT** services herein called the "Consultant".

RECITALS

- A. The City is considering conducting activities for consultant engineering services for construction management services for the Broadway, California, Cadillac and Trousedale Federal Resurfacing Project, City Project No. 84810
- B. The City desires to engage a professional engineering consultant to provide construction management services because of Consultant's experience and qualifications to perform the desired work, described in Exhibit A.
- C. The Consultant represents and affirms that it is qualified and willing to perform the desired work pursuant to this Agreement.

AGREEMENTS

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

- 1. Scope of Services. The Consultant shall provide professional construction management services such as construction observation, inspection and coordination; provide design reviews and recommend contract change orders; prepare progress payments; complete federal funding paperwork; manage public relations; coordinate meetings with City staff; provide a final report and provide as-builts plans; and as detailed in "Scope of Services" of the attached Exhibit A of this agreement.
- 2. Time of Performance. The services of the Consultant are to commence upon the execution of this Agreement with completion of all work by December 30, 2021.

3. Compliance with Laws. The Consultant shall comply with all applicable laws, codes, ordinances, and regulations of governing federal, state and local laws. Consultant represents and warrants to City that it has all licenses, permits, qualifications and approvals of whatsoever nature which are legally required for Consultant to practice its profession. Consultant represents and warrants to City that Consultant shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, and approvals which are legally required for Consultant to practice its profession. Consultant shall maintain a City of Burlingame business license.
4. Sole Responsibility. Consultant shall be responsible for employing or engaging all persons necessary to perform the services under this Agreement.
5. Information/Report Handling. All documents furnished to Consultant by the City and all reports and supportive data prepared by the Consultant under this Agreement are the City's property and shall be delivered to the City upon the completion of Consultant's services or at the City's written request. All reports, information, data, and exhibits prepared or assembled by Consultant in connection with the performance of its services pursuant to this Agreement are confidential until released by the City to the public, and the Consultant shall not make any of these documents or information available to any individual or organization not employed by the Consultant or the City without the written consent of the City before such release. The City acknowledges that the reports to be prepared by the Consultant pursuant to this Agreement are for the purpose of evaluating a defined project, and City's use of the information contained in the reports prepared by the Consultant in connection with other projects shall be solely at City's risk, unless Consultant expressly consents to such use in writing. City further agrees that it will not appropriate any methodology or technique of Consultant which is and has been confirmed in writing by Consultant to be a trade secret of Consultant.
6. Compensation. Compensation for Consultant's professional services shall not exceed \$184,850; and payment shall be based upon City approval of each task.

Billing shall include current period and cumulative expenditures to date and shall be accompanied by a detailed explanation of the work performed by whom at what rate and on what date. Also, plans, specifications, documents or other pertinent materials shall be submitted for City review, even if only in partial or draft form.

7. Availability of Records. Consultant shall maintain the records supporting this billing for not less than three (3) years following completion of the work under this Agreement. Consultant shall make these records available to authorized personnel of the City at the Consultant's offices during business hours upon written request of the City.
8. Project Manager. The Project Manager for the Consultant for the work under this Agreement shall be Jeff Pallesen, Project Manager.
9. Assignability and Subcontracting. The services to be performed under this Agreement are unique and personal to the Consultant. No portion of these services shall be assigned or subcontracted without the written consent of the City.
10. Notices. Any notice required to be given shall be deemed to be duly and properly given if mailed postage prepaid, and addressed to:

To City: Kevin Okada, Senior Civil Engineer
City of Burlingame
501 Primrose Road
Burlingame, CA 94010

To Consultant: Jeff Pallesen, Project Manager
NV5 INC.
2525 Natomas Park Drive, Suite 300
Sacramento, CA, 95833

or personally delivered to Consultant to such address or such other address as Consultant designates in writing to City.

11. Independent Contractor. It is understood that the Consultant, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and not an agent or employee of the City. As an independent contractor he/she shall not obtain any rights to retirement benefits or other benefits which accrue to City employee(s). With prior written consent, the Consultant may perform some obligations under this Agreement by subcontracting, but may not delegate ultimate responsibility for performance or assign or transfer interests under this Agreement.

Consultant agrees to testify in any litigation brought regarding the subject of the work to be performed under this Agreement. Consultant shall be compensated for its costs and expenses in preparing for, traveling to, and testifying in such matters at its then current hourly rates of compensation, unless such litigation is brought by Consultant or is based on allegations of Consultant's negligent performance or wrongdoing.

12. Conflict of Interest. Consultant understands that its professional responsibilities is solely to the City. The Consultant has and shall not obtain any holding or interest within the City of Burlingame. Consultant has no business holdings or agreements with any individual member of the Staff or management of the City or its representatives nor shall it enter into any such holdings or agreements. In addition, Consultant warrants that it does not presently and shall not acquire any direct or indirect interest adverse to those of the City in the subject of this Agreement, and it shall immediately disassociate itself from such an interest should it discover it has done so and shall, at the City's sole discretion, divest itself of such interest. Consultant shall not knowingly and shall take reasonable steps to ensure that it does not employ a person having such an interest in this performance of this Agreement. If after employment of a person, Consultant discovers it has employed a person with a direct or indirect interest that would conflict with its performance of this Agreement, Consultant shall promptly notify City of this employment relationship, and shall, at the City's sole discretion, sever any such employment relationship.
13. Equal Employment Opportunity. Consultant warrants that it is an equal opportunity employer and shall comply with applicable regulations governing equal employment opportunity. Neither Consultant nor its subcontractors do and neither shall discriminate against persons employed or seeking employment with them on the basis of age, sex, color, race, marital status, sexual orientation, ancestry, physical or mental disability, national origin, religion, or medical condition, unless based upon a bona fide occupational qualification pursuant to the California Fair Employment & Housing Act.
14. Insurance.
 - A. Minimum Scope of Insurance:
 - i. Consultant agrees to have and maintain, for the duration of the contract, General Liability insurance policies insuring him/her and his/her firm to an amount not less than: One million dollars

(\$1,000,000) combined single limit per occurrence and two million dollars (\$2,000,000) aggregate for bodily injury, personal injury and property damage in a form at least as broad as ISO Occurrence Form CG 0001.

- ii. Consultant agrees to have and maintain for the duration of the contract, an Automobile Liability insurance policy ensuring him/her and his/her staff to an amount not less than one million dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.
- iii. Consultant agrees to have and maintain, for the duration of the contract, professional liability insurance in amounts not less than two million dollars (\$2,000,000) each claim/aggregate sufficient to insure Consultant for professional errors or omissions in the performance of the particular scope of work under this agreement.
- iv. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

B. General and Automobile Liability Policies:

- i. The City, its officers, officials, employees and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of Consultant, premises owned or used by the Consultant. The endorsement providing this additional insured coverage shall be equal to or broader than ISO Form CG 20 10 11 85 and must cover joint negligence, completed operations, and the acts of subcontractors. This requirement does not apply to the professional liability insurance required for professional errors and omissions.
- ii. The Consultant's insurance coverage shall be endorsed to be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurances

maintained by the City, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

- iii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, officials, employees or volunteers.
- iv. The Consultant's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

C. In addition to these policies, Consultant shall have and maintain Workers' Compensation insurance as required by California law. Further, Consultant shall ensure that all subcontractors employed by Consultant provide the required Workers' Compensation insurance for their respective employees.

D. All Coverages: Each insurance policy required in this item shall be endorsed to state that coverage shall not be canceled except after thirty (30) days' prior written notice by mail, has been given to the City (10 days for non-payment of premium). Current certification of such insurance shall be kept on file at all times during the term of this agreement with the City Clerk.

E. Acceptability of Insurers: Insurance is to be placed with insurers with a Best's rating of no less than A-VII and authorized to do business in the State of California.

F. Verification of Coverage: Upon execution of this Agreement, Contractor shall furnish the City with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be on forms approved by the City. All certificates and endorsements are to be received and approved by the City before any work commences. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

15. Indemnification. To the fullest extent permitted by law, Consultant shall save, keep and hold harmless indemnify and defend the City, its officers, employees,

authorized agents and volunteers from all damages, liabilities, penalties, costs, or expenses in law or equity, including but not limited to attorneys' fees, that may at any time arise, result from, relate to, or be set up because of damages to property or personal injury received by reason of, or in the course of performing work which arise out of, pertain to, or relate to, directly or indirectly, in whole or in part, the negligence, recklessness, or willful misconduct of Consultant, or any of the Consultant's officers, employees, or agents or any subconsultant. This provision shall not apply if the damage or injury is caused by the sole negligence, active negligence, or willful misconduct of the City, its officers, agents, employees, or volunteers.

16. Waiver. No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder, nor does waiver of a breach or default under this Agreement constitute a continuing waiver of a subsequent breach of the same or any other provision of this Agreement.
17. Governing Law. This Agreement, regardless of where executed, shall be governed by and construed under the laws of the State of California. Venue for any action regarding this Agreement shall be in the Superior Court of the County of San Mateo.
18. Termination of Agreement. The City and the Consultant shall have the right to terminate this agreement with or without cause by giving not less than fifteen (15) days written notice of termination. In the event of termination, the Consultant shall deliver to the City all plans, files, documents, reports, performed to date by the Consultant. In the event of such termination, City shall pay Consultant an amount that bears the same ratio to the maximum contract price as the work delivered to the City bears to completed services contemplated under this Agreement, unless such termination is made for cause, in which event, compensation, if any, shall be adjusted in light of the particular facts and circumstances involved in such termination.
19. Amendment. No modification, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and signed by the City and the Consultant.
20. Entire Agreement. This Agreement constitutes the complete and exclusive statement of the Agreement between the City and Consultant. No terms, conditions, understandings or agreements purporting to modify or vary this

Agreement, unless hereafter made in writing and signed by the party to be bound, shall be binding on either party.

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the date indicated on page one (1).

City of Burlingame

“Consultant”

By _____
Lisa K. Goldman
City Manager

NV5
Print Name:
Title:

Approved as to form:

City Attorney – Kathleen Kane

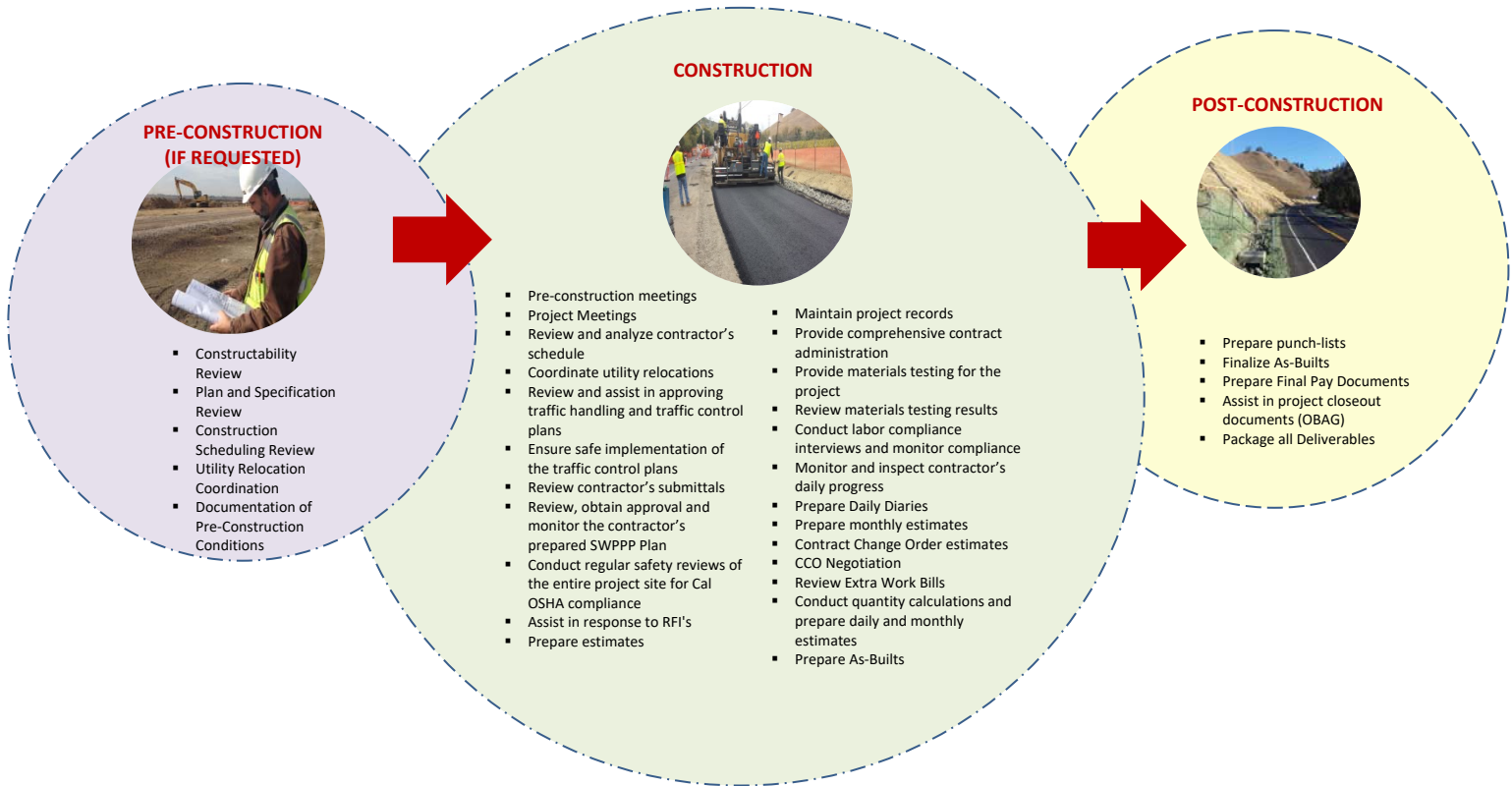
ATTEST:

City Clerk - Meaghan Hassel-Shearer



WORK PLAN

COORDINATION | COORDINATION | COORDINATION | COORDINATION



City of Burlingame + Residential/Business Community + Caltrans Local Assistance + Utility Companies

THE HANNA GROUP APPROACH TO THE PROJECT

Our project approach for the Federal Resurfacing Project is developed to achieve project delivery while having the following goals in mind:

- A quality project that meets all of the requirements of the contract documents
- Ensure that the project is completed within the specified schedule and the allotted budget
- Positive public perception for the project as well as for the City of Burlingame
- A safely constructed project, with a "No Injury" goal
- Be flexible and responsive to the City, and any other stakeholders for issue resolution
- Assist the Contractor to complete the project in the least amount of time possible
- Manage changes to avoid Contractor claims and minimize costs
- Complete the project to the satisfaction of the City

Our approach to managing this project for the City of Burlingame will start with professionally staffing the project with qualified personnel as requested by the City. It is essential for the construction management team to have a thorough understanding of the project along with potential issues and challenges. Given our experience with similar projects, we have outlined our work plan giving due consideration to key issues and



challenges. From the available information, we have a thorough understanding of the required expertise needed and the commitment necessary to help the City of Burlingame successfully deliver this program.

In the successful delivery of a project, our services begin by providing the City expert staff support in all three phases of the construction project delivery:

- Phase 1 – Pre-Construction Services (If Needed)
- Phase 2 – Construction Services
- Phase 3 - Post-Construction Services

In each phase, the project will be administered in accordance with City of Burlingame Procedures & Policies, the Contract Documents, and Caltrans Standard Plans and Standard Specifications. Our proposed Construction Manager and Project Inspection team have worked on numerous utility projects and have a wealth of local experience with sewer and water main projects.

The following is a detailed outline with regards to THG's approach and procedures for maintaining project progress, schedule, documentation mandates and cost control.

PHASE 2 – CONSTRUCTION SERVICES

During the construction phase it is our goal to work as a team with the Contractor; to try to prevent him from running into problems and delays; and to make sure that each new construction process starts out in conformance with the project documents. This will ensure that rework is kept to a minimum and that the project stays on schedule and minimizes the issuance of "non-conformance" reports. The key attitude that allows us to work so effectively with the Contractor is that of being in "partnership" with him and his subcontractors, with a commitment to get the project completed on time and within budget, as opposed to an attitude of seeking out errors and mistakes.

Communication/Coordination and Correspondence: Our project inspector will serve as the day-to-day focal point in the field for coordination among the Contractor, Plant Representatives, City Forces, Utility companies, BART, and other stakeholders. We will document all communications with the contractor in his daily diaries and ensure that all pertinent information (issues, concerns, changes) are brought to the City's attention immediately.

Preconstruction Meeting: Once the construction contract is bid and awarded, all appropriate parties will be invited to a preconstruction meeting, including the contractor and his assortment of subs, the City, utility companies appropriate regulatory representatives and any other stakeholders as deemed necessary by the City. In order to establish a successful project for all parties, this meeting will establish managerial and administrative procedures, working relationships, and outline the level of expectations. We will customize this agenda for the project and, upon the City's approval, distribute prior to the meeting. We will chair the meeting and provide minutes documenting all items discussed.

Typical items of discussion include:

- *Job-site safety*
- *Points of contact and appropriate means of communication*
- *Quality control and assurance responsibilities*
- *Project schedule*
- *Submittal, RFI, and change order processes*
- *Breakdown of Schedule of Values for LS Items*
- *Potential Claim Process*



- *Time of work and limitations*
- *Critical items of work*
- *Long lead items (Prefabricated bridge & In Pavement Lighting)*
- *Special inspection requirements (Prefabricated Bridge)*
- *Erosion and sedimentation control (SWPPP and BMP implementation)*
- *Laydown, storage, security, and site access*

Weekly Meetings: In order to facilitate effective communication among all parties associated with the contract, weekly meetings (day and time of the week established in the pre-construction meeting) will be held to discuss project progress and pending issues. Nick will coordinate and conduct weekly construction meetings with the contractor, the City's representative, and interested parties. In order to facilitate an orderly and efficient meeting, Nick will send an agenda to all appropriate attendees prior to the meetings. Some of the general items discussed will be safety, schedule, and status of RFIs, change orders, submittals, and new and old issues. Special meetings will be conducted, as necessary to resolve specific issues. The Assistant RE will prepare minutes of the meeting and distribute to respective attendees. Our team will make a point of setting up meetings on an "as-needed" basis with the "Owners" team members to discuss project issues. This approach of having a separate meeting with the Owner team prior to meeting with the contractor eliminates the potential of open disagreement amongst the team in front of the contractor.

Local Business/Homeowner/Public Outreach and Information Lines: To maintain an effective relationship with the General Public, Homeowners, and Local Businesses, it is important to respond to inquiries/issues in a timely manner. The THG Team which is anchored by **Nick Panayotou, PE**, has extensive experience working on sensitive projects in the City of Burlingame and will use that experience to aid the City in reviewing and responding to all citizen and business issues during construction.

Monitor Construction Schedule: We will review the contractor's weekly and monthly schedules and advise the City of any schedule delay with recommendations for schedule recovery. We will work with the contractor to eliminate and mitigate the impacts of any delays and as the work progresses, changes and weather will be evaluated for impact to the contractor's schedule.

Requests for Information (RFI) / Requests for Changes (RFC): Typical RFI and RFC process starts with a request forwarded from the contractor, which we can review and determine if we can provide an answer. If so, we will prepare a response and submit to the City for review. If unable to provide a response we will inform the City to take the next step and transmit design related RFI's to the designer. Upon receipt of an answer from the design team, we will verify that the question asked has been adequately answered, and if not, obtain additional information in order to provide a full and complete answer to the contractor.

Progress Payments: In order to process the payments for the contract items, We will continuously inspect the progress of the contract item work and perform quantity calculations for monthly partial payments. The quantity of each item will be field measured, if necessary, to prevent overpayment or underpayment. In order to aid in determining project item values, will request that the Contractor submit a schedule of values (if not already submitted) for the Lump-Sum items. Each month, We will provide accurate calculations for all items of work completed and accepted to allow for progress payment. Additionally, we will review the Contractor's progress pay estimate request and schedule of values for reasonableness and ease of monitoring, and will compare this information to the quantity records that we generated. Upon completion of progress payment verification, THG will provide the monthly payment recommendation to the City. THG will also prepare grantor reimbursement requests with backup documentation for the City.



Changes Order Management: The goal of the THG team, through Nick, is to avoid all unnecessary Contract Change Orders. Change Order can be generated from a number of sources and reasons, including changes directed by the designer or the owner and field-originated changes arising from unforeseen site conditions. If Change Order is unavoidable, the THG team will provide estimating and effective cost management by properly monitoring and tracking contract change orders. Nick will evaluate all proposed change orders to determine need, merit, and project impact. The team will provide cost estimates and schedule impacts, and a rationale for approval or denial and with the concurrence from the City, Nick will negotiate change orders with contractor and prepare change order documentation for approval and signature by the City. Our team has a vast knowledge of initiating, reviewing, estimating, and writing complicated contract change orders, including Cost Reduction Incentive Proposals. They have expert knowledge in determining the appropriate types of payment and methods of performing cost analysis to apply to each specific contract change order. Duties will also include:

- *Prepare change orders related to construction issues based on drawings, specifications, and other design information from design engineer and City Project Manager.*
- *Prepare recommendations to accompany change order documents and forward to City Project Manager for review and approval.*
- *Perform change order administration, including obtaining City approval of change order requests, issuing proposed change orders to Contractor, maintaining logs of proposed change orders, receiving change order quotations from Contractor, negotiating change order costs and time extension, processing final negotiated change orders, and incorporating approved change orders into progress payment breakdown.*
- *Perform quantity and cost analysis as required for negotiation of change orders.*
- *Analyze additional compensation claims that are submitted during the construction period and prepare responses.*

Claims Avoidance and Mitigation: THG believes our investment in being proactive, performing proper documentation, and interacting with the contractor in a positive partnering manner can mitigate a substantial amount of claims that may arise during the course of construction. In the a construction claim is filed, our proposed Project Inspector has the claims experience necessary to interact with the contractor to negotiate and resolve this claim in an expeditious manner.

Jobsite Safety: Personnel proposed on this project have the appropriate Hazardous Material Training and Annual Safety Training per Caltrans and Cal-OSHA. The training received by all team members includes the "safety first" mentality and the knowledge that the paramount item on every project is maintaining a safe construction project for all parties.

Quality Assurance Inspection: The role of quality control inspection is much more than approving or rejecting work as it is completed. Our approach to quality assurance inspection, where we develop a trust with the contractor, whereby the contractor diligently works with the THG Team, and completes every task correctly and expeditiously the first time helps ensure a successful project. Cooperative solutions that are developed during the course of the project improve quality and minimize rework. When we identify problems in the field, the contractor is notified immediately and solutions are developed in collaboration with the design team and the City, if necessary, before work progresses. Specific elements of Quality Assurance Inspections include:

- Assist the City with the pre-construction meetings
- Coordinating with Local Utilities to ensure that the project schedule is not interrupted.



- Providing continuous inspection to ensure that the contractors' work is in compliance with the contract documents and the designer's intent
- Identifying actual and potential problems associated with the construction and providing solutions.
- Providing constant communication and timely notification to the City, as required for relevant inspection elements.
- Maintaining daily documentation including photographic and video documentation of project (special, sensitive, potential claim and milestone work).
- Reviewing approved contractor prepared Storm Water Pollution Prevention Plans (SWPPP) and ensuring that the work is compliant with the approved plan.
- Participating in Submittal Reviews and design inspections.
- Certifying quantity calculations for progress pay estimates and changes.
- Resolving issues by proposing field changes to facilitate construction & avoid delays.
- Coordinating all design changes & change orders with the designer and City.
- Identify Contractor Staging Areas and Parking and providing enforcement.
- Providing material management to ensure that the materials are in compliance with the Plans and Specifications.
- Reviewing of contractor submittals such as material submittals, mix designs, temporary work design, shop-drawings, schedule, certificates of compliance, progress payments, and extra work reports.
- Ensuring that job site safety inspections are performed and that the safety of the jobsite and the traveling public is always maintained.
- Coordinating Testing and Surveying during construction
- Participate in On-Site Contractor Meetings.
- Labor Compliance Documentation & Interviews.
- Review and interpret materials testing results
- Assist the City with Contract Change Order estimates
- Assist the City with CCO Negotiation
- Review Extra Work Bills
- Conduct quantity calculations and prepare daily and monthly estimates
- Prepare punch-lists

Quality Assurance Materials Testing: The THG team will provide the following:

- *Schedule and perform quality assurance materials testing to verify compliance of the work with the contract documents including Source inspections and Materials acceptance*
- *Review test reports submitted by others to substantiate contract compliance*
- *Review, comment, and administer Quality Control Plans (Welding, Paint for prefab Bridge)*
- *Ensure that Certificates of Compliance or source release tags are furnished by the contractor along with the applicable delivered materials at the Project site.*

PHASE 3 – POST- CONSTRUCTION SERVICES

A project is only truly completed when all the construction is complete, including the punchlist items, the final payment is approved and accepted, and the project paperwork is completed and archived. In this final phase, the THG team will perform the following key activities to ensure that the construction is completed in compliance to the contract documents:



- Develop “Punch List” items to be completed.
- Ensuring that appropriate testing is performed for all items.
- If the contractor’s work or a designated portion thereof, is incomplete or noncompliant, THG will compile a list of incomplete or unsatisfactory items. THG will conduct final inspections and coordinate the correction and completion of the work.
- Perform final job walk through with the contractor, the City, and the design team.
- Coordinate the submittal and completion of Record Drawings.
- Provide Construction Claims Support Mediation/Litigation (if necessary).
- Recommend Acceptance of the project.

The specific project closeout documents will include the following:

- All approved shop drawings, submittals and manufacturers' literature maintained by THG during the construction project.
- A complete set of project progress photographs and videotapes taken before, during, and after construction.
- Project “As-Built” plans.
- Final Detail Estimate and “As-Built” Cost.
- The original set of all inspection reports, summaries, testing documents, meeting minutes, clarifications, schedules, correspondence and other documents related to the construction work as it was being installed.
- Prepare all OBAG documents for Submittal to the City.

KEY ISSUES

Prior to construction, it is The Hanna Group’s goal to identify key project issues (technical as well as non-technical) which may arise during construction. In order to mitigate project delays and change orders during the construction phase, it is in the best interest of the project for THG to identify potential complications prior to the contractor receiving the project Notice to Proceed.

KEY ISSUES

KEY ISSUES	PROJECT REQUIREMENTS	HANNA GROUP TEAM PLAN/ADVANTAGE
Public Outreach	The public has been engaged and will continue to be engaged as the Federal Resurfacing Project moves forward into construction. Achieve a positive public perception during construction.	RE will introduce himself to the local community members and will provide contact for project inquiry. Nick will assist the City in the setting up, implementing, and maintaining a public outreach program for the project.
Traffic Control	Traffic Control Plans will need to be submitted to the City for approval. The plans will need to be reviewed per the MUTCD. Maintain access for the local residents, and business communities within the	Review the contractor's traffic control system to ensure that the plan identifies general methods by which construction could take place without substantial delay and impact to traffic and local residents. Specifically review plans for appropriate sequencing, maintenance of traffic flow, maintenance of



KEY ISSUES	PROJECT REQUIREMENTS	HANNA GROUP TEAM PLAN/ADVANTAGE
	project limits. CMS Signs to be Located in order to best inform the public of the traffic control ahead.	emergency access around the construction area, protection or separation of work zones, and accommodation for pedestrian access. Our team's recent experience with road closures on the Burlingame Avenue Streetscape Project will be invaluable to the City.
Utility Protection/Utility Coordination	The following utility companies may need to be coordinated with for utility adjustments and re-grading: <ul style="list-style-type: none">• PG&E• AT&T• Comcast• Burlingame Water Department	Ensure that the contractor and CM team coordinate timely adjustments with appropriate utility agencies in order to maintain schedule. RE has recent experience working on utility lowering in ADA ramps and would like to discuss the risks with the City.
Impact to Local Residents During Construction	Potential impacts due to noise and light sensitivity must be mitigated. (It's not apparent if Night work is prohibited on this project) Access needs to be maintained to all driveways for local residential traffic including apartments.	Our team will ensure strict adherence to the 86db noise restriction given it's outlined in the contract. If night work is necessary, our team will review the work operations with particular attention to the light sensitivity for the local residents/businesses. Ensure portable CMS signs shall be supplied by the Contractor.
SWPPP	Approval of the "Water Pollution Control Program (WPCP)" prior to performing work having potential to cause water pollution.	THG staff members have successfully worked with the RWQCB personnel on other projects and will work closely with the contractor to assure strict adherence to the approved WPCP plan is maintained.
Familiarity with Local Agency Procedures	The project has several different funding sources including Federal funds. In order for the City to get reimbursed for federal funds it is imperative that the project is managed in accordance with Local Agency procedures.	All of our key personnel have worked directly for Caltrans and are thoroughly familiar with Caltrans and Local Agency document control procedures and policies. Our Proposed Project Manager and Resident Engineer have worked intimately with various local agencies with Caltrans oversight and federal funding. We are intimately familiar with the Caltrans LAPM and invoicing process.
Materials Testing	100% of material testing is to be conducted by the Construction Management team.	THG employs the RMA Group for all material testing. The RMA Group is a highly trained organization specializing in concrete, geotechnical, and welding testing. Their awareness of all regulatory (including Caltrans) requirements, along with their state of the art Materials Testing Laboratory, brands them as a highly dependable materials testing agency.

Project Hours & Costs

City of Burlingame
Federal Resurfacing PROJECT
Proposed Project Tasks Plan for Construction Management Services (75 Working Days)
Updated June 23, 2020

	Construction Services				Post Construction Services			Project Totals				Project Costs		
	Project Manager/RE	Asst. Resident Engineer	Labor Compliance	Total Hrs	Project Manager/RE	Asst. Resident Engineer	Total Hrs	Project Manager/RE	Asst. Resident Engineer	Labor Compliance	Task Total Hrs	Resident Engineer Rate \$190/hr	Asst. Resident Engr Rate \$155/hr	Labor Compliance Rate \$135/hr
Task 2: Construction Management												\$190	\$155	135
Task 2.0 Project Document Setup	20	0		20				20	0	0	20	\$3,800	\$0	\$0
Task 2.1 Construction Observation, Inspection & Coordination	15	404		419				15	404	0	419	\$2,850	\$62,620	\$0
Task 2.1a Construction Observation, Inspection & Coordination (Nights)	5	40		45				5	40	0	45	\$950	\$6,200	\$0
Task 2.2 Design Clarifications/ Submittal Reviews	20	40		60				20	40	0	60	\$3,800	\$6,200	\$0
Task 2.3 Recommend Contract Change Orders	20	10		30				20	10	0	30	\$3,800	\$1,550	\$0
Task 2.4 Prepare & Recommend Progress Payments	24	30		54				24	30	0	54	\$4,560	\$4,650	\$0
Task 2.5 Federal Funding Paperwork/Items	40	8		48				40	8	0	48	\$7,600	\$1,240	\$0
Task 2.6 Labor Compliance	20	8	60	88				20	8	60	88	\$3,800	\$1,240	\$8,100
Task 2.7 Public Relations	34	20		54				34	20	0	54	\$6,460	\$3,100	\$0
Task 2.8 Meetings (Weekly & Public & City) (20 Total)	40	40		80				40	40	0	80	\$7,600	\$6,200	\$0
Total for Task	238	600	60	898				238	600	60	898	\$45,220	\$93,000	\$8,100
Task 3: Project Completion & Post Construction														
Task 3.1 Project Acceptance & Punch List					8	20	28	8	20		28	\$1,520	\$3,100	0
Task 3.2 Construction Disputes & Claims					8	0	8	8	0		8	\$1,520	\$0	0
Task 3.3 Final Report & Closeout & As-Builts					10	0	10	10	0		10	\$1,900	\$0	0
Task 3.4 Final Federal Reports					24	0	24	24	0		24	\$4,560	\$0	0
Total for Task					50	20	70	50	20		70	\$9,500	\$3,100	0
Grand Total for Construction Management Services	238	600	60	898	50	20	70	288	620	60	968	\$54,720	\$96,100	\$8,100

Costs include Construction Vehicle, Cell Phone, and all Standard Equipment needed to perform the work. RE is indicated to be Part Time for the majority of the Construction Services Phase. Assistant resident Engineer is expected to be Full Time.

Construction Management Labor Cost	\$158,920
Materials Testing Cost (H&K)	\$25,930
Total CM with Materials Testing Cost	\$184,850