ATTACHMENT 4

PROPOSAL

PROFESSIONAL CONSTRUCTION MANAGEMENT AND SPECIAL INSPECTION SUPPORT SERVICES FOR

FIRE STATION NO. 4 TRAINING TOWER FACILITY

ATTACHMENT 4

1055 West Seventh Street, Suite 2900
Los Angeles, CA 90017
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stvinc.com

January 12, 2024

Mr. Hector Soriano, Associate Engineer
City of Costa Mesa
Via Planet Bids

Reference: Construction Management and Special Inspection Support Services for Fire Station No. 4 - Training Tower Facility (City Project No. 23-04)

Dear Mr. Soriano:

The City of Costa Mesa (City) is seeking a consultant to provide construction management and inspection services to replace the existing fire tower. STV Construction Inc. (STV) is the right team to provide the technical expertise, innovation, and collaboration to place your objectives for this project at the heart of every decision made. Our vision for delivering this project will be to work with the City, the site and prefabrication contractors, the community, and additional project stakeholders as ***One Team.*** We will mobilize quickly upon award to facilitate coordination, synergy, and teamwork for efficient project delivery.

VALUE OFFERED TO THE CITY BY THE STV TEAM

A Proven Team. STV's team of highly skilled construction management professionals can draw upon the multidisciplinary resources of the STV organization, including construction, engineering, and architectural specialists, which will prove invaluable throughout the project delivery process as we address your complex challenges. James (Jim) Adams, AIA, CCM, will lead our integrated team. With more than 25 years of experience, Jim previously led the City's multifaceted Donald Dungan Library and Costa Mesa Neighborhood Community Center Reconstruction project to a successful outcome. Our teaming partner, Delta Group, provided all inspection services for the City's library project, and they will serve in the same capacity for this project. As project manager, Jim will lead the entire design and construction team and be a reliable partner for City staff.

A Relevant Portfolio. Having shaped some of Southern California's most exciting projects for more than 30 years, STV is committed to creating exceptional value for our clients. We offer a portfolio of municipal buildings and facilities and high-profile projects.

Commitment to the City. As principal-in-charge for this project, I assure you that our local team fully understands its impact and importance. To deliver a solid management approach to provide comprehensive construction management services, you have STV's and my commitment to bringing top industry staff to assist the City. We commit that every person designated as key to the project will not be removed or replaced without your written concurrence. All key staff members identified on our organization chart are available for this assignment and will be committed for the project's duration when needed for successful completion.

Should you require any further information, please get in touch with me at (530) 802-6911 or david.watson@stvinc.com.

We acknowledge receipt of Addendum 1 and 2, issued 12/11 and 12/28.

Sincerely,
STV Construction, Inc.

David Watson, CCM, MBA
Vice President, Principal-in-Charge

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PROJECT UNDERSTANDING

QUALIFICATIONS AND EXPERIENCE

Providing a Core Team with the Right Experience

We have developed a staffing/organizational approach for the City that draws upon the experience of a core team to provide continuity of construction expertise as the project transitions from pre-construction activities through project closeout and certification. Our staff will be supported throughout the project delivery process by project controls, project management, field management, and technical services professionals. Our team's proposed schedule is directly linked to the staffing resources we have proposed. The resumes of our team members also highlight the relevance of their backgrounds to meet the City's programmatic and project needs successfully.

We Recognize Your Challenges

This project presents challenging logistical interfaces. Communication and transparent information will be critical, and the STV team will work closely to recommend and support the City of Costa Mesa with the professional resources necessary to enhance the construction of the center FS No. 4 TT Facility.

The STV team recognizes that project success takes work and effort; it results from hard work, focus, diligence, and communication among all project stakeholders. Our approach is founded on proper planning, partnering, communication, and collaboration.

Our Commitment to the City

The recipe for success weighs heavily on our unyielding commitment to support our core team throughout the life of the Fire Station No. 4 Training Tower (FS No. 4 TT) project. In doing so, we establish not only continuity but also optimize our ability to complete each of the identified milestones within the City's preliminary schedule, which includes pre-construction review activities from March 2024 through the construction of the new FS No. 4 TT, classroom addition, and related utilities within the 180 allocated work days to make sure the project remains eligible to receive all anticipated outside funds.

Comprehensive Project and Construction Management Services

- ***Focused on SAFETY FIRST!!!***
- Program/project management
- Design management
- Construction management
- Asset management
- Project controls – eBuilder, Sharepoint
- Sustainability – Leader in Energy and Environmental Design (LEED)
- Risk management, modeling
- Value engineering/cost management
- Earned value management
- Constructability/ bidability reviews
- Estimating (Southern California Database)
- Timberline estimating – quantity extraction
- Scheduling (Primavera P6) – cost/time management
- Financial reporting (budget vs. actuals, forecast cost)
- Community outreach/public relations
- Owner representative services

STANDARD SERVICES, TECHNICAL APPROACH, AND WORK PLAN

FS No. 4 TT Overview

STV has offices across the United States, including Southern California offices in downtown Los Angeles, Irvine, and Rancho Cucamonga. STV will mobilize qualified resources and deploy strategies that have repeatedly proven effective in managing projects similar in size and complexity.

Approach to Project Delivery Planning and Execution

FS No. 4 TT – Project Phase

Our proposed team will provide the appropriate level of service to manage this project through successful completion and will rely on sound planning, communication, and an effective management approach outlined as follows:

- Establish our team as a trusted partner to help the City make informed decisions, as we have done on previous Costa Mesa projects
- Provide leadership and proactive communication at all levels
- Enable on-time completion of all deliverables
- Challenge the technical merits of proposed solutions, while also examining cost and schedule ramifications both short- and long-term
- Maintain a safe and non-disruptive construction site
- Examine short- and long-term operational life cycle costs
- Minimize unnecessary changes during design and construction
- Comply with the quality standards expected by the City
- Validate architectural/infrastructure requirements, site logistics, and any potential impacts to the FS No. 4 TT project
- Validate the schedule of both the tower fabricator and the general contractor for compliance with the contract requirements and coordination.

Project Approach

We have structured our delivery approach using the scope of consultant services, RFP Section 9.0, to showcase our project delivery in more detail. We have indicated next to each approach section what RFP sections they relate to for easy reference and understanding of our approach to deliver our services.

An Established Team

Executive oversight of the FS No. 4 TT project will be led by STV's Construction Management Vice President, David Watson. We will reunite our construction management team from the Lions Park Donald Dungan Library, with Jim Adams as our lead construction manager, Group Delta's Jessie Iniquez as lead site special inspector, along with the entire Group Delta Anaheim Lab, and STV's Bob Quickel as scheduling engineer. All of our proposed team members have established a solid and trusted relationship with the City through our previously delivered Multi-Award Winning Lion Park project. Additionally, our proposed project engineer, Gabe McCreary, will be new to Costa Mesa but has worked successfully with Jim Adams on other projects, which will complete the overall synergy this project requires.

Construction Management Administration, Quality Assurance, and Special Staffing RFP SOW 9.2, 9.8

Our team will function as the City's "eyes" in the field and coordinate and facilitate construction-required services with our designated project inspector. STV maintains a company-wide Quality Management System (QMS) conforming to ISO 9001:2015 Quality System Standards. Central to our QMS are independent audits and a corporate quality manual, which defines our quality policy and how we manage, control, document, and improve our quality processes through the project life cycle.

A significant element of our quality manual is a series of standard procedures that guide project execution from start to finish. These procedures are stored on our company intranet and available to all employees.

In addition, a project-specific quality plan (PQP) is prepared for each project, which establishes and describes the interactions between the quality system processes and identifies the personnel responsible. The PQP describes the quality methods related to, at a minimum, the following:

A Committed Team

We are committed to providing excellent, integrated services as a capable, effective, and local partner. The STV team will provide continuity of key personnel (subject to reasonable control) assigned to this project engagement through the completion of the work.

- Document control as it applies to all quality-related documentation of a magnitude that control of such documents is necessary for compliance with contractual requirements
- Process control, the planning and development of which considers quality objectives and requirements; the need to establish processes; required verification, monitoring, inspection, testing, and acceptance criteria; records needed to provide evidence of conformity to requirements; and client communication
- Inspection and testing to describe the procedures for planning, implementing, and controlling inspections and test activities necessary to verify field conformance to design/construction and installation criteria required per approved contract documents
- Non-conformance, preventive action, and corrective action to describe the processes used to identify, analyze, and control non-conformance, as well as to implement corrective actions designed to prevent the recurrence of such non-conformance

Quality is dependent upon a clear understanding and examination of project requirements. Subsequently, a project manual is prepared for each project that addresses how the higher-tiered directives of the PQP will be implemented in the field. The project manual includes:

- Pre-construction elements include project contacts, scope of services, contract summary form, permitting and codes, etc.
- QA/QC elements include a project organization chart, management decision/review flow chart, document control and distribution, retention of project records, etc.
- Construction elements include roles and responsibilities, daily/weekly/monthly reporting, safety/ emergency/ facility communications, schedule, budget, change order control, noncompliant work, etc.
- Project closeout as established within the contract documents for substantial/final completion, punch list management, as-builts, O&M Manuals, warranties, etc.

Pre-construction phase services RFP SOW 9.2**:**

- Schedule: Carefully review the project sequence regarding the established end date and interim milestones and obtain approval from the City. Conduct project schedule workshop for the contractor's development of the project's baseline schedule. Our team will make sure that the individual components within the overall master schedule verifies that any alternative phasing as proposed by the project team and/or the general contractor complies with the established parameters as outlined in the contract.
- Establish the Inspector's Monitoring of the Special Inspection and Materials Testing Program in accordance with Group Delta's Anaheim Testing Lab procedures
- Perform a thorough review of the construction documents and conduct a constructability analysis
- Conduct construction document reviews for economy and efficiency of design and construction operations
- Evaluate and minimize construction impact on operations and minimization
- Review site logistics
- Provide final construction document review so that requirements are clearly defined and add/deduct alternates are delineated accurately for the City's review and approval
- Schedule and conduct an initial pre-construction meeting with the contractor, utilities, other City divisions and departments, and potentially adjacent community and neighbors
- Prepare and distribute pre-construction minutes to attendees and other parties. The pre-construction meeting will cover, as a minimum, the overall project objectives, responsibilities of key personnel and agencies, schedules, schedule of values (bid breakdown), procedures for handling submittals, correspondence, utility relocations, local agency permit requirements, requests for clarification, progress payments, change orders, safety issues, emergency response requirements, and other pertinent topics
- Allow opportunities to have the contractor's questions answered
- Collect from the contractor the submittal items required to be submitted at the pre-construction meeting
- Review project schedule and analyze progress and progress analytics (earned vs. actual duration)

- Evaluate long-lead item procurement
- Capture meeting attendance with the City and all regulatory state agencies to make sure approvals are obtained efficiently
- Maintain correspondence and any other communication files as required to advance the project
- Conduct reviews that address coordination, cost impact on agency operations, time of performance, compliance with the required scope of services, and compliance with the City's comments
- Review and assist the general contractor and the pre-fab manufacturer/installer in aligning the critical scheduling activities to verify schedule alignment and reduce potential project delivery risks

Construction phase services [RFP SOW 9.0:]

- Assist in obtaining all necessary permits, certificates, licenses, and approvals, and advise the City that work does not proceed without these documents
- Review preliminary construction schedules with the selected contractor, develop start-up construction schedules, and verify compliance with progress scheduling requirements
- Provide technical supervision and coordination of the work until final completion and acceptance by the City, verifying that the materials furnished and work performed are in accordance with the plans, drawings, specifications, and approved contractor submittals
- Prevent work installation or furnishing of materials or equipment that has not been adequately approved or otherwise fails to conform to the plans, drawings, specifications, and construction documents
- Along with our Group Delta Inspection team, verify that all inspection, quality control tests, or any other tests required by law, rule, or regulation, or by the construction documents, are performed satisfactorily and on time, including off-site inspections and controlled on-site inspections, by our Inspector's Monitoring of Special Inspection and Materials Testing Program. Make sure that soils compaction testing, welding, concrete testing, and masonry, structural, or reinforcing steel inspections are procured as specified and scheduled, and that final reports are obtained and this information is conveyed back to the contractor
- Conduct job meetings with contractors, consultants, and stakeholders to discuss procedures, performance, progress, problems, and scheduling; minutes of such meetings will be distributed to all attendees in a format authorized by the City
- Prepare RFPs and cost estimates, negotiate proposals and CORs for work to be performed on a change order basis, and recommend approval to the City's project management staff
- Maintain accurate, orderly, and detailed files, as well as written records and documents concerning the project during all stages of construction, including project correspondence, meeting minutes of job conferences, progress reports, shop drawings, and other submissions, contract documents, Architect's Bulletins, as-built record drawings, and all other project-related documents. Provide all records, documents, and information regarding the project upon completion of the work
- Review the contractor's daily production report describing all of the activities that occurred on the site, including the number of workers identified by trade, contractors employed at the site by each contractor, the number of hours worked, material deliveries, labor difficulties, weather conditions, visits by officials, testing that has occurred, decisions reached, action items to be resolved, and any other observations pertinent to the work. (If we are not on-site full-time, one of the options in question/response addendum we could offer to monitor the contractor's daily field reports.)
- Maintain accurate, orderly, and detailed cost accounting records concerning all work performed, including RFPs/CORs, scope of work development, cost control spreadsheet, and change order summary log
- Coordinate with the City to verify that all temporary facilities and utilities are provided as necessary for the performance of the work
- Review and address, as appropriate, RFIs, requests for extensions of time, change order requests, and disputes from the contractor
- Implement a Quality Management and Inspection Program that will make sure that construction activities are performed in accordance with approved drawings, specifications, applicable codes and standards, and contractual requirements. Responsibilities and authority for the administration of the program and completion of work and the standards of quality to be applied will be clearly defined
- As needed, prepare daily inspection reports that will be filed within one day following the inspection of any work performed. In addition, our team will prepare regular weekly and monthly reports to describe the progress and conditions of the project
- Observe the construction activities and monitor the

schedule to identify any interface issues between the general contractor and the pre-fabrication contractor/installer. Focused scheduling using Fragnet Net scenarios may be developed as necessary to verify the proper sequencing of fabrication, delivery, storage, installations, utility connections, and on-site construction activities are successfully implemented. Our STV scheduling team has many years of participating in and developing these types of schedule oversite activities to help verify the project's timely completion

- Resolve constructability problems, day-to-day construction issues, and investigate claims
- Provide monthly progress reports, including project progress photos, and prepare weekly and monthly reports to describe the progress and conditions of the project
- Maintain a daily field report describing all of the activities that were observed on the site, including monitoring the contractor's superintendent's daily report for the number of workers identified by trade, contractors employed at the site by each contractor, the number of observed hours worked, material deliveries, labor difficulties, weather conditions, visits by officials, testing that has occurred, decisions reached, action items to be resolved, and any other observations pertinent to the work
- Review the safety program developed by the general contractor and coordinate safety programs for the project. Contractor deviance from the safety programs will be pointed out to the general contractor's superintendent for immediate resolution of the safety issue, and precautions will be taken to minimize the risk of injury to persons and damage to property from the work. The weekly progress meetings will also discuss any observed safety issues or concerns

Correspondence, Reports, and Other Forms of Communication RFP SOW 9.3 and 9.4

Our team will establish recommended protocols for creating and issuing daily, weekly, and monthly reports to the City and the general contractor. Maintaining effective communication will be essential to the FS No. 4 TT success, and the following tools and methodology will be implemented consistently.

- ***Daily Reports:*** Field management staff will generate daily reports with a minimum of the information below identified:
  - *Description of observed work performed and major quantities installed*
  - *Key project developments or milestones completed*
  - *Photo documentation of progress and work-in-place construction*
  - *Equipment at the site, material deliveries or shortages, and workforce*
  - *Issue resolution*
  - *Safety issues*
- ***Monthly Executive Progress Reports:*** This report is typically circulated to a broad audience, many of whom do not have day-to-day contact with the program. It is also intended to summarize progress and trends so that even day-to-day management can step back regularly and assess where the program is going from a more global perspective. Monthly reports typically include:
  - *Executive summary including construction milestones, look-ahead schedule, and photos of progress made during the month*
  - *Detailed schedule analysis*
  - *Detailed budget and expenditures report*
  - *Project open issues and resolution status*
  - *Environmental mitigation measures report*
  - *Project design information*
  - *Project control documents summary*

Reports are available both in hard copy and electronically on the program website. In addition, an online project management system (e-Builder) will be implemented (pending approval by the City) to provide real-time status.

Site Conditions and Progress Documentation RFP SOW 9.4

Field Engineering Investigations, Assessments, and Reports RFP SOW 9.4

- Coordinate and review the contractor's video and photos of pre-construction site conditions and utilities before beginning any construction operation
- Confirm existing conditions within the limits of the work in adjacent areas and along access and haul roads. The contractor's documentation will depict the pre-existing conditions of public and private improvements, including, but not limited to, street, drainage, utilities, landscaping, and irrigation improvements
- Compare the contractor's pre-construction site surveys

to the site surveys performed under this scope of work. Note any discrepancies and resolve issues

- Describe in a memorandum, submitted before any construction operation, pre-existing damage identified within the limits of work and along access and haul roads
- Meet with owners of pre-existing damage to document and confirm existing conditions. Document any damage to public and private improvements incurred during construction operations and meet with owners immediately after the damage discovery to resolve repair requirements and responsibilities. As part of this task, it is required to document all the existing utilities for any needed utility adjustment/relocation coordination and planning

Meetings RFP SOW 9.5

Our team will organize and lead project kick-off meetings to establish proper project expectations and to create working relationships with the architect, engineers, contractors, major vendors/subcontractors (TT pre-fab manufacturer and installer), the City, stakeholders, and agency staff. These meetings will also catalyze the creation and review of design and construction work plans, safety expectations, traffic management plans, stormwater pollution prevention plans (SWPPP), and various procedures, including hauling the demolished existing training tower for offsite disposal. We will prepare an agenda listing the most important items during a particular phase, such as regulatory agency, peer review/design, bid strategy, award, construction, and post-construction.

Project Meetings:

- ***Weekly Project Team Meetings:*** Our team will convene and chair weekly design and construction meetings, including representatives of the City, contractor, design team, and any other stakeholders required to participate. These meetings will be action-oriented and cover general status, cost and schedule status, design and construction issues, open issues from the issue/action log, pending changes, and any other critical issues.
- ***Phase-Specific Meetings:*** We will plan and convene other regular meetings that will occur during specific phases of the project when a particular subject requires either more attention or a different group of attendees (e.g., pre-demolition of an existing training tower, hauling off debris, pre-construction storage and installation of a new pre-fabricated training tower, commissioning or move-in). If necessary and requested, we can bring in specialists to provide specific expertise for these types of meetings.
- ***Special and Workshop Meetings:*** Occasionally, special meetings may be required for issues that impact operational changes or major problems, such as responding to mid-project regulatory changes, delivery issues of pre-fabricated towers, or force-majeure events. The meetings may be one-time events or go on for a period of time. We will convene and chair these meetings, track issue resolution, and issue meeting minutes similarly to other meetings.

Meeting Agendas

STV will prepare a written agenda for all meetings. The agenda will be issued to meeting participants in advance, allowing all attendees to prepare appropriately for the meeting and request modifications if required.

Meeting Minutes RFP SOW 9.5

All meetings are documented via meeting minutes. Issuing meeting minutes is the responsibility of the STV team initiator. Such minutes are essential to open communication between all parties that systematically record, identify, and define project goals and responsibilities. Proper meeting minutes will record the meeting number, date of the meeting, participants, distribution list, all documents that are exchanged in the meeting, specific weekly discussed items (i.e., three-week look-ahead-schedule, RFIs, change orders, etc.), informational items discussed during the meeting, past action items, past resolved items, and new action items. Meeting minutes will record all activities throughout the project. They will live as an organic document that will clarify the project's goals to keep the project progressing as required. Though the RFP states the meeting minutes are to be distributed to the attendees within five calendar days of the meeting, it is our practice to distribute the meeting minutes by the next day, as we previously did on the Donald Dungan Library (DDL) and Neighborhood Community Center (NCC) projects. All parties will have a chance to review such meeting minutes and make revisions as needed in the time allotted for changes. Once meeting minutes have been finalized and posted, they will become a legal document that can be referenced by all team members.

STV uses e-Builder as its preferred Project Management Information System (PMIS), and our proposed team has additional expertise in other comparable systems if the City should currently work within an established system or reserve a preferred platform.

Shop Drawing and Submittal Review
RFP SOW 9.6A, 9.6B

Project Shop Drawings
We will use the management information system e-Builder, which our construction management teams have successfully used on many projects, including the City's DD/NNC projects. We also used the contractor's Pro-Core informational software to monitor daily contractor issues such as RFIs, submittal, manpower reports, potential claims, pay applications and scheduling status. Alternatively, we can use another type of Construction Management Information software system that the City would prefer. We will create a submittal log/register for the FS No. 4 TT project before the start of construction. Our staff will receive and review all shop drawings, product data, samples, and other submittals from the contractor and will coordinate them with information contained in related documents.

In collaboration with the City, we will establish and implement procedures for expediting the processing and approval of shop drawings, product data, samples, and other submittals. We will work with the contractor to develop the submittal schedule (as required by the contract documents) and invite the architect and associated team to review submittal dates for proper review time and to avoid revisions and re-submittals. By tracking submittals, our team can expedite turnaround time and determine if a project shows early signs of schedule slips.

Project Submittals RFP SOW 9.6
Our team will maintain a submittal log to record and track all submittals. In conjunction with the City's contractor, we will develop an initial list of required submittals and establish the submittal format and number of copies necessary for each submittal item based on the contract documents. Our team will define the procedures and coordinate the processing, reviewing, and returning all submittals to the contractor. We will monitor the date that submittals are made against the contractor's performance in reviewing and returning documents that include but are not limited to, shop drawings, working drawings, material samples, and equipment catalog cuts.

Our team will expedite the flow of drawings and materials through the approval process. We will maintain a current set of approved submittals at the job site. The submittal status will be a regular agenda item at the weekly construction progress meetings. Submittal delay will be identified as a potential risk, and the contractor will be alerted to its potential impact on the project. We will also recommend ways to resolve any delays or mitigate their effects.

Plan and Specification Interpretation and Control RFP SOW 7.1

RFIs RFP SOW 9.7A
We will consult with the architect/designer if the contractor asks for interpretations of the meaning and intent of drawings and specifications, and we will help resolve questions. Our team will maintain an RFI (also known as Request for Clarification) tracking system that analyzes the cost and schedule implications for the RFIs and coordinates all requests for survey information. Our close communication with the City will help avoid potential delays. This information will be tracked in e-Builder to provide complete transparency in a collaborative, web-based environment.

Change Control RFP SOW 9.7B, 9.7C, and 9.7D
Our team recognizes the importance of an effective, systematic process for managing change throughout the project's life cycle. Once a project baseline WBS, scope, cost, and schedule have been established, the most important project management task will be managing change.

If the City permits, our team will use e-Builder as our integrated project management platform to manage the change control process. The e-Builder provides a complete change management workflow processing center that captures and tracks each change, from the initial change request phase to final approval. It facilitates an effective process to track and route supporting documentation using standard "ball-in-court" and date-driven approvals and custom workflow in which parties are required to review and approve/disapprove before implementation. The program effectively enables analysis of financial and schedule impacts a change may have at any stage in the negotiation process.

Project Schedule Updates and Progress Payment Applications RFP SOW 9.9

Project Schedule Updates
As noted in the RFP and during the pre-bid job site walk, the City indicated the schedule is critical in securing and receiving funds for this specific project. The construction manager must take the lead in managing this project's successful overall time frame. To that end, STV uses various scheduling tools (Primavera P6, Sure Trak, and Microsoft Project) to document critical elements of the project. Our in-house STV professional project scheduler will support our on-site project management team on an as-needed basis, at least during the monthly pay application review. Our scheduler's review comments will be included in our monthly reports. Our project scheduler,

Bob Quickel, also performed the schedule reviews for the DDL project. The master project schedule includes permitting, contractor procurement of prefabricated materials, including the TT, and other activities.

Progress Payment Applications
Our team will also confirm and validate monthly construction progress and work with our assigned project inspector to determine the percentage of work completed each month. This will allow our team to review the contractor's monthly progress invoices and determine whether the submitted percentages align with the work progress completed for that particular month's invoice or if revisions will be required. Our team will recommend our concurrence of the progress shown in the monthly invoice to the City and process the invoice for approval signature(s).

Earned Value Management
Earned Value Analysis (EVA) is an industry-standard method of measuring a project's progress at any given time, forecasting its completion date and final cost, and analyzing variances in the schedule and budget as the project proceeds. It compares the planned amount of work with what has been completed to determine if the cost, schedule, and work accomplished are progressing according to the plan. As work is completed, it is considered "earned." Three measurements are used in the EVA:

- The actual cost of work performed
- The budget cost of work performed
- The budget cost of work scheduled

STV has the proven cost engineering expertise and the necessary EVM software programs — such as Microsoft.

STV will use MS Project, Timberline, and e-Builder along with Primavera P6 Project Planning to manage client contractors and consultants effectively.

Change Control Management RFP SOW 9.10

Change Management RFP SOW 9.10
Our team will identify and track changes, evaluate contractors' requests for extra work, evaluate and prepare written recommendations for the justification for additional work or changes, and prepare change orders.

Our team will review and be thoroughly familiar with the contract requirements and scope of work to manage what is entitled and what is not. We will always refer to the contract to mitigate potential claims arising from requested changes. Scope, schedule, and budget always go hand-in-hand, and the ability to control scope and changes will be a critical factor in completing the project on time and within budget. A well-implemented change control process considers the impact on cost and schedule for each change in scope.

The STV team will apply proven "change order management techniques" to minimize costs and schedule impacts associated with changes in scope. All changes in scope will be thoroughly investigated and substantiated before being recommended for acceptance and implementation.

Our team will also make sure that all changes in scope are thoroughly investigated and substantiated before recommending for acceptance and implementation. Key stages within this process include:

- ***Finding of Fact (FOF):*** The FOF provides information on the basis, analysis, and reasoning of a change order. Our team will evaluate the reasons for the change in scope and whether a change order is justified
- ***Discretionary or Non-Discretionary Determination:*** The critical distinction between a discretionary and non-discretionary change in scope is vital to determining whether or not the change is implemented. A discretionary change is one in which the project can do without and still meet design criteria and other requirements. A non-discretionary change must be performed to meet project objectives
- ***Development of Alternatives:*** Our team will evaluate cost- and time-saving alternatives to the changed work scope. These alternatives will be developed and presented to the City's project manager for review and approval
- ***Potential Change Order:*** A potential change order that includes the new additive and/or deductive scope will be prepared
- ***Cost Estimates and Schedule Analysis:*** An independent cost estimate and schedule analysis will be performed on the changed work scope and the alternatives to be considered
- ***Request for Quote:*** In parallel with our team's evaluation, a quote request will be issued for the item of work to be performed. All estimates obtained from the contractor will require full details of supporting costs and a report of any schedule impacts
- ***Pre-negotiation Position:*** By comparing the contractor's cost and time estimates to those prepared by our team, a pre-negotiation position will be developed, and

Past Cost Savings Success

Our STV team successfully negotiated tens of thousands of dollars in savings for the City from the contractor/sub-contractor claims for additional scope of work on our DD/NCC project, which helped keep the project within its original budget.

maximum cost/schedule negotiation amounts will be obtained through discussion with the City

- ***Negotiation of Change Order:*** A formal negotiation process will be instituted to scrutinize and agree on change order costs with the contractor
- ***Approval of Change Order:*** A change order will be issued once the changed work is identified and justified. Plans and specifications for the revised work will be included in the change order document
- ***Monitor Change Order:*** Change order work, especially time and materials-based, will be monitored closely in the field, with complete and accurate documentation of labor, equipment, and materials. This is critical if any disputes arise

Claims Management RFP SOW 9.11

STV will strive to reduce or avoid claims by gaining the commitment of all parties involved to collaborate closely and communicate regularly throughout the project by resolving day-to-day issues as they arise. Our team will identify and track claims, provide a written explanation of each claim, find facts about the issues, propose resolution alternatives, and recommend resolution actions. Our field team is highly conversant in resolving potential claims. Our typical approach to claims resolution relies on our field staff, who have access to our multidisciplinary staff of engineers, architects, estimators, and scheduling specialists if needed. Such a range of expertise is essential to analyzing a claim's often complex liability, causation, and damage components.

Our team's claims expertise includes preparing cost estimates in sufficient detail to allow reasonable negotiations with the contractor for added scope beyond what was indicated in the base contract documents, with impact (delay) costs separately identified where necessary. Through review and analysis of supporting financial documentation, our team will ascertain whether the dollar amounts claimed are reasonable in nature and quantity, properly allocable, and by sound and generally accepted cost accounting principles and practices. Our team will draw upon our collective knowledge and experience to verify that we minimize any chance of duplication in our review and that the costs presented by the contractor are in line with our team's independent and unbiased estimates.

Specialized Inspection Services RFP SOW 9.1

Our team will prepare the Project's Inspector's Monitoring of the Special Inspection and Materials Testing Program. It will verify that approved contract documents, including plans, specs, procedures, applicable codes, standards, and the testing and inspection sheet/list perform testing and inspections. We will monitor the contractor's Construction Quality Control (CQC) plans and coordinate/facilitate inspection of all general contractor subcontractors' work for compliance with the Quality Management Program.

Our team will be the primary liaison with the contractor's team for identifying corrective actions and administering open items resolution. Our designated project inspector, Jesse Iniguez, will conduct inspections, perform and witness tests, and monitor subcontractors' activities related to quality in all areas, including, but not necessarily limited to, civil, structural, architectural, mechanical, plumbing, fire protection, and electrical. Inspections will be performed under the approved, current plans, drawings, specifications, and referenced codes and standards.

During construction, when on-site, and when inspections are performed, Jesse's observation will be followed by a same-day summary field report outlining observations relative to the progress and quality of the work. The field report will be forwarded to the contractor's quality manager, with copies to our team on-site. It is the responsibility of the contractor's quality manager and our staff to make sure that all deficiencies and defects are corrected. The site observation personnel will verify that deficiencies noted in the previous field reports have been updated. The weekly quality management will discuss any outstanding issues to identify inspection requests further, coordinate with the contractor team's superintendents for inspections, and correct defective work. Our team and the inspector will immediately inform the contractor's quality control manager of any defects and deficiencies in the work.

Off-Site Source Inspections: During the FS No. 4 TT project, certain items may require source inspections, such as concrete plant and off-site raw materials inspections. Our team will review the specifications and determine the scope and extent of those items requiring source inspections. Source inspections required by code, such as for shop structural steel fabrication and welding,

will be performed by the designated independent testing laboratory and associated personnel. The contractor's quality manager and superintendents will coordinate with the appropriate suppliers and subcontractors to determine a schedule for timely source inspections.

Requirements: During any construction operation or required source inspection, and in addition to performing inspections and tests as outlined by the appropriate inspection plan, the contractor's field staff will verify the following requirements are met before submitting an inspection request:

- The latest approved construction document drawings, submittals, and reviewed shops are being used for the construction, fabrication, or installation of the item being inspected and tested
- The equipment and materials are available for testing and inspection, are in good condition, and the equipment calibration is current
- Personnel performing special inspections are qualified and certified to perform the specific assignment where such qualification or certification is required per the approved contract documents

Field Sign-off Inspection: To maintain quality assurance throughout the project, certain portions of the work will require completion inspection sign-off before final acceptance. The contractor's quality manager will identify these portions before completion, which will be mutually agreed upon with our on-site staff and signed off on by our project inspector. This procedure is necessary for operations when the progress of the work will result in concealed conditions. An example of this is the pouring of concrete footings and slabs. Concrete slabs may contain embeds for various electrical conduits, duct openings, pipe sleeves, etc. This type of work requires inspection and sign-off before enclosing the work.

Startup, Closeout, and Acceptance Services RFP SOW 9.12

Success on any project depends on the completeness of the entire system and all stakeholders' acceptance. This means that we all work together towards a common goal. The final project inspection is the last opportunity to address deficiencies and discrepancies and adjust and incorporate ideas generated during construction. Once contract work is completed, our team will coordinate and schedule final inspections for every aspect of the project. The final inspections will include members of the City, project-related personnel, including our architects and engineers, and our inspection team. Our team will compile a comprehensive punch list with comments from all parties involved throughout the final inspection and the following days. Our team will notify the City in writing upon completing the original master punch list. It will update as specific items are completed and signed off for final acceptance.

Our inspection team will be able to monitor the correction of punch list items until work is completed by the contract documents and to the satisfaction of the City. Maintaining an updated punch list will inform all parties of outstanding and completed work. Final punch list reports will be generated, and copies will be distributed to all project team members for accurate record documentation, making sure all deficiencies were identified, the work was completed, and our project manager and project inspector signed off on final corrections.

Post Construction RFP SOW 9.13

Our team will prepare a detailed plan and schedule for the substantial and final completion, acceptance, and closeout of the construction contract, which will contain the following:

- Assist with the implementation of the commissioning program
- Review operations and maintenance manuals with manual and spare parts (attic stock) delivery to the City
- Review warranties and guarantees
- Provide contractor's red-line drawings to the City for 'as-built' drawings. Review and certify that the record drawings are complete and provide drawings to the architect
- Conduct punch list management
- Manage final inspection
- Prepare the closing out of the contract and a letter of acceptance in association the City's Inspection Department
- Turn over final project records and documents to the City upon completion
- Final progress payment report and retention release
- Final payment checklist
- Release and waiver of lien

Our team will prepare a final payment checklist that will be completed before preparing the final progress and payment report. A release and waiver of lien will then be

required before payment of the contract retention. This will document that no outstanding liens, claims, or stop notices are filed against the City.

Following our team's notification to the City of the contractor's final completion, there will be a final inspection. We will transmit the required guarantee affidavits, releases, bonds, waivers, keys, manuals, record drawings, and stock maintenance to the City. Our team will certify that all work was performed and completed by the plans and specifications and that the final payment estimates to the contractors are correct. We will also initiate a final progress payment report and retention release form. When completed, these will be sent to the City, thereby requesting issuance of the final progress payment or retention release. Finally, all project records and documents will be inventoried and turned over to the City in archive condition. A detailed index of these records will be prepared and submitted as well.

Project Record Drawings RFP SOW 9.13B and 9.9B

During the project, our team will work with the contractor team to maintain accurate sets of as-built drawings and specifications. Our team will recommend a monthly workshop with the entire contractor team to review the status of their ongoing as-builts so that the team maintains both accurate and timely record drawings. The status of this requirement will be part of the weekly team meetings so the contractor understands the importance of this task and the strict adherence to this requirement.

The recorded drawings will be returned to the City after the FS No. 4 TT project. The contractor team will certify the drawings as "as-built," and the STV team will accept them as "as-built" by reviewing them for accuracy and completeness before submission to the City. Our team will consistently update and keep a marked-up set of field drawings on file during construction. This record will be used to check the required compliance of the contractor's as-built drawings. Our team's "field set" drawings will be turned over to the City at the project's closeout.

Costa Mesa's Donald Dugan Library

ATTACHMENT 4

PROJECT TEAM ORGANIZATION

PROJECT TEAM ORGANIZATION

WHY THIS TEAM

The team assembled for this project is our "A" team, and we expect these seasoned members will provide comprehensive construction management services focused on the needs of the community and the City of Costa Mesa. Our team members have the direct relevant expertise, capacity, and lessons learned to offer the City of Costa Mesa practical solutions for successful project completion.

Professional resumes of our key staff can be found in the appendix.

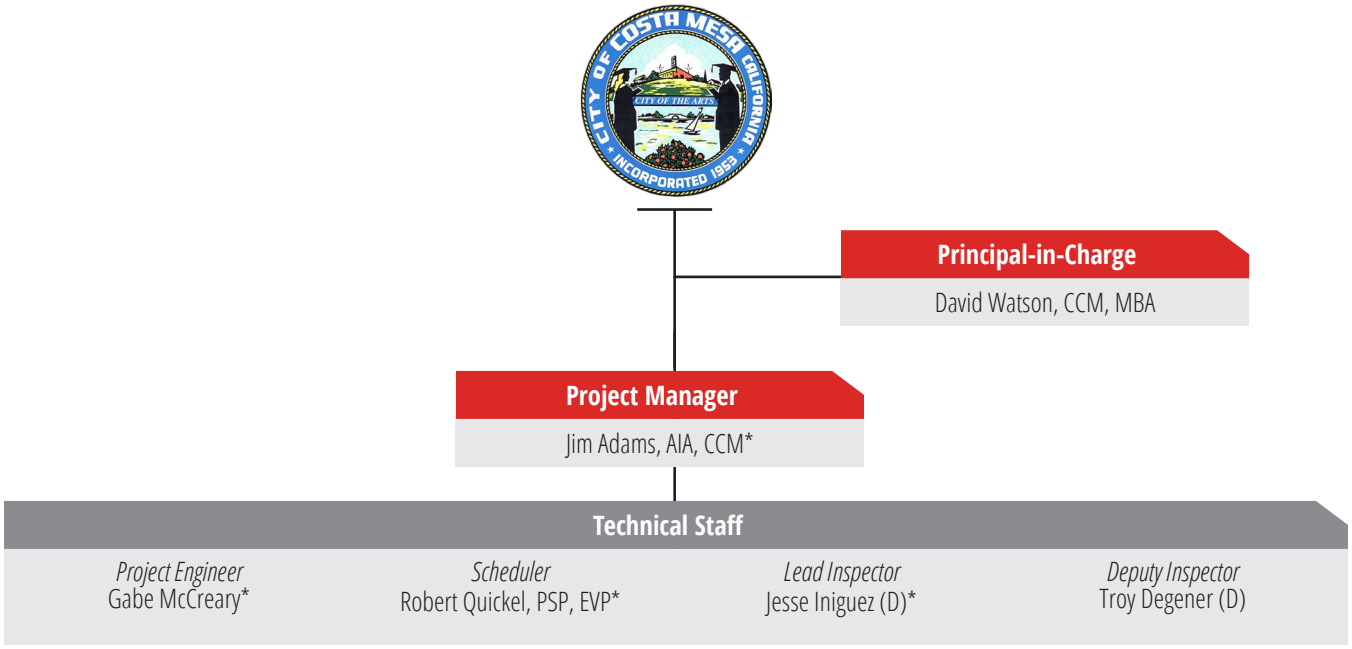
Jim Adams, our project manager, led the STV/Group Delta team that successfully completed the City's Donald Dungan Library and Costa Mesa Neighborhood Community Center Reconstruction project.

EXPERIENCED TEAM TO DELIVER THIS PROJECT

James Adams, AIA, CCM - Project Manager

Jim offers more than 25 years of experience leading projects where he applies sound leadership qualities with specific expertise in program management, master planning, design management, and on-site construction management services. A results-oriented individual, Jim works with staff at all organizational levels, from consulting architects and engineers to government agencies and owners, to effectively manage complex and challenging projects.

Group Delta Consultants, Inc. is a full-service engineering and materials testing firm providing materials testing and inspection services for this project. With approximately 110 employees, the firm has been providing services to cities, agencies, and public firms throughout Southern California for 30 years. Group Delta currently has seven offices and two certified laboratories in California.



(D) Group Delta
* indicates resume included

ATTACHMENT 4

SIMILAR PROJECTS

SIMILAR PROJECTS

STV and Group Delta have provided construction, project, and program management services for many notable projects relevant to the City. The highlights of our relevant projects include participation by our proposed key personnel and team members. These demonstrate our team's competence in providing the services required to complete this project successfully. Please also refer to the photo gallery in our appendix, which includes STV's additional relevant experience as a full-service engineering, architectural, planning, environmental, and construction management services firm.

LA ISD Construction Project Management and Support Services

Los Angeles County, CA

Client:	County of Los Angeles Internal Services Department
Reference:	Tom DeSantis
Telephone:	(323) 267-3467
Year Complete:	2023
STV Fee:	$10.5 million
Construction Cost:	$750 million

The County of Los Angeles Internal Services Department (ISD) is committed to confirming staff and the public's safety, comfort, and productivity using county buildings. To assist LA ISD in making sure the quality of its more than 200 facilities is upheld while continuing to meet the evolving needs of staff and local residents, LA ISD contracted STV, in joint venture, to provide construction project management and support services to its Facilities Operations Service, Program and Project Management Division. This comprehensive initiative included estimating, scheduling support, cost control, bid and procurement, program and project controls, and document control for systems replacement, repair, and refurbishment of county-owned and leased facilities.

STV oversaw a team of 13 professionals, including project managers, construction managers, design managers, schedulers, estimators, project control experts, and administration personnel. Their collective role was to augment ISD staff in executing projects for the FRP and Client Funded Projects, with diligent management of key performance indicators for budget, schedule, quality, and safety.

Types of maintenance, refurbishment, and repair projects STV was responsible for managing included ADA, hazardous material remediation, HVAC, tenant improvement and office renovations, and telecommunication projects.

STV's additional responsibilities included e-Builder system administration, the configuration of business processes, and the automation of processes previously tracked on paper. The implementation of a web-based Project Management Information System enhanced document processing and retrieval, reduced errors, and enabled precise forecasting, providing comprehensive tracking of program financials.

Donald Dungan Library & Costa Mesa Neighborhood Community Center Reconstruction

Costa Mesa, CA

Client:	City of Costa Mesa
Reference:	Arash Rahimian
Telephone:	(714) 754-5096
Year Complete:	2020
STV Fee:	$3,044,056
Construction Cost:	$36.5 million

The size and amenities of the Donald Dungan Library (DDL) were limiting the types of programs that the city was able to make available to the public. STV provided CM services for a $36.5 million project to build a new library, convert the old one into a new Neighborhood Community Center (NCC), and make significant site improvements to the adjacent the 10-acre Lions Park property.

Phase 1 included CM oversight for the demolition of the existing 20,000-sf NCC and construction of the new two-story, 23,355-sf DDL. Work also involved redevelopment of Lions Park. Additional improvements involved approximately 2.45 acres of site improvements, including new landscaping, hardscaping, and irrigation systems that increased the usable park open space by approximately 1-acre, as well as site utility work, including installing underground utility connections and preparing points of connection to facilitate future construction work. The firm also oversaw streetfront improvements, including construction of new sidewalk, entrance driveway, curb, and gutter; parkway landscaping; street tree planting and street furniture; and 27 new parking spaces.

Phase 2 included renovation of the 8,700-sf DDL for reuse as the new NCC. STV's team managed the renovations, which involved floor area modifications to accommodate a catering kitchen. The work also entailed the installation of new exterior glazing and entrance doors, mechanical equipment, electrical panels, lighting, audiovisual equipment, and infrastructure. Also included in this phase was a new loading/delivery area to serve the facility, and site landscaping surrounding the building.

During both phases, STV managed the day-to-day construction activities, working closely with city project staff, the architect, and the general contractor to oversee the budget, schedule, quality, and overall safety of the project site. The firm was responsible for constructability, bidability, and peer reviews; value engineering; construction cost estimating; project scheduling; long-lead item procurement evaluation; bid support, including extensive contractor prequalification; permitting; and technical supervision and coordination of construction through closeout.

The detailed constructability review provided by STV during the 90% design was appreciated by the city and facilitated the process of obtaining permit approvals. The trust and relationships built during this process will also help future proposed street improvement projects for the city to progress smoothly.

The team used Procore project management software to track the CM process and Primavera P6 for scheduling. Final documentation was provided to the city through the e-Builder document management platform. Implementation of the e-Builder project management information system enabled the city to store and manage access to more than 12,000 project documents, including the schedule, RFIs, submittals, shop drawings, photographs, and reports.

Group Delta supported the STV team by providing on-call special inspection and materials testing services for this project.

Renovations Bond Program CM
Freemont, CA

Client:	Fremont Unified School District
Reference:	Kevin Arthur
Telephone:	(510) 657-076
Year Complete:	varies by project (2015 - 2025)
STV Fee:	$2,445,47
Construction Cost:	$650 million - $1.6 billion

The Fremont Unified School District (FUSD) in California's San Francisco Bay area serves nearly 35,000 students in grades K-12, and also includes an adult school. The district's mission is to provide equitable opportunities to educate, challenge, and inspire students of all ages, talents, and ability levels while striving to prepare each with the skills required to adapt and succeed.

STV, in joint venture, is providing CM services for additions and renovations to multiple FUSD schools. Projects to date include six new buildings, support facilities, hardscape, track and field facilities, and site utilities at Horner Middle School, valued at $78.9 million; modernization of 10 existing classroom buildings and construction of three new buildings housing 22 classrooms at Walters Junior High School, valued at $27.2 million; a $9.4 million, 2-story, 12-classroom building addition at Irvington High School; and a $6.7 million, 2-story, 8-classroom building addition at Patterson Elementary School.

Additional efforts include renovations and IT infrastructure upgrades at Walters Junior High School, Fred E. Weibel Elementary School, Millard Elementary School, Hirsch Elementary School, Robertson Vista High School, Green Elementary School, and E.M. Grimmer Elementary School, along with IT upgrades at 10 other schools.

The firm's services include all aspects of construction management, such as procurement and bid services; recommendations for awards of contracts; coordinating vendors and AE teams; meeting and communicating with project stakeholders and community leaders; coordinating project requirements, schedules, submittals, and purchase orders; providing QC reviews; processing change order requests and payment applications; supporting the client with the completion of closeout requirements; and managing moving services.

HORNER JUNIOR HIGH SCHOOL CAMPUS CONVERSION

The JV is provided CM services for the construction of a new middle school campus on existing school property. The construction of six new structures, underground utilities, playfields, outdoor spaces, and a new parking lot houses an estimated student population of 1,900 students.

WALTERS JUNIOR HIGH SCHOOL MODERNIZATION

The JV is providing CM services for the modernization of 10 existing classroom buildings at Walters Junior High School as well as for the construction of 3 new classroom buildings in preparation for campus conversion into a middle school and the addition of a 6th grade student population.

DISTRICTWIDE IT UPGRADES

The JV is managing several IT upgrade projects involving 17 schools simultaneously. The scope includes site work; installation of new conduits, wire-mold, and other path-ways; installation, termination, and testing of new Cat 6 and Cat 6A conductors; installation, termination, and testing of new fiber-optic cabling and copper backbone; installation of new equipment racks for MDFs and IDFs; and general electrical and mechanical as required.

GROUP DELTA PROJECT EXPERIENCE

GROUP DELTA
www.GroupDelta.com

CITY OF ANAHEIM, FIRE STATION NO. 12 - GEOTECHNICAL INVESTIGATION

Anaheim, CA

Client:	City of Anaheim
Reference:	Tim Cho
Telephone:	(714) 765-4937
Year Complete:	2021
Group Delta Fee:	$10,000
Construction Cost:	N/A

Group Delta provided the geotechnical investigation for Fire Station No. 12 for the City of Anaheim.

Anaheim FS No. 5

FIRE DEPARTMENT TRAINING FACILITY

Ontario, CA

Client:	City of Ontario
Reference:	Charity Hernandez
Telephone:	(909) 395-2000
Year Complete:	2020
Group Delta Fee:	$262,500
Construction Cost:	N/A

Ontario Training Facility

The work performed under this contract by Group Delta consists of constructing several multi-story CMU-block buildings, which will comprise the Ontario Fire Department – Training Facility and Tower in Ontario, CA. The improvements included site work, remodeling of existing facilities, and new construction. Site work included demolition, grading, stormwater runoff improvements, utility extensions, repaving, and landscaping. Remodel work included the renovation of an existing classroom building. Renovations included demolishing interior areas, new walls and ceilings, new HVAC equipment, and electrical upgrades. New construction included several multi-story masonry buildings with concrete floors, steel pan stairs, and burn areas.

EL CAJON FIRE STATION, BRADLEY AVENUE

El Cajon, CA

Client:	San Miguel Fire Protection District
Reference:	George Tockstein
Telephone:	(619) 972-2765
Year Complete:	2018
Group Delta Fee:	$780
Construction Cost:	N/A

Group Delta provided special inspection services for the proposed temporary fire station in El Cajon, CA. The temporary site improvements will be constructed interim until a new fire station can be designed and built later. A new concrete slab on grade has been constructed to support a steel-framed sprung structure for equipment storage. The County of San Diego requires special inspection of the soil ground anchors that support the structure.

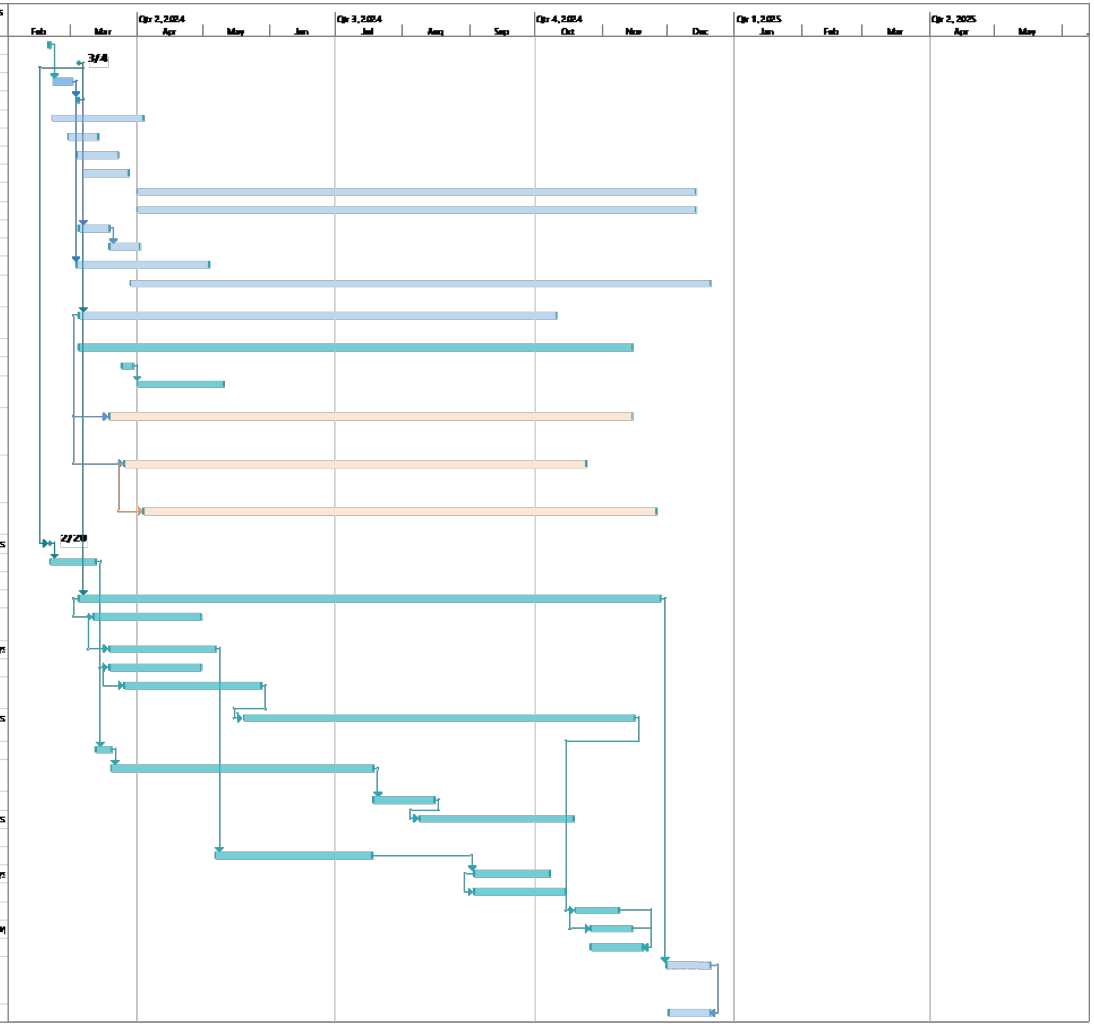
ATTACHMENT 4

SCHEDULE

ATTACHMENT 4

SCHEDULE

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors
1		City Council Award	1 day	Tue 2/20/24	Tue 2/20/24	
2		Award - General contractor	1 day	Mon 3/4/24	Mon 3/4/24	
3		STV CM Team Mobilize to City Facility	7 days	Thu 2/22/24	Fri 3/1/24	1
4		Kick off Meeting	1 day	Mon 3/4/24	Mon 3/4/24	3
5		Set Up Pre-Construction Services Proced	30 days	Thu 2/22/24	Wed 4/3/24	
6		Review CD	10 days	Thu 2/29/24	Wed 3/13/2	
7		Prepare CM Procedures Manual	15 days	Mon 3/4/24	Fri 3/22/24	
8		Establish Project Filing System	15 days	Thu 3/7/24	Wed 3/27/2	
9		Maintain Records of Inspections	180 days	Mon 4/1/24	Fri 12/13/24	
10		Material Testing-Periodic for Project Dur	180 days	Mon 4/1/24	Fri 12/13/24	
11		Prepare Project Baseline Schedule	10 days	Tue 3/5/24	Mon 3/18/2	4
12		Contractor- Pre-Construction Video & Pl	10 days	Tue 3/19/24	Mon 4/1/24	11
13		Obtain All Necessary Permits & Approva	45 days	Mon 3/4/24	Fri 5/3/24	3
14		Monthly Pay App, Update Schedule, Review As-Built's & Report	186 days	Fri 3/29/24	Fri 12/20/24	
15		Monthly Payapp Review, Monthly Progress Report, As-Built Review End of	155 days	Tue 3/5/24	Thu 10/10/24	2
16		General Contactor Site Work	180 days	Tue 3/5/24	Thu 11/14/2	
17		Protect In place Site Installations	5 days	Mon 3/25/2	Fri 3/29/24	
18		Demo of Existing Training Tower including Hauling of Material	30 days	Mon 4/1/24	Fri 5/10/24	17
19		Group Delta Inspection Services-Set up Inspection program set up Group Delta Inspector	170 days	Tue 3/19/24	Thu 11/14/24	15SS+10 days
20		Special Inspections-Soils-Asphalt, Concrete, Masonry, Struct Steel & Welding, Anchor Bolts & Fireproofing	150 days	Tue 3/26/24	Thu 10/24/24	15SS+15 days
21		Pick up and Testing of material samples and report preparation	165 days	Thu 4/4/24	Mon 11/25/24	20SS+7 days
22		Complete Training Tower Fabrication Mi	1 day	Tue 2/20/24	Tue 2/20/24	21FS-10 days
23		Deliver Training Tower to Site	15 days	Wed 2/21/2	Tue 3/12/24	22
24						
25		GENERAL Construction Services	189 days	Tue 3/5/24	Wed 11/27/	2
26		Mobilize , Fence perimeter, establish Temporary Utilities & Erosion Control	35 days	Tue 3/12/24	Mon 4/29/24	25SS+5 days
27		Demo Existing Training Tower	35 days	Tue 3/19/24	Mon 5/6/24	26SS+5 days
28		Site Work Demo	30 days	Tue 3/19/24	Mon 4/29/2	27SS
29		Haul off Demo Material- limit on-site material stock piling	45 days	Tue 3/26/24	Mon 5/27/24	28SS+5 days
30		Site Work utilities, Storm Drains, Clarifier/Separator, Sewers, Electrical	127 days	Mon 5/20/24	Fri 11/15/24	29FS-5 days
31		WHP/Behlen Mobilization	5 days	Wed 3/13/2	Tue 3/19/24	23
32		WHP/ Behlen Construct Tower Footing, Erect Structure	85 days	Wed 3/20/24	Thu 7/18/24	31
33		Install Tower Siding and Roof	20 days	Fri 7/19/24	Thu 8/15/24	32
34		Tower Mechanical, Electrical & Plumbing	50 days	Fri 8/9/24	Fri 10/18/24	33FS-5 days
35						
36		Demo Existing portion of Dirty Classroo	50 days	Tue 5/7/24	Wed 7/17/2	27
37		Remodel Dirty Classroom	25 days	Tue 9/3/24	Mon 10/7/2	36FS+5 days
38		Construct Dirty Classroom Showers	30 days	Tue 9/3/24	Mon 10/14/	37SS
39		Regrade Site	16 days	Sun 10/20/2	Fri 11/8/24	30
40		Construct Solar Panel Support Structure	15 days	Sun 10/27/2	Thu 11/14/2	39SS+10 day
41		Finish Grade , Asphalt & stripe site	18 days	Sun 10/27/2	Tue 11/19/2	40FF, 39FF
42		Project Close out/ Substantial Completion/ Final Report, Transmit As-builts, O&M materials, Attic Stock,	16 days	Sun 12/1/24	Fri 12/20/24	25
43		Project Financial Closeout	15 days	Mon 12/2/2	Fri 12/20/24	42FF



ATTACHMENT 4

APPENDIX/KEY STAFF RESUMES

JAMES H. ADAMS, AIA, CCM
Project Manager

FIRM
STV

EDUCATION
Bachelor of Architecture; California Polytechnic State University

Bachelor of Science, Construction Engineering; California Polytechnic State University

PROFESSIONAL REGISTRATIONS
Licensed Architect: California

Licensed Contractor: California, General Engineering - A; General Building – B

Registered Architect: Nevada

TRAINING
OSHA 30-hour Construction Health and Safety

MEMBERSHIPS
American Institute of Architects (AIA)

Construction Management Association of America (CMAA)

Construction Specifications Institute (CSI)

International Code Council (ICC)

SCARAB National Honorary Architectural Fraternity

Jim is a licensed California architect and Certified Construction Manager with more than 25 years of experience who has led projects for public buildings, airports, public schools, universities, libraries, and commercial and industrial facilities. He applies sound leadership qualities with specific experience in program management, master planning, design management, and on-site construction management (CM) services. A results-oriented individual, Jim is capable of working with staff at all organizational levels, from consulting architects and engineers to government agencies and owners, to effectively manage complex and challenging projects. His accumulated experience includes successfully completing a wide and varied range of construction and contract types, including design-bid-build and guaranteed maximum price.

Project Experience

City of Costa Mesa Donald Dungan Library & Costa Mesa Neighborhood Community Center | Senior Project Manager/ Owner's Representative

Coordinated CM services for a $36.5 million design-bid-build project at Lions Park in Costa Mesa, CA. The project involved five sub-projects completed in two successive construction phases. Jim oversaw each phase, which involved the demolition of the existing 20,000-sf Neighborhood Community Center (NCC); construction of a new two-story, 23,355-sf library, including site utilities; redevelopment of the Lions Park property, including new landscaping, irrigation, streetfront improvements, and construction of a new surface parking lot; construction of a snack and beverage service kiosk; and renovations to the existing 9,300-sf Donald Dungan Library facility for use as the new NCC, including landscape and parking lot improvements. Along with managing day-to-day construction activities and overseeing the budget, schedule, quality, and overall safety of the project site, services Jim was responsible for included constructability, bidability, and peer reviews; value engineering; construction cost estimating; project scheduling; long-lead item procurement evaluation; bid support, including extensive contractor prequalification; permitting; and technical supervision and coordination of construction, testing and inspections through closeout. He also oversaw the LEED® certification and commissioning processes for the library and NCC. Under Jim's management of site safety and safety orientations.

Metro Emergency Security Operations Center Design-Build | LA County Metro Licensed Resident Engineer

Supporting CM services for a new Los Angeles Metropolitan Transportation Authority (Metro) facility in the City of Los Angeles Arts District that will serve as a central location for security operations, dispatch, and emergency coordination. The building will incorporate sustainable design features to minimize non-renewable energy consumption, reduce waste, and conserve water.

City of Anaheim Convention Center Expansion | Senior Project Manager

Oversaw owner's representation, project management, and construction management services to the City of Anaheim, CA, for the $190 million design-build expansion of the Anaheim Convention Center. The expansion encompasses 400,000 sf of space for exhibit halls; ballrooms; flexible meeting space; office and meeting rooms; and an interior bridge/skyway, of which approximately 200,000 sf will be devoted to leasable, eliminate

controlled, flexible multipurpose space. The scope of work included all necessary front-of-house, back-of-house, and circulation; outdoor areas to maximize special event activity and existing views; replacement of the existing parking inventory on the project site with 1,400 spaces; loading docks to accommodate needs of the new space; climate controlled connection to existing space; finish quality equal to or above that of most recently constructed existing space at the center; and sustainable building features intended to earn LEED® Silver certification. Working closely with the city, Jim was responsible for managing all aspects of the project, including preconstruction, project controls, community outreach planning, construction phasing planning, inspections, and QA/QC. He also provided claims mitigation measures representing the city's interest.

City of Anaheim DPW Anaheim Regional Transportation Intermodal Center (ARTIC) | Deputy Program Manager

Responsible for oversight of the development of the Program Management Plan and Program Procedures Manual in accordance with FTA guidelines for the Anaheim Regional Transportation Intermodal Center (ARTIC) project in Anaheim, CA. The 68,000-sf center functions as a regional intermodal gateway and mixed-use destination, offering convenient travel via train, car, intercity bus, taxi, and local transit to facilitate transportation throughout Orange County and the Southern California region. It also provides easy connections to the nearby Angel Stadium, Honda Center, and Disneyland, and space is reserved to accommodate the state's future high-speed rail service. Jim worked as an extension of staff to the program director during the program launch phase. He also oversaw the development of a unique procurement strategy for the early fabrication and erection of the facility's state-of-the-art structural arched frame and ethylene-tetrafluoroethylene (ETFE) pneumatic membrane building envelope system. The Anaheim Department of Public Works (DPW) project earned LEED® Platinum certification.

BGPAA Bob Hope Airport RITC PM/CM | Senior Project Manager/ Design-Build Coordinator

Oversaw design of the $87.5 million Consolidated Rental Car (ConRAC) Facility and the Regional Intermodal Transportation Center (RITC) in Burbank, CA, on behalf of the Burbank-Glendale-Pasadena Airport Authority (BGPAA). The design provides a state-of-the-art, three-level, 505,000-sf transit hub with a ConRAC; a bus transit area; a 1,100-foot-long elevated pedestrian walkway connecting the ConRAC to the airport's main terminal; a compressed natural gas station; and a five-level, 1,043-space valet parking structure. The project is intended to achieve LEED® Silver certification. The scope of work included providing program management (PM) and CM services, for which Jim directed all technical reviews of the drawings and specifications, and managed coordination of all owner and technical reviewer comments with the Architect of Record and design-builder. He also led constructibility/bidability review efforts on behalf of the BGPAA.

GABE MCCREARY
Project Engineer

FIRM
STV

EDUCATION
Bachelor of Science, Construction Science; Texas A&M University

PROFESSIONAL TRAINING
OSHA 30-hour Construction Safety and Health

Gabe is a construction management (CM) professional with experience providing office engineering services on projects in the Los Angeles and Dallas metropolitan areas, including airport, educational, and commercial facilities. His site supervision and project management skill sets include managing the submittal, RFI, and materials delivery processes; site logistics planning; and performing quality inspections to confirm that contractors meet design and schedule obligations. A skilled communicator, Gabe excels in coordinating across teams, managing subcontractors, and training junior staff in project controls procedures.

Project Experience

Metro Emergency Security Operations Center Design-Build PM/CM | Assistant Project Manager

Supporting the team providing program management and construction management (PM/CM) services for a new Los Angeles County Metropolitan Transportation Authority (Metro) security facility in the City of Los Angeles Arts District. The single-story, 26,000-sf facility will house Metro's Emergency Security Operations Center (ESOC) and serve as a central location to support daily security operations and as an emergency coordination facility to mitigate and prevent disruptions to Metro services. Gabe is responsible for managing submittals and RFIs requiring review by the ownership team. In addition, Gabe supports the project team by tracking and reviewing change orders, performing document control, and managing the closeout process.

Delta Airlines Sky Way at LAX Terminals 2 & 3 Reconstruction | Office Engineer

Provided project management support as part of the CM team for the $2.3 billion renovation of Terminals 2 and 3 at Los Angeles International Airport (LAX) as part of the carrier's move from Terminals 5 and 6. The Delta Sky Way project upgraded and connected Terminals 2 and 3 while also providing a direct, secure connection to the Tom Bradley International Terminal. The new headhouse facility includes a centralized check-in lobby with 32 self-serve kiosks and 46 check-in positions, as well as expanded security checkpoint and baggage claim areas. The effort was designed to earn LEED® Silver certification. Gabe furnished contract administration for construction subcontracts valued at up to $60 million; coordinated with project stakeholders to resolve issues; facilitated field operations by maintaining a material delivery schedule and performing QC inspections; and trained junior office engineers.

Texas A&M Dentistry Clinical Education Facility CM | Assistant Superintendent

Assisted the lead superintendent during construction of the Texas A&M University Dentistry Clinical Education Facility on the school's Dallas campus. The 9-level building provides 292,000 sf of clinics with facilities that range from general practice to prosthodontics and implant surgery. The building, attached to a new three-story, 250-space parking garage, contains laboratories, classrooms, student spaces, offices, and a rooftop central utility plant. Gabe coordinated the activities of multiple trades to facilitate construction consistent with scheduling, QA, safety, and other project goals; assisted in the development and execution of the site logistics plan; supervised field operations; and performed QC inspections to verify that contractors fulfilled obligations.

Dallas Cowboys World Headquarters P3 CM | Project Engineer Intern

Supported CM activities for the construction of the new $1.5 billion Dallas Cowboys World Headquarters in Frisco, TX — an 8-story, 396,000-sf Class-A commercial office building with a 600,000-sf below-grade parking garage. Constructed as a public-private partnership (P3) involving the Dallas Cowboys, the City of Frisco, and Frisco Independent School District, the facility includes 105,000 sf of retail and conference center space on its first three levels and employed 22,000 cy of cast-in-place concrete, 4 million pounds of reinforcing steel, and 142,000 sf of exterior curtain wall glass. Gabe reviewed subcontractor submittals and shop drawings for adherence to plans and specification; managed document controls, including updating and distributing new contract documents; crafted RFIs to resolve discrepancies in the plans and recommend solutions; and assisted the MEP project engineer in plumbing and mechanical coordination.

FISD Frisco Independent School District Multi-Use Special Events Center P3 CM | Project Engineer Intern

Provided CM support for the construction of the new Multi-Use Events Center (MUEC) in Frisco, TX. Constructed as a public-private partnership (P3) involving the Frisco Independent School District (FISD), the Dallas Cowboys, and the City of Frisco, the facility is now known as The Ford Center at the Star. Serving as the Dallas Cowboys' world headquarters, the facility is a 12,000-seat indoor events center, as well as a sports training facility currently being used by both the Cowboys and FISD students. Gabe reviewed subcontractor submittals and shop drawings for adherence to plans and specification; managed document controls, including updating and distributing new contract documents; crafted RFIs to resolve discrepancies in the plans and recommend solutions; and assisted the MEP project engineer in plumbing and mechanical coordination.

JESSE INIGUEZ
Lead Inspector

FIRM
Group Delta

EDUCATION
Bachelor of Science, Business Administration; California State University

CERTIFICATIONS
ICC California Commercial Building Special Inspector

ICC Reinforced Concrete Special Inspector

ACI Field Technician Grade 1

Jesse is experienced in performing inspections on steel reinforcement and concrete quality control, epoxy embedments in slabs, wall footings, pool, and shear wall wood framing to approved plans and code with commercial, residential, and public works projects. He routinely works with inspectors, superintendents, engineers, and trade foremen to resolve issues. His communication efforts includes daily official written reports, meetings, emails, text communication, telephone communication, and on-site verbal corrective directions to verify proper construction practices. Jesse demonstrates expert knowledge in applying approved plan details, code interpretation, and testing. He has the proven ability to work independently, effectively communicate, and maintain a high level of inspection proficiency.

Project Experience

City of Costa Mesa Donald Dungan Library & Costa Mesa Neighborhood Community Center | Field Inspector
Provided special inspection services for the proposed two-story library, renovation, and conversion of the existing Donald Dungan Library building to include a new neighborhood community meeting center, park expansion, and new parking lots.

Metro Emergency Security Operations Center Design-Build PM/CM | Field Inspector
Provided special inspection services for the construction of this new $83.6-million facility in Los Angeles's Arts District that will serve as a central location for Metro's emergency preparedness and security operations.

Metro 20 Portal Widening| Field Inspector
Provided special inspection services for the proposed division 20 portal widening improvement project, which aims to accommodate increased service levels on the Metro Red and Purple lines.

Symphony Halcyon House Building A and B | Field Inspector
Provided material testing and special inspection services during the construction of this mixed-use apartment/retail community in Costa Mesa, CA. The project includes one level of subterranean parking, a large on-grade public courtyard between the buildings, a pedestrian bridge connecting the two buildings at the podium level, and retail at the ground level.

ROBERT QUICKEL, PSP, EVP
Scheduler

FIRM
STV

EDUCATION
Bachelor of Arts, Psychology; University of California, San Diego

CERTIFICATIONS
Earned Value Professional (EVP); Association for the Advancement of Cost Engineering (AACE) International

Planning and Scheduling Professional (PSP); AACE International

TRAINING
Primavera for Engineering and Construction (P3 e/c) Training Program; ETrac Solutions

Robert has 25 years of experience developing, implementing, and maintaining complex schedules and project controls for significant transportation, facility, and infrastructure projects. He is adept at creating and maintaining cost- and resource-loaded design and construction schedules, reviewing contractors' baseline schedules and schedule updates, and coordinating closely with design and construction management (CM) groups to create and maintain schedule analysis reports. Robert has updated schedules based on firsthand knowledge of the construction progress gained from on-site visits. He has experience controlling project costs through earned value management and is proficient in the use of Primavera and Microsoft Project software to develop and maintain schedules.

Project Experience

City of Costa Mesa Donald Dungan Library & Costa Mesa Neighborhood Community Center Reconstruction | Scheduler
Reviewed contractor's monthly schedule updates in support of CM services for a new two-story, 23,355-sf library and renovation of the existing 8,700-sf Donald Dungan Library facility for use as a Neighborhood Community Center at the Lions Park property in Costa Mesa, CA. Robert also performed delay analyses for the multi-phased $27.5 million project.

City of Anaheim Convention Center Expansion | Scheduler
Reviewed the contractor's construction schedule for the $190 million design-build expansion of the Anaheim Convention Center for the City of Anaheim, CA. The project included approximately 400,000 sf of space to be used for exhibit halls; ballrooms; flexible meeting space; office and meeting rooms; and an interior bridge/skyway, of which approximately 200,000 sf will be devoted to leasable flexible multipurpose space. Robert closely reviewed and tracked the contractor's progress; participated in bi-weekly progress meetings to review detailed schedules and track key interim milestones so that the firm could closely monitor how much work the contractor was accomplishing; and suggested strategies for making up lost time. This intense schedule review and tracking over the final several months of the project helped the contractor to ultimately complete the expansion in time for the client to use the space for previously scheduled large events.

Anaheim Regional Transportation Intermodal Center (ARTIC) | Scheduler
Created and maintained updates to the baseline master project schedule for the 68,000-sf Anaheim Regional Transportation Intermodal Center (ARTIC) in Anaheim, CA. The $185 million facility offers convenient access to various travel options, including train, intercity bus, automobile, and taxi, and will accommodate planned high-speed train service.

NYCDDC Firehouse Engine Co. 258/Ladder Co. 115 Renovation | Scheduler
Created and maintained construction schedules for the $4 million renovation of the historic four-story Firehouse Engine Co. 258/Ladder Co. 115 building in Long Island City, which encompassed the renovation of an apparatus floor, dormitories, a kitchen, lounges, and weight rooms. This was part of a CM/build requirements task order contract with the New York City Department of Design and Construction.

NYCDDC Engine Co. 73/Ladder Co. 42 Renovation | Scheduler

Created and updated schedules for the $4 million renovation of this Bronx firehouse as part of a CM/build requirements task order contract with the New York City Department of Design and Construction (NYCDDC). The project included complete construction services including holding four Wicks Law subcontracts. The scope of work consisted of the renovation of an apparatus floor, dormitories, a kitchen, lounges, and weight rooms. The project also included new roof and windows, masonry restoration, apparatus floor replacement, and rehabilitation of all interior spaces, as well as new heating and central air conditioning systems, a wet pipe sprinkler system throughout the building, electrical power/lighting systems, and a communication system.

NYCDDC New York City Police Training Academy CM | Scheduler

Created a baseline construction schedule for a $760 million police academy in Queens, NY, for the New York City Department of Design and Construction (NYCDDC). The 720,000-sf Phase I facility comprises a new academic building, a physical training facility, and a central utility plant. The project earned LEED Gold certification. Robert performed his work as part of the firm's comprehensive CM services.

Metro Active Transportation Rail to River Corridor | Scheduler

Developed the design schedule for the preliminary design phase of Los Angeles County Metropolitan Transportation Authority (Metro)'s two-phase plan to convert approximately 10 miles of railroad ROW between Inglewood, CA, and the Los Angeles River into a multi-use bicycle and pedestrian corridor. Robert also provided schedule updates in support of the preparation of design alternatives.

Metro Airport Metro Connector AA/Draft EIR/EA | Scheduler

Developed and maintained the design schedule for planning, environmental services, and conceptual design to prepare an AA/Draft EIR/environmental assessment (EA) for the Los Angeles County Metropolitan Transportation Authority (Metro) Airport Metro Connector project. The project will link a planned Metro station at Century Boulevard and Aviation Boulevard, about 1.5 miles from Los Angeles International Airport (LAX), with the Central Terminal Area of LAX by an extension of the Green Line light rail transit line, a bus rapid transit connection, an automated people mover, or a transportation systems management alternative.

BGPAA Bob Hope Airport RITC PM/CM | Scheduler

Prepared the master schedule and provided schedule updates for the program management (PM) and CM of the $87.5 million Regional Intermodal Transportation Center (RITC) in Burbank, CA, on behalf of the Burbank-Glendale-Pasadena Airport Authority (BGPAA). The project included a three-level, 505,000-sf consolidated rental car facility and five-level, 1,043-space valet parking structure.

ATTACHMENT 4

FEE PROPOSAL

PROFESSIONAL CONSTRUCTION MANAGEMENT AND SPECIAL INSPECTION SUPPORT SERVICES FOR

FIRE STATION NO. 4 TRAINING TOWER FACILITY

ATTACHMENT 4

1055 West Seventh Street, Suite 2900
Los Angeles, CA 90017
o. 213.482.9444 | f. 213.482.5278
stvinc.com

January 12, 2024

Mr. Hector Soriano, Associate Engineer
City of Costa Mesa
Via Planet Bids

Reference: Construction Management and Special Inspection Support Services for Fire Station No. 4 - Training Tower Facility (City Project No. 23-04) - Fee Proposal

Dear Mr. Soriano:

STV is pleased to submit our Fee Proposal for this project.

STV's not-to-exceed total lump sum fee is: *$347,241*

STV's mission is to deliver the Fire Station No. 4 Training Tower Facility project using high-quality tried and tested construction management services that meet the City of Costa Mesa's expectations. We look forward to serving you on this assignment.

Should you require any further information, please contact me at (530) 802-6911 or david.watson@stvinc.com.

Sincerely,
STV Construction, Inc.

David Watson, CCM, MBA
Vice President, Principal-in-Charge

ATTACHMENT 4

COST PROPOSAL

City of Costa Mesa - "Fire Station No. 4 Training Tower Facility"
Staffing Plan / Fee Schedule

FY 2024

PROJECT PHASE DESCRIPTION
Award - General Contractor
Construction Management Services including Weekly Progress Meetings
Monthly PayApp Review, Mothly Progress Report, As-Built Review
Group Delta Instpection Services-Set up Inspection program set up Group Delta Inspector
Special Instpections-Soils-Asphalt, Concrete, Masonry, Struct Steel & Welding, Anchor Bolts & Fireproofing
Pick up and Testing of material samples and report preparation
Complete Traing Tower Fabrication
Deliver Training Tower to Site
WHP/ Behlen Construct Tower Footing, Erect Stucture
Tower Mechanical, Electircal & Plumbing
GENERAL Construction Services
Mobilize , Fence perimeter, establish Temoporty Utilitites & Erosion Control
Demo Existing Training Tower
Site Work Demo
Haul off Demo Material- Limit on-site materila stock piling
Site Work utilities, Storm Drains, Clarifier/Separater, sewers, electrical
Demo Existing portion of Dirty Classroom
Remodel Dirty Classroom
Constrct Dirty Classroom Showers
Regrade Site
Construct Solear Panel Support Structure
Finsish Grade , Asphalt & stripe site
Project Close out/ Substantial Completion/ Finla Report, Transmit As-builts, O&M materials, Attic Stock, Etc.
Project Financial Closeout

CORE PROJECT TEAM SERVICES

Name	Title	Hours	2024 Billable Rate**	Amount
David Watson	Principal-In-Charge	25	$ 367.00	$ 9,175.00
James H. Adams, AIA	Project Manager	610	$ 207.00	$ 126,270.00
Gabe McCreary	Project Engineer	924	$ 122.00	$ 112,728.00
Bob Quickel	Project Scheduler	33	$ 191.00	$ 6,303.00
Group Delta Material Testing	Subcontractor			$ 16,555.00
Group Delta Geotech Testing	Subcontractor			$ 8,130.00
Group Delta Inspections	Subcontractor			$ 35,720.00
Group Delta Mgt & Final Report	Subcontractor			$ 7,360.00
	Total Man-Hours	1592		
CORE PROJECT TEAM Total Project Amount				$ 322,241.00

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53
David Watson									4	4	4	0	1	0	0	0	0	2	0	0	0	1	0	0	0	1	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0	0	0	1	1	1	0	0	1	1	0	0	0
James H. Adams, AIA									8	8	20	20	20	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	10	10	10	10	10	8	8	4	4	4	4	4
Gabe McCreary									4	4	4	20	20	20	20	20	20	20	20	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	20	20	20	20	16	16	16	16	16	16
Bob Quickel									4	4	2	2	2				2					2				2				2					2					2				2					2	1	1	1	
CORE PROJECT TEAM - Monthly Totals	0	0	0	0	0	0	0	0	20	20	30	42	43	36	36	36	38	38	36	40	40	43	40	40	40	43	40	40	40	43	40	40	40	40	43	40	40	40	40	43	40	34	34	33	31	31	28	24	23	22	21	21	20
Optional Technical Support Services - Total Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ADDITIONAL PROJECT SUPPORT SERVICES / PROJECT ALLOWANCES

Additional Service / Allowance Descriptions	Hours	FY 2024	Amount
Additional Tasks Requested by the City (required per RFP)	Allowance	$ -	$ 25,000.00
Total Additional Services / Allowances Amount			$ 25,000.00
Optional Technical Support Services - Total Hours			
GRAND TOTAL:			$ 347,241.00

**Rates valid through December 31, 2024