



2023 & 2024 Pavement Rehabilitation Project

**Town of Moraga Department of Public Works  
2023 & 2024 Pavement Rehabilitation Project  
Pre-Construction Meeting  
CIP: 23-401 & 24-401  
Wednesday, May 1<sup>st</sup>, 2024 (10 am – 12 pm)**



**Project Team**

<b><u>Owner:</u></b>	<b><u>Town of Moraga</u></b>
Public Works Director	Shawn Knapp, PE
Public Works Project Manager	Yao Miao



<b><u>Designer</u></b>	<b><u>Harris &amp; Associates</u></b>
Engineer of Record	Kourosh Iranpour, PE



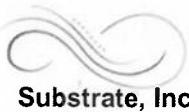
<b><u>Construction Manager</u></b>	<b><u>Substrate, Inc.</u></b>
Resident Engineer/Inspector	Sunny Jhutti, PE, SE
Field Inspector	Mansoor Hakimzada
Field Inspector	Ed Ekberg



<b><u>Contractor</u></b>	<b><u>Bay Cities Paving &amp; Grading</u></b>
Project Manager	Chad Brown



<b><u>QA Testing Agency (HMA)</u></b>	<b><u>Twinings</u></b>
Project Manager:	Edgar Lerista



## I. INTRODUCTIONS (Shawn)

## II. PROJECT OVERVIEW (Shawn/Yao)

Bid Opening	4/11/2024
Bid Amount (Base Bid + Alt A)	\$5,346,177
Award Date	4/24/2024
Selected Contractor	Bay Cities Grading & Paving
Notice To Proceed	May 13, 2024
Anticipated Construction Start	May 13, 2024
Contract Duration	140 working days, plus 10WD closeout

- ✓ Liquidated Damages: \$5,200/ calendar day in excess of 140 calendar days
- ✓ Work Hours: M-F 8am to 5pm, excluding weekends.  
Within 500ft of a school: 9 am to 3:30pm.

\* The Town will issue a balancing Contract Change Order No. 1 to eliminate Alternative A work scope in the amount of \$124,811 from the construction contract for a revised \$5,221,366 construction contract amount (which will result in a total construction amount of \$5,755,983 [\$5,221,366 plus \$534,617])

## III. CONCURRENT PROJECTS (Yao)-Refer to TP-5-04 Order of Work (Yao)

- HSIP Cycle 10 and 11 Projects (Striping)
- Corliss Safe Routes to School (Striping)
- Annual Street Repairs (Crack Sealing and Base Repairs)
- Moraga Rd & Campolindo Dr Traffic Safety Study (Striping)

## IV. PROPOSED CHANGE ORDERS-

- Campolindo Drive – Proposed Red Curb & Crosswalk Striping Improvements
- Corliss Drive Proposed Sidewalk, Ramp, and Striping Improvements
- Corliss Curve Shoulder Striping
- Corliss & Wakefield Proposed Sidewalk and Crosswalk Improvements
- Donald Drive & Moraga Road Proposed Ramp/Sidewalk Improvements

## V. LABOR CODE REQUIREMENTS and CERTIFIED PAYROLL (Sunny)

- Prevailing Wage Rates are applicable
  - See "Notice to Bidders" in Special Provisions
- Certified Payroll
  - Submit weekly to the DIR website.
  - Sunny Jhutti, along with Fringe Benefit Statement and Statement of Compliance ([sunny@substrateinc.com](mailto:sunny@substrateinc.com) and [ymiao@moraga.ca.us](mailto:ymiao@moraga.ca.us))
  - DIR requirements



4. Certified Payroll must be submitted with each progress payment

## **VI. CONTRACT COMPONENTS (Sunny)**

If a discrepancy exists, the following is the order of precedence (see Sec 5-1.02 Special Provisions):

1. The governing ranking of Contract parts in descending order is:
  - 1.1 Approved change order
  - 1.2 Addenda
  - 1.3 Contract
  - 1.4 Notice of Award and Notice to Proceed
  - 1.5 Supplemental Conditions
  - 1.6 General Conditions
  - 1.7 Technical Provisions
  - 1.8 Pavement and Performance Bonds
  - 1.9 Plans, Specification and Drawings
  - 1.10 The City Specifications, Caltrans Standard Plans and Caltrans Standards Specification
2. Written numbers and notes on a drawing govern over figures unless obviously incorrect
3. Figures dimensions over scaled dimensions
4. Large-scale drawings over small-scale drawings
5. Specific details over standards details
6. A specification in a section governs over a specification referenced by that section

In the event of a discrepancy between units shown on plans, in the special provisions and in the proposal, the units shown in the proposal shall govern.

If a discrepancy is found or confusion arises, submit an RFI.

## **VII. PERMITS and AGREEMENTS** (see Appendix of Specs for details)

- NDPES General Permit, if applicable
- No-fee encroachment permit
- EBMUD (Construction Water)

## **VIII. COMMUNICATION / CORRESPONDENCE (Sunny)**

- A. Point of Contact from Owner: RE – Sunny Jhutti, Substrate, cc Yao Miao, PM (Town of Moraga)
- B. Point of Contact from Contactor: Project Manager – Chad Brown
- C. Correspondences - Accepted forms of correspondence between all parties are:
  1. Email
  2. Letters
  3. Submittals
  4. RFI's



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5. Request for Substitutions

**IX. SUPERINTENDENCE (Sunny)**

- A. Superintendent's primary goal: **SITE AND PUBLIC SAFETY**
- B. Contractor is solely responsible for means and methods, techniques, sequences, and procedures to see that the work is completed safely and accurately with the Contract Documents.
- C. Contractor shall designate in writing a qualified superintendent (contractor representative), who must be on-site at all times during the performance of work.
- D. Contractor must submit emergency contact information, including a representative who is available by phone for emergencies 24 hours a day, 7 days per week.

**X. STORM WATER POLLUTION PREVENTION PLAN (WPCP) (Sunny)**

- A. Do not start work until WPCP is authorized.
- B. WPCP must be developed by qualified SWPPP/WPCP developer.
- C. Submit training records for all employees and sub.

**XI. UTILITIES (Yao)**

- A. Coordination with:
  - 1. PG&E
  - 2. EBMUD
  - 3. CCCSD
  - 4. AT&T
  - 5. Cable
- B. USA Markings
- C. Confirmation of Utility Locations by the Contractor.
- D. Potholing for FDR Streets

**XII. TEMPORARY TRAFFIC CONTROL (Sunny)**

- A. Erect construction area signs prior to start of work.
  - 1. Place in accordance with MUTCD standards.
  - 2. **Two-way traffic must be maintained at all times and in a safe manner. "A minimum of one (paved) traffic lane each direction not less than 10 feet wide shall be open for use by public traffic at all times."**
  - 3. **Put up portable changeable message sign at least 1 week ahead of construction informing the public of the work on arterials.**

**XIII. REQUEST FOR INFORMATION (RFI's)**

- A. Reasonable Review Time. Quick Turn-around



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- B. Contractor to clearly communicate urgency/priority
- C. Contractor to clearly designate if there are Cost and Time Impacts

#### **XIV. SUBMITTALS**

- A. Review times vary per submittal (Contractor to provide Priority List)
- B. Electronic copy (PDF Format) only, except for Schedule (pdf, P6, Microsoft Project)
- C. Plan sheet, detail, and/or relevant Specification section should be referenced  
Must submit, this following submitted including but not limited to, of the follow items (TP5-3)

- 1. Baseline schedule using working days format.**
- 2. WPCP**
- 3. Traffic and Pedestrian Control Plans**
- 4. Excavation Safety Plan**
- 5. Public Notifications**
- 6. Project Identification Signs**
- 7. Staging Area**
- 8. Waste Management Plan and Waste Assessment Form**
- 9. Traffic control plan(s) and certification of qualified personnel**
- 10. Arborist credentials**
- 11. Lead Compliance Plan**
- 12. All Storm drain improvements**
- 13. Contractor's QC Plan**
- 14. Sediment and erosion control devices**
- 15. HMA mix design and binder for base repairs and overlays**
- 16. Full Depth Reclamation**
- 17. Type II Micro surface mix design**
- 18. Crack Seal Chip seal mix design**
- 19. Longitudinal paving joint type, layout plan, and construction and testing practices**
- 20. Concrete mix design for concrete construction**
- 21. Aggregate base for concrete construction and over-excavation**
- 22. Utility boxes and covers**
- 23. Detectable warning surface**
- 24. Traffic paint and glass beads**
- 25. Thermoplastic material**
- 26. Pavement markers**
- 27. Street Signage**
- 28. Any other items required by the Town.**

#### **D. Paperwork Needed on a Weekly or Monthly Basis:**

- 1. Weekly Safety Tailgate Meeting Record at each project Weekly Meeting.**
- 2. Weekly updated 3-week look ahead schedule**
- 3. Certified Payroll to Sunny Jhutti. Upload weekly on DIR and submitted to Town with progress payment**
- 4. Request for Payments**



## 2023-2024 Pavement Rehabilitation Project Submittals\*

### Priority 1 - Submittals

Insurance Documents for General and all Subcontractors*	Traffic Control Plan and Certs of Qualified Personnel*
Baseline Schedule*	Contractors IIPP*
SWPPP/WPCP*	Public Notifications*

### Priority 2 - Submittals

Trench Excavation Safety Plan	Project ID Signs
Staging Area	Waste Management Plan and Waste Assessment Form
Arborist Credentials	Lead Compliance Plan
All Storm Drain Improvement Materials and Shop Drawings	Contractors Quality Control Plan
FDR Sequencing Plan	Grout Mix and Grouting Program
Sediment and Erosion Control Devices	HMA Mix Design for Base Repairs and Overlay
Full Depth Reclamation Mix Design	Type II Micro surface mix design
Chip seal mix design	Crack Seal Submittal
Concrete mix design for concrete construction	Longitudinal paving joint type and layout plan
Class 2AB	Detectable warning surface
Utility boxes and covers	Traffic paint and glass beads
Pavement markers	Traffic Stripe Materials
Street Signage	CIPP Liner Materials
HDPE Pipe – Storm Drains	Underdrain Pipe
Chemical Grout Material for Storm Drain Repair	Pre-CCTV of Storm Drains
Tack Coat COC	Loop Detectors
CLSM Backfill	Certified Payrolls

\*These are anticipated submittals for this project. This list may not be 100% comprehensive and the contractor is required to review the specifications for completeness.



## **XV. SCHEDULE** (Section 8-1.02C)

- A. Level 2 Critical Path Schedule Method
- B. Submit baseline within 20 days of Contract approval.
- C. Submit monthly schedule updates thereafter
- D. Submit weekly three-week look ahead schedules

## **XVI. SURVEYING**

- A. Surveying performed by Contractor (Contractor Responsible for Line and Grade).
- B. CM will verify line and grade.

## **XVII. FIRST ORDER OF WORK**

### **A. Complete priority submittals\*:**

- 1) Baseline schedule using working days format. (Due at Precon)
- 2) WPCP (Due at Precon)
- 3) Pedestrian and Traffic Control Plan. (Due at Precon)
- 4) Excavation Safety Plan. (Due at Precon)
- 5) Public Notifications. (Sample at Precon)

B. Perform Pre-construction photo / video survey

C. Install Construction Area Signs

D. WPCP BMPs.

## **XVIII. CONSTRUCTION MATERIALS INSPECTION and TESTING**

- A. Quality Control (QC) shall be the responsibility of the Contractor.
- B. Quality Assurance (QA) of materials and acceptance testing will be performed by the Town (Substrate/Twinings) in compliance with Caltrans Test Methods and requirements.
- C. A minimum of two (1) working days' notice required for tests (compaction, gradation, plant inspection, etc.)
- D. All load tags must be submitted at the end of each shift
- E. Town must approve review and approve all material submittals and COC prior to incorporation into the work and prior to any progress payment for the installed material.
- F. The Town's preference is to have a single source for each material, if possible.
- G. MPEG to perform materials and acceptance testing.



## **XIX. MEETINGS**

- A. Weekly Progress Meeting
  - 1. Date/Time: Tuesday at 9 am
  - 2. Location: Virtual
- B. Weekly Safety Meeting
- C. Construction Manager to take Meeting Minutes.

## **XX. MONTHLY PROJECT PAYMENTS**

- A. Application for Payment: Due on the 25<sup>th</sup> of each month
- B. Discuss and agree upon quantities to avoid surprises.
- C. Breakdown of LS items.
- D. 5% Retention of estimated value of the work done.

## **XXI. CONTRACT CHANGE ORDERS**

- A. Order of Preference – at Unit Price, at Lump Sum, and at EW@FA.
- B. All extra work must be authorized in writing prior to work.
- C. Contractor to submit a tentative extra work agreement report during force account work at the end of each working shift. To be signed by Inspector.

## **XXII. PUBLIC NOTIFICATIONS**

- A. Written Notification 5 days prior to construction and again (48) hrs before work.
- B. General information; Traffic delays and alternate routes; Driveway closures; and Solid waste pick-up.
- C. Emergency Vehicles – Police, Fire
- D. Recology, USPS
- E. Transit, Public School District
- F. **Put up portable changeable message sign minimum one week ahead of construction informing the public of the work.**

## **XXIII. PEDESTRIAN, BIKE AND VEHICLE ACCESSIBILITY**

- A. This will be an active construction project and safety is of paramount concern.
- B. Maintain drivable access at all times.
- C. Ensure pedestrian and bike access and safety at all times during the project.
- D. Approved TCPs for all phases of work.

## **XXIV. SITE MANAGEMENT, DUST AND NOISE**

- A. We must do our best at managing and housekeeping: Dust, Tracking of Mud, Street Sweeping, and SWPPP.



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- B. Avoid Stockpiling Material in the Streets. If unavoidable, keep it out of the gutter and covered.
- C. Noise will be managed within our contract Noise Limits.

**XXV. Staging Area**

- D. Locations Determined Yet?

**XXVI. OPEN DISCUSSION**



## TP5-04 ORDER OF WORK

Unless otherwise directed by the Town Engineer, the following items of work shall be performed in the following order.

### Within 2 weeks of project notice to award:

- Provide submittals.
- Provide estimated lead times for all potentially long lead items (i.e lead time from crack seal and chip seal and from chip seal to microsurfacing)
- Notify Underground Service Alert (USA) to have utilities marked.
- Provide a schedule that includes dates for

- 1) Install construction area signs and project identification signs.
- 2) Submit Waste Management Plan and Waste Assessment Form prior to commencing any demolition work.
- 3) Clearing and grubbing.
- 4) Install sediment filter bags (i.e. BMP's).
- 5) Storm drain improvements.
- 6) Remove and replace concrete curb, gutter, sidewalk and construct concrete curb ramps.
- 7) Cold planning (milling) of the asphalt concrete and/or removal of asphalt concrete and aggregate base.
- 8) Construct full depth base repairs.
- 9) Prepare pavement surface for overlay work (e.g. remove pavement markers, and utility boxes of the various kinds and manhole frame and covers).
- 10) Install HMA overlay.
- 11) Install Cape seal and microsurfacing
- 12) Construct full-depth reconstruction
- 13) Construct full depth reclamation
- 14) Adjust utility boxes of the various kinds and manhole frame and covers.
- 15) Place permanent striping, markers and markings.
- 16) Complete all other construction work and punch list items.

### Within 5 weeks of the project notice of proceed:

- Perform all pothole work and provide results to Engineer.

### Work within 500 feet of schools:

- St Mary's Rd crack seal and rubberized cape seal (Stafford Rd to St Mary's Pkwy)
- Moraga Rd crack seal and rubberized cape seal (Buckingham Dr to Sky Hy Dr)
- Donald Dr 4" mill and overlay (Laird Dr to Moraga Dr)
- Corliss Dr 3" mill and overlay (Warfield Dr to Wakefield Dr)

Schedule paving and construction operations to accommodate nearby school traffic and School bell schedule. The cape seal and paved streets with 500 feet of these areas must be completed between the Summer Break Work Window below at no additional cost or mobilization to the Town.



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School	Summer Break Start	Summer Break End
Los Perales Elementary School	6/1/2024	8/12/2024
Saint Mary's College	5/27/2024	8/26/2024
Campolindo High School	6/1/2024	8/12/2024
Donald Elementary School	6/1/2024	8/12/2024

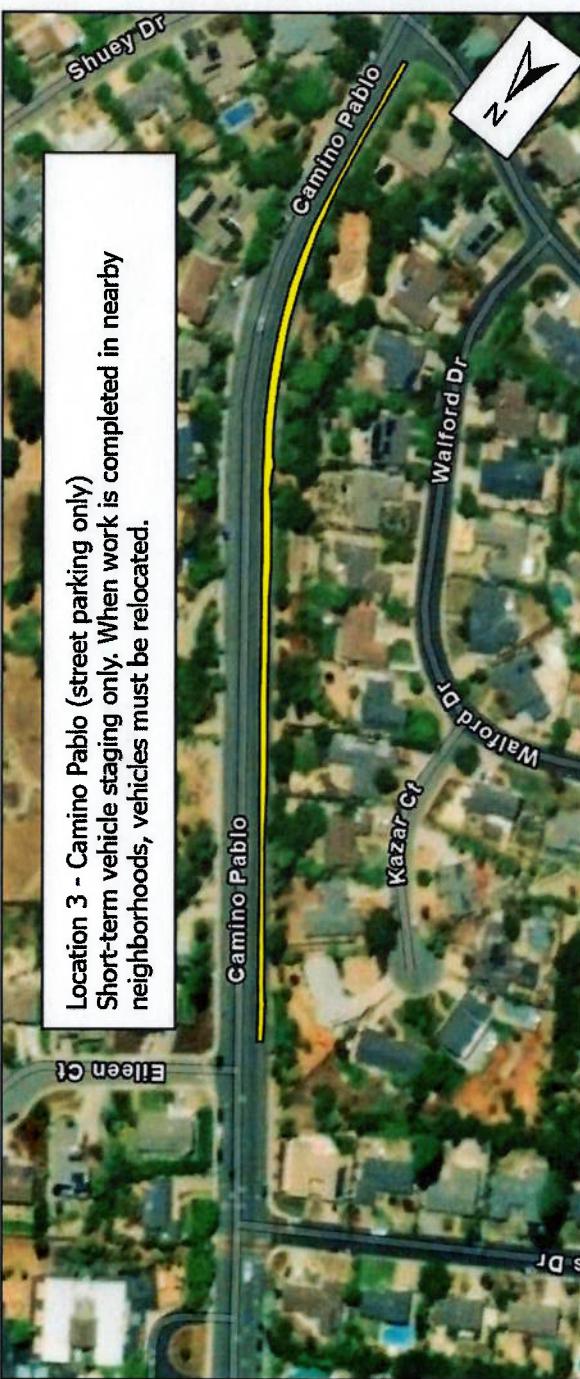
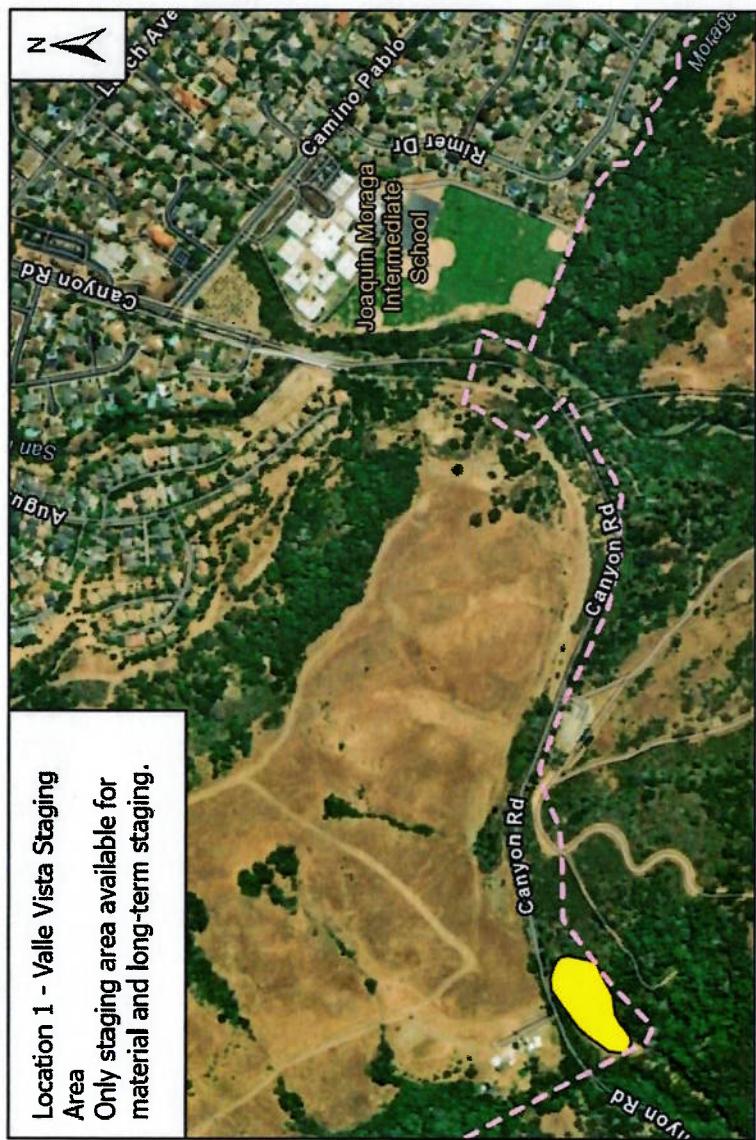
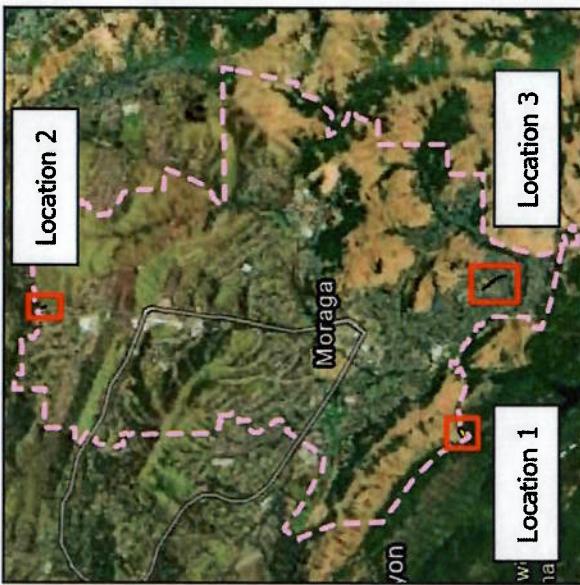
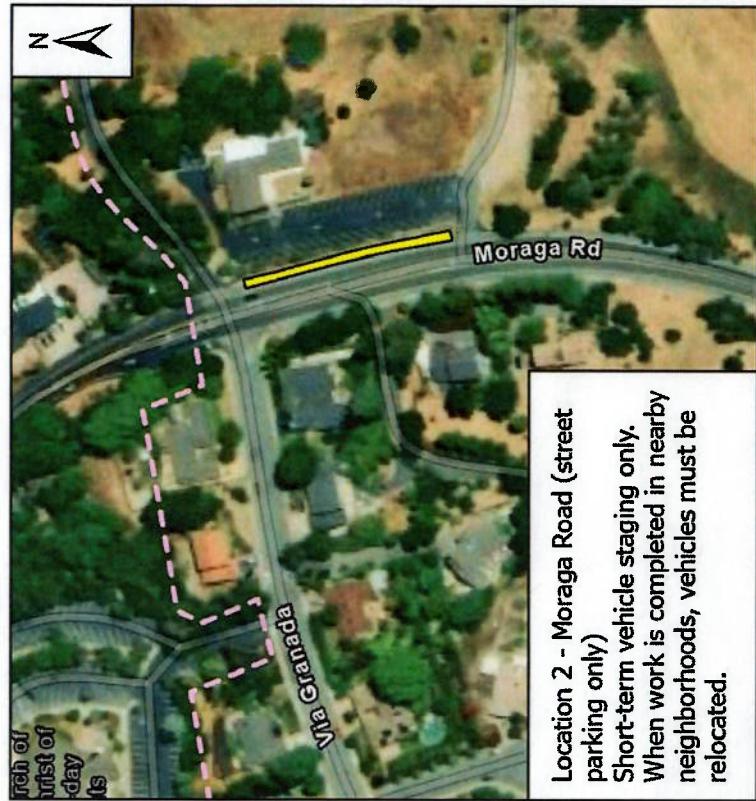
**Work that overlaps with other Town Stripping Projects:**

- High visibility crosswalk striping at Corliss Dr and Moraga Rd intersection
- Crosswalk striping at Donald Dr and Moraga Rd intersection
- High visibility crosswalk and stop bar striping at St Mary's Rd and St Mary's Pkwy

These three locations and treatments perform final surfacing operations during this time frame (June to August 2024) striping at these locations may be deleted from this project and performed as part of a different town project.

**Buried Monuments to be Preserved**

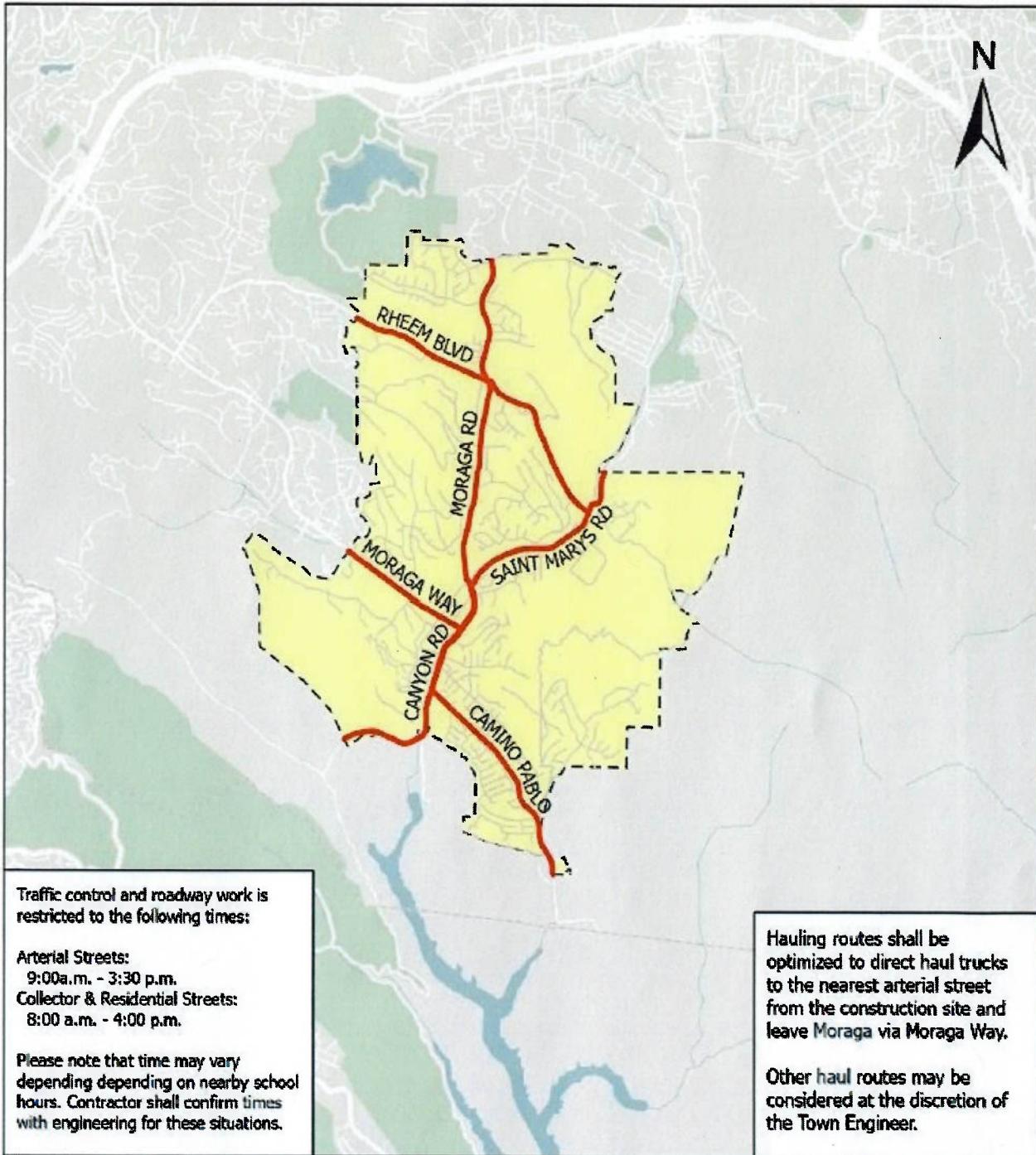
Drawing No.	Street Name	Spike	Standard Monument	Iron Pipe	Nail & Washer	Comment
P-03	Corliss Drive	2				
P-05	Corliss Drive		2			
P-07	Corte Fortuna			1		To be replaced with a standard monument
P-10	Lakefield Place				1	To be replaced with a standard monument
P-17	Saint Mary's		2			Cape Seal treatment. Replace only if within base repair
P-12	Wimpole Street		1			
P-21	Fairfield Pl	1				Located 100' east of the monument in the court
	<b>Total</b>	3	5	1	1	



1. Street-side areas may only be used for short-term vehicle staging.
2. Staged vehicles must not encroach on travel lane or bike lane.

## Town of Moraga

### Traffic Control Time Restrictions and Hauling Routes Exhibit



#### Legend

- Arterial Streets
- Collector & Residential Streets

- Town Limits

