

# Construction Management Services for the New Brisbane Public Library Project



**February 15, 2018**



**Consulting Engineers**

civil • structural • construction management

### 1.0 Our Qualifications & Experience

*JMW Consulting Engineers* provides highly qualified services that not only has the technical experience and project understanding to complete the *New Brisbane Public Library Project*, but already has established relationships that will be crucial to the project's success. *JMW Consulting* has previously worked with City of Brisbane staff managing the challenging construction on the City Hall Improvement Project, as well as managing the construction of the Tunnel Avenue Overhead and Guadalupe Channel Bridge Replacement Projects. *JMW Consulting Engineers* has also provided architectural and engineering design services on residential and light commercial projects for residents and business owners in the City of Brisbane. *JMW Consulting Engineers* has extensive experience in bridge, building and civil construction management which allows a degree of flexibility to meet project demands.

This project is a major capital investment for the City of Brisbane and their partners, which include the San Mateo County Libraries and the Friends of Brisbane Library. This new facility replaces the existing smaller and outdated library located one block away. *JMW Consulting Engineers* brings repeated experience working on similar projects, including the Brisbane City Hall, along with private commercial and residential buildings, and for the

State of California. We will use this unique knowledge to complete this job on time and within budget.

*JMW Consulting Engineers* will provide consultant contract management, resident engineering, and inspection services. James Wilcenski, P.E. has designed and managed the construction of numerous residential and light commercial projects of this nature and is experienced with the construction of all components of your project. A more thorough breakdown of our scope of services is included in Section 6.

James Wilcenski, P.E. of *JMW Consulting Engineers* will act as Construction Manager/Inspector on the project and lead the project on a daily basis. James, as Construction Manager, is currently completing the construction of the Niles Overhead Bridge Replacement Project in Fremont. He previously served as the construction manager on the Brisbane City Hall Improvement Project and as the structures engineer on the replacement of the Tunnel Avenue Bridge in Brisbane.

*Smith-Emery Company*, our materials tester, will support us on an as-needed basis. *Smith Emery* can provide special inspections and test construction materials at their local laboratory located in San Francisco

| Team Member              | Role                                 | Recent Local Experience / Client   | Construction Experience   |
|--------------------------|--------------------------------------|--|---|
| James M. Wilcenski, P.E. | Project Manager / Structure Engineer | <i>Construction Manager</i> Brisbane City Hall Improvement Project<br><i>Project Manager/Resident Engineer</i> Niles Overhead Bridge Replacement Project<br>City of Fremont<br><i>Project Manager/Resident Engineer</i> Mission-Warren – Freight Railroad<br>Santa Clara County Transportation Authority<br><i>Construction Manager</i> Franklin Square Lofts Remediation and Ventilation Improvement Projects | Ex-Caltrans Senior Bridge Engineer; CM/RE for construction/renovation of various commercial, government and residential buildings, bridge and maintenance facilities. |
| Smith Emery Company      | Materials Testing                    | <i>Materials Testing Services</i> Tunnel Avenue Overhead Replacement Project<br>City of Brisbane.  | Testing services for new San Francisco MUNI structures  |

## Local & Relevant Experience

Building project relationships is crucial on any project of this size and scope. We have those relationships established and are ready to proceed with the construction of your job.

Strong working relationships allows us to concentrate on solving construction issues, minimizing public impacts, and ensuring workmanship and materials meet intended standards.

### 2.0 JMW Consulting Engineers

*Prime consultant responsible for project management, contract administration, resident engineer, inspection, office engineering, and materials testing.*

At JMW Consulting Engineers, we have the qualification and experience the City needs to manage this project. Our Principal Engineer, James M. Wilcenski, has been the Project Manager, Resident Engineer and/or Structure Engineer on dozens of projects over the last 17 years and is finishing work on the \$9 million Niles Blvd Overhead Replacement project in the Cities of Fremont and Union City.

JMW Consulting Engineers has provided architectural design, engineering design and construction management services to Caltrans, Cities, Counties, residents, and business owners throughout the Bay Area. Specializing in design and construction management of structures, such as bridges, single family residence, and light commercial properties, we have completed several local projects containing the same project components included in the proposed *New Brisbane Public Library Project*.

Using this hands-on experience in conjunction with our review of proposed contract plans and

specifications, we have assembled a team of motivated professionals who are thoroughly familiar with all anticipated construction operations and methods. We have defined specific tasks associated with the work and are proposing a single person staff, with occasional office assistance, who has successfully handled each of these assignments in the past. Complete resumes for project staff are located in Section 3.

JMW Consulting Engineers is highly motivated to successfully complete your project. We bring to the table an extended list of satisfied clients and look forward to continuing our relationship with the City of Brisbane.

### 2.1 Smith-Emery Company

#### *Materials Testing*

Smith-Emery Company was founded in San Francisco. For the past 100 years, they have been providing engineering and testing services for a wide range of clients.

The company's services include testing of soils, asphalt and structural building materials. Additional services include geotechnical, environmental, hazardous waste, and various other specialized tests.

Clients are assured of strong technical support from their full-time staff of registered Civil, Geotechnical, Geological, and chemical Engineers. Smith-Emery's Laboratories are certified by many agencies and approved by numerous building departments including Caltrans, ICBO, DSA, and OSHPD. For the New Brisbane Library Project, testing will be done from their San Francisco lab.

**Roles & Responsibilities**

| Personnel  | Responsibilities  |
|--|---|
| <p>James M. Wilcenski,<br/>P.E. Construction<br/>Manager /<br/>Resident Engineer</p> | <ul style="list-style-type: none"> <li>✓ Pre-bid/Pre-award services</li> <li>✓ Chairs pre-construction meeting</li> <li>✓ Point of Contact for City of Brisbane; contractor, Siegal &amp; Strain Architects; utilities, permitting agencies, local businesses, public</li> <li>✓ Document Control</li> <li>✓ Schedule quality assurance testing</li> <li>✓ Contract correspondence</li> <li>✓ Daily Inspection Reports/Diaries</li> <li>✓ Daily Inspection Reports/Diaries</li> <li>✓ Schedule and Cost Control</li> <li>✓ RFI and Submittal Coordination</li> <li>✓ Submittal review</li> <li>✓ Change order identification, negotiation, and preparation</li> <li>✓ Claims avoidance</li> <li>✓ Chairs weekly meetings</li> <li>✓ Progress Reports</li> <li>✓ Safety Monitoring</li> <li>✓ Public notifications and responding to public inquires</li> <li>✓ Oversees CM Staff</li> <li>✓ Consultant contract Management</li> <li>✓ Management of subconsultants</li> </ul> |
| <p><b>ALL PERSONNEL</b></p>  | <ul style="list-style-type: none"> <li>✓ Safety Monitoring</li> <li>✓ Traffic control and business access monitoring</li> </ul>   |

**James M. Wilcenski, P.E. —  
Construction/Design Engineer**

**Education:** BS/1989/Civil Engineering  
University of California, Davis

**Registration:** Professional Engineer (Civil)  
1992/California #049874

**Certifications  
& Affiliations:** 40-Hour Hazardous  
Materials Certification  
ICBO Member  
Segmental Bridge Institute  
ACI  
LEED Accreditation

Mr. Wilcenski has over 29 years of broad bridge/structure engineering and construction management experience, including the new construction and seismic retrofit of concrete and steel bridges for highways, pedestrians, railroads and utility pipelines, as well as the new construction and remodel of residential and light commercial structures. He has performed technically demanding work in the design, analytical review and approval of temporary shoring and supports including tieback walls, cofferdams, and falsework. Construction experience also includes large diameter drilled and driven foundation piers, prestressing/post-tensioning of concrete, grade control/surveying, and Mechanically Stabilized Embankment (MSE) retaining walls. Building construction experience includes foundations, framing, roofing, HVAC, Plumbing, Electrical and Photovoltaic, and LEED.

Mr. Wilcenski is also well experienced in constructability review of the plans and specifications, construction dispute and claims analysis and resolution, and Critical path Method scheduling.

**City Hall Renovation Project, Brisbane, California.** Construction Manager in charge of the administration and inspection of the complete renovation of the City of Brisbane City Hall Facility. This \$8.5 million project brought the existing building up to current seismic and ADA standards, and added new Police Department facilities, Community Meeting Room, new HVAC system, new electrical, new restroom and locker room facilities, parking lot, and rainwater runoff landscaping. Duties included daily

contract administration and inspection, cost and schedule control, along with coordination with the Police and City Services to allow normal operations during construction.

**Niles Blvd Overhead Replacement Project, Fremont, California.** Construction Engineer for the construction of the \$14 million Niles Blvd Overhead Replacement project. This project replaces the existing Niles Blvd which spans over the BART and Union Pacific Railroad tracks.

**Mission Blvd – Warren Ave- Freight Railroad Relocation Project; Fremont, California**  
Resident Construction Engineer for the construction of the \$110 million Mission Blvd Widening–Warren Avenue Grade Separation – Freight Railroad Relocation Project. This project was built in advance of the current BART Extension from Fremont to San Jose. This project widened State Route 262 (Mission Blvd) constructed at grade separation for Warren Avenue under the UP and BART, removed and realigned 7 miles of UP mainline and spur yard tracks. Work that was completed Mission Blvd included widening the highway from 4 to lanes, constructing new on/off-ramps at Kato Road, construction of a 13' Steel girder Union Pacific railroad (UPRR) Bridge, and a new cast-in-place (CIP) BART crossing. Work done at Warren Ave included the construction 35' tall Drilled Slurry Mix (DSM) retaining walls, which allowed local traffic to go under 3 new bridges (UPRR, BART and an Access Bridge to a UPRR owned rental property leased for freight loading. We also relocated Sprint/MCI Fiber Optic lines and Santa Fe Pacific jet Fuel transmission lines within the project limits. The project was a partnership between, Santa Clara VTA (sponsor), Caltrans, City of Fremont, Alameda County Transportation Committee (ACTC), BART, UPRR ,and the various utility companies.

**Franklin Square Lofts Ventilation Improvement Project, San Francisco, California.** Construction manager in charge of administration and inspection of the installation of fresh air ventilation system into 50 condominium units. Duties included the coordination and scheduling of work in the 50 individual condominium units, daily construction administration, cost control, and inspection of the work, including electrical, mechanical and finish work on the interior, and installation of

stucco and window mounted intake louvers, and roof penetrations for the fresh air intake, and a new carbon monoxide sensed parking lot garage system.

**Franklin Square Lofts Exterior and Deck Remediation Project, San Francisco, California.** Construction manager in charge of administration and inspection of the waterproofing of a four story – fifty unit condominium building. This project remedied construction defects, including the restoration of rooftop concrete decks, waterproofing a 2500sqft courtyard deck, resealing of all the windows and exterior doors, and application of an elastomeric paint system. Duties included daily contract administration, coordination of work with tenants, scheduling, cost control, and inspection of the work.

**ISong Orthodontics Dental Facility – Albany, California.** Construction consultant monitoring advising the owner on the construction of a new story dental facility. The two story state of the art dental facility, compliant with Bronze LEED Certification, included an elevator, photovoltaic solar power system, installation of specialty dental equipment and machinery, wood and steel framing, and coordination with the owner, architect, and 4 contractors working simultaneously.

**Tunnel Avenue Overhead Replacement Project, Brisbane, California.** Structure Construction Engineer for the construction of the \$11 million Tunnel Avenue Overhead Replacement project. This project replaces the existing Tunnel Avenue Bridge over the PCJPB railroad tracks.

**Golden Gate Bridge Seismic Retrofit Project, GGB District, San Francisco, California.** This project was the Phase 2 Retrofit of the Golden Gate Bridge and included the retrofiting of the southern approach anchorage house, and the arch structure of the arch support. Mr. Wilcenski performed the independent calculations for the temporary falsework and shoring as required by the Golden Gate Bridge District to continuously maintain traffic, for Shimmick Ohbayashi JV, the prime contractor on the Phase 2 Retrofit of the Golden Gate Bridge District.

**Oyster Point Flyover/Hookramps Project; South San Francisco, California**

Structure/bridge Construction Engineer for the construction of the \$44 million Oyster Point Southbound 101 flyover ramp and Oyster Point/southbound 101 Hookramps projects. The flyover structure contained spans over Route 101, the PCJPB Railroad tracks, and a cast-in-place-segmental cantilever girder span, the first to be built in the San Francisco Bay Area. Construction methods included large diameter cast-in-drilled-hole and cast-in-driven steel-shell piles, driven H-piles, and up to 60' high falsework. The segmental span set current world standards for horizontal curvature and cross sectional superelevation. Also included were 7 concrete retaining walls, with heights of up to 30 feet. The span over the railroad tracks required extensive coordination with the PCJPB and their North CTX project staff.

**Guadalupe Channel Bridge Replacement- Brisbane, California.** Bridge construction Engineer on the replacement of an existing timber access bridge with a voided cell precast concrete bridge.

**San Francisco-Oakland Bay Bridge West Bay Maintenance Facility**

As the Resident Engineer for Caltrans, led the construction management of the retrofit and remodel of the SFOBB West Bay Maintenance Building. This \$1.6 million project brought the existing concrete/masonry structure up to current seismic and ADA standards, and added new offices and a ladies locker room facility. Duties included daily contract administration, document control, review and approval of submittals, cost control and schedule analysis, along with coordination of construction activities to allow the SFOBB maintenance staff to function out of the building during construction.

**Rickard Street Automotive and Equipment Maintenance Facility**

As the Resident Engineer for Caltrans, led the construction management of the construction of a 4 buildings. This \$11 million project, located under the 101/280 interchange in San Francisco provided a new facility for Caltrans to manage and maintain the automotive and equipment fleet. Construction of new offices, locker rooms, maintenance bays, a storage building and a vehicle wash facility were among the structure built on this project. Duties included daily contract administration, document control, review and approval of submittals, cost control and schedule analysis.

**San Francisco-Oakland Bay Bridge West Approach Retrofit.** As the Construction Engineer for Caltrans, led the constructability and staging review of the plans and specifications, and the technical development of temporary support type and location, for the \$100 million seismic retrofit of the western approach ramps to the San Francisco-Oakland Bay Bridge.

**Richmond-San Rafael Toll Bridge Retrofit** As the Construction Engineer for Caltrans, led the constructability review of the plans and specification, and the bidder inquiry and response to for \$485 million seismic retrofit of the Richmond-San Rafael Toll Bridge.

**San Francisco International airport Expansion Inbound/Outbound Ramps Project, San Francisco, California.** Caltrans Resident/Bridge Engineer for construction of new \$55 million Route 101 inbound and outbound airport access ramps. This project, as part of the SFO International Airport Expansion, included four concrete structures to provide additional access for the airport to and from Route 101, the BART Overcrossing over Route 101, and the seismic retrofit of the existing airport access ramps. Duties included daily contract administration, schedule analysis, as well as review/approval of shop drawings, falsework drawings and shoring plans.

**South San Francisco Railroad Overhead, South San Francisco, California.** Caltrans Resident/Bridge Engineer for the \$9 million seismic retrofit of the Route 101 Overhead over the Peninsula Corridors Joint Powers board railroad tracks and switching yard in South San Francisco. This project required extensive coordination/communication with the PCJPB due to retrofit work adjacent to and within the railroad clearance envelope.

**Colma BART Overcrossing, Colma, California.** Caltrans Resident/Bridge Engineer for the BART Bridge over Route 82, El Camino Real, as part of the \$250 million Colma BART Station. Responsibilities were for the construction of the concrete structure over the State right-of-way, and coordination and scheduling with the remainder of the Colma BART Station construction.

**D Street Overcrossing, Route 280, Daly city, California.** Caltrans Bridge Engineer for the construction of the \$7.5 million 1100 foot-long structure. This structure provided access to southbound Routes 1 and 280 out of the new Colma BART Station. Responsible for all bridge construction aspects of this project, including review/approval of falsework and shoring plans, progress payments, wet-spec CIDH piling, and grade control.

**Route 280 Seismic Retrofit, San Mateo County, California.** Caltrans Resident/Bridge Engineer for the seismic retrofit of 11 bridges on Route 280 in San Mateo County, including the Route 280/1 interchange. Responsible for all elements of construction administration on this \$4.5 million project.

**Sierra Point Overhead Seismic Retrofit, Brisbane, California.** Caltrans Resident/Bridge Engineer on the \$1.5 million seismic retrofit of the route 101 steel bridge over the Southern Pacifica/Caltrain railroad tracks. Responsible for all elements of construction administration, including coordination with the railroads for work adjacent to and within their clearance envelope.

**Oyster Point Drainage Improvements, South San Francisco, California.** Principal inspector on this \$4 million drainage improvement project, which included a double 6' x 12' concrete box culvert, built in stages across Route 101, the jacking of two 66" diameter concrete pipes beneath Bayshore Boulevard, and 2000' lined open channel which feeds into the San Francisco Bay. Responsibilities included tracking daily contractor progress, coordination of material sampling and testing, preparation of monthly progress payments, solving technical problems and the review of shoring plans.

**Route 280 Widening, San Jose, California.** Structure Inspector on the \$28 million widening of Route 280 between Route 85 and 880 in San Jose. This project including the widening of 9 bridges, 2 new pedestrian bridges, 9 retaining walls and 28 soundwalls. Responsible for tracking daily contractor progress, coordination of materials sampling and testing, preparation of 4-scale drawings and the review of falsework plans.

**4.0 References and Similar Projects**

| Team Member Role   | Role<br>Project<br>Location  | Reference Name<br>Organization<br>Phone Number  |
|--|--|---|
| <p><b>James Wilcenski, P.E.</b><br/>Construction Manager / Resident Engineer</p> | <p><b>Construction Manager / Resident Engineer</b><br/>Franklin Square Lofts Renovation and Ventilation Improvement Project<br/>San Francisco CA</p> | <p>Ms. Adele Laurence<br/>Laurence Management<br/>1242 Francisco St. #3<br/>San Francisco, CA 94123<br/>(415) 447-4282</p>  |
|  | <p><b>Construction Manager</b><br/>Brisbane City Hall Improvement Project,<br/>Brisbane, California</p>  | <p>Ms. Karen Kinser<br/>Senior Civil Engineer<br/>50 Park Place<br/>Brisbane, CA 94005<br/>(415) 923-2003</p>   |
|  | <p><b>Construction Engineer</b><br/>Niles Blvd Overhead Replacement Project<br/>Fremont, California</p>  | <p>Ms. Jeanne Suyeishi<br/>Project Manager<br/>39550 Liberty St<br/>Fremont, CA 94538<br/>(510-650) 829-6684</p>  |
|  | <p><b>Construction Manager, Resident Engineer</b><br/>Mission-Warren-freight Railroad Relocation Project<br/>Fremont, California</p>                 | <p>Mr. Jim Costantini<br/>Deputy Director<br/>Santa Clara County<br/>Transportation Authority<br/>3331 1<sup>st</sup> St.<br/>San Jose, CA 95134<br/>(408) 321-5661</p> |
|  | <p><b>Bridge Engineer</b><br/>Tunnel Avenue Overhead Replacement<br/>Brisbane, California</p>  | <p>Mr. Anthony Notaro<br/>Biggs Cardosa Associates)<br/>1971 The Alameda<br/>Suite 200<br/>San Jose, CA 95126<br/>(408) 2965515</p>                                     |



## 5.0 Project Understating and Approach

### Project Understanding

The existing Brisbane Library is located at 250 Visitation Avenue. The 2,721SF facility, occupies the second floor of the two-story building. When an initial needs assessment study was performed in 2001, it was determined that the quality and variety of services available would be severely constrained by the size and other limitations of the current facility. To effectively serve the needs of the ever growing community, it became evident that a new library was necessary.

A new library would enable to the Brisbane Library to provide the services, spaces and collections that the community needs and will continue to need over the thirty to forty years.

The site chosen for the new Brisbane Library is located on two city own properties. The main entrance is located at 163 Visitation Avenue and connects to the second lot, 348 Monterey Street, wrapping around the Fraternal Order of Eagles Club located on the corner. The new library will be one-story 7,629SF building covering the 11,534SF parcel, with access from both streets. The library will have the ability to be closed during off hours while still allowing use of the Community Space

The key components of the New Brisbane Library include:

- Vibrant Entry Area – provides an open and welcoming space that facilitates the intuitive discovery of all parts of the library and highlights new and popular materials
- Collections and History – provides space to showcase the library's collections and showcase some of the City's long and vibrant history.
- Kids and Family Place – provides a whimsical, imaginative space that encourages reading, and learning, early literacy development, play, exploration and social connections
- Teen Area – provides a unique space that highlights teen collections, group collaborations and schoolwork support
- Work and Quiet rooms – provides comfortable, relaxing and quiet

- atmospheres for reading, or areas for people gather and work together
- Learning Lab/Maker – provides space for where individuals with common interests can gather and work on projects together.
- Technology Access – provides space that is flexible and allows wi-fi access throughout and can adapt to constantly changing and emerging technologies
- Cultural/Community Space – provides space for large group discussions, classes, and performances
- Flexible and efficient service desk and work areas – provides spaces that facilitates and optimizes staff efficiency, and customer service
- Outdoor Courtyard Garden- provides a well-protected space to enjoy reading or congregating outdoors.

Construction features of the new library include one story construction with high ceiling, with large windows and storefront maximizing natural lighting. The new wood and steel moment framed building will be founded on a concrete slab foundation. There will be three full restrooms. Mechanical heating and cooling will be provided through a combined systems of water source pumps, ducts, and radiant floor piping, along with split system cooling units. A rainwater treatment system will collect, treat and store rainwater, and re-use for use in toilets. The new library will be constructed in compliance with CalGreen and LEED requirements for Silver Level Certification. The Library will be able to be cordoned off during non-business hours to allow use off the Community Center and restrooms.

Per the most recent construction documents, the construction duration is estimated at approximately 12 months. The Engineer's Estimate is \$5,000,000.00

## Project Approach

### STAFF FLEXIBILITY

JMW Consulting Engineers consists of one Principal Engineer, Mr. James M. Wilcenski, an experienced construction manager/design engineer whose diverse skills, low overhead, and the home office, in South San Francisco (close proximity to the project), will allow the City to keep CM costs low. The projected construction schedule includes periods of relatively light activity as well as periods of multiple major operations. During light activity periods, when full time inspection is not required, close proximity to the project reduces travel time and response time should our presence be required immediately. JMW Consulting Engineers has shown on previous City projects that construction management on these types of projects is not a full-time endeavor as some larger firms would insist. JMW Consulting Engineers is also open to utilizing experienced city staff to assist in the Construction Management.

James M. Wilcenski has inspected both the civil and structural improvements on this project which allows for a degree of flexibility in scheduling inspection services. During peak periods of construction, JMW Consulting does have the capacity to bring on additional inspectors, if necessary.

JMW Consulting Engineers feels that the combination of cross trained, experienced personnel should significantly reduce the cost of construction management services.

JMW Consulting Engineers' current project commitment on the Niles Blvd Overhead Replacement Project, is currently wrapping up now, with the construction ending in March 2018. James is available immediately for the spring 2018 bid opening and start of construction start for the New Brisbane Public Library Project.

### COMMUNICATION & COORDINATION

Communication and coordination will characterize JMW Consulting Engineers approach to the *New Brisbane Public Library Project*.

We have the strong and proactive communications skills required to smoothly coordinate the field efforts of the contractor, surveyors, materials testers, and utility companies. These are crucial skills for this project due to the considerable number of parties involved. JMW Consulting Engineers will be coordinating aspects of the project with the City of Brisbane, San Mateo County Libraries, the contractor, the designer, Siegal & Strain Architects (and their subconsultants), the utility companies and the public. We will be the point of contact for each of these groups and will ensure that each of their concerns is met while keeping the successful completion of the project the overriding goal.

Any project needs to meet cost and schedule goals to be successful. JMW Consulting Engineers will control costs and avoid delays by:

- Maintaining communication.
- Independently analyzing change order and potential claims costs.
- Partnering.
- Using both the Three Week Look Ahead and CPM schedules effectively.
- Maintaining high quality documentation of construction activities.

Maintaining communications: Good communication helps to anticipate problems and potential claims. This allows adequate time for design changes and approvals from appropriate agencies and avoids potential delays and delay costs. We will endeavor to stay ahead of the contractor and resolve issues before they become problems. We will hold regular meetings so all affected parties can ask questions and have their concerns addressed.

Independent Cost Analysis: Changes and potential changes occur on all projects. JMW Consulting Engineers will independently quantify and cost out any changes. These estimates will form the basis of our negotiation of change orders and will aid in the value engineering of potential changes. Our team has an excellent record in minimizing the cost impacts of changes.

Partnering: Maintaining good working relationships will all parties involved in the project is also essential to a successful project. We are advocates of the partnering process and

philosophy. When problems arise, it is more productive and cost effective to quickly solve them as a group rather than have disputes go unresolved for month. The partnering approach to construction management goes hand in hand with our communication-based approach. JMW Consulting Engineers has entered into several partnering agreements with owners and contractors that have led to the successful completion of large highway projects.

Actively monitor contractor's construction schedule: We strike a balance between the management of day-to-day operations shown on the contractor's Three Week Look Ahead schedule and monitoring the overall project's progress as shown on the Critical Path Method (CPM) schedule. Using each of these tools for what they are best designed for is essential

We'll use the Three Week Look Ahead schedule in our day to day administration of the contract to ensure such tasks as inspection, materials testing, notification of utility companies, lane closure and survey requests are handled on time. Discussion of this schedule will be the cornerstone of our weekly progress meetings with the contractor. The CPM schedule is best used to analyze the impacts of changes and potential changes and to determine required submittal dates. This is especially important to keep the owner and architect updated to the upcoming specific aspects of the project.

## 6.0 Scope of Services

### Project Coordinator and Point of Contact

JMW Consulting Engineers, specifically James M. Wilcenski, will be the point of contact between:

- City of Brisbane
- San Mateo County Libraries
- Construction Contractor
- Smith-Emery Company, our materials testing subconsultant, if required
- Siegal and Strain Architects, the designer of record
- Utility companies

Our staff will coordinate project activities with City of Brisbane Police department, whose operations will be most affected by this project.

### Resident Engineer

JMW Consulting Engineers will administer *new Brisbane Public Library Project* using project plans and specification, along with the most current versions of the Uniform (or California) Building, Electrical Plumbing, Mechanical and Energy Codes, along with any City of Brisbane Requirements. James has successfully managed major construction projects in the Bay Area including The Brisbane City Hall Improvements, new bridges in Fremont, Brisbane and in South San Francisco, and a major bridge and railroad track project in Fremont for the Santa Clara Valley Transportation Authority for the Bart Extension from Fremont to San Jose.

### Pre-Bid Conference, Review of Bids and Bid Documents

JMW Consulting Engineers, along with the City and the designer of record, will respond to all contract's inquiries regarding technical, schedule and cost issues during the pre-bid phase. We will ensure all plan holders receive the same information to help avoid any big disputes.

Our Resident Engineer, James Wilcenski, will chair the anticipated pre-big conference. These conferences serve as a sounding board for

contractors and aid in identifying contract problems. Our team will review bids received, bid bonds, insurance certificates, and all related submittals. We will also assist the city in selecting qualified bidders and on contract approvals and awards.

### Partnering

JMW Consulting Engineer has successfully worked within the Partnering process on past jobs and we look forward to using its principles and framework on the *New Brisbane Public Library Project*. We have effectively completed large projects using Partnering's basic goals of maintaining communication, resolving issues at the lowest possible level, and working towards win-win solutions to problems.

We have been signatory to partnering agreements on previous projects and can assist the city in conducting partnering on a relatively informal basis or recommend a professional partnering facilitator to implement a formal partnering agreement.

### Pre-Construction Conference

Our Resident Engineer, James M. Wilcenski, will chair the pre-construction conference. At these meetings, roles will be defined; labor and safety regulations will be reviewed; processes for submittals, payment processing, dispute resolution and request for information procedures will be laid out; pre-job concerns of all parties will be heard. JMW Consulting Engineers may also hold separate meeting with other City Departments and/or the public/local businesses who may be affected by the work.

### Construction Schedule / Photographic Record

Our team will review and analyze the contractor's proposed baseline Critical Path Method (CPM) Schedule and recommend acceptance or requires changes be made. We'll also examine monthly as-built schedule updates for the completeness and identify any potential problems and impacts. We will use the CPM schedules as a road map to foresee when submittals need to be received and reviewed, inspections scheduled; and identify activities which may affect city services submitted.

JMW Consulting Engineers will keep a photographic record of the construction progress using a digital camera. This tool can be invaluable in the rapid dissemination of information via e-mail. Our team will also be equipped with conventional film cameras to record incidents or circumstances where digital photography's questionable legal precedents may come into play. Of particular importance will be our videotape and photographic record of the site prior to work. This recorded will be used should questions arise as to the contract's obligations to restore the site at completion of the work.

### Submittal Processing

JMW Consulting Engineers will coordinate the review of numerous submittals for items to be incorporated into the project, including but not limited to: manufacturer's specification for equipment, shop drawing; requests for information (RFIs). These submittals will require the review of the designer of record and in some instances the City.

The key to successful coordination is communication. Contract requirements as to length of review times will be reiterated in the pre-construction meeting and periodically throughout the job. We will monitor the contract schedule and project progress to ensure submittals are received on time. Submittals will be quickly forwarded to the appropriate reviewer be it the project designer, or the City. Our Staff will monitor review process and ensure all transmittals include a "response needed by" date.

### Contract Change Orders

JMW Consulting Engineers will author all change order documents and memoranda in accordance with the city's procedures. We will develop independent estimates of cost and time impacts of proposed changes to the contract.

All change orders will be documented in a log noting change order number; description of work; payment method; cost and time involved; ball-in-court status with dates the documents were sent and received; and the percent completed to date. We will update this log as conditions change and will distribute it with the monthly progress payment application.

### Progress Payments

Each month, our staff will review payment applications made by the contractor to determine whether the amount requested accurately reflects the progress of the work and will recommend payment by the city. Monthly progress payment reports will include total construction contract amount, payments to date, current payment requested, change order progress, and retainage. All progress payment requests will be agreed to and signed by the Resident Engineer and contractor, with original signatures, prior to being forwarded to the City for processing.

## Potential Claims

### CLAIMS IDENTIFICATION AND AVOIDANCE

There are three keys to claims avoidance:

1. Early recognition of potential problems and conflicts
2. Fulfilling the owner's obligations for the contract
3. Keeping quality documentation

The best resource available for early detection of claims is the experience of the construction management staff. JMW Consulting Engineer has over 29 years of experience inspecting and administering contracts similar to the New Brisbane Public Library Project. You can rely on their experience and judgment throughout this contract.

A thorough review of the contract documents prior to bidding will allow us to identify potential problems and work towards a value engineered solution with Glass Architects. We've previously discussed our approach to these pre-bid document reviews.

Once construction starts, we will use our communications-based approach and partnering to foresee potential problems before they negatively impact the work. For example, coordination with utility companies and insisting on detailed traffic control plans will be extremely important in avoiding delays to the contractor.

Fulfilling the owner's obligations includes:

1. Timely review of submittals
2. Rapid responses to requests for information
3. Coordination of work by others
4. Prompt payment for work completed.

Please refer to our section detailing our document tracking systems. We'll use these tracking systems with the contract's schedule to always know when actions by the owner are required.

Quality documentation is critical. Our documentation will consist of daily record of work performed; manpower, equipment and materials used; photographic and videotaped records. In our experience, when a contractor realizes the quality of records being kept, they are less likely to submit frivolous claims. This is an area where the experience of our field inspection staff is invaluable. Our veteran inspectors do not just ensure compliance to contract documents; they have the background to recognize likely conflicts and will bring them to the attention of the Resident Engineer immediately.

### CLAIMS MITIGATION

When a potential problem is recognized, we will immediately work on solving the problem. Our steps in resolving the issue will be to contact the City with our concerns, form favored solution, and contact Siegal & Strain Architects should the problem be design related. As part of our attempt to resolve the conflict, we will present the City with an estimate of both the contract time and monetary impacts to the job. JMW Consulting Engineers' objective is to thoroughly defend the city's interests while solving the problem for minimal cost. Our team has been very successful on past projects in reducing the cost of changes and claims through negotiations.

The partnering concept of working towards a "win-win" solution can also aid in the mitigation of potential claims. If appropriate, JMW Consulting Engineers will work with the contractor to develop cost and time-effective solutions to issues.

## CLAIMS DEFENSE AND RESOLUTION

If potential claims mitigation measures are unsuccessful, the JMW Consulting Engineers team knows how to best protect the city's interest. Cost and time issues relating to specific claims must be separated from unaffected work and overall construction progress must continue. It is critical to avoid the breakdown of communications and project momentum that can further disrupt the contract. This way, we also avoid the "ripple effects" of

- ✚ Scheduling inspection and testing at crucial point of construction. Our staff will work with the contractor to ensure all testing is scheduled in advance to avoid crew downtimes.
- ✚ Answering citizen and business owner concerns in a prompt, professional manner. All public inquiries will be passed on to the Resident Engineer for follow up.
- ✚ Identifying potential areas of concern as early as possible and reporting those issues to the City/Architect.

## Design Clarifications

Rapid response to information requests by the contractor is essential in avoiding delays and associated cost impacts. On receipt of an RFI, we will discuss the issue with the contractor; review the request to make sure the issue is clear and concise; formulate our favored position; prioritize the response time; and promptly fax the RFI to the designer. We'll then contact the designer to notify them the request is pending and discuss the issue. In this procedure, the point of view of the technical professional, contractor, and construction manager are combined to produce a "value engineered" solution in the shortest amount of time.

## Materials Testing

Smith-Emery Company can be on-call to perform quality assurance field and laboratory testing of materials to be incorporated in the work. We can work with Smith-Emery to ensure all testing meets the requirements of Contract Documents and ASTM Test Methods with regard to frequency and methods of testing. Test results will be sent promptly to our office and the

Resident Engineer will review all records for contract compliance.

## Oversee Quality Control and Materials Testing

Our staff will enforce contract requirements that quality control and vendor data documentation is not only submitted, but is acceptable before continuing work. Materials release documentation will be gathered as material is brought onto the job, verified, and placed in the contract files.

Our staff will coordinate quality assurance material testing with Smith-Emery. They will provide tests certified to perform sampling and testing in accordance with ASTM Test Methods or other applicable standards.

Smith-Emery can dispatch technicians from and perform testing at their nearby San Francisco facility. Having such a local laboratory will minimize travel and response times and help save on construction phase budget.

## Review Contract's Construction Staking

Our inspectors will spot check staking performed by the contract's surveying subcontractor with a goal of finding any "busts" or areas of concern prior to the start of construction of the improvement staked. We will require the contractor provide staking notes promptly for our review in accordance with the contract documents.

### Prepare Record Drawings

JMW Consulting Engineers will review contractor's submitted record drawings for completeness and accuracy. We'll collect and furnish as-built information to Siegal & Strain Architects for final drafting.

### Provide Construction Documents to City

Upon the City's acceptance of the contract work, we will give all records to the City of Brisbane. Records will be filed according to City of Brisbane Filing System and placed in labeled binders.

### Project Closeout Activities

Completion of Work Evaluations: JMW Consulting Engineers will evaluate the completion of contract and change order work and make a recommendation to the City when each phase of the contract is ready for final inspection. James M. Wilcenski will organize a walk through of each site with the City of Brisbane personnel and the designers. From this walk through, we'll develop and issue the contract "punch list".

Final Construction Reports: JMW Consulting Engineers will prepare and deliver a final construction report acceptable to the City.

### Public Information

On past projects our coordination efforts with the public, businesses and property owners has ranged from simply knocking on doors and establishing a personal relationship to distributing thousands of color brochures prepared by a Public Relations subconsultant and posting a website. JMW Consulting Engineers is keenly aware of the importance of maintaining public acceptance of the project and would be receptive to providing whatever level of public relations service the City desires or feels appropriate.

### Update City's Project Manager and Obtain Change Order Approvals

JMW Consulting Engineers suggests a weekly meeting be held with the City's Project Manager following the weekly meeting held with the contractor. The timing of this meeting will allow us to communicate the most up to date project progress; upcoming work, including that which may require public information services; and the status of contract changes. With regard to contract changes, we have found verbal conversation informing the Owner of potential changes along with a brief e-mailed or written description of the work for the Owner's pre-approval works most issues and minimizes impacts to project schedule. Both these issues should be discussed between the city and construction management team prior to the start of construction to finalize procedures.



February 15, 2018

## COST PROPOSAL CM SERVICES FOR NEW BRISBANE LIBRARY PROJECT

|                      | 2018 (7 Months)  |          |               | 2019 (7 months)                                  |          |                 |
|----------------------|--|----------|---------------|--|----------|-----------------|
| ANTICIPATED WORK     | Project Startup; Submittals, Site Demo.; Foundations, Utilities; Framing |          |               | Building and Site Improvements; Project Closeout |          |                 |
| Team Member          | Est. Hrs   | Rate     | Cost          | Est. Hrs.  | Rate     | Cost            |
| Construction Manager | 1220   | \$170.00 | \$ 207,400.00 | 1220   | \$175.10 | \$213,622.00    |
| Office Assistant     |  | \$ 45.00 |               |  | \$ 45.00 |                 |
| Yearly Subtotals     |  |          | \$ 207,400.00 |  |          | \$213,622.00.00 |

|  |                     |
|--|---------------------|
| Labor from Above                                 | \$ 421,022.00       |
| Materials Testing (est. billed at current rates) | \$ 60,000.00*       |
| Other Direct Costs                               | \$ 5,000.00         |
| 3% Markup on Materials Testing and Directs       | \$ 1,800.00         |
| <b>TOTAL</b>                                     | <b>\$487,822.00</b> |

\* - Estimated for required Special Inspection Costs and can be excluded

**Notes:**

1. The above estimate is based on the 12-month construction duration, and 2-month project closeout, as provided by the project design team and owner.
2. The above rates include salary, overhead, profit, cell phones, and vehicles for each employee. These rates can be broken out if requested.
3. A 3% per year increase in rates is included to account for labor inflation.
4. City to provide office space, including utilities and office incidentals for CM staff and project files.
5. Other Direct Costs includes reimbursable project costs including office supplies, copies and reproduction, postage, shipping
6. This proposal is valid for 90 days from date of submission

OPTIONAL PROPOSAL

City may elect to utilize experienced city staff to assist in Construction Management, at the agreement of both parties, to minimize some of the above proposed labor costs.