



City Council Regular Meeting

AGENDA

Civic Center Council Chamber ♦ 300 Seminary Avenue ♦ Ukiah, CA 95482

February 20, 2019 - 5:00 PM

5:00 P.M. - JOINT MEETING WITH THE UKIAH VALLEY FIRE DISTRICT (UVFD) BOARD OF DIRECTORS

JOINT MEETING WITH UVFD - PLEDGE OF ALLEGIANCE AND ROLL CALL

JOINT MEETING WITH UVFD - PUBLIC EXPRESSION ON NON-AGENDA ITEMS

JOINT MEETING WITH UVFD - NEW BUSINESS

[Administer of Oath, Introduction, and Badge Pinning of New Fire Chief, Douglas Hutchison.](#)

Recommended Action: Receive introduction, have Clerk administer the Oath of Office, and have the Mayor and Board President officiate the badge pinning.

[None](#)

JOINT MEETING WITH UVFD - ADJOURNMENT

5:15 P.M. - BUDGET WORKSHOP

[Mid-Year Departmental Budget and Objectives Progress Review for Fiscal Year 18-19 and Review of Draft Objectives for Fiscal Year 19-20.](#)

Recommended Action: Receive, consider, and discuss department-specific budget reports and progress updates on stated objectives for the 2018-19 fiscal year. In addition, the Council will review draft Objectives for the Fiscal Year 19-20. Departments presenting at this meeting are Finance, Fire Authority, and Water Resources.

[Attachment 1 - Finance, Fire, Water Resources](#)

6:00 P.M. - REGULAR MEETING

1 ROLL CALL

2 PLEDGE OF ALLEGIANCE

3 PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

- 3.a. [Proclamation of the Ukiah City Council Recognizing March as Women's History Month.](#)
Recommended Action: Issue a Proclamation of the Ukiah City Council recognizing March as Women's History Month.
[Attachment 1 - Women's History Proclamation](#)
[Attachment 2 - Women's History Event Flyer](#)
- 3.b. [Proclamation Recognizing and Celebrating STEM Programs in our Community.](#)
Recommended Action: Mayor to read and present the Proclamation.
[Attachment 1 - STEM Proclamation](#)
- 3.c. [Mendocino-Rebuilding Our Community \(M-ROC\) Presentation of the One-Year Anniversary of the Redwood Complex Fire Report.](#)
Recommended Action: Receive presentation of the Mendocino-Rebuilding Our Community's (M-ROC) report of the one-year anniversary of the Redwood Complex Fire.
[Attachment 1 - Mendocino Rebuilding Our Community One-Year Report](#)
- 3.d. [Presentation of Awards that Have Been Received by the City of Ukiah Public Works Department for Redwood Business Park Transportation Improvement and Talmage Road Interchange Project.](#)
Recommended Action: Receive presentation.
[None](#)

4 PETITIONS AND COMMUNICATIONS

5 APPROVAL OF MINUTES

- 5.a. [Approval of the February 6, 2019, Regular Meeting Minutes](#)
Recommended Action: Approve the Minutes of February 6, 2019, a Regular Meeting, as submitted.
[Attachment 1 - February 6, 2019, Draft Minutes](#)

6 RIGHT TO APPEAL DECISION

Persons who are dissatisfied with a decision of the City Council may have the right to a review of that decision by a court. The City has adopted Section 1094.6 of the California Code of Civil Procedure, which generally limits to ninety days (90) the time within which the decision of the City Boards and Agencies may be judicially challenged.

7 CONSENT CALENDAR

The following items listed are considered routine and will be enacted by a single motion and roll call vote by the City Council. Items may be removed from the Consent Calendar upon request of a Councilmember or a citizen in which event the item will be considered at the completion of all other items on the agenda. The motion by the City Council on the Consent Calendar will approve and make findings in accordance with Administrative Staff and/or Planning Commission recommendations.

- 7.a. [Report of Disbursements for the Month of January 2019.](#)
Recommended Action: Approve the Report of Disbursements for the month of January 2019.
[Attachment 1 - January 2019 Summary of Disbursements](#)

Attachment 2 - Account Codes for Reference
Attachment 3 - Object Codes for Reference
Attachment 4 - January 2019 Disbursement Detail

- 7.b. Request for Approval to Reclassify the Salary Range of the Airport Manager Job Classification.
Recommended Action: Approve Staff's recommendation to reclassify the salary range of the Airport Manager job classification.
Attachment 1 - Revised Management Unit Salary Schedule
- 7.c. Award Contract for the Oak Manor Joint Trench Project, Specification No. 18-07, to Wylatti Resource Management, Inc. in the Amount of \$489,943.56. (EUD)
Recommended Action: Award Contract for the Oak Manor Joint Trench Project, Specification No. 18-07, to Wylatti Resource Management, Inc. in the amount of \$489,943.56. (EUD)
Attachment 1 - Bid Results - Spec 18-07 Oak Manor Joint Trench Project
Attachment 2 - Wylatti Bid - Oak Manor Joint Trench Project Spec 18-07
- 7.d. Approval of Execution of Contract Amendment No. 3 to the Agreement with Crawford & Associates, Inc. in an Amount not to Exceed \$12,000 for Additional On-Call Planning Services, and Approve Corresponding Budget Amendment.
Recommended Action: Approve execution of contract amendment No. 3 to the agreement with Crawford & Associates, Inc. in an amount not to exceed \$12,000 for additional on-call planning services, and approve corresponding budget amendment.
Attachment 1 - COU NO. 1718-128 - Crawford - Planning Svcs
Attachment 2 - Amendment 1 - COU No. 1718-128-A1
Attachment 3 - Amendment 2 - COU No. 1718-128
Attachment 4 - Amendment 3 Draft
- 7.e. Consideration of Approval of Budget Amendment to Fund Associate Planner Position in the Planning Division of the Community Development Department.
Recommended Action: Approve budget amendment to fund the Associate Planner position in the Planning Division of the Community Development Department.
Attachment 1 - 9-23-18 Management-Unit-Salary-Schedule
- 7.f. Authorization for City Manager to Negotiate and Execute a Contract for Legal Services with Briscoe, Ivester, and Bazel, LLP for Counsel on Issues Related to Water, Natural Resources, and Planning.
Recommended Action: Authorize City Manager to negotiate and execute a contract for legal services with Briscoe, Ivester, and Bazel, LLP for counsel on issues related to water, natural resources, and planning.
ATTACHMENT 1 - Draft Agreement - Briscoe Ivester & Bazel
- 7.g. Authorize City Manager to Formally Notify the Ukiah Valley Sanitation District of Objections, if any, to the 2018-19 Fiscal Year Budget.
Recommended Action: Authorize City Manager to formally notify District of any objections to proposed budget by February 28, 2019, deadline.
None

8 AUDIENCE COMMENTS ON NON-AGENDA ITEMS

The City Council welcomes input from the audience. If there is a matter of business on the agenda that you are interested in, you may address the Council when this matter is considered. If you wish to speak on a matter that is not on this agenda, you may do so at this time. In order for everyone to be heard, please limit your comments to three (3) minutes per person and not more than ten (10) minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments in which the subject is not listed on the agenda.

9 COUNCIL REPORTS

10 CITY MANAGER/CITY CLERK REPORTS

11 PUBLIC HEARINGS (6:15 PM)

12 UNFINISHED BUSINESS

- 12.a. [Receive an Update Report on the History and Status of the Streetscape Project.](#)

Recommended Action: Receive Report

[Attachment 1 - FAQ - Downtown Streetscape Project](#)

- 12.b. [Approval of Community Development Director Determination that the Purchase of APNs 003-040-77, 003-040-78, and 003-040-79 Qualifies for a CEQA Exemption and Consideration of Authorization to the City Manager to Negotiate and Execute a Purchase Agreement for the Three Parcels on East Gobbi Street.](#)

Recommended Action: Approve of Community Development Director Determination that the purchase of APNs 003-040-77, 003-040-78, and 003-040-79 qualifies for a CEQA exemption and consider authorization to the City Manager to negotiate and execute a Purchase Agreement for the three parcels on East Gobbi Street.

[Attachment 1 - NOE Purchase of 3 Parcels](#)

13 NEW BUSINESS

- 13.a. [Consider Approval of Specification #19-02, Final Plans and Specifications for Vinewood Park Renewal - Phase 1 Funded by Housing-Related Parks Program.](#)

Recommended Action: Approve Specification #19-02, final plans and specifications Vinewood Park Renewal - Phase 1.

[Attachment 1 - DRAFT Spec 19-02 - Vinewood Park Renewal - Phase 1](#)

[Attachment 2 - Plan Sheets](#)

- 13.b. [Approve an Electric Vehicle Charger Rebate Program, Funded by Low Carbon Fuel Standard Credit Proceeds, Approve the Establishment of a Low Carbon Fuel Standard Reserve Account, Establish an Electric Cap-and-Trade Account Loan, and Authorize the City Manager to Execute Necessary Documents Including Registration of the Electric Department for the Low Carbon Fuel Standard Program Through Air Resources Board.](#)

Recommended Action: Approve an Electric Vehicle Charger Rebate Program, funded by low carbon fuel standard credit proceeds, approve the establishment of a Low Carbon Fuel Standard (LCFS) reserve account, establish a \$30,000 Electric Cap-and-Trade account loan to the LCFS reserve account, and authorize the City Manager to execute necessary documents including registration of the Electric Department for the low carbon fuel standard program

through Air Resources Board.
Attachment 1 - EV Charger Rebate

- 13.c. Report Regarding the City of Ukiah's Electric Vehicle Charging Station Program.
Recommended Action: Receive report.
None
- 13.d. Award Professional Services Agreement to GHD Inc. in the Amount of \$1,257,720 for Preparation of Plans, Specifications, and Estimate for the Downtown Streetscape, Road Diet, & Utilities Project and Approve Budget Amendment.
Recommended Action: Award professional services agreement to GHD Inc. in the amount of \$1,257,720 to prepare the plans, specifications, and estimate for the Downtown Streetscape, Road Diet, & Utilities Project and approve budget amendment.
Attachment #1 RFP Downtown Streetscape-Road Diet-Utilities Project
Attachment #2 Addendum No. 1 Downtown Streetscape-Road Diet-Utilities Project
Attachment #3 GHD Proposal Ukiah Downtown Streetscape-Road Diet-Utilities Project
Attachment #4 GHD cost proposal
- 13.e. Receive Updates on City Council Committee and Ad Hoc Assignments and if necessary, Consider Modifications to Assignments and/or the Creation/Elimination of Ad hoc(s).
Recommended Action: Receive report(s). The Council may also consider modifications to committee and ad hoc assignments along with the creation/elimination ad hoc(s).
Attachment 1 - 2019 City Council Special Assignments & Ad Hocs

14 CLOSED SESSION – CLOSED SESSION MAY BE HELD AT ANY TIME DURING THE MEETING.

- 14.a. Conference with Legal Counsel – Existing Litigation
(Government Code Section 54956.9(d)(1))
Name of case: Vichy Springs Resort v. City of Ukiah, Et Al; Case No. SCUk-CVPT-2018-70200
Recommended Action: Confer in Closed Session
- 14.b. Conference with Real Property Negotiators
(Cal. Gov't Code Section 54956.8)
Property: APN Nos: 157-050-03, 157-060-02, 157-050-04, 157-050-03, 157-030-02, 157-050-01, 157-050-02, 157-050-10, 157-050-09, 157-070-01, 157-070-02, 003-190-01
Negotiator: Sage Sangiacomo, City Manager;
Negotiating Parties: Dave Hull and Ric Piffero
Under Negotiation: Price & Terms of Payment
Recommended Action: Confer in Closed Session
- 14.c. Conference with Real Property Negotiators
(Cal. Gov't Code Section 54956.8)
Property: APN Nos: 003-040-77; 003-040-78; 003-040-79
Negotiator: Sage Sangiacomo, City Manager;

Negotiating Parties: Shapiro/Danco
Under Negotiation: Price & Terms of Payment
Recommended Action: Confer in Closed Session

- 14.d. Conference with Real Property Negotiators
(Cal. Gov't Code Section 54956.8)
Property: APN Nos: 002-273-19-00 and 002-273-30-00
Negotiator: Sage Sangiacomo, City Manager;
Negotiating Parties: Bank of America
Under Negotiation: Price & Terms of Payment
Recommended Action: Confer in Closed Session

15 ADJOURNMENT

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection at the front counter at the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, CA 95482, during normal business hours, Monday through Friday, 8:00 am to 5:00 pm.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Ukiah City Hall, located at 300 Seminary Avenue, Ukiah, California, not less than 72 hours prior to the meeting set forth on this agenda.

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Administer of Oath, Introduction, and Badge Pinning of New Fire Chief, Douglas Hutchison.

DEPARTMENT: Fire

PREPARED BY: Kristine Lawler

ATTACHMENTS:

Summary: The Ukiah City Council and the Ukiah Valley Fire District Board will hold a joint meeting to introduce the new Fire Chief, Douglas Hutchison. The Clerk will administer the Oath, and the Mayor and Board President will officiate the badge pinning.

Background: Doug Hutchison has accepted the position after an extensive recruitment and evaluation process. Mr. Hutchison has most recently held the position of Fire Chief of the Lakeport Fire Protection District, where he has served for the past four years. He has 34 years of experience in the fire services, starting with the U.S. Air Force as a Fire Protection Specialist. After his military service, Mr. Hutchison promoted through the ranks from Firefighter/EMT to Captain/Paramedic with the Vancouver Fire Department and an associated district. In 1998, Mr. Hutchison took on a fire chief position with Klickitat County Fire District #14 in Washington where he served for over 15 years before his position in Lake County.

Discussion: The City of Ukiah and the Ukiah Valley Fire District welcome Chief Douglas Hutchison to Ukiah as the new Fire Chief.

RECOMMENDED ACTION: Receive introduction, have Clerk administer the Oath of Office, and have the Mayor and Board President officiate the badge pinning.

BUDGET AMENDMENT REQUIRED: No

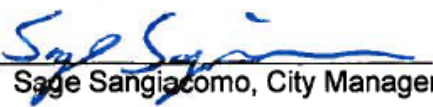
CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Dan Grebil, Ukiah Valley Fire Authority

Approved: 
Sage Sangiacomo, City Manager



AGENDA SUMMARY REPORT

SUBJECT: Mid-Year Departmental Budget and Objectives Progress Review for Fiscal Year 18-19 and Review of Draft Objectives for Fiscal Year 19-20.

DEPARTMENT: Finance

PREPARED BY: Daniel Buffalo

ATTACHMENTS:

[Attachment 1 - Finance, Fire, Water Resources](#)

Summary: As part of the mid-year review of the fiscal year 2018-19 budget and development process for the fiscal year 2019-20 budget, departments will present their individual mid-year budget and objectives progress report and outline their planned, specific objectives for the coming year and beyond.

Background: As part of the mid-year review of the current budget year and development of the budget for next year, each City department will present their individual budget information through December 31, 2018, progress on stated budget objectives for the current year, and plans for the next fiscal year and beyond. Every department has been scheduled and will present over the course of February and March.

Discussion: Departments presenting at this meeting are Finance, Fire Authority, and Water Resources. The mid-year summaries for Finance, Fire Authority, and Water Resources is provided as Attachments #1 with

RECOMMENDED ACTION: Receive, consider, and discuss department-specific budget reports and progress updates on stated objectives for the 2018-19 fiscal year. In addition, the Council will review draft Objectives for the Fiscal Year 19-20. Departments presenting at this meeting are Finance, Fire Authority, and Water Resources.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

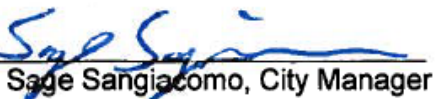
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: City Manager's Office; Dan Grebil, Interim Fire Authority Administrator; Sean White, Water Resources Director

Approved: _____


Sage Sangiacomo, City Manager

pages numbered.

City of Ukiah
Activity Summary

Fiscal Year 2018-19



	Name	Number	Number of FTEs (department-wide)
Department	FINANCE	13	
Division	UNDEFINED		
Section	UNDEFINED		27.28

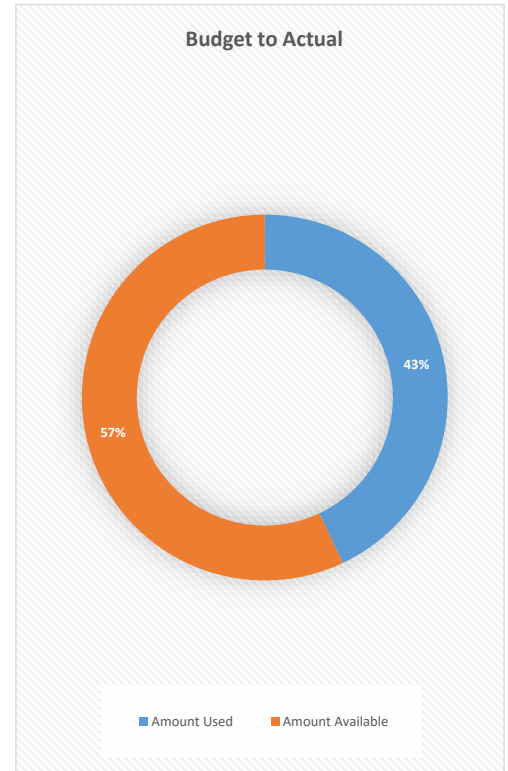
Description

The Finance Department is responsible for all financial accounting, reporting, and management activities for the City, serving over 150 internal customers and over 10,000 external customers.

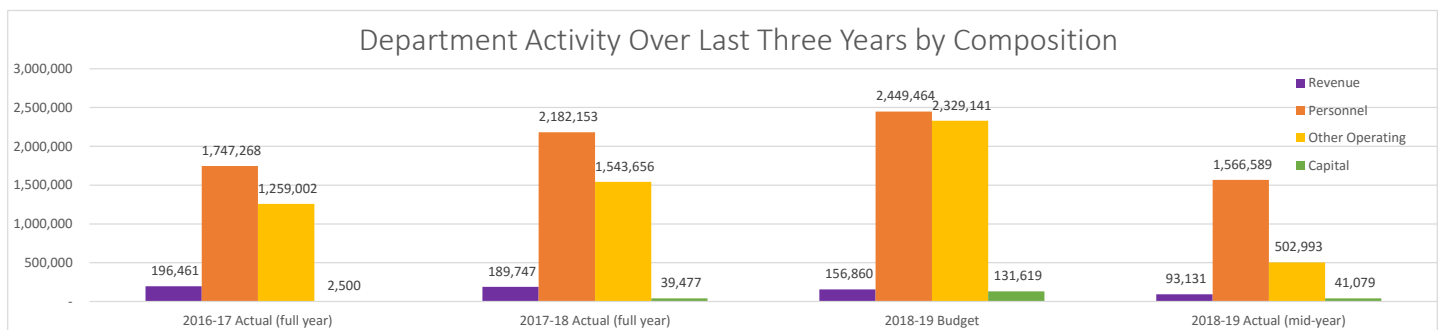
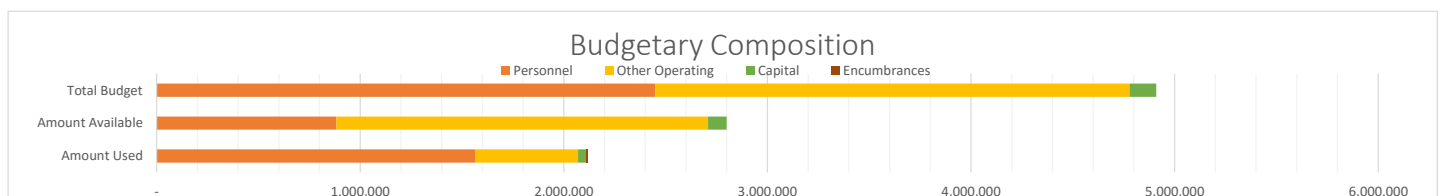
It consists of five distinct, yet integrated divisions:

- Accounting
- Budget Development and Management
- Procurement
- Billing and Customer Service
- Information Technology (IT)

Budget Summary



Activity Trends



Notes

- 1 Revenues do not include internal service charges to other funds or departments.
- 2
- 3

City of Ukiah
Activity Summary

Fiscal Year 2018-19



	Name	Number	Number of FTEs (department-wide)
Department	FINANCE	13	8.25
Division	ACCOUNTING & REPORTING	134	
Section	ACCOUNTING	1340	

Description

The Accounting and Internal Audit Division is responsible for the fiscal health of the City accurately recording receipt of all money and expenditure of funds in accordance with all applicable laws and regulations. This includes managing the processes and recording for day-to-day transactions, providing accurate reporting to the City Council, City Manager, and other departments as well as performing high level, broad fiscal analysis of current activities, and evaluating economic trends affecting the local economy.

As such, the Division is best viewed as providing two levels of service: internal and external. This concept applies to operations, fiscal analysis, and advisory services.

One primary function of the department is to support the internal customers with answers as to how to retrieve/analyze information from the current general ledger system as well as historical data.

A second function is to provide financial data to the City's external customers such as Federal, State and County entities, bond holders, and the residents of the City of Ukiah.

Activities Performed:

Fiscal and advisory services:

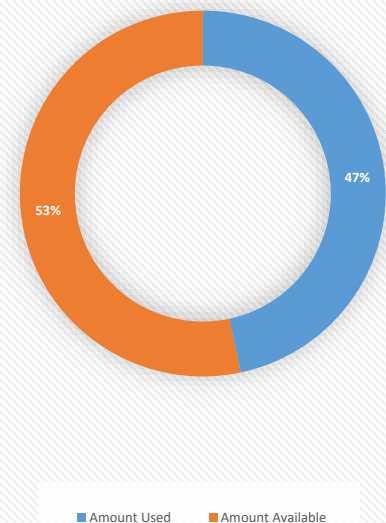
- Primary advisor to the City Manager, City Council, and departments on fiscal and financial matters
- Provide leadership in the development and implementations citywide financial policies
- Perform internal audits of select city functions and activities looking for opportunities for efficiencies and report results to City management

Internal and external operations:

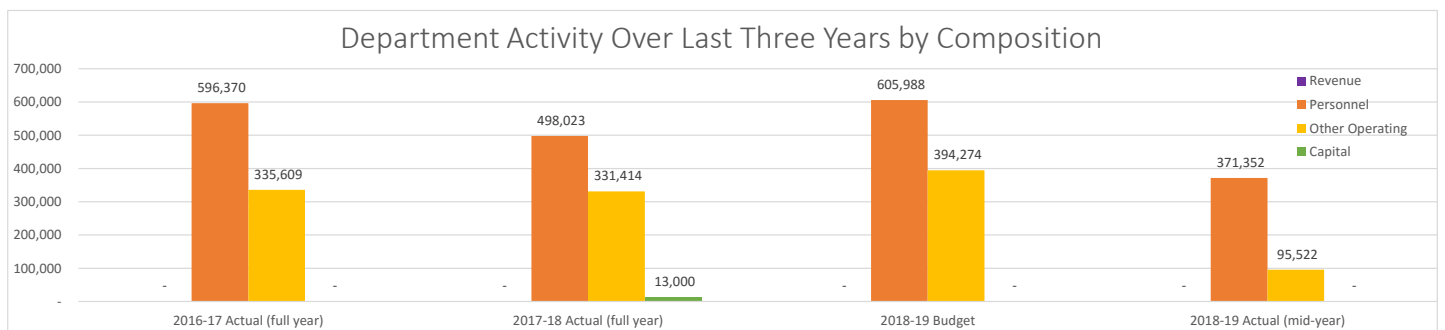
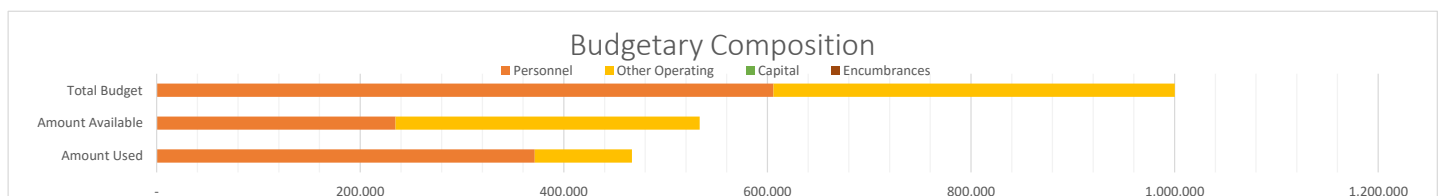
- Perform all general accounting, accounts payable, and payroll processing for the City
- Financial reporting, including preparation of monthly financial statements for the Ukiah Valley Fire District and Ukiah Valley Sanitation District, and quarterly financial reports to the City Council and the City's
- Comprehensive Annual Financial Report (CAFR)
- Provide accounting for all City grants
- Perform all cost accounting tasks for work performed by the City on a cost reimbursement basis including water, wastewater and electric jobs as well as major planning permits, FEMA, and EMMA
- Prepare monthly and quarterly tax returns
- Perform internal audits of all City departments, divisions, functions, and activities and provide recommendations for improvements and efficiencies, if applicable, based on the innovation program and policies set forth by the City Manager's Office

Budget Summary

Budget to Actual



Activity Trends



Notes

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Fiscal Year 2019-20

Accounting Division

	Number
Department	13
Division	134
Section	1340

Number of FTEs (department-wide)

Accomplishments From Fiscal Year 2018-19

	Stated Objectives	Status	Department/Division Comments:
1	Continue cross training of team members.	In progress	This improves the functional capacity and allows for greater flexibility in resources allocation.
2	Develop an internal audit function.	Deferred	Staff changes have caused the department to re-evaluate its capacity to implement this initiative.
3	Implement Munis asset module.	Not started	Staff intends to begin this project before the end of FY 2018-19. Responsibility for it will be transferred to a proposed new division, which will provide procurement, capital planning and accounting, and special projecting financial management.
4	Issue 2017-18 CAFR by December 31, 2018.	In progress	Staff changes resulted in delays drafting the CAFR and preparing for the audit. The department expects to complete the audit and issue financial statements by March 31, 2019.
5	Complete Transient Occupancy Tax (TOT) audit.	Deferred	The department intends to engage this project in FY 2019-20.
6	Begin regular quarterly financial reporting.	In progress	First and second quarter reports have been completed and presented.
7	Implement Munis Electronic Time Sheets (ESS) and Attendance module.	Deferred	The department has been unable to commit resources to this project due to staff changes. Staff intends to re-engage this initiative in FY 2019-20.

Future Objectives Fiscal Year 2019-20

Near-term		Department/Division Comments:
1	Combine the divisions of Budget Management and Accounting and Internal audit.	To better meet the needs of the department's internal customers and maximize the capacity and capabilities of team members, these divisions will be combined into one with a strong focus on accounting, budget management, and customer service, e.g. accounts payable and payroll.
2	Enhance use of OpenGov and other electronic reporting platforms. Specifically, develop and deploy the entire City budget through OpenGov for FY 2020-21, including quarterly reports.	The Department plans to deploy OpenGov for budgetary and CIP reporting. Its use, however, has far greater potential, which the Department is committed to exploring, developing, and implementing.
3	Implement Munis ESS Time and Attendance module.	This will improve operational efficiency for managers.
4	Complete TOT audit.	A best practice in revenue auditing to ensure collection of all bed taxes assessed in the City and assist hoteliers with the process of collection and remittance of the tax.
5	Issue 2018-19 CAFR by December 31, 2019.	This is a best practice in financial reporting by governmental agencies. It will be a continued standard for the Department. The Department intends to submit this document to GFOA for consideration of its Excellence in Financial Reporting award.
6	Complete implementation of Munis asset module.	This will allow for a centralized store of capital asset information and improve upon the efficiency of tracking and reporting on assets. Responsibility for it will be transferred to a proposed new division, described in the accomplishments section above.

Intermediate-term		Department/Division Comments:
1	Develop and execute a succession plan for professional and managerial-level positions within the Department.	This will allow to better plan for and implement strategies for retention and recruitment of critical positions.
2	Complete an accounting policies and procedures manual.	This effort will result in a living document that will guide current and future team members on the function of accounting and reporting. Responsibility for it will be transferred to a proposed new division, described in the accomplishments section above.
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	Long-term	Department/Division Comments:
1	Review/re-evaluate MUNIS as the City's Enterprise Resource Planning system (ERP).	A general review of the current system is a best practice to ensure it meets the current and future needs of the City.
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City of Ukiah
Activity Summary

Fiscal Year 2018-19



	Name	Number	Number of FTEs (department-wide)
Department	FINANCE	13	1.25
Division	BUDGET DEVELOPMENT AND MANAGEMENT	132	
Section	BUDGETING	1320	

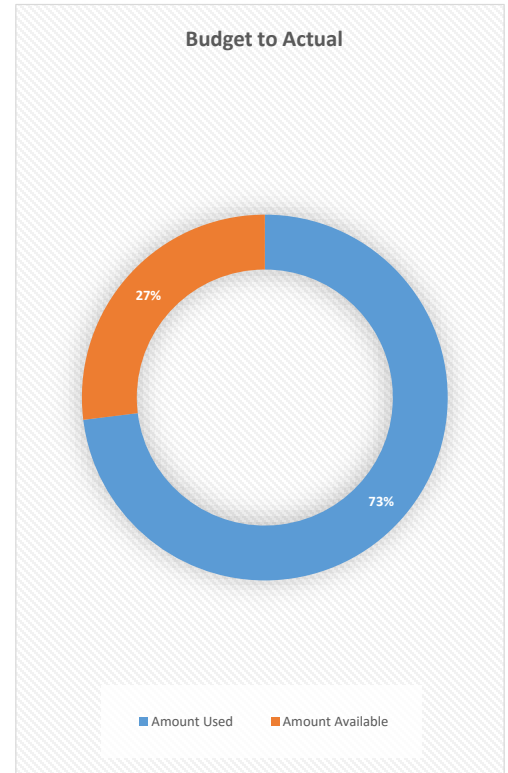
Description

The Budget Management Division is responsible for the development, revision, and monitoring of the City's budget.

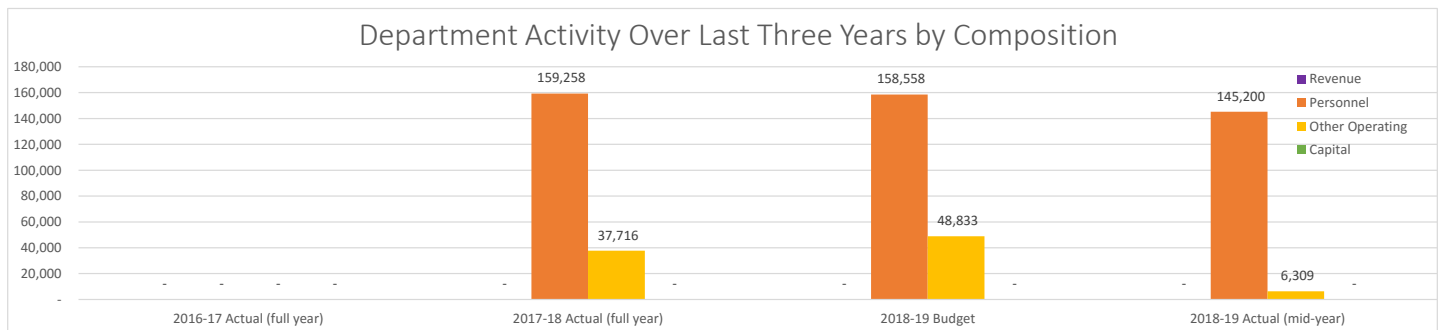
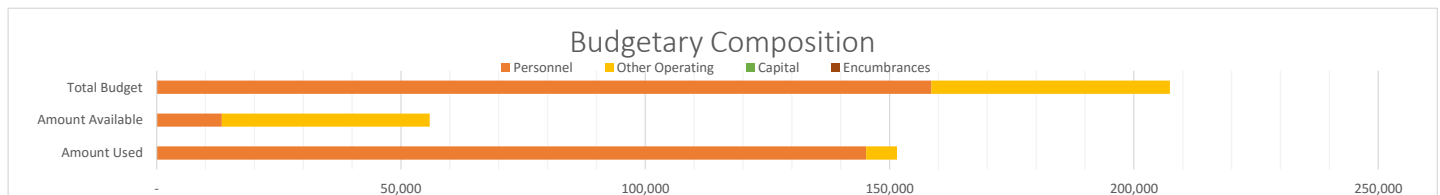
Activities Performed:

- ☐ Budget development process management
- ☐ Budget document design and presentation
- ☐ Budget compliance monitoring
- ☐ Special projects

Budget Summary



Activity Trends



Notes

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Fiscal Year 2019-20
Budget Management Division

	Number	Number of FTEs (department-wide)
Department	13	
Division	132	
Section	1320	

Accomplishments From Fiscal Year 2018-19

	Stated Objectives	Status	Department/Division Comments:
1	Launch OpenGov Performance Measures and Stories on the City Website.	In Progress	OpenGov Stories has been deployed and available on the City's website. Performance Measures is still in development phase.
2	Create procedures and train departments how to update CIP narrative in the OpenGov environment.	Completed	Departments have been trained and will update project status on a quarterly basis.
3	Continue building OpenGov to enhance communication both internally and externally.	In Progress	Continuing to work with OpenGov on new platform ideas and deploy platforms for better communication.
4	Complete Budget Story.	Completed	Posted to City's Website and presented to Council. This document will be prepared annually, coordinated with the City's use of OpenGov.
5			

Future Objectives Fiscal Year 2019-20

Near-term		Department/Division Comments:
1	Combine the divisions of budget management, accounting and internal audit.	To better meet the needs of the department's internal customers and maximize the capacity and capabilities of department team members, these divisions will be combined into one with a strong focus on accounting, budget management, and customer service, e.g. accounts payable and payroll. Further, special projects will be a function assigned to another division to be created in the Department, which will provide procurement, capital planning and accounting, and special project accounting services.
2	Launch OpenGov Performance Measures internally and externally.	Performance Measures is in the development phase.
	Continue building OpenGov to enhance communication both internally and externally.	This will be an ongoing process to review the OpenGov Platforms to ensure continued communication and transparency.
3	Review budget process and procedures.	Finance is working to find ways to streamline the process.
4	Staff development and training.	Cross training team members in budget development.
5	Complete Budget Story.	

Intermediate-term		Department/Division Comments:
1	Set regular meetings with departments to review expenditures and revenues.	This is an ongoing objective that will keep communication open and help departments become more proactive in the day-to-day operations.
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Long-term		Department/Division Comments:
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City of Ukiah
Activity Summary

Fiscal Year 2018-19



	Name	Number	Number of FTEs (department-wide)
Department	FINANCE	13	9.53
Division	BILLING AND CUSTOMER SERVICE	133	
Section	UTILITY BILLING	1330	

Description

The Utility Billing Division is responsible for utility billings consisting of electric, water, wastewater, garbage and the Ukiah Valley Sanitation District (UVSD). This Division is also responsible for the processing of Business License applications in-house and miscellaneous billings. Duties related to utility billing include issuing, processing, collecting, and applying payments received in person, mail, phone, online and drop box.

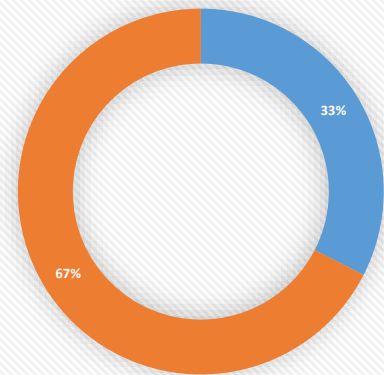
The Division is dedicated to making sure the residents and our internal customers are treated with respect. Team members take their role seriously and are dedicated to performing at the highest level.

Activities Performed:

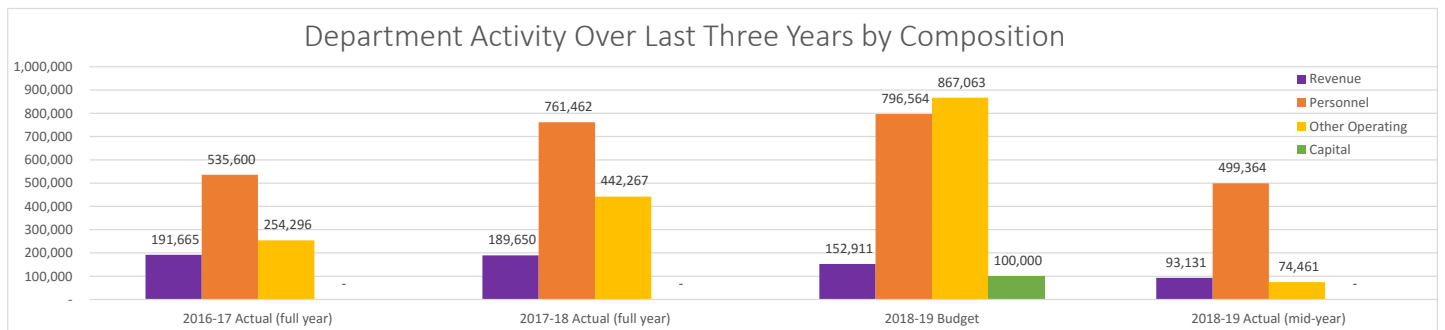
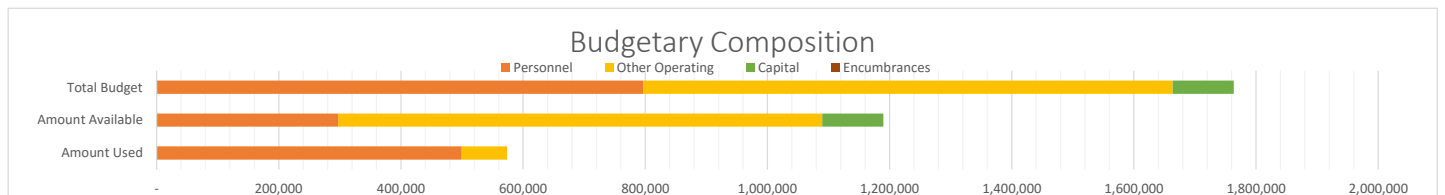
- ☐ Provide excellent customer service and support to the residents of the City of Ukiah and UVSD
- ☐ Generate billing for 8,000 plus City utility and UVSD wastewater accounts each month
- ☐ Work with the residents of the City of Ukiah on past due utility bills to ensure payments are made in a timely manner
- ☐ Provide monthly billing to 160-200 miscellaneous billing customers, including airport hangar rentals, parking permits, retiree benefits, miscellaneous job cost recoveries and insurance claims
- ☐ Perform all necessary collection documents on closed unpaid utility accounts as well as UVSD accounts
- ☐ Provide internal customer service while working closely with Planning, Building, Water, Wastewater and Electric Departments
- ☐ Process and post all payments received on a daily basis: i.e. cash, check or credit card
- ☐ Meter reading services
- ☐ Metering staff reads all utility meters and reports to staff any issues they may come up while reading meters (water leaks, electric meter issues, sidewalk damage, etc.) in all types of weather conditions

Budget Summary

Budget to Actual



Activity Trends



Notes

- 1 Revenues here do not include internal charges.
- 2
- 3



Fiscal Year 2019-20
Utility Billing & Customer Service Division

	Number	Number of FTEs (department-wide)
Department	13	
Division	133	
Section	1330	

Accomplishments From Fiscal Year 2018-19

	Stated Objectives	Status	Department/Division Comments:
1	Coordinate with the Procurement Department to purchase a new Utility Billing System, Customer Information System(CIS).	In progress	The division met with the Electric Department on several occasions to begin the process. Due to challenges maintaining adequate staffing levels, this project has been put on hold. Staff plans to re-engage in the latter half of the third quarter 2018-19.
2	Implement a mobile/web base portal for customers.	Not started	Due to staff changes this project has been put on hold. This will be implemented when new Utility Billing System CIS is installed.
3	Outsource monthly printing and UVSD mailing.	Not started	Due to UVSD Lawsuit this project was placed on hold. Staff plans to revisit this objective in 2019-20 (see future objectives).
4	Inter-department training.	In Progress	Staff training is ongoing in the department.
5	Work with a temp agency to hire temporary staff.	Completed	Retired employee was brought in to successfully assist with new staff training.

Future Objectives Fiscal Year 2019-20

Near-term		Department/Division Comments:
1	Utility Billing Software.	Complete procurement and implementation of CIS system.
2	Over the counter Credit Card Payments.	Research and implement a credit card system that all departments can utilize, including standardizing merchant servicers.
3	Inter-department training.	Continue to cross train Customer Service Representatives in all aspects of the Utility Billing and Meter Reading departments.
4	Outsource monthly print and mailing of UVSD billing.	Work closely with software support and Infosend on creating a monthly UVSD billing that can be printed on an 8 1/2" x 11" statements and be mailed.
5		

Intermediate-term		Department/Division Comments:
1	Procure new truck for Utility Service Attendant.	Current truck is beginning to show wear and tear. Will replace when truck reaches 120,000 miles.
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Long-term		Department/Division Comments:
1	Succession planning.	Develop team members for potential management and leadership positions.
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City of Ukiah
Activity Summary

Fiscal Year 2018-19



	Name	Number	Number of FTEs (department-wide)
Department	FINANCE	13	3.25
Division	PURCHASING	135	
Section	PURCHASING	1350	

Description

The Purchasing Division of the Finance Department coordinates and executes the procurement of equipment, supplies, construction contracts, and contractual services for all City departments, which includes maintaining the warehouse inventory for the electric, water and wastewater utilities.

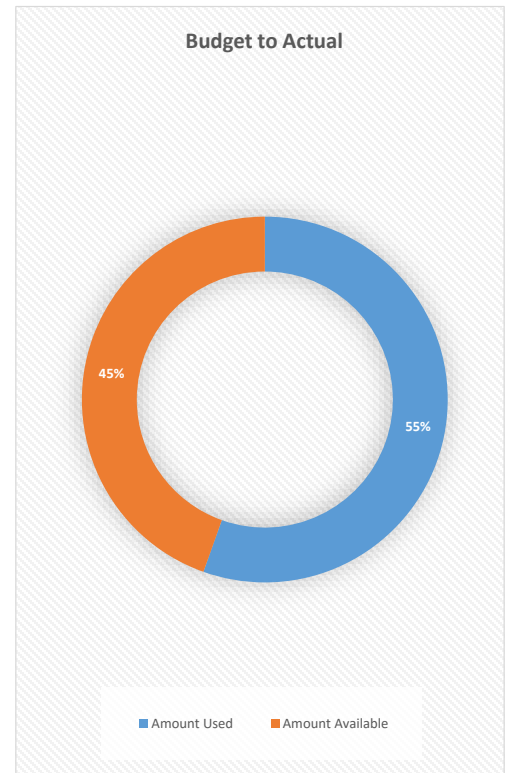
In addition, Purchasing facilitates the sale and/or disposal of surplus supplies and equipment. The primary goals are saving the City money, and providing overall value.

The Purchasing Division provides many different levels of services to all departments. We pride ourselves in going the extra mile, and assisting departments, whether it is product sourcing issues, contractual issues, or working through budget issues to complete a necessary purchase.

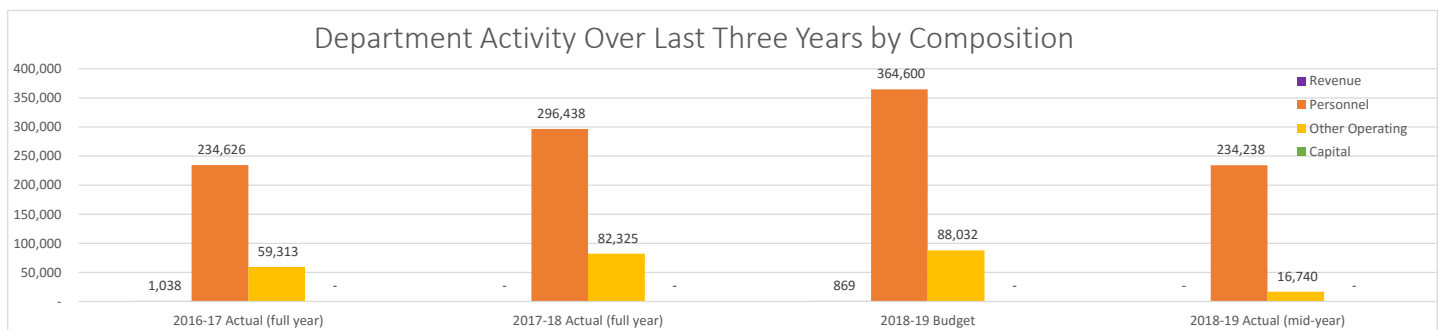
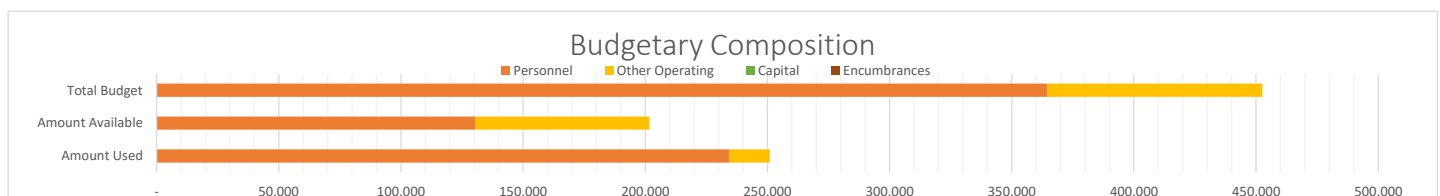
Activities Performed:

- ☐ Advise and direct all departments regarding City purchasing policies and procedures
- ☐ Monitor compliance with State and local laws and regulations
- ☐ Coordination of the purchase of City materials, supplies, equipment, construction contracts, and services
- ☐ Preparation of detailed specifications
- ☐ Create, review and approve purchase orders, contracts, and requisitions
- ☐ Manage bid and contracting process for all construction projects
- ☐ Manage and maintain inventory for the utilities
- ☐ Coordinate the documentation and identification of fixed assets
- ☐ Coordinate the sale of surplus equipment
- ☐ Prepare and present reports to Council
- ☐ Resolve complaints and problems with vendors

Budget Summary



Activity Trends



Notes

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- 2
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Fiscal Year 2019-20
Procurement Division

	Number	Number of FTEs (department-wide)
Department	13	
Division	135	
Section	1350	

Accomplishments From Fiscal Year 2018-19

	Stated Objectives	Status	Department/Division Comments:
1	Move Electric Utility Department (EUD) inventory and organize new warehouse facility at Hastings property.	Not started	The move is contingent upon the progress of the property and warehouse development, which is still in progress, and not yet completed.
2	Convert to Munis inventory module and implement barcode system.	Not started	The move is contingent upon the progress of the property and warehouse development, which is still in progress, and not yet completed.
3	Review of procurement policies for efficiencies and compliance improvements.	In progress	
4	Procurement staff development and training.	In progress	
5	Capital Improvement Budget (CIP), Budget Development and Reporting.	In progress	Council adopted City's first five-year CIP in 2018-19.

Future Objectives Fiscal Year 2019-20

Near-term		Department/Division Comments:
1	Restructure the division to include the services of capital planning and accounting, and special project financial management.	To better meet the needs of the department's internal customers and maximize the capacity and capabilities of team members, this division will be restructured into one with a strong focus on accounting, special project financial management, capital management, and customer service, e.g. central procurement services.
2	Review and update procurement thresholds.	
3	Review disposal of surplus property policies and procedures to improve efficiencies.	
4	Update travel policies to accommodate new electronic travel expense software, and initiate program.	
5	Create credit card use policies and procedures, and initiate program.	
6	Complete implementation of Munis asset module.	This will allow for a centralized store of capital asset information and improve upon the efficiency of tracking and reporting on assets.

Intermediate-term		Department/Division Comments:
1	Complete an accounting policies and procedures manual.	This effort will result in a living document that will guide current and future team members on the function of accounting and reporting.
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Long-term		Department/Division Comments:
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City of Ukiah
Activity Summary

Fiscal Year 2018-19



	Name	Number	Number of FTEs (department-wide)
Department	FINANCE	13	5.00
Division	IT	139	
Section	IT	1390	

Description

The Information Technology Division (IT) provides management and technical services for the City's computer, network, and telephone systems. These include the City's Enterprises, Public Safety, Finance and Administration departments.

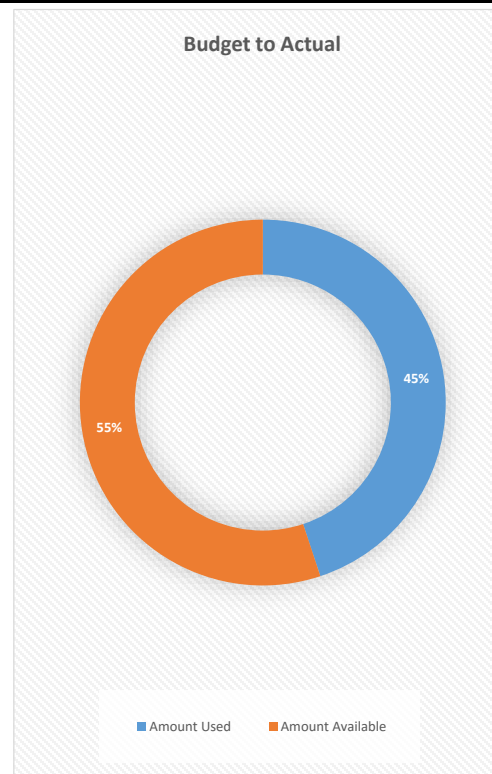
The IT Department provides end user technology training to all departments either through in-house training and/or outside service providers to ensure that City staff keep up with emerging trends. IT empowers City staff through the use of technology.

Activities performed:

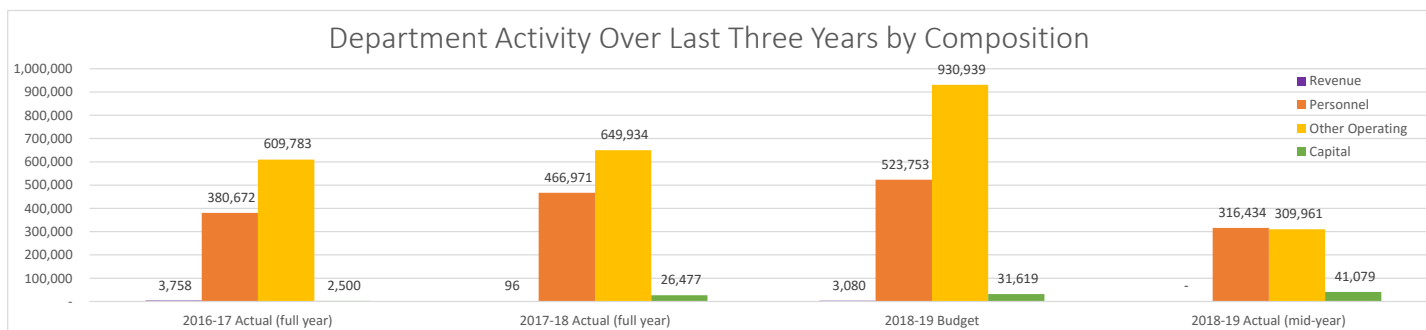
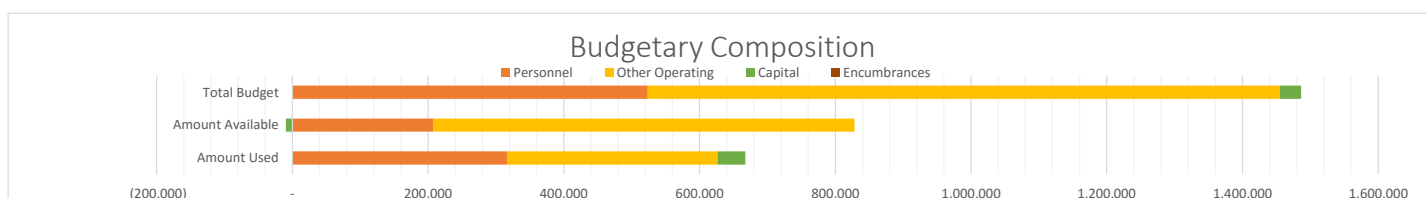
- ☐ System planning, maintenance, network security, and back-ups
- ☐ Internet access and oversight of user applications
- ☐ Service calls for technical support.

The IT Department provides direct customer support to employees through desktop installation, configuration, repair, and network access services.

Budget Summary



Activity Trends



Notes

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Fiscal Year 2019-20
Information Technology Division



	Number	Number of FTEs (department-wide)
Department	13	
Division	139	
Section	1390	

Accomplishments From Fiscal Year 2018-19

	Stated Objectives	Status	Department/Division Comments:
1	Contract Services displacement.	Completed	Through the use of ongoing training, the Information Technology (IT) department has been able to reduce contract services cost by completing work in-house.
2	South and North Fire Stations; City connectivity.	Completed/ In Progress	South Fire Station has connectivity to the Civic Center. North Fire Station is in progress.
3	Work to increase security.	In Progress	IT is creating training courses for employees to combat cyber- attacks along with utilizing software to simulate attacks.
4	Azure Infrastructure Cost Evaluation.	Not Started	The Microsoft 365 licenses has not been approved by Microsoft; which will allow us to move forward.
5	iNet, Intranet, SharePoint Migration.	In Progress	There is a test site on premise and we are ready for the full cloud cutover.

Future Objectives Fiscal Year 2019-20

Near-term		Department/Division Comments:
1	Increase automation.	Deploy automated resources and workflows to reduce staff time needed for various processes.
2	Implement Cardlock Phase 2 .	Will improve access security for all officers and staff within the Police Department (PD).
3	Create City staff training plan.	Schedule regular trainings for staff to enhance technology use.
4	Update Network Core Infrastructure.	End of life replacement for network core infrastructure.
5	Create IT staff training plan.	Keep IT staff up-to-date on changing technologies with regular training schedules.

Intermediate-term		Department/Division Comments:
1	Add network redundancy.	Create failover network design to reduce downtime when hardware fails.
2	Create Internet redundancies.	Expand internet connection redundancy through multiple internet providers where possible.
3	Update firewall hardware.	End of life replacement for Checkpoint firewall.
4	Standardize hardware refresh.	Create hardware refresh guidelines to keep hardware within manufacture warranty coverage.
5	Implement Azure automation.	Automate server creation/destruction to allow for more cost effective use of Azure services.

Long-term		Department/Division Comments:
1	Reduce Onsite Hardware Costs.	With our move to cloud technologies we will see a reduction in on-site hardware costs.
2	Work to increase security.	Consistent training along with using security solutions to reduce risk.
3	Offset vendor cost.	Through the use of Azure automation tools.
4	Utilize newer technologies objectively.	Keep updated on technology changes as it applies to the City.
5	Evaluate Connected City Initiatives.	Internet of Things (IOT) connections and other Smart City initiatives.

City of Ukiah
Activity Summary

Fiscal Year 2018-19



	Name	Number	Number of FTEs (department-wide)
Department	UKIAH VALLEY FIRE AUTHORITY	21	20.46
Division	UNDEFINED		
Section	UNDEFINED		

Description

The Ukiah Valley Fire Authority (UVFA) became effective on July 1, 2017, a Joint Powers Agreement (JPA) between the City of Ukiah and the Ukiah Valley Fire Protection District. The JPA jointly manages, equips, maintains and operates all-risk fire, emergency medical and rescue services to the City and Fire District. UVFA was formed with the desire to maximize the use of existing resources, create cost containment opportunities, reduce duplication, maintain local control and continue to deliver fire, medical, and other emergency services at a high level of service.

The UVFA is staffed by 19 full-time safety employees (Fire Chief, 3 Division Chiefs, 6 Captains, 6 Engineers and 3 Firefighters), one full-time Administrative Secretary and up to 25 dedicated volunteer firefighters that augment the career personnel including a Volunteer Division Chief. UVFA maintains four fire stations (two staffed with career personnel) with the daily staffing consisting of a minimum of two/two person crews cross staffing Type I (Structural) and Type II/III (Wildland Interface) Engines and an on-call Duty Officer.

UVFA is organized into the following activities:

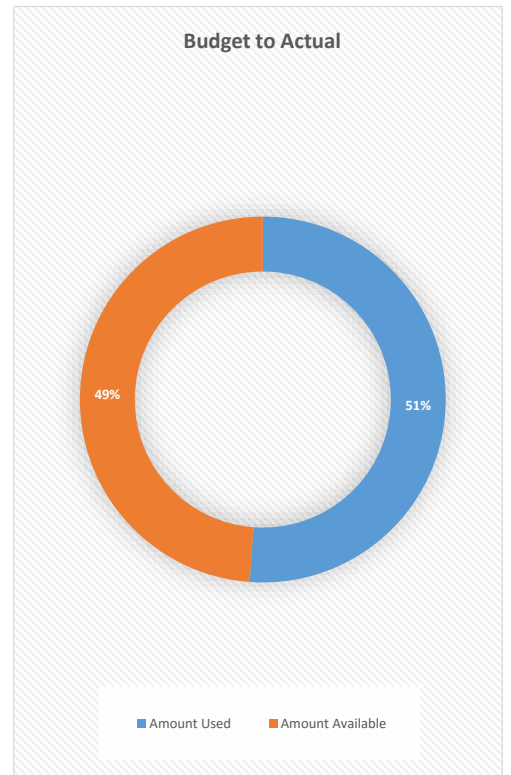
Administration - Provides leadership and management to the operations, training and safety, and fire prevention activities, including the implementation and liaison of the financial and general services provided by the City of Ukiah and supports the UVFD Board and Fire Executive Committee functions.

Operations - Provides emergency response to fires, medical emergencies, traffic collisions, technical rescues, hazardous materials, explosions, floods and earthquakes, as well as non-emergency public service calls, through a consistent state of readiness. Volunteer Firefighters participate in training activities and augment career staffing during emergency and non-emergency activities.

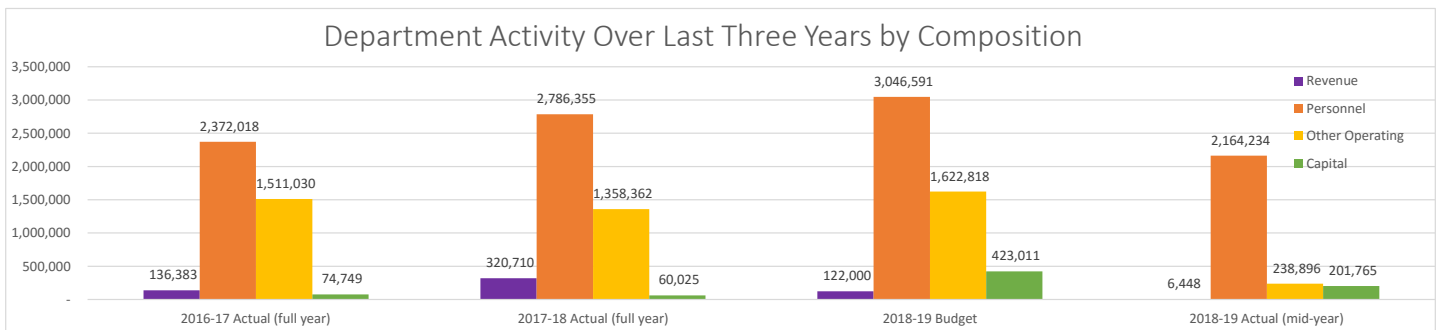
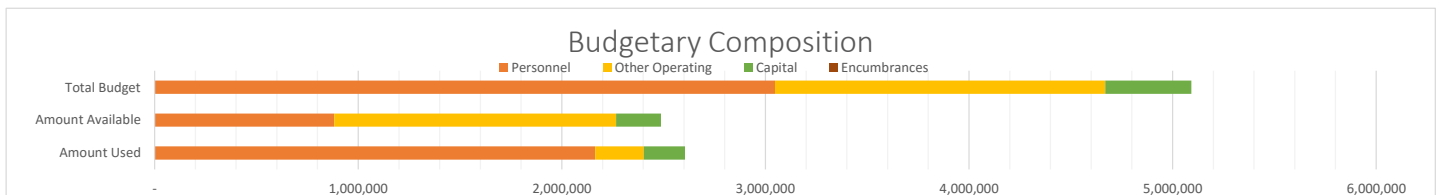
Training and Safety - Ensures that all personnel complete annual in-service mandatory and recurrent training, all required medical continuing education and certifications, along with maintaining license and training records, administering skills testing, course development and instruction, maintaining and updating training materials, setting standards, assisting in recruitments and testing, all designed to attain and provide for a high level of proficiency and excellence for career and volunteer staff.

Fire Prevention - Ensures compliance and is responsible for administering the California Fire Code, as amended by the City and District, as it relates to new and existing businesses, schools, multifamily and permitted occupancies. Further, services are provided for new construction plan reviews and inspections, vegetation management and weed abatement, hazard abatement, along with fire cause and origin investigations, community awareness and safety programs, public education and outreach.

Budget Summary



Activity Trends



Notes
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Fiscal Year 2019-20
Fire Division

	Number	Number of FTEs (department-wide)
Department	21	
Division	212	
Section		

Accomplishments From Fiscal Year 2018-19

	Stated Objectives	Status	Department/Division Comments:
1	Implement the key management services contained in the Agreement of Shared Management Services of Fire Departments.	In progress	Staff continues to transition all financial and general services to those provided by the City.
2	Fill all vacant authorized positions.	In progress	Permanent Fire Chief begins 2/19/19. Vacant Division Chief position pending testing/promotion. Over hired one position for Workers Comp. Injury.
3	Increase total suppression shift personnel to eighteen (=+3).	In progress	Seeking additional funding opportunities.
4	Implement UVFA's Standard Operating Procedures.	In progress	Lexipol (online SOP's) went live. Continue to review/implement SOP's and assigning/completing Daily Training Bulletins (DTB's).
5	Implement the Fleet Replacement Plan.	Completed	Reduced combined fleet from 21 to 17. Replacing/Surplus according to approved plan.
6	Develop a Facilities Enhancement Plan.	In progress	Staff task force surveying facilities and developing a plan for the FEC's consideration.
7	Improve the Central Station Training Facility/Grounds.	In progress	Immediate safety issues addressed and continuous improvements being implemented.
8	Re-negotiate the Fire Dispatch Agreement.	In progress	Although a priority for the Fire Authority, this objective is not for the County and CalFire at this time.
9	Represent UVFA's interests in EOA Negotiations/Implementation.	In progress	Staff is readied to provide input to the RFP, when released, and negotiate with the prospective EOA ambulance providers.
10	Develop Performance Goals and Objectives for the Intermediate (2+) and Long (6+) Terms.	Deferred	This objective is being deferred for tasking to the new permanent Fire Chief.

Future Objectives Fiscal Year 2019-20

Near-term		Department/Division Comments:
1	Implement the key management services contained in the Agreement of Shared Management Services of Fire Departments.	Continue transitioning all financial and general services to those provided by the City.
2	Increase total suppression shift personnel to eighteen (=+3).	Seek additional funding opportunities.
3	Implement UVFA's Standard Operating Procedures (SOP's).	Continue to review/implement Lexipol (online)SOP's and assigning/completing Daily Training Bulletins (DTB's).
4	Develop a Facilities Enhancement Plan.	Staff task force surveying facilities and developing a plan for the FEC's consideration.
5	Improve the Central Station Training Facility/Grounds.	Continuous improvements being implemented.
6	Re-negotiate the Fire Dispatch Agreement.	The County and CalFire are expected to re-open negotiations with FY19/20 budget development.
7	Represent UVFA's interests in EOA Negotiations/Implementation.	Staff is prepared to provide input to the RFP, when released, and negotiate with the prospective EOA ambulance providers.
8	Identify alternate funding sources and enhance revenue for continued UVFA operations.	A continuing revenue shortfall for valley-wide fire protection needs to be addressed to insure an adequate level of service is maintained.
9	Transition gas powered auto extrication equipment to battery powered technology.	Two of five sets were transitioned with the two new Type I Engines. CIP submitted for the remaining three (one per fiscal year).
10	Partner with allied agencies on mitigation measures for wildland fires.	Continue to partner with allied agencies to maximize mitigation measures for wildland fires.
11	Update job descriptions in cooperation with the FEC, Human Resources and Labor Groups.	FEC to appoint two members to work with staff and labor to review and update all fire job descriptions.

Intermediate-term		Department/Division Comments:
1	To be determined.	The development of these objectives are being deferred for tasking to the new permanent Fire Chief.
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Long-term		Department/Division Comments:
1	To be determined.	The development of these objectives are being deferred for tasking to the new permanent Fire Chief.
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City of Ukiah
Activity Summary

Fiscal Year 2018-19



	Name	Number	Number of FTEs (department-wide)
Department	WATER RESOURCES	27	
Division	UNDEFINED		
Section	UNDEFINED		30.50

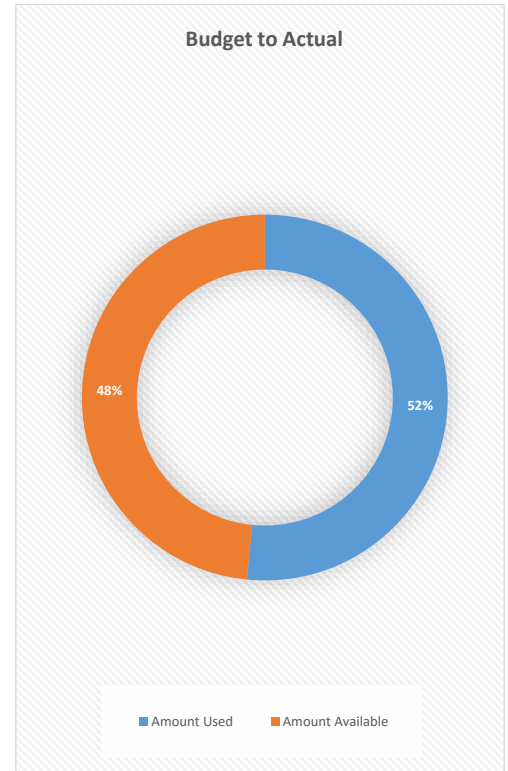
Description

The Water Resources Department is responsible for the production, treatment and distribution of drinking water; the collection, treatment and disposal of wastewater; and for meeting its conservation goals, while simultaneously facilitating the disposal objectives of wastewater disposal in an economical and environmentally sustainable way.

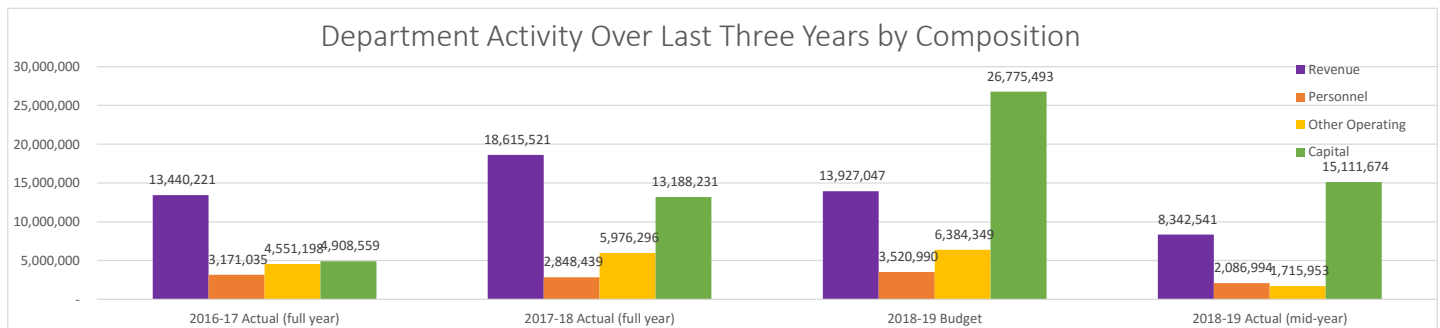
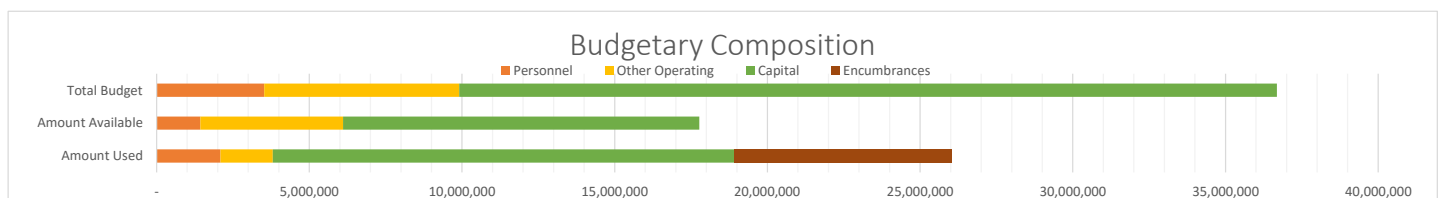
It consists of three distinct, yet integrated divisions:

- Water
- Wastewater
- Recycled Water

Budget Summary



Activity Trends



Notes

- 1
- 2
- 3

City of Ukiah
Activity Summary

Fiscal Year 2018-19



	Name	Number	Number of FTEs (department-wide)
Department	WATER RESOURCES	27	15.39
Division	WATER SERVICES	271	
Section	UNDEFINED		

Description

The Water Division is comprised of three sections: Administration, Production and Distribution. The Administration section is responsible for all compliance, permitting, funding oversight, budgeting, and assists the other divisions with technical assistance. The Distribution section is closely coordinated with the Wastewater Collection section of the Wastewater Division, as the same team of employees maintains and improves both systems. The Production section is responsible for the operation and maintenance of the Water Treatment Plant (WTP) and all other groundwater and surface water sources.

Activities Performed:

Administration:

- ☐ Provide technical assistance to the Water Division Teams in order to ensure their operations are efficient
- ☐ Implement Capital Improvement Projects for system upgrades while monitoring revenues and expenditures to ensure the rates are supporting their purpose

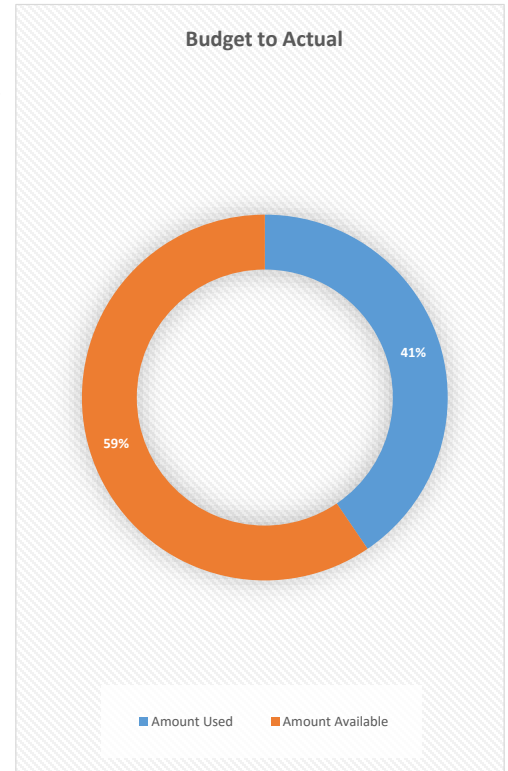
Operations and Maintenance:

- ☐ Provide daily maintenance to the system to keep it in operation
- ☐ Identify defects in the system that need repaired or upgraded

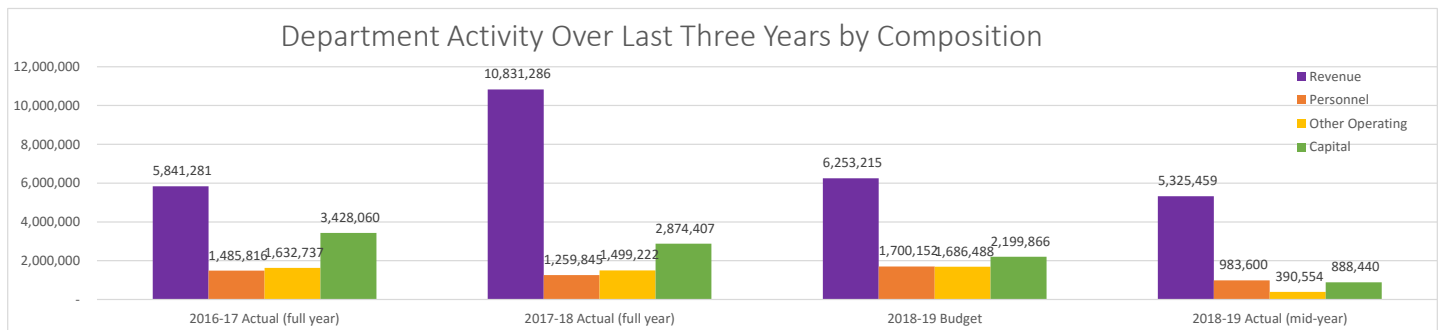
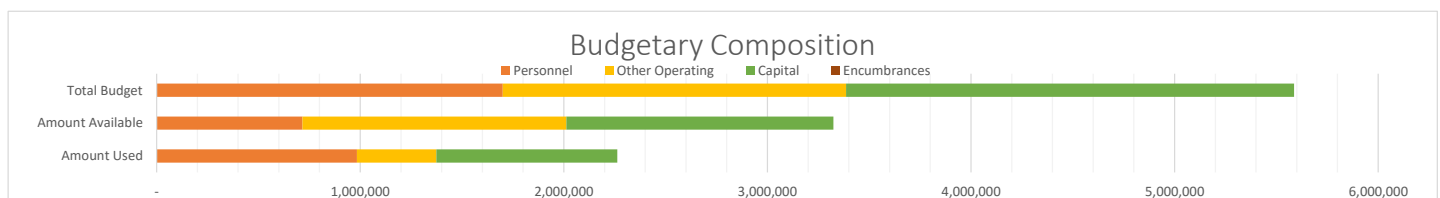
Treatment:

- ☐ Operate the Water Treatment Plant in a manner that meets the regulatory requirements for providing clean, safe and reliable drinking water supply for the community
- ☐ Maintain the plant and groundwater wells to keep them fully functioning
- ☐ Monitor the Water Distribution system to ensure it is properly functioning

Budget Summary



Activity Trends



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Fiscal Year 2019-20
Water Services Division

	Number	Number of FTEs (department-wide)
Department	27	
Division	271	
Section	2711	

Accomplishments From Fiscal Year 2018-19

	Stated Objectives	Status	Department/Division Comments:
1	Expand Supervisory Control and Data Acquisition (SCADA) System to Wells and Booster Pumps.	In progress	SCADA is complete for Wells 4 and 9, booster stations are in planning phase.
2	Construct Replacement Pressure Zone 2 South Reservoir.	In progress	Design is complete and in prep for bidding.
3	Begin Groundwater Sustainability Plan (GSP) for Sustainable Groundwater Management Act (SGMA) Compliance.	Complete	Ukiah Valley Groundwater Sustainability Agency (UVGSA) has hired LWA to prepare plan. Planning preparation is underway.
4	Water main replacement.	Complete	Water mains were replaced on Luce, Washington and Observatory.
5	Optimize how water interacts with other divisions.	In progress	Measure Y has resulted in increased interaction.

Future Objectives Fiscal Year 2019-20

Near-term		Department/Division Comments:
1	Water main replacement.	Continue to coordinate with Measure Y projects to increase scale of replacement.
2	Reinitiate Water Rights petitions.	Revise petitions to align new goals and General Plan.
3	Update Urban Water Management Plan.	City is required to update 2015 Plan by 2020.
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Intermediate-term		Department/Division Comments:
1	Update rate study.	Five-year 2016 rate study will need to be updated for FY 2021.
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Long-term		Department/Division Comments:
1	Increase beneficial use under City Water Rights.	Optimize source timing and maximize conservation and conjunctive use. Discharge/recharge ground water.
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City of Ukiah
Activity Summary

Fiscal Year 2018-19



	Name	Number	Number of FTEs (department-wide)
Department	WATER RESOURCES	27	14.31
Division	WASTEWATER SERVICES	272	
Section	UNDEFINED		

Description

The Wastewater Division is comprised of three sections: Administration, Collection and Treatment. The Administration section is responsible for all compliance, permitting, funding oversight, budgeting and assists the other divisions with technical assistance. The Collection section is closely coordinated with the Water Distribution section of the Water Division, as the same team of employees maintains and improves both systems. The Treatment section is responsible for the operation and maintenance of the Wastewater Treatment Plant (WWTP) and all discharges from the WWTP.

Activities Performed:

Administration:

- ☐ Ensure that Compliance with the Wastewater Collection System and Wastewater Treatment Plant meets all State requirements
- ☐ Administer the National Pollutant Discharge Elimination System (NPDES) Permit for discharge to the Russian River from the Wastewater Treatment Plant
- ☐ Implement Capital Improvement Projects for system upgrades while monitoring revenues and expenditures to ensure the rates are supporting their purpose

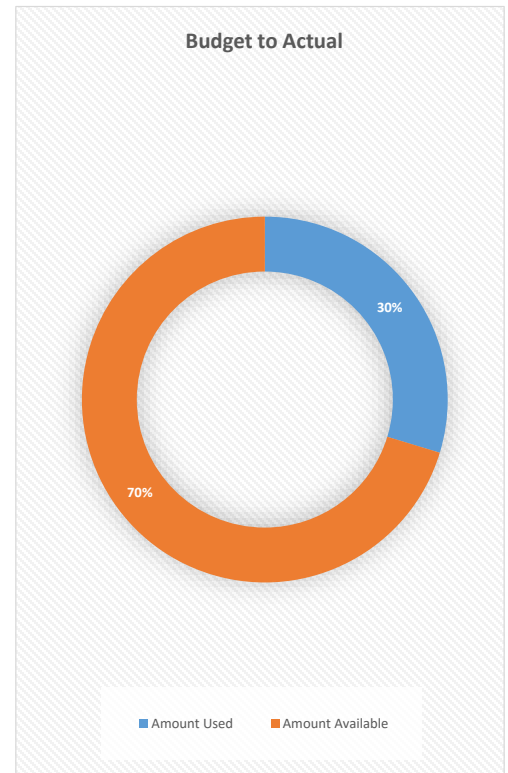
Operations and Maintenance:

- ☐ Provide daily maintenance to the system to keep it in operation
- ☐ Identify defects in the system that need to be repaired or upgraded

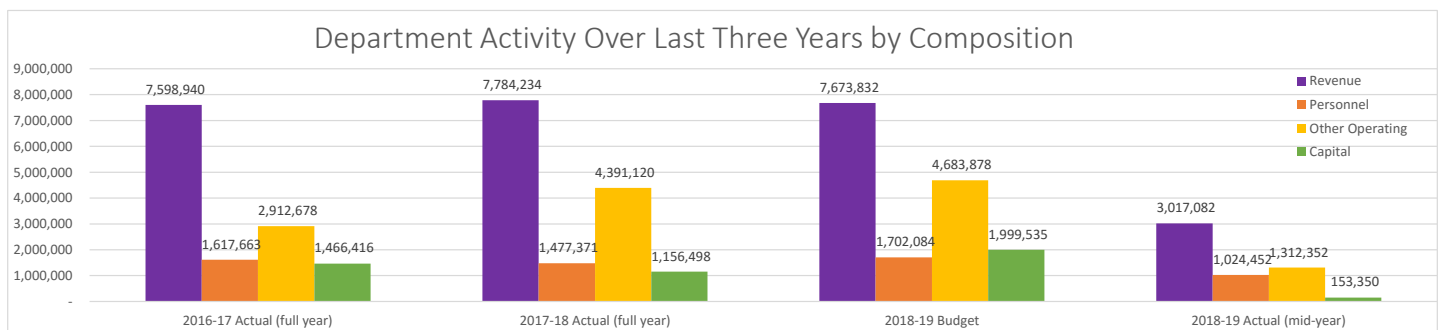
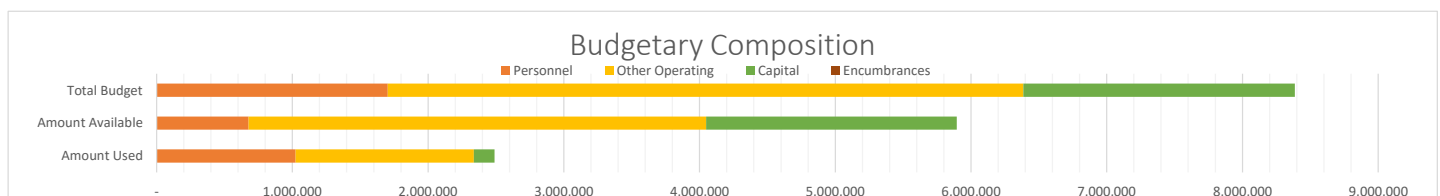
Treatment:

- ☐ Operate the Wastewater Treatment Plant in a manner that meets the regulatory requirements for discharge
- ☐ Maintain the plant to keep it fully functioning

Budget Summary



Activity Trends



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Fiscal Year 2019-20
Wastewater Services Division



	Number	Number of FTEs (department-wide)
Department	27	
Division	272	
Section	2722	

Accomplishments From Fiscal Year 2018-19

	Stated Objectives	Status	Department/Division Comments:
1	Improve recruiting success.	Completed	WWTP has a full staff.
2	Replace/Upgrade belt filter press.	In progress	WWTP has completed onsite evaluation of several dewatering technologies.
3	Apply for solar grants.	Deferred	Funding opportunity has lapsed.
4	Complete chlorine contact basin expansion.	Complete	
5	Complete National Pollutant Discharge Elimination System (NDPES) permit renewal.	Complete	
6	Complete rate study.	Deferred	Rate study is 5-years overdue and has been delayed due to the Ukiah Valley Sanitation District Litigation.
7	Install gas scrubber.	Deferred	New boilers cannot run reliably on digester gas due to new emissions equipment. Quality of digester gas needs to be improved using scrubbers.

Future Objectives Fiscal Year 2019-20

Near-term		Department/Division Comments:
1	Complete rate study.	Rate study is 5-years overdue.
2	Install gas scrubber.	New boilers cannot run reliably on digester gas due to new emissions equipment. Quality of digester gas needs to be improved using scrubbers.
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Intermediate-term		Department/Division Comments:
1	Clean and rehabilitate digesters.	Digesters are due for major cleaning and rehab.
2	Begin inflow/infiltration reduction projects.	
3	Reduce Discharge to the Russian River.	
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Long-term		Department/Division Comments:
1	Achieve Zero Discharge.	Evaluate discharge alternatives for remaining effluent to eliminate discharge to Russian River.
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City of Ukiah
Activity Summary

Fiscal Year 2018-19



	Name	Number	Number of FTEs (department-wide)
Department	WATER RESOURCES	27	
Division	RECYCLED WATER SERVICES	273	
Section	UNDEFINED		0.80

Description

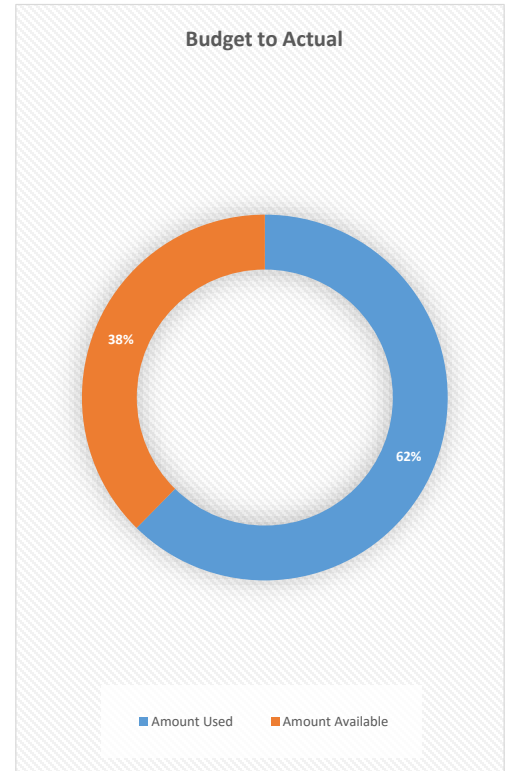
The Recycled Water Division was recently developed to reduce issues with discharge of effluent from the Wastewater Treatment Plant while improving water supply, drought resilience, and the environment.

As this utility becomes operational, a number of decisions need to be finalized regarding funding and staffing.

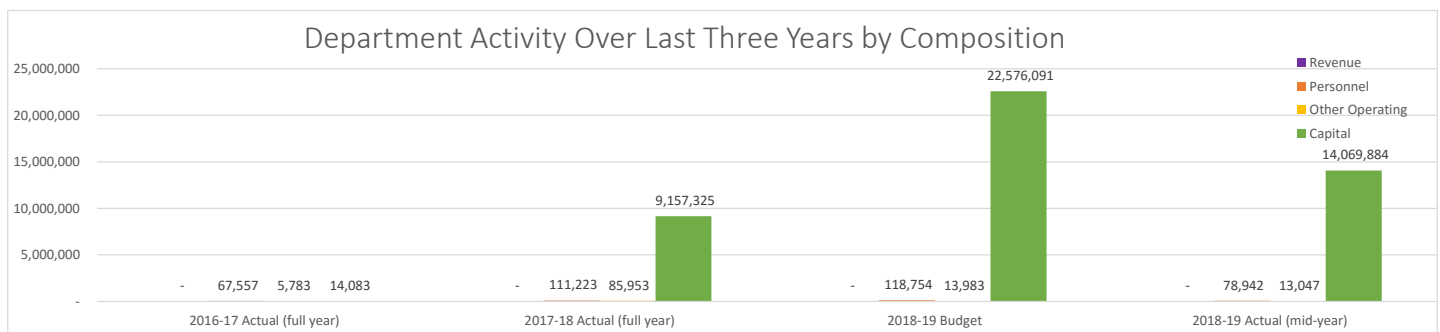
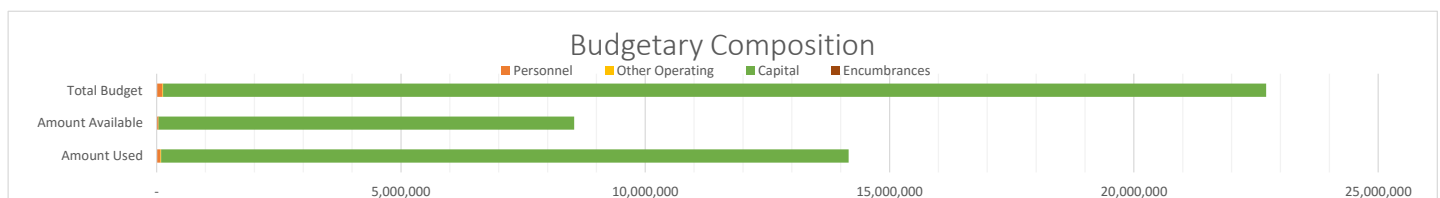
Activities Performed:

- ☐ Initial construction of Phases 1 to 3 of Recycled Water System
- ☐ Operation of the System will begin in the current or next fiscal year

Budget Summary



Activity Trends



Notes

- 1
- 2
- 3



Fiscal Year 2019-20
Recycled Water Services Division

	Number	Number of FTEs (department-wide)
Department	27	
Division	273	
Section	2733	

Accomplishments From Fiscal Year 2018-19

	Stated Objectives	Status	Department/Division Comments:
1	Complete construction of a portion, or complete Phases 1 through 3 during Fiscal Year 2017/2018.	In progress	
2	Evaluation of Riverside Park for possible on-site storage.	In progress	
3			
4			
5			

Future Objectives Fiscal Year 2019-20

Near-term		Department/Division Comments:
1	Begin Operation of Phases 1-3.	Construction completion scheduled for May 2019.
2	Design Phase 4.	Carollo has begun preliminary engineering.
3	Secure funding for Phase 4.	State funding application is complete, preparing documents for Federal funding.
4		
5		

Intermediate-term		Department/Division Comments:
1	Construct Phase 4.	Anticipated to begin in FY 2020/21.
2		
3		
4		
5		

Long-term		Department/Division Comments:
1	Evaluate water balance.	Water balance will need to be analyzed after operation of Phases 1-4 to determine need for additional reuse or disposal alternatives.
2		
3		
4		
5		



AGENDA SUMMARY REPORT

SUBJECT: Proclamation of the Ukiah City Council Recognizing March as Women's History Month

DEPARTMENT: Clerk/Admin

PREPARED BY: Kristine Lawler

ATTACHMENTS:

[Attachment 1 - Women's History Proclamation](#)

[Attachment 2 - Women's History Event Flyer](#)

Summary: Council to issue a proclamation recognizing March as Women's History Month.

Background: The City celebrates and honors women and their contribution to our community annually during the month of March. In March of 1983, the first Women's History Gala Celebration in Mendocino County was held at the Anderson Valley High School. Thereafter, each year it has been held in the City of Ukiah with the March 3rd Celebration marking its 36th anniversary.

Discussion: At the February 20, 2019, Regular Meeting, the City Council will issue a Proclamation (Attachment 1) recognizing March as Women's History Month. Additionally, the public is invited to attend the 36th Annual Women's History Gala Celebration on March 3rd at 12:30 p.m. at the Saturday Afternoon Clubhouse, 107 S. Oak Street, Ukiah (Attachment 2). Women honored who embody this year's theme, "Visionary Women: Champions of Peak and Nonviolence" are Antonina "Annie" Esposito, Maggie Norton, and Madge Strong. The

RECOMMENDED ACTION: Issue a Proclamation of the Ukiah City Council recognizing March as Women's History Month.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Mayor Mulheren and Katarzyna Rolzinski, Chair - 36th Annual Women's History Gala Celebration

Approved: _____


Sage Sangiacomo, City Manager

program will be highlighted with poetry and song to include past and present women Ukiah Poets Laureate: Linda Noel, Theresa Whitehill, and Roberta Werdinger and music groups: Breath, Inland Valley Women's Chorus, Raging Grannies, and Rhapsodiva as well as story dancer, Nori Dolan. Refreshments and a Silent Auction will complete the program. Everyone is welcome.

PROCLAMATION

MARCH: WOMEN'S HISTORY MONTH

36th ANNUAL WOMEN'S HISTORY GALA CELEBRATION

WHEREAS, in March 1983 the first Women's History Gala Celebration in Mendocino County was held at the Anderson Valley High School. Thereafter, each year it has been held in the City of Ukiah with the March 3rd Celebration marking its 36th anniversary; and

WHEREAS, the Mendocino Women's Political Coalition presents the 36th Annual Women's History Gala Celebration with American Association of University Women - Ukiah, Ukiah Saturday Afternoon Club, Cloud Forrest Institute and community volunteers; and

WHEREAS, the aforementioned women's organizations continue to work to increase and acknowledge the roles of women at all levels of community and public service, and to become knowledgeable about issues that affect their equality and to foster networks that extend and expand the creative, social, and political strength of women; and

WHEREAS, promoting and celebrating the equality and achievements of all women continues to be at the core of this 2019 celebration of women's history, and the tradition of the annual Women's History Gala Celebration is to recognize and honor particular women who exemplify each year's designated theme for contributions in their communities through their fields of work; and

WHEREAS, on Sunday, March 3, 2019, the public is invited to attend the 36th Annual Women's History Gala Celebration at 12:30 p.m., at the Saturday Afternoon Clubhouse. Women honored who embody this year's theme, "Visionary Women: Champions of Peace and Nonviolence" are Antonina "Annie" Esposito, Maggie Norton, and Madge Strong. The program will be highlighted with poetry and song to include past and present women Ukiah Poets Laureate: Linda Noel, Theresa Whitehill, and Roberta Werdinger and music groups: Breath, Inland Valley Women's Chorus, Raging Grannies, and Rhapsodiva as well as story dancer, Nori Dolan. Refreshments and a Silent Auction will complete the program. Everyone is welcome.

THEREFORE, I, Maureen Mulheren, Mayor, and my fellow Ukiah City Councilmembers: Douglas Crane, Stephen G. Scalmanini, Jim O. Brown, and Juan V. Orozco do hereby join other communities in the nation in proclaiming the month of March to be Women's History Month and to recognize and celebrate the 36th Anniversary of the Women's History Gala Celebration that will take place on March 3, 2019.

Signed and sealed, this 20th day of February, in the year Two Thousand Nineteen.

Maureen Mulheren, Mayor

Mendocino Women's Political Coalition Presents

CHAMPIONS OF

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NAnnie Esposito
HonoreeMaggie Norton
HonoreeMadge Strong
Honoree

36th Annual Women's History Gala Celebration

March 3, 2019
Sunday 12:30 pm

Saturday Afternoon Clubhouse
107 S. Oak Street, Ukiah, CA

Our Women Ukiah Poets Laureate

Linda Noel (2003-2005) -Theresa Whitehill (2009 -2011)
Roberta Werdinger (2018-2020)

Song & Dance

BREATH, Inland Valley Women's Chorus,
Raging Grannies, Rhapsodiva
Nori Dolan - Story Dance

Silent Auction and Appetizers / Desserts
Tickets: \$10 at the Door

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With AAUW-Ukiah, Ukiah Saturday Afternoon Club, Cloud Forest Institute





AGENDA SUMMARY REPORT

SUBJECT: Proclamation Recognizing and Celebrating STEM Programs in our Community.

DEPARTMENT: Administration

PREPARED BY: Kristine Lawler

ATTACHMENTS:

[Attachment 1 - STEM Proclamation](#)

Summary: Council will present a Proclamation Recognizing and Celebrating STEM Programs in our Community.

Background: The study of Science, Technology, Engineering and Mathematics (STEM) is critically important to the successful future of our nation. STEM provides the basis of knowledge and skills to be able to solve tough problems, gather and evaluate evidence, and make sense of information. Former President Obama explained, "Science is more than a school subject, or the periodic table, or the properties of waves. It is an approach to the world, a critical way to understand and explore and engage with the world, and then have the capacity to change that world..."

STEM programs have been incorporated into the curriculum and experiences offered throughout Ukiah Unified School District. These programs help students become better prepared for the growing career demands in the fields of science, technology, engineering and mathematics.

Discussion: The following five STEM events are happening in our community and across the State:

RECOMMENDED ACTION: Mayor to read and present the Proclamation.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Mayor Mulheren and Maya Simerson, Project and Grant Administrator

Approved: _____


Sage Sangiacomo, City Manager

1. The California Mayor's Cyber Cup (CMCC) is occurring on February 23rd at Mendocino Junior College. CMCC is part of an effort to bring awareness to cybercrime and to work towards filling the shortage of IT (specifically cybersecurity) workers. This shortage is critical to all types of businesses, as cybercrime affects everyone. The Ukiah team will be competing for the first time. The competition will take place online with Butte County schools against other schools in California.

2. The Ukiah High School RoboCats VEX Robotics team will conclude their season by attending the State Championship. This event is to be held on February 16th at the Google Building in Sunnyvale and broadcast live on YouTube.

3. The Science Olympiad Invitational will be held at Ukiah High School on Saturday, February 23rd from 7:00 a.m. – 5:00 p.m. There will be a Division B (middle school) and Division C (high school) Science Olympiad Tournament for over 40 teams of 15 students competing across 23 different STEM events. This event is open to the public.

4. The Humane Society of Mendocino County is hosting a 'Design a New Doghouse' challenge for Ukiah Unified students. There is an award for the top two designs that show innovation along with the highest potential for real world utilization.

5. The 33rd Annual Mendocino County Science Fair will be held on Saturday, March 30th at Mendocino College. Spectators are invited to observe students in grades 3-12 as they showcase their projects on various topics including life science, physical science, earth and space sciences and engineering.

The City of Ukiah supports STEM programs and encourages the community to get involved by volunteering and attending the events.

PROCLAMATION

SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM) PROGRAMS IN OUR SCHOOLS AND COMMUNITY

Highlighting the California Mayor’s Cyber Cup, the Ukiah High School RoboCats VEX Robotics State Championship, the Science Olympiad Invitational, the Doghouse Design Challenge, and the Mendocino County Science Fair

WHEREAS, Science, Technology, Engineering and Mathematics (STEM) is critically important to the successful future of our nation. STEM provides the basis of knowledge and skills to be able to solve tough problems, gather and evaluate evidence, and make sense of information. President Obama explained, “Science is more than a school subject, or the periodic table, or the properties of waves. It is an approach to the world, a critical way to understand and explore and engage with the world, and then have the capacity to change that world...”; and

WHEREAS, STEM programs have been incorporated into the curriculum and experiences offered throughout Ukiah Unified School District. These programs help students become better prepared for the growing career demands in the fields of science, technology, engineering and mathematics; and

WHEREAS, the following five STEM events are happening in our community and across the State; and

WHEREAS, the California Mayor’s Cyber Cup (CMCC) is occurring on February 23rd at Mendocino Junior College. CMCC is part of an effort to bring awareness to cybercrime and to work towards filling the shortage of IT (specifically cybersecurity) workers. This shortage is critical to all types of businesses, as cybercrime affects everyone. The Ukiah team will be competing for the first time. The competition will take place online with Butte County schools against other schools in California; and

WHEREAS, the Ukiah High School RoboCats VEX Robotics team will conclude their season by attending the State Championship. This event is to be held on February 16th at the Google Building in Sunnyvale and broadcast live on YouTube; and

WHEREAS, the Science Olympiad Invitational will be held at Ukiah High School Saturday, February 23rd from 7:00 a.m. – 5:00 p.m., there will be a Division B (middle school) and Division C (high school) Science Olympiad Tournament for over 40 teams of 15 students competing across 23 different STEM events; and

WHEREAS, the Humane Society of Mendocino County is hosting a ‘Design a New Doghouse’ challenge for Ukiah Unified students. There is an award for the top two designs that show innovation along with the highest potential for real world utilization; and

WHEREAS, the 33rd Annual Mendocino County Science Fair will be held on Saturday, March 30th at Mendocino College. Students in grades 3-12 will showcase their projects on various topics including life science, physical science, earth and space sciences and engineering; and

WHEREAS, the City of Ukiah supports STEM programs and encourages the community to get involved by volunteering and attending the events.

THEREFORE, I, Maureen Mulheren and my fellow Ukiah City Council members Douglas Crane, Steve Scalmanini, Jim Brown, and Juan Orozco do hereby join together to recognize and celebrate the STEM programs in our community and wish all the participants good luck in their endeavors.

Signed and sealed, this 20th day of February, in the year Two Thousand and Nineteen.

Maureen Mulheren, Mayor



AGENDA SUMMARY REPORT

SUBJECT: Mendocino-Rebuilding Our Community (M-ROC) Presentation of the One-Year Anniversary of the Redwood Complex Fire Report.

DEPARTMENT: Community Services

PREPARED BY: Tami Bartolomei

ATTACHMENTS:

[Attachment 1 - Mendocino Rebuilding Our Community One-Year Report](#)

Summary: The Council will receive a presentation regarding the one-year anniversary of the Redwood Complex Fire.

Background: On the night of October 8, 2017, Mendocino County experienced the largest disaster on record, the Redwood Complex Fire. Over 7,000 residents fled from Redwood Valley and Potter Valley, leaving behind homesteads and livestock in an effort to save themselves. Within days, reports began counting one house, then another, that were lost to the fire, eventually totaling 406 households left with nowhere to return to.

In the immediate news of the disaster, the Volunteer Organizations Active in Disaster (VOAD) took action to begin the recovery process. In the weeks following, an initial meeting with gathered partners convened and on December 4, 2017, the long-term recovery group, Mendocino-Rebuilding Our Community (M-ROC), was initiated. Over 30 organizations came to the table to create a long-term recovery group. The Chief Executive Officer of the Community Foundation of Mendocino County stepped into the role of Chair, with the partnership of North Coast Opportunities (NCO) and the County of Mendocino providing guidance and support. The group developed subcommittees that focused on:

RECOMMENDED ACTION: Receive presentation of the Mendocino-Rebuilding Our Community's (M-ROC) report of the one-year anniversary of the Redwood Complex Fire.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

Approved:


Sage Sangiacomo, City Manager

Case Management: Working directly with families and individuals who lost homes

Construction and Housing: Creating housing opportunities and connecting families in need

Material Donations: Collecting and distributing donations of household and personal items for survivors

Emotional and Spiritual Support: Creating emotional and spiritual support resources for survivors

Unmet Needs: Allocating funds for unmet needs

Fundraising and Finance: Raising funds and managing finances for long-term recovery

People Helping People: Creating a peer support network

The group first focused on fire survivors' short-term needs, which included groceries, motel stays, diapers and \$1,000 per family whose homes were lost in the blaze. Over \$290,000 was distributed to help those with immediate needs. The group then focused on identifying individual recovery needs and long-term housing solutions. The group succeeded in honing their recovery efforts into a series of tiered grant opportunities to support a broad range of fire survivors with a focus on long-term housing.

Disaster funds are managed by the Community Foundation of Mendocino County and distributed through North Coast Opportunities. Of the \$2.5 million received from over 2,600 donors, approximately \$1.75 million remains to support fire survivors. There have been matching dollars from local collaborators that have extended the work of the disaster fund.

Discussion: One year later, the group is still actively supporting fire survivors. The Community Foundation of Mendocino County developed the “One-Year Anniversary of The Redwood Complex Fire” report. The report is a reflection on the work that was completed by the M-ROC group. Megan Barber Allende, Chief Executive Officer of The Community Foundation of Mendocino County, and Rose Bell, Project Manager of the Rebuilding Our Community team, will be presenting the report to City Council.

2017-2018

ONE-YEAR ANNIVERSARY OF THE REDWOOD COMPLEX FIRE

REPORT TO THE COMMUNITY



**MENDOCINO-ROC
REBUILDING OUR COMMUNITY**

The Community Foundation of Mendocino County
204 S. Oak Street, Ukiah, California

Letter to the Community

On the night of October 8, 2017, friends and neighbors climbed into bed amidst the rattle of high winds, only to be awakened hours later by the honking horns of neighbors and a growing glow sweeping down the hillsides. Over 7,000 residents fled from Redwood Valley and Potter Valley, leaving behind homesteads and livestock in an effort to save their lives. Within days reports began counting one house, and then another, that were lost to the flames. By the time the fire was extinguished a week later, 406 households had nowhere to return to, their lives left in cinders. Our hearts bled for our community and motivated everyone to leap into action.

In the immediate weeks following the disaster, the Mendocino County VOAD (Volunteer Organizations Active in a Disaster) convened an initial meeting, gathered partners and initiated a long-term recovery group. The group was formalized on December 4, 2017 – Mendocino-Rebuilding Our Community (M-ROC) was born. The Community Foundation of Mendocino County stepped into the role of chair, with the partnership of North Coast Opportunities (NCO) and the County of Mendocino providing guidance and support. Over 30 organizations came to the table to create a long-term recovery group, rolled up our sleeves, and got to work.

A year later we reflect on our successes, lessons learned, and the path that still lies before us. Moving from immediate relief efforts into recovery, and now rebuilding, we express our gratitude daily to the thousands of donors who stepped forward in the wake of the fires to raise the funds necessary to support our efforts. We have been honored to do this important work and are committed to be here for the long haul.

Warmly,

Mendocino-ROC Leadership

Megan Barber Allende, Chair, The Community Foundation

Patty Bruder, Vice-Chair, North Coast Opportunities

Tammy Moss Chandler, Executive Leadership, The County of Mendocino

January 2019

To identify, prioritize, and coordinate fulfillment of unmet disaster-related needs of individuals and families directly affected by the Redwood Complex Fire.

MISSION



LEADERSHIP

California H.O.P.E.
Catholic Charities
Christine Price, MFT
City of Ukiah
Holy Trinity Episcopal Church
Hope Crisis Response Network
Jo Ann Rosen, MAMFT
Kirsten Johnson
Mendocino Coast Children's Fund
Mendocino County Office of Education
Mendocino Forest Products
MendoLake Complex Fire Relief – Ukiah Unit
Potter Valley Disaster Resource Center
Red Cross
Redwood Community Services

Redwood Valley Municipal Advisory Council
Redwood Valley Rancheria
Salvation Army
Slam Dunk Pizza
South Ukiah Rotary
Tzu Chi
Ukiah Unified School District
Ukiah United Methodist Church
United Methodist Committee on Relief
(UMCOR)
United Way of the Wine Country
West Company
FEMA
California Governor's Office of Emergency
Services (CalOES)

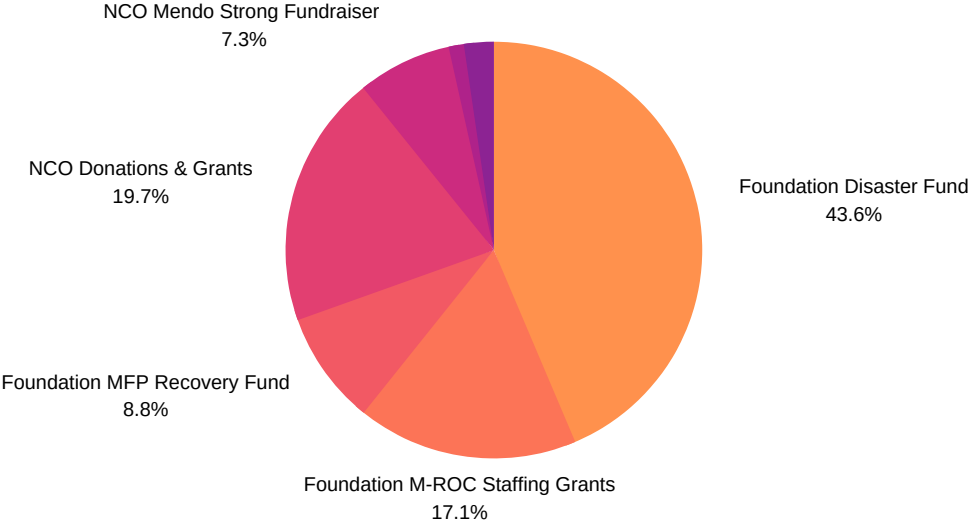
PARTNERS

As of December 15, 2018

RECOVERY FUNDS RAISED

Community Foundation of Mendocino County Disaster Fund.....	\$2,452,044
Community Foundation of Mendocino County - Mendocino Forest Products Community Recovery Fund.....	\$494,645
NCO Individual Donations & Grants.....	\$1,105,115
NCO Mendo Strong Fundraiser.....	\$410,640
M-ROC Partners: United Way of the Wine Country & South Ukiah Rotary.....	\$130,000
Total Funds Raised for Individual Assistance.....	\$4,592,444
Community Foundation of Mendocino County M-ROC Staffing & Admin Grants.....	\$963,107
NCO M-ROC Staffing & Admin Grants.....	\$66,560
Total Funds Raised for Infrastructure.....	\$1,029,667

\$5,622,111



INFRASTRUCTURE CONTRIBUTORS

Infrastructure, including staffing and administrative overhead, are the unglamorous yet critical pieces to a successful recovery. With the goal of directing all donations to survivors, M-ROC partners have sought grants and sponsorships to cover these expenses. Some of the major contributors to infrastructure costs include: Tipping Point Emergency Relief Fund, Genentech, Inc., Silver Giving Foundation, California Community Foundation, May and Stanley Smith Charitable Trust, Joseph and Vera Long Foundation, Rebuild Wine Country, Red Cross, Redwood Credit Union, County of Mendocino, City of Ukiah, Mendocino Forest Products, Community First Credit Union, California Endowment, and State Dept. of Community Services & Development.

FUND MANAGEMENT

North Coast Opportunities, Inc. administers the grants for all M-ROC individual assistance and case management staffing. Funding partners transfer their contributions to NCO to distribute out to fire survivors. These funding partners include The Community Foundation, Mendo Strong Fundraiser, Redwood Credit Union, United Way of the Wine Country, Lutheran Social Services and South Ukiah Rotary. The County of Mendocino facilitated GSFA and other government funding sources.

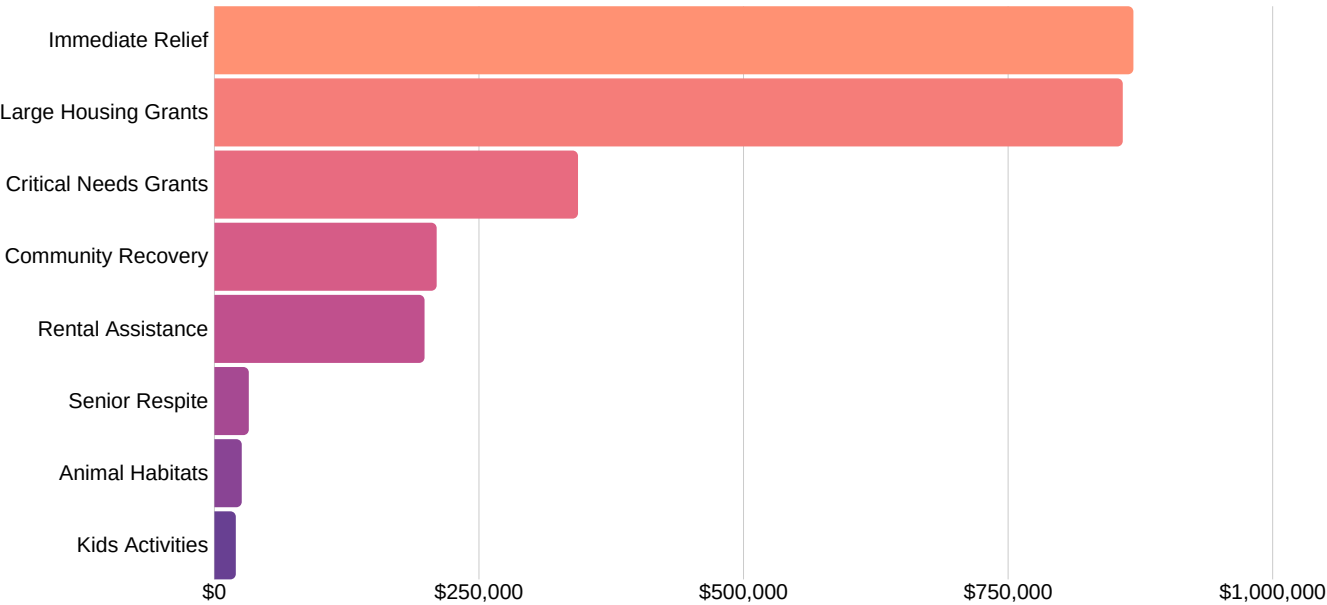
IN-KIND CONTRIBUTIONS

Staffing & Administration:	
Community Foundation.....	\$78,047
County of Mendocino	\$1.2M
North Coast Opportunities	\$102,565
Infrastructure & Support	
City of Ukiah	\$8,400
Pear Tree Center	\$60,200

\$1,449,212

As of December 15, 2018

FUNDS DISTRIBUTED

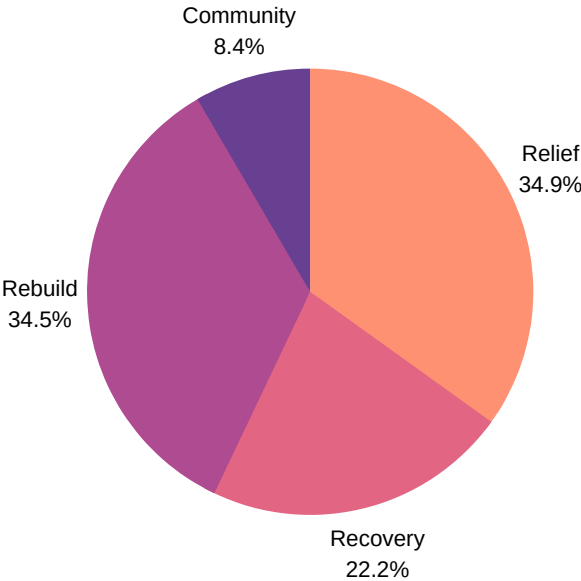


Making a difference through

INDIVIDUAL GRANTS

Immediate Relief.....	\$867,941
Large Housing Grants.....	\$857,891
Critical Needs Grants	\$343,134
Community Recovery Grants.....	\$209,580
Rental Assistance	\$198,117
Senior Respite	\$32,054
Animal Habitats	\$25,388
Kids Activities	\$19,773

\$2,376,721





Immediate RELIEF

When disaster strikes, its impact dominates the news. Images and accounts of the Redwood Complex Fire briefly captured local and national attention, but the media soon turned to other topics leaving the local community to come together and forge a path forward. As a result the media only caught the beginning of the first phase of the disaster – Immediate Relief. However, long-term disaster recovery unfolds over several phases lasting months and years.

"We left in our pajamas. I didn't even realize how much I needed. The outpouring of support in those first weeks was incredible."

The first phase of Immediate Relief meets basic needs simply to keep people alive and safe. People need food, water, shelter, transportation, and medicine. Having over 7,000 residents evacuated, generous and immediate contributions from Redwood Credit Union and the Community Foundation's Disaster Fund enabled Mendocino-ROC to distribute gas and grocery cards, N-95 masks, motel stays, clothing, diapers, and holiday baskets since the devastation was so close to that time of year. Those with burnt structures received limited general assistance of \$2,000 per family. These funds were distributed through North Coast Opportunities (NCO), Potter Valley Youth & Community Center, and the Mendocino Coast Children's Fund in collaboration with the MendoLake Complex Relief Center.

The phase of Immediate Relief is an important first step to ensure a community is safe before any progress can be made towards recovery or rebuilding. Once these supports were in place and people were no longer primarily worried about survival, Mendocino-ROC was able to turn towards the next phase – Recovery.

RELIEF GRANTS

- Groceries
- Gas Cards
- \$2,000 Checks
- Medical Assistance
- Other

\$867,941

Disaster RECOVERY

Much of the first year has been devoted to helping survivors move through the Recovery phase. This period is one of greater stability than the days and weeks following the disaster, yet still a long stretch from feeling at home.

Mendocino-ROC has approached the Recovery phase with an eye towards removing roadblocks to stable housing and the ability to earn income, while also trying to offer some sense of normalcy. This has been done through a multi-pronged approach of grant-making and creating community resources.

The first level is to help survivors find a new sense of normal. This takes form through smaller grants focusing on Senior Respite, Children's Activities, and Animal Habitat Restoration. Aware of the need to support emotional wellness as part of the recovery process, we have also provided support groups, one-on-one therapy grants, and a summer camp to help children build resiliency.

"With the help of a Critical Needs grant I was able to purchase my tools lost in the fire and start earning an income again to take care of my family."

The second level takes shape as Critical Needs Grants designed to remove a barrier to stable, safe, long-term housing or work. These have been some of our most successful grants in helping families get back home. These are complimented with the Golden State Finance Authority Immediate Housing Assistance Grants secured through our partnership with the County of Mendocino. These funds allowed Mendocino-ROC to give small grants for rental deposits and mortgage payments.

The Recovery Phase is still underway as survivors are in many different stages of their own personal recovery. However, as the first year draws to a close, Mendocino-ROC has begun the next stage of Rebuilding to support fire survivors on this last leg of the journey to truly get back home.



©Chris Pugh

RECOVERY GRANTS

- Critical Needs
- Rental Assistance
- Kids Activity Fund
- Animal Habitats
- Senior Respite
- Therapy

\$550,901



Community REBUILDING

We are now in the phase of Rebuilding. By supporting the work of building permanent homes to replace trailers or rentals, we begin to restore our community. As permanent housing is being rebuilt, the social fabric of our community is strengthened. Children have returned to school, adults have returned to work, and life is finally beginning to feel stable once more.

Mendocino-ROC has approached rebuilding with tiers of support. For many the first step is in the restoration of utilities and septic systems to properties that were destroyed in the fire. For those ready to build or buy, but without all of the means, the Housing Assistance Grant program provides gap funding to homeowners and renters who need help to bridge the gaps that exist between personal savings and insurance and the actual cost of replacing lost homes. Gap funding has been awarded to over 42 households rebuilding on their scorched properties, as well as to renters who have found opportunities to become homeowners. We anticipate rebuilding will comprise the bulk of our funding support and require the longest time commitment to see families return home.

Mendocino-ROC has partnered with Hope Crisis Response Network to offer volunteer-built homes to fire survivors. These homes are made possible by utilizing savings along with Housing Assistance Grants for gap funding. By using all-volunteer labor and negotiating material prices, Hope Crisis Response Network is helping families return home who have no other options.

REBUILDING GRANTS

- Housing Assistance Grants
- Utility Restoration
- Septic Inspections

\$857,891

"We get to have our own home now! With a large housing grant we now have the down-payment to buy a new home and don't have to live in a friend's living room."

Stories of **SURVIVAL**

In the early hours of October 9th, Rayna Freedman woke to the crackle of distant flames and a friend banging on her front door. Tucked deep into the hills of Redwood Valley, the family knew getting out quickly was their priority. Pulling on clothes and gathering her young son, Rayna jumped into her car and began to follow her parents, who live next door, down the winding rutted road. As they reached Tomki Road, the pathway was chaotic. They decided to turn south and quickly fled to the relative quiet of Ukiah. After three days of evacuation at her aunt's home in town, Rayna and her parents received the news they most feared. Both family homes were gone. Property destroyed. What lie ahead felt unbearable. Over time Rayna spoke with the Mendocino-ROC Resource Room case managers, piecing together options to long-term housing, and recently received a Large Housing Grant to install the foundation for her new modular home located on the family property.



Rayna Freedman and son Skyler



Nori Dolan

Local teacher, Nori Dolan, was preparing to retire when the fire swept through Redwood Valley and destroyed the little cottage she had been renting for the past four years. A cottage filled with precious memories, treasured artwork and family heirlooms. Yet, even as she faced these losses, she turned her attention to helping her community heal. Hers was the first call the Community Foundation received from a survivor, asking how we could help. It brought the reality of survivors that much closer and spurred us into action. In the months that followed, Nori turned to friends, family, and the healing nature of art. Leading fellow survivors through a mosaic workshop using items from the ashes, her healing journey coincided with support from Mendocino-ROC to restore the mobile home she was able to buy that required extensive repairs. With a housing grant, she was able to make repairs and begin to call it home.

Demographic **SNAPSHOT**

- 59% Owner
- 41% Renters
- 93% Redwood Valley
- 4% Potter Valley
- 3% Willits
- 52% Insured (most underinsured) 48% Uninsured
- 71% Below State Median Income (\$67k)
- 26% Below Federal Poverty Level (\$20k)

Based on collected data when meeting with fire survivors.

Stories of
GIVING BACK

Recovering from wildfire is not only about building new homes. It asks us to reflect on everyone impacted and develop pathways to support their recovery. From early in the process we have been aware of the need to support children who lost homes in the fire. A disaster of this scale can leave a lasting impact on the young people who experience it. Fortunately, Mendocino-ROC had the opportunity to collaborate with Lutheran Social Services of Minnesota to offer a fun-filled day camp for young children that also taught resiliency and preparedness skills.

Utilizing the story of Noah to teach young children they can be prepared for a disaster, the camp otherwise did not incorporate any religious content or perspectives. The goal was to help children explore their unique gifts and skills for resiliency in a fun and engaging way.

The Mendocino-ROC Emotional and Spiritual Support Committee coordinated the camp along with local volunteers, mental health professionals, local faith communities. The camp proved to be a success, with fifty kids attending for a week and is being planned again for the summer of 2019.

Mendocino-ROC partner events and projects include:

- Coming Home Rebuilding Expo
- Camp Noah Summer Camp
- Senior Retreat Day
- Fire Storybook Project
- First Responder Appreciation BBQ
- First Person Plural Monologues
- Art from the Ashes
- Fire Storybook Project
- Yoga for Fire Recovery
- Therapist Matchmaking Project
- Rentals for Fire Survivors
- Redwood Valley 1st Annual Day in the Park

Giving Time

5,852 VOLUNTEER HOURS

Mendocino-ROC Committee	1,162
Donation Centers.....	2,190
NCO Volunteer Network.. ..	2,500



Camp Noah



Art from the Ashes mosaic



Operation Mailbox

Labors of Love - Danilla Sands

RELIEF

While enjoying dinner with her family at Slam Dunk Pizza, Danilla Sands overheard the commotion of trucks lining up to transport donations to Lake County for the 2015 Valley Fire. Little did she know that by pulling her truck up to be loaded this simple act of generosity would redirect her life in the coming years. A natural first responder, Danilla has given thousands of hours of her own time to create an information hub on Facebook for those affected by the Redwood Complex Fire, continuing on to create the MendoLake Complex Fire Relief Center in Ukiah with donations available to everyone impacted by the fire. Her dedication resulted in thousands of bags of clothing, food and diapers, household items, and furnishings to be given free of charge to families and individuals struggling to regain their footing after the fires. Danilla extended her impact through special projects including Project Mailbox, Project Gardenbox, and Project Playhouse, as well as organizing the Redwood Valley First Annual Day in the Park. The MendoLake Complex Relief Center has since relocated to Redwood Valley where it continues to serve fire survivors.



Danilla Sands

©Chris Pugh

60 Mailboxes built & installed
60 Gardenboxes built & installed
14 Children's Playhouses built
Over \$15,000 in gift cards distributed
Over \$18,000 raised for rent
95 Families adopted for the holidays

Labors of Love - California H.O.P.E.

RECOVERY



California HOPE

Mendocino-ROC has been fortunate to collaborate with California H.O.P.E., a local crisis-counseling program working in partnership with Redwood Community Services, Inc. to provide disaster recovery support to Mendocino County residents. Through active listening, providing resource referrals, facilitating resilience training, and liaising with community leaders and agencies, this team's goal is to reach as many members of the community affected by the wildfire as possible. Whether over a coffee at the local café or in a survivor's trailer, the California H.O.P.E. team have been working alongside Mendocino-ROC to provide emotional support, education, basic crisis counseling, and referrals to connect survivors to available resources. Funded through the County of Mendocino, the team is wrapping up their work yet leave behind a legacy of community connectedness and resiliency. Many of our community projects wouldn't have been possible without this team's tireless hours of outreach and support.

Labors of Love - Hope City **REBUILDING**

Rebuilding is the home stretch. It means feeling safe enough to lay down new roots, and strong enough to withstand the process. Mendocino-ROC endeavors to help fire survivors reach this home stretch by working with partner organizations.

One such partner is Hope Crisis Response Network, or “Hope City,” a Northern Indiana-based non-profit organization dedicated to rebuilding after disasters using volunteer labor. Hope City is working closely with Mendocino-ROC to offer an affordable construction option for survivors. By utilizing volunteer labor and strategic material discounts, Hope City is offering pre-designed ‘stick-built’ homes at an affordable cost to survivors identified through the Mendocino-ROC case management process. These efforts are only achieved through the incredible labor of volunteers, near and far.

The first Redwood Valley Hope City home is nearing completion, a success for which credit must be given to the many volunteers who participated. From the local Mendocino Construction Corp graduates, to an Indiana-based Amish team, to the current crew of Americorp workers we are nearly able to hand over the keys and break ground on two or more additional homes.

Mendocino-ROC has been honored to lead the way in day-to-day recovery all the way through rebuilding. We are committed to be here for the long haul. We are over 80 members strong, a network of neighbors helping neighbors, strangers becoming friends, building a new community from the ashes.

The Face of Mendocino-ROC **CASE MANAGEMENT**

Many survivors only know the work of Mendocino-ROC through their interactions with our Case Managers. These exceptional individuals, a collaborative effort between North Coast Opportunities and the County of Mendocino, are the interface in which we can directly support survivors and understand their needs to develop new resources. Grants are still available to help fire survivors in their recovery and rebuilding efforts.

If you or someone you know is a fire survivor from the Redwood Complex Fire or Mendocino Complex Fire, please call or text 707-621-8817.

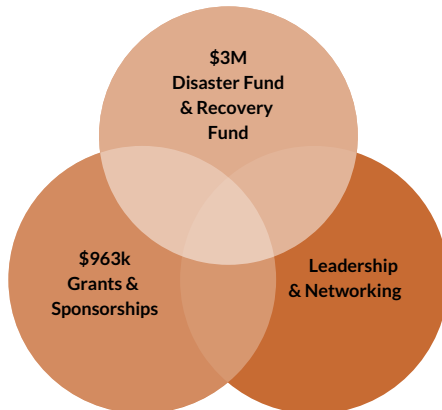
©Chris Pugh



THE COMMUNITY FOUNDATION OF MENDOCINO COUNTY

The Community Foundation of Mendocino County blossomed into a local community leader as the Disaster Fund, set up in advance to assist impacted individuals should a local disaster strike, began to receive over 2,600 donations following the October 2017 Redwood Complex Fire, raising over \$2.4M. With a focus on bringing together people and organizations that want to make a difference in Mendocino County, the Community Foundation agreed to step up as chair of Mendocino-ROC, the long-term fire recovery team.

As chair of Mendocino-ROC and stewards of the Disaster Fund and the Mendocino Forest Products Community Recovery Fund, the Community Foundation approaches long-term recovery responsibly to equitably support those disproportionately impacted by the firestorm. Primarily this means focusing resources on long-term housing solutions for the uninsured and underinsured, while offering other forms of recovery grant opportunities to the community as a whole. Our goal is to support as many families as possible in the rebuilding process utilizing Disaster Fund dollars leveraged with community partner contributions. As Chair of Mendocino-ROC, the Community Foundation seeks partnerships that can bring dollars, volunteers, and in-kind contributions to the table that support the long-term recovery and rebuilding of our unique community.



FAST FACTS

- Chair of Mendocino-ROC
- Stewards of the Disaster Fund
- Raised over \$2.4M in over 2,600 individual donations
- Applied for and received \$963k in grants and sponsorships to cover M-ROC staffing, administration, and infrastructure
- Hired grant-funded Project Manager to oversee M-ROC collaborative recovery efforts



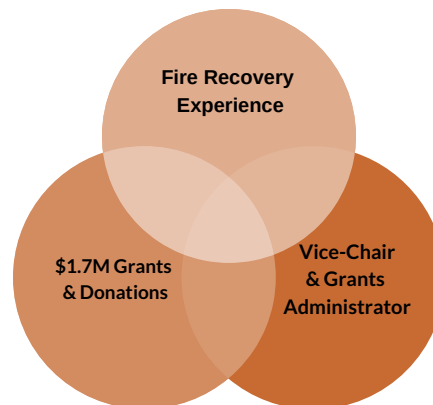
North Coast Opportunities, Inc. (NCO) has been a critical partner in the Mendocino-ROC long-term recovery, bringing a wealth of experience from their previous and ongoing support of Lake County wildfire survivors since 2015. With a half century serving Mendocino County as a community action agency, NCO joined not only as Vice-Chair of Mendocino-ROC but also as the grant administrator. Accepting these dual roles has meant helping guide the vision of Mendocino-ROC's efforts, building the infrastructure to serve the community, as well as processing every dollar that comes in and is sent out.

Since the October 2017 wildfires over 1500 checks have been mailed for individual fire survivor support. These include paying local hardware stores for building materials, summer camp enrollments for kids impacted by the fires, and paying for therapy. Above and beyond this, NCO has managed the funding and staffing of M-ROC case management. These two functions lie at the heart of the work we do.

Through their staffing and oversight of case management, in collaboration with County of Mendocino staff, NCO has allowed us to work directly with fire survivors to understand their needs and convey these back to Mendocino-ROC leadership. By understanding the needs of survivors first hand we can create resources to support their recovery.

FAST FACTS

- Vice-Chair of Mendocino-ROC
- Grants administrator for Mendocino-ROC and program implementation
- Oversight of Case Management Staff
- Steward 'Mendo Strong' fundraiser dollars and other donors/ grants
- Organized the Redwood Coast Resource Center Senior Fire Survivor Retreat
- Implemented the VOAD volunteer registration





COUNTY OF MENDOCINO

Fire Recovery Team

The County of Mendocino has been instrumental in establishing Mendocino-ROC and serves as part of its executive leadership. Following the October 2017 Redwood Complex Fire, the County appointed a Disaster Recovery Director to work with Mendocino-ROC in a collaborative approach to recovery. The County also contributed countless staffing hours to create the case management infrastructure and systems drawing on the experience of Health and Human Services case management processes.

The collaboration between Mendocino-ROC and the County of Mendocino has created a two-way conversation on the needs of fire recovery. Calling community meetings to understand the needs of fire survivors and report on progress, while also leaning upon available resources through local, state and federal channels, the County has helped forge the path forward to ensure our community is recovered and resilient to future disasters.

FAST FACTS

- Mendocino-ROC Executive Leader
- Designated Disaster Recovery Director and Staffing
- Developed Case Management infrastructure
- Open communication to collaborate on recovery efforts
- Facilitated Golden State Finance Authority grant for \$254,854 for housing.
- Funding provided for California HOPE





LOOKING AHEAD YEAR TWO AND BEYOND

When we reflect on all the work we have done in Year-One it is with a sense of pride. From building the infrastructure from the ground-up to raising dollars, it has truly been a group effort. We did our best to reach out to all survivor households to understand its needs, to be responsive in developing resources when needs arose, and we held a long-term vision to help survivors secure permanent housing. In the coming year and beyond we will focus our energy on rebuilding and resiliency.

With roughly \$1.7M remaining, Mendocino-ROC partners will pair these funds with new Year-Two funding partners to help fire survivors. These include nearly \$400k from the American Red Cross, \$1M from a County collaborative with the Community Development Commission (CDC) for CalHome loans to qualifying survivors, new staffing funded through United Methodist Committee on Relief (UMCOR), a new Home Hardening grant to mitigate future damage, improvements to the Redwood Valley Water System through County funding support, and the Community Foundation's new Resiliency and Preparedness Fund. Together we are committed to helping our neighbors return home and become more resilient in the face of future disasters.

Sincerely,

Mendocino-ROC Leadership

Megan Barber Allende, The Community Foundation

Patty Bruder, North Coast Opportunities

Tammy Moss Chandler, The County of Mendocino

MENDOCINO-ROC

REBUILDING OUR COMMUNITY



AGENDA SUMMARY REPORT

SUBJECT: Presentation of Awards that Have Been Received by the City of Ukiah Public Works Department for Redwood Business Park Transportation Improvement and Talmage Road Interchange Project.

DEPARTMENT: Public Works

PREPARED BY: Tim Eriksen

ATTACHMENTS:

Summary: The City Council will Receive a presentation of the awards that have been received by the City of Ukiah Public Works Department for Redwood Business Park Transportation Improvement and Talmage Road Interchange Project.

Background: The Redwood Business Park Transportation Improvement and Talmage Road Interchange Project was designed by GHD and constructed by Ghilotti Construction. The project had daily inspections by City Engineering Staff and was constructed in conjunction with and was coordinated with the opening of the Ukiah Costco.

Discussion: The City Engineer, on behalf of the City Council, the City Manager and the entire City of Ukiah Team, has proudly accepted the following awards.

ACEC North Coast Chapter: 2018 Public Works Project of the Year
ACEC California: 2019 Engineering Excellence Honor

RECOMMENDED ACTION: Receive presentation.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

Approved: _____


Sage Sangiacomo, City Manager

Marc Levine, California Assembly 10th District: 2018 Certificate of Recognition
Mike McGuire, California Senate 2nd District: 2018 Certificate of Recognition
Jim Wood, California Assembly 2nd District: 2018 Certificate of Recognition
Bill Dodd, California Senate 3rd District: 2018 Certificate of Recognition
Mike Thompson, U.S. House of Representatives 5th District: 2018 Certificate of Special Congressional Recognition



AGENDA SUMMARY REPORT

SUBJECT: Approval of the February 6, 2019, Regular Meeting Minutes

DEPARTMENT: Clerk/Admin

PREPARED BY: Kristine Lawler

ATTACHMENTS:

[Attachment 1 - February 6, 2019, Draft Minutes](#)

Summary: Council will consider approving the Minutes of February 6, 2019, a Regular Meeting (Attachment 1).

Background: N/A

Discussion: N/A

RECOMMENDED ACTION: Approve the Minutes of February 6, 2019, a Regular Meeting, as submitted.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

Approved: _____


Sage Sangiacomo, City Manager

**CITY OF UKIAH
CITY COUNCIL MINUTES
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
February 6, 2019
6:00 p.m.**

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

Ukiah City Council met at a Regular Meeting on February 6, 2019, having been legally noticed on January 31, 2019. Mayor Mulheren called the meeting to order at 6:00 p.m. Roll was taken with the following **Councilmembers Present:** Juan V. Orozco, Jim O. Brown, Stephen G. Scalmanini, Douglas F. Crane, and Maureen Mulheren. **Staff Present:** Sage Sangiacomo, City Manager; David Rapport, City Attorney; and Kristine Lawler, City Clerk.

MAYOR MULHEREN PRESIDING.

The Pledge of Allegiance was led by Tim Eriksen, Public Works Director / City Engineer.

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

a. Ukiah On Ice; Presentation and Sponsor Appreciation.

Presenter: Jake Burgess, Recreation Supervisor.

Certificates were presented to:

Adventist Health Ukiah Valley

Arrow Fencing

Black Oak Coffee Roasters

Community First Credit Union

Coyote Valley Casino

DeFatte Equipment Rental

Diamond D Construction

Fetzer Vineyards

Friedman's Home Improvement

George Petersen & Associates

Granite Construction

Greater Ukiah Chamber of Commerce

Hillside Health Center

KWINE/MAX Radio

LACO Associates

Mendocino Forest Products

Northwest Insurance Agency, Inc.

PG&E

Radiant Yoga

Savings Bank of Mendocino County

Travelodge & Fairfield Inn & Suites

Ukiah Main Street Program

Ukiah Paper Supply

Ukiah Waste Solutions

Visit Ukiah

b. Receive Presentation of Fourth Quarter Employee Recognition Awards.

Presenters: Sage Sangiacomo, City Manager, Justin Wyatt, Police Chief; Dave McQueary, Administrative Lieutenant; Lori Martin, Billing and Community Services Manager; Jake Burgess, Recreation Supervisor; and Mayor Mulheren.

The following employees received recognition awards:

Chris Long, Police Sergeant

Ross Lunceford, Police Officer

Adam Elledge, Police Officer

Nancy Cooley, Customer Services Representative

Daniel Spence, Recreation Program Coordinator

RECESS: 6:28 – 6:31 P.M.

4. PETITIONS AND COMMUNICATIONS

5. APPROVAL OF MINUTES

a. Approval of the January 16, 2019, Regular Meeting Minutes.

b. Approval of the January 30, 2019, Special Meeting Minutes.

Motion/Second: Brown/Scalmanini to approve Minutes of January 16, 2019, a regular meeting, and January 30, 2019, a Special Meeting, as submitted. Motion **carried** by the following roll call votes: AYES: Orozco, Brown, Scalmanini, Crane, and Mulheren. NOES: None. ABSENT: None. ABSTAIN: None.

6. RIGHT TO APPEAL DECISION

7. CONSENT CALENDAR

- a. Report of Disbursements for the Month of December, 2018 – *Finance*.
- b. City Council to Consider Authorizing the City Manager to Negotiate and Execute a Lease Agreement (COU No. 1819-160) between the City of Ukiah and Rusty Bowl BMX, Inc. – *Community Services*.
- c. Notification of Purchase (PO No. 45501) of Rectangular Rapid Flashing Beacon Signs and Poles from Statewide Traffic Safety and Signs in the Amount of \$24,729.93 – *Public Works*.
- d. Notification of Purchase (PO No. 45733) of a Cold Planer Loader Work Tool from Peterson CAT in the Amount of \$22,333.93 as Approved in the Fiscal Year 2018-2019 Capital Budget – *Public Works*.
- e. Request Authorization to Increase Contract (COU No. 1314-213-A3) Funding for Capital Improvement Projects Design and Engineering Services by \$300,000 to Utility Design Services, LLC. (EUD) – *Electric Utility*.
- f. Award a Professional Services Agreement (COU No. 1819-161) with Munselle Civil Engineering for Engineering and Survey Support Services for the Dora Street Utility Improvement Project in the Amount of \$90,590 – *Public Works*.
- g. City Council to Approve Submission of Two Concept Proposals for Proposition 68 Statewide Cultural, Community and Natural Resources Competitive Grant Funds for Vinewood (COU No. 1819-162) and Oak Manor (COU No. 1819-163) Park Improvements, and Authorize City Manager to sign Concept Proposal Applications and Grant Documents – *Community Services*.

- h. Notification of Acquisition of Services from Accurate Measurement Systems, Inc. for the Purchase of Instrumentation (PO. No. 45842) in the Amount of \$22,090.55 for the Wastewater Treatment Plant and Approval of Change Order for Parts and Installation in the Amount of \$37,977.21 for a Total Amount of \$60,067.76 – *Water Resources*.
- i. Request Authorization to Amend Contract (COU No. 1516-212-A1) with Kenwood Energy in the Amount of \$55,000 for Solar Capital Improvement Projects in Developing Specifications, Request for Proposals (RFP) and Construction Management Services. (EUD) – *Electric Utility*.

Motion/Second: Crane/Scalmanini to approve Consent Calendar Items 7a-7i, as submitted. Motion **carried** by the following roll call votes: AYES: Orozco, Brown, Scalmanini, Crane, and Mulheren. NOES: None. ABSENT: None. ABSTAIN: None.

8. **AUDIENCE COMMENTS ON NON-AGENDA ITEMS**

No public comment was received.

9. **COUNCIL REPORTS**

Presenter: Councilmember Brown

10. **CITY MANAGER/CITY CLERK REPORTS**

Presenters: Sage Sangiacomo, City Manager and Tim Eriksen, Public Works Director/City Engineer.

11. **PUBLIC HEARINGS (6:15 PM)**

a. **Consideration and Possible Adoption of a Resolution and Associated Findings Overruling the Mendocino County Airport Land Use Commission's Finding of Inconsistency with the Mendocino County Airport Comprehensive Land Use Plan for the Heritage Mendocino Cannabis Microbusiness Project, Located at 1076 Cunningham Street.**

Presenter: Craig Schlatter, Community Development Director.

PUBLIC HEARING OPENED AT 6:59 P.M.

Public Comment: Joe Thomas, Heritage Mendocino Owner; John McCowen (*speaking as a private citizen*); and Brad Campbell, Garton Tractor General Manager.

PUBLIC HEARING CLOSED AT 7:03 P.M.

Motion/Second: Crane/Scalmanini to approve adoption of the Resolution (2019-05) and associated findings overruling the Mendocino County Airport Land Use Commission's finding of inconsistency with the Mendocino County Airport Comprehensive Land Use Plan for the proposed Heritage Mendocino project. Motion **carried** by the following roll call votes: AYES: Orozco, Brown, Scalmanini, Crane, and Mulheren. NOES: None. ABSENT: None. ABSTAIN: None.

12. **UNFINISHED BUSINESS**

a. **Approval of a Sole Source Contract with Mead & Hunt, Inc., for the Purpose of Preparing a Complete, Stand-Alone Airport Land Use Compatibility Plan for the Ukiah Municipal Airport; and Approval of Corresponding Budget Amendment and City-County Agreement for Shared Costs.**

Presenters: Craig Schlatter, Community Development Director and Sage Sangiacomo, City Manager.

Consultant Comment: Ken Brody, Mead & Hunt, Inc.

Public Comment: Devon Jones, Mendocino County Farm Bureau; Joe Thomas; Brad Campbell, Garton Tractor General Manager; and John McCowen, Mendocino County 2nd District Supervisor.

Motion/Second: Crane/Brown to approve a sole source contract (COU No. 1819-164) with Mead & Hunt, Inc., for the purpose of preparing a complete, stand-alone Airport Land Use Compatibility Plan for the Ukiah Municipal Airport, and approve corresponding budget amendment and City-County Agreement for shared costs. Motion **carried** by the following roll call votes: AYES: Orozco, Brown, Scalmanini, Crane, and Mulheren. NOES: None. ABSENT: None. ABSTAIN: None.

RECESS: 7:41-7:45 P.M.

b. Mid-Year Departmental Budget and Objectives Progress Review.

Presenters: Dan Buffalo, Finance Director; Greg Owen, Airport Manager; Sage Sangiacomo, City Manager; and Kristine Lawler, City Clerk.

Reports for the Airport and City Manager's office were received.

c. Authorize the City Manager to Execute Amendment 1 to Contract with The Weist Law Firm for Bond Counsel Services for the Refunding of the 2006 Revenue Bonds.

Presenter: Dan Buffalo, Finance Director.

Motion/Second: Brown/Crane to authorize the City Manager to execute Amendment 1 to Contract 1718-159 (COU No. 1718-159-A1) for an additional contract amount of \$62,235, for a total revised contract amount of \$158,235. Motion **carried** by the following roll call votes: AYES: Orozco, Brown, Scalmanini, Crane, and Mulheren. NOES: None. ABSENT: None. ABSTAIN: None.

d. Authorize the City Manager to Execute Amendment 2 to Contract with NHA Advisors for Financial Advisory Services.

Presenter: Dan Buffalo, Finance Director.

Motion/Second: Brown/Crane to authorize the City Manager to execute Amendment 2 to Contract 1617-119 (COU No. 1617-119-A1) for an additional contract amount of \$135,000, for a total revised contract amount of \$154,500. Motion **carried** by the following roll call votes: AYES: Orozco, Brown, Scalmanini, Crane, and Mulheren. NOES: None. ABSENT: None. ABSTAIN: None.

13. NEW BUSINESS

a. Approve Award of a Professional Services Agreement to Melton Design Group Landscape Architects & Planners for Development of Plans and Designs for the Riverside Park Regeneration Project, Funded by California Natural Resources, California Urban Rivers Grant Program, and Approve Corresponding Budget Amendment.

Presenter: Tami Bartolomei, Community Services Administrator.

Motion/Second: Crane/Brown to approve award of a professional services agreement (COU No. 1819-165) to Melton Design Group Landscape Architects & Planners in the amount of \$231,243 for the development of plans and designs for the Riverside Park Regeneration Project, and approve corresponding budget amendment. Motion **carried** by the following roll call votes: AYES: Orozco, Brown, Scalmanini, Crane, and Mulheren. NOES: None. ABSENT: None. ABSTAIN: None.

- b. Receive Updates on City Council Committee and Ad Hoc Assignments and, if necessary, Consider Modifications to Assignments and/or the Creation/Elimination of Ad Hoc(s).**

Presenter: Mayor Mulheren.

THE CITY COUNCIL ADJOURNED TO CLOSED SESSION AT 9:19 P.M.

14. CLOSED SESSION

a. Conference with Legal Counsel – Existing Litigation

(Government Code Section 54956.9(d)(1))

Name of case: *Vichy Springs Resort v. City of Ukiah, Et Al*; Case No. SCUK-CVPT-2018-70200

b. Conference with Real Property Negotiators

(Cal. Gov't Code Section 54956.8)

Property: APN Nos: 157-050-03, 157-060-02, 157-050-04, 157-050-03, 157-030-02, 157-050-01, 157-050-02, 157-050-10, 157-050-09, 157-070-01, 157-070-02, 003-190-01

Negotiator: Sage Sangiacomo, City Manager;

Negotiating Parties: Dave Hull and Ric Piffero

Under Negotiation: Price & Terms of Payment

c. Conference with Real Property Negotiators

(Cal. Gov't Code Section 54956.8)

Property: APN Nos: 003-040-77; 003-040-78; 003-040-79

Negotiator: Sage Sangiacomo, City Manager;

Negotiating Parties: Shapiro/Danco

Under Negotiation: Price & Terms of Payment

d. Conference with Real Property Negotiators

(Cal. Gov't Code Section 54956.8)

Property: APN Nos: 002-273-19-00 and 002-273-30-00

Negotiator: Sage Sangiacomo, City Manager;

Negotiating Parties: Bank of America

Under Negotiation: Price & Terms of Payment

The City Manager reported that direction was given to staff.

15. ADJOURNMENT

There being no further business, the meeting adjourned at 9:40 p.m.

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Report of Disbursements for the Month of January 2019.

DEPARTMENT: Finance

PREPARED BY: Candice Rasmason

ATTACHMENTS:

[Attachment 1 - January 2019 Summary of Disbursements](#)

[Attachment 2 - Account Codes for Reference](#)

[Attachment 3 - Object Codes for Reference](#)

[Attachment 4 - January 2019 Disbursement Detail](#)

Summary: The Council will review and approve the Report of Disbursements for the month of January.

Background: Payments made during the month of January 2019 are summarized on the Report of Disbursements. Further detail is supplied on the Schedule of Bills, representing the four (4) individual payment cycles within the month.

Accounts Payable Check Numbers (City & UVFA): 3030730-3030849; 3030850-3030971; 3030972-3031055; 3031056-3031166

Accounts Payable Wire Transfers: N/A

Payroll Check Numbers: 506715-506754; 506757-506796

Payroll Manual Check Numbers: 506755, 506756

Direct Deposit Numbers: 90883-91100; 91101-91331

Manual Direct Deposit Numbers: N/A

RECOMMENDED ACTION: Approve the Report of Disbursements for the month of January 2019.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

Approved: _____


Sage Sangiacomo, City Manager

Void Check Numbers: 3030726, 3030233, 3030244, 3029950, 3031090, 3030972, 506710

Void Direct Deposit Numbers: N/A

Discussion: This report is submitted in accordance with Ukiah City Code Division 1, Chapter 7, Article 1.

Attachment #1: January 2019 Summary of Disbursements

Attachment #2: Account Codes for Reference

Attachment #3: Object Codes for Reference

Attachment #4: January 2019 Disbursement Detail

**CITY OF UKIAH
REPORT OF DISBURSEMENTS
REGISTER OF PAYROLL AND DEMAND PAYMENTS
FOR THE MONTH OF JANUARY**

Attachment 1

FUNDS:

100	General Fund	\$263,255.67	700	Sanitary Disposal Site Fund	\$8,240.10
105	Measure S General Fund		701	Landfill Corrective Fund	
110	Special General Fund		702	Disposal Closure Reserve Fund	
120	Streets Capital Improvement	\$67,213.85	704	Post Closure Fund - Solid Waste	\$0.00
201	Worker's Comp Fund	\$296,554.07	720	Golf Fund	\$6,639.25
202	Liability Fund	\$76,852.17	730	Conference Center Fund	\$36,203.77
203	Garage Fund	\$6,857.70	750	Visit Ukiah	\$950.90
204	Purchasing Fund	\$2,138.59	777	Airport Fund	\$19,931.79
205	Billing & Collections Fund	\$11,882.39	778	Airport Capital Improvement Fund	\$15,583.00
206	Public Safety Dispatch Fund	\$562.13	779	Special Aviation Fund	\$14,377.87
207	Payroll Posting Fund	\$252,202.88	800	Electric Fund	\$893,836.59
208	Building Maintenance/Corp Yard Fund	\$41,852.80	801	Electric Capital Reserve Fund	\$1,563.35
209	IT Fund	\$26,023.50	803	Lake Mendocino Bond Reserve	
220	Equipment Reserve Fund		805	Street Lighting Fund	\$9,258.96
250	Special Revenue Fund	\$88.46	806	Public Benefits Fund	\$6,495.02
251	Special Projects Reserve Fund	\$21,951.33	820	Water Fund	\$53,574.51
253	CITY PROP 172	\$1,657.33	822	Water Capital Improvement Fund	\$32,200.44
300	Park Development Fund		830	Recycled Water Fund	\$497,161.93
301	Anton Stadium Fund	\$0.00			
302	Observatory Park Fund		840	City/District Sewer Fund	\$215,490.01
304	Swimming Pool Fund	\$0.00	841	Sewer Construction Fund	
305	Riverside Park Fund	\$0.00	843	Sewer Capital Fund	
306	Skate Park Fund	\$0.00	900	Special Deposit Trust	\$14,025.84
310	Museum Grants		901	General Service (Accts Recv)	\$1,889.24
311	Alex Rorbaugh Recreation Center Fund	\$5,053.06	902	U.S.W. Billing & Collection	\$41,757.32
312	Downtown Business Improvement Fund	\$18,136.97	903	Public Safety - AB 109	\$0.00
313	LMIHF Housing Asset Fund		905	Federal Emergency Shelter Grant	
314	Winter Special Events	\$5,373.24	905	Mendocino Emergency Service Authority	
500	2106 Gas Tax Fund		911	Russian River Watershed Association	\$2,949.75
501	2107 Gas Tax Fund		915	UVFD	\$13,815.71
503	2105 Gas Tax Fund		916	UVFD PROP 172	\$2,021.01
505	Signalization Fund		917	UVFD Measure B	
506	Bridge Fund		918	UVFD Mitigation	\$1,361.78
507	1998 STIP Augmentation Fund		940	Sanitation District Special Fund	
508	SB325 Reimbursement Fund		943	Sanitation District Capital Improvement Fund	
509	S.T.P. Fund		952	REDIP Sewer Enterprise Fund	
510	Trans-Traffic Congest Relief Fund		960	Community Redevelopment Agency	
511	Rail Trail Fund	\$55,716.76	961	RDA Housing Pass-Through	
600	Community Development Block Grant		962	Redevelopment Housing Fund	
601	EDBG 94-333 Revolving Loan		963	Housing Debt	\$103,000.00
602	Community Development Fund		964	RDA Capital Pass-Through	
603	08-HOME-4688		965	Redevelopment Capital Improvement Fund	
604	CDBG Grant 09-STBG-6417		966	Redevelopment Debt Service	
605	11-HOME-7654 Fund	\$0.00	967	Housing Bond Proceeds	
606	CDBG Grant 10-EDEF-7261	\$15.00	968	Non-Housing Bond Proceeds	
607	Prop 84 Grant Fund		969	RDA Obligation Retirement Fund	
609	13-CDBG-8940		844/944	Sewer Capital Projects Fund	\$182,493.93
610	City RDA Projects Fund				
630	Asset Seizure Fund				
631	Asset Seizure Fund (Drug/Alcohol)				
633	H & S Education 11489(B)(2)(A1)				
634	Federal Asset Seizure Grants				
635	SUP Law Enforcement Service Fund	\$231.00	611	Retainage Withheld	\$29,792.79
637	Local Law Enforcement Block Grant				
638	Asset Forfeiture 11470.2 H & S				
639	Special Revenue - Police	\$0.00			
640	Parking District Fund	\$611.09			
691	Museum Fund	\$6,233.59			

PAYROLL CHECK NUMBERS: 506715-506754

DIRECT DEPOSIT NUMBERS: 90883-91100

PAYROLL PERIOD: 12/16/18-12/29/18

PAYROLL CHECK NUMBERS: 506757-506796

DIRECT DEPOSIT NUMBERS: 91101-91331

PAYROLL PERIOD: 12/30/18-1/12/19

PAYROLL CHECK NUMBERS:

DIRECT DEPOSIT NUMBERS:

PAYROLL PERIOD:

VOID CHECK NUMBERS:

3030726, 3030233, 3030244, 3029950

3031090, 3030972, 506710

MANUAL CHECK NUMBERS:

506755, 506756

WIRE TRANSFER NUMBERS:

TOTAL DEMAND PAYMENTS- A/P CHECKS \$3,365,078.44

TOTAL DEMAND PAYMENTS-WIRES* & EFT's \$74.00

TOTAL PAYROLL CHECKS & DIRECT DEPOSITS \$913,865.33

TOTAL PAYROLL EFT's (TAXES, PERS, VENDORS) \$563,498.83

* vendor name(if applicable)

TOTAL PAYMENTS \$4,842,516.60

CERTIFICATION OF CITY CLERK

This register of Payroll and Demand Payments was duly approved by the City Council on _____.

City Clerk

APPROVAL OF CITY MANAGER

I have examined this Register and approve same.

CERTIFICATION OF DIRECTOR OF FINANCE

I have audited this Register and approve for accuracy and available funds.

City Manager

Director of Finance

Account Code Summary

Attachment 2

10000000	General Fund	20526430	Electric Department - Meter Readers
10010000	City Council	20620231	Ukiah Dispatch
10011100	City Clerk	20620232	Ft Bragg Dispatch
10011300	Elections	20700000	Payroll Posting Fund
10012100	City Manager	20822500	Building Maintenance
10012200	Administrative Support	20824300	Corporation Yard
10012400	Miscellaneous General Government	20922900	IT Fund
10013400	Finance Department	22013300	FA Replace - Finance UB
10014000	City Attorney	22020200	FA Replace - Police Operations
10015100	Treasury Management	22021210	FA Replace - Fire Administration
10016100	Human Resources	22022900	FA Replace - Information Technology
10017100	Economic Development	22024100	FA Replace - Garage
10018000	Community Outreach	22024220	FA Replace - Streets
10020217	Animal Control	22024413	FA Replace - Water Distribution Cap
10022100	Parks	22024414	FA Replace - Water Distribution O&M
10022300	Aquatics	22024421	FA Replace - City Wastewater
10022800	Recreation	25024210	Engineering Reserve
10022810	Recreation Administration	25024300	Corporation Yard Reserve
10022821	Adult Basketball	25122900	CIP - IT
10022822	Adult Softball	25123100	CIP - Planning
10022824	Co-Ed Volleyball	25124210	CIP - Engineering
10022831	Youth Basketball	25124220	CIP - Streets
10022832	Youth Softball	25124410	CIP - Water
10022840	Day Camp	25124421	CIP - City Wastewater
10022850	Classes & Clinics	25126410	CIP - Electric
10022860	Special Activities	30022200	Park Development
10023100	Community Planning	30122210	Anton Stadium
10023320	Building Inspection	30222220	Observatory Park
10024210	Engineering	30522250	Riverside Park
10024214	Traffic Signals	30622260	Skate Park
10024620	Streets	30822280	Project Planning
10024224	Storm Drains	31022700	Museum Grant
10514000	Police - City Attorney	31122000	Alex Rorabaugh Recreation Center
10520210	Patrol	31217100	Downtown Business Improvement District
10520214	Police Reserves	50524210	Engineering - Signalization Fund
10520216	COPS Grant	50624210	Capital Engineering
10520218	Police - CSO	50824210	SB325 - Engineering
10520224	Police - Major Crimes Task Force	50824220	SB325 - Streets
10521210	Fire Administration	50924210	STP - Engineering
10521312	Fire Volunteer Station	50924220	STP - Streets
20112400	Worker's Compensation Fund	51024220	Trans - Traffic Slurry Seal
20212400	Liability Fund	510X9999	Trans -Traffic Project
20324100	Garage Fund	60217441	Grant - CDBG 602
20413500	Purchasing Fund	60317442	Grant - HOME 603
20513300	Billing and Collections	60417441	Grant - CDBG 604
20514000	Billing and Collections - City Attorney	60517442	Grant - HOME 605
20524412	Water Department - Meter Readers	60517461	First Time Homebuyer Program

Account Code Summary

Attachment 2

60517462	FTHB Activity Delivery	80026130	Electric Substation
60517467	FTHB - PIR	80026140	Reimbursable Work for Others
60600000	CDBG Grant 10-EDEF-7261 Fund	80026200	Electric Metering
60617441	Grant - CDBG 606	80026300	Electric Generation
60617451	General Administration	80026312	Mendocino Hydro
60617452	AD ED Direct Financial Assistance	80026330	Hydro Electric
60617453	ED Direct Financial Assistance	80026400	Electric Administration
60717443	Grant Prop 84	80026410	Electric General Administration
60724413	Prop 84 Water Distribution Cap	80026430	Interdepartmental Charges
60900000	13-CDBG-8940	80326330	Hydro Plant
60917458	13-CDBG-8940	80526610	Street Lighting
63020210	Asset Seizure Expenditure	80626500	Public Benefit
63120210	Drug & Alcohol Education	82027110	Water
63320210	H&S Asset Seizure Expenditure	82027111	Water - Production O&M
63420250	Fed Asset Seizure Expenditure	82027113	Water - Distribution Capital
63520210	SLESF	82027114	Water - Distribution O&M
63820210	Asset Forfeiture 11470	82027115	Water - Production Capital
64020213	Parking Enforcement	82227113	Water - Distribution Capital
69122700	Museum	84027220	Wastewater
70024500	Landfill 700	84027221	Wastewater City - O&M
70224500	Landfill Closure	84027222	Wastewater City - Capital
70424500	Landfill Post closure	84027225	Wastewater Treatment - O&M
72022400	Golf	84027226	Wastewater Treatment - Capital
73022600	Conference Center	84227220	Wastewater
75017110	Visit Ukiah	84327222	Wastewater City - Capital
77725200	Airport Operations	84427221	Wastewater City Capital - O&M
77817411	FAA Grant	84427222	Wastewater City - Capital
80026100	Electric Administration	90000000	Special Deposit Trust Fund
80026110	Electric Overhead	91190100	Russian River Watershed Assoc
80026120	Electric Underground	96900000	Successor Agency
80100000	Infrastructure		

Object Code Summary

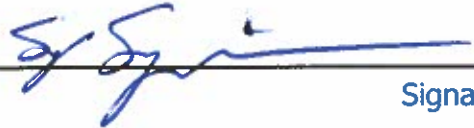
Attachment 3

12102	INVENTORY OF SUPPLIES	52526	FRAUD INVEST. ASSESSMENT
12103	STORES PURCHASES	52527	A.D.P. PREMIUM & DEDUCTIBLE
12104	INVENTORY - PURCHASES	52528	LIABILITY INSURANCE
12105	STORES ISSUES	52529	EARTHQUAKE & FLOOD PREMIUMS
51211	PERS UNFUNDED LIABILITY	52530	POLLUTION-ENVIRON INS PREMIUM
51280	OVERTIME/CALLOUT MEALS	52531	UMEMPLOY. INS EXPENSE
51285	CALLOUT MILEAGE REIMBURSEMENTS	52532	SAFETY & TRAINING SUPPORT
52100	CONTRACTED SERVICES	52600	RENT
52107	CONTRACTED SERVICES-EIR	52841	SUCCESSOR AGENCY ADMIN
52108	CONTRACT SERVICES-GPU	54100	SUPPLIES
52110	AMBULANCE BILLING	54101	POSTAGE
52111	MAINT. CONTRCTS - DEFIBRULATOR	54102	SMALL TOOLS
52112	M. S. OVERSIGHT	54105	PHOTOGRAPHIC EXPENSE
52113	PLANNING STUDIES	54106	SPECIALTY SUPPLIES
52114	COMPLIANCE STUDIES	54120	PW - SPECIAL SUPPLIES
52120	LABOR CHARGES FROM OTHER DEPAR	54121	PW - ASPHALT CONCRETE
52130	EDUCATIONAL & MARKETING MATL'S	54122	PW - AGGREGATE BASE
52131	ASSISTANCE TO SENIORS	54123	PW - CRACK SEALANT
52132	EMERGENCY ASSISTANCE	54124	PW - CONCRETE/SUPPLIES
52133	MONTHLY DISCOUNT PROGRAM	54125	PW - TRAFFIC PAINT
52134	CONTRACT ADMINISTRATION	54126	PW-PREMARKS
52135	ENERGY CONSERVATION PROGRAM	54127	PW - SIGN POSTS/SHEETING
52136	PHOTOVOLTAIC RATES/INCENTIVE	54128	PW - COLD PATCH MATERIAL
52137	PUBLIC BENEFITS PROGRAM MGMT	54129	PW - TACK OIL
52138	NCPA PUBLIC BENEFITS PROGRAM	54130	PW - SAFETY
52139	RESEARCH, DEVELOPMENT & DEMO	54131	PW - BARRICADES & CONES
52140	LITIGATION EXPENSES	54160	HR - CITY LIABILITY & CONTRACT
52145	DETACHMENT-SEWER-UVSD	54161	HR - BACKGROUND & PHYSICALS
52150	LEGAL SERVICES/EXPENSES	54162	HR - ADVERTISING
52151	AFLAC & PERS INSUR ADMIN FEES	54163	HR - INTERVIEW SUPPLIES
52170	UKIAH WASTE SOLUTIONS	54164	HR - FORMS & OTHER DIV. EXP.
52171	RESIDENTIAL BILLING CHARGE	54165	HR - NEW EMPLOYEE FINGERPRINT
52172	COMMERCIAL OVERSIGHT FEE	54166	HR - DOT TESTING PROGRAM
52180	SECURITY SERVICES	54167	HR - EMPLOYEE DEVELOPMENT
52301	PROPERTY TAX ADMIN FEE	54168	HR - REMIF SAFETY TRNG & SUPPO
52302	AMBULANCE FEES	54201	PRISONER EXPENSE
52303	REHIT SUPPORT	54202	MAJOR CRIME INVETIGATIONS
52304	LAFCO FEES AND PROP TAX EXP	54320	SOFTWARE
52500	TRUSTEE FEES	54330	COMPUTER AND TECHNOLOGY
52510	ADVERTISING & PROMOTION	54500	EQUIP RENTS AND LEASES
52515	ADVERTISING & PUBLICATION	54700	FINES & PENALTIES
52521	LIABILITY INSURANCE PREMIUM	55100	TELEPHONE
52522	LIABILITY INSURANCE DEDUCT	55200	PG&E
52523	BOILER/MACHINERY PREMIUMS	55210	UTILITIES
52524	PROPERTY INSURANCE	56100	VEHICLE & EQUIPMENT MAINT. & R
52525	WORKER'S COMP. EXPENSE	56110	CITY GARAGE - PARTS

56121	R & M RADIO EQUIPMENT	56111	CITY GARAGE - LABOR
56122	R & M NON-AUTO EMS EQUIPMENT	56112	EQUIPMENT PARTS FOR RESALE
56123	R & M COMPUTERS	56120	EQUIPMENT MAINTENANCE & REPAIR
56124	MAINT CONTRACT DEFIBULATORS	80235	SYSTEM MAINTENANCE
56130	EXTERNAL SERVICES	80236	EMERGENCY/CONTINGENCY
56210	FUEL & FLUIDS	90100	LOAN PROCEEDS
56300	BUILDING MAINT. & REPAIR	90101	LOAN PAYMENT RECEIVED
56410	EQUIPMENT RENTAL - PRIVATE	90301	LOAN REPAYMENT
56504	FACILITY MAINTENANCE & REPAIR	90410	BOND PROCEEDS
56600	AIRFIELD MAINTENANCE & REPAIR		
56700	LANDFILL CLOSURE EXPENSE		
57100	CONFERENCE & TRAINING		
57101	CONF & TRAINING-AQUATICS		
57102	CONF & TRAINING-PARKS STAFF		
57200	MEETINGS		
57300	MEMBERSHIPS & SUBSCRIPTIONS		
58101	NCPA PLANT GENERATION		
58102	NCPA POWER PURCHASES		
58103	NCPA TRANSMISSION		
58104	NCPA MANAGEMENT SERVICES		
58105	NCPA THIRD PARTY SALES		
58106	NCPA PASS THROUGH COSTS		
58107	NCPA COMMITMENTS ACTIVITY		
58201	WATER PURCHASES		
58202	WATER TREATMENT PLANT CHEMICAL		
58401	AVIATION FUEL		
58410	GARAGE LUBRICANTS & PARTS		
58510	REIMBRASABLE JOBS		
59100	PROPERTY TAXES PAID		
59101	FEES		
59102	FRANCHISE FEES		
59350	PURCHASE DISCOUNTS TAKEN		
59400	OTHER EXPENSES		
70101	LOAN PAYMENTS MADE		
70102	BOND INTEREST PAYMENTS		
70110	BOND ISSUANCE COSTS		
70201	LOAN PRINCIPAL PAYMENTS		
70202	BOND PRINCIPAL PAYMENTS		
80100	MACHINERY & EQUIPMENT		
80200	BUILDINGS ACQUISITION		
80210	LAND ACQUISITION		
80220	BUILDING IMPROVEMENTS		
80230	INFRASTRUCTURE		
80231	RECYCLING STUDY 50% GRANT MATC		
80232	LINE REPLACEMENTS		
80233	MAIN REPLACEMENTS		
80234	INFLOW/INFILTRATION		

List of Checks Presented for Approval on 1/3/2019

The following list of bills payable was reviewed and approved for payment.

 1-5-19 DR
Signature

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
AFLAC	537281	CANCER/LIFE/ACC INSURANCE	\$7,461.42	20700000-20527	SECTION 125 (CANCER & LIFE)	\$7,461.42
Vendor Total:						\$7,461.42
AFLAC GROUP INSURANCE	A110518800	JAN 19 AFLAC CRITICAL CARE INSURANCE	\$378.96	20700000-20538	AFLAC CRITICAL ILLNESS POLICY	\$378.96
Vendor Total:						\$378.96
AIMEE SHIELDS	UPD-12/2018	TRANSCRIPTION SERVICES FOR POLICE DEPT	\$231.00	63520210-52100	CONTRACTED SERVICES	\$231.00
Vendor Total:						\$231.00
AMAZON CAPITAL SERVICES	1RRC-KKMW-699Y	DIVIDERS, CALENDARS	\$52.91	90000000-20231	COUNTY MENTAL HEALTH .5%	(\$0.07)
				90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$0.01)
				90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.07)
				90000000-23028	MEASURE Y DISTRICT TAX	(\$0.07)
				90000000-23013	STATE USE TAX LIABILITY	(\$0.99)
				80026400-54100	SUPPLIES	\$1.21
				80026400-54100	SUPPLIES	\$52.91
	1D4Q-LMMX-746F	HALOGEN BULBS, POWER USAGE MONITOR	\$453.52	80026400-54100	SUPPLIES	\$453.52
Vendor Total:						\$506.43
AMWINS GROUP BENEFITS INC	5596788	JAN 19 RETIREE HEALTH INSURANCE	\$1,488.00	20700000-20524	NON-EMPLOYEE HEALTH INS.PREM	\$1,488.00
Vendor Total:						\$1,488.00
ANIXTER	4047461-01	ELECTRICAL EQUIPMENT AND SUPPLIES	\$134.46	80000000-12104	INVENTORY - PURCHASES	\$134.46
Vendor Total:						\$134.46
ANTHONY MANDON	BA FY 18/19	BOOT ALLOWANCE	\$150.00	10024620-54120	PW - SPECIAL SUPPLIES	\$150.00
Vendor Total:						\$150.00
ARAMARK UNIFORM SERVICES	704109098	UNIFORM, MAT & TOWEL SVC	\$110.13	20822500-56300	BUILDING MAINT. & REPAIR	\$110.13

List of Checks Presented for Approval on 1/3/2019

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
ARAMARK UNIFORM SERVICES	704129600	UNIFORM, MAT & TOWEL SVC	\$110.13	20822500-56300	BUILDING MAINT. & REPAIR	\$110.13
	704119386	UNIFORM, MAT & TOWEL SVC	\$82.17	31122000-56300	BUILDING MAINT. & REPAIR	\$82.17
	704139869	UNIFORM, MAT & TOWEL SVC	\$82.17	31122000-56300	BUILDING MAINT. & REPAIR	\$82.17
	704109099	UNIFORM, MAT & TOWEL SVC	\$84.83	73022600-56300	BUILDING MAINT. & REPAIR	\$84.83
	704129601	UNIFORM, MAT & TOWEL SVC	\$84.83	73022600-56300	BUILDING MAINT. & REPAIR	\$84.83
	704109116	UNIFORM, MAT & TOWEL SVC	\$55.36	77725200-54100	SUPPLIES	\$55.36
	704119401	UNIFORM, MAT & TOWEL SVC	\$55.36	77725200-54100	SUPPLIES	\$55.36
	704129619	UNIFORM, MAT & TOWEL SVC	\$55.36	77725200-54100	SUPPLIES	\$55.36
	704139884	UNIFORM, MAT & TOWEL SVC	\$211.28	77725200-54100	SUPPLIES	\$211.28
Vendor Total:						\$931.62
AT&T	2463 DEC 18	TELEPHONE	\$43.59	10021210-55100	TELEPHONE	\$21.80
				91521400-55100	TELEPHONE	\$21.79
	4292 NOV 18	INTERNET SERVICES FOR OBSERVATORY	\$70.25	10022100-55100	TELEPHONE	\$70.25
	4292 DEC 18	INTERNET SERVICES FOR OBSERVATORY	\$70.26	10022100-55100	TELEPHONE	\$70.26
	Vendor Total:					\$184.10
BENJAMIN KATER	06/1/18-11/30/18	VOLUNTEER REIMBURSEMENT	\$808.00	10021210-52181	VOLUNTEER EXPENSES	\$404.00
				91521400-52181	VOLUNTEER EXPENSES	\$404.00
	Vendor Total:					\$808.00
BEST BEST & KRIEGER LLP	837311	RDA LEGAL SERVICES AS NEEDED	\$950.04	10017200-52100	CONTRACTED SERVICES	\$950.04
	Vendor Total:					\$950.04
BJ'S EMBROIDERY	12785	EMBROIDERY SERVICES	\$999.51	77725200-54100	SUPPLIES	\$999.51
	Vendor Total:					\$999.51
BRIAN KLATT	06/1/18-11/30/18	VOLUNTEER REIMBURSEMENT	\$856.00	10021210-52181	VOLUNTEER EXPENSES	\$428.00
				91521400-52181	VOLUNTEER EXPENSES	\$428.00
	Vendor Total:					\$856.00
BRIAN VALENTE	06/1/18-11/30/18	VOLUNTEER REIMBURSEMENT	\$288.00	10021210-52181	VOLUNTEER EXPENSES	\$144.00
				91521400-52181	VOLUNTEER EXPENSES	\$144.00
	Vendor Total:					\$288.00
CA SURVEYING & DRAFTING SUPPLY INC	116415/1	SUPPLIES AS NEEDED	\$816.51	82027110-54100	SUPPLIES	\$793.43

List of Checks Presented for Approval on 1/3/2019

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
CA SURVEYING & DRAFTING SUPPLY INC	116415/1	SUPPLIES AS NEEDED	\$816.51	84027220-54100	SUPPLIES	\$23.08
					Vendor Total:	\$816.51
CHARLES DENOEU	BA FY 18/19	BOOT ALLOWANCE	\$86.27	10022100-54100	SUPPLIES	\$86.27
					Vendor Total:	\$86.27
CITY CLERKS ASSOC	232	MEMBERSHIP RENEWAL- K LAWLER	\$130.00	10012500-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$130.00
	1039	MEMBERSHIP RENEWAL- S ABBA	\$130.00	10021210-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$65.00
				91521400-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$65.00
					Vendor Total:	\$260.00
COLTON HINES	06/1/18-11/30/18	VOLUNTEER REIMBURSEMENT	\$136.00	10021210-52181	VOLUNTEER EXPENSES	\$68.00
				91521400-52181	VOLUNTEER EXPENSES	\$68.00
					Vendor Total:	\$136.00
COMCAST	1296 JAN 19	INTERNET SERVICES	\$173.42	31122000-52100	CONTRACTED SERVICES	\$173.42
	5488 JAN 19	INTERNET SERVICES	\$88.23	10021210-55100	TELEPHONE	\$44.11
				91521400-55100	TELEPHONE	\$44.12
	1067 JAN 19	INTERNET SERVICES	\$114.15	10021210-55100	TELEPHONE	\$57.08
				91521400-55100	TELEPHONE	\$57.07
	4635 JAN 19	INTERNET SERVICES	\$256.98	20913900-55100	TELEPHONE	\$256.98
	0472 JAN 19	INTERNET SERVICES	\$162.25	73022600-55100	TELEPHONE	\$162.25
					Vendor Total:	\$795.03
DANIEL STEEL & MACHINE INC	121318-C	CRANE SERVICES AS NEEDED AT WWTP	\$550.00	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$550.00
					Vendor Total:	\$550.00
DELL MARKETING LP	10286963167	ADOBE CREATIVE CLOUD SUB RENEW	\$3,609.12	10022810-54320	SOFTWARE	\$902.28
				10023100-54320	SOFTWARE	\$902.28
				10024210-54320	SOFTWARE	\$225.57
				20913900-54320	SOFTWARE	\$902.28
				82027110-54320	SOFTWARE	\$225.57
				83027330-54320	SOFTWARE	\$225.57

List of Checks Presented for Approval on 1/3/2019

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
DELL MARKETING LP	10286963167	ADOBE CREATIVE CLOUD SUB RENEW	\$3,609.12	84027220-54320	SOFTWARE	\$225.57
					Vendor Total:	\$3,609.12
DEPARTMENT OF JUSTICE	346748	CHEM/TEST REPORT CRIMINAL INVE	\$630.00	10020210-52100	CONTRACTED SERVICES	\$630.00
	342346	FINGERPRINTS	\$49.00	10020000-44420	FINGERPRINT FEES	\$49.00
	342469	FINGERPRINTS	\$1,139.00	10016100-54165	NEW EMPLOYEE FINGERPRINT	\$32.00
				10022810-54100	SUPPLIES	\$1,107.00
					Vendor Total:	\$1,818.00
DIANN LUCCHETTI	DV122018	REIMBURSEMENT-LUNCH MEETING	\$61.63	80026400-54100	SUPPLIES	\$61.63
					Vendor Total:	\$61.63
DON BROWN	DV12118	REIMBURSEMENT-WATER CLASS	\$50.00	82027114-57100	LEARNING AND DEVELOPMENT	\$50.00
					Vendor Total:	\$50.00
EBA ENGINEERING	33683	ASSESSMENT LANDFILL GAS WELL #4	\$240.00	70024500-52100	CONTRACTED SERVICES	\$240.00
					Vendor Total:	\$240.00
EDDIE VEDOLLA JR	DV120418	INSTRUCTOR	\$176.40	10022850-52100	CONTRACTED SERVICES	\$176.40
					Vendor Total:	\$176.40
ENVIRONMENTAL PRODUCTS & ACCESSORIES LLC	237219	PLUMBING EQUIPMENT, FIXTURES,	\$2,330.80	90000000-20231	COUNTY MENTAL HEALTH .5%	(\$11.03)
				90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$2.74)
				90000000-23237	DISTRICT USE TAX-MEASURE S	(\$11.03)
				90000000-23028	MEASURE Y DISTRICT TAX	(\$11.03)
				90000000-23013	STATE USE TAX LIABILITY	(\$159.86)
				84027221-54100	SUPPLIES	\$195.69
				84027221-54100	SUPPLIES	\$2,330.80
					Vendor Total:	\$2,330.80
EUROFINS EATON ANALYTICAL INC	LO426836	UCMR4 WATER SAMPLING	\$330.00	82027111-52100	CONTRACTED SERVICES	\$330.00
	LO421949	UCMR4 WATER SAMPLING	\$360.00	82027111-52100	CONTRACTED SERVICES	\$360.00
	LO421951	UCMR4 WATER SAMPLING	\$360.00	82027111-52100	CONTRACTED SERVICES	\$360.00
					Vendor Total:	\$1,050.00

List of Checks Presented for Approval on 1/3/2019

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
FEDERAL EXPRESS	6-407-67034	SHIPPING SERVICES	\$421.15	10013400-54101	POSTAGE	\$23.80
				10013400-54101	POSTAGE	\$46.02
				10013400-54101	POSTAGE	\$48.88
				10020210-54101	POSTAGE	\$28.38
				10020210-54101	POSTAGE	\$42.42
				10020210-54101	POSTAGE	\$43.36
				83027330-54101	POSTAGE	\$39.91
				84027220-54101	POSTAGE	\$40.10
				84027220-54101	POSTAGE	\$40.69
				84027220-54101	POSTAGE	\$41.17
				10023100-54100	SUPPLIES	\$26.42
				Vendor Total:		\$421.15
FIRST ALARM	441730	ALARM MONITORING	\$166.86	10020210-52180	SECURITY SERVICES	\$120.51
				20822500-52180	SECURITY SERVICES	\$46.35
				Vendor Total:		\$166.86
FISHER WIRELESS SVCS INC	230200	COMMUNICATION EQUIP & MISC. RE	\$60.00	10020210-54100	SUPPLIES	\$60.00
				Vendor Total:		\$60.00
FORKS RANCH MARKET	931521	CORP YARD BBQ	\$487.59	82027110-57100	LEARNING AND DEVELOPMENT	\$248.51
				20824300-54100	SUPPLIES	\$239.08
				Vendor Total:		\$487.59
GABRIELA BUSHWAY	06/1/18-11/30/18	VOLUNTEER REIMBURSEMENT	\$72.00	10021210-52181	VOLUNTEER EXPENSES	\$36.00
				91521400-52181	VOLUNTEER EXPENSES	\$36.00
				Vendor Total:		\$72.00
GENERAL PACIFIC INC	1322076	ELECTRICAL EQUIPEMENT AND SUPPLIES	\$902.03	80000000-12104	INVENTORY - PURCHASES	\$902.03
				Vendor Total:		\$902.03
GENERAL SERVICES AGENCY	JAN 19	SPANISH MTN SUBLEASE MO RENT-N	\$50.00	20620231-52100	CONTRACTED SERVICES	\$50.00
				Vendor Total:		\$50.00
GHD INC	110579	RAIL TRAIL PHASE 3	\$26,655.29	51124210-80230	INFRASTRUCTURE	\$26,655.29
				Vendor Total:		\$26,655.29

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Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
GINA GRECO	DV121518	INSTRUCTOR	\$91.00	10022850-52100	CONTRACTED SERVICES	\$91.00
	DV120318	INSTRUCTOR	\$1,050.00	10022850-52100	CONTRACTED SERVICES	\$1,050.00
					Vendor Total:	\$1,141.00
HAILEY STONE	06/1/18-11/30/15	VOLUNTEER REIMBURSEMENT	\$248.00	10021210-52181	VOLUNTEER EXPENSES	\$124.00
				91521400-52181	VOLUNTEER EXPENSES	\$124.00
					Vendor Total:	\$248.00
HOME DEPOT CREDIT SERVICES	3102703	RETURN FLEX ELBOW CONNECTORS	(\$27.28)	82027111-56300	BUILDING MAINT. & REPAIR	(\$27.28)
	9110368	QUICK CONNECT	\$4.53	82027111-56300	BUILDING MAINT. & REPAIR	\$4.53
	34960	FENDER WASHER, SCREWS	\$12.41	82027111-56300	BUILDING MAINT. & REPAIR	\$12.41
	9101031	DEWALT BITS	\$12.78	82027111-56300	BUILDING MAINT. & REPAIR	\$12.78
	4113092	JUNCTION BOX, STRAIN RELIEF CONNECTOR	\$20.80	82027111-56300	BUILDING MAINT. & REPAIR	\$20.80
	4113084	FLEX ELBOW CONNECTORS	\$36.33	82027111-56300	BUILDING MAINT. & REPAIR	\$36.33
	2012418	LED UTILITY LIGHT, ROPE	\$85.29	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$85.29
	9101028	RETURN SHROUDED DISCS AND PADLOCKS	(\$95.70)	10012500-54100	SUPPLIES	(\$95.70)
	9040843	PADLOCKS	\$56.57	10012500-54100	SUPPLIES	\$56.57
	1034933	SHROUDED DISCS, PADLOCK	\$95.70	10012500-54100	SUPPLIES	\$95.70
	40804	DAMPRID, MOVING BLANKET	\$43.65	10022100-54100	SUPPLIES	\$43.65
	9101023	LED NET LIGHT MULTI	\$301.41	10022100-54100	SUPPLIES	\$301.41
	8020318	LED DOME	\$387.25	10022100-54100	SUPPLIES	\$387.25
	1030641	ICICLE LIGHTS	\$90.15	31422860-54100	SUPPLIES	\$90.15
	7111576	RETURN LARGE WHITE DEER	(\$184.00)	80026110-54100	SUPPLIES	(\$184.00)
	7111580	RETURN LARGE WHITE DEER	(\$184.00)	80026110-54100	SUPPLIES	(\$184.00)
	7111582	RETURN LARGE WHITE DEER	(\$184.00)	80026110-54100	SUPPLIES	(\$184.00)
	6163626	DRIVE AND SOCKET DRIVE BIT	\$8.60	80026110-54100	SUPPLIES	\$8.60
	1030603	LUMBER STRIPS	\$12.99	80026110-54100	SUPPLIES	\$12.99
	7111579	LARGE WHITE DEER	\$96.90	80026110-54100	SUPPLIES	\$96.90
	7111581	LARGE WHITE DEER	\$96.90	80026110-54100	SUPPLIES	\$96.90
	7111583	LARGE WHITE DEER	\$96.90	80026110-54100	SUPPLIES	\$96.90
	711577	LARGE WHITE DEER	\$96.90	80026110-54100	SUPPLIES	\$96.90

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
HOME DEPOT CREDIT SERVICES	5163558	LARGE WHITE DEER	\$184.00	80026110-54100	SUPPLIES	\$184.00
	5163559	LARGE WHITE DEER	\$184.00	80026110-54100	SUPPLIES	\$184.00
	5163560	LARGE WHITE DEER	\$184.00	80026110-54100	SUPPLIES	\$184.00
	5163557	LARGE WHITE STANDING DEER	\$184.00	80026110-54100	SUPPLIES	\$184.00
	5111804	EXT CORDS, SPOTLIGHT, PROJECTION LIGHTSHOW	\$202.62	80026110-54100	SUPPLIES	\$202.62
	1020978	ENG MAX D8, PACKBAT	\$22.49	82027114-54100	SUPPLIES	\$22.49
	2012419	AA BATTERIES	\$17.40	84027225-54100	SUPPLIES	\$17.40
Vendor Total:						\$1,859.59
IAN BROESKE	DV122718	REIMBURSEMENT	\$48.31	10021210-57100	LEARNING AND DEVELOPMENT	\$24.15
				91521400-57100	LEARNING AND DEVELOPMENT	\$24.16
	TA 1/14-17/19	TRAVEL ADVANCE	\$762.68	10021210-57100	LEARNING AND DEVELOPMENT	\$381.34
				91521400-57100	LEARNING AND DEVELOPMENT	\$381.34
				Vendor Total:		\$810.99
INDUSTRIAL EMERGENCY COUNCIL	1167	REGISTRATION- HAZ MAT	\$1,700.00	10021210-57100	LEARNING AND DEVELOPMENT	\$850.00
				91521400-57100	LEARNING AND DEVELOPMENT	\$850.00
	Vendor Total:		\$1,700.00			
JAMES PURCELL	06/1/18-11/30/18	VOLUNTEER REIMBURSEMENT	\$160.00	10021210-52181	VOLUNTEER EXPENSES	\$80.00
				91521400-52181	VOLUNTEER EXPENSES	\$80.00
	Vendor Total:		\$160.00			
JASON GILMAN	06/1/18-11/30/18	VOLUNTEER REIMBURSEMENT	\$112.00	10021210-52181	VOLUNTEER EXPENSES	\$56.00
				91521400-52181	VOLUNTEER EXPENSES	\$56.00
	Vendor Total:		\$112.00			
JOHN FOSTER TRUCKING INC	24805	SHIPPING CONTAINER, 40' HIGH C	\$21,457.00	20822500-54100	SUPPLIES	\$21,457.00
Vendor Total:						\$21,457.00
JONATHAN MOORE-NORTHROP	06/1/18-11/30/18	VOLUNTEER REIMBURSEMENT	\$136.00	10021210-52181	VOLUNTEER EXPENSES	\$68.00

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
JONATHAN MOORE-NORTHROP	06/1/18-11/30/18	VOLUNTEER REIMBURSEMENT	\$136.00	91521400-52181	VOLUNTEER EXPENSES	\$68.00
					Vendor Total:	\$136.00
JOYCE BOGHOSIAN	06/1/18-11/30/18	VOLUNTEER REIMBURSEMENT	\$88.00	10021210-52181	VOLUNTEER EXPENSES	\$44.00
				91521400-52181	VOLUNTEER EXPENSES	\$44.00
					Vendor Total:	\$88.00
JUAN V OROZCO	DV121918	ELECTRONIC PAPERLESS AGENDA PACKET REVIEW	\$548.18	10010000-54100	SUPPLIES	\$548.18
					Vendor Total:	\$548.18
JUDY CHAN	JAN 19	JAN 19 RENT- MASON ST	\$1,406.00	10022100-52600	RENT	\$1,406.00
					Vendor Total:	\$1,406.00
JUSTIN MARTIN	06/1/18-11/30/18	VOLUNTEER REIMBURSEMENT	\$32.00	10021210-52181	VOLUNTEER EXPENSES	\$16.00
				91521400-52181	VOLUNTEER EXPENSES	\$16.00
					Vendor Total:	\$32.00
JUSTIN RENDON	06/1/18-11/30/18	VOLUNTEER REIMBURSEMENT	\$40.00	10021210-52181	VOLUNTEER EXPENSES	\$20.00
				91521400-52181	VOLUNTEER EXPENSES	\$20.00
					Vendor Total:	\$40.00
JUSTIN WYATT	TR12/11-14/18	TRAVEL REIMBURSEMENT	\$113.37	10020210-57100	LEARNING AND DEVELOPMENT	\$113.37
					Vendor Total:	\$113.37
KAREN POPLAWSKI	DV112018	INSTRUCTOR	\$304.50	10022850-52100	CONTRACTED SERVICES	\$304.50
					Vendor Total:	\$304.50
KELLY-MOORE PAINT COMPANY INC	910-00000295623	MISC. PURCHASES AS REQUIRED	\$17.53	82027111-56300	BUILDING MAINT. & REPAIR	\$17.53
	910-00000293947	MISC. PURCHASES AS REQUIRED	\$363.64	10024620-54120	PW - SPECIAL SUPPLIES	\$363.64
					Vendor Total:	\$381.17
KENNETH RONK	DV122218	REIMBURSEMENT-SAFETY MEETING LUNCH	\$70.20	77725200-54100	SUPPLIES	\$70.20
					Vendor Total:	\$70.20
KIPPI CUMMINS	TR12/11/18	TRAVEL REIMBURSEMENT	\$15.00	10013400-57100	LEARNING AND DEVELOPMENT	\$15.00
					Vendor Total:	\$15.00
KRISTINE LAWLER	DV121918	REIMBURSEMENT	\$317.54	10012200-54100	SUPPLIES	\$95.81
				10012500-54100	SUPPLIES	\$91.86

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
KRISTINE LAWLER	DV121918	REIMBURSEMENT	\$317.54	10012500-54100	SUPPLIES	\$120.08
				20822500-54100	SUPPLIES	\$9.79
				Vendor Total:		\$317.54
LEGAL SHIELD	38295 JAN 19	JAN 18 PRE-PAID LEGAL SERVICE	\$155.40	20700000-20526	PREPAID LEGAL - AFLAC	\$155.40
				Vendor Total:		\$155.40
LIFE ASSIST	892037	MISC. EMS SUPPLIES AS NEEDED	\$7.78	10021210-54100	SUPPLIES	\$3.89
				91521400-54100	SUPPLIES	\$3.89
	890054	MISC. EMS SUPPLIES AS NEEDED	\$8.88	10021210-54100	SUPPLIES	\$4.44
				91521400-54100	SUPPLIES	\$4.44
	892601	MISC. EMS SUPPLIES AS NEEDED	\$9.60	10021210-54100	SUPPLIES	\$4.80
				91521400-54100	SUPPLIES	\$4.80
	891980	MISC. EMS SUPPLIES AS NEEDED	\$180.02	10021210-54100	SUPPLIES	\$90.01
				91521400-54100	SUPPLIES	\$90.01
	891862	MISC. EMS SUPPLIES AS NEEDED	\$839.36	10021210-54100	SUPPLIES	\$419.68
				91521400-54100	SUPPLIES	\$419.68
LORELEI SCOTT	6294	SPONSOR BANNERS, POLE BANNERS	\$903.66	Vendor Total:		\$1,045.64
				31422860-54100	SUPPLIES	\$903.66
				Vendor Total:		\$903.66
LORY LIMBIRD	DV122018	REIMBURSEMENT CORP YARD BBQ	\$208.74	10016100-54167	EMPLOYEE DEVELOPMENT	\$127.92
				82027110-57100	LEARNING AND DEVELOPMENT	\$51.49
				84027220-57100	LEARNING AND DEVELOPMENT	\$29.33
				Vendor Total:		\$208.74
MARK HILLIKER	06/1/18- 11/30/18	VOLUNTEER REIMBURSEMENT	\$168.00	10021210-52181	VOLUNTEER EXPENSES	\$84.00
				91521400-52181	VOLUNTEER EXPENSES	\$84.00
				Vendor Total:		\$168.00
MARY HORGER	TR11/16- 18/18	TRAVEL REIMBURSEMENT	\$145.35	20413500-57100	LEARNING AND DEVELOPMENT	\$145.35
				Vendor Total:		\$145.35

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
MARY WILLIAMSON	TA 1/13-18/19	TRAVEL ADVANCE	\$125.00	20413500-57100	LEARNING AND DEVELOPMENT	\$125.00
					Vendor Total:	\$125.00
MATT ANLIKER	TR 9/30-10/3/18	TRAVEL REIMBURSEMENT	\$141.03	84027225-57100	LEARNING AND DEVELOPMENT	\$141.03
					Vendor Total:	\$141.03
MENDOCINO COUNTY ENVIRONMENTAL HEALTH	EH36060	HAZARDOUS MATERIALS PERMIT 2019	\$1,357.00	20324100-59101	FEES	\$1,357.00
					Vendor Total:	\$1,357.00
MICHAEL MAYFIELD	06/1/18-11/30/15	VOLUNTEER REIMBURSEMENT	\$120.00	10021210-52181	VOLUNTEER EXPENSES	\$60.00
				91521400-52181	VOLUNTEER EXPENSES	\$60.00
					Vendor Total:	\$120.00
MOIRS	149724	MISC. POOL SUPPLIES AS NEEDED	\$312.65	82027111-58202	CHEMICALS	\$312.65
	149789	MISC. POOL SUPPLIES AS NEEDED	\$432.65	82027111-58202	CHEMICALS	\$432.65
	149661	MISC. POOL SUPPLIES AS NEEDED	\$521.08	82027111-58202	CHEMICALS	\$521.08
					Vendor Total:	\$1,266.38
NFP NATIONAL ACCOUNT SERVICES INC	19-01 NFP	JAN 19 NFP INSURANCE	\$2,932.19	20700000-20523	P/R DEDUCT-LTD	\$2,600.31
				20700000-20512	REMIF LIFE	\$36.88
				20700000-20512	REMIF LIFE	\$295.00
	18-12 NFP	DEC 18 NFP INSURANCE	\$2,934.21	20700000-20523	P/R DEDUCT-LTD	\$2,600.31
				20700000-20512	REMIF LIFE	\$2.02
				20700000-20512	REMIF LIFE	\$36.88
				20700000-20512	REMIF LIFE	\$295.00
					Vendor Total:	\$5,866.40
NORTH COAST RAILROAD AUTHORITY	118672-5	UTILITY REFUND - NORTH COAST RR	\$386.75	90100000-10421	UTILITY RECEIVABLES CLEARING	\$386.75
					Vendor Total:	\$386.75
ONE TIME PAY VENDOR	120365-2	UTILITY REFUND - R.LEVY	\$19.41	90100000-10421	UTILITY RECEIVABLES CLEARING	\$19.41
	119488-5	UTILITY REFUND - M.SANTANA	\$31.29	90100000-10421	UTILITY RECEIVABLES CLEARING	\$31.29
	120087-2	UTILITY REFUND - R. SHEERWOOD	\$39.94	90100000-10421	UTILITY RECEIVABLES CLEARING	\$39.94

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
ONE TIME PAY VENDOR	118192-4	UTILITY REFUND - K.MCCLATCHY	\$130.28	90100000-10421	UTILITY RECEIVABLES CLEARING	\$130.28
	116978-8	UTILITY REFUND - V. POMILIA	\$188.66	90100000-10421	UTILITY RECEIVABLES CLEARING	\$188.66
					Vendor Total:	\$409.58
OPPERMAN & SON INC	01P16526	HEADLAMP	\$696.10	10021210-56130	EXTERNAL SERVICES	\$696.10
	01P15962	AIR HORN	\$32.70	10024620-56130	EXTERNAL SERVICES	\$32.70
	01P16840	FUEL FILTER	\$48.89	84027221-56130	EXTERNAL SERVICES	\$48.89
	01P16620	OIL FILTER	\$60.83	20324100-58510	REIMBURSABLE JOBS	\$60.83
					Vendor Total:	\$838.52
OWEN EQUIPMENT COMPANY	00044039	BROOM	\$713.30	10024620-56130	EXTERNAL SERVICES	\$713.30
					Vendor Total:	\$713.30
PACE SUPPLY CORPORATION	CM024938470-1	ADAPTER	(\$11.96)	82027111-56300	BUILDING MAINT. & REPAIR	(\$11.96)
	024971396	RUBBER GLOVES	\$306.70	84027221-54100	SUPPLIES	\$306.70
					Vendor Total:	\$294.74
PACIFIC REDWOOD MEDICAL GROUP INC	1401	EMPLOYMENT PHYSICALS & DOT	\$389.60	10021210-54100	SUPPLIES	\$389.60
					Vendor Total:	\$389.60
PETER ARMSTRONG	6/1-11/30/18	VOLUNTEER REIMBURSEMENT	\$168.00	10021210-52181	VOLUNTEER EXPENSES	\$84.00
				91521400-52181	VOLUNTEER EXPENSES	\$84.00
					Vendor Total:	\$168.00
PG&E CO	3822-9 DEC 18	PACIFIC GAS & ELECTRIC	\$8,115.62	84027225-55200	PG&E	\$2,987.66
				10022100-55210	UTILITIES	\$83.63
				10022300-55210	UTILITIES	\$8.65
				20822500-55210	UTILITIES	\$1,112.32
				69122700-55210	UTILITIES	\$170.79
				70024500-55210	UTILITIES	\$546.05
				73022600-55210	UTILITIES	\$8.12
				73022600-55210	UTILITIES	\$336.49
				77725200-55210	UTILITIES	\$63.79
				82027111-55210	UTILITIES	\$2,704.48

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
PG&E CO	3822-9 DEC 18	PACIFIC GAS & ELECTRIC	\$8,115.62	84027221-55210	UTILITIES	\$93.64
					Vendor Total:	\$8,115.62
PITNEY BOWES INC	1010525573	POSTAGE MACHINE LEASE & SUPPLI	\$117.00	73022600-54101	POSTAGE	\$117.00
	1010533978	POSTAGE MACHINE LEASE & SUPPLI	\$146.98	73022600-54101	POSTAGE	\$146.98
					Vendor Total:	\$263.98
REDWOOD COAST FUELS	2001009	CARDLOCK FUEL PURCHASES	\$8,221.15	10020210-56210	FUEL & FLUIDS	\$18.45
				10020210-56210	FUEL & FLUIDS	\$2,310.32
				10020224-56210	FUEL & FLUIDS	\$166.65
				10022100-56210	FUEL & FLUIDS	\$627.80
				10022810-56210	FUEL & FLUIDS	\$49.54
				10024210-56210	FUEL & FLUIDS	\$21.36
				10024620-56210	FUEL & FLUIDS	\$2,080.49
				20324100-56210	FUEL & FLUIDS	\$146.86
				20513382-56210	FUEL & FLUIDS	\$22.69
				20822500-56210	FUEL & FLUIDS	\$21.09
				80026400-56210	FUEL & FLUIDS	\$1,384.79
				82027111-56210	FUEL & FLUIDS	\$345.76
				82027114-56210	FUEL & FLUIDS	\$21.36
				82027114-56210	FUEL & FLUIDS	\$197.04
				82027114-56210	FUEL & FLUIDS	\$258.77
				84027221-56210	FUEL & FLUIDS	\$21.36
				84027221-56210	FUEL & FLUIDS	\$167.85
				84027221-56210	FUEL & FLUIDS	\$220.43
				84027225-56210	FUEL & FLUIDS	\$138.54
	2003117	CARDLOCK FUEL PURCHASES	\$589.94	10024620-56210	FUEL & FLUIDS	\$99.43
				80026400-56210	FUEL & FLUIDS	\$99.43
				84027221-56210	FUEL & FLUIDS	\$99.43
				20324100-58410	GARAGE LUBRICANTS & PARTS	\$62.39
				84027225-54100	SUPPLIES	\$229.26

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
REDWOOD COAST FUELS	0097946	CARDLOCK FUEL PURCHASES	\$245.50	20824300-56210	FUEL & FLUIDS	\$245.50
	0105872	CARDLOCK FUEL PURCHASES	\$801.60	84027221-56210	FUEL & FLUIDS	\$801.60
	1977029	CARDLOCK FUEL PURCHASES	\$479.05	10024620-54130	PW - SAFETY	\$479.05
	1999506	CARDLOCK FUEL PURCHASES	\$26.24	20824300-54100	SUPPLIES	\$26.24
	2000394	CARDLOCK FUEL PURCHASES	\$530.15	20824300-54100	SUPPLIES	\$530.15
Vendor Total:						\$10,893.63
REDWOOD EMPIRE AIKIKAI	DV112818	INSTRUCTOR	\$360.00	10022850-52100	CONTRACTED SERVICES	\$360.00
	Vendor Total:					
REDWOOD EMPIRE MUNICIPAL INSURANCE FUND	002076	FY 19 OSIP/DIC/FLOOD DEDUCTIBLE	\$121,670.95	20216200-52529	EARTHQUAKE & FLOOD PREMIUMS	\$76,852.17
				20112400-52525	WORKER'S COMP. EXPENSE	\$44,818.78
	19-1 HEALTHCOMP	JAN 19 REMIF MEDICAL, DENTAL & VISION	\$223,327.20	20700000-20524	NON-EMPLOYEE HEALTH INS.PREM	\$473.20
				20700000-20524	NON-EMPLOYEE HEALTH INS.PREM	\$2,217.00
				20700000-20524	NON-EMPLOYEE HEALTH INS.PREM	\$16,140.00
				20700000-20520	P/R DEDUCT.-MEDICAL INS	\$187,542.00
				20700000-20510	REMIF DENTAL	\$13,952.00
				20700000-20511	REMIF VISION	\$3,003.00
	19-01 EAP	JAN 19 REMIF EAP INSURANCE	\$484.43	20112400-52525	WORKER'S COMP. EXPENSE	\$484.43
	Vendor Total:					
REDWOOD TOXICOLOGY LAB INC	001698201811	DRUG SCREENING TESTING	\$3.50	10020210-52100	CONTRACTED SERVICES	\$3.50
	Vendor Total:					
RELIABLE MILL SUPPLY CO	142000	GASKETS	\$211.91	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$211.91
	Vendor Total:					
RESPECTECH	37156	PHONE SYSTEM SERVICE & LEAVE	\$112.50	10021210-55100	TELEPHONE	\$56.25
				91521400-55100	TELEPHONE	\$56.25
	Vendor Total:					
REXEL USA INC	U074254	CONNECTOR	\$424.68	90000000-20231	COUNTY MENTAL HEALTH .5%	(\$1.98)

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
REXEL USA INC	U074254	CONNECTOR	\$424.68	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$1.98
				84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$424.68
				Vendor Total:		\$424.68
RICHARD SEANOR	DV122418	REIMBURSEMENT FOR ASCE	\$295.00	10024210-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$295.00
				Vendor Total:		\$295.00
RINO PACIFIC	CL24911	FUEL CARD CHARGES AS NEEDED	\$1,511.60	10021210-56210	FUEL & FLUIDS	\$755.80
				91521400-56210	FUEL & FLUIDS	\$755.80
				Vendor Total:		\$1,511.60
ROBERT JAMES COCHRAN	132	PHOTOGRAPHY SERVICES	\$650.00	75012700-52515	ADVERTISING & PUBLICATION	\$650.00
				Vendor Total:		\$650.00
ROSS DRESS FOR LESS, INC	DV122018	ENERGY REBATE - ROSS STORE INC	\$4,000.00	80626450-52135	ENERGY CONSERVATION PROGRAM	\$4,000.00
				Vendor Total:		\$4,000.00
S'WINE COUNTRY BBQ & GOURMET GRILL	DV010219	CATERING DEPOSIT FOR UPD ANNUA	\$1,033.93	10020210-52100	CONTRACTED SERVICES	\$1,033.93
				Vendor Total:		\$1,033.93
SANTA ROSA UNIFORM & CAREER APPAREL INC	140171	UNIFORM SUPPLIES	\$581.14	10020210-54100	SUPPLIES	\$581.14
	140172	UNIFORM SUPPLIES	\$581.14	10020210-54100	SUPPLIES	\$581.14
	140164	UNIFORM SUPPLIES	\$689.77	10020210-54100	SUPPLIES	\$689.77
			Vendor Total:		\$1,852.05	
SAVINGS BANK OF MENDOCINO COUNTY	DEC 18	LOVERS LANE LOAN PAYMENT	\$1,945.41	91500000-70103	LOAN INTEREST	\$338.94
				91800000-70103	LOAN INTEREST	\$790.85
				91500000-70201	LOAN PRINCIPAL PAYMENTS	\$244.69
				91800000-70201	LOAN PRINCIPAL PAYMENTS	\$570.93
				Vendor Total:		\$1,945.41
SCHAT'S BAKERY	NOV 18 CC	PROVIDE MISC. FOOD DISHES AS N	\$1,061.65	73022600-54100	SUPPLIES	\$1,061.65
				Vendor Total:		\$1,061.65
SETH STRADER	TA 1/13-18/19	TRAVEL ADVANCE	\$150.00	20413500-57100	LEARNING AND DEVELOPMENT	\$150.00
				Vendor Total:		\$150.00

List of Checks Presented for Approval on 1/3/2019

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
SIMONA'S ITALIAN RESTAURANT	071142	ELECTRIC UTILITY HOLIDAY LUNCHEON	\$716.19	80026400-54100	SUPPLIES	\$716.19
					Vendor Total:	\$716.19
SNAP-ON INDUSTRIAL	ARV/38336514	STANDARD HAND SOCKETS	\$85.48	20324100-54102	SMALL TOOLS	\$85.48
	ARV/38333310	BLUE-LINK	\$113.70	20324100-54102	SMALL TOOLS	\$113.70
					Vendor Total:	\$199.18
SOLAR WINDS	IN407650	SOLARWINDS ANNUAL RENEWAL	\$11,084.00	20913900-54320	SOFTWARE	\$11,084.00
					Vendor Total:	\$11,084.00
SOUTHWEST CHAPTER OF AMERICAN ASSOC	200002748	SWAAE CONFERENCE REGISTRATION	\$420.00	77725200-57100	LEARNING AND DEVELOPMENT	\$420.00
					Vendor Total:	\$420.00
STATE OF CALIFORNIA	156011	CHAMBERLAIN WORK CREWS FOR JUL	\$2,055.60	10024620-52100	CONTRACTED SERVICES	\$2,055.60
	156010	CHAMBERLAIN WORK CREWS FOR JUL	\$3,971.45	10024620-52100	CONTRACTED SERVICES	\$3,971.45
					Vendor Total:	\$6,027.05
STATE WATER RESOURCES CONTROL BOARD	SC-110871	SCP OVERSIGHT COSTS	\$146.70	10012200-52100	CONTRACTED SERVICES	\$146.70
	SW-0159552	FY 18-19 ABUUAL FEE FOR NPDES	\$8,539.00	10024224-59101	FEES	\$8,539.00
					Vendor Total:	\$8,685.70
SUSAN JANSSEN	DV121618	LANGUAGE PROFICIENCY TEST	\$400.00	10016100-54163	INTERVIEW SUPPLIES	\$400.00
					Vendor Total:	\$400.00
T&D SURPLUS INC	CU1320-01	ELECTRICAL EQUIPMENT AND SUPPL	\$1,440.00	80026200-54100	SUPPLIES	\$1,440.00
					Vendor Total:	\$1,440.00
TASC	IN1401320	FSA ADMIN FEES	\$153.75	10016100-52151	EMPLOYEE BENEFIT ADMIN FEES	\$153.75
					Vendor Total:	\$153.75
TONY DELAPO	6/1-11/30/18	VOLUNTEER REIMBURSEMENT	\$184.00	10021210-52181	VOLUNTEER EXPENSES	\$92.00
				91521400-52181	VOLUNTEER EXPENSES	\$92.00
					Vendor Total:	\$184.00
TORI CARPENTER	6/1-11/30/18	VOLUNTEER REIMBURSEMENT	\$168.00	10021210-52181	VOLUNTEER EXPENSES	\$84.00
				91521400-52181	VOLUNTEER EXPENSES	\$84.00
					Vendor Total:	\$168.00
TRACTOR SUPPLY CREDIT PLAN	100379505	BOWLS	\$17.40	84027225-54102	SMALL TOOLS	\$17.40

List of Checks Presented for Approval on 1/3/2019

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
TRACTOR SUPPLY CREDIT PLAN	100380893	SCISSORS	\$35.91	84027225-54102	SMALL TOOLS	\$35.91
	100379538	HOSE	\$65.31	10024620-54100	SUPPLIES	\$65.31
	200261229	CONNECTORS	\$103.39	82027114-54100	SUPPLIES	\$103.39
	200263048	WATERPROOF BOOTS	\$104.52	84027225-54100	SUPPLIES	\$104.52
	Vendor Total:					\$326.53
UPS	0000E19R54498	SHIPPING CHARGES	\$20.69	80026120-54100	SUPPLIES	\$20.69
	000E19R54458	SHIPPING CHARGES	\$56.66	80026120-54100	SUPPLIES	\$56.66
	0000E19R54508	SHIPPING CHARGES	\$6.62	80026400-54100	SUPPLIES	\$6.62
	Vendor Total:					\$83.97
VAN LANT & FANKHANEL	112718	AUDIT SVCS, 5-YEAR AGREEMENT	\$7,000.00	10013400-52100	CONTRACTED SERVICES	\$7,000.00
	Vendor Total:					\$7,000.00
WAYLON HOCKEMIER	6/1-11/30/18	VOLUNTEER REIMBURSEMENT	\$776.00	10021210-52181	VOLUNTEER EXPENSES	\$388.00
				91521400-52181	VOLUNTEER EXPENSES	\$388.00
				Vendor Total:		\$776.00
WEST YOST ASSOCIATED	2036801	GRANT MANAGEMENT SERVICES FOR	\$2,949.75	91190100-52100	CONTRACTED SERVICES	\$2,949.75
	Vendor Total:					\$2,949.75
WIPF CONSTRUCTION LLC	2442	DELIVERY OF VARIOUS MATERIALS	\$599.76	84027221-54100	SUPPLIES	\$599.76
	Vendor Total:					\$599.76
XEROX CORP	095343503	COPIER LEASE-SEE ADD'L DESCRIP	\$610.89	10012200-54500	EQUIP RENTS AND LEASES	\$610.89
	095343504	XEROX CB070H COPIER LEASE	\$870.51	10012200-54500	EQUIP RENTS AND LEASES	\$870.51
	Vendor Total:					\$1,481.40
XYLEM WATER SOLUTIONS USA INC	3556A44108	PUMPING EQUIPMENT AND ACCESSOR	\$65,602.37	84027221-80230	INFRASTRUCTURE	\$65,602.37
	Vendor Total:					\$65,602.37
INVOICE TOTAL:						\$588,471.54

List of Checks Presented for Approval on 1/11/2019

The following list of bills payable was reviewed and approved for payment.

 1-16-19  DA
Signature

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
ACME RIGGING & SUPPLY CO	298903	MISC RENTAL & SUPPLIES AS NEEDED	\$388.90	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$388.90
	299183	MISC RENTAL & SUPPLIES AS NEEDED	\$120.55	84027221-56130	EXTERNAL SERVICES	\$120.55
	299146	MISC RENTAL & SUPPLIES AS NEEDED	\$334.73	84027221-54100	SUPPLIES	\$334.73
	Vendor Total:					\$844.18
ADAMSON POLICE PRODUCTS	INV289945	HORIZONTAL RED WITH CLEAR LENS	\$82.11	91521400-56130	EXTERNAL SERVICES	\$82.11
	Vendor Total:					\$82.11
ADVANCED SECURITY SYSTEMS	453476	MONTHLY ALARM SERVICES FOR 130	\$237.79	69122700-52180	SECURITY SERVICES	\$237.79
	Vendor Total:					\$237.79
ALHAMBRA NATIONAL WATER	5109554	DRINKING WATER SERVICES	\$162.82	69122700-54100	SUPPLIES	\$22.69
	010619			84027225-54100	SUPPLIES	\$140.13
	Vendor Total:					\$162.82
ALL-GUARD ALARM SYSTEMS INC	A210716	MONTHLY MONITORING AT WWTP	\$85.90	84027225-52180	SECURITY SERVICES	\$85.90
	Vendor Total:					\$85.90
ALSCO-AMERICAN LINEN DIVISION	LSR01114303	LAUNDRY SERVICES	\$271.03	20324100-52100	CONTRACTED SERVICES	\$271.03
	LSR01111535	LAUNDRY SERVICE	\$290.29	20324100-52100	CONTRACTED SERVICES	\$290.29
	Vendor Total:					\$561.32
AMAZON CAPITAL SERVICES	1QWN-QR6Y-JXD3	PRINTMATIC FLAWLESS FINGERPRINT INK PAD	\$33.97	90000000-20231	COUNTY MENTAL HEALTH .5%	(\$0.17)
				90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$0.04)
				90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.17)
				90000000-23028	MEASURE Y DISTRICT TAX	(\$0.17)
				10020210-54201	PRISONER EXPENSE	\$3.01
				10020210-54201	PRISONER EXPENSE	\$33.97
				90000000-23013	STATE USE TAX LIABILITY	(\$2.46)

List of Checks Presented for Approval on 1/11/2019

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
AMAZON CAPITAL SERVICES	1PXT-6XV4-4KY4	PARTY LIGHT DISCO BALL	\$34.99	90000000-20231	COUNTY MENTAL HEALTH .5%	(\$0.17)
				90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$0.06)
				90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.17)
				90000000-23028	MEASURE Y DISTRICT TAX	(\$0.17)
				90000000-23013	STATE USE TAX LIABILITY	(\$2.54)
				31422860-54100	SUPPLIES	\$3.11
				31422860-54100	SUPPLIES	\$34.99
	1KNT-9XT7-PJXM	PADLOCKS, INDOOR BASKETBALL GAMES	\$407.61	90000000-20231	COUNTY MENTAL HEALTH .5%	(\$0.08)
				90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$0.02)
				90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.08)
				90000000-23028	MEASURE Y DISTRICT TAX	(\$0.08)
				90000000-23013	STATE USE TAX LIABILITY	(\$1.16)
				10022831-54100	SUPPLIES	\$1.42
				10022831-54100	SUPPLIES	\$407.61
	1FYR-67F4-163M	#2630-20 MILWAUKEE LED FLOOD L	\$439.89	90000000-20231	COUNTY MENTAL HEALTH .5%	(\$2.20)
				90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$0.55)
				90000000-23237	DISTRICT USE TAX-MEASURE S	(\$2.20)
				90000000-23028	MEASURE Y DISTRICT TAX	(\$2.20)
				25321210-54102	SMALL TOOLS	\$19.52
				25321210-54102	SMALL TOOLS	\$219.94
				91621400-54102	SMALL TOOLS	\$19.52
				91621400-54102	SMALL TOOLS	\$219.95
				90000000-23013	STATE USE TAX LIABILITY	(\$31.89)
				90000000-20231	COUNTY MENTAL HEALTH .5%	(\$1.35)
1MKV-PGJC-19WN	GAS ALERT QUATTRO, CALIBRATION GAS CYLINDER		\$926.62	90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$0.35)
				90000000-23237	DISTRICT USE TAX-MEASURE S	(\$1.35)

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Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
AMAZON CAPITAL SERVICES	1MKV-PGJC-19WN	GAS ALERT QUATTRO, CALIBRATION GAS CYLINDER	\$926.62	90000000-23028	MEASURE Y DISTRICT TAX	(\$1.35)
				90000000-23013	STATE USE TAX LIABILITY	(\$19.64)
				84027221-54100	SUPPLIES	\$24.04
				84027221-54100	SUPPLIES	\$926.62
	1WQL-4JFX-3Y6N	GAMMA SEAL LIDS	\$177.00	90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$0.21)
				90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.89)
				90000000-23028	MEASURE Y DISTRICT TAX	(\$0.89)
				90000000-23028	MEASURE Y DISTRICT TAX	(\$0.89)
				10024620-54120	PW - SPECIAL SUPPLIES	\$15.71
				10024620-54120	PW - SPECIAL SUPPLIES	\$177.00
				90000000-23013	STATE USE TAX LIABILITY	(\$12.83)
				90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$0.29)
	1TVV-X3H9-YCRY	RED MARKING PAINT	\$299.43	80026120-54100	SUPPLIES	\$0.29
				80026120-54100	SUPPLIES	\$299.43
				10020210-56130	EXTERNAL SERVICES	\$129.54
	1FYR-67F4-WLJL	TRUCK TAIL LIGHTS	\$129.54	10024620-54120	PW - SPECIAL SUPPLIES	\$432.50
	19TX-69D1-DLX9	ROLLING TRIMMER	\$432.50	73022600-54100	SUPPLIES	\$135.50
	1FD1-CYC3-LJ3H	ROUND TABLECLOTHS	\$135.50			
				Vendor Total:		\$3,017.05
AMERICAN MESSAGING SERVICES LLC	W4200555TA	ON CALL PAGER SERVICE	\$174.58	20913900-54100	SUPPLIES	\$174.58
				Vendor Total:		\$174.58
ANDREW STRICKLIN	TA 1/23-25/19	TRAVEL ADVANCE	\$507.33	10024210-57100	LEARNING AND DEVELOPMENT	\$169.11
				82027110-57100	LEARNING AND DEVELOPMENT	\$169.11
				84027220-57100	LEARNING AND DEVELOPMENT	\$169.11
				Vendor Total:		\$507.33
ANIXTER	4075980-01	ELECTRICAL EQUIPMENT AND SUPPLIES	\$52.83	80000000-12104	INVENTORY - PURCHASES	\$52.83

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Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
ANIXTER	4080564-00	ELECTRICAL EQUIPMENT AND SUPPL	\$4,213.59	80000000-12104	INVENTORY - PURCHASES	\$4,213.59
					Vendor Total:	\$4,266.42
ARROW FENCING	78628	TEMPORARY FENCE PANEL RENTAL F	\$4,268.00	10017200-52100	CONTRACTED SERVICES	\$4,268.00
					Vendor Total:	\$4,268.00
AT&T	000012411867	T1 TO INTERNET FOR DOJ/CLETS	\$301.31	10020210-55100	TELEPHONE	\$150.65
				20620231-55100	TELEPHONE	\$150.66
	3138 DEC 18	DSL FOR 911 REMOTE SUPPORT	\$85.84	20620231-55100	TELEPHONE	\$85.84
	000012410387	FIBER INTERNET GATEWAY	\$3,057.83	20913900-55100	TELEPHONE	\$3,057.83
					Vendor Total:	\$3,444.98
B & B INDUSTRIAL SUPPLY INC	203520	MISC. MATERIALS AS NEEDED	\$10.68	20822500-56300	BUILDING MAINT. & REPAIR	\$10.68
	203352	MISC. MATERIALS AS NEEDED	\$30.93	10024620-56130	EXTERNAL SERVICES	\$30.93
					Vendor Total:	\$41.61
BJ'S EMBROIDERY	12811	2018 YOUTH BASKETBALL T-SHIRTS	\$6,090.90	10022831-54100	SUPPLIES	\$6,090.90
					Vendor Total:	\$6,090.90
BUCKLES SMITH ELECTRIC CO	3125229-00	ELECTRICAL EQUIPMENT AND SUPPLIES	\$785.28	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$785.28
					Vendor Total:	\$785.28
CA DEPT OF FISH & WILDLIFE	DV010919	CAFW STREAMBED ALTERATION1602	\$5,145.75	51124210-80230	INFRASTRUCTURE	\$5,145.75
					Vendor Total:	\$5,145.75
CA DIVISION OF THE STATE ARCHITECT	4TH QTR 2018	4TH QTR 2018 DISABILITY FEE	\$59.20	90000000-23012	STATE \$1 BUS. LIC. SET ASIDE	(\$532.80)
				90000000-23002	STATE \$1 BUSINESS LICENSE FEE	\$592.00
					Vendor Total:	\$59.20
CAD MASTERS	0990-0110	CAD TRAINING	\$675.00	10024210-57100	LEARNING AND DEVELOPMENT	\$225.00
				82027110-57100	LEARNING AND DEVELOPMENT	\$225.00
				84027220-57100	LEARNING AND DEVELOPMENT	\$225.00
					Vendor Total:	\$675.00

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
CALIFORNIA INFRASTRUCTURE AND ECONOMIC	62762	IBANK INFRASTRUCTURE FINANCING	\$64,678.85	10000000-70102	BOND INTEREST PAYMENTS	\$64,678.85
					Vendor Total:	\$64,678.85
CANDICE RASMASON	TA 1/21-22/19	TRAVEL ADVANCE	\$269.92	90000000-20231	COUNTY MENTAL HEALTH .5%	(\$2.10)
				10013400-57100	LEARNING AND DEVELOPMENT	\$3.15
				10013400-57100	LEARNING AND DEVELOPMENT	\$269.92
				90000000-23028	MEASURE Y DISTRICT TAX	(\$1.05)
					Vendor Total:	\$269.92
CHEVRON AND TEXACO BUSINESS CARD SVCS	55109307	FUEL AS NEEDED UPD	\$46.80	10020210-56210	FUEL & FLUIDS	\$46.80
					Vendor Total:	\$46.80
CHROMAGRAPHICS	66413	POLICE BUSINESS CARD UPDATE	\$170.00	10020210-54100	SUPPLIES	\$170.00
					Vendor Total:	\$170.00
CLARK PEST CONTROL	23206939	PEST CONTROL SVCS	\$94.00	80026210-52100	CONTRACTED SERVICES	\$94.00
	23194024	PEST CONTROL SVCS	\$74.00	80026220-52100	CONTRACTED SERVICES	\$74.00
					Vendor Total:	\$168.00
DANIEL STEEL & MACHINE INC	14780	SUPPLIES AS NEEDED	\$976.47	20824300-54100	SUPPLIES	\$976.47
					Vendor Total:	\$976.47
DC CUSTOMS INC	186598	SEAT COVER	\$317.91	10022100-56130	EXTERNAL SERVICES	\$317.91
					Vendor Total:	\$317.91
DEPARTMENT OF JUSTICE	348286	FINGERPRINTS	\$929.00	10022810-54100	SUPPLIES	\$929.00
					Vendor Total:	\$929.00
E&M ELECTRIC & MACHINERY, INC	331025	RECONDITION GE 60 HP MOTOR	\$2,214.66	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$2,214.66
					Vendor Total:	\$2,214.66
EMILY ELLEN MCQUEARY	DV122718	INSTRUCTOR	\$80.00	10022850-52100	CONTRACTED SERVICES	\$80.00
					Vendor Total:	\$80.00
EPIC AVIATION LLC	7157550	JET A FUEL	\$9,885.76	77725200-58401	AVIATION FUEL	\$9,885.76
					Vendor Total:	\$9,885.76

List of Checks Presented for Approval on 1/11/2019

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
ERICA RAMIREZ	TA 1/22-25/19	TRAVEL ADVANCE	\$130.00	10016100-57100	LEARNING AND DEVELOPMENT	\$130.00
					Vendor Total:	\$130.00
EVOQUA WATER TECHNOLOGIES LLC	903820842	#W2T318214 WEAR STRIP .75X3X12	\$5,806.65	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$5,806.65
					Vendor Total:	\$5,806.65
FARWEST LINE SPECIALTIES LLC	268852	ELECTRICAL EQUIPMENT AND SUPPLIES	\$351.42	80026110-54100	SUPPLIES	\$351.42
					Vendor Total:	\$351.42
FASTENAL	CAUKA33688	ELECTRICAL EQUIPMENT AND SUPPLIES	\$8.93	10021210-56130	EXTERNAL SERVICES	\$8.93
	CAUKA33687	ELECTRICAL EQUIPMENT AND SUPPLIES	\$16.36	10021210-56130	EXTERNAL SERVICES	\$16.36
					Vendor Total:	\$25.29
FOOD MAXX	2853439	CORP YARD BBQ	\$31.80	84027220-57100	LEARNING AND DEVELOPMENT	\$31.80
					Vendor Total:	\$31.80
FRIEDMANS HOME IMPROVEMENT	36549469	MISC. ITEMS AS NEEDED	\$36.19	20822500-56300	BUILDING MAINT. & REPAIR	\$36.19
	36545837	MISC. ITEMS AS NEEDED	\$105.82	20822500-56300	BUILDING MAINT. & REPAIR	\$105.82
	36543317	MISC. ITEMS AS NEEDED	\$169.73	20822500-56300	BUILDING MAINT. & REPAIR	\$169.73
	36542502	MISC. ITEMS AS NEEDED	\$384.21	20822500-56300	BUILDING MAINT. & REPAIR	\$384.21
	33420040	MISC. ITEMS AS NEEDED	\$8.69	73022600-56300	BUILDING MAINT. & REPAIR	\$8.69
	36567144	MISC. ITEMS AS NEEDED	\$114.30	77725200-56300	BUILDING MAINT. & REPAIR	\$114.30
	36564096	MISC. ITEMS AS NEEDED	\$239.26	77725200-56300	BUILDING MAINT. & REPAIR	\$239.26
	36563076	MISC. ITEMS AS NEEDED	\$5.88	82027111-56300	BUILDING MAINT. & REPAIR	\$5.88
	33419878	MISC. ITEMS AS NEEDED	\$9.20	82027111-56300	BUILDING MAINT. & REPAIR	\$9.20
	36549517	MISC. ITEMS AS NEEDED	\$15.07	82027111-56300	BUILDING MAINT. & REPAIR	\$15.07
	36556044	MISC. ITEMS AS NEEDED	\$31.86	82027111-56300	BUILDING MAINT. & REPAIR	\$31.86
	36555639	MISC. ITEMS AS NEEDED	\$26.22	84027225-56300	BUILDING MAINT. & REPAIR	\$26.22
	36544789	MISC. ITEMS AS NEEDED	\$7.36	10016100-54167	EMPLOYEE DEVELOPMENT	\$7.36
	36544858	MISC. ITEMS AS NEEDED	\$65.74	10016100-54167	EMPLOYEE DEVELOPMENT	\$65.74
	36540796	MISC. ITEMS AS NEEDED	\$90.62	10021210-56120	EQUIPMENT MAINTENANCE & REPAIR	\$45.31

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Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
FRIEDMANS HOME IMPROVEMENT	36540796	MISC. ITEMS AS NEEDED	\$90.62	91521400-56120	EQUIPMENT MAINTENANCE & REPAIR	\$45.31
	36554852	MISC. ITEMS AS NEEDED	\$1.89	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$1.89
	36555837	MISC. ITEMS AS NEEDED	\$9.15	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$9.15
	36563279	MISC. ITEMS AS NEEDED	\$35.04	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$35.04
	36564775	MISC. ITEMS AS NEEDED	\$79.74	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$79.74
	36549606	MISC. ITEMS AS NEEDED	\$98.06	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$98.06
	36553507	MISC. ITEMS AS NEEDED	\$208.67	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$208.67
	8221161	MISC. ITEMS AS NEEDED	\$24.57	10021210-56130	EXTERNAL SERVICES	\$24.57
	36563275	MISC. ITEMS AS NEEDED	\$47.01	10021210-56130	EXTERNAL SERVICES	\$47.01
	36566070	MISC. ITEMS AS NEEDED	\$125.10	10021210-56130	EXTERNAL SERVICES	\$125.10
	36557452	MISC. ITEMS AS NEEDED	\$26.89	80126100-80230	INFRASTRUCTURE	\$26.89
	36557621	MISC. ITEMS AS NEEDED	\$44.42	80126100-80230	INFRASTRUCTURE	\$44.42
	36543351	MISC. ITEMS AS NEEDED	\$167.67	10020210-54202	MAJOR CRIME INVESTIGATIONS	\$167.67
	36546397	MISC. ITEMS AS NEEDED	\$17.75	10022100-59400	OTHER EXPENSES	\$17.75
	36550291	MISC. ITEMS AS NEEDED	\$13.87	10024620-54120	PW - SPECIAL SUPPLIES	\$13.87
	36562893	MISC. ITEMS AS NEEDED	\$14.08	10024620-54120	PW - SPECIAL SUPPLIES	\$14.08
	65415315	MISC. ITEMS AS NEEDED	\$15.70	10024620-54120	PW - SPECIAL SUPPLIES	\$15.70
	36558702	MISC. ITEMS AS NEEDED	\$38.30	10024620-54120	PW - SPECIAL SUPPLIES	\$38.30
	36550146	MISC. ITEMS AS NEEDED	\$45.79	10024620-54120	PW - SPECIAL SUPPLIES	\$45.79
	36551111	MISC. ITEMS AS NEEDED	\$82.14	10024620-54120	PW - SPECIAL SUPPLIES	\$82.14
	36559463	MISC. ITEMS AS NEEDED	\$50.93	84027221-54102	SMALL TOOLS	\$50.93
	36565114	MISC. ITEMS AS NEEDED	\$183.54	84027221-54102	SMALL TOOLS	\$183.54
	36550433	MISC. ITEMS AS NEEDED	\$78.55	84027225-54102	SMALL TOOLS	\$78.55
	36555525	MISC. ITEMS AS NEEDED	\$218.10	84027225-54102	SMALL TOOLS	\$125.57
				20324100-54100	SUPPLIES	\$92.53
	36541135	MISC. ITEMS AS NEEDED	\$93.51	90000000-23256	SPECIAL EVENTS TRUST	\$93.51

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
FRIEDMANS HOME IMPROVEMENT	36551942	MISC. ITEMS AS NEEDED	\$8.14	10022100-54100	SUPPLIES	\$8.14
	36553181	MISC. ITEMS AS NEEDED	\$11.82	10022100-54100	SUPPLIES	\$11.82
	36545241	MISC. ITEMS AS NEEDED	\$13.03	10022100-54100	SUPPLIES	\$13.03
	36562891	MISC. ITEMS AS NEEDED	\$22.99	10022100-54100	SUPPLIES	\$22.99
	36562796	MISC. ITEMS AS NEEDED	\$23.57	10022100-54100	SUPPLIES	\$23.57
	36555909	MISC. ITEMS AS NEEDED	\$58.73	10022100-54100	SUPPLIES	\$58.73
	36549487	MISC. ITEMS AS NEEDED	\$92.53	10024210-54100	SUPPLIES	\$30.84
				82027110-54100	SUPPLIES	\$30.85
				84027220-54100	SUPPLIES	\$30.84
	36544793	MISC. ITEMS AS NEEDED	\$99.56	10024210-54100	SUPPLIES	\$33.18
				82027110-54100	SUPPLIES	\$33.18
				84027220-54100	SUPPLIES	\$33.20
	36562776	MISC. ITEMS AS NEEDED	\$7.44	20324100-54100	SUPPLIES	\$7.44
	36542393	MISC. ITEMS AS NEEDED	\$19.55	20824300-54100	SUPPLIES	\$19.55
	36558133	MISC. ITEMS AS NEEDED	\$25.93	20824300-54100	SUPPLIES	\$25.93
	36558701	MISC. ITEMS AS NEEDED	\$40.72	20824300-54100	SUPPLIES	\$40.72
	36558652	MISC. ITEMS AS NEEDED	\$46.70	20824300-54100	SUPPLIES	\$46.70
	36558445	MISC. ITEMS AS NEEDED	\$76.04	20824300-54100	SUPPLIES	\$76.04
	36540901	MISC. ITEMS AS NEEDED	\$94.79	20824300-54100	SUPPLIES	\$94.79
	36557479	MISC. ITEMS AS NEEDED	\$240.86	20824300-54100	SUPPLIES	\$240.86
	36551248	MISC. ITEMS AS NEEDED	\$25.24	20913900-54100	SUPPLIES	\$25.24
	36556497	CREDIT / REFUND	(\$19.77)	31422860-54100	SUPPLIES	(\$19.77)
	36556486	MISC. ITEMS AS NEEDED	\$19.77	31422860-54100	SUPPLIES	\$19.77
	36549527	MISC. ITEMS AS NEEDED	\$146.60	31422860-54100	SUPPLIES	\$146.60
	36554754	MISC. ITEMS AS NEEDED	\$150.44	31422860-54100	SUPPLIES	\$150.44
	36542477	MISC. ITEMS AS NEEDED	\$15.57	80026110-54100	SUPPLIES	\$15.57
	33419795	MISC. ITEMS AS NEEDED	\$25.07	80026110-54100	SUPPLIES	\$25.07
	36550722	MISC. ITEMS AS NEEDED	\$61.80	80026110-54100	SUPPLIES	\$61.80
	36542276	MISC. ITEMS AS NEEDED	\$142.74	80026110-54100	SUPPLIES	\$142.74

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
FRIEDMANS HOME IMPROVEMENT	36549002	MISC. ITEMS AS NEEDED	\$21.23	80026120-54100	SUPPLIES	\$21.23
	36545484	MISC. ITEMS AS NEEDED	\$37.33	80026200-54100	SUPPLIES	\$37.33
	36559972	MISC. ITEMS AS NEEDED	\$16.69	80526150-54100	SUPPLIES	\$16.69
	36563860	MISC. ITEMS AS NEEDED	\$34.14	82027111-54100	SUPPLIES	\$34.14
	36563861	MISC. ITEMS AS NEEDED	\$87.09	82027111-54100	SUPPLIES	\$87.09
	36563399	MISC. ITEMS AS NEEDED	\$11.15	82027114-54100	SUPPLIES	\$11.15
	36542496	MISC. ITEMS AS NEEDED	\$21.91	82027114-54100	SUPPLIES	\$21.91
	36556286	MISC. ITEMS AS NEEDED	\$40.09	82027114-54100	SUPPLIES	\$40.09
	36550958	MISC. ITEMS AS NEEDED	\$63.69	82027114-54100	SUPPLIES	\$63.69
	36547214	MISC. ITEMS AS NEEDED	\$64.13	82027114-54100	SUPPLIES	\$64.13
	36551022	MISC. ITEMS AS NEEDED	\$104.26	82027114-54100	SUPPLIES	\$104.26
	36544991	MISC. ITEMS AS NEEDED	\$132.83	82027114-54100	SUPPLIES	\$132.83
	36544995	MISC. ITEMS AS NEEDED	\$139.36	82027114-54100	SUPPLIES	\$139.36
	36545848	MISC. ITEMS AS NEEDED	\$201.49	84027225-54100	SUPPLIES	\$201.49
Vendor Total:						\$5,455.87
GCR TIRES & SERVICES	851-44675	TIRES, TUBES REPAIRS & LABOR A	\$738.51	10022100-56120	EQUIPMENT MAINTENANCE & REPAIR	\$738.51
	851-44604	TIRES, TUBES REPAIRS & LABOR A	\$22.72	10020210-56130	EXTERNAL SERVICES	\$22.72
	851-44718	TIRES, TUBES REPAIRS & LABOR A	\$732.56	10020210-56130	EXTERNAL SERVICES	\$732.56
	851-44572	TIRES AND TUBES (INCL. RECAPPE	\$1,306.96	80026110-56130	EXTERNAL SERVICES	\$1,306.96
	851-44671	TIRES, TUBES REPAIRS & LABOR A	\$204.51	80026400-56130	EXTERNAL SERVICES	\$204.51
Vendor Total:						\$3,005.26
GHD INC	111746	TRANSPORTATION IMPROVEMENTS RE	\$1,079.00	10024620-80230	INFRASTRUCTURE	\$1,079.00
	111101	TRANSPORTATION IMPROVEMENTS RE	\$1,097.25	10024620-80230	INFRASTRUCTURE	\$1,097.25
	110676	RAIL TRAIL PHASE 2	\$4,683.44	51124210-80230	INFRASTRUCTURE	\$4,683.44
	109035	RAIL TRAIL PHASE 2	\$11,911.03	51124210-80230	INFRASTRUCTURE	\$11,911.03
Vendor Total:						\$18,770.72
GRANITE CONSTRUCTION COMPANY	1513618	MISC. ROCK & ROAD PATCH MATERI	\$738.26	82027114-54100	SUPPLIES	\$368.61
				82027114-54100	SUPPLIES	\$369.65

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
GRANITE CONSTRUCTION COMPANY	1513615	MISC. ROCK & ROAD PATCH MATERIAL	\$8,849.39	82027114-54100	SUPPLIES	\$158.72
				82027114-54100	SUPPLIES	\$163.20
				82027114-54100	SUPPLIES	\$166.40
				82027114-54100	SUPPLIES	\$166.72
				82027114-54100	SUPPLIES	\$176.96
				82027114-54100	SUPPLIES	\$178.88
				82027114-54100	SUPPLIES	\$185.28
				82027114-54100	SUPPLIES	\$292.48
				82027114-54100	SUPPLIES	\$311.68
				82027114-54100	SUPPLIES	\$331.84
				82027114-54100	SUPPLIES	\$372.80
				82027114-54100	SUPPLIES	\$397.76
				82027114-54100	SUPPLIES	\$469.57
				84027221-54100	SUPPLIES	\$178.24
				84027221-54100	SUPPLIES	\$251.82
				84027221-54100	SUPPLIES	\$278.08
				84027221-54100	SUPPLIES	\$308.80
				84027221-54100	SUPPLIES	\$323.52
				84027221-54100	SUPPLIES	\$326.72
				84027221-54100	SUPPLIES	\$329.60
				84027221-54100	SUPPLIES	\$342.08
				84027221-54100	SUPPLIES	\$353.92
				84027221-54100	SUPPLIES	\$360.96
				84027221-54100	SUPPLIES	\$382.72
				84027221-54100	SUPPLIES	\$383.36
				84027221-54100	SUPPLIES	\$400.32
				84027221-54100	SUPPLIES	\$416.00
				84027221-54100	SUPPLIES	\$416.32

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
GRANITE CONSTRUCTION COMPANY	1513615	MISC. ROCK & ROAD PATCH MATERIAL	\$8,849.39	84027221-54100	SUPPLIES	\$424.64
					Vendor Total:	\$9,587.65
INTEGRITY SHRED	89064	SHREDDING SERVICES	\$28.50	10016100-52100	CONTRACTED SERVICES	\$28.50
	88965	SHREDDING SERVICES	\$57.00	20513300-52100	CONTRACTED SERVICES	\$57.00
	89037	SHREDDING SERVICES	\$57.00	10020210-54100	SUPPLIES	\$28.50
				20620231-54100	SUPPLIES	\$28.50
					Vendor Total:	\$142.50
INTERSTATE BATTERIES	330005053	BATTERIES	\$427.12	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$427.12
	380035727	CREDIT / RETURNS	(\$242.50)	20324100-56112	EQUIPMENT PARTS FOR RESALE	(\$242.50)
	380035932	BATTERIES	\$117.44	10020210-56130	EXTERNAL SERVICES	\$117.44
	330004955	BATTERIES	\$125.06	10024210-56130	EXTERNAL SERVICES	\$125.06
					Vendor Total:	\$427.12
INTERWEST CONSULTING GROUP INC	46019	GIS SERVICES - ON-CALL AND AS	\$52.50	82027111-52100	CONTRACTED SERVICES	\$52.50
					Vendor Total:	\$52.50
ITRON INC	505015	FC300, DESK DOCK FC30021134503	\$1,219.95	20513380-54320	SOFTWARE	\$609.98
				20513382-54320	SOFTWARE	\$609.97
					Vendor Total:	\$1,219.95
JACKIE PEREZ	TA 1/21-22/19	TRAVEL ADVANCE	\$65.00	10013400-57100	LEARNING AND DEVELOPMENT	\$65.00
					Vendor Total:	\$65.00
JAMES REESE	19656	JANITORIAL SERVICES	\$350.00	73022600-56300	BUILDING MAINT. & REPAIR	\$350.00
	19653	JANITORIAL SERVICES	\$437.50	73022600-56300	BUILDING MAINT. & REPAIR	\$437.50
	19654	JANITORIAL SERVICES	\$490.00	73022600-56300	BUILDING MAINT. & REPAIR	\$490.00
	19655	JANITORIAL SERVICES	\$560.00	73022600-56300	BUILDING MAINT. & REPAIR	\$560.00
					Vendor Total:	\$1,837.50
JEFF WALKER	BA FY 18/19	BOOT ALLOWANCE	\$150.00	20513380-54100	SUPPLIES	\$75.00
				20513382-54100	SUPPLIES	\$75.00
					Vendor Total:	\$150.00

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
JULIE WHITEAKER	DV010819	REIMBURSEMENT	\$92.36	10022831-54100	SUPPLIES	\$92.36
					Vendor Total:	\$92.36
KIMBALL MIDWEST	6809279	TOOLS & SUPPLIES AS NEEDED	\$68.26	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$68.26
					Vendor Total:	\$68.26
LES SCHWAB TIRE CENTER	64000402565	MISC. TIRE SERVICES AS NEEDED	\$37.00	10021210-56130	EXTERNAL SERVICES	\$37.00
					Vendor Total:	\$37.00
LIEBERT CASSIDY WHITMORE	1470882	LEGAL SERVICES-PERSONNEL	\$112.00	10016100-52100	CONTRACTED SERVICES	\$112.00
	1470994	LEGAL SERVICES-PERSONNEL	\$140.00	10016100-52100	CONTRACTED SERVICES	\$140.00
					Vendor Total:	\$252.00
LILY MENDOZA	DV010219	INSTRUCTOR	\$200.00	10022850-52100	CONTRACTED SERVICES	\$200.00
					Vendor Total:	\$200.00
MAUREEN KANE & ASSOCIATES INC	101-2019	REGISTRATION- S ABBA	\$1,550.00	10021210-57100	LEARNING AND DEVELOPMENT	\$775.00
				91521400-57100	LEARNING AND DEVELOPMENT	\$775.00
					Vendor Total:	\$1,550.00
MENDO MILL & LUMBER CO	112874/1	LUBE GARAGE DOOR, TEFL WHT LITH GREASE	\$6.61	10021210-56300	BUILDING MAINT. & REPAIR	\$3.31
				91521400-56300	BUILDING MAINT. & REPAIR	\$3.30
	111179/1	KEY MADE	\$0.74	10021210-56120	EQUIPMENT MAINTENANCE & REPAIR	\$0.37
				91521400-56120	EQUIPMENT MAINTENANCE & REPAIR	\$0.37
	111105/1	SUPER GLUE, SAFETY GAS CAN	\$57.68	10024620-54120	PW - SPECIAL SUPPLIES	\$57.68
	112855/1	KEYBLANK MASTER LOCK, CLIP TENSION	\$5.75	25321210-54102	SMALL TOOLS	\$2.87
				91621400-54102	SMALL TOOLS	\$2.88
	113048/1	#2997-23 MILWAUKEE M18 FUEL CO	\$580.02	25321210-54102	SMALL TOOLS	\$290.00
				91621400-54102	SMALL TOOLS	\$290.02
	113047/1	#2997-23 MILWAUKEE M18 FUEL CO	\$1,153.72	25321210-54102	SMALL TOOLS	\$576.86
				91621400-54102	SMALL TOOLS	\$576.86
	111257/1	WAND MARKING, PAINT	\$34.71	10021210-54100	SUPPLIES	\$17.36

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
MENDO MILL & LUMBER CO	111257/1	WAND MARKING, PAINT	\$34.71	91521400-54100	SUPPLIES	\$17.35
					Vendor Total:	\$1,839.23
MENDOCINO COUNTY ENVIRONMENTAL HEALTH	EH36155	HAZARDOUS MATERIAL PERMIT	\$1,650.50	77725200-52100	CONTRACTED SERVICES	\$1,650.50
	EH36492	2019 ANNUAL SOLID WASTE PERMIT	\$5,474.00	70024500-59101	FEES	\$5,474.00
					Vendor Total:	\$7,124.50
MENDOCINO SOLID WASTE MANAGEMENT AUTHORITY	083731	WASTE OIL	\$13.75	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$13.75
					Vendor Total:	\$13.75
MES - MUNICIPAL EMERGENCY SERVICES INC	IN1292365	TOOLS FOR NEW ENGINE	\$277.67	25321210-54102	SMALL TOOLS	\$138.83
				91621400-54102	SMALL TOOLS	\$138.84
	IN1292363	TOOLS FOR NEW ENGINE	\$645.09	25321210-54102	SMALL TOOLS	\$322.55
				91621400-54102	SMALL TOOLS	\$322.54
					Vendor Total:	\$922.76
MITY-LITE INC	00075618	BANQUET CHAIRS	\$23,017.81	73022600-80220	BUILDING IMPROVEMENTS	\$23,017.81
					Vendor Total:	\$23,017.81
MOTION INDUSTRIES INC	CA23-513561	BEARING, FITTING & MISC. ITEMS	\$601.55	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$601.55
					Vendor Total:	\$601.55
MUNICIPAL MAINTENANCE EQUIPMENT	0133648-IN	NOZZLE	\$346.39	84027221-56130	EXTERNAL SERVICES	\$346.39
					Vendor Total:	\$346.39
MYGOV LLC	4118	BUSINESS LICENSE SOFTWARE	\$6,180.00	20513300-52100	CONTRACTED SERVICES	\$6,180.00
					Vendor Total:	\$6,180.00
NATHANIEL HAYES	DV122718	INSTRUCTOR	\$74.50	10022850-52100	CONTRACTED SERVICES	\$74.50
	DV010219	INSTRUCTOR	\$715.00	10022850-52100	CONTRACTED SERVICES	\$715.00
					Vendor Total:	\$789.50
NATIONAL METER & AUTOMATION	S1107721.001	WATER SUPPLY, GROUNDWATER, SEW	\$2,739.74	82227113-80100	MACHINERY & EQUIPMENT	\$2,739.74
					Vendor Total:	\$2,739.74
NCH CORPORATION	3371914	CLEAN STOP AEROSOL	\$123.66	20324100-58410	GARAGE LUBRICANTS & PARTS	\$123.66
					Vendor Total:	\$123.66

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
NSI LAB SOLUTIONS INC	361153	BAGS OF QC CHLORINE	\$268.00	84027225-54100	SUPPLIES	\$268.00
					Vendor Total:	\$268.00
ONE TIME PAY VENDOR	DV010919	RECREATION REFUND- M. JOHNSON	\$35.00	10022800-44915	RECREATION PROGRAM INCOME	\$35.00
	112553-3	UTILITY REFUND - M. LAWLOR	\$5.11	90100000-10421	UTILITY RECEIVABLES CLEARING	\$5.11
	119858-9	UTILITY REFUND - O. VILLAGE	\$11.20	90100000-10421	UTILITY RECEIVABLES CLEARING	\$11.20
	119984-3	UTILITY REFUND - L. PEDERSON	\$21.92	90100000-10421	UTILITY RECEIVABLES CLEARING	\$21.92
	120063-3	UTILITY REFUND - L. PEDERSEN	\$29.99	90100000-10421	UTILITY RECEIVABLES CLEARING	\$29.99
	117781-5	UTILITY REFUND - J. MARTIN	\$33.92	90100000-10421	UTILITY RECEIVABLES CLEARING	\$33.92
	110224-3	UTILITY REFUND - S. ROGERS	\$94.17	90100000-10421	UTILITY RECEIVABLES CLEARING	\$94.17
	104189-6	UTILITY REFUND - J. KARP	\$139.61	90100000-10421	UTILITY RECEIVABLES CLEARING	\$139.61
	106714-9	UTILITY REFUND- HODGSON	\$153.77	90100000-10421	UTILITY RECEIVABLES CLEARING	\$153.77
	113796-7	UTILITY REFUND - G. PEDRONI	\$239.17	90100000-10421	UTILITY RECEIVABLES CLEARING	\$239.17
					Vendor Total:	\$763.86
OPERATING ENGINEER PUBLIC& MISC EMPLOYEES	86138 DEC 18	DEC 18 HEALTH INSURANCE	\$1,540.00	20700000-20524	NON-EMPLOYEE HEALTH INS.PREM	\$1,540.00
					Vendor Total:	\$1,540.00
OWEN EQUIPMENT COMPANY	00044362	AIR CYLINDAR	\$158.32	84027221-56130	EXTERNAL SERVICES	\$158.32
	00044322	HOSE	\$598.38	84027221-56130	EXTERNAL SERVICES	\$598.38
	00044320	COMPRESSION	\$610.77	84027221-56130	EXTERNAL SERVICES	\$610.77
					Vendor Total:	\$1,367.47
PACE SUPPLY CORPORATION	024971396-1	RUBBER GLOVES	\$360.68	84027221-54100	SUPPLIES	\$360.68
					Vendor Total:	\$360.68
PETERSON TRUCKS INC	204819P	FILTER	\$4.23	90000000-20231	COUNTY MENTAL HEALTH .5%	(\$0.03)
				10022100-56130	EXTERNAL SERVICES	\$0.04
				10022100-56130	EXTERNAL SERVICES	\$4.23

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
PETERSON TRUCKS INC	204819P	FILTER	\$4.23	90000000-23028	MEASURE Y DISTRICT TAX	(\$0.01)
	204046PXI	BLADE	\$36.82	90000000-20231	COUNTY MENTAL HEALTH .5%	(\$0.19)
				90000000-23028	MEASURE Y DISTRICT TAX	(\$0.10)
				20324100-54100	SUPPLIES	\$0.29
				20324100-54100	SUPPLIES	\$36.82
	205025p	VALVE	\$419.69	84027221-56130	EXTERNAL SERVICES	\$419.69
					Vendor Total:	\$460.74
QUILL CORPORATION	3578515	PRINT ROLL	\$101.79	20413500-54100	SUPPLIES	\$101.79
					Vendor Total:	\$101.79
RAY C STARKEY	16539	UPD WINE GLASSES	\$695.27	10020210-54100	SUPPLIES	\$695.27
					Vendor Total:	\$695.27
REDWOOD COAST FUELS	2008044	CARDLOCK FUEL PURCHASES	\$236.32	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$236.32
	0110095	CARDLOCK FUEL PURCHASES	\$313.23	20824300-56210	FUEL & FLUIDS	\$313.23
	2885.79	RED DYED DIESEL - EMERGENCY PU	\$2,885.79	84027225-56210	FUEL & FLUIDS	\$2,885.79
	1977057	CARDLOCK FUEL PURCHASES	\$942.71	20324100-58410	GARAGE LUBRICANTS & PARTS	\$942.71
					Vendor Total:	\$4,378.05
REDWOOD EMPIRE MUNICIPAL INSURANCE FUND	19-1 EAP	REMIF EAP INSURANCE	\$486.94	20112400-52525	WORKER'S COMP. EXPENSE	\$486.94
	002091	3RD QTR WC CONTRIBUTION	\$250,282.00	20112400-52525	WORKER'S COMP. EXPENSE	\$250,282.00
					Vendor Total:	\$250,768.94
REDWOOD FORD	131053	SPARK PLUG	\$20.16	10020210-56130	EXTERNAL SERVICES	\$20.16
	131056	INJECTOR ASSEMBLY	\$58.06	10020210-56130	EXTERNAL SERVICES	\$58.06
	CM131014	CORE RETURN	(\$26.97)	20324100-56130	EXTERNAL SERVICES	(\$26.97)
	131042	SPARK PLUG	\$120.31	20324100-58510	REIMBURSABLE JOBS	\$120.31
	131014	ALTERNATOR ASSEMBLY	\$268.65	20324100-58510	REIMBURSABLE JOBS	\$268.65
					Vendor Total:	\$440.21
REXEL USA INC	U118876	MIDGET FUSE	\$155.77	80526150-54100	SUPPLIES	\$155.77
					Vendor Total:	\$155.77

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
RICHARD ANDERSON	2018-1228-1	AGREEMENT FOR PROF.SVC'S FOR W	\$4,550.00	20913900-52100	CONTRACTED SERVICES	\$4,550.00
					Vendor Total:	\$4,550.00
RILEY MENDOZA	DV010219	INSTRUCTOR	\$100.00	10022850-52100	CONTRACTED SERVICES	\$100.00
					Vendor Total:	\$100.00
RINO PACIFIC	CL25595	FUEL CARD CHARGES AS NEEDED	\$1,444.25	10021210-56210	FUEL & FLUIDS	\$722.12
				91521400-56210	FUEL & FLUIDS	\$722.13
	CL25550	FUEL CARD CHARGES AS NEEDED	\$46.18	82027114-56210	FUEL & FLUIDS	\$24.94
				84027221-56210	FUEL & FLUIDS	\$21.24
	CL25455	FUEL CARD CHARGES AS NEEDED	\$137.21	82027114-56210	FUEL & FLUIDS	\$74.10
				84027221-56210	FUEL & FLUIDS	\$63.11
					Vendor Total:	\$1,627.64
RIVER OAK CHARTER SCHOOL	DV122018	PTO NIGHT	\$76.00	31400000-48110	MISCELLANEOUS RECEIPTS	\$76.00
					Vendor Total:	\$76.00
ROGINA WATER COMPANY	0380 NOV 18	WATER SERVICE - 1301 TALMAGE R	\$23.88	10021210-55210	UTILITIES	\$11.94
				91521400-55210	UTILITIES	\$11.94
					Vendor Total:	\$23.88
ROUND TABLE PIZZA	02-15	ELECTRICAL OUTAGE SOUTH OAK ST	\$102.85	80026400-54100	SUPPLIES	\$102.85
					Vendor Total:	\$102.85
RYAN PROCESS INC	R1812019	1870E TOTAL CHLORINE RESIDUAL	\$5,210.43	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$5,210.43
					Vendor Total:	\$5,210.43
SAFEWAY INC	STMT DEC 18	MISCELLANEOUS PURCHASES AS REQ	\$4,542.27	10010000-54100	SUPPLIES	\$155.08
				10016100-54100	SUPPLIES	\$16.00
				10022810-54100	SUPPLIES	\$99.48
				31400000-54100	SUPPLIES	\$27.84
				31400000-54100	SUPPLIES	\$61.85
				31400000-54100	SUPPLIES	\$66.69
				31400000-54100	SUPPLIES	\$70.11
				31400000-54100	SUPPLIES	\$86.31
				31400000-54100	SUPPLIES	\$137.25

All Safeway that's circled

List of Checks Presented for Approval on 1/11/2019

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
SAFEWAY INC	STMT DEC 18	MISCELLANEOUS PURCHASES AS REQ	\$4,542.27	31400000-54100	SUPPLIES	\$255.92
				31400000-54100	SUPPLIES	\$266.53
				31400000-54100	SUPPLIES	\$343.90
				31400000-54100	SUPPLIES	\$350.79
				31422860-54100	SUPPLIES	\$44.91
				31422860-54100	SUPPLIES	\$50.00
				31422860-54100	SUPPLIES	\$52.43
				31422860-54100	SUPPLIES	\$68.75
				31422860-54100	SUPPLIES	\$76.03
				31422860-54100	SUPPLIES	\$79.98
				31422860-54100	SUPPLIES	\$88.01
				31422860-54100	SUPPLIES	\$90.99
				31422860-54100	SUPPLIES	\$97.90
				31422860-54100	SUPPLIES	\$122.37
				31422860-54100	SUPPLIES	\$153.78
				31422860-54100	SUPPLIES	\$155.03
				31422860-54100	SUPPLIES	\$158.85
				31422860-54100	SUPPLIES	\$179.65
				31422860-54100	SUPPLIES	\$221.36
				31422860-54100	SUPPLIES	\$238.18
				69122700-54100	SUPPLIES	(\$21.78)
				69122700-54100	SUPPLIES	\$22.98
				69122700-54100	SUPPLIES	\$124.86
				73022600-54100	SUPPLIES	\$1.98
				73022600-54100	SUPPLIES	\$9.77
				73022600-54100	SUPPLIES	\$16.08
				73022600-54100	SUPPLIES	\$18.73
				73022600-54100	SUPPLIES	\$22.46
				73022600-54100	SUPPLIES	\$42.93
				73022600-54100	SUPPLIES	\$73.06

List of Checks Presented for Approval on 1/11/2019

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
SAFEWAY INC	STMT DEC 18	MISCELLANEOUS PURCHASES AS REQ	\$4,542.27	73022600-54100	SUPPLIES	\$89.97
				73022600-54100	SUPPLIES	\$98.39
				73022600-54100	SUPPLIES	\$114.30
				84027220-54100	SUPPLIES	\$3.99
				84027220-54100	SUPPLIES	\$106.60
				Vendor Total:		\$4,542.27
SNAP-ON INDUSTRIAL	ARV/38388708	OVAL FLUSH CUT	\$43.31	20324100-54102	SMALL TOOLS	\$43.31
	ARV/38312688	AIR IMPACT	\$420.56	20324100-54102	SMALL TOOLS	\$420.56
	Vendor Total:		\$463.87			
SOLID WASTES SYSTEMS INC	NOV 18	RESIDENTIAL GARBAGE	\$40,436.76	90200000-52170	UKIAH WASTE SOLUTIONS	\$40,436.76
					Vendor Total:	
SYDNEY DEARBORN	P4578474	REIMBURSEMENT FOR MEDICAL INSURANCE	\$1,824.42	91500000-20561	ACCRUED SICK	\$1,824.42
					Vendor Total:	
TAYLOR CHARLES BOWEN	DV122718	INSTRUCTOR	\$80.00	10022850-52100	CONTRACTED SERVICES	\$80.00
					Vendor Total:	
TELSTAR INSTRUMENTS INC	97326	ALL LABOR AND MATERIAL TO INST	\$4,165.00	82027111-52100	CONTRACTED SERVICES	\$4,165.00
	96477	#U-461 CLEAR TUBE	\$2,282.50	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$2,282.50
	Vendor Total:		\$6,447.50			
THE COFFEE CRITIC INC	13068	MISC. COFFEE SUPPLIES AS NEEDED	\$90.00	10012200-54100	SUPPLIES	\$90.00
	13200	MISC. COFFEE SUPPLIES AS NEEDED	\$90.00	10012200-54100	SUPPLIES	\$90.00
	Vendor Total:		\$180.00			
THE OKONITE COMPANY	74415	ELECTRICAL EQUIPMENT AND SUPPL	\$19,876.39	80000000-12104	INVENTORY - PURCHASES	\$19,876.39
					Vendor Total:	
THE PEAVEY COMPANY	R05319	CREDIT- RETURN SUPPLIES	(\$124.20)	10020210-54201	PRISONER EXPENSE	(\$124.20)
	352770	EVIDENCE SUPPLIES	\$201.42	10020210-54201	PRISONER EXPENSE	\$201.42
	Vendor Total:		\$77.22			
THURSTON CHEVROLET TOYOTA SCION	212675	GASKET, ELEMENT	\$62.62	10020210-56130	EXTERNAL SERVICES	\$62.62
	212695	VALVE	\$72.01	20822500-56130	EXTERNAL SERVICES	\$72.01
	212956	VALVE	\$156.75	80026400-56130	EXTERNAL SERVICES	\$156.75

List of Checks Presented for Approval on 1/11/2019

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
THURSTON CHEVROLET TOYOTA SCION	212674	FILTER, GASKET	\$54.54	82027111-56130	EXTERNAL SERVICES	\$54.54
					Vendor Total:	\$345.92
THURSTON CHRYSLER DODGE JEEP RAM	16453	BOLTS	\$420.91	80026400-56130	EXTERNAL SERVICES	\$420.91
					Vendor Total:	\$420.91
TRIPLE S CAMERA SHOP	114621	PHOTOGRAPHY SERVICES	\$234.79	10010000-54100	SUPPLIES	\$234.79
					Vendor Total:	\$234.79
TYLER BUSINESS FORMS	26873	W-2, 1099 FORMS AND ENVELOPES	\$562.54	10013400-54100	SUPPLIES	\$562.54
					Vendor Total:	\$562.54
UKIAH AUTO PARTS	089206	V-BELT, FILTER	\$201.48	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$201.48
	086931	CORE DEPOSIT	(\$18.00)	20324100-56112	EQUIPMENT PARTS FOR RESALE	(\$18.00)
	086798	BATTERY	\$132.53	20324100-56112	EQUIPMENT PARTS FOR RESALE	\$132.53
	087184	FUSE	\$11.02	10021210-56130	EXTERNAL SERVICES	\$11.02
	086157	BLADE	\$32.62	10024210-56130	EXTERNAL SERVICES	\$16.31
				80026400-56130	EXTERNAL SERVICES	\$16.31
	087939	LAMP	\$22.06	10024620-56130	EXTERNAL SERVICES	\$22.06
	089208	V-BELT	\$14.87	84027225-56130	EXTERNAL SERVICES	\$14.87
	088744	OIL	\$34.46	84027225-54100	SUPPLIES	\$34.46
					Vendor Total:	\$431.04
UKIAH DAILY JOURNAL	0006244334	HTS CLASS LINER	\$610.68	10016100-54162	ADVERTISING	\$610.68
	0006248534	PUBLICATION	\$656.81	10016100-54162	ADVERTISING	\$656.81
	0006256467	EMPLOYMENT ADVERTISING	\$125.01	10023100-52100	CONTRACTED SERVICES	\$125.01
	0006258649	PUBLIC NOTICE	\$131.37	10023100-52100	CONTRACTED SERVICES	\$131.37
	0006250022	PUBLIC NOTICE	\$136.13	10023100-52100	CONTRACTED SERVICES	\$136.13
	0006249751	EMPLOYMENT ADVERTISING	\$139.31	10023100-52100	CONTRACTED SERVICES	\$139.31
	0006253971	PUBLIC NOTICE	\$220.35	10023100-52100	CONTRACTED SERVICES	\$220.35
	0006253662	EMPLOYMENT ADVERTISING	\$70.99	91521400-52150	LEGAL SERVICES/EXPENSES	\$70.99
	0006258368	PUBLIC NOTICE	\$70.99	10020210-54100	SUPPLIES	\$70.99

List of Checks Presented for Approval on 1/11/2019

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
UKIAH DAILY JOURNAL	2019-41448	2018 52- WEEK SUBSCRIPTION RENEWAL	\$178.17	10021210-54100	SUPPLIES	\$89.08
				91521400-54100	SUPPLIES	\$89.09
				Vendor Total:		\$2,339.81
UKIAH MAIN STREET PROGRAM	3RD QTR - 2018	3RD QTR 2018 DOWNTOWN IMPROVEMENT	\$957.90	31212600-52100	CONTRACTED SERVICES	\$957.90
	4TH QTR - 2018	4TH QTR DOWNTOWN IMPROVEMENT	\$1,326.60	31212600-52100	CONTRACTED SERVICES	\$1,326.60
	DV101019	ACCOUNTING ADJUSTMENT	\$15,852.47	31212600-52100	CONTRACTED SERVICES	\$15,852.47
			Vendor Total:		\$18,136.97	
UKIAH PAPER SUPPLY	1492944	JANITORIAL & MISC. SUPPLIES AS	\$434.41	10022100-54100	SUPPLIES	\$434.41
	1492861	JANITORIAL & MISC. SUPPLIES AS	\$309.41	20822500-54100	SUPPLIES	\$309.41
	1493082	JANITORIAL & MISC. SUPPLIES AS	\$157.32	20824300-54100	SUPPLIES	\$157.32
	1492336	JANITORIAL & MISC. SUPPLIES AS	\$92.52	73022600-54100	SUPPLIES	\$92.52
	492261	JANITORIAL & MISC. SUPPLIES AS	\$163.38	73022600-54100	SUPPLIES	\$163.38
	492835	JANITORIAL & MISC. SUPPLIES AS	\$615.42	73022600-54100	SUPPLIES	\$615.42
	1492501	JANITORIAL & MISC. SUPPLIES AS	\$372.49	80026110-54100	SUPPLIES	\$186.25
				80026120-54100	SUPPLIES	\$186.24
	1492374	JANITORIAL & MISC. SUPPLIES AS	\$67.21	82027111-54100	SUPPLIES	\$67.21
	1492619	JANITORIAL & MISC. SUPPLIES AS	\$83.47	84027225-54100	SUPPLIES	\$83.47
	493020	JANITORIAL & MISC. SUPPLIES AS	\$176.14	84027225-54100	SUPPLIES	\$176.14
			Vendor Total:		\$2,471.77	
UKIAH VALLEY MEDICAL CENTER	2182	PHYSICAL FOR FIRE	\$1,065.50	10021210-54100	SUPPLIES	\$1,065.50
				Vendor Total:		\$1,065.50
ULINE	104367449	POLYTUBING	\$396.05	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$396.05
	104249460	RIFLE EVIDENCE BOX	\$91.34	10020210-54201	PRISONER EXPENSE	\$91.34
			Vendor Total:		\$487.39	
UNITED SITE SERVICES	114-7856813	PORTABLE TOILET RENTAL	\$166.86	10022100-52100	CONTRACTED SERVICES	\$166.86
	114-7856814	PORTABLE TOILET RENTAL	\$166.86	10022100-52100	CONTRACTED SERVICES	\$166.86
			Vendor Total:		\$333.72	
USA BLUEBOOK	771344	VALVE ASSEMBLY	\$1,020.60	82027111-56300	BUILDING MAINT. & REPAIR	\$1,020.60

List of Checks Presented for Approval on 1/11/2019

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
USA BLUEBOOK	763148	VALVE, FULL-FACE MASK, GAS CARTRIDGE	\$646.12	82027111-54100	SUPPLIES	\$646.12
	764391	ADJUSTABLE HYDRANT WRENCH	\$585.15	84027221-54100	SUPPLIES	\$292.57
				84027221-54100	SUPPLIES	\$292.58
					Vendor Total:	\$2,251.87
VAN LANT & FANKHANEL	112718.1	AUDIT SVCS, 5-YEAR AGREEMENT	\$4,700.00	10013400-52100	CONTRACTED SERVICES	\$4,700.00
					Vendor Total:	\$4,700.00
VERIZON WIRELESS	9820642584	CELLULAR PHONES	\$1,655.53	80126100-80100	MACHINERY & EQUIPMENT	\$152.04
				10022100-54100	SUPPLIES	\$38.01
				10022300-54100	SUPPLIES	\$38.01
				10012100-55100	TELEPHONE	\$38.01
				10020210-55100	TELEPHONE	\$76.02
				10022810-55100	TELEPHONE	\$38.01
				10022840-55100	TELEPHONE	\$38.01
				10023100-55100	TELEPHONE	\$38.01
				10024210-55100	TELEPHONE	\$114.03
				10024620-55100	TELEPHONE	\$139.20
				20913900-55100	TELEPHONE	(\$61.94)
				20913900-55100	TELEPHONE	\$424.21
				77725200-55100	TELEPHONE	\$38.01
				80026210-55100	TELEPHONE	\$47.71
				80026400-55100	TELEPHONE	\$152.04
				82027110-55100	TELEPHONE	\$38.01
				82027111-55100	TELEPHONE	\$76.02
				82027114-55100	TELEPHONE	\$80.08
				84027220-55100	TELEPHONE	\$38.01
				84027221-55100	TELEPHONE	\$114.03
					Vendor Total:	\$1,655.53
VITISYSTEMS INC	592957	LABORATORY TESTING	\$475.00	84027225-52100	CONTRACTED SERVICES	\$475.00
					Vendor Total:	\$475.00
VWR INTERNATIONAL INC	8084741473	AIR TUBING	\$9.03	84027225-54100	SUPPLIES	\$9.03

List of Checks Presented for Approval on 1/11/2019

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
VWR INTERNATIONAL INC	8084735184	BIOLOGICAL INDICATORS	\$97.53	84027225-54100	SUPPLIES	\$97.53
	8084744184	BIOLOGICAL INDICATORS	\$297.59	84027225-54100	SUPPLIES	\$297.59
	Vendor Total:					\$404.15
WESCO DISTRIBUTION INC	989145	STICK DISC	\$219.91	80026110-54102	SMALL TOOLS	\$219.91
	Vendor Total:					\$219.91
WILLOW COUNTY WATER DIST	10010 DEC 18	WATER SERVICE - 1500 S STATE ST	\$23.68	10021210-55210	UTILITIES	\$11.84
				91521400-55210	UTILITIES	\$11.84
	40351 DEC 18	WATER SERVICES	\$20.00	31122000-55210	UTILITIES	\$20.00
	40353 DEC 18	WATER SERVICE - 1640 S STATE ST	\$26.11	31122000-55210	UTILITIES	\$26.11
	81154 DEC 18	WATER SERVICES	\$46.50	84027225-55210	UTILITIES	\$46.50
	Vendor Total:					\$116.29
WYATT IRRIGATION CO	251923 00	WEATH GUARD	\$350.69	10022100-54100	SUPPLIES	\$350.69
	Vendor Total:					\$350.69
XEROX CORP	157952710	COPIER LEASE-SEE ADD'L DESCRIP	\$15.00	69122700-52100	CONTRACTED SERVICES	\$15.00
	095646703	COPIER LEASE-SEE ADD'L DESCRIP	\$184.82	69122700-52100	CONTRACTED SERVICES	\$184.82
	095646702	COPIER LEASE-SEE ADD'L DESCRIP	\$313.96	73022600-52100	CONTRACTED SERVICES	\$313.96
	095424366	COPIER LEASE-SEE ADD'L DESCRIP	\$381.89	73022600-52100	CONTRACTED SERVICES	\$381.89
	095646698	COPIER LEASE-SEE ADD'L DESCRIP	\$476.14	10012200-54500	EQUIP RENTS AND LEASES	\$476.14
	095646704	COPIER LEASE-SEE ADD'L DESCRIP	\$700.42	10012200-54500	EQUIP RENTS AND LEASES	\$700.42
	095646699	XEROX CB070H COPIER LEASE	\$933.66	10012200-54500	EQUIP RENTS AND LEASES	\$933.66
	095646701	COPIER LEASE-SEE ADD'L DESCRIP	\$244.88	10020210-54500	EQUIP RENTS AND LEASES	\$171.42
				20620231-54500	EQUIP RENTS AND LEASES	\$48.98
				64020213-54500	EQUIP RENTS AND LEASES	\$24.48
	095646700	COPIER LEASE-SEE ADD'L DESCRIP	\$506.98	10020210-54500	EQUIP RENTS AND LEASES	\$354.89
				20620231-54500	EQUIP RENTS AND LEASES	\$101.40
				64020213-54500	EQUIP RENTS AND LEASES	\$50.69
	Vendor Total:					\$3,757.75

List of Checks Presented for Approval on 1/11/2019

Invoices

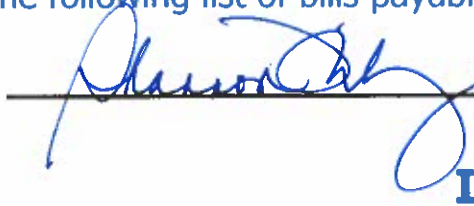
Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
YSI INC	757597	VISOLID 700 IQ SUSPENDED SOLID	\$19,881.96	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$19,881.96

						Vendor Total: \$19,881.96

						INVOICE \$610,708.85
						TOTAL:

List of Checks Presented for Approval on 1/18/2019

The following list of bills payable was reviewed and approved for payment.

  Signature

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
ADVANCED SECURITY SYSTEMS	455227	MONTHLY ALARM SERVICES FOR 130	\$23.25	10021210-52180	SECURITY SERVICES	\$11.63
				91521400-52180	SECURITY SERVICES	\$11.62
				Vendor Total:		\$23.25
ALONZO FRIAS	DV010919	REIMBURSEMENT - RAIN BOOTS	\$113.22	82027111-54100	SUPPLIES	\$113.22
	BA FY 18/19	BOOT ALLOWANCE	\$150.00	82027111-54100	SUPPLIES	\$150.00
			Vendor Total:		\$263.22	
AT&T	000012414873	TELEPHONES SERVICES	\$15.29	10021210-55100	TELEPHONE	\$7.64
				91521400-55100	TELEPHONE	\$7.65
	000012414872	TELEPHONES SERVICES	\$21.64	10021210-55100	TELEPHONE	\$10.82
				91521400-55100	TELEPHONE	\$10.82
				Vendor Total:		\$36.93
BNY WESTERN TRUST CO	811631 DEC 18	UKIAH RDA 2011 LOAN INTEREST	\$103,000.00	96395602-70102	BOND INTEREST PAYMENTS	\$103,000.00
				Vendor Total:		\$103,000.00
BUSINESS CARD	SF-D 24211	ADVERTISING	\$388.59	10018000-52510	ADVERTISING & PROMOTION	\$388.59
	129541086	RENEWAL PAYMENT	\$29.00	75012700-52515	ADVERTISING & PUBLICATION	\$29.00
	100268012	#202EBE201 REPLACEMENT OIL COO	\$1,714.01	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$1,714.01
	488355	CREDIT FOR CHECK STRAPS	(\$25.00)	10020210-56130	EXTERNAL SERVICES	(\$25.00)
	12892	AIRFARE- S.NULHEREN	\$246.39	10010000-57100	LEARNING AND DEVELOPMENT	\$246.39
	2305	TRAVEL- S. MAUREEN	\$414.00	10010000-57100	LEARNING AND DEVELOPMENT	\$414.00
	663822	MILEAGE PROGRAM- K. LAWLER	\$113.20	10012500-57100	LEARNING AND DEVELOPMENT	\$113.20
	04A	TRAVEL- K.LAWLER	\$213.20	10012500-57100	LEARNING AND DEVELOPMENT	\$213.20
	198271	MSMT RETREAT LUNCH	\$120.52	10013400-57100	LEARNING AND DEVELOPMENT	\$120.52

List of Checks Presented for Approval on 1/18/2019

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
BUSINESS CARD	2000002247	CSMFO ANNUAL CONFERENCE	\$420.00	10013400-57100	LEARNING AND DEVELOPMENT	\$420.00
	GH785F	TRAVEL - D. BUFFALO	\$464.60	10013400-57100	LEARNING AND DEVELOPMENT	\$464.60
	T9IRA5	TRAVEL- S.MANNION, E.RAMIREZ	\$800.80	10016100-57100	LEARNING AND DEVELOPMENT	\$800.80
	663823	MILEAGE PROGRAM- S.ABBA	\$113.20	10021210-57100	LEARNING AND DEVELOPMENT	\$56.60
				91521400-57100	LEARNING AND DEVELOPMENT	\$56.60
	04B	TRAVEL- S. ABBA	\$213.20	10021210-57100	LEARNING AND DEVELOPMENT	\$106.60
				91521400-57100	LEARNING AND DEVELOPMENT	\$106.60
	45730	FULL REGISTRATION	\$2,274.00	10022810-57100	LEARNING AND DEVELOPMENT	\$2,274.00
	332	LODGING REFUND	(\$114.00)	10023320-57100	LEARNING AND DEVELOPMENT	(\$114.00)
	TR 11/16-18/18	PARKING FEE - M. HORGER	\$25.50	20413500-57100	LEARNING AND DEVELOPMENT	\$25.50
	E08007293J	ONLINE SERVICES	\$30.00	10013400-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$30.00
	300000894	MUNICIPAL	\$110.00	10013400-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$110.00
	00307	MEMBERSHIP- K. MASON	\$50.00	10020210-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$50.00
	EV41998	SPECIAL EVENT INSURANCE	\$1,843.00	90000000-23259	PARADE OF LIGHTS	\$1,843.00
	120556	USPS PRIORITY MAIL	\$7.45	10020210-54101	POSTAGE	\$7.45
	012384	USPS PRIORITY MAIL	\$9.85	10020210-54101	POSTAGE	\$9.85
	SAPI20	PRINT PAD	\$27.00	10020210-54201	PRISONER EXPENSE	\$27.00
	230132	FOLDING 2-BIKE TRUNK RACK	\$56.56	10020210-54201	PRISONER EXPENSE	\$56.56
	8053718	COLOR RIBBON & CLEANING KIT	\$108.75	10020210-54201	PRISONER EXPENSE	\$108.75
	11190125	HAND TOOLS (POWERED AND NON-PO	\$2,378.99	82027114-54102	SMALL TOOLS	\$1,189.49
				84027221-54102	SMALL TOOLS	\$1,189.50
	103025763	24' X 3" ALLEY BUMP W/ END CAP	\$1,418.57	90000000-23256	SPECIAL EVENTS TRUST	\$1,418.57
	68	COUNCIL MEETING	\$85.77	10013400-54100	SUPPLIES	\$85.77
	SF-D 22175	POLICE BBQ DAY SUPPLIES	\$80.40	10020214-54100	SUPPLIES	\$80.40

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
BUSINESS CARD	120518	INTERNATIONAL TRANSACTION FEE	(\$0.75)	20413500-54100	SUPPLIES	(\$0.75)
	SF-D 22710	CHRISTMAS SUPPLIES	\$381.87	20824300-54100	SUPPLIES	\$381.87
	SF- D 20492	WATERPARK GUARD HIP PACK	\$214.40	31422860-54100	SUPPLIES	\$214.40
	712790	TISSUE, BEVERAGE BAGS	\$38.00	75012700-54100	SUPPLIES	\$38.00
	199108	UKIAH BOARD LUNCHEON	\$233.90	75012700-54100	SUPPLIES	\$233.90
	44214	TOROID FOR TESLA COIL	\$193.57	80026120-54100	SUPPLIES	\$193.57
	488355.1	GLASS CHAIRMAT	\$187.90	80026400-54100	SUPPLIES	\$187.90
	SF-D 22713	GLASS CHAIRMAT	\$619.56	80026400-54100	SUPPLIES	\$619.56
	SF-D 21979	TAXES FOR REPLACEMENT PHONE	\$30.96	80026400-55100	TELEPHONE	\$30.96
					Vendor Total:	\$15,516.96
CA BUILDING STANDARDS COMMISSION	OCT-DEC 18	QUARTERLY REPORT FOR BSA	\$232.00	90000000-23027	BUILDING STDS ADMIN SPEC FD	\$258.00
				10000000-48110	MISCELLANEOUS RECEIPTS	(\$26.00)
					Vendor Total:	\$232.00
CA SURVEYING & DRAFTING SUPPLY INC	116764/1	BLACK CARTRIDGE	\$160.45	10024210-54100	SUPPLIES	\$160.45
					Vendor Total:	\$160.45
CRAIG SCHLATTER	TA 1/30/19	TRAVEL ADVANCE	\$15.00	60617451-57100	LEARNING AND DEVELOPMENT	\$15.00
					Vendor Total:	\$15.00
DAVE SENG	2076E	MAGNETIC NAMES	\$69.68	80026110-54100	SUPPLIES	\$69.68
					Vendor Total:	\$69.68
DAVID RAPPORT	6973	LEGAL SERVICES FOR FY 18/19	\$22,672.05	10014000-52150	LEGAL SERVICES/EXPENSES	\$3,276.00
				10014000-52150	LEGAL SERVICES/EXPENSES	\$11,324.94
				20414000-52150	LEGAL SERVICES/EXPENSES	\$85.42
				72022400-52150	LEGAL SERVICES/EXPENSES	\$320.91
				73000000-52150	LEGAL SERVICES/EXPENSES	\$1,348.26
				77714000-52150	LEGAL SERVICES/EXPENSES	\$163.92
				80014000-52150	LEGAL SERVICES/EXPENSES	\$1,694.56

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
DAVID RAPPORT	6973	LEGAL SERVICES FOR FY 18/19	\$22,672.05	83027330-52150	LEGAL SERVICES/EXPENSES	\$2,876.60
				84427222-52150	LEGAL SERVICES/EXPENSES	\$260.88
				90214000-52150	LEGAL SERVICES/EXPENSES	\$1,320.56
				Vendor Total:		\$22,672.05
DEEP VALLEY SECURITY	339873.3	PROVIDE AND INSTALL ELECTRONIC	\$52.95	80026400-52100	CONTRACTED SERVICES	\$52.95
	339873	ALARM SERVICES PER ATTACHED CO	\$301.60	10022100-52180	SECURITY SERVICES	\$26.95
				10022100-52180	SECURITY SERVICES	\$29.95
				10022822-52180	SECURITY SERVICES	\$22.95
				20822500-52180	SECURITY SERVICES	\$42.95
				20824300-52180	SECURITY SERVICES	\$49.00
				69122700-52180	SECURITY SERVICES	\$42.95
				73022600-52180	SECURITY SERVICES	\$19.95
				73022600-52180	SECURITY SERVICES	\$21.95
				82027111-52180	SECURITY SERVICES	\$20.00
				82027111-52180	SECURITY SERVICES	\$24.95
	339873.1	MONITORING - STREET/WATER DEPT	\$24.95	20824300-52180	SECURITY SERVICES	\$24.95
	339873.2	MONITORING - GARAGE	\$36.95	20824300-52180	SECURITY SERVICES	\$36.95
	339873.4	SECURITY UPGRADE & MONITORING/	\$42.95	69122700-52180	SECURITY SERVICES	\$42.95
				Vendor Total:		\$459.40
DELL MARKETING LP	10288214027	COMPUTER - PARKS DEPT	\$1,700.58	10022100-54330	COMPUTER AND TECHNOLOGY	\$1,700.58
	10288411893	OPTIPLEX 7060	\$1,768.75	10023100-54330	COMPUTER AND TECHNOLOGY	\$1,768.75
				Vendor Total:		\$3,469.33
DEPARTMENT OF JUSTICE	348172	FINGERPRINTS	\$162.00	10020000-44420	FINGERPRINT FEES	\$162.00
				Vendor Total:		\$162.00
DEPT OF CONSERVATION	OCT-DEC 18	OCT-DEC 2018 SMIP TAX RETURN	\$1,259.30	90000000-23006	STRONG MOTION ED. SET ASIDE	(\$66.28)
				90000000-23005	STRONG MOTION INSTR. PROG.	\$1,325.58
				Vendor Total:		\$1,259.30
EUREKA OXYGEN CO	445823	EQUIPMENT MAINTENANCE	\$163.05	10024620-54120	PW - SPECIAL SUPPLIES	\$163.05

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
EUREKA OXYGEN CO	445827	EQUIPMENT MAINTANANCE	\$491.00	80026110-54100	SUPPLIES	\$491.00
	445828	EQUIPMENT MAINTENANCE	\$85.00	80026220-54100	SUPPLIES	\$85.00
	445825	EQUIPMENT MAINTENANCE	\$151.62	82027114-54100	SUPPLIES	\$151.62
					Vendor Total:	\$890.67
EXCISE TAX DIVISION	Q3 2018	Q3 2018 ELECTRIC ENERGY SURCHARGE	\$33.74	10013400-54700	FINES & PENALTIES	\$33.74
					Vendor Total:	\$33.74
GENERAL PACIFIC INC	1323241	ELECTRICAL EQUIPMENT AND SUPPL	\$28,007.00	80000000-12104	INVENTORY - PURCHASES	\$28,007.00
					Vendor Total:	\$28,007.00
GOVERNMENT FINANCE OFFICERS ASSOC	2912390	REGISTRATION - C RASMASON - BUDGET ACADEMY	\$141.00	10013400-57100	LEARNING AND DEVELOPMENT	\$141.00
	2911439	REGISTRATION - S BROWN	\$900.00	10013400-57100	LEARNING AND DEVELOPMENT	\$900.00
					Vendor Total:	\$1,041.00
GRANITE CONSTRUCTION COMPANY	1523135	MISC. ROCK & ROAD PATCH MATERI	\$90.48	82027114-54100	SUPPLIES	\$90.48
					Vendor Total:	\$90.48
GREG OWEN	TA 1/27-30/19	TRAVEL ADVANCE	\$1,400.00	77725200-57100	LEARNING AND DEVELOPMENT	\$1,400.00
					Vendor Total:	\$1,400.00
INTEGRITY SHRED	88952	SHREDDING SERVICES	\$836.40	10012500-52100	CONTRACTED SERVICES	\$836.40
					Vendor Total:	\$836.40
INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS	2019-MARCH	ANNUAL MEMBERSHIP TO IIMC 2019	\$170.00	10021210-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$85.00
				91521400-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$85.00
					Vendor Total:	\$170.00
JOSHUA CAMPBELL	DV011119	REIMBURSEMENT - WATER TREATMENT II CLASS	\$148.00	82027111-57100	LEARNING AND DEVELOPMENT	\$148.00
	TA 1/14-5/20/19	TRAVEL ADVANCE	\$340.00	82027111-57100	LEARNING AND DEVELOPMENT	\$340.00
					Vendor Total:	\$488.00
LARRY JOE BROOKS	15-12.2	SMITH STREET REHAB PROJ SPEC 1	\$75,834.70	12024200-80230	INFRASTRUCTURE	\$24,422.67
				25124210-80230	INFRASTRUCTURE	\$21,951.33
				82227113-80230	INFRASTRUCTURE	\$29,460.70
					Vendor Total:	\$75,834.70

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
LEAGUE OF CALIFORNIA CITIES	1584	MEMBERSHIP DUES 2019	\$100.00	10010000-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$100.00
					Vendor Total:	\$100.00
MEAD & HUNT INC	278234	ENG SVCS FOR FAA APMP STUDY W/	\$909.50	77800000-52100	CONTRACTED SERVICES	\$909.50
	272376	ENG SVCS FOR FAA APMP STUDY W/	\$1,296.25	77800000-52100	CONTRACTED SERVICES	\$1,296.25
	278647	ENG SVCS FOR FAA APMP STUDY W/	\$2,183.75	77800000-52100	CONTRACTED SERVICES	\$2,183.75
	283915	DESIGN FOR FAA RUNWAY 15-33 PA	\$270.00	77800000-80230	INFRASTRUCTURE	\$270.00
	285454	DESIGN FOR FAA RUNWAY 15-33 PA	\$963.00	77800000-80230	INFRASTRUCTURE	\$963.00
	282498	DESIGN FOR FAA RUNWAY 15-33 PA	\$9,960.50	77800000-80230	INFRASTRUCTURE	\$9,960.50
					Vendor Total:	\$15,583.00
MELISSA MICHAEL	DV010719	REIMBURSEMENT - WATER DISTRIBUTION EXAM	\$30.00	84027225-57100	LEARNING AND DEVELOPMENT	\$30.00
					Vendor Total:	\$30.00
MENDOCINO COUNTY ENVIRONMENTAL HEALTH	EH36062	HAZARDOUS MATERIAL PERMIT	\$1,119.50	80026210-59101	FEES	\$1,119.50
					Vendor Total:	\$1,119.50
MILLVIEW COUNTY WATER DISTRICT	UVFA DEC 18	WATER SERVICES - LOVERS LANE	\$61.85	10021210-55210	UTILITIES	\$30.92
				91521400-55210	UTILITIES	\$30.93
					Vendor Total:	\$61.85
MOTION INDUSTRIES INC	CA23-512155	BEARING, FITTING & MISC. ITEMS	\$20.17	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$20.17
					Vendor Total:	\$20.17
NCPA	006102-0119026	JAN 18 NCPA	\$817,921.00	80026440-58104	NCPA MANAGEMENT SERVICES	\$52,690.00
				80026440-58101	NCPA PLANT GENERATION	\$126,431.00
				80026440-58102	NCPA POWER PURCHASES	\$463,945.00
				80026440-58105	NCPA THIRD PARTY SALES	(\$6,472.00)
				80026440-58103	NCPA TRANSMISSION	\$181,327.00
					Vendor Total:	\$817,921.00

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
NICK KIRBY	DV011517	REIMBURSEMENT - WATER DISTRIBUTION LICENSE	\$65.00	82027114-59101	FEES	\$65.00
					Vendor Total:	\$65.00
NORTH COAST OPPORTUNITIES, INC	DV121418	UKIAH ON ICE SKATE NIGHT	\$34.00	31400000-48110	MISCELLANEOUS RECEIPTS	\$34.00
					Vendor Total:	\$34.00
OAK MANOR PTO	DV122018	UKIAH ON ICE SKATE NIGHT	\$22.00	31400000-48110	MISCELLANEOUS RECEIPTS	\$22.00
					Vendor Total:	\$22.00
OCT WATER QUALITY ACADEMY	DV010318	REGISTRATION - R HULBERT	\$950.00	82027114-57100	LEARNING AND DEVELOPMENT	\$950.00
	DV010318.1	REGISTRATION - T SHEFFER	\$950.00	82027114-57100	LEARNING AND DEVELOPMENT	\$950.00
	DV011019	REGISTRATION - C GOWAN	\$390.00	84027225-57100	LEARNING AND DEVELOPMENT	\$390.00
					Vendor Total:	\$2,290.00
OFFICE DEPOT	249305566001	CALENDAR	\$16.26	10020210-54201	PRISONER EXPENSE	\$16.26
	242297096001	CARTRIDGE	\$71.74	10020210-54201	PRISONER EXPENSE	\$71.74
	249304578001	CARTRIDGE, MARKET	\$420.61	10020210-54201	PRISONER EXPENSE	\$420.61
	247476428001	FOLDER, COPY PAPER	\$115.28	10012200-54100	SUPPLIES	\$115.28
	250398660001	CARTRIDGE	\$267.54	10020210-54100	SUPPLIES	\$267.54
	239944125001	CARTRIDGE	\$267.56	10020210-54100	SUPPLIES	\$267.56
	246008429001	TONERS	\$270.95	10020210-54100	SUPPLIES	\$270.95
	250393974001	CARTRIDGE	\$430.79	10020210-54100	SUPPLIES	\$430.79
	244052437001	CALENDARS, DESKPAD, PLANNER	\$326.64	20324100-54100	SUPPLIES	\$17.61
				20324100-54100	SUPPLIES	\$72.45
				20324100-54100	SUPPLIES	\$108.15
				80026400-54100	SUPPLIES	\$27.82
				80026400-54100	SUPPLIES	\$36.05
				80026400-54100	SUPPLIES	\$64.56
	244072457001	PLANNER	\$129.21	80026400-54100	SUPPLIES	\$129.21
	246638170001	PLANNER, DESKPAD, CALENDARS	\$571.97	82027114-54100	SUPPLIES	\$285.99
				84027221-54100	SUPPLIES	\$142.98

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
OFFICE DEPOT	246638170001	PLANNER, DESKPAD, CALENDARS	\$571.97	84027221-54100	SUPPLIES	\$143.00
					Vendor Total:	\$2,888.55
OLIN CORPORATION	2625905	LIQUID SODIUM HYPOCHLORITE 12.	\$3,966.90	84027225-58202	CHEMICALS	\$3,966.90
					Vendor Total:	\$3,966.90
ONE TIME PAY VENDOR	0012276	RECREATION REFUND - STEPHANIE PETERSON	\$35.00	10022800-44915	RECREATION PROGRAM INCOME	\$35.00
	114976-4	UTILITY REFUND - LUCILLE HERNANDEZ	\$44.90	90100000-10421	UTILITY RECEIVABLES CLEARING	\$44.90
					Vendor Total:	\$79.90
ONLINE INFORMATION SRVS INC	898566	UTILITY EXCHANGE REPORTING FY	\$194.70	20513300-52100	CONTRACTED SERVICES	\$194.70
	904117	UTILITY EXCHANGE REPORTING FY	\$206.69	20513300-52100	CONTRACTED SERVICES	\$206.69
					Vendor Total:	\$401.39
OREILLY AUTO PARTS	2707-493503	BRAKE ROTOR RETURN	(\$337.12)	10020210-56130	EXTERNAL SERVICES	(\$337.12)
	2707-493555	ROTOR RETURN	(\$285.01)	10020210-56130	EXTERNAL SERVICES	(\$285.01)
	2707-495949	PC ROTOR RETURN	(\$260.95)	10020210-56130	EXTERNAL SERVICES	(\$260.95)
	2707-489794	BRAKE ROTOR RETURN	(\$73.25)	10020210-56130	EXTERNAL SERVICES	(\$73.25)
	2707-493546	FILTER	\$14.10	10020210-56130	EXTERNAL SERVICES	\$14.10
	2707-489351	BRAKE ROTOR	\$73.25	10020210-56130	EXTERNAL SERVICES	\$73.25
	2707-495867	PC ROTOR	\$260.95	10020210-56130	EXTERNAL SERVICES	\$260.95
	2707-493540	ROTOR	\$260.95	10020210-56130	EXTERNAL SERVICES	\$260.95
	2707-493501	ROTOR	\$285.01	10020210-56130	EXTERNAL SERVICES	\$285.01
	2707-493502	DISC PAD SET, BRAKE ROTOR	\$720.53	10020210-56130	EXTERNAL SERVICES	\$720.53
					Vendor Total:	\$658.46
PACE SUPPLY CORPORATION	025043439	WIRE	\$599.10	82027114-54100	SUPPLIES	\$599.10
					Vendor Total:	\$599.10
PFM ASSET MANAGEMENT LLC	AUM-102951	FINANCIAL ADVISORY SERVICES	\$2,600.79	10015100-52100	CONTRACTED SERVICES	\$2,600.79
					Vendor Total:	\$2,600.79
PG&E CO	1522 DEC 18	PACIFIC GAS & ELECTRIC	\$30.62	10021210-55210	UTILITIES	\$15.31
				91521400-55210	UTILITIES	\$15.31
	6833-2 DEC 18	PACIFIC GAS & ELECTRIC	\$556.29	10021210-55210	UTILITIES	\$278.15

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
PG&E CO	6833-2 DEC 18	PACIFIC GAS & ELECTRIC	\$556.29	91521400-55210	UTILITIES	\$278.14
	6124-2 DEC 18	PACIFIC GAS & ELECTRIC	\$991.87	10021210-55210	UTILITIES	\$495.93
				91521400-55210	UTILITIES	\$495.94
	7075-1 JAN 19	PACIFIC GAS & ELECTRIC	\$98.87	10022100-55210	UTILITIES	\$98.87
	0853-6 DEC 18	PACIFIC GAS & ELECTRIC	\$2,901.91	31122000-55210	UTILITIES	\$2,901.91
Vendor Total:						\$4,579.56
PHYSIO-CONTROL INC	418213615	SED BATTERIES	\$1,017.59	31122000-56120	EQUIPMENT MAINTENANCE & REPAIR	\$339.20
				90000000-23219	PUMPKINFEST	\$339.19
				80026400-54100	SUPPLIES	\$339.20
Vendor Total:						\$1,017.59
POLYDYNE INC	1308634	LIQUID POLY ALKYLAMINE	\$10,407.64	84027225-58202	CHEMICALS	\$10,407.64
Vendor Total:						\$10,407.64
PUBLIC SERVICE DEPARTMENT	CITY DEC 18	DEC 18 CITY UTILITIES	\$96,269.21	80626450-52133	MONTHLY DISCOUNT PROGRAM	\$132.77
				90000000-23220	PUMPKINFEST (CC VENDOR PYTS)	\$1,418.59
				10012200-55210	UTILITIES	\$230.82
				10022100-55210	UTILITIES	\$12,474.78
				10022300-55210	UTILITIES	\$3,221.61
				10024214-55210	UTILITIES	\$722.09
				10024620-55210	UTILITIES	\$464.89
				20620231-55210	UTILITIES	\$59.68
				20822500-55210	UTILITIES	\$6,535.22
				20824300-55210	UTILITIES	\$1,932.20
				25024300-55210	UTILITIES	\$88.46
				64020213-55210	UTILITIES	\$535.92
				69122700-55210	UTILITIES	\$5,092.71
				72022400-55210	UTILITIES	\$6,318.34
				73022600-55210	UTILITIES	\$2,438.10
				77725200-55210	UTILITIES	\$3,137.27
				80026400-55210	UTILITIES	\$2,331.13

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
PUBLIC SERVICE DEPARTMENT	CITY DEC 18	DEC 18 CITY UTILITIES	\$96,269.21	80526150-55210	UTILITIES	\$9,086.50
				82027111-55210	UTILITIES	\$14,378.04
				84027221-55210	UTILITIES	\$64.24
				84027225-55210	UTILITIES	\$25,605.85
	81411-1 NOV 18	SEWER - 1500 S STATE ST	\$53.47	10021210-55210	UTILITIES	\$26.73
				91521400-55210	UTILITIES	\$26.74
	90558-8 DEC 18	SEWER - 141 LOVERS LN	\$79.87	10021210-55210	UTILITIES	\$39.93
				91521400-55210	UTILITIES	\$39.94
	89690-2 NOV 18	SEWER - 1640 S STATE ST	\$155.04	31122000-55210	UTILITIES	\$155.04
				Vendor Total: -----		\$96,557.59
R EMMETT JONES	DEC 18	MANAGEMENT ADVISORY SERVICES	\$787.50	10012100-52100	CONTRACTED SERVICES	\$150.00
				70024500-52100	CONTRACTED SERVICES	\$637.50
				Vendor Total: -----		\$787.50
RAINBOW AGRICULTURAL SERVICES	15688/1	FILE HANDLE WOOD	\$30.82	10024620-54120	PW - SPECIAL SUPPLIES	\$30.82
	15878/1	FILTERS	\$176.74	10024620-54120	PW - SPECIAL SUPPLIES	\$176.74
	16013/1	K-9 FOOD - JACK	\$59.87	10020210-54100	SUPPLIES	\$59.87
	15685/1	GALLON OF GAS	\$21.33	10022100-54100	SUPPLIES	\$21.33
	15750/1	SAFETY GLASSES	\$98.93	10022100-54100	SUPPLIES	\$98.93
	15843/1	RAIN GEAR	\$108.86	10024210-54100	SUPPLIES	\$36.29
				82027111-54100	SUPPLIES	\$36.29
				84027220-54100	SUPPLIES	\$36.28
	15953/1	RAIN GEAR	\$114.31	10024210-54100	SUPPLIES	\$38.11
				82027110-54100	SUPPLIES	\$38.10
				84027220-54100	SUPPLIES	\$38.10
	16455/1	RAIN GEAR	\$86.87	20513382-54100	SUPPLIES	\$86.87
	16166/1	RAIN GEAR	\$97.98	20513382-54100	SUPPLIES	\$97.98
	15687/1	SWEATSHIRTS	\$66.39	82027111-54100	SUPPLIES	\$66.39
	15746/1	RAIN GEAR	\$114.31	82027111-54100	SUPPLIES	\$114.31
				Vendor Total: -----		\$976.41

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
RAINFOREST FANTASY	03147	PEER SUPPORT - PD	\$62.60	10020210-54100	SUPPLIES	\$62.60
					Vendor Total:	\$62.60
REDWOOD COAST FUELS	0110164	CARDLOCK FUEL PURCHASES	\$328.12	20824300-56210	FUEL & FLUIDS	\$328.12
					Vendor Total:	\$328.12
REDWOOD TREE SERVICE STATIONS INC	DEC 18	CAR WASHES & INTERIOR CLEANING	\$88.00	10020210-56130	EXTERNAL SERVICES	\$60.00
				80026400-56130	EXTERNAL SERVICES	\$28.00
					Vendor Total:	\$88.00
RICHARD THORNTON	00000010035	TELEPHONE PRODUCTS & SERVICES	\$647.00	73022600-54330	COMPUTER AND TECHNOLOGY	\$647.00
	0000010024	TELEPHONE PRODUCTS & SERVICES	\$52.50	10020210-52100	CONTRACTED SERVICES	\$52.50
					Vendor Total:	\$699.50
ROUND TABLE PIZZA	02-24	ELECTRIC OUTAGE BAYWOOD COURT	\$102.85	80026400-54100	SUPPLIES	\$102.85
					Vendor Total:	\$102.85
SAGE SANGIACOMO	DV011519	REIMBURSEMENT - LATINX FORUM TICKETS	\$96.51	10012100-57100	LEARNING AND DEVELOPMENT	\$96.51
					Vendor Total:	\$96.51
SANTA ROSA UNIFORM & CAREER APPAREL INC	140195	UNIFORM SUPPLIES	\$25.04	10020210-54100	SUPPLIES	\$25.04
	140937	UNIFORM SUPPLIES	\$450.03	10020210-54100	SUPPLIES	\$450.03
	12576	UNIFORM SUPPLIES	\$478.32	10020210-54100	SUPPLIES	\$478.32
	140217	UNIFORM SUPPLIES	\$838.30	10020210-54100	SUPPLIES	\$838.30
					Vendor Total:	\$1,791.69
SEAN PAUL HIGGINS	TA 1/14-5/16/19	TRAVEL ADVANCE	\$4,843.52	84027225-57100	LEARNING AND DEVELOPMENT	\$4,843.52
	DV122818	REIMBURSEMENT FOR DISTRIBUTION EXAM FEE	\$65.00	84027225-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$65.00
					Vendor Total:	\$4,908.52
SIERRA TRAFFIC MARKINGS INC	5189	STREET STRIPING 2018	\$28,982.15	12024200-80230	INFRASTRUCTURE	\$28,982.15
					Vendor Total:	\$28,982.15
SILVA SEPTIC INC	76523	PORTABLE RESTROOM RENTAL	\$185.09	10024620-54120	PW - SPECIAL SUPPLIES	\$185.09
	75527	PORTABLE RESTROOM RENTAL	\$191.96	10024620-54120	PW - SPECIAL SUPPLIES	\$191.96
					Vendor Total:	\$377.05

List of Checks Presented for Approval on 1/18/2019

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
SOLID WASTES SYSTEMS INC	389172	MISC. DUMP FEES	\$406.50	10021210-56300	BUILDING MAINT. & REPAIR	\$5.60
				10021210-56300	BUILDING MAINT. & REPAIR	\$12.48
				91521400-56300	BUILDING MAINT. & REPAIR	\$5.60
				91521400-56300	BUILDING MAINT. & REPAIR	\$12.49
				10024620-54120	PW - SPECIAL SUPPLIES	\$14.67
				10024620-54120	PW - SPECIAL SUPPLIES	\$27.52
				10024620-54120	PW - SPECIAL SUPPLIES	\$30.29
				10024620-54120	PW - SPECIAL SUPPLIES	\$44.24
				10024620-54120	PW - SPECIAL SUPPLIES	\$57.01
				10024620-54120	PW - SPECIAL SUPPLIES	\$87.49
				10024620-54120	PW - SPECIAL SUPPLIES	\$109.11
				Vendor Total:		\$406.50
SONIC NET LLC	11572950	INTERNET SERVICES - UVFD	\$18.20	10021210-55100	TELEPHONE	\$9.10
				91521400-55100	TELEPHONE	\$9.10
				Vendor Total:		\$18.20
STAPLES CREDIT PLAN	65402	GAS DUSTER, TONER, FLASH DRIVE	\$208.96	10024620-54120	PW - SPECIAL SUPPLIES	\$208.96
	7210136695-0-1	BINDER, SHARPIES, DIVIDER, TONER	\$200.57	10013400-54100	SUPPLIES	\$200.57
	62214	PLANNER	\$29.39	10020210-54100	SUPPLIES	\$29.39
	20151	HDMI CONNECTION	\$43.53	10020210-54100	SUPPLIES	\$43.53
	7209810115-0-1	ENVELOPES, STICKIE NOTES	\$40.69	10021210-54100	SUPPLIES	\$13.38
				20413500-54100	SUPPLIES	\$13.92
				91521400-54100	SUPPLIES	\$13.39
	23194	DESK PADS	\$107.75	10022100-54100	SUPPLIES	\$107.75
	7210382513-0-1	COLOR PAPER	\$55.33	10022810-54100	SUPPLIES	\$55.33
	7208527860-2-1	TONER	\$430.70	10022810-54100	SUPPLIES	\$430.70
	169805400-0-3	FILING CABINET	\$217.97	10023100-54100	SUPPLIES	\$217.97
	7210265543-0-2	MOUSE PAD	\$7.39	20413500-54100	SUPPLIES	\$7.39
	7210265543-0-1	STORAGE BOXES, DIVIDERS, AA BATTERIES	\$36.17	20413500-54100	SUPPLIES	\$36.17
	26586	PLANNER	\$11.34	20913900-54100	SUPPLIES	\$11.34

List of Checks Presented for Approval on 1/18/2019

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
STAPLES CREDIT PLAN	20517	GAS DUSTER, ADAPTER	\$59.85	20913900-54100	SUPPLIES	\$59.85
	21179	PAPER ROLLS	\$12.84	31400000-54100	SUPPLIES	\$12.84
	62584	ERASER	\$58.78	73022600-54100	SUPPLIES	\$58.78
	18982	FORMS ENVELOPES	\$71.79	73022600-54100	SUPPLIES	\$71.79
	2207024511	LEGAL PADS	\$221.41	73022600-54100	SUPPLIES	\$221.41
	20744	WIRELESS KEYBOARD	\$48.98	80026400-54100	SUPPLIES	\$48.98
	23195	IPAD SCREEN PROTECTOR, TAPE	\$157.83	80026400-54100	SUPPLIES	\$157.83
	63024	PENS	\$73.46	84027221-54100	SUPPLIES	\$73.46
	64958	MEMO PADS, BLACK ART TAPE	\$34.00	84027225-54100	SUPPLIES	\$34.00
	21592	POST-IT, BINDER, BLACK TAPE	\$60.58	84027225-54100	SUPPLIES	\$60.58
	7209809888-0-2	WHITE BOARD	\$99.38	84027225-54100	SUPPLIES	\$99.38
	7210292877-0-1	CALENDARS	\$101.85	84027225-54100	SUPPLIES	\$101.85
	65449	BINDERS	\$103.32	84027225-54100	SUPPLIES	\$103.32
	7209809888-0-1	CALENDAR	\$170.06	84027225-54100	SUPPLIES	\$170.06
	Vendor Total:					\$2,663.92
STATE WATER RESOURCES CONTROL BOARD	DV011419	WWT EXAM - C GOWAN	\$120.00	84027225-57100	LEARNING AND DEVELOPMENT	\$120.00
	DV011019.1	WWT EXAM - M MICHAEL	\$295.00	84027225-57100	LEARNING AND DEVELOPMENT	\$295.00
	DV011019	WWT EXAM - R KRIKEN	\$365.00	84027225-57100	LEARNING AND DEVELOPMENT	\$365.00
	Vendor Total:					\$780.00
SYAR INDUSTRIES INC	718489	ASPHALT AS NEEDED	\$1,953.54	10024620-54128	PW - COLD PATCH MATERIAL	\$976.78
				82027114-54100	SUPPLIES	\$488.38
				84027221-54100	SUPPLIES	\$488.38
	Vendor Total:					\$1,953.54
THATCHER COMPANY OF CALIFORNIA INC	260670	CHLORINE PRODUCTS	\$9,100.85	84027225-58202	CHEMICALS	\$9,100.85
	Vendor Total:					\$9,100.85
THE LYMAN GROUP, INC	5220575	TRUCK STRAPS & PROPANE	\$132.88	84027225-54102	SMALL TOOLS	\$132.88
	5220317	EROSION MIX	\$22.25	70024500-54100	SUPPLIES	\$22.25

List of Checks Presented for Approval on 1/18/2019

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
THE LYMAN GROUP, INC	5220707	RAIN GEAR	\$116.29	82027114-54100	SUPPLIES	\$116.29
					Vendor Total:	\$271.42
THE PEAVEY COMPANY	351468	EVIDENCE SUPPLIES	\$113.31	10020210-54201	PRISONER EXPENSE	\$113.31
					Vendor Total:	\$113.31
THE UPHOLSTERY VAN	454361	HEAD LINER	\$280.00	82027112-56130	EXTERNAL SERVICES	\$280.00
					Vendor Total:	\$280.00
TRACTOR SUPPLY CREDIT PLAN	300294914	RAIN CAP	\$12.51	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$12.51
	300292882	NO TRESPASSING SIGN	\$34.67	10024620-54120	PW - SPECIAL SUPPLIES	\$34.67
	300294454	TUBE	\$88.18	10024620-54120	PW - SPECIAL SUPPLIES	\$88.18
	200264791	AMMO CANS TO STORE EQUIPMENT FOR NEW ENGINE	\$34.80	25321210-54102	SMALL TOOLS	\$17.40
				91621400-54102	SMALL TOOLS	\$17.40
	100383656	RING ANCHOR, GEAR TIE	\$62.02	25321210-54102	SMALL TOOLS	\$31.01
				91621400-54102	SMALL TOOLS	\$31.01
	100383657	BAR CHAIN OIL	\$76.70	25321210-54102	SMALL TOOLS	\$38.35
				91621400-54102	SMALL TOOLS	\$38.35
	300292978	AIR HOSE	\$97.51	80026110-54100	SUPPLIES	\$97.51
	100382844	RAIN GEAR	\$138.39	82027114-54100	SUPPLIES	\$138.39
	300293772	RAIN GEAR	\$148.06	82027114-54100	SUPPLIES	\$148.06
	100381782	SAFETY SNAPS FOR TRACTOR & MOWER KEYS	\$4.11	84027225-54100	SUPPLIES	\$4.11
					Vendor Total:	\$696.95
TRANSENE COMPANY INC	165119	POTASSIUM IODIDE, FREE FLOWING	\$2,372.89	84027225-54100	SUPPLIES	\$2,372.89
					Vendor Total:	\$2,372.89
UKIAH UNIFIED SCHOOL DISTRICT	DV121918	UKIAH ON ICE SKATE NIGHT	\$34.00	31400000-48110	MISCELLANEOUS RECEIPTS	\$34.00
					Vendor Total:	\$34.00
UKIAH VALLEY ASSOCIATION FOR HABILITATION INC	IN21461	JANITORIAL SERVICES - WWTP FY	\$640.00	84027225-52100	CONTRACTED SERVICES	\$640.00
					Vendor Total:	\$640.00

List of Checks Presented for Approval on 1/18/2019

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
USA BLUEBOOK	767383	COTTON SWAB APPLICATOR	\$18.39	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$18.39
					Vendor Total:	\$18.39
VAN LANT & FANKHANEL	112718.2	AUDIT SVCS, 5-YEAR AGREEMENT	\$13,000.00	10013400-52100	CONTRACTED SERVICES	\$13,000.00
					Vendor Total:	\$13,000.00
WALMART COMMUNITY	007873	TV, MOUNT, CABLES FOR PD	\$543.05	10020210-54100	SUPPLIES	\$543.05
	004188	PLAZA LIGHTS	\$112.88	10022100-54100	SUPPLIES	\$112.88
	003682	CHRISTMAS LIGHTS	\$141.10	10022100-54100	SUPPLIES	\$141.10
	004195	PLAZA LIGHTS	\$225.76	10022100-54100	SUPPLIES	\$225.76
	008175	CHRISTMAS LIGHTS	\$17.94	20822500-54100	SUPPLIES	\$17.94
	000098	LIGHTS FOR CIVIC CENTER	\$26.91	20822500-54100	SUPPLIES	\$26.91
	008054	LIGHTS FOR CIVIC CENTER	\$26.91	20822500-54100	SUPPLIES	\$26.91
	007691	ICE RINK SUPPLIES	\$75.66	31422860-54100	SUPPLIES	\$75.66
	003128	RETURNED STORAGE TOTE BOXES	(\$31.88)	73022600-54100	SUPPLIES	(\$31.88)
	005715	STORAGE TOTE BOXES	\$31.88	73022600-54100	SUPPLIES	\$31.88
	004553	WIRE	\$34.32	73022600-54100	SUPPLIES	\$34.32
	007386	ELECTRIC SUPPLIES RETURN	(\$38.82)	80026110-54100	SUPPLIES	(\$38.82)
	008318	SHIPPING TAPE	\$32.60	80026110-54100	SUPPLIES	\$32.60
	007577	ELECTRIC SUPPLIES	\$111.23	80026110-54100	SUPPLIES	\$111.23
	009921	BATTERIES, LIGHT FIXER, TAPE	\$285.76	80026110-54100	SUPPLIES	\$285.76
	005623	ELECTRIC SUPPLIES	\$352.58	80026110-54100	SUPPLIES	\$352.58
	008522	OIL	\$41.20	80026400-54100	SUPPLIES	\$41.20
	000213	CLEANER, PENS, PLASTIC BAGS	\$20.52	84027225-54100	SUPPLIES	\$20.52
	004347	MICROWAVE FOR LUNCH RM, STORAGE BAGS	\$126.70	84027225-54100	SUPPLIES	\$126.70
					Vendor Total:	\$2,136.30
WASTE MANAGEMENT	2748467-2561-3	GARAGE SERVICE	\$59.50	10021210-55210	UTILITIES	\$29.75
				91521400-55210	UTILITIES	\$29.75
	2748682-2561-7	GARBAGE SERVICE	\$59.50	10021210-55210	UTILITIES	\$29.75
				91521400-55210	UTILITIES	\$29.75
					Vendor Total:	\$119.00

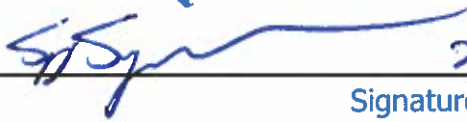
List of Checks Presented for Approval on 1/18/2019

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
WAXIE SANITARY SUPPLY	77963223	JANITORIAL SUPPLIES	\$1,726.40	90000000-20231	COUNTY MENTAL HEALTH .5%	(\$7.97)
				20822500-54100	SUPPLIES	\$7.55
				20822500-54100	SUPPLIES	\$1,637.73
				69122700-54100	SUPPLIES	\$0.42
				69122700-54100	SUPPLIES	\$88.67
	77567664.1	CREDIT TO PO# 45490	(\$13.38)	20822500-54100	SUPPLIES	(\$13.38)
	Vendor Total: -----					\$1,713.02
WESCO GRAPHICS INC	44726	PRODUCTION OF RECREATION GUIDE	\$5,326.23	10022850-54100	SUPPLIES	\$5,326.23
					Vendor Total: -----	
WESTERN HILLS HOMEOWNERS ASSOC	1226	QUARTERLY MEMBER DUES	\$225.00	10012200-52100	CONTRACTED SERVICES	\$225.00
					Vendor Total: -----	
WIPF CONSTRUCTION LLC	2540	DELIVERY OF VARIOUS MATERIALS	\$597.60	84027221-54100	SUPPLIES	\$597.60
					Vendor Total: -----	
INVOICE TOTAL:						\$1,298,803.57
TOTAL:						

List of Checks Presented for Approval on 1/25/2019

The following list of bills payable was reviewed and approved for payment.

 2-14-19 
Signature

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
AFLAC	933078	CANCER/LIFE/ACC INSURANCE	\$7,377.90	20700000-20527	SECTION 125 (CANCER & LIFE)	\$7,377.90
Vendor Total:						\$7,377.90
AFLAC GROUP INSURANCE	A111730700	FEB 19 AFLAC CRITICAL CARE INSURANCE	\$378.96	20700000-20538	AFLAC CRITICAL ILLNESS POLICY	\$378.96
Vendor Total:						\$378.96
ALPHA ANALYTICAL LABORATORIES INC	8123346-UKIAH	MISC. LABORATORY WORK AS NEEDED	\$60.00	82027111-52100	CONTRACTED SERVICES	\$60.00
	8123348-UKIAH	MISC. LABORATORY WORK AS NEEDED	\$80.00	82027111-52100	CONTRACTED SERVICES	\$80.00
	8122338-UKIAH	MISC. LABORATORY WORK AS NEEDED	\$100.00	82027111-52100	CONTRACTED SERVICES	\$100.00
	8123108-UKIAH	MISC. LABORATORY WORK AS NEEDED	\$100.00	82027111-52100	CONTRACTED SERVICES	\$100.00
	8123345-UKIAH	MISC. LABORATORY WORK AS NEEDED	\$100.00	82027111-52100	CONTRACTED SERVICES	\$100.00
	8123349-UKIAH	MISC. LABORATORY WORK AS NEEDED	\$100.00	82027111-52100	CONTRACTED SERVICES	\$100.00
	8123347-UKIAH	MISC. LABORATORY WORK AS NEEDED	\$120.00	82027111-52100	CONTRACTED SERVICES	\$120.00
	8123095-UKIAH	MISC. LABORATORY WORK AS NEEDED	\$140.00	82027111-52100	CONTRACTED SERVICES	\$140.00
	8123109-UKIAH	MISC. LABORATORY WORK AS NEEDED	\$140.00	82027111-52100	CONTRACTED SERVICES	\$140.00
	8121821-UKIAH	MISC. LABORATORY WORK AS NEEDED	\$170.00	82027111-52100	CONTRACTED SERVICES	\$170.00
	8124313-UKIAH	MISC. LABORATORY WORK AS NEEDED	\$170.00	82027111-52100	CONTRACTED SERVICES	\$170.00
	8124585-UKIAH	MISC. LABORATORY WORK AS NEEDED	\$195.00	82027111-52100	CONTRACTED SERVICES	\$195.00
	8122848-UKIAH	MISC. LABORATORY WORK AS NEEDED	\$240.00	82027111-52100	CONTRACTED SERVICES	\$240.00
Vendor Total:						\$1,715.00
AMAZON CAPITAL SERVICES	19HG-3CRT-V44Y	SPRAY ADHESIVE, BOARD CENTER	\$52.25	10020210-54100	SUPPLIES	\$52.25
	16C4-QL1R-9LR3	CHAIR	\$376.36	10020210-54100	SUPPLIES	\$376.36
Vendor Total:						\$428.61
AMERICAN RAIL ENGINEERS CORPORATION	N3_021-02	RAIL TRAIL PHASE 2	\$2,090.00	51124210-80230	INFRASTRUCTURE	\$2,090.00
Vendor Total:						\$2,090.00

List of Checks Presented for Approval on 1/25/2019

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
APPLIED INDUSTRIAL TECHNOLOGIES CA LLC	7015225641	RHINO DIRT	\$533.35	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$533.35
					Vendor Total:	\$533.35
ARAMARK UNIFORM SERVICES	704150043	UNIFORM, MAT & TOWEL SVC	\$110.13	20822500-56300	BUILDING MAINT. & REPAIR	\$110.13
	704170512	UNIFORM, MAT & TOWEL SVC	\$110.13	20822500-56300	BUILDING MAINT. & REPAIR	\$110.13
	704190996	UNIFORM, MAT & TOWEL SVC	\$126.68	20822500-56300	BUILDING MAINT. & REPAIR	\$126.68
	704160319	UNIFORM, MAT & TOWEL SVC	\$82.17	31122000-56300	BUILDING MAINT. & REPAIR	\$82.17
	704180760	UNIFORM, MAT & TOWEL SVC	\$93.30	31122000-56300	BUILDING MAINT. & REPAIR	\$93.30
	704150044	UNIFORM, MAT & TOWEL SVC	\$84.83	73022600-56300	BUILDING MAINT. & REPAIR	\$84.83
	704170513	UNIFORM, MAT & TOWEL SVC	\$84.83	73022600-56300	BUILDING MAINT. & REPAIR	\$84.83
	704190997	UNIFORM, MAT & TOWEL SVC	\$97.57	73022600-56300	BUILDING MAINT. & REPAIR	\$97.57
	704150061	UNIFORM, MAT & TOWEL SVC	\$59.55	77725200-54100	SUPPLIES	\$59.55
	704160334	UNIFORM, MAT & TOWEL SVC	\$59.55	77725200-54100	SUPPLIES	\$59.55
	704170530	UNIFORM, MAT & TOWEL SVC	\$65.01	77725200-54100	SUPPLIES	\$65.01
	704180774	UNIFORM, MAT & TOWEL SVC	\$65.01	77725200-54100	SUPPLIES	\$65.01
	704191013	UNIFORM, MAT & TOWEL SVC	\$76.45	77725200-54100	SUPPLIES	\$76.45
	Vendor Total:					\$1,115.21
ASHLEY MILLS	DV010219	INSTRUCTOR	\$250.00	10022850-52100	CONTRACTED SERVICES	\$250.00
					Vendor Total:	\$250.00
ASSOC OF CALIFORNIA AIRPORTS	DV011119	MEMBERSHIP 2018-2019	\$75.00	77725200-57100	LEARNING AND DEVELOPMENT	\$75.00
					Vendor Total:	\$75.00
AT&T	000012444897	T1 TO INTERNET	\$573.75	20913900-55100	TELEPHONE	\$573.75
	000012445294	TELEPHONE SERVICES	\$4,965.38	20913900-55100	TELEPHONE	\$4,965.38
	1718 JAN 19	CC TERMINAL	\$171.60	77725200-55100	TELEPHONE	\$171.60
	Vendor Total:					\$5,710.73
AT&T MOBILITY	832056361X0 1142019	APN MODEMS	\$490.37	10020210-55100	TELEPHONE	\$490.37
	832118877X0 1142019	DATA & VOICE	\$273.63	10022300-55100	TELEPHONE	\$51.24
				20620231-55100	TELEPHONE	\$14.57
				77725200-55100	TELEPHONE	\$35.01

List of Checks Presented for Approval on 1/25/2019

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
AT&T MOBILITY	832118877X0 1142019	DATA & VOICE	\$273.63	80026400-55100	TELEPHONE	\$86.46
				82027110-55100	TELEPHONE	\$14.57
				82027111-55100	TELEPHONE	\$14.70
				82027111-55100	TELEPHONE	\$27.94
				84027221-55100	TELEPHONE	\$29.14
	875108535X0 1142019	VOICE & DATA CELL PHONES	\$36.45	84027221-55100	TELEPHONE	\$36.45
	Vendor Total:					\$800.45
BAVCO	885414	PARTS AS NEEDED	\$205.67	82027114-54100	SUPPLIES	\$205.67
						Vendor Total: \$205.67
BURTON'S FIRE INC	S 43191	#1046-1 RECT POCKET QUART	\$1,032.12	90000000-20231	COUNTY MENTAL HEALTH .5%	(\$4.61)
				10021210-56130	EXTERNAL SERVICES	\$4.61
				10021210-56130	EXTERNAL SERVICES	\$1,032.12
				Vendor Total: \$1,032.12		
CA NARCOTICS OFFICERS ASSOC	468329-2019	ANNUAL RENEWAL- J CHAPMAN	\$100.00	10020210-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$100.00
	19289-2019	ANNUAL RENEWAL- P HOYLE	\$100.00	10020210-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$100.00
	Vendor Total: \$200.00					
CANTEEN SERVICE	5975:003695	WATER FILTRATION SERVICE POLICE	\$45.00	10020210-54100	SUPPLIES	\$22.50
				20620231-54100	SUPPLIES	\$22.50
				Vendor Total: \$45.00		
CHROMAGRAPHS	66936	BUSINESS CARDS- D BROWN, D MALUGANI, N KIRBY, A TL	\$205.42	10023100-54100	SUPPLIES	\$40.45
				10024620-54100	SUPPLIES	\$18.32
				10024620-54100	SUPPLIES	\$55.00
				82027114-54100	SUPPLIES	\$18.32
				82027114-54100	SUPPLIES	\$27.50
				84027221-54100	SUPPLIES	\$18.33
				84027221-54100	SUPPLIES	\$27.50
				Vendor Total: \$205.42		
COLE GOWAN	DV011719	REGISTRATION - C GOWAN	\$148.00	84027225-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$148.00
Vendor Total: \$148.00						

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Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
CONCUR TECHNOLOGIES INC	101300072162	CONCUR EXPENSE PAY SOFTWARE L	\$457.20	20413500-54320	SOFTWARE	\$457.20
					Vendor Total:	\$457.20
CONSUMERS PIPE & SUPPLY CO	S1412550.001	VW300UI1KS2N115AC JAMESBURY VA	\$2,769.78	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$2,769.78
					Vendor Total:	\$2,769.78
COOPER COMPLIANCE CORPORATION	1837	COMPLIANCE & REPORTING SERVICE	\$500.00	80026400-52100	CONTRACTED SERVICES	\$500.00
					Vendor Total:	\$500.00
CREATIVE SERVICES OF NEW ENGLAND	D18-18195	FOIL BADGE STICKERS	\$353.95	10020210-54100	SUPPLIES	\$353.95
					Vendor Total:	\$353.95
DARYL EVAN KAPPIS	DV010219	INSTRUCTOR	\$1,220.00	10022850-52100	CONTRACTED SERVICES	\$1,220.00
					Vendor Total:	\$1,220.00
DAVID A VIDRIO	3489	2018 COMPLIANCE CHECKS FOR FLO	\$2,350.00	82027111-52100	CONTRACTED SERVICES	\$2,350.00
					Vendor Total:	\$2,350.00
DC CUSTOMS INC	186673	BATTERY	\$265.06	10020210-56130	EXTERNAL SERVICES	\$265.06
					Vendor Total:	\$265.06
DELL MARKETING LP	10292178663	LATITUDE 5290	\$4,445.62	10012200-54330	COMPUTER AND TECHNOLOGY	\$4,445.62
	10289891749	FIRE LAPTOPS	\$5,734.49	10021210-54330	COMPUTER AND TECHNOLOGY	\$2,867.24
				91521400-54330	COMPUTER AND TECHNOLOGY	\$2,867.25
	10288411885	COMM. SERVICES ADMIN PC	\$1,218.36	10022810-54330	COMPUTER AND TECHNOLOGY	\$1,218.36
	10289891757	PW MANAGEMENT ANALYST LAPTOP	\$2,827.34	10024210-54330	COMPUTER AND TECHNOLOGY	\$706.84
				70024500-54330	COMPUTER AND TECHNOLOGY	\$706.83
				82027110-54330	COMPUTER AND TECHNOLOGY	\$706.84
				84027220-54330	COMPUTER AND TECHNOLOGY	\$706.83
	10288411850	OPTIPLEX 7060 TOWER	\$1,760.64	20324100-54330	COMPUTER AND TECHNOLOGY	\$1,760.64
					Vendor Total:	\$15,986.45
DEPARTMENT OF JUSTICE	349888	FINGERPRINTS	\$98.00	10021210-54161	BACKGROUND & PHYSICALS	\$49.00
				91521400-54161	BACKGROUND & PHYSICALS	\$49.00
	352342	CHEM/TEST REPORT CRIMINAL INVE	\$420.00	10020210-52100	CONTRACTED SERVICES	\$420.00
					Vendor Total:	\$518.00

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
DIANN LUCCHETTI	TR 1/15-17/19	TRAVEL REIMBURSEMENT	\$560.96	80026400-57100	LEARNING AND DEVELOPMENT	\$560.96
					Vendor Total:	\$560.96
EFAX CORPORATE	1184497	EFAX SERVICES	\$156.80	10012200-52100	CONTRACTED SERVICES	\$156.80
					Vendor Total:	\$156.80
ENTENMANN-ROVIN CO	0141072-IN	UPD BADGES	\$971.40	10020210-54100	SUPPLIES	\$971.40
					Vendor Total:	\$971.40
EUREKA OXYGEN CO	445824	EQUIPMENT MAINTENANCE	\$256.62	80026220-56120	EQUIPMENT MAINTENANCE & REPAIR	\$256.62
	445826	EQUIPMENT MAINTENANCE	\$71.62	20824300-54100	SUPPLIES	\$71.62
					Vendor Total:	\$328.24
EXCISE TAX DIVISION	Q4 2018	Q4 2018 ELECTRIC ENERGY SURCHARGE	\$7,645.00	90000000-23009	ELECTRIC SURCHARGE TRUST	\$7,645.00
					Vendor Total:	\$7,645.00
FARWEST LINE SPECIALTIES LLC	269248	ELECTRICAL EQUIPMENT AND SUPPLIES	\$121.87	80026110-54100	SUPPLIES	\$121.87
					Vendor Total:	\$121.87
FASTENAL	CAUKA33839	ELECTRICAL EQUIPEMENT AND SUPPLIES	\$33.05	10021210-56130	EXTERNAL SERVICES	\$33.05
					Vendor Total:	\$33.05
FILETRAIL	2019-0045	HOSTED FILE MANAGMENT SYSTEM	\$518.00	10012500-54320	SOFTWARE	\$518.00
					Vendor Total:	\$518.00
FLEETPRIDE	17168003	MISC PARTS & MATERIALS AS NEEDED	\$31.22	82027114-56130	EXTERNAL SERVICES	\$31.22
					Vendor Total:	\$31.22
GHD INC	112563	RAIL TRAIL PHASE 2	\$4,901.25	51124210-80230	INFRASTRUCTURE	\$4,901.25
					Vendor Total:	\$4,901.25
GHILOTTI CONSTRUCTION COMPANY INC	5794*11	RECYCLED WATER PROJECT	\$520,020.90	83027330-80230	INFRASTRUCTURE	\$4,750.00
				83027330-80230	INFRASTRUCTURE	\$515,270.90
	5851*01	EMERGENCY SEWER MAIN REPLACEME	\$87,368.74	84427221-80233	MAIN REPLACEMENTS	\$87,368.74
	5851*02	EMERGENCY SEWER MAIN REPLACEME	\$94,864.31	84427221-80233	MAIN REPLACEMENTS	\$94,864.31
					Vendor Total:	\$702,253.95

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
GRANITE CONSTRUCTION COMPANY	1526207	MISC. ROCK & ROAD PATCH MATERIAL	\$4,454.66	82027114-54100	SUPPLIES	\$239.70
				82027114-54100	SUPPLIES	\$352.23
				82027114-54100	SUPPLIES	\$361.64
				82027114-54100	SUPPLIES	\$379.76
				82027114-54100	SUPPLIES	\$381.85
				82027114-54100	SUPPLIES	\$388.11
				82027114-54100	SUPPLIES	\$389.16
				84027221-54100	SUPPLIES	\$227.16
				84027221-54100	SUPPLIES	\$241.79
				84027221-54100	SUPPLIES	\$242.15
				84027221-54100	SUPPLIES	\$243.88
				84027221-54100	SUPPLIES	\$249.11
				84027221-54100	SUPPLIES	\$371.05
				84027221-54100	SUPPLIES	\$387.07
				Vendor Total:		\$4,454.66
IAN BROESKE	TR 1/7-10/19	TRAVEL REIMBURSEMENT	\$19.36	10021210-57100	LEARNING AND DEVELOPMENT	\$9.68
				91521400-57100	LEARNING AND DEVELOPMENT	\$9.68
	TR 1/14-17-19	TRAVEL REIMBURSEMENT	\$44.72	10021210-57100	LEARNING AND DEVELOPMENT	\$22.36
				91521400-57100	LEARNING AND DEVELOPMENT	\$22.36
				Vendor Total:		\$64.08
IBEW, LOCAL 1245	19-01 IBEW	ELECTRIC UNIT UNION DUES	\$1,757.64	20700000-20509	P/R DEDUCT. UNION DUES	\$1,757.64
				Vendor Total:		\$1,757.64
INTEGRITY SHRED	87198	SHREDDING SERVICES	\$28.50	10021210-54100	SUPPLIES	\$14.25
				91521400-54100	SUPPLIES	\$14.25
				Vendor Total:		\$28.50
INTERCOUNTY MECHANICAL & ELECTRICAL INC	6575	REFRIGERANT FILLED	\$720.70	20822500-56300	BUILDING MAINT. & REPAIR	\$720.70
	6576	FILTERS FOR ARC	\$1,097.57	31122000-56300	BUILDING MAINT. & REPAIR	\$1,097.57

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
INTERCOUNTY MECHANICAL & ELECTRICAL INC	6566	CHECKED POOL PUMP OPERATIONS	\$220.00	10022300-56120	EQUIPMENT MAINTENANCE & REPAIR	\$220.00
					Vendor Total:	\$2,038.27
INTERSTATE BATTERIES	380036065	BATTERIES	\$252.30	84027221-56130	EXTERNAL SERVICES	\$252.30
					Vendor Total:	\$252.30
JOHNSON CONTROLS FIRE PROTECTION LP	20708867	HALON SAFETY TEST/INSPECTION	\$488.50	20822500-56300	BUILDING MAINT. & REPAIR	\$488.50
					Vendor Total:	\$488.50
JUAN V OROZCO	TR 1/15-18/19	TRAVEL REIMBURSEMENT	\$97.50	10010000-57100	LEARNING AND DEVELOPMENT	\$97.50
					Vendor Total:	\$97.50
KENNETH RONK	BA FY 18/19	BOOT ALLOWANCE	\$130.65	77725200-54100	SUPPLIES	\$130.65
					Vendor Total:	\$130.65
KIMBALL MIDWEST	6846045	TOOLS & SUPPLIES AS NEEDED	\$120.98	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$60.49
				84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$60.49
					Vendor Total:	\$120.98
LARRY JOE BROOKS	69260	Contract 1819095 retainage 12/01/2018 to	\$17,600.77	12000000-20150	AP CONTRACT RETAINAGE	\$1,221.13
				12000000-20150	AP CONTRACT RETAINAGE	\$13,809.03
				25100000-20150	AP CONTRACT RETAINAGE	\$1,097.57
				82200000-20150	AP CONTRACT RETAINAGE	\$1,473.04
					Vendor Total:	\$17,600.77
LEXISNEXIS RISK DATA MANAGEMENT INC	1410964-20181231	LEXIS NEXIS LE PLUS SEARCHING	\$78.50	10020210-54202	MAJOR CRIME INVESTIGATIONS	\$78.50
					Vendor Total:	\$78.50
LIEBERT CASSIDY WHITMORE	UK229-1000 FY19	LEGAL SERVICES-PERSONEL SUBSCRIPTION	\$895.00	10016100-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$895.00
					Vendor Total:	\$895.00
LORY LIMBIRD	DV011719	REIMBURSEMENT-MONTHLY BIRTHDAY	\$77.75	10016100-54167	EMPLOYEE DEVELOPMENT	\$77.75
					Vendor Total:	\$77.75
LS MITCHELL ARCHITECT INC	1029	ARCHITECTURE SVCS HASTING ROAD	\$1,340.00	80126100-80230	INFRASTRUCTURE	\$1,340.00
					Vendor Total:	\$1,340.00

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
MARY HORGER	799610	REIMBURSEMENT - S STRADER ROOM	\$991.60	20413500-57100	LEARNING AND DEVELOPMENT	\$991.60
					Vendor Total:	\$991.60
MENDOCINO SOLID WASTE MANAGEMENT AUTHORITY	CU1219	WASTE OIL	\$13.75	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$13.75
					Vendor Total:	\$13.75
MUNICIPAL MAINTENANCE EQUIPMENT	0133971-IN	NOZZLE	\$584.77	90000000-20231	COUNTY MENTAL HEALTH .5%	(\$2.70)
				84027221-56130	EXTERNAL SERVICES	\$2.70
				84027221-56130	EXTERNAL SERVICES	\$584.77
	0134157-IN	ROTARY UNION	\$315.13	84027221-56130	EXTERNAL SERVICES	\$315.13
					Vendor Total:	\$899.90
NATHANIEL HAYES	DV012119	INSTRUCTOR	\$514.50	10022850-52100	CONTRACTED SERVICES	\$514.50
					Vendor Total:	\$514.50
NOR-CAL RECYCLED ROCK & AGGREGATES INC	16670	MISC. ROCJ & ROAD PATCH MATERIAL	\$446.14	10024620-54124	PW - CONCRETE/SUPPLIES	\$446.14
					Vendor Total:	\$446.14
NORTH COAST OPPORTUNITIES, INC	011119	QUARTERLY CHARGES	\$330.00	51124210-80230	INFRASTRUCTURE	\$330.00
					Vendor Total:	\$330.00
ONE TIME PAY VENDOR	13469-2	ENERGY REBATE - MARSHA DEPRIEST	\$50.00	80626450-52135	ENERGY CONSERVATION PROGRAM	\$50.00
	120529-3	ENERGY REBATE - RANDY DOIN	\$50.00	80626450-52135	ENERGY CONSERVATION PROGRAM	\$50.00
	103636-7	ENERGY REBATE - DELLA MEDEIROS	\$100.00	80626450-52135	ENERGY CONSERVATION PROGRAM	\$100.00
	891-2	ENERGY REBATE - MARK SPARSO	\$100.00	80626450-52135	ENERGY CONSERVATION PROGRAM	\$100.00
	116332-8	ENERGY REBATE - LINDSAY COSTA	\$103.00	80626450-52135	ENERGY CONSERVATION PROGRAM	\$103.00
	303-0602	ENERGY REBATE - KAITLIN CHILDERS	\$293.25	80626450-52135	ENERGY CONSERVATION PROGRAM	\$293.25
	119127-9	ENERGY REBATE - STEPHANIE WEBB	\$708.00	80626450-52135	ENERGY CONSERVATION PROGRAM	\$708.00
	30207-5	ENERGY REBATE - JUDY CORWIN	\$858.00	80626450-52135	ENERGY CONSERVATION PROGRAM	\$858.00

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
ONE TIME PAY VENDOR	DV011519	RECREATION REFUND	\$37.50	10022831-44915	RECREATION PROGRAM INCOME	\$37.50
	120473-4	UTILITY REFUND - GUILLON INC	\$9.09	90100000-10421	UTILITY RECEIVABLES CLEARING	\$9.09
	120472-6	UTILITY REFUND - GUILLON INC	\$310.06	90100000-10421	UTILITY RECEIVABLES CLEARING	\$310.06
	Vendor Total:					\$2,618.90
ONESOURCE DISTRIBUTORS LLC	S6031183.001	BURNDY FULL TENSION	\$53.82	80000000-12104	INVENTORY - PURCHASES	\$53.82
	S5845508.005	ELECTRICAL EQUIPMENT AND SUPPL	\$676.64	80000000-12104	INVENTORY - PURCHASES	\$676.64
	S5930346.009	ELECTRICAL EQUIPMENT AND SUPPL	\$1,605.43	80000000-12104	INVENTORY - PURCHASES	\$1,605.43
	Vendor Total:					\$2,335.89
OPERATING ENGINEERS UNION	1901-1.1	JAN 2019 PW UNION DUES	\$704.00	20700000-20509	P/R DEDUCT.- UNION DUES	\$704.00
	1901-1	JAN 2019 MISC UNION DUES	\$1,767.00	20700000-20509	P/R DEDUCT.- UNION DUES	\$1,767.00
	Vendor Total:					\$2,471.00
OWEN EQUIPMENT COMPANY	00044479	AIR CYLINDER	\$199.38	84027221-56130	EXTERNAL SERVICES	\$199.38
	Vendor Total:					\$199.38
PACE SUPPLY CORPORATION	025050039	HOSE, SOCKET	\$11.29	82027111-56300	BUILDING MAINT. & REPAIR	\$11.29
	025053142	CONNECTORS	\$91.91	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$91.91
	025027025	CONNECTORS	\$69.42	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$69.42
	025029858	CONNECTORS	\$81.32	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$81.32
	025031719	WATERFREE URINAL SLOAN	\$342.14	10022100-54100	SUPPLIES	\$342.14
	Vendor Total:					\$596.08
PAYMENTUS GROUP INC	US18120050	CREDIT CARD PROCESSING SERVICE	\$2,828.50	20513300-52100	CONTRACTED SERVICES	\$2,828.50
	Vendor Total:					\$2,828.50
PETERSON TRUCKS INC	205117P	WINDSHIELD WASHER	\$50.86	90000000-20231	COUNTY MENTAL HEALTH .5%	(\$0.24)
				90000000-23028	MEASURE Y DISTRICT TAX	(\$0.12)
				20324100-54100	SUPPLIES	\$0.36
				20324100-54100	SUPPLIES	\$50.86

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
PETERSON TRUCKS INC	204635P	FILTERS, BLADE	\$491.93	90000000-20231	COUNTY MENTAL HEALTH .5%	(\$2.28)
				84027221-56130	EXTERNAL SERVICES	\$3.42
				84027221-56130	EXTERNAL SERVICES	\$491.93
				90000000-23028	MEASURE Y DISTRICT TAX	(\$1.14)
	CM205025P	CREDIT FOR VALVE	(\$359.82)	80026400-56130	EXTERNAL SERVICES	(\$359.82)
Vendor Total:						\$182.97
PG&E CO	3822-9 JAN 18	PACIFIC GAS & ELECTRIC	\$9,728.11	10022100-55210	UTILITIES	\$107.08
				10022300-55210	UTILITIES	\$8.38
				20822500-55210	UTILITIES	\$1,996.63
				69122700-55210	UTILITIES	\$191.94
				70024500-55210	UTILITIES	\$613.47
				73022600-55210	UTILITIES	\$7.85
				73022600-55210	UTILITIES	\$398.07
				77725200-55210	UTILITIES	\$61.42
				82027111-55210	UTILITIES	\$2,392.25
				84027221-55210	UTILITIES	\$93.86
				84027225-55210	UTILITIES	\$3,857.16
				Vendor Total:		
PITNEY BOWES INC	1010545998	POSTAGE MACHINE LEASE & SUPPLI	\$261.00	20513300-54101	POSTAGE	\$261.00
				Vendor Total:		
RAY A MORGAN COMPANY	2360727	COPIER LEASE & SERVICE	\$48.14	91521400-54100	SUPPLIES	\$48.14
				Vendor Total:		
REDWOOD COAST FUELS	2006316	CARDLOCK FUEL PURCHASES	\$6,274.66	10020210-56210	FUEL & FLUIDS	\$90.61
				10020210-56210	FUEL & FLUIDS	\$2,067.58
				10020224-56210	FUEL & FLUIDS	\$120.97
				10022100-56210	FUEL & FLUIDS	\$418.49
				10022810-56210	FUEL & FLUIDS	\$94.08
				10024620-56210	FUEL & FLUIDS	\$23.10
				10024620-56210	FUEL & FLUIDS	\$1,315.88
				20324100-56210	FUEL & FLUIDS	\$113.65

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
REDWOOD COAST FUELS	2006316	CARDLOCK FUEL PURCHASES	\$6,274.66	20513382-56210	FUEL & FLUIDS	\$21.95
				20822500-56210	FUEL & FLUIDS	\$119.58
				80026400-56210	FUEL & FLUIDS	\$741.53
				82027111-56210	FUEL & FLUIDS	\$316.29
				82027114-56210	FUEL & FLUIDS	\$23.10
				82027114-56210	FUEL & FLUIDS	\$139.15
				82027114-56210	FUEL & FLUIDS	\$187.29
				84027221-56210	FUEL & FLUIDS	\$23.10
				84027221-56210	FUEL & FLUIDS	\$118.53
				84027221-56210	FUEL & FLUIDS	\$159.55
				84027225-56210	FUEL & FLUIDS	\$180.23
	2009547	CARDLOCK FUEL PURCHASES	\$64.35	10021210-56210	FUEL & FLUIDS	\$64.35
	2008399	CARDLOCK FUEL PURCHASES	\$572.66	77725200-56210	FUEL & FLUIDS	\$572.66
	2009551	CARDLOCK FUEL PURCHASES	\$52.48	84027225-54100	SUPPLIES	\$52.48
Vendor Total:					\$6,964.15	
REDWOOD EMPIRE MUNICIPAL INSURANCE FUND	19-2 EAP	REMIF EAP INSURANCE	\$481.92	20112400-52525	WORKER'S COMP. EXPENSE	\$481.92
					Vendor Total:	
RELIABLE MILL SUPPLY CO	141947	FACE GASKET	\$72.36	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$72.36
					Vendor Total:	
REXEL USA INC	U226110	STRIPPER/ CUTTER	\$9.96	82027111-56300	BUILDING MAINT. & REPAIR	\$9.96
	U181489	LIGHT BOLTS	\$102.44	82027111-56300	BUILDING MAINT. & REPAIR	\$0.48
				82027111-56300	BUILDING MAINT. & REPAIR	\$102.44
				90000000-20231	COUNTY MENTAL HEALTH .5%	(\$0.48)
	U207937	CIRCUIT BREAKER	\$774.17	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$774.17
					Vendor Total:	
RICHARD MARTIN	22870	REPAIR LESSON MOTOR	\$217.66	80026220-54100	SUPPLIES	\$217.66
					Vendor Total:	

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
RICHARD THORNTON	0000009704	TELEPHONE PRODUCTS & SERVICES	\$555.06	20513300-52100	CONTRACTED SERVICES	\$555.06
					Vendor Total:	\$555.06
RINO PACIFIC	CL25753	FUEL CARD CHARGES AS NEEDED	\$79.83	82027114-56210	FUEL & FLUIDS	\$43.11
				84027221-56210	FUEL & FLUIDS	\$36.72
	CL25617	FUEL CARD CHARGES AS NEEDED	\$684.47	82027114-56210	FUEL & FLUIDS	\$369.62
				84027221-56210	FUEL & FLUIDS	\$314.85
					Vendor Total:	\$764.30
ROCKWELL SOLUTIONS INC	1979	BUFFER LUID TANK	\$791.41	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$791.41
					Vendor Total:	\$791.41
ROUND TABLE PIZZA	02-25	WATER/SEWER LUNCH MEETING	\$85.33	82027111-57100	LEARNING AND DEVELOPMENT	\$42.66
				84027221-57100	LEARNING AND DEVELOPMENT	\$42.67
					Vendor Total:	\$85.33
SANTA ROSA UNIFORM & CAREER APPAREL INC	140941	PD UNIFORM SUPPLIES	\$74.79	10020210-54100	SUPPLIES	\$74.79
					Vendor Total:	\$74.79
SCHAT'S BAKERY	DEC 18 CC	PROVIDE MISC. FOOD DISHES AS N	\$1,612.57	73022600-54100	SUPPLIES	\$1,612.57
					Vendor Total:	\$1,612.57
SNAP-ON INDUSTRIAL	ARV/38557052	STREET TOOLS	\$445.06	20324100-54102	SMALL TOOLS	\$445.06
					Vendor Total:	\$445.06
SOLID WASTES SYSTEMS INC	0642202	MISC. DUMP FEES	\$10.95	10024620-54120	PW - SPECIAL SUPPLIES	\$10.95
	642094	MISC. DUMP FEES	\$11.20	10024620-54120	PW - SPECIAL SUPPLIES	\$11.20
	640939	MISC. DUMP FEES	\$17.52	10024620-54120	PW - SPECIAL SUPPLIES	\$17.52
	640964	MISC. DUMP FEES	\$20.64	10024620-54120	PW - SPECIAL SUPPLIES	\$20.64
	642088	MISC. DUMP FEES	\$21.90	10024620-54120	PW - SPECIAL SUPPLIES	\$21.90
	642798	MISC. DUMP FEES	\$21.90	10024620-54120	PW - SPECIAL SUPPLIES	\$21.90
	643324	MISC. DUMP FEES	\$21.90	10024620-54120	PW - SPECIAL SUPPLIES	\$21.90
	0642481	MISC. DUMP FEES	\$32.85	10024620-54120	PW - SPECIAL SUPPLIES	\$32.85
	642583	MISC. DUMP FEES	\$32.85	10024620-54120	PW - SPECIAL SUPPLIES	\$32.85
	642402	MISC. DUMP FEES	\$89.45	80026110-54100	SUPPLIES	\$89.45

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
SOLID WASTES SYSTEMS INC	642381	MISC. DUMP FEES	\$111.08	80026110-54100	SUPPLIES	\$111.08
	642421	MISC. DUMP FEES	\$106.16	80026120-54100	SUPPLIES	\$106.16
	Vendor Total:					\$498.40
STATE OF CALIFORNIA	3338	LOAN # MEN-3-16-L-3	\$14,377.87	77900000-70103	LOAN INTEREST	\$4,430.87
				77900000-70201	LOAN PRINCIPAL PAYMENTS	\$9,947.00
	Vendor Total:					\$14,377.87
STATE WATER RESOURCES CONTROL BOARD	DV010819	ELAP CERTIFICATION RENEWAL	\$4,443.00	84027225-59101	FEES	\$4,443.00
	DV011719	WWT EXAM - A VARGAS	\$120.00	84027225-57100	LEARNING AND DEVELOPMENT	\$120.00
	DV011619	WWT EXAM - S HIGGINS	\$155.00	84027225-57100	LEARNING AND DEVELOPMENT	\$155.00
	Vendor Total:					\$4,718.00
TGIF REPAIRS INC	5741	PRINTER MAINTENANCE	\$140.00	10020210-56120	EQUIPMENT MAINTENANCE & REPAIR	\$140.00
	Vendor Total:					\$140.00
TUFTS POLYGRAPH & INVESTIGATION	2019-450(A)	POLYGRAPH & INVESTIGATION SERVICES	\$800.00	10016100-54161	BACKGROUND & PHYSICALS	\$800.00
	2018-440(A)	POLYGRAPH & INVESTIGATION SERVICES	\$800.00	10020210-52100	CONTRACTED SERVICES	\$800.00
	Vendor Total:					\$1,600.00
TYLER TECHNOLOGIES INC	045-247853	PERMITS AND CASHIERING TRAININ	\$7,616.97	10013400-57100	LEARNING AND DEVELOPMENT	\$3,808.48
				10023320-57100	LEARNING AND DEVELOPMENT	\$3,808.49
	Vendor Total:					\$7,616.97
UKIAH DOLPHINS SWIM CLUB	DV011619	UKIAH ON ICE SPIRIT NIGHT	\$30.00	31400000-48110	MISCELLANEOUS RECEIPTS	\$30.00
	Vendor Total:					\$30.00
UKIAH WASTE SOLUTIONS INC	REBATE123118	ENERGY REBATE	\$100.00	80626450-52135	ENERGY CONSERVATION PROGRAM	\$100.00
	Vendor Total:					\$100.00
US BANK CORPORATE PAYMENT SERVICES	JAN 19	CAL CARD PURCHASES	\$1,185.77	10021210-56300	BUILDING MAINT. & REPAIR	\$71.67
				91521400-56300	BUILDING MAINT. & REPAIR	\$71.67
				10021210-54167	EMPLOYEE DEVELOPMENT	\$85.46

List of Checks Presented for Approval on 1/25/2019

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
US BANK CORPORATE PAYMENT SERVICES	JAN 19	CAL CARD PURCHASES	\$1,185.77	91521400-54167	EMPLOYEE DEVELOPMENT	\$85.47
				10021210-57100	LEARNING AND DEVELOPMENT	\$17.41
				91521400-57100	LEARNING AND DEVELOPMENT	\$17.42
				10021210-54102	SMALL TOOLS	\$334.50
				91621400-54102	SMALL TOOLS	\$363.64
				10021210-54100	SUPPLIES	\$69.26
				91521400-54100	SUPPLIES	\$69.27
				Vendor Total:		
US CELLULAR	0287663389	CELL PHONES	\$215.36	10024620-55100	TELEPHONE	\$29.28
				80026400-55100	TELEPHONE	\$19.31
				80026400-55100	TELEPHONE	\$36.97
				82027110-55100	TELEPHONE	\$13.15
				82027111-55100	TELEPHONE	\$88.58
				84027221-55100	TELEPHONE	\$13.15
				84027225-55100	TELEPHONE	\$14.92
				Vendor Total:		
USA BLUEBOOK	784610	CHEMTROL VALVE	\$135.99	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$135.99
	776995	VALVE	\$466.12	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$466.12
	778166	VALVE	\$468.90	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$468.90
	784604	REPLACEMENT SWING ARM	\$71.99	84027225-54100	SUPPLIES	\$71.99
Vendor Total:					\$1,143.00	
VITISYSTEMS INC	594094	LABORATORY TESTING	\$451.25	84027225-52100	CONTRACTED SERVICES	\$451.25
Vendor Total:					\$451.25	
VWR INTERNATIONAL INC	8084811451	BUFFER	\$937.10	84027225-54100	SUPPLIES	\$937.10
Vendor Total:					\$937.10	



AGENDA SUMMARY REPORT

SUBJECT: Request for Approval to Reclassify the Salary Range of the Airport Manager Job Classification

DEPARTMENT: Human Resources

PREPARED BY: Sheri Mannion

ATTACHMENTS:

[Attachment 1 - Revised Management Unit Salary Schedule](#)

Summary: Council will consider Staff's recommendation to reclassify the salary range of the Airport Manager job classification.

Background: Recently, Staff became aware that the Airport Manager pay range has been outpaced by other similar municipalities. When this occurs, Staff conducts a market analysis with comparable agencies to determine if it is necessary to request a reclassification of a position.

Discussion: Based on the review and analysis of the Airport Manager position as it relates to standard classification and compensation factors, and its internal relation to the City's current management classification and compensation plan, it has been determined a reclassification is appropriate. It is recommended the position be placed at the salary range equivalent to the Planning Manager (Grade 2621) and Community Services Administrator (2593). These positions have similar responsibilities, in that they all are responsible for managing a division within the City and oversee a board and/or commission(s).

RECOMMENDED ACTION: Approve Staff's recommendation to reclassify the salary range of the Airport Manager job classification.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

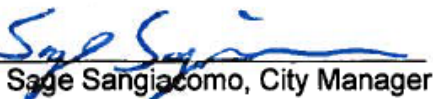
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Sage Sangiacomo, City Manager

Approved:


Sage Sangiacomo, City Manager

This recommendation will put the Airport Manager position within 6% of the average for all agencies compared to in the market analysis. This will result in approximately an additional \$30,000 annually. For the remainder of FY 2018/2019, the department will be able to cover these costs as a result of savings currently in the Airport Fund.

Staff recommends reclassifying the salary range of the Airport Manager job classification. A copy of the revised Management Unit Salary Schedule is included as Attachment 1.

City of Ukiah
Management Unit Salary Schedule

Revised for ASR Dated 2/20/19

Job Class Title	Grade	Monthly				
		Step 0	Step 1	Step 2	Step 3	Step 4
Assistant Utility Director		10,659.31	11,192.28	11,751.89	12,339.48	12,956.45
		-				
Senior Power Engineer	2571	9,690.28	10,174.79	10,683.53	11,217.71	11,778.60
Electrical Superintendant	2594	-				
		-				
Deputy Director of Public Works	2573	8,556.18	8,983.99	9,433.19	9,904.85	10,400.09
		-				
Water, Sewer & Street Supervisor	2599	7,683.49	8,067.66	8,471.04	8,894.59	9,339.32
		-				
Senior Civil Engineer	2589	7,237.79	7,599.68	7,979.66	8,378.64	8,797.57
		-				
Community Services Administrator	2593	6,701.27	7,036.33	7,388.15	7,757.56	8,145.44
Planning Manager	2621	-				
Airport Manager		-				
Information Technology Administrator	2595	6,382.17	6,701.28	7,036.34	7,388.16	7,757.57
Wastewater Treatment Plant Supervisor	2596	-				
Water Treatment Plant Supervisor	2598	-				
Building Official	2636	-				
Plant & Fleet Maintenance Supervisor	2674	-				
		-				
City Clerk	2637	5,861.93	6,155.03	6,462.78	6,785.92	7,125.22
		-				
Airport Manager	2671	5,324.10	5,590.31	5,869.83	6,163.32	6,471.49
		-				
Billing & Customer Service Manager	2689	5,138.10	5,395.01	5,664.76	5,948.00	6,245.40
Facility Administrator	2685					
Museum Director	2684					
Parks/Golf Superintendent	2686					
Procurement Manager	2683					
Recreation Supervisor	2681					
Senior Accountant	2687					
Associate Planner	2735	4,893.42	5,138.09	5,394.99	5,664.74	5,947.98
Management Analyst	2715					

Reportable Special Compensation

Management Incentive Pay (*Grandfathered Only*)

15 days (120 hours) per fiscal year

Water Division Certificate Pay

2.5%-7.5% added to base



AGENDA SUMMARY REPORT

SUBJECT: Award Contract for the Oak Manor Joint Trench Project, Specification No. 18-07, to Wylatti Resource Management, Inc. in the Amount of \$489,943.56. (EUD)

DEPARTMENT: Electric Utility

PREPARED BY: Cindy Sauers

ATTACHMENTS:

[Attachment 1 - Bid Results - Spec 18-07 Oak Manor Joint Trench Project](#)

[Attachment 2 - Wylatti Bid - Oak Manor Joint Trench Project Spec 18-07](#)

Summary: The City of Ukiah Electric Department is requesting the award of contract for the Oak Manor Joint Trench Project, Specification No. 18-07, to Wylatti Resource Management, Inc. for the total bid amount \$489,943.56.

Background: On December 19, 2018, the Ukiah City Council approved the plans and specifications for the Oak Manor Underground Conduit Substructure. Following the approval, an administrative edit to the project name only was made, and it was changed to "Oak Manor Joint Trench Project" to better represent the work being done. The plans and specifications were posted to the City's website and released to the required builders' exchanges; the project was publicly advertised in the Ukiah Daily Journal, and the Notice to Bidders was sent to all licensed Class A contractors on the City's Qualified Contractors List.

Discussion: The Procurement Manager and City Clerk opened bids February 5, 2019 with three bidders

RECOMMENDED ACTION: Award Contract for the Oak Manor Joint Trench Project, Specification No. 18-07, to Wylatti Resource Management, Inc. in the amount of \$489,943.56. (EUD)

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: \$700,000; FY 18-19; Electric Capital #80126100.80230.18095

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Mary Horger, Procurement Manager

Approved: _____

Sage Sangiacomo
Sage Sangiacomo, City Manager

responding. Attached is a copy of the Bid Tabulation for Council's review (Attachment 1). Staff is recommending award to Wylatti Resource Management, Inc. in the amount of \$489,943.56. Please see Attachment 2 for a copy of Wylatti's bid. If the contract is awarded, construction would be scheduled to start in March, 2019.

This contract will extend the existing underground system to provide a future pathway for phone, cable and electric utilities to underground the overhead facilities.

OAK MANOR JOINT TRENCH PROJECT											
City of Ukiah											
Bid Opening:2019-02-05						Wylatti Resource Management		TEAM GHILOTTI, INC		Diamond D Construction, LLC	
						PO Box 575 Covelo, CA 95428		2531 Petaluma Blvd South Petaluma, CA 94952		650 Blue Oak Dr Ukiah, CA 95482	
BASE BID											
Item #	Item Description	Quantity	UOM	Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total		
1	EXCAVATE, TRENCH, BACKFILL AND COMPACTION (12”X36” STREET TRENCH)	120	LF	\$36.73	\$4,407.60	\$105.00	\$12,600.00	\$56.94	\$6,832.80		
2	EXCAVATE, TRENCH, BACKFILL AND COMPACTION (18"X48" STREET TRENCH)	263	LF	\$73.47	\$19,322.61	\$108.00	\$28,404.00	\$121.25	\$31,888.75		
3	EXCAVATE, TRENCH, BACKFILL AND COMPACTION (24"X59" STREET TRENCH)	949	LF	\$122.44	\$116,195.56	\$118.50	\$112,456.50	\$199.21	\$189,050.29		
4	REMOVE AND REPLACE ASPHALT CONCRETE (12” TRENCH)	120	SF	\$14.25	\$1,710.00	\$26.00	\$3,120.00	\$17.95	\$2,154.00		
5	REMOVE AND REPLACE ASPHALT CONCRETE (18" TRENCH)	419.5	SF	\$14.25	\$5,977.88	\$26.00	\$10,907.00	\$17.95	\$7,530.03		
6	REMOVE AND REPLACE ASPHALT CONCRETE (24" TRENCH)	2088	SF	\$14.25	\$29,754.00	\$18.75	\$39,150.00	\$17.95	\$37,479.60		
7	2" PVC SCH 40 CONDUIT (COMCAST) INCLUDING INSTALLATION	4660	FT	\$4.36	\$20,317.60	\$4.50	\$20,970.00	\$6.22	\$28,985.20		
8	4" PVC SCH 40 CONDUIT (COMCAST) INCLUDING INSTALLATION	60	FT	\$21.14	\$1,268.40	\$5.00	\$300.00	\$58.33	\$3,499.80		
9	2" PVC SCH 40 CONDUIT (AT&T) INCLUDING INSTALLATION	500	FT	\$6.08	\$3,040.00	\$3.90	\$1,950.00	\$17.68	\$8,840.00		
10	4" PVC SCH 40 CONDUIT (AT&T) INCLUDING INSTALLATION	3260	FT	\$7.26	\$23,667.60	\$8.70	\$28,362.00	\$7.87	\$25,656.20		
11	3" PVC SCH 40 CONDUIT INCLUDING INSTALLATION (ELECTRIC)	1023	FT	\$5.38	\$5,503.74	\$9.20	\$9,411.60	\$9.20	\$9,411.60		
12	4" PVC SCH 40 CONDUIT INCLUDING INSTALLATION (ELECTRIC)	2283	FT	\$7.65	\$17,464.95	\$10.70	\$24,428.10	\$8.59	\$19,610.97		
13	6" PVC SCH 40 CONDUIT INCLUDING INSTALLATION (ELECTRIC)	1322	FT	\$9.05	\$11,964.10	\$18.90	\$24,985.80	\$13.82	\$18,270.04		
14	SIDEWALK REMOVAL AND REPLACEMENT FOR INSTALLATION OF ELECTRIC, CABLE & AT&T VAULTS AND BOXES	700	SF	\$36.00	\$25,200.00	\$42.50	\$29,750.00	\$29.61	\$20,727.00		
15	EXCAVATE, BACKFILL, COMPACT AND INSTALL CABLE SERVICE VAULTS B48 (COMCAST)	5	EA	\$1,320.50	\$6,602.50	\$2,837.00	\$14,185.00	\$2,156.00	\$10,780.00		
16	EXCAVATE, BACKFILL, COMPACT AND INSTALL CABLE SERVICE VAULTS N36 (COMCAST)	3	EA	\$597.32	\$1,791.96	\$2,515.00	\$7,545.00	\$1,608.33	\$4,824.99		
17	EXCAVATE, BACKFILL, COMPACT AND INSTALL CABLE SERVICE VAULTS N30 (COMCAST)	5	EA	\$617.24	\$3,086.20	\$2,307.00	\$11,535.00	\$1,606.00	\$8,030.00		
18	EXCAVATE, BACKFILL, COMPACT AND INSTALL CABLE SERVICE VAULTS 24X36X24 (AT&T)	4	EA	\$2,993.26	\$11,973.04	\$3,937.00	\$15,748.00	\$3,877.50	\$15,510.00		
19	EXCAVATE, BACKFILL, COMPACT AND INSTALL CABLE SERVICE VAULTS 36X48X36 (AT&T)	7	EA	\$6,102.54	\$42,717.78	\$5,907.00	\$41,349.00	\$3,990.00	\$27,930.00		
20	EXCAVATE, BACKFILL, COMPACTION AND INSTALL PEDESTAL (CITY TO PROVIDE)	4	EA	\$1,442.67	\$5,770.68	\$2,177.00	\$8,708.00	\$2,630.00	\$10,520.00		
21	EXCAVATE, BACKFILL, COMPACTION AND INSTALL TRANSFORMER BOX PAD (CITY TO PROVIDE)	2	EA	\$1,759.82	\$3,519.64	\$3,500.00	\$7,000.00	\$2,755.00	\$5,510.00		
22	EXCAVATE, BACKFILL, COMPACTION AND INSTALL SECONDARY SERVICE BOX(CITY TO PROVIDE)	7	EA	\$668.74	\$4,681.18	\$2,825.00	\$19,775.00	\$2,857.14	\$19,999.98		
23	LANDSCAPE REMOVAL AND REPLACEMENT-RESIDENTS PROPERTY AND SCHOOL PROPERTY (3 LOCATIONS)	3	LS	\$800.00	\$2,400.00	\$5,587.00	\$16,761.00	\$4,000.00	\$12,000.00		
24	INSTALL STREETLIGHT BOXES	2	EA	\$340.53	\$681.06	\$2,507.00	\$5,014.00	\$1,500.00	\$3,000.00		
25	TRAFFIC CONTROL (30 DAYS, 2 PEOPLE)	480	HR	\$172.00	\$82,560.00	\$99.70	\$47,856.00	\$166.67	\$80,001.60		
26	CATV PEDESTAL	2	EA	\$2,745.24	\$5,490.48	\$2,697.00	\$5,394.00	\$4,000.00	\$8,000.00		
27	MOBILIZATION AND DEMOBILIZATION	1	LS	\$32,875.00	\$32,875.00	\$60,550.00	\$60,550.00	\$27,000.37	\$27,000.37		
Bid					\$489,943.56		\$608,215.00		\$643,043.22		
LISTED SUBS				Fort Bragg Electric Electrical installation of conduits, vaults, pedestals and boxes.		Bay Line Cutting & Coring, Inc. Sawcut		Concrete Pete Construction Concrete Work Donahoo, Inc. Traffic Control.			

**CITY OF UKIAH
MENDOCINO COUNTY, CALIFORNIA
PROPOSAL
FOR
OAK MANOR JOINT TRENCH PROJECT
Specification No. 18-07**

The undersigned, as bidder,
declares that he or she has examined thoroughly all of the contract documents herein contained, that this proposal is made without collusion with any other person, firm or corporation and that all laws and ordinances relating to the interest of public officers in this contract have been complied with in every respect.

AND he or she proposes and agrees, if this proposal is accepted,

- 1) that he or she will contract with the City of Ukiah, Mendocino County, California, in the form of the copy of the agreement herein contained
 - a) to provide all necessary machinery, tools, apparatus and other means of construction;
 - b) to furnish all materials;
 - c) to provide all superintendence, overhead expenses and all labor and expenses of whatever nature necessary to complete the job in conformity with the specifications and drawings and other contract provisions herein or reasonably implied hereby or as necessary to complete the work in the manner and within the time named herein and according to the requirements and to the reasonable satisfaction of the City Engineer;
 - d) to pay all charges of freight transportation and hauling;
- 2) that he or she indemnifies the City against any loss or damage arising from any act of the undersigned as Contractor; and
- 3) that he or she will accept as full payment therefor the following sums:

BIDDING SCHEDULE

In the case of any discrepancy between the unit price and the total set forth for the item, the unit price shall prevail; provided, however, that if the amount set forth as a unit price is ambiguous, unintelligible or uncertain for any reason, or is omitted, or in the case of lump sum items, is not the same amount as the entry in the "Total" column, then the amount set forth in the "Total" column for the item shall prevail in accordance with the following:

1. As to lump sum items, the amount set forth in the "Total" column shall be the unit price;
2. As to unit basis items, the amount set forth in the "Total" column shall be divided by the estimated quantity for the item and the price thus obtained shall be the unit price.

The Total Base Bid shall be the sum of the items in the "Total" column. In case of discrepancy between the sum of the items in the "Total" column and the amount entered as Total Base Bid, the sum of the "Total" column items shall prevail. The bid comparison will be based on the sum of the items in the "total" column for each bidder.

The Unit prices for the various Construction Items below include all costs associated with the General Conditions, Special Provisions, Requirements of the Construction Contract, and represent the total, complete, in-place cost for each specific Construction Item in accordance with the Construction Documents, including all elements, work components, accessories, and connections, shown in applicable details or required to yield a complete, sound and functional component or system appropriate for its intended function, whether or not such is specifically described or listed in any description of measurement or payment. The total amount of the Construction items below shall represent the total and complete cost of the fully functional Project. All work not specifically listed below be required to complete the work of the various construction items and the cost of such shall be considered as included throughout the various unit prices indicated.

Lowest bid will be based on the lowest Base Bid.

NAME OF BIDDER: Wylatti Resource Management, Inc
 SPEC #: 18-07
 PROJECT NAME: OAK MANOR JOINT TRENCH PROJECT

ITEM #	DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	TOTAL
1	Excavate, trench, backfill and compaction (12" x 36" street trench)	LF	120	\$ <u>36.73</u>	\$ <u>4407.60</u>
2	Excavate, trench, backfill and compaction (18" x 48" street trench)	LF	343 263	\$ <u>73.47</u>	\$ <u>19,322.61</u>
3	Excavate, trench, backfill and compaction (24" x 59" street trench)	LF	1439 949	\$ <u>122.44</u>	\$ <u>116,195.56</u>
4	Remove and replace asphalt concrete (12" trench)	SF	120	\$ <u>14.25</u>	\$ <u>1710.00</u>
5	Remove and replace asphalt concrete (18" trench)	SF	469.5 419.5	\$ <u>14.25</u>	\$ <u>5977.88</u>
6	Remove and replace asphalt concrete (24" trench)	SF	2278 2088	\$ <u>14.25</u>	\$ <u>29,754.00</u>
7	2" PVC Schedule 40 Conduit (Comcast) including installation	FT	5590 4660	\$ <u>4.36</u>	\$ <u>20,317.60</u>
8	4" PVC Schedule 40 Conduit (Comcast) including installation	FT	60	\$ <u>21.14</u>	\$ <u>1268.40</u>
9	2" PVC Schedule 40 Conduit (AT&T) including installation	FT	500	\$ <u>6.08</u>	\$ <u>3040.00</u>
10	4" PVC Schedule 40 Conduit (AT&T) including installation	FT	3260	\$ <u>7.26</u>	\$ <u>23,667.60</u>
11	3" PVC Schedule 40 Conduit including installation (Electric)	FT	1023	\$ <u>5.38</u>	\$ <u>5503.74</u>
12	4" PVC Schedule 40 Conduit including installation (Electric)	FT	2283	\$ <u>7.65</u>	\$ <u>17,464.95</u>
13	6" PVC Schedule 40 Conduit including installation (Electric)	FT	1322	\$ <u>9.05</u>	\$ <u>11,964.10</u>
14	Sidewalk removal and replacement for installation of electric, cable & AT&T vaults and boxes	SF	700	\$ <u>36.00</u>	\$ <u>25,200.00</u>
15	Excavate, backfill, compact and install cable service vaults B48 (Comcast)	EA	5	\$ <u>1320.50</u>	\$ <u>6602.50</u>

16	Excavate, backfill, compact and install cable service vaults N36 (Comcast)	EA	3	\$ <u>597.32</u>	\$ <u>1791.96</u>
17	Excavate, backfill, compact and install cable service vaults N30 (Comcast)	EA	5	\$ <u>617.24</u>	\$ <u>3086.20</u>
18	Excavate, backfill, compact and install cable service vaults 24x36x24 (AT&T)	EA	4	\$ <u>2993.26</u>	\$ <u>11,973.04</u>
19	Excavate, backfill, compact and install cable service vaults 36x48x36 (AT&T)	EA	7	\$ <u>6102.54</u>	\$ <u>42,717.78</u>
20	Excavate, backfill, compaction and install pedestal (City to provide)	EA	4	\$ <u>1442.67</u>	\$ <u>5770.68</u>
21	Excavate, backfill, compaction and install transformer box pad (City to provide)	EA	2	\$ <u>1759.82</u>	\$ <u>3519.64</u>
22	Excavate, backfill, compaction and install secondary service box (City to provide)	EA	7	\$ <u>668.74</u>	\$ <u>4681.18</u>
23	Landscape removal and replacement – residents property and school property (3 locations)	LS	3	\$ <u>800.00</u>	\$ <u>2400.00</u>
24	Install streetlight boxes	EA	2	\$ <u>340.53</u>	\$ <u>681.06</u>
25	Traffic Control (30 days, 2 people)	HR	480	\$ <u>172.00</u>	\$ <u>82,560.00</u>
26	CATV PEDESTAL	EA	2	\$ <u>2745.24</u>	\$ <u>5490.48</u>
27	Mobilization and Demobilization	LS	1	\$ <u>32,875.00</u>	\$ <u>32,875.00</u>
TOTAL BID ==>>					\$ <u>489,943.56</u>

We, the undersigned, acknowledge that the City Council has reserved the right to reject any or all bids and to determine which proposal is, in its opinion, the lowest responsive bid from a responsible bidder and that which it deems in the best interest of the City to accept. We, the undersigned, further agree, if this proposal shall be accepted, to sign the agreement and to furnish the required bonds with satisfactory surety, or sureties, within fifteen (15) calendar days after written notice that the contract is ready for signature; and, if the undersigned shall fail to contract, as aforesaid, it shall be understood that he or she has abandoned the contract and that, therefore, this proposal shall be null and void and the proposal guaranty accompanying this proposal, or the amount of said guaranty, shall be forfeited to and become the property of the City. Otherwise, the proposal guaranty accompanying this proposal shall be returned to the undersigned.

Witness our hands this day of February 5, 2019.

Licensed in accordance with an act providing for the registration of California Contractors License No. 934597, expiration date 06/30/2019.

THE CONTRACTOR'S LICENSE NUMBER AND EXPIRATION DATE STATED HEREIN ARE MADE UNDER PENALTY OF PERJURY.

Department of Industrial Relations Public Works Contractor Registration Number: 1000001453

Signature of bidder or bidders, with business name, address, phone number and fax number:

 *President*
 23601 Cemetery Lane, Covelo, CA 95428

Notice: In the case of a corporation, give below the addresses of the principal office thereof and names and addresses of the President, Secretary, Treasurer.

23601 Cemetery Lane, Covelo, CA 95428

Brian Hurt, President 5704 Ridgeway Road, Willits, CA 95490

Mel Goodwin, Vice President 1635 Hilltop Drive, Willits CA 95490

Alison Schechter, Executive Secretary
 23641 Howard St, Covelo CA 95428

FAIR EMPLOYMENT PRACTICES CERTIFICATIONTO: City Council, City Of Ukiah

The undersigned, in submitting a bid for performing the following work by Contract, hereby certifies that he or she has or will meet the standards of affirmative compliance with the Fair Employment Practices requirements of the Special Provisions contained herein.

OAK MANOR JOINT TRENCH PROJECT

 *President*
 (Signature of Bidder)

Business Mailing Address:

PO Box 575Covelo, CA 95428

Business Location:

23601 Cemetery Lane, Covelo, CA 95428

(The bidder shall execute the certification of this page prior to submitting his or her proposal.)

WORKER'S COMPENSATION CERTIFICATE

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or undertake self-insurance in accordance with the provisions of that code and I will comply with such provisions before commencing the performance of the work of this contract.

Witness my hand this 2 day of February, 20 15

Signature of Bidder, with Business Address:

 President

23601 Cemetery Lane, Covelo, CA 95428

CERTIFICATION OF NONDISCRIMINATION IN EMPLOYMENT

The bidder represents that he or she has/has not, participated in a previous contract or subcontract subject to either the equal opportunity clause herein or the clause contained in Section 301 of Executive Order 10925; that he or she has/has not, filed all required compliance reports; and that representations indicating submission of required compliance prior to subcontract awards.

Signature and address of Bidder:

 President Date 2-2-75
23601 Cemetery Lane, Covelo, CA 95428

(This certification shall be executed by the bidder in accordance with Section 60-1.6 of the Regulations of the President's Committee on Equal Employment Opportunity for implementing Executive Orders 10925 and 11114.)

LIST OF PROPOSED SUBCONTRACTORS

In compliance with the provisions of Sections 4100-4108 of the California Public Contract Code and any amendments thereof, each bidder shall set forth (a) the name and location of the place of business of each subcontractor who will perform work or labor or render service in or about the construction site or a subcontractor licensed by the State of California who, under subcontract to the prime contractor, specially fabricates and installs a portion of the work or improvement according to detailed drawings contained in the plans and specifications in an amount in excess of one-half of 1 percent of the total bid and (b) the California Contractor License Number for each subcontractor, and (c) the portion of the work to be done by each subcontractor. (See General Conditions Section 1-09.) Include with the name of each sub-contractor their Department of Industrial Relations Public Works Contractor Registration Number.

SUBCONTRACTOR NAME	SUBCONTRACTOR LICENSE NUMBER	SUBCONTRACTOR DIR REGISTRATION NUMBER	SUBCONTRACTOR BUSINESS ADDRESS	DESCRIPTION OF WORK
Fort Bragg Electric	391464	1000000561	489 S. Harrison St Fort Bragg, CA 95437	Electrical Installation of conduits, vaults, pedestals and boxes

STATEMENT OF EXPERIENCE OF BIDDER

The bidder is required to state below what work of similar magnitude or character he or she has done and to give references that will enable the City Council to judge of his or her experience, skill and business standing and his or her ability to conduct work as completely and rapidly as required under the terms of the contract.

PLEASE SEE ATTACHED

SIGNATURE(S) OF BIDDER

Accompanying this proposal is Bidder's Bond

(insert the words "cash (\$)", "cashier's check" or "bidder's bond", as the case may be) in an amount equal to at least 10 percent of the bid.

The names of all persons interested in the foregoing proposal as principals are as follows:

IMPORTANT NOTICE: If bidder or other interested person is a corporation, provide the legal name of corporation and also the names of the president, secretary, treasurer and manager thereof. If a co-partnership, provide the true name of firm and also the names of all individual co-partners composing the firm. If bidder or other interested person is an individual, provide the first and last names in full.

Wylatti Resource Management, Inc

Brian Hurt, President / Mel Goodwin, Vice President

Alison Schechter, Executive Secretary

Licensed in accordance with an act providing for the registration of Contractors:

License No. 934597, License Expiration Date 06/30/2019

Signature(s) of Bidder: 

NOTE: If bidder is a corporation, the legal name of the corporation shall be set forth above together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation; if bidder is a co-partnership, the true name of the firm shall be set forth above together with the signature of the partner or partners authorized to sign contracts in behalf of the co-partnership; and if bidder is an individual, his or her signature shall be placed above. If a member of a partnership, a Power of Attorney must be on file with the Department prior to opening bids or submitted with the bid; otherwise, the bid will be disregarded as irregular and unauthorized.

Business address: 23601 Cemetery Lane, Covelo, CA 95428

Place of residence: 5704 Ridgewood Road, Willits, CA 95490

Dated: 2/5/19

CITY OF UKIAH
Mendocino County, California

BIDDER'S BOND

KNOW ALL MEN BY THESE PRESENTS,

That we, Wylatti Resource Management, Inc
_____, as PRINCIPAL and
Financial Pacific Insurance Company
_____, as SURETY,

are held and firmly bound unto the City of Ukiah in the penal sum of 10 PERCENT OF THE TOTAL AMOUNT OF THE BID of the Principal above named, submitted by said Principal to the City of Ukiah, as the case may be, for the work described below, for the payment of which sum in lawful money of the United States, well and truly to be made, to the City Clerk to which said bid was submitted, we bind ourselves, our heirs, executors, administrators and successors jointly and severally, firmly by these presents. In no case shall the liability of the surety hereunder exceed the sum of \$ Ten Percent of Bid Amount

THE CONDITION OF THIS OBLIGATION IS SUCH,

That whereas the Principal has submitted the above mentioned bid to the City of Ukiah, as aforesaid, for certain construction specifically described as follows, for which bids are to be opened at the Office of the City Clerk, Ukiah Civic Center, Ukiah, California, on February 5, 2019 for OAK MANOR JOINT TRENCH PROJECT.

NOW, THEREFORE, If the aforesaid Principal is awarded the contract and, within the time and manner required under the specifications, after the prescribed forms are presented to him or her for signatures, enters into a written contract, in the prescribed form, in accordance with the bid and files two bonds with the City of Ukiah, one to guarantee faithful performance and the other to guarantee payment for labor and materials, as required by law, then this obligation shall be null and void; otherwise, it shall be and remain in full force and virtue.

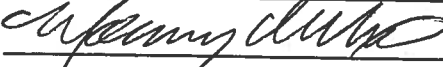
IN WITNESS WHEREOF, we have hereunto set our hands and seals on this 22nd day of January, A.D. 20 19.

Wylatti Resource Management, Inc. (Seal)

 (Seal)

Robert K. Hunt President (Seal)
Principal

Financial Pacific Insurance Company (Seal)

 (Seal)

Manuel Braga Mello, Attorney-In-Fact (Seal)
Surety

Address: Financial Pacific Insurance Company
3880 Atherton Road
Rocklin, CA 95765



UNITED FIRE & CASUALTY COMPANY, CEDAR RAPIDS, IA
 UNITED FIRE & INDEMNITY COMPANY, WEBSTER, TX
 FINANCIAL PACIFIC INSURANCE COMPANY, ROCKLIN, CA
 CERTIFIED COPY OF POWER OF ATTORNEY

Inquiries: Surety Dept. 16 ent
 118 Second Ave SE
 Cedar Rapids, IA 52401

(original on file at Home Office of Company - See Certification)

KNOW ALL PERSONS BY THESE PRESENTS, That United Fire & Casualty Company, a corporation duly organized and existing under the laws of the State of Iowa; United Fire & Indemnity Company, a corporation duly organized and existing under the laws of the State of Texas; and Financial Pacific Insurance Company, a corporation duly organized and existing under the laws of the State of California (herein collectively called the Companies), and having their corporate headquarters in Cedar Rapids, State of Iowa, does make, constitute and appoint

KIMBERLYNNE DODDS, MANUEL BRAGA MELLO, DYLAN ANTHONY SACCO, LAWRENCE FORD, JAMES GRAY, EACH INDIVIDUALLY

their true and lawful Attorney(s)-in-Fact with power and authority hereby conferred to sign, seal and execute in its behalf all lawful bonds, undertakings and other obligatory instruments of similar nature provided that no single obligation shall exceed \$15,000,000.00 and to bind the Companies thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Companies and all of the acts of said Attorney, pursuant to the authority hereby given and hereby ratified and confirmed.

The Authority hereby granted shall expire the 17th day of November, 2019 unless sooner revoked by United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company.

This Power of Attorney is made and executed pursuant to and by authority of the following bylaw duly adopted on May 15, 2013, by the Boards of Directors of United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company.

"Article VI - Surety Bonds and Undertakings"

Section 2, Appointment of Attorney-in-Fact. "The President or any Vice President, or any other officer of the Companies may, from time to time, appoint by written certificates attorneys-in-fact to act in behalf of the Companies in the execution of policies of insurance, bonds, undertakings and other obligatory instruments of like nature. The signature of any officer authorized hereby, and the Corporate seal, may be affixed by facsimile to any power of attorney or special power of attorney or certification of either authorized hereby; such signature and seal, when so used, being adopted by the Companies as the original signature of such officer and the original seal of the Companies, to be valid and binding upon the Companies with the same force and effect as though manually affixed. Such attorneys-in-fact, subject to the limitations set forth in their respective certificates of authority shall have full power to bind the Companies by their signature and execution of any such instruments and to attach the seal the Companies thereto. The President or any Vice President, the Board of Directors or any other officer of the Companies may at any time revoke all power and authority previously given to any attorney-in-fact.

IN WITNESS WHEREOF, the COMPANIES have each caused these presents to be signed by its vice president and its corporate seal to be hereto affixed this 17th day of November, 2017

UNITED FIRE & CASUALTY COMPANY
 UNITED FIRE & INDEMNITY COMPANY
 FINANCIAL PACIFIC INSURANCE COMPANY

By: *Dennis J. Richmann*
 Vice President

State of Iowa, County of Linn, ss:

On 17th day of November, 2017, before me personally came Dennis J. Richmann to me known, who being by me duly sworn, did depose and say; that he resides in Cedar Rapids, State of Iowa; that he is a Vice President of United Fire & Casualty Company, a Vice President of United Fire & Indemnity Company, and a Vice President of Financial Pacific Insurance Company the corporations described in and which executed the above instrument; that he knows the seal of said corporations; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporations and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporations.



Patti Waddell
 Notary Public
 My commission expires: 10/26/2019

I, Mary A. Bertsch, Assistant Secretary of United Fire & Casualty Company and Assistant Secretary of United Fire & Indemnity Company, and Assistant Secretary of Financial Pacific Insurance Company, do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Section of the bylaws and resolutions of said Corporations as set forth in said Power of Attorney, with the ORIGINALS ON FILE IN THE HOME OFFICE OF SAID CORPORATIONS, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

In testimony whereof I have hereto subscribed my name and affixed the corporate seal of the said Corporations this 22nd day of January, 2019



By: *Mary A. Bertsch*
 Assistant Secretary,
 UFGC & UFI & FPIC

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

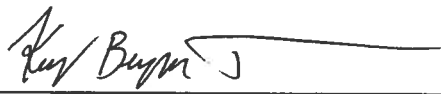
State of California
County of Humboldt)

On January 22, 2019 before me, Kacy Brynn Tonkin notary public
(insert name and title of the officer)

personally appeared Manuel Braga Mello,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature  (Seal)



NON-COLLUSION AFFIDAVIT

Note: Bidder shall execute the affidavit on this page prior to submitting with his or her bid.

To City Council, City of Ukiah:

The undersigned in submitting a bid for performing OAK MANOR JOINT TRENCH PROJECT by contract, being duly sworn, deposes and says:

that he or she has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract.


Signature(s) of Bidder

Business Address: 23601 Cemetery Lane, Covelo, CA 95428

Place of Residence: 5704 Ridgewood Road, Willits, CA 95490

NOTARIZATION

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public in and for the County of _____, State of California.

My Commission Expires _____, 20 ____.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

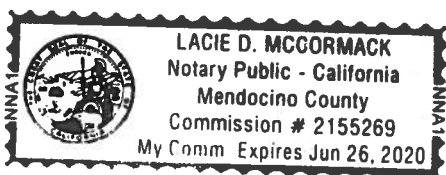
State of California)

County of Mendocino)On February 2 2019 before me, Lacie D McCormack Notary Public,
Date Here Insert Name and Title of the Officerpersonally appeared Brian K Hunt
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Lacie D McCormack
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____ Document Date: _____

Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

☐ Corporate Officer — Title(s): _____☐ Partner — ☐ Limited ☐ General☐ Individual ☐ Attorney in Fact☐ Trustee ☐ Guardian or Conservator☐ Other: _____

Signer Is Representing: _____

Signer's Name: _____

☐ Corporate Officer — Title(s): _____☐ Partner — ☐ Limited ☐ General☐ Individual ☐ Attorney in Fact☐ Trustee ☐ Guardian or Conservator☐ Other: _____

Signer Is Representing: _____

Wylatti Resource Management, Inc.

PO Box 575
Covelo, CA 95428

PH: (707) 983-8135
FAX: (707) 983-8184
wylatti@willitsonline.com



General Engineering Contractor: LN - 934597

WORK EXPERIENCE

PACIFIC WATERSHED ASSOCIATION	CONTRACT: \$240,000
• Contact: Colin Hughes - (707) 839-5130 • Project ID: Mendocino Coast TMDL Implementation Phase I Project - Stewart Creek Component-b • Implementation: Replace Culverts; Improve Drainage Ditches, Armor Fills, and Road Grading. • Completion Date: 2018	
THE NATURE CONSERVANCY	CONTRACT: \$1,265,240
• Contact: David Wright - (707) 961-3302 • Project ID: Ten Mile River South Fork Enhancement Project Phase 1A, Sites SF13-14 & SF 16-17 at The Smith Ranch • Implementation: Harvest Redwood Trees for Piling and Log Structures; Dewater 2 Sections of TenMile River; Construct Log Structures to Improve Fish Habitat; Construct One Acre Backwater Pool; Grading; Place Bioengineering Structures; Build Fence. • Completion Date: 2018	
DOT COUNTY OF MENDOCINO	CONTRACT: \$76,720
• Contact: Howard Dashiell - (707) 463-4363 • Project ID: 170053 - Storm Damage Repairs on Branscomb Road CR 429, at MP 16.80 in Mendocino County • Implementation: Rework Roadway; Rebuild Roadway and Rampart; Plan Base; Paving; Install Guardrail. • Completion Date: 2018	
DOT COUNTY OF MENDOCINO	CONTRACT: \$91,600
• Contact: Howard Dashiell - (707) 463-4363 • Project ID: 170051 - Storm Damage Repairs On Mountain View Road CR 510, At MP 14.39 In Mendocino County • Implementation: Excavate Roadway; Rebuild Roadway and Compact; Place Base; Paving; Install Guardrail. • Completion Date: 2018	

CALIFORNIA DEPARTMENT OF TRANSPORTATION	CONTRACT: \$502,800
- Contact: Michael Lewis - (707) 354-1072 - Project ID: 01-OE3804 - Replace & Repair Drainage Systems - Mendocino County HWY 162-Various - Implementation: Remove & Replace Existing Culverts; Line Culverts; Place RSP; Provide Traffic Control; Provide Erosion Control. - Completion Date: 2018	
DOT COUNTY OF MENDOCINO	CONTRACT: \$845,400
- Contact: William E Wood - (707) 463-4343 - Project ID: 160078 - Laytonville Pedestrian Bridge over Ten Mile Creek - at MP 25.41 DOT Project No. 3041-A1201 - Implementation: Channel Work; Pile Driving; Construct Abutments and Piers; Place Premanufactured 120 Foot Free Span Bridge; Build Approach Structure; Pour Decking; Remove Existing Structure; Plant Willows; Erosion Control; Paving; Traffic Control. - Completion Date: 2018	
CALIFORNIA DEPARTMENT OF TRANSPORTATION	CONTRACT: \$1,000,000
- Contact: Katherine Perrin - (707) 496-5840 - Project ID: 01-OJ1004 - Culvert Rehabilitation - HWY 128-0.00-5.00 - Implementation: Remove & Replace Existing Culverts; Line Culverts; Armor Plate Culverts; Jack & Bore Culverts; Invert Paving; Place RSP; Stream Restoration (De-water Numerous Class I Streams & Build Rock Weir); Provide Traffic Control; Provide Erosion Control. - Completion Date: 2018	
CALIFORNIA DEPARTMENT OF TRANSPORTATION	CONTRACT: \$337,578
- Contact: Katherine Perrin - (707) 496-5840 - Project ID: 01-OC4304 - Three Bridges Scour Mitigation - Mendocino County HWYs 20, 101, 128-Various - Implementation: Dewater; Repair Piling Cap; Place RSP; Construct Fence, Guardrail, Soft Step, and Weed Mat; Erosion; Traffic Control - Completion Date: 2018	
SLS CONSTRUCTION LTD.	CONTRACT: \$1,269,980
- Contact: Dan Reynolds - (713) 8808411 - Project ID: PATH Project HSFE70-17-D-0003; Partnership for Temporary Housing - FEMA - Description: Camp Kyen - Installation of Sewer, Water, & Power Lines to Code - Implementation: Excavation; Trenching; Placement of Utilities; Sand & Backfill to Restore; Re-Pave Road - Completion Date: 2018	

PACIFIC WATERSHED ASSOCIATION	CONTRACT: \$100,358
• Contact: Colin Hughes - (707) 839-5130 • Project ID: Armstrong Family Ranch Bridge Upgrade • Implementation - Re-align & Excavate Channel; Armor Channel; Construct Bridge Abutments; Fabricate Steel Bridge; Install Bridge; De-Water & De-Fish Stream; Build Cofferdams; Provide Erosion Control • Completion Date: 2017	
MENDOCINO COUNTY RESOURCE CONSERVATION DISTRICT	CONTRACT: \$271,232
• Contact: Joe Scriven - (707) 462-3664 X104 • Project ID: Mill Creek Barrier Removal & Riparian Restoration Project • Implementation: Excavate & Re-grade Channel; Re-slope & Armor Banks; Construct Bridge Abutments & Fabricate Steel Bridge; Build Cyclone Fence; Install Bridge; Build Cofferdams; Install & Remove Temporary Truck Road; Install Logs with Root-Wads Attached; Provide Erosion Control. • Completion Date: 2017	
CALIFORNIA DEPARTMENT OF TRANSPORTATION	CONTRACT: \$1,300,000
• Contact: Imran Fazill - (707) 485-8562 • Project ID: 01-OH1304 - Culvert & Drainage Rehabilitation - HWY 253-0.0/13.00 • Implementation: Remove & Replace Existing Culverts; Pave Roadway; Provide Traffic Control; Provide Erosion Control. • Completion Date: 2017	
CALIFORNIA DEPARTMENT OF TRANSPORTATION	CONTRACT: \$2,300,120
• Contact: Katherine Perrin - (707) 496-5840 • Project ID: 01-402814 - Culvert Rehabilitation - HWY 101-50.1/84.6 • Implementation: Remove & Replace Existing Culverts; Line Culverts; Armor Plate Culverts; Jack & Bore Culverts; Invert Paving; Place RSP; Stream Restoration (De-water Numerous Class I Streams & Build Rock Weir); Provide Traffic Control; Provide Erosion Control. • Completion Date: 2018	
CALIFORNIA DEPARTMENT OF TRANSPORTATION	CONTRACT: \$866,726
• Contact: Imran Fazill - (707) 485-8562 • Project ID: 01-378134 - Culvert Rehabilitation - Highway 128 • Implementation: Remove & Replace Existing Culvert; Build Embankments; Install RSP; Provide Traffic Control; Provide Erosion Control. • Completion Date: 2017	

MENDOCINO COUNTY RESOURCE CONSERVATION DISTRICT	CONTRACT: \$78,422
- Contact: Joe Scriven - (707) 462-3664 X104 - Project ID: 1600-2016-0350-R1 - Big Rock Creek Coho Habitat - Description: Habitat Restoration - Implementation - Install 2 Miles of Waterlines & 9 Water Troughs - Completion Date: 2017	
COUNTY OF LAKE - WATER RESOURCES DEPARTMENT	CONTRACT: \$79,000
- Contact: Scott Webb - (707) 263-2344 - Project ID: WR 16-02 2016 - Clover Creek - Description: Sediment Reduction, Removal of Sediment - Implementation - Excavation; Off-Haul Sediment from Channel; Restore Proper Slope & Grade - Completion Date: 2016	
RYAN LUPER - LANDOWNER	CONTRACT: \$135,530
- Contact: Ryan Luper - (385) 242-5063 - Project ID: Wire Wall - Description: Engineered Earthen Wire Wall - Implementation - Excavation; Compaction; Installation Of Earthen Wire Wall - Completion Date: 2017	
CALIFORNIA DEPARTMENT OF TRANSPORTATION	CONTRACT: \$2,600,000
- Contact: Al Ortiz - (707) 498-5978 - Project ID: 01-OG9004: 01-MEN-162 - Description: Emergency Repairs on Hwy 162 - Implementation - Line 60" Culvert; French Drains; Install RSP; Replace Culverts; Dewater Water Course; Pave Highway - Completion Date: Pending	
PACIFIC WATERSHED ASSOCIATION	CONTRACT: \$300,000
- Contact: Colin Hughes - (707) 839-5130 - Project ID: Graphite Creek - Forest Road Drainage & Restoration - Implementation - Upgrade Culverts. Excavate for proper pipe alignment. Compaction, mastication, rolling dips. - Completion Date: 2016	
CALIFORNIA DEPARTMENT OF TRANSPORTATION	CONTRACT: \$500,854
- Contact: Imran Fazill - (707) 485-8562 - Project ID: 01-OG5904 - Culvert Replacement Highway 101 - Implementation: Remove concrete box culvert. Replace with reinforced concrete pipe culvert. Install headwall. Place slurry backfill. Resurface roadway. De-water Class I Stream in rainy season. Provide traffic control. Provide erosion control. - Completion Date: 2016	

CALIFORNIA DEPARTMENT OF TRANSPORTATION	CONTRACT: \$92,000
- Contact: Garrett Griffith - (707) 496-4368 - Project ID: 01A1649 - Culvert Replacement - Highways 20/175 - Implementation: Install culverts with anchored downspout system. Place slurry backfill. Resurface roadway. Provide traffic control. Provide erosion control. - Completion Date: 2016	
CALIFORNIA DEPARTMENT OF TRANSPORTATION	CONTRACT: \$75,941
- Contact: Al Ortiz - (707) 498-5978 - Project ID: 01A1626 - Westport Parking Lot - Highway 1 - Implementation: Parking lot slid off bluff into ocean. Clean debris out of surf. Reconstruct concrete fence. Replace parking lot. Restore drainage function. - Completion Date: 2016	
CALIFORNIA DEPARTMENT OF TRANSPORTATION	CONTRACT: \$119,000
- Contact: Garrett Griffith - (707) 496-4368 - Project ID: 01A1608 - Scour Mitigation - Highway 29 - Implementation: Build Access Road And Place Rip Rap around Bridge Abutment. - Completion Date: 2016	
CALIFORNIA DEPARTMENT OF TRANSPORTATION	CONTRACT: \$800,000
- Contact: Imran Fazal - (707) 485-8562 - Project ID: 01-378134 - Culvert Replacement - Highway 128 - Implementation: Install multiple culverts with anchored downspout system. Place headwalls. Install slurry backfill. Resurface roadway. Provide traffic control. Provide erosion control. - Completion Date: 2017	
CALIFORNIA DEPARTMENT OF TRANSPORTATION	CONTRACT: \$1,629,867
- Contact: Grant Krueger - (707) 498-3067 - Project ID: 01-378174 - 51 Culverts - Highway 128 - Implementation: Install 51- 24" to 36" culverts with anchored downspout system. Place slurry backfill. Install headwalls. Resurface roadway. Provide traffic control. Provide erosion control. - Completion Date: 2017	
CALIFORNIA DEPARTMENT OF TRANSPORTATION	CONTRACT: \$700,000
- Contact: Chris Malik - (707) 496-5582 - Project ID: 01A1632 - Hazard Tree Removal Highway 1 - Implementation: Tree felling. Tree climbing. Tree pulling away from utilities. Provide traffic control. - Completion Date: 2016	

THE CONSERVATION FUND	CONTRACT: \$27,000
- Contact: Scott Kelly - (707) 272-4497 - Project ID: Log Jam Removal - Implementation: Log Jam Removal & Channel Alignment - Completion Date: 2016	
CALIFORNIA DEPARTMENT OF TRANSPORTATION	CONTRACT: \$60,000
- Contact: Imran Fazal - (707) 485-8562 - Project ID: 01A1504 - Highway 162 - Implementation: Install 36" culvert with anchored downspout system. Install headwalls. Place slurry backfill. Resurface roadway. Provide traffic control. - Completion Date: 2015	
CALIFORNIA DEPARTMENT OF TRANSPORTATION	CONTRACT: \$175,000
- Contact: Grant Krueger - (707) 498-3067 - Project ID: 01-OF390 - Highway 1 - Implementation: Install 2-36" culverts with double headwalls. Place slurry backfill. Resurface roadway. Provide traffic control. - Completion Date: 2015	
CALIFORNIA DEPARTMENT OF TRANSPORTATION	CONTRACT: \$234,225
- Contact: Grant Krueger - (707) 498-3067 - Project ID: 01-OE3704 - Highway 1 - Implementation: Replace 10 culverts over 18 miles of roadway. Various types of applications with drop inlets. Place slurry backfill. Resurface roadway. Reinstall guardrails. Provide traffic control. - Completion Date: 2015	
PACIFIC WATERSHED ASSOCIATION	CONTRACT: \$400,000
- Contact: Colin Hughes - (707) 839-5130 - Project ID: 4600009714 - Seven Bridges - Implementation: Prefab bridge modules. Re-grade streams. Armor Banks. Place precast abutments. Install Bridge Modules. Re-grade and provide erosion control. - Completion Date: 2015	
MENDOCINO COUNTY RESOURCE CONSERVATION DISTRICT	CONTRACT: \$119,000
- Contact: Joe Scriven - (707) 462-3664 X104 - Project ID: 460000100579/E03119-0 Fish Passage Improvement - Implementation: Excavate and remove 2-6" culverts and 1-10" box culvert. Re-slope banks. Grade channel. Place rock and log structures in channel. Plant trees. Provide erosion control. - Completion Date: 2015	

PACIFIC WATERSHED ASSOCIATION	CONTRACT: \$170,000
• Contact: Tara Zuroweste - (707) 773-1385 • Project ID: 12-407-253 - Morro Bay Watershed Road Erosion Prevention Project • Implementation: Construct Compacted rolling dips. Grade, storm proof and provide erosion control. • Completion Date: 2015	
USDA, MENDOCINO NATIONAL FOREST SERVICE	CONTRACT: \$28,943
• Contact: Bruce Smith – (530) 934-1185 • Project ID: AG-9AC7-C-15-0090 • Description: Blands Cove Road Repair • Implementation: Repair 3 slides. Excavate & Reconstruct Roadway to proper grade and slope. • Completion Date: 2015	
REDWOOD FOREST FOUNDATION, INC.	CONTRACT: \$51,818
• Contact: John Peterson - (707) 961-3302 and Tim Best - (831) 425-5832 • Project ID: Usal Creek • Implementation: Bank stabilization with rip-rap inter-planted with willows. Placed large logs in stream anchored in place to large rip-rap. Realigned channel. Generated and placed large woody debris in channel. • Completion Date: 2014	
THE CONSERVATION FUND	CONTRACT: \$345,789
• Contact: Scott Kelly - (707) 272-4497 • Project ID: 14-30 • Description: Bridge Work • Implementation: Removed existing railcar bridge and log abutments. Regraded channel, placed rip-rap on slopes, set precast abutments, replaced railcars. Erosion control and road drainage. • Completion Date: 2014	
SONOMA RESOURCE CONSERVATION DISTRICT	CONTRACT: \$68,316
• Contact: Aaron Fairbrook - (707) 569-1448 • Project ID: VSE-05-14 • Description: Vineyard Stormwater Enhancement Project • Implementation: Re-graded and contoured the stream bed to decrease flow velocity. Installed rock weirs, compaction, redistributed planting media, placed rip-rap and erosion control. • Completion Date: 2014	

USDA, MENDOCINO NATIONAL FOREST SERVICE	CONTRACT: \$191,513
• Contact: Bruce Smith - (530) 934-1185 • Project ID: Thomes Creek - AG-91Z9-C-14-0006 • Description: Road Maintenance • Implementation: Concrete Demolition, Removed Rip Rap, Dug Footings, Formed and Poured 6' Tall, 8" Reinforced Walls, Drilled and Doweled into Existing Structure, Formed and Poured 2,000ft² Apron on Slope, Dewatering, Placed 1300 ton Rip Rap, Concrete Mixed on Site, Lined Channel at toe of structure with 40 mil membrane to prevent scour. • Completion Date: 2014	
CAMPBELL GLOBAL	CONTRACT: \$220,218
• Contact: John Peterson - (707) 961-3302 • Project ID: FB-04808 • Description: Rolling Dips, Culvert Replacement, Rock Development, Mastication, Road Abandonment • Completion Date: 2014	
HUMBOLDT COUNTY DEPARTMENT OF TRANSPORTATION	CONTRACT: \$125,883
• Contact: Tony Seghetti - (707) 455-7652 • Project ID: 306376 ER-4400 (049) • Description: Storm Damage Repairs on Alder Point Road @ P.M. 41.7, Humboldt County • Implementation: Wire Wall, Sub Drain, Culvert Replacement, Roadway Excavation, Paving, Traffic Control • Completion Date: 2014	
HUMBOLDT COUNTY DEPARTMENT OF TRANSPORTATION	CONTRACT: \$101,120
• Contact: Tony Seghetti - (707) 455-7652 • Project ID: 206395 ER-4400 (061) - Department of Public Works • Description: Storm Damage Repairs on Mattole Road @ P.M. 9.32, Humboldt County • Implementation: Wire Wall, Sub Drain, Culvert Replacement, Roadway Excavation, Paving, Traffic Control • Completion Date: 2014	
HUMBOLDT COUNTY DEPARTMENT OF TRANSPORTATION	CONTRACT: \$300,288
• Contact: Tony Seghetti - (707) 455-7652 • Project ID: 206372, 206422, 206417 - Department of Public Works • Description: Storm Damage Repairs on Alder Point Road, Humboldt County • Implementation: Sub Drain, Culvert Replacement, Roadway Excavation, Paving, Traffic Control • Completion Date: 2013	
CONSERVATION FUND	CONTRACT: \$104,233
• Contact: Scott Kelly - (707) 272-4497 • Project ID: Bridge at Blue Water Hole Creek • Description: Bridge Realignment • Implementation: Concrete Abutments, Painting, Side Rail, Rip Rap Placement • Completion Date: 2013	

MENDOCINO RESOURCE CONSERVATION DISTRICT	CONTRACT: \$103,124
• Contact: Joe Scriven - (707) 462-3664 • Project ID: Agreement No: 460008534 • Description: Forsythe Creek Sediment Reduction • Implementation: Out-sloping, Culvert Replacement, Rolling Dips, Rock Fords, Grading • Completion Date: 2013	
FAMILY TREE SERVICES	CONTRACT: \$131,205
• Contact: Greg Musgrave - (707) 984-6629 • Project ID: PG&E • Description: Right of Way Mastication • Implementation: Cleared trees and brush in right of way • Completion Date: 2013	
SONOMA LAND TRUST	CONTRACT: \$52,297
• Contact: Brook Edwards - (707) 544-5614 • Project ID: Jenner Headlands Fuel Break • Description: 20 Acre Shaded Fuel Break • Implementation: Mastication, Chipping, Pruning, Lopping • Completion Date: 2013	
CALIFORNIA DEPARTMENT OF TRANSPORTATION	CONTRACT: \$750,000
• Contact: Ragu Thangavelautham – (707) 496-0437 • Project ID: 01-OC8204 • Description: Emergency Road Restoration. • Implementation: Rebuild Road: Replace Failed Culvert at Hwy. 162 • Completion Date: 2013	
TRAVIS RANCH, LLC	CONTRACT: \$248,000
• Contact: Jeremy Heidrick – (805) 969-5670 • Project ID: Contract to Build 80' Bridge & 190' Bridge • Description: Removal of Existing Bridge Structure & Construction and Placement of New Bridges. • Implementation: Build 2 New Bridges, All Associated Abutments and Road Work. • Completion Date: 2012	
GOLD RIDGE RCD	CONTRACT: \$49,000
• Contact: Shannon Butler – (707) 773-1385 X8 • Project ID: Green Valley Creek Roads Implementation Phases I & II • Description: Sediment Reduction Project • Implementation: Rock Roads, Develop Rock Pit, Install Culverts, Rolling Dips & Rock Fords • Completion Date: 2012	

SWEETWATER SPRINGS RANCH, LLC	CONTRACT: \$67,200
• Contact: Darryl Berlin – (707) 972-3119 • Project ID: Sweetwater Springs 40' Bridge • Description: New Bridge Construction • Implementation: Build New Bridge To Sonoma County Specs • Completion Date: 2012	
MENDOCINO COUNTY DEPARTMENT OF TRANSPORTATION	CONTRACT: \$96,182
• Contact: Chris Gialdini – (707) 463-4677 • Project ID: Storm Damage Repairs Contract - 120008 • Description: Feliz Creek Dam Removal • Implementation: Remove Concrete Dam Structure and Re Contour Creek Channel • Completion Date: 2012	
MENDOCINO COUNTY DEPARTMENT OF TRANSPORTATION	CONTRACT: \$648,200
• Contact: David Schantz – (707) 463-4363 • Project ID: Storm Damage Repairs Contract - 080003 • Description: Road Repairs & Stabilization-Multiple Road Points Orr Springs Road • Implementation: Road Construction, Excavation & Prep for Gabion Walls, Culvert Replacement, Erosion Control, Rock Slope Protection • Completion Date: 2012	
KEITH'S MARKET MARKET/BHI INVESTMENTS	CONTRACT: \$492,190
• Project ID: Keith's Family Foods Renovation • Description: Project management for 17,000 ft² new construction and renovation of 5,000 ft² existing building. • Implementation: Site prep, underground work, drainage, install conduits for store, sewer connections and PGE feed. Project Management for building construction. • Completion Date: 2010	
MENDOCINO COUNTY DEPARTMENT OF TRANSPORTATION	CONTRACT: \$628,900
• Contact: Alex Straessle – (707) 467-2542 • Project ID: Ryan Creek Migration Barrier Removal - 100036 • Description: Remove Concrete Box Culvert, Replace with Prefab Structure • Implementation: De-Watering; Generate, Development, Placement, & Anchoring of Large Woody Debris, Re-vegetation • Completion Date: 2011	

HUMBOLDT COUNTY DEPARTMENT OF TRANSPORTATION	CONTRACT: \$149,425
• Contact: Tony Seghetti – County of Humboldt Public Works Department – (707) 445-7491 • Project ID: Storm Damage Repairs On Alderpoint Road – Contract # 206371 • Description: Storm Damage Repair • Implementation: Roadway Excavation & Stabilization, Stab Trench, Rock Slope Protection • Completion Date: 2011	
PACIFIC WATERSHED ASSOCIATION	CONTRACT: \$106,220
• Contact: Danny Hagans – (707) 839-5130 or Colin Hughes – (707) 839-5130 • Project ID: Yorkville Bridges • Description: Build & Install 3 Bridges. • Implementation: Remove Old Culverts, Install Temporary Fish Barriers, Dewater Streams, Remove Existing Pipes, Develop & Install Rip Rap, Establish Erosion Control • Completion Date: 2011	
GRIST CREEK AGGREGATES, LLC	CONTRACT: \$28,000
• Contact: Mel Goodwin • Project ID: Stream Bank Erosion Control • Description: To stop Outlet Creek from severely eroding stream bank. • Implementation: Placed & anchored large logs to 1 Ton Rip Rap, & keyed into native bank. Installed Water Extraction System below stream channel grade. • Completion Date: 2011	
USDA, MENDOCINO NATIONAL FOREST SERVICE	CONTRACT: \$249,300
• Contact: Marilyn Ladd – (530) 226-2451 • Project ID: Blands Cove Stormproofing – AG-9AC7-S-11-0052 • Description: Road Stabilization – Erosion Control • Implementation: Rolling Dips, Outsloping, Road Rocking, Brushing, Pipe Repair & Installation • Completion Date: 2011	
USDA, MENDOCINO NATIONAL FOREST SERVICE	CONTRACT: \$29,537
• Contact: Bruce Smith – (530) 934-1185 • Project ID: 18N69 Reroute – AG-91Z9-C-11-0011 • Description: Roadway Rebuilding & Roadway Decommissioning • Implementation: Rolling Dips - Roadway Excavation, Out-sloping, Grading & Compaction, Roadway Decommissioning • Completion Date: 2011	

USDA, MENDOCINO NATIONAL FOREST SERVICE	CONTRACT: \$14,900
• Contact: Bruce Smith – (530) 934-1185 • Project ID: 19N81 Dips – AG-91Z9-C-11-0011 • Description: Drainage Excavation • Implementation: Rolling Dips, Roadway Excavation, Out-sloping & Compaction • Completion Date: 2011	
THE CONSERVATION FUND	CONTRACT: \$794,000
• Contact: Scott Kelly – (707) 272-4497 • Project ID: Blue Waterhole Creek Erosion Control • Description: Erosion Control & Road Decommissioning • Implementation: Rolling Dips, Outsloping, Rocking, & Pipe Replacement, Crossing & Road Decommissioning • Completion Date: Phase I – 2010; Phase II – 2011, Phase III - 2012	
PACIFIC WATERSHED ASSOCIATION, INC.	CONTRACT: \$140,000
• Contact: Chris Van Schaack – (541) 951-9609 • Project ID: San Geronimo Valley Road Improvement, Phase I • Description: Road Stabilization – Erosion Control • Implementation: Rolling Dips, Culvert Replacement, Out-sloping, Potholing. All work was done around a 33" High Pressure Water Main. • Completion Date: 2010	
USDA, MENDOCINO NATIONAL FOREST SERVICE	CONTRACT: \$59,000
• Contact: Bruce Smith – (530) 934-1185 • Project ID: Hull Mountain Rolling Dips • Description: Road Stabilization – Erosion Control • Implementation: 314 Rolling Dips • Completion Date: 2010	
USDA, MENDOCINO NATIONAL FOREST SERVICE	CONTRACT: \$55,430
• Contact: Bruce Smith – (530) 934-1185 • Project ID: Pacific Rolling Dips • Description: Road Erosion Control • Implementation: 250 Rolling Dips • Completion Date: 2010	

USDA, MENDOCINO NATIONAL FOREST SERVICE	CONTRACT: \$27,261
• Contact: Bruce Smith – (530) 934-1185 • Project ID: Mendocino National Forest Road Maintenance • Description: Road grading • Implementation: Blading 85.6 Miles Forest Roads • Completion Date: 2010	
MENDOCINO COUNTY DEPARTMENT OF TRANSPORTATION	CONTRACT: \$830,000
• Contact: David Schantz – (707) 463-4363 • Project ID: Storm Damage Repairs Contract - 080002 • Description: Road Repairs & Stabilization-Multiple Road Points Orr Springs Road • Implementation: Road Construction, Excavation & Prep for Gabion Walls, Culvert Replacement, Erosion Control, Paving, Rock Slope Protection • Completion Date: 2010	
BCI	CONTRACT: \$35,795
• Contact: Ben Harness – (707) 983-9911 • Project ID: 7 Acre Foot Pond Construction • Description: Full Depth Pond • Implementation: Excavated Key, Compaction, Earthen Dam, Rock-lined Spillway, & Energy Dissipater • Completion Date: 2010	
USDA, MENDOCINO NATIONAL FOREST SERVICE	CONTRACT: \$146,457
• Contact: Bruce Smith – (530) 934-1185 • Project ID: Green Pony IDIQ • Description: Road Restoration • Implementation: Slide Repairs, 491 Rolling Dips, 39 Miles Roadside Brushing • Completion Date: 2009	
OLIVER MAX EQIP GRANT	CONTRACT: \$58,765
• Contact: Roger Sternberg – (707)937-0776 • Project ID: EQIP Grant – Roads 7 & 10 • Description: Road Decommissioning • Implementation: Rolling Dips Installation, Rock Ford Construction • Completion Date: 2009	
LEONARD LAKE RESERVE	CONTRACT: \$75,000
• Contact: Jon Frech – (707)489-0252 • Project ID: EQIP Grant • Description: Logging Bridge Construction - Stream Bank Stabilization • Implementation: Rolling Dips Installation, Rock Ford Construction, Fabricate & Install 30' & Span Permanent Bridges • Completion Date: 2009	

OLIVER MAX	CONTRACT: \$82,210
• Contact: Oliver Max – (707) 650-7071 • Project ID: Road #1 & Sweetwater Springs Road • Description: Road Restoration & Stabilization • Implementation: Rolling Dips Installation, Road Brushing, Road Rocking • Completion Date: 2009	
USDA, MENDOCINO NATIONAL FOREST SERVICE	CONTRACT: \$79,426
• Contact: Bruce Smith – (530)934-1185 • Project ID: Tar Flat ERFO • Description: Road Stabilization • Implementation: Stab Trenches & Type 1 & Type 2 Fencor • Completion Date: 2008	
COMCAST	CONTRACT: \$75,600
• Contact: Mark Edwards of NCRM – (707) 485-7211 • Project ID: San Hedrin Road Project • Description: Road Stabilization • Implementation: Rolling Dips Installation, Geogrid Placement, 3 Miles of Road Rocking • Completion Date: 2008	
RCD / NRCS / PWA	CONTRACT: \$149,790
• Contact: Danny Hagans - (707) 839-5130 • Project ID: Navarro Watershed Road Sediment Reduction Project • Description: Beaver Road Improvement • Implementation: Creek Crossing Improvement, Watercourse Repairs, Culvert Removal, Rock Ford Installation • Completion Date: 2008	
MERLO CORPORATION	CONTRACT: \$650,000
• Contact: Harry Merlo – (503)963-9463 • Project ID: Chico Ranch Subdivision • Description: Merlo Home Ranch Road Improvement • Implementation: Design, Layout, & Build 10 Miles of New Road • Completion Date: 2006 – 2007	

SHERWOOD RANCH / ROD HALL	CONTRACT: \$100,000
Contact: Bob Rogers – (707)463-0356 Project ID: EQIP Grant: Road Decommission Description: Road Decommission Implementation: Rock Ford Construction, Culvert & Rip Rap Placement Completion Date: 2007	
WILLIAM CLAUS	CONTRACT: \$167,150
• Contact: William Claus – (415)806-4909 • Project ID: Tramp Creek Stream Restoration • Description: Restore & Stabilize • Implementation: Remove Failed 8' Culvert & 6,000 Yards Fill Material. Realign Stream to Fit 70' Bridge. • Place Rip Rap. Build 4 Grade Stabilization Structures. Build Bridge Abutment Pads. Rebuild Approach Road; Place New Culverts. • Completion: 2006	

PAST PERFORMANCE REFERENCES

<u>CONTACT</u>	<u>PHONE NUMBER</u>	<u>PROJECT</u>
Aaron Fairbrook	(707) 569-1448	Sonoma Resource Conservation District
Jim Clark	(707) 485-7211	William Claus Property
Mark Edwards	(707) 485-7211	Coastal Forest Lands, LLC
Scott Kelly	(707) 272-4497	The Conservation Fund
Colin Hughes	(707) 839-5130	Pacific Watershed Association
Bruce Dove	(707) 496-6912	Various Cal Trans Contracts
Grant Krueger	(707) 498-3067	Various Cal Trans Contracts
Imran Fazal	(707) 834-1151	Various Cal Trans Contracts
Dave Meushke	(707) 937-3127	Williams Creek Road Development
Dave Flum	(707) 838-1505	Williams Creek Road Development
Danny Hagens	(707) 839-5130	Navarro Watershed Road Sediment Reduction Project and Many Other Projects
Jeremy Heidrick	(805) 969-5670	Hull's Creek Bridges
Sergio Fuentes	(707) 961-2833	Summers Lane Land Clearing
George Rau	(707) 462-6536	Multiple
Joe Scriven	(707) 462-3664 EXT 104	Various Mendocino County Resource Projects

KEY PERSONNEL

<u>KEY PERSON</u>	<u>EXPERTISE</u>	<u>EXPERIENCE</u>
Brian Hurt	Project Manager	22 Years
Mel Goodwin	Project Manager/Supervisor	25 Years
Frank Lucchetti	Foreman	22 Years
Taylor Wildberger	Foreman	10 Years
Nate O'Ferrall	Foreman	25 Years

BONDING CAPACITY

\$15,000,000 (Fifteen Million Dollars)
\$6,000,000 (Single Project)

PURCHASING DEPARTMENT
411 West Clay Street, Ukiah CA 95482
(707) 463-6233
mhorger@cityofukiah.com



City of Ukiah

SPEC. 18-07 – OAK MANOR JOINT TRENCH PROJECT
Addendum No. 1
January 29, 2019

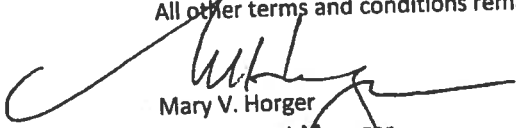
The following is Addendum No. 1 to SPEC. NO. 18-07 – Oak Manor Joint Trench Project.

IF YOU SUBMIT A BID, ACKNOWLEDGMENT OF THIS ADDENDUM MUST BE SHOWN ON THIS ADDENDUM. IN ADDITION, THIS SIGNED ACKNOWLEDGMENT MUST BE SUBMITTED WITH YOUR BID, OR IT MAY BE DEEMED AS NON-RESPONSIVE.

This Addendum is hereby made part of the Contract Documents to the same extent as though it were originally included therein.

- I. **Revision to Project Specs:** Consists of removal of 3 street crossings for CATV (Comcast), removal and redirection of CATV 2" conduit, and the addition of two new CATV Pedestals. This revision comes with the following attachments:
 "A" - Revision of Project Plan Sheet 3 of 5
 "B" - Comcast Conduit Placement
 "C" - Cablecom co Comcast R-20-A Specs
- II. **Revision to Proposal Sheet:** The proposal sheet has been revised – please see attachment. Use this sheet instead of the one provided in the original specifications. The revisions are indicated by strikethrough and italicized font.
- III. **Q&A**
 The following questions have been asked, with the corresponding response:
Q1: What's the estimated start date for the project?
A1: The project is anticipated to be awarded at the February 20th Council meeting. A Notice of Award will be released shortly after, and the winning bidder will have 15 days to sign the contract documents and provide all the bonds, etc. Once that is all in, the Notice to Proceed will be issued.

All other terms and conditions remain in full force and effect.


Mary V. Horger
Procurement Manager
ACKNOWLEDGMENT

I hereby acknowledge that I have received this Addendum No. 1 and have reviewed and considered it before submitting my bid.

Signed: 

Date: 1-31-19

Company Name: Wylatti Resource Management



AGENDA SUMMARY REPORT

SUBJECT: Approval of Execution of Contract Amendment No. 3 to the Agreement with Crawford & Associates, Inc. in an Amount not to Exceed \$12,000 for Additional On-Call Planning Services, and Approve Corresponding Budget Amendment

DEPARTMENT: Community Development

PREPARED BY: Michelle Irace

ATTACHMENTS:

[Attachment 1 - COU NO. 1718-128 - Crawford - Planning Svcs](#)

[Attachment 2 - Amendment 1 - COU No. 1718-128-A1](#)

[Attachment 3 - Amendment 2 - COU No. 1718-128](#)

[Attachment 4 - Amendment 3 Draft](#)

Summary: City Council will consider approval of an amendment (amendment #3) to the professional services agreement with Crawford & Associates, Inc. for additional on-call planning services. City Council will also consider approval of a budget amendment for the additional services.

Background: The City Council approved contract No. 1718-128 on December 6, 2017, in the amount of \$20,000 for on-call planning services. On March 7, 2018, City Council approved an amendment to the contract in the amount of \$30,000 (see Attachments 1 through 3). In addition, the Community Development Department transferred \$5,000 into the contract in January 2019, bringing the total contract amount to \$55,000.

RECOMMENDED ACTION: Approve execution of contract amendment No. 3 to the agreement with Crawford & Associates, Inc. in an amount not to exceed \$12,000 for additional on-call planning services, and approve corresponding budget amendment.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: \$0 - Acct #10023100.52100

PROPOSED BUDGET AMOUNT: \$12,000 - Acct #10023100.52100

FINANCING SOURCE: Cost recovery revenue and savings from salaries

PREVIOUS CONTRACT/PURCHASE ORDER NO.: COU No. 1718-128

COORDINATED WITH: Mary Horger, Procurement Manager; Craig Schlatter, Community Development Director

Approved: _____


Sage Sangiacomo, City Manager

Discussion: The continued need for on-call planning services is a result of increased development and advanced planning activity, coupled with vacancies in the Planning Division of the Community Development Department. Primarily, Crawford & Associates has assisted with the preparation of California Environmental Quality Act (CEQA) documents and, to a lessening extent, current planning projects. Approximately 90% of the on-call planning services performed by Crawford & Associates have been recoverable through the City's cost recovery policy, resulting in a nominal net cost to the City. The \$12,000 being requested for contract and budget amendment No. 3 includes the \$5,000 transfer and \$7,000 to allow Crawford & Associates to complete the remainder of projects for which the firm is assisting the Department.

The Department filled the Planning Manager position in April 2018, an Assistant Planner position in August 2018, and has recently made a conditional offer to an applicant for Associate Planner. Once the Planning Division is fully staffed, the Department anticipates requiring little if any on-call planning services in the future.

Staff recommends Council approve contract amendment No. 3, provided as Attachment 4, and the corresponding budget amendment.

AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES

This Agreement, made and entered into this 13th day of October, 2017 ("Effective Date"), by and between CITY OF UKIAH, CALIFORNIA, hereinafter referred to as "City" and Crawford & Associates, Inc., a corporation organized and in good standing under the laws of the state of California, hereinafter referred to as "Consultant".

RECITALS

This Agreement is predicated on the following facts:

- a. City requires consulting services related to on-call planning services.
- b. Consultant represents that it has the qualifications, skills, experience and properly licensed to provide these services, and is willing to provide them according to the terms of this Agreement.
- c. City and Consultant agree upon the Scope-of-Work and Work Schedule attached hereto as Attachment "A", describing contract provisions for the project and setting forth the completion dates for the various services to be provided pursuant to this Agreement.

TERMS OF AGREEMENT

1.0 DESCRIPTION OF PROJECT

- 1.1 The Project is described in detail in the attached Scope-of-Work (Attachment "A").

2.0 SCOPE OF SERVICES

- 2.1 As set forth in Attachment "A".
- 2.2. Additional Services. Additional services, if any, shall only proceed upon written agreement between City and Consultant. The written Agreement shall be in the form of an Amendment to this Agreement.

3.0 CONDUCT OF WORK

- 3.1 Term. The term of this agreement begins on the Effective Date and shall continue for an indefinite term and until terminated in accordance with paragraph 7.09.
- 3.2 Time of Completion. Consultant shall commence performance of services as required by the Scope-of-Work upon receipt of a Notice to Proceed from City. Consultant shall complete each task to the City's reasonable satisfaction, even if contract disputes arise or Consultant contends it is entitled to further compensation.

4.0 COMPENSATION FOR SERVICES

- 4.1 Basis for Compensation. For the performance of the professional services of this Agreement, Consultant shall be compensated on a time and expense basis at a guaranteed maximum amount of \$20,000. Labor charges shall be based upon hourly billing rates for the various classifications of personnel employed by Consultant to perform the Scope of Work as set forth in the attached Attachment B, which shall include

all indirect costs and expenses of every kind or nature, except direct expenses. The direct expenses and the fees to be charged for same shall be as set forth in Attachment "B". The specifics of the requested services, time frame, and costs will be established with each service requested by the City under the Scope of Work identified in Attachment "A".

- 4.2 Changes. Should changes in compensation be required because of changes to the Scope-of-Work of this Agreement, the parties shall agree in writing to any changes in compensation. "Changes to the Scope-of-Work" means different activities than those described in Attachment "A" and not additional time to complete those activities than the parties anticipated on the date they entered this Agreement.
- 4.3 Sub-contractor Payment. The use of sub-consultants or other services to perform a portion of the work of this Agreement shall be approved by City prior to commencement of work. The cost of sub-consultants shall be included within guaranteed not-to-exceed amount set forth in Section 4.1.
- 4.4 Terms of Payment. Payment to Consultant for services rendered in accordance with this contract shall be based upon submission of monthly invoices for the work satisfactorily performed prior to the date of the invoice less any amount already paid to Consultant, which amounts shall be due and payable thirty (30) days after receipt by City. The invoices shall provide a description of each item of work performed, the time expended to perform each task, the fees charged for that task, and the direct expenses incurred and billed for. Invoices shall be accompanied by documentation sufficient to enable City to determine progress made and to support the expenses claimed.
- 5.0 ASSURANCES OF CONSULTANT
- 5.1 Independent Contractor. Consultant is an independent contractor and is solely responsible for its acts or omissions. Consultant (including its agents, servants, and employees) is not the City's agent, employee, or representative for any purpose.

It is the express intention of the parties hereto that Consultant is an independent contractor and not an employee, joint venturer, or partner of City for any purpose whatsoever. City shall have no right to, and shall not control the manner or prescribe the method of accomplishing those services contracted to and performed by Consultant under this Agreement, and the general public and all governmental agencies regulating such activity shall be so informed.

Those provisions of this Agreement that reserve ultimate authority in City have been inserted solely to achieve compliance with federal and state laws, rules, regulations, and interpretations thereof. No such provisions and no other provisions of this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between Consultant and City.

Consultant shall pay all estimated and actual federal and state income and self-employment taxes that are due the state and federal government and shall furnish and pay worker's compensation insurance, unemployment insurance and any other benefits required by law for himself and his employees, if any. Consultant agrees to indemnify and hold City and its officers, agents and employees harmless from and against any claims or demands by federal, state or local government agencies for any such taxes or benefits due but not paid by Consultant, including the legal costs associated with defending against any audit, claim, demand or law suit.

Consultant warrants and represents that it is a properly licensed professional or professional organization with a substantial investment in its business and that it maintains its own offices and staff which it will use in performing under this Agreement.

- 5.2 Conflict of Interest. Consultant understands that its professional responsibility is solely to City. Consultant has no interest and will not acquire any direct or indirect interest that would conflict with its performance of the Agreement. Consultant shall not in the performance of this Agreement employ a person having such an interest. Consultant shall not use any information, not available to the general public, which Consultant receives in the course of providing services under this Agreement in representing any other clients of the Consultant and shall decline to provide services to any other of its clients, if any such client has any interest in or will be affected by a planning matter for which Consultant has provided services pursuant to this Agreement. If the City Manager determines that the Consultant has a disclosure obligation under the City's local conflict of interest code, the Consultant shall file the required disclosure form with the City Clerk within 10 days of being notified of the City Manager's determination.

6.0 INDEMNIFICATION

- 6.1 Insurance Liability. Without limiting Consultant's obligations arising under Paragraph 6.2 Consultant shall not begin work under this Agreement until it procures and maintains for the full period of time allowed by law, surviving the termination of this Agreement insurance against claims for injuries to persons or damages to property, which may arise from or in connection with its performance under this Agreement.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office ("ISO) Commercial General Liability Coverage Form No. CG 20 10 10 01 and Commercial General Liability Coverage – Completed Operations Form No. CG 20 37 10 01.
2. ISO Form No. CA 0001 (Ed. 1/87) covering Automobile Liability, Code 1 "any auto" or Code 8, 9 if no owned autos and endorsement CA 0025.
3. Worker's Compensation Insurance as required by the Labor Code of the State of California and Employers Liability Insurance.
4. Errors and Omissions liability insurance appropriate to the consultant's profession. Architects' and engineers' coverage is to be endorsed to include contractual liability.

B. Minimum Limits of Insurance

Consultant shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall apply separately to the work performed

under this Agreement, or the aggregate limit shall be twice the prescribed per occurrence limit.

2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Worker's Compensation and Employers Liability: Worker's compensation limits as required by the Labor Code of the State of California and Employers Liability limits of \$1,000,000 per accident.
4. Errors and Omissions liability: \$1,000,000 per occurrence.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects to the City, its officers, officials, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages
 - a. The City, its officers, officials, employees and volunteers are to be covered as additional insureds as respects; liability arising out of activities performed by or on behalf of the Consultant, products and completed operations of the Consultant, premises owned, occupied or used by the Consultant, or automobiles owned, hired or borrowed by the Consultant for the full period of time allowed by law, surviving the termination of this Agreement. The coverage shall contain no special limitations on the scope-of-protection afforded to the City, its officers, officials, employees or volunteers.
 - b. The Consultant's insurance coverage shall be primary insurance as respects to the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be in excess of the Consultant's insurance and shall not contribute with it.
 - c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, officials, employees or volunteers.
 - d. The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Worker's Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses arising from Consultant's performance of the work, pursuant to this Agreement.

3. Professional Liability Coverage

If written on a claims-made basis, the retroactivity date shall be the effective date of this Agreement. The policy period shall extend from the Effective Date to one year after the termination of this Agreement.

4. All Coverages

Each Insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

E. Acceptability of Insurers

Insurance is to be placed with admitted California insurers with an A.M. Best's rating of no less than A- for financial strength, AA for long-term credit rating and AMB-1 for short-term credit rating.

F. Verification of Coverage

Consultant shall furnish the City with Certificates of Insurance and with original Endorsements effecting coverage required by this Agreement. The Certificates and Endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates and Endorsements are to be on forms provided or approved by the City. Where by statute, the City's Workers' Compensation - related forms cannot be used, equivalent forms approved by the Insurance Commissioner are to be substituted. All Certificates and Endorsements are to be received and approved by the City before Consultant begins the work of this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies, at any time. If Consultant fails to provide the coverages required herein, the City shall have the right, but not the obligation, to purchase any or all of them. In that event, the cost of insurance becomes part of the compensation due the contractor after notice to Consultant that City has paid the premium.

G. Subcontractors

Consultant shall include all subcontractors or sub-consultants as insured under its policies or shall furnish separate certificates and endorsements for each sub-contractor or sub-consultant. All coverage for sub-contractors or sub-consultants shall be subject to all insurance requirements set forth in this Paragraph 6.1.

6.2 Indemnification. Notwithstanding the foregoing insurance requirements, and in addition thereto, Consultant agrees, for the full period of time allowed by law, surviving the

termination of this Agreement, to indemnify the City for any claim, cost or liability that arises out of, or pertains to, or relates to any negligent act or omission or the willful misconduct of Consultant in the performance of services under this contract by Consultant, but this indemnity does not apply to liability for damages for death or bodily injury to persons, injury to property, or other loss, arising from the sole negligence, willful misconduct or defects in design by the City, or arising from the active negligence of the City.

"Indemnify," as used herein includes the expenses of defending against a claim and the payment of any settlement or judgment arising out of the claim. Defense costs include all costs associated with defending the claim, including, but not limited to, the fees of attorneys, investigators, consultants, experts and expert witnesses, and litigation expenses.

References in this paragraph to City or Consultant, include their officers, employees, agents, and subcontractors.

7.0 CONTRACT PROVISIONS

- 7.1 Ownership of Work. All documents furnished to Consultant by City and all documents or reports and supportive data prepared by Consultant under this Agreement are owned and become the property of the City upon their creation and shall be given to City immediately upon demand and at the completion of Consultant's services at no additional cost to City. Deliverables are identified in the Scope-of-Work, Attachment "A". All documents produced by Consultant shall be furnished to City in digital format and hardcopy. Consultant shall produce the digital format, using software and media approved by City.
- 7.2 Governing Law. Consultant shall comply with the laws and regulations of the United States, the State of California, and all local governments having jurisdiction over this Agreement. The interpretation and enforcement of this Agreement shall be governed by California law and any action arising under or in connection with this Agreement must be filed in a Court of competent jurisdiction in Mendocino County.
- 7.3 Entire Agreement. This Agreement plus its Attachment(s) and executed Amendments set forth the entire understanding between the parties.
- 7.4 Severability. If any term of this Agreement is held invalid by a court of competent jurisdiction, the remainder of this Agreement shall remain in effect.
- 7.5 Modification. No modification of this Agreement is valid unless made with the agreement of both parties in writing.
- 7.6 Assignment. Consultant's services are considered unique and personal. Consultant shall not assign, transfer, or sub-contract its interest or obligation under all or any portion of this Agreement without City's prior written consent.
- 7.7 Waiver. No waiver of a breach of any covenant, term, or condition of this Agreement shall be a waiver of any other or subsequent breach of the same or any other covenant, term or condition or a waiver of the covenant, term or condition itself.
- 7.8 Termination. This Agreement may only be terminated by either party: 1) for breach of the Agreement; 2) because funds are no longer available to pay Consultant for services

provided under this Agreement; or 3) City has abandoned and does not wish to complete the project for which Consultant was retained. A party shall notify the other party of any alleged breach of the Agreement and of the action required to cure the breach. If the breaching party fails to cure the breach within the time specified in the notice, the contract shall be terminated as of that time. If terminated for lack of funds or abandonment of the project, the contract shall terminate on the date notice of termination is given to Consultant. City shall pay the Consultant only for services performed and expenses incurred as of the effective termination date. In such event, as a condition to payment, Consultant shall provide to City all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Consultant under this Agreement. Consultant shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder, subject to off-set for any direct or consequential damages City may incur as a result of Consultant's breach of contract.

- 7.9 Execution of Agreement. This Agreement may be executed in duplicate originals, each bearing the original signature of the parties. Alternatively, this Agreement may be executed and delivered by facsimile or other electronic transmission, and in more than one counterpart, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. When executed using either alternative, the executed agreement shall be deemed an original admissible as evidence in any administrative or judicial proceeding to prove the terms and content of this Agreement.

8.0 NOTICES

Any notice given under this Agreement shall be in writing and deemed given when personally delivered or deposited in the mail (certified or registered) addressed to the parties as follows:

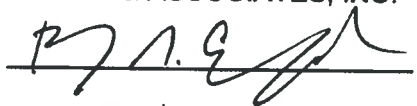
CITY OF UKIAH
DEPT. OF COMMUNITY DEVELOPMENT
300 SEMINARY AVENUE
UKIAH, CALIFORNIA 95482-5400

CRAWFORD & ASSOCIATES, INC.
ATTN: JULIE PRICE
100 NORTH PINE STREET
UKIAH, CALIFORNIA 95482

9.0 SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Agreement the Effective Date:

CRAWFORD & ASSOCIATES, INC.

BY: 

Date 10/13/2017

PRINT NAME: BENJAMIN CRAWFORD

46-0779018
IRS IDN Number

CITY OF UKIAH

BY: 

SAGE SANGIACOMO
CITY MANAGER

Date 11-13-17

COU No. 1718128

ATTEST

Kristine Lantieri
CITY CLERK

11-13-17
Date

ATTACHMENT A – SCOPE OF WORK

Services will include the following:

- Assistance with the processing of complex current planning applications including major use permits, major site development permits, and subdivisions.
- The review and preparation of CEQA and NEPA environmental assessments, initial studies and negative declarations including but not limited to, aesthetics, air quality, water quality, biological resources, noise, traffic, etc.
- Attend public hearings as needed.
- Provide inter-agency coordination as needed.
- All other relevant assignments related to planning as requested.

ATTACHMENT B

Crawford & Associates, Inc.

2017 Fee and Lab Schedule

Fee Schedule		Services & Lab Schedule		Unit	Cost		
Professional Hourly Fees		Services & Costs					
Principal	\$175	Per Diem (Varies per County)	Day		\$125-\$175.00		
Senior Civil Engineer	\$165	Traffic Control-Major (DBE and/or PW)	Day		\$2,250.00		
Senior Project Manager	\$165	Traffic Control-Minor (DBE and/or PW)	Day		\$1,000.00		
Project Manager	\$155	Traffic Control-Major (Non DBE or PW)	Day		\$1,500.00		
Civil Designer	\$145	Traffic Control-Minor (Non DBE or PW)	Day		\$700.00		
Planner	\$145	Nuclear Density Tests	Test		\$5.00		
Environmental Specialist	\$140	Hand Auger	Day		\$150.00		
Senior Engineer/Geologist	\$130	Steel Liners	Liner		\$6.50		
Staff Engineer II/Geologist II	\$120	Core Machine with Generator	Day		\$2,000.00		
Staff Engineer I/Geologist I	\$110	Coring Bit Charge	Inch		\$2.00		
Drafting	\$90	Backfill	Bag		\$5.00		
Project Assistant	\$65	Classification & Index					
Technician - PW	\$95	Moisture Content	ASTM D2216		\$35.00		
Technician – Non PW	\$85	Moisture & Density	ASTM D2216 & D2937		\$55.00		
Reimbursable		Sieve Analysis to #200	ASTM D6913		\$140.00		
Mileage is billed at \$0.60/Mile		#200 Wash	ASTM D1140		\$100.00		
CASQA SWPPP Template \$32.00		Hydrometer Analysis	ASTM D422		\$175.00		
Outside costs are billed at cost plus 15% markup		Plasticity Index	ASTM D4318		\$215.00		
		Strength					
		Direct Shear (CD – 3 pt) Peak Only	ASTM D3080		\$450.00		
		Unconfined Compression	ASTM D2166		\$150.00		
		Compaction Curves and Stability					
		4-inch Mold	ASTM D698/D1557		\$250.00		
		6-inch Mold	ASTM D698/D1557		\$275.00		
		R-Value	CTM301		\$325.00		
		Consolidation and Expansion					
		One Dimension Consolidation No Time-Rate	ASTM D2435		\$300.00		
		One Dimension Consolidation Time-Rate	ASTM D2435		\$420.00		
		Expansion Index	ASTM D4829		\$210.00		
		Chemical and Corrosion					
		pH & Resistivity	CTM643		\$100.00		
		Sulfate Content	CTM417		\$50.00		
		Chloride Content	CTM422		\$50.00		
				Extras			
				Rush testing: add 50%. This guarantees your sample(s) will get top priority.			
		Additional testing costs available upon request					
Rates are applicable through Dec 31, 2017. An escalation factor of 3%/year will apply for work completed after 2017.							



Julie Price, QISP
Project Manager/Planner/Environmental Specialist



Biography

Julie Price is a graduate of the University of California, Davis, with a Bachelor of Science degree in Environmental and Resource Science. Julie has 19 years' experience working with local, state and federal agencies managing environmental compliance and permitting issues, including 6 years as a planner and SMARA administrator with the County of Mendocino, 7 years in private industry managing industrial and commercial projects, and 6 years as a planning consultant for both private clients and public agencies.

Her experience includes project management, preparation of technical studies and reports (CEQA initial studies, mitigated negative declarations, staff reports, feasibility studies, initial site assessments); permit processing (land use permits, variances, major and minor subdivisions, surface mining permits, SWRCB Industrial and Construction Stormwater Permits and 401 Certifications, CDFW 1600 agreements, Army Corps Section 404 permits); preparation of plans (Storm Water Pollution Prevention Plans, mitigation and monitoring plans, hazardous materials business plans, surface mine reclamation plans, revegetation plans); program development; and permit compliance management (coordination, monitoring and reporting).

Types of projects include: industrial/commercial/civic/residential site development; residential and commercial subdivisions; development in floodplains; solid waste, recycling and composting facilities; construction site stormwater management; industrial facility stormwater management; surface mining operations; habitat restoration, enhancement, and fish passage projects.

Julie is certified as a Trainer of Record (TOR) and Qualified Industrial Stormwater Practitioner (QISP) for California's Industrial General Permit.

Professional Training

- Advanced CEQA. AEP. 2016.
- Advanced CEQA. AEP. 2017.
- Industrial General Permit Trainer of Record Training. CASQA. 2016.
- New Industrial General (Stormwater) Permit. State Water Quality Control Board. 2015.
- Low Impact Development. County of Mendocino. 2014.
- Recycling and Greenhouse Gas Emissions. CA Resource Recovery Association. 2012.
- West Coast Annual Organics Recycling Conference. Biocycle. 2012.
- West Coast Annual Organics Recycling Conference. Biocycle. 2009.
- Low Impact Development. UC Davis Extension. 2008.
- Professional Grant Proposal Writing. The Grant Institute. 2007.
- Habitat Restoration. UC Davis Extension. 2007.
- Environmentally Sensitive Streambank Stabilization. International Erosion Control Association. 2006.
- Innovative Restoration: Applied Processes & Technologies for Stabilizing Streambanks and Restoring Rivers. International Erosion Control Association. 2006.
- Floodplain Management and Duties of the Local Administrator. FEMA and Dept. of Water Resources. 2004.
- Salmon, Water Quality & Land Use Planning Workshop, Five Counties Salmonid Conservation Program (5C). 2003.
- Low Maintenance Roads. UC Cooperative Extension. 2001.
- SMARA Overview. Dept. of Conservation Office of Mine Reclamation. 2001.
- Construction Site Planning and Management for Water Quality Protection. Cal/EPA and NCRWQCB. 2000.

University of California,
Davis
B.S. Environmental and
Resource Science, 1996

Association of
Environmental Professionals
(AEP)

California Native Plant
Society (CNPS)

California Stormwater
Quality Association (CASQA)

Qualifications

Education

Affiliations

Related Experience

Crawford & Associates, Inc.

2015-Present

As Project Manager, Planner and Environmental Specialist, provide planning, permitting and stormwater consulting services to public agencies and private clients, including cities and counties. Tasks include project management; preparation of permit applications (local, DFW, SWQCB, ACOE), CEQA initial studies, staff reports and conditions of approval; coordination and review of technical studies (botanical, biological, cultural, noise, air, GHG, traffic, etc.); coordination of subconsultants; preparation and implementation of Mitigation and Monitoring Plans; preparation of annual reports to resource agencies; assistance with permit compliance; stormwater monitoring and technical assistance (site inspections, reporting, training).

C&S Waste Solutions, Inc.**2008-2015**

As Director of Regulatory Affairs, managed regulatory and community affairs for solid waste hauler. Tasks included managing permits (land use, stormwater, air quality, hazardous materials, solid waste, etc.) for 8 businesses (5 facilities); performing monthly inspections; monitoring and reporting; research and development of new programs; managing a pilot food waste recycling program; managing construction of a recycling facility; managing a recycling outreach and education program; organizing data into reports for local agencies; working closely with local and State agency staff; making presentations to City Councils, Planning Commission and Board of Supervisors.

Rau and Associates, Inc.**2005-2008**

As an Environmental Planner, provided consulting services to public agencies and private clients. Tasks include: preparation of Mining and Reclamation Plans, CEQA Initial Studies, permit applications (County/City, DFW, SWQCB, ACOE), erosion control plans, Exceedance Response Action (ERA) technical reports and SWPPPs; coordination and review of technical studies (botanical, biological, cultural, noise, air, GHG, traffic, etc.); work closely with civil engineers and geologists during design and monitoring phases; implementation of Mitigation and Monitoring Plans and preparation of annual reports to resource agencies; assistance with permit compliance; stormwater monitoring and technical assistance (site inspections, reporting, training); floodplain elevation certificates.

County of Mendocino Department of Planning & Building**2000-2005**

As a Planner I and Planner II, processed major and minor use permit applications, variances, subdivisions, coastal development permits and surface mining applications; prepared CEQA initial studies, mitigated negative declarations and staff reports; reviewed building permit and business license applications for compliance with zoning code; reviewed development within the 100-year floodplain; acted as the Planning Dept. representative on the County Archaeological Commission; was the SMARA Administrator for all County surface mining activities, overseeing regulatory compliance of the County's 28 surface mines; worked on the draft grading ordinance and MS4 Stormwater Management Plan (SWMP).

County of Mendocino Farm Advisor/University of California Cooperative Extension**1996-2000**

As an Agricultural Technologist, Research Assistant and Master Gardener, assisted UCCE advisors from Mendocino, Lake and Sonoma Counties on wide range of applied research projects and provided technical assistance to the public regarding pests and diseases of the garden and landscape. Projects included viticulture (varietal trials, cultural practices, brix analysis, leaf water potential, water conservation); integrated pest management; rangeland water quality (monitoring and lab analysis of water samples, sediment delivery assessments, ranch planning for water quality).

CITY OF UKIAH
AMENDMENT 1
TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN
CRAWFORD & ASSOCIATES and THE CITY OF UKIAH

This Amendment No. 1, entered on March 15, 2018, revises the Agreement for Professional services dated August 13, 2017 between the City of Ukiah and Crawford & Associates, Inc., for professional consulting services relating to on-call planning services.

This Amendment No. 1 adds an additional not-to-exceed amount of \$30,000, for a total revised contract amount of \$50,000.00.

Except as expressly amended by this Agreement, all other terms and conditions of the agreement remain unchanged and in full force and effect.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AMENDMENT ON THE EFFECTIVE DATE:

CRAWFORD & ASSOCIATES, INC.

BY: 

DATE: 3/30/2018

PRINT NAME: BENJAMIN D. CRAWFORD

CITY OF UKIAH

BY: 
SAGE SANGIACOMO, CITY MANAGER

DATE: 4-17-18

ATTEST

BY: 
KRISTINE LAWLER, CITY CLERK

DATE: 4-17-18

CONTRACT APPROVAL & AUTHORIZATION TO PROCEED

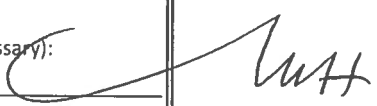
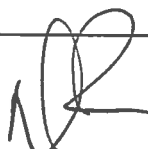
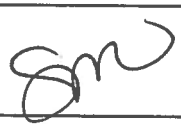
NOTE: The City Manager will sign contracts once all initials have been signed.

TO: CITY MANAGER CONTRACT #: 1718123-A1

SUBMITTED BY: Mary Horner

DATE: 4/5/18

PROJECT NAME: Camford - On-Care Furnishings

CHECKLIST & ROUTING FOR APPROVALS		Initial Below
		REVIEWED AND APPROVED BY
1.	Procurement Manager Sourcing method and justification (attach documentation if necessary): City Council Approval Date: <u>3/7/18</u> Agenda Item No.: <u>7h</u> Budget No(s): <u>10023100.52100</u> <i>Note: Please attach post meeting staff report showing approval, and any documentation or description showing funding.</i>	
2.	City Attorney <i>Note: If you have an email approval from the City Attorney, then you may attach a copy of the email and reference it in lieu of initials.</i>	
3.	Risk Manager <i>Note: Attach insurance documents.</i>	
4.	City Clerk	
ADDITIONAL COMMENTS: _____ _____ _____		



City of Ukiah

AGENDA SUMMARY REPORT

SUBJECT: Approve Professional Services Contract Amendment with Crawford & Associates for On-Call Planning Services in amount not to exceed \$30,000.

DEPARTMENT: Community Development

PREPARED BY: Craig Schlatter

ATTACHMENTS:

Attachment 1 - COU No. 1718-128 - Crawford - Planning Svcs

Summary: Council will consider approving an amendment to the agreement with Crawford & Associates for on-call planning services in an amount not to exceed \$30,000.

Background: The City Council approved contract 1718-128 (Attachment 1) on December 6, 2017, for an amount of up to \$20,000. At the time, on-call planning services were sought to complement the existing planning staff.

Discussion: Since the Community Development Department restructuring proposal was approved by City Council on December 20, 2017, Staff has been working to quickly fill the newly created Associate Planner-Housing position. This would have limited the need for on-call planning services. Unfortunately, during that time the Planning Manager resigned and increased the need for on-call planning services.

While Staff expects to fill the two open planning positions within the next couple of months, the contract

RECOMMENDED ACTION: Approve the professional services contract amendment with Crawford & Associates in an amount not to exceed \$30,000.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: \$20,000 - Acct #10023100.52100;

PROPOSED BUDGET AMOUNT: \$30,000 - Acct #10023100.52100; transferred savings from salaries

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: COU No. 1718-128

COORDINATED WITH: Mary Horger, Procurement Manager

Approved: 
Sage Sangiacomo, City Manager

amendment with Crawford & Associates is necessary to ensure services in the interim. Staff is requesting Council approve a contract amendment in an amount not to exceed \$30,000.

Because Crawford & Associates has primarily assisted the Department with current planning responsibilities, at least 90% of their total costs should be recovered by the City through the cost recovery model. Furthermore, the added contractual costs are anticipated to be offset by the savings from the vacant positions.

CITY OF UKIAH
AMENDMENT 2
TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN
CRAWFORD & ASSOCIATES and THE CITY OF UKIAH

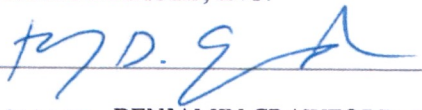
This Amendment No. 2, entered on September 19, 2018, revises the Agreement for Professional services dated August 13, 2017 between the City of Ukiah and Crawford & Associates, Inc., for professional consulting services relating to on-call planning services.

This Amendment No. 2 authorizes Crawford & Associates to utilize Jacobszoon and Associates as a sub-consultant for environmental services per Attachment 1. This additional scope will not add to the overall available amount of the contract, which remains unchanged at a not-to-exceed amount of \$50,000.

Except as expressly amended by this Agreement, all other terms and conditions of the agreement remain unchanged and in full force and effect.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AMENDMENT ON THE EFFECTIVE DATE:

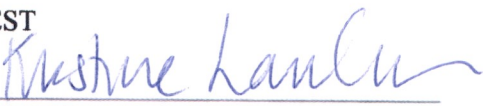
CRAWFORD & ASSOCIATES, INC.

BY:  DATE: 9/24/2018
PRINT NAME: BENJAMIN CRAWFORD, PRESIDENT

CITY OF UKIAH

BY:  DATE: 10-10-18
SAGE SANGIACOMO, CITY MANAGER

ATTEST

BY:  DATE: 10-10-18
KRISTINE LAWLER, CITY CLERK

This form of agreement is distributed by:



Consultant Initials BDC	Subconsultant Initials
----------------------------	------------------------

AGREEMENT BETWEEN CONSULTANT AND SUBCONSULTANT

This form of agreement (Form C) was developed by the American Council of Engineering Companies of California and is intended primarily for the use of ACEC California members and may not be reproduced without the permission of ACEC California. © 2013, 2010, 2009, 2008, 2003, 2001, 1998, 1989.

Project No. 17-421.1
 Agreement entered into at Ukiah, CA on this date of September 19, 2018,
 by and between: Crawford & Associates, Inc. (Consultant) and Jacobszoon & Associates, Inc. (Subconsultant)

Consultant:	Crawford & Associates, Inc.	Subconsultant:	Jacobszoon & Associates, Inc.
Name:	Ben Crawford	Name:	Randy Jacobszoon
Address:	100 N. Pine Street	Address:	117 Clara Avenue
City, St, Zip:	Ukiah, CA 95482	City, St, Zip:	Ukiah, CA 95482
Phone:	(707) 234-4878	Phone:	(707) 485-5544
Fax:		Fax:	
Email:	julie.price@crawford-inc.com	Email:	aliciaivesringstad@gmail.com
License No:		License No:	

Consultant and Subconsultant agree as follows:

- A. Consultant retains Subconsultant to perform services for:
 hereinafter called "project."
 Vichy Hills Trail Project
- B. Subconsultant agrees to perform the following scope of services:
 See Exhibit A
- C. Consultant agrees to compensate Subconsultant for such services as follows:
 See Exhibit A
- D. This agreement is subject to the General Terms of Agreement for Subconsulting Services contained in paragraphs 1 through 12, and the provisions of the exhibits attached hereto and made a part hereof. (List exhibits below.)
 The subconsultant will be bound to the same terms as the agreement between the Consultant and the City of Ukiah effective October 17, 2017.

Consultant Initials <i>BRC</i>	Subconsultant Initials
-----------------------------------	------------------------

GENERAL TERMS OF AGREEMENT FOR SUBCONSULTING SERVICES

Consultant and Subconsultant agree that the following provisions shall be part of this agreement:

1. This agreement shall be binding upon the heirs, executors, administrators, successors and assigns of Consultant and Subconsultant.
2. This agreement shall not be assigned by either Consultant or Subconsultant without the prior written consent of the other. Neither Consultant nor Subconsultant shall assign claims arising from the agreement without the prior written consent of the other.
3. This agreement contains the entire agreement between Consultant and Subconsultant relating to the project and the provision of services to the project. Any prior agreements, promises, negotiations or representations not expressly set forth in this agreement are of no force or effect. Subsequent modifications to this agreement shall be in writing and signed by both Consultant and Subconsultant.
4. This agreement shall be governed by and construed in accordance with the laws of the State of California.
5. Consultant and Subconsultant agree to cooperate with each other in order to fulfill their responsibilities and obligations under this agreement. Both Consultant and Subconsultant shall endeavor to maintain good working relationships among members of the project team.
6. Subconsultant shall perform services as an independent contractor and shall perform the services provided for in this agreement in accordance with generally accepted standards of professional practice in effect at the time of performance.
7. Unless provided otherwise by the provisions of paragraph C, Subconsultant shall submit monthly invoices to Consultant. Subconsultant recognizes that his or her invoices will be presented by Consultant to the project client and that Consultant will pay Subconsultant the amount due for services rendered and expenses incurred within fourteen (14) calendar days after Consultant is paid by the project client. Nothing contained in this paragraph shall constitute a waiver or release of Subconsultant's mechanic lien rights.
8. Before any services are provided under this agreement, Subconsultant shall procure and maintain in effect insurance coverage in amounts not less than set forth below.
 - (a) Workers' Compensation and Employer's Liability: as required by the laws of the State of California.
 - (b) General Liability: commercial general liability insurance for personal and bodily injury, including death and property damage, on an occurrence basis, in the amount of \$ 1,000,000 combined single limit each occurrence and in aggregate.
 - (c) Automobile Liability: automobile liability for personal and bodily injury, including death and property damage, in the amount of \$ 1,000,000 for each accident.
 - (d) Professional Liability: professional liability insurance for damages incurred by reason of any actual or alleged negligent act, error or omission by Subconsultant in the amount of \$ 1,000,000 each claim and annual aggregate.
 - (e) Certificates: Subconsultant shall provide certificates of insurance evidencing coverage required above. Each certificate shall provide that the coverage afforded shall not be cancelled or ordered reduced by the Subconsultant, except with at least thirty (30) days' prior written notice to the Consultant. Should this occur, Subconsultant shall procure and furnish to Consultant prior to such effective date new certificates conforming to the above coverage requirements. Subconsultant shall not have the right to receive any payment under this agreement until all insurance certificates are received by Consultant.
9. Consultant and Subconsultants agree, to the extent permitted by law, to indemnify and hold harmless each other, their officers, directors and employees from and against all claims, losses, demands, damages or costs, including

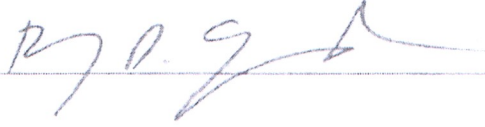
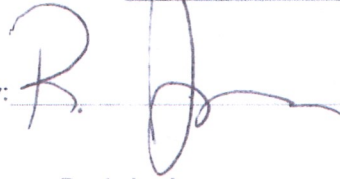
Consultant Initials	Subconsultant Initials
BDC	

attorneys fees that are ultimately determined by a court to be caused by and only the extent of, the actual negligent acts, errors or omissions of either Consultant or Subconsultant or anyone else for whom Consultant or Subconsultant is liable, arising out of the performance of this agreement.

10. Consultant may terminate Subconsultant's performance under this agreement, with or without cause, upon written notice. Consultant shall compensate Subconsultant for performance of services through the period prior to termination, plus reasonable termination expenses, provided Subconsultant is not in default.
11. If any provision of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall remain in full force and effect and are binding on Consultant and Subconsultant.
12. In an effort to resolve any conflicts between Consultant and Subconsultant arising out of or relating to the performance of this agreement, Consultant and Subconsultant agree that all disputes between them arising out of or relating to this agreement shall be submitted to nonbinding mediation unless the parties mutually agree otherwise. This dispute resolution provision shall not preclude either party from filing a legal action in small claims court if the amount in dispute is within the jurisdiction of the small claims court, nor does it preclude or limit the right to perfect or enforce applicable mechanic's lien or stop notice remedies.

IN WITNESS WHEREOF, the parties hereby execute this agreement upon the terms and conditions stated above.

Consultant: Crawford & Associates, Inc. Subconsultant: Jacobszoon & Associates, Inc.

By:  By: 

Name: Ben Crawford Name: Randy Jacobszoon

Title: President Title: President

Date Signed: 9/19/2018 Date Signed: 9/21/18

Subconsultant should mail completed contract to the address shown for Consultant.



Exhibit A

JACOBSZOOM & ASSOCIATES, INC.

natural resource planning & management

September 19, 2018

Julie Price
Crawford & Associates
100 North Pine St.
Ukiah, CA 95482

Re: Scope of Work for a Wildlife Survey for the Vichy Hills Trail Area in Ukiah, CA 95482

Dear Julie:

As per your request, a scope of work has been prepared by Jacobszoon & Associates, Inc. for the above referenced project.

Scope of Work

- Project communication and coordination with the Client- approximately 2 hours
- CNDDDB and CNPS research for listed species prior to site visit- approximately 8 hours
- Wildlife survey at site- approximately 8 hours
- Wildlife survey report and map- approximately 16 hours

Total hrs. = 34 hours @ \$110/hour= \$3,740.00

Time and Materials Fee

The project cost for the above referenced services \$3,740.00.

This project cost does not include any development of mitigations if any animal species are found within the project area or if additional surveys need to be conducted, such as, aquatic species surveys, nesting bird surveys, etc.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Alicia Ives Ringstad
Senior Wildlife Biologist
Jacobszoon & Associates, Inc.

CITY OF UKIAH
AMENDMENT 3
TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN
CRAWFORD & ASSOCIATES and THE CITY OF UKIAH

This Amendment No. 3, entered on _____, 2019, revises the Agreement for Professional services dated August 13, 2017 between the City of Ukiah and Crawford & Associates, Inc., for professional consulting services relating to on-call planning services.

This Amendment No. 3 adds an additional not-to-exceed amount of \$12,000, for a total revised contract amount of \$62,000.

Except as expressly amended by this Agreement, all other terms and conditions of the agreement remain unchanged and in full force and effect.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AMENDMENT ON THE EFFECTIVE DATE:

CRAWFORD & ASSOCIATES, INC.

BY: _____ DATE: _____

PRINT NAME: _____

CITY OF UKIAH

BY: _____ DATE: _____
SAGE SANGIACOMO, CITY MANAGER

ATTEST

BY: _____ DATE: _____
KRISTINE LAWLER, CITY CLERK



AGENDA SUMMARY REPORT

SUBJECT: Consideration of Approval of Budget Amendment to Fund Associate Planner Position in the Planning Division of the Community Development Department.

DEPARTMENT: Community Development

PREPARED BY: Craig Schlatter

ATTACHMENTS:

[Attachment 1 - 9-23-18 Management-Unit-Salary-Schedule](#)

Summary: Council will consider Staff's recommendation of approval of a budget amendment to fund the Associate Planner position. The position is one of three planning positions in the Planning Division of the Community Development Department.

Background: On December 20, 2017, City Council approved a proposal and corresponding budget amendment to restructure the Community Development Department, adding a Building Inspector position to the Building Division and Associate Planner position to the Planning Division. The Council also approved restructuring the Planning and Building Technician position to a Community Development Technician. Staffing of the Community Development Department after the restructuring consisted of the following:

Community Development Director
Planning Manager
Associate Planner
Associate Planner - Housing
Building Official

RECOMMENDED ACTION: Approve budget amendment to fund the Associate Planner position in the Planning Division of the Community Development Department.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: \$31,846.88 - 10023100.51110

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Sheri Mannion, Human Resources/Risk Manager Director, Michelle Irace, Planning Manager

Approved: _____


Sage Sangiacomo, City Manager

Building Inspector
Development Permit Coordinator
Community Development Technician

Duties related to the housing division were to be present in both the new Associate Planner position and the restructured Community Development Technician, as well as other Department positions. A primary goal of the Department restructuring was to fully integrate the three divisions of the Department, with division team members acting in a support capacity to other divisions when and where needed, all with the common goal of providing the highest level of customer service and workflow management.

In 2018, after the departure of the Planning Manager and Associate Planner, a new Planning Manager was hired and the City conducted recruitment efforts to attempt to fill the two vacant Associate Planner positions. Although candidates had applied with experience matching that normally required of an entry level Assistant Planner, the Department was not successful in filling either of the two Associate Planner positions. In reflecting on this experience, considering the regional pool of qualified planners, and also to plan for succession and cross training in critical functions of the Department, the City conducted another recruitment for an Assistant Planner and Associate Planner. The Assistant Planner position was filled in August 2018.

Given that both the Planning Manager and Assistant Planner were new to the Department (the Planning Manager started in April 2018 and the Assistant Planner started in August 2018), another recruitment for the Associate Planner would not be pursued until new Division team members were trained and familiar with City codes and procedures. Consequently, the Associate Planner was not budgeted for in the 2018-19 fiscal year but was still planned to be filled at some point.

Discussion: The City conducted a recruitment for the Associate Planner position in December 2018. This recruitment effort has been successful, and the City has made a conditional offer to an applicant, which has been accepted. To fill the position, Staff needs Council approval of a budget amendment to fund the position for the remainder of the 2018-19 fiscal year.

Expenditures for Associate Planner position:

\$31,846.88 FY 18-19 Personnel 10023100.51110

Please note: the salary estimate is a fully loaded estimate based on hiring at the top step in the salary schedule. The estimate is based on four months' employment, reflecting a start date of March 1. It is not anticipated the cost for this position will be as high as shown. Annual expenditures related to the position for FY 2019-20 and beyond, based on a fully loaded estimate and hiring at the top step in the salary schedule, are expected to be \$95,540.64.

Revenues:

For Fiscal Year 2018-19: the combination of continued revenues due to increased development activity and cost recovery efforts, plus new sources of grant revenue from the Housing Division, will help offset the costs of the new position for the remainder of the fiscal year.

For Fiscal Year 2019-20 and beyond: due to cost sharing between divisions, including new revenue from the housing division, the overall impact to the City's general fund should be nominal. Over time, as implementation services are expanded in the housing services division and additional efficiencies are realized in the building and planning services divisions, this trend should continue. The goal then from a department cost perspective is to see the quantity and quality of services increase while continuing to decrease the cost to the general fund over time.

Staff recommends approving the budget amendment to fund the Associate Planner position. A copy of the

Management Unit Salary Schedule is included as Attachment 1.

City of Ukiah
Management Unit Salary Schedule
Effective September 23, 2018
4% COLA

Job Class Title	Grade	Monthly				
		Step 0	Step 1	Step 2	Step 3	Step 4
Assistant Utility Director		10,659.31	11,192.28	11,751.89	12,339.48	12,956.45
		-				
Senior Power Engineer	2571	9,690.28	10,174.79	10,683.53	11,217.71	11,778.60
Electrical Superintendant	2594	-				
		-				
Deputy Director of Public Works	2573	8,556.18	8,983.99	9,433.19	9,904.85	10,400.09
		-				
Water, Sewer & Street Supervisor	2599	7,683.49	8,067.66	8,471.04	8,894.59	9,339.32
		-				
Senior Civil Engineer	2589	7,237.79	7,599.68	7,979.66	8,378.64	8,797.57
		-				
Community Services Administrator	2593	6,701.27	7,036.33	7,388.15	7,757.56	8,145.44
Planning Manager	2621	-				
		-				
Information Technology Administrator	2595	6,382.17	6,701.28	7,036.34	7,388.16	7,757.57
Wastewater Treatment Plant Supervisor	2596	-				
Water Treatment Plant Supervisor	2598	-				
Building Official	2636	-				
Plant & Fleet Maintenance Supervisor	2674	-				
		-				
City Clerk	2637	5,861.93	6,155.03	6,462.78	6,785.92	7,125.22
		-				
Airport Manager	2671	5,324.10	5,590.31	5,869.83	6,163.32	6,471.49
		-				
Billing & Customer Service Manager	2689	5,138.10	5,395.01	5,664.76	5,948.00	6,245.40
Facility Administrator	2685					
Museum Director	2684					
Parks/Golf Superintendent	2686					
Procurement Manager	2683					
Recreation Supervisor	2681					
Senior Accountant	2687					
Associate Planner	2735	4,893.42	5,138.09	5,394.99	5,664.74	5,947.98
Management Analyst	2715					

Reportable Special CompensationManagement Incentive Pay (*Grandfathered Only*)

15 days (120 hours) per fiscal year

Water Division Certificate Pay

2.5%-7.5% added to base



AGENDA SUMMARY REPORT

SUBJECT: Authorization for City Manager to Negotiate and Execute a Contract for Legal Services with Briscoe, Ivester, and Bazel, LLP for Counsel on Issues Related to Water, Natural Resources, and Planning.

DEPARTMENT: Water Resources

PREPARED BY: Sean White

ATTACHMENTS:

[ATTACHMENT 1 - Draft Agreement - Briscoe Ivester & Bazel](#)

Summary: Council will consider authorizing the City Manager to negotiate and execute a contract for legal services with Briscoe, Ivester, and Bazel, LLP for counsel on issues related to water, natural resources, and planning.

Background: On March 29, 2017, the Water Resources Department held a Water Supply Planning Workshop. At that workshop, staff was directed to retain specialty counsel for water supply planning and related issues.

Discussion: Under Ukiah City Code Section 1522.C.3.b, the City's Purchasing Officer is directed to award personal services contracts costing more than \$10,000 on the basis of at least three proposals solicited by requests for proposals, "whenever reasonably feasible." The Staff determined that the solicitation of formal written proposals was not reasonably feasible in this instance. California water rights and water law is a highly

RECOMMENDED ACTION: Authorize City Manager to negotiate and execute a contract for legal services with Briscoe, Ivester, and Bazel, LLP for counsel on issues related to water, natural resources, and planning.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: Water & Wastewater Administration: 82027110.52150- \$25,000; 84027220.52150- \$25,000

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: Existing funds.

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Sage Sangiacomo, City Manager; David Rapport, City Attorney; Mary Horger, Procurement Manager

Approved: _____


Sage Sangiacomo, City Manager

specialized area of legal practice. There are a relatively small number of attorneys and firms that engage in this practice in Northern California. The most qualified firms are already representing clients in the Russian River watershed and could not represent the City because of conflicts of interest. As a result, Staff concluded that direct contact with potentially qualified attorneys and firms was necessary.

Since the workshop, Staff has been looking for counsel with the appropriate background, experience, and demeanor to assist the City with issues related to water, natural resources, and planning. The firm of Briscoe, Ivester, and Bazel specializes in land use and natural resources and environmental law. Philip Williams, an associate with that firm, was formerly general counsel to the Westlands Water District, where he was immersed in complex water rights litigation, including administrative proceedings before the California Water Resources Control Board. He knows and has worked with key officials on the Water Board and a number of the attorneys who specialize in water rights and represent local water agencies. Philip does not have experience with the water rights issues in the Russian River watershed, but we are confident that he will get up to speed quickly and is well suited to advise the City on the best strategy for amending its appropriative rights permit and to provide legal services in connection with getting the amendments approved.

Attachment 1 is the contract Staff recommends, which the Briscoe firm has approved.

The legal services will be used on an as-needed basis, and contingent upon available budgeted funds each fiscal year. For this fiscal year, funds are available in 82027110.52100, as well as 84027220.52100, of which \$25,000 from each will be transferred into object code .52150, designed specifically to track legal services/expenses. This is an administrative transfer that can be authorized by the City Manager, since the transfer is within the same fund.

AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES

This Agreement, made and entered into this ____ day of _____, 2019 ("Effective Date"), by and between CITY OF UKIAH, CALIFORNIA, hereinafter referred to as "City" and Briscoe, Ivester & Bazel, a limited liability partnership, organized and in good standing under the laws of the state of California, hereinafter referred to as "Consultant" or "Attorney".

RECITALS

This Agreement is predicated on the following facts:

- a. City requires consulting services related to providing strategic counsel and legal advice on land use planning efforts by the City's Water Resources Department, including issues related to water and natural resources.
- b. Consultant represents that it has the qualifications, skills, experience and properly licensed to provide these services, and is willing to provide them according to the terms of this Agreement.
- c. City and Consultant agree upon the Scope-of-Work and Work Schedule attached hereto as Attachment "A", describing contract provisions for the project and setting forth the completion dates for the various services to be provided pursuant to this Agreement.

TERMS OF AGREEMENT

1.0 DESCRIPTION OF PROJECT

- 1.1 The Project is described in detail in the attached Scope-of-Work (Attachment "A").

2.0 SCOPE OF SERVICES

- 2.1 As set forth in Attachment "A".
- 2.2. Additional Services. Additional services, if any, shall only proceed upon written agreement between City and Consultant. The written Agreement shall be in the form of an Amendment to this Agreement.

3.0 CONDUCT OF WORK

- 3.1 Time of Completion. Consultant shall commence performance of services as required by the Scope-of-Work upon receipt of a Notice to Proceed from City and shall complete services as requested to the City's reasonable satisfaction, even if contract disputes arise or Consultant contends it is entitled to further compensation.

4.0 COMPENSATION FOR SERVICES

- 4.1 Basis for Compensation. For the performance of the professional services of this Agreement, Consultant shall be compensated on a time and expense basis. Labor charges shall be based upon hourly billing rate by Consultant to perform the Scope of Work as set forth in the attached Attachment "A", which shall include all indirect costs and

expenses of every kind or nature. The direct expenses and the fees to be charged for same shall be as set forth in Attachment "A".

- 4.2 Changes. Should changes in compensation be required because of changes to the Scope-of-Work of this Agreement, the parties shall agree in writing to any changes in compensation. "Changes to the Scope-of-Work" means different activities than those described in Attachment "A" and not additional time to complete those activities than the parties anticipated on the date they entered this Agreement.
- 4.3 Sub-contractor Payment. The use of sub-consultants or other services to perform a portion of the work of this Agreement shall be approved by City prior to commencement of work. The cost of sub-consultants shall be included within guaranteed not-to-exceed amount set forth in Section 4.1.
- 4.4 Terms of Payment. Payment to Consultant for services rendered in accordance with this contract shall be based upon submission of monthly invoices for the work satisfactorily performed prior to the date of the invoice less any amount already paid to Consultant, which amounts shall be due and payable thirty (30) days after receipt by City. The invoices shall provide a description of each item of work performed, the time expended to perform each task, the fees charged for that task, and the direct expenses incurred and billed for. Invoices shall be accompanied by documentation sufficient to enable City to determine progress made and to support the expenses claimed.

5.0 ASSURANCES OF CONSULTANT

- 5.1 Independent Contractor. Consultant is an independent contractor and is solely responsible for its acts or omissions. Consultant (including its agents, servants, and employees) is not the City's agent, employee, or representative for any purpose.

It is the express intention of the parties hereto that Consultant is an independent contractor and not an employee, joint venturer, or partner of City for any purpose whatsoever. City shall have no right to, and shall not control the manner or prescribe the method of accomplishing those services contracted to and performed by Consultant under this Agreement, and the general public and all governmental agencies regulating such activity shall be so informed.

Those provisions of this Agreement that reserve ultimate authority in City have been inserted solely to achieve compliance with federal and state laws, rules, regulations, and interpretations thereof. No such provisions and no other provisions of this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between Consultant and City.

Consultant shall pay all estimated and actual federal and state income and self-employment taxes that are due the state and federal government and shall furnish and pay worker's compensation insurance, unemployment insurance and any other benefits required by law for himself and his employees, if any. Consultant agrees to indemnify and hold City and its officers, agents and employees harmless from and against any claims or demands by federal, state or local government agencies for any such taxes or benefits due but not paid by Consultant, including the legal costs associated with defending against any audit, claim, demand or law suit.

Consultant warrants and represents that it is a properly licensed professional or professional organization with a substantial investment in its business and that it maintains its own offices and staff which it will use in performing under this Agreement.

- 5.2 Conflict of Interest. Consultant understands that its professional responsibility is solely to City. Consultant has no interest and will not acquire any direct or indirect interest that would conflict with its performance of the Agreement. Consultant shall not in the performance of this Agreement employ a person having such an interest. If the City Manager determines that the Consultant has a disclosure obligation under the City's local conflict of interest code, the Consultant shall file the required disclosure form with the City Clerk within 10 days of being notified of the City Manager's determination.

6.0 INDEMNIFICATION

- 6.1 Insurance Liability. Consultant shall not begin work under this Agreement until it procures and maintains for the full period of time allowed by law, surviving the termination of this Agreement insurance against claims for injuries to persons or damages to property, which may arise from or in connection with its performance under this Agreement.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office ("ISO) Commercial General Liability Coverage Form No. CG 20 10 10 01 and Commercial General Liability Coverage – Completed Operations Form No. CG 20 37 10 01.
2. ISO Form No. CA 0001 (Ed. 1/87) covering Automobile Liability, Code 1 "any auto" or Code 8, 9 if no owned autos and endorsement CA 0025.
3. Worker's Compensation Insurance as required by the Labor Code of the State of California and Employers Liability Insurance.
4. Errors and Omissions liability insurance appropriate to the consultant's profession. Architects' and engineers' coverage is to be endorsed to include contractual liability.

B. Minimum Limits of Insurance

Consultant shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall apply separately to the work performed under this Agreement, or the aggregate limit shall be twice the prescribed per occurrence limit.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.

3. Worker's Compensation and Employers Liability: Worker's compensation limits as required by the Labor Code of the State of California and Employers Liability limits of \$1,000,000 per accident.
4. Errors and Omissions liability: \$1,000,000 per occurrence.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects to the City, its officers, officials, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages

- a. The City, its officers, officials, employees and volunteers are to be covered as additional insureds as respects; liability arising out of activities performed by or on behalf of the Consultant, products and completed operations of the Consultant, premises owned, occupied or used by the Consultant, or automobiles owned, hired or borrowed by the Consultant for the full period of time allowed by law, surviving the termination of this Agreement. The coverage shall contain no special limitations on the scope-of-protection afforded to the City, its officers, officials, employees or volunteers.
- b. The Consultant's insurance coverage shall be primary insurance as respects to the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be in excess of the Consultant's insurance and shall not contribute with it.
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, officials, employees or volunteers.
- d. The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Worker's Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses arising from Consultant's performance of the work, pursuant to this Agreement.

3. Professional Liability Coverage

If written on a claims-made basis, the retroactivity date shall be the effective date of this Agreement. The policy period shall extend one year from date of final invoice.

4. All Coverages

Each Insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

E. Acceptability of Insurers

Insurance is to be placed with admitted California insurers with an A.M. Best's rating of no less than A- for financial strength, AA for long-term credit rating and AMB-1 for short-term credit rating.

F. Verification of Coverage

Consultant shall furnish the City with Certificates of Insurance and with original Endorsements effecting coverage required by this Agreement. The Certificates and Endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates and Endorsements are to be on forms provided or approved by the City. Where by statute, the City's Workers' Compensation - related forms cannot be used, equivalent forms approved by the Insurance Commissioner are to be substituted. All Certificates and Endorsements are to be received and approved by the City before Consultant begins the work of this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies, at any time. If Consultant fails to provide the coverages required herein, the City shall have the right, but not the obligation, to purchase any or all of them. In that event, the cost of insurance becomes part of the compensation due the contractor after notice to Consultant that City has paid the premium.

G. Subcontractors

Consultant shall include all subcontractors or sub-consultants as insured under its policies or shall furnish separate certificates and endorsements for each sub-contractor or sub-consultant. All coverage for sub-contractors or sub-consultants shall be subject to all insurance requirements set forth in this Paragraph 6.1.

7.0 CONTRACT PROVISIONS

- 7.1 Ownership of Work. All documents furnished to Consultant by City and all documents or reports and supportive data prepared by Consultant under this Agreement are owned and become the property of the City upon their creation and shall be given to City immediately upon demand and at the completion of Consultant's services at no additional cost to City. Deliverables are identified in the Scope-of-Work, Attachment "A". All documents produced by Consultant shall be furnished to City in digital format and hardcopy. Consultant shall produce the digital format, using software and media approved by City.

- 7.2 Governing Law. Consultant shall comply with the laws and regulations of the United States, the State of California, and all local governments having jurisdiction over this Agreement. The interpretation and enforcement of this Agreement shall be governed by California law and any action arising under or in connection with this Agreement must be filed in a Court of competent jurisdiction in Mendocino County.
- 7.3 Entire Agreement. This Agreement plus its Attachment(s) and executed Amendments set forth the entire understanding between the parties.
- 7.4 Severability. If any term of this Agreement is held invalid by a court of competent jurisdiction, the remainder of this Agreement shall remain in effect.
- 7.5 Modification. No modification of this Agreement is valid unless made with the agreement of both parties in writing.
- 7.6 Assignment. Consultant's services are considered unique and personal. Consultant shall not assign, transfer, or sub-contract its interest or obligation under all or any portion of this Agreement without City's prior written consent.
- 7.7 Waiver. No waiver of a breach of any covenant, term, or condition of this Agreement shall be a waiver of any other or subsequent breach of the same or any other covenant, term or condition or a waiver of the covenant, term or condition itself.
- 7.8 Termination. This Agreement may be terminated upon written notice by either party to the other party. A party shall notify the other party of any alleged breach of the Agreement and of the action required to cure the breach. If the breaching party fails to cure the breach within the time specified in the notice, the contract shall be terminated as of that time. If terminated for lack of funds or abandonment of the project, the contract shall terminate on the date notice of termination is given to Consultant. City shall pay the Consultant only for services performed and expenses incurred as of the effective termination date. In such event, as a condition to payment, Consultant shall provide to City all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Consultant under this Agreement. Consultant shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder, subject to off-set for any direct or consequential damages City may incur as a result of Consultant's breach of contract.
- 7.9 Execution of Agreement. This Agreement may be executed in duplicate originals, each bearing the original signature of the parties. Alternatively, this Agreement may be executed and delivered by facsimile or other electronic transmission, and in more than one counterpart, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. When executed using either alternative, the executed agreement shall be deemed an original admissible as evidence in any administrative or judicial proceeding to prove the terms and content of this Agreement.

8.0 NOTICES

Any notice given under this Agreement shall be in writing and deemed given when personally delivered or deposited in the mail (certified or registered) addressed to the parties as follows:

CITY OF UKIAH
DEPT. OF WATER RESOURCES
300 SEMINARY AVENUE
UKIAH, CALIFORNIA 95482-5400

BRISCOE, IVESTER & BAZEL, LLP
ATTN: PHILIP A. WILLIAMS
155 SANSOME ST., 7TH FLOOR
SAN FRANCISCO, CA 94104

9.0 SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Agreement the Effective Date:

CONSULTANT

BY: _____

Date

PRINT NAME: Philip A. Williams

BY: _____

Date

PRINT NAME: Peter Prows, Managing Partner

IRS IDN Number

CITY OF UKIAH

BY: _____

Date

CITY MANAGER

ATTEST

CITY CLERK

Date

ATTACHMENT A – SCOPE OF WORK & FEE SCHEDULEScope of Work

Work will be performed as needed, and include providing strategic counsel and legal advice on land use planning efforts by the City, including issues related to water and natural resources. Work will also include engaging with Mendocino Local Agency Formation Commission (LAFCo), local water agencies, other special districts and government entities in the Ukiah Valley to arrive at durable solutions for sustainable growth and municipal service delivery.

Fee Schedule

Legal services will be provided by the following individuals at the following hourly rates.

<u>Name</u>	<u>Hourly Rate</u>
Mr. Philip A. Williams	\$350.00.

Additional persons may be authorized to perform services only upon written amendment to this Agreement.

Additional Terms

The following provisions supplement the terms of the agreement. In any conflict between the agreement and these additional terms, the following terms prevail.

HOURLY RATES. Attorney will bill hourly rates at actual time with no minimum time. Attorney will not charge for travel time between San Francisco or Marin County and Ukiah, but will be entitled to reimbursement at \$.50/mile for use of a private automobile.

COSTS & EXPENSES. In addition to paying legal fees, City shall reimburse Attorney for all costs and expenses incurred by Attorney, including but not limited to, process servers' fees, fees fixed by law or assessed by courts or other agencies, court reporters' fees, long distance telephone calls, messenger and other delivery fees, investigation expenses authorized in advance by City, consultants' fees, expert witness fees and other similar items authorized in advance by City.

STATEMENTS. Attorney shall send City statements for fees and costs incurred, on a monthly or as needed basis. Statements shall state the date of each service, the name and hourly rate of the professional performing the service, a description of the service performed, and the amount of time devoted to each item. Expenses payable by City will be itemized. City shall pay Attorney's statements within thirty (30) days after each statement's date, unless disputed by City. Statements shall be final and conclusive as between the parties unless any problem or disagreement is communicated from City to Attorney within twenty (20) days after rendition.

DISCHARGE & WITHDRAWAL. City may discharge Attorney at any time. Attorney may withdraw with City's consent for good cause. Good cause includes City's breach of this Contract, City's refusal to cooperate with Attorney or to follow Attorney's advice on a material matter or any other fact or circumstance that would render Attorney's continuing representation unlawful or unethical.

CONCLUSION OF SERVICES. When Attorneys' services conclude, all unpaid undisputed charges shall become immediately due and payable. After Attorney's services conclude, Attorney

will, upon City's request, deliver to City any City funds or property in Attorney's possession, including any files or documents produced or possessed by Attorney as a result of Attorney's representation of City.

DISCLAIMER OF GUARANTEE. Nothing in this Contract and nothing in Attorney's statements to City will be construed as a promise or guarantee about the outcome of City's matter. Attorney makes no such promises or guarantees. Attorney's comments about the outcome of City's matter are expressions of opinion only.

DRAFT



AGENDA SUMMARY REPORT

SUBJECT: Authorize City Manager to Formally Notify the Ukiah Valley Sanitation District of Objections, if any, to the 2018-19 Fiscal Year Budget.

DEPARTMENT: Finance

PREPARED BY: David Rapport

ATTACHMENTS:

None

Summary: Staff is requesting authority to file formal objections, if any, with the Ukiah Valley Sanitation District to any line items in the District's Fiscal year 2018-19 budget that remain a concern by the February 28, the deadline for filing formal objections to line items in the District's budget.

Background: Under the recently adopted Operating Agreement between the City and the Ukiah Valley Sanitation District, the City and District must each approve the items in the other party's budget that will be funded as shared expenses of the combined City/District wastewater system.

The formal process, subject to the timelines in the agreement, will start with the 2019-20 fiscal year budgets. By the Effective Date of the Operating Agreement, the City and the District had not approved the other party's budget. Accordingly, they have been setting deadlines for the approval of the 2018-19 budgets by agreement.

The Staffs of the City and the District have agreed to file formal written objections to budget line items if they are unable to informally resolve all concerns by February 28. Representatives of the City and the District are

RECOMMENDED ACTION: Authorize City Manager to formally notify District of any objections to proposed budget by February 28, 2019, deadline.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Sean White, Water Resources Director; Tim Eriksen, Public Works Director / City Engineer;
Sage Sangiacomo, City Manager

Approved: _____


Sage Sangiacomo, City Manager

exchanging information and scheduling a meeting in an effort to informally resolve any concerns prior to that deadline. Because the February 20 meeting is the last regular City Council meeting prior to that deadline, Staff is requesting authority to file objections, if any remain, by the February 28 deadline.

Discussion: Under the Operating Agreement, even after formal written objections to line items have filed, the parties can resolve the dispute either by agreement or through "Fast Track" dispute resolution. Accordingly, if the Staff files objections, the City Council will have an opportunity to review those objections and approve resolution by agreement or direct Staff to initiate Fast Track arbitration.

To preserve the City Council's ability to make the final decision about any objections to line items in the District's budget, Staff will file formal objections by the February 28 deadline, unless there is no good faith basis for the objection, based on the current negotiations.

THERE ARE NO ATTACHMENTS FOR THIS AGENDA ITEM



AGENDA SUMMARY REPORT

SUBJECT: Receive an Update Report on the History and Status of the Streetscape Project.

DEPARTMENT: Public Works

PREPARED BY: Tim Eriksen

ATTACHMENTS:

[Attachment 1 - FAQ - Downtown Streetscape Project](#)

Summary: Staff will present an update and historical overview on the Streetscape project to inform the public and the Council on the status of this significant capital project.

Background: At the January 31, 2018 special meeting, Staff provided an update to City Council regarding on the status, funding and timing of the Downtown Streetscape Improvement Plan. This important project is now approaching the design phase and staff would like to update the City Council on its status.

State Street was constructed by Caltrans and was originally Highway 101. In 1969, the “new” freeway was constructed, bypassing most of Ukiah. At that time, State Street was deeded to the City of Ukiah and formally became what we now know as North and South State Street. However, this road was created to move vehicle traffic, both passengers and freight, up and down northern California. As with many bypassed towns and cities along this route, Ukiah was been left with a downtown street that did not adequately meet current needs. The Streetscape project improves the appearance, condition and feel of State Street through the downtown.

In 2005, through the strategic planning process with City Council and City Staff, State Street was identified as a barrier to economic development and a safety concern. Therefore, in 2008, the City was awarded funds from MCOG to study and recommend solutions to this important corridor. In 2009, after numerous community

RECOMMENDED ACTION: Receive Report

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: 0

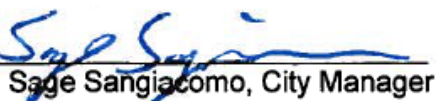
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Sage Sangiacomo, City Manager, Shannon Riley, Deputy City Manager

Approved: _____


Sage Sangiacomo, City Manager

meetings and significant community outreach, the Downtown Streetscape Improvement Plan and Traffic Study was approved by City Council.

The project will consist of multiple elements than span from Norton to Gobbi Streets, including the following:

One of the most significant changes will be a “road diet.” Instead of State Street being four lanes—two in each direction—it will be three, one in each direction with a center turn lane. By giving turning vehicles a separate lane, modifying the traffic signals, and changing some of the east-west traffic patterns, travel along State Street will be more efficient and much safer. Parallel parking will still line both sides of the street. This element is particularly important to address safety concerns in the downtown. Statewide, the average collision rate for four-lane roads (like State Street is currently) is more than double that for a three-lane facility. Rear-end collisions, unsafe lane changes, and pedestrian impacts are far less likely to occur when the left-turning vehicles are in dedicated turn lanes instead of obstructing traffic. For more information about the benefits of this element, please see Attachment 1.

Sidewalks along State Street will be widened to allow for better pedestrian access, improved handicap accessibility, and more outdoor dining and other street furniture.

Bulbouts and enhanced crosswalks will make it easier and safer for pedestrians to get across State Street by lessening the distance and time required to cross.

The project is planned in two phases:

PHASE 1

Location: State Street from Henry to Mill, construction in FY 2020

Project Description: This project will provide streetscape improvements in downtown Ukiah on State Street, Perkins Street, Standley Street, and Henry Street, including sidewalk widening, curb ramps and bulb outs, street lights, street furniture and tree planting. The project also includes a road diet between Henry Street and Mill Street. In addition to the road diet, signal modifications will be made at each of the three signalized intersections (Standley Street, Perkins Street, and Mill Street) to provide vehicle detection, improve coordination and re-orient the signal equipment to support the road diet alignment and conversion of Standley Street to two-way, west of State Street. This work will also include an AC pavement overlay, striping, and pavement markings.

Funding Sources: 2011 – 2012 State Transportation Improvement Program (STIP) and Highway Safety Improvement Program (HSIP)

Funding Amounts: STIP = \$1,304,000 and HSIP = \$1,000,000 (\$900,000 federal plus \$100,000 local match)

PHASE 2

Location: State Street from Norton to Henry and State Street from Mill to Gobbi, construction in FY 2020-2022

Project Description: Phase 2 will construct streetscape improvements including sidewalk widening, curb ramps and bulb outs, street lights, street furniture and tree planting. The project also includes a road diet. Signal modifications will be made at the State Street and Gobbi Street intersection to provide vehicle detection and re-orientation of the signal equipment to support the road diet alignment. This work will also include an AC pavement overlay, striping, and pavement markings.

Funding Sources: State Transportation Improvement Program (STIP)

Funding Amounts: STIP = \$1,369,000

Additionally, Staff will take advantage of this opportunity to replace the aging water and sewer infrastructure beneath the streets during both phases of the project.

Discussion: Pre-development work on this project will begin later this month, pending Council's approval of a professional services agreement to GHD Inc. for preparation of plans, specifications, and estimate for the Downtown Streetscape, Road Diet, & Utilities Project. Construction is scheduled to commence in the beginning of 2020 in order to avoid the busiest season and holiday events downtown.

Between now and the construction period, there will be additional decision points for the Council and public forums for the community. In order to provide easy access to information, the City has a dedicated section on its website for project information (www.cityofukiah.com/projects) and has already assembled a committee of Staff and stakeholders who will assist with public outreach. Attachment 1 contains some of the most frequently asked questions about the project. This piece, as well as others informational publications, will be updated regularly and distributed widely.



Frequently Asked Questions:

Ukiah Downtown Streetscape Improvement Project

What is the Downtown Streetscape Improvement Project?

The streetscape project is designed to improve the way State Street looks and functions in our downtown corridor and will include improvements to the traffic circulation, sidewalks, and pedestrian crossings. This project is the result of numerous community workshops, extensive studies by traffic engineers, and lots of input from stakeholders.

Where will it happen?

The first phases will occur along State Street between Henry and Mill Streets.

When will it happen?

The pre-construction work (design, planning, etc.) will occur in 2019 and will include public forums. The construction is scheduled to begin in the first part of 2020.

What does the project consist of?

- One of the most significant changes will be a “road diet.” Instead of State Street being four lanes—two in each direction—it will be three, one in each direction with a center turn lane. By giving turning vehicles a separate lane, modifying the traffic signals, and changing some of the east-west traffic patterns, travel along State Street will be more efficient and much safer. Parallel parking will still line both sides of the street.
- Sidewalks along State Street will be widened to allow for better pedestrian access, improved handicap accessibility, and more outdoor dining and other street furniture.
- Bulbouts and enhanced crosswalks will make it easier and safer for pedestrians to get across State Street by lessening the distance and time required to cross.

Won't reducing the number of travel lanes slow traffic down?

It may be counter-intuitive, but no. In fact, extensive studies of State Street traffic at peak times show that reducing the number of lanes and upgrading the traffic signals results in saving between one and three seconds at each major intersection.

How does this project make downtown safer?

Statewide, the average collision rate for four-lane roads (like State Street is currently) is more than double that for a three-lane facility. Rear-end collisions, unsafe lane changes, and pedestrian impacts are far less likely to occur when the left-turning vehicles are in dedicated turn lanes instead of obstructing traffic.

For pedestrians, the combination of the road “diet” and the bulbouts at intersections make crossing State Street dramatically safer. There is a shorter distance to cross, better visibility, and improved ramps at the corners.

For those concerned about safety in the case of a natural disaster or mass evacuation, it is important to note that there are no significant barriers along State Street that would prevent or restrict vehicular (including public safety) access. Additionally, Ukiah is built on a grid system that offers multiple north-south and east-west thoroughfares, allowing traffic to select alternate routes.

How will parking be impacted?

There will still be parallel (not diagonal) parking along both sides of State Street. The addition of bulbouts will result in the loss of a few parking spaces. Compared to the benefits, however, this is a small trade-off.

What are other benefits of the project?

- More efficient traffic signals result in less idling at intersections, thereby helping to reduce greenhouse gas emissions and fuel consumption.
- The combination of increased safety, efficiency, and user comfort has been found to have a positive impact on businesses located along corridors where road diets have been implemented. There is generally an increase in property values and a decrease in vacancies along these corridors.
- Part of the reconstruction of State Street will include replacement and upgrades of the water and sewer utilities—an important investment in our infrastructure.
- New pavement = smooth pavement.

Where can I get more information?

More information, including images and detailed traffic study data, can be found on the City of Ukiah's website at <http://www.cityofukiah.com/projects/>

Updated 2/13/19



AGENDA SUMMARY REPORT

SUBJECT: Approval of Community Development Director Determination that the Purchase of APNs 003-040-77, 003-040-78, and 003-040-79 Qualifies for a CEQA Exemption and Consideration of Authorization to the City Manager to Negotiate and Execute a Purchase Agreement for the Three Parcels on East Gobbi Street.

DEPARTMENT: Community Development

PREPARED BY: Craig Schlatter

ATTACHMENTS:

[Attachment 1 - NOE Purchase of 3 Parcels](#)

Summary: City Council will consider approving the Community Development Director's Determination that the purchase of the three parcels on East Gobbi Street qualifies for a CEQA Exemption. Council will also consider authorizing the City Manager to negotiate and execute a purchase agreement for those parcels.

Background: On December 19, 2018, City Council authorized Staff to negotiate for the purchase of three parcels on East Gobbi Street, APNs 003-040-77, 003-040-78, and 003-040-79. The final details of the purchase will be incorporated into a Real Property Purchase and Sale Agreement.

Although no specific project has been identified for possible future development on the parcels, as a part of the process of purchasing the three parcels, the City's Director of Community Development ("Director"), is required to make- and he has made- a determination as to the required level of environmental review required by

RECOMMENDED ACTION: Approve of Community Development Director Determination that the purchase of APNs 003-040-77, 003-040-78, and 003-040-79 qualifies for a CEQA exemption and consider authorization to the City Manager to negotiate and execute a Purchase Agreement for the three parcels on East Gobbi Street.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Shannon Riley, Deputy City Manager, David Rapport, City Attorney

Approved: _____


Sage Sangiacomo, City Manager

Discussion: The Community Development Director has determined that although the City intends to acquire the property for a future housing development project, the City lacks sufficient information at this time to conduct meaningful environmental review on environmental impacts from purchasing the three parcels. No details of a possible future project are known. It is therefore not possible to determine what environmental impacts will occur from that development. Until a project is developed, the purchase of the property will not change the existing condition or use of the property (see the Director's CEQA Exemption Determination, Attachment 1).

The "project" under CEQA at this time is the Council's authorization to the City Manager to negotiate and execute the purchase agreement. If Council approves this action, the Community Development Director will record a Notice of Exemption (in Attachment 1), which finds that the purchase of the three parcels qualifies for a categorical exemption pursuant to CEQA Guidelines Article 5, Section 15060 (c)(2)- "The activity will not result in a direct or reasonably foreseeable indirect physical change in the environment." Any future development will require further CEQA review, once details of that future project are known.

Staff recommends that Council authorize the City Manager to negotiate and execute a purchase agreement for the three East Gobbi Street parcels, APNs 003-040-77, 003-040-78, and 003-040-79. Staff also recommends Council approve the Community Development Director Determination that the purchase of the three parcels qualifies for an exemption under CEQA.



NOTICE OF CEQA EXEMPTION

TO: ☐ Office of Planning and Research
1400 Tenth Street, Room 121
Sacramento, CA 95814

FROM: City of Ukiah
300 Seminary Avenue
Ukiah, CA 95482

X County Clerk
County of Mendocino
Courthouse

PROJECT TITLE: Purchase of Three Parcels

PROJECT LOCATION: East Gobbi Street southeast and southwest of the intersection of East Gobbi Street and Village Circle; APNs 003-040-77, 003-040-78, and 003-040-79

DESCRIPTION OF PROJECT: The project consists of purchase of three parcels for a future new housing development project, the details of which are not known at this time.

PUBLIC AGENCY APPROVING PROJECT: City of Ukiah

DATE OF APPROVAL: February 20, 2019

NAME OF PROJECT APPLICANT: City of Ukiah, Administration

CEQA EXEMPTION STATUS:

- ☐ Ministerial
- ☐ Declared Emergency
- X Categorical Exemption: Article 5, Section 15060 (c)(2)
- ☐ Statutory Exemption Section

REASONS WHY PROJECT IS EXEMPT:

The proposed project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Article 5, Section 15060 (c)(2) because the purchase of the three parcels will not result in a direct or reasonably foreseeable indirect physical change in the environment. The property is being purchased by the City of Ukiah in its capacity as the Housing Successor for the Ukiah



Redevelopment Agency. It intends to develop the property for housing and to use the proceeds from the sale or lease of the property for low income housing. However, the specific housing project has not been identified, including, but not limited to, the number of housing units, the type of units, the size of units, the layout or configuration of units, the number or type of residents, the physical improvement and so on. Without this information it is not possible to meaningfully assess the environmental impacts or the type of environmental review that is appropriate or required by CEQA for the future use of the property. Until such information is developed, the City will make no changes to the existing use or condition of the property. As a result, the project consisting of the purchase of the property ". . . will not result in a direct or reasonably foreseeable indirect physical change in the environment." (14 CCR §15060(c)(2).)

Based on the foregoing, the project qualifies for the above CEQA exemption.

Lead Agency Contact Person Craig Schlatter, Director of Community Development
Phone Number (707) 463-6219
Email cschlatter@cityofukiah.com

This is to certify that the record of project approval is available to the General Public at:

Community Development Department, Ukiah Civic Center, 300 Seminary Avenue, Ukiah, CA 95482

 Signature (Public Agency)	February 15, 2019 (Date)	Director of Community Development (Title)
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AGENDA SUMMARY REPORT

SUBJECT: Consider Approval of Specification #19-02, Final Plans and Specifications for Vinewood Park Renewal - Phase 1 Funded by Housing-Related Parks Program.

DEPARTMENT: Community Services

PREPARED BY: Jake Burgess

ATTACHMENTS:

[Attachment 1 - DRAFT Spec 19-02 - Vinewood Park Renewal - Phase 1](#)

[Attachment 2 - Plan Sheets](#)

Summary: Council will consider approval of final plans and specifications for the Vinewood Park Renewal Project funded by the Housing-Related Parks Program.

Background: On January 18, 2017, Council approved the City Manager to apply for Housing-Related Parks Program grant funds for Oak Manor Park and Vinewood Park. In October of 2017, City staff was notified the award of the grant was \$281,242, which was less than the application requested. Staff then determined that the funds would be best used at Vinewood Park only, which was approved by the funder. On June 13, 2018, Council approved a contract with Melton Design Group Landscape Architects and Planners to develop plans and specifications for the project in the amount of \$56,958.

Neighborhood feedback regarding Vinewood Park and other matters was solicited through a Neighborhood Resilience program, where over 130 homes were canvassed. The results of this survey underscored the need for improvements at the park so that it can return to the community asset it should be. Residents expressed

RECOMMENDED ACTION: Approve Specification #19-02, final plans and specifications Vinewood Park Renewal - Phase 1.

BUDGET AMENDMENT REQUIRED: No

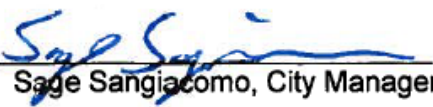
CURRENT BUDGET AMOUNT: \$280,000; 10022100.80220.18011

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: Grant Funds (HRP)

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Tami Bartolomei, Community Services Administrator; Mary Horger, Procurement Manager

Approved: 
Sage Sangiacomo, City Manager

their desire for improving the park to increase its use by locals, thus discouraging other negative elements from the area.

Discussion: The City is required to complete construction by June 2019, as stipulated in the Housing-Related Parks grant funding. If Council approves these plans and specifications, Staff will immediately move forward with permitting, bidding and construction.

The plans and specifications, detailed in Attachments 1 and 2, encompass Phase 1 of the Vinewood Park Renewal Project and address the most pressing needs of the park. Phase 1 will accomplish three main goals:

- Improving park use and accessibility with creation of an ADA parking space with curb cut
- Replace existing narrow, uneven and broken asphalt pathways with compacted, permeable decomposed granite paths that are 6' wide and ADA accessible
- Replace degraded and unusable basketball court with new court and hoops

The total estimated cost for this work is \$209,241.38 with a 10% contingency factored into the budget for a total of \$219,703.44. This estimate falls within the remaining \$224,284 of the grant funds.

Additionally, the City is currently applying for grant funding made available through Prop 68 and the Cultural, Community and Natural Resource Grant Program. If approved, the Master Plan will include the following enhancements:

- Refurbishing bathrooms
- Adding lighting to improve safety and usability of park
- Adding two new drinking fountains with ADA accessibility and a pet station for dogs
- Adding new bike racks
- Creating a bug-themed playground for children ages 2-5, ADA accessibility and seating for caregivers
- Creating a covered picnic and BBQ area
- Creating a "birthday ring" with picnic area and special features
- Creating an ADA accessible walking path around the perimeter of the park
- Removing rodent habitat and replacing with native, drought tolerant plantings

Staff is recommending Council approve the plans and specifications submitted by Melton Design Group and direct Staff to move forward with a formal bid process for the construction phase of the project.

CITY OF UKIAH
MENDOCINO COUNTY, CALIFORNIA

**SPECIAL PROVISIONS
FOR
VINEWOOD PARK RENEWAL – PHASE 1
SPECIFICATION NO. 19-02**

CITY OF UKIAH
DEPARTMENT OF COMMUNITY SERVICES
411 W CLAY STREET
Ukiah, California 95482-5400

Bids Open:

2:00 p.m.
Office of City Clerk

CITY OF UKIAH
MENDOCINO COUNTY, CALIFORNIA

CITY COUNCIL:

MAUREEN MULHEREN – MAYOR
DOUGLAS CRANE – VICE-MAYOR
JIM BROWN – COUNCIL MEMBER
STEVE SCALMANINI – COUNCIL MEMBER
JUAN OROZCO – COUNCIL MEMBER

SAGE SANGIACOMO – CITY MANAGER

TIM ERIKSEN - DIRECTOR OF PUBLIC WORKS / CITY ENGINEER

MARY HORGER – PROCUREMENT MANAGER

KRISTINE LAWLER – CITY CLERK

R. ALLEN CARTER - CITY TREASURER

CITY OF UKIAH
DEPARTMENT OF COMMUNITY SERVICES
FEBRUARY 2019

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CITY OF UKIAH, MENDOCINO COUNTY, CALIFORNIA
NOTICE TO BIDDERS FOR VINEWOOD PARK RENEWAL – PHASE 1, SPECIFICATION NO. 19-02

NOTICE IS HEREBY GIVEN that sealed standard proposals for VINEWOOD PARK RENEWAL will be received at the Office of the City Clerk, Ukiah Civic Center, 300 Seminary Avenue, Ukiah California until 2:00 p.m. on , , 20 , at which time, or as soon thereafter as possible, they will be publicly opened and read. Bids shall be addressed to the City Clerk and shall be endorsed "VINEWOOD PARK RENEWAL – PHASE 1". Bids are required for the entire work described herein. No fax bids will be accepted.

ENGINEER'S ESTIMATE OF QUANTITIES

Item No.	Description	Quantity	Unit of Measure
1.	Mobilization	1	LS
2.	Erosion Control	0.6	AC
3.	Demolition, Clearing and Grubbing	21,864	SF
4.	Rough Grading	1	LS
5.	AC and Concrete Removal	400	SF
6.	AC with AB Street Paving	260	SF
7.	Sidewalk Concrete Flatwork	350	SF
8.	New Curb and Gutter	60	LF
9.	Accessible Ramp	1	EA
10.	Striping	1	LS
11.	Planting and Irrigation	300	SF
12.	AC Removal	16,100	SF
13.	Decomposed Granite Paving with No Hard Edge	16,006	SF
14.	Asphalt Court with Aggregate Base and Striping	5,040	SF
15.	Decomposed Granite Areas	425	SF
16.	Planting	2,000	SF
17.	Irrigation	2,000	SF
18.	Basketball Poles and Hoops	2	LS
19.	Planting	2,651	SF
20.	Irrigation	2,651	SF

Plans and Special Provisions may be inspected and/or copies obtained from the City's website at www.cityofukiah.com/purchasing. No bid will be considered unless it is made on the forms furnished by the City and is made in accordance with the details of the Special Provisions. Each bidder must be licensed as required by law. Further information regarding the work or these specifications can be obtained by calling Mary Horger, Procurement Manager at (707) 463-6233 or by email at mhorger@cityofukiah.com.

The City Council reserves the right to reject any or all bids and to determine which proposal is, in its opinion, the lowest responsive bid by a responsible bidder and which it deems in the best interest of the City to accept. The City Council also reserves the right, but not the obligation, to waive any irregularity or failure to strictly comply with the bidding requirements, that the City determines in the reasonable exercise of its discretion does not provide the bidder with a competitive advantage over other bidders.

No contractor or subcontractor may be listed on a bid proposal for a public works unless registered with the Department of Industrial Relations ("DIR") pursuant to Labor Code section 1725.5 except as allowed. under Labor

Code section 1771.1(a)The prime contractor shall be responsible for posting job site notices as prescribed by regulation. This project is subject to compliance monitoring and enforcement by the DIR.

Pursuant to provisions of Section 1770, including amendments thereof, of the Labor Code of the State of California, the DIR Director has ascertained the general prevailing rate of wages for straight time, overtime, Saturdays, Sundays and Holidays including employer payment for health and welfare, vacation, pension and similar purposes for the City of Ukiah. Copies of his General Prevailing Wage Determination are available on the Internet at web address: <http://www.dir.ca.gov/DLSR/PWD/> The prime contractor for the work herein shall possess a current, valid State of California, Class A Contractor's License. Pursuant to California Public Contract Code §22300, this contract includes provisions that allow substitutions of certain types of securities in lieu of the City withholding a portion of the partial payments due the Contractor to insure performance under this contract.

By order of the City Council, City of Ukiah, County of Mendocino, State of California.

Dated: _____

Kristine Lawler, City Clerk, City of Ukiah, California

PUBLISH TWO TIMES:

DRAFT

INSTRUCTIONS TO BIDDERS

VINEWOOD PARK RENEWAL – PHASE 1 shall be performed in accordance with the Plans and Special Provisions therefor adopted, to which special reference is hereby made.

Each bidder must supply all the information required by the bid documents and Special Provisions.

Minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award of any contract entered into pursuant to this advertisement. Women will be afforded equal opportunity in all areas of employment. However, the employment of women shall not diminish the standards or requirements for the employment of minorities.

All proposals or bids shall be accompanied by a cashier's check or certified check payable to the order of the City of Ukiah amounting to 10 percent of the bid, or by a bond in said amount and signed by the bidder and a corporate surety, payable to said City. Said check shall be forfeited, or said bond shall become payable to said City in case the bidder depositing the same does not, within fifteen (15) days after written notice that the contract has been awarded to him: (a) enter into a contract with the City and (b) furnish certificates of insurance and endorsements, a bond of faithful performance and a payment bond as described in the Special Provisions.

No bidder shall withdraw his or her bid for a period of thirty (30) calendar days after the date set by the City for the opening thereof.

The Contractor and any subcontractors shall each possess a valid City of Ukiah Business License prior to the start of any work.

The Contractor shall furnish a project schedule to the Engineer prior to the start of any work and start work as scheduled.

The work is to be completed within <<NUMBER OF DAYS IN WORDS>> (<<NUMBER OF DAYS IN FIGURES>>) calendar days. The Contractor will pay to the City the sum of five hundred (\$500.00) dollars per day for each and every calendar day's delay beyond the time prescribed.

The staff shall notify a bidder by telephone, email or fax, if it intends to recommend the rejection of the bidder's bid. Any bid protest must be filed with the City Clerk not more than five calendar days following the bid opening, or 2 calendar days following notice that staff is recommending the rejection of a bid. If any such timely written protest is filed, all bidders shall be provided a copy of the protest within 2 calendar days of its receipt, which may be delivered to the bidders as an email attachment or by fax. All such bidders may file with the City Manager a written objection or other response to the protest.

All objections or responses filed not more than 5 days after receipt of the written protest will be presented to the City Council at its next regular meeting occurring not less than 12 calendar days following the bid opening. The City Council will resolve the bid protest at that meeting based on the written protest, any staff recommendation and all timely written objections and responses. In accordance with the Brown Act, any person may address the City Council on this item during the meeting. The City Council action on the protest shall represent a final decision by the City on the protest.

Examination of Site, Drawings, Etc.

Each bidder shall visit the site of the proposed work and fully acquaint himself with local conditions, construction and labor required so that he or she may fully understand the facilities, difficulties and restrictions attending the execution of the work under the Contract. Bidders shall thoroughly examine and be familiar with the Plans and Special Provisions. The failure of any bidder to receive or examine any form, instrument, addendum, or other document, or to visit the site and acquaint himself with conditions there existing, shall in no way relieve the bidder from any obligation with respect to his or her proposal or to the contract. The drawings for the work show conditions as they are supposed or believed by the Engineer to exist; but, it is neither intended nor shall it be inferred that the conditions as shown thereon constitute a representation by the Engineer, the City or its officers that such conditions are actually existent, nor shall the City, the Engineer or any of their officers or representatives be liable for any loss

sustained by the Contractor as a result of a variance between the conditions shown on the drawings and the conditions actually revealed during the progress of the work or otherwise.

The bidder's attention is directed to the possible existence of obstructions and public improvements within the limits of the work or adjacent thereto, which may or may not be shown on the Drawings. Any bid shall take into consideration that conditions may exist underground or otherwise that are not known to the City or easily detected during a site inspection that could impact the time or cost of completing the project. The City expects the bids to anticipate such conditions so that it can know for budgeting and other purposes the total cost to complete the project before accepting a bid and undertaking the legal obligation to construct the project. In awarding the contract the City relies on the contractor's representation that its bid anticipates differing site conditions and the additional time or cost that such conditions may necessitate.

The bidder shall investigate to his or her satisfaction the conditions to be encountered, the character, quality and quantities of work to be performed and materials to be furnished and the requirements of the Plans, Special Provisions, Standard Specifications, Standard Plans, and Contract Documents. The submission of a proposal shall be considered conclusive evidence that the bidder has made such examination and has accepted the project workplace as a safe workplace to perform the work of the Contract.

Bidder Inquiries and Questions

Inquiries and questions must be submitted in writing via fax or email to the following designated contact person:

Mary Horger, Procurement Manager
Fax: (707) 313-3621
Email: mhorger@cityofukiah.com

The City reserves the right to not respond to inquiries or questions submitted within 3 business days of the bid opening.

Location of the Work

All of the work to be performed is within the City of Ukiah. Project is located at **<ADDRESS OF PROJECT LOCATION>**.

GENERAL CONDITIONS

SECTION 1. PROPOSAL REQUIREMENTS AND GENERAL CONDITIONS

1-01. Definitions. Whenever any word or expression defined in this section, or pronoun used in its stead, occurs in these contract documents, it shall have and is mutually understood to have the meaning given:

- a. "City of Ukiah" or "City" shall mean the City of Ukiah, Mendocino County, California, acting through its City Council or any other board, body, official or officials to which or to whom the power belonging to the Council shall by virtue of any act or acts, hereafter pass or be held to appertain.
- b. "Engineer" shall mean the Engineer duly and officially appointed by the City to supervise and direct the work of construction under this contract, acting personally or through agents or assistants duly authorized by him, such agents or assistants acting within the scope of the particular duties entrusted to them.
- c. "Inspector" shall mean the engineering or technical inspector or inspectors duly authorized or appointed by the Engineer, limited to the particular duties entrusted to him or her or them.
- d. "Contractor" shall mean the party entering into contract with the City of Ukiah for the performance of work covered by this contract and his or her authorized agents or legal representatives.
- e. "Date of signing of contract" or words equivalent thereto, shall mean the date upon which this contract, with the signature of the Contractor affixed, together with the prescribed bonds, shall be or shall have been delivered to the City or its duly authorized representatives.
- f. "Day" or "days", unless herein otherwise expressly defined, shall mean a calendar day or days of twenty-four hours each.
- g. "The work" shall mean and include all the work specified, indicated, shown or contemplated in the contract to construct the improvement, including all alterations, amendments or extensions thereto made by contract change order or other written orders of the Engineer.
- h. "Contract drawings", "drawings", "plans" shall mean and include 1) all drawings or plans which may have been prepared by or on behalf of the City, as a basis for proposals, when duly signed and made a part of this contract by incorporation or reference, 2) all drawings submitted in pursuance of the terms of this contract by the successful bidder with his or her proposal and by the Contractor to the City if and when approved by the Engineer and 3) all drawings submitted by the Engineer to the Contractor during the progress of the work as provided for herein.
- i. Where "as shown", "as indicated", "as detailed" or words of similar import are used, it shall be understood that reference to the drawings accompanying these Special Provisions is made unless stated otherwise.

Where "as directed", "as permitted", "approved" or words of similar import are used, it shall be understood that the direction, requirements, permission, approval or acceptance of the Engineer is intended unless stated otherwise.

As used herein, "provide" or "install" shall be understood to mean "provide or install complete in place", that is, "furnish and install". "Shall" is mandatory; "may" is permissive.

1-02. Examination of Plans, Special Provisions and Site of Work. The bidder shall examine carefully the Proposal, Plans, Special Provisions, Contract forms and the site of the work contemplated therefor. It will be assumed that the bidder has investigated to his or her satisfaction the conditions to be encountered and the character, quality and requirements of all Plans, Special Provisions, Standard Specifications, and Standard Plans involved.

1-03. Proposal. Bids shall be made on the blank forms prepared by the City. All bids shall give the prices bid, both in writing and in figures and shall be signed by the bidder or his or her authorized representative, with his or her

address. If the bid is made by an individual or partner, his or her name and the post office address of his or her business or partnership, along with his or her signature or the signature of one or more partners must be shown; if made by a corporation, the bid shall show the name of the state under the laws of which the corporation is chartered, the name of the corporation and the title of the person who signs on behalf of the corporation.

Each proposal shall be enclosed in a sealed envelope, endorsed as specified in the notice to bidders. Bidders are warned against making erasures or alterations of any kind and proposals which contain omissions, erasures, conditions, alterations, additions not called for, additional proposals or irregularities of any kind may be rejected.

1-04. Withdrawal of Bids. Any bid may be withdrawn at any time prior to the hour fixed in the notice to bidders for the openings of bids, provided that a request in writing, executed by the bidder or his or her duly authorized representative, for the withdrawal of such bid is filed with the City. The withdrawal of a bid will not prejudice the right of a bidder to file a new bid.

1-05. Public Opening of Bids. Bids will be opened and read publicly at the time and place indicated in the notice to bidders. Bidders or their agents are invited to be present.

1-06. Bid Guaranty. Each bid must be accompanied by a certified check, cashier's check or bidder's bond executed by an admitted surety insurer, payable to the order of the City of Ukiah in an amount not less than 10 percent of the bid as a guarantee that the bidder will enter into a contract, if awarded the work.

1-07. Qualification of Bidders. No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)]. No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. The prime contractor shall be responsible for posting job site notices as prescribed by regulation. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

Each bidder shall be licensed under the provisions of Chapter 9, Division 3 of the Business and Professions Code and shall be skilled and regularly engaged in the general class or type of work called for under this contract. A statement setting forth this experience and business standing shall be submitted by each bidder on the form provided herewith. It is the intention of the City to award a contract only to a bidder who furnishes satisfactory evidence that he or she has the requisite experience and ability and that he or she has sufficient capital, facilities and equipment to enable him or her to prosecute the work successfully and promptly within the time and in the manner agreed.

In determining the degree of responsibility to be credited to a bidder, the City may weigh evidence that the bidder or his or her personnel charged with the responsibility in the work, has performed satisfactorily other contracts of like nature and magnitude or comparable difficulty at similar rates of progress.

1-08. Disqualification of Bidders. More than one bid from an individual business, partnership, corporation or association, under the same or different names, will not be considered. Reasonable grounds for believing that any bidder is financially interested in more than one bid for the work will cause the rejection of all bids in which he or she is so interested. If there is reason to believe that collusion exists among the bidders, none of the participants in such collusion will be considered. Bids in which the prices obviously are unbalanced may be rejected.

1-09. Identification of Subcontractors. All bids shall comply with the Subletting and Subcontracting Fair Practices Act (Public Contract Code Section 4100 and following) and shall set forth:

(a) The name and the location of the place of business of each subcontractor who will perform work or labor, or render service to the prime contractor in or about the construction of the work, or to a subcontractor licensed by the State of California who, under subcontract to the prime contractor, specially fabricates and installs a portion of the work according to detailed drawings contained in the plans and Special Provisions, in an amount in excess of one-half of 1 percent of the prime contractor's total bid.

(b) The portion of the work which will be done by each such subcontractor. The prime contractor shall list only one subcontractor for each such portion defined by the prime contractor in his or her bid.

1-10. General Provisions of the Standard Specifications. All provisions of the General Provisions, Sections 1 through 11, of the Standard Specifications, shall be applicable to the contract except as modified by these Special Provisions. The Standard Specifications are set forth in Section 12-06 of these Special Provisions.

SECTION 2. AWARD AND EXECUTION OF CONTRACT

2-01. Award of Contract. Award of the contract, if it be awarded, will be to the lowest responsible bidder whose bid complies with all the specified requirements. The award, if made, will be made within thirty (30) days after opening of the bids. The City reserves the right to reject any and all bids and to waive any irregularity in the proposal not pertaining to cost.

2-02. Return of Proposal Guaranties. All bid guaranties will be held until the contract has been fully executed, after which they will be returned upon request to the respective bidders whose bids they accompany.

2-03. Execution of Contract. The contract agreement shall be executed in duplicate by the successful bidder and returned, together with the contract bonds, insurance certificates and endorsements, within fifteen (15) days after written notice of the award of the contract. After execution by the City; one copy shall be filed with the City and one copy shall be returned to the Contractor. If the bidder fails or refuses to enter into the contract agreement within the required time, then the bid guaranty accompanying the bid shall be forfeited to the City.

SECTION 3. SCOPE AND INTENT OF CONTRACT

3-01. Effect of Inspection and Payments. Neither the inspection by the Engineer or an inspector, nor any order, measurement or approved modification, nor certificate or payment of money, nor acceptance of any part or whole of the work, nor any extension of time, nor any possession by the City or its agents, shall operate as a waiver of any provision of this contract or of any power reserved therein to the City, or of any right to damages thereunder; nor shall any breach of this contract be held to be a waiver of any subsequent breach. All remedies shall be construed as cumulative.

3-02. Effect of Extension of Time. The granting of any extension of time on account of delays which, in the judgement of the City, are avoidable delays shall in no way operate as a waiver on the part of the City of its rights under this contract.

3-03. Extra Work. If extra work orders are given in accordance with provisions of this contract, such work shall be considered a part hereof and shall be subject to each and all of its terms and requirements.

3-04. Assignment of Contract. The contract may be assigned or sublet in whole or in part only upon the written consent of the City acting through its authorized agents. Consent will not be given to any proposed assignment which would relieve the original contractor or its surety of their responsibilities under the contract nor will the Engineer consent to any assignment of a part of the work under the contract.

3-05. Subcontractors. The Contractor shall be as fully responsible for the acts and omissions of his or her subcontractors and of persons either directly or indirectly employed by them, as he or she is for the acts and omissions of persons directly employed by him.

The Contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the work to bind subcontractors to the terms of this Contract which are applicable to the work of subcontractors.

Nothing contained in this contract shall be construed to create or shall be relied upon to create any contractual relationship between any subcontractor and the City and no action may be brought by any subcontractor against the City based on this contract.

3-06. Interpretation of Special Provisions and Drawings. The Special Provisions and the Contract Drawings are intended to be explanatory of each other. Any work indicated in the Contract Drawings and not in the Special Provisions, or vice versa, is to be executed as if indicated in both. In case of a discrepancy or conflict between the Technical Specifications and Contract Plans, the Technical Specifications shall govern. All work shown on the

Contract Drawings, the dimensions of which are not figured, shall be accurately followed to the scale to which the drawings are made, but figured dimensions are in all cases to be followed, where given, though they differ from scaled measurements. Large scale drawings shall be followed in preference to small scale drawings. Should it appear that the work to be done, or any of the matters relative thereto, are not sufficiently detailed or explained in these contract documents, including the contract drawings, the Contractor shall apply to the Engineer for such further explanations as may be necessary and shall conform thereto as part of this contract, so far as may be consistent with the terms of this contract. In the event of any doubt or questions arising respecting the true meaning of the Special Provisions, reference shall be made to the Engineer and his or her decision thereon shall be final. If the Contractor believes that a clarification or interpretation justifies an increase in the contract price or contract time, the Contractor must comply with the written notice provisions of Sections 9-05 and 10-07 of these Special Provisions. Contractor's attention is directed to Section 12-06 of the Technical Specifications regarding the Standard Specifications and Standard Plans.

3-07. Liability of City Officials. No city official, nor the Engineer, nor any authorized assistant of any of them, shall be personally responsible for any liability arising under this contract.

3-08. Dispute Resolution. Claims of \$375,000 or less by the Contractor that arise under this Contract are subject to the mandatory dispute resolutions provisions in Public Contract Code Sections 20104-20104.6.

SECTION 4. BONDS

4-01. Faithful Performance Bond. As a part of the execution of this contract, the Contractor shall furnish a bond of a surety company or other securities providing equivalent protection such as cash, letter of credit, or certificates of deposit, acceptable to the City, conditioned upon the faithful performance of all covenants and stipulations under this contract. The amount of the bond shall be 100 percent of the total contract price, as this sum is set forth in the agreement.

4-02. Material and Labor Bond. As a part of the execution of this contract, the Contractor shall furnish a bond of a surety company or other securities providing equivalent protection such as cash, letter of credit or certificates of deposit acceptable to the City in a sum not less than 50 percent of the total contract price, as this sum is set forth in the agreement for the payment in full of all persons, companies or corporations who perform labor upon or furnish materials to be used in the work under this contract, in accordance with the provisions of Sections 3247 through 3252 inclusive of the Civil Code of the State of California and any acts amendatory thereof.

4-03. Defective Material and Workmanship Bond. As a condition precedent to the completion of this contract, the Contractor shall furnish a bond of a surety company acceptable to the City in an amount not less than 5 percent (5%) of the final contract price, to hold good for a period of one (1) year after the completion and acceptance of the work, to protect the City against the results of defective materials, workmanship and equipment during that time. This bond shall be delivered to the City before the final payment under this contract will be made.

4-04. Notification of Surety Companies. The surety companies shall familiarize themselves with all of the conditions and provisions of this contract and they waive the right of special notification of any change or modification of this contract or of extension of time, or decreased or increased work, or of the cancellation of the contract, or of any other act or acts by the City or its authorized agents, under the terms of this contract; and failure to so notify the aforesaid surety companies of changes shall in no way relieve the surety companies of their obligation under this contract.

SECTION 5. INSURANCE REQUIREMENTS FOR CONTRACTORS (WITH CONSTRUCTION RISKS)

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his or her agents, representatives, employees or subcontractors.

5-01. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial Liability Coverage (occurrence form CG 0001).
2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
3. Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Course of Construction insurance covering for "all risks" of loss.

5-02. Minimum Limits of Insurance

Contractor shall maintain limits no less than:

1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury and property damage.
4. Course of Construction: Completed value of the project with no co-insurance penalty provisions.

5-03. Deductibles and Self-insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

5-04. Other Insurance Provisions

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its officers, officials, employees and volunteers are to be covered as Additional Insured with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the contractor; and with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance, or as a separate owner's policy.
2. The workers' compensation policy is to be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the City.
3. For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees or volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

4. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.
5. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of Civil Code.
6. Course of Construction policies shall contain the following provisions:
 - a.) The City shall be named as loss payee.
 - b.) The insurer shall waive all rights of subrogation against the City.

5-05. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than the following:

A++ VII	A- VIII
A+ VII	B++ X
A VII	B+ X

5-06. Verification of Coverage. Contractor shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements shall be on forms provided by the City or on other than the City's forms, provided those endorsements or policies conform to the requirements. All certificates and endorsements are to be received within 15 days from written notice of contract award, and the work shall not commence until the certificates and endorsements have been approved by the City. The City reserves the right to require complete certified copies of all required insurance policies, including endorsements affecting the coverage required by these Special Provisions at any time.

5-07. Subcontractors. Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

SECTION 6. RESPONSIBILITIES AND RIGHTS OF CONTRACTOR

6-01. Legal Address of Contractor. Both the address given in the proposal and the Contractor's office in the vicinity of the work are hereby designated as places to either of which drawings, samples, notices, letters or other articles or communications to the Contractor may be mailed or delivered. The delivery at either of these places of any such thing from the City or its agents to the Contractor shall be deemed sufficient service thereof upon the Contractor and the date of such service shall be the date of such delivery. The address named in the proposal may be changed at any time by notice in writing from the Contractor to the City. Nothing herein contained shall be deemed to preclude or render inoperative the service of any drawing, sample, notice, letter or other article or communication to or upon the Contractor personally.

6-02. Office of Contractor at Site. During the performance of this contract, the Contractor shall maintain a suitable office at the site of the work which shall be the headquarters of a representative authorized to receive drawings and any such thing given to the said representatives or delivered at the Contractor's office at the site of work in his or her absence shall be deemed to have been given to the Contractor.

6-03. Attention to Work. The Contractor shall give his or her personal attention to and shall supervise the work to the end that it shall be prosecuted faithfully and when he or she is not personally present on the work, he or she shall at all reasonable times be represented by a competent superintendent or foreman who shall receive and obey all instructions or orders given under this contract and who shall have full authority to execute the same and to supply materials, tools and labor without delay and who shall be the legal representative of the Contractor. The Contractor shall be liable for the faithful observance of any instructions delivered to him or her or to his or her authorized representative.

6-04. Liability of Contractor. The Contractor shall do all of the work and furnish all labor, materials, tools and appliances, except as otherwise herein expressly stipulated, necessary or proper for performing and completing the

work herein required in the manner and within the time herein specified. The mention of any specific duty or liability imposed upon the Contractor shall not be construed as a limitation or restriction of any general liability or duty imposed upon the Contractor by this contract, said reference to any specific duty or liability being made herein merely for the purpose of explanation.

The right of general supervision by the City shall not make the Contractor an agent of the City and the liability of the Contractor for all damages to persons or to public or private property, arising from the Contractor's execution of the work, shall not be lessened because of such general supervision.

Until the completion and final acceptance by the City of all the work under and implied by this contract, the work shall be under the Contractor's responsible care and charge. The Contractor shall rebuild, repair, restore and make good all injuries, damages, re-erections and repairs, occasioned or rendered necessary by causes of any nature whatsoever, excepting only acts of God and none other, to all or any portions of the work, except as otherwise stipulated.

To the fullest extent permitted by law, Contractor shall indemnify and hold harmless the City and its officers, directors, agents and employees from and against all claims, damages, losses and expenses including but not limited to attorneys' fees, costs of suit, expert witness fees and expenses and fees and costs of any necessary private investigators arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, other than the work itself, including the loss of use resulting therefrom and (2) is caused in whole or in part by any act or omission of the Contractor, any subcontractor, or anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder, or by the negligence or omission of a party indemnified herein.

In any and all claims against the City or any of its agents or employees by any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any subcontractor under workers' or workmen's compensation acts, disability benefit acts, or other employee benefit acts. The obligation to indemnify shall extend to and include acts of the indemnified party which may be negligent or omissions which may cause negligence.

The City shall have the right to estimate the amount of such damage and to cause the City to pay the same and the amount so paid for such damage shall be deducted from the money due the Contractor under this contract; or the whole or so much of the money due or to become due the Contractor under this contract as may be considered necessary by the City, shall be retained by the City until such suits or claims for damages shall have been settled or otherwise disposed of and satisfactory evidence to that effect furnished to the City.

6-05. Protection of Persons and Property. The Contractor shall furnish such watchman, guards, fences, warning signs, walks and lights as shall be necessary and shall take all other necessary precautions to prevent damage or injury to persons or property.

All property line fences and improvements in the vicinity of the work shall be protected by the Contractor and, if they are injured or destroyed, they and any other property injured by the Contractor, his or her employees or agents, shall be restored to a condition as good as when he or she entered upon the work.

6-06. Protection of City Against Patent Claims. All fees, royalties or claims for any patented invention, article or method that may be used upon or in any manner connected with the work under this contract shall be included in the price bid for the work and the Contractor and his or her sureties shall protect and hold the City, together with all of its officers, agents, servants and employees, harmless against any and all demands made for such fees or claims brought or made on account of this contract. The Contractor shall, if requested by the Engineer, furnish acceptable proof of a proper release from all such fees or classes.

Should the Contractor, his or her agents, servants or employees, or any of them be enjoined from furnishing or using any invention, article, material or appliance supplied or required to be supplied or used under this contract, the Contractor shall promptly substitute other articles, materials or appliance, in lieu thereof, of equal efficiency, quality, finish, suitability and market value and satisfactory in all respects to the Engineer. Or, in the event that the Engineer elects, in lieu of such substitution, to have supplied and to retain and use, any such invention, article,

material or appliance, as may by this contract be required to be supplied, in that event the Contractor shall pay such royalties and secure such valid licenses as may be requisite and necessary for the City, its officers, agents, servants and employees, or any of them, to use such invention, article, material or appliance without being disturbed or in any way interfered with by any proceeding in law or equity on account thereof. Should the Contractor neglect or refuse to make the substitution promptly, or to pay such royalties and secure such licenses as may be necessary, then in that event the Engineer shall have the right to make such substitution, or the City may pay such royalties and secure such licenses and charge the cost thereof against any money due to the Contractor from the City or recover the amount thereof from him or her and his or her sureties notwithstanding final payment under this contract may have been made.

6-07. Protection of Contractor's Work Property. The Contractor shall protect his or her work, supplies and materials from damage due to the nature of the work, the action of the elements, trespassers, or any cause whatsoever under his or her control, until the completion and acceptance of the work. Neither the City nor any of its agents assumes any responsibility for collecting indemnity from any person or persons causing damage to the work of the Contractor.

6-08. Regulations and Permits. The Contractor shall secure and pay for all permits, give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the work as drawn and specified. If the Contractor observes that the Plans and Special Provisions are at variance therewith, he or she shall promptly notify the Engineer in writing and any necessary changes shall be adjusted as provided in the contract for changes in the work. The contractor and any subcontractors shall each secure and maintain a valid City of Ukiah Business License. The City of Ukiah will issue a no fee encroachment permit to the Contractor allowing him or her to perform work within City right of way or within City property after the Contract Documents have been executed and insurance certificates and endorsements have been approved by the City.

6-09. Construction Utilities. The Contractor shall be responsible for providing for and in behalf of his or her work under this contract, all necessary utilities, such as special connection to water supply, telephones, power lines, fences, roads, watchmen, suitable storage places, etc.

6-10. Approval of Contractor's Plans. The approval by the Engineer of any drawing or any method of work proposed by the Contractor in accordance with paragraph 8-06 shall not relieve the Contractor of any of his or her responsibility for his or her errors therein and shall not be regarded as any assumption of risk or liability by the City or any officer or employee thereof and the Contractor shall have no claim under this contract on account of the failure or partial failure or inefficiency of any plan or method so approved. Such approval shall be considered to mean merely that the Engineer has no objection to the Contractor's using, upon his or her own full responsibility the plan or method approved.

6-11. Suggestions to the Contractor. Any plan or method of work suggested by the Engineer to the Contractor, but not specified or required, if adopted or followed by the Contractor in whole or in part, shall be used at the risk and responsibility of the Contractor; and the Engineer and the City shall assume no responsibility thereof.

6-12. Termination of Unsatisfactory Subcontracts. Should any subcontractor fail to perform in a satisfactory manner the work undertaken by him, such subcontract shall be terminated immediately by the Contractor upon notice from the Engineer.

6-13. Preservation of Stakes and Marks. The Contractor shall preserve carefully bench marks, reference points and stakes and in case of destruction he or she shall replace his or her stakes, reference points and bench marks and shall be responsible for any mistakes that may be caused by their unnecessary loss or disturbance. Contractor's attention is directed to Section 7-03 of these Special Provisions.

6-14. Assistance to Engineer. At the request of the Engineer the Contractor shall provide men from his or her force and tools, stakes and other materials to assist the Engineer temporarily in making measurements and surveys and in establishing temporary or permanent reference marks. Payment for such materials and assistance will be made as provided for under the caption "Extra Work," provided, however, that the cost of setting stakes and marks carelessly lost or destroyed by the Contractor's employees will be assessed to the Contractor.

6-15. Removal of Condemned Materials and Structures. The Contractor shall remove from the site of the work, without delay, all rejected and condemned materials or structures of any kind brought to or incorporated in the work and upon his or her failure to do so, or to make satisfactory progress in so doing, within forty-eight (48) hours after

the service of a written notice from the Engineer, the condemned material or work may be removed by the City and the cost of such removal shall be taken out of the money that may be due or may become due the Contractor on account of or by virtue of this contract. No such rejected or condemned material shall again be offered for use by the Contractor under this Contract.

6-16. Proof of Compliance with Contract. In order that the Engineer may determine whether the Contractor has complied with the requirements of this contract, not readily enforceable through inspection and tests of the work and materials, the Contractor shall, at any time when requested, submit to the Engineer properly authenticated documents or other satisfactory proofs as to his or her compliance with such requirements.

6-17. Errors and Omissions. If the Contractor, in the course of the work, finds any errors or omissions in plans or in the layout as given by survey points and instruction, or if he or she finds any discrepancy between the plans and the physical conditions of the locality, he or she shall immediately inform the Engineer, in writing and the Engineer shall promptly verify the same. Any work done after such discovery, until authorized, will be done at the Contractor's risk.

6-18. Cooperation. The Contractor shall cooperate with all other contractors who may be performing work in behalf of the City and workmen who may be employed by the City on any work in the vicinity of the work to be done under this contract with the work of such contractors or workmen. he or she shall make good promptly, at his or her own expense, any injury or damage that may be sustained by other contractors or employees of the City at his or her hands.

Any difference or conflict which may arise between the Contractor and other contractors, or between the contractor and workmen of the City in regard to their work shall be adjusted and determined by the Engineer. If the work of the Contractor is delayed because of any acts or omissions of any other contractor or of the City, the Contractor shall on that account have no claim against the City other than for an extension of time.

6-19. Right of Contractor to Stop Work. Under the following conditions the Contractor shall have the right, if he or she so desires, to stop the work and terminate the contract upon ten (10) days written notice to the Engineer and recover from the City payment for all work actually performed and for all satisfactory materials actually delivered to the site of the work for permanent incorporation therein, all as may be shown by the estimate of the Engineer.

- (1) If the work is stopped under an order of any court or other competent public authority for a period of time of three (3) months through no act or fault of the Contractor or of anyone employed by him.
- (2) If the Engineer fails to issue the monthly certificate for payment in accordance with the terms of this contract.
- (3) If the City fails to pay the Contractor within sixty (60) days after it shall have become due, as provided by the terms of this contract, any sum certified by the Engineer or awarded by the City.

All provided that if such action to terminate the contract be not instituted by the Contractor within ten (10) days after the alleged existence of such condition and if written notice of such action be not at that time delivered to the City and the Engineer, then such right shall lapse until another occasion arises according to this section.

6-20. Hiring and Dismissal of Employees. The Contractor shall employ only such foremen, mechanics and laborers as are competent and skilled in their respective lines of work and whenever the Engineer shall notify the Contractor that any person on the work is, in his or her opinion, incompetent, unfaithful, intemperate or disorderly, or refuses to carry out the provisions of this contract, or uses threatening or abusive language to any person on the work representing the City, or is otherwise unsatisfactory, such person shall be discharged immediately from the work and shall not be re-employed upon it except with the consent of the Engineer.

6-21. Wage Rates.

1. Contractor shall pay all mechanics and laborers employed or working upon the site of the work unconditionally and without subsequent deductions or rebate on any account the full amounts due at the time of payment at wage rates not less than those contained in the applicable prevailing wage determination, regardless of any contractual relationship which may be alleged to exist between the Contractor and subcontractors and such laborers and mechanics.

2. Contractor shall comply with the California Labor Code Section 1775. In accordance with said Section 1775, Contractor shall forfeit as a penalty to the Owner, \$50.00 (or the higher minimum penalty as provided in Section 1775(B)(ii) – (iii)) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for such work or craft in which such workman is employed for any work done under the Contract by him or her or by any subcontractor under him or her in violation of the provisions of the Labor Code and in particular, Labor Code Sections 1770 to 1780, inclusive. In addition to said penalty and pursuant to Section 1775, the difference between such stipulated prevailing wage rates and the amount paid to each workman for each calendar day or portion thereof for which each workman was paid less than the stipulated prevailing wage rate shall be paid to each workman by the Contractor.
3. Pursuant to the provision of Section 1770 of the Labor Code of the State of California, Owner has ascertained the general prevailing rate of wages (which rate includes employer payments for health and welfare, vacation, pension and similar purposes) applicable to the work to be done, for straight time work. The holiday wage rate listed shall be applicable to all holidays recognized in the collective bargaining agreement of the particular craft, classification or type of workmen concerned. Copies of the General Prevailing Wage Determination are available on the Internet at web address: <http://www.dir.ca.gov/DLSR/PWD> The Contractor shall post the wage determination at the site of work in a prominent place where it can easily be seen by the workers.
4. City will not recognize any claim for additional compensation because the Contractor has paid any rate in excess of the prevailing wage rate obtained by the Contractor. The possibility of wage increases is one of the elements to be considered by the Contractor in determining his or her bid and will not in any circumstances be considered as the basis for a claim against the City.
5. The Labor Commissioner through the Division of Labor Standards Enforcement (DLSE) may at any time require contractors and subcontractors to furnish electronic certified payroll records directly to DLSE. Commencing with contracts awarded or after April 1, 2015, all contractors and subcontractors must furnish electronic certified payroll records directly to the DLSE.
6. Travel and Subsistence Payments.

Contractor shall make travel and subsistence payments to each workman needed to execute the work in accordance with the requirements in Section 1773.8 of the Labor Code (Chapter 880, Statutes of 1968).

7. Apprentices.

Attention is directed to the provisions in Sections 1777.5 (Chapter 1411, Statutes of 1968) and 1777.6 of the California Labor Code concerning the employment of apprentices by the Contractor or any subcontractor under him. Contractor and any subcontractor under him or her shall comply with the requirements of said sections in the employment of apprentices.

Information relative to apprenticeship standards, wage schedules and other requirements may be obtained from the Director of Industrial Relations, ex officio the Administrator of Apprenticeship, San Francisco, California, or from the Division of Apprenticeship Standards and its branch offices.

6-22. Cleaning Up. The Contractor shall not allow the site of the work to become littered with trash and waste material, but shall maintain the same in a neat and orderly condition throughout the construction period. The Engineer shall have the right to determine what is or is not waste material or rubbish and the place and manner of disposal.

On or before the completion of the work, the Contractor shall without charge therefore carefully clean out all pits, pipes, chambers or conduits and shall tear down and remove all temporary structures built by him or her and shall remove rubbish of all kind from any of the grounds which he or she has occupied and leave them in first class condition.

6-23. Guaranty. All work shall be guarantied for a period of one year from the date of acceptance by the City. The Contractor shall promptly make all needed repairs arising out of defective materials, workmanship and equipment.

The City is hereby authorized to make such repairs if within ten days after the mailing of a notice in writing to the Contractor or his or her agent, the Contractor shall neglect to make or undertake with due diligence the aforesaid repairs, provided, however, that in case of an emergency where, in the opinion of the City delay would cause serious loss or damage, repairs may be made without notice being sent to the Contractor and the Contractor shall pay the costs thereof.

Pursuant to the provisions of Section 4-03 of these Special Provisions, the Contractor shall furnish a Defective Material and Workmanship Bond in an amount not less than 5 percent of the final contract price, which shall be effective for a period of one (1) year after the completion and acceptance of the work.

SECTION 7. RESPONSIBILITIES AND RIGHTS OF CITY

7-01. Authority of the Engineer. All work done under this contract shall be done in a workmanlike manner and shall be performed to the reasonable satisfaction of the Engineer, who shall have general supervision of all work included hereunder. To prevent disputes and litigation, the Engineer (1) shall in all cases determine the amount, quality, acceptability and fitness of the several kinds of work and materials which are to be paid for under this contract, (2) shall decide all questions relative to the true construction, meaning and intent of the Special Provisions and Drawings, (3) shall decide all questions which may arise relative to the classifications and measurements of quantities and materials and the fulfillment of this contract and (4) shall have the power to reject or condemn all work or material which does not conform to the terms of this contract. his or her estimate and decision in all matters shall be a condition precedent to an appeal for arbitration, or the right of the Contractor to receive, demand, or claim any money or other compensation under this agreement and a condition precedent to any liability on the part of the City to the Contractor on account of this contract. Whenever the Engineer shall be unable to act, in consequence of absence or other cause, then such engineer as the Engineer or the City shall designate, shall perform any and all of the duties and be vested with any or all of the powers herein given to the Engineer.

7-02. Inspection. The City will provide engineering personnel for the inspection of the work.

The Engineer and his or her representatives shall at all times have access to the work whenever it is in preparation or progress and the Contractor shall provide proper facilities for such access and inspection.

If the Special Provisions, the Engineer's instruction, laws, ordinances, or any public authority require any work to be specially tested or approved, the Contractor shall give the Engineer timely notice of its readiness for inspection and, if the inspection is by an authority other than the Engineer, of the date fixed for such inspection. Inspections by the Engineer shall be promptly made at the source of supply where practicable. If any work shall be covered up without approval or consent of the Engineer, it must, if required by the Engineer, be uncovered for examination and properly restored at the Contractor's expense.

Re-examination of any work may be ordered by the Engineer and, if so ordered, the work must be uncovered by the Contractor. If such work is found to be in accordance with the contract documents, the City shall pay the cost of re-examination and replacement. If such work is not in accordance with the contract documents, the Contractor shall pay such cost.

Properly authorized and accredited inspectors shall be considered to be the representatives of the City limited to the duties and powers entrusted to them. It will be their duty to inspect materials and workmanship of those portions of the work to which they are assigned, either individually or collectively, under instructions of the Engineer and to report any and all deviations from the Drawings, Special Provisions and other contract provisions which may come to their notice. Any inspector may be considered to have the right to order the work entrusted to his or her supervision stopped, if in his or her opinion such action becomes necessary, until the Engineer is notified and has determined and ordered that the work may proceed in due fulfillment of all contract requirements.

7-03. Surveys. Contractor shall furnish all land surveys, establish all base lines and bench marks and make sufficient detailed surveys needed for working points, lines and elevations. The Contractor shall develop all slope stakes and batter boards. Contractor shall also develop all additional working points, lines and elevations as he or she may desire to facilitate his or her methods and sequence of construction.

7-04. Rights-of-Way. The City will provide all necessary rights-of-way and easements in or beneath which work will be performed by the Contractor under this contract.

7-05. Retention of Imperfect Work. If any portion of the work done or material furnished under this contract shall prove defective and not in accordance with the Plans and Special Provisions, and if the imperfection in the same shall not be of sufficient magnitude or importance to make the work dangerous or undesirable, the Engineer shall have the right and authority to retain such work instead of requiring the imperfect work to be removed and reconstructed, but he or she shall make such deductions therefor in the payments due or to become due the Contractor as may be just and reasonable.

7-06. Changes in the Work. The Engineer shall have the right, in writing, to order additions to, omissions from, or corrections, alterations and modifications in the line, grade, form, dimensions, plan, or kind or amount of work or materials herein contemplated, or any part thereof, either before or after the beginning of construction. However, the arithmetical sum of the cost to the City of additions and subtractions from the work under this contract shall not exceed 10 percent of original contract amount or \$5,000, whichever is the greater, unless based upon a supplementary agreement to be made therefore.

The order of such additions, omissions, corrections, alterations and modifications shall be in writing and signed by the Engineer and, in order, shall then be binding upon the Contractor. The Contractor shall proceed with the work as changed and the value of such change shall be determined as provided for in section 10-07 of these Special Provisions.

Such alterations shall in no way affect, vitiate, or make void this contract or any part thereof, except that which is necessarily affected by such alterations and is clearly the evident intention of the parties to this contract.

7-07. Additional Drawings by City. The drawings made a part of this contract at the time of its execution are intended to be fairly comprehensive and to indicate in more or less detail the scope of the work. In addition to these drawings, however, the Engineer shall furnish such additional drawings from time to time during the progress of the work as are necessary to make clear or to define in greater detail the intent of the Special Provisions and the contract drawings and the Contractor shall make his or her work conform to all such drawings.

7-08. Additional and Emergency Protection. Whenever, in the opinion of the Engineer, the Contractor has not taken sufficient precautions for the safety of the public or the protection of the works to be constructed under this contract, or of adjacent structures or property which may be injured by the processes of construction on account of such neglect and whenever, in the opinion of the Engineer, an emergency shall arise and immediate action shall be considered necessary in order to protect public or private, personal or property interest, then and in that event, the Engineer, with or without notice to the Contractor may provide suitable protection to the said interests by causing such work to be done and such material to be furnished as shall provide such protection as the Engineer may consider necessary and adequate.

The cost and expense of such work and material so furnished shall be borne by the Contractor and, if the same shall not be paid on presentation of the bills therefor, then such costs shall be deducted from any amounts due or to become due the Contractor.

The performance of such emergency work under the direction of the Engineer shall in no way relieve the Contractor from any damages which may occur during or after such precaution has been taken by the Engineer.

7-09. Suspension of Work. The City may at any time suspend the work or any part thereof by giving five (5) days written notice to the Contractor. The work shall be resumed by the Contractor within ten (10) days after the date fixed in the written notice from the City to the Contractor so to do. The City shall reimburse the Contractor for expense incurred by the Contractor in connection with the work under this contract as a result of such suspension.

If the work, or any part thereof, shall be stopped by the notice in writing aforesaid and if the City does not give notice in writing to the Contractor to resume work at a date within ten (10) days of the date fixed in the written notice to suspend, then the Contractor may abandon that portion of the work so suspended and he or she will be entitled to the estimates and payments for all work done on the portions so abandoned, if any, plus 5 percent of the value of the work so abandoned, to compensate for loss of overhead, plant expense and anticipated profit.

7-10. Right of City to Terminate Contract. If the Contractor should be adjudged a bankrupt, or if he or she should make a general assignment for the benefit of his or her creditors, or if a receiver should be appointed on account of his or her insolvency, or if he or she should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to supply sufficient properly skilled workmen or proper materials, or if he or she should fail to make prompt payments to subcontractors or for material or labor, or persistently disregard laws, ordinances or the instructions of the Engineer, or otherwise be guilty of a substantial violation of any provision of the contract, then the City, upon the certificate of the Engineer that sufficient cause exists to justify such action, may, without prejudice to any other right or remedy and after giving the Contractor seven days written notice, terminate the employment of the Contractor and take possession of the premises and of all materials, tools and appliances and finish the work by whatever method the City may deem expedient. In such case, the Contractor shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the contract price shall exceed the expense of finishing the work, including compensation for additional managerial and administrative services, such excess shall be paid to the Contractor. If such expense shall exceed such unpaid balance, the Contractor shall pay the difference to the City. The expense incurred by the City as herein provided and the damage incurred through the Contractor's default, shall be certified by the Engineer.

7-11. Use of Completed Portions. The City shall have the right to take possession of and use any completed or partially completed portions of the work, notwithstanding the time for completing the entire work or such portions which may not have expired; but such taking possession and using shall not be deemed an acceptance of any work not completed in accordance with the contract documents. If such prior use increases the cost of or delays the work, the Contractor shall be entitled to such extra compensation, or extension of time or both, as the Engineer may determine.

SECTION 8. WORKMANSHIP, MATERIALS and EQUIPMENT

8-01. General Quality. Materials and equipment shall be new and of a quality equal to that specified or approved. Work shall be done and completed in a thorough and workmanlike manner.

8-02. Quality in Absence of Detailed Specifications. Whenever under this contract it is provided that the Contractor shall furnish materials or manufactured articles or shall do work for which no detailed specifications are set forth, the materials or manufactured articles shall be of the best grade in quality and workmanship obtainable in the market from firms of established good reputation, or, if not ordinarily carried in stock, shall conform to the usual standards for first-class materials or articles of the kind required, with due consideration of the use to which they are to be put. In general, the work performed shall be in full conformity and harmony with the intent to secure the best standard of construction and equipment of the work as a whole or in part.

8-03. Materials and Equipment Specified by Name. Whenever any material or equipment is indicated or specified by patent or proprietary name or by the name of the manufacturer, such specification shall be considered as used for the purpose of describing the material or equipment desired and shall be considered as followed by the words "or approved equal". The Contractor may offer any material or equipment which shall be equal in every respect to that specified, provided that written approval first is obtained from the Engineer.

8-04. Source of Materials. Price, fitness and quality being equal, preference shall be given by the Contractor for supplies grown, manufactured or produced in the State of California and, next, for such products partially produced in this State in accordance with Government Code Section 4332.

8-05. Storage of Materials. Materials shall be so stored to ensure the preservation of their quality and fitness for the work. They shall be so located and disposed that prompt and proper inspection thereof may be made.

8-06. Drawings, Samples and Tests. As soon as possible after execution of the contract, the Contractor shall submit to the Engineer, in quintuplicate, sufficient information including, if necessary, assembly and detail drawings to demonstrate fully that the equipment and materials to be furnished comply with the provisions and intent of these Special Provisions and Drawings. If the information thus submitted indicates the equipment or materials is acceptable, the Engineer will return one copy stamped with his or her approval; otherwise, one copy will be returned with an explanation of why the equipment or material is unsatisfactory. The Contractor shall have no claims for damages or for extension of time on account of any delay due to the revision of drawings or rejection of material. Fabrication or other work performed in advance of approval shall be done entirely at the Contractor's risk. After

approval of equipment or material, the Contractor shall not deviate in any way from the design and specifications given without the written consent of the Engineer.

When requested by the Engineer, a sample or test specimens of the materials to be used or offered for use in connection with the work shall be prepared at the expense of the Contractor and furnished by him or her in such quantities and sizes as may be required for proper examination and tests, with all freight charges prepaid and with information as to their sources.

All samples shall be submitted before shipment and in ample time to permit the making of proper tests, analyses, or examination before the time at which it is desired to incorporate the material into the work. All tests of materials furnished by the Contractor shall be made by the Engineer. Samples shall be secured and tested whenever necessary to determine the quality of the material.

SECTION 9. PROSECUTION OF WORK

9-01. Equipment and Methods. The work under this contract shall be prosecuted with all materials, tools, machinery, apparatus and labor and by such methods as are necessary to the complete execution of everything described, shown, or reasonably implied. If at any time before the beginning or during the progress of the work, any part of the Contractor's plant or equipment, or any of his or her methods of execution of the work, appear to the Engineer to be unsafe, inefficient, or inadequate to insure the required quality or the rate of progress of the work, he or she may order the Contractor to increase or improve his or her facilities or methods and the Contractor shall comply promptly with such orders; but, neither compliance with such orders nor failure of the Engineer to issue such orders shall relieve the Contractor from his or her obligation to secure the degree of safety, the quality of the work and the rate of progress required of the Contractor. The Contractor alone shall be responsible for the safety, adequacy and efficiency of his or her plant, equipment and methods.

9-02. Time of Completion. The Contractor shall promptly begin the work under this contract and shall complete and make ready for full use all portions of the project made the subject of this contract within the time set forth in the agreement bound herewith.

9-03. Avoidable Delays. Avoidable delays in the prosecution or completion of the work shall include all delays which might have been avoided by the exercise of care, prudence, foresight and diligence on the part of the Contractor. The City will consider as avoidable delays within the meaning of this contract (1) delays in the prosecution of parts of the work, which may in themselves be unavoidable, but do not necessarily prevent or delay the prosecution of other parts of the work nor the completion of the whole work within the time herein specified, (2) reasonable loss of time resulting from the necessity of submitting plans to the Engineer for approval and from the making of surveys, measurements, inspections, and testing and (3) such interruptions as may occur in the prosecution of the work on account of the reasonable interference of other contractors employed by the City which do not necessarily prevent the completion of the whole work within the time herein specified.

9-04. Unavoidable Delays. Unavoidable delays in the prosecution or completion of the work under this contract shall include all delays which may result, through cause beyond the control of the Contractor and which he or she could not have provided against by the exercise of care, prudence, foresight and diligence. Orders issued by the City changing the amount of work to be done, the quantity of material to be furnished or the manner in which the work is to be prosecuted and unforeseen delays in the completion of the work of other contractors under contract with the City will be considered unavoidable delays, so far as they necessarily interfere with the Contractor's completion of the whole of the work. Delays due to normally adverse weather conditions will not be regarded as unavoidable delays. However, truly abnormal amounts of rainfall, temperatures or other weather conditions for the location of the work and time of year may be considered as unavoidable delays if those conditions necessarily cause a delay in the completion of the work.

9-05. Notice of Delays. Whenever the Contractor foresees any delay in the prosecution of the work and, in any event, immediately upon the occurrence of any delay which the contractor regards as an unavoidable delay, he or she shall notify the Engineer in writing of the probability of the occurrence of such delay and its cause, in order that the Engineer may take immediate steps to prevent, if possible, the occurrence or continuance of the delay, or, if this cannot be done, may determine whether the delay is to be considered avoidable or unavoidable, how long it continues and to what extent the prosecution and completion of the work are to be delayed thereby.

9-06. Extension of Time. Should any delays occur which the Engineer may consider unavoidable, as herein defined, the Contractor shall, pursuant to his or her application, be allowed an extension of time proportional to said delay or delays, beyond the time herein set forth, in which to complete this contract; and liquidated damages for delay shall not be charged against the Contractor by the City during an extension of time granted because of unavoidable delay or delays.

Any claim by Contractor for a time extension based on unavoidable delays shall be based on written notice delivered to the Engineer within 15 days of the occurrence of the event giving rise to the claim. Failure to file said written notice within the time specified shall constitute a waiver of said claim. Notice of the full extent of the claim and all supporting data must be delivered to the Engineer within 45 days of the occurrence unless the Engineer specifies in writing a longer period. All claims for a time extension must be approved by the Engineer and incorporated into a written change order.

9-07. Unfavorable Weather and Other Conditions. During unfavorable weather and other conditions, the Contractor shall pursue only such portions of the work as shall not be damaged thereby. No portions of the work whose satisfactory quality or efficiency will be affected by any unfavorable conditions shall be constructed while these conditions remain, unless, by special means or precautions approved by the Engineer, the Contractor shall be able to overcome them.

The Contractor shall be granted a time extension of one day for each unfavorable weather day which prevents him or her from placing concrete forms or placing and finishing concrete or asphalt concrete. Such unfavorable weather day is defined as a rain day where precipitation prevents the contractor from performing the work more than four (4) continuous hours within the authorized work period or a temperature day where the ambient temperature is below that specified for the placement of materials associated with the controlling work item for more than four (4) continuous work hours of the authorized work period.

9-08. Saturday, Sunday, Holiday and Night Work. No work shall be done between the hours of 6 p.m. and 7 a.m., nor on Saturdays, Sundays or legal holidays except such work as is necessary for the proper care and protection of work already performed, or except in cases of absolute necessity and in any case only with the permission of the Engineer.

It is understood, however, that night work may be established as a regular procedure by the Contractor if he or she first obtains the written permission of the Engineer and that such permission may be revoked at any time by the Engineer if the Contractor fails to maintain at night adequate force and equipment for reasonable prosecution and to justify inspection of the work.

9-09. Hours of Labor. Eight (8) hours of labor shall constitute a legal day's work and the Contractor or any subcontractor shall not require or permit more than eight hours of labor in a day from any person employed by him or her in the performance of the work under this contract, unless paying compensation for all hours worked in excess of eight (8) hours per day at not less than 1½ times the basic rate of pay. The Contractor shall forfeit to the City, as a penalty, the sum of twenty-five dollars (\$25.00) for each workman employed in the execution of the contract by him or her or by any subcontractor, for each calendar day during which such laborer, workman, or mechanic is required or permitted to labor more than eight hours in violation of the provisions of Section 1810 to 1816, inclusive, (Article 3, Chapter 1, Part 7, Division 2) of the Labor Code of the State of California and any acts amendatory thereof.

SECTION 10. PAYMENT

10-01. Certification by Engineer. All payments under this contract shall be made upon the presentation of certificates in writing from the Engineer and shall show that the work covered by the payments has been done and the payments thereof are due in accordance with this contract.

10-02. Progress Estimates and Payment. The Engineer shall, within the first seven (7) days of each month, make an estimate of the value of the work performed in accordance with this contract during the previous calendar month.

The first estimate shall be of the value of the work satisfactorily completed in place and meeting the requirements of the contract. And every subsequent estimate, except the final estimate, shall be of the value of the work satisfactorily completed in place since the last preceding estimate was made; provided, however, that should the

Contractor fail to adhere to the program of completion fixed in this contract, the Engineer shall deduct from the next and all subsequent estimates the full calculated accruing amount of the liquidated damages to the date of said estimate, until such time as the compliance with the program has been restored.

The estimate shall be signed by the Engineer and, after approval, the City shall pay or cause to be paid to the Contractor in the manner provided by law, an amount equal to 95 percent of the estimated value of the work satisfactorily performed and complete in place.

10-03. Substitution of Securities.

1. At such times that Pubic Contract Code Section 22300 is in effect Contractor may propose the substitution of securities of at least equal market value for any moneys to be withheld to ensure performance under the Contract. Market value shall be determined as of the day prior to the date such substitution is to take place. Such substitution shall be made at the request and expense of the Contractor. The securities shall be one or more of the following types:

(a) Bonds or interest-bearing notes or obligations of the United States, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.

(b) Bonds or interest-bearing notes on obligations that are guaranteed as to principal and interest by a federal agency of the United States.

(c) Bonds of the State of California, or those for which the faith and credit of the State of California are pledged for the payment of principal and interest.

(d) Bonds or warrants, including, but not limited to, revenue warrants, of any county, city, metropolitan water district, California water district, California water storage district, irrigation district in the State of California, municipal utility district, or school district of the State of California, which are rated by Moody's or Standard and Poor as A or better.

(e) Bonds, consolidated bonds, collateral trust debentures, consolidated debentures, or other obligations issued by federal land banks or federal intermediate credit banks established under the Federal Farm Loan Act, as amended; debentures and consolidated debentures issued by the Central Bank for Cooperatives and banks for cooperatives established under the Farm Credit Act of 1933, as amended; bonds, or debentures of the Federal Home Loan Bank Board established under the Federal Home Loan Bank Act; and stock, bonds, debentures and other obligations of the Federal National Mortgage Association established under the National Housing Act as amended and bonds of any Federal Home Loan Mortgage Corporation.

(f) Commercial paper of "prime" quality as defined by a nationally recognized organization which rates such securities. Eligible paper is further limited to issuing corporations: (1) organized and operating within the United States; (2) having total assets in excess of five hundred million dollars (\$500,000,000); and (3) approved by the Pooled Money Investment Board of the State of California. Purchases of eligible commercial paper may not exceed 180 days' maturity, nor represent more than 10 percent of the outstanding paper of an issuing corporation.

(g) Bills of exchange or time drafts on and accepted by a commercial bank, otherwise known as bankers acceptances, which are eligible for purchase by the Federal Reserve System.

(h) Certificates of deposits issued by a nationally or state-chartered bank or savings and loan association.

(i) The portion of bank loans and obligations guaranteed by the United States Small Business Administration or the United States Farmers Home Administration.

(j) Student loan notes insured under the Guaranteed Student Loan Program established pursuant to the Higher Education Act of 1965, as amended (20 U.S.C. 1001, et seq.) and eligible for resale to the Student Loan Marketing Association established pursuant to Section 133 of the Education Amendments of 1972, as amended (20 U.S.C. 1087-2).

(k) Obligations issued, assumed or guaranteed by International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, or the Government Development Bank of Puerto Rico.

(l) Bonds, debentures and notes issued by corporations organized and operating within the United States. Such securities eligible for substitution shall be within the top three ratings of a nationally recognized rating service.

2. The securities shall be deposited with City or with any commercial bank as escrow agent, who shall arrange for transfer of such securities to the Contractor upon satisfactory completion of the contract. Any interest accrued or paid on such securities shall belong to the Contractor and shall be paid upon satisfactory completion of the contract.

The market value of the securities deposited shall at all times be maintained in an amount at least equal, in the sole judgment of City, to the moneys to be withheld pursuant to the Contract Documents to ensure performance of the Contract. In order to comply with this condition, Contractor shall deposit additional securities as necessary upon request by City or the escrow agent.

3. Upon acceptance of any Proposal that includes substituting securities for amounts withheld to ensure performance, a separate escrow agreement satisfactory in form and substance to City shall be prepared and executed by City, the Contractor and the escrow agent, which may be City. The escrow agreement shall specify, among other matters, value of securities to be deposited; procedures for valuing the securities and for adding or withdrawing securities to maintain the market value of the deposited securities at least equal to the amount of moneys which would otherwise be withheld; the terms and conditions of conversion to cash in case of the default by the Contractor; and terms, conditions and procedure for termination of the escrow. City shall have no obligation to enter any such Agreement that does not provide the City with the unilateral right to convert securities to cash and to gain immediate possession of the cash.

10-04. Acceptance. The work must be accepted by vote of the City Council of the City of Ukiah when the whole shall have been completed satisfactorily. The Contractor shall notify the Engineer, in writing, of the completion of the work, whereupon the Engineer shall promptly, by personal inspection, satisfy himself as to the actual completion of the work in accordance with the terms of the contract and shall thereupon recommend acceptance by the City Council.

10-05. Final Estimate and Payment. The Engineer shall, as soon as practicable after the final acceptance of the work done under this contract, make a final estimate of the amount of work done thereunder and the value thereof.

Such final estimate shall be signed by the Engineer, and after approval, the City shall pay or cause to be paid to the Contractor, in the manner provided by law, the entire sum so found to be due hereunder, after deducting therefrom all previous payments and such other lawful amounts as the terms of this contract prescribe.

In no case will final payment be made in less than thirty-five (35) days after the filing of the notice of completion with the County Recorder.

10-06. Delay Payments. Should any payment due the Contractor or any estimate be delayed, through fault of the City beyond the time stipulated, such delay shall not constitute a breach of contract or be the basis for a claim for damages, but the City shall pay the Contractor interest on the amount of the payment at the rate of 6 percent per annum for the period of such delay. The terms for which interest will be paid shall be reckoned, in the case of any monthly or progress payment, from the twentieth day of the month next succeeding the month in which the work was performed to the date of payment of the estimate; and in the case of the final estimate, from the forty-fifth day after acceptance to the date of payment of the final estimate.

The date of payment of any estimate shall be considered the day on which the payment is offered or mailed as evidenced by the records of the Treasurer of the City. If interest shall become due on any delayed payment, the amount thereof, as determined by the City, shall be added to a succeeding payment. If the interest shall become due on the final payment, it shall be paid on a supplementary voucher to interest or any sum or sums which, by the terms of this contract, the City is authorized to reserve or retain.

10-07. Extra Work and Work Omitted. Whenever corrections, alterations, or modifications of the work under this contract ordered by the Engineer and approved by the City increase the amount of work to be done, such added

work shall be known as "extra work"; and when such corrections, alterations, or modifications decrease the amount of work to be done, such subtracted work shall be known as "work omitted".

When the Contractor considers that any changes ordered involve extra work, he or she shall immediately notify the Engineer in writing and subsequently keep him or her informed as to when and where extra work is to be performed and shall make claim for compensation therefor each month not later than the first day of the month following that in which the work claimed to be extra work was performed and he or she shall submit a daily complete statement of materials and labor used and expenses incurred on account of extra work performed, showing allocation of all materials, labor and expenses.

All such claims shall state the date of the Engineer's written order and the date of approval by the City authorizing the work on account of which claim is made. Unless such notification is made in writing within the time specified and unless complete statements of materials used and expenses incurred on account of such extra work are furnished as above required, the Contractor shall not be entitled to payment on account of extra work and Contractor shall be deemed to have waived the right to make any future claims for compensation for such extra work.

When changes decrease the amount of work to be done, they shall not constitute a claim for damages on account of anticipated profits on the work that may be omitted.

10-08. Compensation for Extra Work or Work Omitted. Whenever corrections, additions, or modifications in the work under this contract change the amount of work to be done or the amount of compensation due the Contractor, excepting increases or decreases in contract items having unit contract prices for each measurable quantity installed in place, and such changes have been ordered in writing by the Engineer and approved by the City prior to the Contractor performing the extra work, then a price may be agreed upon. Failing such an agreement in price, the Contractor shall be compensated for performing extra work pursuant to the provisions of Section 4-1.03 D, "Extra Work", and Section 9-1.03, "Force Account Payment" of the Standard Specifications.

This method of determining the price of work shall not apply to the performance of any work which is required or reasonably implied to be performed or furnished under this contract.

10-09. Compensation to the City for Extension of Time. In case the work called for under this contract is not completed within the time limit stipulated herein, the City shall have the right as provided hereinabove, to extend the time of completion thereof. If the time limit be so extended, the City shall have the right to charge to the Contractor and to deduct from the final payment for the work the actual cost to the City of engineering, inspection, superintendence and other overhead expenses which are directly chargeable to the contract and which accrue during the period of such extension, except that the cost of final unavoidable delays shall not be included in such charges.

10-10. Liquidated Damages for Delay. It is agreed by the parties to the contract that time is of the essence and that, in case all the work is not completed before or upon the expiration of the time limit as set forth, damage, other than those cost items identified in section 10-09, will be sustained by the City and that it is and will be impracticable to determine the actual amount of damage by reason of such delay; and it is therefore agreed that the Contractor will pay to the City the sum of five hundred dollars (\$500.00) per day for each and every calendar day's delay beyond the time prescribed.

SECTION 11. MISCELLANEOUS

11-01. Notice. Whenever any provision of the contract documents requires the giving of written notice, it shall be deemed to have been validly given if delivered in person to the individual or to a member of the firm or to an officer of the corporation for whom it is intended, or if delivered at or sent by registered or certified mail, postage prepaid, to the last business address known to the giver of the notice. If mailed, the notice shall be deemed received on the date of delivery stated in the return receipt.

11-02. Computation of Time. When any period of time is referred to in the Contract Documents by days, it shall be computed to exclude the first and include the last day of such period. If the last day of any such period falls on a Saturday or Sunday or on a day made a legal holiday by the law of the applicable jurisdiction, such day shall be omitted from the computation.

11-03. Claims Procedure Required by Public Contract Code Section 9204. This section shall apply to any claim by the Contractor arising in connection with this project in accordance with Public Contract Code Section 9204.

a, For purposes of this section "Claim" means a separate demand by the Contractor sent by registered mail or certified mail with return receipt requested, for one or more of the following:

(A) A time extension, including, without limitation, for relief from damages or penalties for delay assessed by the City under this contract.

(B) Payment by the City of money or damages arising from work done by, or on behalf of, the Contractor pursuant to this contract and payment for which is not otherwise expressly provided or to which the Contractor is not otherwise entitled.

(C) Payment of an amount that is disputed by the City.

b.

(1)

(A) Upon receipt of a claim pursuant to this section, the City shall conduct a reasonable review of the claim and, within a period not to exceed 45 days, shall provide the Contractor a written statement identifying what portion of the claim is disputed and what portion is undisputed. Upon receipt of a claim, a public entity and the contractor may, by mutual agreement, extend the time period provided in this subdivision.

(B) The Contractor shall furnish reasonable documentation to support the claim.

(C) If the City needs approval from its governing body to provide the Contractor a written statement identifying the disputed portion and the undisputed portion of the claim, and the governing body does not meet within the 45 days or within the mutually agreed to extension of time following receipt of a claim sent by registered mail or certified mail, return receipt requested, the City shall have up to three days following the next duly publicly noticed meeting of the governing body after the 45-day period, or extension, expires to provide the claimant a written statement identifying the disputed portion and the undisputed portion.

(D) Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after the City issues its written statement. If the City fails to issue a written statement, paragraph (3) shall apply.

(2)

(A) If the Contractor disputes the City's written response, or if the City fails to respond to a claim issued pursuant to this section within the time prescribed, the Contractor may demand in writing an informal conference to meet and confer for settlement of the issues in dispute. Upon receipt of a demand in writing sent by registered mail or certified mail, return receipt requested, the City shall schedule a meet and confer conference within 30 days for settlement of the dispute.

(B) Within 10 business days following the conclusion of the meet and confer conference, if the claim or any portion of the claim remains in dispute, the City shall provide the claimant a written statement identifying the portion of the claim that remains in dispute and the portion that is undisputed. Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after the public entity issues its written statement. Any disputed portion of the claim, as identified by the contractor in writing, shall be submitted to nonbinding mediation, with the City and the Contractor sharing the associated costs equally. The City and Contractor shall mutually agree to a mediator within 10 business days after the disputed portion of the claim has been identified in writing. If the parties cannot agree upon a mediator, each party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the claim. Each party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator. If mediation is unsuccessful, the parts of the claim remaining in dispute shall be subject to applicable procedures outside this section.

(C) For purposes of this section, mediation includes any nonbinding process, including, but not limited to, neutral evaluation or a dispute review board, in which an independent third party or board assists the parties in dispute resolution through negotiation or by issuance of an evaluation. Any mediation utilized shall conform to the timeframes in this section.

(D) Unless otherwise agreed to in writing by the City and the Contractor, the mediation conducted pursuant to this section shall excuse any further obligation under Public Contract Code Section 20104.4 to mediate after litigation has been commenced.

(3) Failure by the City to respond to a claim from the Contractor within the time periods described in this subdivision or to otherwise meet the time requirements of this section shall result in the claim being deemed rejected in its entirety. A claim that is denied by reason of the public entity's failure to have responded to a claim, or its failure to otherwise meet the time requirements of this section, shall not constitute an adverse finding with regard to the merits of the claim or the responsibility or qualifications of the Contractor.

(4) Amounts not paid in a timely manner as required by this section shall bear interest at 7 percent per annum.

(5) If a subcontractor or a lower tier subcontractor lacks legal standing to assert a claim against a public entity because privity of contract does not exist, the Contractor may present to the public entity a claim on behalf of a subcontractor or lower tier subcontractor. A subcontractor may request in writing, either on his or her own behalf or on behalf of a lower tier subcontractor, that the Contractor present a claim for work which was performed by the subcontractor or by a lower tier subcontractor on behalf of the subcontractor. The subcontractor requesting that the claim be presented to the public entity shall furnish reasonable documentation to support the claim. Within 45 days of receipt of this written request, the Contractor shall notify the subcontractor in writing as to whether the Contractor presented the claim to the public entity and, if the original contractor did not present the claim, provide the subcontractor with a statement of the reasons for not having done so.

c. A waiver of the rights granted by this section is void and contrary to public policy, provided, however, that (1) upon receipt of a claim, the parties may mutually agree to waive, in writing, mediation and proceed directly to the commencement of a civil action or binding arbitration, as applicable; and (2) the City may prescribe reasonable change order, claim, and dispute resolution procedures and requirements in addition to the provisions of this section, so long as the contractual provisions do not conflict with or otherwise impair the timeframes and procedures set forth in this section.

11-04. Litigation and Forum Selection. Contractor and City stipulate and agree that any litigation relating to the enforcement or interpretation of this contract, arising out of Contractor's performance or relating in any way to the work shall be brought in Mendocino County and that venue will lie in Mendocino County.

Except as otherwise expressly provided by law, the parties waive any objections they might otherwise have to the propriety of jurisdiction or venue in the state courts in Mendocino County and agree that California law shall govern any such litigation.

The duties and obligations imposed by these General Conditions and the rights and remedies available hereunder to the parties hereto and, in particular but without limitation, the warranties, guaranties and obligations imposed upon the Contractor and all of the rights and remedies available to the City thereunder, shall be in addition to and shall not be construed in any way as a limitation of, any rights and remedies available to any or all of them which are otherwise imposed or available by law or contract, by special warranty or guaranty, or by other provisions of the contract documents and the provisions of this paragraph shall be as effective as if repeated specifically in the contract documents in connection with each particular duty, obligation, right and remedy to which they apply. All warranties and guaranties made in the contract document shall survive final payment and termination or completion of this contract. The City disclaims an express or implied warranty that the plans and specifications identify all site conditions that could affect the time or cost to complete the Work.

11-05. Waiver. The Contractor shall strictly comply with all notices and other contract requirements. Waiver by the City of any failure of the Contractor to comply with any term of the contract, including the notice provisions, shall not be deemed a waiver of a subsequent breach.

TECHNICAL SPECIFICATIONS

SECTION 12. GENERAL INFORMATION

12-01. Location and Scope of Work. All of the work to be performed is within the City of Ukiah and consists of <<SUMMARY DESCRIPTION OF WORK>>. General locations of the work are <<INSERT INFO>>

The Contractor should familiarize himself with the local conditions of the project sites. Failure to do so will in no way relieve him of the responsibility for performing any of the work or operations required as a part of this contract. Further information regarding the work or these specifications can be obtained from Mary Horger at (707) 463-6233.

12-02. Arrangement of Technical Specifications. The Technical Specifications are arranged in sections covering the various phases of work as follows:

Section No.	Title
12	General Information
13	Construction Details
14	Exclusions from General Conditions
15	Amendments to General Conditions

12-03. Arrangement of Plans. General locations and linear quantities of the work are shown in Appendix "A". A map will be provided to the successful bidder showing the exact locations of the work to be done.

12-04. Business Licenses. The Contractor and any subcontractors shall each secure and maintain a valid City of Ukiah Business License prior to the start of any portion of the work.

12-05. Permits. The Contractor shall provide, procure, and pay for all permits required to complete this work.

12-06. Standard Specifications and Standard Plans. The Standard Specifications and Standard Plans of the California State Department of Transportation, 2015, are hereby made a part of these Special Provisions and are hereinafter referred to as "California Standard Specifications" and "California Standard Plans."

Whenever in the California Standard Specifications and the California Standard Plans the following terms are used, they shall be understood to mean and refer to the following:

Department of Transportation - The City Council.

Director of Public Works - The City of Ukiah Director of Public Works.

Engineer - The Engineer, designated by the City Council, acting either directly or through properly authorized agents, such agents acting within the scope of the particular duties entrusted to them.

Laboratory - The designated laboratory authorized by the City of Ukiah to test materials and work involved in the contract.

State - The City of Ukiah

Other terms appearing in the California Standard Specifications and the California Standard Plans shall have the intent and meaning specified in Section I, Definition of Terms of the California Standard Specifications.

In case of discrepancy between the contract documents, the order of precedence from the highest to lowest is as follows:

1. (City) Special Provisions
2. (City) Project Plans

3. City Standard Plans and Details
4. California Standard Plans
5. California Standard Specifications

12-07. Temporary Facilities. All temporary facilities are the responsibility of the Contractor. The removal of said facilities shall be the responsibility of the Contractor. The Contractor shall be responsible for any and all damages to existing facilities which are a result of the work.

12-08. Public Convenience and Safety. The Contractor shall conduct operations so as to cause the least possible obstruction and inconvenience to public traffic. The Contractor shall, at his or her expense, furnish such flag persons and furnish, erect, construct and maintain such fences, barriers, lights, signs, detours, pedestrian walkways, driveway ramps and bridging as may be necessary to give adequate warning to the public that work is in progress and that dangerous conditions exist, to provide access to abutting properties and to permit the flow of pedestrian and vehicular traffic to safely and expeditiously pass the work.

12-09. Maintaining Traffic. Attention is directed to Section 7-1.08, "Public Convenience," 7-1.09, "Public Safety," 7-1.092, "Lane Closure," and 7-1.095, "Flagging Costs," of the California Standard Specifications.

Streets shall be open to through vehicular traffic during non-working hours. All public traffic shall be permitted to pass through the work with as little inconvenience and delay as possible.

Full costs for "Maintaining Traffic", including "Flagging Costs", shall be considered as included in the various items of work and no additional compensation will be made.

12-10. Stream Pollution. The Contractor shall exercise every reasonable precaution to prevent muddying or silting of live streams, and the Contractor's attention is called to the fact that the terms of this contract do not relieve him or her of responsibility for compliance with Sections 5650 and 12015 of the Fish and Game Code or other applicable statutes relating to pollution prevention or abatement.

12-11. Warranties. Unless otherwise indicated, the Contractor shall warrant all materials provided and work performed under this contract for a period of one year from the date of final acceptance. He shall replace promptly and at his own expense any materials and/or workmanship which fail during this warranty period.

12-12. Utilities. No water, sewer or electrical services will be provided by the owner. It is the Contractor's sole responsibility to arrange such services as necessary.

12-13. Preconstruction Conference. A preconstruction conference will be held before any work will be allowed to commence. This meeting will cover inspection, schedule for work, and among other items, the responsibilities and procedures of each of the interested parties to assure that the project will be completed in accordance with the contract documents.

12-14. Safety Requirements. The Contractor shall comply with all pertinent provisions of the Department of Labor "Safety and Health Regulations for Construction (29 FCS Part 1518, 36 CFR 7340)", with additions or modifications thereto, in effect during construction of this project.

SECTION 13 - CONSTRUCTION DETAILS

Please refer to Appendix A – Technical Specifications.

SECTION 14. EXCLUSIONS FROM GENERAL CONDITIONS

14-01. Provisions to be Excluded from General Conditions. The following designated provisions of the General Conditions are hereby determined to be inapplicable to the proposed work and, therefore, are hereby excluded from the terms of the Notice to Bidders, Proposal, Agreement and other contract documents as though entirely omitted from said General Conditions:

- (1) Section 6-02. Office at the Site
- (2) Section 7-03. Surveys

No other exclusions.

SECTION 15. AMENDMENTS TO GENERAL CONDITIONS

15-01. Sections of General Conditions to be Amended.

The following designated sections of the Special Provisions are hereby amended to read as follows:

No amendments.

BID SUBMITTAL CHECKLIST

The following is a checklist to assist you in your submission of your bid documents. Please make sure you include the following when submitting your bid documents to reduce the risk of having your bid rejected:

Did you include?...

- o **Proposal** (Page)
 - Unit prices filled out clearly.
 - Extended prices filled out clearly and calculated correctly
 - Total bid amount filled out clearly and calculated correctly
 - Sign the proposal, and provide complete information
 - CLSB No. and expiration date
 - Department of Industrial Relations Public Works Contractor Registration Number

- o **Fair Employment Practices Certification** (Page)
 - Filled out completely per instruction

- o **Worker's Compensation Certificate** (Page)
 - Filled out completely per instruction

- o **Certification of Non-Discrimination in Employment** (Page)
 - Filled out completely per instruction

- o **List of Proposed Subcontractors** (Page)
 - Filled out completely per instruction

- o **Statement of Experience** (Page)

- o **Signature of Bidder** (Page)
 - Filled out completely per instruction
 - Authorized signature provided

- o **Bidder's Bond** (Page)
 - Filled out completely per instruction

- o **Non-Collusion Affidavit** (Page)
 - Filled out completely per instruction
 - Notarized

- o **Addenda Issued**
 - Signed and Returned

**CITY OF UKIAH
MENDOCINO COUNTY, CALIFORNIA

PROPOSAL

FOR
VINEWOOD PARK RENEWAL – PHASE 1

Specification No. 19-02**

The undersigned, as bidder,
declares that he or she has examined thoroughly all of the contract documents herein contained, that this proposal is made without collusion with any other person, firm or corporation and that all laws and ordinances relating to the interest of public officers in this contract have been complied with in every respect.

AND he or she proposes and agrees, if this proposal is accepted,

- 1) that he or she will contract with the City of Ukiah, Mendocino County, California, in the form of the copy of the agreement herein contained
 - a) to provide all necessary machinery, tools, apparatus and other means of construction;
 - b) to furnish all materials;
 - c) to provide all superintendence, overhead expenses and all labor and expenses of whatever nature necessary to complete the job in conformity with the specifications and drawings and other contract provisions herein or reasonably implied hereby or as necessary to complete the work in the manner and within the time named herein and according to the requirements and to the reasonable satisfaction of the City Engineer;
 - d) to pay all charges of freight transportation and hauling;
- 2) that he or she indemnifies the City against any loss or damage arising from any act of the undersigned as Contractor; and
- 3) that he or she will accept as full payment therefor the following sums:

BIDDING SCHEDULE

In the case of any discrepancy between the unit price and the total set forth for the item, the unit price shall prevail; provided, however, that if the amount set forth as a unit price is ambiguous, unintelligible or uncertain for any reason, or is omitted, or in the case of lump sum items, is not the same amount as the entry in the "Total" column, then the amount set forth in the "Total" column for the item shall prevail in accordance with the following:

1. As to lump sum items, the amount set forth in the "Total" column shall be the unit price;
2. As to unit basis items, the amount set forth in the "Total" column shall be divided by the estimated quantity for the item and the price thus obtained shall be the unit price.

The Total Base Bid shall be the sum of the items in the "Total" column. In case of discrepancy between the sum of the items in the "Total" column and the amount entered as Total Base Bid, the sum of the "Total" column items shall prevail. The bid comparison will be based on the sum of the items in the "total" column for each bidder.

The Unit prices for the various Construction Items below include all costs associated with the General Conditions, Special Provisions, Requirements of the Construction Contract, and represent the total, complete, in-place cost for each specific Construction Item in accordance with the Construction Documents, including all elements, work components, accessories, and connections, shown in applicable details or required to yield a complete, sound and functional component or system appropriate for its intended function, whether or not such is specifically described or listed in any description of measurement or payment. The total amount of the Construction items below shall represent the total and complete cost of the fully functional Project. All work not specifically listed below be required to complete the work of the various construction items and the cost of such shall be considered as included throughout the various unit prices indicated.

Lowest bid will be based on the lowest Base Bid.

NAME OF BIDDER:

SPEC #:

19-02

PROJECT NAME:

VINEWOOD PARK RENEWAL – PHASE 1

ITEM #	DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	TOTAL
1	Mobilization	LS	1	\$ _____	\$ _____
2	Erosion Control	AC	0.6	\$ _____	\$ _____
3	Demolition, Clearing and Grubbing	SF	21,864	\$ _____	\$ _____
4	Rough Grading	LS	1	\$ _____	\$ _____
5	AC and Concrete Removal	SF	400	\$ _____	\$ _____
6	AC with AB Street Paving	SF	260	\$ _____	\$ _____
7	Sidewalk Concrete Flatwork	SF	350	\$ _____	\$ _____
8	New Curb and Gutter	LF	60	\$ _____	\$ _____
9	Accessible Ramp	EA	1	\$ _____	\$ _____
10	Striping	LS	1	\$ _____	\$ _____
11	Planting and Irrigation	SF	300	\$ _____	\$ _____
12	AC Removal	SF	16,100	\$ _____	\$ _____
13	Decomposed Granite Paving with No Hard Edge	SF	16,006	\$ _____	\$ _____
14	Asphalt Court with Aggregate Base and Striping	SF	5,040	\$ _____	\$ _____
15	Decomposed Granite Areas	SF	425	\$ _____	\$ _____
16	Planting	SF	2,000	\$ _____	\$ _____
17	Irrigation	SF	2,000	\$ _____	\$ _____

18	Basketball Poles and Hoops	LS	2	\$ _____	\$ _____
19	Planting	SF	2,651	\$ _____	\$ _____
20	Irrigation	SF	2,651	\$ _____	\$ _____
TOTAL BID ==>>					\$ _____

We, the undersigned, acknowledge that the City Council has reserved the right to reject any or all bids and to determine which proposal is, in its opinion, the lowest responsive bid from a responsible bidder and that which it deems in the best interest of the City to accept. We, the undersigned, further agree, if this proposal shall be accepted, to sign the agreement and to furnish the required bonds with satisfactory surety, or sureties, within fifteen (15) calendar days after written notice that the contract is ready for signature; and, if the undersigned shall fail to contract, as aforesaid, it shall be understood that he or she has abandoned the contract and that, therefore, this proposal shall be null and void and the proposal guaranty accompanying this proposal, or the amount of said guaranty, shall be forfeited to and become the property of the City. Otherwise, the proposal guaranty accompanying this proposal shall be returned to the undersigned.

Witness our hands this day of _____, 20____.

Licensed in accordance with an act providing for the registration of California Contractors License No. _____, expiration date _____.

THE CONTRACTOR'S LICENSE NUMBER AND EXPIRATION DATE STATED HEREIN ARE MADE UNDER PENALTY OF PERJURY.

Department of Industrial Relations Public Works Contractor Registration Number: _____

Signature of bidder or bidders, with business name, address, phone number and fax number:

Notice: In the case of a corporation, give below the addresses of the principal office thereof and names and addresses of the President, Secretary, Treasurer.

FAIR EMPLOYMENT PRACTICES CERTIFICATION

TO: _____

The undersigned, in submitting a bid for performing the following work by Contract, hereby certifies that he or she has or will meet the standards of affirmative compliance with the Fair Employment Practices requirements of the Special Provisions contained herein.

VINEWOOD PARK RENEWAL – PHASE 1

(Signature of Bidder)

Business Mailing Address:

Business Location:

(The bidder shall execute the certification of this page prior to submitting his or her proposal.)

WORKER'S COMPENSATION CERTIFICATE

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or undertake self-insurance in accordance with the provisions of that code and I will comply with such provisions before commencing the performance of the work of this contract.

Witness my hand this _____ day of _____, 200_____

Signature of Bidder, with Business Address:

CERTIFICATION OF NONDISCRIMINATION IN EMPLOYMENT

The bidder represents that he or she has/has not, participated in a previous contract or subcontract subject to either the equal opportunity clause herein or the clause contained in Section 301 of Executive Order 10925; that he or she has/has not, filed all required compliance reports; and that representations indicating submission of required compliance prior to subcontract awards.

Signature and address of Bidder:

_____ Date _____

(This certification shall be executed by the bidder in accordance with Section 60-1.6 of the Regulations of the President's Committee on Equal Employment Opportunity for implementing Executive Orders 10925 and 11114.)

LIST OF PROPOSED SUBCONTRACTORS

In compliance with the provisions of Sections 4100-4108 of the California Public Contract Code and any amendments thereof, each bidder shall set forth (a) the name and location of the place of business of each subcontractor who will perform work or labor or render service in or about the construction site or a subcontractor licensed by the State of California who, under subcontract to the prime contractor, specially fabricates and installs a portion of the work or improvement according to detailed drawings contained in the plans and specifications in an amount in excess of one-half of 1 percent of the total bid and (b) the California Contractor License Number for each subcontractor, and (c) the portion of the work to be done by each subcontractor. (See General Conditions Section 1-09.) Include with the name of each sub-contractor their Department of Industrial Relations Public Works Contractor Registration Number.

SUBCONTRACTOR NAME	SUBCONTRACTOR LICENSE NUMBER	SUBCONTRACTOR DIR REGISTRATION NUMBER	SUBCONTRACTOR BUSINESS ADDRESS	DESCRIPTION OF WORK

The bidder is required to state below what work of similar magnitude or character he or she has done and to give references that will enable the City Council to judge of his or her experience, skill and business standing and his or her ability to conduct work as completely and rapidly as required under the terms of the contract.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

SIGNATURE(S) OF BIDDER

Accompanying this proposal is _____
(insert the words "cash (\$)", "cashier's check" or "bidder's bond", as the case may be) in an amount equal to at least 10 percent of the bid.

The names of all persons interested in the foregoing proposal as principals are as follows:

IMPORTANT NOTICE: If bidder or other interested person is a corporation, provide the legal name of corporation and also the names of the president, secretary, treasurer and manager thereof. If a co-partnership, provide the true name of firm and also the names of all individual co-partners composing the firm. If bidder or other interested person is an individual, provide the first and last names in full.

Licensed in accordance with an act providing for the registration of Contractors:

License No. _____, License Expiration Date _____.

Signature(s) of Bidder: _____

NOTE: If bidder is a corporation, the legal name of the corporation shall be set forth above together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation; if bidder is a co-partnership, the true name of the firm shall be set forth above together with the signature of the partner or partners authorized to sign contracts in behalf of the co-partnership; and if bidder is an individual, his or her signature shall be placed above. If a member of a partnership, a Power of Attorney must be on file with the Department prior to opening bids or submitted with the bid; otherwise, the bid will be disregarded as irregular and unauthorized.

Business address: _____

Place of residence: _____

Dated: _____

CITY OF UKIAH
Mendocino County, California

BIDDER'S BOND

KNOW ALL MEN BY THESE PRESENTS,

That we, _____

_____, as PRINCIPAL and

_____, as SURETY,

are held and firmly bound unto the City of Ukiah in the penal sum of 10 PERCENT OF THE TOTAL AMOUNT OF THE BID of the Principal above named, submitted by said Principal to the City of Ukiah, as the case may be, for the work described below, for the payment of which sum in lawful money of the United States, well and truly to be made, to the City Clerk to which said bid was submitted, we bind ourselves, our heirs, executors, administrators and successors jointly and severally, firmly by these presents. In no case shall the liability of the surety hereunder exceed the sum of \$_____

THE CONDITION OF THIS OBLIGATION IS SUCH,

That whereas the Principal has submitted the above mentioned bid to the City of Ukiah, as aforesaid, for certain construction specifically described as follows, for which bids are to be opened at the Office of the City Clerk, Ukiah Civic Center, Ukiah, California, on <<DATE OF BID OPENING>> for VINEWOOD PARK RENEWAL – PHASE 1, SPECIFICATION 19-02.

NOW, THEREFORE, If the aforesaid Principal is awarded the contract and, within the time and manner required under the specifications, after the prescribed forms are presented to him or her for signatures, enters into a written contract, in the prescribed form, in accordance with the bid and files two bonds with the City of Ukiah, one to guarantee faithful performance and the other to guarantee payment for labor and materials, as required by law, then this obligation shall be null and void; otherwise, it shall be and remain in full force and virtue.

IN WITNESS WHEREOF, we have hereunto set our hands and seals on this _____ day of _____, A.D. 20_____.

_____(Seal)

_____(Seal)

_____(Seal)

Principal

_____(Seal)

_____(Seal)

_____(Seal)

Surety

Address: _____

NON-COLLUSION AFFIDAVIT

Note: Bidder shall execute the affidavit on this page prior to submitting with his or her bid.

To City Council, City of Ukiah:

The undersigned in submitting a bid for performing SPEC. 19-02, VINEWOOD PARK RENEWAL – PHASE 1 by contract, being duly sworn, deposes and says:

that he or she has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract.

Signature(s) of Bidder

Business Address: _____

Place of Residence: _____

NOTARIZATION

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public in and for the County of _____, State of California.

My Commission Expires _____, 20 ____.

CITY OF UKIAH
Mendocino County, California

AGREEMENT

FOR

VINEWOOD PARK RENEWAL – PHASE 1

Specification No. 19-02

THIS AGREEMENT, made this _____ day of _____, 20____, by and between the City of Ukiah, Mendocino County, California, hereinafter called the City and _____ hereinafter called the Contractor,

WITNESSETH:

WHEREAS, the City has caused to be prepared in accordance with law, specifications, drawings and other contract documents for the work herein described and shown and has approved and adopted these contract documents, specifications and drawings and has caused to be published in the manner and for the time required by law a notice to bidders inviting sealed proposals for doing the work in accordance with the terms of this contract and

WHEREAS, the Contractor, in response to the notice to bidders, has submitted to the City a sealed proposal accompanied by a proposal guaranty in an amount of not less than 10 percent of the bid price for the construction of the proposed work in accordance with the terms of this contract and

WHEREAS, the City, in the manner prescribed by law, has publicly opened, examined and canvassed the proposals submitted and as a result has determined and declared the Contractor to be the lowest and best regular responsible bidder for the work and for the sums named in the proposal,

NOW, THEREFORE, THIS AGREEMENT WITNESSETH:

Article 1. Work to be Done and Contract Days Allowed.

That the Contractor shall provide all necessary machinery, tools, apparatus and other means of construction; shall furnish all materials, superintendence, overhead, expenses, all labor and expenses of whatever nature necessary for completion of the work in conformity with the Special Provisions and other contract documents hereto attached and according to such instructions as may be given by the Engineer. The Contractor shall complete the work within <<NUMBER OF DAYS IN WORDS>> (<<NUMBER OF DAYS IN FIGURES>>) calendar days. Contract days shall be counted starting with the 10th day following receipt of notice that the contract has been executed by the City. Contractor, at his or her option, may begin work prior to start of counting contract days, however, in no event shall the Contractor start work without giving notification to the Engineer at least 72 hours prior to the start of work, without obtaining an encroachment permit from the City, or without having submitted certificates of insurance that have been accepted and approved by the Engineer

Article II. Contract Prices.

That the City shall pay the Contractor the prices stated in the proposal submitted by the Contractor, for complete performance of the contract by the Contractor. The Contractor hereby agrees to accept the prices as full compensation for all material and appliances necessary to the work, for all labor and use of tools and other implements necessary to execute the work contemplated in this contract; for all loss or damage arising out of the nature of the work or from the action of the elements, or from any unforeseen obstructions or difficulties which may be encountered in the prosecution of the work; for all risks of every description connected therewith; for all expenses of the work, as herein specified; for all liability and other insurance, for all overhead and other expenses incident to the work; all according to the Contract Drawings, the Special Provisions, the Details, the instructions and the requirements of the City.

Article III. Labor Discrimination.

Attention is directed to Section 1735 of the Labor Code, which reads as follows:

"No discrimination shall be made in the employment of persons upon public works because of the race, color, national origin or ancestry, or religion of such persons and every contractor for public works violating this section is subject to all the penalties imposed for a violation of this chapter."

In connection with the performance of work under this contract, the Contractor agrees as follows:

- (a) The Contractor will not willfully discriminate against any employee or an applicant for employment because of race, color, religion, ancestry, or national origin. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, ancestry, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the awarding authority setting forth the provisions of this Fair Employment Practice section.
- (b) The Contractor will send to each labor union or representative of workers with which he or she has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the awarding authority, advising the said labor union or worker's representative of the Contractor's commitments under this section, to employees and applicants for employment.
- (c) The Contractor will permit access to his or her records of employment, employment advertisements, application forms and other pertinent data and records by the Fair Employment Practices Commission, City of Ukiah or any other appropriate agency of the State of California designated by the awarding authority, for the purposes of investigation to ascertain compliance with the Fair Employment Practices section of this contract.
- (d) A finding of willful violation of the Fair Employment Practices section of this Contract or of the Fair Employment Practices Act shall be regarded by the awarding authority as a basis for determining the Contractor to be not a "responsible bidder" as to future contracts for which such Contractor may submit bids, for revoking the Contractor's pre-qualification rating, if any and for refusing to establish, reestablish or renew a pre-qualification rating for the Contractor.

The City of Ukiah shall deem a finding of willful receipt of written notice from the Fair Employment Practices Act to have occurred upon that it has investigated and determined that the Contractor has violated the Fair Employment Practices Act and has issued an order under Labor Code Section 1426 or obtained an injunction under Labor Code Section 1429.

Upon receipt of such written notice from the Fair Employment Practices Commission, the City shall notify the Contractor that unless he or she demonstrates to the satisfaction of the awarding authority within a stated period that the violation has been corrected, his or her pre-qualification rating will be revoked at the expiration of such period.

- (e) The Contractor agrees that should the City determine that the Contractor has not complied with the Fair Employment Practices section of this Contract, then pursuant to Labor Code Section 1735 and 1775 the Contractor shall, as a penalty to the City, forfeit for each calendar day or portion thereof, for each person who was denied employment as a result of such non-compliance, the penalties provided in the Labor Code for violation of prevailing wage rates. Such monies may be recovered from the Contractor. The City may deduct any such damages from any monies due the Contractor.
- (f) Nothing contained in this Fair Employment Practices section shall be construed in any manner of fashion so as to prevent the City or the State of California from pursuing any other remedies that may be available at law.
- (g) Prior to awarding the Contract, the Contractor shall certify to the awarding authority that he or she has or will meet the following standards for affirmative compliance, which shall be evaluated in each case by the awarding authority:
 - (1) The Contractor shall provide evidence, as required by the City that he or she has notified all supervisors, foremen and other personnel officers in writing of the content of the anti-discrimination clause and their responsibilities under it.
 - (2) The Contractor shall provide evidence, as required by the City, that he or she has notified all sources of employees' referrals (including unions, employment agencies, advertisements, Department of Employment) of the content of the anti-discrimination clause.
 - (3) The Contractor shall file a basic compliance report, as required by the City. Willfully false statements made in such reports shall be punishable as provided by law. The compliance report shall also spell out the sources of the work force and who has the responsibility for determining whom to hire, or whether or not to hire.
 - (4) Personally, or through his or her representatives, the Contractor shall, through negotiations with the unions with whom he or she has agreements, attempt to develop an agreement which will:
 - a. Spell out responsibilities for nondiscrimination in hiring, referral, upgrading and training.
 - b. Otherwise implement an affirmative anti-discrimination program in terms of the unions' specific areas of skill and geography to the end that qualified minority workers will be available and given and equal opportunity for employment.
 - (5) The Contractor shall notify the City of opposition to the anti-discrimination clause by individuals, firms or organizations during the period of its pre-qualification.
- (h) The Contractor will include the provisions of the foregoing paragraphs 1 through 5 in every first tier subcontract so that such provisions will be binding upon each such subcontractor.
- (i) The "Fair Employment Practices Certification" must be completed and signed prior to the time of submitting the bid.

Article IV. Parts of the Contract.

That the complete contract consists of the following documents, all of which shall be considered a part of this agreement.

1. Notice to Bidders
2. Wage Rates
3. General Conditions
4. Technical Specifications
5. Proposal
6. Fair Employment Practices Certification
7. Agreement
8. Contract Bonds
9. Contract Drawings and Construction Details
10. Standard Drawings
11. Indemnification Agreement

IN WITNESS WHEREOF, this contract being executed in duplicate and the parties having caused their names to be signed by authority of their duly authorized office this _____ day of _____, 20____.

CITY OF UKIAH, MENDOCINO COUNTY, CALIFORNIA

By: _____
CITY MANAGER, CITY OF UKIAH

Attest: _____
CITY CLERK, CITY OF UKIAH

By: _____
CONTRACTOR

Attest: _____

Title: _____

The foregoing contract is approved as to form and legality this _____ day of _____, 20____.

CITY ATTORNEY, CITY OF UKIAH

INDEMNIFICATION AGREEMENT

This Indemnification Agreement is made and entered in Ukiah, California, on _____, 20____, by and between the City of Ukiah (Ukiah) and _____ (Contractor).

Contractor is

_____ for Ukiah.

As a condition of issuing the work order, attached hereto, Ukiah requires assurance that Contractor will protect Ukiah from damage or damage claims which arise from its performance of the work.

Accordingly, Contractor agrees as follows:

1. **Indemnification.** Contractor shall indemnify and hold harmless Ukiah and its officers, agents, and employees from and against any claim, loss, or damage, including the legal and other costs of defending against any claim of damage or loss which arises out of the Contractor's negligent or wrongful performance under the work order attached hereto, except for claims, losses, or damages resulting from the sole and exclusive negligence or other wrongful conduct of Ukiah or its officers, agents and employees.

CONTRACTOR

BY: _____

TITLE: _____

CITY OF UKIAH
Mendocino County, California

FAITHFUL PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS,

That we the undersigned, _____

_____,
AS PRINCIPAL, and

_____,
AS SURETY,

are held firmly bound unto **THE CITY OF UKIAH**, hereinafter called the "City", in the penal sum of

_____ dollars (\$ _____)
for the payment of which sum we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally.

WHEREAS, the Principal has entered into a certain Contract with the City, dated _____, 20_____,
a copy of which is hereto attached and made a part hereof,

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall in all respects fully perform the Contract and all duly authorized modifications thereof, during its original term and any extensions thereof that may be granted and during any guaranty period for which the Contract provides, and if the Principal shall fully satisfy all claims, arising out of the prosecution of the work under the Contract and shall fully indemnify the City for all expenses which it may incur by reason of such claims, including its attorney's fees and court costs, and if the Principal shall make full payment to all persons supplying labor, services, materials, or equipment in the prosecution of the work under the Contract, in default of which such persons shall have a direct right of action hereupon; and if the Principal shall pay or cause to be paid all sales and use taxes payable as a result of the performance of the Contract as well as payment of gasoline and special motor fuels taxes in the performance of the Contract and all motor vehicle fees required for commercial motor vehicles used in connection with the performance of the Contract, then this obligation shall be void; otherwise, it shall remain in full force and effect. No modification of the Contract or extension of the term thereof, nor any forbearance on the part of the City shall in any way release the Principal or the Surety from liability hereunder. Notice to the Surety of any such modification, extension, or forbearance is hereby waived.

IN WITNESS WHEREOF, the aforesaid Principal and Surety have executed this instrument and affixed their seals hereto, this _____ day of _____, 20_____.

In the presence of:

WITNESS:

_____(SEAL)
(Individual Principal)

(Business Address)

(City/State/Zip Code)

WITNESS:

_____(SEAL)
(Corporate Principal)

(Business Address)

(City/State/Zip Code)

ATTEST:

(Corporate Principal)

Affix
Corporate
Seal

(Business Address)

(City/State/Zip Code)

ATTEST:

(Corporate Surety)

Affix
Corporate
Seal

(Business Address)

(City/State/Zip Code)

The rate of premium on this bond is \$_____ per thousand.

The total amount of premium charges is \$_____..

(The above is to be filled in by Surety Company). (Power of Attorney of person signing for Surety Company must be attached).

(CERTIFICATE AS TO CORPORATE PRINCIPAL)

I, _____, certify that I am the _____
Secretary of the corporation named as Principal in the foregoing bond; that
_____, who signed the said bond on behalf of the Principal, was then
_____ of said corporation; that I know his signature, and that his
signature thereto is genuine; and that said bond was duly signed, sealed, and attested to for and in behalf of said
corporation by authority of its governing body.

Affix Corporate Seal

CITY OF UKIAH
Mendocino County, California

MATERIAL AND LABOR BOND

KNOW ALL MEN BY THESE PRESENTS,

That we the undersigned, _____

_____, **AS PRINCIPAL**, and

_____, **AS SURETY**,

are held firmly bound unto **THE CITY OF UKIAH**, hereinafter called the "City" in the penal sum of

_____ dollars (\$_____)

for the payment of which sum we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally.

WHEREAS, the Principal has entered into a certain Contract with the City, dated _____, 20____, a copy of which is hereto attached and made a part hereof,

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall in all respects fully perform the Contract and all duly authorized modifications thereof, during its original term and any extensions thereof that may be granted and during any guaranty period for which the Contract provides, and if the Principal shall fully satisfy all claims, arising out of the prosecution of the work under the Contract and shall fully indemnify the City for all expenses which it may incur by reason of such claims, including its attorney's fees and court costs, and if the Principal shall make full payment to all persons supplying labor, services, materials, or equipment in the prosecution of the work under the Contract, in default of which such persons shall have a direct right of action hereupon; and if the Principal shall pay or cause to be paid all sales and use taxes payable as a result of the performance of the Contract as well as payment of gasoline and special motor fuels taxes in the performance of the Contract and all motor vehicle fees required for commercial motor vehicles used in connection with the performance of the Contract, then this obligation shall be void; otherwise, it shall remain in full force and effect. No modification of the Contract or extension of the term thereof, nor any forbearance on the part of the City shall in any way release the Principal or the Surety from liability hereunder. Notice to the Surety of any such modification, extension, or forbearance is hereby waived.

IN WITNESS WHEREOF, the aforesaid Principal and Surety have executed this instrument and affixed their seals hereto, this _____ day of _____, 20_____.

In the presence of:

WITNESS:

_____(SEAL)
(Individual Principal)

(Business Address)

(City/State/Zip Code)

WITNESS:

_____(SEAL)
(Corporate Principal)

(Business Address)

(City/State/Zip Code)

ATTEST:

(Corporate Principal)

Affix
Corporate
Seal

(Business Address)

(City/State/Zip Code)

ATTEST:

(Corporate Surety)

Affix
Corporate
Seal

(Business Address)

(City/State/Zip Code)

The rate of premium on this bond is \$_____ per thousand.

The total amount of premium charges is \$_____..

(The above is to be filled in by Surety Company). (Power of Attorney of person signing for Surety Company must be attached).

(CERTIFICATE AS TO CORPORATE PRINCIPAL)

I, _____, certify that I am the _____
Secretary of the corporation named as Principal in the foregoing bond; that
_____, who signed the said bond on behalf of the Principal, was then
_____ of said corporation; that I know his signature, and that his
signature thereto is genuine; and that said bond was duly signed, sealed, and attested to for and in behalf of said
corporation by authority of its governing body.

Affix Corporate Seal

DIRECTIONS FOR PREPARATION OF PERFORMANCE AND MATERIAL AND LABOR BOND

1. Individual sureties, partnerships, or corporations not in the surety business will not be acceptable.
2. The name of the Principal shall be shown exactly as it appears in the Contract.
3. The penal sum shall not be less than required by the Specifications.
4. If the Principals are partners or joint venturers, each member shall execute the bond as an individual and state his place of residence.
5. If the Principal is a corporation, the bond shall be executed under its corporate seal.
If the corporation has no corporate seal, it shall so state and affix a scroll or adhesive seal following the corporate name.
6. The official character and authority of the person(s) executing the bond for the Principal, if a corporation, shall be certified by the Secretary or Assistant Secretary thereof under the corporate seal, or copies attached to such records of the corporation as will evidence the official character and authority of the officer signing, duly certified by the Secretary or Assistant Secretary, under the corporate seal, to be true copies.
7. The current power-of-attorney of the person signing for the surety company must be attached to the bond.
8. The date of the bond must not be prior to the date of the Contract.
9. The following information must be placed on the bond by the surety company:
 - a. The rate of premium in dollars per thousand; and
 - b. The total dollar amount of premium charged.
10. The signature of a witness shall appear in the appropriate place attending to the signature of each party of the bond.
11. Type or print the name underneath each signature appearing on the bond.
12. An executed copy of the bond must be attached to each copy of the Contract (original counterpart) intended for signing.

CITY OF UKIAH
Mendocino County, California

DEFECTIVE MATERIAL AND WORKMANSHIP (MAINTENANCE) BOND

KNOW ALL MEN BY THESE PRESENTS,

That we, _____,
_____, as **PRINCIPAL**

and _____,
_____, as **SURETY**,

are held and firmly bound unto the **City of Ukiah** as Obligee, in the penal sum of

_____, (\$ _____),
(5 PERCENT OF THE FINAL CONTRACT AMOUNT)

to which payment well and truly to be made, we do bind ourselves, our and each of our heirs, executors, administrators, successors and assigns jointly and severally, firmly by these presents.

WHEREAS, the said Principal entered into a Contract with the City of Ukiah

dated _____

for _____

WHEREAS, said Contract has been completed, and was approved on the _____ day of _____,
_____.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the Principal shall guarantee that the work will be free of any defective materials or workmanship which become apparent during the period of one (1) year following completion of the Contract, then this obligation shall be void, otherwise to remain in full force and effect, provided however, any additional warranty or guarantee whether expressed or implied is extended by the Principal or Manufacturer only, and the surety assumes no liability for such a guarantee.

Signed, sealed, and dated this _____ day of _____, 20____.

_____(Seal)

BY: _____(Seal)

_____(Seal)

Principal

_____(Seal)

BY: _____(Seal)

_____(Seal)

Surety

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SECTION 01230

ALTERNATIVES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Alternative submission procedures.
- B. Documentation of changes to Contract Sum and Contract Time.

1.02 RELATED SECTIONS

- A. Instructions to Bidders: Instructions for preparation of pricing for alternatives.
- B. Alternatives: List of alternatives as supplement to Bid Form.
- C. Construction Agreement: Incorporating monetary value of accepted alternatives.

1.03 ACCEPTANCE OF ALTERNATIVES

- A. Alternatives quoted on Bid Forms will be reviewed and accepted or rejected at City's option. Accepted alternatives will be identified in the Owner-Contractor Agreement.
- B. The City has the option of accepting none, or any number and combination of Bid Alternatives.
- C. Coordinate related work and modify surrounding work to integrate the Work of each alternative.

1.04 SCHEDULE OF ADDITIVE ALTERNATIVES

- A. See Bid Form.

PART 2 PRODUCTS

NOT USED

PART 3 EXECUTION

NOT USED

END OF SECTION

SECTION 01300
ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Preconstruction meeting.

1.02 RELATED SECTIONS

- A. Document General Conditions.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 PRECONSTRUCTION MEETING

- A. City of Clearlake will schedule a meeting after Notice of Award.
- B. Attendance Required:
 - 1. City of Clearlake
 - 2. Melton Design Group, Inc.
 - 3. Construction Management Firm
 - 4. Contractor.
 - 5. Landscape and Electrical Sub-contractors
- C. Agenda
 - 1. Execution -Contractor Agreement.
 - 2. Submission of executed bonds and insurance certificates.
 - 3. Distribution of Contract Documents.
 - 4. Submission of list of Subcontractors, list of Products, schedule of values, and progress schedule.
 - 5. Designation of personnel representing the parties to Contract, Owner, Contractor, Construction Management firm, and Landscape Architect.
 - 6. Procedures and processing of field decisions, submittals, and substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
 - 7. Critical Path Scheduling.
 - 8. Scheduling activities for soils testing, and pot holing and or USA to locate unmarked utilities.
- D. Owner will record minutes and distribute copies after meeting to participants.

END OF SECTION

SECTION 01400

QUALITY REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Control of installation.
- B. Testing and inspection services.

1.02 RELATED SECTIONS

- A. General Conditions: Submittals, inspections and approvals required by public authorities.
- B. Section 01780 Contract Closeout
- C. Individual Specifications Section: Submittals, inspection and testing required, and standards for testing.

1.03 REFERENCES

- A. Title 24, California Building Code, current edition.
- B. ASTM C 1077 - Standard Practice for Laboratories Testing Concrete and Concrete Aggregates for Use in Construction and Criteria for Laboratory Evaluation; 1998.

1.04 TESTING AND INSPECTION AGENCIES

- A. Contractor shall employ and pay for services of an independent testing agency to perform specified testing. Contractor pays for retesting.
- B. Employment of agency in no way relieves Contractor of obligation to perform Work in accordance with requirements of Contract Documents.
- C. Contractor Employed Agency:
 - 1. Testing Equipment: Calibrated at reasonable intervals with devices of accuracy traceable to either National Bureau of Standards or accepted values of natural physical constants.

PART 2 PRODUCTS

NOT USED

PART 3 EXECUTION

3.01 CONTROL OF INSTALLATION

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce Work of specified quality.
- B. Comply with manufacturers' instructions, including each step-in sequence.
- C. Should manufacturers' instructions conflict with Contract Documents, request clarification from Landscape Architect before proceeding.
- D. Comply with specified standards as minimum quality for the Work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Have Work performed by persons qualified to produce required and specified quality.
- F. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
- G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, and disfigurement.

3.02 TESTING AND INSPECTION

- A. Testing Agency Duties:
 - 1. Provide qualified personnel at site. Cooperate with Architects and Contractor in performance of services.
 - 2. Perform specified sampling and testing of products in accordance with specified standards.
 - 3. Ascertain compliance of materials and mixes with requirements of Contract Documents.
 - 4. Promptly notify City's Representative, Landscape Architect and Contractor of observed irregularities or non-conformance of Work or products.
 - 5. Perform additional tests and inspections required by Architects.
 - 6. Submit reports of all tests/inspections specified.
- B. Limits on Testing/Inspection Agency Authority:
 - 1. Agency may not release, revoke, alter, or enlarge on requirements of Contract Documents.
 - 2. Agency may not approve or accept any portion of the Work.
 - 3. Agency may not assume any duties of Contractor.
 - 4. Agency has no authority to stop the Work.
- C. Contractor Responsibilities:
 - 1. Deliver to agency at designated location, adequate samples of materials proposed to be used that require testing, along with proposed mix designs.

2. Cooperate with laboratory personnel and provide access to the Work and to manufacturers' facilities.
 3. Provide incidental labor and facilities:
 - a. To provide access to Work to be tested/inspected.
 - b. To obtain and handle samples at the site or at source of Products to be tested/inspected.
 - c. To facilitate tests/inspections.
 - d. To provide storage and curing of test samples.
 4. Notify City's Representative, Melton Design Group, Inc. and laboratory 24 hours prior to expected time for operations requiring testing/inspection services.
 5. Employ services of an independent qualified testing laboratory and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
 6. Arrange with City's agency and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
- D. Re-testing required because of non-conformance to specified requirements shall be the same agency on instructions by Architects. Payment for re testing will be charged to the Contractor by deducting testing charges from the Contract Price.

3.03 DEFECT ASSESSMENT

- A. Replace Work or portions of the Work not conforming to specified requirements.
- B. If, in the opinion of the Owner's Representative or Landscape Architect's, it is not practical to remove and replace the Work, the Architects will direct an appropriate remedy and/or adjust payment.

END OF SECTION

SECTION 01550

VEHICULAR ACCESS AND PARKING

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Parking.
- B. Construction parking controls.
- C. Haul routes.

PART 2

NOT USED

PART 3 EXECUTION

3.01 PARKING

- A. Arrange for temporary parking at staging area to accommodate use of construction personnel.
- B. Locate as approved by the Owner.

3.02 CONSTRUCTION PARKING CONTROL

- A. Control vehicular parking to prevent interference with public traffic and parking, access by emergency vehicles, and Owner's operations.

3.03 HAUL ROUTES

- A. Consult with authority having jurisdiction, establish public thoroughfares to be used for haul routes and site access.
- B. Confine construction traffic to designated haul routes.
- C. Maintain roads in satisfactory condition during the contract time. Repair damages attributable to work of the project at intervals as needed. At completion of Contract, roads and entryways shall be left in condition at least equal to that existing at start of Contract, except as may be otherwise required by Contract Documents.
- D. Temporary access roads are to be provided by and completely removed by the Contractor upon completion of work.

END OF SECTION

SECTION 01570

ENVIRONMENTAL PROTECTION

PART 1 GENERAL

1.01 DESCRIPTION

- A. This section describes the requirements for the conservation and protection of environmental resources at the work site during and as the result of construction activities, except as otherwise specified. State and federal environmental statutes, rules, regulations, and policies have been enacted to protect environmental resources by ensuring that significant environmental impacts of projects are identified and adequate mitigation measures are incorporated into the project. Environmental protection affects several resource areas, including biological resources, cultural resources, air quality, and water quality. Potential impacts may occur through the generation of noise, dust emissions, discharges of pollutants, disturbances to terrestrial and aquatic areas, additional traffic, creation of traffic obstructions and other threats to public safety, and degradation of resources. Construction activities shall be in accordance with environmental and regulatory permits issued for the project and the Contractor may be held responsible for any violations as prescribed by law. If the Contractor's actions cause infractions that require suspension of work, then the Engineer may, without limiting the City's other rights and remedies, suspend work as specified in Article 13 of the General Conditions.
- B. The Contractor shall be responsible for the sequence and control of construction activities, selection and maintenance of equipment, and the conduct of the Contractor's employees at the work site to ensure that specific mitigation measures to reduce or eliminate identified environmental impacts are implemented.
- C. Contractor's personnel failing or refusing to carry out requirements of this section in the opinion of the Engineer, shall be removed from the work site if ordered.
- D. Construction equipment failing to produce the quality of work within the requirements of this section, in the opinion of the Engineer, shall be removed from the work site if ordered.
- E. The Contractor shall minimize construction activities causing disturbances to vegetation, wildlife or cultural resources. Construction activities may be restricted in various ways that include, but are not limited to, the environmental protection and/or mitigation measures specified.

1.02 RELATED SECTIONS

- A. Drawings, General Conditions, Supplementary General Conditions, Special Provisions and other Division 1 sections apply to this section. This section may require direct correlation with the following sections of the contract:

1. Section 02260 – Landscape Grading
2. Section 02905 – Landscape Installation

1.03 SUBMITTALS

- A. The Contractor shall develop and submit five detailed plans for implementing the requirements of this section. The plans shall include but not be limited to the following:
 1. Name of Contractor's supervisor responsible for implementing the plans.
 2. Working drawings and data for implementing the requirements of the plans.
 3. Air Quality Control Plan.
 4. Water Quality Control Plan and Storm Water Pollution Prevention Plan (SWPPP) (Update existing SWPPP on file with the City).
 - a. The Storm Water Pollution Prevention Plan (SWPPP) shall be submitted to the Regional Water Quality Control Board (RWQCB) prior to demolition work begins. The SWPPP must be approved by the RWQCB prior to the start of demolition activities.
 5. Fire Prevention and Control Plan.
 6. Noise Control Plan.
 7. Traffic Control Plan.
- B. The Contractor shall submit the above plans including working drawings and data to the City for approval five (5) working days prior to mobilization.
- C. Copies of all of the above plans shall be maintained at the work site throughout the construction period.

1.04 DELIVERY, STORAGE, AND HANDLING OF HAZARDOUS MATERIALS

- A. Construction Sites and Equipment:
 1. The storage, transportation, transfer, containment, and disposal of hazardous materials, such as fuel, oil, and lubricants have potential for affecting water quality. Fuel, oil and other petroleum products shall be stored only at designated sites. The use of hazardous materials shall be avoided or minimized where possible. Each hazardous material containment container shall be clearly labeled with its identity, handling and safety instructions, and emergency contact. Similar information shall

be clearly available and visible in the storage areas. Storage and transfer of such materials shall not be allowed within 100 feet of streams or sites known to contain sensitive biological resources. Storage or use of hazardous materials in or near wet or dry streams shall be consistent with the Fish and Game Code and other State laws. Material Safety Data Sheets (MSDS) shall be made readily available to the Contractor's employees and other personnel at the work site. The accumulation and temporary storage of hazardous wastes shall not exceed 90 days. Soils contaminated by spills or cleaning wastes shall be contained and shall be removed to an approved disposal site. Disposal of hazardous wastes shall be in compliance with all applicable laws and regulations.

2. Petroleum drippings on equipment have potential to result in water pollution during construction. The Contractor shall maintain construction equipment to minimize petroleum drippings. All stationary power equipment such as engines, pumps, generators, welders, and air compressors shall be positioned over drip pans. Equipment used in water shall be free of exterior petroleum products prior to submersion, and shall be checked and maintained daily to keep the equipment exteriors clean.
3. Petroleum products shall be stored in nonleaking containers at impervious storage sites from which runoff is not permitted to escape.
4. Personnel stationed at or near these sites shall be trained in emergency response and spill containment techniques. An ample supply of absorbent pads, pillows, socks, booms, and other spill containment materials shall be maintained at the hazardous materials storage sites for use in the event of spills. Contaminated absorbent pads, pillows, socks, booms, and other spill containment materials shall be placed in nonleaking sealed container until transport to an appropriate disposal facility. The Contractor shall furnish to the Engineer a contact person and telephony number of a company experienced in emergency response for vacuuming and containing spills of oil or other petroleum products.
5. Fuel may be transferred from the storage areas to construction equipment by tanker trucks. Fuel transfers shall take place at least 100 feet from exclusion zones, drainage areas, water bodies and streams.
6. Fuel transfer vehicles shall have absorbent pads, pillows, socks, booms or other spill containment materials placed under the fueling operation (between the fuel truck and the equipment being serviced). A trained service attendant shall monitor the filling of equipment and shall stop the fuel flow immediately if any spill occurs. Fuel transfer shall not resume until the problem is resolved to the satisfaction of the Engineer. The service attendant shall be trained in emergency response, fire extinguisher use, and spill containment techniques.

1.05 SENSITIVE SPECIES - NOT USED

1.06 COLLECTION AND HARASSMENT OF SPECIES

- A. No intentional harassment, killing, or collection of plants or animals at or around the

work site will be allowed.

1.07 BOUNDARIES OF WORK SITE AND LISTED SENSITIVE SPECIES

- A. The boundaries of the work site is as shown on the construction drawings for showing exact location of work and areas that may be occupied by the Contractor. The Contractor and the Contractor's employees shall not leave the right of way or temporary construction easement, without prior written approval.
- B. Preconstruction surveys will be conducted to designate exclusion zones.
- C. Exclusion zones will be marked with either large flagged stakes connected by cord, or survey laths or wooden stakes prominently flagged with survey ribbon or fencing. The Contractor and Contractor's employees shall not encroach into flagged exclusion zones in any manner, whether in vehicles or on foot, without prior written approval.
- D. No pets, camping, firearms, or any other use of the right of way area will be allowed. Harassment, killing, or destruction of dens or burrows of wildlife species is strictly prohibited. Contractor's employees shall not be allowed at the work site during nonworking hours. Only authorized camping areas may be utilized. Exceptions that will not cause environmental impacts to biological resources may be allowed by the Engineer.
- E. Food-related trash, such as wrappers, cans, bottles, and scraps shall be placed in closed containers and removed daily from work sites. All trash or garbage shall be removed to a county approved disposal site at least weekly by the Contractor. The right of way shall be policed daily by Contractor's personnel and monitored by inspectors or environmental personnel.
- F. Traffic shall be restricted to existing roads and flagged right of way or temporary construction easement. Construction related vehicles shall not exceed 25 mph on straight and level roads, with a 10 mph speed limit in areas of steepness or with curves.

1.08 BIOLOGICAL RESOURCES (PLANTS AND ANIMALS)

- A. The Construction activities have potential for affecting the biological resources by physical destruction, disturbance, and/or displacement.
- B. The Contractor shall not be permitted in areas where sensitive plant species occur until the sensitive plants are removed or soil seed banks are removed by the City.
- C. Unless otherwise approved, the Contractor shall not apply any rodenticide or herbicide to control any vertebrate or plant pest.

1.09 CULTURAL RESOURCES

- A. See also Special Provisions
- B. The construction activities have potential for affecting cultural resources such as historically significant resources, local land uses, commercial establishments, or the activities of local landowners, residents, or recreationalists.
- C. The Contractor shall reduce potential adverse impacts to cultural resources that may be associated with construction by implementing the preservation of culturally significant resources in accordance with the National Historic Preservation Act of 1966, (16 U.S.C.470).
- D. If any potential paleontological, archaeological or historic sites are uncovered, the Engineer will be notified prior to proceeding with the work affected. If necessary the Engineer will suspend work as specified in the General Conditions. The Engineer will provide for an initial field evaluation of the site within seventy-two (72) hours after receiving notification of Contractor's discovery.
- E. If human remains are exposed, all construction activities shall be halted in the immediate vicinity until the County Coroner has assessed the remains.

1.10 AIR QUALITY CONTROL PLAN

- A. See also Special Provisions.
- B. The construction activities have potential for resulting in localized, short-term construction emissions from stationary, mobile and area sources, and fugitive dust from construction equipment, and trucks for hauling.
- C. The Contractor shall reduce these effects by submitting and implementing an Air Quality Control Plan. The following components, if applicable, shall be included in the plan and if not applicable the Contractor shall explain in the plan why that component or portions thereof is not included in the plan.
- D. Fugitive dust shall be minimized by watering, minimizing cleared areas, covering exposed surfaces, seeding, managing activities to keep the active work area small at any given time, applying chemical suppressant or implementing other dust control measures as approved. One or more of the above control measures shall be used sufficiently to prevent fugitive dust from leaving the work site. Increased application of control measures shall be required whenever conditions cause fugitive dust.
- E. The Contractor shall control fugitive dust by:
 - 1. Minimizing areas cleared to facilitate construction, such as storage areas, staging areas, stockpile areas and vehicle parking.
 - 2. Covering spoil piles when necessary.
 - 3. Constructing roadways, driveways, sidewalks, building pads and other graded surfaces.
 - 4. Chipping cleared vegetation and covering exposed areas as work is completed.
 - 5. Performing seeding requirements as required.

6. Minimizing the amount of construction equipment operating during any given time period. This includes scheduling of construction truck trips to reduce peak emission, limit the length of the construction workday, and phasing of construction activities.
7. Covering haul trucks traveling onto or off the work site. Haul trucks traveling on the work site shall be covered as necessary to prevent dust from leaving the work site.

1.11 WATER QUALITY CONTROL PLAN AND STORM WATER POLLUTION PREVENTION PLAN

- A. The construction activities have potential for resulting in localized, short-term impacts to water quality due to fuel or oil leaks or spills at fuel or oil transfer areas, erosion and runoff.
- B. The Contractor shall prepare a Storm Water Pollution Prevention Plan (SWPPP) for the General Construction Storm Water Permit. Development of the SWPPP shall be accomplished by the Contractor using guidelines provided by the State Water Resources Control Board (SWRCB) for containment of construction activity pollutants such as wastes, erosion, and sediments. The SWPPP shall be submitted to the Regional Water Quality Control Board (RWQCB) five (5) working days prior to field mobilization. The SWPPP must be approved by the RWQCB prior to the start of construction activities. Guidelines for the SWPPP are presented in the Construction Storm Water Permit Package available at the Redding, California, office of the RWQCB. The SWPPP shall include provisions for water quality protection and for implementing Best Management Practices (BMPs) chosen to reduce and mitigate construction activity pollutants. The Contractor shall implement this plan during all construction activities by providing BMPs and conforming to the following provisions.
- C. Erosion could potentially cause impacts both on and off the work site. On the work site, erosion could wash away soil and fill material, resulting in the formation of gullies. Off the work site, erosion could result in downstream sedimentation and turbidity impacts. Additionally, the Contractor shall:
 1. Restrict personnel to designated roads.
 2. Use methods for controlling erosion on designated roads.
 3. Use methods for on-site erosion control and sediment capture methods during construction.
 4. Minimize erosion during stormy weather at the work site.
 5. Use methods for post construction erosion control.
 6. If drainage swales are employed as BMPs, they shall be vegetated or otherwise protected to reduce erosion.
 7. Contact personnel and emergency procedures shall be posted at the work site to avoid and minimize loss of property and life in case of a significant storm event.
 8. The project Storm Water Pollution Prevention Plan (SWPPP) shall be strictly implemented.
 9. All settleable solids, oils, and grease shall be contained to prevent their release into the environment. Flocculents may be used on solids that do not readily settle, as long

as they do not contaminate water quality.

10. Excess construction and operation materials, rubble, and excavated soil shall be either reused or disposed of in approved sites. All imported fill shall be obtained from approved sources
11. Exposed areas shall be stabilized with temporary mulching, landscaping, and other erosion control methods during and after land disturbance activities.
12. Areas of disturbance with slopes toward a stream shall be stabilized to reduce erosion potential.
13. Stock piles shall be protected from erosion either by covering them or by placing barriers (e.g. silt fence, sand bags) around their perimeter to prevent the escape of sediments.
14. Spoil disposal areas shall be graded to ensure that drainage from these sites will minimize erosion of spoil materials and adjacent native soil material. Grading shall conform with the existing topography of the area.

D. Streams, Creeks, Drainages or Waterbody Crossings:

1. Berms or other diversion structures may be constructed around the work site to allow uninterrupted flow in streams, creeks or waterbody crossings. Construction shall be separated into two phases to maintain flows through half the waterbody width unless otherwise directed. When the diversion is installed, water shall be directed into siltation basins. If straw bales are used to form the basins, water shall be allowed to settle, filter through the straw, and flow over the natural terrain before returning to the stream. If earth fill is used to form the berm, water shall be allowed to settle, and flow over the protected berm onto the natural terrain before returning to the stream.
2. Earth moving activities shall not occur in streams, creeks, waterbody crossings, or riparian areas within 24 hours of predicted 50 percent chance of National Weather Service anticipated precipitation during the rainy season (November 15 through April 15). Stockpiled topsoil or backfill shall be stored above the stream high water mark, outside any riparian zone, and not in any area where the stockpiled material could be washed back into the stream. Straw bales or other BMPs shall be used at flowing river or creek crossings at the end of each workday during the rainy season, and at the end of each workday during other seasons when rain is forecast. If a major storm is predicted or occurs outside of the rainy season, straw bales or other BMPs shall be implemented immediately.
3. Any diversion site, siltation basin and other measures shall be inspected during day light hours and after normal working hours during adverse weather conditions for proper operation. Any measure not operating properly or effectively shall be corrected immediately.

1.14 FIRE PREVENTION AND CONTROL PLAN

- A. The Contractor shall prepare a fire prevention and control plan in consultation with the Engineer, and responsible fire protection agency(s). The following components, if

applicable, shall be included in the plan, and if not applicable the Contractor shall explain in the plan why that component or a portion thereof is not included in the plan:

1. Procedures and policies for controlling any fires including fires that are off the work site, and other related fire prevention and control procedures developed in consultation with resource agencies and fire protection agency(s).
2. No fires will be allowed at the work site. Smoking will be allowed only in areas designated for smoking which shall be cleared of vegetation or in enclosed vehicles.
3. The Contractor shall be responsible for maintaining appropriate fire suppression equipment at the work site. Fire extinguishers, shovels and other fire fighting equipment, shall be inventoried and available at work sites and on construction equipment. Each vehicle on the right of way shall be equipped with a minimum 20 pound (or two 10 pound) fire extinguisher(s) and a minimum of five gallons of water in a fire fighting apparatus (e.g. bladder bag).
4. At the work site, a sealed fire toolbox shall be located at a point accessible in the event of fire. This fire toolbox shall contain: one backpack pump-type extinguisher filled with water, two axes, two McLeod fire tools, and enough shovels so that each employee at the work site can be equipped to fight fire.
5. One or more chainsaws of 3-1/2 or more horsepower with a cutting bar 20 inches in length or longer shall be immediately available at the work site.
6. Gasoline powered construction equipment with catalytic converters shall be equipped with shielding or other acceptable fire prevention features. Internal combustion engines shall be equipped with spark arrestors.
7. Welding sites shall include fire prevention provisions.
8. The Contractor shall maintain contact with local firefighting agencies throughout the fire season for update on fire conditions and such fire conditions shall be communicated to the Contractor's employees and the Engineer daily.
9. Vehicles are restricted to the work site unless otherwise allowed for fire control procedures.
10. Disturbance to the terrestrial or aquatic environment through the use of heavy construction equipment shall be kept to a minimum. Clearing of vegetation shall occur from the outer boundaries of the work area toward the interior. If a fire should start, the appropriate fire protection agencies responsible shall be contacted immediately. Hand crews, fire fighting water trucks or other fire control measures may be used as a first defense. Only as required, heavy construction equipment shall be utilized to contain the fire or protect a structure from damage.

1.15 NOISE CONTROL PLAN

- A. The Contractor shall prepare a Noise Control Plan in consultation with the City and the Engineer. The following components, if applicable, shall be included in the plan. If the components are not applicable, the Contractor shall explain in the plan why the component or portion is not included in the plan.
1. All construction vehicles and equipment, fixed or mobile, shall be equipped with properly operating and maintained mufflers.
 2. Stockpiling and vehicle staging areas shall be sited as far as practical from residences.
 3. Hours of construction shall be limited to the hours specified in applicable local noise ordinances.

PART 2 PRODUCTS
NOT USED

PART 3 EXECUTION
NOT USED

PART 4 PAYMENT
NOT USED

END OF SECTION

SECTION 02100

DEMOLITION

PART 1 GENERAL

1.01 DESCRIPTION

- A. Work includes, but is not limited to the following:
 - 1. The Contractor shall provide all equipment, tools, materials, and labor necessary to complete the Work.
 - 2. Completely coordinate with Work of all other trades.
 - 3. Provide protection for all existing objects or conditions designated on the Drawings to remain on the site.
 - 4. Provide protection to prevent injury or damage to persons or adjacent properties.
 - 5. Remove and dispose of demolished materials from the site as indicated on the drawings.
 - 6. Comply with applicable codes and ordinances concerning demolition operations.
- B. Definition: The term "demolition", as used herein, includes the removal and disposal of all existing objects (except for those objects designated to remain) down to the existing grade level or subgrade level to the extent indicated or as otherwise required to permit new construction and all other Work as described in this Section necessary to complete all Demolition Work.
- C. Use of explosives will not be permitted.

1.02 PERMITS, ORDINANCES, ETC.

- A. Procure and pay for all necessary permits or certificates required to complete the Demolition Work specified. Make any and all required notifications and comply with all applicable Federal, State, and Local ordinances concerning demolition operations.

1.03 JOB CONDITIONS

- A. Visit the site and examine the existing conditions and observe the conditions under which the Work is to be performed. Notify the Landscape Architect of unsatisfactory conditions and do not proceed with the Work until unsatisfactory conditions have been corrected in a manner acceptable to the Landscape Architect. Note all conditions as to character and extent of Work involved.

1.04 PROTECTION

- A. Execute all Demolition Work in an orderly and careful manner with due consideration for any existing condition designated to remain. Provide protection to preserve existing

items indicated to remain and to prevent injury or damage to persons or adjacent properties.

- B. Use all means necessary to protect existing conditions designated to remain and adjacent properties. Avoid any encroachment on adjacent properties. In the event of damage or loss to any existing condition designated to remain or adjacent properties, immediately make all repairs and replacements necessary to the approval of the City at no additional cost to City.
- C. Do not interfere with the normal traffic on roads, streets, walks, or use of adjacent properties. Provide alternate routes around closed or obstructed traffic ways as required by governing regulations.
- D. Protect existing trees per the demolition plans. Some existing trees are designated to be pruned per Drawings. Contact City Representative prior to pruning for pre-pruning direction. Prune sample tree after direction and obtain approval from the City prior to pruning remainder of trees.

1.05 CUTTING AND PATCHING

- A. Cut existing sidewalks, roads, and curbs as required to complete Demolition Work. Pavement shall be cut vertically along straight lines forming the edges of the Demolition Work and so as not to damage the adjacent pavement. Repair all pavement as specified in Sections of the specification covering the applicable trades.

1.06 DUST CONTROL

- A. Use all means necessary to prevent the spread of dust during performance of the Work of this Section; thoroughly moisten all surfaces as required to prevent dust being a nuisance to the public, neighbors, and concurrent performance of other work on the site.

PART 2 - PRODUCTS

2.01 OTHER MATERIALS

- A. All other materials, not specifically described but required for proper completion of the Work of this Section, shall be as selected by the Contractor subject to approval by the Landscape Architect.

PART 3 - EXECUTION

3.01 PREPARATION

A. Notification

1. Notify the Landscape Architect at least two (2) full working days prior to commencing the Work of this Section.

B. Site Observation

1. Prior to all Work of this Section, carefully observe the entire site for all objects designated to be removed and to be preserved.
2. Contact the Underground Service Alert (U.S.A.) at 1-800-642-2444 to stake and mark the location of all existing utilities prior to the beginning of Work.
3. Locate all existing utility lines indicated on the Drawings to remain, and determine the requirements for their protection.
4. Locate, if any, all existing utility line indicated on the Drawings to be disconnected and capped, and determine all requirements for disconnecting and capping.

C. Clarification

1. The Drawings do not purport to show all objects existing on the site.
2. Before commencing the Work of this Section, verify with the Landscape Architect all objects to be removed and all objects to preserve.

D. Scheduling

1. Schedule all Work in a careful manner with all necessary consideration for adjacent properties and the general public.
2. Avoid interference with the use of, and passage to and from, adjacent properties.
3. Conduct operations so as not to interfere with the use of adjacent roads, streets, drives, walks, service lines, etc.

E. Disconnection of Utilities

1. Before starting site construction, arrange for the disconnection of all utility lines designated to be removed, relocated, or capped with the appropriate utility company. Utility company services for this Work shall be paid for by the Contractor.

F. Protection of Utilities

1. Retain and protect in operating condition all active utilities traversing the site designated to remain.

3.02 DEMOLITION OF OBJECTS

- A. Remove and dispose of all existing objects (except for those objects designated to remain) down to existing grade level or subgrade level to the extent indicated or as otherwise required to permit new construction.

3.03 REQUIREMENTS FOR REMOVAL OF ASPHALT AND CONCRETE PAVEMENT

- A. Remove asphalt pavement to neatly saw edges. Make saw cuts to a minimum depth of one (1) inch below the bottom surface of the pavement. Where only the surface of existing asphalt pavement is to be removed, obtain approval of method from the Owner and provide a minimum laying depth of one (1) inch of new pavement material at the join line. Where asphalt pavement adjoins a trench, trim the edges adjacent to the trench to neat straight lines before resurfacing to insure that all areas to be resurfaced are accessible to the rollers used to compact the subgrade or paving materials.
- B. Remove concrete pavement to neatly sawed edges. Make saw cuts a minimum depth of one (1) inch below the bottom surface of the pavement. If a saw cut in concrete pavement falls within three (3) feet of an expansion joint, construction joint, cold joint or edge, move the concrete to the joint or edge. The edges of existing concrete pavement adjacent to trenches, where damaged subsequent to saw cutting of the pavement, saw cut again to neat straight lines for the purpose of removing the damaged pavement areas. Such saw cuts shall be either parallel to the original saw cuts or shall be cut on an angle which departs from the original saw cut not more than one (1) inch in each six (6) inches.
- C. Concrete curbs, gutters, cross gutters, driveways and walks: Remove concrete to neatly sawed edges, with saw cuts made to a minimum depth of one and one-half (1 1/2) inches. Concrete sidewalk of driveway to be removed shall be neatly sawed in straight lines, either parallel to the curb or at right angles to the alignment of the sidewalk. No section to be replaced shall be smaller than thirty (30) inches in either length or width. If the saw cut in sidewalk or driveway fall within thirty (30) inches of a construction joint, expansion joint, cold joint or edge, the concrete shall be removed to the joint or edge, except that where the saw cut would fall within twelve (12) inches of a score mark, the saw cut shall be made in and along the score mark. Curb and gutter shall be sawed to a depth of one (1) inch below the bottom surface in a neat line at right angles to the curb face.

3.04 BACKFILL AND COMPACTION

All excavations left by the Demolition Work shall be filled and compacted to make the surface at these points conform in contour and density to that of the surrounding ground.

3.05 DISPOSAL OF DEBRIS

- A. All material removed under this Contract, which is not to be salvaged or reused, or otherwise specified on the Plan shall become the property of the Contractor and be promptly disposed of. It shall be the responsibility of the Contractor to procure dumping facilities or other means of disposal for all items specified to be removed from the site. Storing or permitting refuse to accumulate on the site will not be permitted.
- B. Disposal of all materials from the site shall be done in a lawful manner. Transport all refuse materials from the site without spilling on the streets.

- C. Burning of refuse material on the site will not be permitted.

END OF SECTION

SECTION 02200

SITE PREPARATION

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Site preparation work, as follows:
 - 1. Locating existing facilities.
 - 2. Installing safety and protective barriers.
 - 3. Constructing temporary access roads, work areas and storage areas.
 - 4. Clearing, grubbing, stripping, and other initial work required for earthwork and trenching operations.

1.02 REFERENCED SECTIONS

- A. The following Section is referenced in this Section
 - 1. Section 01330 – Administrative Requirements
 - 2. Section 02260 – Landscape Grading
 - 3. Section 02905 – Landscape Installation

1.03 DEFINITIONS

- A. Clearing: Consists of removal of natural obstructions and man-made objects and features including foundations, buildings, fences, lumber, stumps, debris, rubbish, brush, trees, boulders, and other items that interfere with construction operations or are specifically designated for removal.
- B. Stripping: Includes the removal and disposal of sod, grass, weeds, roots, and other organic material remaining after clearing has been completed.
- C. Top Soil: The native or cultivated surface-soil layer containing organic matter and typically consisting of a darker shade of brown, grey or red than the underlying subsoil.

1.04 SUBMITTALS

- A. Prepare and submit in accordance with General Conditions and Technical Specifications.
- B. Submit:
 - 1. Materials used and layout of temporary fences
 - 2. Proposed staging and stockpile locations.

PART 2 - PRODUCTS

2.01 TEMPORARY FENCES

- A. Type: Heavyweight, high visibility, flat laminar mesh design.
- B. Material: High-density polyethylene.
- C. Height: 48 inches.
- D. Posts: Wood or metal posts at 10-foot spacing. Secure fence to posts with plastic cable ties.

PART 3 - EXECUTION

3.01 LOCATING EXISTING FACILITIES

- A. Review the design drawings, maps, and other sources of information and identify existing facilities at the site to determine and mark the approximate locations of underground facilities.
- B. Follow rules adopted by the Underground Service Alert (USA) regarding locating and marking existing buried utilities and contact owners of existing underground utilities prior to beginning work in the vicinity of their utilities.

3.02 SAFETY AND PROTECTIVE BARRIERS

- A. Along Public Roadways:
 - 1. Install appropriate barriers such as temporary fencing, plastic drums, or concrete traffic barriers to protect public from construction areas and to protect workers and existing facilities from danger of passing vehicles.
- B. Temporary Fences:
 - 1. Prior to beginning excavation, erect temporary fences as indicated on the Drawings.
 - 2. Maintain work activities within the confines of the temporary fences.
 - 3. Remove temporary fences when work in the vicinity is substantially complete.
- C. Existing Trees: Erect temporary fences around trees that are to remain at the drip line that are adjacent to the Work and may be subject to damage unless protected. Maintain work activities outside of protected areas.
- D. Provide protective concrete slabs, steel plates or encasements for existing buried facilities that may be damaged by Contractor's equipment and vehicles.

3.03 PRIMARY SITE ACCESS, WORK AND STORAGE AREAS

- A. Develop primary access routes, work areas and storage areas as needed.

- B. Clean up areas at conclusion of the project and return the areas to their original or better condition.

3.04 CLEARING

- A. Clear construction areas of objectionable items and material, which, if left in place, would interfere with the proper performance of the work.
- B. Remove loose boulders within 10 feet from the tops of cut slopes. Incorporate boulders into landscaping or remove from the site.
- C. Dispose of material from clearing operations in an acceptable off-site location.

3.05 STRIPPING

- A. Remove the top layer of soil containing sod, grass, weeds and other vegetation to a depth of 2 inches from areas that will be affected by construction and site grading operations.
- B. Extend stripped areas at least 4 feet beyond the limits of cut and fill areas.
- C. Remove sludge-entrained soils from the areas indicated on the Drawings.

3.06 REMOVAL OF EROSION CONTROL DEVICES

- A. Remove erosion control devices when bare soils are sufficiently revegetated to prevent on-site or off-site soil erosion.

*****END OF SECTION*****

SECTION 02260

LANDSCAPE GRADING

PART 1 - GENERAL

1.01 WORK INCLUDED

- A. Provide all labor, materials services and equipment indicated on Drawings and/or herein specified to complete all Landscape Grading Work
- B. Landscape grading shall consist of establishing finish grade to conform to the contours, grades, line and shapes of rough grades established on Engineer's plans. Work may also include loosening of compacted soils created during course of construction.
- C. Land alteration of existing topographic conditions to conform to the contours, grades, lines and shapes indicated on Engineer's and the City's plans.
- D. Contractor shall furnish, place and settle all required backfill material to conform to the contours, grades, lines and shapes as indicated on the Drawings, and engineer's plans

1.02 RELATED WORK

- A. SECTION 02905 - LANDSCAPE INSTALLATION

1.03 DEFINITIONS

- A. Finish grade: Finish grade: Finish grade shall mean the establishment of grades to .04 feet plus or minus.
- B. Grading intent: Spot elevations (grades) and contours are indicated based on the best available data. Construction Drawings are referenced to provide site grading data. The intent is to maintain constant slopes between spot elevations. If a spot elevation is determined to be in error, or the difference in elevation between points change contact the City immediately for field adjustments of spot elevations.

1.04 JOB CONDITIONS

- A. Visit the project site and examine the existing conditions under which the Work is to be performed. Note all conditions, as to character and extent of Work involved. This may include pot holing to determine depth of bedrock.

1.05 EXISTING UTILITIES

- A. Contractor is responsible to contact U.S.A (800-642-2444) to stake and mark the location of all existing utilities before commencing Work. Pot hole as required to determine and verify location and depth.
- B. Retain and protect in operating condition all active utilities traversing the site designated to remain.

1.06 PROTECTION OF EXISTING CONDITIONS and ADJACENT PROPERTIES

- A. Use all means necessary to protect existing conditions designated to remain, newly constructed conditions and adjacent properties. Avoid any encroachment on adjacent properties.
- B. Prevent damage to existing bench marks, pavement, utility lines. In the event of damage or loss immediately make all repairs and replacements required to the City's approval at no additional cost to the City.

1.07 QUALITY ASSURANCE

- A. Finish grade shall conform to contours, grades, lines and shapes, as indicated on Architect's Drawings, with uniform slopes between finish grades or between finish grades and existing grades.
- B. Establish finish landscape grades in a continuous, uniform line, resulting in a uniform surface with no ridges, birdbaths or low spots.
- C. Finish landscape grade tolerance shall be .04 feet plus or minus of final grades indicated on Drawings.
- D. Slope grade away from buildings a minimum of two (2) percent in five (5) feet horizontal distance unless otherwise indicated on Construction Drawings.

1.08 SUBMITTALS

- A. Provide one (1) cubic foot sample of import topsoil material for the City's approval prior to delivery to the site, but in any case, prior to placement.
- B. Provide horticultural soils report of submitted topsoil including information on soil texture, filtration rate, nutrient levels and organic matter. Include recommendation for amendment to be added to topsoil to mitigate any deficiencies.

PART 2 - PRODUCTS

2.01 ONSITE MATERIAL

- A. Existing onsite excavated surplus material may be acceptable fill or top soil material, if approved by the City's representative and upon submittal of a horticultural soils report and possible amending of existing soil to match criteria specified in this section for import top soil. Excavated surplus material not required for fill material or top soil shall be removed and legally disposed of off site.

2.02 IMPORTED TOPSOIL MATERIAL

- A. Imported topsoil material shall be of friable sandy-loam texture free of refuse, roots, heavy or stiff clays, rocks over 1" in diameter, 15% by volume rock between 1/8" and 1", sticks, other deleterious matter.
- B. Imported topsoil acidity range (Ph) shall be between 6.5 to 7.5, containing a minimum of 4% and a maximum of 25% organic matter.
- C. Imported topsoil shall be free of all noxious weeds and other seeds.
- D. Imported topsoil shall be amended as per soils report (refer to paragraph 1.08 B), at no additional cost to the City.
- E. Topsoil shall be stock piled on site in an area free of rock and other deleterious materials. City reserves the right to reject topsoil once placed in proper location refer to per Part 3 - Execution if deleterious materials mixed in to topsoil.

PART 3 - EXECUTION

3.01 GENERAL

- A. Conduct work in an orderly manner. Dirt shall not be permitted to accumulate on streets or sidewalks nor to be washed into storm drains.
- B. Use all means required to prevent the erosion of freshly graded areas during construction and until such a time as proposed hard surfaces and landscaping have been constructed.
- C. Excess on site material after material has been used to bring site to finished grade shall be removed and legally disposed of off site.
- D. If there is not enough site material to bring site to grade, contractor shall import topsoil.

3.02 RIPPING

- A. If, during the course of construction, landscape areas become compacted to greater than 90% relative density, landscape areas with the exception of areas beneath the canopies of existing trees shall be ripped and cross ripped to a depth of 18".

- B. Rip and cross rip to a depth of 12 inches all areas exposed by engineering cut operations. Remove all rock two inches or larger within 6 inches of finish grades in all non-hydro mulch planted areas.
- C. Rip and cross rip to a depth of 12 inches all turf areas prior to the placement of import topsoil.
- D. Parking lot islands to be ripped and cross ripped to 30" depth and left in place per plan.

3.03 TOP SOIL PLACEMENT

- A. Place topsoil to contours indicated on plans to create landscape grade.
- B. Place topsoil in any way as indicated on plans
- C. If insufficient on-site soil is available, then contractor shall supply import topsoil.

3.04 FINISH LANDSCAPE GRADING

- A. Finish grade shall conform, after settling, to shapes, spot elevations and contours as indicated on Architect's Drawings, with uniform levels or slopes between finish elevations or between finish elevations and existing elevations.
- B. Fine grade all planting areas to a smooth, loose and uniform surface. Remove all extraneous matter 1" or larger in size and dispose of off site to create a smooth surface. Finish grades shall slope to drain, without water pockets or irregularities (humps or hollows). Grades shall be on uniform slope between points of fixed elevation establishing vertical curves or roundings at abrupt changes in slope.
- C. Shrub/ground cover planting areas shall be graded below adjacent paved areas, sidewalks, valve boxes, headers, drains, etc. in order to receive decomposed granite or bark mulch per plan.
- D. Turf areas shall be graded one and one half (1-1/2) inches below adjacent paved areas, sidewalks, valve boxes, headers, drains, etc. in order to receive sod.

3.05 FINISH LANDSCAPE GRADING OBSERVATION

- A. Soil preparation: comply with SECTION 02905 - LANDSCAPE INSTALLATION prior to finish grading operations
- B. Finish grade shall conform, after compaction, to shapes, spot elevations and contours as indicated on Drawings, with uniform levels or slopes between finish elevations or between finish elevations and existing elevations.

- C. The Contractor is responsible to spread excess excavated soil material from plant pits in surrounding planting beds.
- D. Fine grade topsoil in all planting areas eliminating rough and low areas to insure positive drainage, to a smooth, loose and uniform surface. Maintain levels, profiles and contours of sub-grades.
- E. Remove stones, roots, grass, weeds, debris and other foreign material while spreading, in excess of one inch in diameter.
- F. Shrub/ground cover planting areas shall be graded below adjacent paved areas, sidewalks, valve boxes, headers, drains, etc. in order to receive decomposed granite or bark mulch per plan.

END OF SECTION

SECTION 02261

EXCAVATION SUPPORT AND PROTECTION

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Requirements for temporary excavation support systems.

1.02 REFERENCED SECTIONS

- A. The following Sections are referenced in this Section
 - 1. General Conditions – Submittals
 - 2. Section 02300 – Earthwork

1.03 DEFINITIONS

- A. Protection Systems:
 - 1. Sloping or benching systems for excavated slopes.
 - 2. Structural support systems, shield systems, and other systems for preventing excavation wall failure.

1.04 SUBMITTALS

- A. Prepare and submit in accordance with General Conditions.
- B. Submit information as a complete package. Include all items required by the Contract Documents. Incomplete submittals will not be reviewed and will be returned for resubmittal as a complete package.
- C. Shop Drawings
 - 1. Prepared, signed and sealed by a professional engineer who is registered to practice in the state of California.
 - 2. Clearly indicate structural sections of shoring members, welding details, bolting details and bracing details.
 - 3. Indicate existing and new structures, pipelines and other improvements located in the vicinity and impacting the design of the shoring system.
 - 4. Provide details for bracing, reinforcement and sealing around penetrations.
- D. Calculations: Structural calculations verifying and demonstrating the structural safety and adequacy of the sheeting, shoring and bracing to be used.
 - 1. Prepared, signed and sealed by a registered Professional Civil or Structural Engineer who is registered to practice in the State of California.
 - 2. Provide calculations for the different load, support and other conditions that occur during the sequence of installation, construction of facilities

protected by the shoring and the sequence of removal of the internal bracing and shoring.

- E. Sheet Pile Driving Equipment: Information on type of equipment to be used, including manufacturer, model number and driving energy.
- F. Qualifications of registered Professional Engineer and shoring installer, including project references.
- G. Prepare a detailed plan illustrating the sequence of installation and removal of shoring systems and internal bracing. Include sketches showing the various stages in the sequence.
- H. Letter confirming installation of the shoring system is in accordance with the shoring design.
- I. Control Points and Stability Measurements:
 - 1. Submit proposed location and details of control points and method and schedule for obtaining stability measurements.
 - 2. Submit field notes documenting stability measurements.

1.05 INSTALLER QUALIFICATIONS

- A. Shoring installer must have a minimum of five successful past installations of shoring systems of comparable overall heights and comparable penetration of soils similar to those found on the project site.

1.06 PERFORMANCE REQUIREMENTS

- A. Design and install excavation support and protection systems that are capable of:
 - 1. Supporting excavation sidewalls and bottom to maintain the required excavation or trench section.
 - 2. Resisting soil and hydrostatic pressure and superimposed construction loads and other live loads.
 - 3. Protecting existing facilities in the vicinity of the excavation from damage due to settlement or movement of soil
- B. Provide professional engineering services necessary to assume engineering responsibility, including preparation of Shop Drawings and a comprehensive engineering analysis by a qualified professional engineer registered in the State of California.
- C. Install and remove excavation support and protection systems without damaging existing buildings, pavements, utilities, railroad facilities and other improvements adjacent to excavation.
- D. Excavations
 - 1. Protect workers from hazard of caving ground and other hazards.
 - 2. Install excavation protection system in locations where:

- a. Protection system is specifically indicated on the Drawings.
- b. Excavations are equal to, or greater than, 5 feet deep.
- c. Excavations are less than 5 feet deep, but there is a potential for cave-in.
- d. When engineering analyses prepared by the Contractor indicate the stability of existing structures and facilities may be jeopardized by settlement or movement of soil.

1.07 GENERAL DESIGN REQUIREMENTS

- A. Design excavation support systems to meet requirements and standards of the Occupational Safety and Health Administration (OSHA).
- B. Design excavation support systems to meet the requirements of California Code of Regulations, Title 8 – Construction Safety Orders and California Labor Code Sections 6705 to 6707.
- C. Design structural steel members in accordance with the American Institute of Steel Construction (AISC) Manual of Steel Construction Allowable Stress Design and the Uniform Building Code.
- D. Excavation support systems for trench excavations shall be selected by the Contractor based on the soil conditions, depths of trench excavations, groundwater conditions and other site conditions. No attempt has been made by Engineer to define acceptable trench shoring options.
- E. Allowable Deflection: Not more than 1/2-inch at any point on the shoring system.

1.08 JOB SITE POSTINGS

- A. Maintain at least one copy of the protection system design at the job site while the excavation is open in accordance with the requirements of California Code of Regulations, Title 8 Construction Safety Orders and the California Labor Code.

1.09 SEQUENCE AND SCHEDULING

- A. Do not begin excavations or installation of excavation supports until submittals for excavation support systems have been accepted by the Engineer and until materials necessary for installation are on site.
- B. Allow a minimum of 15 calendar days for Engineer's review of submittals for excavation support systems.
- C. Do not begin excavations or installation of excavation supports until initial survey measurements on control points on existing structures and other improvements are obtained to document initial elevations and locations.

PART 2 - PRODUCTS

2.01 MATERIALS

- A. General: Provide materials that are either new or in serviceable condition.

PART 3 - EXECUTION

3.01 PREPARATION

- A. Prior to beginning installation of the excavation support system, pothole to locate existing buried utilities in the vicinity of the excavation. Survey utilities and compare actual locations to those locations indicated on the Drawings and the Shop Drawings. Determine any areas of conflict and revise the design and layout of the excavation support system to eliminate these conflicts.

3.02 SLOPING AND BENCHING OF EXCAVATED FACES

- A. Where structural excavation support systems are not specifically indicated on the Drawings, sloping and benching systems for exposed faces of excavations may be utilized.
- B. Construct sloping and benching systems in accordance with Section 02300.

3.03 TRENCHING SUPPORT SYSTEMS

- A. Where structural excavation support systems are not specifically indicated on the Drawings, trench support systems consisting of hydraulic jacks and plates, trench shield systems, and other trench protection systems may be utilized.

3.04 BRACING

- A. Locate bracing to clear temporary and permanent work and to allow lowering of material and equipment into the excavation.
- B. If necessary to move brace, install new bracing before removing original brace.
- C. Install internal bracing when calculations indicate bracing is required to prevent spreading or distortion of braced frames.
- D. Maintain bracing until structural elements are supported by other bracing or until permanent construction is able to withstand lateral earth and hydrostatic pressures.

3.05 INSPECTION

- A. Designer of the shoring system is responsible for confirming proper installation of the shoring system. Shoring system designer, or a representative of the designer, shall make site visits to confirm installation is in accordance with the accepted shoring design.
- B. Submit letter of proper installation confirming installation is in accordance with the shoring design.

END OF SECTION

SECTION 02300

EARTHWORK

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Earthwork requirements for site work, structures, roads and general earthwork, including excavation, fill, backfill, grading, and compaction; import of material; and disposal of surplus and unsuitable materials.
- B. Refer to Section 02320 for earthwork related to pipeline installation.

1.02 REFERENCED SECTIONS

- A. The following Sections are referenced in this Section
 - 1. Section 01600 – Product Requirements
 - 2. General Conditions – Submittals
 - 3. Section 02200 – Site Preparation
 - 4. Section 02260 – Excavation Support and Protection
 - 5. Section 02320 – Trenching

1.03 DEFINITIONS

- A. Backfill: Earthwork necessary to add fill between new structures and the excavation up to the sub or finish grade.
- B. Borrow Area: Area identified from which to obtain earthwork materials.
- C. Cut: Earthwork necessary to remove existing material to lower the existing grade in elevation to sub or finish grade.
- D. Embankment: Materials placed to form the subgrade for roadways or site improvements.
- E. Excavation: Earthwork necessary to remove existing material for the installation of structures.
- F. Fill: Earthwork necessary to add material to bring the existing grade up in elevation to sub or finish grade.
- G. Finish Grade: Final surface following placement of surfacing, if any, as indicated.
- H. Subgrade: The surface of the earthwork on which pavement, surfacing, base, sub base, or a layer of any other material is placed.

1.04 SUBMITTALS

- A. Prepare submittals and submit in accordance with Section 01330.
- B. For imported materials, provide certification and source.
- C. For excavations 5 feet or deeper: Submit detailed plan of all shoring, bracing, side sloping, or other provisions for worker protection against the hazard of caving ground during excavations in accordance with Section 02260.

1.05 QUALITY ASSURANCE

- A. Materials and Compaction Testing.
 - 1. Source testing of materials: Provided and paid for by Contractor.
 - 2. Field testing of compaction: Provided and paid for by Contractor.
- B. Compaction Testing Standards
 - 1. In-place Density of Compacted Fill Material: Density determined in the field in accordance with ASTM D2922 – Test Methods for Density of Soil and Soil Aggregate by Nuclear Methods (shallow depth).
 - 2. Maximum Density of Compacted Material: determined in the laboratory in accordance with Method C of ASTM D 1557 – Test Methods for Moisture-Density Relations of Soils and Soil-Aggregate Mixtures, Using 10 lb. Rammer and 18” Drop, for cohesive soils, or ASTM D 4253 Test Methods for Maximum Index Density of Soils Using a Vibratory Table and D 4254 - Test Methods for Maximum Index Density of Soils and Calculation of Relative Density, for cohesion less, free draining soils.
- C. Material Testing Standards:
 - 1. Particle size analysis of soils and aggregates: ASTM D 422 – Method for Particle-Size Analysis of Soils.
 - 2. Determination of sand equivalent value: ASTM D 2419 – Test Method for Sand Equivalent Value of Soils and Fine Aggregate.
 - 3. Liquid limit, plastic limit, and plasticity index: ASTM D4318 – Standard Test Method for Liquid Limit, Plastic Limit, and Plasticity Index of Soils.
 - 4. The testing for organic matter: ASTM D2974 – Standard Test methods for Moisture, Ash, and Organic Matter of Peat and Other Organic Soils.
- D. References in this section to soil classification types and standards shall have the meanings and definitions indicated in ASTM D 2487 – Classification of Soils for Engineering Purposes. Contractor shall be bound by all applicable provisions of ASTM D 2487 in the interpretation of soil classifications.

PART 2 - PRODUCTS

2.01 MATERIALS

- A. General fill, backfill, and embankment materials:
1. Selected or processed clean earth, rock, or sand, free from grass, roots, brush, other vegetation, corrosive and hazardous materials, manmade objects, debris and particles greater than 6-inches in maximum dimension.
 2. Materials not defined as unsuitable as indicated below, except when acceptable to the Engineer, when thoroughly mixed with suitable materials to form a stable composite.
 3. Obtain suitable materials from one or more of the following:
 - a. Onsite excavations and designated borrow areas.
 - b. Processed on-site materials.
 - c. Imported from offsite borrow areas and processing plants.
- B. Aggregate Base Course Material:
1. Conforming to all requirements of State Standard Specifications Section 26-1.02B Class 2 Aggregate Base.
 2. Conforming to the aggregate grading requirements of $\frac{3}{4}$ inch maximum.
- C. Crushed Rock:
1. Manufactured, angular, crushed stone with a minimum sand equivalent value of 75.
 2. Clean, hard, sound, durable, uniform in quality, and free of soft, friable, thin, elongated or laminated pieces, and disintegrated material.
 3. Have 100 percent of its particles with at least one fractured face on a weight basis, when tested for crushed particles per ASTM D 5821.
 4. Complying with the grading shown in the following table:

Sieve Size	Percentage Passing		
	1-inch	$\frac{3}{4}$ -inch	$\frac{1}{2}$ -inch
1-1/2-inch	100	-	-
1-inch	90-100	100	-
3/4-inch	30-60	90-100	100
1/2-inch	0-20	30-60	90-100
3/8-inch	-	0-20	20-60
No. 4	0-5	0-5	0-15
No. 8	-		0-5

D. Rip Rap

1. Conforming to all requirements of State Standard Specification Section 72-2.02, Placement Method B
2. Light Class Rock Grading. Rounded boulders or cobbles shall not be used.
3. Rock Slope Protection Fabric Class 8.

E. Sand:

1. Clean, coarse, natural sand free from organic material, suitable for the purpose intended.
2. Gradation: 90 percent to 100 percent will pass a No. 4 sieve and not more than 5 percent will pass a No. 200 sieve.

2.02 UNSUITABLE MATERIALS

A. Unsuitable materials include the materials listed below:

1. Soils which, when classified under ASTM D 2487, fall in the classifications of Pt, OH, CH, MH, or OL, or in a classification that contains Pt, OH, CH, MH, or OL in combination with any other letter designation, such as CH/CL.
2. Soils which cannot be compacted sufficiently to achieve the density specified for the intended use, or are unstable or pump regardless of the degree of compaction.
3. Materials that contain hazardous or designated waste materials including petroleum hydrocarbons, pesticides, heavy metals, and any material which may be classified as hazardous or toxic according to applicable regulations.
4. Soils that contain greater concentrations of chloride or sulfate ions, or have a soil resistivity or pH less than the average values for existing onsite soils.
5. Topsoil, sludge and sludge-entrained soils.
6. Rocks, stones, and boulders larger than allowed for use as fill and backfill materials.

2.03 SOURCE QUALITY CONTROL

- A. Materials source testing will be performed by a testing laboratory of the City's choice at the City's expense except as indicated below.
- B. Minimum Frequency of sampling:
1. Fill, backfill and embankment material generated from earthwork activities:
 - a. Two soil samples every 500 cubic yard of material used.

- b. Two soil samples whenever the character of the soil changes.
 - c. One soil sample when directed by the Engineer.
 - d. Obtain samples that represent the predominate character of the soil that is encountered.
- 2. Sampling of Imported Material
 - a. Obtain representative samples of product from supplier.
 - b. After initial testing demonstrated that the proposed borrow material meets the specified requirements, obtain and test one additional sample for every 500 cubic yards of imported material.
- C. Testing:
 - 1. Test all materials used in the Work to confirm they meet the requirements indicated.
 - 2. Prepare moisture-density curves for use in determining the optimum moisture content and in-place density of the compacted backfill.

PART 3 - EXECUTION

3.01 EXCAVATION – GENERAL

- A. Excavation includes the removal of all materials of whatever nature encountered, including all obstructions of any nature.
- B. Excavation shall conform to the lines and grades indicated on the Drawings.
- C. Clear, grub and strip and remove topsoil in construction and borrow areas in accordance with Section 02200.
- D. Excavation Stability
 - 1. Slope excavated faces or otherwise support in a safe manner in accordance with applicable State safety requirements and the requirements of OSHA Safety and Health Standards for Construction (29CFR1926) and in accordance with Section 02260.
 - 2. Furnish, place, and maintain supports and shoring required to maintain stability of the sides of excavations.
- E. Notify Engineer at least 1 working day in advance of completion of any structure excavation to allow inspection of the exposed subgrade before it is covered with backfill or with any construction materials.
- F. Erosion Control:
 - 1. Maintain earthwork surfaces true and smooth and protected from erosion.
 - 2. Construct erosion control measures identified in the Storm Water Pollution Protection Plan prior to any clearing or grading activity.

- G. Control of Water: Control and prevent water entering the excavation or fill areas.
- H. Existing Underground Utilities:
 - 1. Known existing underground utilities are generally shown on the Drawings in their approximate locations based on information of varying accuracy.
 - 2. Exercise care to avoid damage to all existing utilities whether shown or not.
 - 3. Conduct field explorations to locate all underground utilities in vicinity of the Earthwork activities in accordance with Section 02200.
 - 4. Alert the Engineer of the presence of existing utilities that are not shown on the Drawings or are in locations different than those shown on the Drawings.
- I. Existing Overhead Utilities: There may be existing overhead utilities in vicinity of the Work which may or may not be shown on the Drawings. Identify existing overhead utilities, if any, and use extreme caution when working in vicinity of overhead utilities.

3.02 EXCAVATION FOR FILLS AND EMBANKMENTS

- A. Benching and Keyways:
 - 1. Where fill is to be placed against existing subgrade or existing grade that is sloped, excavate horizontal benches a minimum of 5 feet wide and located at vertical intervals of not more than 5 feet to provide for placement and compaction of the new fill on horizontal surfaces.
 - 2. Excavate keyway along the base of the existing slope:
 - a. Extend the keyway at least 3 feet into competent native soil.
 - b. Width of Keyway: Minimum of 15 feet.
 - c. Keyway Side Slopes: Inclined at approximately 0.75:1.
 - d. Keyway Subgrade: Scarify the upper 8-inches of the exposed surface, moisture condition and re-compact.
- B. Subgrade Preparation:
 - 1. Subgrade Beneath Embankments:
 - a. Expose competent native soil within the planned new embankment footprint.
 - b. Scarify the exposed subgrade to a depth of 8 inches, moisture condition as necessary and re-compact.
 - 2. Subgrade Beneath Paved Areas:

- a. Excavate to the subgrade soils beneath the bottom of the aggregate base or to the sub base, if such sub base is indicated.
 - b. Scarify the top 6 inches of subgrade soils, moisture condition as necessary, and re-compacted.
 - c. Finished subgrade shall be even, self-draining, and in conformance with the slope of the finished pavement.
3. Subgrade Beneath Structures:
- a. Excavate to the subgrade soils beneath the bottom of the structure or bottom of crushed rock layer where indicated.
 - b. Scarify the top 6 inches of subgrade soils, moisture condition as necessary, and re-compacted.

3.03 OVER-EXCAVATION NOT ORDERED OR INDICATED

- A. Backfill areas over-excavated with the materials indicated for the backfill above the over-excavation or Aggregate Base.
- B. Backfill the over-excavation to restore the required subgrade elevation and compact.
- C. Any over-excavation carried below the grade indicated on the Drawings will be at no additional cost to City.

3.04 OVER-EXCAVATION WHERE ORDERED BY ENGINEER

- A. Where ordered by the Engineer, over-excavate beyond the depth of subgrade indicated to the dimensions ordered.
- B. Backfill areas over-excavated with the materials indicated for the backfill above the over-excavation or Aggregate Base.
- C. Backfill the over-excavation to restore the required subgrade elevation.
- D. Over-excavation less than 6 inches below the limits indicated: At no increase in cost to City.

3.05 DISPOSAL OF UNSUITABLE, EXCESS EXCAVATED AND OTHER MATERIALS

- A. Dispose unsuitable or excess excavated materials at an appropriate site selected by Owner unless otherwise indicated.
- B. Obtain required permits, landowner, and agency approvals for disposal of unsuitable and excess excavated materials and pay costs associated with the removal and disposal of the materials.

3.06 FILL AND EMBANKMENT CONSTRUCTION

- A. Scarify foundation soils for fills and embankments bring to optimum moisture content, and re-compact with heavy compaction equipment to obtain compaction indicated.
- B. Place and compact fill and embankments in horizontal layers so that when compacted layers to not exceed thickness indicated.
- C. Provide keyways or benches where an embankment or fill is to be placed against slopes, hillsides, or fill slopes.
- D. Slopes: Construct slopes as indicated except construct no permanent fill or embankment slopes with slope inclinations that exceed 2:1 (horizontal/vertical) unless specifically indicated otherwise
- E. Over-construct fills and embankments to greater horizontal dimensions than indicated. Cut back slope following placement and compaction to expose well compacted fill.
- F. Construct the first 3 feet of embankment or fills over pipelines using placement and compaction equipment that do not damage the pipe. Keep heavy construction equipment a minimum distance of the edge of the trench equal to the depth of the trench until at least 3 feet of fill over the pipe has been completed.

3.07 AGGREGATE BASE

- A. Moisture condition, spread and compact aggregate base course material to the lines, grades and dimensions indicated on the Drawings and in accordance with applicable sections of State Standard Specifications Section 26.

3.08 RIP RAP

- A. Install rock riprap with filter fabric in conformance with Section 72-1.03, Slope Protection, of the State Standard Specifications for Method Placement B.

3.09 COMPACTION OF FILL, BACKFILL, AND EMBANKMENT MATERIALS

- A. Adjust moisture condition of soils to achieve a water content of 3 percent, plus or minus 0.5 percent, above the optimum moisture content as determined through laboratory testing of the soil.
- B. Compact each layer in a uniform and systematic manner.
- C. For materials with less than 10 percent passing the No. 4 sieve, compact by means of at least 2 passes from a flat plate vibratory compactor.
- D. For materials with 10 percent or more passing the No. 4 sieve, mechanically compact to the indicated percentage of density each layer of backfill materials.
 - 1. Use equipment that is consistently capable of achieving the required degree of compaction.

2. Compact each layer over its entire area while the material is at the required moisture content.
- E. Do not use flooding, ponding, or jetting as a method of compaction.
- F. Do not use equipment weighing more than 10,000 lbs. closer to structure walls than a horizontal distance equal to the depth of the fill at the time. Use hand operated power compaction equipment where use of heavier equipment is impractical or restricted due to weight limitations.
- G. Compaction Requirements:
 1. Where agency or utility company requirements govern, the highest compaction standards shall apply.
 2. Compact finish and subgrades in compliance with the following table:

Location or Use of Fill	Limit/Layer Thickness	Percentage of Maximum Density of Compacted Material
Aggregate Base	6 in. Layers	95
Embankment Fill	12 in. Layers	90
Subgrade beneath embankments or fill areas (upper 8 inches)	Upper 12 in.	95
Subgrade beneath paved areas (upper 6 inches)	Upper 6 in.	95
Subgrade beneath structures (upper 6 inches)	Upper 6 in.	95
Subgrade beneath keyway (upper 8 inches)	Upper 8 in.	95
Finish grade in unimproved or landscape areas	Upper 12 in.	85

3.10 FIELD QUALITY CONTROL AND TESTING

- A. Field quality control testing for compaction confirmation will be done by a testing laboratory of the City's choice at the City's expense except as indicated below.
- B. If requested by the City, remove soil above the level at which the City wishes to test. Backfill and re-compact material after testing is completed.
- C. If compaction fails to meet specified requirements, perform remedial work by one of the following methods:
 1. Remove and replace backfill at proper density.
 2. Bring density up to specified level by other means acceptable to City.
 3. Retesting:
 - a. Costs for conducting additional tests to confirm and verify that remedial work has brought compaction within specified requirements shall be borne by the Contractor.

- b. Conduct compaction tests at twice as frequently specified for the initial confirmation tests.
- D. Where soil compaction is specified as a percentage of maximum density, determine the maximum density at optimum moisture content by laboratory testing in accordance with Method C of ASTM D 1557.
- E. Where compaction of cohesionless, free draining soil is specified as a percentage of relative density, determine relative density by laboratory testing in accordance with ASTM D 4253 and D 4254.
- F. Determine In-Place Density of Compacted Fill Material by performing field tests of soil density in accordance with ASTM D 2922.
- G. Frequency of Compaction Confirmation Testing at intervals not less than as follows:
 - 1. Embankments and Fills: 2 tests every 500 cubic yards.
 - 2. Structure Backfill: 1 test every 5 feet in elevation per 100 horizontal feet of backfill.

3.11 FINISH GRADES

- A. Surface: Reasonably smooth and free of grade breaks, irregular surface changes, protrusions and other defects.
- B. Restore un-improved areas back to pre-construction grades.
- C. Backfill topsoil in all areas where the topsoil was removed as part of the site preparation.
- D. Restore drainage swales and water courses to their pre-construction alignments and grades unless otherwise modified by the Work. Grade surface to drain away from structures. Direct drainage to collection points.
- E. Provide smooth transitions to existing grades.
- F. Repair and reestablish grades to required elevations and slopes due to any settlement or erosion that may occur prior to final acceptance.
- G. Vertical Tolerance:
 - 1. Subgrade under paved areas: 0.1 feet above and 0.1 feet below.
 - 2. Landscaped areas: 0.1 feet above and 0.1 feet below.
 - 3. Unimproved areas: 0.1 feet above and 0.1 feet below.

END OF SECTION

SECTION 02316

FILL AND BACKFILL – SITE CONCRETE

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Filling and compacting for concrete paving and rigid concrete pavements subject to traffic loadings.
- B. Backfilling and compacting for utilities to utility main connections.

1.02 RELATED SECTIONS

- A. General Conditions Construction Procedures and Details: Air and Water Pollution Control and Dust Control
- B. Section 02260 – Landscape Grading
- C. Section 02515 – Site Concrete
- D. Section 02811 – Irrigation: Trenching and Backfill

1.03 REFERENCES

- A. ASTM C 136 - Standard Test Method for Sieve Analysis of Fine and Coarse Aggregates; 1996a.
- B. ASTM D 1557 - Test Method for Laboratory Compaction Characteristics of Soil Using Modified Effort (56,000 ft-lbf/ft³ (2,700 kN m/m³)); 1991 (Reapproved 1998).
- C. ASTM D 2487 - Standard Classification of Soils for Engineering Purposes (Unified Soil Classification System); 1998.
- D. ASTM D 2922 - Standard Test Methods for Density of Soil and Soil-Aggregate in Place by Nuclear Methods (Shallow Depth); 1996.
- E. ASTM D 2974 - Standard Test Methods for Moisture, Ash, and Organic Matter of Peat and Other Organic Soils; 1996.
- E. ASTM D 3017 - Standard Test Method for Water Content of Soil and Rock in Place by Nuclear Methods (Shallow Depth); 1996.
- F. ASTM D 4318 - Standard Test Method for Liquid Limit, Plastic Limit, and Plasticity Index of Soils; 1998.

1.04 PROJECT CONDITIONS

- A. Provide sufficient quantities of fill to meet project schedule and requirements. When necessary, store materials on site in advance of need.
- B. Verify that survey benchmarks and intended elevations for the Work are as indicated.

PART 2 PRODUCTS

2.01 FILL MATERIALS

- A. Engineered Fill: Subsoil excavated on-site.
 - 1. Free of lumps larger than 3 inches, rocks larger than 2 inches, and debris.
 - 2. Conforming to ASTM D 2487 Group Symbol CL, ML, SM, SP.
- B. Engineered Fill: Imported borrow.
 - 1. Graded in accordance with ASTM C 136, within the following limits:
 - a. 3 inch sieve: 100 percent passing.
 - b. 3/4 inch sieve: 70 to 100 percent passing.
 - c. No. 4 sieve: 50 to 100 percent passing.
 - d. 40 sieve: 30 to 100 percent passing.
 - e. 50: 30 to 100 percent passing.
 - f. No. 200: 30 to 70 percent passing.
 - 2. Free of lumps larger than 3 inches, rocks larger than 2 inches, and debris.
 - 3. Conforming to ASTM D 2487 Group Symbol CL, ML, SM, SP.
 - 4. Liquid limit < 30. Plasticity Index < 12.
 - 5. Organic content less than 3%.
 - 6. Expansion potential (UBC 18-2) less than 20.
 - 7. Maximum Dry Density more than 105 pcf.

C. Topsoil: See Section 02260.

D. Class 2 Aggregate Base: See Section 02721 Aggregate Base Course.

2.02 SOURCE QUALITY CONTROL

- A. Where import fill materials are specified by reference to a specific standard, test and analyze samples for compliance before delivery to site.
- B. If tests indicate materials do not meet specified requirements, change material and retest.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Identify required lines, levels, contours, and datum locations.
- B. See Section 02260 for additional requirements.

3.02 PREPARATION

- A. Scarify all areas to receive engineered fill and subgrade surfaces to a depth of 12 inches.
- B. During wet weather or unstable soil conditions, the Contractor shall have the City Engineer observe all areas to receive engineered fill and subgrade surfaces prior to implementation of remedial measures.
 - 1. Upon approval of the City Engineer, all unstable areas to receive engineered fill and subgrade surfaces shall be disked or ripped to a minimum depth of 24 inches to allow exposed soil to dry. Depth and frequency of disking and ripping shall be determined by the City Engineer upon observation of the unstable soil conditions.
 - 2. Upon approval of the City Engineer, all unstable areas to receive engineered fill and subgrade surfaces shall be over excavated 12 to 24 inches below existing grade and be replaced with aggregate base or coarse gravel underlain by geotextile fabric. Final depth of removal shall be determined by the City Engineer upon observation of the unstable soil conditions. The geotextile fabric shall be Amoco 2016 (woven) or approved equivalent, placed in accordance with manufacturer's recommendations.
- C. The Contractor shall have the City Engineer observe and probe bottom of finish subgrade for its stability within existing trench fill extending to a width of 15 feet on each side of existing sanitary sewer pipelines beneath new pavement improvements.
 - 1. If loose or soft material is encountered, the existing trench fill shall be removed to a depth of two feet below finished subgrade elevation. The Contractor shall have the City Engineer observe and probe the bottom of the excavation for its stability prior to placing compacted engineered fill. If loose or soft material is encountered, geotextile/stabilizing fabric, Amoco 2016 (woven) or approved equivalent, shall be placed at the bottom of the excavation.
- D. Recompect between 88 and 92 percent of maximum dry density at a uniform moisture content between 2 and 5 percent above optimum moisture content at the time of compaction.
- E. Recompect to 95 percent of maximum dry density at a uniform moisture content between 2 and 5 percent above optimum moisture content at the time of compaction in the upper 6 inches of subgrade in all areas to support asphalt or rigid concrete pavements.
- F. Until ready to fill, maintain excavations and prevent loose soil from falling into

excavation.

3.03 FILLING

- A. Fill to contours and elevations indicated using unfrozen materials.
- B. Fill up to subgrade elevations unless otherwise indicated.
- C. Employ a placement method that does not disturb or damage other work.
- D. Do not fill over porous, wet, frozen or spongy subgrade surfaces.
- E. Uniformly moisture-conditioned to between 2 and 5 percent above optimum moisture content of fill materials to attain required compaction density.
- F. Soil Fill: Place and compact material in equal continuous layers not exceeding 8 inches loose thickness.
- G. Correct areas that are over-excavated.
- H. Compaction Density Unless Otherwise Specified or Indicated:
 - 1. Between 88 and 92 percent of maximum dry density at a uniform moisture content between 2 and 5 percent above optimum moisture content at the time of compaction.
 - 2. At 95 percent of maximum dry density in the upper 6 inches of subgrade in all areas to support asphalt or rigid concrete pavements.
- I. Reshape and re-compact fills subjected to construction vehicular traffic.

3.04 FILL AT SPECIFIC LOCATIONS

- A. Use engineered fill unless otherwise specified or indicated.
- B. Engineered fill at areas to receive rigid concrete pavements:
 - 1. Fill up to subgrade elevations.
 - 2. Maximum depth per lift: 8 inches, loose thickness.
 - 3. Between 88 and 92 percent of maximum dry density at a uniform moisture content at between 2 and 5 percent above optimum moisture content at the time of compaction.
 - 4. Compact upper 6 inches of subgrade to minimum 95 percent of maximum dry density at between 2 and 5 percent above optimum moisture content at the time of compaction.
- C. At Lawn Areas: See Section 02260 Landscape Grading

D. At Planting Areas Other Than Lawns: See Section 02260 Landscape Grading

E. Trench Backfilling:

1. See Storm Drain Pipe, Sanitary Sewer and Potable Water Supply Special Provisions
2. See Section 02811 Irrigation Specifications
3. See Section 02320 Trenching Specifications

3.05 TOLERANCES

A. Top Surface of General Filling: See Section 02260 Landscape Grading

B. Top Surface of Filling Under Paved Areas: Plus, or minus 0.05 foot from required elevations.

3.06 FIELD QUALITY CONTROL

A. Compaction density testing will be performed on compacted fill in accordance with ASTM D2922.

B. Results will be evaluated in relation to compaction curve determined by testing uncompacted material in accordance with ASTM D 1557 ("modified Proctor").

END OF SECTION

SECTION 02320

TRENCHING

PART 1 - GENERAL

1.01 SECTION INCLUDES

1. Trench excavation and backfilling for pipe and pipeline appurtenances.
2. Minor structure excavation and backfill associated with pipeline construction.

1.02 REFERENCED SECTIONS

- A. The following Sections are referenced in this Section
 1. Section 01600 – Product Requirements
 2. Section 01330 - Submittals
 3. Section 02200 – Site Preparation
 4. Section 02260 – Excavation Support and Protection

1.03 DEFINITIONS

- A. Backfill: Earthwork necessary to provide fill between new structures and excavation up to the sub or finish grade.
- B. Bedding Zone: The area from the trench subgrade to the bottom of the pipe.
- C. Embedment or Pipe Zone: The area from the top of the Bedding Zone to the bottom of the Trench Zone as indicated on the Drawings.
- D. Excavation: Earthwork necessary to remove existing material for the installation of structures.
- E. Finish Grade: Final surface following placement of surfacing, if any, as indicated.
- F. Native Material: Naturally occurring soils excavated from the trench after top soil, if any, has been removed.
- G. Open Areas: Areas along the pipeline route that are outside Roadway Shoulders or in open pasture.
- H. Pavement Section: The upper portion of the trench within paved areas comprising the base and finished surface materials.
- I. Roadway Shoulders: Paved areas and unpaved areas outside the traveled way and extending to the outside edge of any roadside drainage features.
- J. Spoils: Unsuitable or excess excavated materials.

- K. Subgrade: The surface of the earthwork on which bedding, base materials, pavement, other surfacing materials, or structure bases are placed.
- L. Traveled Way: The portion of the roadway where vehicles travel, does not include shoulders.
- M. Trench Backfill: Materials used to backfill the trench including bedding zone, pipe zone, and trench zone backfill.
- N. Trench Zone: The area from the top of the Pipe Zone to the bottom of the pavement base (subgrade), ground surface or other surface material over the trench excavation.
- O. Wet Trench: Trench with water or groundwater present in the trench.

1.04 SUBMITTALS

- A. Prepare submittals and submit in accordance with Section 01600.
- B. Material Data: Submit the following for each material type imported to the site:
 - 1. Material source.
 - 2. Gradation.
 - 3. Moisture-density curves.
 - 4. Permeability tests (for clay material).
- C. All material submittals must be dated to less than 1 year prior to Notice-to-proceed.
- D. For excavations 5 feet or deeper, submit detailed plan of all shoring, bracing, side sloping, or other provisions for worker protection against the hazard of caving ground during excavations in accordance with Section 02260.
- E. Submit name and qualifications of materials testing lab for Contractor furnished testing.

1.05 QUALITY ASSURANCE

- A. Materials and compaction testing
 - 1. Source Testing of Materials: Provided and paid for by Contractor.
 - 2. Field Testing of Compaction: Provided and paid for by Contractor.
 - 3. Testing shall be performed by a qualified testing laboratory approved by the City. Submit testing laboratory qualifications for approval.
- B. Compaction Testing:
 - 1. In-place Density of Compacted Fill Material: Density determined in the field in accordance with ASTM D2922 – Test Methods for Density of Soil and Soil Aggregate by Nuclear Methods (shallow depth).

2. Maximum Density of Compacted Material: determined in the laboratory in accordance with Method C of ASTM D 1557 – Test Methods for Moisture-Density Relations of Soils and Soil-Aggregate Mixtures, Using 10 lb. Rammer and 18” Drop, for cohesive soils, or ASTM D 4253 – Test Methods for Maximum Index Density of Soils Using a Vibratory Table and D 4254 – Test Methods for Maximum Index Density of Soils and Calculation of Relative Density, for cohesionless, free draining soils.
- C. Materials Testing Standards:
1. Particle size analysis of soils and aggregates: ASTM D 422 – Method for Particle-Size Analysis of Soils.
 2. Determination of sand equivalent value: ASTM D 2419 – Test Method for Sand Equivalent Value of Soils and Fine Aggregate.
 3. Liquid limit, plastic limit, and plasticity index: ASTM D4318 – Standard Test Method for Liquid Limit, Plastic Limit, and Plasticity Index of Soils.
 4. Testing for organic matter: ASTM D2974 – Standard Test methods for Moisture, Ash, and Organic Matter of Peat and Other Organic Soils.
 5. Testing for percentage of fractured particles: ASTM D 5821.
 6. References in this section to soil classification types and standards shall have the meanings and definitions indicated in ASTM D 2487 – Classification of Soils for Engineering Purposes. Contractor shall be bound by all applicable provisions of ASTM D 2487 in the interpretation of soil classifications.

PART 2 - PRODUCTS

2.01 MATERIALS

- A. General:
1. Obtain trench backfill materials from one or more of the following:
 - a. Processed on-site materials,
 - b. Imported from off-site borrow areas,
 - c. Processing plants.
 2. Provide materials as indicated or as may be necessary to complete the Work at no additional cost to the City, unless a unit price item is included for trench backfill materials in the bidding schedule.
 3. Provide materials as indicated in the Schedule in Part 3.
 4. Soils unsuitable for use as trench backfill materials:
 - a. Soils classified under ASTM D 2487 categories Pt, OH, CH, MH, or OL; or soils that contain classifications Pt, OH, CH, MH, or OL in combination with any other soil classification, such as CH/CL.

- b. Soils which cannot be compacted sufficiently to achieve the density specified for the intended use, are highly expansive, or are unstable or "pump", regardless of the degree of compaction.
- c. Soils that contain hazardous or designated waste materials including petroleum hydrocarbons, pesticides, heavy metals, and any material which may be classified as hazardous or toxic according to applicable Regulations.
- d. Soils that contain greater concentrations of chloride or sulfate ions, or have a soil resistivity or pH less than the existing on-site soils.
- e. Topsoil, except as allowed below.
- f. Soils containing rocks, stones, or boulders larger than specified.
- g. Soils that contain more than 5 percent organic matter when tested in accordance with ASTM D 2974.

B. Native Materials:

- 1. Materials generated from on-site materials conditioned as follows:
 - a. Maximum particle size: 3 inches.
 - b. Percent passing No. 200 sieve: Less than 5 percent.
 - c. Sand equivalent: 30 minimum.

C. Crushed Rock:

- 1. Manufactured, angular, crushed stone with a minimum sand equivalent value of 75.
- 2. Clean, hard, sound, durable, uniform in quality, and free of soft, friable, thin, elongated or laminated pieces, and disintegrated material.
- 3. Have 100 percent of its particles with at least one fractured face on a weight basis, when tested for crushed particles per ASTM D 5821.
- 4. Comply with the grading shown in the following table:

Sieve Size	Percentage Passing		
	1-inch	$\frac{3}{4}$ -inch	$\frac{1}{2}$ -inch
1-1/2-inch	100	-	-
1-inch	90-100	100	-
3/4-inch	30-60	90-100	100
1/2-inch	0-20	30-60	90-100
3/8-inch	-	0-20	20-60
No. 4	0-5	0-5	0-15
No. 8	-		0-5

D. Sand:

1. General: Clean, coarse, natural sand free from organic material, suitable for the purpose intended.
2. Gradation: 90 percent to 100 percent will pass a No. 4 sieve and not more than 5 percent will pass a No. 200 sieve.

E. Aggregate Base: Class 2 aggregated base as specified in Section TS6.

F. Clay:

1. On-site or off-site clay material free of organic materials or rocks.
2. Permeability: Not greater than 1×10^{-6} cm/sec when tested in accordance with ASTM D2434.

G. Permeable Backfill:

1. General: Hard, durable, clean sand, gravel or crushed stone, free from organic material, clay balls or other deleterious substances.
2. Durability index: Not less than 40
3. Sand equivalent: Not less than 75.
4. Comply with the grading shown in the following table:

Sieve Sizes, Square Openings	Percent by Weight Passing Sieve
1-inch	100
3/4-inch	90 – 100
3/8"	40 – 100
No. 4	25 – 40
No. 8	18 – 33
No. 30	5 – 15
No. 50	0 – 7
No. 200	0 – 3

H. Structure Backfill Material:

1. General: Granular, low to non-expansive soil.
2. Plasticity index: 12 or less.
3. Liquid limit: 30 or less.
4. Comply with the grading shown in the following table:

Sieve Size	Percentage Passing
6-inch	100
3-inch	95-100
No. 200	15-50

- I. Concrete: In accordance with Section 03300.
- J. Cement Slurry Backfill:
 - 1. Slurry cement backfill: Provide a fluid workable mixture of aggregate, cement, and water.
 - 2. Cement: In accordance with Section 02515, except testing is not required.
 - 3. Water: Free from oil, salts, and other impurities that adversely affect the backfill.
 - 4. Aggregates: Select one of the following:
 - a. Commercial-quality concrete sand
 - b. Excavated or imported material in any combination, free of organic material and other deleterious substances and complying with the grading requirements shown in the following table:

Sieve size	Percentage passing
1-1/2"	100
1"	80–100
3/4"	60–100
3/8"	50–100
No. 4	40–80
No. 100	10–40

- 5. Proportion slurry cement backfill by weight or volume. Use at least 188 pounds of cement per cubic yard. Use sufficient water to produce a fluid workable mix that flows and can be pumped without segregation during placement.
- 6. Mix materials thoroughly by machine. Use a pugmill, rotary drum, or other authorized mixer. Mix until cement and water are thoroughly dispersed.

2.02 SOURCE QUALITY CONTROL

- A. Perform source quality control testing by approved testing laboratory and submit results to City.
- B. Frequency of Sampling of Imported Material: After initial testing demonstrates that the proposed borrow material meets the specified requirements, obtain and submit one additional sample for every 500 cubic yards of imported material.

PART 3 - EXECUTION

3.01 EXISTING UTILITY LOCATIONS

- A. Perform subsurface investigations to locate existing underground utilities.

3.02 REMOVAL AND REPLACEMENT OF PAVEMENT

- A. In paved areas, remove and replace pavement as follows unless otherwise indicated:
 - 1. Saw cut existing pavement along each side of the trench.
 - 2. Remove and dispose of the pavement lying within the limits of the saw cuts and from adjoining areas damaged by the cutting, removal, excavation and backfilling operations.
 - 3. During subsequent trench excavation and backfill activities, minimize disturbance of the adjoining pavement.
 - 4. Restore pavement surfaces to be similar to existing surfaces.

3.03 TRENCH EXCAVATION

- A. General Requirements
 - 1. Stabilize and support all faces of the trench excavation as specified in Section 02260 and 02261 Excavation.
 - 2. Clear, grub, and strip construction area as necessary to remove all vegetation and top soil as specified in Section 02200 Site Preparation.
- B. Open Trenches
 - 1. Open Trench Limitations: Unless otherwise indicated or required by the Agency having jurisdiction limit open trenches as follows:
 - 2. Travelled Way plus 3 feet either side:
 - a. Do not open more than 200 lineal feet of excavated trench at any one time during the Work shift.
 - b. Up to 25 feet of trench as measured at the surface may remain open during any non-work shift, provided:
 - 1) The entire trench opening is plated with steel plates, secured to avoid movement, and the edges backfilled with temporary pavement to provide a smooth transition.
 - 2) Shoring is installed to prevent collapse of the trench excavation.
 - 3. Paved surfaces including road shoulders:
 - a. Do not open more than 200 lineal feet of excavated trench at any one time during the Work shift.
 - b. Up to 25 feet of trench as measured at the surface may remain open during any non-work shift provided the open trench is adequately plated, and the trench adequately shored.
 - 4. Open Trench Safety Requirements:
 - a. Provide traffic control.

- b. Erect traffic barricades and warning lights meeting safety requirements of City of Susanville where open trench is within 12 feet of any travelled way.
- c. Erect signs to warn oncoming vehicles of rough road or steel plates in road, as appropriate.
- d. Provide fencing or warning tape to protect the public from open trench in open areas.

C. Trench Excavations

- 1. Excavate trenches and maintain excavation such that pipe and pipeline accessories are installed in an open trench.
- 2. Excavate to subgrade elevation and to trench width dimensions indicated on the Drawings.
- 3. Excavate all materials of whatever nature encountered, including all obstructions of any nature that would interfere with the proper execution of the trenching Work unless otherwise indicated.
- 4. Where pipelines are to be installed in embankments, fills, or structure backfills, construct fill to a level at least one foot above the top of the pipe before the trench is excavated.
- 5. Trench shield:
 - a. If a moveable trench shield is used during excavation operations widen the trench width so that the shield is free to be lifted and then moved longitudinally without binding against the trench sidewalls.
 - b. If the trench walls cave in or slough, the trench shall be excavated as an open cut excavation with sloped sidewalls or with trench shoring, as indicated and as required by the pipe structural design.

D. Trench Bottom: Excavate and shape trench bottoms to provide uniform subgrade for placement of Bedding Material.

- 1. Unsuitable Hard Trench Bottom: If bottom of excavation is found to consist of rock or any material that cannot be excavated to provide uniform bearing surface:
 - a. Notify Engineer of the conditions encountered and obtain concurrence that an unsuitable trench bottom condition is present.
 - b. Remove such rock or other material to a depth of not less than 3 inches below the original design elevation of the bottom of the trench.
 - c. Place bedding material or aggregate base course material to restore the trench bottom to the original design elevation. Place in lifts not exceeding 8 inches in un-compacted thickness and compact to 90 percent of maximum density.

2. Unsuitable Soft Trench Bottom: If bottom of excavation is found to consist of soft or unstable material which is incapable of properly supporting pipe:
 - a. Notify Engineer of the condition encountered and obtain concurrence that an unsuitable trench bottom condition is present.
 - b. Remove such material to a depth and for the length required, as determined by the Engineer.
 - c. Place bedding material or aggregate base course material to restore the trench bottom to the original design elevation. Place in lifts not exceeding 8 inches in un-compacted thickness and compact to 90 percent of maximum density.
3. Wet Trench
 - a. Where groundwater is present in the trench, develop and provide a wet trench section for review and approval by the Engineer.
4. Over-excavation not ordered by the Engineer:
 - a. Any over-excavation carried below the grade ordered or indicated, shall be backfilled to the required grade with the indicated material and compaction. Such work shall be performed by Contractor at no additional cost to City.

3.04 EXCAVATION FOR MANHOLES, VAULTS AND OTHER PIPELINE STRUCTURES.

- A. Unless otherwise indicated, provide excavations sufficient to leave at least 12 inches clear between structure outer surfaces and the face of the excavation or any shoring which may be used to support the face of the excavation.
- B. Excavate to the subgrade soils beneath the bottom of the structure or bottom of crushed rock layer where indicated.
- C. Scarify the top subgrade soils to a depth of 6 inches, moisture condition, and re-compact to 90 percent of maximum density.

3.05 BEDDING ZONE

- A. Bedding Material: As scheduled herein or as indicated on the Drawings
- B. Depth of Bedding Material: As indicated on the Drawings.
- C. Place Bedding Material in a single lift, and at uniform density, with minimum possible compaction. Grade material to allow installation of the pipe at the design elevations.
- D. Depressions for Assembly of Joints
 1. Dig holes for bell or coupling assembly after Bedding Material has been placed at the trench bottom and fine graded to the design elevation.
 2. Create sufficient width and depth to provide ample room for tightening bolts, welding, or other joint assembly activities.

3. Excavate holes only as necessary in making joints. Ensure that pipe rests upon prepared trench bottom and is not supported by any portion of the joint.

3.06 PIPE ZONE

- A. Pipe Zone Material: As scheduled herein or as indicated on the Drawings.
- B. Dimensions of Pipe Zone Material: As indicated on the Drawings.
- C. After the pipe is laid, place material within the Pipe Zone in lifts:
 1. Place backfill only after all water is removed from the excavation and the trench sidewalls have been dried to a moisture content suitable for compaction.
 2. Immediately prior to placing backfill materials remove all loose, sloughing, or caving soils and rock materials from the trench.
 3. Place in lifts not exceeding 8 inches in un-compacted thickness and compact to 90 percent of maximum density. Maintain level backfill on each side of pipe.
 4. Do not dump backfill materials directly on the pipe.
- D. Pipe Displacement
 1. Take necessary precautions in placement and compaction of to prevent displacement of piping.
 2. In the event there is movement of the pipe, excavate and re-lay the pipe.
- E. Consolidation:
 1. Do not use water-settling methods to consolidate trench backfill materials.
 2. Use mechanical means, shovel slicing or vibratory compaction, to compact granular backfill materials under pipe haunches.

3.07 TRENCH ZONE

- A. Trench Zone Material: As scheduled herein or as indicated on the Drawings.
- B. Dimensions of Trench Zone Material: As indicated on the Drawings
- C. Backfill voids that may form when removing shoring and bracing.
- D. Do not use water-settling methods to consolidate Trench Zone Material.
- E. Under Existing Crossing Pipes or Conduits Larger than 3 Inches in Diameter
 1. Backfill from the top of the Pipe Zone to the spring line of the intersecting pipe or conduit with Aggregate Base or Pipe Zone material. Place in lifts not exceeding 8 inches in compacted depth and compact to 90 percent of maximum density.

2. Extend Pipe Zone material 2 feet on either side of crossing pipe or conduit to 6 inches above the top of the crossing pipe.
3. Backfill remainder of trench as described in this Section.

3.08 FINAL BACKFILL ZONE

- A. Unless indicated otherwise on the Drawings, restore the Site to the topography that existed prior to construction by excavation, compaction, finish grading and other earthwork operations, as necessary, for the areas affected by construction.
- B. Backfill with stockpiled topsoil in all areas where the original topsoil was removed as part of the site preparation and construction activities.
- C. Restore all drainage swales and water courses to their original alignments and grades.
- D. Install and maintain for a period of at least one year following completion of construction in any area, the facilities and management practices required by the Project Storm Water Pollution Prevention Plan, if any.
- E. Install and maintain for a period of at least one year following completion of construction in any area, the measures required by the environmental permitting Drawings, permits, and approval documents of the agencies that have issued permits for construction of the Project.
- F. Inside road rights-of-way:
 1. Unless otherwise indicated on the Drawings or required by the agency having jurisdiction of the road right-of-way, complete trench backfill as follows:
 2. Place in lifts not exceeding 8 inches in un-compacted depth.
 3. Compact to 90 percent of maximum density except compact to 95 percent the upper 24 inches below the finished grade.
 4. Replace aggregate base course to match existing aggregate base course thickness.
 5. Replace final surface as indicated on the Drawings, match existing thickness, or as required by the agency having jurisdiction of the right-of-way, whichever is greater.
- G. Outside road rights-of-way:
 1. Areas with unpaved surfaces:
 - a. Place final backfill in lifts not exceeding 18 inches in un-compacted depth and compact to 85 percent of maximum density.
 - b. In Open Areas, replace topsoil with material that was removed and stockpiled prior to trench excavation.
 2. Paved areas or driveways:

- a. Backfill in lifts not exceeding 12-inches in un-compacted depth and compact to 90 percent maximum density.
- b. Replace final surface as indicated on the Drawings or match existing thickness, whichever is greater.
- c. Replace driveway materials in kind.
- d. Match pre-construction condition or better.
- e. Smooth and compact material as required to create a smooth and firm driving surface.

3.09 COMPACTION REQUIREMENTS

- A. Compaction requirements specified herein are in-place densities of compacted backfill.
- B. Initial Trench Backfill Compaction Demonstration
 - 1. Demonstrate adequacy of compaction equipment and procedures before exceeding 500 lineal feet of trenching work.
 - 2. Continued Compaction Requirements: When specified degree of compaction is achieved, proceed with trenching and backfilling activities using the established equipment and procedures.

3.10 DISPOSAL OF SPOILS

- A. Dispose of unsuitable materials in a lawful manner at an off-site location.
- B. Dispose of spoils within the southern peninsula area as directed by the Engineer.
- C. Prior to removal of any materials from the project site, provide copies of permits, landowner agreements, and approvals to Engineer.

3.11 FIELD QUALITY CONTROL

- A. Cost of compliance testing: By Contractor.
- B. Frequency of testing: Periodic compliance tests will be made to verify that compaction is meeting requirements specified.
- C. Compaction Testing:
 - 1. Coordinate compaction testing and compliance with agency having jurisdiction over the Work within the public right-of-way.
 - 2. Submit copies to the City of compaction testing results for compaction testing.
 - 3. If compaction fails to meet specified requirements, perform remedial work by one of the following methods:
 - a. Remove and replace backfill at proper density.
 - b. Bring density up to specified level by other means acceptable to the Engineer.

- c. Redo trench backfill compaction demonstration and demonstrate compaction process achieves required results.
- D. Frequency of trench backfill compaction confirmation testing:
 - 1. Each test location: Perform tests for each type or class of backfill from bedding to finish grade, excluding controlled low strength material (CLSM) and concrete slurry backfill
 - 2. Open fields: 1 test every 5,000 linear feet or at least one test per trench.
 - 3. Non-paved roadways: 1 tests every 500 linear feet.
 - 4. Crossing paved roadways: 1 test at each crossing.
 - 5. Inside road rights-of-way:
 - a. 1 test every 300 linear feet, or at least one test.

3.12 SCHEDULE

- A. Construct pipeline using materials specified in the following schedule. Where options are provided, Contractor may select materials from the materials listed.
 - 1. Bedding Zone:
 - a. Class 2 Aggregate Base
 - b. Sand
 - 2. Wet Trench:
 - a. Class 2 Aggregate Base wrapped with filter fabric
 - 3. Embedment Zone:
 - a. Class 2 Aggregate Base
 - b. Sand
 - 4. Trench Zone:
 - a. Class 2 Aggregate Base

END OF SECTION

SECTION 320190 – OPERATIONS AND MAINTENANCE OF PLANTING

PART 1 - GENERAL

1.01 CONDITIONS

- A. The general provisions of the Contract, including General and Supplementary Conditions and General Requirements (if any) apply to the work specified in this Section.

1.02 SCOPE OF WORK

- A. Furnish all labor, material, equipment, and services required to maintain landscape in a healthy growing condition and in a neat and attractive appearance throughout the maintenance period.

- B. Related Work Specified in Other Sections:

- 1. SECTION 32 8400 – PLANTING IRRIGATION

- 2. SECTION 32 9000 - PLANTING

1.03 QUALITY ASSURANCE

The Maintenance Contractor shall be experienced in horticulture and landscape maintenance, practices and techniques, and shall provide sufficient number of workers with adequate equipment to perform the work during the maintenance period.

1.04 MAINTENANCE PERIOD

- A. Continuously maintain the entire project area during the progress of the work and during the sixty (60) calendar-day, maintenance period or until final acceptance of the project by the City Representative.
- B. Maintenance period shall not start until all elements of construction, planting, and irrigation for the entire project are in accordance with Plans and Specifications. A prime requirement is that all lawn and landscape areas shall be planted and that all lawn areas shall show an even, healthy stand of grass seedlings or sod, either of which shall have been mown twice. If such criteria is met to the satisfaction of the City Representative, a written notification shall be issued to establish the effective beginning date of maintenance period.
- C. Any day of improper maintenance, as determined by the City Representative, shall not be credited as an acceptable maintenance period day. The maintenance period shall be extended on a daily basis if the work is not in accordance to the Plans and Specifications. Project shall not be segmented into maintenance areas or phases, unless authorization of the City Representative is obtained.

- D. Maintenance shall continue beyond the sixty (60) day maintenance period, as required, until final acceptance is given by the City Representative.

1.05 GUARANTEE AND REPLACEMENT

- A. Guarantee: All plant material and other materials installed under the Contract shall be guaranteed for one (1) year from time of final acceptance against any and all poor, inadequate or inferior materials and/or workmanship or improper maintenance, as determined by the City Representative, shall be replaced by the Contractor at his expense.
- B. Replacement: Any materials found to be dead, missing, or not in a satisfactory or healthy condition during the maintenance period shall be replaced immediately. The City Representative shall be sole judge as to the condition of material. Material to be replaced within the guarantee period shall be replaced by the Contractor within five (5) days of written notification by the City Representative. All replacement materials and installations shall comply to the Plans and Specifications. Any plant missing due to suspected theft shall be replaced by the Contractor. If the Contractor suspects that theft may be a problem, the Contractor shall provide written documentation to the City Representative that security on this site needs to be intensified. The Contractor may relieve himself of theft responsibility if after the security notice, with no result, a written notice to the City Representative shall be given that plant material will not be replaced for theft or vandalism due to lack of site security being maintained. This procedure may take place only during the Landscape Maintenance Period.

1.06 OBSERVATION SCHEDULE

Normal progress observations shall be requested by the Contractor from the City Representative as per observations listed in specifications SECTION 32 9000 – Planting.

1.07 FINAL ACCEPTANCE OF THE PROJECT

- A. Upon completion of all project work, including maintenance period, the City Representative will, upon proper request, make an observation to determine final project acceptability.
- B. Where observed work does not comply with the Plans and Specifications, replace rejected work and continue specified maintenance period until re-inspected by the City Representative and determined to be acceptable. All replacement materials and installations shall be in accordance with the Plans and Specifications. Remove rejected work and materials immediately from project. Prior to the date of final observation, Contractor shall provide the City Representative with all Record Drawings and written Guarantee Statement in accordance with the Plans and Specifications.

PART 2 - PRODUCTS

2.01 MATERIALS

A. All materials used shall either conform to Specifications in other sections or shall otherwise be acceptable to the City Representative. The City Representative shall be given a monthly record of all herbicides, insecticides, and disease control chemicals used.

B. Turf maintenance fertilizer: shall consist of the following percents by weight:

16%	nitrogen
16%	phosphoric acid
8%	potash

C. Sulfate – Sulfur (Ammonium Sulfate): shall consist of the following percentages by weight:

21%	nitrogen
0%	phosphorus
0%	potassium

PART 3 - EXECUTION

3.01 MAINTENANCE

A. General: Proper maintenance, including watering, weeding, mowing, edging, fertilization, repairing, and protection shall be required until entire project is finally accepted, but in any event for a period of not less than the specified maintenance period after planting.

B. Watering: Thoroughly water to insure vigorous and healthy growth until work is accepted. Water in a manner to prevent erosion due to application of excessive quantities of water. When hand watering, use a water wand to break the water force.

C. Weeding: Keep plant basins and areas between plants free of weeds. Control weeds with pre-emergent herbicides. If weeds develop, use legally approved herbicides. Avoid frequent soil cultivation that destroys shallow roots. Weeding also shall be included in all paved areas including public or private sidewalks.

D. Pruning

1. Trees: Prune trees to select and develop permanent scaffold branches; to eliminate narrow V-shaped branch forks that lack strength; to reduce toppling and wind damage by thinning out crowns; to maintain a natural appearance and to balance crown with roots. Prune only as directed by the Landscape Architect.
2. Shrubs: Same objectives as for trees. Shrubs shall not be clipped into balled boxed forms unless such is required by the landscape plans. All pruning cuts shall be made to lateral branches, buds, or flush with the trunk. "Stubbing" and "heading" shall not be permitted.

3. Only skilled workmen shall perform pruning work in accordance with standard horticultural pruning practices. Remove from the project all pruned branches and material. Remove and replace any plant material excessively pruned or malformed resulting from improper pruning practices at no additional costs to the City.
- E. Staking and Guying: Stakes and guys shall remain in place through the guarantee period (one year) and shall be inspected and adjusted to prevent rubbing that causes bark wounds.
- F. Insect, Animal, Rodent, and Disease Control: Maintain proper control with legally approved materials as required as part of the Contract.
- G. Protection: The Contractor shall maintain protection of the planted areas. Damaged areas shall be repaired or replaced at the Contractor's expense.
- H. Trash: Remove trash weekly in all planted areas, pedestrian walkways and courtyards.
- I. Replacement: As per Guarantee and Replacement Specifications of this Section.

3.02 MAINTENANCE FERTILIZATION

Apply five (5) pounds of Ammonium Sulfate (21-0-0) per 1,000 square foot every month until plant become established. After established, apply 28-3-4 (or similar preparation) to provide healthy growth rate and color.

3.03 TURF MAINTENANCE

A. Mowing and Edging

1. Mowing of turf will commence when the grass has reached a height of two (2) inches. The height of cut will be one to one and one-half (1-1/2) inches. Mowing will be at least weekly after the first cut. Turf must be well established and free of bare spots and weeds to the satisfaction of the City Representative prior to final acceptance.
2. Excess grass clippings shall be picked up and removed from the site and premises.
3. Let turf areas dry out enough so that mower wheels do not skid, tear, or mark the lawn.
4. Edges shall be trimmed at least twice monthly or as needed for neat appearance. Clippings shall be removed from walks, plazas, fountains, etc. and disposed of from the site.

- B. Watering: Lawns shall be watered at such frequency as weather conditions require to replenish soil moisture below root zone and to establish healthy strands of grass.
- C. Weed Control: If needed, control broad leaf weeds with selective, legally approved herbicides.
- D. Fertilization: During maintenance period an application of fertilizer (16-16-8), as specified, shall be made at thirty (30) days and again at sixty (60) days from the date of lawn installation at a rate of five (5) pounds per 1,000 square feet, or as per manufacturer's recommendations.
- E. Fungicide: Apply fungicide to all turf areas throughout maintenance period as required to prevent fungus. Apply as per manufacturer's specifications.
- F. Replacement: At conclusion of maintenance period a final observation of lawn and turf areas shall be made. Remove diseased areas and unhealthy strands of grass from the site; do not bury into the soil. Replant areas with materials and in a manner as specified on the Plans and Specifications at no additional cost to the City.

3.03 IRRIGATION SYSTEM

- A. System Observation: The Contractor shall check all systems for proper operation. Lateral lines shall be flushed out after removing the last sprinkler head or two at each end of the lateral. All heads are to be adjusted as necessary for unimpeded coverage.
- B. Controllers: Set and program automatic controllers for seasonal water requirements. Give the City Representative instructions on how to turn off system in case of emergency.
- C. Repairs: Repair all damages to irrigation system at the Contractor's expense. Repairs shall be made within twenty-four (24) hours.

END OF SECTION 320190

SECTION 328400 - LANDSCAPE IRRIGATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SCOPE OF WORK

- A. Furnish all labor, materials, processes, and equipment necessary to complete the irrigation system repair or replacement work as indicated on the Drawings and specified herein.
- B. Test each affected irrigation system to assure proper operation.
- C. Furnish all labor, materials, and equipment necessary to restore all disturbed areas resulting from the work as indicated on the Drawings and specified herein.
- D. All incidental parts, which are not shown on the plans or specified herein and are necessary to complete or modify the existing system shall be furnished and installed as though such parts were shown on plans or specifications. All systems shall be in satisfactory operation at the time of completion.

1.3 QUALITY ASSURANCE & REQUIREMENTS

- A. Permits and Fees: The Contractor shall obtain and pay for all permits and all observations as required.
- B. Performance Qualifications:
 - 1. The Landscape Contractor shall have a minimum of three (3) equivalent jobs of similar complexity completed in the last five (5) years.
 - 2. The Landscape Contractor shall furnish qualifications to the General Contractor to be included in the proposal form due at bid opening date. Burden of proof as to qualifications of the Landscape Contractor shall be on the Contractor; the Owner's decision is final.
- C. Manufacturer's Directions: Manufacturer's directions and detailed Drawings shall be followed in all cases where the manufacturers of articles used in this Contract furnish directions covering points not shown in the Drawings and Specifications.
- D. Ordinances and Regulations
 - 1. All local, municipal and state laws, rules and regulations governing or relating to any portion of this work are hereby incorporated into and made a part of these Specifications and their provisions shall be carried out by the Contractor. Anything contained in these Specifications shall not be construed to conflict with any of the above rules and regulations or requirements of the same. However, when these Specifications and Drawings call for or describe materials, workmanship, or construction of a better quality, higher standard, or larger size than is required by the above rules and regulations, the provisions of the Specifications and Drawings shall take precedence.

2. The materials and work of this section shall conform to all applicable provisions of the latest editions of the Uniform Plumbing Code, the National Electrical Code, and all codes properly governing the materials and work at the project site.
3. All electrical materials and work shall conform to California Administrative Code, Title 23, Part 3, Basic Electrical Regulations, and Article 18 E 110-16.

E. Explanation of Drawings

1. Not all offsets, fittings, sleeves, main line, lateral, etc., which may be required are shown on plans. Carefully investigate the structural and finish conditions affecting all of the work and plan the work accordingly furnishing such fittings; etc., as may be required to meet such conditions. Drawings are generally diagrammatic and indicative of the work to be installed. Due to the scale of the Drawings, it is not possible to indicate all offsets, fittings, sleeves, etc., which may be required to complete the irrigation system.
2. Before proceeding with any work, the Contractor shall check and verify all dimensions, quantities, pressures and flows and shall immediately inform the Owner of any discrepancy between the drawing and/or the Specifications and actual conditions. No work shall be done in any area where there is such a discrepancy until the Owner has given written approval for the same. The Contractor shall assume full responsibility for work installed without approval.
3. The materials and work shall be installed in such a manner as to avoid conflicts between existing or proposed irrigation systems and plantings, existing or proposed utilities, and all other construction features.
4. Contractor shall verify prior to and during construction, that his contract documents reflect the latest revisions and change orders. Contractor shall be able to produce such documents at the request of the Owner.
5. Pipe sizes indicated on the Drawings are minimum allowable.

- E. Proprietary brand names shown are for illustrative purposes only. Equal products will be considered by the Owner and may be used by the contractor upon approval by the Owner.

1.4 EXISTING CONDITIONS

- A. The Contractor shall notify members of U.S.A. two (2) working days in advance of performing any excavation work by calling the toll-free number 800-542-2444. The contractor shall verify the locations of existing utilities identified by U.S.A. with the as-built plans for the project area. The Contractor shall inform the Owner of any discrepancies before construction begins.
- B. Information on the Drawings, relative to existing conditions, is approximate only. Deviations found necessary during construction to conform to actual conditions, as approved by the Owner, shall be made without additional cost.
- C. Where it is necessary to excavate in areas of existing irrigation and utilities, the contractor shall pothole to confirm exact locations of existing irrigation and utilities. Exercise extreme care in excavating and working near existing irrigation and utilities. The Contractor shall be responsible for all damages to existing irrigation or utilities that are caused by his operation or neglect. In case of interruption of existing irrigation or utilities caused by the contractors' operations or neglect, the contractor shall be responsible to have the existing irrigation and utilities in service as soon as possible and in no case shall the interruption be longer than a twenty-four (24) hour period. In such

case that the contractor needs more than a twenty-four (24) hour period, prior approval shall be acquired from the Owner in writing.

- D. Excavation in proximity to existing trees shall conform to the Tree Protection Measures per Plan.

1.5 SUBMITTALS

A. Material List

1. Contractor shall furnish the articles, equipment, materials, or processes specified by name in the Drawings and Specifications. Product names are used as standards only; other materials or methods shall not be used unless approved in writing by the Owner. Burden of proof as to equality of proposed material shall be on the Contractor; the Owner's decision is final. Only one request for substitution shall be considered for each item. Equipment capacities specified are minimum acceptable.
2. A complete material list (6 copies) shall be submitted to the Owner for approval prior to performing any work. The materials shall clearly identify on the submittal by a color highlight, the manufacturer, model number, size and description of materials and equipment to be used, including but not limited to the following:
 - a. Isolation Valves
 - b. Remote Control Valves
 - c. Irrigation Valve Boxes
 - d. Swing Joint Assemblies
 - e. PVC Main Line
 - f. PVC Lateral Pipe
 - g. PVC and HDPE Sleeves
 - h. PVC Solvent Cement and Primer
 - i. Electric Boxes
 - j. Remote Control Valve Wire
 - k. Water Proof Wire Connectors
 - l. Detectable underground tape

The contractor shall provide additional submittals as required for products not listed above but which are used on site. Approval of submittals is required before installation.

3. Equipment or materials installed or furnished without prior approval of the Owner shall be rejected and the Contractor shall be required to remove such materials from the site at his own expense.
4. Approval of any item, alternate or substitute indicates only that the product or products apparently meet the requirements of the Drawings and Specifications based on the information or samples submitted.

B. Record Drawings

1. Maintain on site, separate from documents used for construction, one complete set of Contract Documents as Record Documents or As Built Drawings. Keep documents current. Do not permanently cover work until information is recorded. These record drawing must be kept for all portions of the project that may be built differently that the plans define.

2. Include all Change Orders.
3. Where reference dimensions are required in the individual specification section, measure reference dimensions from at least two (2) reference points that will be easily identifiable in the finished work.
4. Prior to Contract Closeout, obtain from the Owner's Project Manager a reproducible copy of the drawings. Using technical drafting pen, duplicate information contained on the Record Drawings maintained on site.
5. Label each sheet "Record Drawing". On the first sheet, the Contractor or resident superintendent shall execute the following statement:

Having reviewed this document and all attachments, I affirm that, to the best of my knowledge, the information presented here is true and accurate.

Signed: _____ Date: _____

Position: _____

6. The Contractor shall dimension from two (2) permanent points of reference, buildings, light standards, sidewalks, or road intersections, etc., the location of the following items:
 - a. Isolation Valve
 - b. Remote Control Valve
 - c. Routing of irrigation pressure lines; dimension maximum 100' along routing and at turns in direction (note depth)
 - d. Routing of remote-control wires
 - e. Sleeves at both ends (note depth)
 - f. Other related equipment as directed by the Owner.
7. On or before the date of the final observation, the Contractor shall deliver the corrected and completed reproducible as-built plan and digital media to the Owner. Delivery of these shall not relieve the Contractor of the responsibility of furnishing required information that may be omitted from the plans or digital media. Reproducible plans or digital media may be obtained for said use from the Engineer.

C. Controller Charts

1. Record Drawings shall be approved by the Owner before controller charts are prepared.
2. The Contractor shall coordinate with Owner maintenance staff to prepare Controller Charts.
3. Provide one (1) controller chart with updated information for the new irrigation system.
4. The chart shall show or explain the area controlled by the new irrigation system and shall be the maximum size that the controller door will allow.
5. The chart shall be either a reduced drawing or a written description of the actual record drawing system. In the event the controller sequence is not legible, which the drawing is reduced, it shall be enlarged to a size that is readable.
6. When completed and approved, the chart shall be hermetically sealed between two (2) pieces of plastic, each piece being a minimum ten (10) mils thick.
7. The controller charts shall be completed and approved prior to final observation of the irrigation system.

D. Operation and Maintenance Manuals

1. Prepare and deliver two (2) operation manuals as specified and as follows:
2. Approved irrigation Product information sheets shall be included. In addition, Product parts sheets, operational and maintenance manuals on every material and equipment installed under this contract including but not limited to:
 - a. Isolation Valves
 - b. Remote Control Valves
 - c. Pop-Up Rotators
 - d. Shrub Bubblers
 - e. Tree Root Watering Zones
 - f. Swing Joint Assemblies
3. Guarantee Statement for Irrigation System.

E. The above-mentioned material submittals, record drawings, controller charts, operations and maintenance manuals and guarantee statement for irrigation system shall be turned over to the Owner at the conclusion of the project. Before final observation can occur, written evidence that the Landscape Architect has received submittals must be provided by the Owner.

1.6 EQUIPMENT TO BE FURNISHED:

A. Irrigation Products to be Furnished

1. Supply as a part of this Contract the following tools:
 - a. Two (2) sets of special tools required for removing, disassembling, adjusting and locating each type of sprinkler, valve, valve box and splice box supplied on this project.
 - b. Two (2) isolation valve opening keys
 - c. Two (2) valves of each type used
 - d. Ten (10) Pop-Up Rotators
 - e. Ten (10) Shrub Bubblers
 - f. Two (2) Tree Root Watering Zones
 - g. Five (5) Swing Joint Assemblies
2. The above-mentioned equipment shall be turned over to the Owner at the conclusion of the project. Before final observation can occur, written evidence that Owner has received materials must be provided to the Owner.

1.7 OBSERVATION SCHEDULE

1.8 PRODUCT DELIVERY, STORAGE AND HANDLING

Handling of PVC Pipe and Fittings: The Contractor is cautioned to exercise care in handling, loading, unloading, and storing of PVC pipe and fittings. All PVC pipe shall be transported in a vehicle that allows the length of pipe to lie flat so as not to subject it to undue bending or

concentrated external load at any point. Any section of pipe that has been dented or damaged will be discarded and if installed replaced with new.

1.9 GUARANTEE

- A. The guarantee for the replacement/ repair of existing irrigation systems shall be made in accordance with the form shown on the following page. A copy of the guarantee form shall be provided to the Owner and to each affected, adjacent property owner. The guarantee form shall be re-typed onto the Contractor's letterhead and contain the following information:

GUARANTEE FOR IRRIGATION SYSTEM

We hereby guarantee that the portions of the sites irrigation systems that we have furnished and installed is free from defects in materials and workmanship, and the work has been completed in accordance with the Drawings and Specifications, ordinary wear and tear and unusual abuse or neglect accepted. We agree to repair or replace any defects in material or workmanship, which may develop during the period of one (1) year from date of final acceptance and also to repair or replace with originally specified materials. Any damage resulting from the repairing or replacing of such defects shall be replaced and repaired by the contractor at no additional cost to the Owner. We shall make such repairs or replacements within a 48-hour period, after receipt of written notice. In the event of our failure to make such repairs or replacements within said period after receipt of written notice from the Owner, we authorize the Owner to proceed to have said repairs or replacements made at our expense and we will pay the costs and charges therefore upon demand.

PROJECT: _____

LOCATION: _____

SIGNED: _____

ADDRESS: _____

PHONE: _____

DATE OF ACCEPTANCE: _____

PART 2 - PRODUCTS

2.1 MATERIALS

General: Use only new materials of brands and types noted on the Drawings specified herein or approved equals.

A. Backfill Material

1. Existing site material, if approved by the Owner, may be used for backfill material. Backfill material shall be free from organic materials, large clods of earth or rocks larger than one (1) inch diameter, trash, debris, rubbish, broken cement, asphalt material or other objectionable substances.
2. Imported backfill material, if required and as approved by the Owner, shall be clean Vina Loam soil or other approved material topsoil, with no large clods of earth or rocks larger than one (1) inch diameter.
3. Sand backfill shall be a fine, granular sand material backfill containing no foreign matter larger than one-half (1/2) inch in size.

B. Drainage Fill Material

1. Drainage fill material shall be three-quarter (3/4) inch washed, hard and durable, fragments of screened or broken stone or gravel.

C. Irrigation Pipe Sleeving

1. Irrigation Sleeve shall be PVC Schedule 40 with solvent-weld joints.
2. Pipe shall be made from NSF approved Type I, Grade I, PVC compound conforming to ASTM resin specification D1785. All pipes shall meet requirements set forth in Federal Specification PS-21-70. (Solvent-weld Pipe)

D. PVC Pressure Main Line Pipe and Fittings.

1. Pressure main line piping for sizes two and one half (2-1/2) inches and larger shall be PVC Class 315 pipe. Pipe shall be made from an NSF (National Sanitation Foundation) approved Type I, Grade I, PVC compound conforming to ASTM resin specification D2241. All pipes shall meet requirements as set forth in Federal Specification PS-22-70, with an appropriate standard dimension ratio (S.D.R. Pipe).
2. Pressure main line piping for sizes two (2) inch and smaller shall be PVC Schedule 40 with solvent-weld joints. Pipe shall be made from NSF approved Type I, Grade I, PVC compound conforming to ASTM resin specification D1785. All pipes shall meet requirements set forth in Federal Specification PS-21-70. (Solvent-Weld Pipe).
3. Main line fittings shall be PVC Schedule 40 solvent-weld fittings, 1-2; II-I NSF approved conforming to ASTM D2466.
4. All PVC pipe shall be marked continuously and permanently with the following information: Manufacturer's name, nominal pipe size, schedule or class of pipe, pressure rating in P.S.I. extrusion, NSF approval and date of extrusion.
5. All fittings shall bear the manufacturer's name or trademark, material designation, size, applicable I.P.S. schedule and NSF seal of approval.

6. All offsets from other pipes and from sides of trench shall be a minimum four (4) inches unless contractor receives written approval from the Owner

E. PVC Non-Pressure Lateral Line Piping

1. Non-pressure buried lateral line piping shall be PVC Schedule 40 with solvent-weld joints.
 - a. Pipe shall be made from NSF approved, Type I, Grade II, PVC compound conforming to ASTM resin specification D1785.
 - b. All pipes shall meet requirements set forth in Federal Specification PS-21-70.
3. PVC solvent-weld fittings shall be Schedule 40, 1-2; II-I NSF approved conforming to ASTM D2466.
4. Solvent cement and primer for PVC solvent-weld pipe and fittings shall be of the type and installed by the method specified by the manufacturers for each type of pipe.
5. All offsets from other pipes and from sides of trench shall be a minimum four (4) inches unless otherwise noted or contractor receives written approval from the Owner.

F. Concrete

1. ASTM Class B concrete shall be used for fill concrete and miscellaneous equipment pads.
2. Concrete shall have a 3,000-PSI compressive strength at 28 days and shall have maximum water to cement and dispersing agent ration of 56%. Concrete shall have a minimum cement content of 470 lbs. (5 bags) per cubic yard concrete. Nominal maximum size of coarse aggregate shall be three-quarter (3/4) inch.

G. PVC Threaded Nipples:

1. PVC Schedule 80 nipples shall be produced from extruded stock grade PVC compounds. No molded nipples shall be used.
2. PVC Schedule 80 nipples shall be made from NSF approved PVC compound conforming to ASTM D1784, Cell Classification 12454B

H. Electric Remote Control Valve

1. Remote control valves shall be of the same type, manufacturer and sizes as indicated on the Drawings and/or as specified herein or approved by the Owner.
2. Remote control valves shall have a glass-filled nylon construction with a flow control and manual bleed capability
3. Remote control valves shall be in the normally closed position unless otherwise noted.

I. Identification Products

1. Remote control valve tags shall be manufactured from polyurethane Behr Desopan, with a reinforced attachment hole and will be 2-1/4" x 2.3/4" in size. Valve identification tags shall be yellow in color with double sided stamped controller and valve designation.
2. Detection tape shall detectable marking tape consists of a 5.0 mil (0.005") thickness; five-ply composition; ultra-high molecular weight; 100 percent virgin polyethylene; acid, alkaline & corrosion resistant.
 - a. The tape tensile strength is in accordance with ASTM D882-80A and will not be less than 7800 PSI.

- b. Elongation properties are in accordance with ASTM D882-80A and are less than 150% at break point.
- c. Tape color & legend combination will be in accordance with A.P.W.A. or local requirements. The color is Blue. The legend reads "Caution Irrigation Line Buried Below".
- d. The tape will have a 2.0 mil (0.0020") solid aluminum foil core, encapsulated within 2.55 mil (0.00255") polyethylene backing.
- e. Tape width shall be four (4) inch in width.

J. Control Wiring

- 1. Connections between existing wire stub outs and the electric control valves shall be made with direct burial copper wire AWG-U.F. 600-volt. Pilot wires shall be red and common wires shall be white. Spare wires shall be yellow. Install in accordance with valve manufacturer's Specifications and wire chart. In no case shall wire size be less than #14.
- 2. All splices shall be made with 3M DBY wire splices or approved equal.
- 3. No splices between wire stub out and valve less than 500'.
- 4. All splices shall be placed in a Carson Model 1419 valve box with lock kit, a bolt down gray cover and bolt.

K. Control Wire Conduit

- 1. PVC Schedule 40 electrical conduit ASTM F-512 sizes as required, except as noted per plan.

L. Control Wire Pull Box

- 1. Control wire pull boxes shall be Carson Model 1419 valve box with lock kit, a bolt down gray cover and bolt. Extensions per detail.

M. Gate Valves

- 1. Gate valves shall be of the same type, manufacturer and sizes as indicated on the Drawings and as specified herein or approved equal.
- 2. Gate valves 2-1/2" and larger shall be resilient wedge and conform to AWWA standards. Gate valves shall be flange by flange with a two (2) inch square-operating nut.
- 3. Gate valves 2" and smaller shall be 125 lb. SWP bronze gate valve with ends. Gate Valves shall be equipped with a cast bronze cross handle.

N. Valve Boxes

- 1. Remote Control Valve Boxes for valve sizes 1-1/2" and 2" shall be green rectangular valve boxes 17-3/8" x 23-7/8" x 12", Carson model 1220 with a green cover and Bolt-Down Loc Kit (with bolt) or approved equal.
- 2. Remote Control Valves Boxes for valve sizes 1" shall be green rectangular valve boxes 14-1/2" x 19-1/2" x 12-1/4", Carson model 1419 with a green cover and Bolt-Down Loc Kit (with bolt) or approved equal.
- 3. Remote Control Valve Box Extensions shall be of the same manufacturer of the valve box or approved equal.

4. Electrical Pull Boxes and Wire Splice Boxes shall be gray rectangular valve box 14-1/2" x 19-1/2" x 12-1/4", Carson model 1419 with a gray cover and Bolt-Down Loc Kit (with bolt) or approved equal.
5. All remote-control valve boxes and electrical pull boxes shall be located in shrub planters unless otherwise shown on the Drawing or specified by the Owner.

O. Pop Up Rotator

1. Pop Up Rotator shall be of the same manufacturer and model as indicated on the drawings.
2. Pop Up Rotator bodies shall have a co-molded wiper seal, heavy duty spring, preinstalled check valve and pressure regulating stem.
3. Pop Up Rotator nozzles shall be color coded and adjustable arc

P. Pop Up Bubblers

4. Pop Up Bubblers shall be of the same manufacturer and model as indicated on the drawings.
5. Pop Up Bubbler bodies shall have a co-molded wiper seal, heavy duty spring and preinstalled check valve.
1. Pop Up Bubbler nozzles shall be color coded and pressure regulated

Q. Root Zone Watering System

1. Root Zone Watering System shall be of the same manufacturer and model as indicated on the drawings.
2. Root Zone Watering System shall have a pressure compensating bubbler, built in swing joint and durable locking cap.

PART 3 - EXECUTION

3.1 INSPECTION OF SITE

A. Site Conditions

1. All scaled dimensions are approximate. Prior to the start of work the Contractor shall meet with the Site Contractor to review and approve "turn over conditions" of the project area.
 - a. The Contractor shall be responsible to report discrepancies between Contract Documents and "take over conditions" to the Owner prior to start of work.
 - b. Discrepancies not reported shall become the Contractor's responsibility.
2. The Contractor shall check and verify all site water and electrical services and notify the Owner if site conditions have changed from those specified in the drawings.
3. The Contractor shall carefully check all grades to satisfy him that he may safely proceed before starting work on the irrigation system.
4. The contractor shall obtain permits and call for inspections as required by local codes and regulation. All installations shall conform to local codes and accepted construction practices.

3.2 PREPARATION

A. Physical Layout

1. Locations on Drawings are diagrammatic and approximate only and shall be changed and adjusted as necessary and as directed by Owner to meet existing conditions and obtain complete water coverage.
2. The Contractor shall install, repair, and/or extend the system as shown on the Drawings, and as necessary to carry out the intent of the Drawings and Specifications.

3.3 WATER AND ELECTRICAL SERVICES

- A. Water Supply - Coordinate with the Owner for the irrigation water supply points of connection as indicated on the Drawings. Field verify connection points prior to start of work. Contractor is responsible for any changes caused by actual site conditions. Notify the Owner of any discrepancies prior to beginning construction.
- B. Electrical Supply – Coordinate with the Owner for the irrigation 24volt wire points of connection as indicated on the drawings. Field verify connection points prior to start of work. Contractor is responsible for any changes caused by actual site conditions. Notify the owner of any discrepancies prior to beginning constructions.

3.4 INSTALLATION

A. Trenching

1. Dig trenches straight and support pipe continuously on bottom of trench. Lay pipe to an even grade. Trenching excavation shall follow layout indicated on the Drawings and as noted.
2. Provide for a minimum of eighteen (18) inches cover for all pressure lines.
3. Provide for a minimum of twelve (12) inches cover for all non-pressure lines.
4. Provide for a minimum of eighteen (18) inches cover for all control wiring.
5. Provide for a minimum of twenty-four (24) inches of cover for all pressure lines, non-pressure lines and control wiring under auto traffic areas.
6. Trench width shall be as needed to provide a minimum horizontal clearance between pipes and edges of trench.
7. No pipe shall be laid directly over another pipe.
8. See contract documents for vertical and horizontal pipe separation requirements.

B. Backfilling

1. The trenches shall not be backfilled, except for center loading, until all required tests are performed. All debris shall be removed prior to placement of backfill. Trenches shall be carefully backfilled with the materials approved for backfilling. Backfill shall be mechanically compacted in six (6) inch lifts to a dry density equal to adjacent undisturbed soil in landscaped areas. Backfill shall conform to adjacent grades without dips, sunken areas, humps or other surface irregularities.

2. Backfill main lines with a minimum of 6" of sand below piping and 6" of sand above the piping.
3. Backfill lateral lines with approved backfill material or approved imported soil. Backfill material shall be free from organic materials, large clods of earth or rocks larger than one (1) inch diameter, trash, debris, rubbish, broken cement, asphalt material or other objectionable substances.
4. If settlement occurs and subsequent adjustments in pipe, valves, sprinklers heads, lawn or planting, or other construction are necessary, the Contractor will make all the required adjustments without cost to the Owner.

C. Trenching and Backfilling Under Paving

1. Trenches located under areas where paving, asphaltic concrete or concrete shall be installed, shall be backfilled with sand, a layer six (6) inches below the pipe and six (6) inches above the pipe and compacted in layers to 95% compaction, using manual or mechanical tamping devices. All trenches shall be left flush with the adjoining grade.
2. Generally piping under existing walks is done by jacking, boring or hydraulic driving, but where any cutting or breaking of sidewalks and/or concrete is necessary, it shall be done and replaced by the Contractor as part of the Contract cost. Permission to cut or break sidewalks and/or concrete shall be obtained from the Owner in writing. No hydraulic driving shall be permitted under concrete paving.

D. Sleeving

1. Sleeving shall be installed for irrigation pressure main line pipe, non-pressure lateral pipe and electrical wiring that crosses pavement, walkways, paths, concrete, and other hardscape elements as needed whether shown on drawing or not.
2. Install irrigation and electrical sleeving as needed whether or not indicated on the Drawings. Contractor shall coordinate the installation of sleeving with the work of other trades. Sleeving shall extend a minimum of six (6) inches past hardscape.
3. Sleeves shall be sized to easily accommodate piping and/or control wiring as called for in the drawings leaving a minimum of 25% void space inside sleeve.
 - a. The contractor shall be responsible to verify sleeving sizes based on field verification of pipe and wire crossings.
4. Separate sleeves shall be provided for main line and lateral piping and 24V wiring.
5. Sleeves shall have both ends capped during installation to prevent dirt and debris from entering the sleeve.
6. Identify location of sleeve ends from two permanent points of reference and show on as-built plans.

E. PVC Pipe

1. Routing of irrigation pipe as indicated on the Drawings is diagrammatic. Install lines and various assemblies to conform to the details shown on the drawings.
2. Install irrigation main line a minimum of five (5) feet from tree locations to avoid conflict with mature rooting systems.
3. Install no multiple assemblies on plastic lines. Provide each assembly with its own outlet.
4. Install all assemblies specified herein in accordance with respective detail. In absence of detail Drawings or specifications pertaining to specific items required to complete work,

perform such work in accordance with best standard practice with prior approval of the Owner.

5. PVC pipe and fittings shall be thoroughly cleaned of dirt, dust and moisture before installation. Installation shall be as recommended by the pipe and fitting manufacturer.
6. PVC pipe shall be installed so that there will be a small amount of excess length in the pipe to compensate for contraction and expansion of the pipe. This shall be accomplished by "snaking" the pipe in the trench during installation.
7. Center load pipe with small amounts of backfill to prevent arching and slopping under pressure. Leave joints exposed for inspection during testing.
8. No water shall be permitted in the pipe until inspections have been completed and a period of at least 24 hours has elapsed for solvent weld setting and curing.
9. Plastic to metal connections shall be made with plastic male adapters and female metal adapter, hand tightened, plus one turn with a strap wrench. Teflon tape or approved equal shall be used on all threaded PVC to metal joints.
10. Solvent Weld Joint: Solvent weld pipe ends using solvent recommended by pipe manufacturer only.
11. Threaded joints shall be wrapped with Teflon tape as per manufacturer's instructions.
12. Flush all debris out of pipe prior to installing valves and heads.
13. In changing main line and lateral pipe depth, 45° elbows shall be used.
14. Install a detectable marking tape (12) inches below finish grade along the entire length of the main line run, including main line branches.
15. Trenching under and around existing trees shall be in accordance with the Tree Protection Measures as outlined on the Plans and Specifications.

F. Line Clearance

1. Irrigation lines shall have a minimum horizontal and vertical clearance of four (4) inches from each other. Parallel lines shall not be installed directly over one another.
2. Horizontal and vertical clearance of irrigation lines from lines from other trades shall be as per local codes and regulations.
3. Line clearances shall be inspected and approved by the Landscape Architect prior to backfilling trenches.

G. Gate Valves

1. Install as per details and manufacturer's specifications.
2. Install where shown on Drawings. Locate in valve boxes as per detailed.
3. Install one gate valve per valve box. Provide extension units as required as per details. Install valve boxes in shrub planting areas whenever possible.
4. Wherever possible, install gate valves and remote-control valves in groupings not to exceed a maximum of three (3) valves per group.

I. Electric Remote-Control Valves

1. Install as per details and manufacturer's specifications.
2. Install where shown on Drawings. Locate valve boxes twelve (12) inches from, and perpendicular to walk, curb, header board, etc., for easy access.
3. Install one (1) remote control valve per valve box. Provide extension units as required so as valve is protected by adjacent native soil. Install valve boxes in shrub planting areas whenever possible.

4. Provide eighteen (18) inch expansion loop at all electrical connections within control valve boxes.
5. Install a T.Christy I.D. tag on all valves identifying the Satellite Controller Assembly and station number of the valve. Attach the identification tag to the valve stem using a nylon cable tie.

J. Control Wiring

1. Install control wiring in the same trench and along the same route as the pressure supply line whenever possible.
2. Control wiring shall be installed in PVC Schedule 40 conduit.
3. Provide an eighteen (18) inch expansion curl in valve boxes, pull boxes and splice boxes.
4. Control valve wire and spare wire splices allowed only on runs of more than 500 feet.
5. An expansion curl shall be provided within three (3) feet of each wire connection. Expansion curl shall be of eighteen (18) inches in length at each splice connection and at each remote-control valve, so that in case of repair, the valve bonnet or splice may be brought to the surface without disconnection of the control wires.
6. All splices shall be made in a valve box or an electric box.
7. All control wire splices shall be made with waterproof connectors that use a mechanical clamp.
8. Use one waterproof connector per splice.

K. Conduit

1. Install remote control wire in PVC Schedule 40 conduit.
2. The ends of the conduits, whether shop or field cut, shall be reamed to removed burrs and rough edges. Cuts shall be made square and true.
3. Install conduit couplers on pipe ends when in direct contact with remote control wires.
4. The ends of the conduit shall be capped until the pulling of wiring is started. Conduit shall be free of soil and debris.
5. Conduit bends, except factory bends, shall have a radii of not less than six times the inside diameter of the conduit.
6. Install pull boxes at changes in direction.
7. Install pull boxes where depicted on drawings and no more than every 500' along the conduit route (unless compelling conditions require additional pull boxes). Remote control valve boxes, pull boxes used for changes in direction and splice boxes may be used to satisfy this requirement.
8. Install pull tape in conduit.

L. Valve Boxes

1. Install valve boxes in shrub planter areas wherever possible, except as indicated on plan.
2. No valve boxes shall be installed in walk-ways, concrete, roadways, etc.
3. Install valve boxes as per details unless otherwise noted on plans.
4. Do not install more than three (3) valve boxes in any one single group.

M. Electric Boxes

1. Install electrical pull boxes at wire splice locations and as per details.
2. Install pull boxes at changes in direction and depth.
3. Install pull boxes where depicted on drawings and no more than every 500' along the conduit route (unless compelling conditions require additional pull boxes). Remote control valve boxes, pull boxes used for changes in direction and splice boxes may be used to satisfy this requirement.

O. Flushing of System - After new irrigation mainline, valves, laterals and swing joints are in place and connected, all necessary diversion work is complete, and prior to installation of irrigation heads, the control valves shall be opened, and a full head of water shall be used to flush out the system.

P. Pop Up Rotators

1. Install Pop Up Rotators as detailed on the Drawings and per approved submittals.
2. Pop Up Rotators shall be installed plumb and vertical to finish grade unless otherwise noted on plan
3. Replace all clogged nozzles with new nozzles.
4. Adjust rotator arcs and radii as needed to prevent overspray onto hardscape, walkways, buildings etc.
5. Spacing of heads shall not exceed the maximum indicated on the Drawings. In no case shall the spacing exceed the maximum recommended by the manufacturer.
6. Swing joints shall be in accordance with the details and approved submittals.
7. Add additional heads as needed to provide head to head coverage with no additional cost to Owner.

R. Pop Up Bubblers

1. Install Pop Up Bubblers as detailed on the Drawings and per approved submittals.
2. Pop Up Bubblers shall be installed plumb and vertical to finish grade unless otherwise noted on plan.
3. Flush irrigation lines clear of dirt and debris prior to installing bubblers.

S. Root Zone Watering System

1. Install Root Zone Watering System as detailed on the Drawings and per approved submittals.
2. Root Zone Watering System shall be installed plumb and vertical to finished grade.
3. Flush irrigation line clear of dirt and debris prior to installing Root Zone Watering Systems.

3.5 SYSTEM ADJUSTMENT

- A. The Contractor shall flush and adjust all irrigation heads for optimum performance and to prevent over-spray onto walks, windows, roadways, and buildings.
- B. If it is determined that adjustments in the irrigation equipment shall provide proper and more adequate coverage, the Contractor shall make such adjustments after written approval by the Owner. Adjustments shall include changes in head locations, nozzle size and degrees of arc as required without additional contract costs.

- C. If it is determined that any irrigation equipment is improperly installed, the contractor shall reinstall the equipment to conform to contract documents.
- D. All irrigation heads shall be set perpendicular to finished grades unless otherwise designated on the Drawings.

3.6 TESTING OF THE IRRIGATION SYSTEM

- A. The Contractor shall request the presence of the Landscape Architect at least two (2) working days in advance of observation.
- B. Open Trench pipe observation.
- C. Coverage Test
 - 1. Perform a rotator coverage test in the presence of the Landscape Architect to determine if the water coverage for landscape areas is complete and adequate.
 - 2. A coverage test shall be performed after the irrigation system is completed, an irrigation water audit has been performed and recommended adjustments to the irrigation system are complete.
 - 3. Furnish all materials and perform all work required to correct any inadequacies of coverage due to deviations from the Drawings or where the system has been willfully installed as indicated on the Drawings, when it is obviously inadequate without bringing this to the attention of the Landscape Architect.
 - 4. The rotator coverage test shall be completed and approved before landscape material is planted.

3.7 FINAL ACCEPTANCE

- A. Upon completion of all project work, including maintenance period and warranty period the Owner will, upon proper request, make an observation to determine final project acceptability.
- B. Where observed work does not comply with the Plans and Specifications, replace rejected work and continue specified maintenance period until re-inspected by the Landscape Architect and determined to be acceptable. All replacement materials and installations shall be in accordance with the Plans and Specifications. Remove rejected work and materials immediately from project.

1.10 TEMPORARY REPAIRS

The Owner reserves the right to make temporary repairs as necessary to keep the irrigation system in operating condition. The exercise of this right shall not relieve the Contractor of his responsibilities under the terms of the guarantee as herein specified.

1.11 MAINTENANCE

Provide maintenance as per "Landscape Maintenance"

1.12 CLEAN-UP

Clean up shall be made as each portion of work progresses. Refuse and excess dirt shall be removed from site. All walks and paving shall be broomed or washed down, and any damage sustained to the work of others shall be repaired to original conditions acceptable to the Owner.

1.13 INSPECTION SCHEDULE

- A. The Contractor shall be responsible for notifying the Landscape Architect in advance for the following observations according to the time indicated:
 - 1. Staking points of connection, location of irrigation main lines, remote control valves— two (2) working days
 - 2. Open trench observation - two (2) working days
 - 3. Coverage test (after finish grade approval and prior to planting) - two (2) working days
 - 4. Substantial Completion - two (2) working days
 - 5. Final Acceptance - two (2) working days
- B. No site visits shall commence without all items noted in previous Observation Reports, either completed or remedied, unless such compliance has been waived. Failure to accomplish punch list tasks or prepare adequately for desired observations shall make the Contractor responsible for reimbursing the Landscape Architect at his current billing rates per hour, plus transportation costs.
- C. Normal progress observations shall be requested by the Contractor from the Landscape Architect as per specifications.
- D. No final observation shall commence without Record Drawings. In the event the Contractor calls for an observation without Record Drawings, without completing previously noted corrections or without preparing the system for observations, he shall be responsible for reimbursing the Owner or Landscape Architect at the hourly rate in effect at the time of the observation (plus transportation costs) for the inconvenience. No further observations will be scheduled until this charge has been paid.

END OF SECTION 328400

SECTION 329000 - PLANTING

PART I - GENERAL

1.01 CONDITIONS

- A. The general provisions of the Contract, including General and Supplementary Conditions and General Requirements (if any) apply to the work specified in this Section.

1.02 SCOPE OF WORK

- A. Furnish all labor, material, equipment, and services necessary to provide all landscape work, complete in place, as indicated on Drawings and specified herein.

Work specified in this Section, but is not limited to the following:

1. Soil preparation
2. Decomposed Granite Pathways
3. Landscape Fabric
4. Planting
5. Fertilizer
6. Tree Staking
5. Hydroseeding
6. Sodding
7. Clean-up

- B. Related Work Specified in Other Sections

2. SECTION 32 8400 – PLANTING IRRIGATION

3. SECTION 32 0190 – OPERATIONS AND MAINTENANCE OF PLANTING

1.03 QUALITY ASSURANCE

- A. Source Quality Control

1. Submit documentation to the City Representative at least sixty (60) days prior to start of planting that all plant material has been ordered. Arrange procedure for observation of plant material with the City at time of submission.
2. Plants shall be subject to observation and approval of the City Representative upon delivery for conformity to specifications. Such approval shall not impair the right of observation and rejection during progress of the work.

1.04 PRODUCT DELIVERY, STORAGE, AND HANDLING

A. Delivery

1. The Contractor, upon request by the City, shall provide receipts, delivery tickets, load tickets, etc. of all items delivered to the job site to verify products and total quantities.
2. Deliver fertilizer to site in original unopened containers bearing manufacturer's guaranteed chemical analysis, name trademark, and conformance to State Law.
3. Deliver plants with legible identification labels.
 - a. Label trees, evergreens, bundles of containers of like shrubs, or ground cover plants.
 - b. State correct plant name and size indicated on plant list.
 - c. Use durable waterproof labels with water-resistant ink which will remain legible for at least sixty (60) days.
7. Protect plant material during delivery to prevent damage to root ball or desiccation of leaves.
8. The Contractor shall notify the City Representative forty-eight (48) hours in advance of delivery of all plant materials for observation either at the site or at the local nursery.

B. Storage

1. Store plant material in shade and protect from weather.
2. Maintain and protect plant material. Contractor shall be responsible for replacement of material due to theft or vandalism.

C. Handling

1. Do not drop plant materials.
2. Do not pick up container plant material by stems or trunks.

1.05 JOB CONDITIONS

- A. Planting: Perform actual planting only when weather and soil conditions are suitable in accordance with locally accepted practice.
- B. Scheduling: Install trees, shrubs, and ground cover plant material before lawn areas are installed and after irrigation system is operable.
- C. Protect work and materials from damage due to construction operations by other contractors and trades and by vandalism. Maintain protection during installation and maintenance period.

1.06 SAMPLES AND TESTS

- A. The City Representative reserves the right to take and analyze samples of materials for conformity to specifications at any time. The Contractor shall furnish samples upon request by City Representative. Rejected materials shall be immediately removed from the site at

Contractor's expense. Cost of testing of materials not meeting specifications shall be paid by the Contractor.

B. Contractor shall submit sample of decomposed granite, garden soil, and landscape fabric to Landscape Architect and City Representative for approval prior to installation.

C. Soil analysis for turf and planting areas shall be performed as noted on planting plans.

1.07 GUARANTEE AND REPLACEMENT

A. Guarantee: All plant material and other materials installed under the Contract shall be guaranteed against any and all poor, inadequate, or inferior materials and/or workmanship for a period of one (1) year. Any plant found to be dead or not in a satisfactory or healthy condition due to faulty materials, workmanship, or improper maintenance as determined by the City Representative, shall be replaced by the Contractor at his expense.

B. Replacement: Any materials found to be dead, missing, or not in a satisfactory or healthy condition during the maintenance period shall be replaced immediately. The City Representative shall be the sole judge as to the condition of material. Material to be replaced within the guarantee period shall be replaced by the Contractor within fifteen (15) days of written notification by the City Representative. All replacement materials and installation shall comply with the Drawings and Specifications.

PART 2 - PRODUCTS

2.01 GENERAL

All materials shall be of standard, approved, and first-grade quality and shall be in prime condition when installed and accepted. Any commercially processed or packaged material shall be delivered to the site in the original unopened container bearing the manufacturer's guaranteed analysis. The Contractor shall supply the City Representative with a sample of all supplied materials accompanied by analytical data from an approved laboratory source illustrating compliance of bearing the manufacturer's guaranteed analysis.

2.02 PRODUCTS

A. Soil Conditioner

1. Gro-Power Plus: Humus (bacteria included based fertilizer and soil conditioner) with soil penetrant shall consist of the following percents by weight:

5 %	nitrogen
3 %	phosphoric acid
1 %	potash
50 %	humus
15 %	humic acids

B. Soil Amendment

1. Nitrogen Stabilized Shavings: 0.56 to 0.84% N based on dry weight for fir bark mulch, treated with relative form of nitrogen (NH₃).

- a. Particle Size: 95% - 100% passing 6.35 mm standard sieve.

80% - 100% passing 2.33 mm standard sieve.

- b. Salinity: The saturation extract conductivity shall not exceed 3.5 mil/centimeter at 25 degrees (25°) centigrade as determined by saturation extract method.
- c. Iron Content: Minimum 0.08% dilute acid soluble Fe on dry weight basis.
- d. Ash: 0 - 6.0% (dry weight).

C. Fertilizer

- 1. Fertilizer: Shall be Gro-Power Plus (bacteria included) with soil penetrant and shall consist of the following percents by weight:

5% nitrogen
3% phosphoric acid
1% potash
50% humus
15% humic acid

- 2. Fertilizer: Shall consist of the following percents by weight:

6% nitrogen
20% phosphoric acid
20% potash

- 3. Ammonia Sulfate: Shall consist of the following percents by weight:

21% nitrogen
0% phosphoric acid
0% potash

- 4. Turf Starter Fertilizer: Shall consist of the following percents by weight:

16% nitrogen
6% phosphoric acid
8% potash

- 5. Planting Tablets: Slow-release 21 gram tablets as manufactured by Agriform or approved equal, containing the following percent-ages of nutrients by weight:

20 % nitrogen
10 % phosphoric acid
5 % potash

- 6. Inoculum: Shall be GroLife Mycorrhizal Inoculum / Soil Conditioner.

D. Imported Soil

- 1. Imported soil shall be obtained from a source approved by the Landscape Architect.
- 2. Imported topsoil shall be of friable sandy-loam texture free of refuse, roots, heavy or stiff clay, rocks, sticks, brush, or other deleterious materials. Topsoil acidity range (pH) shall be between 6.5 to 7.5 containing a minimum of 4% and a maximum of 25% organic matter. Topsoil shall be free of all noxious weeds. Topsoil samples and analysis shall be

submitted to the Landscape Architect for approval prior to delivery of any soil to the project site. Should the Landscape Architect reject any portion of the delivered soil, for any reason, it shall be removed immediately at no cost to the City.

3. Topsoil, if rejected, shall be amended to meet specifications. Submit amended topsoil analysis to Landscape Architect for verification.

E. Plant Material

1. The plant material indicated on the Drawings by the listed names shall conform to "Standard Plant Names", second edition, except for names not covered there in, the established customs of the nursery trade is followed. All plants shall be true to name, above one of each bundle or lot shall be tagged with the name and size of the plant, in accordance with the standards of practice recommended by the American Association of Nurserymen. All plant materials shall meet the specifications of Federal, State, and County laws, requiring observation for plant diseases and insect infestations. Plants shall be symmetrical, typical for variety and species, sound, healthy, vigorous, free from plant diseases, insect pests or other eggs, and shall have healthy, normal root systems, while filling their containers, but not to the point of being root bound. Use only plant materials that are first class representative of the species and cultivars specified and that conform to all State and local laws governing the sale, transportation and observation of plant materials. Plants shall have straight, single trunks, unless otherwise specified on the plans. Those specified to be multi-trunk shall have at least three (3) main leaders from the base. Any and all plants that have any encircling roots (not root bound) shall have root balls lightly slashed on a minimum of three (3) sides to stop encircling root growth. The height and spread of all plant materials shall be measured with branches in their normal position. Sizes of plants shall be as stated on the plant list, five and fifteen (5 & 15) gallon container stock shall have been grown in that container not less than six (6) months, but shall not have been overgrown in the containers so as to have become root bound.
2. The size of the plants will correspond with that normally expected for species and variety of commercially available nursery stock or as specified in the Special Conditions or Drawings. The minimum acceptable size of all plants, measured before pruning with the branches in normal position, shall conform with the measurements, if any, specified on the Drawings in the list of plants to be furnished. Plants larger in size than specified may be used with the approval of the Landscape Architect, but if the use of larger plants is approved, the ball of earth or spread of roots for each plant will be increased proportionally. Plant material shall conform to the following Specifications for container stock:

SHRUBS

<u>SIZE</u>	<u>TYPE</u>	<u>EXAMPLE</u>	<u>HEIGHT</u>	<u>SPREAD</u>	<u>CALIPER</u>
1 Gal.	low growing	Pitt. tobira - etc.	8-10"	6-8"	
1 Gal.	tall growing	Pitt. eugen. - etc.	10-12"	6-8"	
5 Gal.	low growing	Pitt. tobira - etc.	15-18"	15-18"	
5 Gal.	tall growing	Pitt. eugen. - etc.	24-30"	15-18"	
15 Gal.	low growing	Pitt. tobira - etc.	30-36"	30-36"	
15 Gal.	tall growing	Pitt. eugen. - etc.	42-48"	36-42"	

TREES

5 Gal.	slow growing	Quercus - etc.	5-6'	12-18"	1/4 - 1/2"
5 Gal.	fast growing	Euc. - Prunus - etc.	6-7'	12-18"	1/2 - 3/4"
15 Gal.	slow growing	Quercus - Pyrus - etc.	7-8'	24-30"	3/4 - 1"
15 Gal.	fast growing	Euc. - Prunus - etc.	8-10'	30-36"	1- 1 1/4"
24" Box	slow growing	Quercus - Pyrus - etc.	8-10'	3-4'	1 1/2-1 3/4"
24" Box	fast growing	Euc. - Prunus - etc.	10-12'	4-5'	1 3/4-2 1/2"
30" Box	slow growing	Quercus - Pyrus - etc.	12-14'	6-7'	2 1/2 - 3"
30" Box	fast growing	Euc. - Prunus - etc.	12-14'	6-7'	2 1/2 - 3"
36" Box	slow growing	Quercus - Pyrus - etc.	14-16'	8-10'	2 1/2 - 3"
36" Box	fast growing	Euc. - Prunus - etc.	14-16'	8-10'	2 1/2 - 3"
36" Box	fast growing	Euc.- Prunus - etc.	14-16'	8-10'	2 1/2 - 3"

3. All plants not conforming to the requirements herein specified, shall be considered defective and such plants, whether in place or not, shall be marked as rejected and immediately removed from the site of the work and replaced with new plants at the Contractor's expense. The plants shall be of the species, variety, size, and condition specified herein or as shown on the Drawings. Under no conditions will there be any substitution of plants or sizes listed on the plans, except with the expressed written approval of the City Representative.
4. At no time shall trees or plant materials be pruned, trimmed, or topped prior to delivery and any alteration of their shape shall be conducted only with the approval and when in the presence of the City Representative and/or as noted on the Planting Specifications.
5. Nursery Grown and Collected Stock
 - a. Plant materials shall conform with the best edition of ANSI Z60.1-1990 American Standard for Nursery Stock.
 - b. Grown under climatic conditions similar to those in locality of project.
 - c. Container-grown stock in vigorous, healthy condition, not root bound or with root system hardened off.
 - d. Use only linear stock plant material which is well established in removable containers or formed homogeneous soil sections.
6. Ground Cover: Ground cover plants shall be grown in flats, peat pots, or taken as cuttings, as indicated on the plans. Flat grown plants (rooted cuttings) shall remain in those flats until transplanting. The flat's soil shall contain sufficient moisture so that it will not fall apart when lifting the plants. If plants from peat pots are used, the pots shall be protected at all times prior to planting to prevent unnecessary drying of the rootball.

F. Tree Staking Material

1. Stakes for Tree Support
 - a. Wood Tree Stakes: Lodge pole pine stakes full-length treated with copper naphthenate. Minimum nominal size: two inches in diameter x eight feet (2"x 8') long and pointed at one (1) end (adjust length to fit tree). Stakes shall be free from knots, checks, splits, or disfigurements.
2. Ties

- a. 24" length cinch tie as manufactured by V.I.T. Company
1-714-871-2309 or approved equal.
3. Duckbill Total System tree anchor kit with white vinyl coated cable by Foresight
Products, Inc., 1-800-325-5360.
 - a. Safety sleeve one-half (1/2) inch black polyethylene tubing.

G. Mulch

1. Mulch shall be walk-on fir bark mulch as manufactured by Lassen Forest Products, Red
Bluff CA., 1-800-621-8557 or approved equal.
2. The mulch shall consist of fir bark mulch with a particle range of three-quarter to one and
one-half (3/4 - 1 1/2) inch in diameter. Shredded redwood bark ("gorilla hair") is not
acceptable.

H. Sod

1. Sod varieties shall be as specified on Drawings. Sod shall be healthy, weed free, and
obtained from a certified sod growing nursery or farm.
2. All sod shall be cut within twenty-four (24) hours prior to installation.
3. Sod shall not have netting material.

I. Hydro-Seed Mix

1. Seed mix shall be as specified on the Drawings.
2. Seed shall be weed free, fresh, re-cleaned, Grade A, new crop, consisting of the
percentages of mix as specified. Seed shall be labeled in accordance with the U.S.
Department of Agriculture Rules and Regulations under the Federal Seed Act presently in
effect.
3. Seed shall be provided from and mixed by a certified dealer. Seed mixture shall be
labeled with manufacturer's guaranteed analysis, germination rate, and purity rate.

J. Wood Cellulose Fiber Mulch (Hydromulching)

1. Mulch shall be especially prepared wood cellulose fibers with no growth or gemination
inhibiting factors, and dyed green to facilitate visual metering during application. Mulch
shall be equal to Silva-Fiber as manufactured by Weyerhaeuser Company, Tacoma,
Washington. Wood cellulose fiber shall have additional characteristics of dispersing
rapidly in water to form a homo-generous slurry and remain in such state when agitated in
the hydraulic mulching unit.
2. When applied, the wood cellulose fiber must form an absorptive mat but not a plant
inhibiting membrane, which will allow moisture to percolate into the underlying soil. The
wood cellulose fiber mulch shall be supplied compressed in packages containing fifty (50)

pounds of material having an equilibrium air dry moisture content at time of manufacture of 12% plus or minus 2.

K. Binders

1. "AM-TAC" (AZ-TAC Products, Inc.) tackifier to bind fiber mulch to prevent erosion.

L. Fungicide

1. "Subdue" (Cibiba-Geigy) or approved equal.
2. Sod Planting – Fungicide labeled for fungi known to effect turf grass in Northern Central Valley or Northern California.

M. Pre-emergent

1. Pre-emergent, as approved by the Landscape Architect, prevent annual weed development in hydromulch applications. Do not use in hydromulch mixes incorporating annual wildflower or grass seeds.

N. Weed Control

1. Use Enide (Upjohn), Dymid (Elanco Products Co.), Treflan, Eptan, Surflan, or approved equal.

O. Root Barrier

1. By Deep Root Corp. model numbers LB-12-2 and LB-18-3 or approved equal.

PART 3 - EXECUTION

3.01 OBSERVATION

The City Representative to verify that final grades have been established prior to beginning planting operations. The Landscape Architect to observe, shrubs and liner stock plant material for injury, insect infestation, and trees and shrubs for improper pruning. Do not begin planting of trees until deficiencies are corrected or plants replaced.

3.02 LAYOUT OF PLANTING AREAS

- A. Stake or mark with lime locations for plants and outline of planting beds on ground. Do not begin excavation until plant locations and plant beds are acceptable to the Landscape Architect. The irrigation system shall be operational and approved prior to planting.
- B. Locations for plants and outlines of areas to be planted shall be marked on the ground by the Contractor before any plant pits are dug. All such locations shall be approved by the Landscape Architect. If an underground construction or utility line is discovered prior to work, other locations for planting may be selected by the Landscape Architect.

3.03 INSTALLATION

- A. Preparation of planting areas excluding hydroseed areas:

1. After approximate finished grades have been established, soil shall be conditioned and fertilized in the following manner. Soil conditioner shall, at the following rate, be uniformly spread and cultivated thoroughly by means of mechanical tiller into the top six (6) inches of soil.

Turf Areas:

- a. Twenty one (21) pounds of NPK6-20-20 per 1,000 square feet.
- b. Three (3) cubic yards of nitrogen stabilized shavings per 1,000 square feet.
- c. One half (0.5) pound zinc sulfate per 1,000 square feet.
- d. Two (2) pounds ammonium sulfate per 1,000 square feet.

All other planters:

- a. Amend per soil analysis in section 1.06 samples analysis test.
2. All soil areas shall be compacted and settled by application of heavy irrigation to a minimum depth of twelve (12) inches.
 3. At time of planting, the top six (6) inches of all areas to be planted shall be free of stones, stumps, or other deleterious matter one (1) inch in diameter or larger, and shall be free from all wire plaster, or similar objects that would be a hindrance to planting and maintenance. All rock larger than 1 inch to be removed by mechanical means, either by sieve for loose rock and by heavy equipment if solid bedrock.

B. Final Grades

1. Finished grading shall insure proper drainage of the site. Conform to specification SECTION 31 22 00 SITE GRADING.
2. The following areas shall be graded so that the final grades shall be established below adjacent paved areas, sidewalks, valve boxes, clean outs, area drains, curbs, etc. as follows:
 - a. Shrub/ground cover areas: 2-1/2 inches.
 - b. Sod areas: 1-1/2 inches.
 - c. Hydroseed areas: 1/2 inch.
3. Surface drainage shall be away from all building foundations, where applicable.
4. Dispose of excess or soil on site per direction of City Representative.

3.04 PLANT INSTALLATION

A. General

1. Actual planting shall be performed during those periods when weather and soil conditions are suitable and in accordance with locally accepted practice, as approved by the City Representative.
2. Only as many plants as can be planted and watered on that same day shall be distributed in a planting area.

3. Container shall be opened and plants shall be removed in such a manner that the ball of earth surrounding the roots is not broken and they shall be planted and watered as herein specified immediately after removal from the containers. Containers shall not be opened prior to placing the plants in the planting area.

B. Layout of Major Plantings

1. Locations for plants and outlines of areas to be planted shall be marked on the ground by the Contractor before any plant pits are dug. All such locations shall be approved by the Landscape Architect. If an underground construction or utility line is discovered prior to work, other locations for planting may be selected by the Landscape Architect.

C. Planting of Trees and Shrubs

1. Excavation for planting shall include the stripping and stocking of all acceptable topsoil encountered within the areas to be excavated for trenches, tree holes, plant pits, and planting beds.
2. Excess soil generated from the planting holes and not used as backfill or in establishing the final grades shall spread nearby on site or removed offsite as directed by City Representative.
3. Excavating for Planting:
 - a. Shape
 - i. Vertical sides and flat bottom.
 - ii. Plant pits to be square for box material, circular for canned material.
 - iii. Scarify sides and bottom of each pit.
 - b. Size: All trees and shrubs shall have planting pits dug twice the diameter of the root ball. Backfill around the root ball with prepared backfill mix.
4. Protect all areas from excessive compaction when trucking plants or other materials to planting site.
5. Container Removal
 - a. Cut container on two (2) sides with an acceptable can cutter.
 - b. Do not injure the root ball.
 - c. Do not cut cans with spade or ax.
 - d. Carefully remove plants without injury or damage to root ball.
 - e. After removing plant, manually scarify root ball to loosen perimeter roots.
6. Box Removal
 - a. Remove bottom of plant boxes before planting.

- b. Remove sides of box without damage to root ball after positioning plant and partially backfilling.
7. Center plant in pit.
8. Face plants with fullest growth into prevailing wind.
9. Set plant plumb and hold rigidly in position until soil has been tamped firmly around ball roots.
10. Remainder of planting pit shall be backfilled with:
 - a. Amended soil per Soil Analysis and Drawing Detail.
 - b. Grow Power-Plus per rate of manufacture's recommendations.
 - c. Specified type and quantity of planting tablets.
11. All plants which settle shall be raised to the correct level. After the plant has been placed, additional backfill shall be added to the hole to cover approximately one-half (1/2) of the height of the root ball. Water shall be added to the top of the partly filled hole to thoroughly saturate the root ball and adjacent soil.
12. After the water has completely drained, planting tablets shall be placed adjacent to but not in contact with root ball:
 - a. One (1) tablet per 1-gallon container.
 - b. Two (2) tablets per 5-gallon container.
 - c. Three (3) tablets per 15-gallon container.
 - d. Four (4) tablets per 24" box.
 - e. Five (5) tablets per 30" box.
 - f. Six (6) tablets per 36" box.
 - g. Seven (7) tablets per 42" box.
 - h. Eight (8) tablets per 48" box and larger box sizes.
13. The remainder of the hole shall be backfilled.
14. After backfilling an earthen basin shall be constructed around each plant. Each basin shall be of a depth sufficient to hold at least two (2) inches of water. Basin shall be of a size suitable for the individual plant. In no case shall the basin for fifteen (15) gallon plant be less than four (4) feet in diameter; a five (5) gallon plant less than three (3) feet in diameter. The basins shall be constructed of amended backfill materials, and shall not be constructed for trees in turf areas. Edge of planter to be 2-1/2" below finish grade to allow for bark and prevent spilling onto sidewalk and existing parking lot.
15. Pruning: Pruning shall be limited to the minimum necessary to remove injured twigs and branches and to compensate for loss of roots during transplanting, but never to exceed one-third (1/3) of the branching structure. Upon approval of the City, pruning may be done before delivery of plant, but not before plants have been observed and approved. Cuts over three-quarter (3/4) inch in diameter shall be painted with tree wound paint. Prune as per specifications SECTION 02970 - LANDSCAPE MAINTENANCE.
16. Staking and Guying.
 - a. Staking of all trees shall conform to tree staking and tree guying details.

- b. Flagging: All guys are to be flagged 90% of the wire length and shall be covered with black polyethylene one-half (1/2) inch diameter tube.
- c. One (1) tree of each size shall be staked and approved by the City prior to continued staking.

D. Planting of Ground Cover

- 1. Ground cover shall be planted in straight rows and evenly spaced, unless otherwise noted, and at intervals called out in the Drawings. Triangular spacing shall be used unless otherwise noted on the Drawing.
- 2. Each rooted plant shall be planted with its proportionate amount of flat soil or in a peat pot in a manner that will insure minimum disturbance of the root system, but in no case shall this depth be less than two (2) nodes. To avoid drying out, planting shall be immediately irrigated after planting until the entire area is soaked to the full depth of each hole, unless otherwise noted on the Drawing.
- 3. Care shall be exercised at all times to protect the plants after planting. Any damage to plants by trampling or other operations of this Contract shall be repaired immediately.

E. Sod Planting

- 1. Soil Preparation: As per paragraph 3.03 A.
- 2. Grading and Rolling: Carefully smooth all surfaces to be sodded. Roll area to expose soil depressions or surface irregularities. Regrade as required.
- 3. Fertilizing: Spread turf fertilizer (16-6-8) onto the soil evenly at the rate of four (4) pounds per 1,000 square feet of lawn area.
- 4. Laying sod: Lay first strip of sod along a straight line (use a string in irregular areas). Butt joints tightly, but do not overlap edges. Gaps in sod will not be acceptable. On second strip, stagger joints. Use a sharp knife to cut sod to fit curves, edges and irrigation heads.
- 5. Watering: Do not lay whole lawn before watering. When a conveniently large area has been sodded, water lightly to prevent drying. Continue to lay sod and to water until installation is complete.
- 6. Rolling sod: After laying all sod, roll lightly to eliminate irregularities and to form good contact between sod and soil. Avoid a very heavy roller or excessive initial watering which may cause roller marks.
- 7. Irrigation: Water thoroughly the completed lawn surface. Soil should be moistened at least eight (8) inches deep. Repeat irrigation at regular intervals to keep sod moist at all times until rooted. After sod is established, decrease frequency and increase amount of water per application as necessary.
- 8. Replacement: Replace all dead or dying sod with equal material as directed by the City.

F. Weed Control

1. Apply weed control to all non-turf areas after completion of all planting and one (1) complete watering (to "set" plants).
2. Apply as per manufacturer's specifications.

H. Fungicide

1. Apply fungicide to all turf following installation.
2. Apply as per manufacturer's specifications.
3. After initial application apply at two-week intervals as required to prevent fungus until end of maintenance period.

J. Hardpan Conditions

1. Where hardpan exists, whether it is in the form of caliche or other impervious clay, and it is within the top two-and-one-half feet (2-1/2') of soil, use powered equipment to break through completely at each plant location to allow drainage and root growth. Remove hardpan at least one-and-one-half feet (1-1/2') greater than the rootball diameter of plant. Backfill with soil mix as specified.
2. Where hard pan is within the first twelve (12) inches of soil, it shall be completely penetrated for all trees and shrubs.

3.05 OBSERVATION SCHEDULE

- A. The Contractor shall be responsible for notifying the City Representative in advance for the following observations according to the time indicated:
1. Pre-construction conference - 7 days.
 2. Rough grade review - 48 hours.
 3. Irrigation equipment and mow curb layout. – 48 hours.
 4. Controller and backflow preventer installation review – Not for this project.
 5. Irrigation pressure line and lateral line installation and testing - 48 hours.
 6. Irrigation coverage test - 48 hours.
 7. Finish grade review - 48 hours.
 8. Plant material review - 48 hours.
 9. Plant layout review - 48 hours.
 10. Soil preparation, plant layout, and planting operations. One (1) tree with each type of specified shall be approved prior to planting of trees - 48 hours.
 11. End of landscape installation - 48 hours.

12. End of landscape maintenance/Final Acceptance - 48 hours.

- B. No site visits shall commence without all items noted in previous Observation Reports either completed or remedied, unless such compliance has been waived. Failure to accomplish punch list tasks or prepare adequately for desired observations shall make the Contractor responsible for reimbursing the City at current billing rates per hour, plus transportation costs.

3.06 CLEAN UP

After all planting operations have been completed; remove all trash, excess soil, empty plant containers, or rubbish from the property. All scars, ruts, or other marks in the ground caused by this work shall be repaired and the ground left in a neat and orderly condition throughout the site. The Contractor shall pick-up all trash resulting from this work no less frequently than each Friday before leaving the site, once a week, and/or the last working day of each week. All trash shall be removed completely from the site. The Contractor shall leave the site area broom-clean and shall wash down all paved areas within the Contract area, leaving the premises in a clean condition acceptable to the City Representative.

3.07 LANDSCAPE MAINTENANCE

Provide Landscape Maintenance as per SECTION 32 0190 – OPERATIONS AND MAINTENANCE OF PLANTING.

END OF SECTION 329000

LANDSCAPE PLANS FOR THE CONSTRUCTION OF

VINEWOOD PARK

1260 ELM STREET
UKIAH CA 95482

PREPARED FOR



CITY OF UKIAH

411 WEST CLAY STREET
UKIAH CA 95482
WWW.CITYOFUKIAH.COM

GENERAL CONSTRUCTION NOTE

CONSTRUCTION UNDER THIS CONTRACT SHALL COMPLY WITH THE LATEST CALIFORNIA BUILDING CODE CBC CALIFORNIA MECHANICAL CODE CMC CALIFORNIA PUBLIC CODE CPC CALIFORNIA ELECTRICAL CODE CEC AND THE 2016 CALIFORNIA ENERGY STANDARDS AS AMENDED BY THE STATE OF CALIFORNIA AND THE LOCAL JURISDICTION.

PREPARED BY



MELTON DESIGN GROUP

CHICO 820 BROADWAY ST.
CHICO CA 95928
530 899-1616

SACRAMENTO 1930 G STREET
SACRAMENTO CA 95811
916 754-2153

INDEX OF SHEETS

SHEET	TITLE
L-1.0	TITLE SHEET
L-1.1	EROSION CONTROL PLAN
L-1.2	EXISTING CONDITIONS AND DEMOLITION PLAN
L-1.3	GRADING PLAN
L-1.4	GRADING PLAN
L-2.0	CONSTRUCTION PLAN
L-2.1	CONSTRUCITON PLAN
L-2.2	CONSTRUCTION DETAILS
L-3.0	PLANTING PLAN
L-3.1	PLANTING DETAILS AND NOTES
L-4.0	IRRIGATION PLAN
L-4.1	IRRIGATION PLAN
L-4.2	IRRIGATION DETAILS

PREPARED BY OR UNDER THE SUPERVISION OF

GREG MELTON
RLA N 4217

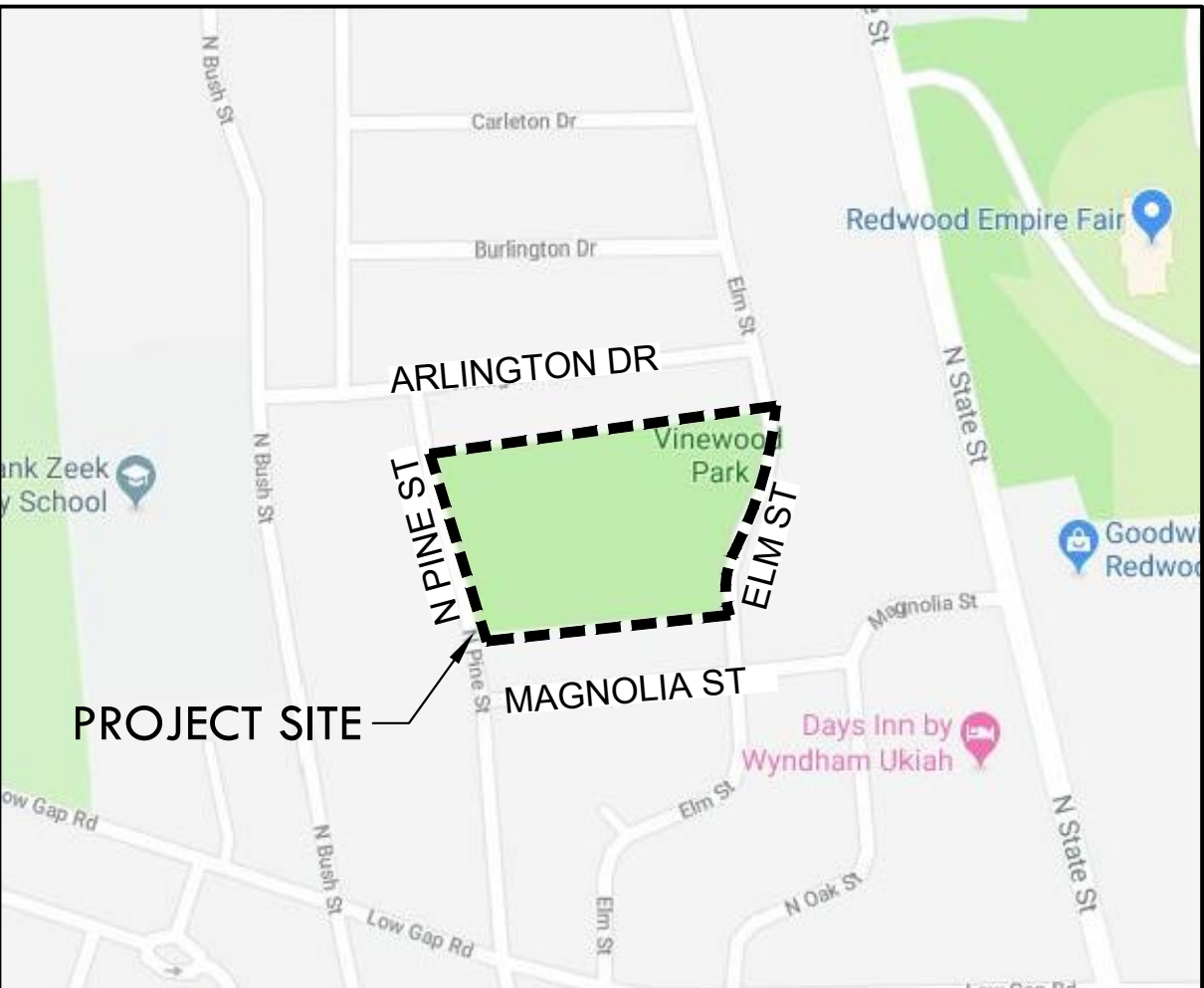
ACCEPTED BY

CITY PREVENTATIVE NAME
REPRESENTATIVE TITLE

KEY MAP OF MENDOCINO COUNTY



KEY MAP OF PROJECT SITE



820 BROADWAY ST.
CHICO, CA 95928
(530) 899-1616
meltondg.com

LICENSE



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CITY OF UKIAH

PROJECT

VINEWOOD PARK
LANDSCAPE
PARK
IMPROVEMENTS

SHEET TITLE

TITLE SHEET

DATES

NO.	DESCRIPTION	DATE
1.	100% SUBMITTAL	02-14-2019
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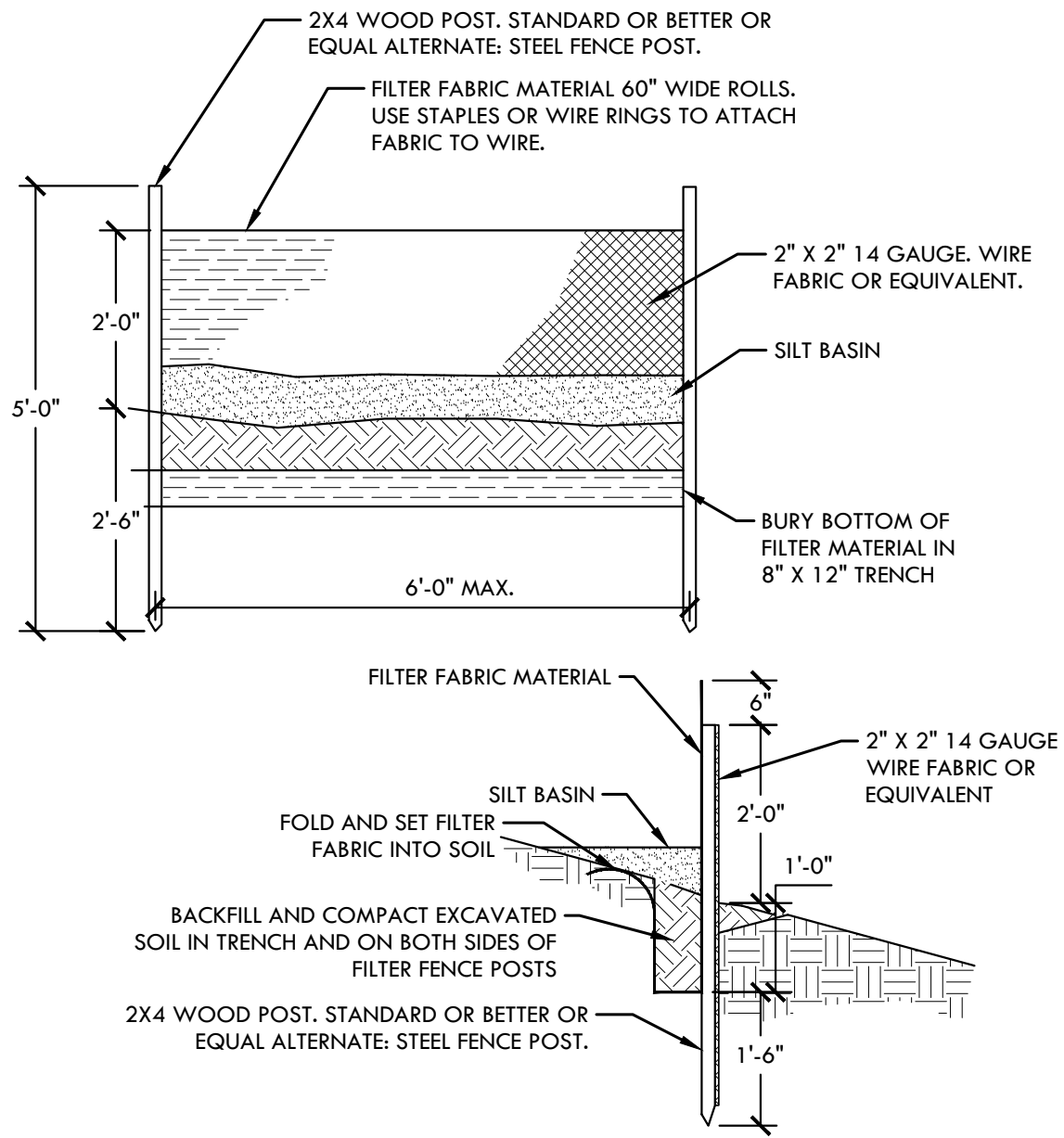
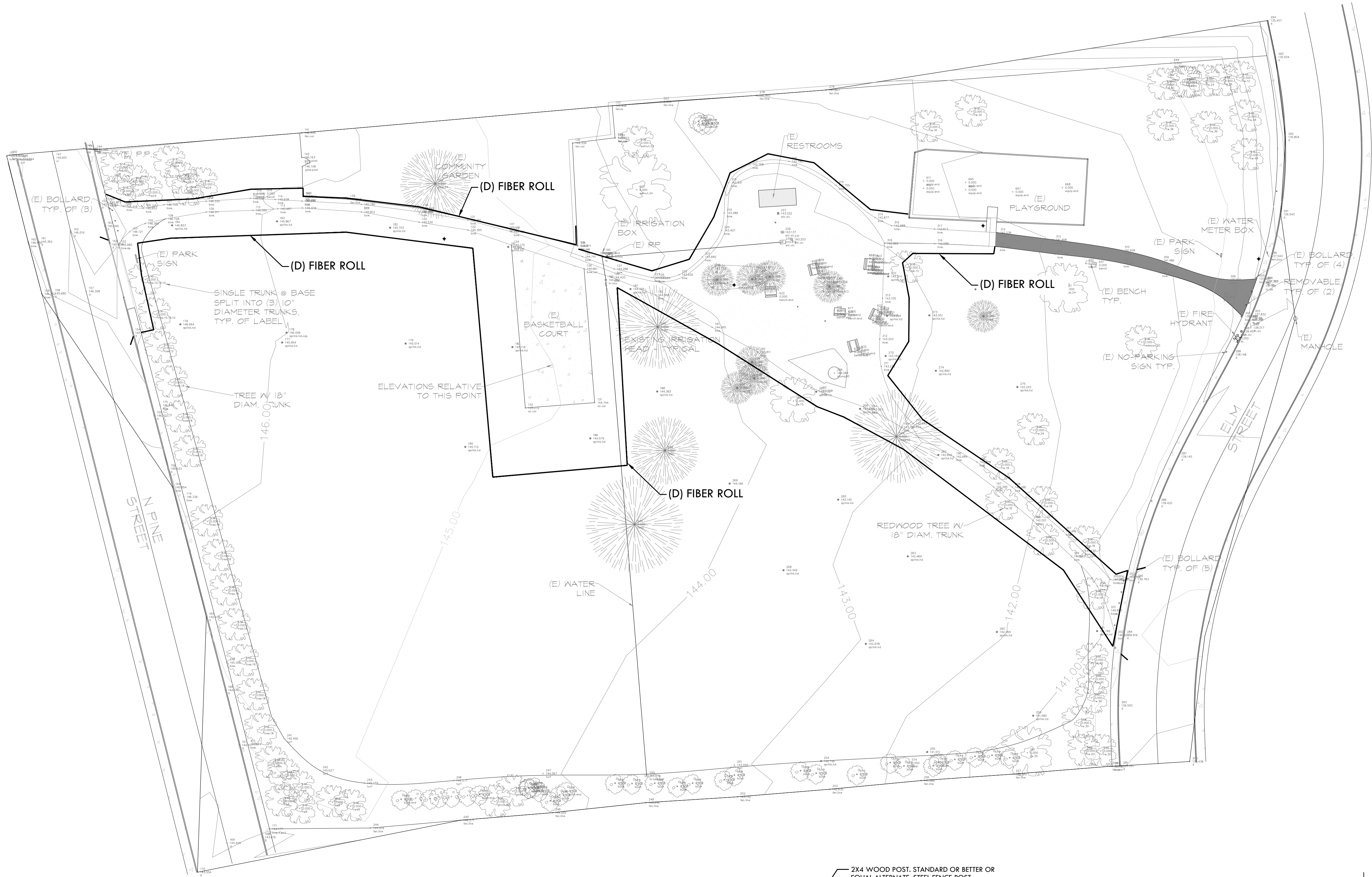
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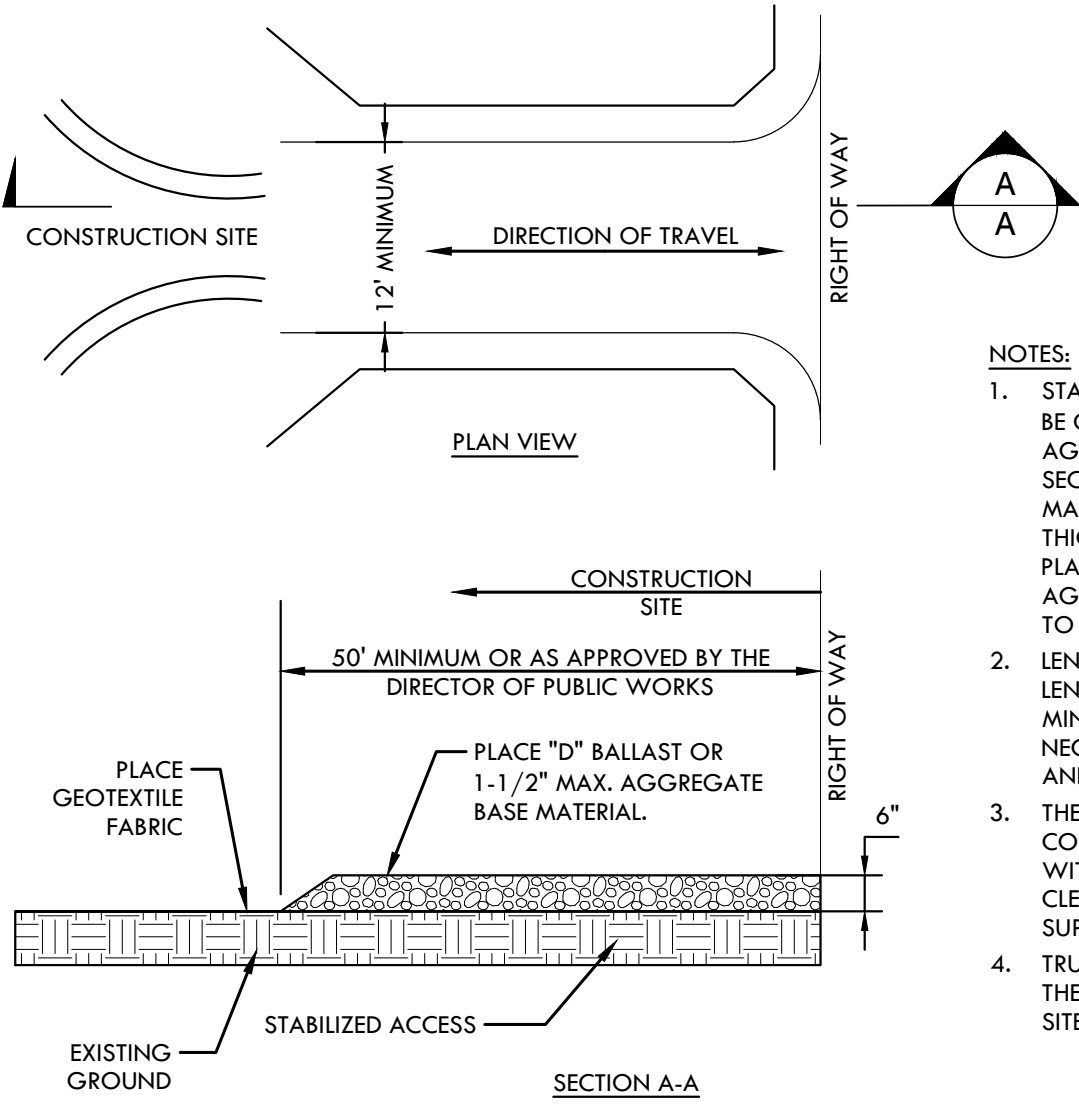
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SHEET 1 OF 13

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1 SILT FENCE
L1.1 1/2" = 1'-0"

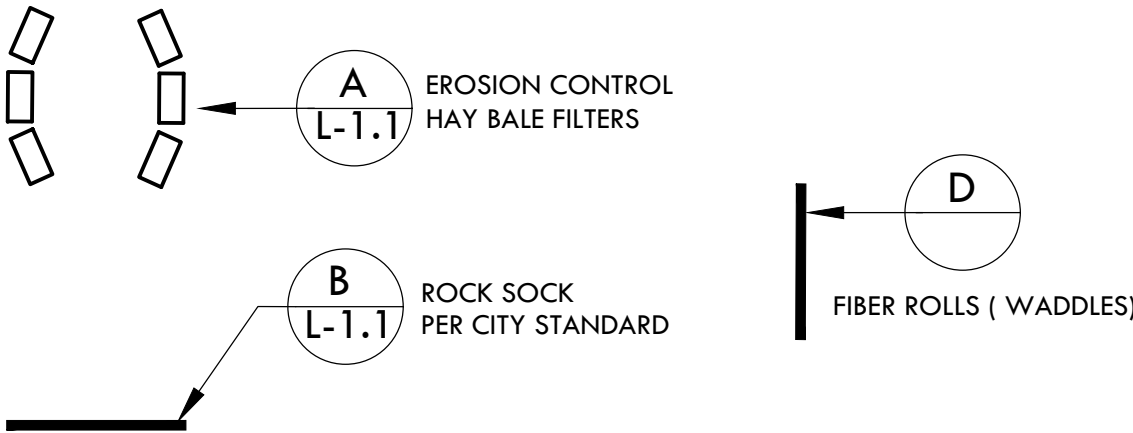


2 TEMPORARY CONSTRUCTION SITE ACCESS
L1.1 N.T.S.

EROSION CONTROL GENERAL NOTES:

1. CONTRACTOR SHALL PROVIDE STRAW BALE/SILT FENCE BARRIERS AT ALL INLETS (NEW CONSTRUCTION AND/OR EXIST.) IN AREAS OF WORK.
2. CONTRACTOR SHALL PROVIDE STRAW BALE/SILT FENCE AT TOE OF SLOPE IN AREAS OF NEW WORK AND IN AREAS REQUIRED BY THIS STORM WATER POLLUTION PLAN (SWPPP).
3. CONTRACTOR SHALL MAINTAIN ALL STRAW BALE/SILT FENCES AND OTHER STORM WATER POLLUTION PREVENTION DEVICES THROUGHOUT CONSTRUCTION SILT BUILDUP IN SILTING BASIN AREA SHALL BE REMOVED AS NECESSARY. REMOVE ALL BALES AND POLLUTION PREVENTION DEVICES AT THE END OF CONSTRUCTION.
4. CONTRACTOR SHALL SPREAD LOOSE STRAW ON ALL DISTURBED AREAS AND TRACK INTO SURFACE.
5. PRIOR TO PLACEMENT OF LANDSCAPING AND/OR FINISHED GROUND SEEDING, REMOVE TEMPORARY EROSION CONTROL MEASURES (STRAW BALES/SILT FENCES AND TUCKED LOOSE STRAW).
6. CONTRACTOR STORM WATER POLLUTION PLAN SHALL BE AVAILABLE ON-SITE AT ALL TIMES.
7. CONTRACTOR SHALL ASSUME SOLE RESPONSIBILITY FOR STATE WATER RESOURCES CONTROL BOARD REQUIREMENTS.
8. CONTRACTOR SHALL PLACE STABILIZED CONSTRUCTION SITE ACCESS PER DETAIL.
9. WADDLES MAY BE USED IN-LIEU OF STRAW BALES, IF ADEQUATELY HOLDING BASE SILT.
10. SWPPP TO BE IN PLACE BEFORE START OF CONSTRUCTION.

LEGEND



NOTES:

1. BALES SHALL BE PLACED IN A ROW WITH ENDS TIGHTLY ABUTTING THE ADJACENT BALES.
2. EACH BALE SHALL BE EMBEDDED IN THE SOIL A MINIMUM OF FOUR INCHES WHERE POSSIBLE.
3. BALE SHALL BE SECURELY ANCHORED IN PLACE BY STAKES OR RE-BARS DRIVEN THROUGH THE BALES.
4. INSPECTIONS BY CONTRACTOR SHALL BE FREQUENT. REPAIRS AND/OR REPLACEMENTS SHALL BE MADE PROMPTLY AS REQUIRED.
5. BALES SHALL BE REMOVED WHEN THEY HAVE SERVED THEIR USEFULNESS SO AS NOT TO IMPEDE FLOW OR DRAINAGE.
6. ACCUMULATED SILT SHALL BE REMOVED, WHEN IT REACHES A DEPTH OF NINE INCHES.



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SHEET TITLE

EROSION
CONTROL
PLAN

DATES

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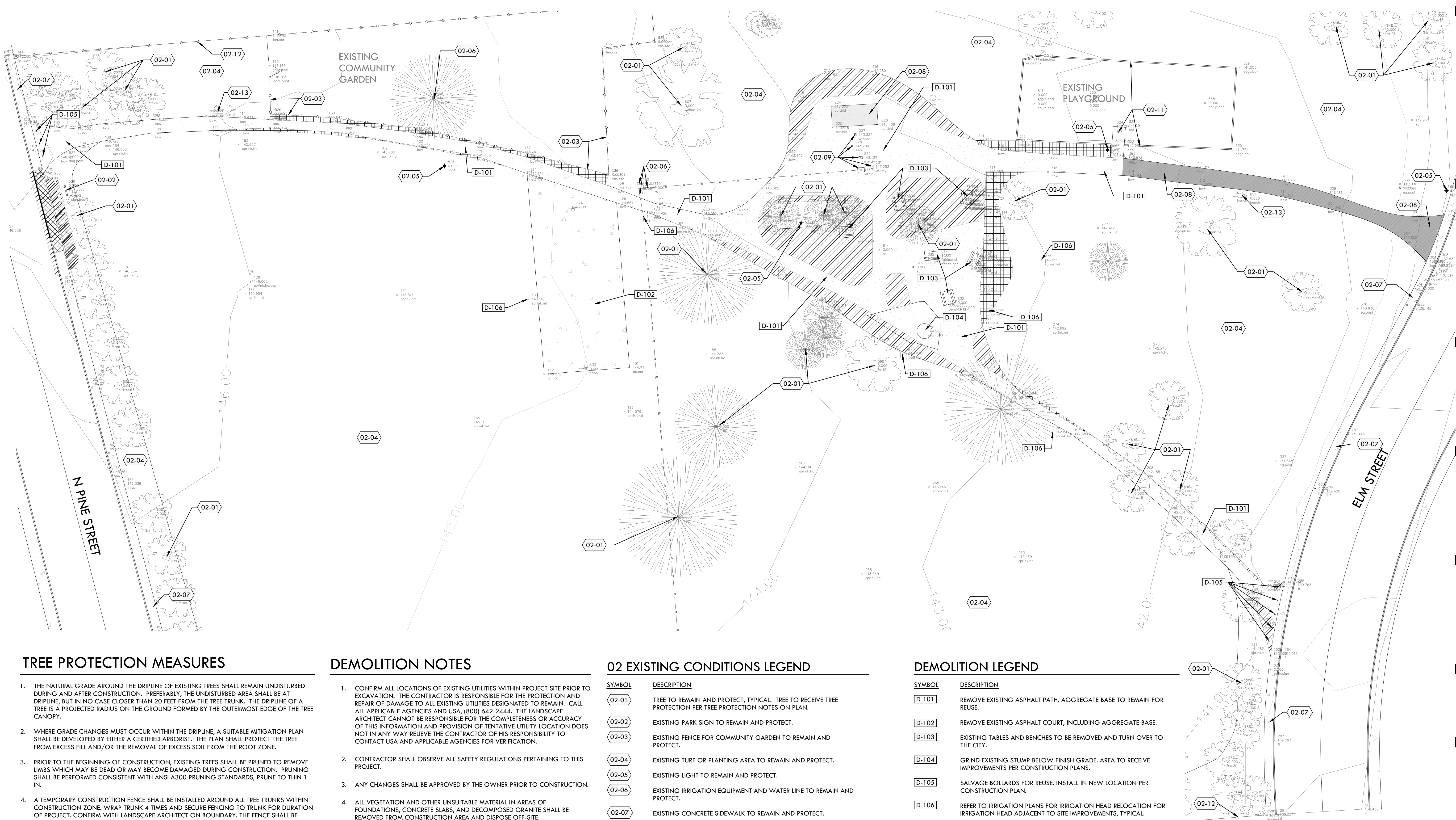
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SHEET 2 OF 13

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TREE PROTECTION MEASURES

1. THE NATURAL GRADE AROUND THE DRIPLINE OF EXISTING TREES SHALL REMAIN UNDISTURBED DURING AND AFTER CONSTRUCTION. PREFERABLY, THE UNDISTURBED AREA SHALL BE AT DRIPLINE, BUT IN NO CASE CLOSER THAN 20 FEET FROM THE TREE TRUNK. THE DRIPLINE OF A TREE IS A PROJECTED RADIUS ON THE GROUND FORMED BY THE OUTERMOST EDGE OF THE TREE CANOPY.
2. WHERE GRADE CHANGES MUST OCCUR WITHIN THE DRIPLINE, A SUITABLE MITIGATION PLAN SHALL BE DEVELOPED BY EITHER A CERTIFIED ARBORIST. THE PLAN SHALL PROTECT THE TREE FROM EXCESS FILL AND/OR THE REMOVAL OF EXCESS SOIL FROM THE ROOT ZONE.
3. PRIOR TO THE BEGINNING OF CONSTRUCTION, EXISTING TREES SHALL BE PRUNED TO REMOVE LIMBS WHICH MAY BE DEAD OR MAY BECOME DAMAGED DURING CONSTRUCTION. PRUNING SHALL BE PERFORMED CONSISTENT WITH ANSI A300 PRUNING STANDARDS, PRUNE TO THIN 1 IN.
4. A TEMPORARY CONSTRUCTION FENCE SHALL BE INSTALLED AROUND ALL TREE TRUNKS WITHIN CONSTRUCTION ZONE. WRAP TRUNK 4 TIMES AND SECURE FENCING TO TRUNK FOR DURATION OF PROJECT. CONFIRM WITH LANDSCAPE ARCHITECT ON BOUNDARY. THE FENCE SHALL BE SUBSTANTIAL ENOUGH TO RESTRICT ACTIVITY TO OUTSIDE THE AREA AND SHALL BE INSTALLED PRIOR TO ANY GRADING OR OTHER CONSTRUCTION ACTIVITY. DURING CONSTRUCTION, MAINTENANCE SHALL BE PERFORMED SO THAT THE FENCE REMAINS IN GOOD REPAIR. REMOVAL OF THE FENCE SHALL ONLY OCCUR TO ALLOW REQUIRED CONSTRUCTION WITHIN THE AREA OR TO COMPLETE SITE LANDSCAPING. THE LANDSCAPE ARCHITECT SHALL BE CONTACTED, PRIOR TO COMMENCEMENT OF CONSTRUCTION, TO INSPECT FENCING AND TO APPROVE ANY CONSTRUCTION WITHIN THE DRIPLINE.
5. UNDERGROUND FACILITIES AND TRENCHES, (E.G., UTILITY SERVICES, SANITARY SEWER, OR STORM DRAINAGE LINES) SHALL BE CONSOLIDATED, TO THE EXTENT FEASIBLE, AND LOCATED TO MINIMIZE IMPACTS UPON TREE ROOT SYSTEMS. ANY TRENCHING OR UNDERGROUND WORK SHOULD BE LOCATED OUTSIDE OF THE TREE DRIPLINE. ANY TRENCHING REQUIRED WITHIN THE TREE DRIPLINE SHALL BE AS FAR FROM THE TREE TRUNK AS POSSIBLE AND SHALL BE EXCAVATED BY HAND TO MINIMIZE IMPACT ON ROOTS. ALL TRENCHING WITHIN THE DRIPLINE SHALL BE SUPERVISED BY A CERTIFIED ARBORIST.
6. ROOTS 3/4 IN. OR GREATER IN SIZE ENCOUNTERED DURING TRENCHING SHALL BE CLEANLY CUT AND TREATED WITH A SEALING AGENT TO REDUCE LOSS OF MOISTURE TO THE TREE. ROOTS GREATER THAN 1-1/2 IN. SHALL BE PRESERVED AND PROTECTED AT THE DIRECTION OF A CERTIFIED ARBORIST.
7. CONSTRUCTION VEHICLES, EQUIPMENT, OR MATERIALS SHALL NOT BE PARKED OR STORED WITHIN THE FENCED AREA. NO STAGING OR STORAGE AREA FOR CONSTRUCTION SHALL BE LOCATED CLOSER THAN 50 FEET TO THE DRIPLINE OF ANY TREE TO BE PROTECTED.
8. ALL CONSTRUCTION WASTE, INCLUDING BUT NOT LIMITED TO BUILDING MATERIAL DEBRIS, ROOFING MATERIALS, CLEANING OF CEMENT TRUCKS, CHEMICALS/ADHESIVES/SOLVENTS, ECT., SHALL BE STORED OR DISPOSED OF NO CLOSER THAN 50 FEET FROM ANY TREE DRIPLINE.

DEMOLITION NOTES

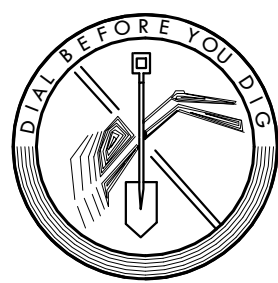
1. CONFIRM ALL LOCATIONS OF EXISTING UTILITIES WITHIN PROJECT SITE PRIOR TO EXCAVATION. THE CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION AND REPAIR OF DAMAGE TO ALL EXISTING UTILITIES DESIGNATED TO REMAIN. CALL ALL APPLICABLE AGENCIES AND USA, (800) 642-2444. THE LANDSCAPE ARCHITECT CANNOT BE RESPONSIBLE FOR THE COMPLETENESS OR ACCURACY OF THIS INFORMATION AND PROVISION OF TENTATIVE UTILITY LOCATION DOES NOT IN ANY WAY RELIEVE THE CONTRACTOR OF HIS RESPONSIBILITY TO CONTACT USA AND APPLICABLE AGENCIES FOR VERIFICATION.
2. CONTRACTOR SHALL OBSERVE ALL SAFETY REGULATIONS PERTAINING TO THIS PROJECT.
3. ANY CHANGES SHALL BE APPROVED BY THE OWNER PRIOR TO CONSTRUCTION.
4. ALL VEGETATION AND OTHER UNSUITABLE MATERIAL IN AREAS OF FOUNDATIONS, CONCRETE SLABS, AND DECOMPOSED GRANITE SHALL BE REMOVED FROM CONSTRUCTION AREA AND DISPOSE OFF-SITE.
5. CONTRACTOR SHALL BE RESPONSIBLE TO PROTECT ALL EXISTING HARDSCAPE AND LANDSCAPES (UNLESS CALLED OUT FOR DEMOLITION ON THIS SHEET) FROM DAMAGE DURING THE COURSE OF CONSTRUCTION. CONTRACTOR SHALL REPLACE OR REPAIR ANY DAMAGE TO HARDSCAPES AND LANDSCAPES RESULTING FROM CONSTRUCTION ACTIVITIES AT CONTRACTORS EXPENSE.
6. REFER TO BOOK FORM SPECIFICATIONS FOR ADDITIONAL INFORMATION.

02 EXISTING CONDITIONS LEGEND

SYMBOL	DESCRIPTION
02-01	TREE TO REMAIN AND PROTECT, TYPICAL. TREE TO RECEIVE TREE PROTECTION PER TREE PROTECTION NOTES ON PLAN.
02-02	EXISTING PARK SIGN TO REMAIN AND PROTECT.
02-03	EXISTING FENCE FOR COMMUNITY GARDEN TO REMAIN AND PROTECT.
02-04	EXISTING TURF OR PLANTING AREA TO REMAIN AND PROTECT.
02-05	EXISTING LIGHT TO REMAIN AND PROTECT.
02-06	EXISTING IRRIGATION EQUIPMENT AND WATER LINE TO REMAIN AND PROTECT.
02-07	EXISTING CONCRETE SIDEWALK TO REMAIN AND PROTECT.
02-08	EXISTING RESTROOM TO REMAIN AND PROTECT.
02-09	EXISTING UTILITY BOXES TO REMAIN AND PROTECT.
02-11	EXISTING PLAYGROUND, RAMP, AND CURB TO REMAIN AND PROTECT.
02-12	EXISTING PERIMETER FENCING TO REMAIN AND PROTECT.
02-13	EXISTING BENCH TO REMAIN AND PROTECT.

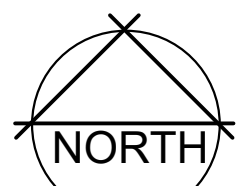
DEMOLITION LEGEND

SYMBOL	DESCRIPTION
D-101	REMOVE EXISTING ASPHALT PATH. AGGREGATE BASE TO REMAIN FOR REUSE.
D-102	REMOVE EXISTING ASPHALT COURT, INCLUDING AGGREGATE BASE.
D-103	EXISTING TABLES AND BENCHES TO BE REMOVED AND TURN OVER TO THE CITY.
D-104	GRIND EXISTING STUMP BELOW FINISH GRADE. AREA TO RECEIVE IMPROVEMENTS PER CONSTRUCTION PLANS.
D-105	SALVAGE BOLLARDS FOR REUSE. INSTALL IN NEW LOCATION PER CONSTRUCTION PLAN.
D-106	REFER TO IRRIGATION PLANS FOR IRRIGATION HEAD RELOCATION FOR IRRIGATION HEAD ADJACENT TO SITE IMPROVEMENTS, TYPICAL.
SYMBOL	DESCRIPTION
	SAWCUT EXISTING CURB AND GUTTER. FIELD VERIFY LIMITS.
	SAWCUT AND REMOVE EXISTING SIDEWALK. FIELD VERIFY LIMITS.
	REMOVE EXISTING ASPHALT PAVING AND AGGREGATE BASE. AREAS TO RECEIVE TURF OR BECOME PLANTING AREAS PER NEW IMPROVEMENTS.
	REMOVE EXISTING TURF FOR NEW DECOMPOSED GRANITE PAVING.
	HAND DIG AREA TO AVOID DAMAGE TO TREE ROOTS. REFER TO TREE PROTECTION NOTES FOR ROOT TREATMENT.



**UNDERGROUND
SERVICE ALERT**
of Northern California
Call: TOLL FREE
1-800-227-2600

TWO WORKING DAYS BEFORE YOU DIG



0 20 40
SCALE: 1" = 20'

161



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PROJECT

VINEWOOD PARK
LANDSCAPE
PARK
IMPROVEMENTS

SHEET TITLE

EXISTING
CONDITIONS
AND DEMO PLAN

DATES

NO.	DESCRIPTION	DATE
1.	100% SUBMITTAL	02-14-2019
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6.	--	--
7.	--	--
8.	--	--

PLOT DATE: --

PROJECT NUMBERS

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SHEET 3 OF 13

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CITY OF UKIAH

PROJECT

VINEWOOD PARK LANDSCAPE PARK IMPROVEMENTS

SHEET TITLE

GRADING PLAN

DATES

NO.	DESCRIPTION	DATE
1.	100% SUBMITTAL	02-14-2019
2.	--	--
3.	--	--
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6.	--	--
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PLOT DATE: --

PROJECT NUMBERS

MELTON DESIGN GROUP: XXXX
CONSULTANT PROJECT #: --

SHEET NUMBER

L1.3

SHEET 4 OF 13

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GENERAL GRADING NOTES

1. CONTACT LANDSCAPE ARCHITECT PRIOR TO GRADING IN THE EVENT THAT EXISTING GRADES FOR CONDITIONS ARE NOT AS SHOWN ON PLANS.
2. ELIMINATE ALL LOCALIZED DEPRESSIONS OR "BIRD BATHS" UNLESS DRAINED BY CATCH BASIN.
3. PROVIDE SMOOTH CONTINUOUS CURVE AT TOPS AND BOTTOM OF SLOPES.
4. SMOOTH OUT TRANSITIONS TO ALL DRAIN INLETS. VERIFY RIM ELEVATIONS IN FIELD AT TIME OF STAKING WITH LANDSCAPE ARCHITECT PRIOR TO SETTING. ADJUST TO FINISH GRADE.
5. PROVIDE POSITIVE DRAINAGE AWAY FROM ALL STRUCTURES AND BUILDINGS TO BASINS, SWALES, SUMPS, OR DRAINAGE AREAS.
6. BRING GRADE IN PLANTERS TO BE 2.5" BELOW CURB OR WALK TO ALLOW FOR DECOMPOSED GRANITE MULCH PER CONSTRUCTION PLAN.
7. GRADE TURF AREA TO BE 1/2" BELOW SIDEWALK PRIOR TO SEED APPLICATION (2" FOR SOD). BLEND SLOPE A MINIMUM OF 5' AWAY FROM CONCRETE PAD.
8. MULTIPLE SPOT ELEVATIONS FOR (E) MAY NOT BE VISIBLE ON THIS PLAN. CONTACT LANDSCAPE ARCHITECT FOR DIGITAL COPY OF TOPOGRAPHIC PLAN.
9. SEE BOOK FORM SPECIFICATIONS FOR ADDITIONAL INFORMATION.
10. AUTO CAD FILE AVAILABLE FROM LANDSCAPE ARCHITECT FOR CONSTRUCTION STAKING PURPOSES. (530) 899-1616

GRADING LEGEND

SWALE WITH DRAINAGE DIRECTION

EXISTING HARDSCAPE (RETAIN AND PROTECT)

EXISTING CONTOUR - 1' INTERVAL

PROPOSED 1' CONTOURS

NEW LANDSCAPE DRAIN

EXISTING SPOT ELEVATION

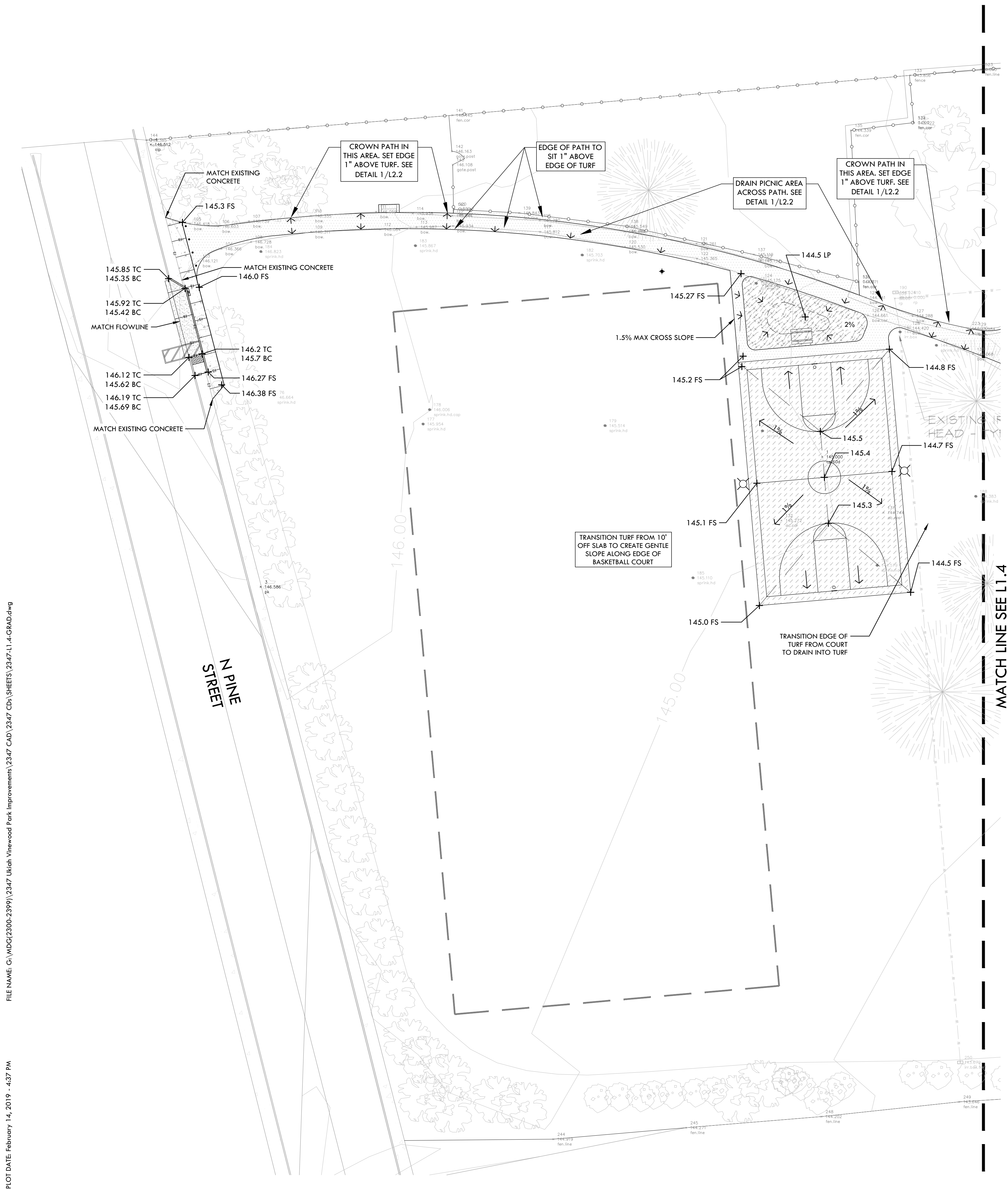
DRAIN RIM ELEVATION

DIRECTION OF SLOPE AND DRAINAGE

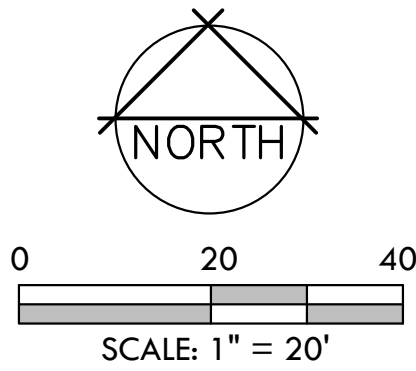
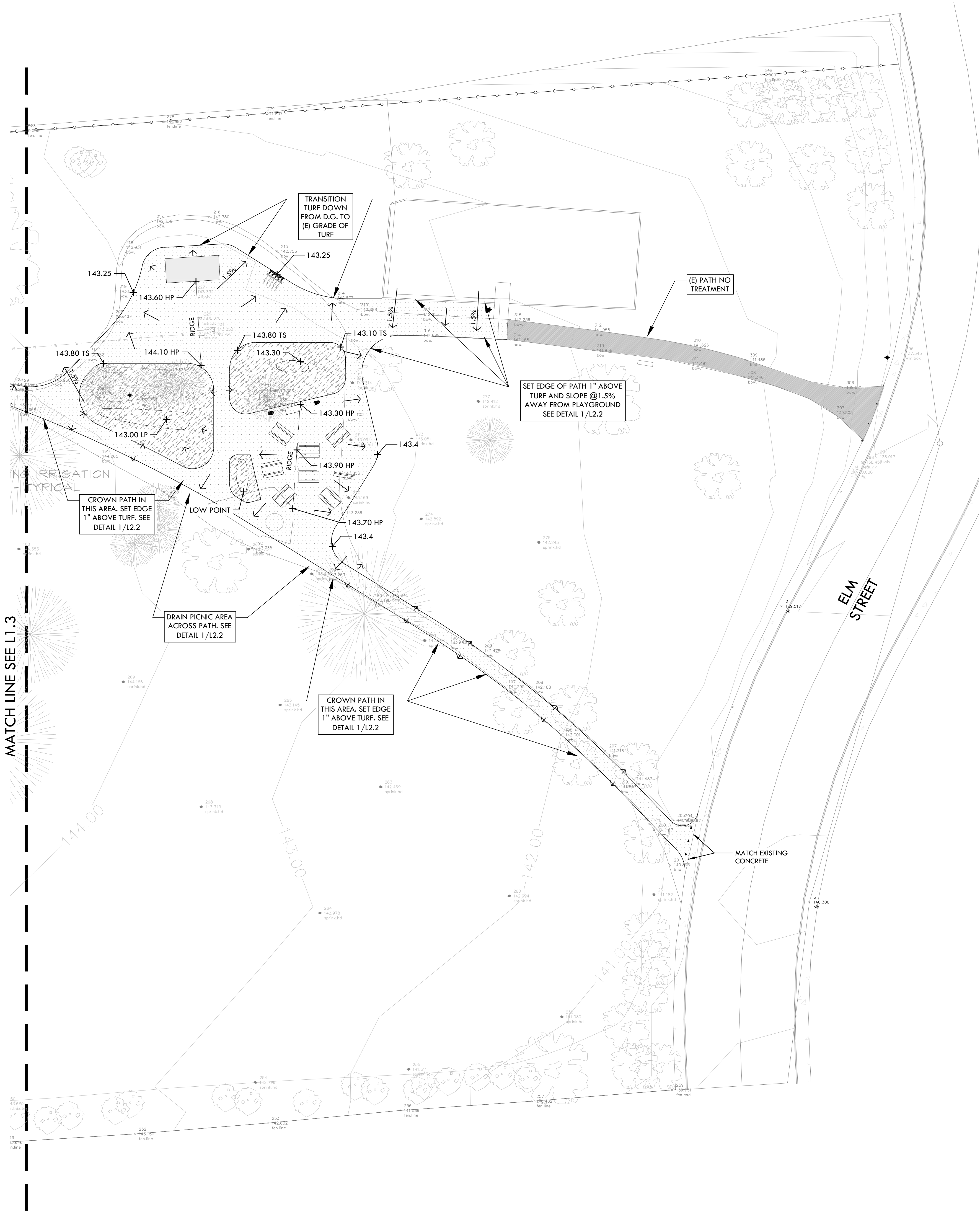
1" = 144.27' FS

ABBREVIATIONS:

(E)	EXISTING	HP	HIGH POINT
EX	EXPANSION JOINT	TW	TOP OF WALL ELEVATION
FS	FINISH SURFACE	BW	BOTTOM OF WALL ELEVATION
FG	FINISH GRADE	RIM	DRAIN INLET RIM ELEVATION
TC	TOP OF CURB	BS	SWALE BOTTOM
BC	BOTTOM OF CURB	TG	TURF GRADE
FF	FINISH FLOOR ELEVATION	TS	TOP OF SWALE
LP	LOW POINT	MC	MOW CURB



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PLOT DATE: February 14, 2019 - 4:37 PM



GENERAL GRADING NOTES

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- SEE BOOK FORM SPECIFICATIONS FOR ADDITIONAL INFORMATION.
- AUTO CAD FILE AVAILABLE FROM LANDSCAPE ARCHITECT FOR CONSTRUCTION STAKING PURPOSES. (530) 899-1616

GRADING LEGEND

- SWALE WITH DRAINAGE DIRECTION
- EXISTING HARDSCAPE (RETAIN AND PROTECT)
- EXISTING CONTOUR - 1' INTERVAL
- PROPOSED 1' CONTOURS
- NEW LANDSCAPE DRAIN
- EXISTING SPOT ELEVATION
- DRAIN RIM ELEVATION
- DIRECTION OF SLOPE AND DRAINAGE

ABBREVIATIONS:

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FF	FINISH FLOOR ELEVATION	TS	TOP OF SWALE
LP	LOW POINT	MC	MOW CURB

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LANDSCAPE
PARK
IMPROVEMENTS

SHEET TITLE

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PLAN

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MELTON DESIGN GROUP: XXXX
CONSULTANT PROJECT #:

SHEET NUMBER

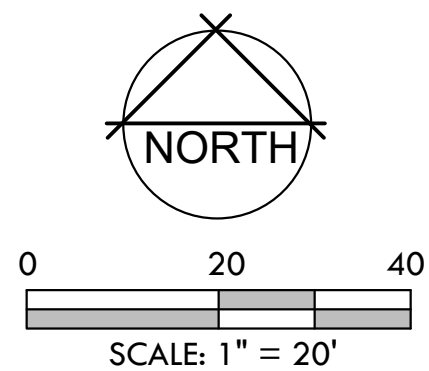
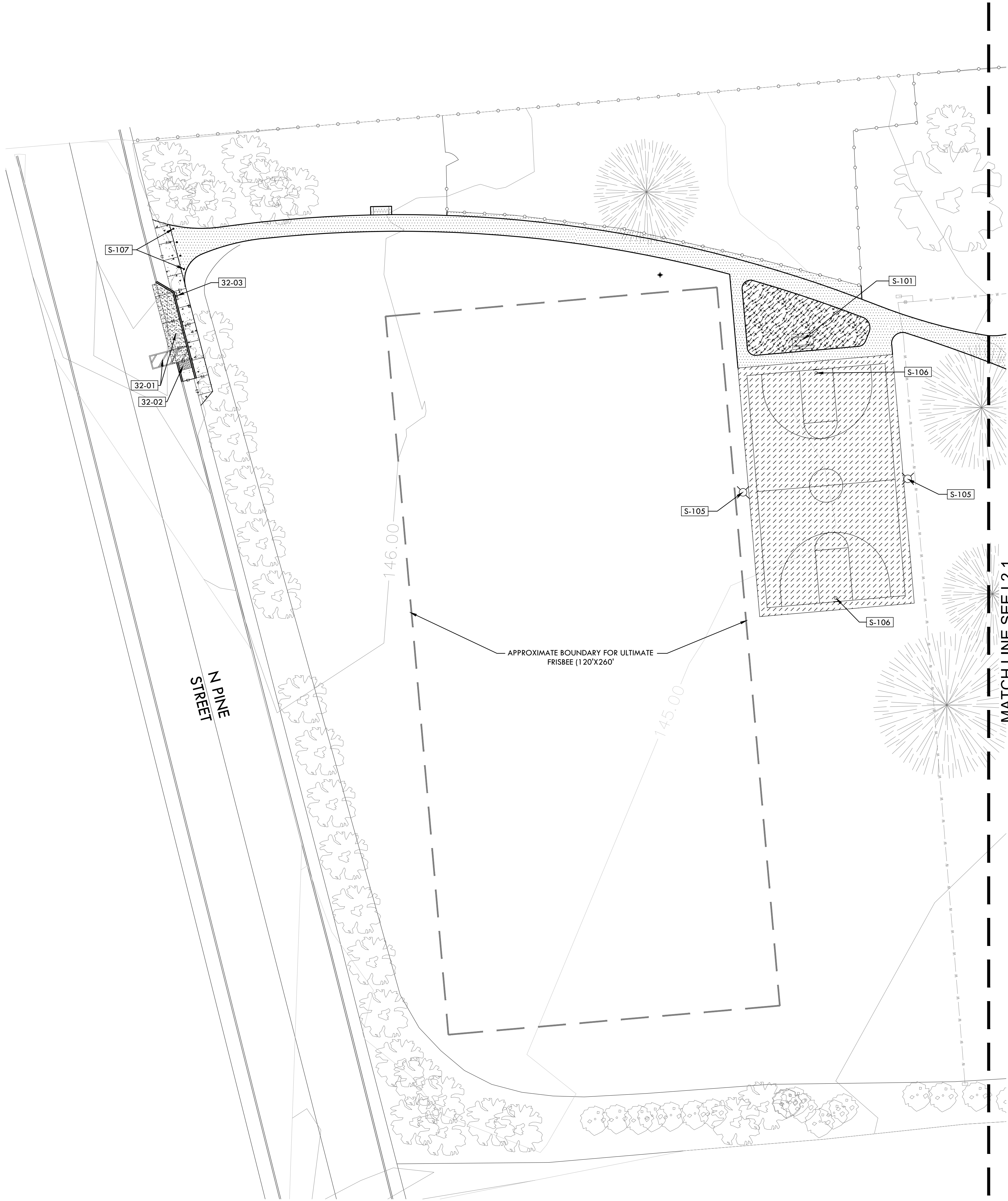
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ACCESSIBLE PARKING LEGEND

SYMBOL	DESCRIPTION	DETAIL
32-01	ACCESSIBLE PARKING AND STRIPING PER CALTRANS ACCESSIBLE PARKING ON-STREET DETAIL A90B.	
32-02	DETECTABLE WARNING SURFACE PER CALTRANS DETAIL CURB RAMP DETAILS A88A.	
32-03	PARKING SIGN PER CALTRANS ACCESSIBLE PARKING ON-STREET DETAIL A90B.	

SITE FURNISHINGS LEGEND

SYMBOL	DESCRIPTION
S-101	PICNIC TABLE OWNER FURNISHED AND INSTALLED.
S-102	BARBEQUE GRILL WITH EMBEDDED POST. OWNER FURNISHED CONTRACTOR INSTALLED.
S-103	SERVING TABLE WITH EMBEDDED POST. OWNER FURNISHED AND INSTALLED.
S-104	BIKE RACK RELOCATION TO NEW AREA AS SHOWN.
S-105	NEW LIGHT POLE. POLE MODEL: TBD. FIXTURE: TBD. LIGHTING CONDUIT OWNER FURNISHED AND INSTALLED.
S-106	BASKETBALL GOAL ASSEMBLY BY LA STEELCRAFT, COLLEGIATE 2K BASKETBALL GOAL RING WITH NYLON NET CURVED POST. MODEL: 12C54. FAN SHAPE ALUMINUM BACKBOARD, MODEL: 11X WITH ORANGE TARGET BOARDER.
S-107	INSTALL BOLLARDS TO NEW LOCATIONS AS SHOWN ON PLANS.

PAVING LEGEND

SYMBOL	CONCRETE DESCRIPTION	DETAIL
[Symbol]	CONCRETE PAVING PER CITY DETAIL 101 AND 102, SHEET L2.2.	
[Symbol]	DECOMPOSED GRANITE PATH/ PAD WITH NOT HARD EDGES. DEPTH: 3" MIN. WITH COMPACTED SUBGRADE. REFER TO GRADING PLANS AND DETAILS FOR MORE INFORMATION.	1/L2.2
[Symbol]	CONCRETE PAVING FOR ACCESSIBLE PARKING SPACE PER CITY DETAIL 102 AND 102.	
[Symbol]	CONCRETE CURB PER CITY DETAIL 101 AND 102, SHEET L2.2.	
[Symbol]	ASPHALT BASKETBALL COURT. 2" OF ASPHALT CONCRETE OVER 3" OF CLASS 2 AGGREGATE BASE. AGGREGATE BASE SHALL BE COMPACTED TO A MINIMUM OF 95% R.D. PROVIDE STRIPING PER DETAIL.	2/L2.2
[Symbol]	PLANTING AREAS WITH WALK-ON BARK MULCH. DEPTH 4" MIN. REFER TO PLANTING AND IRRIGATION PLANS FOR MORE INFORMATION.	

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REGISTERED LANDSCAPE ARCHITECT
STATE OF CALIFORNIA
11-21
DATE
PRELIMINARY
NOT FOR CONSTRUCTION

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VINEWOOD PARK
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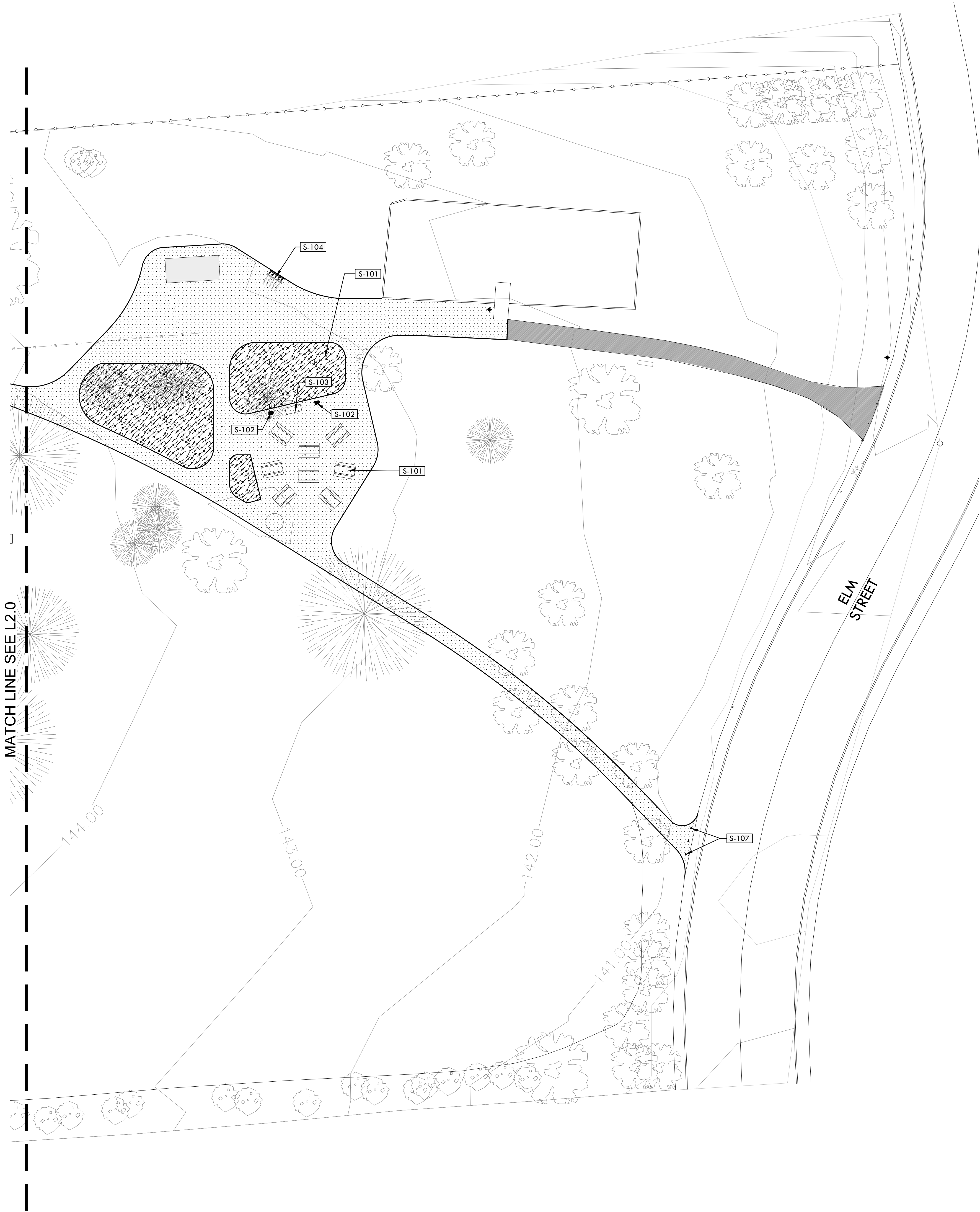
MELTON DESIGN GROUP: XXXX
CONSULTANT PROJECT #: --

SHEET NUMBER

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ACCESSIBLE PARKING LEGEND

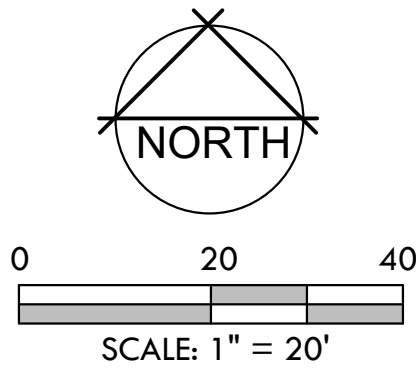
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	PLANTING AREAS WITH WALK-ON BARK MULCH. DEPTH 4" MIN. REFER TO PLANTING AND IRRIGATION PLANS FOR MORE INFORMATION.	



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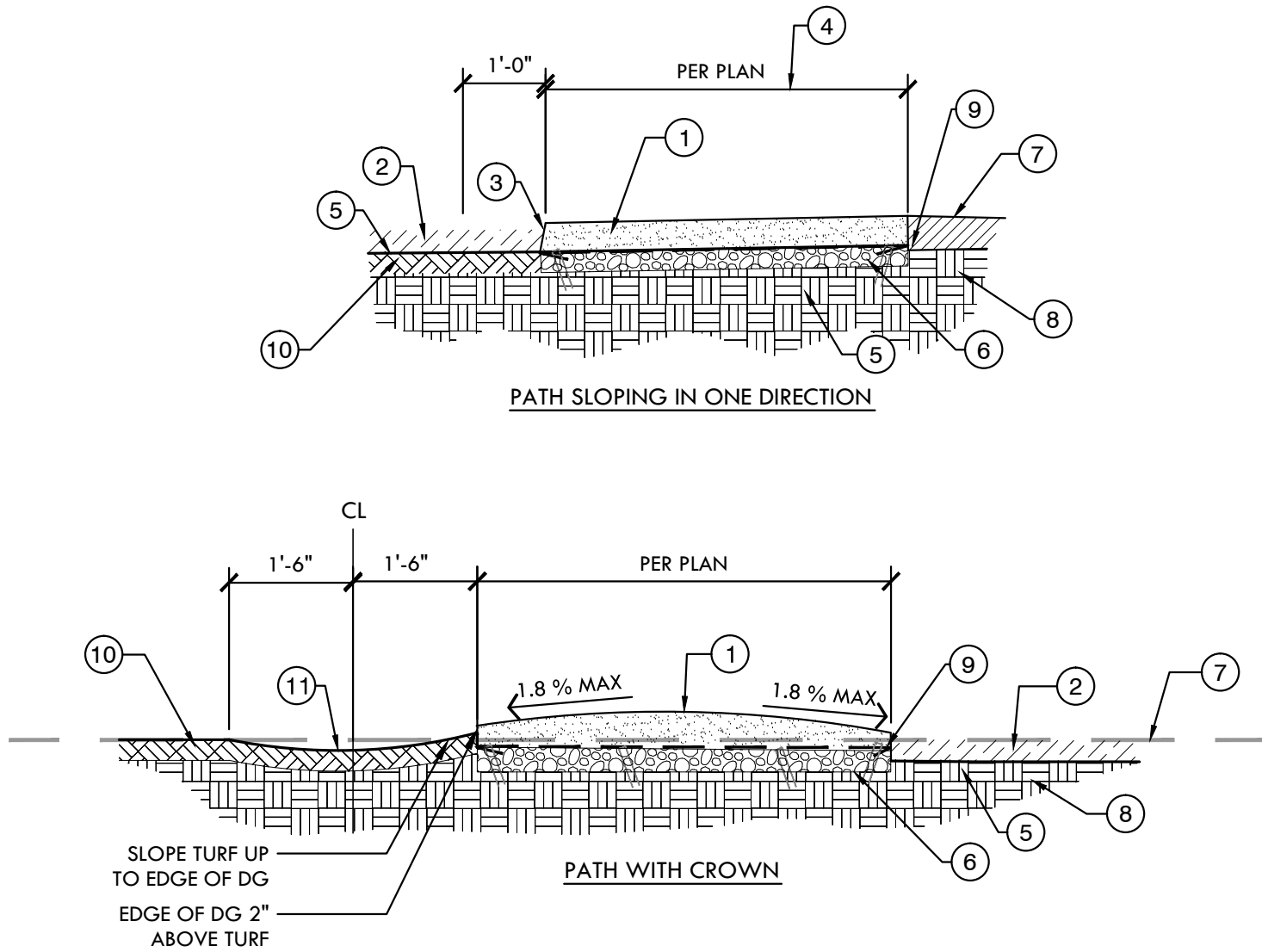
MELTON DESIGN GROUP: XXXX
CONSULTANT PROJECT #: --

SHEET NUMBER

L2.1

1 DECOMPOSED GRANITE - PATHS

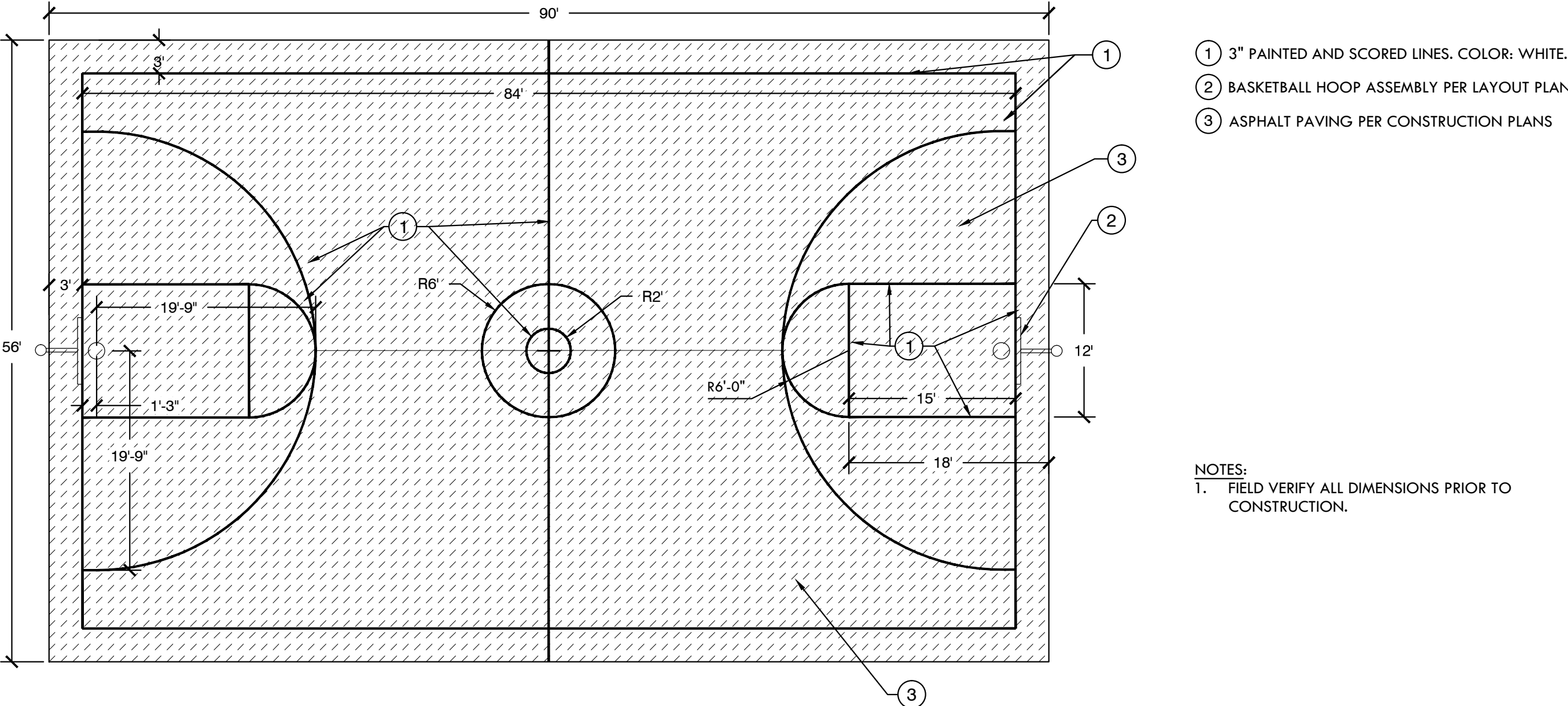
1/2" = 1'-0"



- DECOMPOSED GRANITE (DG) PER PLAN. 3" MIN. DEPTH AFTER COMPACTION. SLOPE PER PLAN.
 - PLANTING AREA WITH MULCH LAYER
 - SET COMPACTED FINISHED DG GRADE 1" ABOVE GRADE OF ADJACENT TURF.
 - WIDTH VARIES PER PLAN.
 - FINISH GRADE - HOLD DOWN:
1-1/2" IN SOD OR HYDROSEED
4-1/2" IN SHRUB AND GROUND COVER AREAS
 - EXISTING AGGREGATE BASE. COMPACT TO 95% R.D. PRIOR TO DECOMPOSED GRANITE INSTALLATION. NO AB NEEDED FOR TURF AREAS THAT ARE RECEIVING DECOMPOSED GRANITE.
 - UNDISTURBED EXISTING GRADE
 - SUB-GRADE COMPACTED TO 90% RELATIVE DENSITY
 - LANDSCAPE FABRIC UNDER DECOMPOSED GRANITE. ANCHOR WITH 6" LONG LANDSCAPE STAPLES EVERY 36" O.C. IN ALL DIRECTIONS. TURN FABRIC EDGES UNDER SOIL AT DECOMPOSED GRANITE LIMITS.
 - AMENDED SOIL FOR TURF OR PLANTING AREAS
 - SHALLOW SWALE FOR DRAINAGE
- NOTES:
- DECOMPOSED GRANITE SHALL BE QUARRY FINES OR LESS. COLOR: GOLD. CONTRACTOR TO SUBMIT SAMPLE FOR APPROVAL BY LANDSCAPE ARCHITECT.
 - APPLY WEED KILLER AND PRE-EMERGENT TO DG AREAS PRIOR TO PLACEMENT OF DG.
 - INSTALL IN 2 EQUAL LIFTS.
 - AFTER PLACEMENT, THOROUGHLY WATER UNTIL ENTIRE DEPTH IS MOIST. COMPACT WITH A 1,000 TO 3,000 LB ROLLER AFTER GRADING AND WETTING.

2 BASKETBALL COURT LAYOUT AND STRIPPING

1" = 10'



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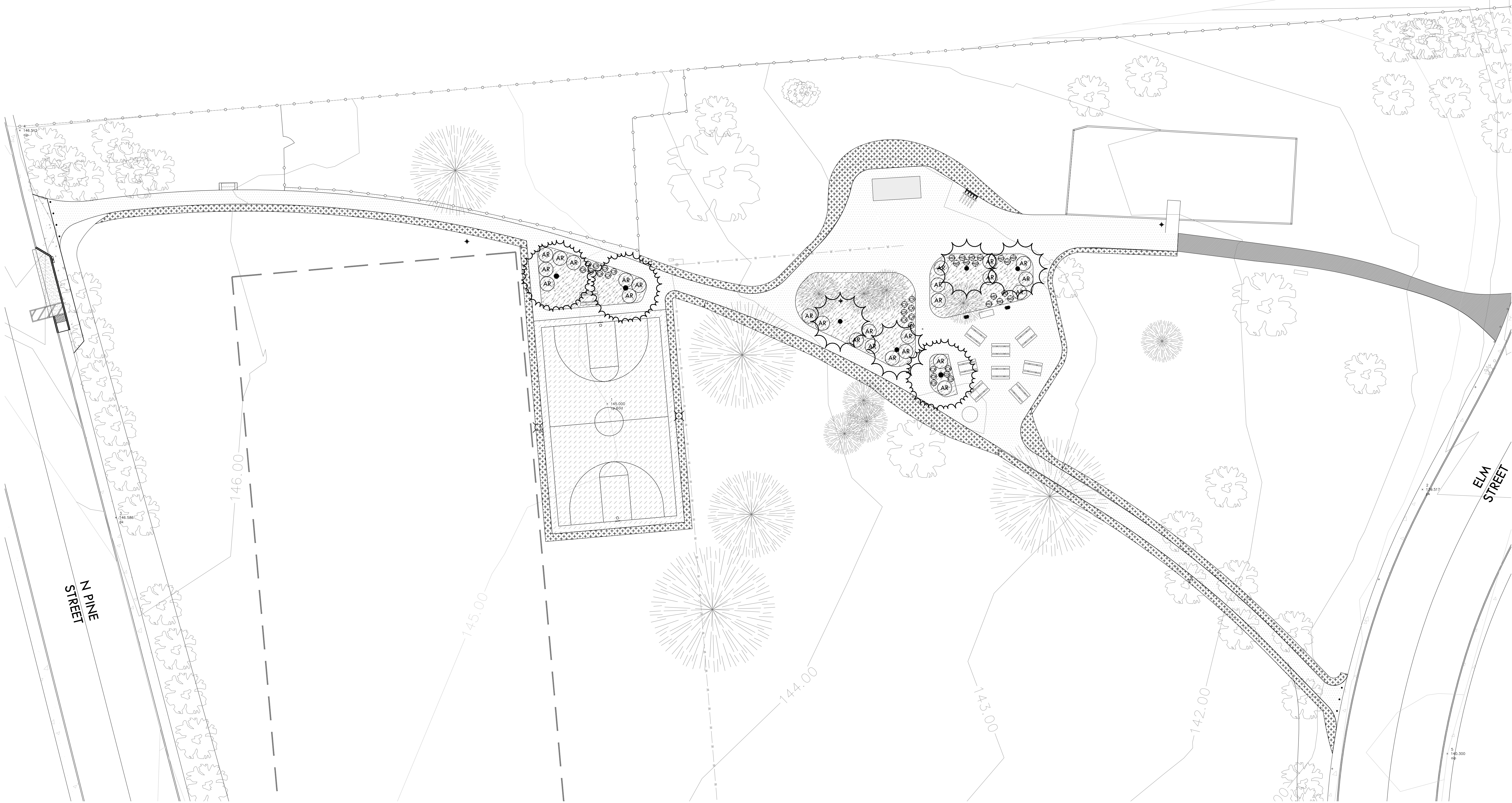
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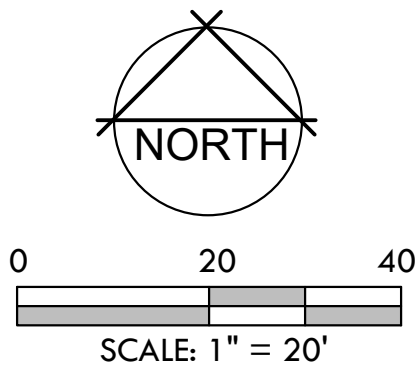


TREE LEGEND

TREES	CODE	BOTANICAL NAME	COMMON NAME	SIZE	WATER USE	HXW	QTY
	PC	PINUS CANARIENSIS	CANARY ISLAND PINE	15 GAL.	LOW	60'X30'	3
	PE	PINUS ELDARICA	AFGHAN PINE	15 GAL.	LOW	50'X25'	4

PLANT LEGEND

SHRUBS	CODE	BOTANICAL NAME	COMMON NAME	SIZE	WATER USE	HXW	QTY
	AR	ARCTOSTAPHYLOS UVA-URSI 'POINT REYES'	KINNIKINNICK	5 GAL.	LOW	2'X6'	26
	CX	CALAMAGROSIS X ACUTIFLORA 'KARL FOERSTER'	FEATHER REED GRASS	1 GAL.	LOW	4'X3'	21
	MD	MUHLENBERGIA DUBIA	PINE MUHLY	1 GAL.	LOW	3'X3'	15
TURF AND SEED	CODE	BOTANICAL NAME	COMMON NAME	SIZE	WATER USE		QTY
	TS2	TURF SEED HAND SEED, MIX: 90% TALL FESCUE BLEND, 10% BLUEGRASS BY DELTA BLUE GRASS. RATE: 10 LB PER 1,000 SQ. FT.	SEED MIX	SEED			4,838 SF



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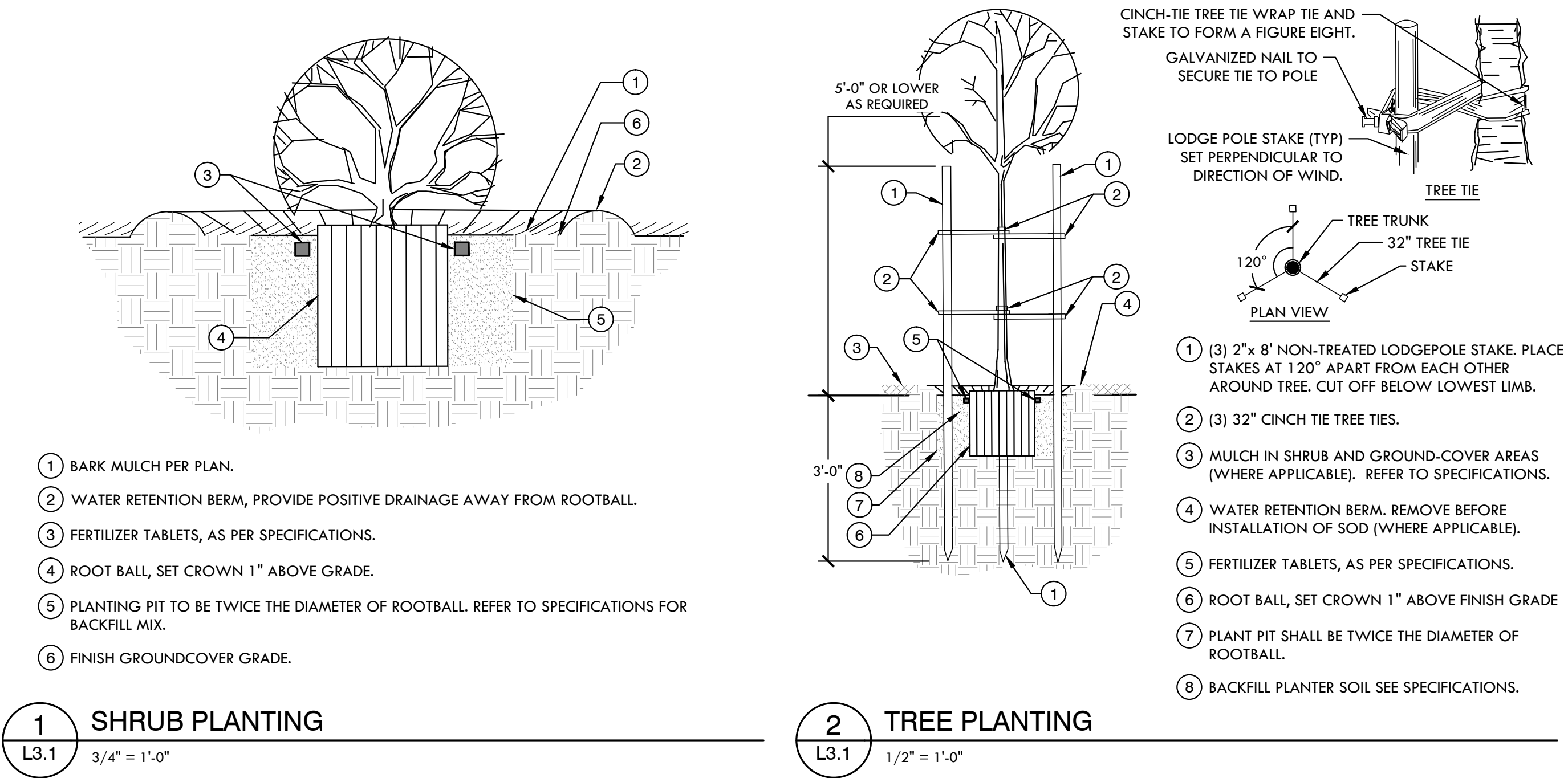
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PLANTING NOTES

1. VERIFY EXACT LOCATION OF ALL UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION.
2. ALL PLANT MATERIAL TO BE SET UP FOR REVIEW BY LANDSCAPE ARCHITECT PRIOR TO INSTALLATION. NO SUBSTITUTIONS FOR PLANT MATERIAL WILL BE ALLOWED UNLESS PRIOR ARRANGEMENTS HAVE BEEN APPROVED BY LANDSCAPE ARCHITECT. IN THE EVENT OF PLANT MATERIAL UNAVAILABILITY, CONTACT LANDSCAPE ARCHITECT FOR ALTERNATIVE SOURCES OR APPROVED SPECIES SUBSTITUTION.
3. PLANT QUANTITIES ARE FOR CONVENIENCE OF THE CONTRACTOR. CONTRACTOR TO CONFIRM EXACT NUMBER.
4. TREE STAKES ARE TO BE PLACED PERPENDICULAR TO PREVAILING WINDS. REMOVE NURSERY STAKES, REPLACE WITH STAKES PER DETAIL. TREE TIES SHALL BE CINCH-TIE OR EQUAL.
5. ALL TREE, SHRUB AND GROUND COVER PLANTINGS TO HAVE BARK MULCH OR DECOMPOSED GRANITE PLACED AROUND PLANT BASE PER PLANTING DETAILS. SEE CONSTRUCTION PLAN. .
6. REFER TO PLANS, DETAILS AND SPECIFICATIONS FOR ADDITIONAL INFORMATION.
7. PLANT MATERIAL SHALL BE BID ON THE BASIS OF SPECIES AND CONTAINER SIZE, NOT ON CONTAINER SIZE ALONE.

SOIL ANALYSIS NOTES

1. AFTER MASS GRADING IS COMPLETED AND PRIOR TO THE INITIATION OF ANY LANDSCAPE WORK, CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING A SOIL FERTILITY REPORT WITH AMENDMENT RECOMMENDATIONS AND SUBMITTING THE RESULTS FOR APPROVAL TO THE LANDSCAPE ARCHITECT AND OWNER'S REPRESENTATIVE.
2. UPON RECEIPT OF APPROVED SUBMITTAL FROM THE LANDSCAPE ARCHITECT AND OWNER'S REPRESENTATIVE, ALL PLANTING AREAS SHALL BE AMENDED PER SOIL REPORT RECOMMENDATIONS (OR AS MODIFIED BY THE LANDSCAPE ARCHITECT) PRIOR TO THE INSTALLATION OF ANY PLANTING MATERIAL.
3. CLEAN TOOLS SHALL BE USED WHEN COLLECTING SOIL SAMPLES. ALL SAMPLES TO BE TAKEN FROM A SOIL DEPTH OF 12 INCHES.
4. SOIL SAMPLES FOR THE FERTILITY ANALYSIS TO BE OBTAINED FROM THE FOLLOWING AREAS:
 - A. ONE SAMPLE FROM A PROPOSED PLANTING AREA ON THE WEST OF PROJECT.
 - B. ONE SAMPLE FROM A PROPOSED PLANTING AREA ON THE EAST OF PROJECT.
 - C. ONE SAMPLE FROM TURF AREAALL SAMPLES TO SHALL BE MIXED THOROUGHLY AS ONE AND SENT FOR A LANDSCAPE SOIL ANALYSIS.
5. ALONG WITH RECOMMENDATIONS, SOIL ANALYSIS SHALL INCLUDE THE FOLLOWING INFORMATION:
 - A. SOIL TEXTURE
 - B. SOIL INFILTRATION RATE
 - C. SOIL PH
 - D. TOTAL SOLUBLE SALTS
 - E. SODIUM
 - F. PERCENT OF ORGANIC MATTER



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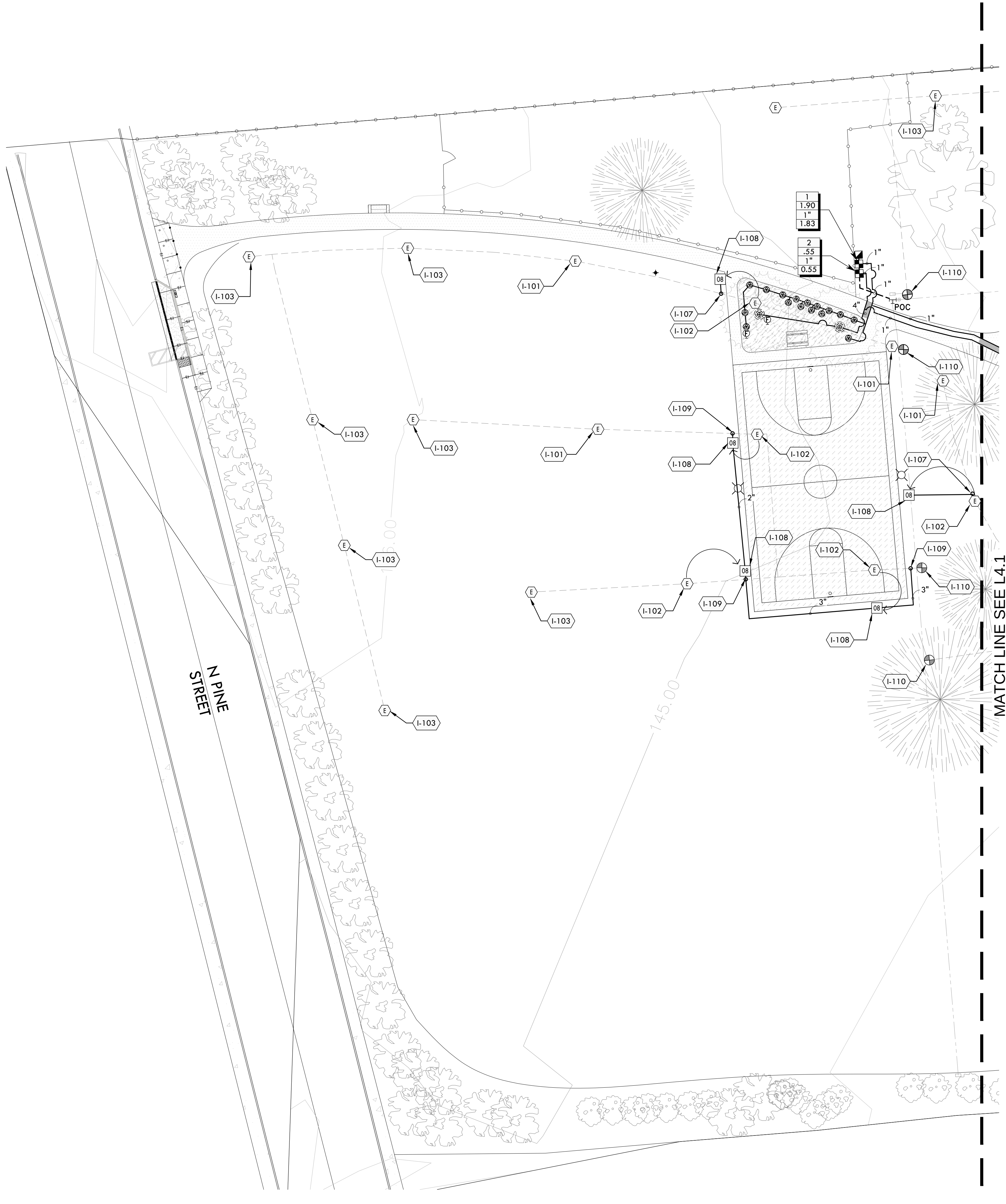
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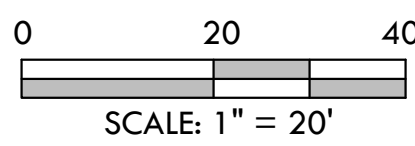
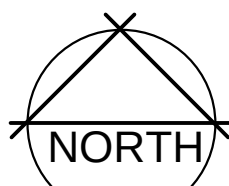


EXISTING CONDITIONS

1. THE CONTRACTOR IS REQUIRED TO PROTECT ALL EXISTING FACILITIES, WHETHER DESCRIBED IN THE CONTRACT OR NOT, THAT ARE TO REMAIN IN PLACE. TEMPORARILY OR PERMANENTLY. WHEN EXISTING FACILITIES ARE DAMAGED AS A RESULT OF THE CONTRACTOR'S OPERATIONS OR NEGLIGENCE, THE CONTRACTOR IS RESPONSIBLE FOR REPAIR OR REPLACE AS DIRECTED BY OWNER.
2. BEFORE WORK BEGINS, THE CONTRACTOR SHALL BE RESPONSIBLE TO INSPECT EXISTING FACILITIES WITH LANDSCAPE ARCHITECT AND OWNER'S REPRESENTATIVE THAT ARE TO BE RETAINED, RE-LAID, RESET, RELOCATED OR RECONSTRUCTED. REVIEW RECORD DRAWINGS, UTILITY PLANS, MAINTENANCE RECORDS AND BE FAMILIAR WITH EXISTING CONDITIONS. CONTACT LANDSCAPE ARCHITECT IF YOU HAVE ANY QUESTIONS REGARDING EXISTING CONDITIONS.
3. WORK SHOWN ON PLANS AND DESCRIBED IN CONTRACT DOCUMENTS INCLUDES ABANDONING, ADJUSTING, MODIFYING, OBLITERATING, RECONSTRUCTING, RELAYING, RELOCATING, REMOVING, REPAIRING OR RESETTING EQUIPMENT; MAY OVERLAP WITH AREAS THAT ARE ALSO SHOWN TO BE CLEARED AND GRUBBED OR NEW WORK.
4. THE CONTRACTOR SHALL BE RESPONSIBLE TO RETAIN AND PROTECT EXISTING IRRIGATION THAT IS NOT DESIGNATED FOR ABANDONMENT OR REPLACEMENT THROUGHOUT THE DURATION OF THE PROJECT.
5. IN AREAS WHERE IRRIGATION EQUIPMENT IS DESIGNATED TO BE ABANDONED IN PLACE, IF AN EXISTING PIPE, CONDUIT, WIRE IS ENCOUNTERED DURING INSTALLATION OF NEW EQUIPMENT, THE CONTRACTOR SHALL REMOVE EXISTING EQUIPMENT AND DISPOSE OF OFFSITE. REMOVE TWO (2) FEET OF EXISTING PIPE, CONDUIT, WIRE ON BOTH SIDES OF THE NEW PIPE AND/OR TO A DEPTH OF EIGHTEEN (18) INCHES, WHICHEVER COMES FIRST.
6. WIRES ENCOUNTERED, PULLED AND/OR DAMAGED DURING CONSTRUCTION WILL BE TESTED FOR CONTINUITY TO SOURCE. REPLACE DAMAGED WIRES AS REQUIRED.
7. SEE CONTRACT DOCUMENTS, GENERAL CONDITIONS AND SPECIAL PROVISIONS FOR MORE INFORMATION.

TREE PROTECTION MEASURES

1. THE NATURAL GRADE AROUND THE DRIPLINE OF EXISTING TREES SHALL REMAIN UNDISTURBED DURING AND AFTER CONSTRUCTION. PREFERABLY, THE UNDISTURBED AREA SHALL BE AT DRIPLINE, BUT IN NO CASE CLOSER THAN 20 FEET FROM THE TREE TRUNK. THE DRIPLINE OF A TREE IS A PROJECTED RADIUS ON THE GROUND FORMED BY THE OUTERMOST EDGE OF THE TREE CANOPY.
2. WHERE GRADE CHANGES MUST OCCUR WITHIN THE DRIPLINE, A SUITABLE MITIGATION PLAN SHALL BE DEVELOPED BY EITHER A CERTIFIED ARBORIST. THE PLAN SHALL PROTECT THE TREE FROM EXCESS FILL AND/OR THE REMOVAL OF EXCESS SOIL FROM THE ROOT ZONE.
3. PRIOR TO THE BEGINNING OF CONSTRUCTION, EXISTING TREES SHALL BE PRUNED TO REMOVE LIMBS WHICH MAY BE DEAD OR MAY BECOME DAMAGED DURING CONSTRUCTION. PRUNING SHALL BE PERFORMED CONSISTENT WITH ANSI A300 PRUNING STANDARDS, PRUNE TO THIN 1 IN.
4. A TEMPORARY CONSTRUCTION FENCE SHALL BE INSTALLED AROUND ALL TREE TRUNKS WITHIN CONSTRUCTION ZONE. WRAP TRUNK 4 TIMES AND SECURE FENCING TO TRUNK FOR DURATION OF PROJECT. CONFIRM WITH LANDSCAPE ARCHITECT ON BOUNDARY. THE FENCE SHALL BE SUBSTANTIAL ENOUGH TO RESTRICT ACTIVITY TO OUTSIDE THE AREA AND SHALL BE INSTALLED PRIOR TO ANY GRADING OR OTHER CONSTRUCTION ACTIVITY. DURING CONSTRUCTION, MAINTENANCE SHALL BE PERFORMED SO THAT THE FENCE REMAINS IN GOOD REPAIR. REMOVAL OF THE FENCE SHALL ONLY OCCUR TO ALLOW REQUIRED CONSTRUCTION WITHIN THE AREA OR TO COMPLETE SITE LANDSCAPING. THE LANDSCAPE ARCHITECT SHALL BE CONTACTED, PRIOR TO COMMENCEMENT OF CONSTRUCTION, TO INSPECT FENCING AND TO APPROVE ANY CONSTRUCTION WITHIN THE DRIPLINE.
5. UNDERGROUND FACILITIES AND TRENCHES, (E.G., UTILITY SERVICES, SANITARY SEWER, OR STORM DRAINAGE LINES) SHALL BE CONSOLIDATED, TO THE EXTENT FEASIBLE, AND LOCATED TO MINIMIZE IMPACTS UPON TREE ROOT SYSTEMS. ANY TRENCHING OR UNDERGROUND WORK SHOULD BE LOCATED OUTSIDE OF THE TREE DRIPLINE. ANY TRENCHING REQUIRED WITHIN THE TREE DRIPLINE SHALL BE AS FAR FROM THE TREE TRUNK AS POSSIBLE AND SHALL BE EXCAVATED BY HAND TO MINIMIZE IMPACT ON ROOTS. ALL TRENCHING WITHIN THE DRIPLINE SHALL BE SUPERVISED BY A CERTIFIED ARBORIST.
6. ROOTS 3/4 IN. OR GREATER IN SIZE ENCOUNTERED DURING TRENCHING SHALL BE CLEANLY CUT AND TREATED WITH A SEALING AGENT TO REDUCE LOSS OF MOISTURE TO THE TREE. ROOTS GREATER THAN 1-1/2 IN. SHALL BE PRESERVED AND PROTECTED AT THE DIRECTION OF A CERTIFIED ARBORIST.
7. CONSTRUCTION VEHICLES, EQUIPMENT, OR MATERIALS SHALL NOT BE PARKED OR STORED WITHIN THE FENCED AREA. NO STAGING OR STORAGE AREA FOR CONSTRUCTION SHALL BE LOCATED CLOSER THAN 50 FEET TO THE DRIPLINE OF ANY TREE TO BE PROTECTED.
8. ALL CONSTRUCTION WASTE, INCLUDING BUT NOT LIMITED TO BUILDING MATERIAL DEBRIS, ROOFING MATERIALS, CLEANING OF CEMENT TRUCKS, CHEMICALS/ADHESIVES/SOLVENTS, ECT., SHALL BE STORED OR DISPOSED OF NO CLOSER THAN 50 FEET FROM ANY TREE DRIPLINE.



IRRIGATION SCHEDULE

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	DETAIL
08	(N) HUNTER 140 ROTOR (MATCH EXISTING) INSTALL NEW AT LOCATION SHOWN. ADJUST ARC AND RADII TO PREVENT OVER SPRAY ONTO HARDSCAPE, BUILDINGS, PATHS, ETC.. FLUSH LATERAL LINE PRIOR TO NOZZLING AND PRESSURIZING VALVE ZONE. CLEAR DEBRIS FROM ALL NOZZLES ON (E) VALVE ZONE AS NEEDED. CONTRACTOR SHALL FIELD VERIFY EXISTING FIELD CONDITIONS PRIOR TO START OF WORK. SEE DETAIL.	4/L-4.2
E	(E) IRRIGATION ROTOR RETAIN AND PROTECT OR RELOCATE AS SHOWN ON PLAN. SEE IRRIGATION REFERENCE SCHEDULE.	--
SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	DETAIL
■	HUNTER ICZ-101-40-LF-R 1" DRIP CONTROL ZONE KIT (LOW FLOW) FOR RECLAIM WATER USE WITH FILTER AND 40PSI REGULATOR. INSTALL WITH T.CHRISTY VALVE ID AND WATER QUALITY TAGS. SEE DETAIL.	3,10/L-4.2
P	NETAFIM TL050MFV-1 1/2" AUTOMATIC FLUSH VALVE. INSTALL IN VALVE BOX WITH T.CHRISTY WATER QUALITY TAG. SEE DETAIL	9,10/L-4.2
⊗	DRIP SHRUB RING - NETAFIM TLRW-4-12 PRESSURE COMPENSATING DRIP LINE (PURPLE STRIPED) FOR RECLAIM WATER USE WITH CHECK VALVE; (7) EMITTERS X 0.40 GPH AT 12" O/C SPACING PER SHRUB RING PLUS (1) EMITTER X 0.40 GPH PLACED AT ROOT BALL. INSTALL SHRUB RING 9" OFF SHRUB CENTER. SEE DETAIL	5,6,10/L-4.2
⊗	DRIP TREE RING - NETAFIM TLRW4-18 PRESSURE COMPENSATING DRIP LINE (PURPLE STRIPED) FOR RECLAIM WATER USE WITH CHECK VALVE; (28) EMITTERS X 0.40 GPH AT 18" O/C SPACING PER TREE RING PLUS (2) EMITTERS X 0.50 GPH PLACED AT ROOT BALL. INSTALL FIRST TREE RING DRIP LINE 24" OFF TREE CENTER. SEE DETAIL	7,8,10/L-4.2
SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	DETAIL
⊕	(E) REMOTE CONTROL VALVE RETAIN AND PROTECT; LOCATION SHOWN FOR REFERENCE ONLY. FIELD VERIFY EXACT LOCATION AND SIZE.	--
■	RAIN BIRD 44-NP 1" QUICK-COUPLING VALVE WITH NON-POTABLE PURPLE RUBBER COVER, SEE DETAIL	2,10/L-4.2
□	(E) CONTROLLER RETAIN AND PROTECT.	--
POC	POINT OF CONNECTION (E) 4" POINT OF CONNECTION; CONNECT TO (E) PVC MAIN LINE DOWNSTREAM OF BACKFLOW PREVENTER USING ROMAC SERVICE SADDLE. POT HOLE TO FIELD VERY EXISTING CONDITIONS. CONTACT LANDSCAPE ARCHITECT IF ACTUAL FIELD CONDITIONS VARY FROM THOSE SHOWN HERE WITHIN. SEE DETAIL.	--
—	PVC SCHEDULE 40-NP (N) IRRIGATION LATERAL FOR RECLAIM WATER USE (PURPLE). SEE DETAILS	11,12/L4.2
- - -	PVC PIPE (E) IRRIGATION LATERAL LINE, RETAIN AND PROTECT. SHOWN FOR REFERENCE ONLY. CONTRACTOR SHALL FIELD VERIFY EXACT CONDITIONS AS NEEDED. CONTACT CITY OF UKIAH FOR RECORD DRAWING DATED 04-15-70	--
---	IRRIGATION MAINLINE: PVC SCHEDULE 40-NP (N) IRRIGATION MAINLINE FOR RECLAIM WATER USE (PURPLE). PLACE T.CHRISTY DETECTABLE TAPE ABOVE ENTIRE LENGTH. SEE DETAIL.	11,12/L-4.2
■	PIPE SLEEVE 6" AND LARGER HPDE WITH SMOOTH INTERIOR WALL AND INTEGRAL SOIL-TITE BELL ENDS. 4" AND SMALLER PVC SCHEDULE 40. INSTALL MAINLINE AND LATERALS IN SLEEVES WHEN CROSSING ALL PAVING. SLEEVE SIZE FOR MULTIPLE PIPES. SEE DETAIL	11/L-4.2
VALVE CALLOUT		
1	VALVE NUMBER	
5.0	VALVE FLOW RATE	
2"	VALVE SIZE	
in/hr	VALVE PRECIPITATION RATE	

IRRIGATION SCHEDULE

SYMBOL	DESCRIPTION
I-101	(E) ROTOR; RETAIN AND PROTECT. ADJUST ARC AND RADII AS NEEDED TO PREVENT OVERSPRAY ONTO ADJACENT HARDSCAPES, BUILDINGS, RECREATION FACILITIES.
I-102	(E) ROTOR; REMOVE ROTOR AND CAP LATERAL OUTLET. RELOCATE ROTOR TO EDGE OF NEW LAYOUT AS SHOWN. EXTEND LATERAL AS NEEDED AND ADJUST ARC/RADII TO PREVENT OVERSPRAY ONTO ADJACENT HARDSCAPES, BUILDINGS, RECREATION FACILITIES, ETC.. FLUSH VALVE ZONE OF DEBRIS PRIOR TO NOZZLING ROTOR AND PRESSURIZING SYSTEM.
I-103	(E) ROTOR; RETAIN AND PROTECT
I-104	(E) ROTOR; REMOVE ROTOR AND SWING JOINT ASSEMBLY AND RETURN TO OWNER. CAP LATERAL AND IDENTIFY LOCATION ON RECORD DRAWING. SEE SPECIFICATIONS
I-106	(E) IRRIGATION CONTROLLER; RETAIN AND PROTECT
I-107	CONNECT TO EXISTING LATERAL AT APPROXIMATE LOCATIONS AS SHOWN AND INSTALL NEW LATERAL. POT HOLE TO FIELD VERIFY EXACT LOCATION AND LATERAL SIZE. FLUSH VALVE ZONE PRIOR TO PRESSURING. SEE RECORD DRAWINGS.
I-108	(N) ROTOR LOCATION; RELOCATE EXISTING ROTOR AS SHOWN. POT HOLE TO FIELD VERIFY EXACT LOCATION AND LATERAL SIZE. SEE RECORD DRAWINGS.
I-109	CONNECT TO EXISTING LATERAL AT APPROXIMATE LOCATIONS AS SHOWN (TYPICAL 3 PLACES) AND INSTALL NEW LATERAL AS SHOWN AROUND BASKETBALL COURT. ABANDON EXISTING LATERAL IN PLACE BENEATH NEW BASKETBALL COURT. POT HOLE TO FIELD VERIFY EXACT LOCATION AND LATERAL SIZE. FLUSH VALVE ZONE PRIOR TO PRESSURING. SEE RECORD DRAWINGS.
I-110	EXISTING REMOTE CONTROL VALVE; RETAIN AND PROTECT



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CITY OF UKIAH

PROJECT

VINEWOOD PARK
LANDSCAPE
PARK
IMPROVEMENTS

SHEET TITLE
IRRIGATION
PLAN

DATES

NO.	DESCRIPTION	DATE
1.	100% SUBMITTAL	02-14-2019
2.	--	--
3.	--	--
4.	--	--
5.	--	--
6.	--	--
7.	--	--
8.	--	--

PLOT DATE: --

PROJECT NUMBERS

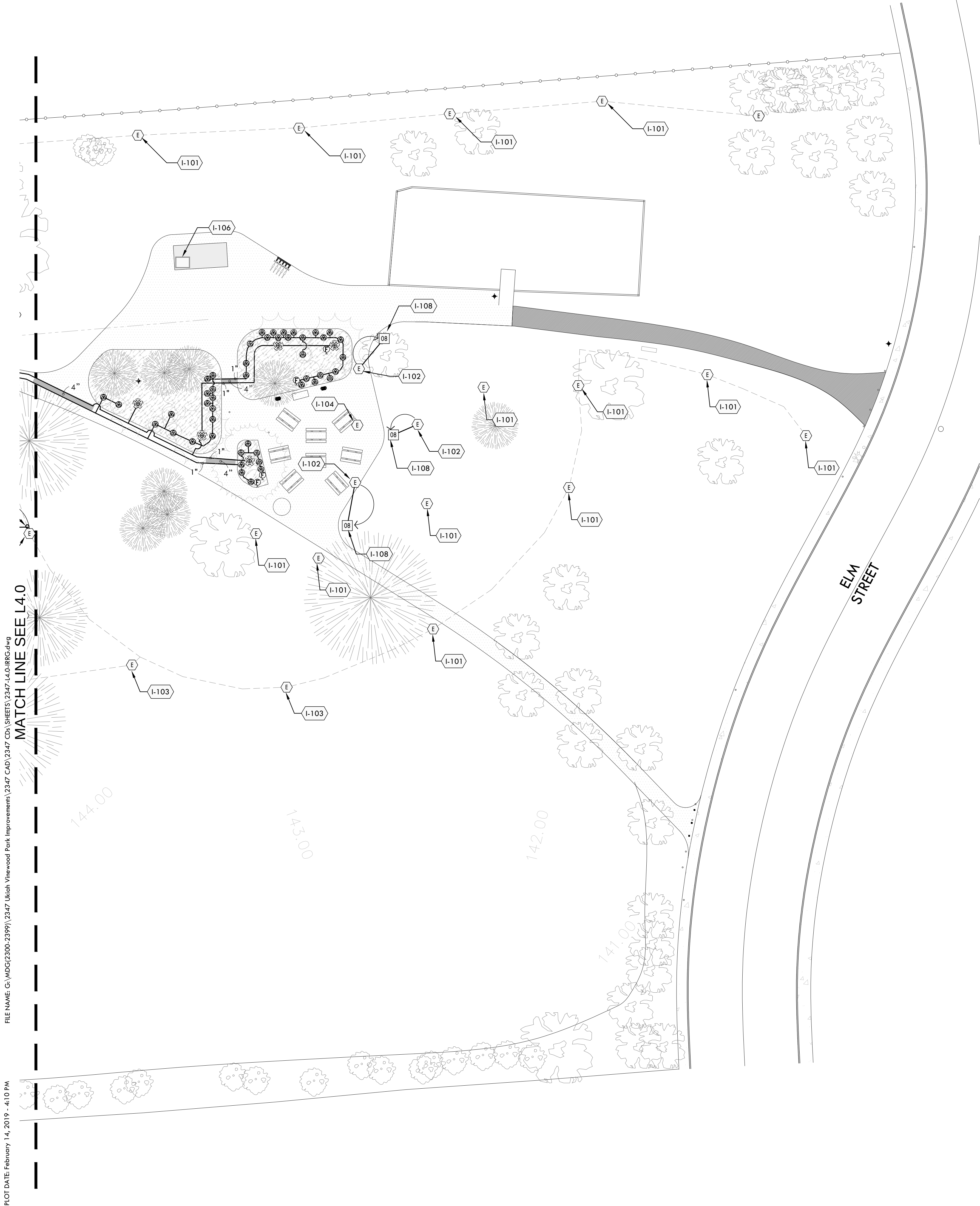
MELTON DESIGN GROUP: XXXX
CONSULTANT PROJECT #: --

SHEET NUMBER

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SHEET 11 OF 13

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EXISTING CONDITIONS

1. THE CONTRACTOR IS REQUIRED TO PROTECT ALL EXISTING FACILITIES, WHETHER DESCRIBED IN THE CONTRACT OR NOT, THAT ARE TO REMAIN IN PLACE. TEMPORARILY OR PERMANENTLY. WHEN EXISTING FACILITIES ARE DAMAGED AS A RESULT OF THE CONTRACTOR'S OPERATIONS OR NEGLECT, THE CONTRACTOR IS RESPONSIBLE FOR REPAIR OR REPLACE AS DIRECTED BY OWNER.
2. BEFORE WORK BEGINS, THE CONTRACTOR SHALL BE RESPONSIBLE TO INSPECT EXISTING FACILITIES WITH LANDSCAPE ARCHITECT AND OWNER'S REPRESENTATIVE THAT ARE TO BE RETAINED, RE-LAID, RESET, RELOCATED OR RECONSTRUCTED. REVIEW RECORD DRAWINGS, UTILITY PLANS, MAINTENANCE RECORDS AND BE FAMILIAR WITH EXISTING CONDITIONS. CONTACT LANDSCAPE ARCHITECT IF YOU HAVE ANY QUESTIONS REGARDING EXISTING CONDITIONS.
3. WORK SHOWN ON PLANS AND DESCRIBED IN CONTRACT DOCUMENTS INCLUDES ABANDONING, ADJUSTING, MODIFYING, OBLITERATING, RECONSTRUCTING, RELAYING, RELOCATING, REMOVING, REPAIRING OR RESETTING EQUIPMENT; MAY OVERLAP WITH AREAS THAT ARE ALSO SHOWN TO BE CLEARED AND GRUBBED OR NEW WORK.
4. THE CONTRACTOR SHALL BE RESPONSIBLE TO RETAIN AND PROTECT EXISTING IRRIGATION THAT IS NOT DESIGNATED FOR ABANDONMENT OR REPLACEMENT THROUGHOUT THE DURATION OF THE PROJECT.
5. IN AREAS WHERE IRRIGATION EQUIPMENT IS DESIGNATED TO BE ABANDONED IN PLACE, IF AN EXISTING PIPE, CONDUIT, WIRE IS ENCOUNTERED DURING INSTALLATION OF NEW EQUIPMENT, THE CONTRACTOR SHALL REMOVE EXISTING EQUIPMENT AND DISPOSE OF OFFSITE. REMOVE TWO (2) FEET OF EXISTING PIPE, CONDUIT, WIRE ON BOTH SIDES OF THE NEW PIPE AND/OR TO A DEPTH OF EIGHTEEN (18) INCHES, WHICHEVER COMES FIRST.
6. WIRES ENCOUNTERED, PULLED AND/OR DAMAGED DURING CONSTRUCTION WILL BE TESTED FOR CONTINUITY TO SOURCE. REPLACE DAMAGED WIRES AS REQUIRED.
7. SEE CONTRACT DOCUMENTS, GENERAL CONDITIONS AND SPECIAL PROVISIONS FOR MORE INFORMATION.

TREE PROTECTION MEASURES

1. THE NATURAL GRADE AROUND THE DRIPLINE OF EXISTING TREES SHALL REMAIN UNDISTURBED DURING AND AFTER CONSTRUCTION. PREFERABLY, THE UNDISTURBED AREA SHALL BE AT DRIPLINE, BUT IN NO CASE CLOSER THAN 20 FEET FROM THE TREE TRUNK. THE DRIPLINE OF A TREE IS A PROJECTED RADIUS ON THE GROUND FORMED BY THE OUTERMOST EDGE OF THE TREE CANOPY.
2. WHERE GRADE CHANGES MUST OCCUR WITHIN THE DRIPLINE, A SUITABLE MITIGATION PLAN SHALL BE DEVELOPED BY EITHER A CERTIFIED ARBORIST. THE PLAN SHALL PROTECT THE TREE FROM EXCESS FILL AND/OR THE REMOVAL OF EXCESS SOIL FROM THE ROOT ZONE.
3. PRIOR TO THE BEGINNING OF CONSTRUCTION, EXISTING TREES SHALL BE PRUNED TO REMOVE LIMBS WHICH MAY BE DEAD OR MAY BECOME DAMAGED DURING CONSTRUCTION. PRUNING SHALL BE PERFORMED CONSISTENT WITH ANSI A300 PRUNING STANDARDS, PRUNE TO THIN 1 IN.
4. A TEMPORARY CONSTRUCTION FENCE SHALL BE INSTALLED AROUND ALL TREE TRUNKS WITHIN CONSTRUCTION ZONE. WRAP TRUNK 4 TIMES AND SECURE FENCING TO TRUNK FOR DURATION OF PROJECT. CONFIRM WITH LANDSCAPE ARCHITECT ON BOUNDARY. THE FENCE SHALL BE SUBSTANTIAL ENOUGH TO RESTRICT ACTIVITY TO OUTSIDE THE AREA AND SHALL BE INSTALLED PRIOR TO ANY GRADING OR OTHER CONSTRUCTION ACTIVITY. DURING CONSTRUCTION, MAINTENANCE SHALL BE PERFORMED SO THAT THE FENCE REMAINS IN GOOD REPAIR. REMOVAL OF THE FENCE SHALL ONLY OCCUR TO ALLOW REQUIRED CONSTRUCTION WITHIN THE AREA OR TO COMPLETE SITE LANDSCAPING. THE LANDSCAPE ARCHITECT SHALL BE CONTACTED, PRIOR TO COMMENCEMENT OF CONSTRUCTION, TO INSPECT FENCING AND TO APPROVE ANY CONSTRUCTION WITHIN THE DRIPLINE.
5. UNDERGROUND FACILITIES AND TRENCHES, (E.G., UTILITY SERVICES, SANITARY SEWER, OR STORM DRAINAGE LINES) SHALL BE CONSOLIDATED, TO THE EXTENT FEASIBLE, AND LOCATED TO MINIMIZE IMPACTS UPON TREE ROOT SYSTEMS. ANY TRENCHING OR UNDERGROUND WORK SHOULD BE LOCATED OUTSIDE OF THE TREE DRIPLINE. ANY TRENCHING REQUIRED WITHIN THE TREE DRIPLINE SHALL BE AS FAR FROM THE TREE TRUNK AS POSSIBLE AND SHALL BE EXCAVATED BY HAND TO MINIMIZE IMPACT ON ROOTS. ALL TRENCHING WITHIN THE DRIPLINE SHALL BE SUPERVISED BY A CERTIFIED ARBORIST.
6. ROOTS 3/4 IN. OR GREATER IN SIZE ENCOUNTERED DURING TRENCHING SHALL BE CLEANLY CUT AND TREATED WITH A SEALING AGENT TO REDUCE LOSS OF MOISTURE TO THE TREE. ROOTS GREATER THAN 1-1/2 IN. SHALL BE PRESERVED AND PROTECTED AT THE DIRECTION OF A CERTIFIED ARBORIST.
7. CONSTRUCTION VEHICLES, EQUIPMENT, OR MATERIALS SHALL NOT BE PARKED OR STORED WITHIN THE FENCED AREA. NO STAGING OR STORAGE AREA FOR CONSTRUCTION SHALL BE LOCATED CLOSER THAN 50 FEET TO THE DRIPLINE OF ANY TREE TO BE PROTECTED.
8. ALL CONSTRUCTION WASTE, INCLUDING BUT NOT LIMITED TO BUILDING MATERIAL DEBRIS, ROOFING MATERIALS, CLEANING OF CEMENT TRUCKS, CHEMICALS/ADHESIVES/SOLVENTS, ECT., SHALL BE STORED OR DISPOSED OF NO CLOSER THAN 50 FEET FROM ANY TREE DRIPLINE.

IRRIGATION SCHEDULE

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	DETAIL
08	(N) HUNTER 140 ROTOR (MATCH EXISTING) INSTALL NEW AT LOCATION SHOWN. ADJUST ARC AND RADI TO PREVENT OVER SPRAY ONTO HARDSCAPE, BUILDINGS, PATHS, ETC.. FLUSH LATERAL LINE PRIOR TO NOZZLING AND PRESSURIZING VALVE ZONE. CLEAR DEBRIS FROM ALL NOZZLES ON (E) VALVE ZONE AS NEEDED. CONTRACTOR SHALL FIELD VERIFY EXISTING FIELD CONDITIONS PRIOR TO START OF WORK. SEE DETAIL.	4/L-4.2
E	(E) IRRIGATION ROTOR RETAIN AND PROTECT OR RELOCATE AS SHOWN ON PLAN. SEE IRRIGATION REFERENCE SCHEDULE.	--

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	DETAIL
■	HUNTER ICZ-101-40-LF-R 1" DRIP CONTROL ZONE KIT (LOW FLOW) FOR RECLAIM WATER USE WITH FILTER AND 40PSI REGULATOR. INSTALL WITH T.CHRISTY VALVE ID AND WATER QUALITY TAGS. SEE DETAIL.	3,10/L-4.2
Ⓟ	NETAFIM TL050MFV-1 1/2" AUTOMATIC FLUSH VALVE. INSTALL IN VALVE BOX WITH T.CHRISTY WATER QUALITY TAG. SEE DETAIL	9,10/L-4.2
⊗	DRIP SHRUB RING - NETAFIM TLRW-4-12 PRESSURE COMPENSATING DRIP LINE (PURPLE STRIPED) FOR RECLAIM WATER USE WITH CHECK VALVE; (7) EMITTERS X 0.40 GPH AT 12" O/C SPACING PER SHRUB RING PLUS (1) EMITTER X 0.40 GPH PLACED AT ROOT BALL. INSTALL SHRUB RING 9" OFF SHRUB CENTER. SEE DETAIL	5,6,10/L-4.2
⊗	DRIP TREE RING - NETAFIM TLRW-4-18 PRESSURE COMPENSATING DRIP LINE (PURPLE STRIPED) FOR RECLAIM WATER USE WITH CHECK VALVE; (28) EMITTERS X 0.40 GPH AT 18" O/C SPACING PER TREE RING PLUS (2) EMITTERS X 0.50 GPH PLACED AT ROOT BALL. INSTALL FIRST TREE RING DRIP LINE 24" OFF TREE CENTER. SEE DETAIL	7,8,10/L-4.2

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	DETAIL
⊙	(E) REMOTE CONTROL VALVE RETAIN AND PROTECT; LOCATION SHOWN FOR REFERENCE ONLY. FIELD VERIFY EXACT LOCATION AND SIZE.	--
■	RAIN BIRD 44-NP 1" QUICK-COUPLING VALVE WITH NON-POTABLE PURPLE RUBBER COVER, SEE DETAIL	2,10/L-4.2
□	(E) CONTROLLER RETAIN AND PROTECT.	--
POC	POINT OF CONNECTION (E) 4" POINT OF CONNECTION; CONNECT TO (E) PVC MAIN LINE DOWNSTREAM OF BACKFLOW PREVENTER USING ROMAC SERVICE SADDLE. POT HOLE TO FIELD VERY EXISTING CONDITIONS. CONTACT LANDSCAPE ARCHITECT IF ACTUAL FIELD CONDITIONS VARY FROM THOSE SHOWN HERE WITHIN. SEE DETAIL.	--
—	PVC SCHEDULE 40-NP (N) IRRIGATION LATERAL FOR RECLAIM WATER USE (PURPLE). SEE DETAILS	11,12/L-4.2
- - - -	PVC PIPE (E) IRRIGATION LATERAL LINE, RETAIN AND PROTECT. SHOWN FOR REFERENCE ONLY. CONTRACTOR SHALL FIELD VERIFY EXACT CONDITIONS AS NEEDED. CONTACT CITY OF UKIAH FOR RECORD DRAWING DATED 04-15-70	--
- - - -	IRRIGATION MAINLINE: PVC SCHEDULE 40-NP (N) IRRIGATION MAINLINE FOR RECLAIM WATER USE (PURPLE). PLACE T.CHRISTY DETECTABLE TAPE ABOVE ENTIRE LENGTH. SEE DETAIL.	11,12/L-4.2
—	PIPE SLEEVE 6" AND LARGER HDPE WITH SMOOTH INTERIOR WALL AND INTEGRAL SOIL-TITE BELL ENDS. 4" AND SMALLER PVC SCHEDULE 40. INSTALL MAINLINE AND LATERALS IN SLEEVES WHEN CROSSING ALL PAVING. SLEEVE SIZE FOR MULTIPLE PIPES. SEE DETAIL	11/L-4.2

VALVE CALLOUT	
1	VALVE NUMBER
5.0	VALVE FLOW RATE
2"	VALVE SIZE
in/hr	VALVE PRECIPITATION RATE

IRRIGATION SCHEDULE

SYMBOL	DESCRIPTION
I-101	(E) ROTOR; RETAIN AND PROTECT. ADJUST ARC AND RADII AS NEEDED TO PREVENT OVERSPRAY ONTO ADJACENT HARDSCAPES, BUILDINGS, RECREATION FACILITIES.
I-102	(E) ROTOR; REMOVE ROTOR AND CAP LATERAL OUTLET. RELOCATE ROTOR TO EDGE OF NEW LAYOUT AS SHOWN. EXTEND LATERAL AS NEEDED AND ADJUST ARC/RADII TO PREVENT OVERSPRAY ONTO ADJACENT HARDSCAPES, BUILDINGS, RECREATION FACILITIES, ETC.. FLUSH VALVE ZONE OF DEBRIS PRIOR TO NOZZLING ROTOR AND PRESSURIZING SYSTEM.
I-103	(E) ROTOR; RETAIN AND PROTECT
I-104	(E) ROTOR; REMOVE ROTOR AND SWING JOINT ASSEMBLY AND RETURN TO OWNER. CAP LATERAL AND IDENTIFY LOCATION ON RECORD DRAWING. SEE SPECIFICATIONS
I-106	(E) IRRIGATION CONTROLLER; RETAIN AND PROTECT
I-107	CONNECT TO EXISTING LATERAL AT APPROXIMATE LOCATIONS AS SHOWN AND INSTALL NEW LATERAL. POT HOLE TO FIELD VERIFY EXACT LOACTION AND LATERAL SIZE. FLUSH VALVE ZONE PRIOR TO PRESSURING. SEE RECORD DRAWINGS.
I-108	(N) ROTOR LOCATION; RELOCATE EXISTING ROTOR AS SHOWN. POT HOLE TO FIELD VERIFY EXACT LOCATION AND LATERAL SIZE. SEE RECORD DRAWINGS.
I-109	CONNECT TO EXISTING LATERAL AT APPROXIMATE LOCATIONS AS SHOWN (TYPICAL 3 PLACES) AND INSTALL NEW LATERAL AS SHOWN AROUND BASKETBALL COURT. ABANDON EXISTING LATERAL IN PLACE BENEATH NEW BASKETBALL COURT. POT HOLE TO FIELD VERIFY EXACT LOACTION AND LATERAL SIZE. FLUSH VALVE ZONE PRIOR TO PRESSURING. SEE RECORD DRAWINGS.
I-110	EXISTING REMOTE CONTROL VALVE; RETAIN AND PROTECT



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LICENSE



CONSULTANT

CLIENT

CITY OF UKIAH

PROJECT

VINEWOOD PARK
LANDSCAPE
PARK
IMPROVEMENTS

SHEET TITLE

IRRIGATION
PLAN

DATES

NO.	DESCRIPTION	DATE
1.	100% SUBMITTAL	02-14-2019
2.	--	--
3.	--	--
4.	--	--
5.	--	--
6.	--	--
7.	--	--
8.	--	--

PLOT DATE: --

PROJECT NUMBERS

MELTON DESIGN GROUP: XXXX
CONSULTANT PROJECT #: --

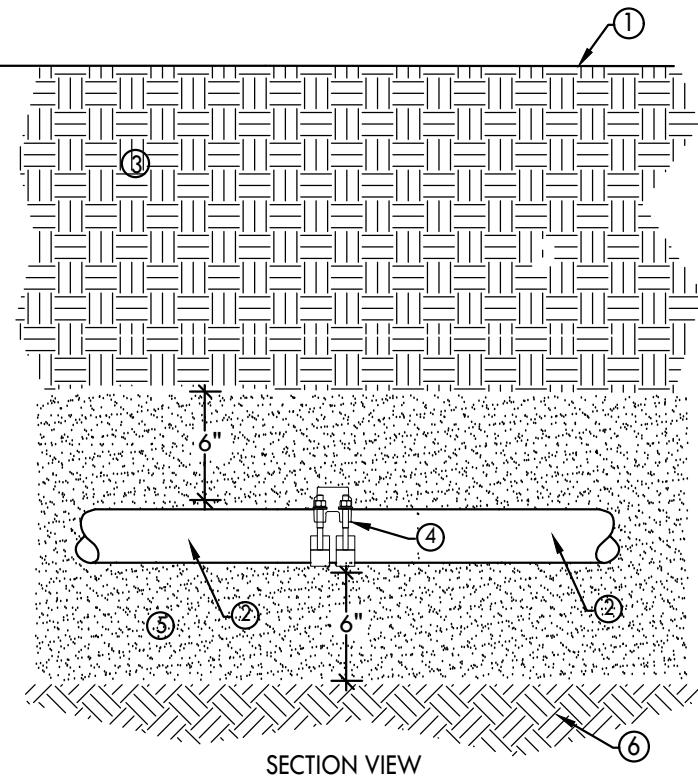
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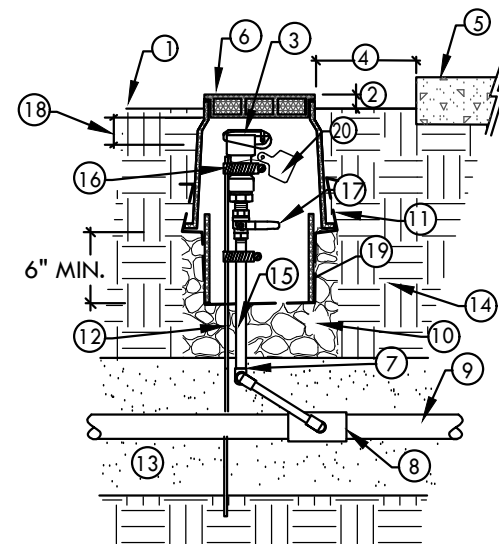
SHEET 12 OF 13

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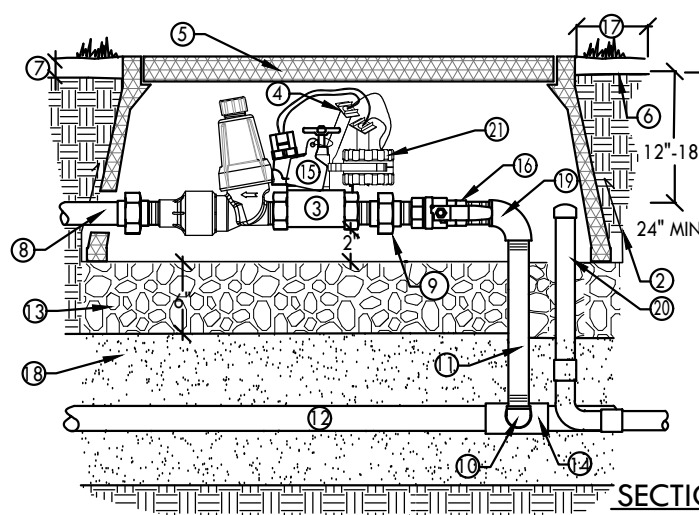
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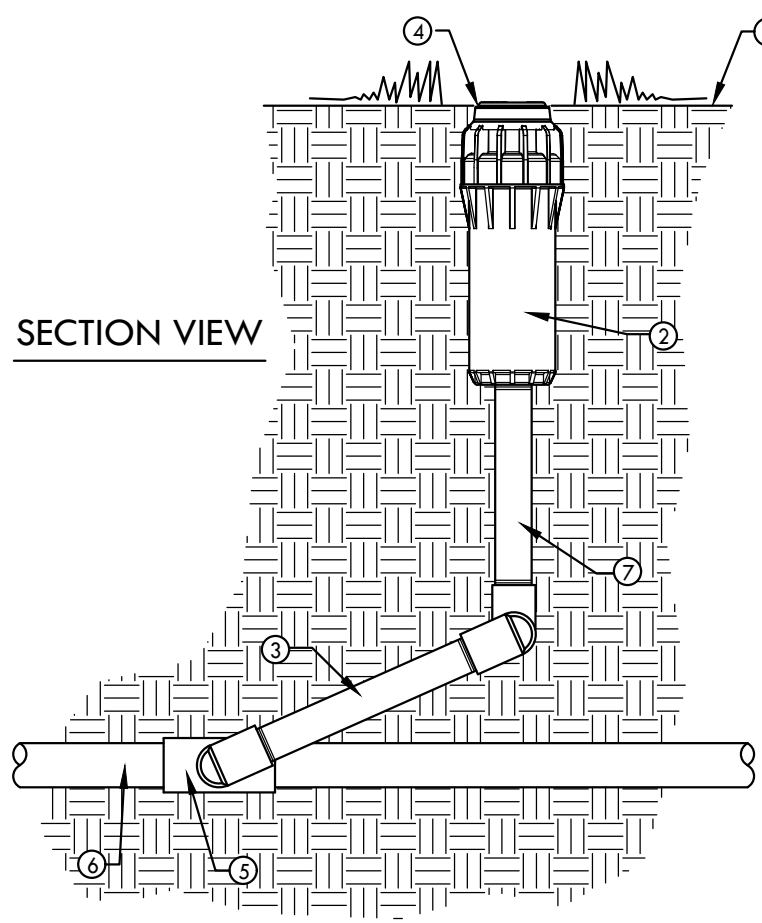
- 1 FINISH GRADE
 - 2 MAIN LINE PVC SCHEDULE 40-NP (PURPLE) FOR RECLAIM WATER USE; SIZE PER PLAN. PROVIDE MINIMUM 18" STRAIGHT PIPE AFTER ROMAC SERVICE SADDLE BEFORE CHANGE IN DIRECTION OR DEPTH.
 - 3 APPROVED BACKFILL PER SPECIFICATIONS
 - 4 ROMAC SERVICE SADDLE - INSTALL PER MANUFACTURER'S SPECIFICATIONS
 - 5 APPROVED SAND BACKFILL PER SPECIFICATIONS; 6" BELOW AND 6" ABOVE MAINLINE. BACKFILL WITH APPROVED MATERIAL. TYPICAL FOR MAIN LINE TRENCH. SEE SPECIFICATIONS.
 - 6 UNDISTURBED SUBSOIL
- NOTE:
CONTRACTOR SHALL IDENTIFY LOCATION OF COUPLERS, DIMENSIONED FROM TWO (2) PERMANENT POINTS OF REFERENCE ON RECORD DRAWINGS PER CONTRACT DOCUMENTS.



- 1 FINISH GRADE
- 2 SET TOP OF BOX ABOVE SUBGRADE: 3-1/4" DECOMPOSED GRANITE; 1-1/2" IN TURF. SET VALVE BOX HEIGHT TO MATCH GRADE OF ADJACENT HARDSCAPE.
- 3 QUICK COUPLING VALVE WITH LOCKING PURPLE RUBBER COVER
- 4 SET VALVE BOX 12" FROM EDGE OF HARDSCAPE
- 5 CURB, HEADER OR PAVING WHERE APPLICABLE
- 6 PLASTIC ROUND VALVE BOX, CARSON 910 (PURPLE) OR APPROVED EQUAL
- 7 MANUFACTURED TRIPLE SWING JOINT, KBI MODEL TSA-1000-TT OR APPROVED EQUAL
- 8 MAIN LINE SCHEDULE 80 FITTING
- 9 MAIN LINE PVC SCHEDULE 40-NP (PURPLE); TYPE AND SIZE PER PLAN
- 10 3/4" CRUSHED ROCK, 6" MINIMUM DEPTH
- 11 1/4" GALVANIZED WIRE CLOTH
- 12 1-1/2" ANGLE IRON; SECURE TO QUICK COUPLER VALVE WITH STAINLESS STEEL HOSE CLAMPS AND SCREWS (TYP. 2 PLCS.)
- 13 SAND BACKFILL; 6" ABOVE AND 6" BELOW MAIN LINE
- 14 UNDISTURBED SUBGRADE OR COMPACTED BACKFILL PER SPECIFICATIONS
- 15 PVC SCHEDULE 80 NIPPLE; LENGTH AS NEEDED
- 16 STAINLESS STEEL HOSE CLAMP WITH STAINLESS STEEL SCREWS (TYP. 2 PLCS.)
- 17 1" FULL PORT BALL VALVE; INSTALL WITH MIN. 6" CLEARANCE ABOVE GRAVEL SO LEVER HANDLE CAN OPEN AND CLOSE FOR OPERATION AND MAINTENANCE.
- 18 DISTANCE BETWEEN QUICK COUPLER COVER AND TOP OF VALVE BOX SHALL ALLOW QUICK COUPLER KEY TO ROTATE IN FULL CIRCLE WITHOUT INTERFERENCE.
- 19 12" HOPE SMOOTH INTERIOR WALL PIPE SLEEVE. INSTALL WITH SQUARE CUT 4" ABOVE GRAVEL INSIDE VALVE BOX WITH ENOUGH ROOM TO OPERATE BALL VALVE.
- 20 T.CHRISTY ID TAG MODEL ID-MAX-P2-RC009. ATTACH TO VALVE STEM USING NYLON CABLE TIE.



- 1 REMOTE CONTROL DRIP VALVE ASSEMBLY WITH PURPLE HANDLE AND BATTERY OPERATED CONTROLLER; SIZE AND MODEL PER PLAN
- 2 1/4" GALVANIZED WIRE CLOTH
- 3 LOCKING WATERPROOF WIRE CONNECTOR, 3M DRY OR APPROVED EQUAL
- 4 PLASTIC RECTANGULAR VALVE BOX (PURPLE), CARSON 1220 OR APPROVED EQUAL
- 5 FINISH GRADE - SEE LANDSCAPE PLAN.
- 6 SET TOP OF BOX ABOVE SUBGRADE: 3-1/4" DECOMPOSED GRANITE/MULCH; SET VALVE BOX HEIGHT TO MATCH GRADE OF ADJACENT HARDSCAPE.
- 7 PVC LATERAL LINE (PURPLE); SIZE AND TYPE PER PLAN. PROVIDE 18" LENGTH PRIOR TO FIRST FITTING.
- 8 SCHEDULE 80 PVC UNION, TXT (TYP. 2 PLCS.)
- 9 SCHEDULE 80 PVC STREET ELBOW, T x T
- 10 SCHEDULE 80 PVC NIPPLE TBE; LENGTH AS NEEDED
- 11 PVC MAIN LINE; SIZE AND TYPE PER PLAN. 24" MINIMUM COVER. SEE SPECIFICATIONS.
- 12 3/4" CRUSHED ROCK; 6" DEPTH
- 13 SCHEDULE 80 PVC TEE (5x5xT)
- 14 T.CHRISTY ID TAG MODEL ID-STD-P2; PURPLE PRINTED WITH CONTROLLER/VALVE NUMBER ON 2 SIDES AND ID-MAX-P2-RC009. ATTACH BOTH TAGS TO VALVE STEM USING NYLON CABLE TIE.
- 15 ISOLATION BALL VALVE; SIZE PER VALVE SIZE
- 16 12" FROM HARDSCAPE
- 17 SAND BACKFILL; 6" ABOVE AND 6" BELOW MAIN LINE
- 18 PVC SCHEDULE 80 ELBOW, TXT
- 19 PVC SCHEDULE 40 CONDUIT FOR FUTURE; STUB INTO VALVE BOX AND CAP. EXTEND TO 48" BEYOND VALVE BOX AND CAP. MARK STUB OUT ON RECORD DRAWING.
- 20 BATTERY OPERATED CONTROLLER; MANUFACTURER AND MODEL PER PLAN



- 1 FINISH GRADE
- 2 GEAR DRIVEN ROTOR WITH PURPLE RUBBER COVER AS PER PLANS AND SPECIFICATIONS
- 3 TRIPLE SWING ASSEMBLY: KBI MODEL TSA-0750-TT OR APPROVED EQUAL (TRIPLE SWING ASSEMBLY SIZE SHALL EQUAL INLET SIZE OF ROTOR)
- 4 SET ROTOR ABOVE SUBGRADE: 1-1/2" IN TURF AND 5/8" IN SEED. SET VALVE BOX HEIGHT TO MATCH GRADE OF ADJACENT HARDSCAPE.
- 5 PVC SCHEDULE 40 LATERAL FITTING SL X SL X TH
- 6 PVC SCHEDULE 40 LATERAL PIPE (PURPLE)
- 7 PVC SCHEDULE 80 NIPPLE (T.B.E.); LENGTH AS NEEDED

1 MAIN LINE SERVICE SADDLE

N.T.S.

2 QUICK COUPLER VALVE

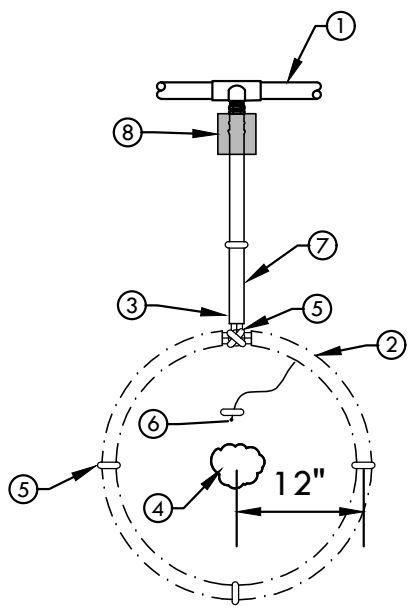
N.T.S.

3 REMOTE CONTROL DRIP VALVE - BATTERY OP

N.T.S.

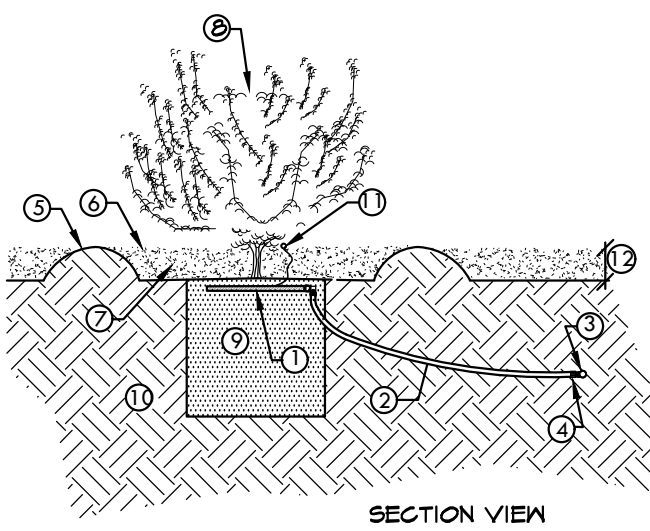
4 ROTOR

N.T.S.

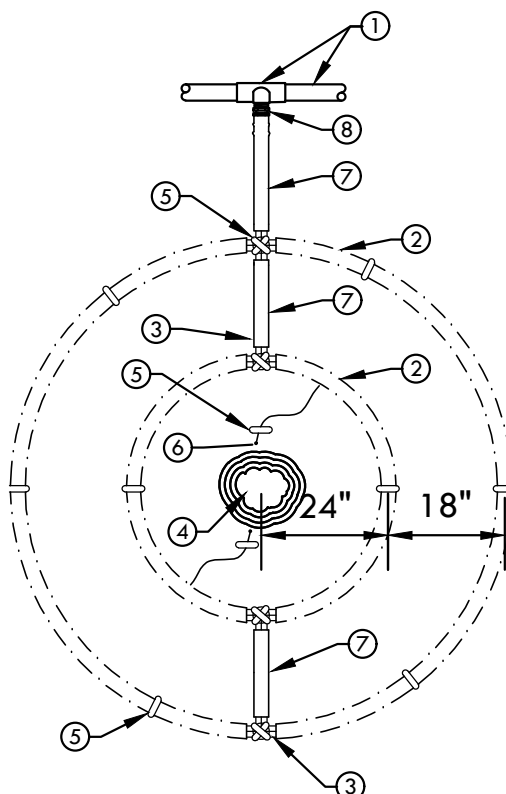


- 1 PVC SCHEDULE 40 SUPPLY HEADER (PURPLE) PER PLAN; SIZE PER PLAN
- 2 SHRUB RING - DRIP LINE (PURPLE STRIPES) WITH 0.4GPH EMITTERS AT 12" SPACING - BURIED 4" BELOW FINISH GRADE; (6" MIN LENGTH OR LENGTH REQUIRED TO AVOID TUBE KINKING). SEE MANUFACTURER'S SPECIFICATIONS
- 3 DRIP LINE TEE OR OTHER FITTING TYPE AS NEEDED, TYPICAL
- 4 SHRUB
- 5 6" GALVANIZED SOIL STAPLE; INSTALL AT 3' INTERVALS ALONG ENTIRE LENGTH OF DRIP LINE AND AT EMITTERS. USE 2 AT FITTINGS IN CRISS-CROSSED FASHION.
- 6 1 GPH EMITTER ON 1/4" DISTRIBUTION TUBING; CONNECT TO SUBSURFACE DRIP LINE AND BRING TO SURFACE AND SECURE WITH 6" GALVANIZED SOIL STAPLE APPROXIMATE 1/2 DISTANCE FROM SHRUB TRUNK AND OUTER LIMIT OF ROOT BALL. TYPICAL 1 PLACE PER SHRUB
- 7 BLANK DRIP LINE TO SHRUB RING - BLANK TUBING SHALL NOT EXCEED 75' LATERAL RUN.
- 8 DRIP LINE STARTER CONNECTOR

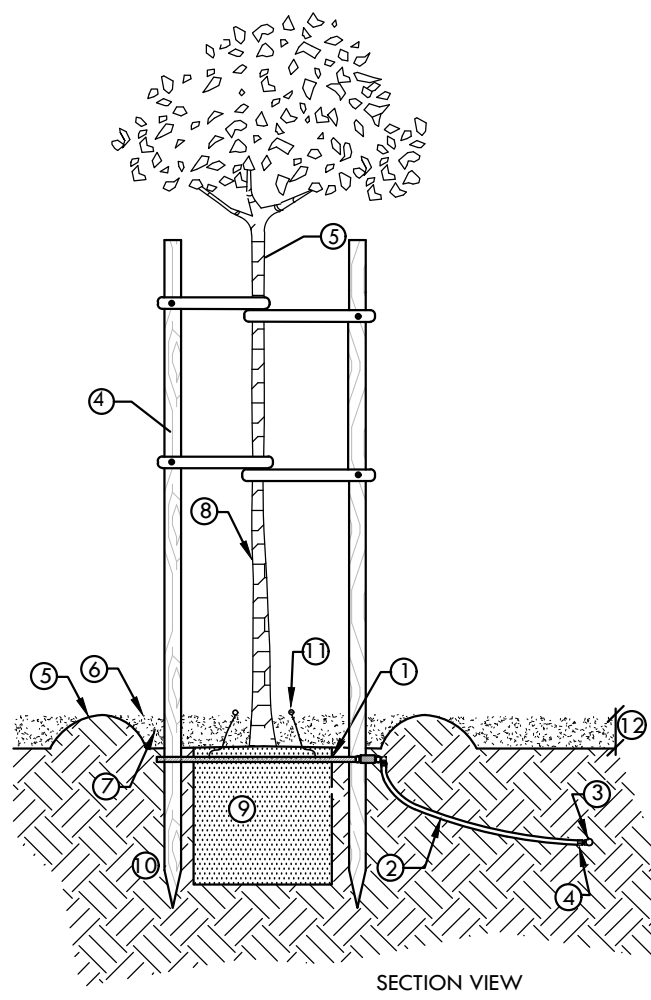
NOTE:
1. SECURE DRIP LINE TUBING TO FINISH GRADE USING 6" GALVANIZED LANDSCAPE U-PINS THREE (3) FEET ON CENTER ALONG ENTIRE LENGTH OF TUBING AND 2 EACH, CRISS-CROSSED AT EACH FITTING



- 1 DRIP LINE SHRUB RING - MANUFACTURER AND MODEL PER PLAN.
- 2 BLANK DRIP LINE (PURPLE STRIPED) TO PVC LATERAL (PURPLE); NOT TO EXCEED 48" IN LENGTH
- 3 PVC LATERAL LINE (PURPLE)
- 4 START CONNECTION.
- 5 WATER RETENTION BERM AS PER PLANTING PLAN
- 6 FINISH GRADE
- 7 TOP DRESSING DECOMPOSED GRANITE PER PLANTING PLAN
- 8 SHRUB PLANTINGS PER PLANTING PLAN
- 9 PLANTING HOLE BACKFILL MIX AS PER PLANTING PLAN
- 10 NATIVE SUBGRADE
- 11 SUPPLEMENTAL EMITTER, TYPICAL 1 PLACE PER SHRUB. PLACE EMITTER ON TOP OF FINISH GRADE.
- 12 APPROVED TOP DRESSING. SEE PLANTING PLAN.



NOTE:
1. SECURE DRIP LINE TUBING TO FINISH GRADE USING 6" GALVANIZED LANDSCAPE U-PINS THREE (3) FEET ON CENTER ALONG ENTIRE LENGTH OF TUBING AND 2 EACH, CRISS-CROSSED AT EACH FITTING



- 1 DRIP LINE TREE RING - MANUFACTURER AND MODEL PER PLAN.
- 2 BLANK DRIP LINE (PURPLE STRIPED) TO PVC LATERAL (PURPLE)
- 3 PVC LATERAL LINE (PURPLE)
- 4 START CONNECTION.
- 5 WATER RETENTION BERM AS PER PLANTING PLAN
- 6 FINISH GRADE
- 7 TOP DRESSING DECOMPOSED GRANITE PER PLANTING PLAN
- 8 TREE PLANTINGS PER PLANTING PLAN
- 9 PLANTING HOLE BACKFILL MIX AS PER PLANTING PLAN
- 10 NATIVE SUBGRADE
- 11 SUPPLEMENTAL EMITTER, TYPICAL 2 PLACES PER TREE. PLACE EMITTERS ON TOP OF FINISH GRADE.
- 12 APPROVED TOP DRESSING. SEE PLANTING PLAN.

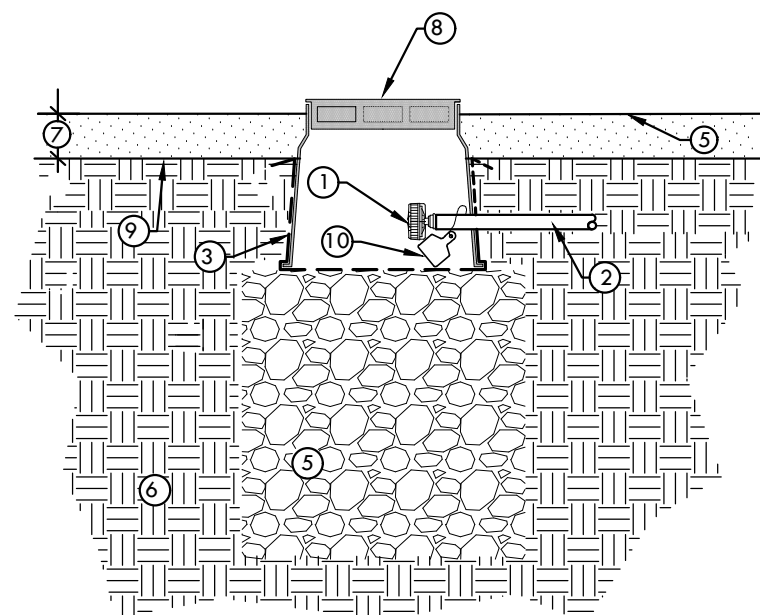
NOTE:
1. BLANK LEADER NOT TO EXCEED 48" IN LENGTH
2. LOCATE DRIP LINE SHRUB RING WITHIN WATER RETENTION BERM. INSTALL MINIMUM DISTANCE OF 12" FROM BASE OF SHRUB.
3. INSTALL SUPPLEMENTAL EMITTER PER DETAIL

5 DRIP SHRUB RING - PLAN VIEW

N.T.S.

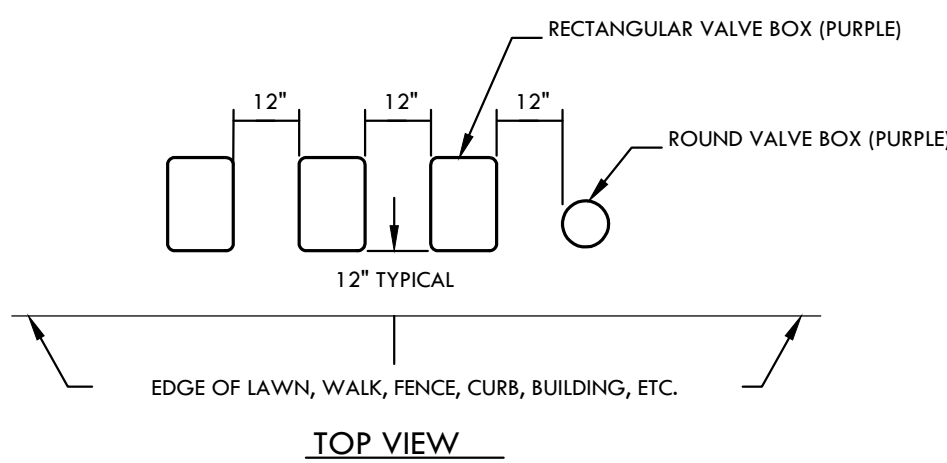
6 DRIP SHRUB RING - SECTION VIEW

N.T.S.

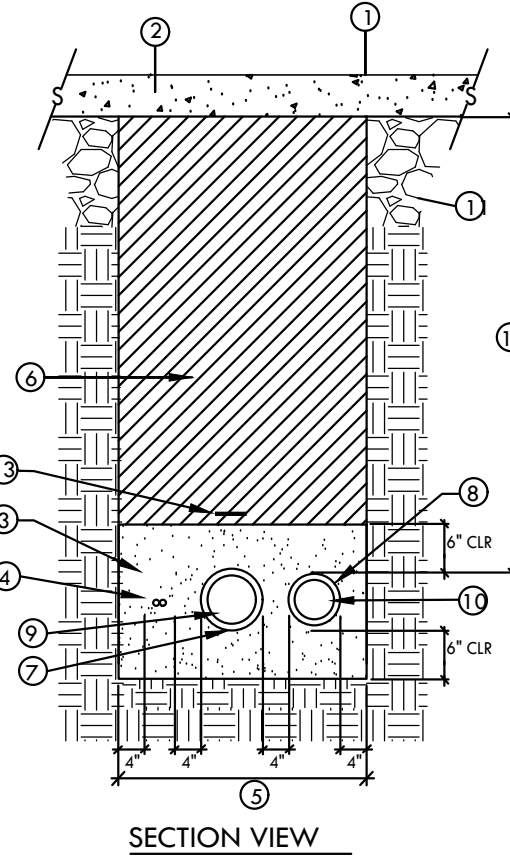


- 1 AUTOMATIC FLUSH VALVE; MANUFACTURER AND MODEL PER PLAN. INSTALL PER MANUFACTURER'S SPECIFICATION
- 2 PVC LATERAL LINE (PURPLE)
- 3 1/4" GALVANIZED WIRE CLOTH
- 4 3/4" CRUSHED ROCK (DRAIN SUMP); 2' DIA. X 2' DEPTH.
- 5 FINISH GRADE - SEE PLANTING PLAN
- 6 COMPACTED SUBGRADE TO 90% RELATIVE DENSITY
- 7 SET TOP OF BOX ABOVE SUBGRADE: 2-1/4" DECOMPOSED GRANITE AND 3-1/4" BARK MULCH; SET VALVE BOX HEIGHT TO MATCH GRADE OF ADJACENT HARDSCAPE.
- 8 ROUND PLASTIC VALVE BOX (PURPLE) CARSON MODEL 910 WITH LOCKING COVER OR APPROVED EQUAL. INCLUDE LOCK BOLT KIT AND BOLT.
- 9 SUBGRADE - SEE GRADING PLAN
- 10 T.CHRISTY ID TAG MODEL ID-MAX-P2-RC009. ATTACH TO VALVE USING NYLON CABLE TIE.

NOTE: NOT ALL DRIP LINE FLUSH VALVES SHOWN ON PLAN. CONTRACTOR SHALL BE RESPONSIBLE TO INSTALL DRIP LINE FLUSH VALVES PER MANUFACTURER'S SPECIFICATIONS.

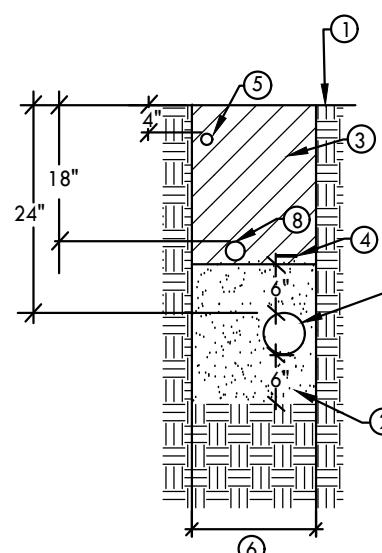


1. VALVE BOX (PURPLE) - CENTER VALVE BOX OVER REMOTE CONTROL VALVE TO FACILITATE SERVICING VALVE.
2. SET REMOTE CONTROL VALVE AND VALVE BOX ASSEMBLY IN LEVEL AREA OF PLANTER OR TURF AS SHOWN ON PLAN. NO IRRIGATION BOXES SHALL BE INSTALLED IN CONCRETE, SIDEWALKS, PATHS, ROADWAYS, ETC.
3. SET VALVE BOXES ON LEVEL BED, 6" DEEP OF 3/4" CRUSHED ROCK. PLACE 1/4" GALVANIZED WIRE MESH DIRECTLY BENEATH VALVE BOX ON TOP OF GRAVEL LEVELING BED.
4. SET BOXES PARALLEL TO EACH OTHER AND PERPENDICULAR TO EDGE OF LAWN, WALK, FENCE, CURB, BUILDING, ETC.
5. AVOID HEAVILY COMPACTING SOIL AROUND VALVE BOXES TO PREVENT COLLAPSE AND DEFORMATION OF VALVE BOX SIDES.
6. INSTALL VALVE BOX EXTENSION BY VALVE BOX MANUFACTURER AS REQUIRED TO COMPLETELY ENCLOSE VALVE ASSEMBLY.
7. SET TOP OF BOX ABOVE SUBGRADE: 3-1/4" DECOMPOSED GRANITE; 1-1/2" IN TURF. SET VALVE BOX HEIGHT TO MATCH GRADE OF ADJACENT HARDSCAPE.
8. INSTALL WITH BOLT KIT AND WITH BOLTS.
9. GROUP VALVES TOGETHER AS SHOWN ON PLAN. STAKE LOCATION OF VALVE BANKS WITH DIMENSIONS OF AREA REQUIRED FOR APPROVAL BY LANDSCAPE ARCHITECT PRIOR TO CONSTRUCTION.



NOTE:
1. SIDES OF TRENCH WILL BE DUG SQUARE AND CLEAN OF ALL SHARP MATERIAL.

- 1 FINISH GRADE - SEE CONSTRUCTION PLAN.
- 2 VEHICULAR OR PEDESTRIAN PAVING
- 3 SAND BACKFILL WITH 6" COVER ABOVE PIPE AND 6" BELOW PIPE
- 4 DIRECT BURIAL IRRIGATION WIRE; SEE SPECIFICATIONS
- 5 WIDTH AS NEEDED TO MAINTAIN A MINIMUM 4" HORIZONTAL SEPARATION BETWEEN PIPES. PIPES SHALL NOT BE LAID ON TOP OF ANOTHER. (SEE SPECIFICATIONS).
- 6 TRENCH BACKFILL: BENEATH VEHICULAR PAVEMENT: -COMPACTED CLASS 11 AGGREGATE DEPTH AND COMPACTION PER ENGINEER'S PLANS. BENEATH NON-VEHICULAR PAVEMENT: -NATIVE SITE SOIL, COMPACTED TO ELIMINATE SETTLING, 95% RELATIVE DENSITY
- 7 MAINLINE SLEEVING - TYPE AND SIZE PER PLAN, SEE SPECIFICATIONS
- 8 LATERAL SLEEVING - SCHEDULE 40 PVC PIPE. SIZE PER PLAN, SEE SPECIFICATIONS
- 9 PVC MAINLINE (PURPLE); SEE SPECIFICATIONS
- 10 PVC LATERAL LINE (PURPLE); SEE SPECIFICATIONS
- 11 PAVEMENT SUBGRADE - AS PER ENGINEER'S PLANS
- 12 SLEEVING, 24" MINIMUM COVER BENEATH PAVING
- 13 DETECTABLE MARKING TAPE, 2" PURPLE T. CHRISTY TA-DT-2-PRW; RUN ENTIRE LENGTH OF MAIN LINE AND ON ALL MAIN LINE BRANCHES SEE SPECIFICATIONS. PLACEMENT AND DEPTH PER MANUFACTURER'S SPECIFICATIONS



- 1 FINISH GRADE
- 2 SAND BACKFILL; MINIMUM 6" ABOVE AND BELOW MAIN LINE WITH MINIMUM 6" BACKFILL
- 3 APPROVED BACKFILL AS PER PLANTING PLAN
- 4 MAIN LINE DETECTION TAPE; T.CHRISTY MODEL TA-DT-2-PRW OR APPROVED EQUAL. INSTALL ABOVE IRRIGATION MAIN LINE PIPE PER MANUFACTURER'S SPECIFICATIONS.
- 5 DRIP LINE (PURPLE STRIPED); INSTALL 4" BELOW FINISH GRADE AND STAKE EVERY THREE (3) FEET.
- 6 WIDTH AS REQUIRED TO MAINTAIN MINIMUM 4" HORIZONTAL SEPARATION FROM PIPE TO PIPE AND PIPE TO TRENCH WALL. NO PIPE SHALL BE LAID OVER ANOTHER
- 7 IRRIGATION MAIN LINE (PURPLE); SIZE AND TYPE PER PLAN. 24" MINIMUM COVER
- 8 PVC LATERAL (PURPLE); SIZE AND TYPE PER PLAN. 18" MINIMUM COVER

9 DRIP FLUSH VALVE

N.T.S.

10 DRIP FLUSH VALVE

N.T.S.

11 TRENCHING BENEATH PAVEMENT

N.T.S.

12 TRENCHING

N.T.S.

NO.	DESCRIPTION	DATE
1.	100% SUBMITTAL	02-14-2019
2.	--	--
3.	--	--
4.	--	--
5.	--	--
6.	--	--
7.	--	--
8.	--	--



AGENDA SUMMARY REPORT

SUBJECT: Approve an Electric Vehicle Charger Rebate Program, Funded by Low Carbon Fuel Standard Credit Proceeds, Approve the Establishment of a Low Carbon Fuel Standard Reserve Account, Establish an Electric Cap-and-Trade Account Loan, and Authorize the City Manager to Execute Necessary Documents Including Registration of the Electric Department for the Low Carbon Fuel Standard Program Through Air Resources Board.

DEPARTMENT: Electric Utility

PREPARED BY: Diann Lucchetti

ATTACHMENTS:

[Attachment 1 - EV Charger Rebate](#)

Summary: City Council will consider approving an Electric Vehicle Charger Rebate Program, funded by Low Carbon Fuel Standard (LCFS) credit proceeds, and approve the establishment of a Low Carbon Fuel Standard Reserve (LCFS) account.

Background: The electric vehicle (EV) and the plug-in electric hybrid vehicle (PHEV) markets are growing rapidly across the nation and particularly in California. Improvements in battery technology and decreases in battery costs are leading to an increase in the number of electric vehicle models offered, from about 25 EV and PHEV models today to manufacturer announcements of more than 70 models in development.

RECOMMENDED ACTION: Approve an Electric Vehicle Charger Rebate Program, funded by low carbon fuel standard credit proceeds, approve the establishment of a Low Carbon Fuel Standard (LCFS) reserve account, establish a \$30,000 Electric Cap-and-Trade account loan to the LCFS reserve account, and authorize the City Manager to execute necessary documents including registration of the Electric Department for the low carbon fuel standard program through Air Resources Board.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: \$534,000; FY1 8/19; 80000000.48101; Electric Cap-and-Trade

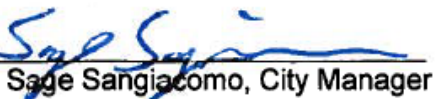
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: 80000000.48101; Electric Cap-and Trade

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Finance Department

Approved: _____


Sage Sangiacomo, City Manager

California has a very high share in total U.S. plug-in sales of 60% in the first ten months of 2018, (Source: Insideevs.com). According to data from Alliance of Automobile Manufacturers-Advanced Vehicle Technology Sales Dashboard, 329,626 EV's have been purchased in California between January 2011 and February 2018. Table 1 (Attachment 1) shows the number of registered EV and Hybrid vehicles in Mendocino County and surrounding counties with the Department of Motor Vehicles (DMV) by fuel type as of January 1, 2018.

Considering the growing EV market, the State of California and the electric utility industry are encouraging improving the air quality with the growth of EVs through the development of EV charger rebate programs. Other Municipal Electric Cities including Roseville, Palo Alto, Burbank, Pasadena, Alameda and Shasta Lake have also launched successful EV charger rebate programs.

An EV charger supplies electric energy for the charging of EVs and PHEVs. EV chargers can be wall-mounted or on a pedestal. Home EV chargers have one port and workplace chargers typically have two. The three levels of charging are described in table 2 (Attachment 1).

EV charger installation costs are site-specific and vary greatly. Some EV owners who charge at home simply plug into a dedicated 120-volt or 240-volt outlet while others can pay up to \$1,000 to install a level 2 home charger. The installation cost for a level 2 workplace charger can range from \$2,000 to more than \$6,000, and a level 3 fast charger can range from \$7,000 to more than \$30,000. An EV charger may require the installation of a new panel, transformer, concrete pad, and/or trenching. A City of Ukiah building permit is required to install an EV charger.

Table 3 (Attachment 1) provides an estimate on level 2 and level 3 EV charger costs.

A Department of Energy (DOE) study determined that more than 80 percent of EV charging occurs at home.

According to a report from the Los Angeles Department of Water and Power, the installation of workplace chargers will result in increased EV sales and EV charger usage. Nearly 40 percent of respondents to a Center for Sustainable Energy survey said that access to workplace charging was very or extremely important in their decision to acquire an EV.

Discussion: Given the growth in the EV market and the need for EV infrastructure in the City, Ukiah has the opportunity to create and utilize LCFS program proceeds to respond to these trends and deliver a better customer experience, increase customer engagement and loyalty, and ensure that Ukiah is able to meet the demands of the growing EV market. As such, Staff has developed a rebate program for residential and commercial (City of Ukiah) customers who purchase EV chargers.

Staff is recommending the approval of Ukiah's Electric Vehicle Charger Rebate Program, funded initially through a \$30,000 loan from the Electric Cap-and-Trade account (800000000.48101). The loan repayment and the rebate program will be funded through the LCFS program proceeds. Electric Department's program will be limited to available funding and will be evaluated yearly through the budget process. The EV program will encourage EV charging at home and at the workplace by reducing the charger equipment costs for Ukiah residents and local workplaces. This will help meet the increasing demand for EVs and the subsequent need for more EV infrastructure.

The objective of the LCFS program, which is administered by the California Air Resources Board (CARB), is to reduce the carbon intensity of transportation fuels in California by 10 percent by 2020. Pursuant to the California Code of Regulations Sec. 95483(e)(1), LCFS program proceeds may only be used to:

- Benefit current or future EV customers.

- Educate the public on the economic, environmental, and societal values of EV adoption (total cost of ownership compared to gasoline-fueled vehicles).
- Provide rate options that encourage off-peak charging and minimize grid impacts.

The EV charger rebate is intended to reduce the charger equipment cost to the customer, not the installation cost, which varies by specific customer site locations. The customer will own and maintain the EV charger and be responsible for all costs.

Table 4 (Attachment 1) lists the proposed Ukiah EV charger rebates.

Home Level 2 charger rebates will be added to the existing rebate platform for residential customers. Workplace charger application & rebates will be processed individually by Electric staff. Level 3 fast chargers are not included in Ukiah's EV charger rebate program at this time. Staff will seek to add rebates for Level 3 charges in the near future.

Table 5 (Attachment 1) lists the estimated program participants and estimated budget for the program. The estimated number of rebates is based upon trends of EV customers and what other California utilities have experienced.

NEXT STEPS:

Upon Council approval of the proposed EV Charger Rebate Program, Staff will develop and implement the program. The expected launch date is March 2019 with qualified installations grandfathered from January 1, 2018. To be qualified for a rebate, the applicant must submit proof of purchase and the finalized building permit issued by the City's Building Division that is dated on or after January 1, 2018. Staff will seek approval to add Level 3 charger rebates at a future date. Additionally, staff will register for LCFS program with Air Resources Board.

FINANCIAL IMPACT:

The EV Charger Rebate Program will be funded and the loan repaid using Ukiah's LCFS program credit sale revenues. A separate fund will be created to account for this program. The Electric Department will work with Finance to set up the appropriate accounting.

Attachment 1

Table 1

Fuel Type	Mendocino Co.	Lake Co.	Humboldt Co.	Sonoma Co.
Battery Electric	237	97	342	3,107
Hybrid Gas	2,329	1,217	3,101	18,940
Plug-in Hybrid	414	137	693	3,303

Table 2

Charge Type	Voltage	Time to fully charge EV	Application	Vehicle Application
Level 1	120 V	Up to 22 hours	Home	Most EVs and PHEVs
Level 2	240 V	4 to 8 hours	Home, Workplace, Public	All EVs and PHEVs
Level 3 Fast Charge	480 V	30 minutes	Workplace, Public	EVs only

Table 3

Type	Equipment Cost	Installation Cost
Home Level 2	\$600 to \$1,200	\$500 to \$1,000
Workplace/Public Level 2	\$6,000 to \$7,000	\$2,000 to \$6,000 or more
Workplace/Public Level 3	\$12,000 - \$35,000	\$7,000 to \$30,000

Table 4

Type	Proposed Rebate Rate (per EV Charger)
Home Level 2	\$500
Workplace and Public Level 2 Single/Dual Hose	\$3,000/\$4,000

Table 5

Year	No. of Home Rebates	No. of Workplace Rebates	Home-Total Rebates	Workplace Total Rebates	Total Budget
FY 18	10	3	\$5,000	\$9,000	\$14,000
FY 19	10	5	\$5,000	\$20,000	\$25,000



AGENDA SUMMARY REPORT

SUBJECT: Report Regarding the City of Ukiah's Electric Vehicle Charging Station Program.

DEPARTMENT: Electric Utility

PREPARED BY: Diann Lucchetti

ATTACHMENTS:

None

Summary: City staff will provide an update on the electric Vehicle (EV) charging station program including the Tesla superchargers and the proposed installation of four, Level 2 chargers with provisions for future Level 3 chargers.

Background: In 2015, Council authorized Tesla Motors to install eight supercharger stations--at their own expense--in Parking Lot E, located on Clay Street between Oak Street and School Street. The chargers went live in February, 2016 with a steady increase of use. Data from Tesla shows the charges are charging an average of eight hundred cars per month, with that number increasing monthly. These chargers have been proven to be well used and has increased the visitors to our downtown-area businesses.

On a limited basis, Ukiah has provided electric vehicle charging in Parking Lot A, located on Oak Street between Standley Street and Perkins Street since 1998. In addition, several businesses are providing or plan to provide electric vehicle charging stations in Ukiah. The demand for charging stations has risen dramatically in recent years. City Council and the public have shown interest in improving Ukiah's EV infrastructure and has requested Staff to implement new electric charging stations independent of the Tesla chargers for public use.

RECOMMENDED ACTION: Receive report.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: \$100,000; FY 18-19; Electric Capital #80126100.80230.18040

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Shannon Riley, Deputy City Manager; Maya Simerson, Project & Grant Administrator

Approved: _____


Sage Sangiacomo, City Manager

Discussion: In an effort to improve EV charger availability within the City of Ukiah, Staff has considered several charger types and manufactures, available locations, code requirements funding sources, impacts of Proposition 26 and investigated the customer benefits through public and privately owned charging stations.

Tesla Motors, who provided four level 2 chargers as part of their project, recommended ChargePoint, Inc. as a leading provider of electric vehicle chargers. The ChargePoint website states that “ChargePoint brings electric vehicle (EV) charging to more people and places than ever before with the world’s largest and most open EV charging network. We design, build and support all of the technology that powers this network, from charging station hardware to energy management software to a mobile app. Our work transforms transportation and energy use by helping more people choose to drive electric.” These chargers will require a fee for use that will be determined by City Staff and based on a rate schedule that will be presented to Council at a subsequent meeting. Those rates can also be adjusted based on demand, turnover, or changing conditions.

ChargePoint offers different levels of commercial chargers. Staff is proposing the installation of four Level 2 chargers with site expansion provisions for future level 3 “Quick Chargers”. The Level 2 chargers accommodate Tesla and all major commercially available vehicles on the market. Charging time will vary depending on the make and manufacture of the vehicle and the battery condition (level of charge). For the level 2 charger, the average “top-off” time is estimated to be between two to three hours. The Level 3 chargers’ “Quick Charge” can provide a full charge in less than one hour, but is not compatible with eighty-seven percent of electric vehicles on the road today.

Mendocino and Sonoma counties have installed level 2 ChargePoint Chargers, which serve over 3,500 battery powered vehicles successfully. Ukiah customers’ experience will be heightened, with the expanded number of network chargers providing more reliability and available charging locations. Customer feedback using these chargers has been very high, with customer service being rated superior.

The proposed chargers will be available for customers twenty-four hours a day, 365 days a year with customer service representative available to assist at all times.

The chargers are equipped to notify the Electric Department if they are in need of service. Through ChargePoint, users can also see what chargers are operational in real time. This feature both expedites repairs and contributes to a high rating of customer satisfaction.

The cost for purchasing the chargers and installation will be initially funded through a loan from carbon-credit sales proceeds account. The initial cost will be reduced by Tesla’s contribution of four level 2 chargers with an estimated value of \$2,400. The yearly subscription service will be funded through the Low Carbon Fuel Standard (LCFS) and charging rate revenue.

The funding source to repay the loan and for additional EV charger installations would be from the Low Carbon Fuel Standard (LCFS) credit sale proceeds and used to fund faster EV chargers in the future as demand and funding becomes available.

Through the driver’s cloud account, all financial exchanges will be established and paid, thereby eliminating risk for the City. Additionally, the charger will notify the driver when the car is fully charged. If the driver remains parked at the charger past the two-hour mark, the rate per hour will automatically change to a higher fee.

Staff worked to identify a location for four electric vehicle chargers. Initially the intent was to place a set of chargers in two locations. This concept was deemed infeasible when the costs of electrical services and accessibility standards for two locations were calculated. A location was then identified where all four chargers could be installed together. The new location identified is in Parking Lot A (Oak St Lot) immediately adjacent and west of the existing chargers.

The spaces needed for the new charges can be made available by the following steps:

- Relocating the parking enforcement officer's parking space to the small space where the existing charging station is currently located.
- Utilizing the second parking enforcement officer's parking space that is currently unassigned.
- Removing three metered spots and reusing the meters by replacing failed meters in Parking Lot D.
- Relocating the five permitted spots in the location needed for the chargers to the newly available spots in the same parking lot.

By taking the above steps no permitted spaces would be revoked or moved to another lot, and five parking spaces would be opened up to accommodate four electric charging stations with one of those stations meeting all accessibility guidelines.

Installing, operation and administration of the four chargers and the LCFS program will be handled by the City of Ukiah Electric Utility. The parking and use rates will be presented to Council for discussion and approval in March, 2019.

THERE ARE NO ATTACHMENTS FOR THIS AGENDA ITEM

RECEIVED

2-13-2017

FEB 13 2017

To: Rick Seanor
Sage Sangiocomo

**CITY OF UKIAH
DEPT. OF PUBLIC WORKS**

From: Tree Advisory Group

Re: Downtown Streetscape Improvement, Phase 1

Please find below the recommendations TAG arrived at from two meetings and a site visit. We request that the recommendations be included in the RFP. We also respectfully ask to be involved in the further planning stages with the selected design firm.

TAG recommendations for Phase 1 project area:

1. Preserve current healthy trees and protect during construction. The current tree count is 38 Crepe Myrtle and 15 Chinese Pistache (see sketch). They are planted 22'-26' apart and 8'- 10' from buildings.
2. Add new trees in PLANTING STRIPS in the wider sidewalks. In street blocks with existing trees, interplant new trees with existing trees at least 10' from buildings (see sketch). Once new trees grow up, older ones can be removed if overcrowding should be an issue.
3. Add new trees to street blocks at the N and S end of the project area that are currently without trees. New plantings should be 20' apart, depending on underground utilities.
4. No new street trees are recommended in front of the courthouse, where large Magnolias and other trees need all the space and water available.
5. For all new tree plantings, follow the species selection in the Downtown Zoning Code (London plane for along sidewalks and Interior Live Oak for bulbouts) except where new sidewalks are more narrow (sections A,B; E in '09 Concept Plan). A columnar species, such as European hornbeam, is recommended .
6. Fit all planting strips with structural soil and cover with permeable material, such as interlocking pavers, between trees. Retrofit the sidewalk area next to a tree with structural soil and pavers to assure tree health of new and existing trees. See attached example photo of a street section in Healdsburg.

7. Bulbouts: use large (at least 8'x10') bulbouts with interior live oak at major intersections and focal points (Perkins/State; Plaza; Seminary Dr.); use smaller bulbouts (with low-maintenance plantings) at other intersections (Smith, Standley, Church, Stephenson, Clay).

8. Follow LID Guidelines for the City of Santa Rosa, which were adopted by the City of Ukiah, especially the following elements:

- * permeable paving
- * structural soil
- * open curbs at bulbouts (see photos)
- * LID storm water catch basins at intersections/bulbouts.

Illustrations:

- 1) Sketch of project area, according to 2009 Concept Plan: "Ukiah Downtown Streetscap Improvement Plan"
- 2) sketch of interplanting
- 3) photo of Healdsburg Ave (N): pavers in sidewalk and planting strip
- 4) photo of Central Ave, Healdsburg: wide paved pedestrian crossings at intersection, bulbout with open curb, storm-water retention plantings
- 5) photo of Central Ave at Plaza, Healdsburg: open-curb bulbout with storm-water treatment
- 6) Cloverdale, downtown: London plane, Crepe myrtle interplant, 5'x5' tree grate, pavings between trees, short awnings on buildings (not interfering with trees)
- 7) Alex Thomas Plaza: existing paving in sidewalk

①

Project area, phase 1, existing conditions

1

- pistache (P)
- crepe myrtle (CM)
- small/cripple/miss.

total: 38 M
15 P

9' sidewalk
+ 3' wells

HENRY

Smith

STANDLEY

PERKINS

Church

Steph.

Clay

Seminary

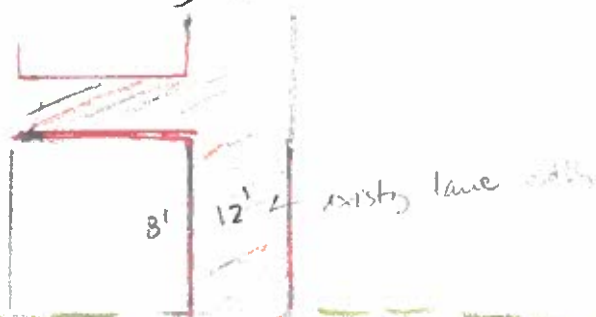
starting Economy Inn:
overhead
wires

MILL

SCHOOL ST.

STATE ST.

MAIN ST.



+ 3x3' 6" L
wells
7'6" sidewalk

PALACE
11'

3x3' well
- missing

3x3' well



COURTHOUSE
12'

12'

11'

PLAZA
11' 8"

12'

11'

Steph.

DISTRICT
Phase I



8'

10'

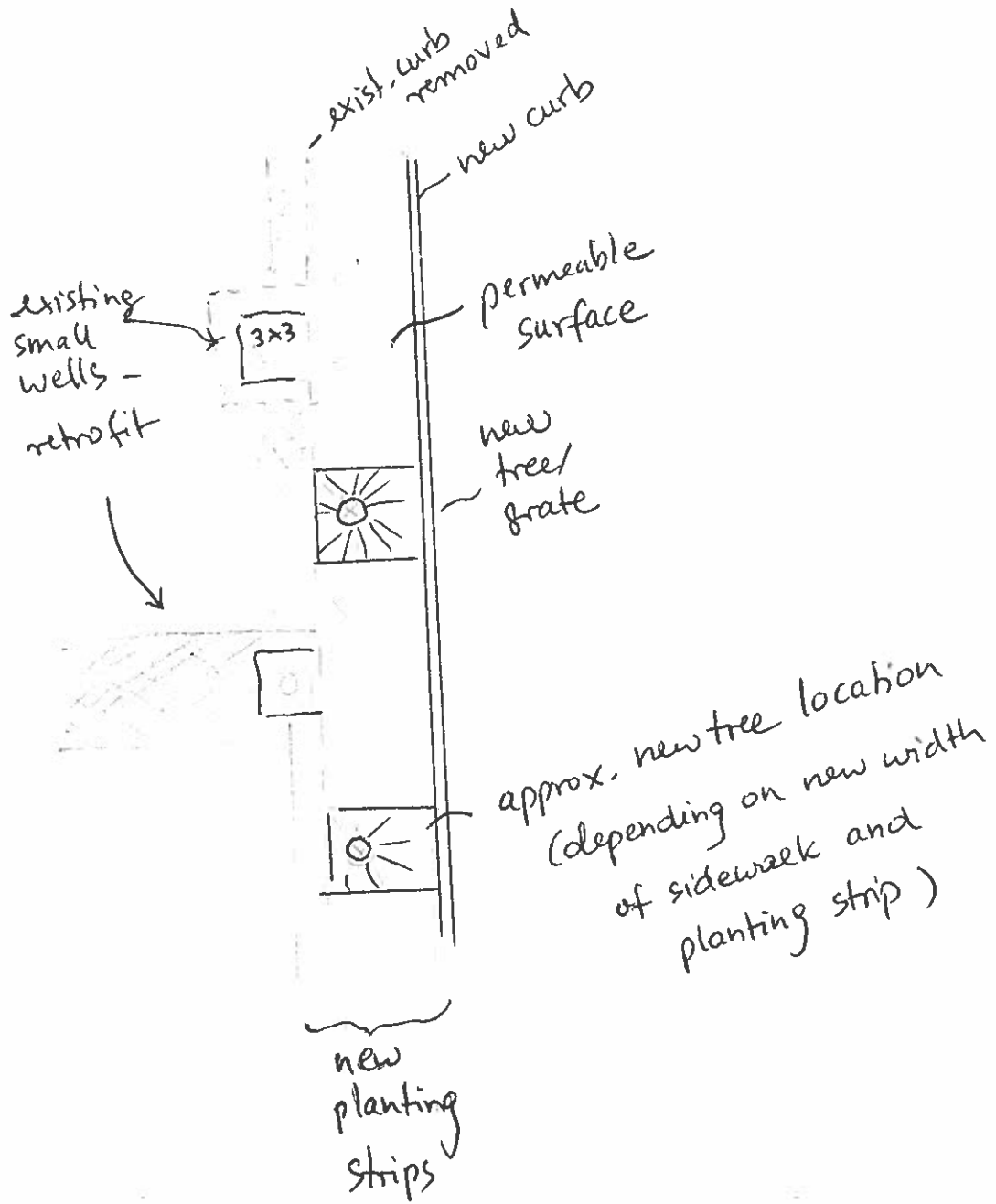
BoA

8' sidewalk
(incl 3' wells)

no trees on
either side
7-8' sidewalks

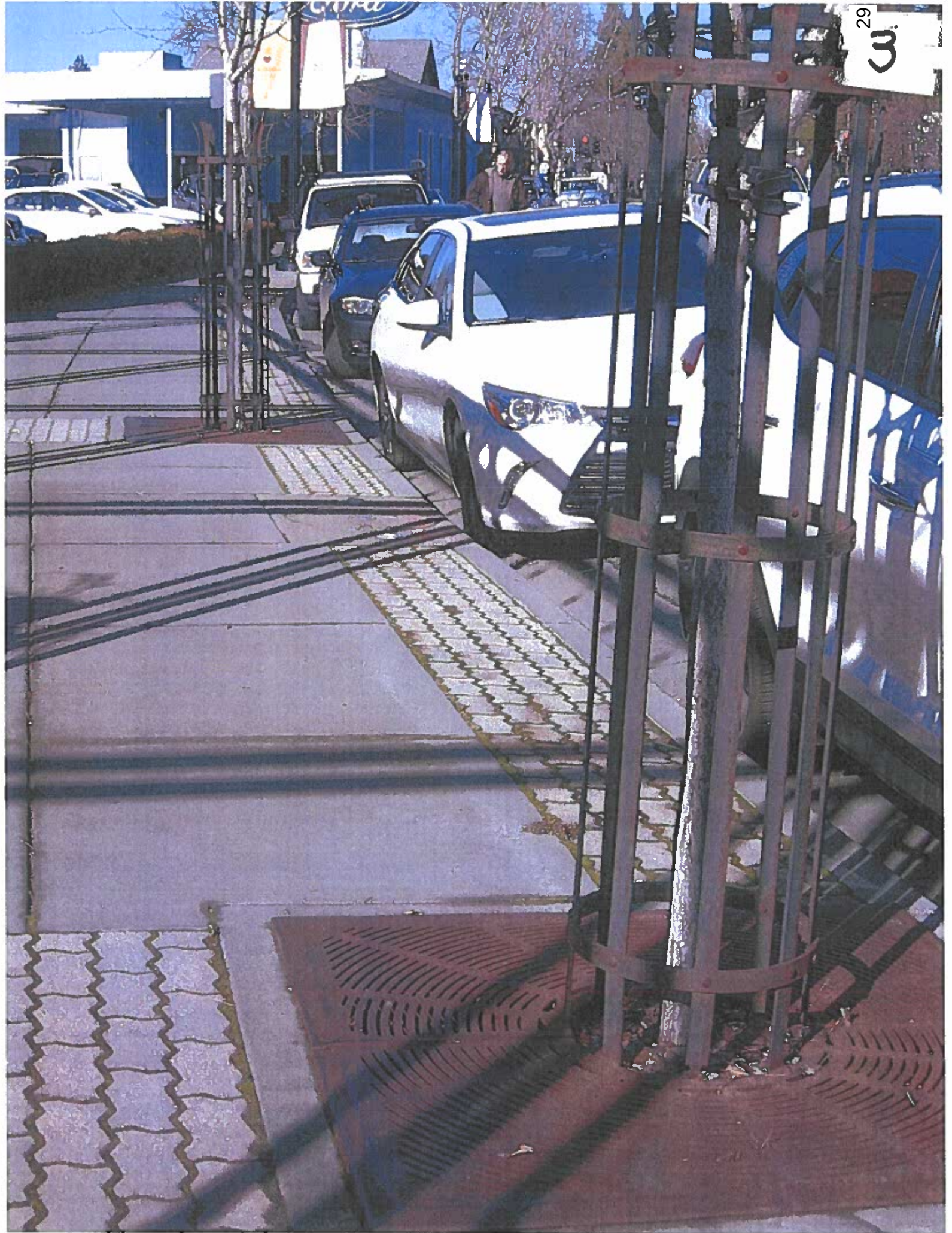
2

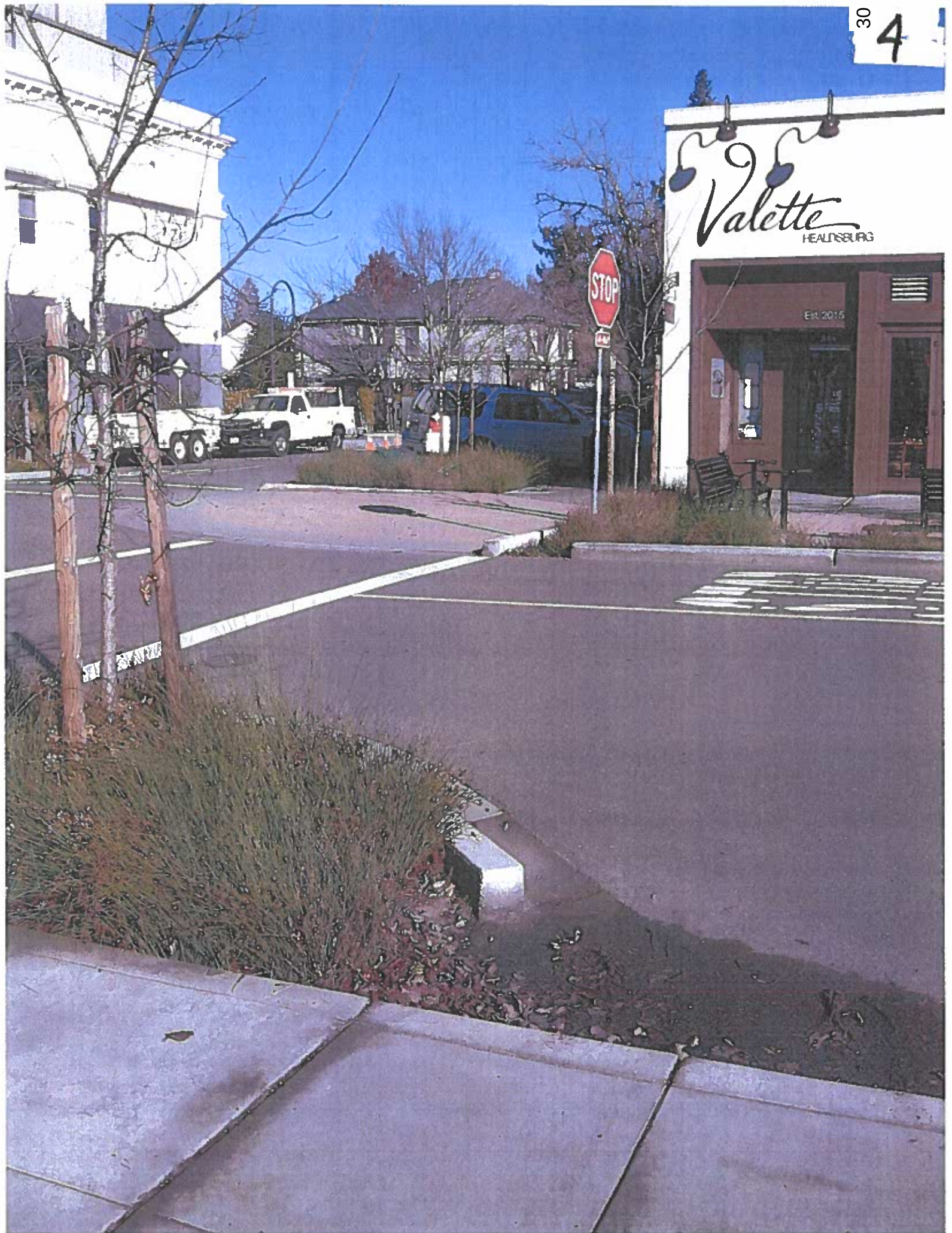
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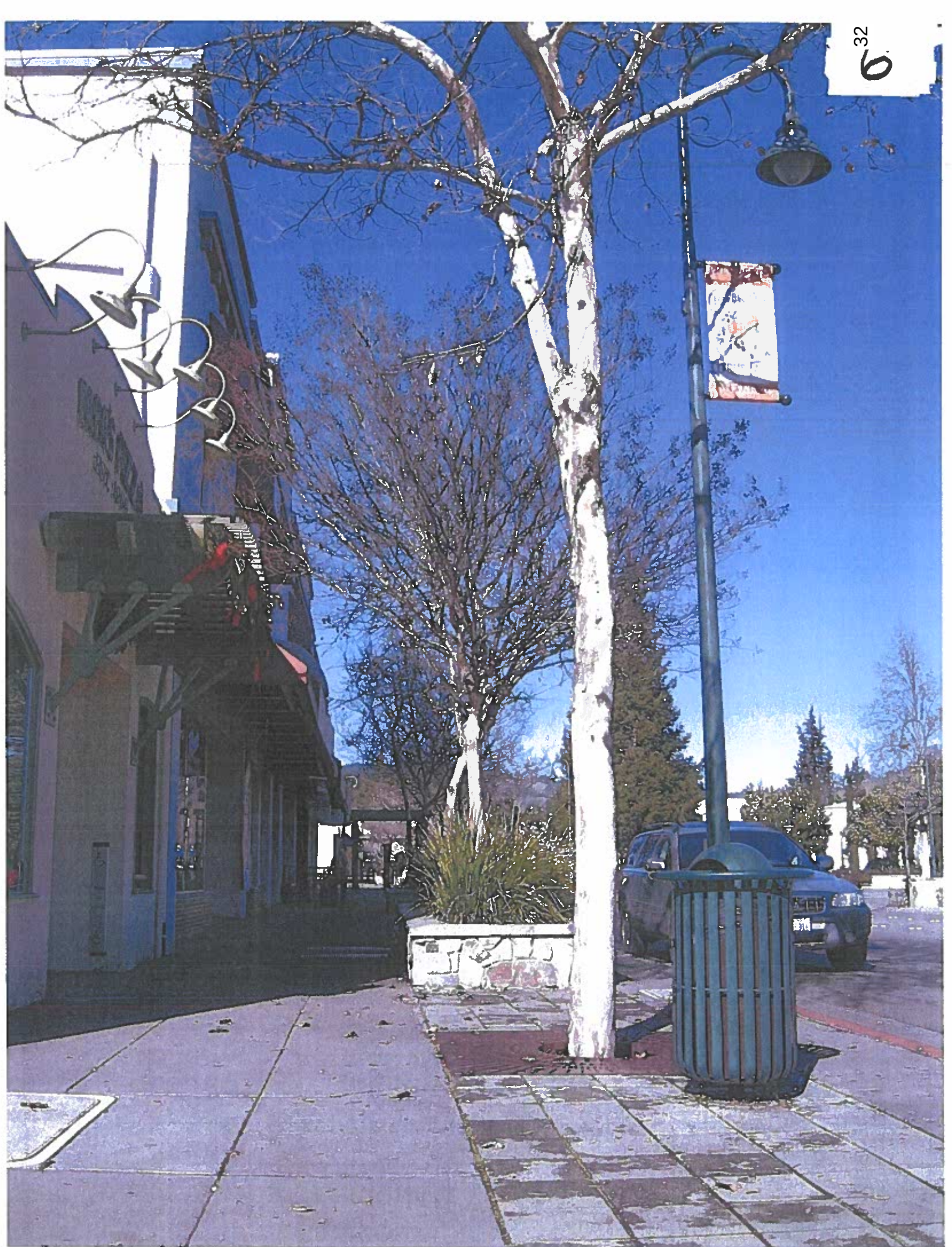
2/17 TAG

-not to scale -









ALEX R. THOMAS J.
PLAZA

CITY OF UKIAH MEMORANDUM

DATE: August 17, 2015

TO: THE RECORD

FROM: Rick Seanor, Deputy Director of Public Works 

SUBJECT: Technical Memorandum for Traffic
RPSTPLE-5049(025) – Downtown Streetscape Phase 1
HSIPL-5049(026) – State Street Road Diet

This memorandum provides supplemental information for the traffic flow during construction of the subject projects. The projects involve streetscape and road diet improvements on North State Street from 200 feet north of Henry Street to 200 feet south of Mill Street. Henry Street between School Street and North State Street will be converted from one-way traffic to two-way traffic. Standley Street between School Street and Main Street will be converted from one-way traffic to two-way traffic. Road diet improvements included 200 foot transition striping on State Street north of Henry Street to change from four lanes to two through lanes and a two-way left turn lane. A similar transition, for 200 feet south of Mill Street will transition from two through lanes and a two-way left turn lane to four lanes. Road diet improvements will involve pavement resurfacing on State Street from Henry Street to Mill Street and traffic signal modifications at State Street and Standley Street and at State Street and Perkins Street. Streetscape improvements will involve widening of sidewalk, curb, and gutter, construction of ADA curb ramps, construction of curb bulb-outs at designated intersections, street furnishings, street trees, etc.

During construction, partial closure of State Street, Henry Street, Standley Street and Perkins Street may occur. Traffic control measures would be implemented during the temporary closures. Temporary road closures and/or detours may be required during the course of asphalt concrete pavement removal and replacement on State Street. Sufficient north-south detour routes are available both east and west of State Street.

The projects are not expected to generate excessive noise levels. Construction would involve the use of construction equipment and activities would consist of grinding and paving. There will be no pile driving or other excessively noisy activities. The contractor would follow the City's Noise Ordinance.

The City of Ukiah will include requirements in the project bid documents for traffic control. As a standard practice, the City of Ukiah incorporates the Caltrans Standard Specifications, May 2006 edition, into its technical specifications. For this project, example specification sections for Public Convenience and Safety, Maintaining Traffic, and Traffic Control System for Lane Closure are included below.

Public Convenience and Safety. The Contractor shall conduct operations so as to cause the least possible obstruction and inconvenience to public traffic. The Contractor shall, at his or her expense, furnish such flag persons and furnish, erect, construct and maintain such fences, barriers, lights, signs, detours, pedestrian walkways, driveway ramps and bridging as may be necessary to give adequate warning to the public that work is in progress and that dangerous conditions exist, to provide access to abutting properties and to permit the flow of pedestrian, cyclists, and vehicular traffic to safely and expeditiously pass the work.

Should the Contractor fail to provide public safety as specified or if, in the opinion of the Engineer, the warning devices furnished by the Contractor are not adequate, the City may place any warning lights or barricades or take any necessary action to protect or warn the public of any dangerous condition connected with the Contractor's operations and the Contractor will be liable to the City for, and the City may deduct from amounts due or that may become due the Contractor under the Contract, all costs incurred including, but limited to, administrative costs.

Maintaining Traffic. Attention is directed to the following Caltrans Standard Specifications, May 2006 edition sections: Section 7-1.08, "Public Convenience," Section 7-1.09, "Public Safety," Section 12, "Construction Area Traffic Control Devices," and Section 12-2.02, "Flagging Costs."

Streets shall be open to through vehicular traffic during non-working hours. All public traffic shall be permitted to pass through the work with as little inconvenience and delay as possible.

When leaving a work area and entering a roadway carrying public traffic, the Contractor's equipment, whether empty or loaded, shall in all cases yield to public traffic.

The full width of the traveled way shall be opened for use by public traffic on Saturdays, Sundays, and designated City holidays, after 3:00 pm, Fridays and the day preceding designated City holidays, and when construction operations are not actively in progress.

Designated City holidays are: January 1st, the third Monday in January, the third Monday in February, the last Monday in May, July 4th, the first Monday in September, the second Monday in September, the second Monday in October, the second Monday

in November, Thanksgiving Day, the day following Thanksgiving Day, December 24th, December 25th, December 31st. When a designated City holiday falls on a Sunday, the following Monday shall be a designated City holiday. When a designated City holiday falls on a Saturday, the preceding Friday shall be a designated City holiday.

Minor deviations from the requirements of this section concerning hours of work which do not significantly change the cost of the work may be permitted upon the written request of the Contractor if in the opinion of the Engineer public traffic will be better served and the work expedited. Such deviations shall not be adopted until the Engineer has indicated his written approval. All other modifications will be made by contract change order.

At the end of each working day if a difference in excess of two (2) inches exists between the elevations of the existing pavement between lanes, the contractor shall furnish and place portable delineators along said drop-off. "Do Not Pass" signs shall also be placed at five hundred (500) feet intervals when delineators are required. Full compensation for furnishing and placing delineators and signs shall be considered as included in the various items of work and no additional compensation will be allowed.

Whenever the Contractor's operations obliterate pavement delineation (lane lines, either pavement markers or painted lines or both, or temporary delineation), such pavement delineation shall be replaced by either permanent or temporary delineation before opening the traveled way to public traffic. Temporary delineation shall consist of reflective traffic line tape applied in pieces not less than 4 inches long nor less than 4 inches wide spaced not more than 10 feet apart on curves nor more than 20 feet apart on tangents. Reflective traffic line tape shall be applied in accordance with the manufacturer's instruction. Full compensating for temporary delineation shall be considered as included in the prices paid for the contract items of work that obliterated the existing delineation and no separate payment will be made.

Traffic Control System for Lane Closure. A traffic control system shall consist of closing traffic lanes in accordance with the California MUTCD 2014 Edition, Part 6 (Temporary Traffic Control), the provisions of Caltrans Standard Specifications, May 2006 edition Section 12, "Construction Area Traffic Control Devices," and provisions under "Maintaining Traffic" elsewhere in these Special Provisions.

The provisions in this section will not relieve the CONTRACTOR from their responsibilities that may be necessary to comply with the provisions in Caltrans Standard Specifications, May 2006 edition Section 7-1.09, "Public Safety".

The base material of construction area signs may be plywood in City Right-of-Way. Since this project is located within the City limits, no construction area signs will be posted in the State Right-of-Way.

The Contractor shall develop and submit to the Engineer for approval a Traffic Control Plan a minimum of one week before beginning construction. The Traffic Control Plan shall show the planned method of traffic control during construction. At a minimum the plan shall incorporate the following restrictions.

- No more than two adjacent streets crossing the project site will be closed to cross traffic at any one time.
- A minimum of one 12-foot wide through lane shall be provided through the length of the working area, except that traffic may be delayed up to 5 minutes.

The following information shall be included in the Traffic Control Plan:

- Sequencing of construction.
- Street layout, with street names and direction of flow.
- Location and types of construction area signs (including pedestrian notification).
- Locations of barriers or other traffic control devices.
- Location of flaggers.
- A contingency plan for how to handle emergency vehicles.

The Contractor shall not begin construction at the site until the Traffic Control Plan is reviewed and approved by the Engineer. The City reserves the right to delay the Contractor's operations until such time that a Traffic Control Plan has been reviewed and approved by the Engineer.

If any component in the traffic control system is displaced, or ceases to operate or function as specified, from any cause, during the progress of the work, the Contractor shall immediately repair said component to its original condition or replace said component and shall restore the component to its original location.

When lane closures are made for work periods only, at the end of each work period, all components of the traffic control system, except portable delineators placed along open trenches or excavation adjacent to the traveled way, shall be removed from the traveled way and shoulder. If the Contractor so elects, said components may be stored at selected central locations, approved by the Engineer, within the highway right-of-way.

CITY OF UKIAH MEMORANDUM

DATE: August 20, 2015

TO: THE RECORD

FROM: Rick Seanor, Deputy Director of Public Works 

SUBJECT: Community Impact Memorandum
RPSTPLE-5049(025) – Downtown Streetscape Phase 1
HSIPL-5049(026) – State Street Road Diet

This memorandum provides supplemental information for the community impacts during construction of the subject projects. The projects involve streetscape and road diet improvements on North State Street from 200 feet north of Henry Street to 200 feet south of Mill Street. Henry Street between School Street and North State Street will be converted from one-way traffic to two-way traffic. Standley Street between School Street and Main Street will be converted from one-way traffic to two-way traffic. Road diet improvements included 200 foot transition striping on State Street north of Henry Street to change from four lanes to two through lanes and a two-way left turn lane. A similar transition, for 200 feet south of Mill Street will transition from two through lanes and a two-way left turn lane to four lanes. Road diet improvements will involve pavement resurfacing on State Street from Henry Street to Mill Street and traffic signal modifications at State Street and Standley Street and at State Street and Perkins Street. Streetscape improvements will involve widening of sidewalk, curb, and gutter, construction of ADA curb ramps, construction of curb bulb-outs at designated intersections, street furnishings, street trees, etc.

Three potential project related impacts are disruption to businesses, dust from construction activities, and noise from construction activities. These impacts are analyzed in more detail below.

Disruption to Businesses

Construction of a major transportation project is even more challenging when the project is located on the main street in downtown. City of Ukiah (City) staff recognize this and have been taking a proactive approach to inform and educate citizens and businesses about the upcoming project. City staff have been actively involved in attending various meetings to inform the community about the subject projects.

Specifically, staff has made presentations to the Ukiah City Council, the Ukiah Main Street Program Design Committee, and the Ukiah Main Street Program Economic Restructuring Committee. City staff has also formed a specific steering committee for the projects, the Downtown Streetscape Outreach Committee. All of the aforementioned presentations have been made with the intention of educating the public on the upcoming project.

In addition, City staff prepared an outreach letter (Attachment "A") for the State Street Improvement Project. This letter was mailed in March 2015 to all businesses and property owners throughout the project limits. It is the City's intention to fully involve all stakeholders throughout the design and construction phases of the project so that impacts to local businesses and residents will be minimized. As work continues on the various project phases, staff will provide updates to the stakeholders so that they will be kept fully informed. City staff, through its outreach letter, has provided project stakeholders with a staff contact and phone number for public concerns regarding the project.

Dust and Air Quality Impacts related to Construction Activities

Due to the close proximity of businesses dust control will be critical on this project. The project bid documents will include a section specifying that dust control shall conform to the provisions in Section 10 of the California Standard Specifications. In addition construction activities shall comply with all local air quality requirements of the Mendocino County Air Management District. Specific requirements to reduce air quality impacts related to project construction are as follows:

1. All constructions activities capable of causing dust shall comply with Mendocino County Air Quality Management District Rule 1-430, Fugitive Dust Emissions.
2. All activities involving asphalt grinding and sidewalk, curb and gutter removal shall institute a practice of routinely watering exposed soil and/or applying dust palliative to control dust, particularly during windy days.
3. Low emission mobile construction equipment, such as asphalt grinders, paving machines, backhoes, dump trucks, etc. shall be used for project work.
4. All dust producing construction activities shall be suspended if wind speeds (as instantaneous gusts) exceed 25 miles per hour.

5. Adjacent streets and sidewalks exposed to dust, dirt, or other soil particles by vehicles tires, poorly covered truck loads, or other construction activities shall be cleaned each day prior to the end of construction activities using methods approved by the Director of Public Works/City Engineer.

Noise from Construction Activities

The projects are not expected to generate excessive noise levels. Project work will involve the use of construction equipment and activities will consist of sidewalk, curb and gutter removal and construction, pavement grinding and street paving. There will be no excessively noisy activities. The contractor will be required to abide by the City's Noise Ordinance. Specific constraints will be incorporated into the project specifications and plans to facilitate these critical activities. When possible, City staff will coordinate with the contractor to complete noisy activities prior to and after the opening hours for adjacent businesses. In addition, City staff through its outreach letter, have identified a staff contact and phone number for public concerns regarding the project.

Measures to Minimize Impacts to Local Businesses

The City of Ukiah is committed to minimizing impacts to local businesses related to construction of the Downtown Streetscape and State Street Road Diet projects. The following measures have been identified to proactively deal with issues that may develop during the course of construction of the projects.

- 1) The City has initiated an education process to inform businesses of the upcoming project. The City has sent the attached outreach letter (Attachment "A") to all businesses and property owners throughout the project limits.
- 2) The City will host a community meeting to inform businesses and residents about the project. This meeting will identify what to expect during construction and how to voice concerns regarding the project.
- 3) The City will identify the person to contact regarding the project. The contact person's phone number and email address will be provided.
- 4) The City will incorporate specific provisions in the project specifications to maintain access to businesses during business opening hours. Specifically, during the course of sidewalk removal and replacement temporary ramps will be provided to provide access

across removed sidewalk to businesses. In addition, sidewalk replacement, when possible, will be required to be completed during hours of business closure.

5) The specifications will include provisions to provide adequate signage throughout the project to the effect that businesses will remain open during construction.

6) The specifications will also include provisions to post signage directing vehicles to park in City of Ukiah parking lots at times when construction activities prevent parking on specific blocks.

7) The specifications will include provisions to allow limited work during evening and nighttime hours. Specifically, work that can be constructed with minimal noise will be permitted during evening / nighttime hours.

8) A page on the City's website will be developed to provide updated project information, scheduling, construction activities, etc. This website will provide information on who to contact regarding concerns and / or complaints regarding the project. The website will also indicate that businesses will remain open during construction. In addition, locations of City of Ukiah parking lots will be provided for alternate parking locations during construction of the project.

9) City staff will discuss concerns and / or complaints with the Construction Manager and / or Construction Inspector.

10) City staff will commit to responding to all concerns and / or complaints in a timely manner.

Attachment # "A"

City of Ukiah

March 16, 2015

Greetings,

The City of Ukiah would like to inform you about a major community improvement project that will likely impact you in the next couple of years—the Ukiah Downtown Streetscape Project. You may have heard bits and pieces about this project already, as planning for this project was started in 2008. The goal of this project is to improve the aesthetics of the downtown area, enhance accessibility for pedestrians and bicyclists, and improve the traffic circulation. Ultimately, we expect this project will also help drive customer traffic to the downtown and increase property values.

The Ukiah Downtown Streetscape Project will include:

- an environmental review phase (starting in 2015)
- a design phase (in 2015, where we'll be looking for your input), and
- construction, most likely in 2016

We know that you will have questions and concerns, and we will make every effort to keep you informed and involved as this project progresses. Some of those questions may be answered below, but we will have much more information to share in the future. Each correspondence related to this project will be on orange paper.



Please let us know what the best way to keep you informed is by returning the enclosed postcard—keeping in mind that at times, we will be able to mail notifications out, but at other times, we may need to reach you on shorter notice, so email or fax may be the most effective means.

Here are some answers to the questions we are most frequently asked:

What does this project entail?

This is a multi-faceted project, and the *conceptual* designs include wider sidewalks along State Street, bulbouts at the intersections for enhanced pedestrian crossing, a road "diet" on State Street that limits traffic to one lane each direction and a center turn lane, and more street trees and street furniture.

Will sidewalks be torn up?

Yes, primarily along State Street. We will make every effort to ensure that effected businesses have ample notice and that the "down-time" will be as minimal as possible. The end result will be wider, more pedestrian-friendly sidewalks.

300 Seminary Avenue • Ukiah • CA • 95482-5400

Phone: (707)463-6200 • Fax: (707)463-6204 • www.cityofukiah.com

Will I be able to provide input regarding the design?

Much of the conceptual design work was done in 2009. However, there *will* be room for additional input. As we get nearer to the final design phase later this year, we will be planning community meetings and various other opportunities for your input. We will use the information you provide on the postcard to keep you informed.

Who's paying for this project?

Staff has been working diligently to obtain funding for the project. To date, the City has been awarded funding in the amount of \$1.3 million from the Mendocino Council of Governments and \$1 million from the CalTrans Highway Safety Improvement Program.

What area does this project cover?

The total project area spans State Street from Henry Street to Mill Street, Standley and Perkins Streets from School to Main; and Henry Street from School to State Streets.

Will there be any assistance available for businesses affected by the project?

The City of Ukiah is actively pursuing partnerships and funding to facilitate the implementation of this program. It is our goal to ensure that, not only are the impacts to your business minimized, but there are also significant efforts made to educate the surrounding community that your shops are open for business during construction. A committee of business owners and representatives from the Chamber of Commerce and the Ukiah Main Street Program has already been created for this purpose.

What are the next steps?

Fill out and return the postcard. When we know more, we'll share it with you. In the next few months, we will be working to hire a consultant to begin the environmental review work. This will set the stage for the later design phase.

As this project moves forward, the City will be setting up an online site to host the most current information. We know you need as much advance notice as possible of this work, and we will work to get that to you.

We'll use your response on the enclosed postcard to contact you in the near future. In the meantime, if you have questions or concerns about the project, please call Shannon Riley at 463-5793.

Sincerely,



Jane Chambers,
City Manager

AGREEMENT FOR
PROFESSIONAL CONSULTING SERVICES
[Design Professional]

This Agreement, made and entered into this ____ day of _____, 2019 ("Effective Date"), by and between CITY OF UKIAH, CALIFORNIA, hereinafter referred to as "City" and -----, a corporation organized and in good standing under the laws of the state of California, hereinafter referred to as "Consultant".

RECITALS

This Agreement is predicated on the following facts:

- a. City requires consulting services related to the preparation of the plans, specifications, estimate, and the temporary construction easements for Downtown Streetscape, Road Diet, & Utilities Project.
- b. Consultant represents that it has the qualifications, skills, experience and properly licensed to provide these services, and is willing to provide them according to the terms of this Agreement.
- c. City and Consultant agree upon the Scope-of-Work and Work Schedule attached hereto as Attachment "A", describing contract provisions for the project and setting forth the completion dates for the various services to be provided pursuant to this Agreement.

TERMS OF AGREEMENT

1.0 DESCRIPTION OF PROJECT

- 1.1 The Project is described in detail in the attached Scope-of-Work (Attachment "A").

2.0 SCOPE OF SERVICES

- 2.1 As set forth in Attachment "A".

- 2.2. Additional Services. Additional services, if any, shall only proceed upon written agreement between City and Consultant. The written Agreement shall be in the form of an Amendment to this Agreement.

3.0 CONDUCT OF WORK

- 3.1 Time of Completion. Consultant shall commence performance of services as required by the Scope-of-Work upon receipt of a Notice to Proceed from City and shall complete such services within ---- calendar days from receipt of the Notice to Proceed. Consultant shall complete the work to the City's reasonable satisfaction, even if contract disputes arise or Consultant contends it is entitled to further compensation.

3.2 Non-Discrimination.

- A. Consultant's signature affixed hereto, and dated, shall constitute a certification under penalty of perjury under the laws of the State of California that Consultant has, unless

exempt, complied with, the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Administrative Code, Section 8103.

- B. During the performance of this Contract, Consultant and its subconsultants shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Consultant and subconsultants shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Consultant and subconsultants shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Contract by reference and made a part hereof as if set forth in full. Consultant and its subconsultants shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

4.0 COMPENSATION FOR SERVICES

- 4.1 Basis for Compensation. For the performance of the professional services of this Agreement, Consultant shall be compensated based on actual cost plus a fixed fee, with a maximum dollar amount of -----, as set forth in Consultant's Cost Proposal (Attachment "B"). Actual costs shall be reimbursed in accordance with the Cost Proposal, including labor costs, employee benefits, travel, equipment rental costs, overhead and other direct costs incurred by the Consultant in the performance of the work. The fixed fee is non-adjustable for the term of the contract, except in the event of a significant change in the scope of work and such adjustment is made by contract amendment.
- 4.2 Changes. Should changes in compensation be required because of changes to the Scope-of-Work of this Agreement, the parties shall agree in writing to any changes in compensation. "Changes to the Scope-of-Work" means different activities than those described in Attachment "A" and not additional time to complete those activities than the parties anticipated on the date they entered this Agreement.
- 4.3 Sub-contractor Payment. The use of sub-consultants or other services to perform a portion of the work of this Agreement shall be approved by City prior to commencement of work. The cost of sub-consultants shall be included within maximum dollar amount set forth in Section 4.1.
- 4.4 Terms of Payment. Payment to Consultant for services rendered in accordance with this contract shall be based upon submission of monthly invoices for the work satisfactorily performed prior to the date of invoice less any amount already paid to Consultant, which amounts shall be due and payable thirty (30) days after receipt by City. The invoices shall provide a description of each item of work performed, the time expended to perform each task, the fees charged for that task, and the direct expenses incurred and billed for. A pro rata portion of the fixed fee will be included in the monthly progress payments. Invoices shall be accompanied by documentation sufficient to enable City to determine progress made and the expenses claimed.

5.0 ASSURANCES OF CONSULTANT

- 5.1 Independent Contractor. Consultant is an independent contractor and is solely responsible for its acts or omissions. Consultant (including its agents, servants, and employees) is not City's agent, employee, or representative for any purpose.

It is the express intention of the parties hereto that Consultant is an independent contractor and not an employee, joint venturer, or partner of City for any purpose whatsoever. City shall have no right to, and shall not control the manner or prescribe the method of accomplishing those services contracted to and performed by Consultant under this Agreement, and the general public and all governmental agencies regulating such activity shall be so informed.

Those provisions of this Agreement that reserve ultimate authority in City have been inserted solely to achieve compliance with federal and state laws, rules, regulations, and interpretations thereof. No such provisions and no other provisions of this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between Consultant and City.

Consultant shall pay all estimated and actual federal and state income and self-employment taxes that are due the state and federal government and shall furnish and pay worker's compensation insurance, unemployment insurance and any other benefits required by law for himself and his employees, if any. Consultant agrees to indemnify and hold City and its officers, agents and employees harmless from and against any claims or demands by federal, state or local government agencies for any such taxes or benefits due but not paid by Consultant, including the legal costs associated with defending against any audit, claim, demand or law suit.

Consultant warrants and represents that it is a properly licensed professional or professional organization with a substantial investment in its business and that it maintains its own offices and staff which it will use in performing under this Agreement.

- 5.2 Conflict of Interest. Consultant understands that its professional responsibility is solely to City. Consultant has no interest and will not acquire any direct or indirect interest that would conflict with its performance of the Agreement. Consultant shall not in the performance of this Agreement employ a person having such an interest. If the City Manager determines that the Consultant has a disclosure obligation under the City's local conflict of interest code, the Consultant shall file the required disclosure form with the City Clerk within 10 days of being notified of the City Manager's determination.

6.0 INDEMNIFICATION

- 6.1 Insurance Liability. Without limiting Consultant's obligations arising under Paragraph 6.2 Consultant shall not begin work under this Agreement until it procures and maintains for the full period of time allowed by law, surviving the termination of this Agreement insurance against claims for injuries to persons or damages to property, which may arise from or in connection with its performance under this Agreement.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office ("ISO) Commercial General Liability Coverage Form No. CG 20 10 10 01 and Commercial General Liability Coverage – Completed Operations Form No. CG 20 37 10 01.
2. ISO Form No. CA 0001 (Ed. 1/87) covering Automobile Liability, Code 1 "any auto" or Code 8, 9 if no owned autos and endorsement CA 0025.
3. Worker's Compensation Insurance as required by the Labor Code of the State of California and Employers Liability Insurance.
4. Errors and Omissions liability insurance appropriate to the consultant's profession. Architects' and engineers' coverage is to be endorsed to include contractual liability.

B. Minimum Limits of Insurance

Consultant shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall apply separately to the work performed under this Agreement, or the aggregate limit shall be twice the prescribed per occurrence limit.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Worker's Compensation and Employers Liability: Worker's compensation limits as required by the Labor Code of the State of California and Employers Liability limits of \$1,000,000 per accident.
4. Errors and Omissions liability: \$1,000,000 per occurrence.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects to the City, its officers, officials, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages
 - a. The City, its officers, officials, employees and volunteers are to be covered as additional insureds as respects; liability arising out of activities performed by or on behalf of the Consultant, products and completed operations of the Consultant, premises owned, occupied or

used by the Consultant, or automobiles owned, hired or borrowed by the Consultant for the full period of time allowed by law, surviving the termination of this Agreement. The coverage shall contain no special limitations on the scope-of-protection afforded to the City, its officers, officials, employees or volunteers.

- b. The Consultant's insurance coverage shall be primary insurance as respects to the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be in excess of the Consultant's insurance and shall not contribute with it.
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, officials, employees or volunteers.
- d. The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Worker's Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses arising from Consultant's performance of the work, pursuant to this Agreement.

3. Professional Liability Coverage

If written on a claims-made basis, the retroactivity date shall be the effective date of this Agreement.

4. All Coverages

Each Insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

E. Acceptability of Insurers

Insurance is to be placed with admitted California insurers with an A.M. Best's rating of no less than A- for financial strength, AA for long-term credit rating and AMB-1 for short-term credit rating.

F. Verification of Coverage

Consultant shall furnish the City with Certificates of Insurance and with original Endorsements effecting coverage required by this Agreement. The Certificates and Endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates and Endorsements are to be on forms provided or approved by the City. All Certificates and Endorsements are to be received and approved by the City before Consultant begins the work of this Agreement. The City reserves the right to require complete, certified copies of all

required insurance policies, at any time. If Consultant fails to provide the coverages required herein, the City shall have the right, but not the obligation, to purchase any or all of them. In that event, after notice to Consultant that City has paid the premium, the cost of insurance may be deducted from the compensation otherwise due the contractor under the terms of this Contract.

G. Subcontractors

Consultant shall include all sub-contractors or sub-consultants as insured under its policies or shall furnish separate certificates and endorsements for each sub-contractor or sub-consultant. All coverage for sub-contractors or sub-consultants shall be subject to all insurance requirements set forth in this Paragraph 6.1.

- 6.2 Indemnification. Notwithstanding the foregoing insurance requirements, and in addition thereto, Consultant agrees, for the full period of time allowed by law, surviving the termination of this Agreement, to indemnify the City for any claim, cost or liability that arises out of any negligent act or omission or the willful misconduct of Consultant and its agents in the performance of services under this contract, but this indemnity does not apply to liability for damages for death or bodily injury to persons, injury to property, or other loss, arising from the negligence, willful misconduct or defects in design by the City, or arising from the active negligence of the City.

"Indemnify," as used herein includes the expenses of defending against a claim, and the payment of any settlement or judgment arising out of the claim. Defense costs include all costs associated with defending the claim, including, but not limited to, the reasonable fees of attorneys, investigators, consultants, experts and expert witnesses, and litigation expenses.

References in this paragraph to City or Consultant, include their officers and employees.

7.0 CONTRACT PROVISIONS

- 7.1 Documents and Ownership of Work. All documents furnished to Consultant by City and all documents or reports and supportive data prepared by Consultant under this Agreement are owned and become the property of the City upon their creation and shall be given to City immediately upon demand and at the completion of Consultant's services at no additional cost to City. Deliverables are identified in the Scope-of-Work, Attachment "A". All documents produced by Consultant shall be furnished to City in digital format and hardcopy. Consultant shall produce the digital format, using software and media approved by City.
- 7.2 Governing Law. Consultant shall comply with the laws and regulations of the United States, the State of California, and all local governments having jurisdiction over this Agreement. The interpretation and enforcement of this Agreement shall be governed by California law and any action arising under or in connection with this Agreement must be filed in a Court of competent jurisdiction in Mendocino County.
- 7.3 Entire Agreement. This Agreement plus its Attachment(s) and executed Amendments set forth the entire understanding between the parties.
- 7.4 Severability. If any term of this Agreement is held invalid by a court of competent jurisdiction, the remainder of this Agreement shall remain in effect.
- 7.5 Modification. No modification of this Agreement is valid unless made with the agreement of both parties in writing.

- 7.6 Assignment. Consultant's services are considered unique and personal. Consultant shall not assign, transfer, or sub-contract its interest or obligation under all or any portion of this Agreement without City's prior written consent.
- 7.7 Waiver. No waiver of a breach of any covenant, term, or condition of this Agreement shall be a waiver of any other or subsequent breach of the same or any other covenant, term or condition or a waiver of the covenant, term or condition itself.
- 7.8 Termination. This Agreement may only be terminated by either party: 1) for breach of the Agreement; 2) because funds are no longer available to pay Consultant for services provided under this Agreement; or 3) City has abandoned and does not wish to complete the project for which Consultant was retained. A party shall notify the other party of any alleged breach of the Agreement and of the action required to cure the breach. If the breaching party fails to cure the breach within the time specified in the notice, the contract shall be terminated as of that time. If terminated for lack of funds or abandonment of the project, the contract shall terminate on the date notice of termination is given to Consultant. City shall pay the Consultant only for services performed and expenses incurred as of the effective termination date. In such event, as a condition to payment, Consultant shall provide to City all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Consultant under this Agreement. Consultant shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder, subject to off-set for any direct or consequential damages City may incur as a result of Consultant's breach of contract.
- 7.9 Execution of Agreement. This Agreement may be executed in duplicate originals, each bearing the original signature of the parties. Alternatively, this Agreement may be executed and delivered by facsimile or other electronic transmission, and in more than one counterpart, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. When executed using either alternative, the executed agreement shall be deemed an original admissible as evidence in any administrative or judicial proceeding to prove the terms and content of this Agreement.

8.0 PERFORMANCE PERIOD (Verbatim)

(A time must be set for beginning and ending the work under the contract. The time allowed for performing the work is specified; it should be reasonable for the kind and amount of services contemplated; and it is written into the contract. If it is desirable that Critical Path Method (CPM) networks, or other types of schedules be prepared by CONSULTANT, they should be identified and incorporated into the contract.

- A. This contract shall go into effect on (DATE), contingent upon approval by LOCAL AGENCY, and CONSULTANT shall commence work after notification to proceed by LOCAL AGENCY'S Contract Administrator. The contract shall end on (DATE), unless extended by contract amendment.
- B. CONSULTANT is advised that any recommendation for contract award is not binding on LOCAL AGENCY until the contract is fully executed and approved by LOCAL AGENCY.

9.0 ALLOWABLE COSTS AND PAYMENTS (Verbatim)

- A. The method of payment for this contract will be based on actual cost plus a fixed fee. LOCAL AGENCY will reimburse CONSULTANT for actual costs (including labor costs, employee benefits, travel, equipment rental costs, overhead and other direct costs) incurred by CONSULTANT in performance of the work. CONSULTANT will not be reimbursed for actual

costs that exceed the estimated wage rates, employee benefits, travel, equipment rental, overhead, and other estimated costs set forth in the approved CONSULTANT'S Cost Proposal, unless additional reimbursement is provided for by contract amendment. In no event, will CONSULTANT be reimbursed for overhead costs at a rate that exceeds LOCAL AGENCY's approved overhead rate set forth in the Cost Proposal. In the event, that LOCAL AGENCY determines that a change to the work from that specified in the Cost Proposal and contract is required, the contract time or actual costs reimbursable by LOCAL AGENCY shall be adjusted by contract amendment to accommodate the changed work. The maximum total cost as specified in Paragraph "H" shall not be exceeded, unless authorized by contract amendment.

- B. In addition to the allowable incurred costs, LOCAL AGENCY will pay CONSULTANT a fixed fee of \$(AMOUNT). The fixed fee is nonadjustable for the term of the contract, except in the event of a significant change in the scope of work and such adjustment is made by contract amendment.
- C. Reimbursement for transportation and subsistence costs shall not exceed the rates specified in the approved Cost Proposal.
- D. When milestone cost estimates are included in the approved Cost Proposal, CONSULTANT shall obtain prior written approval for a revised milestone cost estimate from the Contract Administrator before exceeding such cost estimate.
- E. Progress payments will be made monthly in arrears based on services provided and allowable incurred costs. A pro rata portion of CONSULTANT's fixed fee will be included in the monthly progress payments. If CONSULTANT fails to submit the required deliverable items according to the schedule set forth in the Statement of Work, LOCAL AGENCY shall have the right to delay payment or terminate this Contract in accordance with the provisions of Article VI Termination.
- F. No payment will be made prior to approval of any work, nor for any work performed prior to approval of this contract.
- G. CONSULTANT will be reimbursed, as promptly as fiscal procedures will permit upon receipt by LOCAL AGENCY's Contract Administrator of itemized invoices in triplicate. Invoices shall be submitted no later than 45 calendar days after the performance of work for which CONSULTANT is billing. Invoices shall detail the work performed on each milestone and each project as applicable. Invoices shall follow the format stipulated for the approved Cost Proposal and shall reference this contract number and project title. Final invoice must contain the final cost and all credits due LOCAL AGENCY including any equipment purchased under the provisions of Article XI Equipment Purchase of this contract. The final invoice should be submitted within 60 calendar days after completion of CONSULTANT's work. Invoices shall be mailed to LOCAL AGENCY's Contract Administrator at the following address:

(LOCAL AGENCY/NAME OF CONTRACT ADMINISTRATOR)

(ADDRESS)

- H. The total amount payable by LOCAL AGENCY including the fixed fee shall not exceed \$(Amount).
- I. Salary increases will be reimbursable if the new salary is within the salary range identified in the approved Cost Proposal and is approved by LOCAL AGENCY's Contract Administrator. For personnel subject to prevailing wage rates as described in the California Labor Code, all salary increases, which are the direct result of changes in the prevailing wage rates are reimbursable.

10.0 TERMINATION (Verbatim)

- A. LOCAL AGENCY reserves the right to terminate this contract upon thirty (30) calendar days written notice to CONSULTANT with the reasons for termination stated in the notice.

- B. LOCAL AGENCY may terminate this contract with CONSULTANT should CONSULTANT fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, LOCAL AGENCY may proceed with the work in any manner deemed proper by LOCAL AGENCY. If LOCAL AGENCY terminates this contract with CONSULTANT, LOCAL AGENCY shall pay CONSULTANT the sum due to CONSULTANT under this contract prior to termination, unless the cost of completion to LOCAL AGENCY exceeds the funds remaining in the contract. In which case the overage shall be deducted from any sum due CONSULTANT under this contract and the balance, if any, shall be paid to CONSULTANT upon demand.

11.0 COST PRINCIPLES AND ADMINISTRATIVE REQUIREMENTS (Verbatim)

- A. CONSULTANT agrees that the Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., shall be used to determine the cost allowability of individual items.
- B. CONSULTANT also agrees to comply with federal procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- C. Any costs for which payment has been made to CONSULTANT that are determined by subsequent audit to be unallowable under 2 CFR, Part 200 and 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., are subject to repayment by CONSULTANT to LOCAL AGENCY.

12.0 RETENTION OF RECORDS/AUDIT (Verbatim)

For the purpose of determining compliance with Public Contract Code 10115, et seq. and Title 21, California Code of Regulations, Chapter 21, Section 2500 et seq., when applicable and other matters connected with the performance of the contract pursuant to Government Code 8546.7; CONSULTANT, subconsultants, and LOCAL AGENCY shall maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of the contract, including but not limited to, the costs of administering the contract. All parties shall make such materials available at their respective offices at all reasonable times during the contract period and for three years from the date of final payment under the contract. The state, State Auditor, LOCAL AGENCY, FHWA, or any duly authorized representative of the Federal Government shall have access to any books, records, and documents of CONSULTANT and its certified public accountants (CPA) work papers that are pertinent to the contract and indirect cost rates (ICR) for audit, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested.

13.0 AUDIT REVIEW PROCEDURES (Verbatim)

- A. Any dispute concerning a question of fact arising under an interim or post audit of this contract that is not disposed of by agreement, shall be reviewed by LOCAL AGENCY'S Chief Financial Officer.
- B. Not later than 30 days after issuance of the final audit report, CONSULTANT may request a review by LOCAL AGENCY'S Chief Financial Officer of unresolved audit issues. The request for review will be submitted in writing.
- C. Neither the pendency of a dispute nor its consideration by LOCAL AGENCY will excuse CONSULTANT from full and timely performance, in accordance with the terms of this contract.
- D. CONSULTANT and subconsultant contracts, including cost proposals and ICR, are subject to audits or reviews such as, but not limited to, a contract audit, an incurred cost audit, an ICR Audit, or a CPA ICR audit work paper review. If selected for audit or review, the contract, cost proposal and ICR and related work papers, if applicable, will be reviewed to verify compliance with 48 CFR, Part 31 and other related laws and regulations. In the instances of a CPA ICR audit work paper review it is CONSULTANT's responsibility to ensure federal, state, or local government officials are allowed full access to the CPA's work papers including making copies as necessary. The contract, cost proposal, and ICR shall be adjusted by CONSULTANT and

approved by LOCAL AGENCY contract manager to conform to the audit or review recommendations. CONSULTANT agrees that individual terms of costs identified in the audit report shall be incorporated into the contract by this reference if directed by LOCAL AGENCY at its sole discretion. Refusal by CONSULTANT to incorporate audit or review recommendations, or to ensure that the federal, state or local governments have access to CPA work papers, will be considered a breach of contract terms and cause for termination of the contract and disallowance of prior reimbursed costs.

14.0 SUBCONTRACTING (Verbatim)

- A. Nothing contained in this contract or otherwise, shall create any contractual relation between LOCAL AGENCY and any subconsultant(s), and no subcontract shall relieve CONSULTANT of its responsibilities and obligations hereunder. CONSULTANT agrees to be as fully responsible to LOCAL AGENCY for the acts and omissions of its subconsultant(s) and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by CONSULTANT. CONSULTANT's obligation to pay its subconsultant(s) is an independent obligation from LOCAL AGENCY'S obligation to make payments to the CONSULTANT.
- B. CONSULTANT shall perform the work contemplated with resources available within its own organization and no portion of the work pertinent to this contract shall be subcontracted without written authorization by LOCAL AGENCY's Contract Administrator, except that, which is expressly identified in the approved Cost Proposal.
- C. CONSULTANT shall pay its subconsultants within ten (10) calendar days from receipt of each payment made to CONSULTANT by LOCAL AGENCY.
- D. All subcontracts entered into as a result of this contract shall contain all the provisions stipulated in this contract to be applicable to subconsultants.
- E. Any substitution of subconsultant(s) must be approved in writing by LOCAL AGENCY's Contract Administrator prior to the start of work by the subconsultant(s).

15.0 EQUIPMENT PURCHASE (Verbatim)

- A. Prior authorization in writing, by LOCAL AGENCY's Contract Administrator shall be required before CONSULTANT enters into any unbudgeted purchase order, or subcontract exceeding \$5,000 for supplies, equipment, or CONSULTANT services. CONSULTANT shall provide an evaluation of the necessity or desirability of incurring such costs.
- B. For purchase of any item, service or consulting work not covered in CONSULTANT's Cost Proposal and exceeding \$5,000 prior authorization by LOCAL AGENCY's Contract Administrator; three competitive quotations must be submitted with the request, or the absence of bidding must be adequately justified.
- C. Any equipment purchased as a result of this contract is subject to the following:
"CONSULTANT shall maintain an inventory of all nonexpendable property. Nonexpendable property is defined as having a useful life of at least two years and an acquisition cost of \$5,000 or more. If the purchased equipment needs replacement and is sold or traded in, LOCAL AGENCY shall receive a proper refund or credit at the conclusion of the contract, or if the contract is terminated, CONSULTANT may either keep the equipment and credit LOCAL AGENCY in an amount equal to its fair market value, or sell such equipment at the best price obtainable at a public or private sale, in accordance with established LOCAL AGENCY procedures; and credit LOCAL AGENCY in an amount equal to the sales price. If CONSULTANT elects to keep the equipment, fair market value shall be determined at CONSULTANT's expense, on the basis of a competent independent appraisal of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable to by LOCAL AGENCY and CONSULTANT, if it is determined to sell the equipment, the terms and conditions of such sale must be approved in advance by LOCAL AGENCY." 2 CFR, Part 200 requires a credit to Federal funds when participating equipment with a fair market value greater than \$5,000 is credited to the project.

16.0 STATE PREVAILING WAGE RATES (Verbatim)

(Choose either Option 1 or Option 2)

(Option 1 - For contracts where a portion of the proposed work to be performed are crafts affected by state labor laws, use paragraphs A and B)

- A. CONSULTANT shall comply with the State of California's General Prevailing Wage Rate requirements in accordance with California Labor Code, Section 1770, and all Federal, State, and local laws and ordinances applicable to the work.
- B. Any subcontract entered into as a result of this contract, if for more than \$25,000 for public works construction or more than \$15,000 for the alteration, demolition, repair, or maintenance of public works, shall contain all of the provisions of this Article, unless the awarding agency has an approved labor compliance program by the Director of Industrial Relations.
- C. When prevailing wages apply to the services described in the scope of work, transportation and subsistence costs shall be reimbursed at the minimum rates set by the Department of Industrial Relations (DIR) as outlined in the applicable Prevailing Wage Determination. See <http://www.dir.ca.gov>.

(Option 2 - Use only paragraph A below when all of the proposed work in the contract is performed by crafts not affected by state labor laws or are not contemplated for use)

- A. The State of California's General Prevailing Wage Rates are not applicable to this contract.

Note: The Federal "Payment of Predetermined Minimum Wage" applies only to federal-aid construction contracts.

17.0 CONFLICT OF INTEREST (Verbatim)

- A. CONSULTANT shall disclose any financial, business, or other relationship with LOCAL AGENCY that may have an impact upon the outcome of this contract, or any ensuing LOCAL AGENCY construction project. CONSULTANT shall also list current clients who may have a financial interest in the outcome of this contract, or any ensuing LOCAL AGENCY construction project, which will follow.
- B. CONSULTANT hereby certifies that it does not now have, nor shall it acquire any financial or business interest that would conflict with the performance of services under this contract.
- C. CONSULTANT hereby certifies that neither CONSULTANT, nor any firm affiliated with CONSULTANT will bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this contract. An affiliated firm is one, which is subject to the control of the same persons through joint-ownership, or otherwise.
- D. Except for subconsultants whose services are limited to providing surveying or materials testing information, no subconsultant who has provided design services in connection with this contract shall be eligible to bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this contract.

18.0 REBATES, KICKBACKS OR OTHER UNLAWFUL CONSIDERATION (Verbatim)

CONSULTANT warrants that this contract was not obtained or secured through rebates kickbacks or other unlawful consideration, either promised or paid to any LOCAL AGENCY employee. For breach or violation of this warranty, LOCAL AGENCY shall have the right in its discretion; to terminate the contract without liability; to pay only for the value of the work actually performed; or to deduct from the contract price; or otherwise recover the full amount of such rebate, kickback or other unlawful consideration.

19.0 PROHIBITION OF EXPENDING LOCAL AGENCY STATE OR FEDERAL FUNDS FOR LOBBYING (Verbatim)

- A. CONSULTANT certifies to the best of his or her knowledge and belief that:
 - 1. No state, federal or local agency appropriated funds have been paid, or will be paid by-or-on behalf of CONSULTANT to any person for influencing or attempting to influence an officer or

employee of any state or federal agency; a Member of the State Legislature or United States Congress; an officer or employee of the Legislature or Congress; or any employee of a Member of the Legislature or Congress, in connection with the awarding of any state or federal contract; the making of any state or federal grant; the making of any state or federal loan; the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state or federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency; a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress; in connection with this federal contract, grant, loan, or cooperative agreement; CONSULTANT shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- C. CONSULTANT also agrees by signing this document that he or she shall require that the language of this certification be included in all lower-tier subcontracts, which exceed \$100,000 and that all such sub recipients shall certify and disclose accordingly.

20.0 STATEMENT OF COMPLIANCE

- A. CONSULTANT's signature affixed herein, and dated, shall constitute a certification under penalty of perjury under the laws of the State of California that CONSULTANT has, unless exempt, complied with, the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Administrative Code, Section 8103.
- B. During the performance of this Contract, Consultant and its subconsultants shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Consultant and subconsultants shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Consultant and subconsultants shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Contract by reference and made a part hereof as if set forth in full. Consultant and its subconsultants shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.
- C. The Consultant shall comply with regulations relative to Title VI (nondiscrimination in federally-assisted programs of the Department of Transportation – Title 49 Code of Federal Regulations, Part 21 - Effectuation of Title VI of the 1964 Civil Rights Act). Title VI provides that the recipients of federal assistance will implement and maintain a policy of nondiscrimination in which no person in the state of California shall, on the basis of race, color, national origin, religion, sex, age, disability, be excluded from participation in, denied the benefits of or subject to discrimination under any program or activity by the recipients of federal assistance or their assignees and successors in interest.
- D. The Consultant, with regard to the work performed by it during the Agreement shall act in accordance with Title VI. Specifically, the Consultant shall not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in the selection and retention of

Subconsultants, including procurement of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the U.S. DOT's Regulations, including employment practices when the Agreement covers a program whose goal is employment.

21.0 DEBARMENT AND SUSPENSION CERTIFICATION

- A. CONSULTANT's signature affixed herein, shall constitute a certification under penalty of perjury under the laws of the State of California, that CONSULTANT has complied with Title 2 CFR, Part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (nonprocurement)", which certifies that he/she or any person associated therewith in the capacity of owner, partner, director, officer, or manager, is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three (3) years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years. Any exceptions to this certification must be disclosed to LOCAL AGENCY.
- B. Exceptions will not necessarily result in denial of recommendation for award, but will be considered in determining CONSULTANT responsibility. Disclosures must indicate to whom exceptions apply, initiating agency, and dates of action.
- C. Exceptions to the Federal Government Excluded Parties List System maintained by the General Services Administration are to be determined by the Federal highway Administration.

22.0 NOTICES

Any notice given under this Agreement shall be in writing and deemed given when personally delivered or deposited in the mail (certified or registered) addressed to the parties as follows:

Mr. Tim Eriksen	-----
City of Ukiah	-----
Department of Public Works	-----
300 Seminary Avenue	-----
Ukiah, CA 95482-5400	

23.0 SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Agreement the Effective Date:

CONSULTANT

BY: _____

PRINCIPAL

Date _____

IRS IDN Number: -----

CITY OF UKIAH

BY: Sage Sangiacomo
CITY MANAGER

Date _____

ATTEST

CITY CLERK

Date _____

APPROVED AS TO FORM

David J. Rapport
CITY ATTORNEY

Date _____

EXHIBIT 10-O1 CONSULTANT PROPOSAL DBE COMMITMENT

1. Local Agency: _____ 2. Contract DBE Goal: _____
3. Project Description: _____
4. Project Location: _____
5. Consultant's Name: _____ 6. Prime Certified DBE: ☐

7. Description of Work, Service, or Materials Supplied	8. DBE Certification Number	9. DBE Contact Information	10. DBE %		
Local Agency to Complete this Section					
17. Local Agency Contract Number: _____		11. TOTAL CLAIMED DBE PARTICIPATION	%		
18. Federal-Aid Project Number: _____		IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required.			
19. Proposed Contract Execution Date: _____					
Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.					
20. Local Agency Representative's Signature _____	21. Date _____				
22. Local Agency Representative's Name _____	23. Phone _____				
24. Local Agency Representative's Title _____		12. Preparer's Signature _____	13. Date _____		
		14. Preparer's Name _____	15. Phone _____		
		16. Preparer's Title _____			

DISTRIBUTION: Original – Included with consultant's proposal to local agency.

INSTRUCTIONS – CONSULTANT PROPOSAL DBE COMMITMENT**CONSULTANT SECTION**

- 1. Local Agency** - Enter the name of the local or regional agency that is funding the contract.
- 2. Contract DBE Goal** - Enter the contract DBE goal percentage as it appears on the project advertisement.
- 3. Project Description** - Enter the project description as it appears on the project advertisement (Bridge Rehab, Seismic Rehab, Overlay, Widening, etc.).
- 4. Project Location** - Enter the project location as it appears on the project advertisement.
- 5. Consultant's Name** - Enter the consultant's firm name.
- 6. Prime Certified DBE** - Check box if prime contractor is a certified DBE.
- 7. Description of Work, Services, or Materials Supplied** - Enter description of work, services, or materials to be provided. Indicate all work to be performed by DBEs including work performed by the prime consultant's own forces, if the prime is a DBE. If 100% of the item is not to be performed or furnished by the DBE, describe the exact portion to be performed or furnished by the DBE. See LAPM Chapter 9 to determine how to count the participation of DBE firms.
- 8. DBE Certification Number** - Enter the DBE's Certification Identification Number. All DBEs must be certified on the date bids are opened.
- 9. DBE Contact Information** - Enter the name, address, and phone number of all DBE subcontracted consultants. Also, enter the prime consultant's name and phone number, if the prime is a DBE.
- 10. DBE %** - Percent participation of work to be performed or service provided by a DBE. Include the prime consultant if the prime is a DBE. See LAPM Chapter 9 for how to count full/partial participation.
- 11. Total Claimed DBE Participation %** - Enter the total DBE participation claimed. If the total % claimed is less than item "Contract DBE Goal," an adequately documented Good Faith Effort (GFE) is required (see Exhibit 15-H DBE Information - Good Faith Efforts of the LAPM).
- 12. Preparer's Signature** - The person completing the DBE commitment form on behalf of the consultant's firm must sign their name.
- 13. Date** - Enter the date the DBE commitment form is signed by the consultant's preparer.
- 14. Preparer's Name** - Enter the name of the person preparing and signing the consultant's DBE commitment form.
- 15. Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
- 16. Preparer's Title** - Enter the position/title of the person signing the consultant's DBE commitment form.

LOCAL AGENCY SECTION

- 17. Local Agency Contract Number** - Enter the Local Agency contract number or identifier.
- 18. Federal-Aid Project Number** - Enter the Federal-Aid Project Number.
- 19. Proposed Contract Execution Date** - Enter the proposed contract execution date.
- 20. Local Agency Representative's Signature** - The person completing this section of the form for the Local Agency must sign their name to certify that the information in this and the Consultant Section of this form is complete and accurate.
- 21. Date** - Enter the date the DBE commitment form is signed by the Local Agency Representative.
- 22. Local Agency Representative's Name** - Enter the name of the Local Agency Representative certifying the consultant's DBE commitment form.
- 23. Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
- 24. Local Agency Representative Title** - Enter the position/title of the Local Agency Representative certifying the consultant's DBE commitment form.

EXHIBIT 10-I NOTICE TO PROPOSERS DBE INFORMATION

The Agency has established a DBE goal for this Contract of _____ **2** %

OR

The Agency has not established a goal for this Contract. However, proposers are encouraged to obtain DBE participation for this contract.

1. TERMS AS USED IN THIS DOCUMENT

- The term “Disadvantaged Business Enterprise” or “DBE” means a for-profit small business concern owned and controlled by a socially and economically disadvantaged person(s) as defined in Title 49, Code of Federal Regulations (CFR), Part 26.5.
- The term “Agreement” also means “Contract.”
- Agency also means the local entity entering into this contract with the Contractor or Consultant.
- The term “Small Business” or “SB” is as defined in 49 CFR 26.65.

2. AUTHORITY AND RESPONSIBILITY

- A. DBEs and other small businesses are strongly encouraged to participate in the performance of Contracts financed in whole or in part with federal funds (See 49 CFR 26, “Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs”). The Consultant must ensure that DBEs and other small businesses have the opportunity to participate in the performance of the work that is the subject of this solicitation and should take all necessary and reasonable steps for this assurance. The proposer must not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.
- B. Proposers are encouraged to use services offered by financial institutions owned and controlled by DBEs.

3. SUBMISSION OF DBE INFORMATION

If there is a DBE goal on the contract, Exhibit 10-O1 *Consultant Proposal DBE Commitment* must be included in the Request for Proposal. In order for a proposer to be considered responsible and responsive, the proposer must make good faith efforts to meet the goal established for the contract. If the goal is not met, the proposer must document adequate good faith efforts. All DBE participation will be counted towards the contract goal; therefore, all DBE participation shall be collected and reported.

Exhibit 10-O2 *Consultant Contract DBE Information* must be included with the Request for Proposal. Even if no DBE participation will be reported, the successful proposer must execute and return the form.

4. DBE PARTICIPATION GENERAL INFORMATION

It is the proposer’s responsibility to be fully informed regarding the requirements of 49 CFR, Part 26, and the Department’s DBE program developed pursuant to the regulations. Particular attention is directed to the following:

- A. A DBE must be a small business firm defined pursuant to 13 CFR 121 and be certified through the California Unified Certification Program (CUCP).

- B. A certified DBE may participate as a prime consultant, subconsultant, joint venture partner, as a vendor of material or supplies, or as a trucking company.
- C. A DBE proposer not proposing as a joint venture with a non-DBE, will be required to document one or a combination of the following:
 - 1. The proposer is a DBE and will meet the goal by performing work with its own forces.
 - 2. The proposer will meet the goal through work performed by DBE subconsultants, suppliers or trucking companies.
 - 3. The proposer, prior to proposing, made adequate good faith efforts to meet the goal.
- D. A DBE joint venture partner must be responsible for specific contract items of work or clearly defined portions thereof. Responsibility means actually performing, managing, and supervising the work with its own forces. The DBE joint venture partner must share in the capital contribution, control, management, risks and profits of the joint venture commensurate with its ownership interest.
- E. A DBE must perform a commercially useful function pursuant to 49 CFR 26.55, that is, a DBE firm must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing and supervising the work.
- F. The proposer shall list only one subconsultant for each portion of work as defined in their proposal and all DBE subconsultants should be listed in the bid/cost proposal list of subconsultants.
- G. A prime consultant who is a certified DBE is eligible to claim all of the work in the Contract toward the DBE participation except that portion of the work to be performed by non-DBE subconsultants.

5. RESOURCES

- A. The CUCP database includes the certified DBEs from all certifying agencies participating in the CUCP. If you believe a firm is certified that cannot be located on the database, please contact the Caltrans Office of Certification toll free number 1-866-810-6346 for assistance.
- B. Access the CUCP database from the Department of Transportation, Office of Business and Economic Opportunity Web site at: <http://www.dot.ca.gov/hq/bep/>.
 - 1. Click on the link titled Disadvantaged Business Enterprise;
 - 2. Click on Search for a DBE Firm link;
 - 3. Click on Access to the DBE Query Form located on the first line in the center of the page.

Searches can be performed by one or more criteria. Follow instructions on the screen.

6. MATERIALS OR SUPPLIES PURCHASED FROM DBES COUNT TOWARDS THE DBE GOAL UNDER THE FOLLOWING CONDITIONS:

- A. If the materials or supplies are obtained from a DBE manufacturer, count 100 percent of the cost of the materials or supplies. A DBE manufacturer is a firm that operates or maintains a factory, or establishment that produces on the premises the materials, supplies, articles, or equipment required under the Contract and of the general character described by the specifications.
- B. If the materials or supplies purchased from a DBE regular dealer, count 60 percent of the cost of the materials or supplies. A DBE regular dealer is a firm that owns, operates or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the Contract are bought, kept in stock, and regularly sold or leased to the public in the usual course of business. To be a DBE regular dealer, the firm must be an established, regular business that engages, as its principal business and under its own name, in the

purchase and sale or lease of the products in question. A person may be a DBE regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone or asphalt without owning, operating or maintaining a place of business provided in this section.

- C. If the person both owns and operates distribution equipment for the products, any supplementing of regular dealers' own distribution equipment shall be, by a long-term lease agreement and not an ad hoc or Agreement-by-Agreement basis. Packagers, brokers, manufacturers' representatives, or other persons who arrange or expedite transactions are not DBE regular dealers within the meaning of this section.
- D. Materials or supplies purchased from a DBE, which is neither a manufacturer nor a regular dealer, will be limited to the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on the job site, provided the fees are reasonable and not excessive as compared with fees charged for similar services.

EXHIBIT 15-H DBE INFORMATION —GOOD FAITH EFFORTS**DBE INFORMATION - GOOD FAITH EFFORTS**

Federal-aid Project No. _____ Bid Opening Date _____

The _____ established a Disadvantaged Business Enterprise (DBE) goal of _____% for this project. The information provided herein shows that a good faith effort was made.

Lowest, second lowest and third lowest bidders shall submit the following information to document adequate good faith efforts. Bidders should submit the following information even if the “Local Agency Bidder DBE Commitment” form indicates that the bidder has met the DBE goal. This will protect the bidder’s eligibility for award of the contract if the administering agency determines that the bidder failed to meet the goal for various reasons, e.g., a DBE firm was not certified at bid opening, or the bidder made a mathematical error.

Submittal of only the “Local Agency Bidder DBE Commitment” form may not provide sufficient documentation to demonstrate that adequate good faith efforts were made.

The following items are listed in the Section entitled “Submission of DBE Commitment” of the Special Provisions:

- A. The names and dates of each publication in which a request for DBE participation for this project was placed by the bidder (please attach copies of advertisements or proofs of publication):

Publications	Dates of Advertisement
_____	_____
_____	_____
_____	_____

- B. The names and dates of written notices sent to certified DBEs soliciting bids for this project and the dates and methods used for following up initial solicitations to determine with certainty whether the DBEs were interested (please attach copies of solicitations, telephone records, fax confirmations, etc.):

Names of DBEs Solicited	Date of Initial Solicitation	Follow Up Methods and Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- C. The items of work which the bidder made available to DBE firms including, where appropriate, any breaking down of the contract work items (including those items normally performed by the bidder with its own forces) into economically feasible units to facilitate DBE participation. It is the bidder's responsibility to demonstrate that sufficient work to facilitate DBE participation was made available to DBE firms.

Items of Work	Bidder Normally Performs Item (Y/N)	Breakdown of Items	Amount (\$)	Percentage Of Contract

- D. The names, addresses and phone numbers of rejected DBE firms, the reasons for the bidder's rejection of the DBEs, the firms selected for that work (please attach copies of quotes from the firms involved), and the price difference for each DBE if the selected firm is not a DBE:

Names, addresses and phone numbers of rejected DBEs and the reasons for the bidder's rejection of the DBEs:

Names, addresses and phone numbers of firms selected for the work above:

- E. Efforts made to assist interested DBEs in obtaining bonding, lines of credit or insurance, and any technical assistance or information related to the plans, specifications and requirements for the work which was provided to DBEs:

- F. Efforts made to assist interested DBEs in obtaining necessary equipment, supplies, materials or related assistance or services, excluding supplies and equipment the DBE subcontractor purchases or leases from the prime contractor or its affiliate:

- G. The names of agencies, organizations or groups contacted to provide assistance in contacting, recruiting and using DBE firms (please attach copies of requests to agencies and any responses received, i.e., lists, Internet page download, etc.):

Name of Agency/Organization	Method/Date of Contact	Results

- H. Any additional data to support a demonstration of good faith efforts (use additional sheets if necessary):

NOTE: USE ADDITIONAL SHEETS OF PAPER IF NECESSARY.

EXHIBIT 10-Q DISCLOSURE OF LOBBYING ACTIVITIES

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT TO 31 U.S.C. 1352

1. Type of Federal Action: ☐ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. Status of Federal Action: ☐ a. bid/offer/application ☐ b. initial award ☐ c. post-award	3. Report Type: ☐ a. initial ☐ b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity ☐ Prime ☐ Subawardee Tier _____, if known Congressional District, if known _____	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known _____	
6. Federal Department/Agency: _____	7. Federal Program Name/Description: CFDA Number, if applicable _____	
8. Federal Action Number, if known: _____	9. Award Amount, if known: _____	
10. Name and Address of Lobby Entity (If individual, last name, first name, MI) (attach Continuation Sheet(s) if necessary)	11. Individuals Performing Services including address if different from No. 10a (If individual, last name, first name, MI) (attach Continuation Sheet(s) if necessary)	
12. Amount of Payment (check all that apply) \$ _____ ☐ actual ☐ planned	14. Type of Payment (check all that apply) ☐ a. retainer ☐ b. one-time fee ☐ c. commission ☐ d. contingent fee ☐ e. deferred ☐ f. other, specify _____	
13. Form of Payment (check all that apply): ☐ a. cash ☐ b. in-kind; specify: nature _____ Value _____		
15. Brief Description of Services Performed or to be performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted, for Payment Indicated in Item 11: _____		
16. Continuation Sheet(s) attached: Yes ☐ No ☐ (attach Continuation Sheet(s) if necessary)		
17. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying reliance was placed by the tier above when his transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		
Authorized for Local Reproduction Standard Form - LLL		

Standard Form LLL Rev. 04-28-06

INSTRUCTIONS FOR COMPLETING EXHIBIT 10-Q DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient at the initiation or receipt of covered federal action or a material change to previous filing pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for such payment or agreement to make payment to lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress an officer or employee of Congress or an employee of a Member of Congress in connection with a covered federal action. Attach a continuation sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered federal action for which lobbying activity is or has been secured to influence, the outcome of a covered federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last, previously submitted report by this reporting entity for this covered federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District if known. Check the appropriate classification of the reporting entity that designates if it is or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the first tier. Subawards include but are not limited to: subcontracts, subgrants, and contract awards under grants.
5. If the organization filing the report in Item 4 checks "Subawardee" then enter the full name, address, city, state, and zip code of the prime federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organization level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the federal program name or description for the covered federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate federal identifying number available for the federal action identification in item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract grant, or loan award number, the application/proposal control number assigned by the federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered federal action where there has been an award or loan commitment by the Federal agency, enter the federal amount of the award/loan commitments for the prime entity identified in item 4 or 5.
10. Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered federal action.
11. Enter the full names of the individual(s) performing services and include full address if different from 10 (a). Enter Last Name, First Name and Middle Initial (MI).
12. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
13. Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
14. Check all boxes that apply. If other, specify nature.
15. Provide a specific and detailed description of the services that the lobbyist has performed or will be expected to perform and the date(s) of any services rendered. Include all preparatory and related activity not just time spent in actual contact with federal officials. Identify the federal officer(s) or employee(s) contacted or the officer(s) employee(s) or Member(s) of Congress that were contacted.
16. Check whether or not a continuation sheet(s) is attached.
17. The certifying official shall sign and date the form, and print his/her name title and telephone number.

Public reporting burden for this collection of information is estimated to average 30-minutes per response, including time for reviewing instruction, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503. SF-LLL-Instructions Rev. 06-04

EXHIBIT 10-H1 COST PROPOSAL Page 1 of 3

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

(DESIGN, ENGINEERING AND ENVIRONMENTAL STUDIES)

Note: Mark-ups are Not Allowed

☐ Prime Consultant ☐ Subconsultant ☐ 2nd Tier Subconsultant

Consultant _____

Project No. _____ Contract No. _____ Date _____

DIRECT LABOR

Classification/Title	Name	Hours	Actual Hourly Rate	Total
(Project Manager)*	_____	_____	\$ _____	\$ _____
(Sr. Civil Engineer)	_____	_____	\$ _____	\$ _____
(Envir. Scientist)	_____	_____	\$ _____	\$ _____
(Inspector)**	_____	_____	\$ _____	\$ _____

LABOR COSTS

a) Subtotal Direct Labor Costs \$ _____

b) Anticipated Salary Increases (see page 2 for calculation) \$ _____

c) **TOTAL DIRECT LABOR COSTS [(a) + (b)]** \$ _____**INDIRECT COSTS**

d) Fringe Benefits (Rate: _____%) e) Total Fringe Benefits [(c) x (d)] \$ _____

Overhead (Rate: _____%) g) Overhead [(c) x (f)] \$ _____

h) General and Administrative (Rate: _____%) i) Gen & Admin [(c) x (h)] \$ _____

j) **TOTAL INDIRECT COSTS [(e) + (g) + (i)]** \$ _____**FIXED FEE**k) **TOTAL FIXED FEE [(c) + (j)] x fixed fee _____%** \$ _____**l) CONSULTANT'S OTHER DIRECT COSTS (ODC) – ITEMIZE (Add additional pages if necessary)**

Description of Item	Quantity	Unit	Unit Cost	Total
Mileage Costs			\$	\$
Equipment Rental and Supplies			\$	\$
Permit Fees			\$	\$
Plan Sheets			\$	\$
Test			\$	\$

l) **TOTAL OTHER DIRECT COSTS** \$ _____**m) SUBCONSULTANTS' COSTS (Add additional pages if necessary)**

Subconsultant 1: \$ _____

Subconsultant 2: \$ _____

Subconsultant 3: \$ _____

Subconsultant 4: \$ _____

m) **TOTAL SUBCONSULTANTS' COSTS** \$ _____n) **TOTAL OTHER DIRECT COSTS INCLUDING SUBCONSULTANTS [(l)+(m)]** \$ _____**TOTAL COST [(c) + (j) + (k) + (n)]** \$ _____**NOTES:**

- Key personnel must be marked with an asterisk (*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (**). All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals.
- The cost proposal format shall not be amended. Indirect cost rates shall be updated on an annual basis in accordance with the consultant's annual accounting period and established by a cognizant agency or accepted by Caltrans.
- Anticipated salary increases calculation (page 2) must accompany.

EXHIBIT 10-H1 COST PROPOSAL Page 2 of 3

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

(CALCULATIONS FOR ANTICIPATED SALARY INCREASES)

1. Calculate Average Hourly Rate for 1st year of the contract (Direct Labor Subtotal divided by total hours)

Direct Labor Subtotal per Cost Proposal	Total Hours per Cost Proposal		Avg Hourly Rate	5 Year Contract Duration
\$250,000.00	5000	=	\$50.00	Year 1 Avg Hourly Rate

2. Calculate hourly rate for all years (Increase the Average Hourly Rate for a year by proposed escalation %)

	Avg Hourly Rate		Proposed Escalation			
Year 1	\$50.00	+	2%	=	\$51.00	Year 2 Avg Hourly Rate
Year 2	\$51.00	+	2%	=	\$52.02	Year 3 Avg Hourly Rate
Year 3	\$52.02	+	2%	=	\$53.06	Year 4 Avg Hourly Rate
Year 4	\$53.06	+	2%	=	\$54.12	Year 5 Avg Hourly Rate

3. Calculate estimated hours per year (Multiply estimate % each year by total hours)

	Estimated % Completed Each Year		Total Hours per Cost Proposal		Total Hours per Year	
Year 1	20.0%	*	5000	=	1000	Estimated Hours Year 1
Year 2	40.0%	*	5000	=	2000	Estimated Hours Year 2
Year 3	15.0%	*	5000	=	750	Estimated Hours Year 3
Year 4	15.0%	*	5000	=	750	Estimated Hours Year 4
Year 5	10.0%	*	5000	=	500	Estimated Hours Year 5
Total	100%		Total	=	5000	

4. Calculate Total Costs including Escalation (Multiply Average Hourly Rate by the number of hours)

	Avg Hourly Rate (calculated above)		Estimated hours (calculated above)		Cost per Year	
Year 1	\$50.00	*	1000	=	\$50,000.00	Estimated Hours Year 1
Year 2	\$51.00	*	2000	=	\$102,000.00	Estimated Hours Year 2
Year 3	\$52.02	*	750	=	\$39,015.00	Estimated Hours Year 3
Year 4	\$53.06	*	750	=	\$39,795.30	Estimated Hours Year 4
Year 5	\$54.12	*	500	=	\$27,060.80	Estimated Hours Year 5
Total Direct Labor Cost with Escalation				=	\$257,871.10	
Direct Labor Subtotal before Escalation				=	\$250,000.00	
Estimated total of Direct Labor Salary Increase				=	\$7,871.10	Transfer to Page 1

NOTES:

1. This is not the only way to estimate salary increases. Other methods will be accepted if they clearly indicate the % increase, the # of years of the contract, and a breakdown of the labor to be performed each year.
2. An estimation that is based on direct labor multiplied by salary increase % multiplied by the # of years is not acceptable. (i.e. \$250,000 x 2% x 5 yrs = \$25,000 is not an acceptable methodology)
3. This assumes that one year will be worked at the rate on the cost proposal before salary increases are granted.
4. Calculations for anticipated salary escalation must be provided.

EXHIBIT 10-H1 COST PROPOSAL Page 3 of 3

Certification of Direct Costs:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

1. Generally Accepted Accounting Principles (GAAP)
2. Terms and conditions of the contract
3. [Title 23 United States Code Section 112](#) - Letting of Contracts
4. [48 Code of Federal Regulations Part 31](#) - Contract Cost Principles and Procedures
5. [23 Code of Federal Regulations Part 172](#) - Procurement, Management, and Administration of Engineering and Design Related Service
6. [48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board](#) (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement. Local governments are responsible for applying only cognizant agency approved or Caltrans accepted Indirect Cost Rate(s).

Prime Consultant or Subconsultant Certifying:

Name: _____ Title *: _____

Signature : _____ Date of Certification (mm/dd/yyyy): _____

Email: _____ Phone Number: _____

Address: _____

*An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

List services the consultant is providing under the proposed contract:

[illegible]

EXHIBIT 10-H2 COST PROPOSAL Page 1 of 3

SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS)
(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Note: Mark-ups are Not Allowed

Consultant _____ ☐ Prime Consultant ☐ Subconsultant ☐ 2nd Tier Subconsultant

Project No. _____ Contract No. _____ Participation Amount \$ _____ Date _____

For Combined Rate	Fringe Benefit % + General & Administrative %	=	Combined ICR%
OR			
For Home Office Rate	Fringe Benefit % + General & Administrative %	=	Home Office ICR%
For Field Office Rate	Fringe Benefit % + General & Administrative %	=	Field Office ICR%

Fee	=	%
-----	---	---

BILLING INFORMATION

CALCULATION INFORMATION

Name/Job Title/Classification ¹	Hourly Billing Rates ²			Effective Date of Hourly Rate		Actual or Avg. Hourly Rate ⁴	% or \$ Increase	Hourly Range - for Classifications Only
	Straight ³	OT(1.5x)	OT(2x)	From	To			
John Doe – Project Manager * Civil Engineer II	\$0.00	\$0.00	\$0.00	01/01/2016	12/31/2016	\$0.00		Not Applicable
	\$0.00	\$0.00	\$0.00	01/01/2017	12/31/2017	\$0.00	0.0%	
	\$0.00	\$0.00	\$0.00	01/01/2018	12/31/2018	\$0.00	0.0%	
Sue Jones – Construction Engineer/Inspector Engineer I	\$0.00	\$0.00	\$0.00	01/01/2016	12/31/2016	\$0.00		Not Applicable
	\$0.00	\$0.00	\$0.00	01/01/2017	12/31/2017	\$0.00	0.0%	
	\$0.00	\$0.00	\$0.00	01/01/2018	12/31/2018	\$0.00	0.0%	
Buddy Black – Claims Engineer Engineer III	\$0.00	\$0.00	\$0.00	01/01/2016	12/31/2016	\$0.00		Not Applicable
	\$0.00	\$0.00	\$0.00	01/01/2017	12/31/2017	\$0.00	0.0%	
	\$0.00	\$0.00	\$0.00	01/01/2018	12/31/2018	\$0.00	0.0%	
Land Surveyor **	\$0.00	\$0.00	\$0.00	01/01/2016	12/31/2016	\$0.00		\$00 - \$00
	\$0.00	\$0.00	\$0.00	01/01/2017	12/31/2017	\$0.00	0.0%	\$00 - \$00
	\$0.00	\$0.00	\$0.00	01/01/2018	12/31/2018	\$0.00	0.0%	\$00 - \$00
Technician	\$0.00	\$0.00	\$0.00	01/01/2016	12/31/2016	\$0.00		\$00 - \$00
	\$0.00	\$0.00	\$0.00	01/01/2017	12/31/2017	\$0.00	0.0%	\$00 - \$00
	\$0.00	\$0.00	\$0.00	01/01/2018	12/31/2018	\$0.00	0.0%	\$00 - \$00

(Add pages as necessary)

NOTES:

1. Key personnel must be marked with an asterisk (*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (**). All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals.
2. The cost proposal format shall not be amended.
3. Billing rate = actual hourly rate * (1+ ICR) * (1+ Fee). Indirect cost rates shall be updated on an annual basis in accordance with the consultant's annual accounting period and established by a cognizant agency or accepted by Caltrans. All costs must comply with the Federal cost principles for reimbursement.
4. For named employees and key personnel enter the actual hourly rate. For classifications only, enter the Average Hourly Rate for that classification.

EXHIBIT 10-H2 COST PROPOSAL Page 2 of 3

SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS)
(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Consultant _____ ☐ Prime Consultant ☐ Subconsultant

Project No. _____ Contract No. _____ Date _____

SCHEDULE OF OTHER DIRECT COST ITEMS (Add additional pages as necessary)				
Description of Item	Quantity	Unit	Unit Cost	Total
Mileage Costs			\$	\$
Equipment Rental and Supplies			\$	\$
Permit Fees			\$	\$
Plan Sheets			\$	\$
Test			\$	\$
Vehicle			\$	\$
Subconsultant 1:				\$
Subconsultant 2:				\$
Subconsultant 3:				\$
Subconsultant 4:				\$
Subconsultant 5:				\$

Note: Add additional pages if necessary.

NOTES:

1. List other direct cost items with estimated costs. These costs should be competitive in their respective industries and supported with appropriate documentation.
2. Proposed ODC items should be consistently billed regardless of client and contract type.
3. Items when incurred for the same purpose, in like circumstance, should not be included in any indirect cost pool or in the overhead rate.
4. Items such as special tooling, will be reimbursed at actual cost with supporting documentation (invoice).
5. Items listed above that would be considered "tools of the trade" are not reimbursable as other direct cost.
6. Travel related costs should be pre-approved by the contracting agency and shall not exceed current State Department of Personnel Administration rules.

7. If mileage is claimed, the rate should be properly supported by the consultant's calculation of their actual costs for company vehicles. In addition, the miles claimed should be supported by mileage logs.
8. If a consultant proposes rental costs for a vehicle, the company must demonstrate that this is its standard procedure for all of their contracts and that they do not own any vehicles that could be used for the same purpose.
9. The cost proposal format shall not be amended. All costs must comply with the Federal cost principles.
10. Add additional pages if necessary.
11. Subconsultants must provide their own cost proposals.

EXHIBIT 10-H2 COST PROPOSAL Page 3 of 3

Certification of Direct Costs:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

7. Generally Accepted Accounting Principles (GAAP)
8. Terms and conditions of the contract
9. [Title 23 United States Code Section 112](#) - Letting of Contracts
10. [48 Code of Federal Regulations Part 31](#) - Contract Cost Principles and Procedures
11. [23 Code of Federal Regulations Part 172](#) - Procurement, Management, and Administration of Engineering and Design Related Service
12. [48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board](#) (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement.

Prime Consultant or Subconsultant Certifying:

Name: _____ Title *: _____

Signature : _____ Date of Certification (mm/dd/yyyy): _____

Email: _____ Phone Number: _____

Address: _____

* An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

List services the consultant is providing under the proposed contract:

--

EXHIBIT 10-H3 COST PROPOSAL Page 1 of 2COST PER UNIT OF WORK CONTRACTS
(GEOTECHNICAL AND MATERIAL TESTING)

Note: Mark-ups are Not Allowed

☐ Prime Consultant ☐ Subconsultant ☐ 2nd Tier Subconsultant

Consultant _____

Project No. _____ Contract No. _____ Date _____

Unit/Item of Work:**(Example: Log of Test Boring for Soils Report, or ADL Testing for Hazardous Waste Material Study)**
Include as many Items as necessary.

DIRECT LABOR	Hours	Billing Hourly Rate (\$)	Total (\$)
Professional (Classification)*	_____	_____	_____
Sub-professional/Technical**	_____	_____	_____
EQUIPMENT 1 (with Operator)	_____	_____	_____
EQUIPMENT 2 (with Operator)	_____	_____	_____

Consultant's Other Direct Costs (ODC) – Itemize:

Description of Item	Quantity	Unit	Unit Cost	Total
ODC Example: Travel/Mileage Costs			\$	\$
ODC Example: Mobilization/De-mobilization			\$	\$
ODC Example: Supplies/Consumables			\$	\$
ODC Example: Report			\$	\$
ODC (List more ODCs as applicable)			\$	\$
Subconsultant 1:				\$
Subconsultant 2:				\$
Subconsultant 3:				\$
Subconsultant 4:				\$
Subconsultant 5:				\$

Note: Attach additional pages if necessary.

TOTAL COST PER UNIT OF WORK

\$ _____

NOTES:

1. Key personnel **must** be marked with an asterisk (*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (**). All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals. The cost proposal format shall not be amended.
2. Hourly billing rates should include prevailing wage rates and be consistent with publicly advertised rates charged to all clients (Commercial, Private or Public).
3. Mobilization/De-mobilization is based on site location and number and frequency of tests/items.
4. ODC items shall be based on actual costs and supported by historical data and other documentation.
5. ODC items that would be considered "tools of the trade" are not reimbursable.
6. Billing Hourly Rates must be actual, allowable, and reasonable.

EXHIBIT 10-H3 COST PROPOSAL Page 2 of 2

Certification of Direct Costs:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

13. Generally Accepted Accounting Principles (GAAP)
14. Terms and conditions of the contract
15. [Title 23 United States Code Section 112](#) - Letting of Contracts
16. [48 Code of Federal Regulations Part 31](#) - Contract Cost Principles and Procedures
17. [23 Code of Federal Regulations Part 172](#) - Procurement, Management, and Administration of Engineering and Design Related Service
18. [48 Code of Federal Regulation Part 9904 - Cost Accounting Standards Board](#) (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement.

Prime Consultant or Subconsultant Certifying:

Name: _____ Title*: _____

Signature : _____ Date of Certification (mm/dd/yyyy): _____

Email: _____ Phone Number: _____

Address: _____

* An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

List services the consultant is providing under the proposed contract:



February 8, 2019

ADDENDUM NO. 1

SUBJECT: Downtown Streetscape, Road Diet, & Utilities Project

To all Prospective Consultants:

INCLUDED HERewith IS ADDENDUM NO.1 for the subject project

1. On page 8, please add the following statement to the paragraph for Construction Phase Authorization: "After the respective Allocation Request and Authorization Request have been obtained, the City may add additional construction phase services such as construction management and inspection, to the Consultant's scope of work. This potential work should not be included in proposals submitted for this project. However, if the City chooses this option an amendment to the selected Consultant's contract will be negotiated."
2. On Page 8, please strike out the requirement for a Caltrans encroachment permit: ~~"Consultant shall identify in proposal if there are any other items that they anticipate will need to be addressed in order to obtain an encroachment permit from Caltrans."~~
3. On page 14, the Evaluation Criteria shall be changed as follows:

No.	Written Evaluation Criteria	Weight
1	Completeness of Response	Pass/Fail
2	Qualifications & Experience	25
3	Organization & Approach	20
4	Scope of Services to be Provided	20
5	Schedule of Work	25
6	Conflict of Interest Statement	Pass/Fail
7	Local Presence	5
8	References	10
Total:		100

4. On page 15, please change the Evaluation Criteria as follows: "5. Schedule of Work (25 points)"
5. On Page 15, please strike out the Evaluation Criteria for Local Presence: ~~"7. Local Presence (5 points)"~~
 - a. ~~A statement addressing firm's ability to establish an office within the County or surrounding area."~~

6. On page 16, please change the Weighted score table as follows:

No.	Evaluation Criteria	Rating (0-5)	Weight	Score (Rating x Weight)
1	Completeness of Response	N/A	Pass/Fail	Pass/Fail
2	Qualifications & Experience		25	
3	Organization & Approach		20	
4	Scope of Services to be Provided		20	
5	Schedule of Work		25	
6	Conflict of Interest Statement	N/A	Pass/Fail	Pass/Fail
7	Local Presence		5	
8	References		10	
Total:			100	

The proposal due date for this project will remain the same: **12:00 PM, February 13, 2019.**

IF YOU SUBMIT A PROPOSAL, ACKNOWLEDGMENT OF THIS ADDENDUM MUST BE SHOWN ON THIS ADDENDUM. IN ADDITION THIS SIGNED ACKNOWLEDGEMENT MUST BE SUBMITTED WITH THE PROPOSAL.

This Addendum is being sent to you in order that this office may be assured all consultants have received same. It should be noted it is the responsibility of the consultant to notify all prospective sub consultants of any and all changes.

Sincerely,



Richard J. Seanor
 Deputy Director of Public Works

ACKNOWLEDGEMENT

I hereby acknowledge that I have received this Addendum No. 1 and have reviewed and considered it before submitting my proposal.

Signed: _____

Date: _____

Print Name: _____



City of Ukiah

Proposal for Downtown Streetscape, Road Diet and Utilities Project

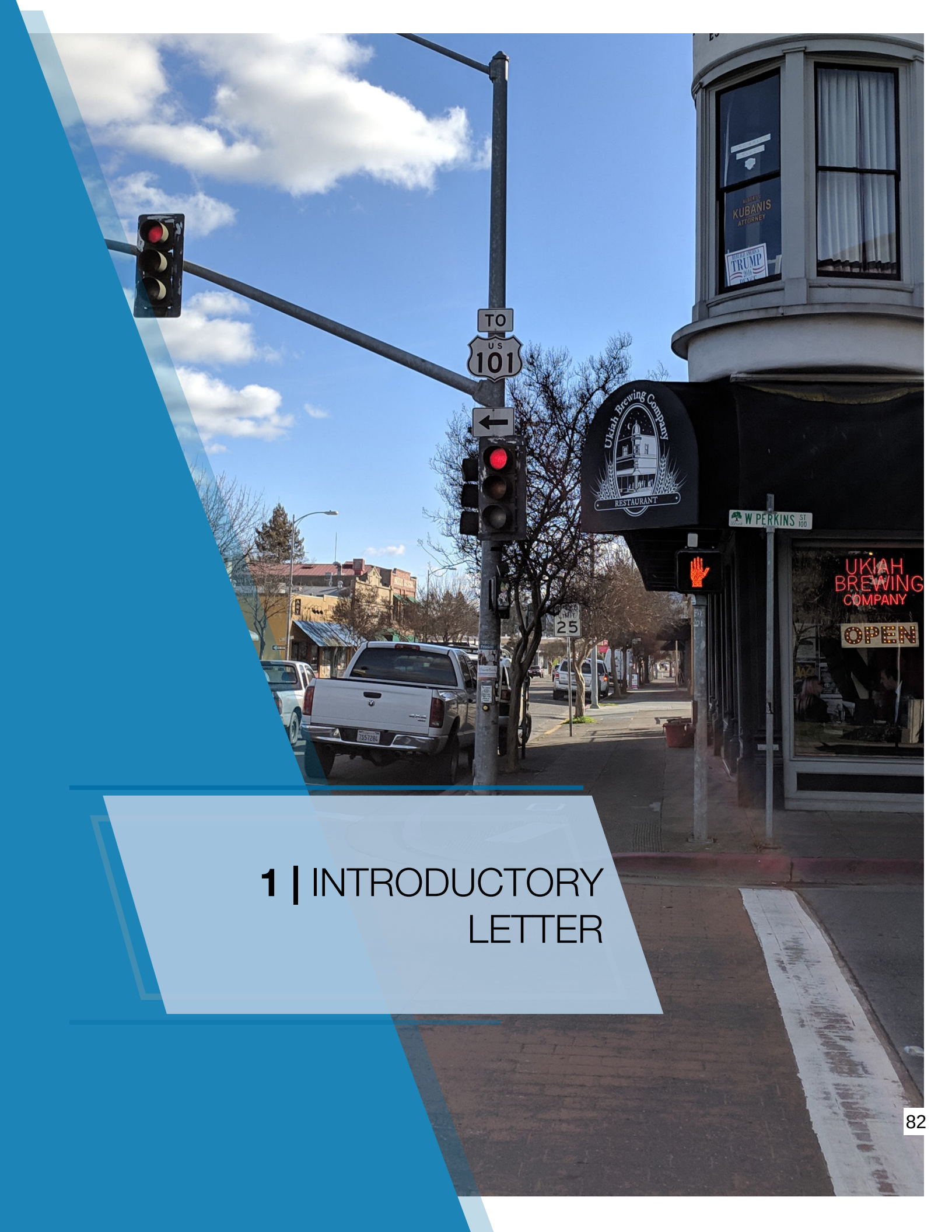
February 13, 2019



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1 | INTRODUCTORY LETTER



February 13, 2019

Attn: Richard Seanor
City of Ukiah
Department of Public Works
300 Seminary Avenue
Ukiah, CA 95482-5400

Re: Downtown Streetscape, Road Diet & Utilities Project

Dear Mr. Seanor and Selection Panel Members:

GHD is pleased to submit the following Proposal for professional engineering design and right-of-way (ROW) services for the Downtown Streetscape, Road Diet, and Utilities Project ("Project"). GHD recognizes this Project is much more than an engineering design project. While complex in its technical and management requirements, the design and development of the Downtown Streetscape Project marks a significant chapter in the successful evolution of the Downtown, and more importantly Ukiah. The Project will become a critical part of Ukiah's urban fabric and image, and become a catalyst of growth for Downtown Ukiah. We understand that the Project will stimulate revitalization and attract pedestrians and associated economic vitality along and adjacent to this critical segment of the Downtown framework.

GHD and our Team have followed this Project from the very beginning and are intimately familiar with the services required. We have completed numerous similar projects locally and afar, and understand that nearly all core disciplines will be required to successfully complete the Project. A sample list of services includes PM, CTC approval, landscape architecture, ROW appraisal and acquisition, public outreach, engineering design, and NEPA/CEQA compliance, we have the skills to deliver the Project. We have also identified other optional or recommended services to meet the needs of the Project, including geotechnical engineering, HAZMAT assessment, potholing, and updated traffic/bike/ped counts. We hope to have an opportunity to review the scope of work and approach to the Project with the City to establish the work plan. This is a truly unique Project that the entire GHD Team is excited to help the City deliver to improve the overall community of Ukiah.

The following section includes our Executive Summary, which expands on our approach to the Project, the services required to complete the Project, and the value proposition the GHD Team brings to the City. Our Team is truly committed and excited to help you deliver this transformational Downtown Project. We look forward to your response and the opportunity to move this pivotal City Project into reality.

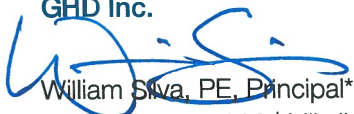
GHD acknowledges receipt of all addenda issued for this RFP (Addendum #1, dated February 8, 2019). The signed copy of the Addendum Acknowledgement can be found at the end of Section 5 in the Supplemental Information. This proposal addresses all terms and conditions of the request for proposal (RFP).

GHD's main point of contact:

Matt Kennedy, PE, TE, Project Manager
2235 Mercury Way, Suite 150, Santa Rosa, CA 95407
T +1 707 540 9687 | M +1 707 540 3376

Sincerely,

GHD Inc.


William Silva, PE, Principal*

T +1 707 484 8236 | bill.silva@ghd.com

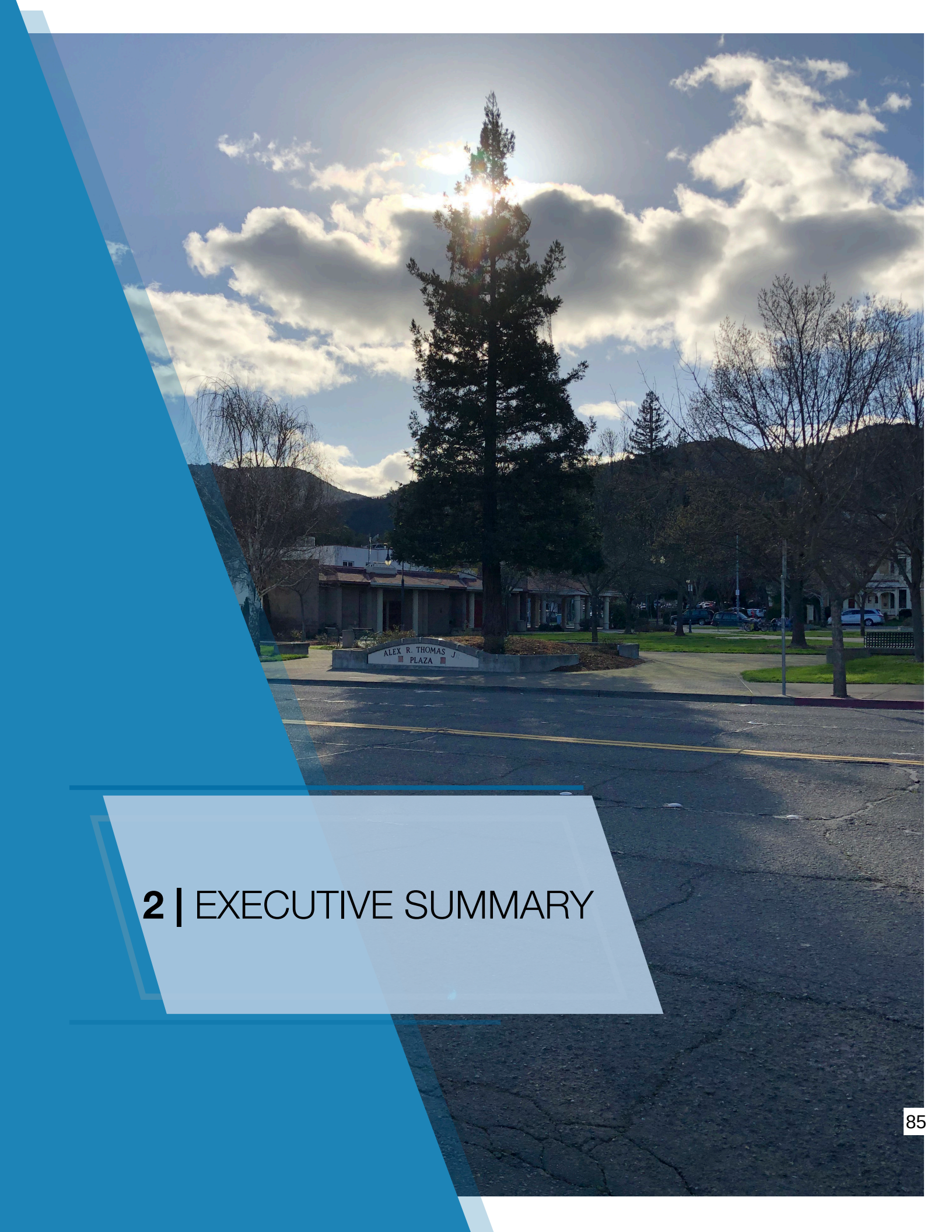
*Authorized firm representative


Matt Kennedy, PE, TE, Project Manager
T +1 707 540 9687 | matt.kennedy@ghd.com

GHD Inc.
2235 Mercury Way, Suite 150, Santa Rosa, CA 95407
P +1 707 523 1010 | F +1 707 527 8679

We recognize that the Downtown Streetscape Project can be a vehicle for the City's renaissance by establishing a framework for a cohesive sense of place, elevating the city's identity, and strengthening linkages between the City's "main street" and associated downtown areas.

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2 | EXECUTIVE SUMMARY

GHD has assembled the ideal Team for the Ukiah Downtown Streetscape, Road Diet, and Utilities Project. In addition to our extensive qualifications on similar projects, as a long-time partner of the City, we are truly committed to helping the City deliver this fast-tracked, high-profile CIP Project. To illustrate this commitment, our Team has already started into the Project with drone flights, urban design renderings, property owner research, and a contamination search. Understanding that the RFP schedule is exceptionally aggressive, we have established an approach that seeks to help the City achieve its goals.

The following are unique values GHD brings to the City and are highlights from our proposal:

- Unmatched downtown road diet expertise along the former Highway 101 corridor
- Proven team on the delivery of comparable northern California downtown/phased corridors
- Expertise in CTC processing and GHD staff that are former Caltrans Directors and Headquarter Leads
- Teaming partner that led the traffic work on the Project's initial 2009 Planning Documents
- Committed team
- Extensive resources and internal expertise for the Project size, scope diversity, and schedule
- Innovative solutions (Permits to Enter, HAZMAT Pre-Assessment, Parallel Efforts)

QUALIFICATIONS AND EXPERIENCE

The Project requires a thoughtful approach and a team with an outstanding track-record and expertise in the delivery of complete street/road diet projects – including within Downtowns and city corridors. Complete Streets, Green Streets, Smart Streets, Road Diets, or by any other name, GHD has provided municipal roadway solutions and revitalization projects for communities across Northern California and is ready to apply that expertise on the Ukiah Downtown Project. Our extensive experience of planning and design provides a “real world” perspective when determining the optimal improvements for your community, adjacent owners, and the City. GHD is hopeful that, through our proposal and extensive qualifications, we illustrate our ability to provide the City with the most highly qualified team for the Ukiah Project.



ORGANIZATION AND APPROACH

With over 90 years in business, GHD brings the strength and stability of 10,000 staff across the globe. With eight offices in Northern California and 400 staff in the west, GHD has the resources and expertise to see the Project through from design through construction.

GHD is excited to bring our Team to the City and Project. The composition of the key GHD Team members and their roles: **GHD** - Prime, PM, Civil, Traffic, Environmental, Electrical, Structural, Geotech, Utilities, CTC/CT Processing; **W-Trans** – Signing/Striping Plan, Optional Study Revalidation, Continuity; **WRT** – Landscape Architecture, Public Outreach Lead, Irrigation; **AR/WS** – Right-of-Way (ROW) Consulting; **CPI** – Topo Survey, ROW Survey, ROW Legals. This is an established Team; members of this Team have worked together for over 15 years, including the delivery of multiple similar Downtown Projects.

Our team will be led by a proven, dual-licensed PE/TE Project Manager, Matt Kennedy, with recent relevant road projects for the City that have included utilities, LID and other common elements. Additionally, he will be supported by a Deputy Project Manager, Jeremy Schmal, PE, to help achieve the fast-tracked schedule and extensive communication that will be required.

Our Project Management Approach includes early stakeholder meetings, extensive outreach to adjacent property owners, and continual communication across the Team and with the City. We will hold regular meetings to review key elements of the Project and to keep the critical path in view at all times.

SCOPE OF WORK (AND TECHNICAL APPROACH)

GHD's Team has delivered multiple projects similar to the Ukiah Downtown Project. Through this experience, we have developed a comprehensive, detailed scope of work to deliver this high-profile, fast-paced Project.

We have established a list of the milestone deliverables to ensure a coordinated project delivery.

Visualizing the transformation: The improvements to State Street will be transformational for Ukiah's Downtown. Already, our Team has flown the corridor with a drone and created a birds-eye visualization. Per the design concept, widened sidewalks, lane reductions, new street trees, high-visibility crosswalks, decorative paving, and corner seating in bulb-outs are shown. After the kick-off, we are excited to explore further design elements such as special paving at on-street parking, LID stormwater treatment areas, pedestrian-scaled decorative streetlights, identity features, and opportunities for public art. We will prepare additional graphics to communicate the exciting design ideas.

We propose to hold an initial scoping meeting with the City to review opportunities to reduce the cost of the project and the schedule. For example, we would consider the use of "Permits to Enter" as an alternative to conventional TCEs. Because of Federal-funding and the 76 adjacent owners, the standard ROW process for the Project could extend far beyond the desired schedule. Through our proposed approach, it will give the City an opportunity to achieve its goals. Other anticipated technical challenges have been identified, and our approach and innovative ideas to each are discussed in detail.



GHD Team's Initial Rendering at Perkins



Visualizing the Transformation

SCHEDULE, COI, LITIGATION, PSA, FEDERAL AID

GHD will initiate the Project and advance work as quickly as possible; simultaneously, we will begin to build the case for an extension to CTC approval, just in case that approach is needed.

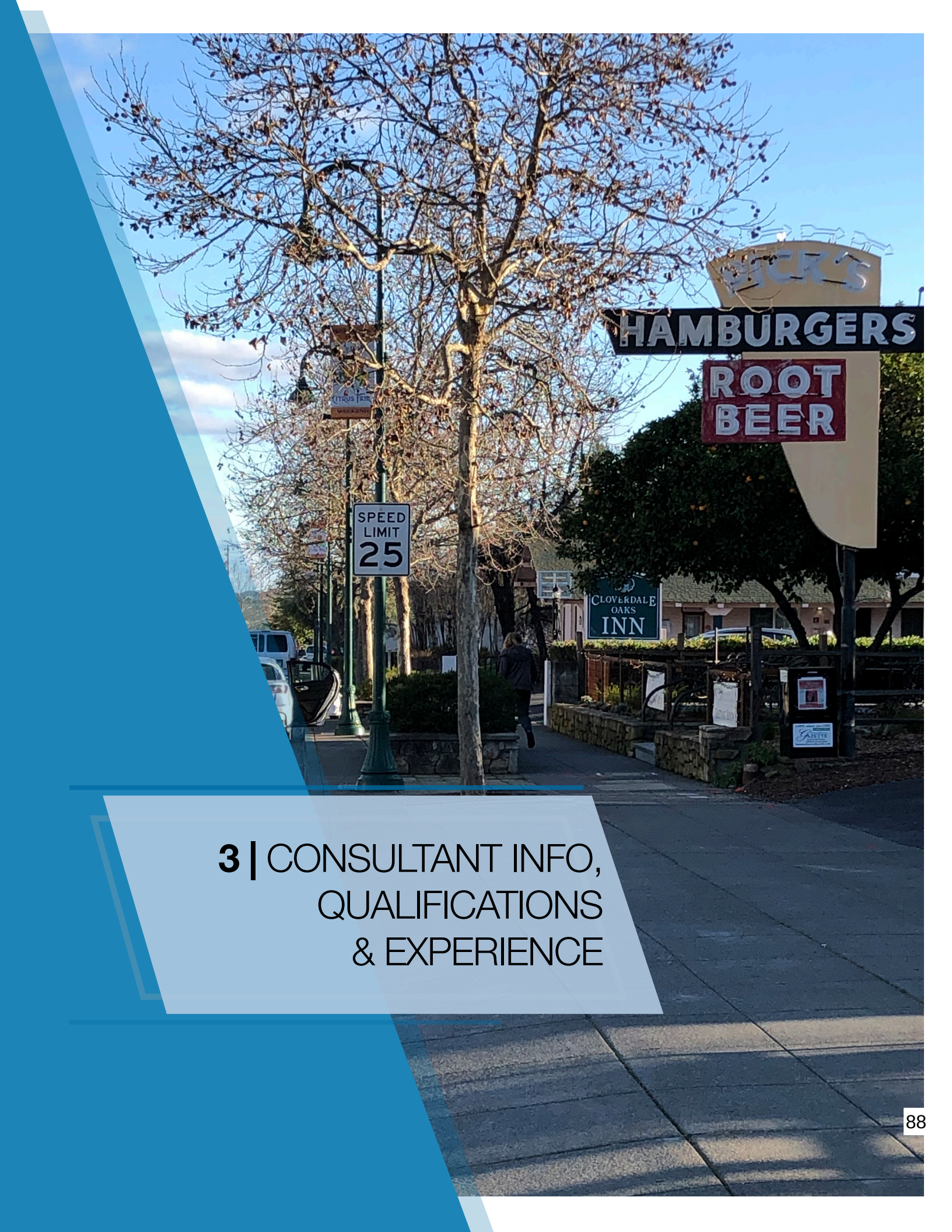
GHD does not have a conflict of interest for the Project. Additionally, GHD has worked with the City on numerous projects and is confident that we can agree to terms on Project contracting. GHD has provided all the requested Federal forms in the RFP; we propose to review other Federal forms that may be required with the City.

TEAM COMMITMENT

GHD is thankful to the City of Ukiah for this opportunity and extends our Team's highest commitment to the delivery of this exciting project. Though approach and qualifications are paramount to the project, we recognize that commitment is the intangible component that drives a successful project.



WATER | ENERGY & RESOURCES | ENVIRONMENT | PROPERTY & BUILDINGS | TRANSPORTATION

A photograph of a street scene. In the foreground, a speed limit sign for 25 is visible. A large, leafless tree stands in the middle ground. To the right, a sign for 'HICK'S HAMBURGERS' and 'ROOT BEER' is visible. In the background, a sign for 'CLOVERDALE OAKS INN' is visible. A person is walking on the sidewalk. The sky is blue with some clouds.

3 | CONSULTANT INFO, QUALIFICATIONS & EXPERIENCE

THE RIGHT TEAM

For over 60 years, GHD has been active in the design and development of numerous high-visibility fast-track CIP projects in Northern California. We are a recognized leader in the design of multi-discipline infrastructure projects. Sensitive to community and agency concerns, we offer strong project management to keep projects on schedule and within budget. GHD's "total project" expertise and service-oriented approach will be vital to the execution of this contract.

The projects listed in this section demonstrate the technical capabilities and experience of our project team's work similar to the City's Downtown Streetscape, Road Diet and Utilities Project (Project). They illustrate our ability to address complex issues and demonstrate our history of working as a collaborative team. Client references are included within the detailed project descriptions and in Section 11.

GHD has completed over 350 roundabout designs and 50 streetscape improvement projects across California. In particular, GHD has successfully delivered numerous similar Caltrans corridor redevelopment and revitalization projects. This specific expertise affords us a unique understanding of the inherent design and management elements in a project of this nature, including potential

challenges and opportunities. These challenges and opportunities have led GHD to develop various innovative solutions and resulted in improved project outcomes.

While straightforward in concept, we recognize that this Project is complex at the management, detailed design, and construction levels. However, since we have been down this path, GHD can establish a proven project approach, proactively address project issues before they become problematic, infuse innovative solutions, and help lead the City to successful project delivery.

The matrix on page 13 illustrates just a handful of GHD's projects performed in California, summarizing the depth and breadth of our relevant experience on similar projects. Collectively, our extensive state-wide experience, united with a local team, provides the City with the assurance that the final project will, most importantly, be designed appropriately to promote safety and functionality, but will also be designed to reflect and enhance the City's unique character.

Though many of the projects referenced in the matrix could be discussed at length, we have selected the nine most relevant projects delivered in the last five years upon which to expand. As described above, these projects include similar elements and services to those which the City is seeking.

GHD at-a-glance



PROJECTS DESIGNED IN THE PAST 5 YEARS

Willits Main Street Road Diet

**Contracting Agency**

City of Willits

Contracting Agency Project Manager

Dusty Duly, City Planner

Contracting Agency Contact

T +1 707 459 4601; dduley@cityofwillits.org

Funding Source

Caltrans Sustainable Transportation Planning Grant and City local matching funds

Date of Contract

2016

Date of Completion

2016

Consultant Project Manager & Contact

John Gibbs, Principal (WRT); T +1 415 229 2806;
jgibbs@wrtdesign.com

Bill Silva, Principal (GHD); T +1 707 523 1010;
bill.silva@ghd.com

Project Objective

Willits is one of many small, charming cities in the forested Northern California County of Mendocino. Until recently, it was bisected by US 101, one of the most heavily traveled roads in the area. It has long been both lifeblood - bringing summer tourists and conduit for the daily transport of goods statewide - and a scourge - a source of massive congestion and safety concerns. As a State-owned and operated highway, it had been difficult to truly transform the City's main artery into a thread that binds the community together. With the completion of a highway bypass in November 2016, this dynamic changed; the City and its people could guide Main Street's future.

Project Description

Working with Caltrans in preparation for the opening of the bypass and the transfer of this 3-mile segment of road, the City hired WRT to lead the redesign of this now local thoroughfare - from state highway to the center of community life. Now, unburdened of regional traffic and under the jurisdiction of the City, it was important to employ a robust community outreach effort to ensure that Main Street became exactly what the people of Willits needed and wanted. The cornerstone of the process was a week-long community charrette anchored by a series of meetings with stakeholders, emergency responders and the public. Provided with a downtown store front as a base of operations, WRT staff and transportation and engineering team members drew inspiration from the historic downtown masonry buildings, stories from long-time residents, and the creeks coursing from the surrounding hills crossing Main Street at bridges. As part of the WRT Team, Bill Silva served as GHD's project principal, and Matt Wargula served as the Coordinator with Caltrans.

Project Outcome

The Main Street Willits Corridor Plan - which addresses topics including traffic calming, pedestrian safety, street trees, and community gateways - was unanimously approved by City Council on December 6, 2016. The project was completed on time and within budget, and GHD's final fees were below budget. Relevancies include:

- Federally-funded
- Road diet
- Pavement rehabilitation
- Pedestrian enhancements
- Extensive Caltrans coordination
- Bike lanes
- Local Downtown and Former Highway 101
- Public outreach
- GHD teamed with WRT



East Broadway Road Complete Street



Contracting Agency

City of Long Beach

Contracting Agency Project Manager

Onofre Ramirez, PE; Senior Engineer

Contracting Agency Contact

T +1 562 570 6183; onofre.ramirez@longbeach.gov

Funding Source

Measure A Funds

Date of Contract

2017

Date of Completion

2018

Consultant Project Manager & Contact

Sarmad Farjo, PE; T +1 949 585 5238;

sarmad.farjo@ghd.com

Project Objective

The Broadway Corridor is the first and largest infrastructure project from Measure A funds and will include improved and widened sidewalks, new pavement, increased public real estate at intersections, bike lanes, and a road reconfiguration that will slow down vehicles in what business owners and residents alike have described as a "speedway" for drivers desperate to connect to DTLB or access the 710 further west.

Project Description

GHD was selected to redevelop a two-mile segment of East Broadway in the City of Long Beach, CA, to create a multi-modal street that will improve overall mobility and the quality of life for residents in the area. The segment starts just east of downtown at Alamitos Avenue and goes east through Alamitos Beach to Bluff Park, ending

at Redondo Avenue. It was redesigned to improve pavement surface; address drainage; and included designated pedestrian, bike, and transit lanes, creating a safe and accessible "complete street." Project elements included:

- **Roadway Rehabilitation:** Existing pavement was thoroughly investigated, and a unique pavement design was provided that would allow rehabilitation of existing pavement structure without complete replacement while still meeting the design goals of the project.
- **Drainage/Permits:** Existing drainage structures were preserved when possible. Existing constraints on both sides of the street did not allow significant change in the roadway profile.
- **Bikeway Facilities:** Existing conditions of roadway did not include any bikeway facilities. Project proposed installation of Class IV Separated Bikeway (Cycle Tracks).
- **Utilities:** GHD coordinated with many utility owners to relocate or adjust their utilities.
- **Value Engineering:** GHD completed value engineering for the project to best utilize all funds and grants that could provide economic benefits to the City.
- **Community Outreach:** The project was very controversial and required extensive community outreach. GHD supported the City of Long Beach on their outreach effort and provided a 3D fly-through video to help and support the outreach effort.

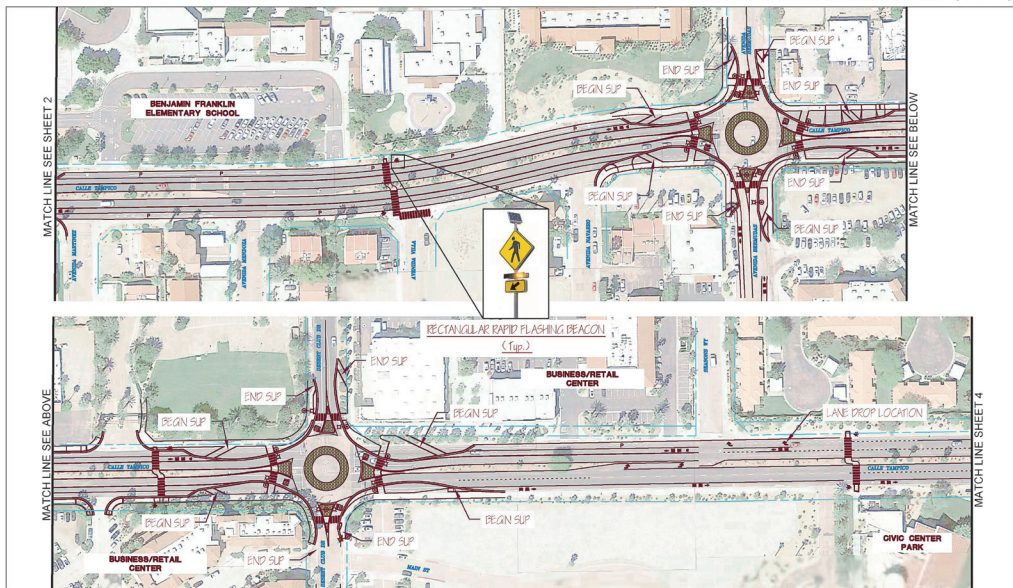
Project Outcome

The design phase was completed within schedule and the project is projected to be completed by April 2019. The City of Long Beach is very pleased with GHD's performance on this project. Relevancies include:

- Federally-funded
- Downtown
- Road Diet
- Complete street
- Separated bikeway
- Public Outreach



La Quinta Village Road Diet



Contracting Agency

City of La Quinta

Contracting Agency Project Manager

Ed Wimmer, PE, Principal Engineer

Contracting Agency Contact

T: +1 760 777 7088

Funding Source

Active Transportation Program (ATP) Grant

Date of Contract

2016

Date of Completion

Ongoing (Design Phase)

Consultant Project Manager & Contact

Lindsey VanParys, PE; T +1 425 563 6500;
Lindsey.VanParys@ghd.com

Project Objective

La Quinta was seeking to update their downtown area by improving pedestrian and bicycle access and safety. GHD (formerly Omni-Means) and the City worked together to find a solution that would meet these needs.

Project Description

GHD assisted the City in preparing the Cycle 3 Active Transportation Program (ATP) Grant application by providing the conceptual design, preliminary costs estimates, cost/benefit analysis, and assisting with the preparation of various narrative responses. Being awarded funds through the ATP grant program, the City hired GHD to perform the work to bring the complete street to design and completion. This project is entering the environmental and design phases.

Tasks already performed:

- Conceptual design
- Preliminary costs estimates
- Cost/benefit analysis
- Preparation of Cycle 3 Active Transportation Program grant application
- Pedestrian and bicycle counts

Further tasks for this project will include:

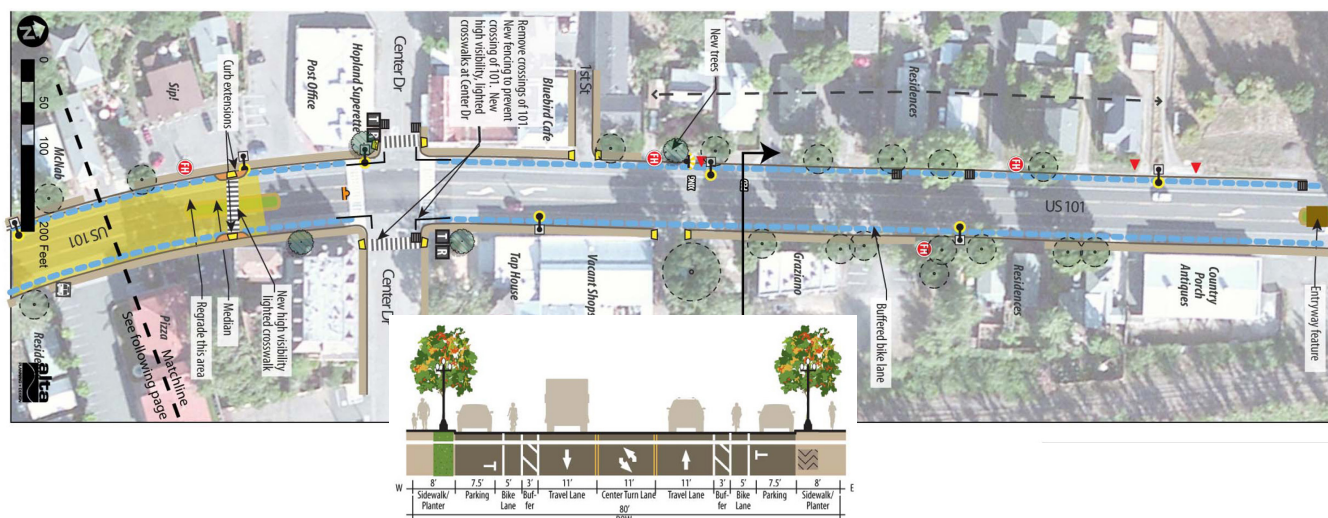
- Pre- and post-construction pedestrian and bicycle counts
- NEPA preparation and coordination
- Preliminary engineering
- Public outreach
- Preparation of PS&E
- ROW Coordination and Engineering
- Utility Coordination
- Bidding and Construction Support

Project Outcome

The solution was the installation of five roundabouts along three streets, which provide the capacity to handle the existing and future traffic, while reducing the number of through lanes from four to two. This allowed for room to accommodate bicycles, pedestrians, and vehicles all with minimal ROW impacts. Relevancies include:

- Federally-funded
- Downtown
- Road diet
- Complete street
- Roundabouts
- Bike lanes
- Pedestrian enhancements

Hopland Main Street Corridor Engineered Feasibility Study



Contracting Agency

Mendocino Council of Governments (MCOG)

Contracting Agency Project Manager

Loretta Ellard, Assistant Executive Director

Contracting Agency Contact

T +1 707 463 1806; lellard@dbcteam.net

Funding Source

State of California Planning & Research Grant

Date of Contract

2014

Date of Completion

2015

Consultant Project Manager & Contact

Steve Weinberger, PM (W-Trans); T +1 707 542 9500;
sweinberger@w-trans.com

Bill Silva, Principal (GHD); T +1 707 540 9014;
bill.silva@ghd.com

Project Objective

The Hopland Main Street Corridor Engineering Feasibility Study examined transportation alternatives that would optimize capacity and operation of the existing roadway facilities and provide a complete street environment on US 101 through the downtown Hopland area and on SR 175-Main Street in the Old Hopland area.

Project Description

The recommended improvements were selected due to their potential to enhance mobility, connectivity, safety, and accessibility for roadway users of all ages and abilities, including automobiles, trucks, transit-users, bicyclists, and pedestrians. The process included a multi-day public design charrette and follow-up public workshop.

Project Outcome

W-Trans developed geometric concept plans for US 101 and SR 175 through Hopland, cost estimates for improvements, a Preliminary Environmental Assessment and project prioritization. The plan was adopted by MCOG in 2015.

Relevancies include:

- Local downtown
- 101 corridor
- Caltrans coordination
- GHD teamed with W-Trans

PROJECTS DESIGNED & CONSTRUCTED IN THE PAST 5 YEARS

Healdsburg Avenue & 5-Way Roundabout

**Contracting Agency**

City of Healdsburg

Contracting Agency Project Manager

Brent Salmi, Former City of Healdsburg Public Works Director

Contracting Agency Contact

T +1 925 323 0020; bsalmi@outlook.com

Funding Source

City of Healdsburg Redevelopment Funds

Date of Contract

2015

Date of Completion

2018

Consultant Project Manager & Contact

Bill Silva, Principal (GHD); T +1 707 540 9014; bill.silva@ghd.com

Project Objective

Located south of the downtown business area and historic square, this comprehensive gateway, streetscape, and utility improvement project is envisioned to set the stage for redevelopment in Healdsburg.

Project Description

The Healdsburg Avenue and 5-Way Roundabout Improvements Project was approximately 1,250 feet long and was a comprehensive gateway, streetscape, railroad crossing, utility undergrounding, and utility improvement project. The corridor improvements set the stage for area redevelopment, corridor efficiency, and enhanced safety. Key design features included the Foss Creek Improvement Area, Overhead Utility

Undergrounding Rule 20, underground utilities rehabilitation and extension, roadway corridor design, and the 5-Way roundabout design. Design features in the pedestrian realm included the addition of landscape planters utilizing native materials, street furnishings, unified signage, water features, and pedestrian crosswalks. The project included acquisition of a parcel and building demolition. Project permitting included RWQCB, NOAA, NMFS, Fish & Wildlife, among others.

The project included the narrowing of Healdsburg Avenue (from two to one lane in each direction), widening of sidewalks, extensive landscaping, street furniture, and installation of parking along the Avenue. A vital part of the design process included working with the residents, downtown property owners, and merchants through an extensive outreach and education process to vet urban design components, landscape palettes, and construction-sequencing plan to ensure the appropriate design and continued access to the businesses in the project area.

Project Outcome

The existing, signalized 5-way was reconstructed as a single-lane roundabout to improve safety, capability and the community's image. An abandoned gas station was acquired and demolished, and disruptions to nearby businesses and the flow of traffic were avoided for this highly visited tourist destination. Relevancies include:

- Road Diet
- Downtown/Former Hwy 101
- Public Outreach
- Pedestrian enhancements
- GHD with ARWS on the team



“GHD and their team led a comprehensive public outreach, permitting, and engineering design process for this high-profile and contentious roundabout and complete utilities replacement project in the core of our downtown. Bill and his team excelled at balancing the needs of the community, businesses, and City while meeting numerous project challenges and the project schedule on this complex roundabout with rail project.”

Brent Salmi, PE, Former Public Works Director, City of Healdsburg

Redwood Business Park Transportation Improvements & Talmage Road Interchange



Contracting Agency

City of Ukiah

Contracting Agency Project Manager

Tim Eriksen, City Engineer

Contracting Agency Contact

T +1 707 463 6280; teriksen@cityofukiah.com

Funding Source

California Infrastructure and Economic Development Bank (IBank).

Date of Contract

2010

Date of Completion

2018

Consultant Project Manager & Contact

Matt Kennedy, PE, TE; Project Manager;

T +1 707 540 9687; matt.kennedy@ghd.com

Project Objective

The objective of this project was to improve roadways and storm water quality in the Redwood Business Park commercial business and retail area of the City.

Project Description

GHD was the Engineer of Record for this \$7.1 Million project to improve roadways and storm water quality in the Redwood Business Park commercial business and retail area of the City. The project was required to allow for the planned development of the business park and the CEQA requirement to improve the roadways and intersections that serve the area before allowing further commercial development. It also involved the design of geometric modifications to the existing freeway interchange at US 101 and State Route 222 (Talmage

Road) in Ukiah. GHD provided overall project management, design engineering, environmental compliance assistance, and construction management. GHD coordinated construction activities with Caltrans District 1, PG&E, Comcast, AT&T, California Department of Fish and Wildlife, Regional Water Quality Control Board, and other stakeholders. GHD also prepared all of the traffic analyses and traffic impact studies for the project environmental documents. This effort included developing and analyzing four different alignment and intersection alternatives for the Talmage Road Interchange improvements.

Project Outcome

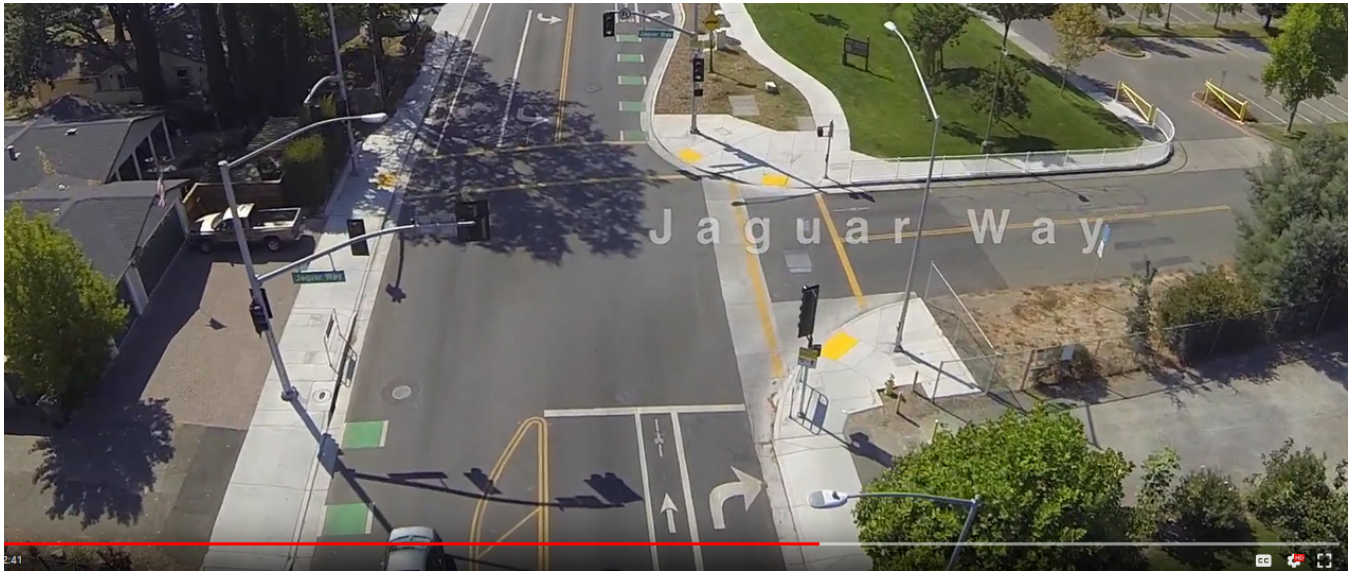
A key challenge overcome by the project was to develop a cost-effective and feasible method to accommodate existing shallow utilities while still achieving the design Traffic Index. GHD worked closely with subgrade and pavement fabric manufacturers to design a pavement section of reduced thickness compared with a traditional design that improved bearing capacity while also increasing the design life of the pavement. To improve pavement tensile strength and longevity the project used a high strength aramid fiber reinforcement (Kevlar® type fibers) in the hot mix asphalt mix design. Relevancies include:

- Caltrans coordination
- Adjacent to the Hwy 101 Interchange Project
- Pedestrian enhancements

The project was recently recognized by the American Council of Engineering Companies (ACEC), receiving the “Public Works Project of the Year” by the ACEC North Coast Chapter, and an Honor Award in the ACEC California 2019 Engineering Excellence Awards.



Jaguar Way/Windsor Road Pedestrian & Bicycle Improvements



Contracting Agency

Town of Windsor

Contracting Agency Project Manager

Alejandro Perez, Senior Civil Engineer

Contracting Agency Contact

T +1 707 838 5318; aperez@townofwindsor.com

Funding Source

Congestion Mitigation and Air Quality (CMAQ) funds administered through Caltrans District 4 Local Assistance

Date of Contract

2015

Date of Completion

2016

Consultant Project Manager & Contact

Matt Wargula, PE, TE, QSD/P; Project Manager;
T +1 707.540.9689; matt.wargula@ghd.com

Project Objective

The Jaguar Way/Windsor Road Pedestrian and Bicycle Improvements Project required coordination with Caltrans Local Assistance for NEPA compliance, ROW certification, and authorization to construct (E-76) prior to advertising for project bids to provide streamlined Caltrans processing for this Federally-funded project. Pedestrian and bicycle safety was improved throughout the project corridor, including roadway widening and signalization of Jaguar Way/Windsor Road, widening for additional on-street parking, sidewalk gap closures and reconstruction for accessibility, pedestrian channelization, curb return bulb-outs, high visibility crosswalk, green bicycle lane markings, and new LED street lighting.

Project Description

GHD analyzed and prepared several project design alternatives for this project, which included proposed improvements for pedestrian, bicyclist, transit, and motor vehicle mobility throughout the project corridor. The project received Congestion Mitigation and Air Quality (CMAQ) funds, which are administered through Caltrans District 4 Local Assistance. GHD provided predesign services and public outreach/stakeholder coordination under contract one and design, ROW coordination, and engineering support during construction under contract two for this Federally-funded project.

Project Outcome

Using our relationships with Caltrans Local Assistance, GHD gathered information and updated the progress of the project, so as to assist in completion of the required federal aid forms for the project. GHD prepared the utility certifications for the project in concert with the efforts of the Town's ROW agent and stayed in close coordination throughout the project design phase and preparation/submittal of the Right-of-Way certification. GHD also assisted the Town in preparation of front-end documents, including required federal aid forms, segregation of federally participating and nonparticipating items, so that the project documents and information were readily available when needed. Relevancies include:

- Federally-funded
- Caltrans coordination
- Utility certifications
- Bike lanes
- Pedestrian enhancements

Petaluma Complete Streets Project



Contracting Agency

City of Petaluma

Contracting Agency Project Manager

Sanjay Mishra, PE, (former Sr. Civil Engineer, City of Petaluma. Currently with NVTA)

Contracting Agency Contact

T +1 707 776 3672; smishra@ci.petaluma.ca.us

Funding Source

Surface Transportation Program (STP)

Date of Contract

2014

Date of Completion

2017

Consultant Project Manager & Contact

Matt Wargula, PE, TE, QSD/P; Project Manager;
T +1 707.540.9689; matt.wargula@ghd.com

Project Objective

The Lakeville Street and East D Street corridors are high-volume arterial streets linking mass transit (commuter rail and bus depot) to Highway 101, serving numerous commercial, light industrial, and mixed-use properties, as well as residential neighborhoods. The City's Bicycle and Pedestrian Plan identified the incorporation of bike lanes as a critical part of the project.

Project Description

This Federally-funded project included approximately 4,500 lf of Lakeville Street and East D Street. Within the existing ROW, travel lane widths were reduced to incorporate shared facilities and enhanced green bike lanes. Pedestrian enhancements included sidewalk gap closures, widened sidewalks, upgraded curb ramps, high visibility crossings with advanced warning signage and a Rectangular Rapid Flashing Beacon (RRFB) system installation at the Copeland Street/D Street intersection. The project also included a new bus bay, coordination with the adjacent passenger rail station (SMART), and assistance with Federal aid processing. Additionally, the project rehabilitated the existing pavement section with combination of mill and inlay or mill and overlay.

Project Outcome

The project was completed on time and approximately \$15,000 under budget.

Relevancies include:

- Federally-funded
- CT oversight
- Local complete streets
- Road diet
- Pavement rehabilitation
- Bike lanes
- Pedestrian enhancements

PROJECTS CONSTRUCTED IN THE PAST 5 YEARS

Petaluma Blvd Road Diet Phase 2

**Contracting Agency**

City of Petaluma

Contracting Agency Project Manager

Sanjay Mishra, PE, Senior Civil Engineer

Contracting Agency Contact

T +1 707.259.8631; smishra@nvta.ca.gov

Funding Source

FHWA Transportation for Livable Communities (TLC) Grant

Date of Contract

Phase 1: 2008 | Phase II: 2011

Date of Completion

Phase 1: 2011 | Phase II: 2013

Consultant Project Manager & Contact

Frank Penry, PE, TE; Project Manager;

T +1 707.540.9019; frank.penry@ghd.com

Project Objective

This project was originally developed as a Streetscape, funded through the Federal Highway Administration Transportation for Livable Communities (TLC) Grant. During initial project development, the design team was asked to prepare a feasibility analysis of extending a "road diet" (4- to 3-lane conversion), as proposed in the City's General Plan Update, through the northern portion of the roadway between Washington Street and Lakeville Street.

Project Description

For Phase 2 of the project, the road diet through downtown was recently completed and included many of the same elements of the streetscape, providing continuity between the downtown business core and northern shops and services. As before, the project was funded with TLC funds. Again, GHD developed the project concept, design, and post-construction analysis. The improvements through both phases included AC pavement grinding and overlay, deep-lift AC repairs for failed areas, micro-surfacing, revised traffic striping, traffic signal modifications, in-ground lighted pedestrian crossings, street trees, decorative street lights, street furniture, bulb-outs, ADA curb-cut ramps, ADA non-compliant driveway replacement or removal, associated drainage improvements, fire hydrant and water service relocations, and adjustment of utility structures to grade. GHD provided engineering design, environmental compliance (CEQA and NEPA) and related services, and assistance in procuring funding.

The grant funding for this project was administered through the Caltrans Local Assistance Program and required coordination with Caltrans District 4 during design to secure funding and authorization to bid the project.

Project Outcome

Construction of the final phase of the project was completed in 2013. Relevancies include:

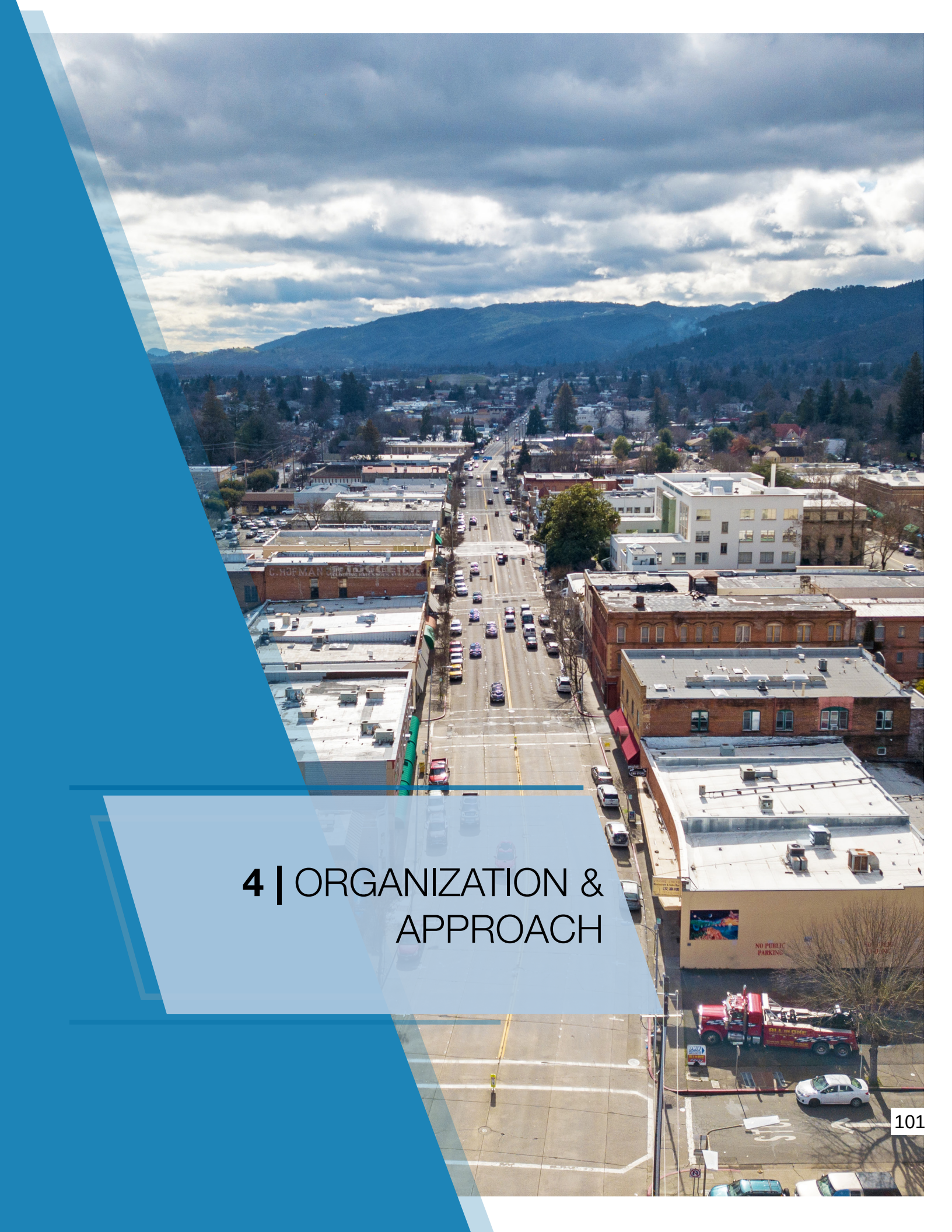
- Federally-funded
- Road diet
- Local downtown
- Former Highway 101



BRINGING EXPERTISE IN FEDERAL FUNDING, CTC PROCESSING & DOWNTOWN STREETSAPES

	Federal Funding	CTC Process	Local Downtown	Caltrans Coordination	Hwy 101 (or former)	Hwy 116 (or former)	Road Diet	Complete Street	Road Design/Rehab	Traffic Signals/Lighting	Signing/Striping	Stormwater Mgmt/LID Design	CEQA and/or NEPA	Ped/Bike Corridor	Permitting	High Profile	Roundabout Design	Utility Coordination	Public Outreach	Urban Design
Willits Main Street Road Diet Willits, CA	■	■	■	■	■		■		■		■			■		■			■	
East Broadway Rd Complete Street Long Beach, CA	■	■	■				■	■	■			■		■	■	■		■	■	■
La Quinta Village Road Diet La Quinta, CA	■	■	■	■			■	■	■	■	■	■	■	■		■	■	■	■	■
Hopland Main Street Corridor Study Mendocino County, CA	■	■	■	■	■			■	■											
Healdsburg 5-Way Roundabout Healdsburg, CA	■	■			■		■	■	■	■	■	■	■	■	■	■	■	■	■	■
Redwood Business Park Transportation Improvements & Talmage Road Interchange Ukiah, CA		■		■	■				■	■	■	■	■	■	■	■		■		
Jaguar Way/Windsor Road Pedestrian & Bicycle Improvements Windsor, CA	■	■		■				■		■				■		■		■	■	
Petaluma Complete Streets Petaluma, CA	■	■		■			■	■	■	■				■		■			■	■
Petaluma Blvd Road Diet Phase 2 Petaluma, CA	■	■	■		■		■		■	■	■	■	■	■				■		■
State Street Plan Ukiah, CA			■	■			■	■		■				■					■	
Downtown Redevelopment Cloverdale, CA	■	■		■	■			■	■	■	■	■	■	■	■	■		■	■	■
Downtown Improvements (Old Redwood Hwy) Cotati, CA		■		■		■		■	■	■	■		■	■	■	■		■	■	■
Street Smart City of Sebastapol		■	■	■	■		■	■	■		■	■	■	■	■	■			■	
Downtown Improvements City of Petaluma				■	■			■	■	■	■	■	■	■	■	■	■	■	■	■
Downtown Redevelopment Town of Windsor		■	■					■	■		■	■	■	■	■	■	■	■	■	■
Stony Point Road City of Santa Rosa								■	■	■	■	■	■	■	■	■		■	■	■
Downtown Improvements City of San Leandro	■		■				■	■	■	■	■	■		■		■		■	■	■
Downtown Improvements - Main Street City of Fort Bragg		■		■	■			■	■	■	■		■	■	■	■	■	■	■	■
Foster Avenue Extension City of Arcata	■		■				■	■	■		■	■		■	■		■			■
Mission Bay Redevelopment Castellus Dev., SF				■	■			■	■	■	■	■	■	■	■	■		■	■	■
Hwy 101 Streetscape City of Los Angeles	■		■	■	■			■	■		■		■			■	■			
SR-49/Main Street Roundabout Plymouth, CA	■	■		■				■	■		■		■	■	■	■	■		■	■
First & Second St Roundabouts along Calif. Blvd Napa, CA	■	■		■				■	■		■		■	■	■	■	■	■	■	■
Kings Beach Western Approach Kings Beach, CA	■	■																		
Trinidad Gateway HR3/TE Trinidad, CA	■	■									■		■			■		■	■	
Rohnerville Road STIP/HSIP Fortuna, CA	■	■	■	■				■			■		■		■				■	■
Foster Avenue Extension Arcata, CA	■	■						■			■			■	■				■	
Old Arcata Road Improvements Arcata, CA	■	■	■					■			■	■	■	■	■		■	■	■	■
SR255/Samoa Blvd Gateway Arcata, CA	■	■	■	■				■	■		■	■	■		■	■	■	■	■	■

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An aerial photograph of a city street, likely in a small town or city, with mountains in the background. The street is lined with buildings, including a prominent brick building on the left and a white building on the right. A red tow truck is visible in the foreground on the right. The sky is filled with large, white clouds. A blue geometric overlay is present on the left side of the image, and a semi-transparent blue box contains the section header text.

4 | ORGANIZATION & APPROACH



ROLES AND TEAM ORGANIZATION

GHD is one of the world's leading professional services companies

operating in the global markets of transportation, water, energy and resources, environment, and property and buildings. Committed to creating lasting community benefit, our connected global network of 10,000 diverse people delivers engineering, architecture, environmental and construction services to public and private sector clients across North America and the globe.

GHD has assembled a talented team with an emphasis on demonstrated technical ability and proven track-record. Our core team has worked together developing and delivering downtown plans, complete streets/road diets and corridor solutions for numerous Northern California destination locations, including similar cities in Mendocino and Sonoma Counties where Highway 101 once ran through their downtowns.

Through this experience, we have developed valuable skills to efficiently complete complex, high-profile projects by integrating seamlessly and operating as an extension of City staff. As illustrated in the Organizational Chart on the following page, we offer a comprehensive and experienced team and have access to a large network of additional resources to deliver a quality project, within budget, and on a fast-tracked schedule to help the City achieve its goal.

The Team is streamlined to be responsive and efficient, yet dynamic, including technical expertise in planning, urban design, public outreach, civil, traffic, low impact development (LID), and utility design, as well as extensive experience with utility providers, CEQA/NEPA compliance, permitting, hazardous materials (HAZMAT), Caltrans Local Assistance and CTC coordination, and urban core construction.

This team of individuals will be dedicated throughout the project, and no staffing changes will occur without prior approval from the City. This dedicated team approach will ensure project continuity and increased efficiency in project delivery, which will be critical to meeting the project schedule.

The City's main point of contact will be GHD's Project Manager, Matt Kennedy, PE, TE. He brings more than 15 years of experience in project management, streetscape, and traffic engineering design. Matt has been selected for the Project Management role explicitly because of his depth of experience with projects similar in nature to this one and his proven ability to deliver roadway projects for

the City of Ukiah. As a licensed Professional Engineer and Traffic Engineer, he brings a unique understanding and skillset to bring the complete street vision and requisite civil improvements to light. He is familiar with the broad spectrum of elements this Team will need to address on the Project including streetscape improvements, pedestrian and bicycle enhancements, signal design, public outreach/acceptance, and construction sequencing.

Team Composition

GHD staff proposed for this assignment have decades of experience successfully developing concepts for and designing similar planning, downtown corridors, and complete streets projects. This will provide the City the peace of mind that comes with having the right professionals with the right experience planning, designing, and supporting environmental compliance and public outreach for this project. Within this section, we present our most relevant experience providing planning, public outreach, engineering, environmental, and delivery services for downtown, streetscape and roadway improvement projects, led by our Key Team members. Due to space limitations, we cannot fully illustrate the depth of our experience, but we would be happy to provide additional detailed information about any of these projects or additional similar projects we have completed.

The experience shown will provide the City with the knowledgeable, comprehensive and thorough design development and public outreach approach based on our established processes and lessons learned. Our combined experience and collaborative history enables us to bring value and innovation to this project.

Given the schedule, the GHD Team understands the importance of timely and accurate communications regarding project status. The Team will work closely with City staff to assure that staff has the information needed to keep stakeholders informed and maintain a policy of "no surprises."

SUBCONSULTANTS

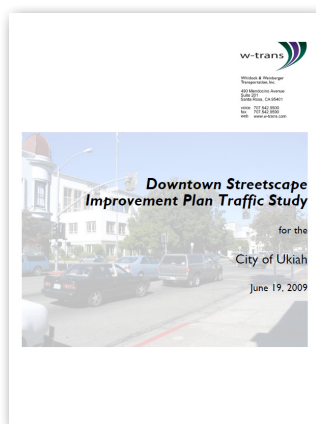
Not only does our Team bring the requisite expertise for a complex Project such as this, we bring unparalleled composition and resources from our North Bay/North Coast location. GHD will Prime the contract. With over 75 staff in Santa Rosa, and 400 in California, we will provide nearly all major disciplines for the Project in-house, with the exception of strategic augmentation of uniquely qualified subconsultants.

ORGANIZATIONAL CHART

20+

average years of experience
of our key personnel

W-Trans was an integral consultant to the City on the original 2009 Planning Study and traffic analysis; their involvement will bring unmatched continuity, project understanding, and intent to the Project Team. W-Trans and GHD worked together on the Hopland Main Street, Cloverdale Boulevard, and Downtown Cotati.



WRT has developed and delivered four similar Downtown road-diet/streetscape projects with GHD from Willits to Cloverdale to Windsor. Their innovative landscape architecture and outstanding public engagement was a true asset to these agencies and their communities.

ARWS is certified to deliver ROW on Federally-funded projects and skilled at complex projects. ARWS successfully delivered a former gas station site with GHD for the Healdsburg Avenue Streetscape/Road-Diet/Roundabout Project and are teamed with GHD on Keiser Avenue in Rohnert Park.

Supplemental subconsultants (4) round out our Team for ancillary and optional services, as needed.

SUBCONSULTANTS



Role: *Signing & Striping,
Optional Study
Revalidation*



Since 1995, W-Trans has provided traffic engineering and transportation planning services that encompass the mobility needs of all potential users. They are particularly skilled in retrofitting existing streets and roads to make walking, bicycling and transit use safer and more convenient while also appropriately managing vehicle traffic. W-Trans staff have honed their skills through experience on a variety of projects ranging from complete street corridors, streetscape improvements, traffic impact analysis, downtown revitalization, circulation elements, and area plans to designing transportation facilities such as traffic signals, roundabouts, bike facilities and pedestrian crossing enhancements to traffic safety and traffic signal operations. Their strength and focus are on balancing the technical needs and functionality of traffic with the desire of communities to create more liveable streets and sustainable transportation systems.



Wallace Roberts & Todd (WRT) | Planning + Design

Role: *Landscape Architecture and Outreach*

Founded in 1963, WRT was immediately recognized for its first projects, which represented the two main directions of WRT's environmental ethos: designing with nature and enriching urbanism. Rooted in these ideas, WRT employs a "Complete Streets Plus (CS+)" approach to street-making that takes the industry accepted notion of Complete Streets one step farther. We recognize that in addition to providing the full range of mobility options within the street corridor, a number of additional social, cultural, ecological and other sustainable functions can also be provided. The combination of these elements will be different for every community and corridor, but can be a powerful tool in defining a functional balance and culturally distinctive sense of place. Providing for specific kinds of social activities gives rise to appealing forms and design treatments just as providing for specific ecological functions leads to unique landscape expressions. Other sustainable functions such as energy conservation (and even generation), use of recycled/recyclable materials and local food production can also add new dimensions to a public corridor.

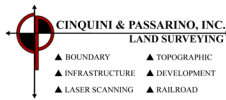


ASSOCIATED
RIGHT OF WAY
SERVICES, INC.

Role: *ROW Consulting/
Coordination*

Associated Right-of-way Services, Inc. (ARWS) is a full-service ROW and real estate consulting firm. ARWS specializes in project management, cost estimating, appraisal, acquisition, relocation and utility relocation coordination services for public infrastructure work. Since 1989, ARWS has successfully completed hundreds of projects offering innovative and creative consulting for today's increasingly complex real estate and ROW programs.

ARWS brings extensive experience working with and in Napa and Sonoma Counties having worked for the following cities in Napa and Sonoma Counties: American Canyon, Calistoga, Healdsburg, Napa, Petaluma, Rohnert Park, Santa Rosa, Sonoma, and St. Helena. ARWS has also worked for special districts, transportation authorities and other clients including: Napa County Flood Control & Water Conservation District, Napa Valley Transportation and Planning Authority, Napa Sanitation District, Sonoma Marin Area Rail Transit, Sonoma RSA, Inc., Sonoma County Transportation Authority, and the Sonoma County Department of Transportation & Public Works.



Cinquini & Passarino

Role: *Survey/Utility Research*

Established in 1954, Cinquini & Passarino (C&P) has a history of stability and reliability providing municipal and private clients with reliable surveying services ranging from topographic surveys, boundary surveys, ROW surveys, and construction surveys. C&P is a proven leader among land surveying consultants. They bring extensive experience and has worked on numerous projects with GHD including the Healdsburg Avenue Improvements and 5-Way Roundabout, and the Keiser Avenue Extension and Roundabout projects.



Subtronic Corporation

Role: *Potholing*

Founded in 1984, Subtronic Corporation is one of Northern California's most respected and relied upon Subsurface Utility Engineering (SUE) companies. Based in the Bay Area, they have performed services throughout California, the lower 48 States and international locations such as Guam, England and the Middle East. Subtronic Corporation is committed to excellence and invests a considerable amount of time and money in the continual training of its technicians and purchasing of the latest SUE technologies.

Subtronic Corporation serves a diverse clientele base including cities, counties, municipalities, environmental firms, contractors, consulting engineers and utility companies. For this project, Subtronic will provide potholing services to locate existing utilities that may be in conflict with proposed project improvements.



Horticultural Associates (Optional)

Role: *Consulting Arborist & Horticulturist*

As arboricultural and horticultural experts, Horticultural Associates specializes in the science of trees, and relies on 30 years of experience and expert knowledge to diagnose problems and develop action and management plans to protect trees and encourage their health and safety. The firm's goal is to provide information that can be utilized to improve appearance, encourage health and vitality, improve safety, promote a green environment, or plan for construction and development.

Tree consultation, diagnosis, and inventory projects completed to date have included work on over 100,000 trees for a wide variety of public and private clients. Horticultural Associates provides realistic, practical recommendations and solutions in all its tree-related work. While trees are primarily biotic in nature, they also have important political, social, and economic influences. Horticultural Associates prides itself in the ability to balance all the important issues involved.

Baymetrics

Bay Metrics (Optional)

Role: *Traffic/Pedestrian/Bike Counts*

Baymetrics has been teaming with GHD on projects since 1997. Baymetrics emphasizes stringent quality control methods and procedures in all aspects of data collection tasks, whether in-house or on-site. Using both manual and computerized equipment, they perform all surveys, including traffic, bike and pedestrian counts, and have about 100 machines capable of conducting volumes, classifications, speeds, and gaps studies.

COLLABORATIVE HISTORY OF THE GHD TEAM

The GHD Team, internal to GHD and with our subconsultants, has a remarkable level of work history together. Many of GHD's core team members have been working together on projects for nearly two decades and some for their entire careers. Specifically, over half of the core GHD team members have worked together for over 15 years. In addition, a few of our key Team members have worked for both GHD and our subconsultants over their careers, bringing an intimate familiarity with each other's proficiencies and an ability to work seamlessly together.

SUBCONSULTANT	YEARS WORKING WITH GHD	RELATED PROJECTS
W-TRANS	19	Hopland Main Street, Downtown Cotati, Windsor Road
WRT	18	Cloverdale Blvd, Willits Main St, Windsor Downtown
AR\WS	20	Mission Bay, Healdsburg Ave, Keiser Ave
C&P	21	Petaluma Blvd, Healdsburg Ave, Keiser Ave



Available Facilities | WRT/GHD - Cloverdale Boulevard

Available Facilities

As noted above, as Prime GHD has extensive resources across California and beyond. Highlights include:



- **400+**
California staff
- **75+**
Santa Rosa staff
- **8**
Northern California offices
- **13**
California offices
- **Markets**
transportation | water | environment |
property & buildings

PROJECT AND MANAGEMENT APPROACH

GHD will manage and primarily staff the Project out of our Santa Rosa office. With this local office, we will be able to be responsive, present, and centralized to allow for effective Team interaction and productivity. Matt Kennedy, Project Manager, and Jeremy Schmal, Deputy Project Manager, will work closely to manage the GHD team members and subconsultants. They sit within 10 feet of one another and will communicate regularly to tag-team the management responsibilities. Given the fast-tracked Project schedule, this approach will strengthen communication across the team and allow for multiple operations to be underway simultaneously under coordinated management.

Because the Ukiah Downtown Streetscape, Road Diet, and Utilities Project is so high-profile and fast-tracked, not only must our technical approach be sound, GHD's project and management ("project management") approach must be well conceived and executed. The following is a summary of the key considerations of our project management approach.

Key Management Considerations

Opportunity/ Innovative Approach	Further Discussion and/or Team's Value
1 Turnkey Services Operate as an extension of City staff; Utilize GHD's diverse in-house expertise resources (traffic, pavement, electrical, LID, geotechnical, construction sequencing, structural, HAZMAT, NEPA, etc.)	GHD is accustomed to holding the role of City Engineer, District Engineer, or other agency positions. Municipal project development and delivery has been our primary focus for over 60 years in California. We recognize the intricacies of redevelopment projects like the Ukiah Downtown Project, verses overlaying rural roads or working in new subdivisions. Furthermore to the Ukiah Downtown's federal funding approval process, GHD has multiple former Caltrans staff and has expertise in taking roadway projects through the CTC process.
2 Responsiveness to Stakeholder Needs Knowledge of Ukiah, the community, and local process will be paramount to establishing trust and feeling of responsiveness to stakeholders, especially adjacent property owners; Establish Engagement Program that is personalized and provides one-on-one interaction with the adjacent property owners. Reach out to third party utilities that are not controlled by the City immediately to start coordination. Address any other stakeholder concerns.	GHD's PM and other key Team members have been delivering CIP projects for the City for over two decades and have been exceptionally effective on recent efforts. Our recent relevant experience, relationships, and knowledge of the community and interest groups will accelerate coordination, bring trust, and build consensus most expeditiously; WRT and GHD have led numerous proactive and customized outreach programs on nearby downtown projects just like the Ukiah Downtown. Our team knows what it takes to establish an Engagement Program that is effective and responsive to stakeholder needs. AT&T has been slow; the wildfires have exacerbated that situation. We must jump on this item quickly and use our relationship with Mike McAfee to prioritize communications relocation coordination.
3 Quality & Timeliness of Deliverables Perform over-the-shoulder reviews with County staff to ensure input at key stages of a fast-tracked design phase; Implement independent review of deliverables; Follow GHD's ISO 9001 certification guidelines, as applicable.	Consistent, clear communication is vital to complete, timely documents. GHD's Principal, Doug Ries, will oversee Quality Assurance. In addition to the cross-team reviews, GHD will utilize internal tools to qualify the project management effort and track progress.
4 Budget Adherence Remain on point (scope) whenever possible and quickly communicate any potential need for deviation to City; Utilize BST software for project financial management.	GHD's budget management processes will track with Item 3, above, regarding project management. Monthly invoices and a supplemental summary report will be provided to clearly illustrate financials for all three separate funding sources.
5 Project Schedule Adherence Regular communication between GHD's PMs and the City's PM is an essential component of schedule maintenance; Stagger operations to fast-track production; e.g., start survey week 1, target week 2 for design start; second survey package on week 2, etc. Communicate and begin to address major challenges early in the process so no late surprises.	Initiate simultaneous data collection, design, ROW, and processing efforts where possible; Coordinate early with City utilities and third-party utilities. Work closely with City PM on Caltrans/CTC processing; seek extension(s) as applicable, in tandem with making exemplary progress to help illustrate City commitment and justify extension.

Turnkey Services

Our ability to provide turnkey services is achieved through proper staffing and training. First, GHD's approach to this project started years ago with the selection of a local experienced Project Manager with extensive knowledge of roadway design and years of public outreach and municipal CIP project delivery experience. Our Project Manager will be supported by our strategic teaming partners W-Trans, WRT, AR/WS, and C&P to provide the City with staff that are exceptionally skilled at the work required and will allow for our team to operate quickly and effectively as an extension of staff.

Since the beginning, GHD has been fully vested in municipal engineering and the delivery of CIP projects. For this Project, we are prepared to assist with the preparation of Staff Reports, work with other departments, take stakeholder phone calls, and address budget and progress questions as they develop. Our proposed Project Manager, Matt Kennedy, has been supporting the City on numerous CIP Projects and is fully understanding of the challenges that City Staff face.

Responsiveness to Stakeholder Needs

GHD assembled this team in response to stakeholder needs. That noted, we will not rest on our heels. We will use our collective knowledge of the Project, City, agencies, special interest groups, and adjacent owners to ensure all voices are heard from the outset of the Project and used to inform the design. Internal and external communication will be paramount to confirming each stakeholder is satisfied, or at least know they have had an influence on the process.

Quality and Timeliness of Deliverables

Through our Project Manager, this team will operate as an extension of City Staff, collaborating with City staff as needed throughout project development. We will employ time-tested GHD tools and systems, including our internal management software and our ISO certified Practice Quality Management System.



Over our 90 year history, GHD has developed the staff, software, and operating procedures that allow us to remain competitive and consistently produce high-quality engineering and environmental documents.

Budget Adherence

GHD recognizes the exceptionally fast schedule that is proposed. Given the compressed schedule, there may be a need for overtime and weekend work. This factor will be tracked carefully in our budget management. A sampling of other factors that could affect budget and that will be monitored closely include:

- CTC processing
- Adjacent owner outreach/coordination
- Doorway/ADA conform design
- Utility coordination/collision avoidance
- ROW acquisition/processing
- DSA approval (if needed)

Section 5 of this proposal includes other management techniques and tools that we will use to monitor and control cost.

Project Schedule Adherence

GHD recognizes that due to existing federal funding time constraints, the Project schedule is extremely accelerated. The combination of our location, resources, expertise, and past experience on multiple local projects just like this Ukiah Project will allow us to be the Team most likely to deliver the project on the most aggressive schedule possible. That noted, we will need to proactively manage our time and efforts to achieve the quickest schedule. We will regularly update an MS Project Schedule with the Tasks from the detailed Project Scope throughout the Project. The schedule will be referenced at each regular Team Meeting, which will ensure all parties are on the same page and that critical path items are held top of mind.

A Project risk review will be done to identify any potential fatal flaws or drivers that would impact the Project schedule. Sample risk items include ROW, DSA, private utilities, HAZMAT, construction sequencing, etc. These items will be tracked and vetted to clear the path for the Project as required. The approach to Project Schedule is discussed further in Section 5, along with the Scope of Work narrative.

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5 | SCOPE OF WORK

INTRODUCTION

GHD has developed a comprehensive and detailed scope of work to address the services required to complete the Ukiah Downtown Project. ***Due to the length of the Project scope of work, it is located at the end of this section for your consideration.*** Below is a detailed outline of the proposed scope of work, which is based on the core RFP tasks and further enhanced to provide extensive detail for clarity, effectiveness, and to set the City up for success. For ease of use during contracting, the “Scope of Work” at the end of Section 5 is intended to be ready to be exported from the Proposal into the Contract.

Task 1 | Project Management and QA/QC

- 1.1 Project Management and Internal Coordination (DS, RD, UT)
- 1.2 Project Schedule (DS, RD, UT)
- 1.3 Agency Coordination (DS, RD, UT)
- 1.4 Caltrans Local Assistance Coordination (DS, RD)
- 1.5 Project Meetings (DS, RD, UT)
- 1.6 Progress Reporting/Invoicing (DS, RD, UT)
- 1.7 Quality Assurance/Quality Control (DS, RD, UT)

Task 2 | Surveys, Mapping and Site Data

- 2.1 Background Research (DS, RD, UT)
- 2.2 Surveys and Mapping (DS, RD, UT)
- 2.3 Site Visit (with City) (DS, RD, UT)
- 2.4 Utility Potholing (Recommended Option) (DS, UT)
- 2.5 Geotechnical Investigation (Recommended Option) (RD, UT)
- 2.6 Traffic Data (Recommended Option) (RD)

Task 3 | Outreach and Coordination with Adjacent Properties

- 3.1 Community Outreach (DS)
- 3.2 Adjacent Property Owner Coordination (DS)

Task 4 | Utility Coordination

- 4.1 Water, Sewer and Storm Drain Coordination (DS, RD, UT)
- 4.2 Utility Relocation of City Owned Facilities (DS, RD)
- 4.3 Utility Relocation of non-City Owned Facilities (DS, RD)

Task 5 | Environmental Compliance Support

- 5.1 NEPA and CEQA Compliance (DS, RD, UT)
- 5.2 Hazardous Materials Assessment and Support (Recommended Option) (RD, UT)

Task 6 | Design

- 6.1 60% Plans, Specifications, and Estimate (DS, RD, UT)
- 6.2 Drainage and LID Program (DS, RD)
- 6.3 Utility Coordination (DS, RD, UT)

Task 7 | ROW Engineering

- 7.1 ROW Descriptions and Plats
- 7.2 ROW Appraisal and Acquisition Services (DS)

Task 8 | Final Design and Bid Phase

- 8.1 90% Plans, Specifications, and Estimate (DS, RD, UT)
- 8.2 Final Plans, Specifications, and Estimate (Bid Set) (DS, RD, UT)
- 8.3 Bid Support (DS, RD, UT)

Task 9 | Construction Phase Support and Construction Management (Optional)

- 9.1 Construction Support (DS, RD, UT)
- 9.2 Construction Management (DS, RD, UT)

PROJECT DELIVERABLES

In concert with the detailed scope of work, GHD has developed the following list of project deliverables. In addition to the deliverables requested in the RFP, we have also identified optional and/or recommended deliverables that will provide value or otherwise assist the City in meeting its goals.

Each completed deliverable shall be delivered to the Public Works Department at 300 Seminary Way, Ukiah, CA 95482-5400. All tasks and deliverables shall be completed or submitted in accordance with the included schedule.

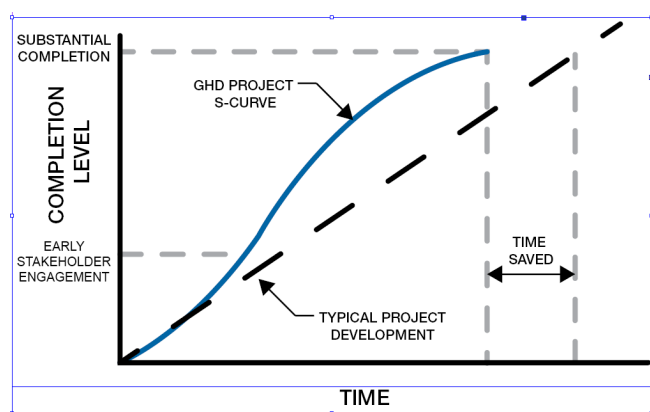
5 | Scope of work (and technical approach)

Task No.	Task Name	Deliverable
1.1	Project Management and Internal coordination	- Draft & Final Project Management Plan - Kickoff meeting/minutes
1.2	Project Schedule	CPM Schedule
1.3	Agency Coordination	- Meeting agendas/meeting notes - Record of critical communications - As-needed meeting presentation materials/handouts
1.4	Caltrans Local Assistance Coordination	- Utility agreements, NTOs and ROI - ROW certification - Request for allocation package for Downtown Streetscape - Request for authorization package for Road Diet
1.5	Project Meetings	- Meeting agendas/meeting notes - As-needed Meeting Presentation Materials/Handouts
1.6	Progress Reporting/Invoicing	Monthly progress & budget summaries
1.7	Quality Assurance/Quality Control	Redlined review comment & response sheets
2.1	Background Research	
2.2	Surveys and mapping	Topo survey
2.3	Site Visit (with City)	
2.4	Utility Potholing (Recommended Option)	Depth, size and material of identified utilities
2.5	Geotechnical Investigation (Recommended Option)	- Draft Geotechnical Report - Final Geotechnical Report
2.6	Traffic Data (Recommended Option)	24-hour ADT counts - Peak hour turning movement counts
3.1	Community Outreach	- Website with Project info & sign up for notices - Project info sheet - Meeting flyers (3) - News articles (2) - Targeted emails & calls
3.2	Adjacent Property Owner Coordination	Field notes, suggestions & questions gathering
4.1	Water, Sewer and Storm Drain Coordination	Exhibits identifying potential conflicts
4.2	Utility Relocation of City-Owned Facilities	
4.3	Utility Relocation of non-City-Owned Facilities	
5.1	NEPA and CEQA Compliance	
5.2	Hazardous Materials Assessment and Support	
6.1	60% Plans, Specifications and Estimate	60% plan set, outline project specs, and cost estimate (four hardcopy full size sets) and electronic submittal (PDF).
6.2	Drainage and LID Program	- Storm Water Control Plan (with 60% Submittal) - Drainage Design Calculations and PS&E
6.3	Utility Coordination	
7.1	ROW Descriptions and Plats	- Provide clear description of project ROW requirements to confirm acquisition limits - Plats and legal descriptions by a licensed surveyor – up to twenty (20)
7.2	ROW Appraisal and Acquisition Services	
7.3	Record of Survey	Record of Survey filed with Mendocino County
8.1	90% Plans, Specifications and Estimate	90% PS&E (four full size hard copy sets)
8.2	Final Plans, Specifications and Estimate (Bid Set)	- Final PS&E - Electronic Autocad drawing files transmitted
8.3	Bid Support	- Responses to RFIs - Addenda
9.1	Construction Support (Optional)	
9.2	Construction Management (Optional)	

COST CONTROL AND BUDGETING

GHD proposes to conduct a kick-off meeting with staff and key stakeholders (e.g., utility department, etc.) to obtain input at the Project's initiation. The kick-off meeting will be used to achieve consensus and jump-start critical efforts. We will also involve key staff in a field walk and pavement/site features condition assessment effort.

By bringing all stakeholders together and presenting and addressing all concerns, issues are addressed early and decisions can be made quickly. In general, the cost of making decisions increases as projects progress into later phases of design. Making decisions at the outset of a project helps ensure time savings, and as a result, budget adherence. Early coordination efforts often make the difference between success and something less. Because GHD and our key staff are nearby, it will allow for regular project meetings even on short notice and at reduced cost.



Our Project Manager, along with our Project Coordinator, will be responsible for schedule preparation and team performance and has enhanced the project scope as the start of detailed work plan and a critical path schedule. This schedule will be updated to track actual versus scheduled performance so that problems can be identified and appropriate corrective action taken, if necessary.

In addition, we would propose to hold regular Project Team coordination meetings. These meetings will have a set agenda, involve all of the essential elements and players within the Project, and ensure that communication is happening throughout the Team. These meetings have been essential to our success on similar projects, many of which were described in this proposal.

GHD has utilized various tactics to minimize cost and schedule in the design and construction phase through its long history on projects like the Ukiah Downtown Project. Some of the strategies that we have found successful and would like to discuss with the City include:

- Revise formal ROW approach – implement “Permit to Enter and Construct” Program
- Remove utilities/underground from the Federal Project scopes where possible
- Remove DSA approval
- Define potential contaminated soils/water operations and or limits
- Seek extension(s) to CTC Approval
- Extend construction work windows/allow weekend work
- Design to split work on each side of the road (traffic and work zone on opposite sides)

Early coordination efforts often make the difference between success and something less.

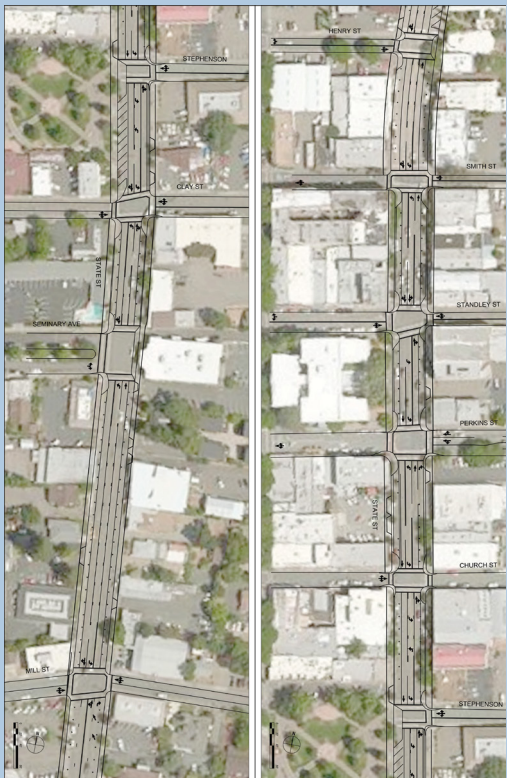
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TECHNICAL APPROACH

GHD and its subconsultants have tackled all of the issues that are anticipated on this Project on other similar projects in the region. The following are a sampling of key items that our technical approach must address for the Ukiah Downtown Project:

Critical Engineering Design Considerations

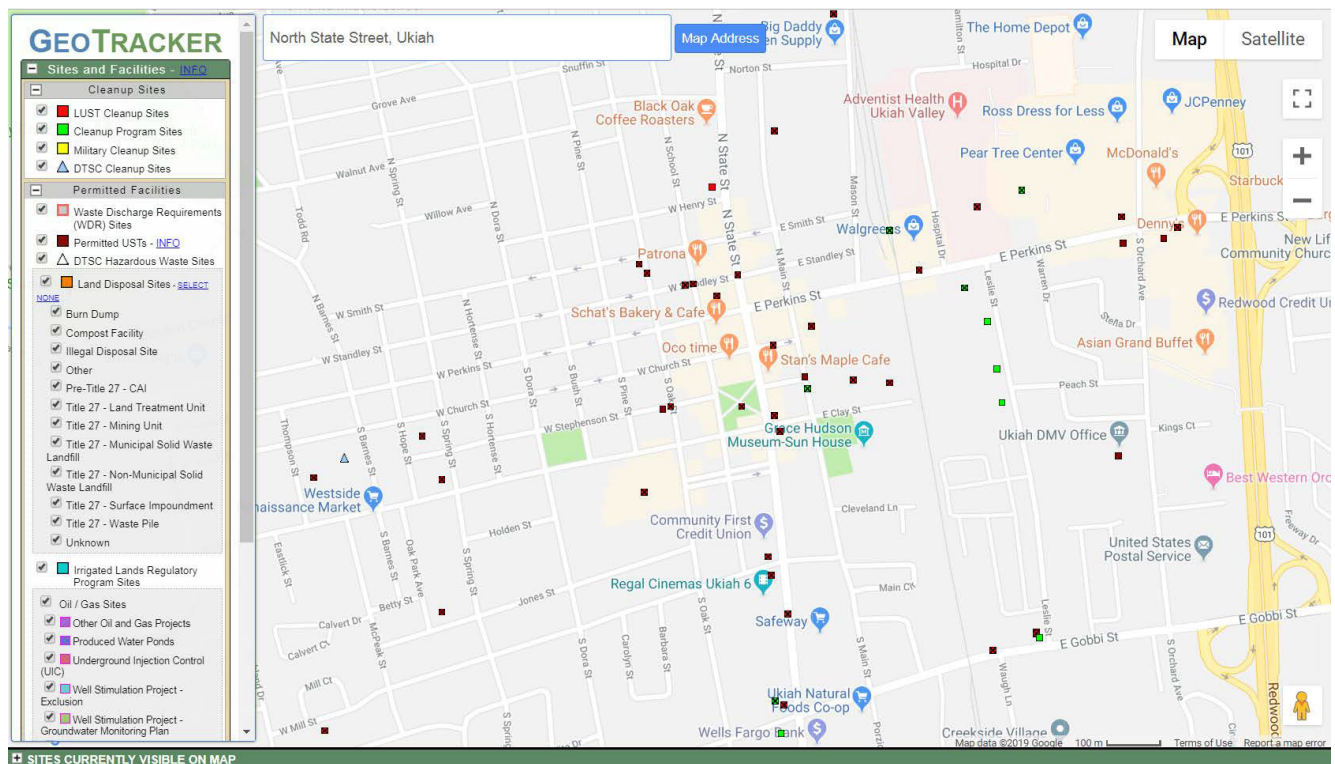
	Opportunity/ Innovative Approach	Further Discussion and/ or Team's Value
  	1 Avoid disruption to business State Street is lined with adjacent businesses, and in many cases those businesses are immediately behind the back of sidewalk. GHD would propose to employ a vigorous community engagement campaign to gather input from key stakeholders; the program could be web-based campaign to streamline engagement and feedback. Early outreach at a one-on-one level will be provided to the adjacent property owners to hear their concerns and allow them to feel/be involved in the process. An innovative way to get collaboration is to utilize an existing vacant storefront as a working office for a week to do live interactions and updates to the streetscape plan. Charrettes and workshops can happen in the late afternoon with work the following day and an updated plan within 24 to 48 hours.	GHD and WRT performed an extensive outreach program on Main Street in Willits and Cloverdale for their Downtowns. Those programs included an engaged public and adjacent property owners. We will use proven tools from our team's collective toolbox to promote communication, involvement, and consensus.
 	2 ADA compliance and doorway conforms Dated curb ramps, missing curb ramps, buckled sidewalks, tall curbs and other site conditions will be addressed through new cross-section designs, allowing for conventional ADA-compliant facilities. Our design will include access to adjacent buildings where they are immediately adjacent and required through agreements. Our design will also seek to enhance safety lighting for safety. The road diet will provide calming and reduce travel speeds.	GHD has tackled challenging back-of-walk constraints on projects in Downtown Cloverdale and Petaluma that mirror those in Ukiah. We will use those tactics where applicable and agreeable to owners and the City. Improvements could include targeted ramps, material changes, railing, and other measures.

	Opportunity/ Innovative Approach	Further Discussion and/ or Team's Value
	3 Appropriate pavement rehabilitation/cross-section As the former Highway 101 corridor, the existing roadway has a long history, multiple pavement types, inconsistent sections, and can prove challenging to select a single solution. Our Team will start by identifying an appropriate method of rehabilitation: FRAC? Dig outs? Consider existing pavement section and condition. We will seek low-cost high-longevity solutions. GHD will work with the City to identify the desired Traffic Index for the pavement design.	GHD has had great long-term success on our rehabilitated former Highway 101 projects. These projects typically included HMA overlays with full depth HMA at dig-outs of severely degraded pavement locations.
	4 Road diet design – transitions and techniques The original streetscape plan was a concept-level plan and included a rigid “block-by-block” shifts in typical sections. The key will be to get alignment across intersections for improved flow and safety (reduce conflicts). Existing signals at Perkins and Standley, with just 200 feet between them, these signals should be interconnected and coordinated to reduce impacts of queuing, mid-block parking maneuvers, and delay. With newly created left-turn pockets, signal phasing should upgrade the existing protected/permissive signal phasing at Perkins to a more conforming “flashing yellow arrow” phasing, and include the same at Standley for southbound traffic. The use of protected/permissive phasing will manage left-turn movements within turn pockets, reducing blocking of the through lane, and reduce vehicle emissions and delay in lighter traffic conditions, when vehicles have more gaps.	Mill is signalized, while over 1,500 feet from Perkins the intersection is just 500 feet from the adjacent Gobbi Signal. While the Mills/Perkins segment is not a candidate for coordination, Gobbi is. As modified with this Project to provide flashing yellow arrow or retain permissive phasing, infrastructure within the project limits towards Gobbi is recommended. Interconnect along the corridor, by providing conduits and pullboxes in new sidewalk does create an opportunity for a corridor wide management of equipment and smart infrastructure.
		

	Opportunity/ Innovative Approach	Further Discussion and/ or Team's Value
	5 Construction sequencing/ traffic handling Develop block-by-block and site-wide traffic handling plans. Review adjacent land uses and constraints with City and stakeholders. One potential concept could be to design the Project improvements with the intent of half-street construction, allowing a contiguous path of travel on one-half of the road for through traffic.	GHD will utilize senior Construction Management and inspection staff, with our Project Traffic Engineer, to develop customized and innovative solutions for construction sequencing and traffic handling.
	6 Utility Coordination Identify anticipated ultimate utility needs early for incorporation into plans. Communicate with third party utilities. Coordinate with City utilities. Establish critical path schedule and hold regular meetings to establish accountability to the schedule.	If undergrounding of the existing overhead is desired, we would work with the City to determine if spare conduit can be placed for future use by AT&T and other carriers. This approach would allow the City to better control construction and meet the overall schedule.
	7 LID/drainage enhancements GHD and WRT recognize the City's desire to establish low impact design stormwater improvements that provide water quality, enhance the character of the downtown and adequately address stormflows. As identified in the RFP, we would propose to use planted bulb-outs similar to those in Downtown Healdsburg, as a primary Best Management Practice.	Stormwater flows travel west to east in this area of the City. State Street bisects this area, sending flows from the west to the west-side gutters and inlets. Gutterflows on the east side are from the roadway (about 80% of the road surface) and from adjacent buildings and front yards. These flows are sent easterly on side streets or captured in inlets.

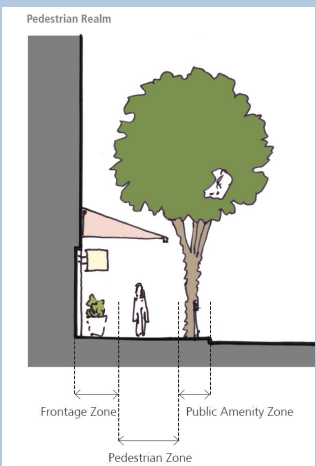
Critical Environmental Issues

	Opportunity/ Innovative Approach	Further Discussion and/or Team's Value
	1 HAZMAT assessment and handling GHD is aware that there may be abandoned/former heating oil tanks within the project limits. GHD has the internal resources to address the situation and decide if pre-work is desired or if construction phase remediation is an acceptable approach.	GHD has performed initial investigations to identify potential locations of contaminated materials, groundwater, or facilities. This is currently an optional task, though it is recommended that scope be included to, at a minimum, develop specifications for the contractor to implement during construction phase of the Project. This lesser option can become more costly with potential unforeseen conditions that are not clearly identified in the bid documents.

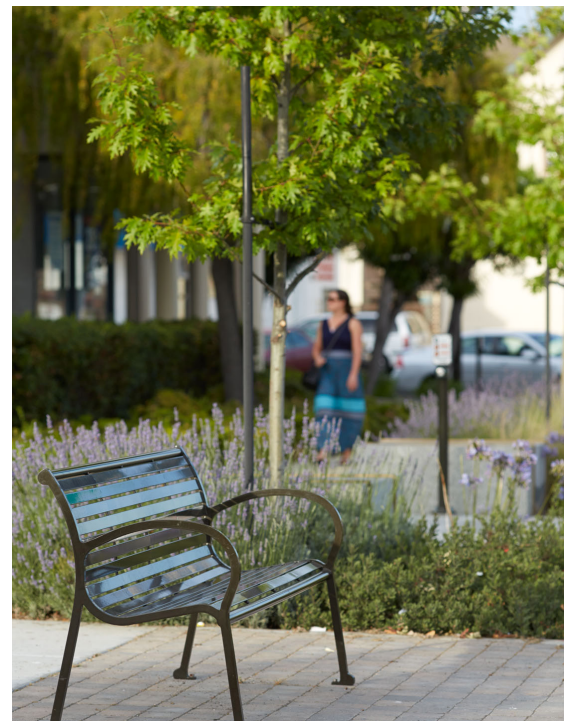


GHD has reviewed online data resources that provide information on facilities with listed hazardous waste contamination. These include the list of Leaking Underground Storage Tank Sites from the Water Board GeoTracker database, shown above.

Critical Streetscape Design Issues

	Opportunity/ Innovative Approach	Further Discussion and/or Team's Value
	1 <i>Preservation of existing trees</i> Nothing kick-starts the aesthetics of a newly finished streetscape project better than well placed and attractive mature trees. GHD will work with WRT and our arborist (optional service) to evaluate each tree proposed to remain with respect to the proposed improvements and their potential impact. Additionally, some trees could be candidates for relocation, based on appropriateness, general health, and value.	As an option, our arborist can prepare specifications for the handling of specific trees to remain, guide trimming requirement, and help ensure that the trees remain healthy through construction and into the future.
	2 <i>Maximize visibility to Businesses</i> Tall, well-spaced tree strategy. Business sign placement.	On downtown main streets like State Street, business owners seek visibility of their frontage. It is important to consider visual access during tree selection and placement. Our experience is that taller trees correctly spaced affords the best visibility of the business frontage. We also find that demonstrating successful strategies where signs are placed for pedestrian as well as vehicle viewing helps merchants avoid future conflicts.
	3 <i>Widen sidewalks and transform downtown</i> Develop organized plan for "Frontage Zone," "Sidewalk Zone," and "Furnishing/Tree Zone." Review pedestrian flow movements.	Widening State Street sidewalks will have measurable benefits to business access, pedestrian comfort, accessibility, and street character. Sidewalk widths of 8 feet (existing) are not adequate for the three sidewalk zones typically found in successful downtown environments: • Frontage Zone for use by businesses • Sidewalk Zone to provide ample space for movement • Furnishing/Tree Zone to allow seating, trash receptacles, tree planting, etc. A sidewalk with of 12 feet and greater will accommodate the downtown goals and reduce conflicts with overhead awnings. Moving curbs however can be expensive. The team will evaluate conditions and prioritize where the greatest benefit will be realized. Any transitions between width will be carefully designed to ensure an appropriate pedestrian flow.
	4 <i>Get the most out of bulb-outs</i> Review geometric opportunities in the design layout. Maximize opportunities for enjoyment and use.	Bulb-outs provide safety benefit to pedestrians and can create areas for seating and enjoyment of the downtown. The transition of the curb from bulb-out to normal sidewalk width requires careful design to meet goals for parking, street maintenance, and gathering space. As a general rule, we keep the inside and outside radius of the curb transition as tight as possible to preserve on street parking. Street crown is also a critical design factor of bulb outs. There is a cost/benefit to reducing the crown and the normalization of bulb-out treatment with raised curbs, and ramps.

	Opportunity/ Innovative Approach	Further Discussion and/or Team's Value
	5 <i>Prioritize Furnishings and Street trees</i> Maximize impact value of the project through through selection of context sensitive street lights, landscape items and sight furnishings.	We find that the greatest value is realized from the vertical features of the street. Proper tree selection, root zone soil preparation, street lights, benches, planters, seatwalls, and gateway elements are high value items. Decorative paving also enhances a streetscape. However, long-term maintenance and benefit to merchants can sometimes be secondary to vertical features. Our Team will carefully consider cost/benefit in the detailed design and budgeting of the project. As an option, we can review wayfinding program and branding options for the Downtown to further enhance the experience of the users.



ROLES OF KEY TEAM MEMBERS

The following individuals have been identified as key team members for the GHD Team. All members of the Team have expertise in their area of practice and/or have extensive experience on similar downtown roadway corridor streetscape projects, including Federally-funded projects in Mendocino and Sonoma Counties. Brief bios and references for each key team member are also provided below and resumes are provided in the Appendix.



25 years of
experience

Bill Silva, PE, QSD/P | GHD

Role: Principal-in-Charge

Civil Engineer: CA #53235
California Water Board
QSD/P

With over 25 years' experience in public sector civil engineering, transportation, and utilities design, Bill is highly skilled at CIP and Public Works project design, including: large-scale redevelopment, roadway and bridge design, railroad design, various water, sewer and storm drain projects, and a broad background in all phases of project planning, outreach, and design through construction.

Bill has been a County Public Works engineer and an Assistant City Engineer. Most importantly and relative to the Ukiah Streetscape Project, he has designed and/or managed seven exceptionally similar streetscape, road-diet, Federally-funded, former Highway 101, high-profile, downtown projects along the Highway 101 corridor in Northern California, from southern Sonoma County through Mendocino County including Petaluma Boulevard Road Diet/Streetscape, Cloverdale Downtown, Windsor Town Green, Healdsburg Avenue Roundabout, Hopland Complete Street, and Willits Main Street.

Reference: Bill Gamlen, PE, Chief Engineer, Sonoma-Marín Area Rail Transit (SMART), T +1 707 794 3049

Reference: Sanjay Mishra, Engineer, PE: Napa Valley Transportation Agency, T +1 707 259 8631



15 years of
experience

Matt Kennedy, PE, TE | GHD

Role: Project Manager

Civil Engineer: CA #68304
Traffic Engineer: CA #2385

QA/QC Manager Matt Kennedy is a licensed Civil and Traffic Engineer with 15 years of experience in water/wastewater, traffic/transportation and sustainable civil engineering. He is adept in the design and management of a broad range of civil infrastructure projects, including water and wastewater systems, underground utilities, storm drainage and Low Impact Development (LID) design, traffic signals, roadways, pedestrian and bicycle facilities, striping and signing, grading and drainage, civil site design, and traffic control plans. His experience also includes a broad range of planning, modeling and analysis capabilities including utility master planning, hydrologic and hydraulic modeling, water and wastewater process design, preparation of traffic and parking studies, circulation studies, and analysis and timing of signals. He is also experienced in land surveying and construction management.

Reference: Rick Seanor, Deputy Director of Public Works; City of Ukiah; T +1 707 463 6296; rseanor@cityofukiah.com

Reference: Bruce Oveson, Capital Projects Manager; County of Sonoma; T +1 707 565 3665; Bruce.Oveson@sonoma-county.org



12 years of
experience

Jeremy Schmal, PE | GHD

Role: Deputy Project Manager

Civil Engineer: CA #87192

As Deputy Project Manager, Jeremy Schmal will be the primary point of contact for the City. He will be responsible for coordinating the team's efforts and maintaining adherence to the project schedule, scope, and budget.

Jeremy brings over 12 years of experience in civil engineering working with the public sector. He has performed project management and project engineer duties on numerous multi-million dollar public works transportation improvement projects including roundabouts, pedestrian improvements and ADA compliance, roadway widening, utility relocation, intersection improvements and traffic signals, and complete street projects. Jeremy also has experience administering projects with Federal Aid/Local Assistance funding, traffic engineering, transportation analysis and planning, and high-visibility pedestrian projects. Other experience includes construction management, where he has acted as Resident Engineer and Lead Inspector as well as providing construction engineering and bid support.

Reference: Eric Miller, PE, TE, Principal Engineer, County of Marin, T +1 415 473 6354, EMiller@marincounty.org

Reference: Mario Landeros, Senior Engineer (retired), City of Healdsburg, T +1 707 228 6111, lanmuri@msn.com



Jerry Champa, PE | GHD

Role: Local Assistance Coordinator

Civil Engineer: CA #40573

29 years of experience

Jerry Champa will provide Caltrans Local Assistance support to the City for the California Transportation Commission program and requisite construction allocation documentation. Jerry has been assisting state and local agencies to secure funding for safety-centric, operational and active transportation infrastructure improvements since 1998. As a Strategic Highway Safety Plan Co-Lead, Jerry authored and led implementation of the Caltrans and CA Manual on Uniform Traffic Control Devices (MUTCD) policy that established the innovative performance-based evaluation framework and analytical tools proven to identify and produce acceptance of optimal solutions. Jerry continues to be a national leader, training instructor, and advocate for the adoption of Intersection Control Evaluation (ICE) as a traffic engineering policy and type-selection tool for making the optimal investment decision on solution proposals involving new, expanded, or improved access points. His expertise was developed over a 25-year-period through statewide roles as a Caltrans Geometric Design and Traffic Engineering Policy, Funding Program, and Technical Assistance Specialist and "Change Agent."

Reference: Robert Peterson, Local Highway Safety Improvement Program Manager; Caltrans Headquarters, Division of Local Assistance; T +1 916 759 6307; robert.peterson@dot.ca.gov

Reference: Morgan Beryl, Planning Director; Eagle County, CO (currently transitioning to this agency); T +1 970 328 8746; morgan.beryl@eaglecounty.us



Doug Ries, PE | GHD

Role: QA/QC Manager

Civil Engineer: CA #47768

31 years of experience

As QA/QC Manager, Doug Ries will work with the design team to provide overall quality assurance, and provide quality control reviews of all deliverables.

Doug, a company principal, manages an assortment of public works and infrastructure projects. His professional knowledge includes roadway design, bike lane/bike path design, interchange projects, construction administration, master plans (water, sewer, and storm drain design), community facility districts implementation, and hydraulic/utility/drainage design for state and local facilities. He has prepared PSR, PR, PA/ED, and PS&E for various Caltrans projects throughout the State. He brings expertise in construction administration; geometric roadway, grading, hydraulic and hydrology design; infrastructure planning and design; and public outreach; as well as water, sewer and storm drain master planning and design.

Reference: Toni Bertolero, Public Works Director, Town of Windsor, T +1 707 838 1006; tbertolero@townofwindsor.com

Reference: David Mickaelian, City Manager, City of Healdsburg, T +1 707 431 3317; dmickaelian@ci.healdsburg.ca.us



Pat Tortora, PE | GHD

Role: Engineering Lead

Civil Engineer: CA #80067

20 years of experience

Pat Tortora will provide technical design support in preparing the plan and profile, specifications, and cost estimate.

Pat brings over 20 years of experience in providing planning, design, and construction engineering solutions to public and private clients, with an emphasis on civil design in collaboration with multi-disciplinary teams for comprehensive civil and transportation infrastructure projects. For municipal entities and governmental organizations throughout northern California, his infrastructure improvements address water quality concerns, utility infrastructure, pedestrian and vehicular safety measures, and sustainably-minded, comprehensive sewer, water, and civil site work. For Phase 1 of the City of Ukiah's Northwestern Pacific Rail Trail Project, Pat served as Lead Civil Engineer and has performed key oversight and civil engineering design on trail, pathway, and/or Safe Routes projects for SMART, the City of Fort Bragg, the City of Rohnert Park, and the City of San Jose

Reference: Benjamin Kageyama, Senior Civil Engineer, City of Healdsburg, T +1 707 431 3397; bkageyama@ci.healdsburg.ca.us

Reference: Josh Savage, Executive Director of Facilities, Maintenance and Operations, CRPUSD; T +1 707 792 4737; josh_savage@crpusd.org



**24 years of
experience**

Frank Penry, PE, TE, PTOE | GHD

Role: Traffic Engineering Lead

Civil Engineer: CA #C62785

Traffic Engineer: CA
#TR2304

Professional Traffic
Operations Engineer: CA
#1603

Frank Penry brings years of experience in transportation planning and traffic engineering design, Frank is adept at managing multi-disciplinary project teams. He has managed numerous transportation studies and design projects over the years, from small development impact studies to major roadway improvements. Frank has served as the City Traffic Engineer for the Cities of Petaluma, Cotati, Sonoma, and Fortuna, providing the administration for and development of Municipal Traffic Engineering Programs. He is well versed in a variety of civil engineering projects.

Reference: Alejandro Perez, PE; Senior Civil Engineer; Town of Windsor; T +1 707 838 5318; aperez@townofwindsor.com

Reference: Wil Buller, PE, TE, PTOE; Traffic/Transportation Engineer; AC Transit - Service & Operations Planning; T +1 510 231 5414; wbuller@actransit.org



**15 years of
experience**

Matt Wargula, PE, TE, QSD/P, LEED AP | GHD

Role: Utility Coordination Lead

Civil Engineer: CA #76103

Traffic Engineer: CA #TR2749

California Water Board
QSD/P: #01146

LEED Accredited
Professional

Matt Wargula, licensed civil and traffic engineer with over 15 years of project experience, will coordinate utility relocations as needed for water, sewer and storm drain related to transportation improvements and reconstruction of utilities. He will work with Subtronic to identify utilities for positive location. Additionally, Matt will work with the project engineer to assist with design elements as required. He has experience with the design and construction of a variety of civil infrastructure projects, including geometric design, traffic signals, pedestrian and bicycle facilities, striping and signing plans, pavement reconstruction and rehabilitation, underground utilities and traffic control systems for construction. He regularly manages Caltrans Local Assistance projects and provides QA/QC leadership for the US West Traffic and Transportation team.

Reference: Alejandro Perez, Senior Civil Engineer, Town of Windsor Public Works Dept., T +1 707 838 5318, aperez@townofwindsor.com

Reference: Colleen Ferguson, Public Works Director/City Engineer, City of Sonoma, T +1 707 933 2230, cferguson@sonomacity.org



**16 years of
experience**

Brian Bacciarini | GHD

Role: NEPA/CEQA Compliance Lead

OSHA 40-Hour HAZWOPER
Certification

OSHA 8-Hour Annual
HAZWOPER

Brian Bacciarini will collaborate with the design team and the City to identify and evaluate key environmental considerations surrounding the project.

Brian is a Senior Environmental Planner at GHD specializing in evaluating projects pursuant to CEQA and NEPA, including projects involving federal funding programs and compliance with Caltrans Local Assistance Procedures. Brian's project experience includes many public works related projects, including new and reconfigured roadways, roundabouts, bridges, rail crossings, helipads, utility and water main replacements, parking structures, and more.

Reference: Chris Catbagan, Capital Projects Engineering; City of Santa Rosa; T +1 707 543 4521; ccatbagan@srcity.org

Reference: Craig Scott, Public Works Director; City of Cotati; T +1 707 665 3620; cscott@cotaticity.org



**7 years of
experience**

Kat Harvey, PE, QSD/P | GHD

Role: LID Design Lead

Civil Engineer: CA #84798

Kat Harvey will coordinate with the design team to lead the design on LID and storm drain features in a context sensitive way to integrate with the rest of the design.

Kat, a licensed engineer and Qualified SWPPP Practitioner and Qualified SWPPP Developer, has over seven years of experience with stormwater and LID design. Kat's attention to detail and organizational skills give clients confidence that their project will stay on track for schedule and budget. She also has experience in land development, roadway and pedestrian improvements design, stormwater permitting and design, and SWPPP development. She enjoys finding innovative solutions for clients to keep up with ever changing regulations.

Reference: Jim Heid, Sustainable Development Advisor/ Land Planner, Urban Green, T +1 415 218 6709, jim@urbangreen.net

Reference: Carl Euphrat, PE, Senior Civil Engineer; Town of Windsor; T +1 707 838 1195; ceuphrat@townofwindsor.com



**30 years of
experience**

**Chris Trumbull, PE |
GHD**

**Role: Geotechnical/
Pavement Engineering
Lead**

Civil Engineer: CA #C84798

Geotechnical Engineer:
CA #G2491

Chris Trumbull will serve as the Geotechnical/Pavement Lead for this project.

Chris has nearly three decades of experience in civil and geotechnical engineering for municipal and regional clients throughout northern California, relying on his technical expertise in field exploration and testing in soil and rock environments. He has worked with all of our managing and lead team members on numerous trail-related or transportation infrastructure improvements projects, providing geotechnical investigation and correlating services for SMART (Payran Trail; pedestrian pathway in Rohnert Park), the East Bay Regional Parks District (San Francisco Bay Trail), and the City of Hayward, in addition to bridge and streetscape projects for the Santa Clara Parks and Recreation Department, PG&E, the Town of Windsor, and the Cities of Roseville and San Carlos. Chris has also previously served the City of Ukiah by performing an investigation of multiple potential municipal water well sites.

Reference: Ahmed Thleiji, Assistant Engineer; Sonoma-Marín Area Rail Transit (SMART); T +1 707 285 8189; athleiji@sonomamarintrain.org

Reference: Toby Perry, Bay Trail Project Manager; East Bay Regional Park District; T +1 510 544 2317; tperry@ebparks.org



**11 years of
experience**

**Lindsey Van Parys,
PE, QSD/P | GHD**

Role: CTC Funding Lead

Civil Engineer: CA #79989

California Water Board
QSD/P: #23897

Lindsey Van Parys will assist the City with navigating the CTC and federal funding processes, preparing signature ready requests for authorization, and be a resource for successfully delivering the project while adhering to funding requirements.

Lindsey is a registered civil engineer in multiple states and holds a certificate in Traffic Collision Investigation. She has over 11 years of experience in delivering transportation projects, and is currently a Project Manager that oversees project operations. Her experience includes delivering Federally-funded projects on and off the State Highway System. She has experience in delivering roundabout, streetscape, trail, roadway/highway improvement, and various other project types. She is the North American Service Line Leader for Road Systems and Transportation Planning and Traffic Engineering for GHD.

Reference: Eric Whan, Deputy Director of Public Works, City of Napa; T +1 707 257 9634; ewhan@cityofnapa.org

Reference: Bryan McKinney, City Engineer, City of La Quinta; T +1 760 777 7045, Bncjunney@laquintaca.gov



**20 years of
experience**

**John Gibbs, ASLA,
LEED AP | WRT**

**Role: Landscape
Architecture & Outreach
Lead**

Registered Landscape
Architect: CA #4417

LEED Accredited
Professional

John is a registered landscape architect and urban designer in WRT's San Francisco office and will lead efforts for Landscape Architecture and Outreach.

He is a landscape architect and urban designer with 20 years of experience. He shares WRT's deep commitment to environmentally rooted planning and design excellence. His work reflects his belief that open space infrastructure, whether at the scale of streets, landscaped plazas, or parks is a crucial and integral part of creating quality urban environments. He is a practice leader in WRT's Community Design and Parks & Open Space practices where he is committed to enhancing community open space and expanding mobility options through complete streets, trails, and district pedestrian networks. Community engagement is fundamental to all facets of his work, and his outreach skills are valued by clients who seek outcomes rooted in productive public dialogue. His community engagement skills and ability to help clients build consensus through a managed process has become a specialty service that compliments his traditional planning and design leadership.

Reference: Dusty Duley, City Planner; City of Willits; T +1 707 459 4601; dduley@willitscity.com

Reference: aimie Orfanos - Community Development Agency Manager; Alameda County Community Development Agency - Economic + Civic Development Department; T +1 510 670 6107; jorfanos@co.alameda.ca.us



Tim Dillenburg, QSD/P | GHD

**Role: Adjacent Owner
Liaison**

**15 years of
experience**

With over 15 years as a Construction Manager/RE and inspector, Mr. Dillenburg has a vast experience with street resurfacing projects, having worked with Caltrans, the County of Sonoma, and the Cities of Santa Rosa, Rohnert Park, Windsor, Healdsburg, Ukiah, Willits, Napa, and Fort Bragg. He's adept at prioritizing and coordinating tasks and specialty inspections, delegating responsibilities, and communicating effectively to keep projects on schedule and ensure that his clients' objectives are achieved. Tim is Caltrans certified as a Local Agency Resident Engineer, so he is very familiar with Caltrans' Standard Specifications and Federal project requirements. Having been through many Caltrans audits, Tim has developed an ability to produce a very complete and thorough set of federally compliant project files.

Reference: Liane Ware, PE, Civil Engineer/CIP Manager, City of Rohnert Park, T +1 707 588 2235, lware@rpcity.org

Reference: Mario Landeros, PE, Civil Engineer (former), City of Healdsburg, T +1 707 228 6111, lanmuril@gmail.com



Tony Cinquini, PE, PLS | Cinquini & Passarino

**Role: Topographic &
ROW Survey Lead**

Civil Engineer: CA #C62341

Professional Land Surveyor:
CA #8614

FAA Remote Pilot for Small
Unmanned Aircraft Systems:
#3906702

**19 years of
experience**

Tony Cinquini, a California licensed Professional Engineer and Professional Land Surveyor, will lead the land surveying effort, responsible for overall topographic and feature mapping, developing the basemap for design, and verifying City right-of-way boundaries. Tony brings 20 years of experience in project management, topographic surveys, ROW surveys, legal description and plat preparation, construction surveys, and land survey technology including laser scanning and unmanned aerial systems. This experience enhances his ability to effectively work on infrastructure improvements, redevelopment and development projects, roadway realignments, and utility rehabilitation projects.

Reference: Vanessa Garrett, PE, Senior Engineer: City of Rohnert Park: T +1 707 588 2251: vgarrett@rpcity.org

Reference: Dan Herrera, PE, Senior Civil Engineer: City of Petaluma DPW&U; T +1 707 778 4589: dherrera@ci.petaluma.ca.us



Gary Dowd | ARWS

**Role: Right-of-Way
Appraisal/Acquisition
Lead**

State of California,
Department Real Estate
Broker's License No.
01753694

State of California Notary
Public Commission No.
2206324

**31 years of
experience**

Gary Dowd will provide ROW project management and acquisition services for this project. Since 2013, Gary has provided acquisition services; program management support; budget oversight; project coordination; and final delivery of projects for both private companies and public agencies for ARWS. He worked for the San Francisco Public Utilities Commission (SFPUC) as both Assistant Director and Director of the SFPUC Real Estate Services Division for 16 years and was responsible for all property acquisition, sales, leasing, property management, facilities management, and property development activities of the SFPUC's vast land holdings. He also worked for six years as a Right-of-way Agent with Caltrans, District 4, in Oakland, CA and was responsible for acquisition, appraisal, property management, local agency oversight, planning and management.

Reference: Rahn Springer, Senior Real Estate Agent, Santa Clara Valley Water District, T +1 408 265 2607, rspringer@valleywater.org

Reference: Kathy Wood, Right-of-way Manager, Sonoma County, T +1 707 656 2257, Kathy.Wood@sonoma-county.org



Steve Weinberger, PE, PTOE | W-Trans

**Role: Signing & Striping
Lead; Study Revaluation
(if requested)**

Civil Engineer: CA #43159

Traffic Engineer: CA #1440

Professional Traffic
Operations Engineer: #342

**37 years of
experience**

Steve Weinberger will lead W-Trans' signing and striping services for the corridor as well as providing continuity to the previous traffic engineering analysis and concept plans for State Street which he led 10 years ago. If requested by the City, Steve can also provide a study re-evaluation of the traffic operations to confirm the road diet geometrics and more critically, to determine maximum left-turn queuing which could inform the geometric design. Steve is one of the founding Principals and specializes in Complete Streets traffic engineering and planning, pedestrian safety, and active transportation planning and operations. He has 37 years of traffic engineering experience and is certified instructor for the National Complete Streets Coalition.

Reference: Henry Mikus, Public Works Director, T +1 707 823 5331, hmikus@cityofsebastopol.org

Reference: Nick DeBar, Public Works Director/City Engineer, T +1 805 461 5000, ndebar@atascadero.org

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DETAILED SCOPE OF WORK

General Description

The City of Ukiah is proposing an improvement project on State Street, from 200 feet south of Mill Street to 200 feet north of Henry Street. The project will combine three separate components: Downtown Streetscape, Road Diet, and Utility Work.

This scope is to provide professional engineering and other related services for the construction of the improvements. Anticipated disciplines include civil, survey (topography/ROW), LID, electrical, utility coordination and design, traffic, landscape architecture, ROW, public outreach, education and relations, geotechnical investigation, environmental compliance and hazardous materials. Identified recommended or optional tasks include utility potholing, record of survey, bid support, financing, and construction phase support.

Given that the project is a combination of three projects with three different funding sources it is understood invoicing will be done separately. It is likely that complexities may arise during the invoicing and State/Federal reimbursement processes, but in an attempt to keep the tasks of the three projects separate they have been split when feasible. The tasks have been identified to belong to either the ***Downtown Streetscape Project (DS)***, the ***Road Diet Project (RD)*** or the ***Utility Project (UT)***. Where it was not logical to separate tasks by project the applicable projects were noted.

Below is a Detailed Scope of Work that describes the specific services, tasks, and deliverables to be completed by Consultant. Assumptions and exclusions related to the contract work are listed after the scope or services.

Task 1. Project Management and QAQC

Management activities will consist of: project management plan and internal coordination, project schedule, agency coordination, project meetings, and quality assurance/quality control as stated in the following sub sections:

1.1 Project Management and Internal Coordination (DS, RD, UT)

Supervise, coordinate and monitor planning and design of the Project for conformance with standards and policies. The geometric standards will follow Caltrans (English Unit) Highway Design Manual (HDM, current version), Caltrans 2018 (English Unit) Standard Plans, most current City Standard Plans, Caltrans 2018 (English Unit) Standard Specifications, and City Standard Special Provisions.

In close consultation with the City, the Consultant will be responsible for project management activities including: oversight, scheduling, reporting, coordination meetings, record keeping and quality assurance. Consultant will conduct a kick-off meeting with City staff to finalize the scope of work & schedule and discuss issues such as the project goals, opportunities, constraints, information needs, roles, responsibilities, and expectations.

Coordinate the project with various Consultant functional groups to ensure timely delivery of qualified products. Consultant will utilize its standard core processes and implement a quality control procedure for design activities, perform in-house quality control reviews for major milestones, and submit project deliverables to the City for review in accordance with the approved schedule dates.

This task includes one (1) internal project kickoff meeting with key Consultant design team members. In preparation of the kickoff meeting, Consultant will prepare a Project Management Plan (“work plan”) identifying all major tasks and key milestones, staff assignments and specifying roles and responsibilities of Consultant team members and the City.

It is understood that Matt Kennedy, PE, TE, will be the Project Manager and Jeremy Schmal, PE will be the Deputy Project Manager; both will be available for regular meetings at the City.

DELIVERABLES

- Draft Project Management Plan (outline format)
- Final Project Management Plan (outline format)

SERVICES PROVIDED BY CITY

- City will make arrangements for meeting room and meeting scheduling.
- City review by the various departments and divisions will be coordinated by City Design staff. Comments will be gathered and submitted to Consultant in one comment submittal package.
- Given the short time frame between deliverables and that work will need to begin immediately upon contract issuance the work plan will be presented in outline format.

1.2 Project Schedule (DS, RD, UT)

Prepare a detailed Critical Path Method (CPM) schedule for the entire project. Microsoft Project will be the software used for this task. Update the Microsoft Project CPM schedule after each submittal or on an as needed basis and submit to the City. It is assumed that the awarded contractor will prepare a detailed construction schedule and Consultant will include a milestone schedule for “start” and “end” of construction.

DELIVERABLES

- CPM schedule - one electronic PDF copy submitted via email.

1.3 Agency Coordination (DS, RD, UT)

Coordinate with the City, any necessary subconsultants, and involved agencies/stake holders to promote timely flow of information for each task activity. It is anticipated that the following City departments, outside agencies and stakeholders are: City Public Works (PW), City Electric Department, and similar agencies.

DELIVERABLES

- Meeting agenda and meeting notes will be prepared by Consultant and submitted to City for distribution. Meeting notes will be submitted within 10 working days of the meeting.
- Record of critical telephone communications will be provided by Consultant via email communication to City within 10 working days of the communication.
- As-needed meeting presentation materials and handouts will be provided by Consultant.

SERVICES PROVIDED BY CITY

- Information regarding direct communication and documentation from City departments and outside agencies affecting the project design will be provided to Consultant via email and electronic documents (pdf)
- City will make arrangements for meeting room and meeting scheduling.

1.4 Caltrans Local Assistance Coordination (DS, RD)

Coordinate with the City for the preparation of all applicable deliverables and supporting documents in the format suitable for submission to Caltrans Local Assistance in conformance with the Caltrans Local Assistance Procedures Manual (LAPM). The complete Request for Allocation and Request for Authorization packages will be completed by the consultant team, along with all required supporting documentation.

DELIVERABLES

- Utility Agreements, Notices to Owner (NTO) and Report of Investigation (ROI)
- ROW Certification
- Request for Allocation package for Downtown Streetscape, RPSTPLE-5049(025)
- Request for Authorization package for Road Diet, HSIPL-5049(026)

SERVICES PROVIDED BY CITY

- City will handle communication with Caltrans Local Assistance unless consultant team is asked to communicate directly with Local Assistance Engineers directly

- City will provide all required background information to complete forms associated with all steps as outlined in the LAPM

1.5 Project Meetings (DS, RD, UT)

Attend meetings such as project/design coordination meetings with the City and other design team members (3 meetings) and comment review sessions (2 meetings). The meetings will be held on an as needed basis. Consultant assumes that the meetings will be held at the City offices. For purposes of the Fee Estimate, it is assumed that the Project Manager or Deputy Project Manager, the Project Engineer and one additional team member may be required to attend the meetings addressed under this task.

DELIVERABLES

- Meeting agenda and meeting notes will be prepared by Consultant and submitted to City for distribution. Meeting notes will be submitted within 10 working days of the meeting.
- As-needed meeting presentation materials and handouts will be provided by Consultant.

SERVICES PROVIDED BY CITY

- City will make arrangements for meeting room and meeting scheduling.

1.6 Progress Reporting/Invoicing (DS, RD, UT)

Prepare and submit monthly progress reports with invoices in accordance with the City requirements clearly separating and identifying the three separate project components. Control of project costs will be accomplished through a work-breakdown structure invoice format; data on each task will include current charges, to-date charges, estimated percent complete, and remaining balance – all by separate project components and individual task.

DELIVERABLES

- Monthly progress and budget summaries submitted electronically (email) with monthly (hard copy) invoices in a format consistent with the LAPM requirements for the downtown streetscape and Road Diet projects.

1.7 Quality Assurance/Quality Control (DS, RD, UT)

Consultant senior staff will continue to perform quality control review throughout the project life and the project manager will perform a quality assurance audit prior to major submittals to the City (per ISO 9001 Certification). Engineer level staff will perform the regular quality control reviews/checks and manager level staff will perform the quality control reviews/audit prior to major submittals. The QA/QC check plans and prints will be kept at the

Consultant office and will be made available for review by the City.

DELIVERABLES

- Redlined review comment and response sheets

Task 2. Surveys, Mapping and Site Data

2.1 Background Research (DS, RD, UT)

This task will consist of data collection and review of activities, including assembling available information from the City and identifying additional data and information that is required to properly design the improvements. Consultant will request and review any readily available reports, studies, as-built/development plans from the City to identify roadway alignment, structural sections, other built features, ROW, near-term and future projects planned in the area and/or by the City and other pertinent information.

2.2 Surveys and Mapping (DS, RD, UT)

Cinquini & Passarino will prepare the base topographic surveys necessary to facilitate the design of the streetscape, road diet and utilities improvement project. All topographic mapping will be at a drawing scale of 1 inch = 20 feet, unless otherwise requested, with a one foot contour interval. The topographic survey will include the following:

- Topographic survey coverage area will include State Street beginning 200 feet south of Mill Street to 200 feet north of Henry Street; Stadley Street from School Street to Main Street; and Perkins Street from School Street to Main Street.
- The width of the survey will be from face of building to face of building. If the building face is not located at the back of sidewalk we will map 10 feet beyond the back of sidewalk.
- Topographic survey will include all necessary work to produce a topographic map, including features such as, but not limited to; building corners and elevations, curb lines, water meters, sewer cleanouts, valves, manholes (including rim, invert and pipe information), utility markings on the pavement, utility poles, driveway and doorway locations, sidewalks, trees four (4) inches and larger, retaining wall or decorative walls, and any other pertinent information that could apply to the project during design.
- Topographic survey will be provided on North American Vertical Datum of 1988.
- Topographic map to horizontally relate California Coordinate System of 1983, Zone II.

We understand that time is critical on this project and we have prepared a critical path workflow to assist with the schedule. We propose to set control and begin the

topographic mapping upon receiving notice to proceed. We will begin work in the heart of the project along Perkins Street, Stadley Street and State Street. Upon completion of the field mapping in those areas we will immediately begin the office processing and drafting while simultaneously complete the rest of the topographic survey along State Street. We plan to deliver the topographic survey in phases to GHD in order to provide the maximum amount of design time to meet the aggressive schedule.

DELIVERABLES

- Topo survey (topo) - information shall be complete and comprehensive for design use; topo shall include all surface features within the proposed project limits and construction zone.
- Pickup of potholing locations (optional)
- Marking soil boring locations conducted during the geotechnical investigation. (optional)
- Miscellaneous field topo pickups as required for detailed design preparation.
- Topographic map, at 20 Scale

SERVICES PROVIDED BY CITY

- Any existing topo information (in electronic format where available);
- Any existing ROW locations and parcel ownership information

2.3 Site Visit (with City) (DS, RD, UT)

Consultant will attend a project kick-off site visit with the City to review field conditions and develop a mutual understanding of the project design. Field investigations will be performed by Consultant engineers and coordinated with City staff to identify existing surface features, areas of improvements, any potential alternatives, and photograph the site to serve as the basis for defining the constraints.

2.4 Utility Potholing (Recommended Option) (DS, UT)

Consultant will review existing utility information and notify the City of any conflicts with proposed improvements after preliminary alignment of the sewer and water are determined. For identified utility conflict locations, Consultant will propose those locations for potholing. The anticipated utilities to be affected or be in potential conflict include sewer, water, storm drain, gas, dry utilities (traffic signal conduit, u/g electric, etc). To collect data for the accurate design of these utilities, utility potholing is proposed to collect field verified subsurface information. For consideration, this task is highly recommended and it is anticipated that approximately 25 potholes will be required for the project (approximately 1 pothole per 100 LF of roadway).

DELIVERABLES

- Depth, size and material of identified utilities

SERVICES PROVIDED BY CITY

- No cost encroachment permit for completion of pothole activities

This item is recommended and could be optional at the City's discretion.

2.5 **Geotechnical Investigation (Recommended Option) (RD, UT)**

Consultant will perform geotechnical investigation services and prepare a geotechnical report to support the project design. This geotechnical information will be used to properly design the LID components, recommend any structural section needs and determine overlay/PCC depths and identify possible issues with utility construction. It is anticipated that geotechnical services will include the following:

- 6 borings to the maximum depth of the proposed sewer, which would require traffic control, and possibly a utility locator
- Run perc tests in 2-3 holes to get infiltration characteristics
- Standard R-value and Atterberg testing
- Groundwater Level (if occurring within boring limits)

DELIVERABLES

- Draft Geotechnical Report
- Final Geotechnical Report

SERVICES PROVIDED BY CITY

- No cost encroachment permit for completion of coring activities
- Any recent existing ADT vehicle counts or calculated Traffic Index for State Street (new ADT counts can be collected – see Optional Task 2.6)

This item is recommended and could be optional at the City's discretion.

2.6 **Traffic Data (Optional) (RD)**

Consultant will conduct traffic counts for use in calculating the Traffic Index (TI) of State Street and for use in signal timing/coordination. 24-hour ADT counts will be done for TI and peak hour turning movement counts (including bikes and pedestrians) for signal timing.

DELIVERABLES

- 24-hour ADT counts
- Peak hour turning movement counts

SERVICES PROVIDED BY CITY

This item is optional at the City's discretion

Task 3. Outreach and Coordination with Adjacent Properties

3.1 **Community Outreach (DS)**

The goals of the Consultant team for this task are to:

- Inform/remind the community about the project
- Build a database of interested people to remain in contact with during construction
- Combine in-person and online engagement to maximize contact
- Target downtown merchants and property owners

Consultant team will prepare printed and online materials to inform the public about the project and associated events. Emphasis will be placed on downtown businesses and property owners.

DELIVERABLES

- Provide information for City hosted website - project information, meeting notifications, and sign up for notices.
- Project Information Sheet: A written project sheet similar to that is in the RFP to be handed out or mailed to businesses and residents surrounding the project area. Meetings and the website URL will be included.
- Meeting Flyers (3)
- News Articles (2)
- Targeted Emails and Calls (5): Consultant team will contact strategic individuals to discuss the project. During the conversation will learn about their interest, opportunities, challenges, and test our engagement strategy.

MEETINGS

- **Technical Committee #1:** Project team will lead technical review meetings with invited agency and utility representatives as needed.
- **Business Meeting #1:** Consultant team will organize an information session with businesses and downtown property owners. The meeting will focus on the proposed design and set future goals for construction logistics and communications during construction. Project representatives will remain available for an additional half-day in order to provide the greatest flexibility to interested people.
- **Public Open House:** Consultant team will organize and conduct a meeting in March to present the project including mobility, safety, LID, and community character features. Attendees will have the opportunity to see and discuss the proposed design features illustrated on display boards. Rendered plans, sketch views, and material samples will be shared. The illustrative materials can be used by the City for subsequent display in a storefront the library, or City Hall.

- *Technical Committee #2:* Project team will lead technical review meetings with invited agency and utility representatives as needed.
- *Business Meeting #2:* Consultant team will organize a second information session with businesses and downtown property owners. The meeting will focus on construction logistics and communications during construction. The GHD Construction Management group will be featured during the meeting to set a positive tone for how the construction will be managed to minimize impacts to businesses. Project representatives will remain available for an additional half-day in order to provide the greatest flexibility to interested people.
- *City Council Presentation:* Consultant team will present the project to City Council including the plan to maximize access and business visibility during construction.

3.2 **Adjacent Property Owner Coordination (DS)**

The consultant team will make contact and coordinate with the adjacent property owners to discuss project impacts and modifications proposed to occur in the public ROW adjacent to their properties.

DELIVERABLES

- Field notes, suggestions and questions gathered from coordination activities having potential effects on proposed improvements

SERVICES PROVIDED BY CITY

- All available property owner information for potentially affected parcels

Task 4. Utility Coordination

4.1 **Water, Sewer and Storm Drain Coordination (DS, RD, UT)**

The purpose of this task is to gather all information regarding the City's water, sewer and storm drain systems (wet utilities) within the project area and ensure they are accurately displayed in our plans. As the design of the proposed improvements progresses potential conflicts will be identified and transmitted to the City for their review.

The design of the new 8-inch sanitary sewer main and new 12-inch water main in State Street will be included in the Design phases and will be shown on the plans as part of the PS&E submittals for efficiency. It is assumed that the City has completed all planning and analysis necessary for determining the size, slope and rough horizontal and vertical locations of the new sewer main. It is also assumed the size horizontal location of the new water main has been determined and will be provided.

DELIVERABLES

- Exhibits identifying potential conflicts

SERVICES PROVIDED BY CITY

- All available information on location (horizontal and vertical) of known existing water, sewer and storm drain lines within the project vicinity
- Location of new proposed sewer main and water main

4.2 **Utility Relocation of City Owned Facilities (DS, RD)**

The consultant team will engage the City's Public Works and Electrical Departments as conflicts are identified. It is anticipated that City owned electric poles/lines and street lights will be in conflict with project improvements. These conflicts will be identified early in the project design and coordination between the City utility operators and design team can be initiated. Currently there are no overhead utilities north of Clay in the project area. If the City chooses to underground their electric lines the design time will work with the City to either ensure the project gets completed prior to the streetscape and road diet project or is included in the project.

4.3 **Utility Relocation of non-City Owned Facilities (DS, RD)**

Plans will be submitted to all utility companies with facilities identified within the project limits including but not limited to PG&E (gas) AT&T and Comcast. As conflicts are identified and the need for relocations determined the consultant team will coordinate with the affected utility. The design will be prepared to avoid potential conflicts whenever possible, but it is anticipated that relocations will be warranted. Also, if the City chooses to underground the overhead electric lines it is assumed other utilities with overhead lines in the area will be required to underground. At a minimum conduits would be installed as part of a possible joint trench. The consultant team will handle preparations of the Notice to Owner and accompanying documentation needed for the relocation in compliance with the LAPM.

Task 5. Environmental Compliance & Support

5.1 **NEPA and CEQA Compliance (DS, RD, UT)**

It is GHD's understanding that the City has obtained NEPA environmental clearance for the Downtown Streetscape and Road Diet components of the project through a Categorical Exclusion determination made for the project by Caltrans. Because the utilities component of the project is not Federally-funded, it would not be subject to NEPA review. Therefore, NEPA revalidation for the utilities component is not anticipated to be required.

For CEQA, it is GHD's understanding that the City has obtained environmental clearance for the Downtown Streetscape and Road Diet components of the project

through a Categorical Exemption determination made for the project by the City. Based on GHD's preliminary review, the proposed utility improvements would qualify for a CEQA statutory exemption related to short pipeline installation within a public street/public ROW.

Based on our understanding of the existing NEPA and CEQA documentation for the project, this task includes a limited number of hours for a GHD environmental specialist to collaborate with the design team and the City on environmental compliance. This would include time for meetings and conference calls, assisting with a notice of exemption for the proposed utility improvements, coordination on Caltrans-related matters, and identifying key environmental considerations surrounding the project.

5.2 Hazardous Materials Assessment and Support (Recommended Option) (RD, UT)

The costs of managing contaminated materials can be significant, and encountering contamination unexpectedly can result in project delays and higher construction costs. As an optional task, GHD will complete a hazardous materials corridor study and limited soil boring investigation.

The corridor study will be completed using existing publicly available information to identify sites and areas where contamination is known or potentially present in the project area. GHD will review data available for each of the contaminated or potentially contaminated sites along the project corridor to determine if soil contamination is likely to be found in the material that will be excavated during the project.

A limited soil boring investigation will augment the desktop study to confirm critical areas along the project corridor. The fieldwork will be conducted in specific locations where contamination or conditions could have a potential impact on the project. This information will be used to create estimates of the amount of soil that may require disposal to a landfill.

A report will summarize the findings of the corridor study and fieldwork, including a map identifying contaminated and potentially contaminated sites, tabulated estimates of volume, tonnage and costs associated with contaminated soil disposal, and regulatory process requirements if underground tanks or contamination is encountered.

Task 6. Design

6.1 60% Plans, Specifications, and Estimate (DS, RD, UT)

Consultant's design efforts will include the civil, survey (coordination), landscape architecture, storm drain, utility, electrical, traffic, and environmental groups for the improvements described in previous environmental

documents, permits, technical reports, and engineering design. The 60% design will include all aspects of the project, including the Downtown Streetscape, Road Diet and Utilities Project improvements.

Consultant will prepare 60% plan set that will reflect the work completed previously through community engagement and reflected in the reports and plans outlining the project intent and illustrating anticipated improvements. Given the accelerated timeframe of the design, the team will begin designing as the topo survey information becomes available and potential issues and challenges will be communicated early to the City's team so resolution can be reached before it slows down deliverables.

Consultant will also provide the City with a draft outline of the project special provisions that will identify issues such as materials specification, testing requirements, how each item will be measured and paid for, etc. City will provide a City Special Provisions standard boiler plate that also includes the front-end portion of the specifications.

Consultant to provide a draft traffic control plan and phasing plan based on initial findings with complete plans to be submitted with 90%.

Consultant anticipates that the 60% plan set will include plan sheets such as Title Sheet, Typical Sections, Construction Details, Traffic Striping, Traffic Signal Modifications, Utilities, Electrical/Lighting, Landscape Plans, Irrigation, and Cross Sections. Layouts will show R/W (TCE) needs, profiles, rough grading, and drainage, including LID facilities. The plan and profile drawings will include profiles of the proposed centerline and other applicable surface features. Submittal will include draft initial traffic control plan and phasing plan.

Consultant anticipates submitting the following plan sheets as part of the 60% submittal:

SHEET DESCRIPTION

- Title Sheet & General Notes
- Typical Sections
- Construction Details (call outs and partial plans)
- Layout Sheets (Demolition, Utility, Surface Improvements with Grading/Profile, Traffic Signing and Striping, Landscape and LID locations, identify ROW needs)
- Cross Sections

Consultant anticipates that the City staff will review the 60% contract documents and provide their responses back to Consultant in one week.

Consultant will prepare plans using AutoCAD C3D 2016 or newer version.

Signing and striping plans will be updated from the conceptual format to a construction document format.

DELIVERABLES

- 60% plan set, outline project specs, and cost estimate (four hardcopy full size sets) and electronic submittal (PDF).

SERVICES PROVIDED BY CITY

- City will distribute 60% documents and gather comments and will provide one comment package to Consultant. Submittal timing of 90% PS&E will be affected by delays in delivery of City comment package.
- Recent City project bid results for similar work

6.2 Drainage and LID Program (DS, RD)

Consultant staff will perform a site visit and note any existing drainage patterns along the length of the project segment. Consultant shall seek to collect surface runoff and convey it to existing drainage systems and/or newly constructed LID compliant facilities. In addition, Consultant will prepare a site specific hydrology and hydraulic analysis at the culvert to evaluate existing capacity/flooding concerns.

Tasks to be performed as part of the drainage system design:

- Prepare plans, outline specifications, and estimate for all project drainage facilities. Progress and final submittals to match the overall project submittals.

This project will need to comply with the storm water management requirements of the Storm Water Low Impact Development Technical Design Manual developed by the City of Santa Rosa and County of Sonoma, as related to the MS4 Permit.

To meet the LID Guidelines, Consultant will:

- Evaluate the impacts of the project footprint; quantifying the area, the slopes, and the changed land cover.
- Prepare a Storm Water Control Plan; draft and final plans will be prepared and submitted to the City for review and approval.

DELIVERABLES

- Storm Water Control Plan (with 60% Submittal)
- Drainage Design Calculations and PS&E

SERVICES PROVIDED BY CITY

- City will distribute and gather comments and provide to Consultant as part of the 60% comment package.

6.3 Utility Coordination (DS, RD, UT)

Consultant will develop design of the Utilities Project, i.e. the sewer main and water main designs, as part of the overall 60% design preparation and submittal package.

Other utility coordination and relocation is done in a separate task, with any applicable design attributes shown on the plans and included in the specifications and estimate.

Task 7. ROW Engineering

The following is the scope of services for the ROW Engineering task. Given the compressed schedule and necessity to expedite the ROW task, the Consultant team will discuss options to the proposed scope below.

7.1 ROW Descriptions and Plats (DS)

Cinquini & Passarino will locate existing survey monumentation to establish the ROW along State Street, Standley Street and Perkins Street. We will begin by reviewing existing record maps, City control maps, if available, Caltrans mapping, deeds and other pertinent documents. Once the records research and field monument ties have been completed, we will determine the ROW and provide the information to the project team for their use. This work will also be used in conjunction for the preparation and filing of a record of survey with the County of Mendocino.

Consultant services will include providing project geometry and areas of potential impacts where Temporary Construction Impacts will be required. It is understood that the Consultant will perform the Lead role in ROW acquisition and that the City will provide Title Reports to Consultant. Based on initial project information, it is assumed that twenty (20) Temporary Construction Easements will be required.

DELIVERABLES

- Provide clear description of project ROW requirements to confirm acquisition limits
- Plats and legal descriptions by a licensed surveyor – up to twenty (20)

SERVICES PROVIDED BY CITY

- Title Reports

7.2 ROW Appraisal and Acquisition Services (DS)

All services will comply with pertinent sections of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. Services in the scope of work include services related to the acquisition of up to 20 temporary construction easements for a federally funded project. The parcels have not been specifically identified. The work components are outlined below.

PROJECT MANAGEMENT – GENERAL CONSULTATION

- Establish work process with Client and City and schedule, manage and coordinate all real estate functions.

- Ongoing consultation, meetings and recurring project management duties.
- Coordinate with Client, City, subcontractors (independent review appraiser), property acquisition agent, and legal counsel.
- Assistance with analyzing various courses of action. Work with Client and City to resolve problems and recommend solutions.
- Implementation and compliance with Uniform Act guidelines.
- Maintaining accurate records. Monitor work plan and work flow.
- Assist with the preparation of Caltrans Right of Way Certification for City review and approval.

APPRAISAL

- Appraisals to be provided addressed and delivered to Client staff as directed.
- The initial appraisal budget does not include the time or expense of a damages analysis for properties that suffer a decrease in value due to the proposed acquisition and/or the construction of the project. The budget does not include a benefits study where benefits may or may not offset some or all the damages to a property. Should it be determined there are damages and/or benefits to properties, additional services will be billed on an hourly basis following a discussion with the Client and amendment to our agreement. Dedication requirements or other circumstances may also require a need for additional sets of data, supplemental meetings, research, analysis and/or alternative conclusions.
- Appraisals to be prepared in accordance with California Eminent Domain Law; California Government Code Section 7260 et seq.; and the Uniform Standards of Professional Appraisal Practice requirements, except as jurisdictionally exempt, the Caltrans Right of Way Manual, and 49 CFR, Part 24.
- The owner or a designated representative will be invited by the appraiser to accompany him/her during the inspection of the property.
- Appraisals to be prepared in an Appraisal Report format in accordance with Uniform Standards of Professional Appraisal Practice, Standard Rule 2-2.
- Appraisal is for the "Fair Market Value" of the property as per California Code of Civil Procedure, Section 1263.320.
- The market value of the property taken will not include any increase or decrease in the value of the property that is attributable to any of the following:
 - The project for which the property is taken
 - The eminent domain proceeding in which the property is taken
 - Any preliminary actions of the acquiring authority relating to the taking of the property.
- Appraiser will not give consideration to, nor include in their appraisals, any allowance for relocation benefits of personal property.
- The appraiser will work directly with the Review Appraiser.
- If updated values are requested, appraisal services will be billed on an hourly basis in accordance with the CONSULTANT TEAM Fee Schedule. (Optional Service)
- If revisions are made to the property requirements during the appraisal process or upon completion of the report, appraisal time to address these revisions will be billed on an hourly basis in accordance with the CONSULTANT TEAM Fee Schedule. (Optional Service)
- Expert witness related services, including preparation for and appearances at depositions, court, arbitrations/mediations, hearings, and testimony will be billed on an hourly basis in accordance with the CONSULTANT TEAM Fee Schedule. (Optional Service)
- If properties are split or added, additional appraisal reports may be required. (Optional Service)

APPRAISAL REVIEW

Appraisal reviews will be required and a qualified independent review appraiser will be contracted with for these services.

- Upon receiving appraisal reports, an office review of the reports using the various standards prescribed by the Federal and State Uniform Acts, Federal Highway Administration, Caltrans appraisal procedures, Uniform Standards of Professional Appraisal Practice (USPAP) and the California Eminent Domain codes will be completed.
- A checklist identifying the various requirements of the appraisal reports will be used to ensure that the reports contain all of the prescribed requirements.
- Review appraiser will prepare a summary of the appraisal process and provide comments regarding any omissions or problems with the reports, such as lack of reasonable support for the appraisal conclusions.
- Review appraiser will make initial call to the appraiser to inform the appraiser that the reports are being reviewed. Comments will be provided to the appraiser for discussion.
- Schedule a field review and if needed schedule a meeting with the appraiser.

- Communicate with the Client to clarify potential issues, resolve problems and notify Client of progress.
- If required by Client, review comments will be provided to Client at the same time they are sent to the appraiser.
- Upon satisfactory completion of the appraisal reports, a review certificate report will be prepared.

NEGOTIATIONS/ACQUISITIONS

- Consultant team to prepare acquisition documents. Said documents include, but are not limited to, offer letter, appraisal summary statement and summary of the basis for just compensation, summary statement pertaining to the acquisition of real property or an interest therein, purchase agreement, deed, public acquisition brochure and goodwill information sheet (if not addressed in Client brochure).
- Consultant team will negotiate to acquire 20 temporary construction easements that are to be identified by the Client. We are assuming there will be negotiations with up to 20 property owners and no lessee.
- All acquisition documents to receive City's written approval as to form prior to use in the field. If agreement with all owners and other required interests cannot be reached, Consultant team will advise Client that negotiations have reached an impasse. The City will consider scheduling of an action in eminent domain including the required public necessity hearing. Consultant team will provide condemnation support as needed and requested, budget allowing. Consultant team will initiate and maintain individual acquisition files.
- If settlement with owners and other required interests is reached pursuant to the City approved appraisal or City approved administrative settlement, Consultant team will prepare a Memorandum of Settlement for transmittal to the City. If an administrative settlement appears to be prudent, Consultant team will prepare a settlement discussion memorandum reviewing the issues. This memorandum will require the City's written approval before implementation of any settlement agreement.
- Consultant team will establish with Client and City a process of coordinating escrow closings and reviewing escrow instructions. Where there are escrow closings, preparation of escrow instructions will be completed by Title Company. Approval of conditions of title and escrow instructions, including but not limited to, "subject to" title exceptions, will be done by Client.

- All discussions for the acquisition of property or an interest therein will be directed to result in the payment of just compensation.
- Consultant team will make every reasonable effort to acquire property on behalf of the City expeditiously through agreement with its owner and to avoid litigation. This may necessitate greater levels of effort in the negotiations phase and, where appropriate, should continue after eminent domain has been initiated. City will provide ongoing feedback to consultant team as to authorization for settlements.

DELIVERABLES

- Current title reports for each ownership.
- Legal opinions as necessary.
- Environmental reports.

SERVICES PROVIDED BY CITY

- Written approval of all acquisition documents in a timely manner.
- Direction as to administrative settlements, negotiating authority and condition of title acceptance.
- Providing any formats to be used by Consultant team on City's behalf.
- Selection of Title Company.
- Review and approval of Title Company prepared escrow instructions including acceptable condition of title.

7.3 Record of Survey (DS)

Cinquini & Passarino will create Record of Surveys as required.

DELIVERABLES

- Record of Survey

For purposes of schedule and scoping, it is understood that condemnation will not be required for acquisition of any property for the project.

Task 8. Final Design and Bid Phase

8.1 90% Plans, Specifications, and Estimate (DS, RD, UT)

Consultant's design efforts will include the civil, survey (coordination), landscape architecture, storm drain, utility, electrical, traffic, and environmental groups. The 90% design will include all aspects of the project, including the Downtown Streetscape, Road Diet and Utilities Project improvements. In the budget analysis for the remainder of design efforts, Consultant identified the following four tasks involving the disciplines noted above:

- Plan Preparation
- Specification Writing
- Quantity Calculation
- Cost Estimation

Consultant will prepare 90% PS&E that will reflect responses to the 60% plan set and also include various refined/additional contract details. Consultant will also provide the City with a set of draft project special provisions that will address issues such as materials specification, testing requirements, how each item will be measured and paid for, etc. Consultant expects that the City will provide a City Special Provisions standard boiler plate that also includes the front end portion of the specifications.

The plan and profile drawings will include profiles of the proposed centerline and other applicable surface features.. This submittal will also include Draft Special Provisions and Engineer's estimate. Consultant construction staff will perform a constructability review prior to the submittal.

Consultant anticipates the following tentative plan sheets as part of the 90% submittal:

SHEET DESCRIPTION

- Title Sheet & General Notes
- Survey Control, Abbreviations, Legend
- Typical Sections
- LID Plans
- Layout Sheets (Demolition, Utility, Surface Improvements with Grading/Profile)
- Cross Sections
- Electrical Plans (Lighting)
- Electrical Details
- Landscape Plans
- Landscape Details
- Irrigation Plans
- Irrigation Details
- Traffic Signal Plans and Schedules
- Traffic Signal Details
- Traffic Striping and Signage
- Traffic Handling/Phasing Plans
- Erosion Control Plans
- Erosion Control Details

Consultant anticipates that the City staff will review the 90% contract documents and provide the responses back to Consultant in one week.

Consultant will prepare plans using AutoCAD C3D 2016 or newer version.

Consultant will prepare the project specifications in City format.

Consultant will prepare a 90% level estimated probable construction cost. For any elements that are not fully developed at this stage, the estimate for those items will be "assigned" based on similar facilities.

Consultant will perform a constructability review utilizing in-house Construction Management staff inspectors or engineers.

DELIVERABLES

- 90% PS&E (four full size hard copy sets)

SERVICES PROVIDED BY CITY

- City will distribute PS&E and gather comments and will provide one comment package to Consultant.
- City will provide boilerplate specifications to use for "front end" and special provisions format in electronic (Microsoft WORD) format.
- City will provide example project technical specifications from a previous project for reference and format

8.2 Final Plans, Specifications, and Estimate (Bid Set) (DS, RD, UT)

Consultant will update the PS&E based on comments received, and finalize the PS&E, ready for advertisement. In addition to updated project specifications and estimate, Consultant anticipates that the final plan set will include the following updated plan sheets:

SHEET DESCRIPTION

- Title Sheet & General Notes
- Survey Control, Abbreviations, Legend
- Typical Sections
- Construction Details
- LID Plans and Details
- Layout Sheets (Demo, Utility, Surface Improvements with Grading/Profile)
- Cross Sections
- Electrical Plans (Lighting)
- Electrical Details
- Landscape Plans
- Landscape Details
- Irrigation Plans
- Irrigation Details
- Traffic Signal Plans and Schedules
- Traffic Signal Details
- Traffic Striping and Signage
- Traffic Constraints/Handling Plans
- Erosion Control Plans
- Erosion Control Details

Consultant will prepare Final plans using AutoCAD C3D 2016 or newer version

Consultant will prepare Final specifications in City format.

Consultant will prepare a Final level probable construction cost.

DELIVERABLES

- Final PS&E (one hard copy - mylar, PDF printable files, Special Provisions in MS Word)
- Electronic Autocad drawing files will be transmitted within 10 working days of final PS&E

8.3 Bid Support (DS, RD, UT)

Consultant will provide design support during project advertisement by answering contractor inquiries and preparing any addendums that may be required.

Consultant will attend a prebid meeting if requested by City.

Consultant will review and respond to technical questions forwarded from the City during bid phase.

Consultant will prepare and keep records of necessary addendum and modifications for City issuance. For purpose of the Fee Estimate, it is estimated that two (2) addenda will be prepared.

DELIVERABLES

- Responses to RFIs
- Addenda

SERVICES PROVIDED BY CITY

- Questions from bidders will be directed to City. Technical questions will be directed to Consultant from City.
- Reproduction of Contract Documents for Plan Holders during bid phase.
- Advertisement and bid opening.
- Scheduling of pre-bid meeting, if any.
- Distribution of addenda to all plan holders.
- Sample addendum format will be provided to Consultant.

Task 9. Construction Phase Support & Construction Management (Optional)**9.1 Construction Support (DS, RD, UT)**

Consultant will address submittal and shop drawing reviews, and respond to RFIs. Consultant will prepare technical bulletins during construction to supplement the plan information if needed. This task will be to coordinate and manage RFI evaluation and response process for those RFIs that are handled by Consultant including: log, transmit to design engineer for response, coordinate with design engineer on field status, track progress, review response, and transmit response to City Resident Engineer.

9.2 Construction Management (DS, RD, UT)

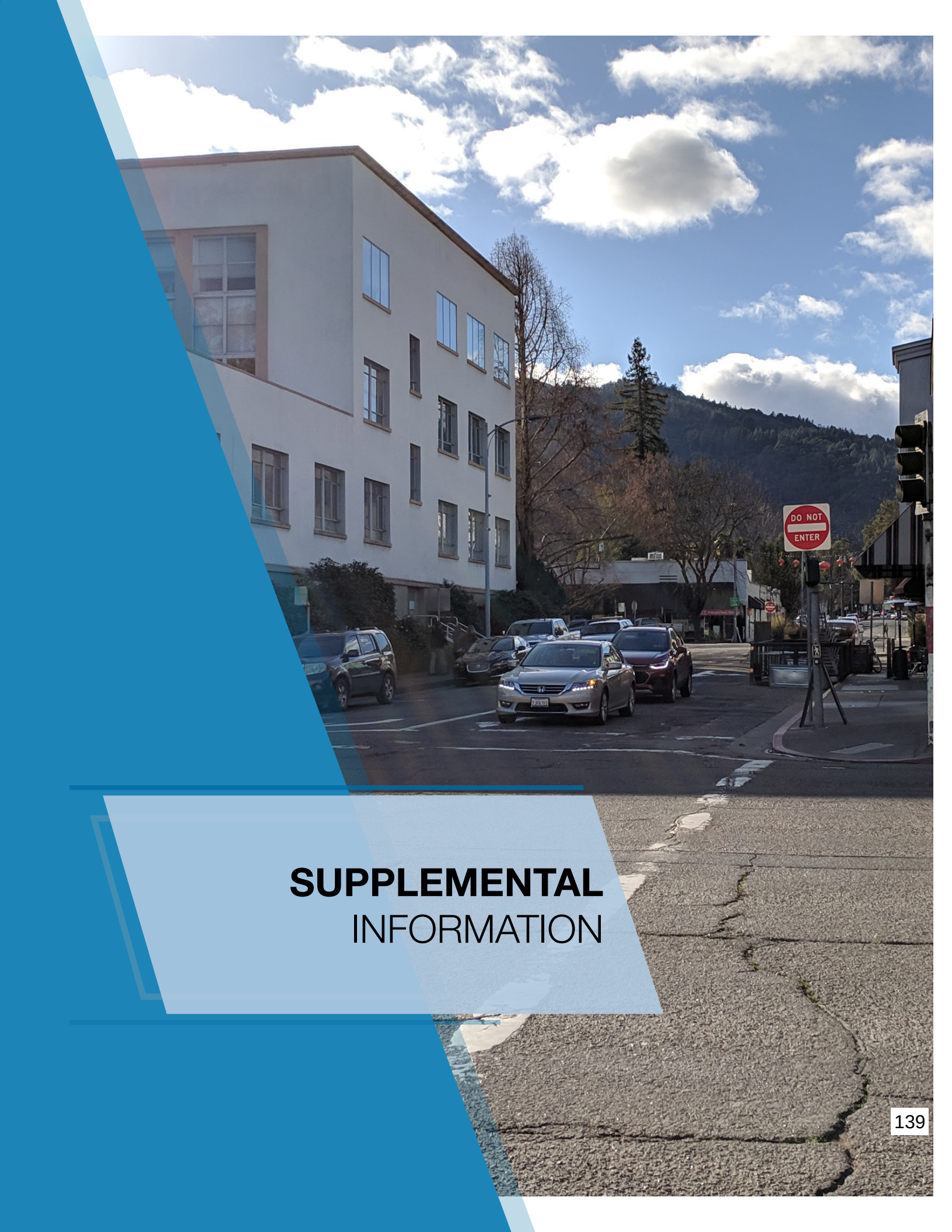
Consultant will provide construction management during project construction. Attend the pre-construction meeting, as requested by City.

Consultant shall perform daily inspection of the project. Services shall include photos, log, testing observation, and general observation and monitoring of the project construction operation. Specialty inspection can be provided if needed.

SUPPLEMENTAL INFORMATION

The following pages contain additional relevant information, including a signed copy of the Acknowledgement of Addendum No. 1.

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SUPPLEMENTAL INFORMATION



February 8, 2019

ADDENDUM NO. 1

SUBJECT: Downtown Streetscape, Road Diet, & Utilities Project

To all Prospective Consultants:

INCLUDED HEREWITH IS ADDENDUM NO.1 for the subject project

1. On page 8, please add the following statement to the paragraph for Construction Phase Authorization: "After the respective Allocation Request and Authorization Request have been obtained, the City may add additional construction phase services such as construction management and inspection, to the Consultant's scope of work. This potential work should not be included in proposals submitted for this project. However, if the City chooses this option an amendment to the selected Consultant's contract will be negotiated."
2. On Page 8, please strike out the requirement for a Caltrans encroachment permit: ~~"Consultant shall identify in proposal if there are any other items that they anticipate will need to be addressed in order to obtain an encroachment permit from Caltrans."~~
3. On page 14, the Evaluation Criteria shall be changed as follows:

No.	Written Evaluation Criteria	Weight
1	Completeness of Response	Pass/Fail
2	Qualifications & Experience	25
3	Organization & Approach	20
4	Scope of Services to be Provided	20
5	Schedule of Work	25
6	Conflict of Interest Statement	Pass/Fail
7	Local Presence	5
8	References	10
Total:		100

4. On page 15, please change the Evaluation Criteria as follows: "5. Schedule of Work (25 points)"
5. On Page 15, please strike out the Evaluation Criteria for Local Presence: ~~"7. Local Presence (5 points)~~
 - a. ~~A statement addressing firm's ability to establish an office within the County or surrounding area."~~

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6. On page 16, please change the Weighted score table as follows:

No.	Evaluation Criteria	Rating (0-5)	Weight	Score (Rating x Weight)
1	Completeness of Response	N/A	Pass/Fail	Pass/Fail
2	Qualifications & Experience		25	
3	Organization & Approach		20	
4	Scope of Services to be Provided		20	
5	Schedule of Work		25	
6	Conflict of Interest Statement	N/A	Pass/Fail	Pass/Fail
7	Local Presence		5	
8	References		10	
Total:			100	

The proposal due date for this project will remain the same: **12:00 PM, February 13, 2019.**

IF YOU SUBMIT A PROPOSAL, ACKNOWLEDGMENT OF THIS ADDENDUM MUST BE SHOWN ON THIS ADDENDUM. IN ADDITION THIS SIGNED ACKNOWLEDGEMENT MUST BE SUBMITTED WITH THE PROPOSAL.

This Addendum is being sent to you in order that this office may be assured all consultants have received same. It should be noted it is the responsibility of the consultant to notify all prospective sub consultants of any and all changes.

Sincerely,



Richard J. Seanor
Deputy Director of Public Works

ACKNOWLEDGEMENT

I hereby acknowledge that I have received this Addendum No. 1 and have reviewed and considered it before submitting my proposal.

Signed: William Silva

Date: February 13, 2019

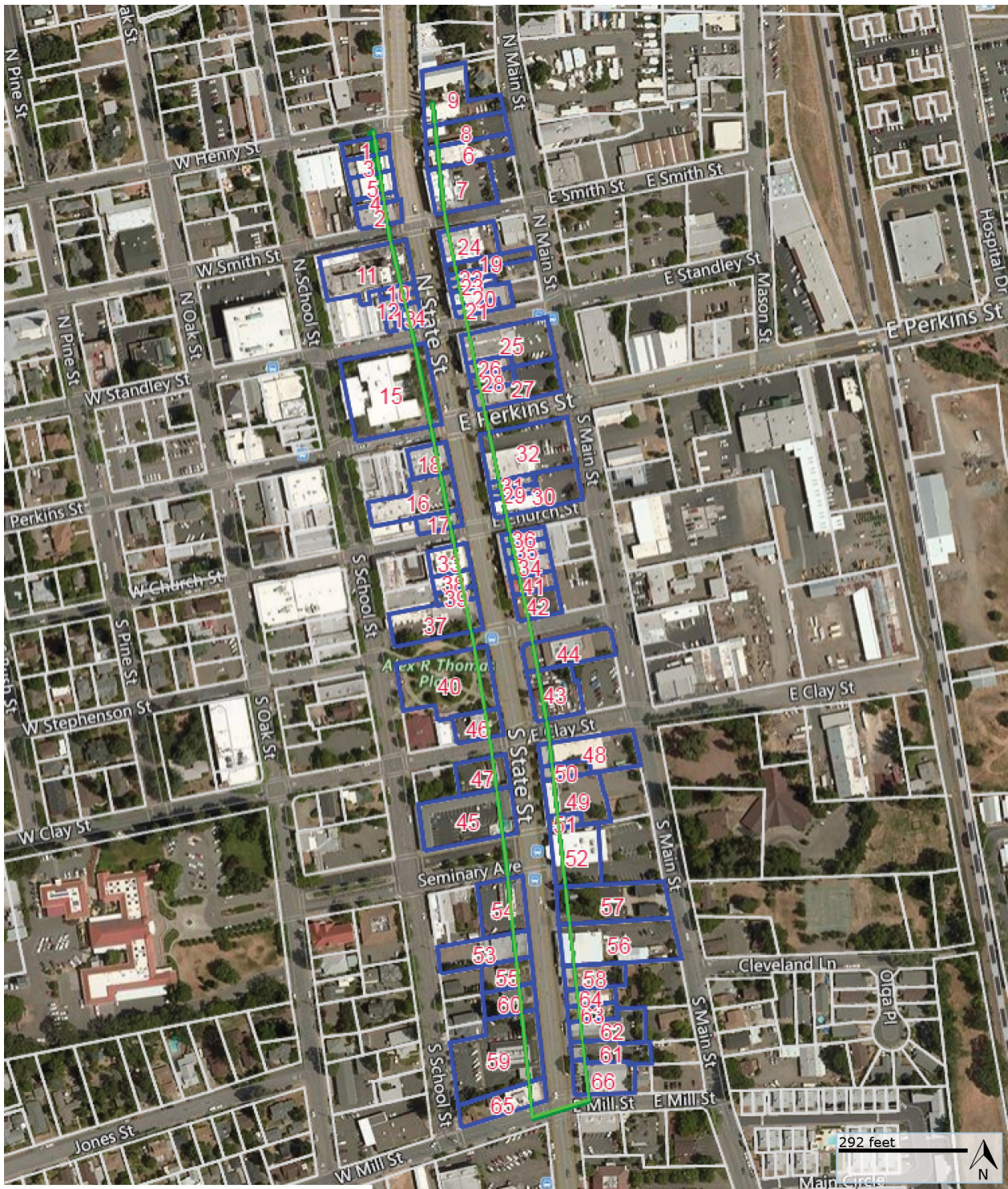
Print Name: William Silva, PE, Principal

Visualizing the Transformation

The improvements to State Street will be transformational for Ukiah's Downtown. Already this team has flown the corridor with a drone and created a birds-eye visualization. Per the design concept, widened sidewalks, lane reductions, new street trees, high visibility crosswalks, decorative paving, and corner seating in bulb-outs are shown. After the kick-off, we are excited to explore further design elements such as special paving at on-street parking, LID stormwater treatment areas, pedestrian-scaled decorative streetlights, identity features, and opportunities for public art. We will prepare additional graphics to communicate the exciting design ideas.



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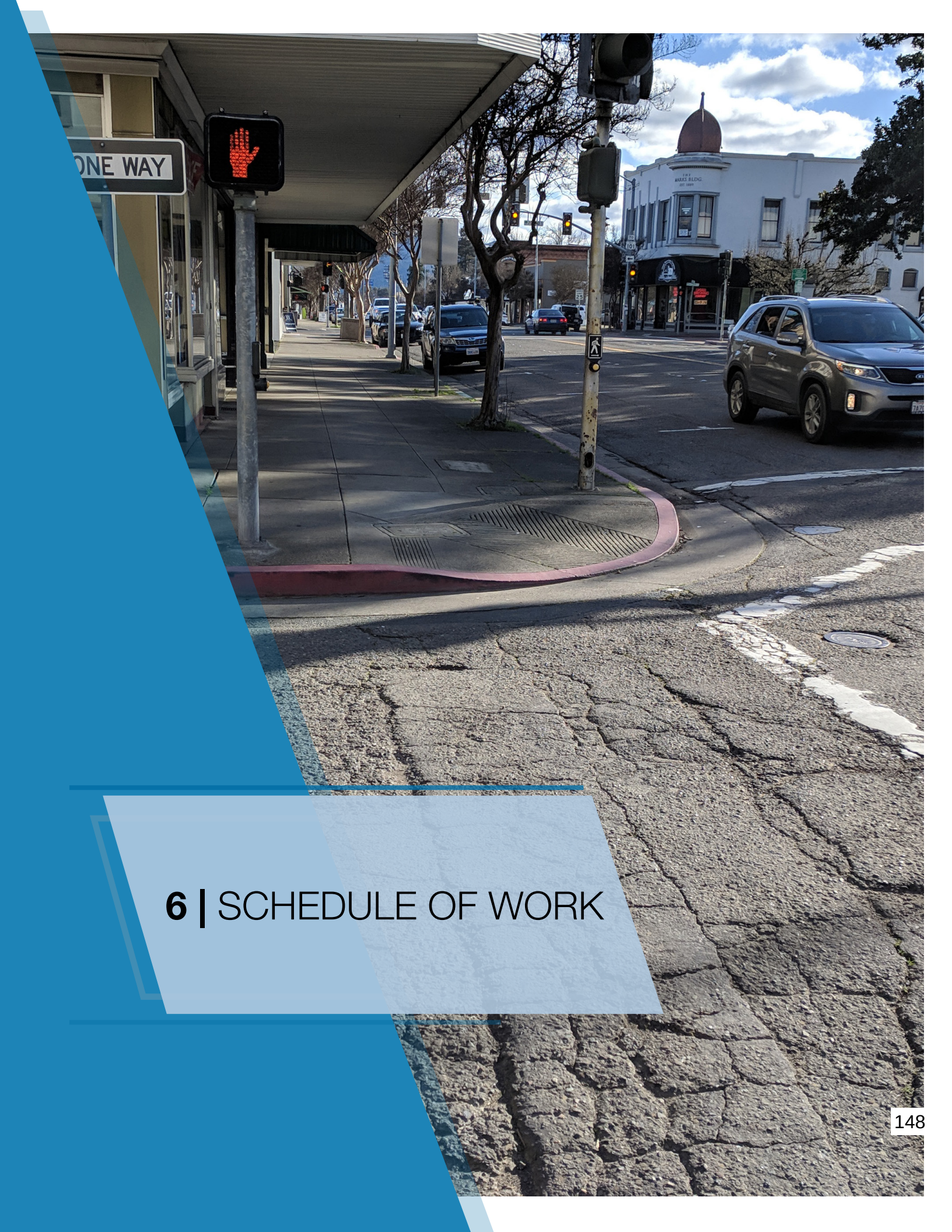


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APN	SITE_ADDR	SITE_CITY	SITE_ZIP	OWNER_NAME_1	MAIL_ADDR	DATE_TRANSFER	VAL_TRANSFER	ACREAGE	AGGR_ACREAGE	AGGR_GROUP	AGGR_LOT_COUNT	LAND_SQFT
002-185-02	367 N STATE ST STE 207	UKIAH	95482	CANTARUTTI, STELLA M		3/20/2017 0:00	140000	0.0961	0.347846	100660192_11198033	4	4186
002-185-07	304 N STATE ST	UKIAH	95482	CHRISTIANSEN, C ROSS	12000 S HIGHWAY 1	4/15/2002 0:00	545000	0.1114	0.111405	100660192_11198170	1	4853
002-185-11	362 N STATE ST	UKIAH	95482	SUNROOM LLC	53 LIBERTY ST	3/1/2017 0:00	525000	0.0946	0.347846	100660192_11198033	4	4121
002-185-12	328 N STATE ST	UKIAH	95482	SUNROOM LLC	53 LIBERTY ST	3/1/2017 0:00	525000	0.0442	0.347846	100660192_11198033	4	1925
002-185-13	344 N STATE ST	UKIAH	95482	SUNROOM LLC	53 LIBERTY ST	3/1/2017 0:00	525000	0.1129	0.347846	100660192_11198033	4	4918
002-186-12	367 N STATE ST	UKIAH	95482	SHAPIRO, SHARON K	4545 BOONVILLE RD	2/3/2011 0:00		0.2124	0.556747	100660192_11198038	3	9252
002-186-13	307 N STATE ST	UKIAH	95482	NEW STATE HOTEL OF UKIAH	PO BOX 154	7/1/1986 0:00		0.3285	0.32846	100660192_11198037	1	14309
002-186-16	387 N STATE ST	UKIAH	95482	SHAPIRO, SHARON K	4545 BOONVILLE RD	2/3/2011 0:00		0.2097	0.556747	100660192_11198038	3	9135
002-186-18	413 N STATE ST	UKIAH	95482	NORTH COAST OPPORTUNITIES	413 N STATE ST	12/28/2011 0:00		0.3609	0.3609	100660192_11198031	1	15721
002-224-09	252 N STATE ST	UKIAH	95482	CANOVA, JOSEPH ANTHONY	PO BOX 1756	8/21/1996 0:00		0.041	0.040973	100660192_11198172	1	1786
002-224-13	272 N STATE ST	UKIAH	95482	ISHWAR, JITU	2716 OCEAN PARK BLVD STE 3010	5/19/2017 0:00	272000	0.4662	0.466213	100660192_11198169	1	20308
002-224-15	108 W STANDLEY ST	UKIAH	95482	SCHAT, ZACHARY Y	202 W PERKINS ST STE C	9/29/2017 0:00	682000	0.0663	0.066279	100660192_11198180	1	2888
002-224-16	100 W STANDLEY ST	UKIAH	95482	RUFF STANLEY STREET LLC	PO BOX 708	12/22/2003 0:00	25000	0.0163	0.153313	100660192_11198182	4	710
002-224-17	200 N STATE ST	UKIAH	95482	MOUNTANOS, MARK P	605 N STATE ST	2/1/2001 0:00		0.039	0.039011	100660192_11198183	1	1699
002-225-01	100 N STATE ST	UKIAH	95482	COUNTY OF MENDOCINO				0.8458	0.8458	100660192_11198201	1	36843
002-226-06	165 S SCHOOL ST	UKIAH	95482	COUNTY OF MENDOCINO	260 5TH ST	1/1/1971 0:00		0.3284	0.3284	100660192_11198207	1	14305
002-226-08	116 S STATE ST	UKIAH	95482	KPB PROPERTIES LLC	PO BOX 6848	10/1/2015 0:00	690000	0.0857	0.22346	100660192_11198202	2	3733
002-226-14	102 S STATE ST	UKIAH	95482	BROGAN, KEVIN P	PO BOX 6848	11/30/2018 0:00		0.13	0.22346	100660192_11198202	2	5662
002-227-05	255 N STATE ST	UKIAH	95482	CUEVAS, RUBEN GUERRERO	PO BOX 5053	8/20/2018 0:00		0.1124	0.1124	513846921_1260	1	4896
002-227-07	221 N STATE ST	UKIAH	95482	I O O F LODGE NO	PO BOX 517			0.1222	0.122188	100660192_11198191	1	5323
002-227-08	201 N STATE ST	UKIAH	95482	STEPHENS, PANO	PO BOX 1548	12/1/1995 0:00		0.0509	0.050915	100660192_11198194	1	2217
002-227-11	247 N STATE ST	UKIAH	95482	CUEVAS, RUBEN GUERRERO	247 N STATE ST	7/28/2017 0:00	115000	0.0457	0.0457	513846921_1261	1	1991
002-227-12	239 N STATE ST	UKIAH	95482	EDGELINE INVESTMENTS LLC	520 FRANZ VALLEY RD	6/2/2006 0:00	450000	0.0467	0.141603	100660192_11198174	2	2034
002-227-13	295 N STATE ST	UKIAH	95482	BREWINGTON, DANIEL R	820 BUCK CT	5/5/2008 0:00		0.2184	0.2184	100660192_11198171	1	9514
002-228-01	125 N STATE ST	UKIAH	95482	NORGARD, TIMOTHY	2031 BOONVILLE RD	5/6/2008 0:00		0.3628	0.362786	100660192_11198192	1	15804
002-228-02	111 N STATE ST	UKIAH	95482	BULGER, JEFFREY B	7101 LORENE RD	11/16/2000 0:00		0.0688	0.06875	513846921_1262	1	2997
002-228-05	101 N STATE ST	UKIAH	95482	SOUTHPORT LAND & COMMERCIAL COMPANY	610 COURT ST STE 207	6/1/1992 0:00		0.2673	0.2673	100660192_11198193	1	11644
002-228-06	125 N STATE ST	UKIAH	95482	MACNAB, SANDY D	111 N STATE ST	10/31/2007 0:00		0.0843	0.084266	513846921_1264	1	3672
002-229-04	113 S STATE ST	UKIAH	95482	HARRINGTON, BRIDGET O	131 CALVERT CT	5/26/2010 0:00		0.0423	0.318392	100660192_11198215	2	1843
002-229-05	115 S STATE ST	UKIAH	95482	HARRINGTON, BRIDGET O	131 CALVERT CT	6/12/2017 0:00		0.2761	0.318392	100660192_11198215	2	12027
002-229-07	111 S STATE ST	UKIAH	95482	PENALOZA, MARIA LUZ	3200 ROAD I	4/28/2006 0:00	300000	0.0549	0.054915	513846921_1265	1	2391
002-229-09	107 S STATE ST	UKIAH	95482	COUNTY OF MENDOCINO	841 LOW GAP RD	6/7/2000 0:00		0.5129	0.512775	100660192_11198213	1	22342
002-264-03	200 S STATE ST	UKIAH	95482	TAGZ PROPERTIES LLC	PO BOX 1373	4/30/2012 0:00	763500	0.1225	0.1225	100660192_11198267	1	5336
002-264-05	210 S STATE ST	UKIAH	95482	LEE, JACQUELINE M	1050 BEL ARBRES DR	11/19/1999 0:00	135000	0.0575	0.0575	100660192_11198270	1	2505
002-264-06	290 S STATE ST	UKIAH	95482	SELIM, FRANCINE CRANE	500 S SPRING ST	3/7/2007 0:00		0.3436	0.34364	100660192_11198264	1	14967
002-264-08	208 S STATE ST	UKIAH	95482	MLT REAL ESTATE LLC	12575 W WIGWAM AVE	12/15/2015 0:00	205000	0.0808	0.080798	100660192_11198268	1	3520
002-265-04	320 S STATE ST	UKIAH	95482	SANDERS, CARL L	640 DORA AVE	7/1/1995 0:00		0.1499	0.149901	100660192_11198292	1	6530
002-265-09	300 S STATE ST	UKIAH	95482	CITY OF UKIAH	300 SEMINARY AVE	3/8/2011 0:00		0.637	1.737868	100660192_11198262	5	27748
002-266-02	105 W CLAY ST	UKIAH	95482	PERSKY, JAMES	105 W CLAY ST	1/15/1998 0:00		0.1977	0.197696	100660192_11198293	1	8612
002-266-03	406 S STATE ST	UKIAH	95482	ECO INN	406 S STATE ST	8/26/2015 0:00	1375000	0.5188	0.5188	100660192_11198298	1	22599
002-267-02	205 S STATE ST	UKIAH	95482	MENDOCINO BALLET	205 S STATE ST	10/1/1999 0:00	160000	0.105	0.105	100660192_11198276	1	4574
002-267-04	207 S STATE ST	UKIAH	95482	CROSSEN, BERT W	PO BOX 319	11/16/2017 0:00	500000	0.088	0.087968	100660192_11198277	1	3833
002-267-06	295 S STATE ST	UKIAH	95482	VASILOPOULOS, IOANNIS THEODORE	2353 BRISBANE ST	9/1/1993 0:00		0.1344	0.134362	100660192_11198278	1	5854
002-267-09	203 S STATE ST	UKIAH	95482	SMITH, RATYMOND D	29 ORINDA WAY UNIT 773	11/29/2017 0:00	590000	0.0659	0.12364	100660192_11198218	2	2871
002-267-10	201 S STATE ST	UKIAH	95482	SMITH, RAYMOND D	29 ORINDA WAY UNIT 773	11/1/2012 0:00	530000	0.0578	0.12364	100660192_11198218	2	2518
002-268-05	315 S STATE ST	UKIAH	95482	MENDOZA, STEVEN	315 S STATE ST	10/10/1996 0:00		0.2766	0.2766	100660192_11198280	1	12049
002-268-07	301 S STATE ST	UKIAH	95482	COMMUNITY CARE MANAGEMENT CORP	301 S STATE ST	9/29/2003 0:00	800000	0.2964	0.2964	100660192_11198281	1	12911
002-269-02	403 S STATE ST	UKIAH	95482	LU, FENG YU	403 S STATE ST	7/25/2007 0:00	341000	0.0796	0.079586	100660192_11198296	1	3467
002-269-05	401 S STATE ST	UKIAH	95482	NELSON, HENRY K	2402 E INDIAN PINK CIR	3/29/2004 0:00		0.3333	0.333278	100660192_11198294	1	14519
002-269-08	405 S STATE ST	UKIAH	95482	MCKENNEY ENTERPRISES LLC	415 S STATE ST	7/27/2007 0:00	620000	0.2978	0.588579	100660192_11198295	3	12972
002-269-09	415 S STATE ST	UKIAH	95482	MCKENNEY ENTERPRISES LLC	415 S STATE ST	7/27/2007 0:00	620000	0.0461	0.588579	100660192_11198295	3	2008
002-272-02	502 S STATE ST	UKIAH	95482	KIM, SOUNG YOUNG	502 S STATE ST	2/14/2011 0:00		0.2933	0.2933	100660192_11199371	1	12776
002-272-03	510 S STATE ST	UKIAH	95482	THIERIOT, FERDINAND	1247 MYSZKA PL	9/22/2015 0:00	440000	0.2863	0.286417	513846921_1304	1	12471
002-272-07	520 S STATE ST	UKIAH	95482	DAVIS, MARK E	1301 EL DORADO RD	10/24/2003 0:00		0.1617	0.161749	513846921_1306	1	7044
002-272-12	534 S STATE ST	UKIAH	95482	SAD RAT PARTNERSHIP	PO BOX 715	1/17/2014 0:00	750000	0.2362	0.236168	100660192_11199390	1	10289
002-272-18	516 S STATE ST	UKIAH	95482	WATERMAN, JUDITH P	125 E MILL ST	4/1/1995 0:00		0.1617	0.161727	513846921_1305	1	7044
002-272-21	526 S STATE ST	UKIAH	95482	MENDO LAKE SCHOOLS CREDIT UNION	PO BOX 1410	3/1/1987 0:00		0.7062	0.706213	100660192_11199391	1	30762
002-273-03	509 S STATE ST	UKIAH	95482	STONEWOOD INC	PO BOX 251	1/1/1986 0:00		0.5636	0.563615	100660192_11199373	1	24550
002-273-16	575 S STATE ST	UKIAH	95482	LORENZI, MARLYN	4310 LAKE RIDGE RD	11/29/2005 0:00		0.2333	0.660086	100660192_11199379	4	10163
002-273-19	501 S STATE ST	UKIAH	95482	BANK OF AMERICA NT & SA	101 N TRYON ST	1/1/1966 0:00		0.3331	0.774862	100660192_11198299	2	14510
002-273-22	523 S STATE ST	UKIAH	95482	WANG, QINGNAN	521 S STATE ST	8/30/2006 0:00		0.0915	0.186521	100660192_11199381	2	3986
002-273-24	533 S STATE ST	UKIAH	95482	LORENZI, MARLYN	4310 LAKE RIDGE RD	9/16/2002 0:00	125000	0.193	0.660086	100660192_11199379	4	8407
002-273-25	527 S STATE ST	UKIAH	95482	CHANG, JAMES	900 LIVE OAK AVE	9/10/2002 0:00	177000	0.2276	0.227616	100660192_11199380	1	9914
002-273-28	519 S STATE ST	UKIAH	95482	ROCHA, ANTONIO MORENO	2200 N STATE ST	3/21/2003 0:00	170000	0.1677	0.167689	100660192_11199375	1	7305
002-273-29	521 S STATE ST	UKIAH	95482	WANG, QINGNAN	521 S STATE ST	8/30/2006 0:00		0.095	0.186521	100660192_11199381	2	4138
002-273-31	505 S STATE ST	UKIAH	95482	MOUNTANOS, MARK P	605 N STATE ST	3/23/1999 0:00		0.487	0.487041	100660192_11199374	1	21214

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6 | SCHEDULE OF WORK

The GHD Team collaborated to prepare a task by task schedule in concert with the customized project scope of work presented in Section 5. The schedule, like the scope, is organized to be as sequential as possible, providing for increased project delivery efficiency. Dependent tasks have been linked with key predecessor tasks and the schedule recognizes the need for critical early tasks.

Fast-track Project Timeline: The schedule in the RFP is very aggressive. Business as usual for this Project will not achieve the goals the City has established in the RFP. Identifying the critical path from the start will be imperative. In that respect, our team recognizes that proper execution of the public outreach and ROW phase efforts will be imperative to public/adjacent owner acceptance and securing “rights of way” in an accelerated manner for CTC approval. GHD will review scope and schedule with the City to establish additional tasks and approaches to establish a fast-tracked schedule.

Staff Availability: When extensive work needs to be complete, strategically applying significant resources can be a key path to success. The core GHD project staff are coming off the completion of the \$10M Healdsburg Avenue and Roundabout and Redwood Business Park Projects which included similar complete streets, road diet, utilities, and urban design services, and are ready to tackle the Ukiah Downtown Streetscape Project. In addition to holding Ukiah as a preferred client, GHD prioritizes our time for local, high-profile projects like this Project and has availability for the duration. The remainder of the key players and subconsultants have been vetted for availability and have committed to successful resource staffing and completion of the Project. For example, Cinquini and Passarino have committed to multiple survey crews and a strategic survey approach to complete the first major survey submittal in eight days!

APPROACH

To ensure that the resources are applied most effectively, we will develop a work plan to deliver the scope of work. For example, we propose to meet with the City at the outset to review long duration tasks within the CT funding/CTC approval process. Since these are long-lead items, we will look to implement tactics to streamline those efforts and reduce the duration of the work. As discussed in the proposal, one of the most impactful/innovative ideas is to remove the need for TCEs (there may be as many as 76; see Section 5/Supplemental Information) and instead develop a “Permit to Enter”

program for adjacent owners. This could mean the difference between a quick delivery project and one that goes well beyond the proposed timeline.

Tools: Another significant challenge to the schedule is the anticipated review time to receive Department of State Architect (DSA) approval. Recent experience has shown review times of at least eight weeks. The Request for Allocation cannot be made without DSA's approval of the streetscape portion of the project; and, given the schedule set forth in the RFP, there is not time to allocate for their review. To evaluate and show the issue, two schedules have been prepared. The first shows the project schedule based on the tasks outlined in the RFP, notably the TCEs and DSA approval. The second schedule reflects alternatives aimed at facilitating time savings (and cost) and substitutes “Permits to Enter” instead of TCEs and promotes finding a strategy to reduce or eliminate the DSA review time. This tool is only as useful as the systems in place to maintain the project. For this Project, GHD will use BST, Jabber, iConnect, and other software tools for financial, communication, and internal project management.

City of Ukiah
Downtown Streetscape, Road Diet, & Utilities Project
RFP Schedule¹

ID	Task Name	Duration	Finish	2019 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec	2020 Jan Feb
0	Downtown Streetscape, Road Diet, & Utilities Project	247 days	Wed 1/15/20		
1	Submit Proposal	0 days	Wed 2/13/19		
2	City Council awards professional service agreement	0 days	Wed 2/20/19		
3	Task 1: Project Management and QAQC	181 days	Thu 10/31/19		
4	Project Management Plan and Internal Coordination	181 days	Thu 10/31/19		
5	Project Schedule	45 days	Wed 4/24/19		
6	Agency Coordination	181 days	Thu 10/31/19		
7	Caltrans Local Assistance Coordination	181 days	Thu 10/31/19		
8	Project Meetings	26 days	Wed 4/24/19		
9	Progress Reporting/Invoicing	181 days	Thu 10/31/19		
10	Quality Assurance/Quality Control	181 days	Thu 10/31/19		
11	Task 2: Surveys, Mapping and Site Data	16 days	Thu 3/14/19		
12	Background Research	7 days	Fri 3/1/19		
13	Surveys and Mapping	10 days	Wed 3/6/19		
14	Site Visit (with City)	1 day	Thu 2/28/19		
15	Utility Potholing (Recommended Option)	3 days	Wed 2/27/19		
16	Geotechnical Investigation (Recommended Option)	2 days	Tue 3/5/19		
17	Traffic Data (Recommended Option)	3 days	Thu 3/14/19		
18	Task 3: Outreach and Coordination with Adjacent Properties	45 days	Wed 4/24/19		
19	Community Outreach	45 days	Wed 4/24/19		
20	Adjacent Property Owner Coordination	43 days	Wed 4/24/19		
21	Task 4: Utility Coordination	45 days	Wed 4/24/19		
22	Water, Sewer and Storm Drain Coordination	45 days	Wed 4/24/19		
23	Utility Relocation of City and non-City Owned Facilities	45 days	Wed 4/24/19		
24	Task 5: Environmental Compliance & Support	181 days	Thu 10/31/19		
25	NEPA and CEQA Compliance	181 days	Thu 10/31/19		
26	Hazardous Materials Assessment and Support (Recommended Option)	181 days	Thu 10/31/19		
27	Task 6: Design	25 days	Wed 3/27/19		
28	Submit 60% contract documents	20 days	Wed 3/20/19		
29	Drainage and LID Program	20 days	Wed 3/20/19		
30	Utility Coordination	20 days	Wed 3/20/19		
31	60% City Review	5 days	Wed 3/27/19		
32	Task 7: Right of Way Engineering	210 days	Fri 12/13/19		
33	Right of Way Descriptions and Plats	33 days	Wed 4/10/19		
34	Right of Way Appraisal and Acquisition Services ²	179 days	Thu 10/31/19		
35	Record of Survey	32 days	Fri 12/13/19		
36	Task 8: Final Design and Bid Phase	210 days	Wed 1/15/20		
37	Submit 90% contract documents	10 days	Wed 4/10/19		
38	90% City Review	3 days	Mon 4/15/19		
39	DSA Review ³	43 days	Mon 6/10/19		
40	Submit final contract documents, ROW certification, request for allocation, and request for authorization	9 days	Fri 6/21/19		
41	CTC allocation of project	51 days	Fri 9/6/19		
42	Provide bid assistance	88 days	Wed 1/15/20		
43	Task 9: Construction Phase Support & Construction Management (Optional)				
44	Construction Support and Management				

Footnotes:

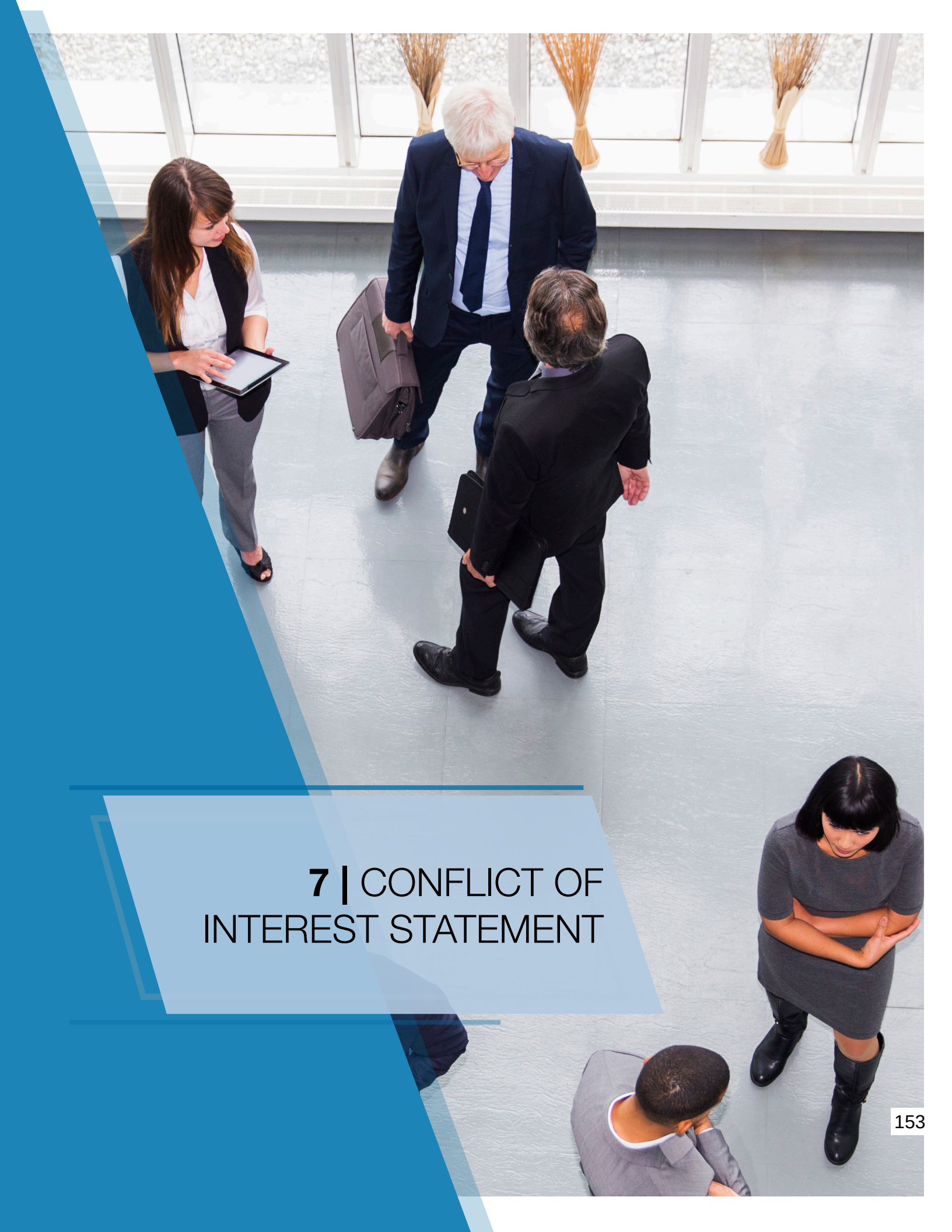
1. Representative schedule based on RFP. Final schedule to be completed after review of scope with City. Final schedule will include items that are added, modified or deleted. Note, with ROW services as specified and DSA review time the schedule is likely not feasible. Assumes NEPA complete.
2. For schedule clarity the ROW phase is not shown as a predecessor to the Request for Authorization, but it is anticipated that the full preparation and execution of TCEs will delay the ROW Certification and thus the RFA submittal.
3. Recent DSA reviews have taken in upwards of 8 weeks. Request for allocation cannot be submitted without DSA approval stamp on title sheet.

City of Ukiah Downtown Streetscape, Road Diet, & Utilities Project Proposed Schedule ¹				
ID	Task Name	Duration	Finish	2019 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov
0	Downtown Streetscape, Road Diet, & Utilities Project	193 days	Thu 10/31/19	
1	Submit Proposal	0 days	Wed 2/13/19	◆ 2/13
2	City Council awards professional service agreement	0 days	Wed 2/20/19	◆ 2/20
3	Task 1: Project Management and QAQC	181 days	Thu 10/31/19	
4	Project Management Plan and Internal Coordination	181 days	Thu 10/31/19	
5	Project Schedule	45 days	Wed 4/24/19	
6	Agency Coordination	181 days	Thu 10/31/19	
7	Caltrans Local Assistance Coordination	181 days	Thu 10/31/19	
8	Project Meetings	26 days	Wed 4/24/19	
9	Progress Reporting/Invoicing	181 days	Thu 10/31/19	
10	Quality Assurance/Quality Control	181 days	Thu 10/31/19	
11	Task 2: Surveys, Mapping and Site Data	16 days	Thu 3/14/19	
12	Background Research	7 days	Fri 3/1/19	
13	Surveys and Mapping	10 days	Wed 3/6/19	
14	Site Visit (with City)	1 day	Thu 2/28/19	
15	Utility Potholing (Recommended Option)	3 days	Wed 2/27/19	
16	Geotechnical Investigation (Recommended Option)	2 days	Tue 3/5/19	
17	Traffic Data (Recommended Option)	3 days	Thu 3/14/19	
18	Task 3: Outreach and Coordination with Adjacent Properties	45 days	Wed 4/24/19	
19	Community Outreach	45 days	Wed 4/24/19	
20	Adjacent Property Owner Coordination	43 days	Wed 4/24/19	
21	Task 4: Utility Coordination	45 days	Wed 4/24/19	
22	Water, Sewer and Storm Drain Coordination	45 days	Wed 4/24/19	
23	Utility Relocation of City and non-City Owned Facilities	45 days	Wed 4/24/19	
24	Task 5: Environmental Compliance & Support	181 days	Thu 10/31/19	
25	NEPA and CEQA Compliance	181 days	Thu 10/31/19	
26	Hazardous Materials Assessment and Support (Recommended Option)	181 days	Thu 10/31/19	
27	Task 6: Design	25 days	Wed 3/27/19	
28	Submit 60% contract documents	20 days	Wed 3/20/19	
29	Drainage and LID Program	20 days	Wed 3/20/19	
30	Utility Coordination	20 days	Wed 3/20/19	
31	60% City Review	5 days	Wed 3/27/19	
32	Task 7: Right of Way Engineering	35 days	Wed 4/10/19	
33	Permits to Enter ²	35 days	Wed 4/10/19	
34	Task 8: Final Design and Bid Phase	156 days	Thu 10/31/19	
35	Submit 90% contract documents	10 days	Wed 4/10/19	
36	90% City Review	3 days	Mon 4/15/19	
37	Submit final contract documents, ROW certification, request for allocation, and request for authorization	7 days	Wed 4/24/19	
38	CTC allocation of project	47 days	Fri 6/28/19	
39	Provide bid assistance	89 days	Thu 10/31/19	
40	Task 9: Construction Phase Support & Construction Management (Optional)			
41	Construction Support and Management			

Footnotes:

1. Representative schedule based on options presented that deviate from RFP. Notably structuring the project so that the portion of the project funded by the Streetscape funds are not subject to DSA review, thus eliminating the lengthy review period.
2. If Permits to Enter are acceptable and TCE's are not required the effort and time to complete the Right of Way will shrink drastically.

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7 | CONFLICT OF INTEREST STATEMENT

GHD has successfully completed recent assignments for the City of Ukiah and prioritizes our relationship with the City. GHD is not aware of any recent, current, or anticipated contractual obligations that relate to similar work that may have a potential to conflict with GHD's involvement with this Project. GHD does not have a financial interest in any contractors that may bid on the Project.

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8 | LITIGATION

GHD trusts the City of Ukiah will appreciate that, due to the commercial sensitivity and confidentiality of any litigation in which GHD may be presently involved, GHD is not at liberty to disclose the information sought. However, we point out that as a component of its prudent risk management practices, GHD obtains high quality professional liability insurance in the world market, and domestically in the U.S., to provide coverage in the industries in which it operates.

Given that we are a firm of nearly 10,000 staff and as a consequence of engaging in business, there are sometimes claims asserted which may or may not give rise to litigation. The details and progress of any such claims are by necessity commercially sensitive and remain in confidence. We are able to inform you that there have been claims notified in the normal course of business, none of which we believe are material to the services which are the subject of your Request for Proposals for Engineering Design and Right-of-way Services for the Downtown Streetscape, Road Diet and Utilities Project.

There are, however, presently no significant ongoing contract failures, no criminal matters, and there have been no judgments against GHD Inc. within the last 5 years. If the City should require further information, kindly contact GHD's Chief Counsel, Duncan Findlay at 602.216.7225 or Duncan.Findlay@ghd.com to arrange for a confidential discussion.

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9 | PROFESSIONAL
SERVICES AGREEMENT

PROFESSIONAL SERVICES AGREEMENT REVIEW

GHD is currently working for the City and is confident that we can agree to mutually beneficial contract language. In an effort to seek the most insurable language possible, the following proposed modifications to the City of Ukiah's draft professional services agreement are provided:

Proposed Language Modifications

Section 6.2 Indemnification

"...surviving the termination of this Agreement, to indemnify the City for **any** claims, cost or liability ~~that arises out of any to the extent caused by~~ negligent act or omission..."

"liability for damages for death or bodily injury to persons, injury to property, or other loss, arising from the negligence, willful misconduct or defects in design by the City, ~~or arising from the active negligence of the City.~~"

"...as used herein includes the expenses of ~~defending against funding the defense of~~ a claim, and the payment of any settlement or judgment arising out of the claim. Defense costs include **all** costs associated with ~~defending funding the defense of~~ the claim, including, but not limited to, the reasonable fees of attorneys, investigators, consultants, experts and expert witnesses, and litigation expenses."

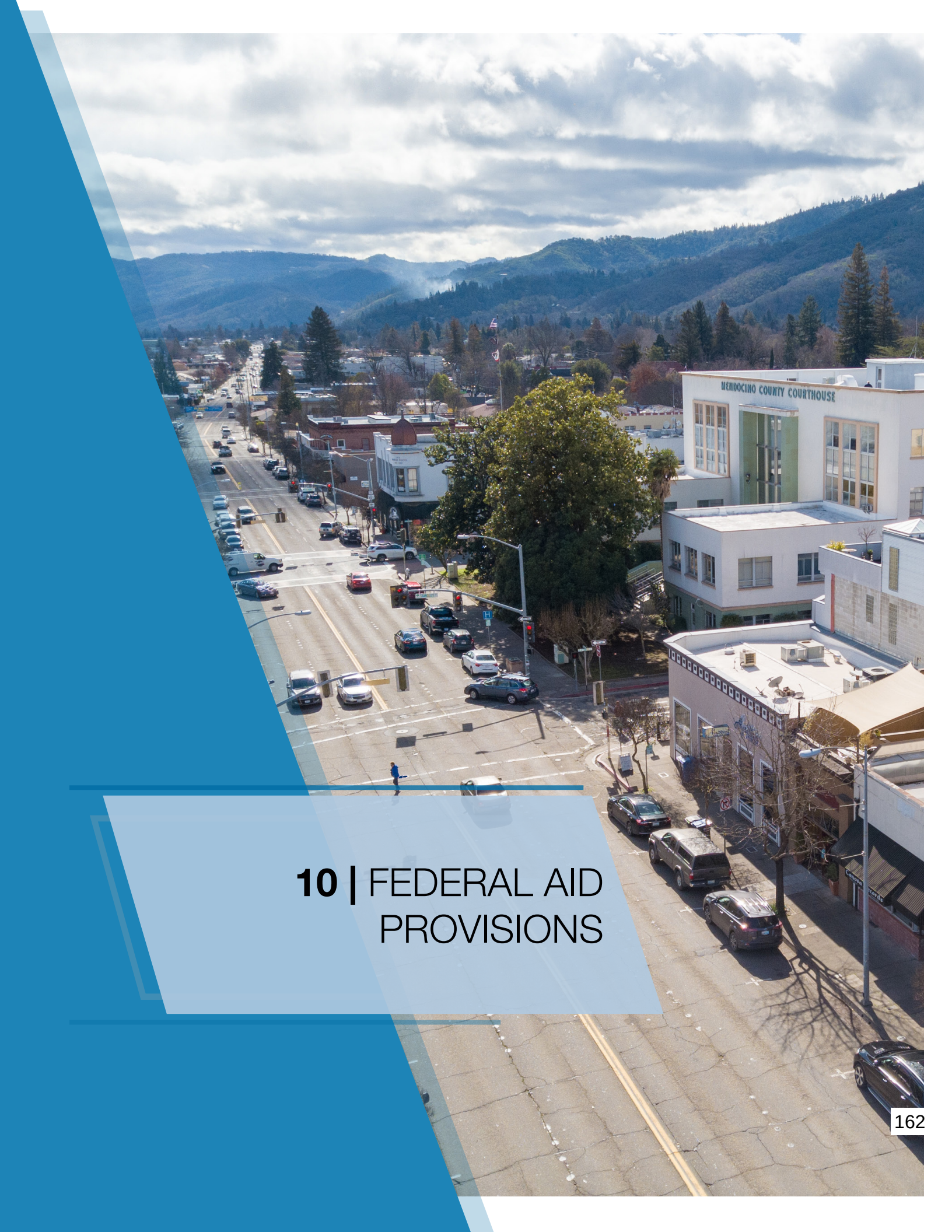
Proposal Terms

The proposal terms shall remain in effect for ninety (90) days following the proposal submittal date of February 13, 2019.

Adequate Financial Management and Accounting Systems

GHD's financial management and acctg systems conform to 48 CFR and 2 CFR as noted.

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An aerial photograph of a city street intersection. In the foreground, a multi-lane road with yellow double lines runs diagonally. Several cars are visible on the road. To the right, a large, modern, light-colored building with many windows is prominent. Above the entrance of this building, the words "MENDOCINO COUNTY COURTHOUSE" are visible. The background shows a valley with more buildings and trees, leading up to a range of forested mountains under a sky with scattered clouds. A large blue geometric shape is overlaid on the left side of the image, and a semi-transparent white box containing the section header is positioned in the lower-left area.

10 | FEDERAL AID PROVISIONS

Consultant Proposal DBE Consultant

Local Assistance Procedures Manual

Exhibit 10-01
Consultant Proposal DBE Commitment

Reset Form

EXHIBIT 10-01 CONSULTANT PROPOSAL DBE COMMITMENT

1. Local Agency: City of Ukiah 2. Contract DBE Goal: 2%
3. Project Description: Downtown Streetscape, Road Diet, & Utilities Project Engineering Design & Right of Way Services
4. Project Location: Downtown Ukiah - State Street from approx. 200 ft s/o Mill St to approx. 200 f n/o Henry St, approx. 8-9 city blocks.
5. Consultant's Name: GHD Inc 6. Prime Certified DBE: ☐

7. Description of Work, Service, or Materials Supplied	8. DBE Certification Number	9. DBE Contact Information	10. DBE %	
Traffic Engineering- Signing & Striping	26209	Whitlock & Weinberger Transportation, Inc. 490 Mendocino Ave, St 201 Santa Rosa, CA 95401; T +1 707 542 9500	2%	
Local Agency to Complete this Section		11. TOTAL CLAIMED DBE PARTICIPATION	2%	
17. Local Agency Contract Number: _____ 18. Federal-Aid Project Number: _____ 19. Proposed Contract Execution Date: _____ 20. Consultant's Ranking after Evaluation: _____ Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate. _____ _____ _____				
IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required.  12. Preparer's Signature William M. Silva 14. Preparer's Name Vice President 16. Preparer's Title	13. Date 02/08/2019 15. Phone 707-484-8236			

DISTRIBUTION: Original – Included with consultant's proposal to local agency.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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Disclosure of Lobbying Activities

EXHIBIT 10-Q DISCLOSURE OF LOBBYING ACTIVITIES

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT TO 31 U.S.C. 1352

1. Type of Federal Action: ☒ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. Status of Federal Action: ☒ a. bid/offer/application ☐ b. initial award ☐ c. post-award	3. Report Type: ☒ a. initial ☐ b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity ☒ Prime ☐ Subawardee Tier _____, if known Congressional District, if known _____	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known _____	
6. Federal Department/Agency: _____	7. Federal Program Name/Description: _____ CFDA Number, if applicable _____	
8. Federal Action Number, if known: _____	9. Award Amount, if known: _____	
10. Name and Address of Lobby Entity (If individual, last name, first name, MI) _____	11. Individuals Performing Services (including address if different from No. 10) (last name, first name, MI) _____	
(attach Continuation Sheet(s) if necessary)		
12. Amount of Payment (check all that apply) \$ _____ ☐ actual ☐ planned	14. Type of Payment (check all that apply) ☐ a. retainer ☐ b. one-time fee ☐ c. commission ☐ d. contingent fee ☐ e. deferred ☐ f. other, specify _____	
13. Form of Payment (check all that apply): ☐ a. cash ☐ b. in-kind; specify: nature _____ Value _____	15. Brief Description of Services Performed or to be performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted, for Payment Indicated in Item 12: (attach Continuation Sheet(s) if necessary)	
16. Continuation Sheet(s) attached: Yes ☐ No ☒		
17. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying reliance was placed by the tier above when his transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
Signature:  Print Name: <u>William M. Silva</u> Title: <u>Vice President</u> Telephone No.: <u>707-484-8236</u> Date: <u>02/08/2019</u>		Authorized for Local Reproduction Standard Form - LLL

Standard Form LLL Rev. 04-28-06

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11 | CLIENT REFERENCES



City of Ukiah

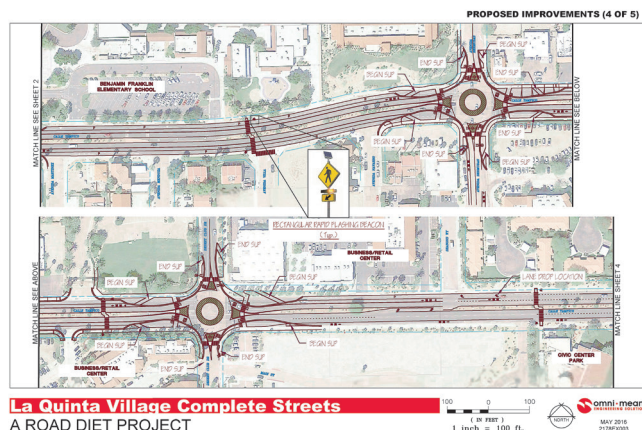
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Former Public Works Director

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former Engineer at City of Petaluma

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T +1 707 259 8631



Town of Windsor

Alejandro Perez, PE

Senior Civil Engineer, Public Works Department

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Windsor, CA 95492

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Sonoma-Marin Area Rail Transit (SMART)

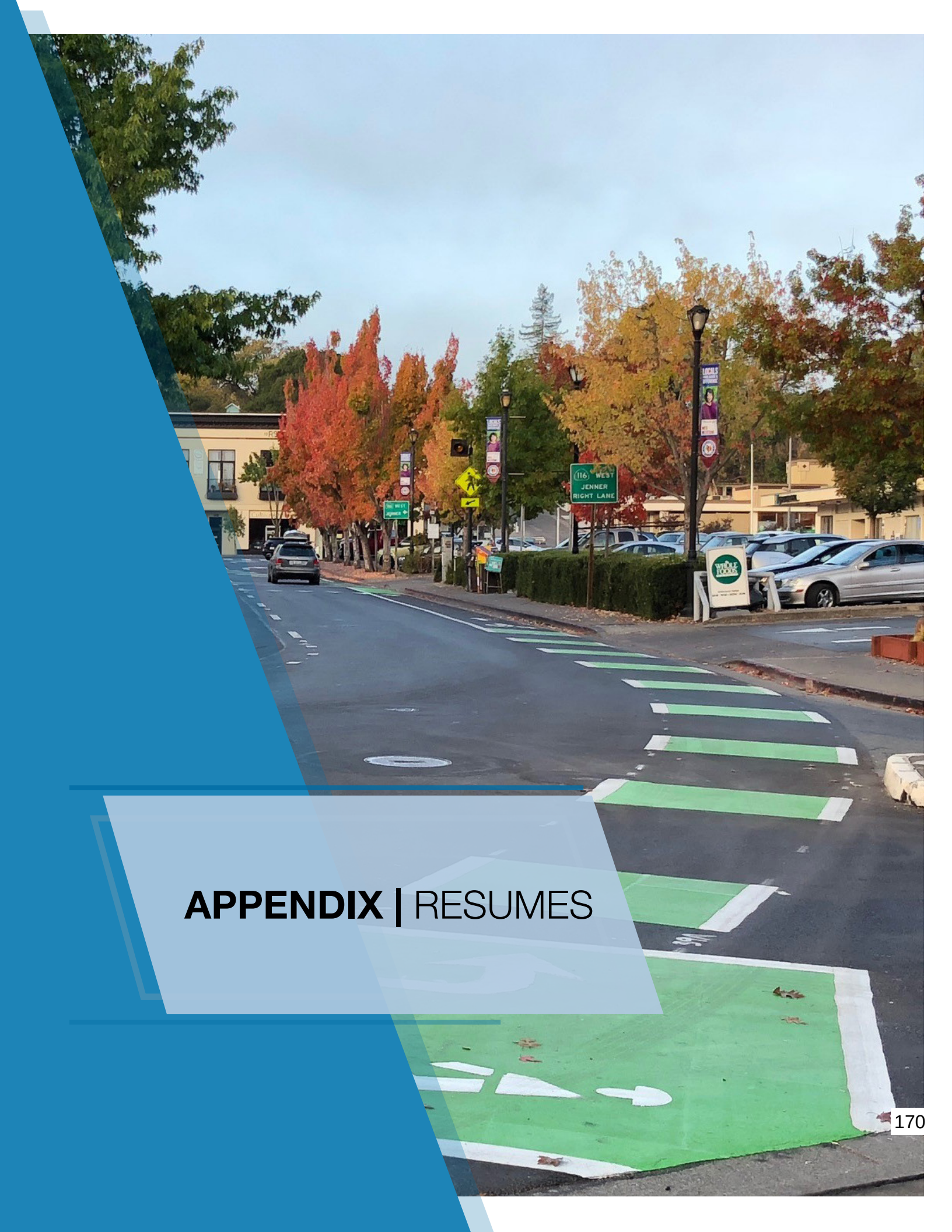
Bill Gamlen, PE

Chief Engineer

5401 Old Redwood Highway, Suite 200

Petaluma, CA 94954

T +1 707 794 3049



APPENDIX | RESUMES



William M. Silva, PE, QSP/QSD

Principal in Charge



Qualified: B.S. Civil Engineering, California State Polytechnic University, 1993; Civil Engineer: CA #53235; CDT, Construction Specification Institute; Certified QSP/QSD.

Connected: Member, Construction Specification Institute; Member, American Society of Civil Engineers; Member, American Public Works Association; Member, National Society of Professional Engineers; Member, South & West Area Business Association; and Member, LSR XXV, Leadership Santa Rosa.

Professional Summary: With over 25 years' experience in public sector civil engineering, transportation, and utilities design, Bill is highly skilled at CIP and Public Works project design, including: large-scale redevelopment, roadway and bridge design, railroad design, various water, sewer and storm drain projects, and a broad background in all phases of project planning, outreach, and design through construction. Bill has been a County Public Works engineer and an Assistant City Engineer. Most importantly and relative to the Ukiah Streetscape Project, he has designed and/or managed seven exceptionally similar streetscape, road-diet, federally-funded, former Highway 101, high-profile, downtown projects along the Highway 101 corridor in Northern California, from southern Sonoma County through Mendocino County.

Project Manager **Cloverdale Boulevard Street Improvements |** **City of Cloverdale, CA**

PM for the Cloverdale Boulevard Street Improvement project that consisted of a streetscape between Lake Street and Third Street in the downtown portion of the City. The improvements consist of narrowing the existing street (from two to one lane in each direction), traffic signal modifications, widening of sidewalks, installation of alternating parallel and angled parking, extensive landscaping, street furniture, and improvements to underground utilities. A vital part of the design process was working with the downtown property owners and merchants to develop a construction sequencing plan to ensure continued access to the businesses in the project area. The project was constructed in 2002, at an estimated construction cost of \$4 million. WRT was the Planner/Landscape Architect of record.

Project Principal **San Pablo 23rd Street Road Diet | City of San** **Pablo, CA**

This project involved the reconfiguration of a 4-lane roadway to 3-lanes (two-way left-turn lane median) with on-street parking and bike lane facility. 23rd Street is functionally classified as a Mixed Use Boulevard carrying between 18,000 to 25,000 ADT. GHD provided full design, preparation of construction documents, stakeholder coordination, and public outreach services. The design consisted of improvements to reconfigure the roadway, including removal of existing striping, slurry seal, signing and striping, high visibility crosswalks and relocation of transit stops. GHD was solely responsible for stakeholder coordination, public meetings, and outreach. After the conclusion of construction, GHD prepared a "before" and "after" study

to evaluate traffic volumes, traffic operations, pedestrian activity, bicycle riding activity, speed, safety, diversion of traffic, changes to parking and accessibility, and public perception of the project after implementation.

Project Principal **Petaluma Complete Streets Project (Federal** **Project STPL 5022(055)) | City of Petaluma, CA**

This federally funded project included approximately 4,500 LF of Lakeville Street and East D Street, two heavily traveled arterials within the City. Within the existing right-of-way, the travel lane widths were reduced to incorporate either 5 to 6 foot enhanced green bike lanes or shared lane facilities throughout the project limits. Pedestrian enhancements included sidewalk gap closures, widened sidewalks, upgraded curb ramps, high visibility crossings with advanced warning signage, and a rectangular rapid flashing beacon (RRFB) system installation at the Copeland St./D St. intersection (near transit center). The project also included a new bus bay for transit services, coordination with the adjacent passenger rail station and assistance with Federal aid processing.

Project Manager **Petaluma Blvd North Road Diet Project | City** **of Petaluma, CA**

PM for the design of roadway improvements on Petaluma Boulevard North. This was a "road diet" project, which reduced the number of travel from 4 to 3 lanes including a two-way left-turn lane, while also providing additional enhanced pedestrian crossings. The project also included a new traffic signal system; in-ground lighted pedestrian crossings, bulb-outs, and ADA curb cut ramps, among other improvements. The project was funded through the Federal Highway Administration Transportation for Livable Communities (TLC) Grant. Bill's team later completed Phase II of the



Downtown Traffic Calming/Streetscape project, which included work on numerous streets throughout Old Downtown Petaluma and involved paving, grading, utilities, and aesthetic improvements (streetscape).

**Principal/Project Manager
Healdsburg Ave Streetscape Project | City of
Healdsburg | Healdsburg, CA**

Project Manager for the design of Healdsburg Avenue Streetscape at the entrance to the City, including a roundabout at a five-way intersection. The project was a signature gateway improvement project with landscaping, lighting, decorative walls and hardscape, among other features. Project included replacement of sewer, water, and storm drain lines, undergrounding of power and communication, extensions of a box culvert, railroad crossing improvements, and the construction of the roundabout. The sewer line replacement included the installation of 12 to 36-inch pipe; water line replacement from 8 to 12-inch pipe. Project also included permits, mobilization, temporary utilities, protection of existing improvements, safety, quality control, temporary traffic control, demolition, abandonment, site preparation, sewer flow control, earthwork, open trench construction, temporary shoring and bracing, dewatering, pavement markings and striping, testing, clean up and demolition.

**Project Director
Jaguar Way/Windsor Road Signalization and
Sidewalk Gap Closure Project (CML-
5472(018) | Town of Windsor, CA**

Bill provided oversight for this project, ensuring seamless delivery of a full range of services, including conceptual planning, preparation of project alternatives, public outreach, right of way acquisition coordination, preparation of construction documents, engineering support during construction, and Federal aid processing assistance. The project design included street widening at the approach to the intersection of Windsor Road and Jaguar Way, installation of a new traffic signal system, connection of Class II bike lanes, and Class II bike lane enhancements (green lanes). The design also included sidewalk gap closure, new street lighting and retrofit of existing lighting for LED luminaires, street widening for on-street parking and a right-turn pocket into Windsor High School, upgrade of pedestrian curb ramps, pavement rehabilitation, striping, and signage.

**Principal-in-Charge
Street Smart Rohnert Park | City of Rohnert
Park, CA**

This Congestion Mitigation and Air Quality (CMAQ) funded complete streets project in the Central Rohnert Park Priority Development Area (PDA) included design of pedestrian and bicycle improvements within the PDA. Project features included ADA ramps, mid-block crossings, in-ground lighted crossings, rectangular rapid

flashing beacons (RRFB's), and signing and striping. The project also included a customized wayfinding program that initiated the character of the pedestrian scale signage throughout the PDA and compliance with Federal and State funding requirements and coordination with Caltrans Local Assistance and the adjacent rail District, SMART.

**Principal in Charge
Willits Main Street Corridor Enhancement |
City of Willits, CA**

As a subconsultant to WRT, Mr. Silva led GHD's team for civil design, engineering, and cost estimating for the concept development of the Willits Main Street Corridor Enhancement. Complete streets enhancement elements included bulbouts, enhanced crosswalks, bike lanes, landscaping, and public art. Extensive public outreach, including real-time workshops, was performed to capture public input and support.

**Principal in Charge
Petaluma Downtown Phase II Redevelopment
| City of Petaluma, CA**

Phase II of the Downtown Traffic Calming/Streetscape and undergrounding Project, included work on numerous streets throughout Old Downtown Petaluma. Design included paving, grading, utilities, and aesthetic improvements (streetscape) throughout the project limits.

**Project Manager
Old Redwood Highway Downtown
Improvement Project | City of Cotati, CA**

This project consisted of the construction of traffic calming measures throughout the City's downtown area. Specific elements included roadway narrowing, decorative sidewalks, decorative streetlights, bridge railing, median island, diagonal parking, and 1,300 linear feet of street overlay. GHD provided Caltrans coordination with District 4 Local Assistance Office; represented the City in public meetings; prepared plans, specifications, and cost estimate (PSEs); provided environmental review and documentation (CEQA and NEPA); provided bid support services; and construction support services.

**Project Manager
Windsor Town Green | Town of Windsor, CA**

Project Manager for a community-based design process for a new park in the Town. This 4.5-acre Green serves as a vibrant gathering place for the community of Windsor which has bolstered the town's economy and created a down town area for residents and visitors to gather. The Town Green is the centerpiece for the new downtown and is now surrounded by mixed-use development, housing, commercial, and civic buildings. WRT was the Planner/Landscape Architect of record.



Matt Kennedy, PE, TE

Project Manager



Qualified. B.S. Environmental Resources Engineering, Humboldt State University, Arcata, CA, 2001

M.S. Environmental Engineering, University of Massachusetts, Amherst, MA 2003

Civil/CA/#C 68304, Traffic/CA/#TR 2385, Civil/OR/#83450PE, Civil/NM/#23032,

Civil/Guam/#1337

Connected. American Society of Civil Engineers, Institute of Transportation Engineers, American Water Works Association, Engineers Without Borders, Society of American Military Engineers

Professional Summary. Mr. Kennedy is a licensed Civil and Traffic Engineer with 15 years of experience in traffic/transportation, utility systems, water/wastewater and sustainable civil engineering. He is adept in the design and management of a broad range of civil infrastructure projects, including roadways, water and wastewater conveyance systems, storm

drainage and Low Impact Development (LID), traffic signals, pedestrian and bicycle facilities, striping and signing, grading and drainage, civil site design, and traffic control. His experience also includes a broad range of planning, modeling and analysis capabilities including utility master planning, traffic and parking studies, circulation studies, analysis and timing of signals hydrologic and hydraulic modeling, and water and wastewater process design. He is also experienced in land surveying and construction management.

Assistant Construction Manager and Construction Engineer Pacific Northwestern Rail Trail Phase 1 | City of Ukiah, CA

Mr. Kennedy served as Construction Manager for a Class I trail along one mile of the NCRA Railroad Corridor between Gobbi Street and Clara Avenue in Ukiah. This was the first rail-with-trail project to be designed and constructed in NCRA ROW in Mendocino County. In addition to construction management, Mr. Kennedy provided engineering during construction, and coordinated extensively with the City of Ukiah and Project Manager Ben Kageyama.

Project Manager Replacement Well #4 and New Well #9 | City of Ukiah, CA

This project replaces existing and failing Well #4 with a new well, and a chlorination and control building. GHD provided related site improvements, and then constructed new Well #9. Well #4 is located on a parcel in a residential neighborhood.

Traffic and Civil Engineer Perkins Street and Orchard Avenue Intersection Improvements | City of Ukiah | Ukiah, CA

This project involved the design of traffic signal modifications and geometric improvements to add an additional right turn lane with a right turn overlap phase at this heavily utilized intersection near the on and off ramps for the U.S. 101 East Perkins Street interchange in Ukiah, CA. Other improvements included minor grading and storm drainage improvements, paving, striping for the new turn lane, curb, gutter, and sidewalk, and relocating signs

from the demolished signal poles to the new signal poles. This project was completed in September 2009, modified in January 2012 to include federal Economic Development Administration funding requirements, and completed by 2012.

Project Manager Talmage Interchange Improvements | City of Ukiah, CA

The project involves the design of geometric modifications to the existing Caltrans-owned freeway interchange in Ukiah. The improvements are related to ongoing development of the Redwood Business Park and regional growth, specifically required to accommodate increased traffic. GHD prepared a detailed traffic impact study, biological assessment, hazardous materials assessment, and a noise study for the project in support of a CEQA EIR.

Traffic and Civil Engineer East Washington Pedestrian Crossing | City of Petaluma, CA

The purpose of the project is to enhance pedestrian visibility, crossing safety and ADA accessibility at East Washington Street on the Petaluma Ring Trail. The project includes a high-visibility overhead warning system (flashing yellow beacons and LED blankout sign), a pedestrian corral at the mid-point of the crossing, new sidewalks along East Washington Street, utility trenching, a new PG&E service, ADA curb ramps with truncated dome detectable warning panels, and striping and signing. GHD designed the new overhead warning system using standard details and equipment from Caltrans, including foundations, poles, mast arms, and one luminaire for safety lighting. New sidewalks provide connectivity for bicyclists and pedestrians between the Ring Trail on Sky Ranch Road and East Washington Street. The project



was completed on-schedule and under budget. In addition to full design services, GHD provided construction support services during construction and worked with City staff and the contractor.

Traffic and Civil Engineer

Lakeville Street Signal Improvements | North Coast Rail Authority | Petaluma, CA

GHD provided NCRA with design and construction engineering services for rail and traffic signal modifications and pedestrian improvements at two major intersections and grade crossings in Petaluma. The traffic signal and pedestrian improvements were required as part of NCRA's improvements to the rail system between Cloverdale and Larkspur to begin freight rail service in 2011. The project also involved coordination between NCRA, the City of Petaluma, and the California Public Utilities Commission.

Project Manager and Construction Manager Redwood Business Park Transportation Improvements | City of Ukiah, CA

The project involves the design of improvements to an existing roadway system in a developing business park and retail area to repair a large section of under-designed and failed pavement, widen and improve roadways to accommodate increases in traffic and heavy trucks associated with planned future commercial and retail developments, and other associated improvements. Elements of the project include pavement design and roadway reconstruction, new and modified traffic signals, the addition of lanes and changes in roadway geometry, extensions of roadways and utilities, and pedestrian and bicycle improvements consistent with the City's Bicycle and Pedestrian Plan and development plan. Roadway widening improvements require coordination with PG&E for the relocation of a primary distribution power pole, and wetland delineation. Other project services include traffic analyses and planning assistance for future interchange improvements, and coordination with Caltrans. This project is currently in construction.

Civil Engineer of Record

Transit Operations and Maintenance Facility | Mendocino Transit Authority (MTA) | Ukiah, CA

GHD provided civil, mechanical, electrical, and structural engineering design services for a new operation and maintenance building, fueling facility, bus clean detail, and related improvements, replacing MTA's existing outdated and undersized facilities. Site designs include new utility services, excavation, grading and paving, and stormwater improvements. The project required reconstruction of existing utilities to locate them within existing utility easements, removal and replacement of undocumented

and unstable fill materials, and coordination with local agencies for approvals.

Project Manager and Engineer of Record Route 14 Resurfacing | Guam Department of Public Works | Guam, USA

Currently Serving as Project Engineer and Engineer of Record for this project which resurfaces and restores the existing major arterial roadway, Route 14 (Chalan San Antonio), from approximately 600 feet south of Route 1 (South Marine Corps Drive) north to and including the Archbishop Felixberto Flores traffic circle. The intent of this project is to resurface the existing major arterial roadway, and make improvements to vehicular safety and pedestrian and bicycle mobility within this business district of Tamuning. In general, this project constructs a "road diet," by narrowing the existing roadway and reducing the number of travel lanes from 2-3 lanes in each direction to 2 lanes in each direction with center left turn pockets and two-way left-turn (TWLT) lanes. The project includes modifications intersections, new raised medians, new signing and pavement markings, modifications to existing drainage inlets and the reconstruction of existing sidewalks to provide wider sidewalks and ADA compliant curb ramps, clearances around obstructions, and new driveway curb cuts. Additionally, the project aims to improve multimodal transportation facilities along this corridor through the inclusion of striped bike lanes. The existing Archbishop Felixberto Flores traffic circle is also modified and reconstructed and address pavement failures within the context of a 2R project, and improve safety and operations by incorporating elements of modern roundabout design standards as much as practical without modifying the existing inscribed circle.

Project Manager and Engineer of Record Route 7A Rehabilitation and Safety Project | Guam

Served as project manager and lead design engineer for this roadway rehabilitation and safety improvement project in Guam, USA. This project involves the resurfacing and reconstruction for approximately 3,000 feet of arterial roadway connecting two highways in Hagåtña, Guam, with the goal of improving overall safety. The project includes a new flexible pavement structural section, guard rails, driveway and intersection conforms, reinforced concrete approach slabs and barricades at the Agana River Bridge, new ADA compliant sidewalks and curb ramps, curb and gutter, signing and striping. The relocation of several power transmission poles is also required to achieve ADA compliance and improve roadway safety. Storm drainage design elements include an entirely new storm drainage system designed for the 24-hour 25-year event including bioswales at the two outfalls to improve water quality. The storm drainage system includes over 3,400 feet of 18" to 36" pipe, 40 new catch basins, 2 new drop inlets, 18 manholes and 400 feet of bioswales. The project also includes provisions for a future traffic signal at an intersection currently controlled by stop signs.



Jeremy Schmal, PE

Deputy Project Manager



Qualified: Civil Engineering, California State University Fresno, Fresno, CA, 2012; Civil Engineer: CA #87192;

Connected: Younger Member Forum of ASCE – American Society of Civil Engineers, AEP – Association of Environmental Professionals (past vice-president Central California section), ITE – Institute of Traffic Engineers

Professional Summary: Mr. Schmal has over 12 years of experience in civil engineering working with the public sector. He has performed project management and project engineer duties on numerous multi-million dollar public works transportation improvement projects including roundabouts, pedestrian improvements and ADA compliance, roadway widening, utility relocation, intersection improvements and traffic signals, and complete street projects. Jeremy also has experience administering projects with Federal Aid/Local Assistance funding, traffic engineering, transportation analysis and planning, and high-visibility pedestrian projects. Other experience includes construction management, where he has acted as Resident Engineer and Lead Inspector as well as providing construction engineering and bid support.

Project Engineer

Healdsburg 5-Way Intersection | City of Healdsburg | Healdsburg, CA

The project includes constructing a 5-Way Roundabout as well as extensive utility improvements. The project replaces the existing five-legged signalized intersection with a single-lane modern roundabout with an at-grade heavy rail crossing traversing through the center of the intersection. The project also replaces the sanitary sewer trunk main, water mains, storm drain and reconstructed a box culvert through the intersection. Jeremy was responsible for finalizing the Plans and Specifications and assisting through the bid process through to contract award. Once in construction he assisted the construction manager handling design changes and clarifications, RFIs and Submittals.

Project Manager

Devlin Road Segment H and Vine Trail Extension Project | City of American Canyon | American Canyon, CA

Jeremy was responsible for managing all aspects of design of this roadway project through a greenfield in the City of American Canyon. The nearly 1-mile long new roadway included design of the extension of the Vine Trail, which is a multi-use master planned trail through Napa County. It also included right-of-way acquisition, design of a new box culvert, utility design and coordination, and LID storm water solutions, such as bio-retention. The roadway cuts through areas of wetlands which required mitigations and coordination with multiple government agencies.

Project Engineer

Napa 5-Way Intersection | City of Napa | Napa, CA

Jeremy worked with the project team on the high-profile 5-way intersection project located on Hwy 121/Silverado Trail east of Downtown Napa. The project included

numerous alternatives development and analysis, an extensive public outreach program, cost estimating, and preparation of Project Initiation Document (PID) for Caltrans review and subsequent design as part of SHOPP program. Alternatives included 5-leg roundabouts, multi-roundabouts, leg removal with signalization, and other approaches. Jeremy was responsible for preparation of the Storm Water Data Report, Utility conflict exhibits, Cost Estimates and overall project support.

Project Engineer

Farmersville Roundabouts Project (Federal Project No. HSIPL 5368 (0096) and CML 5368 (010) | City of Farmersville | Farmersville, CA

As Project Engineer, Jeremy was responsible for the design and preparation of construction documents for this federally-funded roundabouts project, which provided for the construction of two roundabouts within state right of way, including the first roundabout at a ramp terminus in Caltrans District 6. He was involved in the project from initial traffic analysis and feasibility through engineering support during construction. The design included roadway widening and realignment, retaining walls, box culvert modifications, new drainage facilities, street lighting, and landscaping. The project also included extensive staged construction and traffic management planning, right-of-way acquisition, utility coordination and relocation, and a Caltrans Encroachment Permit. It required coordination between the City of Farmersville, Caltrans Project Oversight, and the County of Tulare with the majority of the funding being supplied by the CMAQ and HSIP programs. Jeremy provided Federal Aid services including Caltrans Local Assistance coordination, certifications, and preparation of the E-76 award package. The project was constructed with a cost of \$5.1 million. Jeremy also provided construction support throughout construction of the project.



Project Engineer

Fulton Road Widening PA/ED (Guerneville Road to Piner Road) | City of Santa Rosa | Santa Rosa, CA | 2016 – 2017

As project engineer, Jeremy was responsible for utilities engineering, including coordination, identification, location and relocation planning for the initial design phase of the widening of this major arterial roadway.

Project Manager

Napa Trower Storm Drain Improvement | City of Napa | Napa, CA

This project includes abandoning an existing storm drain system, including outfalls, and designing a new system of storm drain pipelines that outfall in a consolidated location. The existing system has multiple outfalls into Salvador Creek which will be replaced by a single large diameter outfall into an existing box culvert. As the Project Manager, Jeremy was responsible for project development, all aspects of engineering, and preparation of full PS&E and construction documents. As part of the preliminary engineering, the team performed hydraulic analysis and made recommendations on pipe size, slope, and invert elevations.

Project Engineer

State Route 63/Lincoln Oval Complete Streets Improvement Project | City of Visalia | Visalia, CA

Jeremy was the Project Engineer for the Lincoln Oval/Oval Park project which focused primarily on pedestrian and bicycle facility safety and improvements. The project is located on State Route 63 and was subject to the Caltrans oversight and encroachment permit process. Improvements included bulb-outs and new curb ramps/ADA compliant facilities at nine locations and rectangular rapid flashing beacons (RRFBs) at two locations. These are the first RRFBs constructed on the State Route system in Caltrans District 6. The project also included drainage improvements, street lighting, pavement rehabilitation, two overhead signs, and enhanced bike lanes. There were numerous design challenges including adding an additional travel lane and bike lane without widening the road, upgrading a sub-standard drainage system with minimal fall, and correcting or maintaining ADA compliance even with significant grade changes due to the construction of large bulb-outs.

Project Engineer

Jaye Street Roundabout Project | Porterville, CA

Served as Project Engineer responsible for completing the preparation of construction plans for the Jaye Street Roundabout Project. Also served as engineering point of contact during construction support phase. Project included construction of a hybrid multi-lane roundabout at the entrance of a WalMart distribution/warehouse facility, realignment of roadways and development of site improvements for an adjacent fire station. Project required

complicated traffic handling and staging plans on State Routes (with Caltrans involvement) to allow for access to private residences.

Project Engineer

Fancher Creek Development Roundabouts Feasibility and Design Project | Fresno, CA

Jeremy served Project Engineer and lead designer for the Fancher Creek Development Roundabouts Feasibility and Design Project. The project included the development of roundabout geometrics based on the needs analysis and right of way constraints. The feasibility analysis was approved by the City and geometrics finalized for the development.

Project Engineer

Visalia Road Improvement Project | City of Exeter | Exeter, CA

Jeremy served as Project Engineer for this 1-mile long roadway improvement project that consists of roadway widening, traffic signal modification, pedestrian improvements, relocation of a sewer lift station, street lighting, and utility relocation. The project included preparation of right-of-way acquisition documents, environmental certification, and coordination with an adjacent improvement project.

Project Engineer

Belmont Road Frontage and Pedestrian Improvement Project | City of Exeter | Exeter, CA

This federally-funded CMAQ project undergrounded 1,600 feet of existing irrigation ditch and constructed a multi-use concrete path on top of it. The project includes decorative street lighting, landscaping and irrigation, and redesign of existing agricultural irrigation conveyance structures. Extensive coordination with the irrigation district, their engineer, and board of directors was required. The project also included overhead utility relations, right of way acquisition, environmental certification, and compliance with federal aid regulations. Jeremy provided bid support services including advertisement, bid package distribution, bid opening, and contract approval.

Other related areas of interest

Registered

- Civil/CA/#C87192

Trained

- Caltrans Local Assistance Training - Resident Engineers (RE) Academy
- ITS Berkeley - Construction Inspection of Traffic Signals
- Caltrans Local Assistance Training – Federal Aid
- CSU Fresno Extension – ArcGIS Certification



Jerry Champa, PE

Local Assistance Coordination



Qualified: BS, Civil Engineering, University of Notre Dame, Notre Dame, IN; BA, American Studies, University of Notre Dame, Notre Dame, IN; Civil Engineer, CA #40573

Connected: Institute of Transportation Engineers; Transportation Research Board Committee on Roundabouts

Professional Summary: Jerry Champa works as a senior engineer hand-in-hand with GHD's Transportation Team across California and the nation. As a Statewide Traffic Safety & Design Liaison Engineer for Caltrans (from 1992 to 2017), he advised, approved or coordinated approvals for state, regional and local agencies seeking: safety project funding; design and safety policy exceptions; and, innovative solutions for complex and sensitive safety and operational problems under every conceivable scenario. As a Liaison, Jerry was consulted and worked directly with project teams across the state to modernize, *complete, and provide balanced* highway infrastructure for all travelers (modes) using newer but proven countermeasures, a performance-based approach, and modern strategies and tools – many of

which he was instrumental in adopting for use on state highways. In his design and traffic policy role, Jerry led and/or supported initiatives to “mainstream” roadway reconfiguration; road and intersection diets; roundabouts and other alternative intersection and traffic calming strategies; compete pedestrian infrastructure; pedestrian-specific traffic control and warning systems; Data-Driven Safety Analysis; and, managed lane system access. As a Strategic Highway Safety Plan Co-lead, he established the state’s Intersection Control Evaluation policy and a performance-based, type-selection tool, and managed their statewide implementation. Jerry continues to bring expertise, professional judgement, a network of technical experts, and a creative but practical approach to the art of traffic and design problem-solving,

Multi-Disciplinary Team Member and Advisor Pedestrian Safety Audit of North Lake Boulevard (SR 28) | Tahoe Regional Planning Agency | Tahoe City, CA (2014)

Invited to participate by Tahoe Metropolitan Planning Organization (MPO)/Regional Planning Agency (RPA) and Federal Highway Administration (FHWA). Safety Audit of State Route (SR) 28 through Tahoe City produced consensus and basis for funding to pursue specific infrastructure improvement recommendations to address pedestrian/cyclist safety needs at all intersections and crossings within study limits.

Technical Advisor (Volunteer) Coalition for Safety and Livability | Land Park Neighborhood | Sacramento, CA (since 2017)

Initiated and co-leading grass roots effort to identify priorities and build a consensus and support among affected residents, the community association “board,” law enforcement, and traffic engineering officials for systemic safety improvements, traffic calming and reconfiguration strategies, and “missing” infrastructure along a two-mile street corridor through a residential community. Effort is challenging City’s reactive safety management practices and pursuing a systemic safety analysis approach to attract funding in order to “right-size,” complete and provide balanced street infrastructure which will increase walking and cycling by residents, without a corresponding increase in fatal crashes due to the increased volume (and exposure) of non-motorized travelers.

Multi-Disciplinary Team Member and Advisor Mobility and Safety Study of Lincoln Highway (SR 50) | Tahoe Regional Planning Agency | Town of Meyers | Meyers, CA (2016)

Invited to participate by Tahoe MPO/RPA and FHWA. Study produced community and partner agency consensus on recommendations to improve pedestrian and cyclist safety through implementation of access and speed management strategies. Played key role in guiding study toward the region’s vision and community’s desire to transform the highway corridor into a complete/main street.

Caltrans and Local Agency Technical Advisor Pedestrian Crossing Studies | Caltrans District 12 | Laguna Beach, CA (2008 - 2012)

Technical Advisor on numerous pedestrian crossing studies along Pacific Coast Highway and Laguna Canyon Highway; studies led to project funding for installation of innovative/intelligent pedestrian crossing warning system. Participation led to finding that inconsistent traffic control and warning systems may lead to errors by pedestrians who cross Pacific Coast Highway at different locations.

Technical Advisor Pedestrian Safety Investigation | Caltrans | City of Newport Beach, CA (2009)

Technical Advisor on pedestrian safety investigation for segment of Pacific Coast Highway; investigation identified pattern of pedestrian collisions during hours of darkness and led to Highway Safety Improvement Program-funded project for installation of continuous lighting.



Co-Lead

California Strategic Highway Safety Plan (SHSP) | Caltrans | Sacramento, CA | 2009-2017

Led and coordinated multi-disciplinary and agency effort to produce Action and Implementation Plans for Challenge Areas focused on intersection, freeway and managed lane access-related crashes. Employed network screening, and relied upon crash and condition analysis to identify systemic safety strategies to reduce crashes which have caused nearly half of California's fatal and severe injury crashes. Specific outcomes are described below:

Intersection Control Evaluation (ICE)

ICE was established in 2013 as a traffic engineering policy, and data-driven type-selection tool supported by a Technical Assistance Network comprised of state and national Subject Matter Experts. The above "program" functions to objectively evaluate and compare the safety, operational, and cost effectiveness of roundabouts and other innovative solutions alongside traditional intersection control alternatives. ICE is accelerating the use of proven but under-utilized safety countermeasures, primarily through a comparison of predicted safety performance and overall Return on Investment.

Safety Lighting Initiative

SHSP network screening identified a new/previously unrecognized pattern of fatal and severe injury crashes during "darkness" along state highway corridors across California. To confirm the cost-effectiveness of innovative safety lighting applications, a Demonstration Program was established and produced 12 HSIP-funded lighting projects for local arterial and freeway corridors. Before-After evaluations are demonstrating unexpected (70-100%) reductions in "night-time" fatalities and severe injuries.

Caltrans Experience

Traffic Operations Division (HQ Office) | Caltrans | CA

Final position with Caltrans was within the HQ Division of Traffic Operations, from 1998 to 2017, as a Statewide Traffic Safety and Operations Liaison Engineer. During this period: consulted and worked directly with Caltrans district offices, regional and local agency personnel responsible for safety and operational performance management during investigation, project planning and delivery of practical solutions or incremental improvements for complex and controversial transportation problems in a variety of settings (rural, urban, suburban, Main Street, etc.). In role of liaison among Caltrans functional groups and offices, provided technical assistance, approvals and coordinated approvals for Caltrans and local partners seeking: safety project funding; design and safety policy exceptions; and, innovative solutions for complex and sensitive safety and operational problems under every conceivable scenario. In the role of design and traffic engineering policy

specialist: led development of "missing" policy and guidance to encourage use of innovative solutions, and practical performance and data-based decisions. Published and managed statewide implementation of numerous policy, process, and program updates, including the Active Transportation program. Many of these were concerned with the optimization of resource investments through adoption of safety-centric investigation and evaluation processes and tools, such as: Road and Pedestrian Safety Audits, safety analysis methods capable of crash prediction and comparison among alternatives, corridor-based and systemic safety analysis.

Also, led and worked through statewide coalition established to create and continuously update California's Strategic Highway Safety Action and Implementation Plans.

Other related areas of interest

Stakeholder Engagement

- Led, developed and executed a comprehensive Outreach/Engagement Plan among partner agencies, stakeholders, and advocacy organizations (including The California Trucking Association, California Bicycle Advisory Committee, Self-Help County Coalition) in order to create support for a controversial Strategic Safety Action proposal to increase the role and use of roundabouts.
- Presented proposal to expand Caltrans ICE policy via formal revision to the California MUTCD. Members of the multi-disciplinary California Traffic Control Device Committee unanimously supported and applauded the proposal.
- Organized and hosted numerous peer exchanges for staff from Caltrans and partner transportation agencies; events featured workshops, panel discussions, and field tours led by experts.
- Advised or participated as member of special Road and Pedestrian Safety Audits.

Presentations

- Webinar on *Roadway Reconfiguration (Diets)* for a statewide audience targeting local agencies.
- "Roundabouts: An Innovation for Congestion Management" at the ASCE California Infrastructure Symposium (March 2018)
- "Innovative Traffic and Safety Infrastructure Strategies" at the *Creating the Future Today Land Use and Transportation Summit* in Lee County, FL (April 2018) Authored/Instructed
- ICE Policy Directive, CA MUTCD revision, and Safety Analysis guidance
- Training on Traffic Safety Fundamentals, Safety Performance Analysis, ICE, Managed Lane Access



Douglas Ries, PE

QA/QC Manager



Qualified: BS, Civil Engineering, University of Montana, Missoula, MT; Civil Engineer, CA #47768

Connected: American Public Workers Association, American Society of Civil Engineers

Professional Summary: Douglas Ries, a company principal, manages an assortment of public works and infrastructure projects. His professional knowledge includes roadway design, bike lane/bike path design, interchange projects, construction administration, master plans (water, sewer, and storm drain design), community facility districts implementation, and hydraulic/utility/drainage design for state and local facilities. He also oversees GHD surveying and construction management functions. He has prepared PSR, PR, PA/ED, and PS&E for various Caltrans projects throughout the State. Work in both the public and private sectors gives him a unique appreciation and understanding of successful project delivery. His background includes bridge retrofits, community facility districts implementation, construction administration, geometric roadway design, grading design, hydraulic design, hydrology design, infrastructure planning and design, public outreach, water, sewer and storm drain master planning, and design.

Project Manager

Downtown Area Revitalization (Old Redwood Highway Widening) | Cotati, CA

Phase 1 included a community outreach program and an evaluation of a Road Diet concept for the Cotati downtown area. During the final phase, the plans, specification and estimate were completed in record time (two months) to meet the City's funding deadline. The project included the design of bike lanes/bike paths.

Principal in Charge

S. Auburn Street and I-80 Roundabout | City of Colfax | Colfax, CA

Oversaw all activities in the preparation of preliminary engineering, public outreach efforts, environmental services, utility support, and Caltrans processing leading to the preparation of final plans, specifications and estimate.

Principal in Charge, Project Manager **Windsor River Road/Windsor Road** **Improvements and Multi-Use Path Connector** **Preliminary and Final Engineering Design |** **Town of Windsor | Windsor, CA**

Oversaw all activities in the preparation of preliminary engineering, public outreach efforts, environmental services, utility support, leading to the final design phase.

Principal-in-Charge, Project Manager **Foxboro Parkway/Vanden Road Roundabout** **Traffic Analysis/Conceptual Layout |** **Vacaville, CA**

Retained to prepare a traffic analysis and preliminary design for an initial single-lane roundabout and future dual-lane roundabout at the intersection of Jepson Parkway and the realigned Vanden Road.

Project Manager

I-505/Vaca Valley Roundabouts Improvements **for OBAG2 Grant Funding Application Support |** **Vacaville, CA**

Oversaw the coordination, staff, meetings, and the geometric layout, roundabout operations and the preliminary ultimate configuration for I-505/Vaca Valley Parkway grant preparation.

Quality Assurance/Control Officer **SR 49/Main Street Roundabout | Plymouth, CA**

First roundabout in state right-of-way for District 10, located in central Amador County. The single-lane roundabout will increase safety and reduce delay at the intersection while accommodating large truck traffic and improving multi-modal access at the gateway of the City.

Principal-in-Charge, Project Manager **Jepson Parkway/Leisure Town Road/Vanden** **Road Intersection | Vacaville, CA**

Prepared a traffic capacity analysis for the intersection and developed plans, specifications and estimate (PS&E) for incorporation into the City's overall construction plans and contract documents. The project included the design of bike lanes/bike paths. This work was performed in record time (four months) in order to meet the City's funding deadline.

Project Manager **Rohnert Park Expressway Roadway** **Rehabilitation | Rohnert Park, CA**

Responsible for PS&E for rehabilitation including overlays, removals, replacing, or reconstruction for 22 curb ramps to meet ADA standards and various existing pavement sections of the expressway.

Principal-in-Charge **Blackstone Avenue/Bullard Avenue** **Intersection Widening and Signalization** **Modification | Fresno, CA**

Roadway modifications and traffic signal modifications.



**Quality Assurance/Control Officer
I-5/South Bonnyview Road Interchange
Improvements PS&E and CM | Redding, CA**

Provided input as need by the manager and periodic review of documentation and monitoring of budget and schedule status for the replacement of the northbound on-ramp including three signal modifications, a retaining wall, landscaping, and drainage modifications. The project will be constructed in 2019. \$2.2M construction cost.

**Project Manager
SR 99/Fulkerth Avenue/West Monte Vista
Avenue Interchange PSR | Turlock, CA**

Managed the preparation and processed a PSR for the modification of the interchange and designed signal improvements at the off-ramps through Caltrans District 10. The traffic signal designs involved signalization of two of the SR 99 Ramp intersections and one adjacent City intersection, concurrent with the interchange widening.

**Project Manager
SR 99/Lander Avenue Interchange Modification
PS&E | Turlock, CA**

Managed the preparation of the PS&E for the project that involved the signalization of two SR 99 ramp intersections, concurrent with modifying the interchange for widening while utilizing the existing funds that were currently available through Federal and State sources.

**Project Manager
SR 99/Monte Vista Avenue Interchange
Modification PS&E | Turlock, CA**

Provided the day-to-day management with Caltrans and other agencies such as PG&E. Managed the preparation of the PS&E for the project involved signalization of two SR 99 Ramp intersections and one adjacent City intersection, concurrent with the interchange widening.

**Project Manager
SR 99/West Main Street Interchange
Modification PSR and PS&E | Turlock, CA**

Prepared the PSR that focused on existing and future traffic operating conditions at the intersections with S. Walnut Avenue, S. Tully Road and the SR 99 on/off-ramps. Prepared the design associated with the interchange widening/modification. Project features included staggered *left-turn pocket storage*, extensive re-striping of West Main Street, interconnect design, highway and bridge lighting, and advanced flashing beacons

**Quality Assurance/Control Officer
Twin Cities Road/SR 99 Interchange
Construction Support | City of Galt | Galt, CA**

QA/QC officer preparation of the plans, specifications, estimate and all supporting documentation required for the construction of the Twin Cities Road/State Route 99 interchange.

**Project Manager
Bird Road/SR 132 Interchange PS&E | Tulare, CA**

Responsible for the Project Report, PS&E, and Construction Support.

**Quality Assurance/Control Officer
SR 99/Cartmill Avenue Construction Support
Services | City of Tulare | Tulare, CA**

QA/QC officer preparation of the plans, specifications, estimate and all supporting documentation required for the construction of the State Route 99/Cartmill Avenue interchange.

**Project Manager
SR 132/Bird Road Interchange PS&E |
San Joaquin County, CA**

Responsible for preparation of the PS&E.

**Project Manager
I-80/Rocklin Road Interchange PS&E |
Rocklin, CA**

Responsible for preparation of the PS&E.



Patrick Tortora, PE, LEED AP

Engineering Lead



Qualified: Bachelor of Science - Civil Engineering, Oregon State University, Corvallis, OR, 2013; Licensed Civil Engineer: WA #42517, OR #50400, ID #17342, CA #80067, Guam #1873; LEED Accredited Professional

Connected: Member, American Society of Civil Engineers (ASCE)

Professional Summary: Pat Tortora has over 20 years of experience in providing planning, design, and construction engineering solutions to public and private clients, with an emphasis on civil design in collaboration with multi-disciplinary teams for comprehensive civil and transportation infrastructure projects. For municipal entities and governmental organizations throughout northern California, his infrastructure improvements address water quality concerns, utility infrastructure, pedestrian and vehicular safety measures, and sustainably-minded, comprehensive sewer, water, and civil site work. For Phase 1 of the City of Ukiah's Northwestern Pacific Rail Trail Project, Mr. Tortora served as Lead Civil Engineer, and so is deeply familiar with this project, and will lead our team in providing continuity to the

City, managing many of the same staff who completed the previous phase. Additionally, Mr. Tortora has performed key oversight and civil engineering design on trail, pathway, and/or Safe Routes projects for SMART, the City of Fort Bragg, the City of Rohnert Park, and the City of San Jose.

Lead Engineer Pacific Northwestern Rail Trail Phase 1 | City of Ukiah, CA

Mr. Tortora served as Lead Engineer for a Class I trail along one mile of the North Coast Railroad Authority (NCRA) Railroad Corridor between Gobbi Street and Clara Avenue in Ukiah. The trail provides pedestrians and cyclists with safe access to amenities such as parks, a museum, and a hospital. This was the first rail-with-trail project to be designed and constructed in NCRA right-of-way in Mendocino County.

Project Engineer Downtown Revitalization | City of Independence, OR

Led the production of the construction documents and specifications for the reconstruction of 1,100 feet of South Main Street from B Street to D Street. Work was completed as part of a historic restoration and included streetscape and urban design. Design included the replacement of water and stormwater pipe lines. Storm water design required drainage basin analysis, downstream system analysis, and hydraulic design of the piping system.

QA/QC Payran Street to Southpoint Boulevard Multi- Use Pathway | Sonoma Marin Area Rail Transit (SMART) | Petaluma, CA

Mr. Tortora provided QA/QC oversight support for a 1.2-mile segment of pathway from Payran Street to Southpoint Boulevard in Petaluma, California, which will provide an important pedestrian connection between East and West Petaluma and be part of SMART's larger pathway system connecting its stations to the surrounding communities. The project's scope of work includes topographical survey, geotechnical studies, utility

coordination, design development and full PS&E, permitting coordination, and Caltrans Local Agency Funding coordination.

Lead Civil Engineer Main Street/SR1 Realignment | City of Fort Bragg, CA

Mr. Tortora served as Project Engineer and worked on the design for the Main Street Realignment Project (between Oak Street and Pine Street). Improvements included the relocation of the existing merge/drop lanes; the addition of a bike lane; the addition of medians; the replacement of the existing cobra-head style street lights with new decorative street lights; the addition of right and left hand turn lanes at various intersections; decorative bulbouts, curb ramps, and crosswalks; and accessibility improvements to driveways and sidewalks.

Civil Engineer and Construction Support Eastside Trunk Sewer 3, Snyder Lane Widening | City of Rohnert Park, CA

Mr. Tortora provided civil engineering and construction support services for the Rancho Cotati High School campus modernization and coordination for the new signalized access driveway, as well as for Safe Routes from Snyder lane to the high school campus. The project consists of roadway, sewer trunk main, water main, drainage, box culvert extension, Rule 20A utility undergrounding, landscaping, electrical improvements, and water quality improvements consistent with the local Standard Urban Stormwater Mitigation Plan (SUSMP). Mr. Tortora approved low impact design (LID) with the North Coast Regional Water Quality Control Board.



Project Manager
**Pedestrian Access Improvements | West Linn-
Wilsonville School District | Bolton Primary
School and West Linn High School, OR**

Mr. Tortora provided civil site design for new sidewalks along and within the public right-of-way, including signalized crosswalks. This project was fast-tracked to address public safety concerns prior to the 2014 school year. Construction of 550 feet of street frontage improvements was completed within three months of initiating design.

Project Engineer
**SW 121st Avenue Reconstruction |
City of Tigard, OR**

Responsible for the design for widening and reconstruction of 2,300 feet of major collector roadway and 4,300 feet of sanitary sewer main in an established neighborhood in Tigard. For a sanitary sewer reimbursement district, a new sanitary sewer system is being designed for the roadway corridor and side streets. Design also called for replacement of the waterline along the entire corridor. Stormwater design required drainage basin analysis, downstream system analysis, water quality analysis, hydraulic design of the piping system, and gutter flow analysis per Federal/ADA standards. The water system improvements included replacement of 12-inch and 6-inch lines.

Project Engineer
**SW Gaarde Road Reconstruction |
City of Tigard, OR**

Provided at the request of the City design services for the intersection of SW Gaarde and SW 121st as an extension of the SW 121st Avenue project. Intersection realignment addressed line of sight, widening with turn lanes, and private property impacts.

Civil Engineer and Construction Support
**North San Jose Trail Access and Ramp Study |
City of San Jose, CA**

Mr. Tortora assisted in the preparation of the North San Jose Trail Access and Ramp Study to provide optimum connectivity to the Guadalupe River Trail and the Coyote Creek Trail by formalizing the location and design approach for additional access ramps. Public access ramps will be ADA accessible and bicycle friendly. The study is also intended to support a long-term relationship with the Santa Clara Valley Water District and U.S. Army Corps of Engineers for recreational trails by ensuring that public access does not unnecessarily impact the important flood control levees.

Project Manager
**Lowrie Primary School Public street
Improvements | West Linn Wilsonville School
District | Wilsonville, OR**

Mr. Tortora led the design of approximately 4,500 feet of roadway and public utility improvements fronting this 10-acre greenfield primary school in the planned community of Villebois. Public improvements consisted of road improvements, sanitary sewer, water, and stormwater management improvements, applying "green street" facilities to treat and manage stormwater.

Civil Engineer
**Transportation Improvements for Redwood
Business Park | City of Ukiah, CA**

Mr. Tortora assisted in construction submittal reviews.

Civil Engineer
**Mendocino County Courthouse Infrastructure
Project Phases 1, 2, and 3 | County of
Mendocino | Ukiah, CA**

Mr. Tortora is currently preparing the SWPPP and process application on the State of California Water Resources Control Board Stormwater Multiple Application and Report Tracking System (SMARTS) online permitting.

Project Manager
**Wapato Lake Bridge Replacement Project |
U.S. Fish & Wildlife Service | Wapato National
Wildlife Refuge, OR**

Mr. Tortora prepared alternatives analysis, concept design, and construction documents for the design and construction of two replacement bridges. The two bridges consisted of a pedestrian aluminum truss bridge and a vehicular steel girder bridge. The pedestrian bridge will connect a future rails to trails project to Wapato Lake and associated recreational facilities. Improvements include new access road approaches, an 85-foot span pedestrian bridge and a 91-foot span vehicular bridge, both with a pile supported foundation spanning over Wapato Creek to the levee around Wapato Lake in the Wapato Lake National Wildlife Refuge. Both bridges were placed 12 inches above the 100-year flood plain elevation.



Frank W. Penry, PE, TE, PTOE

Traffic Engineering Lead



Qualified: B.S., Civil Engineering, Chico State University, Chico, CA; Licensed Professional Engineer: CA #C62785, OR #84632PE; Licensed Traffic Engineer: CA #TR2304; Professional Traffic Operations Engineer, #1603

Connected: Institute of Transportation Engineers (ITE), SF Bay Area Section – Current President. American Society of Civil Engineers (ASCE), Redwood Empire Section – Former President. Registered Traffic Engineers of America (RTEA). American Public Works Association (APWA).

Professional Summary: A registered Traffic Engineer and Civil Engineer with certification as a Professional Traffic Operations Engineer, Mr. Penry has 24 years of experience in civil design, transportation planning and traffic engineering design. He has managed numerous engineering studies and design projects over the years, from small development impact studies to major roadway improvements. Frank has served as the City Traffic Engineer for the Cities of Petaluma, Cotati, Sonoma, and Fortuna, providing the administration and development of

Municipal Engineering Programs. He is well versed in a wide range of engineering design standards and encroachment requirements, traffic calming and streetscapes, traffic signals, roundabouts, construction traffic handling, detour, and control plans for a variety of civil engineering projects.

Project Manager

SR-121 Five-Way Intersection Improvements | City of Napa | Napa, CA

Mr. Penry was Project Manager for the preparation and delivery of comprehensive Project Initiation Documents (PID's) for the 5-way intersection of Silverado Trail (SR 121)/Third Street/East Avenue/Coombsville Road. Improvements at the intersection were pursued because of issues related to traffic congestion and inadequate signal timing for pedestrian crossings. Designs from key options formulated with previous planning documents were advanced and evaluated, and new improvement options were developed based on the City's goals. Significant coordination between the City and Caltrans was performed in order to get input on the wide range of considered alternatives. Several of the options involved altering the current neighborhood access to create a four-leg intersection. Due to project constraints, the recommended improvement alternative was a five-leg roundabout intersection that maintained the current access. A dual-roundabout configuration that maintained current access was also considered, but ultimately dismissed because of issues related to driver understanding.

Project Traffic Engineer Petaluma Blvd TLC/Streetscape and Pedestrian Improvement Project | City of Petaluma, CA

Responsible for the project study and feasibility analysis, which were critical to identifying the Road Diet as a viable project alternative. Also responsible for conceptual layout and design of roadway geometric reconfiguration (road-diet), streetscape, and pedestrian elements, including striping, signing, parking, landscaping, in-roadway warning lights, traffic signal modifications, street lighting, bulb-outs, ADA improvements, concrete sidewalk, bikeways, roadway striping, and traffic control. The

success of the initial project phase resulted in securing additional funds to extend the Road Diet through the Historic Downtown with Transportation for Livable Communities.

Project Manager

City of Pleasant Hill Contra Costa Boulevard Improvements | Pleasant Hill, CA

Mr. Penry was Project Manager for traffic signal modification improvements at the intersection of Contra Costa Boulevard and Ellinwood Drive, and street lighting analysis and design along the corridor. The HSIP-funded project features accessible pedestrian actuation, bicycle detection, and pedestrian scale lighting.

Project Traffic Engineer

City of San Leandro West Estudillo Historic Downtown Improvements Project | San Leandro, CA

Mr. Penry was Project Traffic Engineer responsible for coordinating street lighting, signal modification, sidewalk, and crosswalk alternatives for the streetscape improvements for 1,700 linear feet of West Estudillo Avenue between San Leandro Boulevard and East 14th Street (SR185). The project required coordinating the encroachment permit with Caltrans.

Project Manager

Town of Windsor Conde Lane/Johnson Street Pedestrian Enhancements Project | Windsor, CA

Mr. Penry served as Project Manager leading design of signing, striping, lighting, and an enhanced pedestrian crosswalk using rectangular rapid flashing beacons (RRFB) at the realigned intersection of Johnson Street and Conde Lane in the Town of Windsor. The project realigned Conde Lane and removed an all-way stop control resulting in reduced delay and increased traffic flow between two adjacent traffic signals. The all-way stop



control is currently a "T" intersection with traffic signals on two adjacent legs; morning and afternoon peak traffic from a nearby elementary school backs up from the stop controls to either signal.

Project Manager
SR-29 Traffic Signal Synchronization Project |
City of American Canyon Highway | American
Canyon, CA

Mr. Penry was Project Manager leading coordinated timing of traffic signals along three arterial corridors, including nine signalized intersections within the City and Caltrans right-of-way. The project included work within the State right-of-way, requiring Caltrans coordination and project approvals. Existing conditions were modeled using Synchro 8 with SimTraffic software and calibrated utilizing data gathered. Traffic signal timing and coordination recommendations were developed for optimal initial and actuated settings, time-of-day coordination plans and hours of coordinated operation. The project included additional alternative roadway approach configurations to reduce traffic queuing and improve traffic operations. The project was funded by a TFCA grant.

Project Manager
SFDPW Great Highway/Skyline Boulevard
Roundabout Project | San Francisco, CA

Mr. Penry developed concept-level design and conceptual construction estimates of a proposed multi-lane roundabout during the feasibility phase of the project development. The design, aimed at improving bicycle, pedestrian, and vehicle safety and circulation at the Great Highway/Skyline Boulevard intersection, included a 170-foot inscribed circle design. The roundabout was reviewed as an alternative to the existing stop-controlled "T"-intersection. He reviewed the potential impacts and design solutions of the multi-lane design and prepared a conceptual signalized intersection design alternative.

Project Manager
Traffic Data Management System | City of
American Canyon | American Canyon, CA

Mr. Penry was Traffic Engineer, responsible for preparation of traffic signal inventory, planning, design, and encroachment permit design package for Caltrans approval of the system. Following on the success of the Traffic Signal Synchronization Project, the City sought additional funding to install permanent traffic count stations along Highway 29 to monitor traffic data trends, and provide centralized collection and monitoring of data, video, and operational details. The project is envisioned to track and predict conditions which would lead to local and regional improvements to the State Highway, including additional travel lanes.

Project Manager
California High Speed Rail Project,
Construction Phase 1 | City of Fresno, Madera,
and Fresno Counties, CA

Mr. Penry was Project Manager on the Design/Build Team for the initial construction segment of California High Speed Rail, and responsible for coordination and management of over \$2 Million in subconsulting contracts and amendments. As part of the design/build contract to replace all existing railroad structure, he was responsible for design and development of interim and permanent ITS system improvements to fiber optic facilities, wireless broadband radio, intersection safety lighting, and vehicle priority systems within both the City of Fresno and Caltrans right-of-way. Additionally, he is overseeing coordination and design for traffic signal modifications, temporary signals, and new signalized intersection improvements at 65 locations in the City of Fresno, and 19 miles of street lighting for 40 corridors within the project limits. He also provided planning level support and coordination for temporary construction traffic control and management.

Project Manager
City of Berkeley Shattuck Avenue
Reconfiguration and Pedestrian Safety
Project/Berkeley BART Plaza Improvements |
Berkeley, CA

Mr. Penry was responsible for project management, coordination, and oversight of the modification of 2 traffic signals as part of the Downtown Berkeley BART Plaza renovations. Concurrently, was also Project Manager for the adjacent Shattuck Avenue Reconfiguration Project; while mostly a two-way multiple-lane roadway, Shattuck Avenue splits into a couplet of two one-way segments for two blocks between University Avenue and Allston Way. To improve multi-modal safety, the project will convert the three-block segment of western/ southbound Shattuck Avenue into a two-way street, and the eastern/northbound segment into a minor street for local traffic. Mr. Penry managed designs for traffic signals and signal interconnection for five intersections: He was responsible for detailed traffic signal design in support of and for incorporation to the 100% Draft and Final design documents; providing specifications in BART standards to accompany each 100% Draft and Final design submittal; and coordinating with the design team on signal pole design locations.

Project Traffic Engineer
City of Ukiah Clay Street At-Grade Crossing
CPUC Application | Ukiah CA

Mr. Penry was responsible for coordination and preliminary engineering design of vehicle and pedestrian/bicycle at-grade railroad crossing and application to CPUC under Rule 3.7 "Public Road across Railroad." Application resulted in decision authorizing the City to construct a new at-grade crossing.



Matt Wargula, PE, TE, QSD/QSP, LEED AP

Utility Coordination Lead



Qualified: BS in Civil Engineering, Michigan Technological University, 2003. Civil Engineer, CA, C76103. Traffic Engineer, CA, TR2749. LEED® AP. Qualified SWPPP Developer/Practitioner #01146

Connected: Member of American Society of Civil Engineers. Past-President of Redwood Empire Branch, American Society of Civil Engineers. Member of Institute of Transportation Engineers. Member of Order of the Engineer.

Professional Summary: Mr. Wargula is a licensed civil engineer with over fifteen years of professional experience. He has planning, design and construction experience in traffic/transportation, site development, hydrology, hydraulics and water resources projects. He is proficient in the design and construction of a variety of civil infrastructure projects, including traffic signals, pedestrian and bicycle facilities, striping and signing plans, site development, storm water management plans, underground utilities and traffic control systems for construction. His experience includes a broad range of services including developing Synchro and Vistro traffic models/simulations for preparation of traffic impact studies, signal timing and coordination to developing open channel system hydraulic models using HEC-RAS, HEC-HMS, and StormCAD.

Mr. Wargula is engaged in the design of civil engineering infrastructure and has prepared planning level studies and reports, design reports, technical memoranda and construction documents, including plans, specifications and construction estimates, for various projects.

Project Manager | Jaguar Way/Windsor Road Bicycle and Pedestrian Improvements Project (CML-5472(018)) | Town of Windsor, CA | 2014 to 2017

GHD provided full range of services, including concept planning, preparation of project alternatives, public outreach, right-of-way acquisition coordination, preparation of construction documents, engineering support during construction and Federal aid processing assistance. The project design including street widening at the approach to the intersection of Windsor Road and Jaguar Way, installation of a new traffic signal system, connection of Class II bike lanes, Class II bike lane enhancements (green lanes), sidewalk gap closure, new street lighting and retrofit of existing lighting for LED luminaires, street widening for on-street parking and right-turn pocket into Windsor High School, upgrade of pedestrian curb ramps, pavement rehabilitation, striping and signage. Project also included coordination with Sonoma Transit for bus stop enhancements and permanent relocations.

Project Manager | Petaluma Complete Streets Project (STPL 5022(055)) | City of Petaluma, CA

This federally funded project included approximately 4,500 linear feet of Lakeville Street and East D Street, two heavily traveled arterials within the City. Within the existing right-of-way, the travel lane widths were reduced to incorporate either 5- to 6-foot enhanced green bike lanes or shared lane facilities throughout the project limits, along with several pedestrian enhancements, including sidewalk gap closures, widened sidewalks, upgraded curb ramps, high visibility

crossings with advanced warning signage and a rectangular rapid flashing beacon (RRFB) system installation at the Copeland Street/D Street intersection (near transit center). In addition, the project included a new bus bay for transit services, coordination with the adjacent passenger rail station (SMART) for planned future improvements and assistance with Federal aid processing.

Project Engineer | 23rd Street Road Diet | City of San Pablo, CA

The City of San Pablo had developed long term plans for the revitalization of the 23rd Street Corridor into a lively commercial district. To reorient the corridor more toward a balanced and more efficient multi-modal "Complete Streets" approach to encourage pedestrian and bicycle activity and transit use in conformance with the City's General Plan Goals, the 23rd Street Road Diet Implementation Project involved the reconfiguration of a 4-lane roadway to 3-lanes (two-way left-turn lane median) with on-street parking and bike lane facility. 23rd Street is functionally classified as a Mixed Use Boulevard carrying between 18,000 to 25,000 ADT. GHD provide full design, preparation of construction documents, stakeholder coordination, and public outreach services. The project design consisted of improvements to reconfigure the roadway, including removal of existing striping, slurry seal, signing and striping, high visibility crosswalks and relocation of transit stops. GHD was solely responsible for stakeholder coordination, public meetings, and outreach. After the conclusion of construction, GHD prepared a "before" and "after" study to evaluate traffic volumes, traffic operations, pedestrian activity, bicycle



riding activity, speed, safety, diversion of traffic, changes to parking and accessibility, and public perception of the project after implementation.

Project Engineer | Willits Main Street Corridor Enhancement Plan | City of Willits, CA

In coordination with WRT, Fehr & Peers and the Local Government Commission, GHD supported the plan for the relinquishment of former US101 from Caltrans to the City, in preparation of the opening of the "Willits bypass." The opening of the bypass was expected to reduce traffic congestion in the City and its downtown, which presented the opportunity to transform Main Street into a more pedestrian-oriented environment and business-friendly downtown. GHD participated in the public outreach process that included a weeklong design charrette, open house, focus group/stakeholder meetings, walking tours, and vetting of potential design solutions to improve the Main Street corridor environment. These enhancements included buffered bike lane linkages, traffic calming treatments, intersection geometric safety enhancements, enhanced crosswalks, bulbouts and landscaping, lighting, gateway treatments, streetscape finishes and wayfinding signage. GHD's specific role in the project was to understand the simultaneous development of the Caltrans relinquishment project, coordinate with Caltrans, and develop construction cost estimates for the improvements and enhancements as envisioned while the planning process was on going. The project was partially funded through a Caltrans Sustainable Transportation Planning Grant (FY 2015-2016).

Project Engineer | Napa 5-Way Intersection | City of Napa, CA

Mr. Wargula served as the Lead Engineer for this high-profile 5-way intersection located on Hwy 121/Silverado Trail east of Downtown Napa. The project included numerous alternatives development and analysis, extensive public outreach program, cost estimating, and preparation of Project Initiation Document (PID) for Caltrans review and subsequent design as part of SHOPP program. Alternatives included 5-leg roundabouts, multi-roundabouts, leg removal with signalization, and other approaches.

Project Manager | US101 Hopland Main Street Corridor Engineered Feasibility Study | Mendocino Council of Governments

Mr. Wargula served as subconsultant to the prime consultant and was responsible for preliminary environmental assessment and engineering feasibility of transportation improvements, including preparation of typical cross sections and geometric analysis for potential grade corrections at specific locations and preparation of concept level opinion of probable construction cost and estimates for project delivery cost

for all improvements. GHD also participated in coordination and consultation Caltrans District 1 for review and comment of costs.

Project Manager/City Traffic Engineer On-Call City Engineering Services | City of Sonoma, CA

Ongoing City engineering contract to provide on-call services, including general city engineering, development review, water city engineering, groundwater city engineering and traffic city engineering support. Representative projects include:

- Napa Road Rehabilitation Project
- Traffic Signal Modifications Project Napa-Leveroni Rd at Broadway (SR12)/HSIP-5114(015)
- West Napa Street Water System Replacement Project

Project Engineer | Talmage/US 101 Southbound Interchange Project TIS | City of Ukiah, CA

Prepared traffic impact study for interchange improvements to provide additional capacity in order to address future impacts associated with projected growth in the Redwood Business Park in Ukiah and regional growth projected by Caltrans District 1. Two interchange alternatives and four intersection alternatives were evaluated for both 2012 and 2032 conditions, coordinated with both the City of Ukiah and Caltrans District 1. Synchro 8 with SimTraffic was used to model intersections for HCM 2010 Level of Service and vehicle queuing, utilizing Caltrans District 1 modeling requirements. The project effort was assembled into a traffic impact study report.

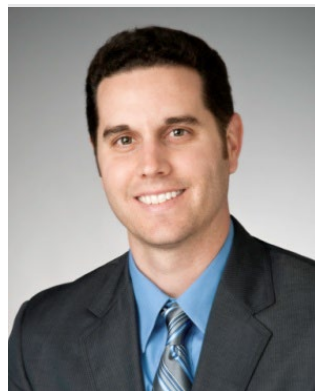
Project Manager | SR 128 Corridor Valley Feasibility Study | Mendocino Council of Governments

Mr. Wargula served as subconsultant to the prime consultant and was responsible for preliminary environmental assessment and engineering feasibility of transportation improvements, including input on project segments, geometric cross sections, opportunities and constraints and construction costs. Developed field work approach utilizing grinder matrix and GIS tablets for gathering of information. Delivered preliminary regulatory permit and environmental compliance memo.



Brian Bacciarini

NEPA/CEQA Compliance Lead



Qualified: B.S. Environmental Studies, Sonoma State University, 2001; OSHA 40-Hour HAZWOPER Certification; Construction Document Technician (CSI)

Professional Summary: Mr. Bacciarini has 16 years of experience with GHD as an Environmental Planner and CEQA/NEPA Project Manager. Brian assists cities, counties, state agencies, special districts, and federal agencies to review and clear projects in accordance with environmental regulations and guidelines. He specializes in evaluating and managing projects involving multiple jurisdictions and federal funding programs, including the Caltrans Local Assistance Procedures. Brian's recent relatable experience includes roadway diets, roadway widening, bridges, streetscapes, roundabouts, transit stations, railroads, utility replacement projects, trails, and other infrastructure facilities. He has also overseen Native American consultations and Section 106 consultations in accordance with Assembly Bill 52 and the National Historic Preservation Act. This far-reaching range of experience combined with a decade and a half facilitating environmental documentation provides Brian with the breadth of understanding required for this project.

Project Planner

Healdsburg Five-way Roundabout and Culvert Improvements | Healdsburg, CA

Mr. Bacciarini served as Project Planner for this five-way roundabout project. Service included assisting with the resource agency permitting (US Army Corps, Regional Water Quality Control Board, and California Fish & Wildlife), CEQA documentation (within the scope of the Programmatic Document), and construction management support for the project.

NEPA Project Manager

Napa Highway 121 Roundabout | Napa County, CA

Mr. Bacciarini assisted with the Project Initiation Documents for this locally sponsored interchange project on the Caltrans District 4 State Highway System. The project includes dual roundabouts to replace a congested five-way intersection at Silverado Trail, Third Street, East Avenue, and Coombsville Road. Brian coordinated the completion of a Preliminary Environmental Analysis Report (PEAR) for the project, which provides the initial environmental evaluation of the project and alternatives before it is programmed.

NEPA Project Manager

Grant Avenue Bridge Rehab Project | Novato, CA

Mr. Bacciarini managed the NEPA review of this bridge rehabilitation project within Caltrans District 4. The project includes rehabilitating and widening an existing vehicle and pedestrian bridge, as well as stabilizing the banks and channel on the upstream portion of Novato Creek. The project includes grant authorization from the Caltrans Highway Bridge Replacement and Rehabilitation program for partial federal funding. Brian oversaw the completion of technical studies in support of a categorical exclusion finding. Technical studies included a Natural Environment Study, Biological

Assessment, APE Mapping, Archaeological Study Report, Historic Resources Evaluation Report, and several technical memorandums. Mr. Bacciarini is also overseeing completion of a CEQA Mitigated Negative Declaration for the project, an permitting applications for a Section 404 Nationwide Permit, 401 Water Quality Certification, and Section 1602 Streambed Alteration Agreement.

NEPA Project Manager

Fryer Creek Pedestrian and Bicycle Bridge Project | City of Sonoma, CA

Mr. Bacciarini is overseeing the completion of the Preliminary Environmental Study and project-specific technical studies in support of a categorical exclusion finding. Brian is overseeing completion of the necessary NEPA documentation for the project in accordance with Caltrans Local Assistance Procedures and the Standard Environmental Reference Manual. This includes completion of a Preliminary Environmental Study, Natural Environment Study Minimal Impact Study, and multiple technical memorandums. Brian is also overseeing completion of resource agency permits for the project, including a Section 401 Water Quality Certification and a Section 1602 Streambed Alteration Agreement.

NEPA Project Manager

East Cotati Avenue Road Rehab Project | City of Cotati, CA

Mr. Bacciarini is currently managing the CEQA and NEPA review of this federally funded street rehabilitation project. The project includes pavement rehabilitation, new ADA accessible concrete curb ramps, sidewalks, curb and gutter, low impact development bioretention areas for storm water, electrical conduit extensions, traffic signal detector loop replacement, bicycle striping, and tree planting. Brian oversaw the completion of the Preliminary Environmental Study and project-specific technical



studies in support of a categorical exclusion finding. This included completion of technical studies for biological resources, hazardous materials, right-of-way take, traffic, water quality, Section 4f concurrence, and equipment staging. Brian also assisted the City with preparing the CEQA documentation for the project, including coordination with the City and California Native American tribes on the Assembly Bill 52 consultation process.

**NEPA Project Manager
Lucas Valley Road Realignment |
Marin County, CA**

Mr. Bacciarini is currently assisting with the NEPA review of this federally funded roadway realignment project in Marin County. The project includes a roadway curve realignment and retaining wall on Lucas Road in an area that has been problematic for larger vehicles to traverse. The project is federally funded by the Highway Safety Improvement Program, with federal-aid funds administered by Caltrans District 4 Local Assistance. Brian is overseeing the completion of technical studies, including a Natural Environment Study Minimal Impact memo, APE Maps, and Archaeological Survey Report in support of a categorical exclusion finding. GHD will also be preparing permitting applications for a Section 404 Nationwide Permit and 401 Water Quality Certification.

**CEQA Project Manager
Fulton Road Widening Improvement Project |
City of Santa Rosa, CA**

Mr. Bacciarini served as the CEQA Project Manager for the Preliminary Engineering Design phase of the project. The project includes roadway widening, new vehicle travel lanes, bicycle lanes, sidewalks, bioretention areas, bus stops, landscaping, utility relocations, stormwater facilities, and property acquisitions and easements. Brian managed the completion of a CEQA Mitigated Negative Declaration for the project, which included technical studies for traffic, wetlands, cultural resources, and roadway traffic noise. Brian is also managing permitting services for the project, which will include obtainment of a Section 404 Nationwide Permit; 401 Water Quality Certification; and Section 2081 Incidental Take Permit.

**NEPA Project Manager
Napa Road Rehabilitation Projects |
City of Sonoma, CA**

Mr. Bacciarini assisted with the NEPA review for these two federally funded projects, including preparation of NEPA technical studies in accordance with Caltrans Local Assistance Procedures and the Standard Environmental Reference Manual. The Traffic Signal Modifications Project consisted of new protected left-turn phasing for the eastbound and westbound approaches to the intersection of Broadway (State Route 12) and Leveroni Road/Napa Road. The Napa Road Rehabilitation Project included rehabilitation of

2,700 linear feet of Napa Road/Leveroni Road. The Traffic Signal Modifications Project was federally funded (HSIP) and the Napa Road Rehabilitation Project was partially federally funded with STP funds obtained through the OBAG grant. The projects were both in State right-of-way, requiring both support from Caltrans and encroachment permits to build the projects.

**Environmental Planner
Napa-Leveroni Road Project |
City of Sonoma, CA**

Mr. Bacciarini prepared a Caltrans Preliminary Environmental Study Form for this Highway Safety Improvement Program project, which included installation of protected left-turn phasing in east and westbound directions on Napa-Leveroni Road and extension of the eastbound left-turn pocket striping.

**Project Planner
Devlin Road and Napa Valley Vine Trail
Project | American Canyon, CA**

Brian assisted with the coordination of the CEQA review for this roadway extension project in American Canyon, California. The project includes extension of Devlin Road between the Green Island Road Industrial Area and the Napa County Airport Industrial Area, extension of utilities, and grading in preparation for future construction of the Napa Valley Vine Trail. Brian is also assisting with completion of permitting applications for a Section 404 Nationwide Permit and 401 Water Quality Certification.

**CEQA Project Manager
Jennings Avenue Pedestrian and Bicycle Rail
Crossing EIR | Santa Rosa, CA**

Mr. Bacciarini served as the CEQA Project Manager for this EIR, which was completed on an accelerated schedule for the City of Santa Rosa Transportation and Public Works Department. The project was controversial, and included a proposed pedestrian and bicycle rail crossing in the Jennings Avenue neighborhood of Santa Rosa, and the potential closure of an existing at-grade rail crossing at one of three locations in downtown Santa Rosa.

**Project Planner
Petaluma Trestle Rehabilitation Project
Initial Study/MND | City of Petaluma, CA**

This project involved rehabilitating a historic railroad trestle as a promenade for pedestrian and trolley traffic along the Petaluma River Waterfront. Mr. Bacciarini served as Planner for an Initial Study that evaluated the complex issues surrounding the trestle's historical significance. In addition, the Initial Study evaluated the Project's impact on special-status aquatic species, and the impacts of construction vibration on the neighboring businesses.



Kat Harvey, PE

Project Manager



Qualified: Bachelor of Science in Civil Engineering from California Polytechnic State University San Luis Obispo

Connected: Licensed Professional Engineer in California (#84798), Qualified SWPPP Practitioner, SWPPP Developer, and Industrial SWPPP Practitioner (#25793)

Professional Summary: Kat's attention to detail and organizational skills give clients confidence that their project will stay on track for schedule and budget. She has 7 years of experience in Land Development, Stormwater Permitting and Design, and SWPPP development. She enjoys finding innovative solutions for clients to keep up with ever changing regulations.

Transportation

Project Engineer

Devlin Road Segment H and Vine Trail

Extension Project | City of American Canyon | American Canyon, CA

Kat was responsible for design of this roadway project through a greenfield in the City of American Canyon. The nearly 1-mile long new roadway included design of the extension of the Vine Trail, which is a multi-use master planned trail through Napa County. It also included right-of-way acquisition, design of a new box culvert, utility design and coordination, and LID storm water solutions, such as bio-retention. The roadway cuts through areas of wetlands which required mitigations and coordination with multiple government.

Land Development/Stormwater Design

Project Manager

Development Review | Town of Windsor | Windsor, CA

As Project Manager Kat was responsible for coordination with the Town of Windsor to complete review of submitted Improvement Plans. Review of plans included confirming compliance with local and State regulations and standards.

Project Manager

Storage Pro Mini Storage | Storage Pro | Windsor, CA

Project Manager responsible for directing project design team and coordinating with local agency staff to obtain project approval and necessary permits. Worked to develop improvements plans for mini storage facility. Developed innovative on-site treatment and retention system that satisfied requirements of State MS4 permit as well as local Water Agency requirement of not increasing flow in adjacent creek.

Project Manager

Riverhouse Subdivision| Kennedy Courts, LLC | Healdsburg, CA

Project Manager responsible for overseeing design of subdivision by project team, quality control of improvement plans and calculations. Assisted client through Entitlements, Grading Permit, and Building Permit to full project approval.

Project Manager

Fairfield Inn and Suites | Redwood Lodging, LLC | Rohnert Park, CA

Project Manager responsible for overseeing design of modular 5-story hotel by project team, Quality Control of improvement plans and calculations. Coordinated with out of state architect to ensure compliance with local regulations.

Project Manager

Coffey Park Rebuild | American Pacific Builders | Santa Rosa, CA

Project Manager responsible for producing plot plans to aid in rebuild of Coffey Park. Worked with client and contractor to streamline document production between architects and structural engineers.

Design Engineer

Sebastopol Charter School | The Charter Foundation | Sebastopol, CA

Design Engineer responsible for design of stormdrain system and bioretention facilities to achieve compliance with the State's Phase I MS4 permit.



Stormwater Quality

Project Manager

Creek Bank Restoration | Three Creeks, LLC | Santa Rosa, CA

Project Manager responsible for obtaining permits from Sonoma County PRMD, Army Corps of Engineers, California Fish and Wildlife, for emergency repair of a failing creekbank that was threatening existing well. Assisted client with resolving Grading Violation.

Project Manager

Industrial SWPPP Compliance| Merry Edwards Winery | Sebastopol, CA

Project Manager responsible for bringing Winery into compliance with recent State Permit updates for Industrial Sites. Prepared Industrial Stormwater Pollution Prevention Plan and trained on-site personnel on monitoring requirements. Provided on-going support and guidance on request.

Project Manager

Industrial SWPPP | NWPRR | Schellville, CA

Project Manager responsible for bringing Railroad Station into compliance with recent State Permit updates for Industrial Sites. Prepared Industrial Stormwater Pollution Prevention Plan and trained on-site personnel on monitoring and sampling requirements. Provided on-going support and guidance for required annual reports and inspections.

Project Manager

Industrial SWPPP | Nun's Canyon Quarry | Glen Ellen, CA

Project Manager responsible for bringing Rock Quarry into compliance with recent State Permit updates for Industrial Sites. Prepared Industrial Stormwater Pollution Prevention Plan and trained on-site personnel on monitoring and sampling requirements. Provided on-going support and guidance for required annual reports and inspections.



Christopher Trumbull, PE, GE, D.GE

Geotechnical/Pavement Engineering Lead



Qualified: Masters in Civil Engineering, Geotechnical emphasis, San Jose State University, 1995; BS Civil Engineering, San Jose State University, 1989; CA Professional Geotechnical Engineer; CA Professional Engineer; NV Professional Engineer; OR Professional Geotechnical Engineer; Academy of Geo-Professionals Diplomate of Geotechnical Engineering

Connected: Member, American Society of Civil Engineers, GeoInstitute, Academy of Geo-Professionals, Association of State Dam Safety Officials

Professional Summary: Mr. Trumbull has almost three decades of experience in civil and geotechnical engineering for municipal and regional clients throughout northern California, relying on his technical expertise in field exploration and testing in soil and rock environments (borings, test pits, CPTs, geophysical), laboratory testing, seepage and slope stability analyses, seismic analysis, shallow and deep foundations, mass grading earthwork and testing, underground structures and utilities, tie backs, rock anchors, shoring, mitigation of expansive soils, rigid and flexible pavement design, slope evaluation and stabilization, and implementation

of geosynthetics, among many. He has worked with all of our managing and lead team members on numerous trail-related or transportation infrastructure improvements projects, providing geotechnical investigation and correlating services for SMART (Payran Trail; pedestrian pathway in Rohnert Park), the East Bay Regional Parks District (San Francisco Bay Trail), and the City of Hayward, in addition to bridge and streetscape projects for the Santa Clara Parks and Recreation Department, PG&E, and the City of Roseville. Chris has also previously served the City of Ukiah by performing an investigation of multiple potential municipal water well sites.

Northwestern Pacific Rail Trail Phase 2 | City of Ukiah | Ukiah, CA

The City engaged GHD and the geotechnical team to evaluate nearly one mile of pedestrian trail alignment adjacent a railway. The project included new Hot Mix Asphalt pavement section, retaining wall, as well as a foundation system for a 75-foot long prefabricated steel pedestrian bridge. The team performed geotechnical explorations and laboratory testing, engineering analysis, and prepared a design-level geotechnical investigation report.

Senior Geotechnical Engineer Historic Roseville Old Town Streetscape Improvements | City of Roseville, CA

Responsible for conducting a geotechnical investigation for modification of streets and surrounding environment in Historic Roseville. Work included geotechnical design and construction criteria for new asphalt pavements, asphalt pavement overlays, retaining walls, a railway viewing platform, flatwork, and underground utilities.

Kelly Drive & Park Drive Road Diet & Multi-Use Trail | City of Carlsbad | Carlsbad, CA

The project includes lane reconfiguration, two roundabouts, modular block walls, a pedestrian bridge/walkway, and low impact development (LID) features of infiltration basins and bioswales. The geotechnical scope included six borings with traffic control in active roadways, percolation testing, laboratory testing, and pavement and retaining wall analyses. The geotechnical report included recommendations for earthwork, trench backfill, new Hot Mix Asphalt sections, overlays, vehicular concrete, and modular block retaining walls.

Senior Geotechnical Engineer Folsom Boulevard Streetscape | City of Rancho Cordova, CA

Responsible for performing a geotechnical investigation for modification of a 4-lane section of Folsom Boulevard. The scope included geotechnical design and construction criteria for new asphalt pavements, asphalt pavement overlays, curb and gutter, sidewalk, and underground utilities.

Windsor River Road Improvements and Multi-Use Path Connector | Town of Windsor | Windsor, CA

A new roundabout at an intersection with not only two perpendicular roadways, but a skewed railway as well were project elements. The investigation included five borings to evaluate roadway subgrade and settlement conditions, as well as potential hazardous materials. Recommendations included earthwork, new Hot Mix Asphalt sections, as well as overlays, vehicular concrete, and curb and gutter.

Senior Geotechnical Engineer County Road 140 Rehabilitation | County of Yolo | Yolo County, CA

Responsible for performing a geotechnical investigation for the rehabilitation of about 2.5 miles of rural county road. Extensive exploration, laboratory testing, and pavement deflection testing was conducted on this project and many rehabilitation, reconstruction, and widening options were presented to the county. Our cost analyses indicated rehabilitation with pulverizing the existing materials and cement treatment would be a green alternative and the



most cost-effective. Also performed supplemental testing and analyses for a mix design during construction.

**Senior Geotechnical Engineer
Folsom Boulevard Streetscape | City of Rancho
Cordova, CA**

Senior Geotechnical Engineer responsible for performing a geotechnical investigation for modification of a 4-lane section of Folsom Boulevard. The scope included geotechnical design and construction criteria for new asphalt pavements, asphalt pavement overlays, curb and gutter, sidewalk, and underground utilities.

**Senior Geotechnical Engineer
Sonoma-Marin Area Rail Transit (SMART) |
Petaluma, CA**

Mr. Trumbull was responsible for leading a geotechnical investigation for 1.2 miles of pedestrian pathway adjacent an active SMART rail line. The project included a 10-foot-wide HMA-paved pathway and a 210-foot steel pedestrian bridge across the upper Petaluma River with CIDH foundations. Exploration included four borings from 10 to 40 feet deep. Geotechnical challenges included moderate to highly expansive soil, liquefaction, and foundation support. This project provided an important pedestrian connection between East and West Petaluma is part of SMART's larger pathway system connecting its stations to the surrounding communities.

**Senior Geotechnical Engineer
Pedestrian Pathway | Sonoma Marin Area Rail
Transit (SMART) | Rohnert Park, CA**

Mr. Trumbull provided geotechnical investigation for two miles of pedestrian pathway adjacent to an active SMART rail line. Project elements included a 10-foot-wide HMA-paved pathway, two pedestrian bridges, and several retaining walls. Exploration involved 19 borings, from 10 to 40 feet deep, and several grab samples. Geotechnical challenges encompassed highly expansive soil and potentially liquefiable soils at one bridge site.

**Senior Geotechnical Engineer
2017 Pavement Rehabilitation Program |
City of San Carlos, CA**

Responsible for performing a pavement evaluation of over eight lane miles of aging pavements. Borings and pavement cores were conducted to collect pavement section thicknesses as well as aggregate base and subgrade samples for testing. Recommendations for overlays, crack fill and seal, and flatwork were presented in a report.

**Senior Geotechnical Engineer
Twin Bridges Park | City of Hayward, CA**

Mr. Trumbull was responsible for performing a geotechnical investigation for this city park, which included trails, hardcourts, picnic areas, play structures,

and grass fields. He also provided earthwork and pavement recommendations.

**Senior Geotechnical Engineer
Mare Island Entrance Road Realignment,
Mare Island Naval Shipyard | Vallejo, CA**

Responsible for conducting a geotechnical investigation for a project consisting of the widening and realignment of an entrance road, new guard booth, and new visitor processing facilities to establish the

**Senior Geotechnical Engineer
State Route 99 Widening | Caltrans |
San Joaquin County, CA**

Responsible for providing geotechnical quality assurance for this transportation project that consisted of 10 miles of road widening from 4 lanes to 6 with rubberized asphalt as well as the design and construction of a median barrier and sound walls. Two new intersections were established on deep foundations and retaining walls up to 20 feet tall. Mr. Trumbull provided geotechnical quality assurance and peer review, interacting with a reviewing the subcontractors work.

**Senior Geotechnical Engineer
State Route 70 Interchange / Feather River
Boulevard | County of Yuba | Yuba County, CA**

Responsible for conducting geotechnical exploration, engineering, and preparing a Geotechnical Design Report and Foundation Report (Caltrans Standard) for this new interchange consisting of the design and construction of an overcrossing structure and two ramps: compact diamond and partial cloverleaf. Analyses included deep foundation, pavements, settlement, slope stability, retaining walls, and shallow foundations. High groundwater, soft clayey soils, and dense granular conditions were the primary geotechnical features of concern. The structure, approximately 197 feet long and 94 feet wide, was accessed by ramps extending approximately 2,100 feet to the north, 1,600 feet to the south, and 700 feet to the east and west.

**Senior Geotechnical Engineer
Moffett Field Pavement Evaluations | Mountain
View, CA**

Senior Geotechnical Engineer responsible for performing a geotechnical investigation to evaluate existing vehicle-access pavement sections. Several borings were drilled to measure existing pavement sections and to obtain samples of the existing aggregate base and subgrade soils. Rehabilitation options were presented in a geotechnical report. The primary concerns were weak subgrades and constructability to keep the roadways in service.



Lindsey Van Parys, PE, QSD/QSP

CTC Funding Lead



Qualified: BS, Civil Engineering, California State University Sacramento, 2009; BS, Health Science and Spanish, California State University San Jose, 2004; Civil Engineer, CA #79989, FL #83571; California Water Board QSD/QSP #23897

Connected: Transportation Research Board: Standing Committee on Roundabouts; American Society of Civil Engineers; Institute of Transportation Engineers; Women's Transportation Seminar; Young Professionals in Transportation

Professional Summary: Lindsey Van Parys is a registered civil engineer in multiple states and holds a certificate in Traffic Collision Investigation. She has over 11 years of experience in delivering transportation projects and is currently a Project Manager. Her experience includes delivering federally funded projects on and off the State Highway System including roundabout, streetscape, trail, roadway/highway improvement, and various other project types of projects. She is the North American Service Line Leader for Road Systems and Transportation Planning and Traffic Engineering for GHD.

Project Manager

La Quinta Village Complete Street, a Road Diet Project | City of La Quinta | La Quinta, CA |

Responsible for the overall delivery of the Environmental Documentation, Plans, Specifications, and Estimate, Right-of-way and Utility Clearance for this Active Transportation Program, complete street project consisting of five roundabouts, water quality infrastructure, pedestrian and bicycle facilities and landscape/beautification elements. Coordinated stakeholder outreach, one-on-one meetings with property owners, business owners and performing community outreach. She is also coordinating utility relocations with six different utility purveyors and performing stakeholder outreach with property and business owners as well as the community. This project is anticipated to go to construction April 2019.

Project Manager

Road Diet ATP Application | City of La Quinta | La Quinta, CA

Assisted the City of La Quinta in preparing the successful Active Transportation Program grant application by providing a conceptual design, preliminary costs estimates, cost/benefit analysis, and assisted with preparation of the various Narrative Responses for three Complete Street Corridors that included five roundabouts, a road diet, bicycle lanes, and various pedestrian crossing improvements.

Assistant Project Manager/Project Engineer

17 Mile Drive/Holman Highway 68/Highway 1 Roundabout | City of Monterey | Monterey, CA

Responsible for preparation of a Supplemental Project Report, Caltrans coordination for oversight, obtaining the Caltrans encroachment permit, and oversaw the environmental revalidation and permitting. Responsible for the preparation of the PS&E delivery to the City including roadway design, drainage design, utility coordination, maintenance of traffic, coordination of local event traffic during construction, and right-of-way engineering.

Project Manager

State Route 49/Main Street Roundabout PS&E | City of Plymouth | Plymouth, CA

Performed client and agency coordination on this federally-funded, fast tracked project while leading the roundabout optimization, design, Plan, Specification and Estimate (PS&E) production, and public outreach efforts. She coordinated directly with Caltrans District, Local Assistance and headquarters staff on behalf of the City to ensure all funding requirements were met, obtained requests for authorization, prepared and submitted all necessary documentation and reports, and prepared signature ready federal reimbursement billings for the City. She also designed the intersection modifications, pedestrians and bicycle enhancements, drainage design, and more. She also coordinated relocation of various utilities throughout the project corridor including power, water, and gas. She also led the environmental permitting and right-of-way acquisition process.

Project Manager

Citrus Heights Electric Greenway Design and Environmental Services | City of Citrus Heights | Citrus Heights, CA

Responsible for the successful delivery of this three-mile long multi-use trail connects various destinations throughout the City, including five parks, schools, businesses, residential areas, and more. This project is funded through the Active Transportation Program. The project includes an in-depth alternative development and analysis, preparation of the environmental document, technical studies, safety analysis, alternative selection, floodplain analysis, public outreach, trail and amenity design, lighting, utility coordination, low water crossing design, wayfinding, signage, permitting, and right of way support. The project also involves the preparation of five park master plans.



**Assistant Project Manager
First and Second Street Roundabouts along
California Boulevard | City of Napa | Napa, CA**

Responsible for overseeing the preparation of the permitting, technical investigations, project approval reports, technical memorandum, and project documentation in the Environmental Document and Project Approval phase of the project. Overseeing and preparing the PS&E for this federally-funded project, which includes roadway/ streetscape design, pedestrian facilities design, drainage design and utility coordination. Also responsible for coordinating with Caltrans to obtain design approval, right-of-way engineering and acquisition support. She is also working with City staff to on Public Outreach. This project is anticipated to go to construction April 2019.

**Assistant Project Manager, Project Engineer
17 Mile Drive/Holman Highway 68/Highway 1
Roundabout | City of Monterey | Monterey, CA**

Responsible for preparation of a Supplemental Project Report, Caltrans coordination for oversight, obtaining the Caltrans encroachment permit, and oversaw the environmental revalidation and permitting. Responsible for the preparation of the PS&E delivery to the City including roadway design, drainage design, utility coordination, maintenance of traffic, coordination of local event traffic during construction, and right of way engineering.

**Project Manager
2012 El Dorado Trail Project, Segments 1 & 2 |
City of Placerville | Placerville, CA**

Oversaw the preparation of the environmental document and responsible for preparing the PS&E for both segments of the trail and worked with the City to ensure all funding criteria and deadlines were met. The first segment was from Ray Lawyer Drive to Main Street and was constructed along an existing railroad right of way and required the coordinated with Caltrans encroachment permit personnel and obtain an encroachment permit. The second segment was in the downtown area from Clay Street to Bedford Avenue adjacent to Hangtown Creek/US 50 interchange and required coordination with adjacent projects to ensure the designs conformed to each other. This segment also required utility coordination and relocation. Both segments included trail design, drainage design, and Stormwater Pollution Prevention Plan (SWPPP).

**Project Engineer
Old Redwood Highway Complete Street
Improvement | City of Cotati | Cotati, CA**

Assisted in the preparation of the roadway PS&E for this complete street corridor project located in downtown Cotati. She was responsible for overseeing the design of the north-end phase of the project, including roadway design, drainage design, utility coordination, and right of way engineering.

**Project Engineer
Pleasant Hill Road/Olympic Boulevard
Roundabout Intersection | City of Lafayette |
Lafayette, CA**

Responsible for preparing the 60%, 90%, and Final PS&E for a roundabout for the City at an accelerated pace, oversaw the design, and ensured it coordinated with the adjacent roadway and private development projects. The project included intersection modification, extensive on-street and off-street bicycle accommodation, drainage design, and a pavement maintenance plan, which allowed the construction to be staged that traffic was maintained for the duration of construction. Assisted in utility coordination.

**Project Engineer
I-80/Rocklin Road Interchange PSR and PA/ED |
City of Rocklin | Rocklin, CA**

Assisted the identification and conceptual approval of design alternatives and was responsible for the preparation and approval of the Concept Approval Report for the roundabout alternative, as well as the preparation of the Project Report, Project Approval/Environmental Documents (PA/ED), and eventually the PS&E package. Assisted in the public outreach efforts and began utility coordination before the project ended due to lack of funding.

**Project Manager
Main Street/Shenandoah Road Safe Route to
School ATP Grant Application Assistance and
PS&E | City of Plymouth, Amador County
Transportation Commission | City of Plymouth,
CA**

Prepared the ATP grant for the 3rd Cycle, provided conceptual engineering plan of the improvements, estimate, benefit/cost analysis, schedule, grant preparation/review, coordination with City of Plymouth Elementary and Charter School staff and Amador County. Developed questionnaire for walking and biking information. Oversaw the preparation of the environmental certification, PS&E, and right of way and utility clearance. Currently overseeing the bidding phase of the project. Also prepared all of the federal funding reporting, authorizations, and paperwork required by the ATP grant.

**Project Engineer
O'Byrnes Ferry Road Left Turn Pocket |
Calaveras County | Calaveras County, CA**

Responsible for obtaining the Right of Way and Utility Certification in order to obtain the Authorization to Proceed (E-76) with construction, for this federally funded project. Assisted with the roadway widening design and provided utility coordination efforts to move several overhead power facilities to accommodate the widening. Met with property owners and stakeholders as well.



JOHN R. GIBBS

ASLA, LEED AP

PRINCIPAL | PROJECT ROLE: WRT PRINCIPAL-IN-CHARGE / COMMUNITY OUTREACH LEAD

SELECTED PROJECTS

+ project award

Windsor River Road / Windsor Road Improvements
Windsor, CA

Willits Main Street Corridor Enhancement Plan +
Willits, CA

Miller Avenue Streetscape Implementation
Mill Valley, CA

Castro Valley Boulevard Complete Street
Castro Valley, CA

Cloverdale Boulevard Streetscape Design
Cloverdale, CA

Golf Club Road / Old Quarry Road Improvements +
Roundabout
Pleasant Hill, CA

Toluca Lake Streetscape Concept Plan
Los Angeles, CA

Sir Francis Drake Boulevard Corridor Rehabilitation
Greenbrae, CA

Albany Complete Streets Planning
Albany, CA

Broadway Complete Streets Plan
Sacramento, CA

San Pablo Avenue Complete Street Project
Richmond + San Pablo, CA

Hunters Point Shipyard Streetscapes
San Francisco, CA

Gilman Avenue Streetscape Improvements
San Francisco, CA

YEARS EXPERIENCE

25

As Principal-in-Charge, John will guide the overall direction of the project and provide final review of all products. He is a landscape architect and urban designer with 20 years of experience. He shares WRT's deep commitment to environmentally rooted planning and design excellence. His work reflects his belief that open space infrastructure, whether at the scale of streets, landscaped plazas, or parks is a crucial and integral part of creating quality urban environments. He is a practice leader in WRT's Community Design and Parks & Open Space practices where he is committed to enhancing community open space and expanding mobility options through complete streets, trails, and district pedestrian networks. Community engagement is fundamental to all facets of his work and his outreach skills are valued by clients who seek outcomes rooted in productive public dialogue.

EDUCATION

University of California, Berkeley, Master of Landscape Architecture

University of California, Davis, Bachelor of Landscape Architecture

AFFILIATIONS + AWARDS

CA Landscape Architect #4417

American Society of Landscape Architects (ASLA)

U.S. Green Building Council LEED Accredited Professional

Mariposa Park, ASLA-NCC Merit Award, 2018

Adobe Systems Campus Landscape, ASLA-Utah Merit Award, 2015

Lake Merritt Park: Downtown + Neighborhood Edges, ASLA-NCC Merit Award, 2014

Richmond Memorial Civic Center, CPFS Preservation Design Award, 2010

Lake Merritt Municipal Boathouse, APWA Northern California Project of the Year, 2010

ENGAGEMENT

Frequent Design Critic to UC Berkeley and Academy of Art University

"Landscape Urbanism: A New Environmental-ism for Design" Lecture UC Berkeley

LARE (CA License) Preparatory Course Instructor

Teaching Assistant to UC Berkeley Landscape Architecture and Urban Design Professors

Lake Merritt Park: 10 Years Later - National ASLA Presentation

Member Local School District Facilities Steering Committee

REFERENCES

Dusty Duley, City Planner, City of Willits, 707.459.4601, dduley@willitscity.com

Danielle Staude, Senior Planner - Advanced Planning, City of Mill Valley, 415.388.4033 X4812, dstaude@cityofmillvalley.org





Tim Dillenburg, QSD/P

Assistant CM/Construction Inspector



Qualified: Caltrans certified Local Agency Resident Engineer; Certified QSD/QSP; Certified Professional of Erosion and Sediment Control

Professional Summary: With over 15 years as a construction manager/RE and inspector, Tim has a vast experience with street resurfacing projects, having worked with Caltrans, the County of Sonoma, and the Cities of Santa Rosa, Rohnert Park, Windsor, Healdsburg, Ukiah, Willits, Napa, and Fort Bragg. He's adept at prioritizing and coordinating tasks and specialty inspections, delegating responsibilities, and communicating effectively to keep projects on schedule and ensure that his clients' objectives are achieved. Tim is Caltrans certified as a Local Agency Resident Engineer, so he is very familiar with Caltrans' Standard Specifications and Federal project requirements. Having been through many Caltrans audits, Tim has developed an ability to produce a very complete and thorough set of federally compliant project files.

Project Inspector | 5-Way Roundabout Intersection | City of Healdsburg, CA

Project inspector for this \$11M project located right in the middle of downtown Healdsburg that includes installing a 5-way roundabout, replacing aging underground water and sewer lines, utilities, at grade railroad crossing, surface improvements and adding landscaping and other aesthetic improvements. Tim's duties include observation of construction, communication and coordination with City staff and the contractor, responding to submittals and RFIs, reviewing daily extra work reports, and reviewing monthly billings.

Construction Manager/Project Inspector Keiser Avenue Reconstruction Project, Snyder Lane to Kerry Road Phase 1 | City of Rohnert Park, CA

Tim worked as the City of Rohnert Park's extended staff by providing the Construction Management and Inspection to install 3,200 LF of 12-inch water line. This project provided a new water source for future developments, as well as replaced segments of the City's aging infrastructure. One challenging aspect of this project was hanging new 12-inch ductile iron pipe on structural hangers to the side of a box culvert drainage crossing to replace the old transite water main. This project also involved a recycled in-place road reconstruction treatment.

Construction Manager/Project Inspector Snyder Lane Rehabilitation (Keiser Avenue to Moura Lane) | City of Rohnert Park, CA

This street rehabilitation project was built by using a "Cold In-Place Recycle" (CIR) method which saved the City money by re-using materials and treating the existing deficient structural section in place. Approximately 5,500 tons was then paved in 2 nights to help minimize the impact to the public on this heavily traveled road. Tim

worked with the City of Rohnert Park as the Construction Manager and onsite Inspector to successfully complete this project on time and under budget. Typical duties included the processing of submittals and RFIs, as well as the preparation of Field Directives, CCO's, Progress Payments, Daily Inspection Reports, etc.

Construction Manager/Project Inspector Redwood Drive and Commerce Blvd Rehabilitation Project | City of Rohnert Park

This street maintenance project resurfaced 2 of the main arteries through town with a combination of R&R AC surfacing, cape seal, asphalt overlay, and microsurfacing treatments. Additional improvements were metal beam guard rail upgrades, pavement and signage improvements, etc. Tim served as the City's Construction Manager concurrently while performing the onsite inspection. Performing both duties was a cost effective way to reduce the overall construction cost for the City of Rohnert Park.

Project Inspector

Comstock/Quaker Hill SMART/NCRA Railroad Crossing Improvements | City of Healdsburg

Tim provided the construction inspection for the City of Healdsburg on this challenging little railroad crossing project. The Re-construction of the SMART/North Coast Rail Authority railroad crossing was made very challenging thanks to groundwater, unstable soils, and existing utility crossings including a 48-inch high pressure reclaimed water aqua duct, and three fiber optic lines. Worker safety and trench shoring were heavily monitored during this work, which also involved the installation of 8- to 90 LF casings ranging from 12- to 42-inch, down to a depth of 15 feet. Two 12-inch water lines, a 12-inch sewer, and a variety of joint trench conduits were installed prior to building the new railroad crossing and appurtenances.

Construction Manager/Resident Engineer | Various Transportation Projects: 2010 ARRA Overlay and the 2010 & 2013 Overlay and Bonded Wearing Course Projects | County of Sonoma, Transportation and Public Works

Tim served as the Local Agency Resident Engineer on a number of federally funded street resurfacing projects all over Sonoma County. The projects typically involved ADA improvements, localized digout repairs and/or leveling course, pavement reinforcing fabric, Hot Mix Asphalt overlays or a thin lift Bonded Wearing Course treatment, as well as new striping improvements, etc. Tim was responsible for the day to day communication and activities for the Agency, including but not limited to: Submittal and RFI review and processing, progress schedules, daily inspection reports, WSWDs, as well as the contract management items like extra work bills, change orders, and progress payments. Tim also filled in as onsite Inspector as well as providing supervision and coordination of other Inspection staff. Over the last five years Tim has paved over 100 lane miles and 100,000 tons with the County of Sonoma.

Construction Manager/Resident Engineer Highway 12 Corridor Improvement Project Phase II, Stage 2 | County of Sonoma

This project included the construction of pedestrian and bicycle facilities, a road widening, re-alignment and re-construction of a State Hwy, as well as the installation of new curbs, gutters and sidewalks, box culvert extension, stormwater treatment devices, a complete new street lighting system, and traffic signal modifications on State Route 12 between Agua Caliente Road and Boyes Blvd in the Springs Area of Sonoma Valley. Tim provided the Construction Management for the County, including the management of inspection personnel, processing RFI's and submittals, field directive and change order preparation, etc. Other duties included the coordination and communication with Caltrans oversight Engineers, and the relocation of PG&E gas and electric facilities, as well as AT&T and Comcast utilities.

Construction Manager/Resident Engineer Fort Bragg Coastal Restoration and Coastal Prairie Trail Project Phase I City of Fort Bragg, CA

The Fort Bragg Coastal Trail Project included the construction of 4.5 miles of mixed-use trail on 82 acres of the old Georgia-Pacific mill site. 30+ acres of industrial land was regraded and restored to its former natural beauty. A new drainage system was installed as well as three restrooms, two parking lots, interpretive signs, welcome plazas, benches, etc. This project was challenging due to the need to preserve and protect the

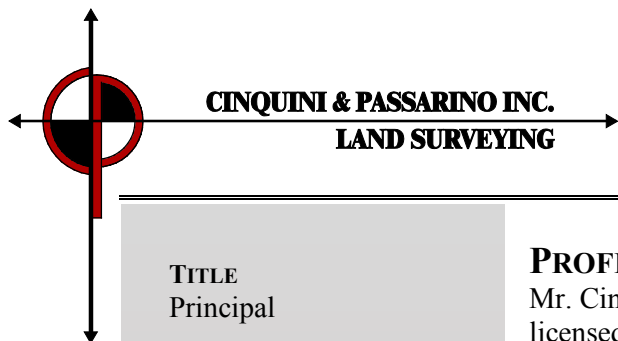
existing local cultural and environmental conditions. Tim provided the overall management of this project and his daily tasks included communication and coordination with City Staff and its hired contractor, documentation of day to day activities, document preparation and/or processing such as submittals, RFIs, Field Directives, Change Orders, and Progress Payments. His duties also included managing inspection personnel.

Federally Funded Projects

- 2010 ARRA Overlay – RE/County of Sonoma
- West Ave Safe Routes to School – RE/County of Sonoma
- Streetsmart Phase 3 – RE/City of Sebastopol
- Streetscape 3 – RE/City of Fort Bragg
- 2009 Federal Overlays – RE/City of Fort Bragg
- Pudding Creek Rd Reconstruction – RE/City of Fort Bragg
- Copeland Creek Bike Path – RE/City of Rohnert Park
- E. Cotati & Arlen Dr. Resurfacing – RE/City of Rohnert Park
- Old Redwood Hwy/US101 & Bike Facility Improvement – RE/Town of Windsor

Work history

2017 – present	GHD, Santa Rosa, CA
2016	County of Sonoma, Transportation and Public Works, Santa Rosa, CA
2009 – 2016	Green Valley Consulting Engineers, Santa Rosa, CA
2009	City of Fort Bragg, Fort Bragg, CA
2002 – 2009	Argonaut Constructors, Santa Rosa, CA



CINQUINI & PASSARINO INC.
LAND SURVEYING

Anthony G. Cinquini, P.E., P.L.S.
1360 N. Dutton Ave., Ste. 150, Santa Rosa, CA 95401
(707) 542-6268 Fax (707) 542-2106

TITLE

Principal

ROLE

Principal in Charge &
Project Manager

EXPERIENCE

20 Years

EDUCATION

Bachelor of Science,
1998, Civil Engineering
California State
University, Chico

LICENSES &

CERTIFICATIONS

Professional Engineer,
Civil, California,
PE C62341

*Professional Land
Surveyor, California,
PLS 8614*

*FAA Remote Pilot for
Small Unmanned Aircraft
Systems
Cert No. 3906702*

*Construction Documents
Technologist, Construction
Specifications Institute*

PROFESSIONAL

MEMBERSHIPS

American Society of
Civil Engineers,
*San Francisco Section
Past-President*

American Council of
Engineering Companies
California (ACEC-CA),
North Coast Chapter

California Land
Surveyors Association

PROFESSIONAL PROFILE

Mr. Cinquini, Chief Financial Officer at Cinquini & Passarino, Inc. is a licensed Professional Engineer and licensed Professional Land Surveyor with the State of California with over twenty years of experience in the professions of civil engineering and land surveying. His experience in project management, topographic surveys, right of way surveys, legal description and plat preparation, construction surveys, and land survey technology including laser scanning and unmanned aerial systems enhances his ability to effectively work on infrastructure improvements, redevelopment and development projects, roadway realignments, and utility rehabilitation projects.

PROFESSIONAL EXPERIENCE

Keiser Avenue Reconstruction Project, Rohnert Park, CA

Mr. Cinquini is Principal in Charge and Project Manager overseeing the detailed topographic mapping and right of way engineering for the reconstruction of approximately 4,300 feet of Keiser Avenue from Snyder Lane to Petaluma Hill Road. Project includes right of way determination, identification of right of way needs and preparation of legal descriptions and plats for right of way acquisition.

Snyder Lane Rehabilitation, Rohnert Park, CA

Mr. Cinquini was Principal in Charge and Project Manager overseeing the detailed topographic mapping and right of way engineering for the reconstruction of approximately 4,300 feet of Snyder Lane from Keiser Avenue to Moura Lane. Project included retracement of historic mapping to compile the project's right of way.

Mirabel Flood Damage sUAS Imagery, Sonoma County, CA.

As Principal in Charge and Chief Remote Pilot, Mr. Cinquini was responsible for planning the preflight, executing the drone flight and post processing the aerial imager for the recently complete Mirabel Fish Screen and Fish Ladder Replacement for the Westside Water Education Center. We also mapped portions of the Russian River. Imagery was tiled for ease of use and deliverables included georeferenced images and point clouds files.

City of Santa Rosa Parks ADA Upgrade, Santa Rosa, CA

Mr. Cinquini was Principal in Charge and Project Manager overseeing the detailed topographic mapping for ADA upgrades to Tanglewood Park and Skyhawk Park. Existing pathways were cross sectioned at interval's ranging from 10 to 25 feet to accurately depict the existing longitudinal slopes and cross slopes of the existing path of travel.

Right of Way Acquisition Documents – Steele Lane to Jennings Ave, Santa Rosa, CA.

As Principal in Charge and Project Manager, Mr. Cinquini coordinated with City Staff for the preparation of a sanitary sewer easement over a portion of Sonoma County Water Agency property for the City's new sewer. Project included topographic mapping, boundary line determination and record research.



GARY DOWD

Right of Way Appraisals/Acquisition Lead

Gary Dowd joined Associated Right of Way Services, Inc., in early 2013 as a Right of Way Consultant. In his role he is responsible for providing acquisition services; program management support; project management; budget oversight; project coordination; and final delivery of projects for both private companies and public agencies. His work is performed in conformance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act, Housing and Community Development Department applying Caltrans standards while following state and federal guidelines.

Prior to joining the AR/WS team, Mr. Dowd worked for the San Francisco Public Utilities Commission (SFPUC) as both Assistant Director and Director of the SFPUC Real Estate Services Division (February 1996 – September 2012). Prior to his work with the SFPUC, Mr. Dowd was a Right of Way Agent with Caltrans, District 4, in Oakland, CA, from August 1988–November 1994. In that capacity, Mr. Dowd was responsible for acquisition, appraisal, property management, local agency oversight, planning and management, and he served as the railroad liaison between Caltrans and all railroads operating in the San Francisco Bay Area.

Project Experience

County of Tuolumne - State Route 108/5th Avenue Signal Project

This project will consist of signalizing the intersection of State Route 108/49 and 5th Avenue, adding turn lanes on 5th Avenue in the northbound and southbound directions at the intersection. AR/WS prepared appraisal reports for the four impacted parcels. Mr. Dowd is providing right of way project management and acquisition services for the four parcels.

Sonoma County – Various Bridge Projects

AR/WS provided project management, appraisal, appraisal review and acquisition services on three bridge projects for the County: Hauser Bridge Road Bridge Replacement; Boyes Boulevard Bridge Replacement; and Wohler Road Bridge at Mark West Creek. Mr. Dowd served as the project manager for AR/WS and is also providing acquisition services for all of the properties. Mr. Dowd negotiated settlements on the Hauser Bridge project, Boyes Bridge project, and the Wohler Bridge project.

City of Pleasant Hill - Golf Club Road/Old Quarry Road Improvements Project

Mr. Dowd provided right of way project management and acquisition services for this project. This federally funded project had an expedited time frame to complete acquisitions, which required significant acquisition preparation and coordination during the early planning and appraisal steps of the project. All three acquisitions were completed within the ambitious project schedule.

EDUCATION

BA, Mass Communications,
University of California, Berkeley

CERTIFICATION / LICENSES

State of California, Department Real
Estate Broker's License
No. 01753694

State of California Notary Public
Commission No. 2206324

MEMBERSHIPS

International Right of Way
Association (IRWA), Member

EXPERIENCE HIGHLIGHTS

- ✓ 31 years of industry experience
- ✓ In depth knowledge of federal and state guidelines
- ✓ Former Caltrans District 4 Right of Way Agent





Stephen J. Weinberger, PE, PTOE Signing & Striping Lead



Steve Weinberger is one of the founding Principals and specializes in Complete Streets traffic engineering and planning, pedestrian safety, and active transportation planning and operations. He is registered in California as both a Civil and Traffic Engineer and is also a Professional Traffic Operations Engineer.

Steve's technical work focuses on projects which balance competing transportation needs within the existing public right-of-way. He is adept at working with communities to develop measures to transform vehicle-dominated arterials into systems that provide more livable conditions for all users by incorporating traffic calming schemes, lane reallocation techniques, roundabouts and traffic control systems that favor local traffic, bicyclists, and pedestrians.

Steve is a graduate of the University of California at Berkeley (a.k.a. Cal) with a B.S. in Civil Engineering and an M.S. in Transportation Engineering. He is a certified instructor for the National Complete Streets Coalition and the National Center for Safe Routes to School. Steve is also a member of both the Institute of Transportation Engineers (ITE) and Association of Pedestrian and Bicycle Professionals (APBP).

Education

MS in Transportation Engineering
University of California, Berkeley, 1984

BS in Civil Engineering
University of California, Berkeley, 1982

Affiliations/Activities

Institute of Transportation Engineers (ITE)
Member

ITE Pedestrian and Bicycle Task Force
Current Member

Association of Pedestrian and Bicycle Professionals

Certification

Safe Routes to School National Course Instructor
National Center for Safe Routes to School,
2013-Present

Complete Streets Certified Instructor
National Complete Streets Coalition
2015-Present

Registration

Civil Engineer #43159 (CA)
Traffic Engineer #1440 (CA)
Professional Traffic Operations Engineer #342

Professional History

1995-Present
W-Trans (Principal/Owner)

1991-1994
TJKM Transportation Consultants, Santa Rosa

1984-1991
TJKM Transportation Consultants, Pleasanton

1982-1984
PRC Vorhees, Berkeley

Representative Projects

Complete Streets

Atascadero – SR 41 Complete Street Feasibility Study
Belmont/San Carlos – Four Corners/Alameda de las Pulgas Corridor Improvements
Chico – Chico Esplanade Corridor Improvement Study
Mendocino County – Hopland Main Street Engineered Feasibility Study
Menlo Park – El Camino Real Corridor Study
Oakland – Fruitvale Avenue Complete Streets and Traffic Safety Study
Paradise – Skyway Corridor Study
Paso Robles – Creston Road Corridor Study

Bicycles and Pedestrians

Office of Traffic Safety – OTS Crosswalk Warning System Evaluation
Belmont – Ralston Avenue Corridor Study and Improvement Plans
Sebastopol – Bike Lane Feasibility Study and Design
Santa Cruz County – Monterey Bay Sanctuary Scenic Trail Crossings Design
Sonoma County – Safe Routes to School
Windsor – Old Redwood Highway Corridor Study

Roundabouts

Atascadero – US 101 Interchange Study
Berkeley – Interstate 80/Gilman Street Interchange Roundabout Design
Contra Costa County – Improvement Plans for Danville Boulevard Roundabout
Paso Robles – Creston Road/Rolling Hills Drive Evaluation

Municipal Staff Services

Chico – Public Works Traffic Engineering Services
Sebastopol – Public Works Traffic Engineering Services



about GHD

GHD is one of the world's leading professional services companies operating in the global markets of water, energy and resources, environment, property and buildings, and transportation. We provide engineering, environmental, and construction services to private and public sector clients.

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COST PROPOSAL

PROJECT NAME: Ukiah Downtown Streetscape, Road Diet, and Utilities Project
 PROJECT ELEMENT: Streetscape, Road Diet, and Utilities - RPSTPLE-5049(025) & HSIPL-5049(026)
 Date: 2/14/2019

Classification-->	Sr. Engineer/ Scientist/Planner				Project Engineer/ Scientist/ Planner				Staff Engineer/ Scientist/Planner			CAD/GIS/Tech.			Admin. Support			Total GHD Fees	WRT	W-Trans	AR/WS	C&P	Subtronic	Hortical- tural Assoc	ODC's	Totals	
Level-->	IV	III	II	I	IV	III	II	I	III	II	I	III	II	I	III	II	I										
Task Rate-->	\$335.39	\$292.37	\$249.88	\$213.80	\$190.60	\$174.45	\$156.36	\$135.42	\$132.60	\$119.47	\$96.18	\$153.12	\$120.09	\$92.21	\$111.05	\$87.38	\$77.23										
Task 1 – Project Management and QA/QC																											
1.1 Project Management and Internal Coordination	16		64		64	12	8								80	6		\$46,309				\$700				\$147	\$47,156
1.2 Project Schedule			4		4	14	4								4	2		\$4,985	\$488							\$5,473	
1.3 Agency Coordination			40		40	16									4			\$13,489								\$13,489	
1.4 Caltrans Local Assistance Coordination			60		60	12	4								24	6		\$21,167								\$21,167	
1.5 Project Meetings			20		24	20	6								24	2		\$16,839	\$15,216	\$2,657				\$294		\$35,006	
1.6 Progress Reporting/Invoicing			8		8										24			\$6,189	\$2,699	\$820						\$9,708	
1.7 Quality Control / Quality Assurance	20			40								16						\$17,710	\$8,118	\$1,395						\$27,223	
Task 1: Total Hours	36	0	196	40	138	40	14	0	0	0	0	16	0	0	160	16	0										
Task 1: Total Cost	\$12,074	\$0	\$48,976	\$8,552	\$26,303	\$6,978	\$2,189	\$0	\$0	\$0	\$0	\$2,450	\$0	\$0	\$17,768	\$1,398	\$0	\$126,688	\$26,521	\$4,872	\$0	\$700	\$0	\$0	\$440	\$159,221	
Task 2 – Surveys, Mapping and Site Data																											
2.1 Background Research			8	8	8							16						\$5,234	\$3,452			\$6,789			\$0	\$15,475	
2.2 Surveys and Mapping				8														\$4,160				\$43,528				\$47,688	
2.3 Site Visit			4	4	4										4			\$3,061	\$7,603			\$1,120			\$420	\$12,204	
2.4 Utility Potholing																20		\$0					\$58,436			\$58,436	
2.5 Geotechnical Investigation			4	30	8	2		20			8			16		20		\$15,988							\$8,000	\$23,988	
Task 2: Total Hours	0	0	16	50	20	2	0	20	0	0	8	16	0	16	4	20	0										
Task 2: Total Cost	\$0	\$0	\$3,998	\$10,690	\$3,812	\$349	\$0	\$2,708	\$0	\$0	\$769	\$2,450	\$0	\$1,475	\$444	\$1,748	\$0	\$28,444	\$11,055	\$0	\$0	\$51,437	\$58,436	\$0	\$8,420	\$157,791	
Task 3 – Outreach and Coordination with Adjacent Properties																											
3.1 Community Outreach	8		16	4	16	4			24	40			20	20	4	16		\$16,243	\$25,945							\$42,188	
3.2 Adjacent Property Owner Coordination			60	4	80	4			120	40			20	20	4	16		\$60,094	\$4,884						\$294	\$65,271	
Task 3: Total Hours	8	0	76	8	96	8	0	0	144	40	0	20	20	4	32	0	0										
Task 3: Total Cost	\$2,683	\$0	\$18,991	\$1,710	\$18,298	\$1,396	\$0	\$0	\$19,094	\$4,779	\$0	\$3,062	\$2,402	\$369	\$3,554	\$0	\$0	\$76,337	\$30,829	\$0	\$0	\$0	\$0	\$0	\$294	\$107,459	
Task 4 – Utility Coordination																											
4.1 Water, Sewer, and Storm Drain Coordination		12	20	8	40	12									20			\$22,155						\$5,000		\$27,155	
4.2 Utility Relocation of City Owned Facilities			12		20	12									8			\$9,792								\$9,792	
4.3 Utility Relocation of Non-City Owned Facilities			8		20	12			40						8			\$14,097								\$14,097	
Task 4: Total Hours	0	12	40	8	80	36	0	0	40	0	0	0	0	0	36	0	0										
Task 4: Total Cost	\$0	\$3,508	\$9,995	\$1,710	\$15,248	\$6,280	\$0	\$0	\$5,304	\$0	\$0	\$0	\$0	\$0	\$3,998	\$0	\$0	\$46,044	\$0	\$0	\$0	\$0	\$0	\$5,000	\$0	\$51,044	
Task 5 – Environmental Compliance and Support																											
5.1 NEPA and CEQA Compliance						24			24									\$6,620								\$6,620	
5.2 Haz Materials Assessment and Support					20		48		24	24	8				20			\$16,066								\$16,066	
Task 5: Total Hours	0	0	0	0	20	0	24	48	0	24	24	8	0	0	20	0	0										
Task 5: Total Cost	\$0	\$0	\$0	\$0	\$3,812	\$0	\$3,753	\$6,500	\$0	\$2,867	\$2,308	\$1,225	\$0	\$0	\$2,221	\$0	\$0	\$22,686	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22,686	
Task 6 – Design																											
6.1 60% Plans, Specifications, and Estimate	12	8	120	110	260	120	8	8	20	50	10	110	50	8	24	4	6	\$169,341	\$63,360	\$13,655					\$0	\$246,356	
6.2 Drainage and LID Program				16	70					40		40	8		8			\$28,385							\$0	\$28,385	
6.3 Utility Coordination			40	8	40	12				12		12						\$24,694								\$24,694	
Task 6: Total Hours	12	8	160	134	300	202	8	8	20	102	10	162	58	8	32	4	6										
Task 6: Total Cost	\$4,025	\$2,339	\$39,981	\$28,650	\$57,180	\$35,239	\$1,251	\$1,083	\$2,652	\$12,186	\$962	\$24,805	\$6,965	\$738	\$3,554	\$350	\$463	\$222,420	\$63,360	\$13,655	\$0	\$0	\$0	\$0	\$0	\$299,435	
Task 7 – ROW Engineering																											
7.1 Right of Way Consulting			20		40					40					40		4	\$23,497			\$70,476					\$93,973	
7.2 Record of Survey			2		2					4					4			\$1,938				\$5,168				\$7,106	
Task 7: Total Hours	0	0	22	0	42	0	0	0	0	44	0	0	0	0	44	0	4										
Task 7: Total Cost	\$0	\$0	\$5,497	\$0	\$8,005	\$0	\$0	\$0	\$0	\$0	\$0	\$6,737	\$0	\$0	\$4,886	\$0	\$309	\$25,435	\$0	\$0	\$70,476	\$5,168	\$0	\$0	\$0	\$101,079	
Task 8 –Final Design and Bid Phase																											
8.1 90% Plans, Specifications, and Estimate	4	4	90	90	220	130	8	8	40	90		110	60		24			\$153,956	\$29,040	\$5,990						\$188,986	
8.2 Final Plans, Specifications, and Estimate	2	2	50	80	150	100	8	8	30	40		80	40		16			\$106,809	\$18,018	\$2,514						\$127,341	
8.3 Bid Support			16		20					20					8			\$8,698	\$3,221							\$11,919	
Task 8: Total Hours	6	6	156	170	390	230	16	16	70	130	0	190	100	0	48	0	0										
Task 8: Total Cost	\$2,012	\$1,754	\$38,981	\$36,346	\$74,334	\$40,124	\$2,502	\$2,167	\$9,282	\$15,531	\$0	\$29,092	\$12,009	\$0	\$5,330	\$0	\$0	\$269,463	\$50,279	\$8,504	\$0	\$0	\$0	\$0	\$0	\$328,246	
Task 9 – Construction Phase Support and Construction Management (Rec Option)																											
9.1 Construction Support (Eng. during Construction)																		\$0								\$0	
9.2 Construction Management																		\$0								\$0	
Task 9: Total Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0										
Task 9: Total Cost	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
ODC's																		\$9,154	\$18,818	\$211	\$1,776	\$800				\$30,758	
Anticipated Salary Increases																		\$0								\$0	
TOTAL HOURS	62	26	666	410	1,086	518	62	92	274	296	42	456	178	28	376	40	10										
TOTAL FEES	\$20,794	\$7,602	\$166,419	\$87,659	\$206,990	\$90,366	\$9,695	\$12,458	\$36,332	\$35,362	\$4,039	\$69,820	\$21,375	\$2,582	\$41,754	\$3,495	\$772	\$826,670	\$200,861	\$27,242	\$72,252	\$58,105	\$58,436	\$5,000	\$9,154	\$1,257,720	

Note: GHD Team fee based on information available at time of proposal and info the Project RFP; the schedule is very aggressive and GHD will endeavor to meet the schedule however we cannot guarantee the RFP Project timeline and subsequent grant attainment



AGENDA SUMMARY REPORT

SUBJECT: Receive Updates on City Council Committee and Ad Hoc Assignments and if necessary, Consider Modifications to Assignments and/or the Creation/Elimination of Ad hoc(s).

DEPARTMENT: City Council

PREPARED BY: Kristine Lawler

ATTACHMENTS:

[Attachment 1 - 2019 City Council Special Assignments & Ad Hocs](#)

Summary: City Council members will provide reports and updates on their committee and ad hoc assignments. If necessary, the Council may consider modifications

Background: City Council members are assigned to a number of committees and ad hoc activities. These assignments are included as Attachment #1.

Discussion: Previously, the City Council discussed having more time allocated to reporting on committee and ad hoc activities. Often, the Council Reports section of the regular agenda is rushed due to impending business (i.e., public hearings), and not enough time is afforded for reports beyond community activities.

In an effort to foster regular updates on committee and ad hoc assignments, this item is being placed on the agenda to provide the City Council members an expanded opportunity to report on assignments.

RECOMMENDED ACTION: Receive report(s). The Council may also consider modifications to committee and ad hoc assignments along with the creation/elimination ad hoc(s).

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

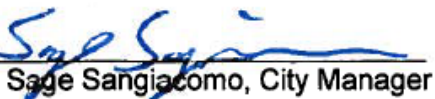
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Mayor Mulheren

Approved:


Sage Sangiacomo, City Manager

2019 CITY COUNCIL SPECIAL ASSIGNMENTS

COUNTY/REGIONAL OnGoing One + Alternate	MTG DATE/TIME	MEETING	LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Disaster Council	Shall meet a minimum of twice a year at a time and place designated upon call of the chair	Place designated upon call of the chair or, if she/he is unavailable or unable to call such meeting, the first vice chair and then the City Manager or her/his designee.		Emergency Management Coordinator 300 Seminary Ave. Ukiah, CA 95482 467-5765 - Tami Bartolomei	Develop any necessary emergency and mutual aid plans, agreements, ordinances, resolutions, rules, and regulations.	Mulheren Orozco- Alternate	Tami Bartolomei, Community Services Administrator; 467-5765 tbartolomei@cityofukiah.com
Mendocino Council of Governments (MCOG)	1st Monday of month, 1:30 p.m.	Board of Supervisors Chambers	501 Low Gap Road Ukiah, CA	Executive Director 367 N. State Street, Ste. 206 Ukiah, CA 95482 463-1859	Plan and allocate State funding, transportation, infrastructure and project County wide	Brown Mulheren- Alternate	Rick Seanor, Deputy Director of Public Works; 463-6296 rseanor@cityofukiah.com
Mendocino County Inland Water and Power Commission (IWPC)	2nd Thursday of month, 6:00 p.m.	Civic Center	300 Seminary Avenue conference room 5	IWPC Staff P.O. Box 1247 Ukiah, CA 95482 391-7574 - Candace Horsley	Develops coordination for water resources and current water rights: Potter Valley project - Eel River Diversion	Orozco Brown- Alternate	Sean White, Director of Water Resources; 463-5712 swhite@cityofukiah.com
Mendocino Solid Waste Management Authority (MSWMA)	3rd Thursday of every other month (varies), 10:00 a.m.	Willits Council Chambers		Solid Waste Director 3200 Taylor Drive Ukiah, CA 95482 468-9710	County-wide Solid Waste JPA	Brown Scalmanini- Alternate	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Mendocino Transit Authority (MTA) Board of Directors	Last Wednesday of month, 1:30 p.m.	Alternating locations - Ukiah Conference Center or Fort Bragg, or Point Arena		Executive Director 241 Plant Road Ukiah, CA 95482 462-1422	County-wide bus transportation issues and funding	Mulheren Brown- Alternate	Rick Seanor, Deputy Director of Public Works; 463-6296 rseanor@cityofukiah.com
North Coast Opportunities (NCO)	4th Wednesday of month, 2 p.m.	Alternating locations - Ukiah and Lakeport		Ross Walker, Governing Board Chair North Coast Opportunities 413 North State Street Ukiah, CA 95482	Assist low income and disadvantaged people to become self reliant	Bartolomei (appointed 12/19/18)	Tami Bartolomei, Community Services Administrator; 467-5765 tbartolomei@cityofukiah.com
North Coast Rail Authority (NCRA)	2nd Wednesday of month, 10:30 a.m.	Various Locations - announced		419 Talmage Road, Suite M Ukiah, CA 95482 463-3280	Provides a unified and revitalized rail infrastructure meeting the freight and passenger needs of the region	Mayor	Shannon Riley, Deputy City Manager; 467-5793 sriley@cityofukiah.com
Russian River Watershed Association (RRWA)	4th Thursday of month, 9:00 a.m. (only 5 times a year)	Windsor Town Hall		Russian River Watershed Association Attn: Daria Isupov 425 South Main St., Sebastopol, CA 95472 666-4857	Consider issues related to Russian river - plans projects and funding requests	Mulheren Brown- Alternate	Rick Seanor, Deputy Director of Public Works; 463-6296 rseanor@cityofukiah.com
Ukiah Valley Basin Groundwater Sustainability Agency (GSA)	2nd Thursday of month, 1:30 p.m.	Board of Supervisors Chambers;	501 Low Gap Road Ukiah, CA	County Executive Office Nicole French 501 Low Gap Rd., Rm. 1010 Ukiah, CA 95482 463-4441	GSA serves as the Groundwater Sustainability Agency in the Ukiah Valley basin	Crane Mulheren- Alternate	Sean White, Director of Water Resources; 463-5712 swhite@cityofukiah.com
COUNTY/REGIONAL One + Staff Alternate	MTG DATE/TIME	MEETING	LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Economic Development & Financing Corporation (EDFC)	2nd Thursday of month, 2:00 p.m.	Primarily 631 S. Orchard Street (location varies)		Executive Director 631 South Orchard Avenue Ukiah, CA 95482 467-5953	Multi-agency co-op for economic development and business loan program	Riley (appointed 12/19/18)	Shannon Riley, Deputy City Manager; 467-5793 sriley@cityofukiah.com
Greater Ukiah Chamber of Commerce Liaison ex officio	4th Wednesday of month, 9:00 a.m.	Conference Center	200 S. School Street Ukiah, CA	200 S. School Street Ukiah, CA 95482 462-4705	To represent and set policy for Chamber and area businesses	Riley (appointed 12/19/18)	Shannon Riley, Deputy City Manager; 467-5793 sriley@cityofukiah.com;
Main Street Program Board of Directors ex officio	1st Thursday of month, 8:00 a.m.	200 South School Street	Ukiah, CA	200 S. School St. Ukiah, CA 95482 463-6729	Develops activities for downtown economic development program	Riley (appointed 12/19/18)	Shannon Riley, Deputy City Manager; 467-5793 sriley@cityofukiah.com
Sun House Guild ex officio	2nd Tuesday of month, 4:30 p.m.	Sun House	431 S. Main St. Ukiah, CA	431 S. Main Street Ukiah, CA 95482 467-2836	Support and expand Grace Hudson Museum	Bartolomei (appointed 12/19/18)	David Burton, Museum Director; 467-2836 dburton@cityofukiah.com

2019 CITY COUNCIL SPECIAL ASSIGNMENTS

Continued - COUNTY/REGIONAL One + Staff Alternate	MTG DATE/TIME	MEETING	LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Mendocino Youth Project JPA Board of Directors	3rd Wednesday of month, 7:45 a.m.	776 S. State Street Conference Room		Mendocino Co. Youth Project 776 S. State Street, Ste. 107 Ukiah, CA 95482 707-463-4915	targets all youth with a focus on drug and alcohol prevention, healthy alternatives and empowering youth to make healthy choices	UPD Staff	Recommend to be assigned to staff - Forthcoming from UPD
Northern California Power Agency (NCPA)	4th Thursday of month, 9:00 a.m. (see calendar from NCPA)	Roseville, CA and other locations		651 Commerce Drive Roseville, CA 95678 916-781-4202	Pool of public utilities for electric generation and dispatch	Crane Grandi - Alternate	Mel Grandi, Electric Utility Director; 463-6295 mgrandi@cityofukiah.com
LOCAL/COUNTY/REGIONAL/LIASONS OnGoing One or Two Council and/or Staff	MTG DATE/TIME	LOCATION		MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
League of California Cities Redwood Empire Legislative Committee	Prior to Division Meetings, meets 3x in person and then via conference call	Various locations that are announced		Redwood Empire League President; Public Affairs Program Manager (916) 658-8243	Elected city officials and professional city staff attend division meetings throughout the year to share what they are doing and advocate for their interests in Sacramento	Mulheren Brown- Alternate	Sage Sangiacomo, City Manager; 463-6221 ssangiacomo@cityofukiah.com
City Selection Committee	Called as required by the Clerk of the Board	BOS Conference Room 501 Low Gap Rd. Rm. 1090 Ukiah, CA		C/O: BOS 501 Low Gap Rd., Rm 1090 Ukiah, CA 95482 463-4441	Makes appointments to LAFCO and Airport Land Use Commission	Mayor	Kristine Lawler, City Clerk; 463-6217 klawler@cityofukiah.com
Investment Oversight Committee	Varies	Civic Center 300 Seminary Ave. Ukiah, CA 95482		Civic Center 300 Seminary Ave. Ukiah, CA 95482	Reviews City investments, policies, and strategies	Crane Alan Carter, Treasurer	Dan Buffalo, Director of Finance; 463-6220 dbuffalo@cityofukiah.com
Library Advisory Board	3rd Wednesdays of alternate months (beginning January), 1:00 p.m.	Various Mendocino County Libraries		Ukiah County Library 463-4491	Review library policy and activities	Bartolomei (appointed 12/19/18)	Kristine Lawler, City Clerk; 463-6217; klawler@cityofukiah.com
Ukiah Players Theater Board of Directors	3rd Tuesday of month, 6:00 p.m	1041 Low Gap Rd Ukiah, CA 95482 462-1210		1041 Low Gap Rd Ukiah, CA 95482 462-1210	To oversee the activities, organization and purpose of the Ukiah Players Theater	Greg Owen, Airport Manager (appointed 12/19/18)	Kristine Lawler, City Clerk; 463-6217 klawler@cityofukiah.com
Ukiah Unified School District (UUSD) Committee	Quarterly	511 S. Orchard, Ste. D Ukiah, CA 95482		511 S. Orchard Ukiah, CA 95482	Information exchange with UUSD Board Chair, Mayor, Superintendent, and City Manager	Mayor, City Manager and Police Chief	Sage Sangiacomo, City Manager; 463-6221 ssangiacomo@cityofukiah.com
Russian River Flood Control District (RRFCD) Liaison	1st Monday of month, 5:30 p.m.	151 Laws Ave., Suite D Ukiah, CA		151 Laws Ave., Ukiah, CA 95482; rrfc@pacific.net; 462-5278	Proactively manage the water resources of the upper Russian River for the benefit of the people and environment of Mendocino County	Orozco White (appointed 12/19/18)	Sean White, Director of Water Resources; 463-5712 swhite@cityofukiah.com
HHSa Advisory Board	2nd Wednesday of month; 9:00 a.m.	Big Sur Room County Department of Social Services		Executive Director Jackie Williams - 462-1934 c/o Ford St. Project 139 Ford St. Ukiah CA 95482	Discussions and possible work on health and human service issues	Brown - Liaison	Shannon Riley, Deputy City Manager; 467-5793 sriley@cityofukiah.com
Mendocino County Local Area Formation Commission (LAFCO)	1st Monday of month, 9:00 a.m.	Board of Supervisors Chambers		Executive Director 200 S. School Street, Ste. 2 Ukiah, CA 95482 463-4470	Required by legislation - planning spheres of influence, annexation, service areas, and special districts	Crane Mulheren- Alternate	Craig Schlatter, Director of Community Development; 463-6219; cschlatter@cityofukiah.com
Mendocino County Airport Land Use Commission	As needed	BOS Conference Room 501 Low Gap Rd., Rm. 1090, Ukiah, CA		Mendocino County Executive Office 501 Low Gap Rd. Rm. 1010 Ukiah, CA 95482	To formulate a land use compatibility plan, provide for the orderly growth of the airport and the surrounding area, and safeguard the general welfare of the inhabitants within the vicinity	Owen/Schlatter	Greg Owen, Airport Manager; 467-2855; gowen@cityofukiah.com Craig Schlatter, Director of Community Development; 463-6219; cschlatter@cityofukiah.com
Mendocino County 2nd District Liaison	1st Wednesdays of month, 8:00 a.m.	Civic Center Annex conference room #5 411 West Clay St. Ukiah, CA 95482		Civic Center 300 Seminary Ave. Ukiah, CA 95482	To coordinate activities and policy development with the City's 2nd District Supervisor	Brown Crane- Alternate	Sage Sangiacomo, City Manager; 463-6221; ssangiacomo@cityofukiah.com
Fire Executive Committee	2nd Wednesdays of month, 3:45 p.m.	Ukiah Valley Conference Center, 200 S. School Street Ukiah, CA		Stephanie Abba Civic Center 300 Seminary Ave. Ukiah, CA 95482 sabba@cityofukiah.com	Per the recently adopted agreement between the City of Ukiah and the Ukiah Valley Fire Protection District	Orozco/Brown	Dan Grebil, Fire Authority Administrator; 462-7921 x400; dgrebil@cityofukiah.com

UPDATED 1-17-19

2019 AD HOC COMMITTEES		
COMMITTEE	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Electric Grid Operational Improvements	Crane/Scalmanini	Mel Grandi , Electric Utility Director; 463-6295 mgrandi@cityofukiah.com
Rate Studies for Electric, Water, Sewer	Crane/Scalmanini	Mel Grandi , Electric Utility Director; 463-6295 mgrandi@cityofukiah.com Tim Eriksen , Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com Sean White , Director of Water Resources; 463-5712 swhite@cityofukiah.com Dan Buffalo , Director of Finance; 463-6220 dbuffalo@cityofukiah.com
Downtown Parking Management	Mulheren/Brown	Shannon Riley , Deputy City Manager; 467-5793 sriley@cityofukiah.com
Budget Development Best Practices and Financial Policy For FY 19/20 Budget	Crane/Brown	Dan Buffalo , Director of Finance; 463-6220 dbuffalo@cityofukiah.com Sheri Mannion , Human Resource Director/Risk Manager; 463-6272,
Public Works Project Specification Development	Crane/Mulheren	Tim Eriksen , Public Works Director/City Engineer;
Uniform Cost Accounting	Crane/Mulheren	Tim Eriksen , Public Works Director/City Engineer;
Vichy Springs Resort Litigation	Brown/Scalmanini	Sage Sangiacomo , City Manager; 463-6221 ssangiacomo@cityofukiah.com
Marbut Study Ad Hoc	Brown/Scalmanini	Justin Wyatt , Police Operations Captain, 463-6760 jwyatt@cityofukiah.com
Solar Proposal-Application Project	Crane/Scalmanini	Sean White , Director of Water Resources; 463-5712 swhite@cityofukiah.com

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