



## **Coastland**

Civil Engineering - Construction Management - Building Dept. Services

April 28, 2008

Mr. Dan Takasugi  
Public Works Director / City Engineer  
City of Calistoga  
414 Washington Street  
Calistoga, CA 94515

**Subject: Proposal for Providing Professional Engineering Services in Conjunction with Nuisance Abatement of the Busk Property on Kortum Canyon Road (APN 11-310-023)**

Dear Dan,

In response to your request, I am please to present you with this proposal to assist the City of Calistoga with the necessary engineering services needed in the nuisance abatement of the John Busk property on Kortum Canyon Road. As you know, Coastland has some experience with this area in the work we had done for the City in 1991.

Based on our meeting and the information provided by the City, it is our understanding that John Busk has been conducting un-permitted grading, drainage and other improvements on his property (APN 11-310-023) for the past several years. The improvements have involved an area of approximately 400 feet adjacent to and south of Kortum Canyon Road (approximately Station 5+00 to 9+00 as shown on the Preliminary Plans for Kortum Canyon Road prepared by Coastland Civil Engineering in 1991.) Although Mr. Busk stated that his intent was to create a "garden" on his property, the un-permitted work has thus far consisted of park-like improvements including retaining walls, sidewalks, picnic tables, general grading and storm drain improvements. The installation of these improvements has impacted natural drainage courses, has caused tree removals and has generally disrupted the area. Although a "Stop Work" notice was issued to Mr. Busk in 2004, Mr. Busk continued work through May 2007.

Nuisance Abatement hearings were held by the City in August 2007. Per the hearing by the City Council, the abatement will include, but not be limited to, contracting with an engineer to prepare and design a removal and restoration plan for the area that will include remediation of illegal site grading; removal of dirt and rock; removal of materials within the drip-line of protected trees; removal of construction materials; remediation of

1400 Neotomas Ave Santa Rosa, CA 95405 707.571.8005 707.571.8037 Fax  
11810 Kemper Road Auburn, CA 95603 530.888.9929 530.889.9979 Fax  
[www.coastlandcivil.com](http://www.coastlandcivil.com)

illegal alterations to drainage patterns; removal of illegally constructed retaining walls; and removal and/or rehabilitation of a failing storm drainage junction box. It is our understanding that the intent of the overall restoration plan is to bring the area back to pre-construction grades and conditions. The plans developed for restoration will be processed through the City and the Planning Commission. Upon approval of the plans, the City will bid the work and hire a licensed contractor to do the work as shown on the approved plan.

Based on a site review, the development of the remediation plan will have environmental impacts (CEQA requirements) and possibly geotechnical concerns (with respect to removal of retaining wall structures and other general site grading.) The City anticipates that an environmental document (most likely a mitigated negative declaration) will have to be prepared as part of the overall work effort. The level of environmental impacts will not be known in detail until the plans have been fully developed.

From our meeting with City staff, it is our understanding that the City desires to retain one firm to coordinate all activities on the City's behalf with respect to this nuisance abatement. The consultant will coordinate with all necessary city departments with respect to abatement activities and plans, attend internal meetings with City staff for reviewing and processing the remediation plans, coordinate all sub-consultant work (environmental, geotechnical, etc.), prepare staff reports and attend necessary Planning Commission meetings to obtain approvals for the remediation plan, complete construction bid documents, process needed permits (if necessary), oversee the bidding procedure and perform necessary construction management and inspection during construction.

As noted in discussions with you and other City staff members, getting a clear idea of the comprehensive list of tasks and associated time to complete the work for this project is very difficult. The following scope of work is our best guesstimate of the work needed to complete the abatement proceedings. As this process is quite involved, we anticipate that there may be additional tasks needed during the course of the project that may have to be added or agreed upon by us and the City.

### **SCOPE OF WORK**

#### ***Task 1 – Kick-off Meeting with the City***

We will attend a kick-off meeting with City staff to discuss expectations and goals, set up lines of communication, coordinate who we will be reporting to for various tasks, lead times for staff reports, develop a timeline for completion of tasks within the scope of work, obtain any history on the project and/or any other information needed for the project.

### ***Task 2 – Coordination Meetings with City Staff***

Throughout the course of the project, we attend various meetings with City staff with respect to the overall project. Meetings may involve, but not be limited to, review of the preliminary design, review legal reporting requirements, review the progress of the overall project, get questions answered, review of final design and environmental documents, coordinate bidding and award of the project and periodic meetings to review construction issues. Based on discussions with City staff, we anticipate 3-5 meetings over the course of the preliminary design phase of the project.

### ***Task 3 – Background Information/Site Visit/Photo Log***

During the initial weeks of the project we will conduct site visits to become familiar with the site, photo log the site and gather pertinent background information on the project and this particular nuisance abatement. Once the photo log is completed, copies will be provided to the City to document the condition of the site.

### ***Task 4 – Surveying***

In order to determine the location of the onsite improvements, storm drain facilities and other topographic features on the site, field surveying will be needed. The survey will be completed at a scale of 1"=20' from the edge of the road to just beyond the toe of the slope at the base of the existing hill on the south side of the road. The survey will locate and identify all walls, sidewalk, trees, pipe retaining walls, piles of rock/debris, storm drain and other utility improvements, drainage courses and other topographic features.

### ***Task 5 – Preliminary Plan Development***

Once the surveying is complete we will develop preliminary plans for restoring the site to pre-construction conditions. The initial thought is that we will compare the topographic information obtained for this project with the topographic information that was obtained in this same area in 1991 for the preliminary plans for Kortum Canyon Road. We will use the 1991 topography as a basis for restoration. There are additional features (e.g. trees that have grown since 1991) that will need to be taken into account for the overall design. We will develop a conceptual plan and work with staff to refine the design until the City is satisfied with the overall preliminary plan. We will assist in presenting this plan to the City's Design Review Committee/ Planning Commission for approval. We will work with City staff and will draft the staff report for the Design Review Committee meeting and will coordinate any needed legal postings for the meeting.

### ***Task 6 – Geotechnical Report***

Although it is difficult to tell prior to completion of the preliminary plan, there is a strong chance that some level of geotechnical investigation will have to be done with respect to recommendations on placement of fill, compaction and other earthwork that will be needed on the site. If this is needed, we propose to use RGH Geotechnical and Enviro

(RGH) as subconsultants for assistance with all geotechnical work. As the plan has not yet been developed, it is difficult to determine the exact level of effort that will be needed from a geotechnical standpoint for this project. We propose that once the preliminary plan is completed and approved by the City, we will review the need for geotechnical assistance and, if necessary determine the precise scope of work and fee needed for this task.

### ***Task 8 – Final Plans, Specifications and Estimates***

Once the project has received approval from the Design Review Committee, we will prepare final plans, specifications and estimates for the project. Because the scope of the final plan has not been determined yet, it is difficult to provide a detailed task and fee for this task until the preliminary layout is approved. In general, we anticipate the plans including a cover sheet, a sheet for notes, plan sheets showing grading, drainage and demolition improvements, tree protection details, detail sheets showing drainage inlets, piping connections, typical sections of grading, erosion control and other necessary details. We anticipate completing the plans at a 1"=10' scale for clarity.

The plans will be submitted to the Engineering and Planning Departments for review and comment at the 80% complete stage. Once comments are received and revisions are incorporated, final technical specifications will be drafted. We will use the City's format for the front end boiler plate bid documents (to be provided to us by the City.) Additionally, an engineer's estimate of probable cost will be prepared for the improvements shown on the improvement plans. The 100% plans, estimate and bid documents will be provided to the City for final review prior to bidding.

### ***Task 9 - Environmental Document***

During the course of the preliminary design (once the improvements are identified) we will begin preparation of the necessary environmental documents. We will complete an initial study/environmental checklist and determine if any detailed studies are needed. If studies are needed, we will identify and retain needed consultants (e.g. wetlands, etc.) to complete the studies. We anticipate the final environmental document will be a mitigated negative declaration. We will prepare the environmental document and work with City staff in circulating the document for comments to the State Clearinghouse and address any comments received. We anticipate bringing the final environmental document to the Planning Commission for consideration of approval simultaneously with the final preliminary plans. Once the preliminary plans are far enough along to identify any environmental impacts, we can provide the City with a revised task scope for this work if the City so desires.

### ***Task 10 – Permits***

Although improvements associated with this project have not been finalized, it is our understanding that there may be some modifications to storm drain structures on the site. Our understanding is that we will not be doing any substantial work in the existing drainage courses, however we anticipate there may have to be some level of work to

bring some of the transition/outfall/inlet structures into compliance with current standards. The work may need minor stream alteration permits from the Department of Fish and Game. If permits are needed, we will process all documents and provide them to City officials for signature and permit fees.

#### ***Task 11 – Bid Assistance***

Once the plans and specifications are completed to the City's satisfaction, we will assist the City in bidding the project per Public Contract Code regulations. We will prepare the Notice Inviting Bids and provide it to City personnel for publication. Additionally, if desired, we can distribute the plans and specifications to interested contractors from our Santa Rosa, track bidders and issue any needed addendums. We will also attend and conduct the bid opening, review bids to determine the lowest responsible bidder, verify contractor licensing information and bonding information, prepare the staff report and resolution recommending award to the lowest responsible bidder and attend the City Council meeting for the bid award.

#### ***Task 12 – Construction Management/Inspection***

Once approved by the City Council, we will provide the City staff with the Notice of Award. Once signed by the City Engineer, we will send out the Notice of Award to the successful bidder along with 3 sets of contract documents. Once contracts, bonds and insurance information are received from the contractor, we will review the information and meet with the City to go over the documents. If everything is in order we will set up a pre-construction meeting and prepare the Notice to Proceed. We will prepare the agenda for the pre-construction meeting, attend and conduct the meeting, take minutes of the meeting and agree upon a start date with the contractor. We will set up the necessary files for the job and review all of the submittal requirements with the contractor. We will provide the contractor with a submittal log (if needed) and due dates. When submittals are turned in, we will process and distribute them accordingly.

We will review schedules, conduct daily field inspections, document all construction on a daily basis in our daily reports, process any Requests for Information (RFI's), coordinate any soils testing and construction staking or other needed special inspections. One of the critical steps in our inspection services for this project will be the review of the contractor's SWPPP prior to construction and diligent inspections to ensure that it is installed and function properly. We will review all pay requests and certified payroll, as well as provide the City with copies of our daily and weekly reports. We will also provide the City with monthly status reports. We will conduct weekly meetings with the contractor (if needed) to review progress, update schedules and get any questions answered. If change orders are needed, we will review requested change orders and discuss them with the City. If warranted, we will negotiate pricing with the contractor (with the City's approval) and process all needed paperwork for the change orders. Although we will do our best to avoid any major conflicts, if claims are filed by the contractor we will work with the City to resolve the claims.

### ***Task 13 – Project Close-out***

We will keep track of a record set of drawings during construction to document any changes from the original design. Once construction is completed to the City's satisfaction, we will compile all pertinent files and related information and submit all documents to the City. We will provide the City with a mylar record set of plans, all contract files and records, copies of journals and photos and other pertinent information.

### **SCHEDULE**

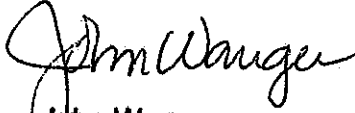
We will begin work on this project immediately upon your written authorization to proceed. We anticipate having a conceptual preliminary plan for discussion purposes within 4-6 weeks after starting the work (2 weeks will be needed for completing all surveying work.) From the time the conceptual preliminary plan is discussed with the City, much of the schedule will depend on receiving comments from City staff and processing the plan through the City. There are certain steps (e.g. 30-day review period of the environmental document) that will be required by State law. Because we don't know the complexity of all the steps that will be required (e.g. permits, legal noticing, etc) until the plan is developed, it is difficult to accurately predict a schedule. We will work diligently on project and aim for having the project out for construction in late summer or early fall of this calendar year, with a tentative completion date of November 2008. To the extent possible, we will work toward desired dates of the City.

### **ESTIMATED FEE**

We have tried to estimate, as best possible, costs associated with the work for this project. The main issue is that there are several unknown issues/tasks that depend on the outcome of the preliminary plans. For the tasks leading up to an including the preliminary tasks, we have put together our best estimate of the effort that we think will be required. We have attached a work estimate sheet showing our estimated hours and expenses for this work. Other items of work won't be known until the preliminary plans are approved. As you will see on the attached work estimate sheet, some tasks we were able to develop budgets for, while others will either have to be determined at a later day or are proposed to be done on a time and materials basis. We suggest that the City form an initial budget not-to-exceed amount, with the understanding that budgets for several tasks will have to be determined once the preliminary plans are completed. Once the preliminary plans are completed, time estimates and costs can be developed for several of the other tasks and the overall budget will have to be amended.

We greatly appreciate the opportunity to assist the City of Calistoga with this work. We are ready to begin upon your written authorization. If you have any questions regarding our scope or the fee portion of this proposal please call me.

Sincerely,



**John Wanger**  
**Coastland Civil Engineering**

F:\Proposal\Public\Calistoga\Kortum Canyon Road Abatement proposal\proposal.doc





# Work Estimate

April 28, 2008		Busk Nuisance Abatement										City of Callstoga	
Task No.	Task Description	Principal Engineer \$173	Super. Engineer \$142	Assoc. Engineer \$109	Asst. Engineer \$93	Senior Tech. \$87	Const. Mgr. \$128	Const. Insp. \$107	Const. Admin. \$70	Chemical \$46	Total Hours	Total Cost	Sub Consultant
1	Meetings with City												
	[Met-off meeting]										9	\$1,157	
	<b>Subtotal</b>										9	\$1,157	
2	Coordination Meetings with City Staff												
	Preliminary Plan Processing (3 meetings)	9		9							19	\$2,522	
	Final Design (2 meetings)	8		6							13	\$1,303	
											0	\$0	
	<b>Subtotal</b>										32	\$4,225	
3	Background Information/Site Visit/Photo Log												
	Gather background information, conduct site visit and prepare photo log	8		8	4						17	\$2,075	
	<b>Subtotal</b>										17	\$2,075	
4	Surveying												
	Coordination of Survey/Log	2		6		4					12	\$30,874	
	<b>Subtotal</b>										12	\$30,874	
5	Preliminary Plan Development												
	Conceptual plan development	8		16	32	24					60	\$8,288	
	Final preliminary plan development	4		16	32	24					76	\$7,596	
	Staff report for Design Review	4								1	5	\$757	
	<b>Subtotal</b>										161	\$16,641.00	
6	Geotechnical Report												
	Coordinate Geotechnical reports										0	\$0	To be determined once preliminary plan is completed
											0	\$0	
	<b>Subtotal</b>										0	\$0	
7	Final Plans, Specs and Estimates												
	Plans	16		32	32	60					140	\$14,794	Estimate for budgeting purposes only - to be refined once preliminary plan is completed
	Specifications	4		16	32	32					56	\$5,528	
	Estimates	2		8	16	8					34	\$3,416	
	<b>Subtotal</b>										230	\$23,702	
8	Environmental Document												
	Initial Study										0	\$0	To be determined once preliminary plan is completed
	Prepare mitigated negative declaration										0	\$0	
	Staff reports for environ document										0	\$0	
	<b>Subtotal</b>										0	\$0	
9	Permits												
	DFG permits for stream alteration										0	\$0	To be determined once preliminary plan is completed

April 28, 2008

Busk Nuisance Abatement

City of Callstoga

Task No.	Task Description	Principal Engineer \$173	Super. Engineer \$142	Assoc. Engineer \$198	Asst. Engineer \$83	Senior Tech. \$97	Const. Mgr. \$128	Const. Insp \$107	Const. Admin \$70	Clerical \$45	Total Hours	Total Cost	Sub Consultant
10 Bid Assistance													
	Subtotal										0	\$0	
	Bid project	18		8	4						30	\$4,978	
	Attendums	8		12	12						32	\$3,768	
	Attend pre-bid meeting/evaluate bids/prepare stuff report for award	8		8		4					16	\$2,458	
	Subtotal										80	\$10,258	
11 Construction Management/Inspection													
	Construction Management										0	\$0	
	Inspection										0	\$0	
	Subtotal										0	\$0	
12 Project Close-out													
	As-built plans										0	\$0	
	Subtotal										0	\$0	
Miscellaneous Costs													
	Message										0	\$525	
	Inspection vehicle										0		
	Photos										0	\$250	
	Reproduction										0	\$400	
	Subtotal										0	\$1,175	
	PROJECT TOTAL	97	0	145	184	120	4	0	0	11	541	\$83,307	

Estimate for budgeting purposes only - to be refined once preliminary plan is completed

To be determined once preliminary plan is completed

To be determined once preliminary plan is completed

Budgetary Estimate only actual expenses to be on a time and materials basis

To be determined once preliminary plan is completed

Budgetary Estimate only actual expenses to be on a time and materials basis

Budgetary Estimate only actual expenses to be on a time and materials basis