




April 3, 2023

Robert Ovadia, P.E.
Director of Public Works
Town of Atherton
80 Fair Oaks Lane
Atherton, CA 94027

Subject: *Proposal for Construction Management and Inspection Services for the Holbrook-Palmer Park Access and Circulation Improvements, Project Number 56083*

Willdan Engineering is pleased to present the Town of Atherton with this proposal for Construction Management and Inspection Services for the Holbrook-Palmer Park Access and Circulation Improvements, Project Number 56083. Willdan Engineering has been providing construction management and inspection services to California cities and counties for 59 years. We are well suited to partner with the Town of Atherton to achieve a fast-track approach for planned infrastructure projects.

Willdan will provide a staffing professional who is committed to providing the Town of Atherton with top-quality service. Serving public agencies is the cornerstone of Willdan's business. Willdan's proposed staff member is experienced in working together as an integral part of municipal agency improvement projects and can provide exemplary service for the Town of Atherton's role requests. The following strengths are what set us apart from the competition and make us the best-qualified for this assignment:

	Highly Skilled Construction Manager and Public Works Observer. Our proposed Construction Manager/Public Works Observer, John Crowe, possesses 21 years of practical experience in the public works/engineering field. He has provided project management, construction management and inspection services on a wide variety of projects and is completely knowledgeable in all areas of roadway construction, drainage construction, major street and residential paving, and park rehabilitation and improvements.	<i>Mr. Crowe is thoroughly familiar and has provided services on projects such as street rehabilitation and street and parkway improvements, including ADA ramps, decorative paving, irrigation systems, lighting, and signage.</i>
	Unmatched Park Renovation Project Experience. Willdan has provided construction management and/or inspection on an extensive amount of rehabilitation projects for over 59 years, including demolition, clearing and grubbing, earthwork, grading, site drainage, AC and granite pathway, fencing, paver plaza, entry improvements, signage and furnishings, crosswalk, ADA ramp, landscaping, irrigation, and roadway improvements.	<i>Willdan project staff have extensive experience working on hundreds of public works projects throughout the region.</i>
	Large Company with Boutique Company Approach. We have the resources of a large company but are staffed by individuals who respect our clients' unique needs. Every Willdan employee – including those working at City offices – seeks to understand each city's goals, policies, and practices based upon what is written in their general plans and development codes and how those goals and policies have been applied over time. This approach has contributed to Willdan's success.	<i>We have worked with nearly 90% of California cities and counties to deliver 13,000+ projects, serving over 3,400 clients.</i>

Willdan looks forward to the opportunity to assist the Town of Atherton on this very important project. Should you have any questions regarding our proposal, please do not hesitate to contact me at (310) 502-6335.

Respectfully submitted,
WILLDAN ENGINEERING



Chris Baca, RCI, CESSWI
Director of Construction Management
and Inspection Services

Approval and Authorization to Proceed By:
TOWN OF ATHERTON

Signature

Date

SCOPE OF WORK

Construction Management

1. Log and review submittals and shop drawings as needed. Route submittals as needed for project engineer/architect's approval to allow for responses within the specified turnaround time.
2. Receive and review contractor's look ahead schedule (two- or three-week look ahead), and provide a narrative to the Town for use in updating the project's social media site.
3. Compare the progress of work with the baseline or progress schedules, and issue nonconforming reports if unapproved slippages occur.
4. Log and route RFIs. Field-related RFIs will be answered by the Construction Manager.
5. Prepare RFI responses or potential solutions for the Town's review.
6. Provide responses to RFIs within the turnaround time specified in the contract documents.
7. Prepare field modifications.
8. Prepare and route Change Orders on the Town's form, as required, and in a timely manner. Evaluate the merit of proposed change orders, and provide justification of recommendation to the Town.
9. Prepare correspondence necessary to maintain control over the construction contract.
10. Notify Town contact in writing in a timely manner when a dispute arises, an unknown condition is discovered, or at any time the contractor believes extra work / change order work is warranted.
11. Notify contractor of any unacceptable condition or workmanship. Document approved changes.
12. Document conversations that could be significant in the event a claim or dispute.
13. Review schedule, plans, and specifications for upcoming work, to keep ahead of the contractor and the workflow.
14. Prepare weekly statement of working days and submit to contractor and Town.
15. Establish and conduct periodic construction progress meetings to:
 - a. Resolve all old business issues to maximum extent possible
 - b. Address all items of new business as presented by any party
 - c. Review project schedule and address any deviations
- d. Review submittal log in terms of items needed and resubmittals required and review RFI, RFC, CCO, NCR, and NOPC logs
- e. List status of construction items recently undertaken or ongoing
- f. List planned construction items for next two weeks (three-week look ahead schedule)
- g. Review SWPPP issues
- h. Review contractor's safety program
16. Prepare minutes for weekly construction progress meeting.
17. Review project progress, proposed change orders and notification to the project with the design engineer via the Town project manager.
18. At the end of each month, assist the Town with Pay Estimates/Applications:
 - Maintain all backup documentation such as tonnage slips, and produce copies for the Town upon request
 - Finalize all payment applications with approval signatures and dates. Compute and verify the monthly amount to be paid by the Town.
19. Monitor materials documentation and testing results and enforce corrections.

Construction Inspection

1. Monitor the construction activities to ensure the project is built as designed and specified.
2. Daily: document manpower, equipment and materials used on site, separate activities, hours and resources by pay item.
3. Throughout construction, check site safety, signage, and contractor's traffic control, and document findings. Immediately notify the contractor of any nonconforming situations.
4. Throughout construction, check for public safety and compliance to the approved traffic control plan, and document findings. Immediately notify the contractor of any nonconforming situations.
5. Respond to basic public inquiries. Refer more complicated inquiries to appropriate Town staff.
6. Verify stormwater controls are in place and in good condition, and document findings.
7. Verify layout, operations and intent of work with the contractor.
8. Examine all material to be used for contract compliance and document findings. Issue a



written Nonconforming Report for any rejected materials and have it removed from the job.

9. Document delays, including the cause and time of day. Keep accurate record of any work delays, including construction manager personnel and equipment, Town personnel and equipment, and contractor personnel and equipment. Any contractor-caused work delays beyond normal work hours are eligible for backcharge/withhold from the contractor's payment application.
10. Maintain records of disputed work
 - Maintain a daily diary of craft of workers, equipment, operations and hours spent on each item. Send these weekly to the Town.
 - Obtain agreement and sign-off of the job supervisor of the documented operation performed with written reservation to the validity of the claim.
 - Review the plans and specifications for legitimacy of contractors claim and present a specific written report documenting this review and a formal signed and dated recommendation for the Town to consider. No extra work requests will be processed without this independent analysis and report recommendation
 - Discuss with Town project manager to minimize impacts if the Town is liable.
 - Note statements of concern made by the contractor in your diary.
 - Conduct an ongoing evaluation of operations and materials used.
11. Document the approved Force Account work on the appropriate forms daily.
12. Note approval or rejection of material and work. Any rejected work shall be documented by a Nonconformance Report issued to the Contractor and copied to the Town's project manager.
13. Track time for the management of any nonconforming work, as such inspection services are subject to backcharge/withhold from contractor's payment applications.
14. Monitor the subcontractors used on the project for compliance with the contractors' listing requirements.
15. Maintain a set of Record Drawings.
16. At the end of each month, measure all work performed during the month, using the pay items.



PROJECT FEE

Willdan proposes to perform the required inspection services on a time and materials (T&M) basis. Willdan's proposal is based upon the Town's estimated 95 Working Day construction schedule. Our proposed not-to-exceed fee for the Scope of Work identified above is **\$155,952.00**.

HOLBROOK-PALMER ACCESS AND CIRCULATION IMPROVEMENTS PROJECT TOWN OF ATHERTON			
TITLE/CLASSIFICATION	ESTIMATED	RATE	AMOUNT
Construction Management	304	\$168	\$51,072.00
Construction Inspection	760	\$138	\$104,880.00
TOTAL ESTIMATED FEE:			\$155,952.00



John Crowe

Construction Management/Senior Public Works Observer

Profile Summary

Registration:	<ul style="list-style-type: none"> ▪ <i>National Institute for Certification in Engineering Technologies (NICET) 97346</i> ▪ <i>Level I Certification in Transportation Engineering Technology/Highway Construction.</i> ▪ <i>Level II Certification in the field of Construction Materials Testing Asphalt, Concrete and Soil.</i> ▪ <i>American Concrete Institute (ACI) Level I Concrete Field Technician</i> ▪ <i>Caltrans Certificate of Proficiency for Acceptance Testing for the following test methods: 125, 201, 202, 216, 227, 231, 375, 504, 518, 526, 533, 539, 540, 547 and D2922.</i> ▪ <i>Boart Longyear (CPN) Radiation Safety and Use of Nuclear Gauges</i> ▪ <i>California B-1 General Contractor's License No. 560363</i>
Experience:	<ul style="list-style-type: none"> ▪ <i>21 Years</i>

Mr. John Crowe brings 21 years of practical experience with a strong versatile background in construction. He is a licensed General Contractor, holds numerous construction certifications, and is knowledgeable in all areas of roadway construction, concrete structures, drainage construction and traffic signal requirements. He has shown the ability to work well with developers, contractors, utility agencies and all involved parties on a project.

Relevant Project Experience

Citywide Pavement Rehabilitation, City of Pico Rivera, California. Public Works Inspector. Willdan is providing engineering design services, including preliminary engineering, surveying, and preparation of plans, specifications and estimates for assessment of the existing pavement conditions of identified streets, as well as public works observation and providing recommendations for the Citywide Street Rehabilitation Project- Overlay and Reconstruction. Improvements include pavement rehabilitation on various roadway segments and parkway improvements, such as reconstruction of existing damaged and uplifted concrete sidewalk, curb and gutter, and drive approaches. Curb ramps are to be installed or reconstructed to ensure compliance with ADA requirements, as well as design survey and utility adjustments, pavement assessments, signing and striping, and replacement of traffic loops.

Pavement Rehabilitation Project STR200002A Pacific, City of Highland, California. Public Works Inspector. Willdan is providing construction management and inspection services for this project which involves pavement rehabilitation, including pavement grinding, cold central plant recycling, pavement removal and replacement, and asphalt rubber overlay, as well as removal and replacement of damaged concrete sidewalk, curb and gutter, and cross gutter, grinding raised sidewalk panels, slurry seal, crack repair and seal, adjustment of valve covers to final grade, protection of manholes, and striping & markings.

Lakewood 2022 Major Street Paving and Rehabilitation Project, City of Lakewood, California. Public Works Inspector. Willdan provided construction management, public works observation, labor compliance, and materials testing services for this project, which involved pavement rehabilitation (cold milling, leveling course, asphalt rubber hot mix overlay, thermoplastic striping, traffic loops, curb ramps, sidewalk, curb and gutter) of eight major and collector streets for an estimated total distance of 8 linear miles.

Sewer and Park Improvement at La Puente Community Park, City of La Puente, California. Public Works Inspector. The project consists of the removal of existing asphalt concrete pavement and base, concrete sidewalk, curb and gutter, driveways, chain link fence, manhole structures; construction of asphalt concrete over aggregate base, curb and gutter, PCC driveways, PCC curb ramps, PCC sidewalk, decorative concrete paving, tree wells, catch basins, infiltration trench, parkway drains, trash enclosures; installation of sewer line, storm drain lines, iron fence, electrical conduit, lighting, loop detectors, signing and striping, and landscape improvements. The work also includes manholes, laterals, sewer bypass, CCTV camera inspection and other appurtenant work.

De Luz FEMA Project, De Luz Community Services. Senior Public Works Observer. Willdan provided inspection, construction management, and labor compliance. This was a FEMA project to repair drainage issues at 23 identified locations. These locations had drainage concerns causing roadway improvements to washout. These washouts were to be repaired via storm drain and grading repairs to allow proper drainage to mitigate any further infrastructure damage and help enhance roadway safety. Work included Earthwork, Paving, Storm Drain Improvements and Pipe Lining.

