

SJCDPW'S PRELIMINARY WORK SCOPE

BACKGROUND:

The San Joaquin Department of Public Works (SJCDPW) requests technical proposals from qualified construction management (CM) firms to undertake, perform, and complete the tasks outlined in the Request for Proposals – SJCDPW-RFP-25-08. The selected CM firm will perform professional and technical engineering services for the proposed **Colonial Heights and Lincoln Village Maintenance Districts Water Main Replacement Phase 1B Project (PROJECT)**.

The selected CM firm will be the highest-ranking firm that has successfully negotiated the terms for the award of a consultant services agreement. The selected CM firm or CM team will be requested to enter into a consultant services agreement with San Joaquin County (County). All work shall comply with County Policies. The CM firm shall be required to provide all labor, equipment, tools, and facilities necessary for the completion of the professional services requested for the PROJECT.

Registration as a professional engineer in the State of California is mandatory for resident engineers. The selected CM firm shall be required to complete all work in accordance with federal, state, and SJCDPW requirements.

Colonial Heights Maintenance District

The Colonial Heights Maintenance District's water distribution system was originally constructed between 1947 and 1952. The current project area encompasses the eastern portion of the district, located east of Balboa Avenue (see attached map), and includes approximately 20,500 linear feet of water mains and 304 service connections. The existing infrastructure consists of 4-inch to 8-inch steel pipelines interconnected with the City of Stockton's water supply system.

Planned improvements involve the replacement of approximately 2,100 linear feet of water mains, along with associated valves, fire hydrants, and more than 50 service connections, including all necessary appurtenances. Where existing mains are located at the rear of properties, they will be relocated to the front. Abandoned mains and lateral lines will be left in place.

Lincoln Village Maintenance District

The Lincoln Village Maintenance District's water distribution system was constructed between 1948 and 1953. The project area includes the eastern portion of the district, located east of Pershing Avenue, and comprises approximately 25,000 linear feet of water mains and 460 service connections. Like Colonial Heights, the system consists of 4-inch to 10-inch steel pipelines and is connected to the City of Stockton's water supply system.

The proposed improvements include the replacement of approximately 2,700 linear feet of 8-inch and 10-inch water mains, along with associated valves, fire hydrants, and approximately 90 service connections, including all necessary appurtenances. As with Colonial Heights, mains currently located at the rear of properties will be relocated to the front, and existing mains and lateral lines will be abandoned in place.

Construction Management / Contract Administration Services

SJCDPW will retain a consultant through a professional services agreement to provide construction management and contract administration for the project.

In 2022, SJCDPW retained Black Water Consulting Engineering, Inc.(Black Water) and R.E.Y. Engineers, Inc. (REY) to provide professional design engineering services for the Colonial Heights and Lincoln Village Maintenance Districts, respectively. The scope of work for both projects included hydraulic analysis, field surveys, preparation of plans, specifications, and estimates (PS&E), project coordination and management, and public outreach. Said firms will deliver a complete set of construction bid documents for each of their respective designs.

It is SJCDPW's standard business practice not to allow design engineering firms to bid or propose on construction management services for which they served as the design firm. Accordingly, Black Water and REY are the design consultants for the Project, and will not be invited to submit a proposal for this Project's construction management engineering services. However, it is anticipated that both design firms will continue to participate in the Project and render design assistance on an as-needed basis during construction.

Throughout the duration of the contract, the selected firm will work under the general direction of SJCDPW. The proposal should also address how SJCDPW can be fully integrated into the project team.

PRELIMINARY WORK SCOPE

Estimated Construction Contract Award Date: **March 2026**

Estimated Construction Start Date: **May 2026**

Estimated Construction Duration: **120 Working Days**

SERVICES PROVIDED BY THE CM FIRM:

The CM firm shall assist the SJCDPW's Field Engineering Division with construction management and inspection services during the PROJECT construction. These services will encompass serving as the SJCDPW's representative to the construction contractor and the public about activities at the construction site, interpretation of the requirements of the construction contract documents, assessing the acceptability of the contractor's work, assisting in managing the PROJECT's construction, and evaluating the contractor's claims. In summary, the CM will provide the following services:

The consultant's responsibilities will include, but are not limited to:

- Conducting pre-bid constructability reviews.
- Performing pre-job lot reviews to confirm water service tie-in locations, fire hydrant placements, and meter box locations.
- Reviewing contractor submittals for compliance with contract requirements.
- Preparing responses to Requests for Information (RFIs).
- Inspecting and monitoring construction work for compliance with plans, specifications, funding requirements, environmental mitigation measures, SWPPP, and permitting requirements.
- Preparing cost and value analysis for proposed change orders and providing recommendations to SJCDPW staff for approval.

- Preparing contract change orders and responding to claims.
- Preparing and submitting daily inspection logs and weekly progress reports.
- Coordinating with stakeholders, including residents, businesses, the City of Stockton, and regulatory agencies.
- Preparing punch lists, implementing corrective actions, and coordinating final acceptance.
- Delivering project closeout documentation, including as-built drawings and required submittals.
- Adhering to all applicable federal, state, and local agency requirements related to construction management documentation and processes.
- Conducting public outreach activities.

Anticipated tasks for this PROJECT include:

TASK 1: CONSTRUCTABILITY REVIEW AND PS&E RECOMMENDATIONS

The Consultant shall perform a constructability review of the Plans, Specifications, and Estimate (PS&E), including but not limited to the following:

- Evaluate the plans, specifications, and material/bid quantities to ensure the PROJECT is constructible based on existing constraints and the methodology identified in the documents.
- Confirm compliance of the PROJECT documents with the environmental documentation, applicable permits, and funding requirements.
- Performing pre-job lot reviews to confirm water service tie-in locations, fire hydrant placements, and meter box locations
- Evaluate the validity of the Engineer's Estimate considering the uniqueness, complexity, and constraints of the PROJECT. The estimate shall be assessed based on current market conditions, contractor workloads, Caltrans' historical and current unit cost database, and comparable recent projects within California.
- Confirm that the anticipated construction schedule aligns with all permitting requirements and other critical path items.
- Verify that the estimated working days, review time for submittals, and fabrication/delivery lead times are accurate.
- Identify any risks or inaccuracies in the Plans, Specifications, and Estimate.
- Develop a critical path construction schedule and recommend potential time-saving measures.
- Identify potential cost-saving measures, including possible design modifications.

Deliverable(s): A Constructability Review Report addressing the above items and recommending revisions to the PS&E, which may include:

- Proposed modifications to the special provisions and other PS&E elements to improve contract documents.
- Review of bid items, measurement, and payment clauses to ensure consistency and biddability.
- Justification for each proposed revision.

TASK 2: DOCUMENTATION OF PRE-CONSTRUCTION CONDITIONS

The CM firm shall process and review all PROJECT documentation before the start of construction. Preconstruction conditions must be thoroughly documented using photographs, written notes, and video footage. The entire site shall be videotaped, with special or sensitive areas noted and documented in detail. Any preconstruction submittals (e.g., notifications to regulatory agencies) are included under this task.

Deliverable(s): Provide copies of all documentation—including photographs, notes, and video—to the SJCDPW Field Engineer. These will become the property of SJCDPW. All deliverables are due no later than two weeks prior to the construction start date.

TASK 3: MEETINGS AND COORDINATION

The CM firm shall coordinate and conduct weekly progress meetings with the contractor, SJCDPW staff, and other agencies. Allocate approximately two (2) hours weekly for formal project meetings, which may be held virtually or on-site as necessary.

Additional required meetings may include the preconstruction meeting, public outreach meetings with stakeholders (e.g., local businesses), and coordination meetings with regulatory agencies.

The CM firm shall:

- Coordinate all meeting logistics.
- Prepare and distribute meeting agendas.
- Record and distribute meeting minutes.
- Prepare and provide all required pre-construction documentation and notifications to regulatory/permitting agencies.

Deliverable(s): Copies of meeting agendas, minutes, and any preconstruction documentation/notifications.

TASK 4: SUBMITTAL REVIEWS AND CLARIFICATIONS

The CM firm shall review all contractor-submitted materials and RFIs, and coordinate the response process among the contractor, design consultant, SJCDPW staff, and other relevant agencies. Clarifications and interpretations shall be issued as needed.

Responsibilities include:

- Logging all submittals and RFIs with their corresponding responses.
- Ensuring timely review and return of submittals/RFIs.

Deliverable(s): Copies of all material submittals and RFIs with responses, along with a status log.

TASK 5: CONSTRUCTION INSPECTIONS, MONITORING, AND PROGRESS PAYMENT VOUCHERS

The CM firm shall provide a part-time Resident Engineer (averaging four [4] hours per workday) and a full-time Construction Inspector (averaging 10-hour on-site days).

Daily construction activities shall be monitored for quality, cost, and schedule adherence. This includes:

- Daily site inspections.
- Compliance with plans, specifications and stormwater/environmental permit requirements
- Environmental mitigation monitoring.
- Ensuring the site is left in a clean and acceptable condition at the end of each working shift

Daily Inspection Reports shall be prepared per Caltrans' standards and made available on the following workday. Reports must include:

- Names, classifications, and tasks of all contractor/subcontractor personnel.
- Material deliveries and equipment usage (active and idle).
- Weather conditions, contractor discussions, and issues addressed.
- DBE work monitoring (only if applicable)
- Documentation/photos of Buy America materials (only if applicable).
- Certificates of compliance and material tags.
- Separation of extra work from contract work.
- Quantity tracking per activity.

The CM firm shall:

- Summarize daily work with photos.
- Review the contractor's schedule, track changes, and monitor critical path items.
- Issue weekly working day statements and progress reports.
- Prepare payment vouchers documenting eligible bid item quantities and materials installed.

Deliverable(s): Daily Inspection Reports, Weekly Progress Reports (with photos/video), and Payment Vouchers.

TASK 6: MATERIAL SAMPLING AND TESTING

The CM firm shall employ only certified material testers. All sampling and testing shall follow project specifications and the SJCDPW's Quality Assurance Program Manual.

Testing scope includes (but is not limited to):

- Mix designs
- Gradation and compaction tests
- Source inspections

A designated email for coordinating tests shall be provided to the Resident Engineer and SJCDPW.

Deliverable(s):

- A list of proposed tests and frequencies with cost estimates.
- Reports/results of all material tests.
- Coordination and pre-approval of all testing with SJCDPW staff.

TASK 7: PUBLIC OUTREACH

The CM firm shall prepare and distribute up to four (4) public notifications to stakeholders (e.g., farmers, marinas, schools, businesses). Facilitate up to two (2) public meetings or events.

Deliverable(s): Four (4) public notifications/flyers.

TASK 8: LABOR COMPLIANCE

The CM firm shall ensure full labor compliance, including:

- Collecting certified payroll records.
- Conducting compliance reviews.
- Notifying the SJCDPW immediately of delinquencies or late submittals.
- Recommending payment withhold in accordance with Caltrans standards, if necessary.

Deliverable(s): Hard copies of certified payrolls and written compliance reports.

TASK 9: FINAL COMPLETION AND ACCEPTANCE

Upon substantial completion of the PROJECT:

- The CM firm shall schedule a walk-through with the SJCDPW Field Engineer.
- Prepare and submit a punch list of incomplete or unsatisfactory items.
- After resolving all issues, the CM firm shall provide a completion statement verifying compliance with contract documents and recommending acceptance.

Deliverable(s): Final punch list and PROJECT completion statement.

TASK 10: PROJECT CLOSEOUT

The CM firm shall maintain and deliver a comprehensive project file, including:

- "As-built" record drawings.
- Documentation for post-construction regulatory compliance.
- Chronologically bound photographs (before, during, after construction).
- Video footage.
- All inspection reports, test results, schedules, meeting records, correspondence, and related documentation.

Deliverable(s):

- Complete set of construction records and files.
- Approved shop drawings, submittals, and manufacturer documentation.
- One set of red-marked “as-built” drawings.
- Post-construction regulatory documentation

MISCELLANEOUS:

- The CM firm will not be responsible for breaches by the construction contractor with the County, unless such breach is caused or contributed to by the CM firm’s negligence or by its failure to perform its obligations under the agreement between the CM firm and SJCDPW. The CM firm will support SJCDPW in any post-completion dispute with the contractor, rendering reasonable assistance, providing access to its records, but is not required to incur out-of-pocket costs, such as retaining independent experts.
- Charges for staff meetings will only be considered for work directly related to the PROJECT. Charges for supervision by the “Principal” or “Senior Civil Engineer in Charge” will only be considered for work directly related to the PROJECT. Charges for general supervision will not be considered part of the services for which payment will be made.