

Client Name: Tuolumne City Sanitary District
Address: 18050 Box Factory Road
Tuolumne, CA 95379
Phone: 209-928-3517

Task Order Name: TCSD WWTP Construction Management II

Task Order No: 21-02

Statement of Understanding:

Forsgren Associates Inc. completed constructability reviews and related services for the Tuolumne City Sanitary District (TCSD, District) wastewater treatment plant (WWTP) improvement project under Task Order No. 19-01.

With the bid recently received for construction of the WWTP project, TCSD was able to define the scope of the construction project, and in turn, Forsgren is able to better define the construction management requirements for the project. The scope of this second phase of the construction management is described below, along with the estimated fee for completing these services.

This Task Order authorizes Forsgren to perform the services described herein.

Scope of Services:

Under this Task Order we will complete the following:

Pre-Construction Services

We will conduct preliminary activities necessary to prepare for construction.

- Coordination – perform general coordination among all parties prior to the start of construction (est. 7/1/21-8/31/21).
- Coordination Meetings – schedule, lead, and document coordination meetings (4) during this period.
- Compliance Schedule – we will update and maintain this schedule which is specifically designed to help TCSD and the CM team ensure contractor's compliance with contract requirements.
- Pre-Construction Meeting –
 - Schedule Meeting, Prepare/Submit Agenda, Lead Meeting.
 - Prepare Meeting Summary including Action Items and Decision Log.
- Environmental Clearance Coordination – we will coordinate with appropriate parties to help ensure that environmental issues are cleared prior to the start of construction, and that these clearances don't impact the construction schedule.

Construction Observation

Our inspector will travel to the site to observe and document construction activities, and will perform the following:

- Daily Reports – document construction activities, workers and equipment onsite, progress made, and problems encountered.
- Photographs – document conditions before and after construction, as well as key aspects of the construction process.

- Compliance with Plans and Specifications – observe construction and compare to Plans/Specs to verify compliance. Rely on office staff for support. Notify contractor of any deviations, but not direct work. Notify CM if any disagreements or misunderstandings. Document as appropriate.
- Compliance with SWPPP - observe construction and compare to SWPPP to verify compliance. Rely on office staff for support. Notify contractor of any deviations, but not direct work. Notify CM if any disagreements or misunderstandings. Document as appropriate.
- Compliance with Permits/Environmental - observe construction and compare to permit and environmental requirements to verify compliance. Rely on office staff for support. Notify contractor of any deviations, but not direct work. Notify CM if any disagreements or misunderstandings. Document as appropriate.
- Submittals – Review submittals, and make recommendations to CM as appropriate. Inspect materials and parts when delivered to site to verify compliance.
- RFIs – Review RFIs, and make recommendations to CM as appropriate.
- Payroll Documentation – Review documentation to cross-check field staff on site.
- Pay Requests – Review Pay Requests to confirm completion of work.
- Construction Redlines – Maintain field set of construction redlines in work truck, and formal set of redlines in CM office.

Construction Administration

Forsgren will be the central point-of-contact, or “clearing-house” for all project communications during construction. Coordination and management of these communications will include the following:

- Daily Reports
- Photographs
- Construction Meetings
- Weekly Teleconferences
- Progress Meetings
- Compliance with Plans and Specifications
- Compliance with SWPPP
- Compliance with Permits/Environmental
- Submittals
- RFIs
- Payroll Documentation
- Pay Requests
- Construction Drawing Redlines
- File/Document Management

Project Close-Out

- Punch List
- Walk-Through
- Revised Punch List
- 2nd Walk-Through
- Review Redlines with Engineer
- Review As-Built prepared by Engineer

Project Management and Administration

- Manage internal resources for the execution of the project work.
- Track and control the project schedule and budget.
- Communicate/coordinate with TCSD staff and team.
- Provide verbal and written updates on project status/progress to TCSD.
- Monthly Status Reports

Schedule:

The schedule for this project will be driven primarily by the contractor, but at this point we anticipate an estimated schedule for development of the Alternatives Analysis is shown in the table below. An updated schedule will be developed in conjunction with TCSD upon receipt of notice to proceed.

Task/Milestone	Estimated Completion Date
Pre-Construction	7/1/21 - 8/31/21
Construction	9/1/21 – 3/31/22
Construction Redlines Submittal	4/15/22

Compensation:

The services will be performed on a time and materials basis for an estimated fee of up to **\$200,000**. This fee will not be exceeded without prior authorization from TCSD. A spreadsheet showing the breakdown of this estimated fee is included as Attachment A.

Terms and Conditions:

The requested services will be performed in accordance with the Billing Rates, and Terms & Conditions included as part of the Master Services Agreement between TCSD and Forsgren.

FORSGREN ASSOCIATES, INC.

TUOLUMNE CITY SANITARY DISTRICT

By:



**Printed
Name:**

Alan Driscoll

Title:

VP, Division Manager

Date:

July 1, 2021

By:

**Printed
Name:**

Title:

Date:

COST ESTIMATE - Task Order No. 20-02 - Services from 7/1/21-3/31/22
Tuolumne City Sanitary District
WWTP - Construction Management II

Forsgren Associates, Inc.

	Role	PM	Senior Engineer	Environ./ Scheduling	Inspector (OT)	Inspector	Project Asst.	Total Labor Hours	Total Labor Costs	Travel & Expenses		Related Project Fee	Total
	Title Code	ENG/SCI VI	ENG/SCI IV	ENG/SCI IV	INSP IV	INSP IV	CLE III			Fees	Mark-Up		
	Employee	Driscoll	Gach	Wickman	Bolton	Bolton	Dela Cruz				15%	\$5.00	
Rate		\$240	\$175	\$175	\$150	\$100	\$75						
TASK 1 - PRE-CONSTRUCTON SERVICES													
Coordination: 7/1/21-8/31/21 (8 Weeks)		8					8	16	\$ 2,520		\$ -	\$ 80	\$ 2,600
Coordination Meetings (4)								0	\$ -		\$ -	\$ -	\$ -
Schedule Mtg, Prepare Agenda, and Lead Meeting		4		4			8	16	\$ 2,260		\$ -	\$ 80	\$ 2,340
Prepare Mtg Notes incl. Action Items and Decision Log		4		2			8	14	\$ 1,910		\$ -	\$ 70	\$ 1,980
Compliance Schedule								0	\$ -		\$ -	\$ -	\$ -
Update/Maintain Contractor Compliance Schedule		4		8				12	\$ 2,360		\$ -	\$ 60	\$ 2,420
Pre-Construction Meeting								0	\$ -		\$ -	\$ -	\$ -
Schedule Mtg, Prepare Agenda, and Lead Meeting		8		4			8	20	\$ 3,220		\$ -	\$ 100	\$ 3,320
Prepare Mtg Notes incl. Action Items and Decision Log		4		4			4	12	\$ 1,960		\$ -	\$ 60	\$ 2,020
Environmental Clearance Coordination								0	\$ -		\$ -	\$ -	\$ -
Coordinate pre-construction Environmental Compliance Activties		4		16			8	28	\$ 4,360		\$ -	\$ 140	\$ 4,500
								0	\$ -		\$ -	\$ -	\$ -
Subtotal Task 1		36	0	38	0	0	44	118	\$ 18,590	\$ -	\$ -	\$ 590	\$ 19,180
TASK 2 - CONSTRUCTION OBSERVATION													
Observation								0	\$ -		\$ -	\$ -	\$ -
Construction Observation					24	480		504	\$ 51,600	\$ 12,666	\$ 1,900	\$ 2,520	\$ 68,686
(Observation: 12 weeks @ 5 days/wk @ 8 hrs/day = 480 hrs)								0	\$ -		\$ -	\$ -	\$ -
(Travel: 4 hrs roundtrip/wk for 6 weeks = 24 hrs OT)								0	\$ -		\$ -	\$ -	\$ -
								0	\$ -		\$ -	\$ -	\$ -
Subtotal Task 2		0	0	0	24	480	0	504	\$ 51,600	12666	1900	2520	\$ 68,686

COST ESTIMATE - Task Order No. 20-02 - Services from 7/1/21-3/31/22
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	Title Code	ENG/SCI VI	ENG/SCI IV	ENG/SCI IV	INSP IV	INSP IV	CLE III			Fees	Mark-Up		
	Employee	Driscoll	Gach	Wickman	Bolton	Bolton	Dela Cruz				15%		
	Rate	\$240	\$175	\$175	\$150	\$100	\$75					\$5.00	
TASK 3 - CONSTRUCTION ADMINISTRATION													
Meetings (36 weeks)								0	\$ -		\$ -	\$ -	\$ -
Construction Meetings (12 - weekly, during construction, on site)		72		24			72	168	\$ 26,880		\$ -	\$ 840	\$ 27,720
Progress Meetings (6 - monthly, while construction contract open)		36		12			36	84	\$ 13,440		\$ -	\$ 420	\$ 13,860
Weekly Teleconferences (9 - Bi-weekly, while construction contract open)		18		18			36	72	\$ 10,170		\$ -	\$ 360	\$ 10,530
Administration								0	\$ -		\$ -	\$ -	\$ -
Daily Reports		15					30	45	\$ 5,850		\$ -	\$ 225	\$ 6,075
Photographs							30	30	\$ 2,250		\$ -	\$ 150	\$ 2,400
Compliance w/ Plans & Specs								0	\$ -		\$ -	\$ -	\$ -
Compliance w/ SWPPP		6		12				18	\$ 3,540		\$ -	\$ 90	\$ 3,630
Compliance w/ Permits/Environmental		6		12				18	\$ 3,540		\$ -	\$ 90	\$ 3,630
Submittals (Assume 12)		6	12				12	30	\$ 4,440		\$ -	\$ 150	\$ 4,590
RFIs (Assume 12)		6	12				12	30	\$ 4,440		\$ -	\$ 150	\$ 4,590
Payroll Documentation (Assume 12)		6	12				12	30	\$ 4,440		\$ -	\$ 150	\$ 4,590
Pay Requests (Assume 6)		3	6				6	15	\$ 2,220		\$ -	\$ 75	\$ 2,295
Maintain Construction Drawing Redlines (Field Set + Office Set)								0	\$ -		\$ -	\$ -	\$ -
File/Document Management		18					36	54	\$ 7,020		\$ -	\$ 270	\$ 7,290
								0	\$ -		\$ -	\$ -	\$ -
	Subtotal Task 3	192	42	78	0	0	282	594	\$ 88,230	\$ -	\$ -	\$ 2,970	\$ 91,200
TASK 4 - PROJECT CLOSE-OUT													
Punch List		2					2	4	\$ 630		\$ -	\$ 20	\$ 650
Walk -Through		4						4	\$ 960		\$ -	\$ 20	\$ 980
Revised Punch List		2					2	4	\$ 630		\$ -	\$ 20	\$ 650
2nd Walk-Through		4						4	\$ 960		\$ -	\$ 20	\$ 980
Review Redlines w/ Engineer								0	\$ -		\$ -	\$ -	\$ -
Review As-Built's prepared by Engineer								0	\$ -		\$ -	\$ -	\$ -
								0	\$ -		\$ -	\$ -	\$ -
	Subtotal Task 4	12	0	0	0	0	4	16	\$ 3,180	\$ -	\$ -	\$ 80	\$ 3,260
TASK 5 - PROJECT MANAGEMENT													
Project Management (9 Months)								0	\$ -		\$ -	\$ -	\$ -
Resource Mgmt, Cost/Schedule Control, and Coordination		36					36	72	\$ 11,340		\$ -	\$ 360	\$ 11,700
Monthly Status Reports (9)								0	\$ -		\$ -	\$ -	\$ -
Prepare Report w. updated Status, Schedule, and Financials		18					18	36	\$ 5,670		\$ -	\$ 180	\$ 5,850
								0	\$ -		\$ -	\$ -	\$ -
	Subtotal Task 5	54	0	0	0	0	54	108	\$ 17,010	\$ -	\$ -	\$ 540	\$ 17,550
PROJECT TOTALS		294	42	116	24	480	384	1,340	\$ 178,610	\$ 12,666	\$ 1,900	\$ 6,700	\$ 199,876