

RESOLUTION NO. 2015-066

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK AUTHORIZING AND APPROVING A TASK ORDER FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE ROHNERT PARK EXPRESSWAY REHABILITATION PROJECT (PROJECT NUMBER 2013-01) WITH GREEN VALLEY CONSULTING ENGINEERS

WHEREAS, the City desires to improve Rohnert Park Expressway; and

WHEREAS, Rohnert Park Expressway Rehabilitation Project will enter into the Construction Phase; and

WHEREAS, funding for the Rohnert Park Expressway Rehabilitation Project is available from Gas Tax, Casino Mitigation and federally grant funds; and

WHEREAS, the City has issued a Request for Proposal for Construction Management and Inspection Services; and

WHEREAS, Green Valley Consulting Engineers submitted a proposal for Construction Management and Inspection Services; and

WHEREAS, the City has reviewed the proposal by Green Valley Consulting Engineers, believes that Green Valley Consulting Engineers is the best qualified firm to administer the construction phase of the Rohnert Park Expressway Rehabilitation Project.

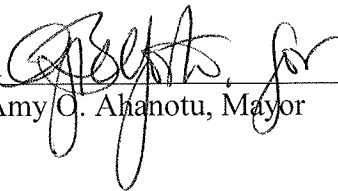
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby authorize and approve a Task Order with Green Valley Consulting Engineers, for Construction Management and Inspection Services for Rohnert Park Expressway Rehabilitation (Project No. 2013-01) for a not to exceed amount of \$174,430.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to take all actions to effectuate this Design Professional Services Agreement for and on behalf of the City of Rohnert Park, including execution, if necessary, in substantially similar form to Exhibit A attached hereto and incorporated by this reference subject to minor modifications by the City Manager or City Attorney.

BE IT FURTHER RESOLVED that the Finance Director is hereby authorized and directed to make budget appropriations as necessary from funding source 184-0000-400-8310 (Casino Supplemental Mitigation Fund) to project 310-1301-400-9901 (Rohnert Park Expressway Rehabilitation).


DULY AND REGULARLY ADOPTED this 14th day of April, 2015.

CITY OF ROHNERT PARK



Amy O. Ahanotu, Mayor

ATTEST:



JoAnne M. Buergler, City Clerk

CALLINAN: Aye MACKENZIE: Aye STAFFORD: Aye BELFORTE: Aye AHANOTU: Absent
AYES: (4) NOES: (0) ABSENT: (1) ABSTAIN: (0)

GREEN VALLEY CONSULTING ENGINEERS TASK ORDER NO. 2015-01

**CITY OF ROHNERT PARK
AND
GREEN VALLEY CONSULTING ENGINEERS**

**AUTHORIZATION TO PROVIDE CONSTRUCTION MANAGEMENT AND INSPECTION
SERVICES FOR ROHNERT PARK EXPRESSWAY REHABILITATION PROJECT NO. 2013-01**

SECTION 1 – PURPOSE

The purpose of this Task Order is to authorize and direct Green Valley Consulting Engineers to proceed with the work specified in Section 2 below in accordance with the provisions of the MASTER AGREEMENT between the City of Rohnert Park ("City") and Green Valley Consulting Engineers ("Consultant") hereto dated **April 14, 2015**.

SECTION 2 – SCOPE OF WORK

The items authorized by this Task Order are presented in Attachment "A" - Scope of Services.

SECTION 3 – COMPENSATION AND PAYMENT

Compensation shall be as provided in the MASTER AGREEMENT between the parties hereto referenced in SECTION 1 above. The total cost for services as set forth in SECTION 2 shall be actual costs (time and materials) based on Consultants' standard labor charges in accordance with the provisions of the MASTER AGREEMENT and as shown in Attachment "B" for an amount not-to-exceed \$174,430.00.

SECTION 4 – TIME OF PERFORMANCE

The work described in SECTION 2 shall be completed by **December 31, 2015**, or as extended by the City Manager.

SECTION 5 – ITEMS AND CONDITIONS

All items and conditions contained in the MASTER AGREEMENT for professional services between City and Consultant are incorporated by reference.

Approved this **14th** day of **April, 2015**.

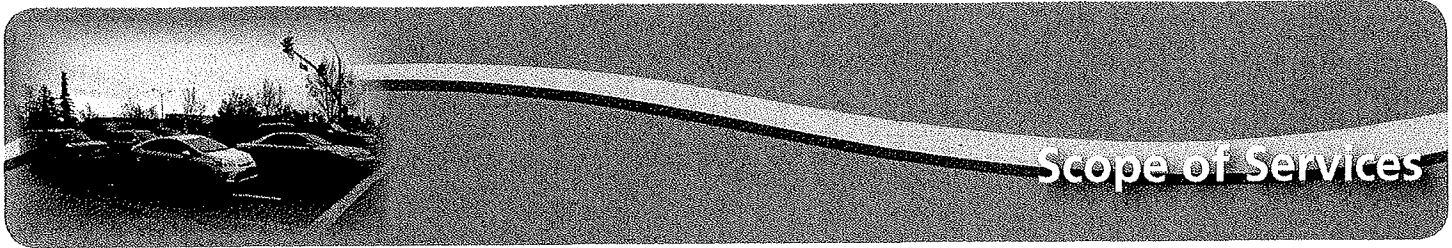
CITY OF ROHNERT PARK

GREEN VALLEY CONSULTING ENGINEERS

Darrin Jenkin, City Manager (Date)

Liz Ellis, Principal-in-Charge (Date)

Per Resolution No. 2015-____ adopted by the
Rohnert Park City Council at its meeting
of 4-14-15



Scope of Services

Pre-Construction Services:

1. Conduct a kick-off meeting with the City staff and relevant parties to discuss the proposed design scope and subsequent construction of the project.
2. Perform a constructability review of the plans and specifications to ensure the feasibility and constructability of proposed improvements.
3. Prepare a Construction Management Plan for the project. The Plan will include the following:
 - Preparation of a project specific manual identifying procedures and protocols to be used by the Construction Manager and project inspectors throughout the project.
 - Identifying lines of communication between City, Contractor, and Construction Manager.
 - Contact list of key agencies, personnel, emergency contacts for Fire, Police, and others, etc.
 - Provides for standard daily field reports of work accomplished.
 - Shop drawing log to identify contractor submittals and tracks status of approvals and return to contractor.
 - Logging system to track contractors' requests for information and status of responses.
 - Logging system to identify change order requests and status of approvals or negotiations.
 - Log of correspondence from and to contractor and City.
 - Preparation of a monthly report to the City showing progress for the previous month, with any issues needing resolution or pending. Photos of work in progress are typically included.
 - Assisting City with review of monthly progress payment requests from the contractor and recommendations to the City for payment.
 - Preside over weekly or semi-weekly progress meetings to discuss previous period progress and review upcoming work, discuss status of submittals, correspondence, requests for information, and other significant issues relating to the project.
 - Photo records of construction and monitoring of contractor's record drawings.
4. Perform a thorough review of the final bid documents prior to start of construction. Verify quantities provided

> PRE-CONSTRUCTION SERVICES

- Green Valley will produce all pre-construction meeting invitations, agenda items, and meeting minutes.
- Green Valley will take digital photos and video of the project site.
- Green Valley will become familiar with any environmental and permitting issues.
- Green Valley will set-up a project file in accordance with the City's standards.
- Green Valley will develop a submittal log and discuss order of work requirements.

in the bidding documents. Provide results to the City and make recommendations on any identified ambiguities or omissions.

5. Determine requirements, and identify any necessary permits as required to construct and operate the improvements.
6. Prepare a list of affected utilities. Prior to commencement of construction, prepare a notice to utilities identifying the impact of the project on their utilities and for any relocation required.
7. Review the project plans and conduct a job walk to verify the site conditions. Determine the construction requirements, constraints, sequence of operations, methods of traffic control, and related project activities/events. Determine any interference with current or future projects and make recommendations for construction staging and phasing.
8. Take photos and video of the existing site conditions.
9. Conduct meetings with the businesses and residents along the route to inform them about the project schedule and construction impacts.

Construction Phase Services:

1. Schedule and chair the Pre-Construction Conference. We will prepare an agenda and minutes of the meeting. Attention will be given to those items which may impact the schedule and/or project funding.
2. Conduct progress meetings with the Contractor, the City Project Manager, and other involved parties to discuss the progress of the project. Follow up on the issues raised at these meetings to expedite resolution and closure to issues.
3. Provide Contract work with the City. Establish and implement coordination, tracking, and communication procedures among City, Construction Manager, Construction Inspector, and Contractor. Prepare correspondence, reports, meeting notes, and other documentation as needed to communicate with the City, the Contractor, and other involved parties, and to establish a clear program record. Prepare and circulate meeting minutes.
4. Establish and implement coordination, tracking, and communication procedures among City, CM, Construction Inspector, Designer, and Contractor.

5. Establish and implement procedures for reviewing and processing requests for clarification and interpretation of the contract documents, shop drawings, samples and other submittals, contract schedule adjustments, change order proposals, written proposals for substitutions, payment applications, and the maintenance of field logs. Assist City in notifying the public prior to performing construction work that will impact them.

6. Record Management and Document Control:

Document Tracking System: Maintain a computer-based correspondence, information, and submittal tracking system to ensure that correspondence requiring responses, requests, and submittals are answered in a timely manner. The contractor's submittal schedule will list all significant submittals required by the specifications and those that are critical to the project's success. The schedule will identify the expected date that the item is due. We will review the schedule to confirm that all submittals are listed and that the planned dates allow sufficient time before the item is required on the job site.

Green Valley Consulting Engineers will identify those submittals that can be reviewed at the job site and those that should be reviewed by the design engineer. The objective will be to proactively forecast potential problems and develop solutions before impacts occur in the project process.

Maintain Project Files: Maintain orderly project files. These files shall include, but not be limited to:

- Notice to Proceed
- Correspondence
- Meeting minutes
- Submittals
- Reproductions of original contract documents, including addenda
- change orders supporting documentation
- Permit documentation
- Clarifications for the contract documents
- Materials delivery tickets and compliance certification
- Weekly and monthly progress reports
- Meeting minutes
- Daily inspection reports
- Progress photos
- Lab and field test reports
- Progress payments supporting documentation
- Other project documentation

7. Provide field observation during construction. We will conduct detailed site observations of the general progress of the work to determine if the work is proceeding

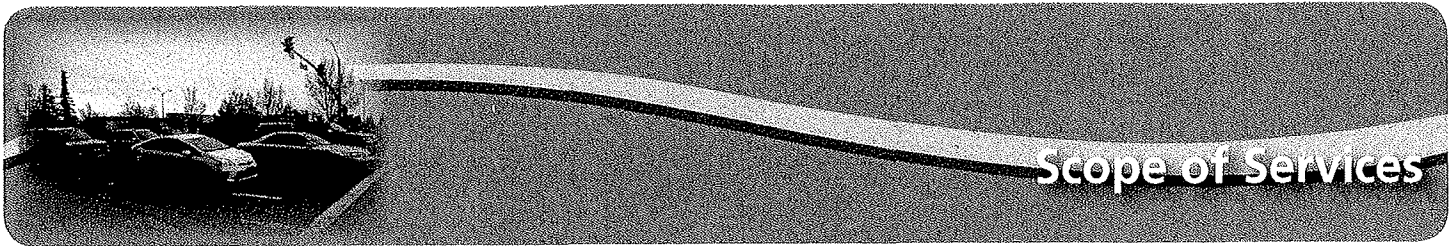


in accordance with the contract documents. The Construction Inspector will:

- Attend all meetings
- Ensure compliance with any ADA requirements and the contract documents
- Coordinate and schedule sampling and testing of construction materials, soil, and AC compaction tests with County Lab
- Arrange for batch plant inspections (not needed for this contract)
- Retain tickets prior to placement of material
- Record up-to-date construction information to use in preparation of the record drawings
- Prepare daily reports
- Report to City any violations to any applicable regulations
- Maintain a copy of the contract documents and construction-related documents at the site
- Coordinate all construction activities with the utility companies and other agencies within the project area and as required by the City

8. Prepare construction inspection reports. The on-site observer will complete a daily report of events that occur at the jobsite. Green Valley Consulting Engineers will implement a format for these reports which will include the following:

- Contractor's working hours on the jobsite. A separate log will be maintained if the contractor works two shifts or nights.
- Contractor and subcontractor personnel and equipment on the jobsite.
- Weather conditions and observations as to the effect on the progress of the work.
- Decisions or directions given to the contractor. Items of this nature would be those of usual work progress with directions to be included in a more formal manner.
- Daily utilization of the contractor and subcontractor equipment on the site, but obviously idle or in



Scope of Services

- temporary storage will be so noted on the report.
- Observations connected with the progress of the work including deficiencies or violations of contract requirements by the contractor.
- Materials delivered to the job site, together with indication as to results of inspection thereof.
- Observed or potential delays and apparent causes. The contractor's reaction to these delays will be noted.
- Data relative to claims, extras or deduction. This should include those noted and agreed, as well as potential claims or items of disagreement.
- List of visitors, including testing laboratory representatives or others.

9. Prepare and submit bi-weekly status report to the City consisting of, but not limited to, the following documentation:

- A narrative description of the progress of work and major tasks completed
- Schedule overview.
- Change order summary.
- One set of key progress photos.
- Summary of construction progress for the prior reporting period.
- Significant project issues including recommendations on any unsolved issues.
- A narrative description of the progress of work and major tasks completed.

> DAILY INSPECTION REPORTS

- Green Valley will provide daily inspection reports which will document construction activities, proposed change orders, notice of potential claims, critical conversations, safety issues and accidents, extra work in progress, materials testing performed, information for as-built drawings, quantities for progress payments, environmental concerns and visitors to the project site.

10. Review the contract documents and verify that all the required permits have been obtained for the construction of the project.

11. Review Contractor's schedule of values versus the payment application.

Provide a recommendation of the monthly progress payment applications submitted by the contractor. We recommend that as a condition of approval, the contractor must be current with as-built recording and scheduling efforts.

12. Review, and Track Requests for Information (RFI's), Requests for Clarifications (RFC's), and Shop Drawings.

Green Valley Consulting Engineers will establish and implement a Request for Information (RFI) procedure for use in providing resolutions to inquiries from the contractor regarding interpretations and clarifications of the plans and specifications.

The CM and Inspector will review contract documents and interpret the drawings as necessary to answer the questions raised by the contractor. The CM will determine if resolution can be developed by application of the plans, typical details, the specifications, and applicable codes and standards. If the resolution cannot be determined from these or similar documents, the CM will consult with the design engineer and ask for the design engineer's interpretation. If the design engineer is authorized to develop additional design details necessary to resolve a problem, Green Valley Consulting Engineers will coordinate through the engineer, the development of a revised design so that it is compatible with field conditions or status of the work, with the goal of minimizing or mitigating the impact on the contractor's work.

We will maintain a submittal log and process required submittals, prior to, and during the process of the work as follows:

- Concrete mix designs for minor concrete
- Mix designs for asphalt concrete
- Certificates of compliance for materials
- SWPPP Plan
- Contractor's Safety Plan
- Certified Payrolls

We understand the importance of reviewing submittals in a timely manner. It is imperative that submittals are received early on in a project and reviewed and approved promptly so as to not impact construction activities.

We will work with the contractor to verify that all submittals are submitted and approved well in advance of the construction activities.

13. Review the contractor's initial and updated schedules for compliance with

the contract documents and verify that the schedules accurately represent the scope of work. We will verify that all work for interim milestones is included on the schedule. We will verify logic ties of activities, check the reasonability of task durations, review the critical path, and check for critical activities. Important scheduling elements, such as partial shutdowns, street and lane closures, detours, public notifications, material delivery, material storage, and contractor material hauling will be a part of the schedule review process.

14. Contract Change Orders (CCO's) may be requested by the City, the Contractor, the CM, or the design



Scope of Services

engineer. Upon receipt of a proposed change, the CM will determine the necessity of the change, check for propriety, consider other methods of accomplishing the work, method of compensation, effect on contract time, estimate of cost, the Contractor's reaction to the proposed change, and the probability of final approval. If the CM determines that a proposed change is warranted, a proposed change order file will be established. Documents prepared by the CM describing the work, will be transmitted to the Contractor for pricing. Concurrently, independent estimate of cost and time impact will be prepared by the City and CM. Upon receipt of the contractor's quotation, the Construction Inspector will review and compare it to the independent estimate. Based on the review, the CM will either recommend approval to the City, or recommend rejection. If negotiation is authorized, the CM will conduct the negotiations with the Contractor.

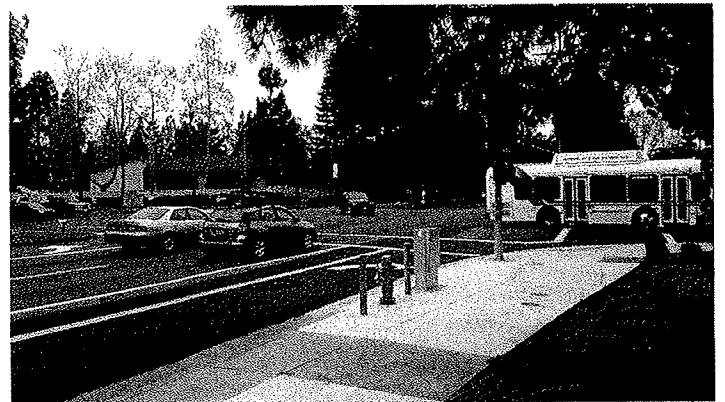
For work where a unit cost is not determined prior to performing the work, the Inspector will collect time and material sheets at the end of each day.

All documentation regarding change orders will be maintained, including dates of notification by Contractor, interim steps, recommendation by CM, and final decision.

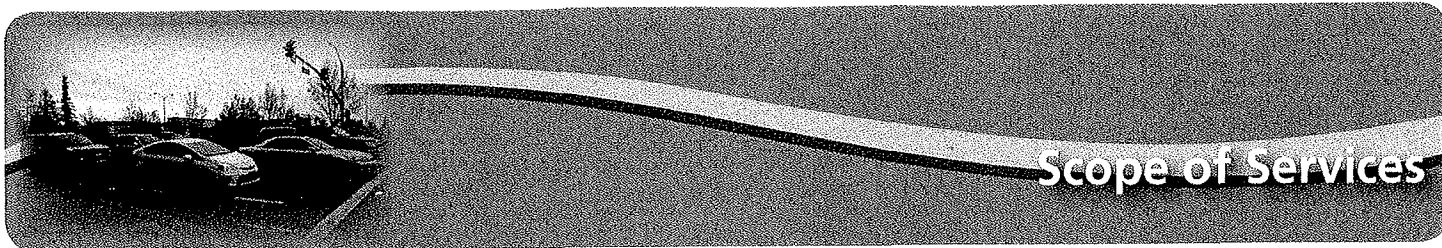
15. Green Valley Consulting Engineers will assist the City to reach an agreement with the Contractor regarding disputes.
16. Review the Contractor's initial and updated schedules for compliance with the contract documents and verify that the schedules accurately represent the scope of work. Important scheduling elements, such as partial shutdowns, street and lane closures, detours, public notifications, material delivery, material storage, and contractor material hauling will be a part of the schedule review process.
17. Perform field interviews with the contractor's work force on the payment of prevailing wages and fringe benefits. Conduct labor compliance interviews of Contractor's and Subcontractor's employees. Provide and ensure proper posting of the appropriate Federal and State Wage Determinations and labor compliance posters on the project site. Obtain copies of the certified payrolls and fringe benefit statements from the Contractor on a weekly basis. Review the payroll records, interview forms, daily logs, and compare for accuracy. Prepare bi-weekly reports of any deficiencies; and request

Contractor to submit back up documents for the contractor, subcontractors, second tier subcontractors, and unlisted subcontractors (contracts less than \$10,000) working on the project.

18. Prepare weekly statement of working days.
19. Provide videotape and photographic documentation of project site prior to, during, and after construction. Ensure that any survey markers disturbed by the Contractor are restored by the Contractor.
20. Maintain a set of contract documents with up-to-date information regarding all addendum, substitutions, clarifications, and changes.
21. Coordinate any certified technical inspections, field testing, or laboratory testing required for the project. Ensure that Contractor has notified utilities affected by the project.



22. Review and monitor the contractor's safety program. The inspector will enforce on-site safety requirements and will report to City on any observed deviations from the plan.
23. Review and monitor all traffic control and public safety plans for compliance with all safety laws and regulations. Review all detour, lane closures, temporary access, signing, delineation and traffic control plans. The Inspector will enforce traffic control safety requirements in and around construction zones.
24. Review the Contractor's "Best Management Practices" plan prior to beginning of construction. Monitor the Contractor's implementation to prevent storm water pollution from related activities in compliance with the National Pollutant Discharge Elimination System (NPDES).
25. Review of Storm Water Pollution Prevention Plan (SWPPP) as required by the City.



26. The CM will maintain a copy of the plans on the site with all the changes. Upon completion of construction, Green Valley Consulting Engineers will conduct an As-Built verification, and prepare and provide a copy of the As-Built plans to the City.

27. Assist City in maintaining a good relationship with the public. The CM will immediately report to the City any inconvenience to the public and will try to remedy arising problems as soon as possible, subsequent to his discussion with the City.

Good public relations with the general public are imperative to the success of any project. Typically, construction work is adjacent to private residences and businesses and construction can be very disturbing. Our inspectors will be the first line of defense for addressing complaints by the public. They will work with the Contractor to address issues and concerns brought forth by the public, business, and property owners.

On this project, it is critical that good communication transpire between the construction management team and businesses to minimize disruptions to them. We will need to understand an individual business's delivery time and busy times so that we can maintain access to their driveways during these periods.

To assist with the public relations efforts for this contract, we will:

- Maintain a log of all phone calls received
- Listen to citizen's concerns and try to appease them
- Work with the Contractor for prompt resolution of issues
- Circulate fliers, newspaper notifications as appropriate, and as approved by the City about noise and odor restrictions, period of construction, and suggested alternate routes
- Verify that changeable message signs are placed alerting traffic of the period of potential delays during lane closures
- Communicate with emergency services about any events that may raise emergency calls from the public
- Implement a project hotline if agreed to by the City

➤ PUBLIC RELATIONS AND NOTIFICATIONS

- Green Valley will prepare and distribute public notifications, prepare information for press releases, conduct informational meetings, log and respond to any complaints in a timely manner, record the Contractor's activities as they relate to public safety and convenience, and ensure that the Contractor provides the required notifications.

- Provide information to the city to post on the City's website

Post Construction Services

1. Contract closeout services will include the administration of the transfer of the project to the City, coordination of warranty activities and demobilization of the Contractor and CM Staff.

2. At the completion of the project, we will perform inspections of the work to determine if any work is incomplete. We will prepare a punch list of the incomplete work and provide to the Contractor and City. We will perform subsequent

inspections to confirm that incomplete work has been completed satisfactorily.

3. We will obtain lien waivers, bonds, warranties, and other documents required by the Contract Documents from the Contractor.
4. We will prepare a final certificate of substantial completion and recommendation to the City for final acceptance of the project.
5. At the completion of the project, we will turn over all documents including final redline as-built drawings. We will coordinate the completion of final as-built drawings through the design engineer. A final project report will be prepared summarizing the project and performance of the contractor.
6. After completion of the project, we will coordinate the warranty repair procedures including a date of warranty expiration. We will monitor warranty problems and assist the City with warranty repair management until the final certificate of completion is filed.





CITY OF ROHNERT PARK
DEVELOPMENT SERVICES

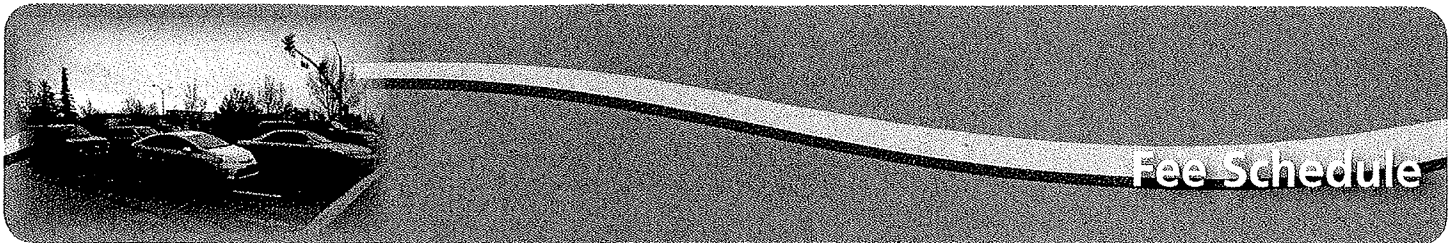
WORK ESTIMATE

ROHNERT PARK EXPRESSWAY REHABILITATION PROJECT



| Task Information | | Billing Classification | | | | | | | | |
|------------------|---|------------------------|------------------------|--------------------|------------------|---------|--------------|---------------|-------------|--|
| Task | Task Information | Resident Engineer/CM | Construction Inspector | CM - Federal Asst. | Document Control | PIC | Direct Costs | Total Hours | Total Costs | Remarks |
| 1 | Pre-Construction Meeting & Photos | 20 | 20 | 4 | 8 | 4 | | 56 | \$8,860 | |
| 2 | Submittal Management | 12 | | | | | | 12 | \$2,400 | Based on an estimate of 20 submittals |
| 3 | Schedule Management & Wkly. St. of Work. Days | 8 | | | | | | 8 | \$1,600 | Based on 18 weeks |
| 4 | Daily Field Inspection & Doc. | 8 | 680 | | 16 | 8 | | 712 | \$92,920 | Based on 85 working days |
| 5 | RFI & RFC Management | 8 | | | | | | 8 | \$1,600 | Based on an estimate of 8 RFIs |
| 6 | Construction Management | 140 | | | | | | 140 | \$28,000 | Based on an estimate of 2 change orders |
| 7 | Change Order Management | 16 | | | | | | 16 | \$3,200 | Based on 5 pay estimates |
| 8 | Pay Estimate Management | 10 | | | | | | 10 | \$2,000 | |
| 9 | Progress Meetings | 10 | | | | | | 10 | \$2,000 | Based on progress meetings twice a month |
| 10 | Federal Reporting Requirements | 48 | | 40 | 8 | | | 96 | \$18,240 | |
| 11 | Public Relations and Notifications | 4 | | | | | | 4 | \$800 | |
| 12 | Closeout & Record Drawings | 32 | 8 | 4 | 4 | | | 48 | \$8,560 | |
| 13 | Construction Staking | | | | | | | 0 | \$0 | |
| | Vehicle Costs \$50/day | | | | | | \$4,250 | | \$4,250 | |
| | Total Hours | 316 | 708 | 48 | 36 | 12 | | Project Total | | |
| | | \$63,200 | \$92,040 | \$9,600 | \$2,880 | \$2,460 | \$4,250 | \$174,430.00 | | TOTAL NOT-TO-EXCEED COST |

Based on 85 working days
Based on full-time inspection, Monday through Friday at 8 hours per day at State Prevailing Wages
Based on part time Construction Management Estimated at 3.5 hours per day
** copies



HOURLY FEE SCHEDULE

| | |
|------------------------------------|-------------|
| Principal | \$220 |
| Project Manager | \$150-\$220 |
| Project Engineer | \$135-\$195 |
| Staff Engineer | \$125-\$165 |
| Survey Crew | \$180-\$215 |
| Professional Land Surveyor | \$140 |
| Construction Manager | \$135-\$185 |
| Construction Inspector | \$115-\$150 |
| Construction Inspector II Overtime | \$160 |
| Construction Inspector II Night | \$165 |
| Prevailing Wage Overtime | \$160 |
| Prevailing Wage Double OT | \$190 |
| Prevailing Wage Night | \$165 |
| Prevailing Wage Night OT | \$190 |
| Prevailing Wage Night OT Double | \$210 |
| Field Personnel | \$95-\$125 |
| CAD Technician | \$115-\$145 |
| Administration/Word Processing | \$70-\$75 |

All rates meet current State and Federal requirements for prevailing wage rates, if applicable.

USE OF COMPANY-OWNED EQUIPMENT AND SPECIALIZED SUPPLIES

The cost of using company-owned equipment and specialized supplies is included in the hourly rates billed to our projects.

MISCELLANEOUS EXTERNAL EXPENDITURES

Miscellaneous external expenditures, such as those costs associated with blueprints, and reproduction of originals will be billed at the actual cost plus 15%. Subconsultant charges will be billed at cost plus 10%. We do not charge for mileage.

CONSTRUCTION INSPECTION AND CONSTRUCTION MANAGEMENT VEHICLE RATES

| | |
|------------------------------|----------------|
| Hourly Rate (up to 8 hours) | \$10/hour |
| Daily Rate (8 or more hours) | \$80-\$100/day |

EXHIBIT 10-H SAMPLE COST PROPOSAL

ACTUAL COST-PLUS-FIXED FEE OR LUMP SUM (FIRM FIXED PRICE) CONTRACTS

(DESIGN, ENGINEERING AND ENVIRONMENTAL STUDIES)

Note: Mark-ups are Not Allowed

Consultant Green Valley Consulting Engineers Contract No. 2013-01 Date March 26, 2015

DIRECT LABOR

| Classification/Title | Name | Hours | Actual Hourly Rate | Total |
|-----------------------|----------------|-------|--------------------|--------------|
| PIC | Liz Ellis | 12 | \$ 119.19 | \$ 1,430.23 |
| Construction Mgr. | Tom Gorman | 316 | \$ 116.28 | \$ 36,744.19 |
| Construction Inspect. | Sean Lawson | 708 | \$ 75.58 | \$ 53,511.63 |
| Assistant CM | Tim Dillenburg | 48 | \$ 116.28 | \$ 5,581.40 |
| Document Control | | 36 | \$ 46.51 | \$ 1,674.42 |

LABOR COSTS

- a) Subtotal Direct Labor Costs \$ 98,941.86
 b) Anticipated Salary Increases (see page 2 for sample) \$ 0
 c) TOTAL DIRECT LABOR COSTS [(a) + (b)] \$ 98,941.86

FRINGE BENEFITS

- d) Fringe Benefits (Rate: 20 %) e) TOTAL FRINGE BENEFITS
 [(c) x (d)] \$ 19,788.37

INDIRECT COSTS

- f) Overhead (Rate: 22 %) g) Overhead [(c) x (f)] \$ 21,767.21
 h) General and Administrative (Rate: 20 %) i) Gen & Admin [(c) x (h)] \$ 19,788.37
 j) TOTAL INDIRECT COSTS [(e) + (g) + (i)] \$ 61,343.95

FEE (Profit)

- q) (Rate: 10 %) k) TOTAL FIXED PROFIT [(c) + (j)] x (q)] \$ 29,682.56

OTHER DIRECT COSTS (ODC)

| Description | Unit(s) | Unit Cost | Total |
|---|---------|-----------|--------------------|
| l) Travel/Mileage Costs (supported by consultant actual costs) | Total | \$ | \$ <u>4,250</u> |
| m) Equipment Rental and Supplies (itemize) | | \$ | \$ |
| n) Permit Fees (itemize), Plan sheets (each), Test Holes (each), etc. | | \$ | \$ |
| o) Subconsultant Costs (attach detailed cost proposal in same format as prime consultant estimate for each subconsultant) | | \$ | \$ |
| p) TOTAL OTHER DIRECT COSTS [(l) + (m) + (n) + (o)] | | | \$ <u>4,250.00</u> |

TOTAL COST [(c) + (j) + (k) + (p)] \$ 174,430

NOTES:

- Employees subject to prevailing wage requirements to be marked with an *.
- ODC items should be based on actual costs and supported by historical data and other documentation.
- ODC items that would be considered "tools of the trade" are not reimbursable.
- ODC items should be consistently billed directly to all clients, not just when client will pay for them as a direct cost.
- ODC items when incurred for the same purpose, in like circumstances, should not be included in any indirect cost pool or in overhead rate.

1. Compliant with Generally Accepted Accounting Principles (GAAP) and standards promulgated by the Cost Accounting Standards Board (when applicable).
2. Compliant with the terms of the contract and is incurred specifically for the contract.
3. Not prohibited by 23 CFR, Chapter 1, Part 172 – Administration of Engineering and Design Related Service Contracts to the extent requirements are applicable to Consultant.

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files.

Subconsultants (if applicable)

Proposed Contract Amount (or amount not to exceed if on-call contract): \$ _____

Prime Consultants (if applicable)

Proposed **Total** Contract Amount (or amount not to exceed if on-call contract): \$ 174,430.00

Prime, list all subconsultants and proposed subcontract dollar amounts (attach additional page if necessary):

| | |
|-------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

Consultant Certifying (Print Name and Title):

Name: Liz Ellis, PE

Title: Principal-in-Charge

Consultant Certification Signature **: *Liz Ellis*

Date of Certification (mm/dd/yyyy): 03/26/2015

Consultant Contact Information:

Email: lizellis@gvalley.com

Phone number: 707-579-0388

****An individual executive or financial officer of the consultant's organization at a level no lower than a Vice President or Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the Indirect Cost Rate proposal submitted in conjunction with the contract.**

Note: Per 23 U.S.C. 112(b)(2)(B), Subconsultants must comply with the FAR Cost Principles contained in 48 CFR, Part 31. 23 CFR Part 172.3 Definitions state: Consultant means the individual or firm providing engineering and design related services as a party to the contract. Therefore, subconsultants as parties of a contract must complete a certification and send originals to A&I and keep copies in Local Agency Project Files.

Distribution: 1) Original to Caltrans Audits and Investigations
2) Retained in Local Agency Project Files

EXHIBIT 10-01 CONSULTANT PROPOSAL DBE COMMITMENT

(Inclusive of all DBEs listed at bid proposal. Refer to instructions on the reverse side of this form)

Consultant to Complete this Section

1. Local Agency Name: City of Rohnert Park
2. Project Location: Rohnert Park, CA
3. Project Description: Rohnert Park Expressway Rehabilitation
4. Consultant Name: Green Valley Consulting Engineers
5. Contract DBE Goal %: 0.0

DBE Commitment Information

| 6. Description of Services to be Provided | 7. DBE Firm Contact Information | 8. DBE Cert. Number | 9. DBE % |
|---|---|------------------------|----------|
| Construction Management | Green Valley Consulting Engineers 335 Tesconi Circle, Santa Rosa, CA 707-579-0388 | 29202 | 100 |
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Local Agency to Complete this Section

16. Local Agency Contract Number: _____
17. Federal-aid Project Number: _____
18. Proposed Contract Execution Date: _____

Local Agency certifies that all DBE certifications are valid and the information on this form is complete and accurate:

19. Local Agency Representative Name (Print) _____

20. Local Agency Representative Signature _____


21. Date _____

22. Local Agency Representative Title _____

23. (Area Code) Tel. No. _____

10. Total
% Claimed

100 %


11. Preparer's Signature

Liz Ellis
12. Preparer's Name (Print)

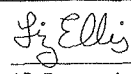
President
13. Preparer's Title

03/26/2014 707-579-0388
14. Date 15. (Area Code) Tel. No.

Distribution: (1) Original – Consultant submits to local agency with proposal
(2) Copy – Local Agency files

EXHIBIT 10-02 CONSULTANT CONTRACT DBE INFORMATION

(Inclusive of all DBEs listed at contract award. Refer to instructions on the reverse side of this form)

| Consultant to Complete this Section | | | |
|---|--------------------------------------|---|-----------------------|
| 1. Local Agency Name: <u>City of Rohnert Park</u> | | | |
| 2. Project Location: <u>Rohnert Park, CA</u> | | | |
| 3. Project Description: <u>Rohnert Park Expressway Rehabilitation</u> | | | |
| 4. Total Contract Award Amount: \$ _____ | | | |
| 5. Consultant Name: <u>Green Valley Consulting Engineers</u> | | | |
| 6. Contract DBE Goal %: <u>0.0</u> | | | |
| 7. Total Dollar Amount for <u>all</u> Subconsultants: \$ _____ | | | |
| 8. Total Number of <u>all</u> Subconsultants: _____ | | | |
| Award DBE/DBE Information | | | |
| 9. Description of Services to be Provided | 10. DBE/DBE Firm Contact Information | 11. DBE Cert. Number | 12. DBE Dollar Amount |
| Construction Management | Green Valley Consulting Engineers | 29202 | |
| | 335 Tesconi Circle, Santa Rosa, CA | | |
| | 707-579-0388 | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Local Agency to Complete this Section | | 13. Total Dollars Claimed | \$ _____ |
| 20. Local Agency Contract Number: _____ | | | |
| 21. Federal-aid Project Number: _____ | | 14. Total % Claimed | _____ % |
| 22. Contract Execution Date: _____ | | | |
| Local Agency certifies that all DBE certifications are valid and the information on this form is complete and accurate: | | <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  </div> 15. Preparer's Signature Liz Ellis | |
| 23. Local Agency Representative Name (Print) _____ | | | |
| 24. Local Agency Representative Signature _____ | 25. Date _____ | | |
| 26. Local Agency Representative Title _____ | 27. (Area Code) Tel. No. _____ | | |
| Caltrans to Complete this Section | | 16. Preparer's Name (Print) President | |
| Caltrans District Local Assistance Engineer (DLAE) certifies that this form has been reviewed for completeness: | | 17. Preparer's Title 03/26/2014 707-579-0388 | |
| | | 18. Date 19. (Area Code) Tel. No. | |
| | | 28. DLAE Name (Print) 29. DLAE Signature 30. Date | |

Distribution: (1) Copy – Email a copy to the Caltrans District Local Assistance Engineer (DLAE) within 30 days of contract award. Failure to send a copy to the DLAE within 30 days of contract award may result in delay of payment.
 (2) Copy – Include in award package sent to Caltrans DLAE
 (3) Original – Local agency files