

*Proposal for
Construction Management and Inspection Services for the
Glass Beach Stairs Replacement Project
City Project No. PWP-00015*



***Submitted by:
Questa Engineering Corporation***

In Association with:

***Wynn Coastal Planning & Biology
Forrest Francis Land Surveying and Mapping***

August 2, 2019

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Construction Management and Inspection Services for the
Glass Beach Stairs Replacement Project
City Project No. PWP-00015***

Submitted to

City of Fort Bragg
Attention: June Lemos, CMC, City Clerk
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Fort Bragg, CA 95437
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Submitted by

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In Association with:

Wynn Coastal Planning & Biology
Forrest Francis Land Surveying and Mapping

Questa Project #1900103

September 12, 2019

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A. FIRM DESCRIPTION

Questa Engineering

Questa is a small civil and environmental engineering and landscape architecture planning and design firm, founded in 1982, with a focus on environmental restoration and public access planning, engineering, and construction management (CM). Our staff and associates include professionals experienced in civil engineering, landscape architecture, construction management, geology and engineering geology and materials testing, and stormwater management. One group within our company focuses on construction management and inspection of wetlands restoration and trail construction projects, including vertical beach access stairways. We also possess a General Engineering Contractor's License and on occasion construct Design:Build projects, so we are familiar with construction issues and procedures.



Our strengths include:

- Tested construction management experience throughout northern California following Caltrans Construction Manual, Construction Site BMPs, Stormwater Manual, and LAPM procedures for environmental issues;
- Extensive planning, design, permitting, environmental compliance and CM experience with both wetland restoration and public access projects, including outdoor stairs;
- Successful development of close working relationships with agencies and community;
- Positive experience with fairly resolving conflicts, balancing contractor issues with project contract requirements and design intent;
- In-house staff to complete construction observations, surveying, engineering design for change orders, permit compliance, project management, and landscape architectural services.
- Use of local biologists and surveyors for specialty assistance.

Construction Management and Inspection: We have extensive experience with the construction management of public access and environmental restoration projects. Our construction assistance experience includes providing complete CM for the Tennessee Valley Pathway Project for Marin County and the Mill Valley Steps, Lanes and Paths project, as well as construction assistance on the Breuner Marsh Public Access and Restoration project and the Albany Beach Access and Restoration project. We have also provided CM on trail projects in sensitive areas for the City of American Canyon adjacent to the Napa River and sensitive marshlands, a trail and floating bridge and boardwalk system through the Laguna de Santa Rosa in Sebastopol, and complete CM services on the Mill Valley Steps Lanes & Paths project, which involved construction of over a half-mile of concrete and wood steps. Other recent projects where we provided key construction administration and inspection services include: 1) the Ojai Valley Wetlands Restoration Project, 2) Phase I of the Petaluma River/Denman Reach Stream and Floodplain Restoration and Public Access Project, and 3) the Cloverdale Regional Park/Russian River Restoration Project. For all of these projects we closely followed Caltrans Local Assistance Program Manual (LAPM) procedures. Even for those projects that do not involve Caltrans oversight, we typically recommend use of Caltrans LAPM procedures as they provide a proven set of steps and procedures for quality, schedule, and cost control and rigorous documentation, including DBE, environmental and permit compliance, and prevailing wage requirements. We understand how projects are designed and we understand how projects are built. This knowledge allows us to address situations with a rational and solution-based approach that ensures our clients a final product of which they can be proud.

The proposed Resident Engineer (RE) Carl Nelson, has more than 15 years of experience in restoration and public access design, engineering oversight, planning and construction management. The proposed site engineer/inspector, Andy McDade, P.E. has RE, has over seven years of experience working on Design Assistance during construction and CM projects with Questa as the , including providing CM assistance to Mr. Nelson for several restoration and trail/stairway projects.

As experienced design and construction engineers, we routinely perform construction inspections and permit-required post-construction maintenance and monitoring for our projects. We take great pride in seeing our projects go from design to construction, and believe that working closely with clients and contractors is the best way to ensure overall high project quality. We understand the importance of representing clients in construction management, both with the construction contractor and in discussions with other project stakeholders. We have established our credibility and good working relationships with many agencies.

Our approach to ensuring that these projects were successful included maintaining thorough records of conversations, activities, and necessary actions, and addressing potential difficulties with promptness. We understand how stairway projects are designed and we understand how these projects are built. This knowledge allows us to address situations with a rational and solution-based approach that ensures our clients a final product of which they can be proud. Our multi-disciplinary team is highly experienced in the evaluation of *real* implementation issues. Since we have extensive experience in both design and implementation, we know what it takes to bring a project through design, permitting, and construction. This involves interagency coordination, as well as close evaluation of environmental constraints/permit & CEQA conditions, such as sensitive habitat, geologic hazards, right-of-way issues, visual concerns, agency regulations and public access and safety considerations during construction.

Project Management, Schedule and Budget Control: We have an excellent track record in completing projects on schedule and within budget. We use a principal-level project management approach. With over 20 years of experience, our Project Manager understands the demands on the City staff's time, and knows how to make effective and efficient progress throughout the project's phases. As a small firm, (staff of 25) we carefully control our workload and priorities so that senior personnel can be directly involved and we can confidently commit our resources and capabilities to a project. Unlike medium or large firms, our principals have the luxury of being able to devote most of their time to projects, rather than attending to all the administrative, human resources, and marketing tasks involved in running a sizable practice. Our clients appreciate this hands-on approach because they receive the benefit of an experienced professional who will anticipate problems, maintain quality, make very efficient use of their time, and offer both realism and creativity in the planning, design, and environmental review process.

Questa typically utilizes a project management system along hierarchical lines of authority and reporting with an independent quality control check. Our management approach, task identification, document preparation, and quality control procedures closely follow those of the Caltrans Local Assistance Program, including documentation of all work products, workflow tracking, quality control, environmental review and mitigation, and project design and cost estimation. Our system tracks costs and schedule for each task and subtask and provides a comparison to key dates or milestone events, with total hours and budget allocated to tasks and subtasks on a person-by-person basis. We identify problems early on and develop solutions to ensure that sufficient budget is available to complete the task, and to intervene and make corrections or adjustments to workflow and project priority to maintain the project on schedule and within budget.

Why Choose Our Team? We have implemented many public access, trail, park, environmental restoration, education, and resource enhancement projects. We enjoy projects that offer opportunities to guide appropriate land use and provide resource-based design strategies. Our varied expertise is a

good fit for this project, including work on projects with significant resource management opportunities and challenges.

- Experience in, trail, park and natural resource projects, especially along coastlines and in sites with existing construction access constraints and stringent regulatory permitting conditions.
- Public facility design, including trails, parking areas, restrooms, interpretive facilities, stairways and ramps, and other site improvements;
- Close working relationships with project partners, including community, City, County, State and Federal regulatory agencies, to ensure project success;
- Multitasking to meet project schedules and comply with CEQA/permitting requirements and responsibilities;
- Phasing, cost analysis, and grant assistance to enable incremental implementation of the project;
- In-house technical staff to complete most project construction management tasks, including geotechnical engineering, and materials testing, with superior coordination capabilities;
- A successful history of meeting deadlines, fast-tracking construction issue resolution, and an understanding of community concerns and achieving project goals.

Wynn Coastal Planning & Biology

Wynn Coastal Planning & Biology will provide biological monitoring services. The Wynn Coastal Planning & Biology team works with landowners to navigate Mendocino County's Coastal Zone planning permit process to secure development permits from small scale residential improvements to multi-parcel subdivisions. Their planners and biologists work together with the clients and stakeholders to steer projects towards the best resolution for all interested parties.

Forrest Francis Land Surveying and Mapping

Forrest Francis will provide surveying services. Forrest Francis has been land surveying for 35 years, and has been a licensed Land Surveyor in the State of California since 1982. Forrest Francis Land Surveying and Mapping has been providing the Mendocino Coast with quality Land Surveying since 1975. They are small but well-rounded full service surveying office. They provide a wide variety of services including residential, commercial, and essential facility surveys. Their office is fully automated. All of their design and drafting is done utilizing state of the art computers and programs such as AutoCAD and Survcad. Their Surveying equipment is also state of the art.

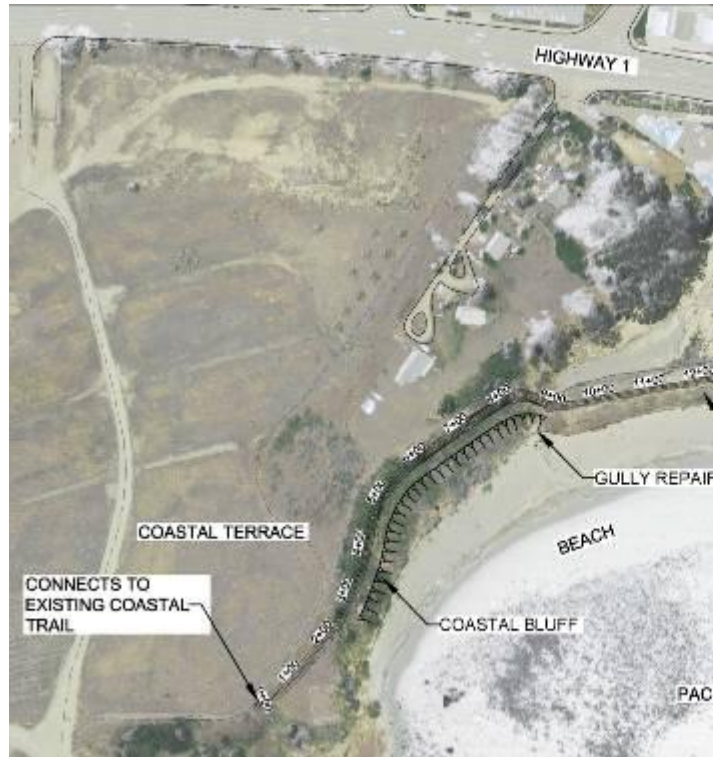
B. RELEVANT EXPERIENCE

Fort Bragg Trail - Preliminary Engineering and Geotechnical Evaluation, Old Haul Road and North Harbor Drive Portions

CLIENT:	WRA, Inc. for City of Fort Bragg	
CONTACT:	Paul Curfman, Environmental Planner, WRA, Inc., 415.524.7544, curfman@wra-ca.com 2169 G East Francisco Blvd., San Rafael, CA 94901	
KEY STAFF:	J. Peters, M. Henderson, ASLA, C. Nelson, PE, W. Hopkins, CEG, PG, A. McDade, PE, T. Hawbaker	
DATES:	2016	COSTS: \$ 21,500 in fees



Questa completed a preliminary engineering design and geotechnical evaluation of portions of the Fort Bragg Coastal Trail focused on North Harbor Drive and Old Haul Road, near Noyo Harbor. Work included development of topographic base map, preliminary engineering design, including coastal bluff stability and gully erosion control design, and trail plan, profile, cross sections and conceptual structure details, preliminary geotechnical evaluation, and preliminary design and construction cost estimates. The preliminary design included a 150' stairway to the lower parking area and beach access.



Tennessee Valley Pathway Construction Management

CLIENT: Marin County Department of Public Works

CONTACT: Scott Schneider, P.E., Senior Civil Engineer (now with City of Mill Valley), (415) 384-4818, sschneider@cityofmillvalley.org, Department of Public Works, 26 Corte Madera Avenue, Mill Valley, CA 94941

KEY STAFF: J. Peters, C. Nelson, PE, W. Hopkins, CEG, PG, M. Henderson, ASLA, M. Harris, PG

DATES: 2011-present

COSTS: \$300,000 in Fees



Timber Boardwalk

Questa provided provide field engineering and construction management, resident engineer, construction design and biological monitoring services for a pathway project along Coyote Creek in Marin County. The work scope included coordination with the County, Caltrans, and Regulatory Agency for compliance with CEQA and NEPA, including wetlands/endangered species biological monitoring. The pathway was made up of a variety of travelled surfaces including a pressure-treated timber boardwalk, concrete sidewalk, asphalt pathway, and a pedestrian bridge. Construction included concrete cast-in-drilled-hole piers, driven concrete piles, driven wood piles. The project is located in a sensitive

environment with proximity to California clapper rail nesting, potential salt marsh harvest mouse habitat, and Bird's Beak.



Bridge Installation

Montara State Beach North Accessway Feasibility Analysis and Preliminary Engineering Report

CLIENT:	California State Coastal Conservancy		
CONTACT:	Timothy Duff, California State Coastal Conservancy, (510) 286-1015, tim.duff@scc.ca.gov 1515 Clay Street, 10th Floor, Oakland, CA 94612-1401		
KEY STAFF:	J. Peters, C. Nelson, A. Buchbinder, W. Hopkins, S. Yeihl		
DATES:	2018 - present	COSTS:	\$24,0000

Questa Engineering recently completed a Feasibility Study and Preliminary Engineering Design for the replacement of a beach access stairway at Montara State Beach. This beach is located south of Pacifica and near the small San Mateo County coastal community of Montara. The lower portion of the existing wooden staircase, which lands within or near Martini Creek and its small lagoon, was destroyed by winter storms in 2017. The Scope of Work for this project included completion of a Fatal Flaw Screening Study of 6 different beach access options that would take beach visitors from the new parking lot on a coastal terrace down a drop of 45 feet in vertical elevation to beach grade, about 500 feet away. Several of the options included a new pedestrian bridge over Martini Creek. A new wooden beach access stairway that provides more direct access to the beach was selected based on a comparison of engineering, environmental, sustainability, cost and maintenance differences. Preliminary engineering plans and a construction cost estimate were then developed for the selected option, with the results of the engineering analysis described in a Feasibility Study Report.



Mill Valley Steps Lanes and Paths Civil Design & Construction Management, Mill Valley, California

CLIENT: City of Mill Valley

CONTACT: Scott Schneider, P.E. (formerly with City of Mill Valley), Assistant Public Works Director, Town of San Anselmo, 525 San Anselmo Avenue, San Anselmo, CA 94960, (415) 258-4653, sschneider@townofsananselmo.org

KEY STAFF: J. Peters; M. Henderson, ASLA; C. Nelson, P.E., A. Buchbinder, PE, W. Hopkins, CEG

DATES: 2009-present

COSTS: \$360,000 fees / construction ~\$2 million

Questa has been providing engineering design, environmental review, permitting, and construction management services to the City of Mill Valley for the construction of stairways and paths to improve safety and accessibility of an existing network of pedestrian connections. These provide for neighborhood, recreation and access, and emergency evacuation routes. The initial projects were designed to meet City and Caltrans requirements. Work included preparation of a preliminary assessment report, NEPA environmental review and special studies (biology, traffic, visual impacts, floodplain), CEQA IS/MND and permitting, design plans, specifications and cost estimates, assistance in obtaining E-76 approval through the Caltrans Local Assistance Program, bid support, and full construction management following Caltrans Local Assistance procedures. The first six stairways were designed and constructed between 2009 and 2011. A seventh stairway (Gardner) was designed and constructed between 2014 and 2017, with 10 stairways added in 2018. Questa provided bid assistance as well as construction assistance.



Napa River and Bay Trail Phase I Plans, Specifications & Cost Estimate, Construction Oversight, and Mitigation Monitoring

CLIENT: Napa County Regional Parks & Open Space District

CONTACT: John Woodbury, Tel: (707) 259-5933 / FAX: (707) 253-4336 / E-mail: John.Woodbury@countyofnapa.org
1195 Third Street, Room 210, Napa, CA 94559

KEY STAFF: J. Peters, C. Nelson, PE, M. Henderson, ASLA, W. Hopkins, CEG, M. Harris, PG, A. McDade, EIT

DATES: December 2010 to 2012 **COSTS:** \$100,000 in fees / Construction ~\$800,000



Questa was retained to prepare Plans, Specifications, and Cost Estimates (PS&Es), coordinate permitting, and provide bidding assistance, construction oversight, and mitigation monitoring associated with the construction of two segments of the Napa River and Bay Trail: 1) from the City of American Canyon wastewater treatment plant and the former Cargill Salt Plant site to Green Island Road, and 2) from the western end of Eucalyptus Drive along the north, west and south sides of the now-closed American Canyon landfill site. The project includes a pre-engineered pedestrian bridge, river overlook interpretive panels, benches, and other site furnishings. We provided coordination and permitting services with the Napa Vallejo Waste Management Authority, Department of Fish and Game, the SF Bay Regional Water Quality Control Board (NPDES/SWPPP preparation), and the US Army Corps of Engineers to ensure seamless project implementation.

The CDFG would not allow an asphalt pathway on their levee, so an alternate surface was needed. The pathway made use of a stabilized quarry fine surface that provided a more attractive, low-maintenance, ADA-compliant surface. We directed our structural subconsultants in their design of the bridge abutments and coordinated our biological monitor during all work on the levee. The southern bridge is a pre-cast hollow-core plank bridge, selected for its low profile among the sparseness of the southern portion of the trail, its cost, and its ease of installation. The northern bridge is a pre-engineered steel truss bridge selected to accommodate the expected trail users and provide a visually attractive element.



Petaluma River- Denman Reach Floodplain Restoration, Stream Enhancement, Trailhead Access, and Riverfront Trail, Phases 1-3

CLIENT:	City of Petaluma, Dept. of Water Resources and Conservation, and California Department of Water Resources Urban Stream Restoration Program		
CONTACT:	Tim Moresco P.E., Associate Civil Engineer, Public Works & Utilities Department, City of Petaluma, (707) 778-4355, TMORESCO@ci.petaluma.ca.us , 202 N McDowell Blvd, Petaluma, CA 94954		
KEY STAFF:	J. Peters, M. Henderson, M. Murguia S. Temple, W. Hopkins, C. Lyle		
DATES:	2006-present	COSTS:	\$136,000 fees (Ph. 1-2) / \$270,000 (Ph. 3) / \$770,000 construction (Ph. 1-2)



The City of Petaluma retained Questa to provide trail and restoration planning, engineering, design and construction management services for this 30-acre riverfront park and natural area along the upper Petaluma River. The site is located at the north end of the City of Petaluma, immediately upstream of the Corona Road Bridge on Petaluma Creek and the bridge at Petaluma Blvd. North. The plan involved extensive grading to create a floodplain terrace along the river to reduce local flooding. Other elements of the plan include landscaping along the pathway using native plants, construction of a trailhead parking lot, visitor orientation and natural

interpretive panels, and paths and trails. Two underground storm drains were day-lighted into treatment wetlands and a restored creek tributary for water quality improvement. Riparian and creek enhancement included the thinning/removal of vegetation (mostly arroyo willows and blackberry) that created a flood hazard. Stands of trees were thinned to their most upright and developed single leader, and trees growing horizontal to the creek (creating a significant blockage to flow) were removed wherever possible.



Implementation proceeded along four separate phases. Questa also evaluated biological issues related to wetlands and California red-legged frog habitat, and prepared trailhead parking, grading, trails, creek day-lighting, planting, floodplain restoration, and riparian and creek enhancement plans and specifications. Questa provided full construction oversight and biological monitoring on this grant-funded project, including post-construction cross section surveys and as-built plans to demonstrate improved floodplain capacity. Phases 1 and 2 were constructed in 2008. Phase 3 was constructed in 2016.

Richmond BART Parking Garage Geotechnical Testing and Inspection Services During Construction

CLIENT: MACK5 and City of Richmond, Successor Agency to the Richmond Community Redevelopment Agency

CONTACT: Mr. Manil Bajracharya, Mack5, (415) 902-6900
1900 Powell St., Suite 470, Emeryville, CA 94608

KEY STAFF: N. Hantzsche, PE, W. Hopkins, CEG, M. Harris, PG, M. Feliciano, EIT,
Subconsultant: C. Shields, PE, GE (Rockridge Geotechnical)

DATES: March 2010 to 2012 **COSTS:** \$172,000 in fees

Questa performed geotechnical testing and inspection services during construction of the Richmond BART Station Parking Garage project. Services were provided on a full time basis during preliminary site preparation and grading, and primary pile construction activities that involved installation of 750 drilled displacement piles. Following completion of pile installation, geotechnical services were provided on an on-call basis. Services provided include: field density/compaction testing; pile installation monitoring; pile cap construction observations; utility trench excavations; utility trench backfill testing; engineered fill construction monitoring and testing. Questa also performed sampling and testing of contaminated soils for disposal criteria.



C. KEY PERSONNEL QUALIFICATIONS

Questa

Mr. Carl H. Nelson, PE, Construction Manager/Project Manager/Resident Engineer (Registered Civil Engineer in California No. 60769), will be the Project Manager/Engineer. Mr. Nelson is a civil engineer with over 15 years of professional experience in design, analysis, and construction management projects. Mr. Nelson has coordinated Caltrans submittals, including E-76 sets and Right of Way and Utility Certifications. His background and training include study and practice in sustainable practices and appropriate technology, structural engineering, site development, and development of trail plans. Mr. Nelson has provided field engineering and construction management services for a large number of pedestrian facilities, multi-use paths, single-track trails, utility infrastructure, wastewater systems, and site improvements including plazas, at-grade and elevated stairways, pedestrian bridges, and residential and commercial facilities. He has completed National Highway Institute certification in Bicycle and Pedestrian Facility Design, including accessibility issues. Mr. Nelson provided construction management and project engineering services for the Mill Valley Steps, Lanes, and Paths projects, the Wetlands Edge Trail in American Canyon, the Napa River & Bay Trail project, and design engineering for the Sir Francis Drake Boulevard Pathway Project (Ross), and the Sandra Marker Trail Access Ramp Project (Larkspur). Mr. Nelson has recently completed full-service construction management and inspection services for the Tennessee Valley Pathway project.

Mr. Andrew W. McDade, PE, Site Engineer, serves as an environmental and civil engineer (Registered Civil Engineer in California, No. 87049) with more than ten years of experience in civil/environmental engineering design, with a focus on land planning, public access facilities, and creek restoration. His range of experience on these projects includes preliminary site surveys, initial site layout, roadway design, grading and drainage, utilities layout/relocation, erosion control and hydrologic analyses, bank stabilization, and preparation of necessary permits and applications. In addition, he has also contributed to the design of stormwater and wastewater management systems, ranging from on-site treatment systems to municipal pipe networks. Mr. McDade also has experience in geotechnical engineering, including soil sampling and characterization, data processing, and foundation design and analysis.

Mr. Willard Hopkins, CEG, PG, Senior Engineering Geologist (Professional Geologist in California No. 5161, Certified Engineering Geologist in California No. 1761), will assist with construction management, geotechnical and construction inspections and materials testing, as well as providing construction oversight and assistance on geotechnical and stormwater pollution control issues. Mr. Hopkins is a Registered Geologist and Certified Engineering Geologist in the State of California with more than 25 years of experience in geological/geotechnical and environmental services for planning, engineering design, and construction projects. Mr. Hopkins has been with Questa since 1994 and is in charge of Questa's geotechnical and geological investigation, hazardous materials management, testing and construction inspection services. His experience in providing geotechnical/materials testing support during construction includes numerous projects such as the American Canyon Bay Trail, the Richmond Ferry Point to Shipyard #3 Bay Trail Gap Closure, the Booker T. Washington Park Pedestrian Bridge Project, Los Ranchitos Bikeway in San Rafael, the West Contra Costa Sanitary Landfill Entrance and Trailhead Improvement Project, Shollenberger Park, Cloverdale Regional Park Restoration, Petaluma River/Denman Reach Restoration and Public Access, and Laguna de Santa Rosa projects. In addition, Mr. Hopkins has managed and conducted multiple projects for counties, cities, and special services districts related to hazardous materials evaluation and cleanup, environmental investigations, evaluations, design, engineering geology, geotechnical services, and construction monitoring. He has completed numerous hazardous material investigations for properties under redevelopment, including urban areas, former commercial and industrial sites and brownfield sites. He has also prepared remedial design and removal plans, supervised site cleanup, and obtained final site closure. Mr. Hopkins has completed 40-

hour hazardous waste operations training in accordance with the Code of Federal Regulations 1910.120 and has been a Project Manager and Construction Manager on several major hazardous material cleanup projects on bay front and marshland properties.

Mr. Marc Feliciano, EIT, Field Engineer/Construction Inspector, is a California-Certified Engineer-in-Training with more than ten years of experience in conducting field investigations of soils, groundwater, and geologic conditions, and geotechnical and hazardous material investigations and construction inspection. He has been with Questa since 2004. Mr. Feliciano has performed observations during construction and field density testing for fills associated with a variety of public works structures, including the Richmond BART Parking Garage, the Via Verdi Replacement Culvert project on San Pablo Creek, the Meade Street Bypass Project, the Richmond Transit Station, the Richmond 2011, 2012 and 2013 Sewer Line Improvement projects, the Kay Road Extension Project to Montalvin School, the Richmond Police Station facility improvements, and the West Contra Costa Sanitary Landfill Final Cover Project. Mr. Feliciano has completed 40-hr. hazardous material training in accordance with CFR 1910.120 and has performed monitoring, soil sampling, and water sampling during numerous contaminated soil cleanup operations.

Mr. Timothy Clark, EIT, Field Engineer/Construction Inspector, is a Staff Engineer and certified Engineer-in-Training with a background in construction monitoring, inspection, and elevation surveying. While at Questa, he has expanded his abilities by garnering experience in soils testing and in performing geotechnical investigations including logging of boreholes, sampling of soils in hand auger holes and performing Dynamic Cone Penetrometer studies in remote sites. Mr. Clark has also performed field density/compaction testing of Class 2 AB material and monitoring of sewer line construction. In the laboratory, Tim performs soil testing including particle size analysis, Atterberg limits testing, compaction testing, classification of soils, hydrometers, and other tests. He has also contributed to CEQA analysis for Specific Plans and Master Plans, especially through his mapping skills and preparation of site specific, local and regional hazards maps.

Wynn Coastal Planning & Biology

Mr. Asa B Spade graduated from Humboldt State University with a Bachelor's Degree in Environmental Science, with a concentration in Landscape Ecosystems as well as a minor in Botany. Since that time, he has been working in the natural resources field, first with Mendocino County Environmental Health and later with California State Parks and the Department of Fish and Game. He has been trained in Army Corps wetland delineation by the Coastal Training Program at Elkhorn Slough and in Advanced Wetland Delineation by the Wetland Science and Coastal Training Program. He has been trained in the environmental compliance process for wetland projects in San Francisco bay and outer coastal areas. Asa has trained with the Carex Working Group in identifying grasses and sedges of Northern California as well as a CNPS sedge workshop taught by CA Fish and Wildlife staff biologist Gordon Leppig. In 2019, he completed a training for burrowing owls taught by Dr. Lynne Trulio through the Elkhorn Slough Coastal Training Program. He is on the Fish and Wildlife Service approved list for Point Arena mountain beaver surveys and has done surveys for Behren's silverspot butterfly, Northern spotted owl, Sonoma tree vole, and the California red-legged frog. He has contributed to more than 150 coastal development projects in Mendocino County.

Mr. Wyatt Dooley graduated from University of California Santa Barbara with a Bachelor's of Science in Environmental Studies and a minor in Geology. After graduating, he worked for Fish and Wildlife and Pacific States Marine Fisheries as a technician researching salmon. He has also worked abroad in New Zealand as a conservation ranger helping on restoration projects and controlling invasive species. Additionally, he has received training in Army Corp wetland delineation by San Francisco State University and the Wetland Science and Coastal Training Program, training from CNPS-CDFW on vegetation rapid assessment and relevé methods, is on the US Fish and Wildlife Service's approved list for Point Arena Mountain Beaver Surveys, and received a specialization in ArcGIS through University of California Davis. He has also received training in *Carex* keying and identification through CNPS taught by CA Fish and Wildlife staff biologist Gordon Leppig (March 2018).

Ms. Suzie Woolhouse has a B.S. degree in Environmental Studies and an M.S. degree in Biology both from San José State University. Her Masters was funded by the United States Forest Service to study rare plants that grow on Serpentine soils. This work was done mostly in and around the Feather River Canyon in Plumas National Forest and included field and lab studies of six rare plants as well as a presentation at the 7th International Conference on Serpentine Ecology in Coimbra, Portugal. A paper from this work was recently published in the journal *Molecular Ecology* and her photo was featured on the cover. She has worked as a biologist at the Santa Clara Valley Water district and most recently as a naturalist at the Mendocino Outdoor Science School.

Forrest Francis Land Surveying

Mr. Forrest Francis, Registered Land Surveyor, Forrest Francis Land Surveying, has been land surveying for more than 35 years, and has been a licensed Land Surveyor in the State of California since 1982 (Registered Land Surveyor #5121). Mr. Francis started with I. L. Welty and Associates in 1976 and took charge of the surveying department in 1978. He has worked in all aspects of surveying, including aerial survey control, subdivisions, site development, construction surveys, right of ways and boundaries. Mr. Francis has also appeared as an expert witness in several court cases. He is a member of the American Congress of Surveying and Mapping along with the California Land Surveyors Association. He has completed numerous projects for the City of Fort Bragg, including Highway 1 Signal & Intersection Widening, Cypress St. & Highway 1 Signal & Widening, Chestnut Street Widening & Storm Drain, and the Sewer Line Bore under Highway 1.

D. REFERENCES

John Woodbury, General Manager
Napa County Department of Conservation, Development and Planning
(707) 259-5933
John.Woodbury@countyofnapa.org

Chris Barton, Senior Planner, Environmental Programs
East Bay Regional Park District
(510) 544-2627
cbarton@ebparks.org

Mark Cleveland, Senior Park Planner
Sonoma County Regional Parks
(707) 565-3349
Mark.Cleveland@sonoma-county.org

Scott Schneider, P.E. (formerly with City of Mill Valley)
Assistant Public Works Director, Town of San Anselmo
(415) 258-4653
sschneider@townofsananselmo.org

E. SCOPE OF WORK

The City intends to retain a professional services consultant to provide construction management services for the project, The CM/RE will work closely with City staff in reviewing possible change orders, pay items, performing inspections of materials and workmanship, and ensuring permit condition compliance. In addition to the daily inspections and weekly Construction Progress Meetings hosted by the CM/RE, the CM consultant is also responsible for submittal review, clarifications, project documentation, and final project close-out, including submittal of logs and records, payments, change orders, and documentation for Report of Final Expenditures and Final Invoice. We believe the CM/RE is an extension of City staff and would be responsible for ensuring that the project is completed according to plans and agreed upon changes, on time, within budget and fully in regulatory permit compliance. In approaching the CM on this project, we intend to closely follow the Caltrans LAPM Construction Manual, and related guidance documents on stormwater and site BMSs and environmental compliance.

We have reviewed the Scope of Work in the RFP and have summarized the task breakdown as follows for budgeting/scheduling purposes. Note that these tasks are proposed to include all individual components identified in the RFP:

- Task 1: Pre-construction Assistance**
- 1a: Review Work Order/Work Scope
 - 1b: Review CEQA/Permits/SWPPP
 - 1c: Attend Pre-construction Meeting
 - 1d: Schedule management

Task 2: Construction Management

- 2a: Construction Administration
- 2b: Geotechnical Services & Construction Staking
- 2c: Submittals, RFIs, Clarifications, CCOs
- 2d: Permit Compliance/Monitor Coordination
- 2e: Weekly Meetings, Agendas, Minutes

Task 3: Daily Field Inspection

- 3a: Activities/Changes
- 3b: Workmanship & Materials, Quantities
- 3c: Permit/SWPPP Compliance Documentation
- 3d: Daily Records & Photos
- 3e: As-Built Progress Markups
- 3f: Construction Schedule/Update
- 3g: DBE/Labor Compliance
- 3h: Change Order/Construction Budget

Task 4: Reports

- 4a: Daily Reports/Photos
- 4b: Weekly Meeting Agendas/Minutes
- 4c: Weekly Summary
- 4d: Monthly As-Built Update

Task 5: Close-out

- 5a: Record Drawings/Photos
- 5b: Preliminary/Final Punch List
- 5c: Permit Compliance Report
- 5d: DBE/Labor Compliance Report
- 5e: Acceptance of Work/Completion Statement

F. BUDGET AND SCHEDULE OF CHARGES

Table 1 presents a detailed cost estimate, including hours per key staff member by task, hourly rates, expenses, and subtotals. Our total Not-to-Exceed Cost Estimate for Scenario A (including geotechnical observations, materials testing, construction staking, and biological monitoring), is **\$54,336.00**.

Scenario B is estimated to cost **\$8,700**.

Combined costs for both Scenarios A and B are **\$63,036.00**.

G. WORK SCHEDULE

Figure 1 provides our anticipated project schedule by task, including meeting and milestone timelines, assuming a 16-week completion period.

Figure 1: Project Schedule

TASKS	Weeks After Notice to Proceed								
	1	2	4	6	8	10	12	14	16
Task 1: Pre-construction Assistance									
1a: Review Work Order/Work Scope									
1b: Review CEQA/Permits/SWPPP									
1c: Attend Pre-construction Meeting		M							
1d: Schedule management									
Task 2: Construction Management									
2a: Construction Administration									
2b: Geotechnical Services & Construction Staking									
2c: Submittals, RFIs, Clarifications, CCOs									
2d: Permit Compliance/Monitor Coordination									
2e: Weekly Meetings, Agendas, Minutes			M	M	M	M	M		
Task 3: Daily Field Inspection									
3a: Activities/Changes									
3b: Workmanship & Materials, Quantities									
3c: Permit/SWPPP Compliance Documentation									
3d: Daily Records & Photos									
3e: As-Built Progress Markups									
3f: Construction Schedule/Update			*		*		*		
3g: DBE/Labor Compliance			*		*		*		
3h: Change Order/Construction Budget				*		*	*	*	
Task 4: Reports									
4a: Daily Reports/Photos									
4b: Weekly Meeting Agendas/Minutes			M	M	M	M	M		
4c: Weekly Summary			D	D	D	D	D		
4d: Monthly As-Built Update				D		D		D	
Task 5: Close-out									
5a: Record Drawings/Photos									
5b: Preliminary/Final Punch List						*	*		
5c: Permit Compliance Report								D	F
5d: DBE/Labor Compliance Report								D	F
5e: Acceptance of Work/Completion Statement								D	F

M = Meetings
 D = Draft Deliverable
 F = Final Deliverable

H. INSURANCE

Questa Engineering Corporation agrees to procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by Questa Engineering Corporation, our agents, representatives, employees or subcontracts as set forth in Section 13 of Exhibit A of the Request for Proposals. The cost of such insurance is built into our overhead and hourly billing rates.

I. CONSULTANT AGREEMENT

We have carefully reviewed and have no issues with the provisions of the City's standard consulting services agreement provided as Exhibit A of the RFP.