


Agenda Report Reviewed by:
City Manager: 

CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM

Meeting Date: June 7, 2022
To: Honorable Mayor and City Councilmembers
From: Larry McLaughlin, City Manager
Subject: First Street Water Main Replacement Project #0818-20.09
Recommendation: Approval of Amendment No. 33 of Master Agreement 2010-01-36 with GHD Inc. for Construction Management Services for the First Street Water Main Replacement Project for amount not to exceed \$59,382.
Funding: Currently Budgeted: Yes No N/A

Account Code/Costs authorized in City Approved Budget (if applicable) AK (verified by Administrative Services Department)
See funding breakdown in Fiscal Impact section.

INTRODUCTION/PURPOSE:

The item is to request Council approval of Amendment No. 33 of Master Agreement 2010-01-36 with GHD Inc. for construction management services for the First Street Water Main Replacement Project #0818-20.09 for amount not to exceed \$59,382.

The construction management services proposal is submitted in accordance with GHD’s City Engineer Master Agreement 2010-01-36, Amendment 4, Modification 3, which provides that construction management and inspection services for capital improvement projects will be by separate contract.

BACKGROUND:

The First Street Water Main Replacement Project is CIP #0818-20.09 in the adopted Fiscal Year 2021-22 Capital Improvement Program (CIP). This project is Phase 2 of the First Street water main system that was identified as needing replacement due to leaking sections of pipe and relocating the water main out of private property onto City right of way. See Attachment 1 for the project location.

On April 19, 2022, Council awarded the construction contract to Piazza Construction. Piazza Construction is in the process of executing the contract with the requisite insurance documents. Once the contract is fully executed, the work will commence. Construction management, oversight, and inspection of the work is needed in order to check that the work is performed in accordance with project plans and specifications.

DISCUSSION:

The proposed agreement with GHD (Attachment 2) includes the following scope of services:

- Contract management
- Project coordination with City Public Works maintenance staff
- Preconstruction and Progress meetings
- Records keeping for meetings
- Review construction scheduling

- Review progress payments
- Prepare progress reports
- Respond to contractor Requests for Information (RFIs) and Change Orders (COs)
- Coordinate Submittals and Shop drawings reviews
- Provide field inspection and reporting

GOALS:

This action supports the following City Council Goals and General Plan Actions:

- Goal 2 - Maintain, Improve and Invest in the City's Infrastructure (Water, Sewer, Streets, Circulation, Parks, Storm Drains and Public Facilities).

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, staff anticipates receiving public comment from interested parties following the publication and distribution of this staff report. Such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda item.

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

FISCAL IMPACT:

The work is included in the Capital Improvement Program (CIP) budget for the First Street Water Main Replacement Project #0818-20.09.

RECOMMENDATION:

Staff recommends the Sebastopol City Council approve and authorize the City Manager to execute Amendment No. 32 of Master Agreement 2010-01-36 with GHD Inc. for the First Street Water Main Replacement Project for amount not to exceed \$59,382.

Attachments:

- 1 Project Area Map
- 2 Amendment No. 32 to 2010-01-36 with GHD Inc.

Attachment 1
First Street Water Main Replacement Project



AMENDMENT TO MASTER AGREEMENT 2010-01-36
ENGINEERING CONSULTING SERVICES
BETWEEN THE
CITY OF SEBASTOPOL AND
GHD, Inc.
Amendment No. 33
For
Construction Management Services for the First Street
Water Main Replacement Project

The parties hereto agree to amend the above-captioned agreement as described below and more specifically described on the attached Proposal.

Construction Management Services

Task 1 – Project Management

Task 2 – Contract Administration

Task 3 – Site Work

Task 4 – Public Outreach

Amount of Contract Amendment No. 33 is not to exceed \$59,382.00.

Prior to incurring any costs in excess of this "Not to Exceed" amount, consultant shall provide a written request for compensation for extra work, with an estimate of the additional anticipated cost. City assumes no responsibility for compensation of extra work performed by consultant without prior notification and written approval of the City.

Prior to commencement of work, Consultant shall provide the required insurance and endorsements as amended and shown in Exhibit A.

All other terms and conditions of Master Agreement 2010-01-36 are hereby incorporated by reference and made a part of this contract.

APPROVED:

CITY OF SEBASTOPOL

GHD Inc.

Larry McLaughlin
City Manager/City Attorney

Matt Kennedy, P.E., Principal

Date: _____

Date: _____



Exhibit A
City of Sebastopol
Insurance Requirements for Consultants

Consultant 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 Consultant, its agents, representatives, or employees.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. Workers’ Compensation insurance, as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
 (Not required if consultant provides written verification that it has no employees)
4. Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant’s profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase “extended reporting” coverage for a minimum of five (5) years after completion of contract work. A copy of the claims reporting requirements must be submitted to the City of Sebastopol for review.
 If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the City of Sebastopol requires, and shall be entitled to, the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Sebastopol.

Other Insurance Provisions

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

The City of Sebastopol, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant 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 Consultant’s insurance at least as broad as one of the following ISO ongoing operations Forms: CG 20 10 or CG 20 26 or CG 20 33 (not allowed from subcontractors), or CG 20 38; **and** one of the following ISO completed operations Forms: CG 20 37, 2039 (not allowed from subcontractors), or CG 20 40.

Primary Coverage

For any claims related to this contract, the Consultant's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City of Sebastopol, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City of Sebastopol, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation

Consultant shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, Consultant shall forthwith obtain and submit proof of substitute insurance.

Waiver of Subrogation

Consultant hereby grants to the City of Sebastopol a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City of Sebastopol by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City of Sebastopol has received a waiver of subrogation endorsement from the insurer. However, the Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City of Sebastopol for all work performed by the Contractor, its employees, agents, and subcontractors.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the City of Sebastopol. The City of Sebastopol may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the City of Sebastopol.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City of Sebastopol.

Verification of Coverage

Consultant shall furnish the City of Sebastopol with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to the City of Sebastopol before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City of Sebastopol reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Subcontractors

Consultant shall require and verify that all subcontractors maintain insurance, meeting all the requirements stated herein, and Contractor shall ensure that the City of Sebastopol is an additional insured on insurance required from subcontractors.

Special Risks or Circumstances

The City of Sebastopol reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.



www.ghd.com

Our ref: 12563968

23 May 2022

Mr. Larry McLaughlin, City Manager
City of Sebastopol
7120 Bodega Ave.
Sebastopol, CA 95473

Proposal for Construction Management Services for the First Street Water Main Project

Dear Mr McLaughlin:

Sebastopol's upcoming water main replacement is an important step towards improving the reliability of the City's system. Eliminating the old segment of pipe routed under a residence which is a critical link to the reservoir is a high priority for the system. GHD Inc. (GHD) appreciates the opportunity to assist the City with management and inspection of this important utility construction.

Our proposal is based on our understanding of the project and the need to supplement City staff resources. We recognize that the City is looking for a highly qualified consultant to provide efficient construction management services and maintain effective coordination with City staff. We also recognize the City's budget constraints. Our estimate is based on the level of effort we typically see for the individual activities for similar projects. Since the contract is on a time and materials basis, if less effort is required, the City's costs will reflect those efficiencies. Our proximity to the project and the experience of our staff will help us minimize the hours required.

Background

The First Street Water Main contract has been bid and construction is expected to get underway in early June.

The project's scope for construction includes the following:

- Traffic control
- Utility mark-out and locating
- Pavement removal and excavation
- Pipelaying, backfill, testing, and tie-ins
- Pavement restoration

Scope of Work

The GHD Team will provide Construction Management services and will foster the team approach to the project critical to successful completion. In addition to monitoring the Contractor's activities for compliance with contract and funding requirements, the team will look ahead for potential challenges and work to mitigate them.

As reflected in our fee proposal, we anticipate that full-time inspection (8-hour days) will be required on some days (for instance during pipe installation activities.) Other activities, such as utility mark-outs and sawcutting, will only require partial days of field presence. We have the flexibility to match our staffing with the project requirements – be there when needed and off the job when no field activities are underway. We have budgeted for twenty (20) 6 hour days, expecting that the contract days will vary in scope and duration. We have included an additional 20 hours of inspection in the event that differing conditions or material supply issues extend the duration of the work.

We are confident the GHD Team is the most qualified firm for this Project for the following reasons:

- Our Team has successfully provided construction management services for several of our design projects. Enhancing our team's construction experience and independent judgement with the background knowledge and professional expertise of the project designers and planners has been extremely beneficial to our clients.
- Since our staff live, work and play locally, we value our collaboration with City staff and have personal interest in project success. The City is a vital client for GHD and we will deliver on our promise to bring the City a top-notch, local construction management team.

GHD's services will be under the supervision of Jane Rozga, PE, providing quality assurance as the Project Director. Our part time Construction Manager, Jim Winter, PE, has successfully completed many similar projects. Crystal Prairie will serve as both project coordinator and inspector, making efficient use of her time. Jane, Jim, and Crystal worked together last year on a similar water main project in the City of Sonoma.

GHD will coordinate with utility staff, especially for water tie ins, and shutdowns and re-activation of the system. The contractor will provide notifications of shut-downs to the residents, but GHD will coordinate with the City's Engineering Division staff to provide information to the public and address any questions.

GHD will perform the following tasks:

Task 1 Project Management

1.1 Management of GHD Services. GHD project management will include preparing and maintaining budgets and schedules for GHD services, instructions to the GHD Team, field safety instructions, and routine progress reports.

Task 2 Contract Administration

GHD's Construction Management Team (CMT) will act as an extension / adjunct of City of Sebastopol staff. The CMT will coordinate with City of Sebastopol to discuss project details, review schedules, provide drafts for review and produce final documentation ready for City of Sebastopol signature. The CMT will provide periodic updates, coordinate meetings and telephone calls, promptly transcribe meeting notes, and distribute.

The CMT will perform the following services:

- 2.1 Project Coordination.** Coordinate with City of Sebastopol staff to discuss and address issues with the project. This will be accomplished by daily / weekly email updates of the activities accomplished in the time period with discussion of any issues that occurred.
- 2.2 Prepare and Conduct Pre-Construction Meeting.** The pre-construction meeting will include City of Sebastopol, contractor, and others as requested. The CM will prepare the agenda and meeting minutes. Contact information will be identified for key personnel from each organization to be contacted in the event of an emergency. The list will be distributed to all participants after the meeting.
- 2.3 Project Meetings.** Conduct weekly progress meetings and other special technical meetings throughout the project. The CMT will prepare the agenda, describing key issues, schedule status, and potential change orders, and distribute notes to meeting participants.
- 2.4 Review Contractor's Construction Schedule.** Review the Contractor's project schedule for conformance with the specifications and for reasonableness of activity durations and sequence. The CM will perform the following activities:
 - Review the schedule for consistency with project requirements.
 - Meet with the contractor to discuss and clarify any significant issues. Review revised schedules.
 - Review work progress as compared to the as-planned schedule and notify contractor of schedule slippage.
 - Review schedule to determine impact of the weather and change orders on the construction schedule.
- 2.5 Maintain Project Records.** Maintain project records, including daily logs, weekly report of working days, inspection reports, compliance testing results, photos, measurement of quantities, schedules, submittals, RFIs, RFCs, PCOs, change orders, month pay requests, issues, and correspondence. Project records will be maintained in organized manner for quick reference. The project records are a combination of the web-based management system and our daily detailed field reports.

2.6 Review Monthly Progress Payments. Review and evaluate monthly progress payment requests submitted by the Contractor, negotiate differences over payment, and recommend payment to City of Sebastopol. Quantity vouchers will be checked independently by the CM to monitor quantities paid against estimated quantities.

2.7 Prepare Monthly Progress Report. A brief report of monthly activities will be prepared and transmitted to the City.

2.8 Requests for Information (RFI's) and Requests for Clarifications (RFC's). Coordinate, evaluate, and manage the process of responding to RFI's and issuing clarifications. This effort includes receiving the RFI from the Contractor, logging into the system, transmitting it to the Design Engineer for response, coordinating with the Design Engineer on field status, tracking progress, reviewing responses, and transmitting responses to the Contractor.

Approximately 5 RFI's are anticipated and only 2 hours is allocated to each, reflecting a low level of anticipated complexity. Actual requirements, including the time required for each RFI, could vary. If the budgeted effort may be exceeded, GHD will notify the City and provide a proposal for the revised estimated effort.

2.9 Potential Change Orders (PCO's) and Change Orders. Coordinate and manage the change order process, including logging, reviewing them in conjunction with Design Engineer and City of Sebastopol, assisting with determination of changed conditions and scope definition as needed, developing independent cost estimates, assisting with negotiation, and incorporating change orders into the construction contract.

Approximately 3 PCO's are anticipated and only 4 hours is allocated to each, including compilation into a single change order, reflecting a low level of anticipated complexity. Actual requirements, including the time required for each PCO, could vary. If the budgeted effort may be exceeded, GHD will notify the City and provide a proposal for the revised estimated effort.

2.10 Coordinate Submittal and Shop Drawing Review Process. Coordinate the submittal and shop drawing review process, including logging submittals from the Contractor, transmitting to Design Engineer for response, coordinating with Design Engineer on field status, tracking progress, reviewing responses, and transmitting responses to the Contractor. Incomplete submittals will be returned to the contractor prior to being submitted to the Design Engineer.

Construction Manager and inspectors will also review submittals of shop drawings, materials, test reports, and manufacturer cut-sheets to understand installation requirements and identify potential issues. Approximately 10 submittals are anticipated and only 1 hour is allocated to each, reflecting a low level of anticipated complexity. Actual requirements, including the time required for each submittal, could vary. If the budgeted effort may be exceeded, GHD will notify the City and provide a proposal for the revised estimated effort.

2.11 Permits Compliance. No significant effort is anticipated.

2.12 Monitor Construction Record Drawings. Included in inspection time.

2.13 Monitor Labor Compliance. No significant effort is anticipated, Contractor is required to post certified payroll to the State website.

2.14 Claims Management. No formal claims or significant issues are anticipated.

Task 3 Site Work

3.1 Field Inspection/Observation. Provide an on-site construction inspector / observer to monitor the contractor's work for compliance with the contract documents, submittals, RFIs, change orders, traffic and pedestrian control plan, public outreach, and environmental compliance. Construction inspector will be on site full time during most operations and will coordinate with the design team and City of Sebastopol staff. Daily effort is assumed to be 8 hours per day for a typical full day of pipeline or paving work and during other heavy work periods. During periods of lessor activity, the inspector's time will be reduced commensurately. An average of 6 hours per day for 20 Work Days is estimated. If a higher level of effort is estimated or if the Contractor's work schedule is longer than anticipated, the City will be notified.

Daily Reports will include: employee names and labor classification, equipment identification, hours that were work and equipment utilized, weather conditions, and issues, observations, and significant

conversations between the inspector and the contractor and public. Daily documentation will include photographs and material tags.

- 3.2 Photograph or Video Documentation.** Provide photographs or videos of the pre-construction conditions, as well as during construction to document the work.
- 3.3 Materials Testing Coordination.** Coordinate with Contractor and City's Materials Testing for required Quality Assurance testing.
- 3.4 Project Completion and Punch List.** Develop a preliminary punch list for the project and maintain a running punch list through the course of the project. Schedule final completion inspection with City staff and issue final punch list.
- 3.5 Compile Project Documents.** Provide City of Sebastopol with a complete set of project records of the project, indexed and filed, and a listing of warranties provided under the project including the items covered and the warranty duration. The documentation will be all in electronic format.
- 3.6 Final Pay Estimate.** Prepare the final pay estimate and balancing change orders, prepare the Notice of Completion, and coordinate retention release at the conclusion of construction.

Task 4 Public Outreach

Support the City's public outreach during construction as needed. Six hours is included in the budget to provide information as needed either to City staff or directly to the public in response to questions and to follow-up on issues identified by the public.

Assumptions

- **Means and Methods.** The Contractor is responsible for the means and methods on the project.
- **Control of Contractor's Work.** The Construction Management Team (CMT) does not supervise or direct the Work of the Contractor. The Contractor is solely responsible for and has control over construction means, methods, techniques, sequences, and procedures and for coordinating all portions of the Work under the Contract.
- **Site Safety.** The Contractor is solely responsible for site safety.
- **Compliance with Contract Requirements.** The Contractor will not be relieved of obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the CMT in the CMT's administration of the Contract, or by tests, inspections, or approvals required or performed by persons other than the Contractor.
- **Materials Testing.** By others, coordination only included in this scope.

Compensation

GHD proposes to perform the scope of services on an hourly rate, time and materials basis in accordance with our Standard Fees and Conditions. The proposed fee estimate for the scope of services is \$59,382.

The total "not-to-exceed" fee will not be exceeded without written authorization by the City. The individual task fees may be adjusted without written authorization provided the adjustments stay within the total "not-to-exceed" limit. Our detailed estimate and standard rates are attached.

Schedule

GHD proposes to perform the scope of services immediately upon receipt of written Notice-to-Proceed.

Please do not hesitate to contact me if you have any questions or need additional information.

Best Regards -



Jane Rozga, PE
Business Group Leader

707-236-1534
Jane.rozga@ghd.com

Copy to: Mario Landeros
Toni Bertolero

PROJECT FEE ESTIMATING SHEET

PROJECT NAME: Sebastopol Water Main
 PREPARED BY: Jane Rozga

PROJECT # 12563968
 Date 5/23/2022
 CLIENT: Sebastopol

SHT # 1 of 1
 On-Site Inspector Prairie
 Construction Manager Winter
 Project Director Rozga

Agenda Item Number 10

LABOR CATEGORY> TASK	FEE COMPUTATION					FEE COMPUTATION			Final Opinion of Probable Construction Cost \$ 210,000
	Project Director \$290 /HR	PM/CM \$243 /HR	Proj Coord \$135 /HR	Lead Inspector \$175 /HR	TOTAL HOURS/ GHD fee	Subconsultant Services	Other Direct Costs \$6.5/hr office \$11.5/hr field	TOTAL FEE	
Task 1 Project Management									20 Working Days 2 month Construction period 6 week Inspection period
Task 1.0 Monthly Progress	3				3		18	888	3 months, including final 1 Hr for Project Director
Sub-Total	3				3		18	888	
Task 2 Contract Management									Project Coord included in Engineering Services
Task 2.1 Provide Project Coordination		18	18		36		216	7,020	6 weekly 3 hrs CM & PC
Task 2.2 Preconstruction Meeting & Set-Up	2	486	540		8		48	1,654	
Task 2.3 Conduct and Document Project Meetings		12	1,620		24		144	4,680	6 weekly contractor & other meetings 2 hrs each CM & PC
Task 2.4 Review Contractors Construction Schedule		2			2		12	498	2 monthly update 1 hrs each
Task 2.5 Maintain Project Records			12		12		72	1,692	6 weekly 2 hrs per week
Task 2.6 Review and Evaluate Monthly Progress Payments		6			6		36	1,494	3 pay requests, including final 2 hrs each
Task 2.7 Prepare Monthly Progress Reports		1			1		6	249	2 months including final 1 hrs for writing CM
Task 2.8 Respond to RFI's		10			10		60	2,490	5 Assumed Number of RFI's/RFC's 2 hrs CM
Task 2.9 Prepare PCO's and Change Orders	3	12			15		90	3,876	3 Assumed Number of PCO's 4 hrs each CM, 25% PD
Task 2.10 Coordinate Submittal and Shop Drawing Review		10			10		60	2,490	10 Assumed Number of shop drawings/submittals 1.0 hrs CM
Task 2.11 Monitor Permit Compliance									6 weeks; Monitor Contractor α 1 hrs each CM Included in Inspection
Task 2.12 Monitor Construction Record Drawings									2 Months Included in 3.1
Task 2.13 Monitor Labor Compliance									2 Months hrs per month Anticipate not needed
Task 2.14 Perform Claims Management									Assumes no formal claims or significant issues
Sub-Total	5	73	46		124		744	26,143	
Task 3: Field Inspection/Observation									
Task 3.1 Provide Field Inspection/Observation & Rpts				140	140		1,610	26,110	6.0 avg hrs per day inspection 20 hours contingency 20 working days
Task 3.2 Prepare Photograph and Video Documentation									Prior to Pre-construction Included in 3.1
Task 3.3 Materials Testing									Materials Testing by Contractor Coord time included in Task 3.1
Task 3.4 Develop Punchlists		2			2		23	509	Insp Included in 3.1
Task 3.5 Compile Final Documents/Close-out		2		4	6		69	1,255	Record Drawings, warranty items Documentation ready for audit
Task 3.6 Prepare Final Pay Estimate		2		4	6		69	1,255	Final pay request, coordinate retention release Notice of Completion
Sub-Total		6		148	154		1,771	29,129	29129 check
Task 4: Public Info & Outreach									
Task 4.1 Routine Wkly Public Info & response to Inquiries		2		4	6		36	1,222	2 Months 2 hrs per month Inspector 1 hrs per month CM
Task 4.2 Public Information and Contact Points									6 weekly hrs each, coord Not included
Task 4.3 Attend Public Meetings									Not included
Sub-Total		2		4	6		36	1,222	
Project Vehicle							\$2,000	2,000	100 /day
Project Totals	8	81	46	152	287		2,569	59,382	
									\$ 54,813 check

* Associated Project Costs (APC) - consumables and technology not included in wage or overhead calculations



FY 2022 US West Region Rate Schedule

Finance Class Code		Rate
A01	Senior Technical Director 1	\$315
A02	Senior Technical Director 2	\$290
A03	Senior Technical Director 3	\$263
A04	Technical Director 1	\$243
A05	Technical Director 2	\$217
A06	Senior Professional 1	\$200
A07	Senior Professional 2	\$180
A08	Professional 1	\$170
A09	Professional 2	\$143
A10	Professional 3	\$127
A11	Intern	\$116
B01	Lead Design Technician 1	\$290
B02	Lead Design Technician 2	\$264
B03	Lead Design Technician 3	\$244
B04	Senior Design Technician 1	\$218
B05	Senior Design Technician 2	\$200
B06	Design Technician 1	\$180
B07	Design Technician 2	\$169
B08	Drafting/Design 1	\$153
B09	Drafting/Design 2	\$143
B10	Drafting/Design 3	\$127
B11	Drafting/Design 4	\$117
B12	Intern Drafting/Design	\$105
C01	Business Services Manager 1	\$260
C02	Business Services Manager 2	\$220

Finance Class Code		Rate
C03	Senior Admin Officer 1	\$167
C04	Senior Admin Officer 2	\$142
C05	Admin Officer 1	\$127
C06	Admin Officer 2	\$115
C07	Admin Officer 3	\$75
D01	Business Services Manager 1	\$315
D02	Business Services Manager 2	\$290
D03	Senior Admin Officer 1	\$243
D04	Senior Admin Officer 2	\$217
D05	Admin Officer 1	\$200
D06	Admin Officer 2	\$180
D07	Admin Officer 3	\$168
D08	Admin Officer 4	\$143
D09	Admin Officer 5	\$127
D10	Admin Officer 6	\$75
S01	Senior Construction Manager	\$290
S02	Construction Manager	\$245
S03	Lead Site Engineer/Supervisor	\$217
S06	Lead Inspector	\$169
S07	Senior Inspector	\$127
S08	Inspector / Specialist 1	\$110
S09	Inspector / Specialist 2	\$100
S10	Clerk / Specialist 3	\$95
S15	Operator/Laborer 1	\$80
S16	Operator/Laborer 2	\$75
S17	Operator/Laborer 3	\$55

- 1 Rates are for employees of all GHD companies.
- 2 All travel cost will be invoiced at coach class rates. Lodging and meal expenses will be at cost unless per diem rate is negotiated.
- 3 Reimbursement for direct expenses incurred for proposed services, including sub-consultant services, will be billed at cost plus 15%
- 4 GHD has implemented a system of billing for consumables on a per hour basis. Associated Project Cost (APC) is a unit cost replacing the individual tracking of some of the consumable costs directly related to projects. Each year the total consumable audited costs are compiled from our general ledger including:
 - Office consumables including engineering supplies and postage
 - Reproduction consumable costs including equipment lease and maintenance, printing, and stationary
 - Communication consumables including telephone expenses
 - Equipment consumable including CADD, software, and IT expenses
 Associated project cost (APC) will be invoiced at the following rate:
 - a. General Associated Project Charges APC: \$6.50 / labor hour or 4% of labor costs
 - b. Field Services/Construction Inspector APC: \$11.50 / labor hour
- 5 Reimbursement for vehicles used for proposed services will be at the federally approved mileage rates or at a negotiated monthly rate.
- 6 Overtime for non-exempt employees will be charged at 1.5 times the hourly billing rate.
- 7 If prevailing wage are applicable, the above billing rates and APC will be adjusted proportionate to the increase in labor cost
- 8 The Rate Schedule is subject to change annually.