



**WEST VALLEY WATER DISTRICT  
855 W. Base Line Road Rialto, CA**

**ENGINEERING, OPERATIONS AND PLANNING COMMITTEE MEETING  
AGENDA**

**WEDNESDAY, SEPTEMBER 18, 2019 - 6:00 PM**

**NOTICE IS HEREBY GIVEN** that West Valley Water District has called a meeting of the Engineering and Planning Committee to meet in the Administrative Conference Room, 855 W. Base Line Road, Rialto, CA 92376.

**I. CONVENE MEETING**

**II. PUBLIC PARTICIPATION**

*The public may address the Board on matters within its jurisdiction. Speakers are requested to keep their comments to no more than three (3) minutes. However, the Board of Directors is prohibited by State Law to take action on items not included on the printed agenda.*

**III. DISCUSSION ITEMS**

- a. Update for Engineering, Operations and Planning Committee
- b. Authorization to Approve Change Order No. 1 and Change Order No. 2 for the Reservoir R2-3 Site Improvements and Modifications Construction Project for G.M. Sager Construction Company, Inc..
- c. Authorization to Approve Change Order No. 2 for the Customer Service Foyer Renovation Project.
- d. Engineering Development Department - Development Project Update.

**IV. ADJOURN**

**DECLARATION OF POSTING:**

**I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Engineering, Operations and Planning Committee Agenda at the District Offices on September 13, 2019.**

  
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Crystal L. Escalera, Board Secretary



**BOARD OF DIRECTORS  
ENGINEERING AND PLANNING COMMITTEE  
STAFF REPORT**

**DATE:** September 18, 2019  
**TO:** Engineering and Planning Committee  
**FROM:** Clarence Mansell Jr., General Manager  
**SUBJECT:** AUTHORIZATION TO APPROVE CHANGE ORDER NO. 1 AND  
 CHANGE ORDER NO. 2 FOR THE RESERVOIR R2-3 SITE  
 IMPROVEMENTS AND MODIFICATIONS CONSTRUCTION PROJECT  
 FOR G.M. SAGER CONSTRUCTION COMPANY, INC.

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**BACKGROUND:**

The West Valley Water District (“District”) is proposing to construct site improvements and modifications to the Reservoir R2-3 site due to erosion caused by stormwater runoff. The existing access road is used daily by the District’s staff and is in need of repair. To eliminate future erosion problems, the District initiated a project that includes the construction of a paved access road, site pavement, fencing, catch basin, and v-ditch.

The District has filed a claim with our insurance company to see if they will be providing funds for the project. The insurance company has reviewed the documentation and funding will be provided.

**DISCUSSION:**

On September 18, 2018, the District entered into a contract with G.M. Sager Construction Company, Inc. (“G.M. Sager”) for the construction of the Reservoir R2-3 Site Improvements and Modifications Capital Improvement Project. Since their contract was established, G.M. Sager has successfully conducted the scope of work and provided deliverables as stated in the contract.

While demolishing, grading, and preparing the site for improvements, the Contractor encountered the following unforeseen items that needed to be added to the scope of work and adjusted in the field to complete the project:

- Increase the 24-inch RCP installed by 7 linear feet
- Coordinate and add new PVC pipe sleeve for the 8-inch Schedule 40 Drain Pipe installed crossing the existing site piping
- Increase Cut Off Wall bid item by 3 cubic yards
- Decrease Pavement bid item by 505 square feet
- Decrease Curb and Gutter bid item by 17 linear feet
- Eliminate the unused project allowance for a credit

- Eliminate seal coat from project scope
- Complete the replacement for the R2-3 Site Fencing

G.M. Sager has submitted Change Order No. 1 and Change Order No. 2 to cover the cost for this additional work.

**FISCAL IMPACT:**

This project was a budgeted item in the Fiscal Year 2019/20 Capital Improvement Budget under the Reservoir R2-3 Site Upgrades and V-Ditch and Catch Basin Repairs. Change order No. 1 will decrease the contract amount by \$58,822.83 and Change Order No. 2 will increase the contract amount by \$54,225.00 for a total of \$323,867.17. A copy of Change Order No. 1 is attached as **Exhibit A**. A copy of Change Order No. 2 is attached as **Exhibit B**. Sufficient funds are available in the project budget to cover the cost of Change Order No. 1 and Change Order No. 2. A summary of the requested change orders is as follows:

Capital Improvement Project Name	G.M. Sager Contract Price	Change Order No. 1	Change Order No. 2	New Contract Price
Reservoir R2-3 Site Upgrades and V-Ditch and Catch Basin Repairs	\$328,465.00	(\$58,822.83)	\$54,225.00	\$323,867.17

**STAFF RECOMMENDATION:**

It is recommended that the Engineering, Operations, and Planning Committee approve Change Order No. 1 and Change Order No. 2 for the Reservoir R2-3 Site Improvements and Modifications Construction Capital Improvement Project in the amounts of (\$58,822.83) and \$54,225.00, respectively, and have this item considered by the full Board of Directors at a future meeting and authorize the General Manager to execute the necessary documents.

Respectfully Submitted,




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Clarence Mansell Jr, General Manager

RMG:ce

**ATTACHMENT(S):**

1. Exhibit A - G.M. Sager Construction Company Inc. Change Order No. 1
2. Exhibit B - G.M. Sager Construction Company Inc. Change Order No. 2

# EXHIBIT A

**SECTION 2.11  
of  
PROCEDURAL DOCUMENTS**

**CHANGE ORDER**

**OWNER:** West Valley Water District

**CONTRACTOR:** G.M. Sager Construction Company, Inc.  
1380 S. East End Ave.  
Pomona, CA 91766

**PROJECT:** Reservoir 2-3 Site Improvements

Change Order No. 1 Agreement Date: 9/18/18

Date: 8/2/2019 Sheet 1 of 3

The following changes are hereby made to the Contract Documents:

**I. EXTRA WORK**

	<u>ADD</u>	<u>DEDUCT</u>
1. Increase the 24-inch RCP installed by 7 linear feet at the linear foot costs provided in the bid (\$250/LF)	\$1,750.00	
2. The addition of a PVC pipe sleeve for the 8-inch Schedule 40 Drain Pipe installed as it crosses the existing site piping	\$675.92	
3. Increase Project A Cut off Wall bid item by 3 CY at the cubic yard cost provided in the bid (\$800/CY)	\$2,400.00	
4. Decrease Project A Pavement bid item by 505 square feet at the square foot costs provided in the bid (\$14/SF)		(\$7,070.00)
5. Decrease Project B Curb and Gutter bid item by 17 linear feet at the linear foot costs provided in the bid (\$70/LF)		(\$1,190.00)
6. Eliminate Project A Concrete Protection Slab bid item in its entirety		(\$27,600.00)
7. Eliminate the unused project allowance for a Credit		(\$25,000.00)
8. Eliminate seal coat from project scope		(\$2,788.75)
<b>Total, for Item I</b>	<b>\$4,825.92</b>	<b>+ (\$63,658.75)</b>
<b>TOTAL FOR CHANGE ORDER NO. 1</b>	<b>(\$58,822.83)</b>	

## II. CONTRACT TIME

1. **Increase** in the contract duration by 28 Consecutive Calendar Days

## III. JUSTIFICATION:

1. In order to maintain the locations of the catch basin and energy dissipater as shown on the plans the linear footage of 24-inch RCP was increased by approximately 7 linear feet (rounding up) at the linear foot costs provided in the bid.
2. Due to the elevations of the existing piping on-site the 8-inch site drain was installed with a 20 foot long 12-inch diameter PVC sleeve at the drain crossing with a currently unused portion of tank site piping.
3. Due to the redesign issued with the Delta 1 plans the Cut Off wall quantity was increased by 3 cubic yards at the square foot costs provided in the bid
4. Due to the redesign issued with the Delta 1 plans the Pavement for the access road was decreased by 505 square feet at the square foot costs provided in the bid.
5. Due to the redesign issued with the Delta 1 plans the curb and gutter for the access road was decreased by 17 linear feet at the linear foot costs provided in the bid.
6. Due to the redesign issued with the Delta 1 plans the necessity of for the Concrete Protection slab was eliminated and the associated costs provided in the bid.
7. Within the bid schedule a project allowance of \$25,000.00 was included however the need to utilize this allowance during the project was not needed and the costs are to be credited back to the project.
8. Per instruction from the manufacturer the AC Seal Coat required the AC pavement to cure for a duration no less than 6 months. Due to the extent of this cure time duration, the seal coat was requested to be deducted from the scope of work and the costs to provide this work onsite was to be credited back to the project.
9. Increase in the contract duration by 28 Calendar Days.

**CHANGE TO CONTRACT PRICE:**

Original Contract Price	\$ <u>328,465.00</u>
Current Contract Price Adjusted by Previous Change Order(s)	\$ <u>328,465.00</u>
Contract Price Due to This Change Order will be <u>Decreased</u> By:	\$ <u>58,822.83</u>
New Contract Price, including This Change Order	\$ <u>269,642.17</u>

**CHANGE TO CONTRACT TIME:**

Contract Time will be increased	<u>28</u> Working Days
Date of Completion of All Work	<u>May 20th, 2019</u> (Date)

**REQUIRED APPROVALS:**

To be effective, this Change Order must be approved by the Owner, or as may otherwise be required by the Supplemental General Conditions.

_____	_____
Requested By (Contractor)	Date
_____	_____
Recommended By (Project Manager)	Date
_____	_____
Recommended By (Asst. Gen. Manager)	Date
_____	_____
Accepted By (Owner)	Date

# EXHIBIT B



**SECTION 2.11  
of  
PROCEDURAL DOCUMENTS**

**CHANGE ORDER**

**OWNER:** West Valley Water District

**CONTRACTOR:** G.M. Sager Construction Company, Inc.  
1380 S. East End Ave.  
Pomona, CA 91766

**PROJECT:** Reservoir 2-3 Site Improvements

Change Order No. 2 Agreement Date: 9/18/18

Date: 8/29/2019 Sheet 1 of 2

The following changes are hereby made to the Contract Documents:

**I. EXTRA WORK**

	<u>ADD</u>	<u>DEDUCT</u>
1. Complete the replacement of the Reservoir 2-3 Site fencing	\$54,225.00	\$0.00
<b>Total, for Item I</b>	<b>\$54,225.00</b>	
<b>TOTAL FOR CHANGE ORDER NO. 2</b>	<b>\$54,225.00</b>	

**II. CONTRACT TIME**

- 1. **Increase** in the contract duration by 0 Consecutive Calendar Days

**III. JUSTIFICATION:**

- 1. Complete the replacement of the Reservoir 2-3 Site fencing including:
  - a. Removing the existing fence and footings and legally dispose.
  - b. Install 6-foot chain link fence with barbed wire in accordance with West Valley Water District Standard Drawing W-16.

**CHANGE TO CONTRACT PRICE:**

Original Contract Price	\$ <u>328,465.00</u>
Current Contract Price Adjusted by Previous Change Order(s)	\$ <u>269,642.17</u>
Contract Price Due to This Change Order will be <u>Increased</u> By:	\$ <u>54,225.00</u>
New Contract Price, including This Change Order	\$ <u>323,867.17</u>

**CHANGE TO CONTRACT TIME:**

Contract Time will be increased	<u>0</u> Working Days
Date of Completion of All Work	<u>May 20th, 2019</u> (Date)

**REQUIRED APPROVALS:**

To be effective, this Change Order must be approved by the Owner, or as may otherwise be required by the Supplemental General Conditions.

_____	_____
Requested By (Contractor)	Date
_____	_____
Recommended By (Project Manager)	Date
_____	_____
Recommended By (Asst. Gen. Manager)	Date
_____	_____
Accepted By (Owner)	Date



**BOARD OF DIRECTORS  
ENGINEERING AND PLANNING COMMITTEE  
STAFF REPORT**

**DATE:** September 18, 2019  
**TO:** Engineering and Planning Committee  
**FROM:** Clarence Mansell Jr., General Manager  
**SUBJECT:** AUTHORIZATION TO APPROVE CHANGE ORDER NO. 2 FOR THE CUSTOMER SERVICE FOYER RENOVATION PROJECT

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**BACKGROUND:**

The West Valley Water District (“District”) has identified a need to improve the Customer Service Foyer and the Administration Foyer. The project goal is to make these areas inviting and comfortable for our customers and the general public with structural and aesthetic enhancements.

This item was presented to the Engineering and Planning Committee on March 15, May 23, and July 12, 2017. At the May 23rd meeting Ruhnau Clarke Architects (“Architect”) was directed by the Engineering and Planning Committee Directors to prepare an update to the Conceptual Design options for both Foyers. These options were presented to the committee on July 12th were Option 2B was selected as the preferred Customer Service Foyer layout and Options 3A and 5A for the Administration Foyer. The Engineering and Planning Committee directed District Staff to have this item considered by the full Board of Directors. This item was presented to the full Board of Directors at the Board Meeting on August 3, 2017. At the August 3rd meeting the Board of Directors selected Options 2B and 3A and authorized the General Manager to negotiate a scope of work and fee with the Architect for a final design services task order based on Board selected options.

On May 29, 2018 the City of Rialto (“City”) approved the drawings for the Foyers Project prepared by the Architect.

District Staff was directed to remove the Administration Foyer from the scope of work and bidding documents. On June 25, 2018 the District Staff and Architect held a meeting to discuss separating the phasing schedule and scope of work Not-In-Contract (“NIC”). The Architect was directed to prepare an updated set of plans and specifications identifying which areas are NIC.

On July 2, 2018 a Request for Bids (“RFB”) was posted on PlanetBids for the Foyer Renovation Project. On July 30, 2018 one (1) bid was received. This item was presented to the Engineering and Planning Committee on August 8, 2018. At the August 8th, 2018 meeting District Staff was directed to re-bid the Customer Service Foyer Renovation Project (“Foyer Project”) and publically advertise in a newspaper.

On September 25, 2018 a Request for Bids (“RFB”) was posted on PlanetBids for the Foyer Project to general building contractors and eight (8) construction firms. On September 28, 2018 the Bid Notice Inviting Bids for the Foyer Project was published in the San Bernardino County Sun newspaper. On October 30, 2018 four (4) bid were received.

**DISCUSSION:**

On January 25, 2019, the District entered into a contract with Caltec Corporation for the construction of the Customer Service Foyer Renovation Capital Improvement Project. While demolishing and preparing the site for improvements, the Contractor encountered the following unforeseen items that needed to be added to the scope of work and adjusted in the field to complete the project:

- Provide automatic sliding door at the main entrance in lieu of the manual door
- Coordinate structural changes during demolition
- Coordinate the pony wall required due to difference in existing concrete slab heights
- Omit plam at soffit and paint soffit in lieu of laminate for ease of maintenance
- City of Rialto Plan Check Fees second submittal

The items listed above the original contract amount was required. Caltec Corporation has submitted Change Order No. 2 to cover the cost for this additional work.

**FISCAL IMPACT:**

This project was a budgeted item in the Fiscal Year 2019/20 Capital Improvement Budget under the W17040 Customer Service Foyer Renovation. This change order will increase the contract amount by \$30,768.64 for a total of \$614,293.30. A copy of Change Order No. 2 is attached as Exhibit A. Additional funds will be needed. The District’s budget for Contingency has funds available to transfer. A summary of the requested budget transfer is as follows:

<b>CIP FY 2019-2020 Project Name</b>	<b>Current Budget</b>	<b>Construction Cost</b>	<b>Transfer From/To</b>	<b>Remaining Budget</b>
<b>CONT Contingency</b>	\$468,049.00	\$0.00	(\$30,768.64)	\$437,280.36
<b>W17040 Customer Service Foyer Renovation</b>	\$0.00	\$30,768.64	\$30,768.64	\$0.00

**STAFF RECOMMENDATION:**

It is recommended that the Engineering, Operations, and Planning Committee approve Change Order No. 2 for the Customer Service Foyer Renovation Construction Capital Improvement Project in the amount of \$30,768.64 and have this item considered by the full Board of Directors at a future meeting and authorize the General Manager to execute the necessary documents.

Respectfully Submitted,

*Clarence C. Mansell Jr.*

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Clarence Mansell Jr, General Manager

RMG:ce

**ATTACHMENT(S):**

1. Exhibit A - Caltec Corporation Change Order No. 2

# EXHIBIT A

**SECTION 2.11  
of  
PROCEDURAL DOCUMENTS**

**CHANGE ORDER**

**OWNER:** West Valley Water District

**CONTRACTOR:** Caltec Corporation  
8732 Westminster Blvd. Suite 2  
Westminster, CA 92683

**PROJECT:** West Valley Water District Foyer  
Renovation

Change Order No. 2 Agreement Date: January 25, 2019

Date: 09/11/2019 Sheet 1 of 3

The following changes are hereby made to the Contract Documents:

**I. EXTRA WORK**

	<u>ADD</u>	<u>DEDUCT</u>
1. COR 01R4 – Automatic Sliding Door – AFO 02R1	\$7,943.48	
2. COR 03R3 – Structural Changes – AFO 04R1	\$18,335.63	
3. COR 12R1 – Add New Pony Wall Assembly – AFO 06	\$4,641.89	
4. COR 13 – Omit Plam at soffit – AFO 03		\$793.36
5. City of Rialto Building Permit Fees BLD 19-1390	\$641.00	
<b>Total, for Item I</b>	<b>\$31,562.00</b>	<b>- \$793.36</b>

**TOTAL FOR CHANGE ORDER NO. 1      \$30,768.64**

**II. CONTRACT TIME**

Increased 0 calendar days

**III. JUSTIFICATION:**

1. COR 01R4 – Providing automatic sliding door at main entrance in lieu of manual door.
2. COR 03R3 – Structural changes required due to unforeseen existing conditions encountered during demolition.
3. COR 12R1 – Pony wall required due to difference in existing slab heights.
4. COR 13 – Paint soffit in lieu of laminate for ease of maintenance.
5. City of Rialto Building Permit Fees BLD 19-1390 Reimbursable to Contractor.



**CHANGE TO CONTRACT PRICE:**

Original Contract Price	\$ <u>567,000.00</u>
Current Contract Price Adjusted by Previous Change Order(s)	\$ <u>16,524.66</u>
Contract Price Due to This Change Order will be Increased by	\$ <u>30,768.64</u>
New Contract Price, including This Change Order	\$ <u>614,293.30</u>

**CHANGE TO CONTRACT TIME:**

Contract Time will be increased	<u>0</u> Working Days
Date of Completion of All Work	<u>September 17, 2019</u> (Date)

**REQUIRED APPROVALS:**

To be effective, this Change Order must be approved by the Owner, or as may otherwise be required by the Supplemental General Conditions.

_____	_____
Requested By (Contractor)	Date
_____	_____
Recommended By (Project Manager)	Date
_____	_____
Recommended By (Asst. Gen. Manager)	Date
_____	_____
Accepted By (Owner)	Date



**BOARD OF DIRECTORS  
ENGINEERING AND PLANNING COMMITTEE  
STAFF REPORT**

**DATE:** September 18, 2019  
**TO:** Engineering and Planning Committee  
**FROM:** Clarence Mansell Jr., General Manager  
**SUBJECT:** ENGINEERING DEVELOPMENT DEPARTMENT - DEVELOPMENT  
PROJECT UPDATE

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**DISCUSSION:**

As a partner with our valued customers and the development community, the Engineering Development Department works alongside developers, their engineers, contractors, consultants and other public agencies to identify, implement and coordinate the developer's project. The department provides guidance and technical support for developers who wish to construct new residential housing tracts, commercial and industrial projects and for single customer service installations.

Every project involves the installation of private water facilities connecting to the public water system which requires department plan check review, project coordination and construction inspection to ensure compliance with the District's Rules and Regulations, Standards and Specifications. The Engineering Development Department administers water installation and conveyance agreements, issues will serve letters, performs fire flows, collects fees, coordinates meter installation with the developer and the meter department, responds to utility research requests and various other development related functions.

Staff will be giving a brief update on development projects.

**FISCAL IMPACT:**

No fiscal impact.

**STAFF RECOMMENDATION:**

For information only.

Respectfully Submitted,



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Clarence Mansell Jr, General Manager

LJ:ce