

I. **APPENDIX**

This appendix was developed to archive the various forms, checklists, and guidelines referenced throughout this CM Manual document.

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COMPLETION

CHECKLISTS

CONSTRUCTIBILITY REVIEW CHECKLIST

Constructability Reviews should be thorough and consistent. This is our opportunity to catch problems and suggest changes before the documents go out to bid. Minimizing the number of change orders will reduce the construction cost and, hence, workload of the Resident Engineer. The following checklist provides a guideline for the points to be covered during a constructability review.

A. General

1. Check the **5-year street resurfacing moratorium** list and current resurfacing projects to:
 - ☐ a. Ensure proposed Project does not require digging in new street surfaces
 - ☐ b. Ensure required stricter street restoration is implemented if digging is required in new street surfaces
2. Check for any studies & testing for lead, asbestos, or other hazardous materials to:
 - ☐ a. Ensure Construction Plans & Specs matches recommendations of test reports
3. Check **Project Sign(s)** to verify:
 - ☐ a. Sign information given in the specs is correct & complete (e.g. fonts, spelling, colors, borders, etc.)
 - ☐ b. Construction Plans & Specifications to include note for Contractor install project sign(s)
 - ☐ c. Construction Plans & Specifications to state correction to incorrect signs shall be at Contractor's expense
4. Check plans & specs for **erosion control measures**
 - ☐ a. Construction Note to state "Contractor shall provide erosion control measures during construction. Erosion control measures shall conform to the requirements of the Regional Water Quality Control Board (RWQCB)
5. Check plans & specs for Storm Water Pollution Prevention Plan (**SWPPP**)
 - ☐ a. Plans & Specs to show Contractor responsible for preparation of SWPPP
 - ☐ b. City to file **Notice of Intent (NOI)** with RWQCB

B. Construction Plans

1. Conduct site visit to:
 - ☐ a. Verify proposed improvements for conflict with ex utilities, signs, trees, buildings, awnings, bus stops, etc.
 - ☐ b. Check for potential traffic control issues
 - ☐ i. If **Traffic Control Plan** is not provided by Designer, Construction Note to state "Contractor shall prepare & submit traffic control plan to City for approval"
 - ☐ ii. Check Construction Specs for Traffic Control Plan requirements
 - ☐ iii. Traffic Control Plan to include project signs
 - ☐ c. Make note of any major intersections, businesses, schools, hospitals and municipalities that would require:
 - ☐ i. Special Public Relations efforts
 - ☐ ii. Restricted construction schedule to mitigate impact
 - ☐ iii. Night time work
 - ☐ d. Check for the need to improve/correct existing drainage, sidewalks, street signs, etc related to proposed improvements in order to make the job complete.
- ☐ 2. On street project, check existing sanitary sewer & storm drain for problem requiring rehabilitation
- ☐ 3. Check for the need to secure right-of-entry or encroachment permit for State Highways, BART, UPRR
 - ☐ a. Plans & Specs to indicate Contractor responsible for securing & paying for permit & insurance fees
- ☐ 4. Check for required permit (plumbing, electrical, building, tree removal, etc).
5. Check for the need to coordinate work with other municipalities requiring long lead time to:
 - ☐ a. Install PG&E power (Designer to coordinate)
 - ☐ b. Install EBMUD water service (Designer to coordinate)

- ☐ c. Relocate existing bus stops (Designer to coordinate)
- ☐ d. Relocate existing utilities
- 6. Check **Construction Safety** plan to verify:
 - ☐ a. Construction Plans & Specs to include barricades, temporary fences, shoring, etc
 - ☐ b. Contractor to provide safety plan conforming to CAL-OSHA
- 7. Check **Soils Report** to verify:
 - ☐ a. Project design elements complies with the recommendations of the report
 - ☐ b. Possibility of excavating to ground water level
 - ☐ i. Construction Plans & Specs contains instruction for excavation when ground water is encountered
 - ☐ ii. Is over-excavation unavoidable
 - ☐ iii. Bid schedule include item for over-excavation within ground water table
 - ☐ c. Presence of hazardous materials requiring remediation. Add to bid schedule.
 - ☐ d. Existing street pavement structural section (thickness & material)
 - ☐ e. Construction Note states "A copy of the soils report shall be kept at the construction site"
- 8. **Survey Control Plan** to:
 - ☐ a. Show basis of bearing & bench mark
 - ☐ b. Basis of bearing (e.g. monuments) clearly shown, labeled & identified by Northing, Easting, Elevation
 - ☐ c. Construction Notes clearly identifies who is performing survey work (i.e. City or Contractor)
 - ☐ d. Show requirement for survey ties
- 9. **Demolition Plan** to:
 - ☐ a. Clearly delineate limit of demolition
 - ☐ b. Clearly delineate existing site features to be demolished/removed, replaced, or relocated
 - ☐ c. Clearly label existing site features to remain & protected (e.g. tree, fire hydrant, street signs, etc)
 - ☐ d. Verify existing condition shown on plan is the actual site condition
 - ☐ e. Verify if existing material(s) to be removed can be re-used or salvaged
- 10. **Site Plan** to:
 - ☐ a. Show existing buildings, structures, retaining walls, sidewalk, street, meters, curb cuts, driveway, trees, etc
 - ☐ b. Differentiate between existing site features and proposed improvements
 - ☐ i. New work is presented clearly on plans against existing (i.e. existing is screened & new work in bolder entities)
 - ☐ ii. Conforms & limit of work is shown clearly. Limit of work encloses entire area of scope of work
 - ☐ c. Show (N) work dimensioned & properly located (e.g. STA & O/S of MH, STA of C/L of DWY, curve & line tables)
 - ☐ d. On phased projects, previous phases are shown as existing
 - ☐ e. Show Pavement Coring Schedule identifying existing street pavement structural section thickness & material
 - ☐ f. Reference construction details and sections
 - ☐ g. Reference Construction Specs section if detail instruction is provided
 - ☐ h. Identify agency(ies)/Department(s) for work to be performed "By Others" so Contractor can coordinate work
- 11. **Grading Plan** to:
 - ☐ a. Show all existing & finish grades (contours on steep grades)
 - ☐ b. Show structure height
 - ☐ c. Construction Notes & Specs to specify shoring required for deep trenches & excavations
- 12. Check **Utilities Plan**:
 - ☐ a. To Ensure existing utilities (e.g. water, gas, electrical, fiber optics, telephone lines, cable, joint trenches, sewer, drainage, etc) are reflected on plans
 - ☐ b. For new underground utilities:
 - ☐ i. Check for conflicts with existing utilities

- ☐ ii. Conflicting existing utilities to be moved "By Others" (City or Utilities Agency) is clearly defined
- ☐ iii. Check all connection points
- ☐ iv. Check if potholing is necessary (if needed, plans & specs to define requirements)
- ☐ v. Check if demolition is necessary
- ☐ vi. Check how new utilities are being installed
- ☐ vii. For new PG&E service, service pedestal should be placed near PG&E's point of connection. Check for payment method in construction specifications.
- c. For Drainage or Sanitary Sewer plans:
 - ☐ i. Check for labels of existing & new inverts and top of structures
 - ☐ ii. Check if a profile is necessary
 - ☐ iii. Check if a trench cross section is necessary (if not, City of Oakland std details is applied)
 - ☐ iv. Reinstatement of ex SS lateral cannot be done internally for pipe expansion work (check specs)
 - ☐ v. For sidewalk and curb & gutter improvements, reinstate curb drains connected to roof downspouts
- 13. **Construction Section & Details** to:
 - ☐ a. Show major section through area of work (Existing & Propose)
 - ☐ b. Check all referenced details & typical sections for accuracy w/ the proposed improvements
 - ☐ c. Verify minimum vertical clearance for all structure (monument & gateway signs, etc) spanning into travel lanes
 - ☐ d. Identify all construction materials to be used or include as part of bid schedule
 - ☐ e. Define methods of construction that can be constructed realistically
 - ☐ f. Define sub-base material (i.e. import or native) & % relative compaction
 - ☐ g. Show concrete strength and any necessary rebars
 - ☐ h. Identify special inspection requirement for welding, shotcrete, rebars, stucco, plaster, etc
- 14. For **Architectural Project**

C. Construction Specifications

- 1. Check specs for redundancy (Greenbook & CSI format should not be used in same Contract documents for similar items)
 - ☐ a. Use Part 1 of Greenbook & CSI format for the rest
 - ☐ b. Use Greenbook only
- ☐ 2. What does the liquidated damages clause say, and does it make sense?
- ☐ 3. Make sure Construction Plans reference Construction Specs section(s) where detail instruction is provided
- ☐ 4. Check the Limited Operation and Holiday Restricted street list
- ☐ 5. Check maximum allowable working days. Are they reasonable?

D. Engineer's Estimate & Bid Schedule

- ☐ 1. All bid items specifies Specs section, methods of construction, measure of payment, etc
- ☐ 2. Compare each bid item w/ **Measurement & Payment** sections of the Construction Specifications
- ☐ 3. Check all work to be performed is accounted for in the bid schedule
- ☐ 4. Lump sum work items should provide a cost breakdown & Specs to ask Contractor to provide breakdown
 - Note: Breakdown will help RE determines if a change order is necessary
- ☐ 5. Erosion Control measure or SWPPP is on bid schedule
- ☐ 6. Check for long lead time item(s) to be purchased. Identify the item(s)
- ☐ 7. Check for contingency items that may be needed for the project (e.g. potholing, relocation of ex. utilities, etc)

PROJECT SET UP CHECKLIST (Responsibilities of RE U.N.O.)

RE shall provide the following items to the Supervisor for review at least 48 hours prior to pre-construction meeting:

A. Contract Administration to provide:

- ☐ 1. Copy of contract
- ☐ 2. Copy of Contractor's Proposal
- ☐ 3. Canvass of bid

B. Project Manager to provide:

- ☐ 1. Project budget information (Oracle Report), including contingency & CM budget
- ☐ 2. Project drawings & specifications
- ☐ 3. Copies of permits from Building Services Division
- ☐ 4. Copy of any plan-check requirements from permitting agencies

C. Resident Engineer to Prepare/Perform:

- ☐ 1. Project file folders with labels
- ☐ 2. Quality control plan
- ☐ 3. List of Special Inspection Requirements
- ☐ 4. Letter identifying special inspector
- ☐ 5. Submittal list/log
- ☐ 6. Calendar showing project working days
- ☐ 7. Contact information for project manager, designers, consultants, contractor, etc.
- ☐ 8. Pre-job conference w/ Project manager, designers, and consultants
 - ☐ a. Pre-job meeting minutes
- ☐ 9. Pre-construction conference agenda
 - ☐ a. Pre-construction meeting minutes
- ☐ 10. Obtain copy of written NTP request from Contractor
- ☐ 11. Prepare & process NTP letter
 - ☐ a. Prepare NTP letter
 - ☐ b. Include copy of executed contract
 - ☐ c. Include copy of Oracle Report showing encumbered project funding
 - ☐ d. Process thru Admin for signature from Assistant Director of PW
 - ☐ e. Retain copy of signed NTP letter in project file

III. PRE-CONSTRUCTION ACTIVITIES CHECKLIST (Responsibilities of RE U.N.O.)

A. Develop Quality Control Plan

- ☐ 1. Identify what tests & material sampling schemes are required to assure quality

B. Pre-Job Conference

1. Conduct a pre-job conference (w/ Project Manager, Designer & Consultant) to:

- ☐ a. Ensure PM/Designer understand its role for providing support services during construction
- ☐ b. Explain RE's responsibility & role as project administrator
- ☐ c. Ask the PM/Designer/Consultant the following questions:
 - ☒ i. What is the purpose of the project?
 - ☐ ii. What are the critical design elements?
 - ☐ iii. Did any design problems go unresolved?
 - ☐ iv. What public relations efforts have been done?
 - ☐ v. How was the Architect/Engineer's estimate developed?
 - ☐ vi. Will the Designer consider substituting any materials?
 - ☐ vii. What construction problems does the Designer foresee?
 - ☐ viii. Has the Designer received plan check approval from Bldg Services Dept, Office of Planning & Bldg, if required?
 - ☐ ix. Have the plans been office and field checked by the Designer?
 - ☐ x. Has the Designer received all necessary encroachment permits or construction easements?

C. Pre-Construction Conference

1. **Final Payment** Preparation

- a. Prepare **Final Payment** when:
 - ☐ i. All remaining minor punch list items are completed
 - ☐ ii. All outstanding claims & change orders are processed
- b. Prepare **Final Payment** cover sheet & work sheets
 - ☐ i. Keep all written documentation (e.g. weight tags, Final Measure Survey, etc) for all quantities determined
 - ☐ ii. Include all contract change orders
- c. Submit proposed **Final Payment** w/ copy of Final Measure to Contractor for review
 - i. Contractor **DISAGREE** w/ Final Payment:
 - ☐ 1. Consider & Evaluate Contractor's claim
 - ☐ 2. Consult CSE/CS if claim cannot be resolved
 - ☐ 3. Construction Engineer to make final determination of disputed claims not resolved by SCE/CS.
 - ☐ 4. If disputed issues remain, prepare & submit **Semi-Final Payment** to SCE/CS for further processing

Note: **Semi-Final Payment** to be submitted to SCE/CS w/in 20 days of acceptance of work
 - ii. Contractor **AGREE** w/ Final Payment:
 - ☐ 1. Submit **Final Payment** to SCE/CS for further processing

Note: **Final Payment** to be submitted to SCE/CS w/in 20 calendar days of acceptance of work

 - ☐ 2. Include copy of **Contractor's Evaluation** w/ submittal of **Final Payment**
 - ☐ 3. Update project info on PTA

2. **Final Payment** Review

- ☐ a. SCE/CS verifies all substantiating documentation is included
- ☐ b. SCE/CS verifies accuracy of as-built drawings
- ☐ c. SCE/CS verifies all warranties, maintenance & operation manuals, etc is submitted

3. **Final Payment** Processing

- ☐ a. Normal processing procedure applies
Note: Accounts Payable dept verifies status of Stop Notices & expiration of 30-day lien period
- ☐ b. Retain copy of **Final Payment** to keep w/ project file

D. Pre-Construction Checklist

1. Contract Administration provided:
 - ☐ a. Executed contract
 - ☐ b. Approved payment & performance bonds
 - ☐ c. Approved Insurance

2. Project Manager provided:
 - ☐ a. Cut Sheets
 - ☐ b. Permits from Building Division
 - ☐ c. Encroachment permit from Authority Having Jurisdiction (AHJ)
 - ☐ d. Oracle report of project budget information, including contingency & CM budget
 - ☐ e. Copies of any utility service applications/agreements

1. Public relations has been completed
- ☐ 2. Quality control plan has been developed
3. Pre-job conference w/ Projectr Manager, Designers, and Consultants has been conducted
4. Survey control work has been completed
- ☐ 5. Cut sheets have been received from Engineering Design Division
- ☐ 6. Pre-construction conference has been scheduled/conducted
- ☐ 7. Early lead time submittals have been received and/or approved
8. Permits from Building Services are ready (if required)
9. Payment & performance bonds have been submitted and approved
- ☐ a. Clean project file of duplicate, incomplete & unnecessary info
Note: Delete unapproved shop dwgs & rejected submittals
- b. As-Built drawings:
 - ☐ i. Verify as-built drawing for accuracy and sign & date
 - ☐ ii. Contractor to transfer as-built info onto reproducibles and submit
 - ☐ ii. Submit reproducible as-built drawings to Project/Design Manager
- ☐ c. Submit all warranties, equipment maintenance & operation manuals, etc to Project/Design Manager

2. Project Documents Off-Site Storage
 - ☐ a. Prepare, review & submit project file box to SCE/CS for review
 - ☐ i. Label box w/ project number, name & NOC date
 - ☐ b. Treva to provide box ID # prior to sending to off-site storage

E. Post-Construction Conference Meeting

1. Conduct post-construction meeting w/ Project Manager and/or Project Engineer to:
 - ☐ a. Discuss issues encountered during construction
 - ☐ b. Avoid similar issues on future projects

F. Re-Inspection at End-of-Warranty Period

1. Re-inspect prorject prior to expiration of warranty period at:
 - ☐ a. 23 months for engineering projects

☐ b. 11 months for architectural projects

PR Letter Checklist

1. Work with Project Manager and Brian Kimball:

- ☐ a. Identify areas to be included for mailing.
- ☐ b. Obtain address file (raw data) using GIS database from PM/Brian Kimball.
- ☐ c. Review address file and eliminate any erroneous entries prior to creating a label file (for Avery 5160) from MS Word.
- ☐ d. Obtain the required number of envelopes from the PM.
- ☐ e. Obtain charge accounts for stamps and folding/stuffing expenses from the PM.
- ☐ f. Prepare a location Map to be printed on the back of PR letter.

2. Work with Supervisor and Treva:

- ☐ a. Draft PR letter and Location Map and submit them to supervisor for review.
- ☐ b. Route completed PR letter/Location Map to Treva for Division Manager's signature.
- ☐ c. Submit envelopes and charge account information to Treva for processing and mailing.
- ☐ d. If necessary, hand deliver PR letter to frontage businesses during field review prior to construction.

NTP Procedure For Task Order

1. Project Assignment Phase.

- ☐ a. Initiate project startup and setup project files including obtaining a copy of Task Order (In draft form is acceptable) and an Oracle report.
- ☐ b. Conduct a Pre-job meeting with PM including site visit if necessary.
- ☐ c. Conduct an informal Pre-construction meeting with project team and agree on a tentative NTP date.
- ☐ d. Plan and distribute public notification. Allow at least 1 week in advance of NTP date.
- ☐ e. Confirm Task Order approval status with PM and obtain a copy for file. Note: PM is responsible for acquiring signatures for Task Order.
- ☐ f. Confirm NTP date with project team and direct Contractor via email to proceed work. (note: no formal letter is required)

2. Task Order Finalizing Phase (Internal Process).

- ☐ a. Email PM and Contract Service of agreed NTP date.
- ☐ b. Contract Services to email Fiscal Services requesting for an SPO number and copy PM, RE and Project Delivery's AA (Ms. Treva Avery).
- ☐ c. Fiscal Services to email SPO number to email group in item 2a above.
- ☐ d. PM to add NTP date and SPO number on the original Task Order and email a PDF copy to RE and Contract Services.
- ☐ e. Email a Task Order that contains an NTP date and SPO number to Ms. Avery.
- ☐ f. Ms. Avery to notify Contract Compliance to begin LCP Tracker. Also, an executed Task Order will be provided to Contract Compliance.
- ☐ Note: Contract related information for projects may be found in PWA_Contract_Services folders in server.

PROMPT PAYMENT INVOICE TRANSMITTAL FORM CHECKLIST

RE shall complete & route transmittal form to Project Manager (PM) & include completed form w/ Progress Payment

Section I (To Be Completed by Contractor)

- ☐ 1. General Contractor (GC) to complete & submit transmittal form w/ invoice
 - ☐ 2. Upon receipt, RE to date stamp in box provided
- Note: Unless the invoice is disputed, this is the effective date when the 20-day prompt payment policy starts

Section II (To Be Completed by Dept. of Engineering & Construction)

- ☐ 1. RE to complete project information
- ☐ 2. PM to complete Payment Funding Information Table & provide "Oracle Encumbered Funds Available Report"
- ☐ 3. RE to check boxes applicable to project
 - ☐ a. **Schedule G** is provided by GC w/ invoice
 - ☐ b. **Certified Payroll Report Summary** is provided by GC w/ invoice
 - ☐ c. **Oracle Encumbered Funds Available Report** is provided by PM
 - ☐ d. **Validate Contractor's Submission of Certified Payrolls; Compliance w/ Prevailing Wages** applicable to all **Federal & Prop 84 Projects ONLY**
 - Note: i. RE shall check this box for each & every progress payment for all **Federal & Prop 84 Projects ONLY**
 - ii. Checking this box initiates Contract Compliance's Review.
 - iii. **Certified Payroll Report Summary** is required for review.
 - ☐ e. **Close Out (for release of retention)** applicable to Semi/Final Payment **ONLY**
 - Note: Checking this box initiates Contract Compliance's Review. **Schedule G** is required for review.

Section III (To Be Completed by Contract Compliance)

Note: This section is to be completed by Contract Compliance **ONLY**

Section IV (To Be Completed by Departments Listed Below)

- ☐ 1. Row #1 "Dept. of Eng. & Const."
 - ☐ a. PM to complete & return transmittal form w/ **Section II** completed & Oracle Report provided to RE
- ☐ 2. Row #2 "Contract Compliance" (Note: Reserved for Contract Compliance)
 - Note: For Semi/Final Payment, Contract Compliance has **10 days** to process.
- ☐ 3. Row #3 "Dept. of Eng. & Const."
 - ☐ a. Upon receipt of transmittal form from PM, RE to complete & include w/ Progress Payment for processing
- ☐ 4. Row #4 "PWA Fiscal" (Note: Reserved for PWA Fiscal)
- ☐ 5. Row #5 "City Accounts Payable" (Note: Reserved for Accounts Payable)

PROGRESS & SEMI/FINAL PAYEMENT CHECKLIST (Responsibilities of RE U.N.O.)

RE shall prepare & submit Progress, Semi-Final, and Final Payment with supporting documents in the following order:

- ☐ 1. Progress Payment Cover Sheet
Note: Insert copy of previous payment period Progress Payment Cover Sheet for verification by Supervisor
- ☐ 2. Prompt Payment Invoice Transmittal
 - ☐ a. General Contractor (GC) to submit transmittal w/ **Section I** completed
 - ☐ b. Upon receipt, date stamp **Section I** of transmittal
 - ☐ c. Project PM to complete Funding Source information on **Section II**
- ☐ 3. Oracle Report
Note: Project PM to provide report showing fund(s) available for current payment period
- ☐ 4. Progress Payment Detail Worksheet
- ☐ 5. Change Order & Retention Worksheet
- ☐ 6. Schedule G (Sub-contractor Payment Form) as submitted by GC w/ invoice
- ☐ 7. Copy of **APPROVED** Change Order applicable **ONLY** to current payment period
- ☐ 8. GC's submitted invoice
Note: Adjustment/correction made to submitted invoice shall be initialed & dated by RE. RE shall also provide copy of adjusted/corrected invoice for acceptance & record keeping
- ☐ 9. **Original** Contractor Performance Evaluation Report (For Semi/Final Payment **ONLY**, at Project Close Out)
Note: Report to be signed by RE, Contractor & Construction Supervisor

REJECTED PROGRESS PAYMENT by Contract Compliance

- ☐ 1. Revise Progress Payment Cover Sheet
 - ☐ a. Legibly note the "**Less Withholding**" amount per Contract Compliance Memo
 - ☐ b. Legibly note the adjusted "**Current Amount Due to Contractor**" because of Contract Compliance withholding
 - ☐ c. Initial & date next to corrections/adjustments made
- ☐ 2. Attached copy of Contract Compliance Memo w/ Progress Payment

REJECTED FINAL PAYMENT by Contract Compliance

- ☐ 1. Revise Final Payment Cover Sheet
 - ☐ a. Change heading to **Semi-Final Payment**
 - ☐ b. Add the "**Less Withholding**" amount per Contract Compliance Memo
 - ☐ c. Adjust "**Current Amount Due to Contractor**" because of Contract Compliance withholding
- ☐ 2. Attached copy of Contract Compliance Memo w/ Semi-Final Payment

IX. PROJECT CLOSE OUT CHECKLIST (Responsibilities of RE U.N.O.)

A. Work Acceptance

1. Engineering Project:

- ☐ a. Conduct field inspection & prepare **Punch List** based on contract documents
- ☐ b. Submit **Punch List** to Contractor for correction/completion prior to work acceptance
- ☐ c. Conduct field inspection to verify completion of **Punch List** items
Exception: Minor items (i.e. 1% - 2% of contract value) not complete is acceptable but remains Contractor's responsibility. Prepare project **Report of Completion and Acceptance**. However, note **Final Payment** to be processed w/in 35 days of Notice of Completion date.
- ☐ d. Order **Final Measure Survey** by having SCE/CS sign & forward **Field Survey Order**
Note: Final Measure Survey is mandatory on all contracts w/ unit price quantities

1. Architectural Project:

- ☐ a. Contractor submit written inspection request to determine substantial completion certification
- ☐ b. Request Architectural Services to review work & prepare an Architect's **Punch List**
- ☐ c. Conduct field inspection to determine status of completion:
 - i. Work is **NOT** substantially complete:
 - ☐ 1. Provide combined **Punch List** to Contractor to complete before substantial completion can be granted
 - ii. Work is substantially complete:
 - ☐ 1. Issue **Notice of Substantial Completion** w/ combined **Punch List** to Contractor to complete
- ☐ d. Contractor submit warranties, as-built drawings, maintenance & operation manuals, etc.

2. When work is deemed complete:

- ☐ a. Prepare & submit **Project Completion Date Notification** to SCE/CS w/ list of any unresolved items
- ☐ b. Prepare **Report of Completion and Acceptance**
 - ☐ i. Obtain signatures from RE, Project Manager, and Project Delivery Manager
 - ☐ ii. Retain copy of signed & dated **Report of Completion and Acceptance** in project file
 - ☐ iii. Submit original Report of Completion and Acceptance to Contract Administration
Note: Contract Administration prepare & file Notice of Completion w/ County Recorder

3. Contractor's Evaluation

- ☐ a. Prepare **Contractor's Evaluation** and sign
- ☐ b. Submit to SCE/CS for review & signature
- ☐ c. Submit original to Contractor for signature & return to City
- ☐ d. File PDF copy in:
 - ☐ i. Project file
 - ☐ ii. \\Oakland\pwa\Divisions and Teams\Project Delivery\Standard Forms\CM forms\Contractor Evaluation
Note: PDF file name = ProjectNo_ContractorName_Date of NOC.pdf
- ☐ e. Submit original to Treva for submittal to Contract Administration
- ☐ f. Update PTA Tracker to include a hyperlink to the PDF file

B. Final Progress Payment

- ☐ 1. Prepare & process **Final Progress Payment** same as Progress Payment for all work performed

C. Final Payment

1. Final Payment Preparation

a. Prepare **Final Payment** when:

- ☐ i. All remaining minor punch list items are completed
- ☐ ii. All outstanding claims & change orders are processed

b. Prepare **Final Payment** cover sheet & work sheets

- ☐ i. Keep all written documentation (e.g. weight tags, Final Measure Survey, etc) for all quantities determined
- ☐ ii. Include all contract change orders

c. Submit proposed **Final Payment** w/ copy of Final Measure to Contractor for review

i. Contractor **DISAGREE** w/ Final Payment:

- ☐ 1. Consider & Evaluate Contractor's claim
- ☐ 2. Consult CSE/CS if claim cannot be resolved
- ☐ 3. Construction Engineer to make final determination of disputed claims not resolved by SCE/CS.
- ☐ 4. If disputed issues remain, prepare & submit **Semi-Final Payment** to SCE/CS for further processing

Note: **Semi-Final Payment** to be submitted to SCE/CS w/in 20 days of acceptance of work

ii. Contractor **AGREE** w/ Final Payment:

- ☐ 1. Submit **Final Payment** to SCE/CS for further processing

Note: **Final Payment** to be submitted to SCE/CS w/in 20 calendar days of acceptance of work

- ☐ 2. Include copy of **Contractor's Evaluation** w/ submittal of **Final Payment**
- ☐ 3. Update project info on PTA

2. Final Payment Review

- ☐ a. SCE/CS verifies all substantiating documentation is included
- ☐ b. SCE/CS verifies accuracy of as-built drawings
- ☐ c. SCE/CS verifies all warranties, maintenance & operation manuals, etc is submitted

3. Final Payment Processing

- ☐ a. Normal processing procedure applies

Note: Accounts Payable dept verifies status of Stop Notices & expiration of 30-day lien period

- ☐ b. Retain copy of **Final Payment** to keep w/ project file

D. Archival of Project Files

1. Engineering Project:

- ☐ a. Clean project file of duplicate, incomplete & unnecessary info

Note: Delete unapproved shop dwgs & rejected submittals

b. As-Built drawings:

- ☐ i. Verify as-built drawing for accuracy and sign & date
- ☐ ii. Submit copy of as-built drawings to Project/Design Manager

- ☐ c. Submit all warranties, equipment maintenance & operation manuals, etc to Project/Design Manager

1. Architectural Project:

- ☐ a. Clean project file of duplicate, incomplete & unnecessary info
Note: Delete unapproved shop dwgs & rejected submittals
- ☐ b. As-Built drawings:
 - ☐ i. Verify as-built drawing for accuracy and sign & date
 - ☐ ii. Contractor to transfer as-built info onto reproducible and submit
 - ☐ ii. Submit reproducible as-built drawings to Project/Design Manager
- ☐ c. Submit all warranties, equipment maintenance & operation manuals, etc to Project/Design Manager

2. Project Documents Off-Site Storage

- ☐ a. Prepare, review & submit project file box to SCE/CS for review
Note: Files to include all files from RE & Project Manager
- ☐ b. Label box w/ project number, name & NOC date (black ink ONLY)
- ☐ c. Give box to Treva, who will provide box ID #, to send to off-site storage

E. Post-Construction Conference Meeting

1. Conduct post-construction meeting w/ Project Manager and/or Project Engineer to:

- ☐ a. Discuss issues encountered during construction
- ☐ b. Avoid similar issues on future projects


F. Re-Inspection at End-of-Warranty Period

1. Re-inspect project prior to expiration of warranty period at:

- ☐ a. 23 months for engineering projects
- ☐ b. 11 months for architectural projects

PRE-CONSTRUCTION STAGE

DESIGN REVIEW COMMENTS

Project No.:		G313170		CODES		<div></div> <div>CITY OF OAKLAND</div> <div>Department of Engineering & Construction 250 Frank H. Ogawa Plaza, Suite 4344 Oakland, CA 94612-2032</div>	
Project Description:		7th Street WOTV Streetscape, Phase II		A = Accept Comment - Correct, Add to, or Clarify plans D = Dismiss Comment C = Clarify or Discuss and resolve prior to submitting final code R = Resolve Comment in next design phase			
Submittal Level:		100%					
Organization:		City of Oakland					
Project Manager:		Mohammad Barati					
Date:		Thursday, October 12, 2016		NOTES			
Reviewed By:		Paul Tran, Project Delivery		* Indicate Dwg. No./Page No. or "G" for general comment ** Agreed Resolution			
BY REVIEWER				BY DESIGNER			
Item No.	Dwg. No. *	Comment	Initial Code	Response	By	Final Code **	REVIEWER Verification
CONSTRUCTION PLANS							
1	G	Designer needs to review demolition, layout, and utility plans for conflicting information. Demolition plan calls for removal and relocation of existing site features which conflicts with design plans.		Incorporated	A	A	A
2	G-1.0 (Sht 1)	Revise description for Sheets 10-12 as "Tree Removal & Protection Plan".		Incorporated	A	A	A
3	C-1.0 (Sht 2)	Revise General Note #24 to allow two weeks for review of traffic control plans.		Incorporated	A	A	A
4	C-1.0 (Sht 2)	Add general note to provide contact person and phone number for AC Transit to coordinate removal or relocation of existing bus stops.		Incorporated (See Note 40)	C	A	A
5	C-1.0 (Sht 2)	Add abbreviation for "SL".		Incorporated	A	A	A
6	C-2.1 (Sht 3)	Add to Monument and Benchmark Notes to see General Note #35 on Sheet C-1.0 as it relates to contractor's responsibility for existing monuments and benchmarks.		Incorporated	A	A	A
7	C-2.2 (Sht 4)	Verify & confirm Caltrans right-of-way line shown. An encroachment permit is required if it is indeed Caltrans R/W.		Refer Caltrans field review Dec 12, 2011, item #6: Caltrans Encroachment permit not required	A	A	A
8	C-3.1 (Sht 7)	It appears that the City is re-using existing street lights. Contractor normally do not remove & salvage existing street lights since temporary lighting is still required. They would normally relocate it when it is necessary. Therefore, revise Keynote #5 to "Relocate (E) Street Light".		Incorporated	A	A	A
9	C-3.1 (Sht 7)	There is a conflict in Keynote #10 calling to relocate existing drainage inlet when other Layout & Drainage Plans calls for (E) DI to remain and/or converted to structure with "solid cover". Designer to correct discrepancy in plans.		Keynote #10 changed to "Protect (E) Fence". Keynote #21 now used instead, calling to "Remove (E) Drainage Inlet" or "#26 "Protect (E) Drainage Inlet".	A	A	A
10	C-3.1 (Sht 7)	Keynotes 7 & 9 pertain to removal of existing bus bench & sign that requires coordination with AC Transit. Revise keynotes accordingly.		Added sentence to Keynote #9 "Protect (E) Sign Post".	A	A	A
11	C-3.1 (Sht 7)	There appears to be a callout for a 2nd (E) street light that's not there.		Callout for 2nd (E) Street Light has been removed.	A	A	A
12	C-3.2 (Sht 8)	In general, (E) sign posts that could be re-used, particularly at cross streets, should be re-used instead of installing new one at same location.		Added sentence to Keynote #9 "Protect (E) Sign Post".	A	A	A
13	C-3.2 (Sht 8)	(E) vault at NW corner of 7th & Willow is in conflict w/ new HCR. Verify to see if vault can be relocated.		Added Keynote #31 "Relocate (E) Vault".	A	A	A
14	C-3.2 (Sht 8)	Plan calls for protection of 4 (E) trees is in conflict with tree removal plan. Revise accordingly.		4 (E) Trees now called out to be removed.	A	A	A
15	C-3.2 (Sht 8)	Removal of (E) DI is in conflict with intent of drainage plan Sht 26.		Added sentence to Keynote #21 "Protect (E) SD Discharge Pipe".	A	A	A

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BY REVIEWER			BY DESIGNER				REVIEWER
Item No.	Dwg. No. *	Comment	Initial Code	Response	By	Final Code **	Verification
16	C-3.2 (Sht 8)	If (E) DI is being relocated, drainage plan Sht 26 needs to show where the DI is being relocated to. Designer will need to verify (E) DI depth to ensure it will work at new location.		See A/C-7.2, C/C-7.9 and D/C-7.9.	A	A	A
17	C-3.2 (Sht 8)	Revise hatching for removal of (E) driveway.		Incorporated.	A	A	A
18	C-3.3 (Sht 9)	In general, (E) sign posts that could be re-used, particularly at cross streets, should be re-used instead of installing new one at same location.		Added sentence to Keynote #9 "Protect (E) Sign Post".	A	A	A
19	C-3.3 (Sht 9)	(E) "No Trucks Over 4.5 Tons" sign needs to be re-installed.		Note changed to Protect (E) Sign.	A	A	A
20	C-3.3 (Sht 9)	(E) utility boxes at NE corner of 7th & Campbell are in conflict w/ new HCR. Verify to see if boxes can be relocated.		Boxes relocated, see C-7.3 and 6/C-9.2.	A	A	A
21	C-3.3 (Sht 9)	(E) tree called to be removed is not there anymore.		Added Note "No (E) Tree at tree well.	A	A	A
22	C-3.3 (Sht 9)	(E) signed called to be removed does not exist.		Changed callout to say "Protect (E) Fence".	A	A	A
23	C-3.3 (Sht 9)	There are two (2) (E) bike racks to be removed in vicinity of NW corner of 7th & Peralta.		Incorporated.	A	A	A
24	C-3.3 (Sht 9)	Designer to verify if (E) monument is in conflict w/ new HCR at NW corner of 7th & Peralta. If it is, then coordinate with City Surveyor to relocate to new location.		See callout on Sheet C-6.3.	A	A	A
25	C-3.3 (Sht 9)	Per Sht 75, (E) traffic signal pole may be relocated which conflicts with Keynote 15 to "Protect (E) Traffic Signal Pole". Revise accordingly.		Keynote #15 removed from NW corner of 7th st at Peralta.	A	A	A
26	C-3.3 (Sht 9)	Sht 27 calls for (E) DI at NW corner of 7th & Peralta to remain which conflicts with Keynote 21 to "Remove (E) DI". Revise accordingly.		Sheet 27 callout says to "Install (N) DI".	A	A	A
27	C-3.3 (Sht 9)	According to Sht 72, there is an (E) street light and pull box next to exit driveway that needs to be relocated. Revise accordingly.		Added Callout "Relocate (E) Street Light".	A	A	A
28	C-3.3 (Sht 9)	According to Sht 72, there is an (E) street light and pull box on south side of 7th & Campbell intersection that needs to be relocated. Revise accordingly.		Added Callout "Relocate (E) Street Light".	A	A	A
29	C-3.3 (Sht 9)	Existing utility box on south side of 7th & Campbell intersection needs to be adjusted to finish grade.		Added callout "Adjust (E) Utility Vault Cover to Finished Grade".	A	A	A
30	C-3.3 (Sht 9)	Sht 27 calls for (E) DI at SW corner of 7th & Campbell to remain which conflicts with Keynote 10 to "Relocate (E) DI". Revise accordingly.		Changed callout to "Remove (E) Drainage Inlet".	A	A	A
31	L-1.1 to L-1.3 (Shts 10 to 12)	Revise sheet title to "Tree Removal & Protection Plan"		See landscape plans by Golden Associates.	A	A	A
32	L-1.3 (Sht 12)	(E) tree at NE corner of 7th & Campbell does not exist. Revise plan & tree schedule accordingly.		See landscape plans by Golden Associates.	A	A	A
33	C-6.1 to C-6.3 (Shts 17 to 19)	Revise typo error for reference to stamped AC.		Corrected.	A	A	A
34	C-6.2 (Sht 18)	Planter area dimension is incorrect at NE corner of 7th & Wood.		Incorporated.	A	A	A
35	C-6.2 (Sht 18)	Delete line entities at top right of sheet.		Incorporated.	A	A	A
36	C-6.3 (Sht 19)	What are the cleanouts for at NW & NE corner of 7th & Campbell.		Cleanouts removed.	A	A	A
37	C-6.3 (Sht 19)	Designer to verify if (E) monument is in conflict w/ new HCR at NW corner of 7th & Peralta. If it is, then coordinate with City Surveyor to relocate to new location.		See callout on Sheet C-6.3.	A	A	A
38	C-6.4 to C-6.6 (Shts 20 to 22)	Label construction alignments and stations.		Station and alignment shown on C-5.1 to C-5.3. Added Note 2 for curb and flow line elevations on C-6.7, C-6.8.	C	A	A

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BY REVIEWER			BY DESIGNER				REVIEWER
Item No.	Dwg. No. *	Comment	Initial Code	Response	By	Final Code**	Verification
39	C-6.4 to C-6.6 (Shts 20 to 22)	Provide top of curb or flowline grades at all curb returns, beginning of curve, end of curve, tangent, grade breaks, etc. There are a lot of contradictions between drainage plans and demolition plans (e.g. installing solid cover on (E) DI vs relocating/removing DI, installing MH at existing DI but demo plan calls for solid cover, calling an (E) DI an area drain when plan calls for installing solid cover, etc). Designer need to verify plans to eliminate these contradictions.		See TC and FL elevations on C-6.7 and C-6.8.	A	A	A
40	C-7.1 to C-7.10 (Shts 25 to 34)			Incorporated.	A	A	A
41	C-7.1 (Sht 25)	Define what a solid cover is. Provide detail. Structure must be accessible for maintenance.		Terminology changed to "Solid Grate", see also F/C-10.7.	A	A	A
42	C-7.2 to C-7.3 (Shts 26 to 27)	Add call-out to "Install (N) curb drain to Connect to (E) Downspout"		Incorporated.	A	A	A
43	C-7.3 (Sht 27)	Specify where (E) FH is being relocated to.		(E) FH not being relocated.	A	A	A
44	C-7.4 to C-7.10 (Shts 28 to 34)	Structure labels should be consistent between plan and profile.		Incorporated.	A	A	A
45	C-7.4 to C-7.10 (Shts 28 to 34)	Is the Key Map necessary on each sheet of plan & profile? If so, some of the hatching locations need to be corrected.		Revised hatching.	A	A	A
46	C-7.4 to C-7.10 (Shts 28 to 34)	7th Streetscape plans are based on 2 different construction alignments (i.e. 7th North Part & 7th South Part). The drainage plan & profile specifies beginning & ending stations, but does not specify which alignment. For better clarity, specify alignment for which stationing applies to.		Alignment "7th North" or Alignment "7th South" added to each plan for clarity.	A	A	A
47	C-7.4 (Sht 28)	Profile (STA 206+50 to 207+35): Specify size & material of new storm drain (SD) pipe.		Incorporated.	A	A	A
48	C-7.4 (Sht 28)	Plan & Profile (STA 206+50 to 207+35): Sht 25 calls for installing solid cover over (E) DI, not install AD. Correct discrepancy.		Incorporated by using (N) DI (both sheets).	A	A	A
49	C-7.4 (Sht 28)	Plan & Profile (STA 207+35 to 208+45): Bioswale SD consists of a perforated portion and a solid portion of pipes. Specifies the point where perforated pipe ends and where solid pipe starts.		Shown in plan and profile.	A	A	A
50	C-7.5 (Sht 29)	SD profile to be taken along the length of pipe, not perpendicular to pipe.		Incorporated.	A	A	A
51	C-7.5 (Sht 29)	Specify pipe size & material for Pipe #13.		Pipe #13 shown as 18" RCP.	A	A	A
52	C-7.5 (Sht 29)	Profile: Specify invert in for Pipe #13 and invert out at SDMH #4.		Incorporated.	A	A	A
53	C-7.5 (Sht 29)	Plan & Profile at Willow St: Clarify why a new SD pipe is necessary from an (E) DI to new DI #5. How was (E) DI draining before this? What happens to (E) pipe from (E) DI?		To be verified in field.	C	A	A
54	C-7.5 (Sht 29)	Profile: Clarify how SD pipe from MH #5 connects to (E) SD (e.g. to (E) SD pipe w/o structure or to (E) MH).		(N) Pipe #15 connects to (E) SDMH #5	C	A	A
55	C-7.6 (Sht 30)	Sht 26 calls for installing solid cover over (E) DI identified as AD #3. Correct discrepancy.		Incorporated.	A	A	A
56	C-7.6 (Sht 30)	Clarify why new SD pipes are necessary from (E) DI to new DI #6, then to new MH at (E) SD. How was (E) DI draining before this? What happens to (E) pipe from (E) DI?		(E) DI removed from plan.	A	A	A
57	C-7.6 (Sht 30)	New SD pipe from (E) DI to DI #6 conflicts w/ (E) SSMH.		(N) SD Pipe removed from plan.	A	A	A
58	C-7.6 (Sht 30)	No wye connection to (E) SD is allowed.		Wye connection removed from plan.	A	A	A
59	C-7.6 (Sht 30)	Specify where perforated & solid pipe begins for bioswale SD.		Shown in plan and profile.	A	A	A
60	C-7.7 (Sht 31)	MH #7 does not make sense. Profile shows (E) SD & new SD pipes going into MH, but where does it go from there?		MH #7 removed. Flow is westward.	A	A	A

BY REVIEWER			BY DESIGNER				REVIEWER
Item No.	Dwg. No. *	Comment	Initial Code	Response	By	Final Code **	Verification
61	C-7.7 (Sht 31)	Sht 27 calls for installing solid cover over (E) DI identified as AD #5. Correct discrepancy.		AD #5 removed.	A	A	A
62	C-7.7 (Sht 31)	Specify where perforated & solid pipe begins for bioswale SD.		Shown in plan and profile.	A	A	A
63	C-7.8 (Sht 32)	New SD pipe appears to be inline w/ (E) SD pipe. Hence, (E) DI may be removed or relocated to DI #11.		(E) DI removed.	A	A	A
64	C-7.9 (Sht 33)	Plan & Profile (STA 109+00 to 109+50): Sht 7 calls to protect (E) DI, but this sheet calls for new MH. Correct discrepancy.		Incorporated.	A	A	A
65	C-7.9 (Sht 33)	It is unclear how MH #12 ties to (E) SD system. Is MH #12 at location of (E) DI? If so, show (E) SD pipe info. Otherwise, show how MH ties into (E) SD system.		(N) MH #12 is at location of removed DI. Invert out elevation shown.	A	A	A
66	C-7.10 (Sht 34)	Clarify how new SD ties into (E) SD system.		(N) MH #13 is at location of removed DI. Inverts provided.	A	A	A
67	C-8.1 to C-8.3 (Shts 35 to 37)	General: In lieu of installing new sign post, street light pole should be used for installation of street signs wherever appropriate.		Note added.	A	A	A
68	C-8.1 to C-8.3 (Shts 35 to 37)	General: Designer needs to verify (E) street signs that are removed and should be re-installed.		Verified.	A	A	A
69	C-8.1 to C-8.3 (Shts 35 to 37)	General: Is it absolutely necessary to paint curb red in front of bioswales? Why can't cars park in front of these areas?		Passageway for drivers and passengers would not be enough while disembarking from the vehicle.	C	A	A
70	C-8.1 to C-8.3 (Shts 35 to 37)	Should buffer be broken through bus zone?		Broken line added to buffer at bus zone.	A	A	A
71	C-8.1 to C-8.3 (Shts 35 to 37)	General: As a rule of thumb, curbs are painted red: 1. At corners: as a minimum 20 feet approaching intersection and 10 feet departing intersection. 2. Bulbed-out corners & midblock: All curbs adjacent to travel lane is painted red. 3. At driveway: 5-10 feet on each side of driveway.		Added to plans.	A	A	A
72	C-8.1 (Sht 35)	Add call-out for left turn arrows.		Incorporated.	A	A	A
73	C-8.1 (Sht 35)	Add call-out for bike lane symbol detail.		Incorporated.	A	A	A
74	C-8.1 (Sht 35)	Install "No Trucks Over 4.5 Tons" "On Wood" signs similar to existing signs for WB traffic approaching Wood St.		Incorporated.	A	A	A
75	C-8.3 (Sht 37)	Install "No Trucks Over 4.5 Tons" sign similar to existing sign at NW corner of 7th & Campbell for NB traffic.		Incorporated.	A	A	A
76	C-8.3 (Sht 37)	Add call-out for left turn arrows.		Incorporated.	A	A	A
77	C-8.3 (Sht 37)	Move parking stall away from driveway.		Incorporated.	A	A	A
78	C-9.1 to C-9.4 (Shts 38 to 41)	General: Curb ramps with gutter slope too flat will collect debris & water during rain events. Also, contractor cannot build to such flat slope. Designer should consider reducing ramp slope to increase gutter slope.		Noted.	A	A	A
79	C-9.1 to C-9.4 (Shts 38 to 41)	The City has adopted Caltrans Standard Plans for use on curb ramps. Revise Note #5 accordingly.		Note #5 revised to Caltrans Standard.	A	A	A
80	C-9.1 (Sht 38)	Detail 3: (E) utility box is in conflict with HCR. Designer to verify if it can be relocated.		Utility Box relocated.	A	A	A
81	C-9.1 (Sht 38)	Details 3 & 4: Designer to consider increasing slope per mark-up to increase gutter slope.		Noted.	C	A	A
82	C-9.2 (Sht 39)	Detail 5: Proposed flowline along curb ramp is too flat subjecting corner to collect debris and water during rain events.		Noted.	C	A	A
83	C-9.2 (Sht 39)	Details 5 & 6: (E) Utility boxes are in conflict with HCR. Designer to verify if boxes can be relocated.		Detail 6 utility boxes relocated.	A	A	A

BY REVIEWER			BY DESIGNER			REVIEWER	
Item No.	Dwg. No.*	Comment	Initial Code	Response	By	Final Code**	Verification
84	C-9.3 (Sht 40)	Detail 10: Curb ramp slope is too steep. Maximum allowable design slope is 7.5%.		Incorporated.	A	A	A
85	C-9.4 (Sht 41)	Detail 17: Are there design grade for the proposed ADA parking curb ramp? Designer should also consider installing a concrete valley gutter.		Grades added.	C	A	A
86	C-10.2 (Sht 43)	Detail B: PM to consider using Caltrans Std Plan A87A for driveway where a 4-foot clear passageway is provide along back of sidewalk. A 10-foot sidewalk will be able to accomodate such a passageway.		Incorporated.	A	A	A
87	C-10.4 (Sht 45)	Detail B: Used revised Detail D-22 for trench restoration.		Incorporated.	C	A	A
88	C-10.4 (Sht 45)	Detail D: Where is a chainlink fence being installed on this project?		Chain link fence detail removed.	A	A	A
89	C-10.5 (Sht 46)	Detail C: Consult Transportation Services Division for detail of current sign post being used in City.		Caltrans detail RS-01 incorporated, see D/C-10.5.	C	A	A
90	C-10.7 (Sht 48)	Detail A: What is the material hatched as rocks? Add call-out of material.		Incorporated.	A	A	A
91	C-10.7 (Sht 48)	Detail D: Revise description of detail. No cleanout is installed at AC paving.		Incorporated.	A	A	A
92	C-11.3 (Sht 51)	Detail 4: Gravel bags are much more effective in front of DIs. It is hard to keep fiber roll in place on paved surfaces.		Gravel Bag detail added.	A	A	A
93	L-2.4 (Sht 56)	Detail A: Define who is "others" that will furnish the tiles for "Walk of Fame Plaque".		See Landscape plans by Golden Associates.	A	A	A
94	L-2.4 (Sht 56)	Detail B: Provide pattern & color per 7th St Phase 1 project.		See Landscape plans by Golden Associates.	C	A	A
95	L-4.1 to L-4.7 (Shts 63 to 69)	Irrigation plan is incomplete. Review is deferred until plan is complete.		See Landscape plans by Golden Associates.	A	A	A
96	E-1 (Sht 70)	Legend for 52: It appears the City is re-using (E) street lights. In lieu of "remove & salvage", revise plans to relocate (indicating from existing to new location). Contractor will not remove and salvage only to install again at new location.		See Electrical plans by Y&C.	A	A	A
97	E-2 to E-3 (Shts 71 to 72)	Revise sheets to a scale of 1" = 20', consistent with all other civil sheets. At 1" = 40' scale, the plan is too busy and crowded.		See Electrical plans by Y&C.	A	A	A
98	E-2 (Sht 71)	NW corner of 7th & Willow: There isn't a 2nd (E) street light. Why do we need 2 lights at same corner?		See Electrical plans by Y&C.	A	A	A
99	E-3 (Sht 72)	NW corner of 7th & Campbell: There isn't a 2nd (E) street light. Why do we need 2 lights at same corner?		See Electrical plans by Y&C.	A	A	A
CONSTRUCTION SPECIFICATIONS							
100	Specs 200-2.2	Verbage for section contradicts Bid Item #4 that crushed AB is paid by the TON. Revise specs section or Bid Item #4 accordingly.		done	A	A	A
101	Specs 300-1.4	Specify "Jump sun" as unit of measure for payment of "Clearing and Grubbing for Bid Item #5.		done			
102	Specs 300-2.9	Specs section do not specify payment for Bid Item 38, Traffic Signs.		moved to item 8			
103	Specs 303-5.9	d. Colored Concrete Sidewalk Type (A): Specify "square feet" as unit of measure for payment.		done			
104	Specs 303-5.9	e. Concrete Sidewalk Type C: Specify "square feet" as unit of measure for payment.		done			

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BY REVIEWER			BY DESIGNER			REVIEWER	
Item No.	Dwg. No. *	Comment	Initial Code	Response	By	Final Code**	Verification
105	Specs 303-5.9	g. Modified Type B (4") Curb & Gutter: Do we have this in the project? There is no bid item on the engineer's estimate.		removed			
106	Specs 303-5.9	h. Adjust Manhole Cover to New Grade: Specify "each" as unit of measure for payment. Instead of saying "lower the manhole covers". Let's say "adjust the manhole covers" just in case there is MH we may need to raise.		done			
107	Specs 303-5.9	m. Type D Curb & Gutter: Write-up mentions Type B and not Type D. Revise accordingly.		done			
108	Specs 306-1.6.2	Add sub-section to specify what material (PVC, HDPE) to be used for Bid Item # 34, Perforated Storm Drain Piping 8".		The size of the pipe is changed to 6". It is added in Sec 306-1.6.2 that the 6" pipe can be HDPE or PVC.			
109	Specs 306-1.6.2	Add sub-section for Bid Item #35, Crushed Aggregate & Geotextile Fabric at Bioswale. Specify what fabric material is to be used.		Changed to Section 308-1.10-F			
110	Specs 307-10.4	Specify "each" as unit of measure for payment.		done			
111	Specs 307-11.3	Specify "each" as unit of measure for payment.		done			
112	Specs 307-14.9	Specify "each" as unit of measure for payment.		done			
113	Specs 308-1.10	Specify "cubic yard", not "cubic foot", as unit of measure for payment of planting soils in the first paragraph of this section. It contradicts unit of measure in section 308-1.10B		done			
114	Specs 308-8	This specs section in the Greenbook applies to "Maintenance and Plant Establishment" and not for "Landscape Planting" as Bid Item #56 is referencing. Add specs section for "Landscape Planting".		Changed the heading to Planter Planting			
CONSTRUCTION BID SCHEDULE							
115	Bid Item #28	Drainage Inlet Type E3: Is this a typo? Is there a Type E3? Specs 303-9.3 only has a Type E. Revise accordingly.		There is Type E-3 and E-4 in the Standard Specs			
116		Is there a bid item for removal of existing drainage inlets or converting existing inlets to MH/Junction box?		Added to Section 303-9.3			
117		Specs 308-5.7.11A Irrigation Point of Connection: There is no bid item for installation of backflow preventer with enclosure & irrigation flow sensor/master valve. Add bid item?		The irrigation line will be connected to the existing irrigation line in the project. No Point of Connection of BFP needed			
118		Specs 308-5.7.11B Irrigation Controllers & Connection to Electrical Panel: There is no bid item for this work. Add bid item?		There is existing controller and electrical panel. Wiring to the controller is included in the payment.			
119	Bid Item #54	This bid item pays for trenching of conduits. It is likely that irrigation conduits will not be in same trench as electrical for some areas of work. Therefore, PM should increase the quantity.		irrigation main line are almost the same as electrical. The cost for trenching for the lateral is included in the lump sum price for irrigation system			
MISCELLANEOUS, PERMITS, SPECIAL INSPECTIONS							
120	Caltrans	Designer to verify Caltrans right-of-way and secure encroachment permit accordingly.		See item #7.	A	A	A

22

**CITY OF OAKLAND
CONTRACT OF PUBLIC WORKS**

THIS CONTRACT is entered into this June 4th of 2018 by and between the:

City of Oakland, a municipal corporation,
(hereinafter referred to as "City"), and
RAY'S ELECTRIC,
(hereinafter referred to as "Contractor").

FOR AND IN CONSIDERATION of the promises hereinafter made, City and Contractor agree as follows:

Contractor will furnish necessary machinery, tools, apparatus, and other means of construction. Further, Contractor will furnish the materials and do all work in the manner and time prescribed in:

1) Project Specifications, Plans, including any Addenda, for Project No. **1001035, FEDERAL PROJECT NO. CML-5012 (134) 7TH STREET WEST OAKLAND TRANSIT VILLAGE PHASE II STREETScape PROJECT** and documents referenced and incorporated therein; and

2) The Contractor's bid in the sum of **Three Million, Five Hundred Thirty-Five Thousand, Nine Hundred and Ten Dollars (\$3,535,910.00)** received **March 1, 2018** (Exhibit A – Scope of Work).

The contract documents shall include, but are not limited to, all documents identified above; Department of Labor federal minimum wage rates (Exhibit B); FHWA-1273 Required Contract Provisions Federal-Aid Construction Contracts (Exhibit C); Title VI Assurances (Exhibit D); the "Greenbook" Standard Specifications for Public Works Construction, 2009 Edition; and the City of Oakland Standard Details for Public Works Construction, 2002 Edition thereto; and shall constitute the contract between the parties as though all documents were attached hereto or herein repeated. The contract documents are intended to be cooperative and to provide for a complete work. Said contract documents are on file in the Public Works Department.

1. Commencement of Work

Work shall be commenced on the date of the Notice to Proceed issued by the Public Works Department and shall be completed within **190 Working Days**.

2. Bonds

The Contractor shall provide two good and sufficient surety bonds, which name the City of Oakland as insured. The Payment Bond shall be for One Hundred percent (100%) of the contract price to guarantee faithful payment to subcontractors, material suppliers, and laborers. The Performance Bond shall be One Hundred percent (100%) of the contract price. The Contractor shall maintain the bonds in full force and effect until the work is accepted by the City, and until all claims for material and labor are paid, and shall otherwise comply with the Civil Code.

3. Contractor's Liability

Contractor shall be responsible for all injuries to persons and for all damage to real or personal property of the City or others, caused by, or resulting from the negligence of itself, its employees, or its agents during the progress of, or connected with, the rendition of services hereunder. Contractor shall defend and hold harmless and indemnify the City, its officers and employees from all costs and claims for damages to real or personal property, or personal injury to any third party, resulting from the negligence, actions, or inaction of Contractor, Contractors, Subcontractors, employees or agents, arising out of the contractor's performance of work under this Contract.

4. Liability Insurance

Contractor shall maintain all insurance required by the project for the duration of the Contract. Contractor shall name the city and its Council members, directors, officers, agents, employees and volunteers as additional insureds on the general liability policy.

5. Worker's Compensation Insurance

Contractor hereby certifies that it is aware of and will comply with Section 3700 of the California State Labor Code that requires every employer to be insured against liability for Workers' Compensation or to undertake self insurance before commencing any of the work.

6. Minimum Wage Ordinance

Oakland employers are subject to Oakland's Minimum Wage Law whereby Oakland employees must be paid the current minimum wage. Employers must notify employees of the annually adjusted rates by each December 15th and prominently display notices at the job site. The law requires paid sick leave for employees and payment of service charges collected for their services. For further information, please refer to:

<http://www2.oaklandnet.com/Government/o/CityAdministration/d/MinimumWage/OAK051451>

7. Prevailing Wage

The Contractor certifies and agrees that it will comply with the requirement to pay its employees prevailing wages as set forth in the City of Oakland Resolution No. 57103 C.M.S. City may request documentation to certify that the Contractor has paid its employees at the appropriate prevailing wage rate. In the event that the City determines that the Contractor has failed to pay any of its employees in accord with the appropriate prevailing wage rate, City shall report its findings to the Department of Labor and/or withhold the difference between the amount paid and amount owed for prevailing wages from any amount owed contractor until such time as the payment dispute is fully and finally resolved. This provision in no way creates any contractual or third party beneficiary relationship between any of Contractor's employees and the City, nor does it create any liability or duty on the City for Contractor's failure to make timely or appropriate payments to its employees, on behalf of its employees.

8. Nuclear Weapons Policy

It is the policy of the City of Oakland to minimize the expenditure of City funds on goods and services produced by Nuclear Weapons Makers. In furtherance of this goal, the City of Oakland urges all contractors to avoid contracting for goods and services which are manufactured or provided by Nuclear Weapons Makers.

9. Audit

Contractor shall permit authorized representatives of the City to have access to Contractor's books, records, accounts and any and all data relevant to this Contract, for the purpose of making an audit or examination during the term of the Contract and for a period of four years following the fiscal year of the last expenditure under this Contract.

10. Discrimination

Contractor agrees not to discriminate against any individual or company because of marital status, race, color, religion, ancestry, sex, sexual orientation, age, national origin, physical handicap, Acquired Immune Deficiency Syndrome (AIDS), or AIDS related conditions, or any other arbitrary basis.

11. Oakland Business License

Contractor has and will continue to maintain a current Oakland Business License during the term of this contract. Contractor shall insert in each of its subcontract agreements a provision which requires its sub-contractors to present proof that the subcontractor has obtained a current Oakland Business License during the term of this contract.

12. Notice

If either party shall desire or be required to give notice to the other, such notice shall be given in writing, via facsimile and concurrently by prepaid U.S. certified or registered postage, addressed to recipient as follows:

City of Oakland:

OPW-Contract Services
250 Frank H. Ogawa Plaza, Suite 4314
Oakland, CA 94612
Fax (510) 238-2436 or [email]

Contractor:

Ray's Electric
Greg Gruendl
411 Pendleton Way, Ste. B
Oakland, CA 94621
[fax no.] or greg@rayselectric.net

Any party to this Agreement wishing to make changes to this Notice section shall do so in writing ten (10) business days before the change is effective.


13. Certification

The individuals who have affixed their signatures below certify and attest each is empowered to execute this Contract and act on behalf of and bind the party in whose name this Contract is executed.

IN WITNESS WHEREOF:

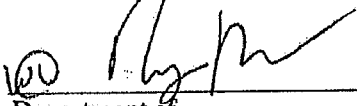
Contractor has hereto set his hand, and the City Administrator of the City of Oakland, by Resolution of the City Council said City, thereunto duly authorized, has caused the name of the City of Oakland to be affixed hereto, all in triplicate the day and year first above written.

RAY'S ELECTRIC

 6.18.18

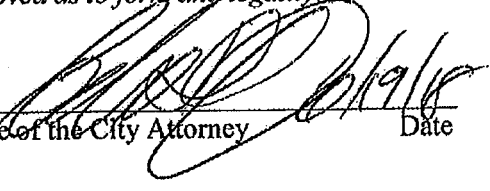
Greg Gruendl Date
President

DEPARTMENT DIRECTOR

 6/22/18

Department of Date
Transportation

Approved as to form and legality:

 6/19/18

Office of the City Attorney Date

**CITY OF OAKLAND
(a municipal corporation)**

 6/20/18

Office of the City Administrator Date

City Council Resolution No. 87182
Oakland Business Tax Certificate No. 682725
Contract Purchase Order No. _____
DIR Project ID No. 243083

Pre-Construction Phase Checklist

1. Supervisor assigned new project.
2. Check whether project file folders created or not. File Location: (O:\ProjectDelivery\CMU\Projects)
3. Review Plans, Specifications, and Estimate (PS&E).
4. For Federally Funded Projects, review Caltrans Pre-Construction, Construction, and Post-Construction Checklist.
5. Check Project Award Package completely signed off by all parties.
6. Setup Pre-Job meeting with Project Manager/Design Engineer.
7. Setup Pre-Construction Meeting.
8. Project Manager/Design Engineer has transferred construction contract funds into proper accounts.
9. Construction outreach and notifications completed.
10. Develop
 - a. Requests for Information (RFI) Log
 - b. Submittal Log
 - c. Material Testing Log
 - d. Special Inspection (if required) Log
 - e. Storm Water Pollution Prevention Plan (SWPPP)
 - f. Environmental (if required) Log
 - g. Change Order Log
 - h. Claims Log
11. Survey control work has been completed (if required). Use Survey Request form in the following file location: (O:\ProjectDelivery\STANDARD FORMS)
12. Cut sheets have been received from Project Manager/Design Engineer.
13. Early lead time submittals have been received
 - a. Traffic Control (must be approved before construction starts)
 - b. Project Schedule (before construction starts)
 - c. Equipment
 - d. Material
 - e. Caltrans Permit (if required)
14. Permits from Building Services are ready (if required)
15. Issue Notice-to-Proceed (NTP)
16. Start of Construction

Pre-Construction Checklist

Quality Control Plan for Project XXXXXX

<u>Specification</u>	<u>Description</u>	<u>Check to or criterion</u>
Attachment 9	Imported Materials Certification	Imported materials shall be clean and meet specifications 02200.
01010, 1.6	Permits	Contractor shall procure all permits and licenses.
01300, C, 1	Submittal Schedule	Contractor shall provide a submittal schedule within ten (10) days of the Notice To Proceed.
02100, 3.2	Tree Protection	The tree preservation zone shall be protected by fencing.
03200, 2.3, B	Concrete Reinforcement	AWS 5.5, E70XX welding electrodes for grade 40 and E90XX for grade 60.
06200, 1.3	Finish Carpentry	Conform to WIC grade specified.
07724	Roof hatch	Check to submittals. Water test.
08625	Custom Skylights	Air & water test per MMA test 501.
09650	Resilient Flooring	Substrate preparation and cleaning required. Maximum variation of 3/16" in 10'. Substrate dry to 7%. Apply primer to substrate.
10155	Toilet Partitions (Exterior)	Check to shop drawings, submittals and installation instructions.
11400	Foodservice Equipment	Factory start up and demonstration. Check materials for 14 gauge.
12370	Casework	WIC custom grade. Check to shop drawings.
15800	Mechanical	Comply with Mechanical Code.

16800

Security System

Check to submittals. Request OIT
inspection.

Sample Quality Control Plan

PRE-CONSTRUCTION MEETING AGENDA

Rehabilitation of Sanitary Sewers, Phase III Project No. C329138

August 20, 2014

- I. Introduction of Parties
- II. Contract Compliance Requirements
 - A. Electronic Payroll Submission (Specs 7-2.2.1)
 - 1. Contractor shall register for use and absorb the cost of LCP Tracker
 - 2. Contractor & all sub-contractors **MUST** submit all certified payrolls via LCP Tracker
 - 3. Upon request, LCP Tracker may be suspended due to lack of construction activity. However, Contract Compliance will verify all contract compliance related issues prior to approval.
 - 4. LCP Tracker terminated upon issuance of NOC
 - B. Federally Funded Project
 - 1. **ONLY** certified payrolls submitted for the billing period may be invoiced for processing
 - C. Separate meeting w/ Contract Compliance Division to be held

Job Site Waste Reduction & Recycling Plan (WRRP) Requirements (Required for Projects \$50,000 or greater)

- A. Per OMC 15.34 & Specs 4-1.1.3, salvage/recycle 100% of AC & concrete products and 65% of all other construction and/or demolition debris
- B. Contractor to submit WRRP prior to start of construction
- C. At the end of all construction, Contractor shall submit a completed Construction & Demolition Summary Report

Project Correspondence

To ensure correspondence is properly routed in a timely fashion, the contractor must adhere to the following:

Submit Contract Compliance related documents to:

City of Oakland
Contract Compliance Division
Attn: Sophany Hang
250 Frank Ogawa Plaza, Suite 3341
Oakland, CA 94612-2092
(510) 238-3723
shang@oaklandnet.com

Send all other correspondence, including submittals to:

City of Oakland, OPW
Project Delivery Division
Attn: Shirley Kwan
250 Frank Ogawa Plaza, Suite 4344
Oakland, CA 94612-2092
(510) 238-7775
skwan@oaklandnet.com

V. Project Administration

A. Resident Engineer

1. Responsible for the management of the project.
2. Receives/routes all project correspondence.
3. Evaluates, approves, and processes payments.
4. Performs inspection and approves quality of work.
5. Provides final interpretation of the plans and specs.
6. The sole entity responsible to issue, direct, and approve extra work by the Contractor.
7. Contractor Performance Evaluation

B. Designer

1. Reviews and approves submittals (**2 weeks minimum lead time**).
2. Respond to Request for Information (**2 weeks minimum lead time**).

3. Evaluates design change & issue Engineer's Supplemental Instruction as warranted
4. Prepares proposal requests for design changes.
5. Comments on price quotations for change order work.

C. Contractor

1. Coordinates and performs all project work.
2. Coordinates utility work.
3. Deals only with the RE in all matters relating to the contract work.
4. Provide full time rep on-site with full authority to act in the contractor's behalf.
5. Maintains and is responsible for site safety.
6. Prepares as-built drawings and documents.
 - 24 hour emergency phone number: _____

D. Change Order Procedure

1. Resident Engineer will transmit Proposal Request from Designer to Contractor for price quotation.
2. After method and amount of payment is determined, Contractor will receive written **Order to Proceed with Extra Work**.
3. Formal change order will be issued later.
4. Contractor must notify Resident Engineer promptly in writing of any changed conditions.
5. Any disputed work shall be covered under Section 3-5 of the Standard Specifications.
6. Contractor shall issue requests for change order or letter of claim or potential claim to Resident Engineer.

F. Payment Process

1. RE will process progress estimate at the end of the month.
2. Payment requests shall be discussed with the Contractor prior to processing.
3. **Prompt Payment Transmittal Form** (w/ Section I completed by Contractor) to be submitted with each payment request.
4. Subcontractor/Supplier Payment Certification form (i.e. **Schedule G**) is required prior to processing progress payment.
5. 5% retention will be withheld from payment.

6. Final Payment will be issued 35 days after completion and acceptance of the work.

VI. Time of Completion

- A. 60 working days
 1. Basis for time extension is delay to critical path work.
 2. Liquidated Damages - \$1,000 per calendar day.
 3. Notice to Proceed date: _____

VII. Specifications

The specifications used on this project are:

- A. Project Special Provisions (mutually agreed project for reference) and Technical Specifications.
- B. The Standard Specifications for Public Works Construction, 2009 Edition (GREENBOOK).
- C. Standard Details for Public Works Construction 2002 Edition.

VIII. Submittals - See **Attachment 1** of Specs 2-5.3

IX. Other Construction Issues

- A. Construction Restrictions
 1. Per Specs 7-10-1.2 and **Attachment 6**, obstruction period is restricted to 0:00 AM through 0:00 PM unless otherwise directed in writing by the RE
 2. Traffic Control (TC) Plans
 - a. Per Specs 7-10-1, Contractor shall submit site-specific traffic control plans for review & approval at least **2 weeks** prior to start of work.
 - b. TC restrictions are provided per **Attachment 6**
 - c. Contractor to submit written proof of notification to AC Transit for all impacts to bus stop locations within the work limits
- B. Provide 48 hours advance notice for testing such as compaction, concrete, paving etc.
- C. Storage of materials and equipment
- D. Site cleanliness
- E. Dust control

- F. Run-off Control
- G. Restoration of improvements
- H. Protection of work
- I. No commencement of work prior to issuing of the N.T.P.
- J. Periodic site meetings
- K. Access to businesses and residences
- L. Utility work
- M. Public Convenience and Safety as per SP-7-10
- N. Full/Partial Street Closure (Specs 7-10.3) – Provide notice to:
 - 1. Oakland Police Dept. at (510) 777-3333 (24 hrs in advance)
 - 2. Fire Dept. at (510) 238-3331 (2 hrs in advance)
 - 3. AC Transit (510) 891-4909 (72 hrs in advance)
- X. Questions and Answers

**Sample Pre-Construction Meeting Agenda (File Location:
O:\ProjectDelivery\STANDARD FORMS\CM_forms\Pre-con agenda & minutes)**

CITY OF OAKLAND



250 FRANK H. OGAWA PLAZA • SUITE 4344 • OAKLAND, CALIFORNIA 94612-2033

Public Works Department
Bureau of Engineering and Construction
Project Delivery Division

(510) 238-3051
FAX (510) 238-6633
TDD (510) 238-3254

ATTENDANCE ROSTER

March 18, 2019 2:00 pm
250 Frank Ogawa Plaza, Suite 5301
Fox Conference Room

PRECONSTRUCTION MEETING

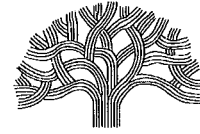
BROOKLIN BASIN EMBARCADERO P-JOB

PROJECT NO. G464910

	Name	Agency	Telephone	Email
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____

**Sample Pre-Construction Meeting Attendance Sheet (File Location:
O:\ProjectDelivery\STANDARD FORMS\CM_forms\Pre-con agenda & minutes)**

CITY OF OAKLAND



250 FRANK H. OGAWA PLAZA • SUITE 4344 • OAKLAND, CALIFORNIA 94612-2033

Oakland Public Works Department
Bureau of Engineering and Construction
Project Delivery Division

(510) 238-3051
FAX (510) 238-6633
TDD (510) 238-7644

RE: **Lakeside Green Streets Project**

November 16, 2016

Project No. C393910

Dear Resident or Business:

The City Of Oakland has contracted with McGuire and Hester, Inc. to build the Lakeside Green Streets Project. Construction is scheduled to begin early December 2016 and is expected to be completed by spring 2019.

The project is a Measure DD park expansion, water quality improvement, and green street project that will calm traffic and improve safety through the reconfiguration of roadways and intersections. New raingardens throughout the project will treat stormwater from surrounding roads. New high-quality bike and pedestrian facilities will connect the area to Lake Merritt, major transit hubs, and the uptown business district. Expanded park area in both Snow Park and Lake Merritt Park will provide additional open space and recreational amenities. Please see the project location map attached to this letter for more information.

The contractor's normal working hours will be from 7:00am to 5:00 pm, Monday through Friday. Travel lane configurations will be modified at each construction phase during the project. Please consider alternate routes to avoid delays until construction is complete.

The project manager, who is coordinating the construction activities for McGuire and Hester is Keith Anderson. Mr. Anderson can be reached at (510) 760-0303 for any questions and concerns regarding construction activity. City inspection staff will also be available to address construction issues and safety concerns.

The City will make every effort to minimize inconveniences in your neighborhood. A team of construction engineers will be on site to ensure compliance with our plans and specifications. For updates to Lakeside Green Streets Project, you can visit the City's website at www.oaklandnet.com/measuredd. Should you have any questions concerning this project, please call Mr. Paul Tran at (510) 238-6493. If emergency problems occur after normal business hours, please call (510) 615-5566.

Thank you for your patience and cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Danny Lau'.

Danny Lau, P.E.
Division Manager

Enclosure: Project Location Map

Cc: Lynette Gibson McElhaney, Council Member
Alison Schwarz, Project Delivery
Keith Anderson, McGuire and Hester

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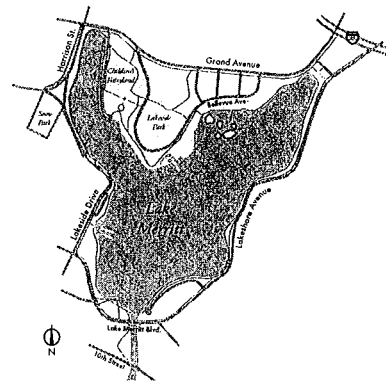
Lakeside Green Streets

Project Description

The Lakeside Green Streets Project is a 14-acre complete green streets project to facilitate pedestrian and bicycle use, calm traffic, increase parklands, improve Snow Park, and improve water quality.

The Lakeside Green Streets Project was conceived as part of the Lake Merritt Master Plan. The project planning and design process was funded by the **Oakland Trust for Clean Water and Safe Parks (Measure DD)**.

Project Location



Elements / Goals

- Improve pedestrian crossings and pathways
- Reduce the width of Lakeside Drive
- Install new tree-lined pedestrian promenade
- Install new bike lanes and bike racks
- Build a new tot lot and children's play area
- Renovate the existing Snow Park bathroom and putting green
- Install rain gardens to treat stormwater runoff
- Install new drought tolerant, native plant landscaping
- Install new running trail along the Lake
- Install Measure DD public art project
- Improve Lake Merritt pathway

Traffic Detours

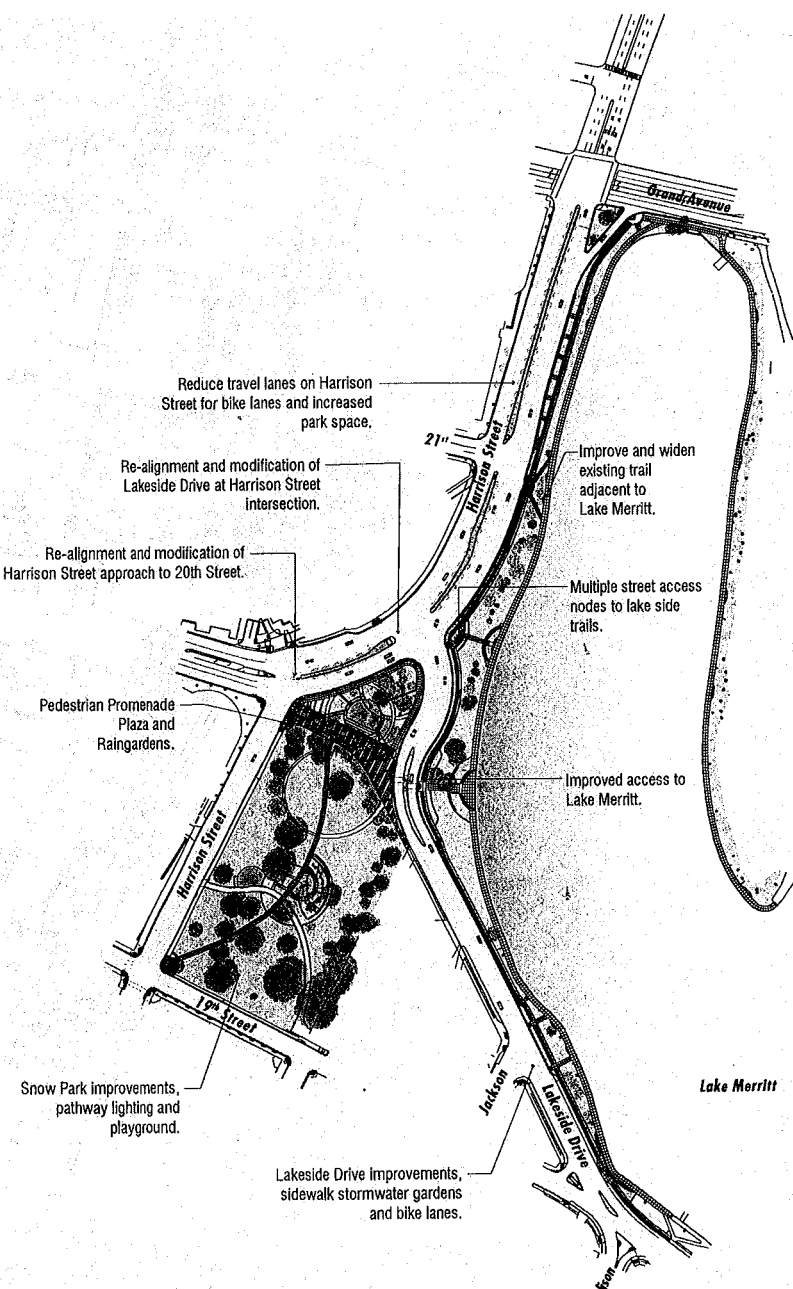
Look for vehicle, bicycle, and pedestrian traffic detour information signs in and around the project area. Project updates are available at:

www.oaklandnet.com/measuredd

For more information contact: (510) 238-7310

Construction Schedule

Fall 2016 - Spring 2019



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**CITY OF OAKLAND
ADMINISTRATIVE INSTRUCTION**

SUBJECT/AGENCY	Media Relations City Administrator's Office	NUMBER	351
REFERENCE		EFFECTIVE	May 17, 2018
SUPERSEDE	None		

I. PURPOSE

The purpose of this Administrative Instruction (AI) is to establish protocol, procedures, and guidelines for responding to and interacting with the news media.

II. BACKGROUND

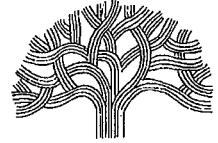
The news media is one of the City of Oakland's most important vehicles for communicating with the public. News media includes traditional outlets such as television, radio, wire services, and print (i.e., newspapers, magazines, professional journals), as well as digital media sources such as Internet news sites and blogs. The City's policy regarding Social Media is addressed in a separate AI.

The City of Oakland is an open, transparent government, and places a high value on being responsive to the information needs of the media and the community it serves. The City has a duty to provide residents and businesses with clear, accurate, accessible information about its services and policies. Timely communication is also critical to the democratic process so that the public can provide input and feedback during decision-making processes, contribute to policy-making discussions, and be efficiently informed in the face of emergencies and unexpected community needs. Prompt, accurate responses to media requests are also key to building and maintaining relationships with members of the media and, by extension, fostering community confidence in City government.

Media relations is a two-way street: the media need City staff to provide information about City government, and City staff need the media to inform the public about City programs, services, and issues. It is important to maintain a positive, responsive, trustworthy relationship with the media, and to provide consistent, accurate, timely, and objective information to them. Personal opinions are never appropriate.

Administrative Instruction (AI) 351 (Location: O:\ProjectDelivery\STANDARD FORMS)

CITY OF OAKLAND



250 FRANK H. OGAWA PLAZA • SUITE 4344 • OAKLAND, CALIFORNIA 94612-2033

Oakland Public Works Department
Bureau of Engineering & Construction
Project Delivery Division

(510) 238-3051
FAX (510) 238-6633
TDD (510) 238-7644

August 27, 2018

Ray's Electric
Attn: Mr. Greg Gruendl
411 Pendleton Way
Oakland, CA 94621

Certified Mail: 7014 0510 0001 3989 0422

Notice To Proceed

RE: 7th Street West Oakland Transit Village Phase II
Streetscape Project
City Project No. 1001035

Dear Mr. Gruendl:

The Contract time for this project shall commence upon the date of the Notice to Proceed and shall be completed within **one hundred ninety (190) working days** from the date of this notice.

Enclosed for your records is a copy of the executed contract for the mentioned project. The assigned Resident Engineer is Robert Vance and can be reached at (510) 238-3547 or rvance@oaklandca.gov

Sincerely,

Danny Lau, P.E.
Assistant Director
Oakland Public Works

cc:

Robert Vance (Resident Engineer), Project Delivery
Mohammed Barati (Project Manager), Department of Transportation
Jaime Cheng, PWA Fiscal
Calvin Hao, Contract Services
Shelly Darensburg, Contract Compliance Supervisor
Jonathan Dumas, Employment Services Supervisor
Troy Dotson, Contract Compliance Field Technician
Office of the City Clerk

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CONSTRUCTION MANAGEMENT STAGE

Attachment 1 – Submittal List

CONTR=Contractor; SUPPL= Supplier

Subsection 2-5.3.3

NO.	REQUIRED SIGNATURES		ITEM	TYPE	SPECIFICATION NO.
1	CONTR	SUPPL	Imported Materials Certification Form		4-1
	CONTR		Construction Schedule		6-1
	CONTR		As-Built Plans		6-8
	CONTR		Traffic Control Plan		7-10.1
	CONTR		Injury and Illness Prevention Plan		7-10.4.5.d
	CONTR		Trench Shoring		2-5.3.2
	CONTR	SUPPL	Backfill	Crushed Aggregate Base	200-2.2
	CONTR	SUPPL	Backfill	Misc. Aggregate Base	200-2.2
	CONTR	SUPPL	Subbase	Selected Subbase	200-2.6
	CONTR	SUPPL	Concrete	Sidewalks, curbs, gutters, ramps, sewer structures, etc.	201-8
	CONTR	SUPPL	Steel Reinforcement	Steel Reinforcement for Concrete	201-2
	CONTR	SUPPL	Screenings	Cover aggregate for chip seal screenings	200-1.2.1
	CONTR	SUPPL	Paving Materials	Paving Asphalt	203-1
	CONTR	SUPPL	Paving Materials	Liquid Asphalt	203-2
	CONTR	SUPPL	Paving Materials	Emulsified Asphalts	203-3
	CONTR	SUPPL	Paving Materials	Emulsion-Aggregate Slurry	203-5
	CONTR	SUPPL	Paving Materials	Asphalt Concrete	203-6
	CONTR	SUPPL	Paving Materials – AC Top Course or AC Overlay	1/2" Maximum Aggregate, Medium 15% recycled Asphalt, Type C2, PG64-10	203-6
	CONTR	SUPPL	Paving Materials – AC Lower Courses	3/4" Maximum Aggregate, Medium 15% recycled Asphalt, Type B, PG64-10	203-6
	CONTR	SUPPL	Paving Materials	Recycled AC – Hot Mixed	203-11
	CONTR	SUPPL	Paving Materials	Asphalt Paint	203-8
	CONTR	SUPPL	Paving Materials	Sealcoat	203-9
	CONTR	SUPPL	Pipe	Reinforced Concrete Pipe	207-2
	CONTR	SUPPL	Pipe	Vitrified Clay Pipe	207-8
	CONTR	SUPPL	Pipe	Cast Iron Pipe	207-9
	CONTR	SUPPL	Pipe	PE Solid Wall Pipe	207-19
	CONTR	SUPPL	Joints, Fittings & Couplings		208
	CONTR	SUPPL	Electrical Components	Anchor Bolts, Nuts and Washers	209-3.2
	CONTR	SUPPL	Electrical Components	Standards	209-3.3
	CONTR	SUPPL	Electrical Components	Conduit	209-3.5
	CONTR	SUPPL	Electrical Components	Pull Box	209-3.8
	CONTR	SUPPL	Electrical Components	Service Pedestal	209-3.12

	CONTR	SUPPL	Electrical Components	Wire/Conductors	209-4.2
	CONTR	SUPPL	Electrical Components	Fuse	209-4.3.2
	CONTR	SUPPL	Electrical Components	HPS Luminaire	209-4.4
	CONTR	SUPPL	Electrical Components	Photocell	209-4.7
	CONTR	SUPPL	Electrical Components	LED Luminaire	209-4.9
	CONTR	SUPPL	Electrical Components	Signal Cable	209-5.3
	CONTR	SUPPL	Electrical Components	Fiber Optic Cable	209-5.3.4
	CONTR	SUPPL	Electrical Components	Underground Fiber Splice Closures	209-5.3.4.7
	CONTR	SUPPL	Electrical Components	Ethernet Edge Switch	209-5.3.4.8
	CONTR	SUPPL	Electrical Components	Hub Switch	209-5.3.4.9
	CONTR	SUPPL	Electrical Components	Controllers	209-5.4
	CONTR	SUPPL	Electrical Components	GPS Based Time Source Receiver	209-5.4.1b
	CONTR	SUPPL	Electrical Components	LED Signal Heads	209-5.5
	CONTR	SUPPL	Electrical Components	LED Countdown Ped Heads	209-5.6
	CONTR	SUPPL	Electrical Components	Signal Mounting Assemblies	209-5.7
	CONTR	SUPPL	Electrical Components	Video Detection	209-5.8.4
	CONTR	SUPPL	Electrical Components	Polara Push Button	209-5.9
	CONTR	SUPPL	Electrical Components	Splice Chamber	209-5.10
	CONTR	SUPPL	Electrical Components	IISNS	209-5.11
	CONTR	SUPPL	Electrical Components	PTZ Camera	209-5.12
	CONTR	SUPPL	Electrical Components	EVP	209-5.13
	CONTR	SUPPL	Paint	Traffic Striping, Curb Marking, etc.	214-4
	CONTR	SUPPL	Paint	Reflective Traffic Striping	214-4
	CONTR	SUPPL	Imported Materials Certification Form	Subbase, Aggregate Base, Fill, Topsoil, etc.	211-7, 217, 801-2.2
	CONTR	SUPPL	Chip Seal	Chip Seal Materials	302-2
	CONTR	SUPPL	Manhole Components	Ram-Nek for Sealing MH Sections	303-9.1
	CONTR	SUPPL	Pipe Rehabilitation	Cured-in-Place Liner Pipe (CIPP)	500-1.4
				HDPE Pipe Expanding; or	500-1.6
				Deformed/Reformed HDPE	500-1.7
	CONTR	SUPPL	Repair Sleeve	HDPE Repair Sleeve	500-1.3.6
	CONTR	SUPPL	Pipe Saddles	Polyethylene	500-1.3.9

*All specification designations refer to the Standard Specifications for Public Works Construction (Green Book), 2015 Edition; these Special Provisions; and the City of Oakland Standard Details for Public Works Construction, 2002 Edition. This list is intended to be comprehensive, but no claim for their completeness is implied, and submittal of each and every item on the lists shall not relieve the Contractor of supplying all information needed, or of complying with any of the other requirements of the specifications. Revised lists may be issued and items may be added to the list supplied.

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Sample Submittal List – 2 of 2

Attachment 2 Material Submittal

Subsection 2-5.3.3

Supplier/Manufacturer: _____

Address: _____

Telephone: _____ Fax: _____

Item Description: _____ Spec. #: _____

Use of Item: _____

Note to the Supplier: The attached project special provisions modify the 2009 Standard Specifications for Public Works Construction (Green Book). These special provisions detail the requirements for the proposed material. Please review the special provisions, the Green Book and the text in the box below to ensure that the proposed material meets the project specifications. Include this signed form with all necessary documents for the material submittal.

I certify that the proposed material is in compliance with the contract specifications

- ☐ with no exceptions.
☐ with exceptions as noted.

Submittal Item Number _____
(Use numbering system from Attachment 1.)

Signature of Supplier's Representative: _____ Date: _____

Signature of Contractor's Representative: _____ Date: _____

Submittal Review

- ☐ No exceptions taken ☐ Exceptions taken as Noted ☐ Reviewed
☐ Rejected ☐ Revise and Resubmit
☐ Review Not Required ☐ Submit Specified Item
☐ _____

Review is only for the general conformance with the project design concept and general compliance with the information provided in the Contract Documents. The Contractor is responsible for conformance with all requirements of the Contract Documents, including, but not limited to, dimensions that shall be field verified, fabrication processes and construction techniques, coordination of work, and satisfactory performance of all work. Deviations from the Contract Documents are not reviewed unless specifically requested by the Contractor in writing. Review on resubmission will only cover designated changes on this submittal and other changes specifically identified by the Contractor.

CITY OF OAKLAND OPW, Bureau of Engineering and Construction

Comments:

Reviewer:

Date:

Sample RFI

From: John Wayne Mosto Construction 3073 22nd Ave Oakland, CA 94602		PROJECT NO: C253010 Repair of Roadway on Exeter Dr near 6659 Exeter	
CONTRACT #			
To: Wilson Lew, P.E. Project Delivery Division, CM Unit City of Oakland, Ca 94612		Request For Information DATE: ##### RFI #: 4	
Copied to: OPW		DWG/Spec. Ref No.: Detail Ref. No.:	
INFORMATION REQUESTED: Provide cross sections along "F2" line at approximate STA 0+52.00, 0+60.00, and 0+70.00.			
<h1 style="font-size: 48px; margin: 0;">Page 1</h1>			
TO LIMIT IMPACT, PLEASE FURNISH INFORMATION E ATTACHMENT(S)		ASAP Schedule and or Cost Impact YES NO POSSIBLE	
PREPARED BY: Rafael Tobar		DATE: 9-Feb-06	
Mosto's Proposal (if applicable):			
REVIEW BY:		DATE:	
RESPONSE:			
SIGNATURE:		DATE:	
PROVIDE COST PROPOSAL SEE ATTACHMENT(S)			

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Type of Communication	Format	Approval	CM Section
Public Relation (PR) letters	Letter	<ul style="list-style-type: none"> • RE develops draft • Division Manager approves and signs • RE mails letters to addresses within one block of project area 	
Notice To Proceed (NTP) letter	Letter	<ul style="list-style-type: none"> • RE develops draft • Assistant Director approves and signs • RE transmits to contractor via certified mail 	
Submittals	Memo	<ul style="list-style-type: none"> • Contractor initiates • PM provides response • RE transmits to contractor via email 	Submittals
Request for information (RFI)	Memo	<ul style="list-style-type: none"> • Contractor initiates • PM provides response • RE transmits to contractor via email 	Request for Information
Change Order Authorization Request (COAR)	Memo	<ul style="list-style-type: none"> • Obtain pre-approval for proposal work greater than \$25K. 	Change Order
Change order request	CCO Memo & CCO	<ul style="list-style-type: none"> • Varies, depending on value 	Change order
Notice of delay	Letter	<ul style="list-style-type: none"> • Contractor initiates • RE provides response 	
Potential claim	Letter	<ul style="list-style-type: none"> • Contractor initiates 	
Proposal requests	Memo	<ul style="list-style-type: none"> • PM initiates and signs • RE transmits to contractor via email 	
Price proposal	Memo	<ul style="list-style-type: none"> • Contractor develops in response to a proposal request • PM provides response • RE transmits to contractor via email 	
Order to Proceed with Extra Work	Memo	<ul style="list-style-type: none"> • RE develops and signs • Contractor countersigns 	
Engineer's Supplemental Instructions (ESI)	Memo	<ul style="list-style-type: none"> • Approved by PM • RE transmits to contractor via email 	
Progress meeting agenda and notes	Memo/List	<ul style="list-style-type: none"> • RE prepares and transmits to contractor and PM via email 	

Weekly statement of working days	Memo	<ul style="list-style-type: none"> • RE signs and transmits to contractor via email 	
Field Orders	Memo	<ul style="list-style-type: none"> • RE signs and transmits to contractor via email 	
Non-compliance notice	Letter	<ul style="list-style-type: none"> • RE signs and transmits to contractor via email 	
Punch list	Memo/List	<ul style="list-style-type: none"> • RE creates and transmits to contractor via email 	
Contractor Evaluation	Form	<ul style="list-style-type: none"> • RE initiates and signs • Supervisor reviews and signs • Contractor signs. 	

Contract Correspondence Table

Sample RFI

SUBMITTAL LOG

Project No.:	C293910
Project Description:	Lakeland Green Streets (LSGS) Projects
Project Location:	Lakeland Dr (Madison to Harrison) & Harrison St (20th St to Grand)
Project Manager:	Alfian Schuerz (AS)
Phone #:	510.238.7510
Assistant Engineer/Architect:	Plecomurk: Cynthia Greenberg (CG)
Phone #:	510.663.3808
Resident Engineer:	Paul Tran (PT), Luis Comechu (LC)
Phone #:	510.238.6495, 510.238.7121
General Contractor:	McGuire and Harber: Keith Anderson (KA)
Phone #:	510.760.0202



CITY OF OAKLAND

Oakland Public Works - Project Delivery Division

250 Frank H. Ogussa Plaza, Suite 4344

Oakland, CA 94612-2032

Sos follow-up submittal

(Select One)

Submittal #	Item Description	Make of Item Description	Spec Section	Received From MO		Date Received to PM	Submittal Deadline		Review Code	Remarks
				Date	Engineer		Date Received by MO	Date Received by PM		
1	Metal Fabrication	Concrete Mix for Metal Fabrication Reinforcing	055000	11/2/2016	I. Carey	11/2/2016	11/10/2017	11/22/2017		
2	Graffiti Resistant Coating	Expanded concrete for planter & spacer	09965-2.1c	11/2/2016	I. Carey	11/2/2016	11/9/2016	11/10/2016	Submit Specified Item	Provide test panel. Submit manufacturer's field report & maintenance data per spec 09965.
2.1	Graffiti Resistant Coating	Snow Park retaining wall & monumental stair at train garden	09965-2.1c	8/14/2018	B. Huitt	8/14/2018	8/15/2018	8/15/2018		
3	Cast-in-Place Concrete	Expansion Joints	033000	11/10/2016	I. Carey	11/10/2016	11/10/2016	11/23/2016		
4	Concrete Mix Design	Structural concrete, curb, sidewalk, pervious concrete, manhole base	033000 321313 330500	11/4/2016	I. Carey	11/4/2016	11/22/2017	11/22/2017	Review and Re-Submit	Mixer D2015EA & 16315SE are approved. Mix H4SH1521 for bus pad rejected. Bus pad removed due to Harrison St Revision?
4.1	Concrete Mix Design	Structural concrete, curb, sidewalk, pervious concrete, manhole base	033000 321313 330500	11/2/2017	I. Carey	11/2/2017	11/25/2017	11/24/2017	Exceptional Taken or Muted	Bus pad per ES#1. Mix 16315SE1 approved for PH base. See comment for Mix U40038VH. Pervious concrete call to limit stone.
4.2	Concrete Mix Design	Structural concrete, curb, sidewalk, pervious concrete, manhole base	033000 321313 330500	11/3/2017	I. Carey	11/3/2017	11/5/2017	11/5/2017		
5	Baseline Schedule	Baseline Schedule	013300	11/15/2016	K. Anderson	11/15/2016	11/10/2016	11/23/2016		
5.1	Baseline Schedule	Baseline Schedule	013300	11/28/2018	K. Anderson	11/28/2018	11/20/2018	11/20/2018		Update to reflect actual schedule of work completed to date and show critical path.
6	Haye Cable	Cable at energy dissipator in bus trailer	329300-2.7	11/10/2016	I. Carey	11/10/2016	11/21/2016	11/15/2016		
7	Bio-Retention Soil	Imported soil at bio-retention (product data)	312000	11/15/2016	I. Carey	11/15/2016	12/7/2016	12/8/2016	Review and Re-Submit	
7.1	Bio-Retention Soil (Sample)	Soil sample	312000	12/1/2016	I. Carey	12/1/2016	12/20/2016	12/20/2016	Review and Re-Submit	See comments for Submittal 24.
7.2	Bio-Retention Soil	Imported soil at bio-retention (product data)	312000	2/8/2017	I. Carey	2/8/2017	2/9/2017	2/10/2017	Review and Re-Submit	
7.3	Bio-Retention Soil (sample)	Imported soil at bio-retention (product data for compart)	312000	2/28/2017	I. Carey	3/3/2017	3/8/2017	3/9/2017		
8	Topsoil	Imported topsoil at existing paved area to become landscaping (product data)	05500	11/15/2016	I. Carey	11/15/2016	12/7/2016	12/8/2016		
8.1	Topsoil (Sample)	Soil sample	312000	12/1/2016	I. Carey		12/20/2016	12/20/2016		
9	Animal Guardrail	Animal Guardrail per Detail 3/PLD-12	05500	11/16/2016	I. Carey	11/16/2016	12/7/2016	12/8/2016	Submit Specified Item	Submit shop drawing with field verified dimensions.
10	Tubular Fence & Gate	Fence & gate at play area	05500	11/16/2016	I. Carey	11/16/2016	12/7/2016	12/8/2016	Submit Specified Item	Use 5"x6" heavy duty butt hinges. Fit tube to 24" deep for deep parts to extend 12" into tube. Submit shop drawing for final approval of field verified dimensions.
10.1	Tubular Fence & Gate	Fence & gate at play area	05500	1/31/2017	I. Carey	1/31/2017	2/2/2017	2/3/2017	Submit Specified Item	Final approval per review of shop drawing of field verified dimensions.
10.2	Tubular Fence & Gate	Fence & gate at play area	05500	1/31/2017	I. Carey	1/31/2017	7/31/2018	7/31/2018		
11	Buy America Cert (Electrical)	Buy America Cert (Electrical)	265500	7/6/2017	K. Anderson	7/6/2017			(Select One)	
12	Tree Gator Original Bag	Tree watering bag	ID-4	7/30/2018	B. Huitt	7/30/2018	8/9/2018	8/9/2018		Plan to show how release water bag, not bag holding 25 gallons. Submit specified tree bag.
13	Soil Amendment	Compart sample of existing soil for planting area along lake side	312000	8/13/2018	B. Huitt	8/13/2018	8/15/2018	8/15/2018	Review and Re-Submit	
13.1	Soil Amendment	Compart sample of existing soil for planting area along lake side	312000	8/22/2018	B. Huitt	8/22/2018	8/29/2018	8/29/2018		Use 4 CY/1000 SF compart. Backfill per soil report. Submit compart receipt for Bay-Friendly rating.
14	Traffic Control Plan	PG&E paint of connection at Harrison & 20th	015000	8/22/2018	A. Hester	8/29/2018	9/3/2018	9/3/2018		
15	Planting Materials	2"x10" landscape pine tree stake & 36" rubber tire strap	329300	9/6/2018	A. Hester	9/6/2018	9/17/2018	9/17/2018		Use untreated wood. Straps are approved. Superseded; previously approved at Sub 65.
16	Snow Park Restroom	Plumbing Fixture & Trim for Water Closet & Lavatory	224213	9/6/2018	A. Hester	9/6/2018	9/14/2018	9/15/2018	Review and Re-Submit	
16.1	Snow Park Restroom	Plumbing Fixture & Trim for Water Closet & Lavatory	224213	10/30/2018	A. Hester	10/30/2018	11/7/2018	11/8/2018		Previous comments 4, 5 & 7 not addressed. Ensure WC flush valve lever is inside away from nearside wall.
17	Traffic Striping & Marking	Transpo (MMA) Bike Lane Green	321732	9/6/2018	A. Hester	9/6/2018	9/11/2018	9/11/2018		
18	Snow Park Restroom	Hallway Metal Doors & Frames	081113	10/30/2018	A. Hester	10/30/2018	11/9/2018	11/9/2018		

Sample Submittal Log

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REQUEST FOR INFORMATION LOG

Project No.:	C393910
Project Description:	Lakeside Green Streets (LSGS) Projects
Project Location:	Lakeside Dr (Madison to Harrison) & Harrison St (20th St to Grand)
Project Manager:	Alison Schwarz (AS)
Phone #:	510.238.7310
Designer/Engineer/Architect:	Placeworks: Cynthia Greenberg (CG)
Phone #:	510.663.3808
Resident Engineer:	Paul Tran (PT), Luis Camacho (LC)
Phone #:	510.238.6493, 510.238.7131
General Contractor:	McGuire and Hester: Keith Anderson (KA)
Phone #:	510.760.0303



See follow-up RFI

RFI No.	Item Description	RFI Description	Received from GC		Date Routed to PM	RFI Response		Response Code	Remark
			Date	Engineer		Date Received by DE	Date Routed to GC		
1	Dome Drainage Inlets (GD-1 to GD-8)	Specify type of inlet to be used for dome inlet & how they are paid	8/26/2016	K. Anderson	8/26/2016	11/10/2016	11/10/2016		
2	Trench Drain Grates (GD-5 & LD-9)	1. Specify where trench grates are to be installed 2. Clarify if Specs 334100.2.10 requires 10%, 10, or 1 extra grate	9/14/2016	K. Anderson	9/14/2016	10/14/2016	10/14/2016		1. Note 22 refers to curb cut for Detail 8A/D-9 2. Provide ten (10) extra trench grate panels
3	Steel Lettering	Provide desired font	10/13/2017	K. Anderson	10/13/2017	10/14/2017	10/14/2017		Font & style to match El Embarcadero at Lakeshore. Contractor to use GARAMOND BOLD font. Contractor to provide shop dwg.
4	Skate Stoppers	Confirm which skate stops to be used	8/26/2016	I. Casey	8/26/2016	7/20/2018	7/20/2018		See approved Submittal 12.1
5	PG&E PM Dwg & Point of Contact	Provide PM dwg & point of contact info	11/4/2016	I. Casey	11/4/2016	11/4/2016	11/7/2016		PM have not been received from PG&E. Carla Kendall is point of contact.
6	Electrical Service Pedestal	1. Confirm service pedestal per TS-1A. 2. Clarify irrigation power controlled by photo cell. 3. Specify color for service pedestal.	11/11/2016	I. Casey	11/11/2016	11/18/2016	11/23/2016		1. Wiring per TS-1A. Enclosure & Fdn per ES-2F. 2. Do not connect irrigation to contractor/photo cell. 3. Service enclosure to be painted RAL 6011.
7	Restroom Sewer Lateral	City maintenance informed M&H ex. SS lateral is abandoned. Please advise.	11/17/2016	K. Anderson	11/17/2016	2/16/2017	2/16/2017		Use Ex. SS lateral from SSMH by restroom bldg to Harrison St SSMH
8	Steel Standards (2010 vs 2016)	Which edition of Caltrans Std Plans to use, 2010 or 2016?	11/28/2016	I. Casey	11/28/2016	12/7/2016	12/7/2016		Use latest 2010 Caltrans Std plans & specs.
9	Restroom Building	1. Ex SS lateral to be reconstructed. 2. City to provide seismic retrofit plan. 3. HazMat removal of rat droppings.	12/12/2016	K. Anderson	12/12/2016	1/19/2017	1/20/2017		1. City to re-instate ex SS lateral. 2. TranSystem to provide structural plan. 3. Crime Scene Cleaner contracted for cleanup.
10	Aluminum Cups at Putting Green (SS 32181-3.3E)	Plans do not show cups to be installed. Confirm if cups need to be installed.	12/13/2016	I. Casey	12/13/2016	1/5/2017	1/5/2017		2 aluminum cups to be located in the field by RE.
11	Play Area Seatwall	1. Confirm seatwalls sloped per SK-01. 2. Confirm "grooved concrete" is skate indentation joints, not metal insert skate stop. 3. 3" offset is in conflict with rebar for animal guardrail. Please verify. 4. Confirm no railing is req'd at top of stairs. See call-out on SK-01.	12/13/2016	I. Casey	12/13/2016	12/14/2016	12/14/2016		Revised response received from PlaceWork and routed to MH on 1/19/17.

Sample RFI Log

PROPOSAL REQUEST & PRICE QUOTE LOG

Project No.:	C393910
Project Description:	Lakeside Green Streets (LSGS) Projects
Project Location:	Lakeside Dr (Harrison to Harrison) & Harrison St (20th St to 21st St)
Project Manager:	Alison Schwarz (AS)
Phone #:	510.238.7310
Designer/Engineer/Architect:	Placeworks: Cynthia Greenberg (CG)
Phone #:	510.653.8808
Resident Engineer:	Paul Tran (PT), Luis Camacho (LC)
Phone #:	510.238.6493, 510.238.7131
General Contractor:	McGuire and Hester: Keith Anderson (KA)
Phone #:	510.769.0303



See follow-up Price Quote

Proposal Request				Contractor's Price Quote					Approval Date	Approved Price Quote		Remarks
No.	Item Description	Extra Work Description	Engineer's Estimate	Date Received from PM	Date Routed to GC	Date Returned to RE	Date Routed to PM	Contractor's Price Quote		Amount	Date	
1	Project Information Signs	Additional Project Information Signs		10/31/2016	10/31/2016	11/3/2016	11/3/2016			\$7,000.00	11/8/2016	See CCO #2
2	SDMH	Install SDMH at Harrison St & 21st St Intx		1/25/2017	1/25/2017	2/1/2017	2/1/2017	\$65,835.00		\$342,408.90	3/26/2018	See OTP 10.1, CCO 8.1
3	ESI #1	Revise Harrison St to incorporate Class IV protected bike lane on east side		2/22/2017	2/23/2017			\$342,408.90	(Select One)			
4	Lake Merritt Wetland Plant Propagation	Furnish native plant propagation for Lake Merritt Wetland restoration		3/30/2017	3/30/2017				(Select One)			
5	Restroom Seismic Retrofit								(Select One)			
6	Sewer Vault Cleaning	Clean out abandoned sewer vault & sewer main and properly abandon sewer system		5/3/2017	5/3/2017				(Select One)			
7	Street Light on Lakeside Dr	Relocate 5 street lights		3/1/2018	3/1/2018	3/22/2018	3/22/2018	\$42,080.85		\$42,080.85	3/26/2018	See OTP 11, CCO 7
8	Buffer Island on Lakeside Dr	ESI 4 - Revise buffer island and associated pavement striping and marking		3/16/2018	3/16/2018	5/9/2018	5/9/2018	\$10,973.60		\$10,973.60	5/15/2018	See OTP 12, CCO 13.2
9	Storm Drain Screen Devices	Install 15 connector pipe screens and auto-retractable screens at 15 storm drain inlets		5/18/2018	5/18/2018							Contractor to confirm zero cost impact
10	Pathway Ramp Replacement	Remove & replace existing pathway ramp near old wooden dock at Madison St per RFI 76		5/29/2018	5/29/2018							Proceed to proceed on force account & base bid unit price
11	Necklace of Lights	Per RFI 75, furnish & install replacement conductors & necklace of lights for relocated lights		5/22/2018	5/22/2018							Proceed to proceed on force account, awaiting contractor's extra work report
12	Ex. Street Light Pull Box	Per RFI 73, modify traffic signal at Harrison/20th and reconnect 3 ex. Lakeside Dr street lights		5/22/2018	5/22/2018	7/13/2018	7/13/2018	\$15,186.79		\$15,186.79	7/16/2018	See OTP 20, CCO 15
13	Planter Boxes at Telegraph Ave	Relocate 61 planter boxes from Telegraph Ave to Snow Park for re-use on project		6/2/2018	6/2/2018	6/5/2018	6/5/2018	\$16,408.94		\$16,408.94	6/18/2018	See OTP 16, CCO 13.3
14	Snow Park Playground Drainage	Per RFI 81, revise drainage design under playground's synthetic safety surfacing		6/27/2018	6/27/2018							
15	Pole C Conflict at SW Harrison/Lakeside Intx	Per RFI 74, move Pole C to median & field weld signal tenons to opposite side of mast arm. Furnish & install Type 1B pole at original Pole C location.		7/26/2018	7/26/2018	8/27/2018	8/27/2018	\$15,788.74		\$15,788.74	8/29/2018	See OTP 25, CCO XX
16	ADA Guardrail	Install 60LF of guardrail per RFI 65.4.		10/11/2018	10/15/2018	10/15/2018	10/15/2018	\$14,371.50				
17	Art Pedestal	Furnish and install pre-cast concrete pedestal per ESI #8.		10/31/2018	10/31/2018				(Select One)	(Select One)		
18	Existing Planter Boxes (ESI 10)	Furnish & install plants in city-furnished planter boxes, including wheel stop, soil, compost, mulch		10/31/2018	10/31/2018				(Select One)			
19	Added Striping & Delineator (Lakeside Dr)	Add striping & K-71 flexible post at Lakeside/Jackson		11/19/2018	11/19/2018				(Select One)			
20									(Select One)			

Sample Proposal Request Log

ORDER TO PROCEED LOG

Project No.:	C393910
Project Description:	Lakeside Green Streets (LSGS) Projects
Project Location:	Lakeside Dr (Madison to Harrison) & Harrison St (20th St to Grand)
Project Manager:	Alison Schwarz (AS)
Phone #:	510.238.7310
Designer/Engineer/Architect:	Placeworks: Cynthia Greenberg (CG)
Phone #:	510.663.3808
Resident Engineer:	Paul Tran (PT), Luis Camacho (LC)
Phone #:	510.238.6493, 510.238.7131
General Contractor:	McGuire and Hester: Keith Anderson (KA)
Phone #:	510.760.0303



Note: Time extension to be granted via CCA

OTP No.	Reference (i.e. PR, RD, etc)	Extra Work Description	Approved Amount	Payment Method	Time Extension (days)	Approval		Remark
						Status	Date	
1	PR #1	Install & maintain (4) project information signs	\$7,000.00	(Select One)	0	Approved	4/17/2017	See CCO #2
2	NOT USED	NOT USED		(Select One)		Approved		
3	MH's Serial Letter #3, 4/1/17	Substitute 12" AC / 8" AB with 8" AC / 18" CTB for NB Lakeside Dr from Madison to Harrison (STA 59+70 to 63+25)	\$127,000.00	(Select One)	0	Approved	5/4/2017	See CCO 5
4	Email 6/2/17	Clean existing sewer vault adjacent to redwood tree at Harrison and 20th	N/A	(Select One)	0	Approved	6/28/2017	See CCO 12
5	RFI 47	Median Pave Slab and Curb	\$17,904.00	(Select One)	0	Approved	8/1/2017	See CCO 13.1
6	RFI 53	Replace existing light conduit & conductor	\$16,055.80	(Select One)	0	Approved	8/28/2017	
7	RFI 63	Remove concrete structure at rain garden by redwood tree at Harrison and 20th		(Select One)	0	Approved	10/6/2017	
8.1	MH's Serial Letter #8.1, 12/28/17, EWO 14	Preferred site furnishings	\$114,026.23	(Select One)	0	Approved	1/10/2018	See CCO 6
9.2	ESI 4 (Lakeside Bike Lane)	2-Way cycle track on Lakeside Dr	\$1,506,744.54	(Select One)	115	Approved	3/28/2018	See CCO 8.2
10	ESI 1.1 (Harrison Bike Lane)	Install Class IV protected bike lane along east side of Harrison St	\$342,408.90	(Select One)	0	Approved	3/18/2018	Superseded by OTP 10.1
10.1	ESI 1.1 (Harrison Bike Lane)	Install Class IV protected bike lane along east side of Harrison St	\$342,408.90	(Select One)	0	Approved	3/26/2018	See CCO 8.1
11	Street Lights on Lakeside Dr	Move 5 street lights closer to face of curb	\$42,080.85	(Select One)	0	Approved	3/26/2018	See CCO 7
12	Lakeside Dr Buffer Island	Revise buffer island and planting per revised plans	\$10,973.60	(Select One)	3	Approved	5/15/2018	See CCO 13.2
13	Necklace of Lights	Relocate ex. Pull box behind lights; adjust/replace ex conductors	N/A	(Select One)	0	Approved	5/16/2018	
14	Pole C Conflict (TS-2 & TS-3)	Per RFI 74, install Type IB pole w/ Type A spread footing at SW Harrison/Lakeside corner	N/A	(Select One)	0	Approved	5/17/2018	
15	Epoxy Street Light & Necklace of Light Pull Box	Epoxy pull boxes for vandal proofing on all project lights	N/A	(Select One)	0	Approved	5/30/2018	\$287/pull box
16	Existing Planter Boxes on Telegraph Ave	Relocate existing planter boxes from Telegraph Ave to Snow Park for re-use on project	\$16,408.34	(Select One)	0	Approved	6/16/2018	
17	Irrigation Gate Valve	Per RFI 84, install up to 5 gate valves & appurtenances	\$3,500.00	(Select One)	0	Approved	6/18/2018	
18	Lake Merritt Oaktown Nursery	Re-pot existing plants & extend maintenance period by 1 year	\$17,536.48	(Select One)	0	Approved	6/13/2018	\$1,113.2/mo maintenance \$4,178.08 lump sum for re-potting plants
19	Pole D (NV Harrison/Lakeside) & Pole K (SW Harrison/21st)	Drill oversize hole & fill slurry to achieve signal pole foundation depth (Poles D & K); furnish & install revised rebar cage for Pole D foundation	\$17,460.06	(Select One)	1	Approved	7/13/2018	
20	Ex Street Light Pull Box at Harrison/20th	Reconnect existing street light circuits to other nearby street light circuit to remove existing pull box	\$15,186.79	(Select One)	3	Approved	7/16/2018	

Sample OTP with Extra Work Log

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CONTRACT CHANGE ORDER LOG

Project No.:	C393910
Project Description:	Lakeside Green Streets (LSGS) Projects
Project Location:	Lakeside Dr (Madison to Harrison) & Harrison St (20th St to Grand)
Project Manager:	Alison Schwarz (AS)
Phone #:	510.238.7310
Designer/Engineer/Architect:	Placeworks: Cynthia Greenberg (CG)
Phone #:	510.663.3808
Resident Engineer:	Paul Tran (PT), Luis Camacho (LC)
Phone #:	510.238.6493, 510.238.7131
General Contractor:	McGuire and Hester: Keith Anderson (KA)
Phone #:	510.760.0303



CONTRACT CHANGE ORDER								
CCO No.	Reference (i.e. QTP, PR, DEMO, etc.)	Description	Approved Amount	Type	Time Extension (days)	Approval		Remark
						Status	Date	
10	EWO 44 (SL 30)	Playground Structures Price Increase	\$7,621.76	A	0			
11	EWO 50 (SL 31), RFI 110	Irrigation changes at bio-swailes	\$24,972.50	C				
12	EWO 51 (SL 32)	Guardrail @ ADA Ramp	\$14,371.50					
13	EWO 39 (SL 33)	Lakeside/Madison/19th Scope Changes	\$41,636.44					
14	EWO 53 (SL 34)	Revise Play Area Wall (Step Down)	\$2,386.64	C	0			
15	EWO 49 (SL 35)	Install concrete cap on existing lake seawall	\$3,142.64					
16	EWO 47 (SL 36)	Install DI top on existing catch basin	\$2,325.71					
17	EWO 46 (SL 37)	Drainage system at NW Lakeside/Jackson	\$18,624.92					
18	EWO 48 (SL 38)	Demo unknown concrete @ overlook on Grand Ave swk	\$3,306.13					
19	EWO 45 (SL 39)	ADA ramp wall/curb changes	\$11,350.50					
20	EWO 31 (SL 40)	Additional soil stabilization	\$13,323.23	A				
21	EWO 52 (SL 41)	Add irrigation valve-split valve	\$5,909.50	B				
22	EWO 57 (SL 42), PR 10	Construct new pathway near dock at Lakeside/Madison	\$15,500.00	B	0			
23	EWO 58 (SL 43)	Demo existing brick manhole	\$707.38					
24	EWO 59 (SL 44)	Alt C drainage pipe work	\$1,190.51					
25	EWO 60 (SL 45)	Install root barrier	\$2,385.17					

Sample Trend or CCO Log – 1 of 3

CONTRACT CHANGE ORDER								
CCO No.	Reference (L.E., OTP, PR, DEWR, etc)	Description	Approved Amount	Type	Time Extension (days)	Approval		Remark
			\$4,404,638.16		158	Status	Date	
PENDING CONTRACT CHANGE ORDER								
Item No.	Reference (L.E., OTP, PR, DEWR, etc)	Description	Approved Amount	Type	Time Extension (days)	Approval		Remark
1	PR #5 (ESI 2), EWO 26 (SL 16.1)	Restroom Seismic Retrofit	\$67,637.44	B	0			
2	CEI DEWR 7/20/17	Troubleshoot light system down due to copper theft	\$1,000.00	B				Approximate cost until COR is submitted
3	EWO 21	Animal Art Foam Inserts	\$2,405.47	B	0			
4	EWO 22	Upgrade PPB Posts to 4" 18 Poles & Foundations	\$5,666.29	B	0			
5	ESI 6	Promenade Electrical Work		B				Design to provide plans
6	OTP #7	Remove concrete structure w/in rain garden in vicinity of redwood tree in expanded Snow Park area	\$20,000.00	B				Work in progress on T&M. Cost is an estimate until contractor submits COR with actual amount.
7	RFI 28, EWO 9	Subgrade stabilization	\$21,638.65	B				
8	DEWRs 11/19 & 11/20/17	Install chamfer for EJ & score joints for ADA ramp wall; change location of EJ to avoid post pockets (RFI 65)						
9	PR 15, RFI 74, EWO 41 (SL 28)	Relocate Pole C to median (Lakeside/Harrison Intx)	\$17,236.87	A				
10	EWO 44 (SL 30)	Playground Structures Price Increase	\$7,621.76	A	0			
11	EWO 50 (SL 31), RFI 110	Irrigation changes at bio-swales	\$24,972.50	C				
12	EWO 51 (SL 32)	Guardrail @ ADA Ramp	\$14,371.50					
13	EWO 39 (SL 33)	Lakeside/Madison/19th Scope Changes	\$41,636.44					
14	EWO 53 (SL 34)	Revise Play Area Wall (Step Down)	\$2,386.64	C	0			
15	EWO 49 (SL 35)	Install concrete cap on existing lake seawall	\$3,142.64					
16	EWO 47 (SL 36)	Install DI top on existing catch basin	\$2,325.71					
17	EWO 46 (SL 37)	Drainage system at NW Lakeside/Jackson	\$18,524.92					
18	EWO 48 (SL 38)	Demo unknown concrete @ overlook on Grand Ave swk	\$3,306.13					
19	EWO 45 (SL 39)	ADA ramp wall/curb changes	\$11,350.50					
20	EWO 31 (SL 40)	Additional soil stabilization	\$13,323.23	A				
21	EWO 52 (SL 41)	Add irrigation valve-split valve	\$5,909.50	B				

Sample Trend or CCO Log – 2 of 3

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CONTRACT CHANGE ORDER							
CCO No.	Reference (i.e. ODP, PR, DETMR, etc)	Description	Approved Amount	Type	Time Extension (days)	Approval Status	Remark
POTENTIAL CLAIM / CREDIT TO CITY							
Item No.	Reference (i.e. ODP, PR, DETMR, etc)	Description	Claim / Credit Amount	Type	Time Extension (days)	Approval Status	Remark
1	TCP	MHA service fee for design of temporary signal timing		(Select One)			
1.1		1. Phase 1	(\$5,560.00)	(Select One)			
2	RFI 40	Nedlace of light to remain in place. MH to provide credit for not having to install new foundation.		(Select One)			
3	RFI 1, EWO 19	Dome Drainage Structures	\$5,678.79	(Select One)			
4	EWO 20	Office Trailer Sewer Holding Tanks	\$2,715.42	(Select One)			
5	CEI's PCO #3, dated 3/18/17	Credit for not excavating (1) nedlace of light at ADA ramp	(\$877.82)	(Select One)		(Select One)	
6	Edmond's Email, date 8/14/18	Pole E (NE Lakeside/Jackson) Demolition & Removal	(\$6,600.00)	(Select One)		(Select One)	
7				(Select One)		(Select One)	
			(\$4,643.61)		0		
Contract Contingency Summary			Amount	Time Extension (days)			
Total Approved Contract Change Order			\$4,404,638.16	158			
Total Pending Contract Change Order			\$348,158.94	0			
Total Potential Claim / Credit			(\$4,643.61)	0			
Total Base Contract Over/Under-Run			\$471,925.32	N/A	Per Exhibit A (Progress Payment #24)		
Total Tentative Contract Change Order							
Base Contract Amount			\$9,428,601.00	N/A			
Max Allowable CCO Amt			\$6,040,939.00	N/A			
Remaining Contract Contingency Amount				N/A			

Sample Trend or CCO Log – 3 of 3

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ALLOWANCE WORK ORDER LOG

Project No.:	C393910
Project Description:	Lakeside Green Streets (LSGS) Projects
Project Location:	Lakeside Dr (Madison to Harrison) & Harrison St (20th St to Grand)
Project Manager:	Alison Schwarz (AS)
Phone #:	510.238.7310
Designer/Engineer/Architect:	Placeworks: Cynthia Greenberg (CG)
Phone #:	510.663.3808
Resident Engineer:	Paul Tran (PT), Luis Camacho (LC)
Phone #:	510.238.6493, 510.238.7131
General Contractor:	McGuire and Hester: Keith Anderson (KA)
Phone #:	510.760.0303



Note: Time extension to be granted via CCO.

AWO No.	Reference (i.e. OIP, PR, D&WR, etc)	Extra Work Description	Approved Amount	Time Extension (days)	Approval		Remark
					Status	Date	
1					(Select One)		
2					(Select One)		
3					(Select One)		
4					(Select One)		
5					(Select One)		
6					(Select One)		
7					(Select One)		
8					(Select One)		
9					(Select One)		
10					(Select One)		
Total AWO Amount & Time Extension			\$0.00	0			
Maximum Allowable Allowance Amount per Base Bid			\$0.00				
Remaining Allowance Amount			\$0.00				

Sample Allowance Work Order Log

CORRESPONDENCE LOG

Project No.:	C393910
Project Description:	Lakeside Green Streets (LSGS) Projects
Project Location:	Lakeside Dr (Madison to Harrison) & Harrison St (20th St to Grand)
Project Manager & Engineer:	Alison Schwarz (AS)
Phone #:	510.238.7310
Designer/Engineer/Architect:	Placeworks: Cynthia Greenberg (CG)
Phone #:	510.663.3808
Resident Engineer:	Paul Tran (PT), Luis Camacho (LC)
Phone #:	510.238.6493, 510.238.7131
General Contractor:	McGuire and Hester: Keith Anderson (KA)
Phone #:	510.760.0303



CITY OF OAKLAND

Oakland Public Works - Project Delivery Division
250 Frank H. Ogawa Plaza, Suite 4344
Oakland, CA 94612-2032

See Follow Up

Line #	Correspondence Type	Description	Received from GC			Response		Approved Amount	Potential Claim Amount	Comments / Remarks
			Date	From	Amount	Date	Date			
1	Price Proposal	Project Signs	11/3/2016	K. Anderson			4/17/2017	\$7,060.00	\$0.00	See CCO #2
2	Notice of Delay	Traffic Handling Plan - Phase 1	12/16/2016	K. Anderson						
3	Price Proposal	Cement Treated Base Alternate Design	4/11/2017	K. Anderson	\$127,000.00		4/27/2017	\$127,000.00	\$0.00	Superseded by email, dated 4/27/17. See CCO #5
4	Price Proposal	ESI 1, 1.1 & 1.2	5/24/2017	K. Anderson	\$426,116.97				\$0.00	
5	Change Order Request	Warrior's Parade (2017)	6/29/2017	K. Anderson	\$10,610.69		6/25/2018	\$10,610.69	\$0.00	See CCO 9
5.1	Change Order Request	Warrior's Parade (2018)	6/11/2018	K. Anderson	\$18,513.17		6/25/2018	\$18,513.17	\$0.00	See CCO 10
6	Price Proposal	Replace Existing Lighting Conduit & Conductors	7/5/2017	K. Anderson	\$17,517.89		8/28/2017		\$0.00	Superseded by serial letter #14
7	Price Proposal	Median Cobble Concrete Slab and Curb	7/7/2017	K. Anderson	\$17,904.00		8/1/2018	\$17,904.00	\$0.00	See OTP #5 & CCO 13.1
8	Price Proposal	Preferred Site Furnishing Vendor List	7/7/2017	K. Anderson	\$113,727.00		1/9/2018	\$0.00	\$0.00	Superseded by serial letter #8.1
8.1	Price Proposal	Preferred Site Furnishing Vendor List	1/9/2018	K. Anderson	\$114,026.23				\$0.00	
9	Price Proposal	Bee-Hive dome Drainage Structures	7/11/2017	K. Anderson	\$5,678.79					
10	Change Order Request	Office Trailer Sewer Holding Tanks	7/11/2017	K. Anderson	\$2,715.42					
11	Change Order Request	Sub-grade Sols Stabilization	7/13/2017	K. Anderson	\$21,638.65					
12	Price Proposal	Animal Art Foam Inserts	7/27/2017	K. Anderson	\$2,405.47					
13	Price Proposal	Upgrade PPB Posts to 4" JB Poles and Foundations	8/2/2017	K. Anderson	\$5,666.29					
14	Price Proposal	Replace Existing Lighting Conduit & Conductors - Revision 1	8/28/2017	K. Anderson	\$16,055.80		8/28/2017	\$16,055.80	\$0.00	See OTP #5 & CCO 14.1
15	Change Order Request	Abandoned Sewer Vault Cleaning & Removal	12/29/2017	K. Anderson	\$56,438.67		Others (See Comment)	5/1/2018	\$0.00	Superseded by serial letter 15.1
15.1	Change Order Request	Abandoned Sewer Vault Cleaning & Removal	5/1/2018	K. Anderson	\$55,420.61			7/31/2018	\$55,420.61	See CCO 12
16	Price Proposal	ESI 2 - Restroom Seismic Retrofit	1/12/2018	K. Anderson	\$58,310.33		Others (See Comment)	6/27/2018	\$0.00	Superseded by serial letter 16.1
16.1	Price Proposal	ESI 2 - Restroom Seismic Retrofit	6/27/2018	K. Anderson	\$67,637.44			8/10/2018	\$67,637.44	See OTP 24
17	Change Order Request	Replace Existing Corroded CMP Storm Drain Pipe	2/13/2018	K. Anderson	\$16,644.84					
18	Change Order Request	EVO 24 - Rain Garden Conflicts (RFI 63, OTP 7)	2/27/2018	K. Anderson	\$63,990.01					

Sample Correspondence Log

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ENGINEER'S SUPPLEMENTAL INSTRUCTION

Project No.:	C393910
Project Description:	Lakeside Green Streets (LSGS) Projects
Project Location:	Lakeside Dr (Madison to Harrison) & Harrison St (20th St to Grand)
Project Manager:	Alison Schwarz (AS)
Phone #:	510.238.7310
Designer/Engineer/Architect:	Placeworks: Cynthia Greenberg (CG)
Phone #:	510.663.3808
Resident Engineer:	Paul Tran (PT), Luis Camacho (LC)
Phone #:	510.238.6493, 510.238.7131
General Contractor:	McGuire and Hester: Keith Anderson (KA)
Phone #:	510.760.0303



ESI No.	Reference (Submittal, RFI, Drawing #, etc)	Revision Description	Specs Section	Date Received from PM	Date Issued to GC	Remark
1	Class IV Protected Bike Lane (Harrison St)	Install median island and planter boxes		7/18/2017		
2	Restroom Seismic Retrofit	Add seismic retrofit, new plumbing, sewer lateral, re-roofing		4/17/2017		
3	Snow Park Nose Planting Plan	Revise planting per revised LP-1 & LP-8		6/23/2017		
4	Class IV Protected Bike Lane (Lakeside Dr)	Install median island and revise striping		11/16/2017		
5	Rain Garden	Revise rain garden to shift south away from ex rdwd tree		5/31/2018		
6	Redwood Tree Berm	Install mulch and berm around existing tree		10/16/2017		
7	PG&E Service Connection	Revise service pedestal at Madison, Jackson & 20th		11/7/2017		
8	Art Plaque	Relocate at plaque per revised LD-5		6/8/2018		
9	Snow Park Pathways	Revise pathways to avoid existing trees		6/14/2018		
10	Harrison St Planter Boxes	Furnish & install plants in 60 city-furnished planter boxes on Harrison St		10/31/2018		
11						
12						

Sample Engineer's Supplemental Instruction (ESI) Log

FIELD ORDER LOG

Project No.:	C393910
Project Description:	Lakeside Green Streets (LSGS) Projects
Project Location:	Lakeside Dr (Madison to Harrison) & Harrison St (20th St to Grand)
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Phone #:	510.238.6493, 510.238.7131
General Contractor:	McGuire and Hester: Keith Anderson (KA)
Phone #:	510.760.0303



FO. No.	Item	Task Description	Issued		Completion	Continued / Remark
			Date	Due Date	Date	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Sample Field Order Log

CITY OF OAKLAND



ADMINISTRATIVE INSTRUCTION

SUBJECT	Employee Conflicts of Interest/Incompatible Activities	NUMBER	595
REFERENCE	City Charter, Article XI, Section 1101	EFFECTIVE	July 1, 2007
SUPERSEDE	AI 595 dated May 28, 1978		

I. PURPOSE

The purpose of this Administrative Instruction is to provide all employees with basic guidelines for avoiding situations which would result in a conflict of interest or would otherwise be incompatible with the performance of assigned duties and responsibilities as an employee of the City of Oakland.

The City Charter provides that "No officer or employee of the City may engage in any employment, activity or enterprise which has been determined to be inconsistent, incompatible or in conflict with the duties and responsibilities of the department or agency in which he is employed."

This City Charter further provides the City Administrator with the authority to determine what activities will be considered as inconsistent, incompatible or in conflict with the duties and responsibilities of employees under his/her jurisdiction. The following are actions which are to be considered to be conflicts of interest or incompatible employment:

II. POLICY

This policy provides that no employee of the City may engage in any employment, activity or enterprise which has or may be determined to be inconsistent, incompatible or in conflict with his/her duties, functions and responsibilities.

1. Using the prestige or influence of employment with the City for the employees' private gain or advantage, or for the private gain or advantage of another;

**AI 595 – Employee Conflicts of Interest/Incompatible Activities (File Location:
O:\ProjectDelivery\STANDARD FORMS)**

**CITY OF OAKLAND
PUBLIC WORKS DEPARTMENT
PROJECT DELIVERY DIVISION**

PROJECT NO.: C346710

[illegible]

SHIFT	Sa	M	T	W	Th	F	Su

[illegible]

1	<input type="checkbox"/> Traffic control and pedestrian access.	7	<input type="checkbox"/> Sampling and materials Testing coordination.
2	<input type="checkbox"/> On site material & equipment storage.	8	<input type="checkbox"/> Review work plan and schedule with Contractor.
3	<input type="checkbox"/> Site cleanliness.	9	<input type="checkbox"/> Dust control and noise.
4	<input type="checkbox"/> Verify conformance of new materials on site.	10	<input type="checkbox"/> Site safety.
5	<input type="checkbox"/> Trench protection w/ steel plate & shoring.	11	<input type="checkbox"/> Temporary asphalt paving.
6	<input type="checkbox"/> Storm drain protection.	12	<input type="checkbox"/> Porta potty.

[illegible]

RESIDENT ENGINEER NAME	SIGNATURE	DATE	DAYS REMAINING
Phillip Fung			

5a

CITY OF OAKLAND

Public Works Agency
Project Delivery Division
Weekly Statement of Working Days

For Week Ending: November 23, 2018

Week # 008

JOB TITLE: Citywide Preventative Maintenance Resurfacing

JOB NO: 1004034

CONTRACTOR: Ray's Electric

DATE OF NOTICE TO PROCEED:

10/1/2018

DATE	DAY	WORKING CONDITIONS	WORK DAYS	RAIN DAYS	HOLI-DAYS	MBS DAYS
11/17/2018	SATURDAY					
11/18/2018	SUNDAY					
11/19/2018	MONDAY	Clear	1			
11/20/2018	TUESDAY	Clear	1			
11/21/2018	WEDNESDAY	Clear	1			
11/22/2018	THURSDAY	Clear			1	
11/23/2018	FRIDAY	Clear			1	
Days This Week			3	0	2	0
Days Previously Reported			35	0	0	0
Total Working Days to Date			38	0	2	0

RECAPITULATION OF CONTRACT TIME	NO. OF DAYS
WORKING Days Specified in Contract	30
Additional Days Authorized By	20
Total Working Days to Date (Deduct)	38
Total Work Days Remaining	18

REMARKS:

Original Scheduled Completion Date (including Holidays):

November 13, 2018

Rain Days 0 CO Days 0

MBS Days 0

Anticipated Completion Date with

Rain Days, CO Days; MBS Days: December 19, 2018

The above statement of working days will be accepted as correct for recording time unless contractor files written protest within ten (10) days from date below.

DATE

03/21/19

SIGNED

XXXXXXX, Resident Engineer

Sample Weekly Statement of Working Days (WSWD) Form (File Location: O:\ProjectDelivery\STANDARD FORMS\CM_forms\Daily and weekly report)

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CITY OF OAKLAND
Public Works Department
Project Delivery Division



NON-COMPLIANCE NOTICE #

To _____

date
Time
Inspector

Project Title _____ Project No. _____

Contractor _____

You are hereby notified that ☐ tests ☐ inspection indicates that the _____

_____ does not conform to the specifications requirements. The specification violated is Section _____

Article/Paragraph _____, Sheet _____ and/or Plans Detail _____, Sheet _____. Under the provisions of the contract specifications, the requirements are _____

Noncomplying work may be required to be removed and replaced at no cost to the Owner.

It shall be your responsibility to determine the corrective action necessary, and to determine whether you wish to discontinue operations until additional investigations by the Owner or Engineer confirm or refute the initial findings.

Resident Engineer/Inspector

Sample Non-Compliance Notice (File Location: O:\ProjectDelivery\STANDARD FORMS\CM_forms\Test Forms and others)

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CITY OF OAKLAND
Public Works Department
Project Delivery Division



FIELD ORDER

NO. _____

DATE _____

To: _____
(General Contractor)

Attn: _____

Refer: Area _____

Drawings: _____

Specifications: _____

Description of Instruction:

OWNER, Resident Engineer

**Sample Field Order Form (File Location: O:\ProjectDelivery\STANDARD
FORMS\CM_forms\Test Forms and others)**

CITY OF OAKLAND



250 FRANK H. OGAWA PLAZA

OAKLAND, CALIFORNIA 94612-2033

Oakland Public Works Department
Bureau of Design & Construction
Project Delivery Division

(510) 238-3051
FAX (510) 238-6633
TDD (510) 238-7644

ORDER TO PROCEED WITH EXTRA WORK

NO. 1

TO: Gallagher & Bark

DATE: _____

PROJECT NAME: _____

PROJECT NO.: C464540

REFER: AREA _____

DRAWINGS _____

SPECIFICATIONS _____

You are hereby authorized to proceed with the following described changes from the plans and specifications or work not included in the plans and specifications for this contract, pending preparation and completion of Change Order for this work.

ITEM DESCRIPTION:

In accordance with Proposal Request #2 dated 10/15/14 attached, Contractor to provide additional striping on Jackson Street from 8th Street to 14th Street. The estimated total per unit price is \$13,701.00.

METHOD OF PAYMENT:

- ☐ By contract unit prices.
- ☒ By unit for extra work only
- ☐ The agreed lump sum prices for this work is: \$ _____
- ☐ By force account in accordance with Section 3-3 of the standard specifications
- ☐ The total cost of the extra work described above will not exceed: \$ _____

The contractor shall submit a proposed cost for the work within (15 days) of this Order to Proceed.

Contractor

Resident Engineer

This form shall be used only for the issuance of emergency instructions to the contractor where the time required for preparation and execution of a formal Change Order would result in delay or stoppage of the work, or would allow a hazardous condition to exist. A duly authorized Change Order shall replace this Order to Proceed as soon as possible and shall bear appropriate reference to this document.

**Sample Order to Proceed with Extra Work (OTP) Form (File Location:
O:\ProjectDelivery\STANDARD FORMS\CM_forms\Extra work)**

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CHANGE ORDER AUTHORIZATION REQUEST NO. ____
For Major Scope Changes and Changes greater than \$25,000

Project Name: _____ Date: _____
Project No.: _____ Estimated Cost: _____
Contract Value: _____ Final C.O. Percentage: _____
Change requires Council approval?: _____

Potential Change:

Reason for Change:

Estimated Schedule Impact:

Change Order Type: "?"

Design Manager, OPW or DOT (All COAR)	_____ Date _____	Project Delivery Manager, OPW (All COAR)	_____ Date _____
Assistant Director, DOT (\$50K and over)	_____ Date _____	Assistant Director, OPW (\$50K and over)	_____ Date _____
Director, DOT (Over \$100K)	_____ Date _____	Director, OPW (Over \$100K)	_____ Date _____

____ Approved ____ Rejected

Sample Change Order Authorization Request (COAR) Form (File Location:
O:\ProjectDelivery\STANDARD FORMS\CM_forms\Extra work)

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CITY OF OAKLAND

**PROPOSAL REQUEST
PUBLIC WORKS DEPARTMENT
BUREAU OF DESIGN AND CONSTRUCTION**

PROJECT:

**PROPOSAL
REQUEST NO:**

PROJECT NO: C254511

DATE OF ISSUANCE:

TO:

**Copies: CONTRACTOR
CONST. DIV.
OTHER**

2
1

Please submit an itemized quotation for changes to the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents described herein. THIS IS NOT A CHANGE ORDER NOR DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.

DESCRIPTION:

Total: _____

ATTACHMENT: (None)

BY: _____

APPROVED: _____

**Sample Proposal Request (PR) Form (File Location:
O:\ProjectDelivery\STANDARD FORMS\CM_forms\Extra work\Proposal request)**

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CITY OF OAKLAND



250 FRANK H. OGAWA PLAZA • SUITE 4344 • OAKLAND, CALIFORNIA 94612-2033
Oakland Public Works Department (510) 238-3051
Bureau of Design & Construction FAX (510) 238-6633
Project Delivery Division TDD (510) 238-7644

CONTRACT CHANGE ORDER NO. 52

Project: 12th Street Reconstruction Project
Project No.: C241610 / BRLS - 5012 (085)
Date: March 1, 2013
Contractor: McGuire & Hester

Page 1 of 2

You are hereby directed to make the herein changes from the plans and specifications or do the following work not included in the plans and specifications on the contract.

The agreed cost of change order no. 8 is \$100,000 (for \$100k or more).
Contract time shall be extended by 6 working.

Summary: (NOTE to CCO Writers, a Summary is needed only if you have more than one item)

The agree cost of change order no. 8 is \$100,000.
6 working days are granted for change order no. 8.

Sample Contract Change Order (File Location: O:\ProjectDelivery\STANDARD
FORMS\CM_forms\Extra work\Contract Change Order) – 1 of 2

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CITY OF OAKLAND



250 FRANK H. OGAWA PLAZA • SUITE 4344 • OAKLAND, CALIFORNIA 94612-2033
 Oakland Public Works Department (510) 238-3051
 Bureau of Design & Construction FAX (510) 238-6633
 Project Delivery Division TDD (510) 238-7644

CONTRACT CHANGE ORDER NO. 52

Project: 12th Street Reconstruction Project
 Project No.: C241610 / BRLS - 5012 (085)
 Date: March 1, 2013
 Contractor: McGuire & Hester

Page 2 of 2

Cost of this Change order:	<u>\$45,730.56</u>	Statement of Contract Time	Days	Date
Estimated	Exact <input checked="" type="checkbox"/>	Date of Notice to Proceed		6/1/10
Original Contract Price:	<u>\$ 32,036,418.14</u>	Original Contract Working Days	500	
Total of all Approved Change		Computed Date of Completion		5/17/12
Orders including this CCO	<u>\$3,556,551.16</u>	Time Extension Days this CCO	0	
% of Original Contract:	<u>11.10%</u>	Total Time Extension Days all CCOs	0	
Revised Contract Price:	<u>\$ 35,582,969.30</u>	Extended Date of Completion		5/17/12

Approval Recommended _____ (Project Manager) Date _____

Approval Recommended _____ (Design Manager) Date _____

Approval Recommended _____ (Division Manager) Date _____

Approval Recommended _____ (Assistant Director) Date _____

Approved _____ (Director) Date _____

We, the undersigned contractor, have given careful consideration of the change proposed and hereby agree, if the proposal is approved, that we will provide all equipment, furnish all materials except as may otherwise be noted above, and perform all services necessary for the work above as specified, and will accept as full payment, therefore, the prices shown above.

Accepted Date: _____ Contractor: McGuire & Hester

By: _____ Title: Project Manager

If the Contractor does not sign this change order, his attention is directed to the requirements of the specifications as to proceeding with change order work and filing a written protest within the time therein specified.

FOR OFFICE USE ONLY

Project	Task	Award	Expenditure Type	Organization	Amount

INITIAL OF AUTHOR or Assistant Director : initial of reporting staff and/or RE

cc: PM Division – Name
 Fiscal Services Division – Jamie Cheng

Sample Contract Change Order (File Location: O:\ProjectDelivery\STANDARD FORMS\CM_forms\Extra work\Contract Change Order) – 2 of 2

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INTER OFFICE MEMORANDUM

**Oakland Public Works Department
Bureau of Design and Construction
Project Delivery Division**

TO:	FROM:
PROJECT:	PROJECT NO:
DESIGNER:	CONTRACTOR:
SUBJECT:	DATE:

Additional work on subject project has been required to satisfactorily complete the project. The additional work covered by this Contract Change Order is necessary for the reasons outlined below:

The total agreed cost for this Change Order is

There is no change in contract time.

This is a Type ? Change Order.

aa:aa

CONTRACT CHANGE ORDER SUMMARY

A	B	C	D	E	F	TOTAL
\$ 3,780.00	\$ 15,930.00					\$ 19,710.00

CC:

**Sample Contract Change Order Memo (File Location: O:\ProjectDelivery\
STANDARD FORMS\CM_forms\Extra work\Contract Change Order)**

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CITY OF OAKLAND

250 FRANK H. OGAWA PLAZA
Oakland Public Works Department
Bureau of Design & Construction
Project Delivery Division

• SUITE 4344 •
(510) 238-3051

OAKLAND, CALIFORNIA 94612-2033

FAX (510) 238-6633
TDD (510) 238-7644

CONTRACT BID ITEM NO. ## - ALLOWANCE WORK ORDER NO. 2

Project: 12th Street Reconstruction Project
Project No.: C241610 / BRLS - 5012 (085)
Date: March 1, 2013
Contractor: McGuire & Hester

Page 1 of 2



You are hereby directed to make the herein changes from the plans and specifications or do the following work not included in the plans and specifications on the contract

As provided in the bid schedule, an allowance bid item has been designated to provide for work added during construction. The amount set for such allowance bid item will be deducted for authorized extra work and drawn down accordingly. A cost summary table will be provided for each Allowance Work Order as shown below. At project close out, any unused balance will be deleted and reconciled.

In accordance with the Order to Proceed with Extra Work No.11, dated December 6, 2001, reconstruct damaged concrete pavement at locations marked on San Leandro and E12th Streets

The agreed cost of Allowance Work Order no. 2 is \$xxx (Please follow the Change Order approval procedure except that it stops at the Assistance Director level).

Contract time shall be extended by 6 working.

Summary: (NOTE to AWO Writers, a Summary is needed only if you have more than one item)

The agree cost of this Allowance Work order no. 2 is \$xxx.

6 working days are granted for Allowance Work Order no. 2.

CITY OF OAKLAND

250 FRANK H. OGAWA PLAZA
Oakland Public Works Department
Bureau of Design & Construction
Project Delivery Division

• SUITE 4344 •
(510) 238-3051

OAKLAND, CALIFORNIA 94612-2033

FAX (510) 238-6633

TDD (510) 238-7644

CONTRACT BID ITEM NO. ## - ALLOWANCE WORK ORDER NO. 2

Project: 12th Street Reconstruction Project
Project No.: C241610 / BRLS - 5012 (085)
Date: March 1, 2013
Contractor: McGuire & Hester

Page 2 of 2

Cost of this Allowance Work Order	\$	1,000.00
Original Allowance Amount Per Bid Item ##	\$	200,000.00
Total of all Approved Allowance Work Order including this Allowance Work Order	\$	5,600.00
Remaining Allowance Amount	\$	194,400.00

Approval Recommended _____ (Project Manager) Date _____

Approved _____ (Supervising Civil Engineer) Date _____

We, the undersigned contractor, have given careful consideration of the change proposed and hereby agree, if the proposal is approved, that we will provide all equipment, furnish all materials except as may otherwise be noted above, and perform all services necessary for the work above as specified, and will accept as full payment, therefore, the prices shown above.

Accepted Date: _____ Contractor: McGuire & Hester

By: _____ Title: Project Manager

If the Contractor does not sign this allowance work order, his attention is directed to the requirements of the specifications as to proceeding with change order work and filing a written protest within the time therein specified.

FOR OFFICE USE ONLY

Project	Task	Award	Expenditure Type	Organization	Amount

RM:hc

cc: Engineering Design- Jose Martinez, P.E.

Sample Allowance Work Order (File Location: O:\ProjectDelivery\STANDARD FORMS\CM_forms\Extra work\Contract Change Order) – 2 of 2

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INTER OFFICE MEMORANDUM

*Oakland Public Works Department
Bureau of Design and Construction
Project Delivery Division*

TO:	FROM:
PROJECT:	PROJECT NO:
DESIGNER:	CONTRACTOR:
SUBJECT: Contract Bid Item No. ## - Allowance Work Order No. ##	DATE:

Additional work on subject project has been required to satisfactorily complete the project. The additional work covered by this Allowance Work Order is necessary for the reasons outlined below:

As provided in the bid schedule, an allowance bid item has been designated to provide for work added during construction. The amount set for such allowance bid item will be deducted for authorized extra work and drawn down accordingly. A cost summary table is provided for each Allowance Work Order. At project close out, any unused balance will be deleted and reconciled.

**Sample Allowance Work Order memo (File Location: O:\ProjectDelivery\
STANDARD FORMS\CM_forms\Extra work\Contract Change Order) – 1 of 2**

Subject: (Same as Page 1)
To: (SAME AS PAGE 1)
Date: (Same as Page 1)

Page 2

The total agreed cost for this Allowance Work Order is

There is no change in contract time.

aa.aa

cc:

**Sample Allowance Work Order memo (File Location: O:\ProjectDelivery\
STANDARD FORMS\CM_forms\Extra work\Contract Change Order) – 2 of 2**

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**CITY OF OAKLAND
DAILY EXTRA WORK REPORT**

Project No.: G121810 Date Performed: TBD

Project Title: Embarcadero Bridge Replacement Date of Report: 3/20/2018

Work Performed by: Flatiron

Description of Work: Abutment 1 Cofferdam Dewatering Alternate Method Install/Remove Additional Rock Backfill

LABOR		HOURLY		EXTENDED
NAME	CLASSIFICATION	RATE	HOURS	AMOUNTS
	Foreman/Operator	\$84.50	8	676
		\$126.75		0
	Labor	\$49.69	8	397.52
	Labor	\$49.69	8	397.52
	Operator	\$75.48	8	603.84
	Operator	\$75.48	8	603.84
				0
	Total		40	
Total Cost of Labor (A)				\$ 2,678.72

EQUIPMENT & RENTAL		HOURLY		EXTENDED
ID #	Class & Make	RATE	HOURS	AMOUNTS
	Trucking (5 Trucks Total \$100/hr)			0
	Excavator	\$105.00	8	1560
	Dozer	\$132.00	8	1056
	Compactor	\$132.00	8	1056
Total Cost of Equipment (B)				\$ 3,672.00

MATERIALS (INCLUDE VOUCHERS) and/or work done by Specialists		
	Total	\$0.00
	Tax	
Total Cost of Materials (C)		\$0.00

OTHER ITEMS AND EXPENDITURES		
		0
TOTAL COST OF OTHER ITEMS AND EXPENDITURES (D)		\$ -
12% ON LABOR SURCHARGE (E=A*12%)		\$ 321.45
LABOR & SURCHARGE SUBTOTAL (F=A+E)		\$ 3,000.17
33% ON DIRECT LABOR COST (G=F*33%)		\$ 990.05
TOTAL LABOR (H=F+G)		\$ 3,990.22
SUBTOTALS OF EQUIPMENT, MATERIAL AND OTHER ITEMS (I=B+C)		\$ 3,672.00
15% ON EQUIPMENT, MATERIAL AND OTHER ITEMS (J=I*15%)		\$ 550.80
TOTALS OF EQUIPMENT, MATERIAL AND OTHER ITEMS (K=H+J)		\$ 4,222.80
SUBTOTAL OF THIS REPORT (L=H+K)		\$ 8,213.02
GENERAL CONTRACTOR MARKED UP FIRST \$5000 (15%)		
GENERAL CONTRACTOR MARKED UP AFTER \$5000 (7.5%)		
TOTAL FOR THIS REPORT		\$ 8,213.02

ACCEPTED FOR PAYMENT

CONTRACTOR'S REPRESENTATIVE

PHILIP FUNG
RESIDENT ENGINEER

**Sample Daily Extra Work Report (DEWR) Form (File Location:
O:\ProjectDelivery\STANDARD FORMS\CM_forms\Extra work)**

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PUBLIC WORKS DEPARTMENT
PROJECT DELIVERY DIVISION - BUREAU OF DESIGN AND CONSTRUCTION
PROGRESS PAYMENT NO. 2

Project No.: Type Project number here?

ORIGINAL CONTRACT: \$317,199.00

Project Title: Type Project Name here?

AUTHORIZED CHANGE ORDERS: \$3,880.00

ADJUSTED CONTRACT: \$321,079.00

CONTRACTOR: Ray's electric

Contract Purchase Order (CPO) No.: 123456

CPO End Date: XX/XX/XXXX

Notice to Proceed: 7/31/2006 Contract Duration: 60 Working Days

(1) Total original contract work performed to date:	\$ <u>310,911.78</u>
(2) Total Change Order performed to date:	\$ <u>3,880.00</u>
(3) Total work performed to date (1)+(2):	\$ <u>314,791.78</u>
(4) Total performed by General Contractor to date:	\$ <u>#VALUE!</u>
(5) (a) Less Retention: <u>5%</u> of General Contractor (4):	\$ <u>#VALUE!</u>
(b) Less Withholding:	\$ <u>30,000.00</u>
(6) Previous Retention:	\$ <u>\$10,208.13</u>
(7) Total Amount due to Contractor (3) - (5a) - (5b):	\$ <u>#VALUE!</u>
(8) Less Previous Payments:	\$ <u>283,746.34</u>
(9) Current Amount Due to Contractor (7) - (8):	\$ <u>#VALUE!</u>

Special Instructions: _____

Prepared by:	_____	Date:	_____
	(Resident Engineer)		
Approved by:	_____	Date:	_____
	(Supervisor)		
Approved by:	_____	Date:	_____
	(Contract Compliance Officer)		

1 No Extra

Sample Progress Payment Cover Letter (File Location:
O:\ProjectDelivery\STANDARD FORMS\CM_forms\Progress Payment)

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Prompt Payment Invoice Transmittal (For Construction Projects)

I. TO BE COMPLETED BY CONTRACTOR

Project Name: Citywide Preventative Maintenance Resurfacing Invoice No.: 004
Contractor Name: Ray's Electric Invoice Date: 01/16/2019
Contact Person: Matt Nassab Invoice Amount: \$648,390.97

II. TO BE COMPLETED BY DEPT. OF ENGINEERING & CONSTRUCTION

Project No.: 1004034 Resident Engineer: Justin Brue
CPO# or SPO #: 2019001132 Phone No.: (510) 238-4741
Project Manager: Chris Diano

Check all back up documentation attached: ☒ Schedule G
☐ Certified Payroll Report Summary
List payment funding information below and ☐ Oracle Encumbered Funds Available Report
Funds Available

Item	Project	Task	Award	Expenditure Type	Organization	Amount
1						
2						
3						
4						
					TOTAL	

Comments: _____

Please check one of
the applicable boxes.
If not, skip to Step IV:

- ☐ Validate contractor's submission of Certified Payrolls; compliance with prevailing wages/Davis Bacon (for release of progress payments on federal projects or Prop 84 funded projects)
☐ Close Out (for release of retention)

III. TO BE COMPLETED BY CONTRACT COMPLIANCE

Work Order #: _____ Lead Staff: _____
Date Received: ____/____/____ Date Assigned: ____/____/____ Date Completed: ____/____/____

IV. TO BE COMPLETED BY DEPARTMENTS LISTED BELOW

Reviewing Agency	Process Days	Staff Name	Date Received	Date Forwarded	Undisputed Invoice Date (Explain if necessary)
Dept. of Eng. & Const.	2 days				
Contract Compliance	5 days				
Dept. of Eng. & Const.	2 days				
PWA Fiscal	4 days				
City Accounts Payable	3 days				

Additional comments: _____

Revised 7-25-17

Sample Progress Prompt Payment Invoice Transmittal Letter (File Location:
O:\ProjectDelivery\STANDARD FORMS\CM_forms\Progress Payment\Prompt
payment form)

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Funds Available - Your (OAKLAND OPERATIONS)				
Selection Criteria				
Ledger	OAKLAND OPERATIONS	Amount Type	Year To Date Extended	
Budget	CITY OP	Encumbrance Type	ALL	
Period	PM8-19	Account Level	AI	
Summary				
Account	Budget	Encumbrance	Actual	Funds Available
16330 90070 5741 100 000 0000	2,923,080.00	2,458,872.83	454,207.17	6.00
Encumbrance Amounts				
	Commitment	Obligation	Other	
	0.00	1,810,481.05	648,390.88	
Account Description				
CITY.Measure KK: Infrastructure Engineer Design Project Street Construction SLURRY SEAL PROJECT ENGINEERING PLA				

Sample Progress Payment Oracle Report

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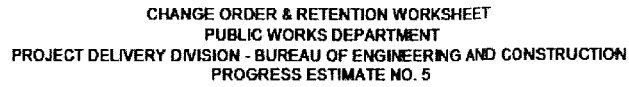
PROGRESS PAYMENT WORKSHEET
 PUBLIC WORKS DEPARTMENT
 PROJECT DELIVERY DIVISION - BUREAU OF ENGINEERING AND CONSTRUCTION
 Citywide Preventative Maintenance Resurfacing
 Project No.: 1004034
 CONTRACTOR: Ray's Electric
 PROGRESS ESTIMATE NO. 5

Bid Schedule:

No.	Item	Contract Quantity	Measure	Unit Price	Contract Amount	Previous Quantity	Previous Amount	Current Quantity	Current Amount	Total Quantity	Total Amount
1	Traffic Control w/ TCPs	1	L.S.	\$180,000.00	\$180,000.00	80%	\$144,000.00	5%	\$9,000.00	85%	\$153,000.00
2	Water Pollution Control	1	L.S.	\$25,000.00	\$25,000.00	80%	\$20,000.00	5%	\$1,250.00	85%	\$21,250.00
3	Changeable Message Signs	2	EA	\$3,500.00	\$7,000.00	1.60	\$5,600.00	0.10	\$350.00	1.70	\$5,950.00
4	Project Information Signs	1	L.S.	\$15,000.00	\$15,000.00	95%	\$14,250.00	0%	\$0.00	95%	\$14,250.00
5	Type II Slurry Seal	286,100	SY	\$2.20	\$629,420.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
6	HMA Base Repair	2,575	Ton	\$380.00	\$978,500.00	1993.42	\$757,498.60	1,236.01	\$469,683.80	3,229.43	\$1,227,183.40
7	Crack Seal	1	L.S.	\$197,950.00	\$197,950.00	38%	\$75,409.52	0%	\$0.00	38%	\$75,409.52
8	Thermoplastic Traffic Striping	157,100	LF	\$1.85	\$290,635.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
9	Thermoplastic Pavement Markings	31,400	BF	\$4.50	\$141,300.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
10	Reflective Blue Pavement Markers	151	EA	\$25.00	\$4,025.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
11	Furnish and Install Sign and Post	10	EA	\$400.00	\$4,000.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
12	Remove Sign and Post	2	EA	\$125.00	\$250.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
13	Allowance	1	L.S.	\$500,000.00	\$500,000.00	1%	\$154,396.83	0%	\$0.00	31%	\$154,396.83
Totals					\$2,873,880.00		\$1,171,186.86		\$480,283.80		\$1,651,469.76

Sample Progress Payment Contract Detail Estimate or Bid Schedule

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3/21/2018

Change Order Summary:				
	Contract Amount	Previous Amount	Current Amount	Total Amount To Date
(1) Total per original contract	\$2,973,080.00	\$1,171,155.95	\$480,283.80	\$1,651,439.75
Approved Change Order Number:				
(2) Total Approved Change Orders	\$0.00	0.00	\$0.00	\$0.00
(3) Total = (1) + (2)	\$2,973,080.00	\$1,171,155.95	\$480,283.80	\$1,651,439.75

	Contract Amount	Previous Amount	Current Amount	Total Amount To Date
Total amount performed by General Contractor	\$ 1,859,206.00	\$ 839,220.86	\$ 385,390.60	\$ 1,224,611.46
Total amount performed by Subcontractors/Suppliers	\$ 1,113,874.00	\$ 56,648.78	\$ 94,893.20	\$ 151,536.98
Totals	\$ 2,973,080.00	\$ 895,869.64	\$ 480,283.80	\$ 1,376,151.44

Maximum Allowable Contract Capacity		Retention Summary (5% of Amt for GC)		
		Previous	This Period	Total
Maximum Allowable COO Total Amount	\$743,270.00			
Maximum Allowable Contract Capacity w/ COO	\$3,716,350.00	\$68,557.80	\$24,014.10	\$82,571.90

1 CCO No E

Sample Progress Payment Change Order & Retention Worksheet

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Schedule G

PROGRESS PAYMENT FORM FOR PRIME CONTRACTORS/CONSULTANTS

For use by all city agencies and departments for construction and professional services contracts.
To be completed by the prime contractor/consultant and be submitted each time a payment is requested.

Project Name Citywide Preventative Maintenance Resurfacing	Name of Prime Contractor/Consultant Ray's Electric
Project Number 1004034	Address 411 Pendleton Way, Suite B, Oakland, CA, 94621 Phone: (510) 375-1733

Subcontractors/Sub-consultants & Suppliers/Services	Original Contract Amount	Change Order \$ Amounts	Total Contract Amount	Total Payment to date	Payment for this period	Balance Remaining in Project
All City Trucking	\$15,000.00	\$38,956.03	\$53,956.03	\$53,956.03	\$33,973.45	\$0
Gallagher & Burk	\$28,000.00	\$107,240.33	\$135,240.33	\$135,240.33	\$60,919.75	\$0
Chrisp Co.	\$442,535.00	\$0	\$442,535.00	\$0	\$0	\$442,535.00
Pavement Coalings Co.	\$569,339.00	\$0	\$569,339.00	\$0	\$0	\$569,339.00
Global Road Sealing Inc.	\$59,000.00	\$0	\$59,000.00	\$0	\$0	\$59,000.00

Under penalty of perjury the undersigned agrees that the foregoing information is true and correct.

Name and Title Mike Masob Agent Ray's Electric Date 02/19/2019

Revised: date 7/2007 C2

Sample Progress Payment Schedule G

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ProjectNo: G313170

Title: 7th Street Streetscape - Phase II

PROJECT INFORMATION page 1

Award Date	Contractor	Amount	Duration
4/26/2018	Rays Electric	\$3,535,910.00	190

Reviewed By	Tran, Paul	Status	Construction
Reviewed Date	3/30/2016	Team:	Mach, Randy

R.E.	Vance, Robert
PM / PE	Barati, Mohammad

Est Completion %	75.00%	Precon Date	7/9/2018	Final Walk-Thru Date
Est Completion Date	8/8/2019	NTP Date	8/27/2018	
Sub Completion Date		NOC Date		

PAYMENTS

Earned Value	\$208,604.20	Retention	\$0.00	Contingency	\$353,591.00
Total Liq. Damage	\$0	Withheld	\$0.00	Liq. Damage Daily	\$2,300
Total Paid to Date	\$1,893,804.20	Days Used	175	Rain Days	32

CHANGE ORDERS LISTING page 2

CCO#	CCO Description	CCO Dollar	Type	CCO Days	Status	Date Approved
1	Survey and Construction Staking	\$20,025.00	F	0	Approved	10/25/2018
2	Water Board Payment	\$508.30	F	0	Approved	10/25/2018
3	7th and Wood Excavation	\$9,710.28	A	0	Approved	1/17/2019
4	Additional Curb and Sidewalk	\$8,850.00	B	0	Approved	2/11/2019
5	Additional Survey	\$1,035.00	A	0	Approved	3/11/2019
7	7th and Wood Storm Drain	\$10,103.00	A	15	Approved	4/16/2019
6	Relocate Street Lights	\$4,940.00	F	0	Approved	3/11/2019
8	SD DIP at Campbell	\$28,880.00	A	0	Approved	5/30/2019
9	Pole G at Wood	\$5,547.12	A	0	Approved	6/19/2019
10	Bronze Plaque Locations Infill	\$19,140.00	F	0	Potential	
tal Pending, Unilateral, Execute CCO		\$89,598.70		15	CCO%	2.5%
Total Potential CCO		\$19,140.00			CCO%	0.5%

CM Progress

Status	No	28	Current construction activities are focused on the north side of 7th between Willow and Campbell. The contractor paved the intersection of 7th and Willow and installed sidewalk fronting Slim Jenkins Court. The block between Willow and Campbell is expected to be complete in mid July.
Rev Date	7/3/2019		
Web	<input type="checkbox"/>	Flag	
User	RV	Char	283
Update	7/3/2019		

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- ☐ AsBuilt
- ☐ Post CCTV
- ☐ Final Pay
- ☐ Contractor Performance Evaluation
- ☐ Sign Off

Plant Establish Start

Plant Establish Finish

Storage BarCode #

File Location

File Date

User RV

Last Update 7/3/2019

POST
CONSTRUCTION

Project No.:	C482940
Project Description:	SS Rehab along Seminary Ave and Hwy 580
Project Location:	Seminary Ave and Mountain Blvd
Project Manager:	Gunawan Santoso (GS)
Phone #:	510.238.7260
Designer/Engineer/Architect (DEA):	Susan Wang (SW)
Phone #:	510.238.3519
From Resident Engineer (RE):	Sophae Sam (SS)
Phone #:	510.238.7210
To General Contractor (GC):	Pacific Trenchless (Alan Casserly/ David King)
Phone #:	415.748.0773



Site Visit Date:	See Below
Type of Inspection:	Final

PUNCH LIST

Item No.	Location (Area)	Drawing No.	Description	DEA/RE Inspection		GC Correction / Completion Date	DEA/RE Verification		
				By	Date		By	Date	Comments / Remarks
1	6227 Leona St.	11	Install drop connection at MH 83-402-81	SS	10/11/2017				
2	6029 Leona St.	10	Install new 2 way cleanout 18" from existing pavement	SS	10/11/2017	Completed	SS	12/26/2017	
3	6233 Leona St.	11B	Install new 2 way cleanout.	SS		Completed	SS	1/24/2018	
4	6125 Hillmont Dr.	8C	Install new 2 way cleanout.	SS		Completed	SS	1/16/2018	
5	6039 Hillmont Dr.	8C	Reinstall parking restriction sign and pole.	SS					
6	6167 Overdale Ave	7	The tie in for Pipe #9564 into MH 83-402-11 will require a drop connection	SS	1/16/2018				
7	Lundholm Ave		MH83-402-79 needs channel walls raised as flow is spilling over.	SS	1/15/2018	Completed	SS	2/20/2018	
8	6028 Leona St.		Area around new 2-way cleanout needs to be restored with permanent asphalt pavement.	SS	2/20/2018				
9	4200 Mountain View Ave		End of the line cleanout frame and cover needs to be removed from onsite	SS	2/20/2018				
10	4210 Mountain View Ave		New riser to 2-way cleanout is too high causing lid to not close all the way down.	SS	2/20/2018				

Sample Punch List (File Location: O:\ProjectDelivery\STANDARD FORMS\CM_forms\Punch List)



RECEIVED
PUBLIC WORKS AGENCY
CONTRACT SERVICES

2018 JUN 11 PM 3:07



CITY OF
OAKLAND

Public Works Department
Project Delivery Division

REPORT OF COMPLETION AND ACCEPTANCE

NOTICE OF COMPLETION DATE: 6/7/2018

PROJECT NO. C427720

I hereby certify that Gallagher & Burk

has completed Citywide Preventive Maintenance Resurfacing

Said work has been performed and materials furnished in accordance with the plans and specifications prepared by the Assistant Director of the Oakland Public Works Department and I recommend acceptance of this work on 6/7/2018.

Recommended for Approval by:

[Signature]
Resident Engineer

6/7/2018
Date

Recommended for Approval by:

[Signature]
Designer/Project Manager

6/7/2018
Date

Date of Contract: 8/26/2016

Resolution Number: 86290

Contract PO Number: 2017004331

[Signature]
APPROVED BY CONSTRUCTION ENGINEER

06/08/18
Date

CC: Contract Compliance – Shelley Darensburg

Sample Report of Completion (File Location: O:\ProjectDelivery\STANDARD
FORMS\CM_forms\NOC and NTP)

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<p>RECORDING REQUESTED BY:</p> <p>Danny Lau Assistant Director Oakland Public Works Department</p> <p>AND WHEN RECORDED MAIL TO:</p> <p>City of Oakland Oakland Public Works Department Contract Services 250 Frank H. Ogawa Plaza, Suite 4314 Oakland, CA 94612-2032</p> <p>RECORDING FEES EXEMPTED PER GOVERNMENT CODES 6103 AND 27383</p>	<p>Please insert label below</p> <div data-bbox="812 441 933 556"> </div> <div data-bbox="933 462 1299 556"> <p>2018171314 08/31/2018 10:28 AM OFFICIAL RECORDS OF ALAMEDA COUNTY STEVE MANNING RECORDING FEE: 0.00</p> </div> <div data-bbox="820 567 1161 651"> </div> <div data-bbox="1161 609 1250 640"> <p>2 PGS</p> </div>
--	--

NOTICE OF COMPLETION

(Notice pursuant to California Civil Code Section 3093)

Notice is Hereby Given That:

The City of Oakland, a municipal corporation, is the owner in fee of a certain public improvement known as project **C429610 – Foothill Seminary Public Transit Hub Streetscape**.

The City of Oakland's address, pursuant to California Civil Code Section 3092, is One Frank H. Ogawa Plaza, Oakland, California 94612, in the County of Alameda, State of California.

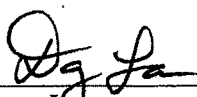
The general locations in the City of Oakland of said public improvement are as follows: **Streetscape improvement along Foothill between 60th & Mason and Seminary between Bancroft & Kingsley. Reconfigure roadway layout, parking, new bulb-outs, street trees.**

A construction contract dated **January 27, 2012**, for said public improvement was awarded to the following Contractor, to wit: **MCGUIRE AND HESTER**.

Western Surety Company is listed as Surety upon the bonds given by the Contractor.

Work under said construction contract was completed on the **August 9, 2018**, to the satisfaction of the City, and the City hereby accepts the project as complete.

I have read the foregoing Notice of Completion and know its contents.

 _____ Danny Lau Assistant Director Oakland Public Works Department	08/16/18 _____ Date
---	----------------------------------

Sample Notice of Completion

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PUBLIC WORKS DEPARTMENT
PROJECT DELIVERY DIVISION - BUREAU OF DESIGN AND CONSTRUCTION
Semi or Final Payment (XX)

Project No.: Type Project number here? ORIGINAL CONTRACT PRICE: \$317,199.00
TITLE: Type Project Name here? AUTHORIZED CHANGE ORDERS: \$3,880.00
ADJUSTED CONTRACT AMOUNT: \$321,079.00

CONTRACTOR: Ray's electric

NOTICE TO PROCEED DATE: 1/19/2016 NOTICE OF COMPLETION DATE: 5/1/2007
CONTRACT WORKING DAYS ALLOWED: 60 Standard Purchase Order (SPO) No.: 123456
CONTRACT WORKING DAYS EXTENDED BY CCO: 184 Contract Purchase Order (CPO) No.: 123456
CONTRACT CALENDAR DAYS OVER-RUN: 0 CPO End Date: XX/XX/XXXX
LIQUIDATED DAMAGES PER DAY: \$500 Task Order (TO) No.: 123456

(1) Total original contract work performed to date: \$ 310,911.78
(2) Total Change Order performed to date: \$ 10,000.00
(3) Total work performed to date (1)+(2): \$ 320,911.78
(4) Less: (a) Retention: \$ 0.00
(b) Contract Compliance Withholding: \$ 2,000.00
(c) Other Withholding: \$ 0.00
(d) Liquidated Damages: \$ 0.00
(5) Total Amount due to Contractor (3) - (4a) - (4b) - (4c) - 4(d): \$ 318,911.78
(6) Less Previous Payments: \$ 283,746.34
(7) Current Amount Due to Contractor (5) - (6): \$ 35,165.44

Special Instructions: _____

Date: _____
Prepared by Resident Engineer/Inspector

Date: _____
Accepted by Contractor

Date: _____
Checked by Supervising CE/Const. Super.

Date: _____
Approved by Construction Engineer

Date: _____
Contract Compliance Officer

Sample Semi-Final/Final Payment Cover Letter (File Location:
O:\ProjectDelivery\STANDARD FORMS\CM_forms\Progress Payment)

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250 FRANK H. OGAWA PLAZA • SUITE 4344 • OAKLAND, CALIFORNIA 94612-2033

Public Works Department
Bureau of Design and Construction
Project Delivery Division

(510) 238-3051
FAX (510) 238-6633
TDD (510) 238-3254

POST CONSTRUCTION - MEETING MINUTES
Citywide Pavement Rehabilitation (Gallagher & Burk)
Project No. 1003298

Thursday, 3/1/2018 9:30-11am
Trestle Glen Conference Room - 250 Frank Ogawa Plaza

****PLACE HOLDER — FORMAT UNDER DEVELOPMENT****

1. Changes Initiated by DOT Design

- a) Draft project design changes were provided by design team (M. Cherinet, S. Lau). Design provided redlines for revision to resurfacing treatments and table summarizing design/scope reductions (table attached). Estimated cost saving of \$850k.
- b) Design to provide formal ESI with breakdown, by bid item & location, summarizing increases/decrease, quantity, and % change. This must be documented for any scope changes.
- c) CM & Design discussed and agreed the above and any other expected changes should be discussed in during Pre-Con. CM, Design, & Contractor to review, negotiate, and agree on changes prior to start of work. PR, COAR, OTP, and CCO protocol should be followed.

2. Bid Quantity Verification & Field Recon:

CM & Design agreed bid item quantities need to be verified through field investigation with the contractor present. Quantities to be estimated from field recon. As stated above, negotiate with contractor prior to start of work. Based on experience, CM stated this will likely be an issue for concrete work, crack sealing, HMA base repair, and striping.

3. Utility Coordination

- a) Design to provide record of notice to utility agencies done during project planning. If no record of notification, Design to notify utilities ASAP (AT&T, PG&E, EBMUD, Comcast, etc.). WRO Process for PG&E?

4. Striping

CM & Design discussed striping changes. Design stated final striping plans will likely be provided April/May 2018. Design to provide formal ESI with breakdown, by bid item & location, summarizing increases/decrease, quantity, and % change. RE acknowledges striping changes are expected but effort should be made to minimize and resolve ASAP.

Note: The above discussion results are intended for purposes of work planning and reminder of actions. The meeting minutes will be part of official record for discussion purposes. To effectuate any corrections to the discussion results, comments and requested corrections shall be made within 7 calendar days from receipt of this record.

Page 1 of 2

Sample Post Construction Meeting Minutes

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**Schedule L-2
City of Oakland
Public Works Agency
CONTRACTOR PERFORMANCE EVALUATION**

Project Number/Title: _____
Work Order Number (if applicable): _____
Contractor: _____
Date of Notice to Proceed: _____
Date of Notice of Completion: _____
Date of Notice of Final Completion: _____
Contract Amount: _____
Evaluator Name and Title: _____

The City's Resident Engineer most familiar with the Contractor's performance must complete this evaluation and submit it to Manager, PWA Project Delivery Division, within 30 calendar days of the issuance of the Final Payment.

Whenever the Resident Engineer finds the Contractor is performing below Satisfactory for any category of the Evaluation, the Resident Engineer shall discuss the perceived performance shortfall at the periodic site meetings with the Contractor. An Interim Evaluation will be performed if at any time the Resident Engineer finds that the overall performance of a Contractor is Marginal or Unsatisfactory. An Interim Evaluation is required prior to issuance of a Final Evaluation Rating of Unsatisfactory. The Final Evaluation upon Final Completion of the project will supersede interim ratings.

The following list provides a basic set of evaluation criteria that will be applicable to all construction projects awarded by the City of Oakland that are greater than \$50,000. Narrative responses are required to support any evaluation criteria that are rated as Marginal or Unsatisfactory, and must be attached to this evaluation. If a narrative response is required, indicate before each narrative the number of the question for which the response is being provided. Any available supporting documentation to justify any Marginal or Unsatisfactory ratings must also be attached.

If a criterion is rated Marginal or Unsatisfactory and the rating is caused by the performance of a subcontractor, the narrative will note this. The narrative will also note the General Contractor's effort to improve the subcontractor's performance.

ASSESSMENT GUIDELINES:

Outstanding (3 points)	Performance among the best level of achievement the City has experienced.
Satisfactory (2 points)	Performance met contractual requirements.
Marginal (1 point)	Performance barely met the lower range of the contractual requirements or performance only met contractual requirements after extensive corrective action was taken.
Unsatisfactory (0 points)	Performance did not meet contractual requirements. The contractual performance being assessed reflected serious problems for which corrective actions were ineffective.

C86 Contractor Evaluation Form Contractor: _____ Project No. _____

**Sample Contractor Performance Evaluation Form (File Location:
O:\ProjectDelivery\STANDARD FORMS\CM_forms\Contractor Evaluation\Form)**

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Daily Reports Guideline

The RE may use bound field notebooks to accumulate information and data in the field. Survey type field notebooks are preferred for this purpose. However, the use of notebooks is optional as technology allows the RE to input daily reports via electronic means. However, the information recorded in these notebooks if the RE chooses to use one is utilized to prepare the RE's Daily Report and other reports; therefore, the notes must be recorded neatly, dated, signed, and in sufficient detail. The RE shall record only factual information and observations and must not include any hearsay or opinions. These field notebooks will be retained by the RE and included as part of the Project record files. As an alternative, the RE may use an electronic field notebook or laptop to record all field notes and prepare the Daily Reports, etc., if available.

Furthermore, the RE is encouraged to take daily photographs and/or videotaping of the site work activities along with any special site conditions encounter or observed, such as differing site conditions, changed conditions, safety or quality issues, etc., which will be included in the Project records, as needed.

The primary purpose of RE Daily Reports is to provide a chronological history of events that occurred during the construction period. These reports will be considered as documents of record in possible future claim hearings or court cases, if needed. Further details for the requirements of these reports are described below and are also to be specified in the Contract Management Manual.

Each RE will prepare a report of activities under his/her oversight responsibility each day, using the Resident Engineer's Daily Report Form (See sample Resident Engineer's Daily Report Form in appendix, these reports may vary per RE's need). This document must be prepared daily and due at COB for each day that it covers and saved to the electronic project folder. This Daily Report is the primary historical record of the field work on the Project. It shall track the progress of a Project, account for work included on payment invoices, and guard against Contractor claims and disputes. The Daily Report is filled out for every Contract calendar day worked by the RE. The Daily Report must include, but may not be limited to, the following information by shift:

- Weather Conditions
- Contract Day and Time
- Stationing and/or Location Description
- Labor/Equipment/Materials Description

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- Daily Construction Progress related to Payment Milestones and critical path items
- Name of Contractor/Subcontractor performing Work
- Change Order Work Progress (including Time and Material items)
- Document all delays and any work related to Contractor's requests for change
- Tailgate meetings or other safety meetings held during each work shift
- Accidents/Incidents
- Safety Violations
- Identify Unsatisfactory Work
- Tests performed by Contractor or by the City of Oakland
- Summary of Field Discussions with Contractor's personnel or others
- Visitors to Site
- Requests from Contractor
- Identify new Work Started
- Identify Work Completed
- Progress Photos Taken
- Communication with Relevant Third Parties, Agencies, etc.

The supervising civil engineer or designee will verify that each RE makes a complete and accurate daily report of the work and all pertinent conditions. Each RE Daily Report shall be reviewed and signed by the supervising civil engineer or designee on a daily basis and then uploaded into the Project Delivery folder.

a. Progress Photographs

The Resident Engineer shall record and submit digital images/video clips/photographs reflecting daily progress which include photographs of all mitigation areas/sites and related activities, until the completion of work. Each photograph shall include date, time, and direction of the view. Where practical, at least one overview photograph should be taken from the same location each month to show the Contractor's work progress. In addition to the photographs, the RE will obtain additional photographs depicting:

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- i. Accidents or damages
- ii. Unsafe hazardous working conditions
- iii. Unusual construction techniques
- iv. Areas or activities where claims and/or changes are anticipated, including equipment and nameplates of equipment that may be used for changed work.

b. Pre-Construction Digital Images/, Video Clips and Photographs

Prior to the start of the construction work, the RE will take pre-construction survey photographs of the entire site or verify that the Contractor has taken them which include on-site environmental mitigation areas/sites, and adjacent properties to document the existing conditions. Where the Contract includes existing facilities or structures adjacent to the work site that may be damaged by the construction operations, it may be necessary to record a video to document existing conditions.

When conducting the pre-construction survey, the RE shall verify that the site coverage includes (but may not be limited to) the following:

- i. Cover the entire work site thoroughly. Photographs and videos can become crucial to the equitable resolution of future claims and disputes with the Contractor or adjacent property owners.
- ii. Pay particular attention to structures and residences, both on and adjacent to the site. If possible, take photographs of each wall then locate and measure any cracks or signs of existing damage in the walls and foundations of the buildings.
- iii. Mark all photographs with the date and time taken and a description that clearly identifies the location, circumstances, and existing conditions, if appropriate.
- iv. Use the pre-construction photographs to help determine the location and views for future progress photos.

- v. Take more photographs than is considered necessary to cover the Contract. The most unlikely areas often present the biggest problems at the end of the Contract.
- vi. Maintain a photographic record of the conditions of the work site, from pre-construction through the completion of the Contract.

WEEKLY REPORT GUIDELINE

c. Resident Engineer Weekly Statement of Working Days

The RE is responsible for keeping track of the project duration and any conditions that may increase the duration of the project. Each RE will prepare a Weekly Statement of Working Days (WSWD), which is to be provided to the Contractor at the end of the week. The document must include the following information:

- i. Date of working day or calendar
- ii. Weather Conditions
- iii. Indicate a holiday or mandatory business shutdown day which results in no work being performed.
- iv. Signature and date from RE
- v. Any additional days granted as a result of a change order.

Although the Contractor can dispute the weekly statement, the City shall reserve all rights to enforce the days of the Contract.

QUALITY CONTROL AND TESTING LOG GUIDELINE

The quality control plan defines the acceptable level of quality which is typically defined by the City of Oakland and if necessary an outside consultant selected by the City within the contract specifications and plans. The quality control plan describes how the Resident Engineer will evaluate if Contractor has met this level of quality in its deliverables and work processes. Generally, project specifications contain a quality control plan for deliverables. The items below describe how the Resident Engineer should follow the guidelines:

a. Inspection of Materials

Physical testing or visual inspection of the materials for compliance with the Specifications.

d. Evidence of Material Inspection

The minimum proof that Method of Acceptance sampling and testing has been performed.

e. Documentation of Inspection

Documentation that the materials received on the job site were accompanied by adequate Evidence of Materials Inspection. This documentation shall be included as part of the project files.

f. Method of Acceptance

Refers to the means of determining whether material supplied conforms to the requirements of the Specifications. Method of Acceptance sampling and testing categories are listed below.

g. Manufacturer's Certification

When testing is not practical or small quantities are involved, a manufacturer or producer's certification may be used to accept material. The certification must represent the materials or items

being accepted. The certification must also indicate compliance with the applicable specification(s).

h. Quality Control/Quality Assurance (QC/QA)

The material is produced under the Contractor's QC/QA process and also defined in the Contract, where both the QC and QA are by the producer/Contractor.

i. Certified Source

A source that conducts an internal sampling and testing program in conjunction with the DB Contractor and/or the Authority source, and which conducts random destination sampling and testing. Once a producer is certified to manufacture or produce specific products, such materials may be accepted for incorporation into the DB Contract without additional jobsite testing. The RE may be required to perform periodic visual examinations at the jobsite.

j. Testing Program

Materials are sampled at the source or jobsite by either the Contractor's QC personnel, or in a qualified Private Laboratory. At the discretion of the RE, Quality Assurance or Compliance sampling and testing may be performed by the City.

k. Visual Acceptance

Acceptance or rejection of material based on an assessment of its markings, physical dimensions, obvious defects or damage, and close conformity with contract specifications. No lab or field tests are required. Visual acceptance is used when sampling is impractical, destructive tests are not practical, or no test method is available for use. Visual acceptance applies to most small quantities.