



**City of Mountain View  
Water Main Crossing US-101 from San Rafael Avenue to Macon Avenue, Project  
20-41  
Tanner Pacific, Inc.  
Proposed Scope of Services Construction Management & Inspection**

- I. Construction Management for Water Main Crossing US-101 From San Rafael Avenue to Macon Avenue, Project 20-41 (“Project”)
  - A. Responsibilities
    1. Construction Administration
      - a. Provide administrative services on a part-time basis to manage all documentation and communications throughout the Project duration.
    2. Meetings
      - a. Prepare agendas, facilitate and provide record of discussions for all Project related meetings including the pre-construction meeting.
    3. Submittals
      - a. Receive all submittals, manage routing through an online system and coordinate all comments to and from the City and City’s design consultant (“AECOM”).
    4. Requests for Information (RFI)
      - a. Receive all requests for information (RFIs) from Contractor and determine if the request is a valid RFI; if not, Tanner Pacific will return the RFI to the Contractor.
      - b. Route all other RFIs to the City and AECOM.
      - c. Review the response, verify acceptability of response and transmit the RFI response to the Contractor.
    5. Change Order Preparation, Negotiation & Processing
      - a. Assist the City in preparing any change requests by the City. Work with all parties to negotiate an equitable resolution.
      - b. Prepare all documentation to adjust the original construction contract for any and all time and cost impacts.



6. Field Orders (FO) and Field Directives (FD)
  - a. In the event that the Contractor encounters a time sensitive problem, Tanner Pacific will issue a FO subject to City approval in writing.
7. Progress Payments
  - a. Assist the City with review and processing of the monthly progress payments.
8. Scheduling
  - a. Review the Contractor's initial baseline schedule and the weekly 3-week look ahead schedule.
  - b. In conjunction with the City, provide written comments to the Contractor on the project schedule.

## II. Field Inspection

### A. Responsibilities

1. Field Observation (when required to be in the field)
  - a. Provide field observation services to monitor compliance with contract documents.
  - b. Prepare a daily observation report documenting all observed field activities, field crews, contractor equipment, and field problems. Information in the report will only reflect observations for the time the inspector was on site.
  - c. Maintain the database, implemented by Tanner Pacific, for daily observation reports and photographs.
  - d. Provide photographic documentation of the Project prior to construction and maintain photographs of observed field activities for status monitoring of the project.
  - e. Tanner Pacific will not be responsible for information, photos or other actions that take place when Tanner Pacific's inspector is not required to be on site.

## III. Special Inspections

- A. Schedule and coordinate special inspections, materials testing with City's third



party contractor or vendor. At a minimum:

1. Backfill sampling and compaction testing
2. Concrete quality, if needed

#### IV. Project Closeout

- A. Tanner Pacific will review Contractor furnished record drawings for accuracy and completeness. Tanner Pacific will provide Record Drawings to the City for preparation of as-built plans.
- B. Final Inspection and Punch List.
  1. The City and AECOM will participate and provide input on final inspection.
  2. Tanner Pacific will compile and issue the punch list with input from the City and AECOM.
  3. Tanner Pacific to provide the City with notification when all punch list items are complete, so City may formally accept the project.
- C. Tanner Pacific shall provide the City with all project documentation electronically.

**City of Mountain View**  
**Water Main Crossing US-101 from San Rafael Avenue to Macon Avenue,**  
**Project 20-41**  
**Construction Management/Inspection Services**  
**Proposed Work Hours and Budget**  
**Tanner Pacific, Inc.**

Personnel/Service	Hours and Hourly Rates							Close-Out
	Hours	Rate	Amount	Month 1	Month 2	Month 3	Month 4	Month 5
<b>Tanner Pacific Labor</b>								
<b>Construction</b>								
Construction Manager	150	\$ 190	\$ 28,500	40	30	30	25	25
Project Engineer	200	\$ 140	\$ 28,000	60	40	30	30	40
Inspector	510	\$ 175	\$ 89,250	70	120	140	120	60
<b>Labor Subtotal</b>			<b>\$ 145,750</b>					
<b>Optional Labor</b>								
Inspection OT	-	\$ 175	\$ -					
<b>Optional Labor Subtotal</b>			<b>\$ -</b>					
<b>Other Direct Costs</b>								
Inspector Vehicle	3.50	\$1,200	\$ 4,200	0.5	1.00	1.00	1.00	
<b>ODC Subtotal</b>			<b>\$ 4,200</b>					
<b>Construction Total</b>			<b>\$ 149,950</b>					

**Notes and Assumptions:**

Start of Services

1-Mar-20

1. Budget is based on FY 19-20 Fee Schedule that will remain constant for full period of Contract
2. TPI rates include normal operating and home office expenses such as telephone, computers, in-house reproduction. The budget does not include any expenses for a field trailer.
3. Budget is based on a 90 working day construction duration. Time extensions may require an additional service request.
4. Services are provided on hourly basis. Tanner Pacific, Inc. will submit Additional Services Request for services above the contracted amount of \$149,950 and or not part of the basic services.