

**BOARD MEETING AGENDA
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
AUGUST 19, 2020 beginning at 6:15 PM**



**DISTRICT ADMINISTRATIVE OFFICE
6230 SYLVAN ROAD, CITRUS HEIGHTS, CA**

PHONE CALL IN: (253) 215-8782

PHONE MEETING ID: 980 0255 5028

COMPUTER AUDIO/LIVE MEETING PRESENTATIONS:

<https://zoom.us/j/98002555028?pwd=V2xVMmRIUnRRbEZ0WDhDeGpYdmhvZz09>

In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the General Manager at (916) 725-6873. Requests must be made as early as possible, and at least one full business day before the start of the meeting. Pursuant to Executive Order N-29-20, the meeting will be held at the listed physical location and electronically through the above phone number.

Directors and members of the public may attend the meeting in person at the District headquarters or remotely through the phone number and link above. In compliance with the Sacramento County Health Order issued May 26, 2020, which states “Persons should wear face coverings when in public places,” members of the public shall wear a face covering unless they are exempt per the order.

CALL TO ORDER:

Upon request, agenda items may be moved to accommodate those in attendance wishing to address that item. Please inform the General Manager.

ROLL CALL OF DIRECTORS:

CLOSED SESSION:

CL-1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Section 54956.8:

Property: Parcel Numbers 243-0180-004

Agency negotiators: John Brown, Madeline Henry, Brittney Moore, Joshua Nelson, Melissa Pieri, Hilary Straus, Susan Talwar, Steve Anderson, Rebecca Scott

Negotiating parties: Patricia Odani and Norman Eichelmann

Under negotiation: Price and Terms of Payment

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

September 15, 2020	6:30 PM	Regular Meeting
October 21, 2020	6:30 PM	Regular Meeting
November 18, 2020	6:30 PM	Regular Meeting
December 16, 2020	6:30 PM	Regular Meeting

ADJOURNMENT:

CERTIFICATION:

I do hereby declare and certify that this agenda for this Special Meeting of the Board of Directors of the Citrus Heights Water District was posted in a location accessible to the public at the District Administrative Office Building, 6230 Sylvan Road, Citrus Heights, CA 95610 at least 24 hours prior to the special meeting in accordance with Government Code Section 54956.



Madeline Henry, Administrative Services Manager/
Chief Board Clerk

Dated: August 13, 2020

**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
AUGUST 19, 2020 beginning at 6:30 PM**



**DISTRICT ADMINISTRATIVE OFFICE
6230 SYLVAN ROAD, CITRUS HEIGHTS, CA**

PHONE CALL IN: (253) 215-8782

PHONE MEETING ID: 980 0255 5028

COMPUTER AUDIO/LIVE MEETING PRESENTATIONS:

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In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the General Manager at (916) 725-6873. Requests must be made as early as possible, and at least one full business day before the start of the meeting. Pursuant to Executive Order N-29-20, the meeting will be held at the listed physical location and electronically through the above phone number.

Directors and members of the public may attend the meeting in person at the District headquarters or remotely through the phone number and link above. In compliance with the Sacramento County Health Order issued May 26, 2020, which states "Persons should wear face coverings when in public places," members of the public shall wear a face covering unless they are exempt per the order.

CALL TO ORDER:

Upon request, agenda items may be moved to accommodate those in attendance wishing to address that item. Please inform the General Manager.

ROLL CALL OF DIRECTORS:

PLEDGE OF ALLEGIANCE:

VISITORS:

PUBLIC COMMENT:

The Public shall have the opportunity to directly address the Board on any item of interest to the public before or during the Board's consideration of that item pursuant to Government Code Section 54954.3. Public comment on items of interest within the jurisdiction of the Board is welcome. The Presiding Officer will limit comments to three (3) minutes per speaker.

(A) Action Item

(D) Discussion Item

(I) Information Item

CONSENT CALENDAR: (I/A)

All items under the Consent Calendar are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board, Audience, or Staff request a specific item be removed for separate discussion/action before the motion to approve the Consent Calendar.

CC-1a. Minutes of the Special Meeting – June 17, 2020 (A)

CC-1b. Minutes of the Regular Meeting – June 17, 2020 (A)

- CC-1c. Minutes of the Special Meeting – June 29, 2020 (A)
Recommendation: Approve the minutes of the June 17, 2020 Regular and Special Meetings and the June 29, 2020 Special Meeting.
- CC-2. Revenue Analysis Report for June and July 2020 (I)
CC-3. Assessor/Collector's Roll Adjustment for June and July 2020 (I)
CC-4. Treasurer's Report for June and July 2020 (I)
CC-5. Treasurer's Report of Fund Balances for June and July 2020 (I)
CC-6. Operating Budget Analysis for June and July 2020 (I)
CC-7. Capital Projects Summary June and July 2020 (I)
CC-8. Warrants for June and July 2020 (I)
CC-9. Purchase Card Distributions for June and July 2020 (I)
CC-10. Employee Recognitions (I)
CC-11. Long-Range Agenda (I)
CC-12. Engineering Department Report (I)
CC-13. Operations Department Report (I)
CC-14. 2020 Water Supply – Purchased and Produced (I)
CC-15a. Water Supply Reliability July (I)
CC-15b. Water Supply Reliability August (I)
CC-16. Water Efficiency and Safety Program Update (I)
CC-17. Discussion & Possible Action to Approve Agreement with Flowline Contractors, Inc. for the Robie Way and Admiral Avenue Water Main Project (A)
Recommendation: Accept the bid of Flowline Contractors, Inc. in the amount of \$400,089.00 and establish a contingency fund in the amount of \$40,008.00 (10%), for a total amount of \$440,097.00. Authorize the General Manager to execute an agreement with Flowline Contractors, Inc.

PRESENTATIONS:

- P-1. CHWD Centennial Update
- P-2. Website Redesign Update
- P-3. Capital Improvement Program (CIP) Update

STUDY SESSIONS:

None.

BUSINESS:

None.

MANAGEMENT SERVICES REPORTS (I):

None.

CONSULTANTS' AND LEGAL COUNSEL'S REPORTS (I):

None.

DIRECTOR'S AND REPRESENTATIVE'S REPORTS (I):

- D-1. Regional Water Authority (Riehle).
D-2. Sacramento Groundwater Authority (Sheehan).
D-3. San Juan Water District (All).

- D-4. Association of California Water Agencies (Riehle).
- D-5. ACWA Joint Powers Insurance Authority (Wheaton/Henry).
- D-6. City of Citrus Heights (Pieri).
- D-7. Chamber of Commerce Update (Talwar/Henry).
- D-8. RWA Legislative and Regulatory Affairs Update (Talwar/Henry).
- D-9. Customer Advisory Committee (Riehle/Pieri).
- D-10. Other Reports.

CLOSED SESSION:

None.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

September 15, 2020	6:30 PM	Regular Meeting
October 21, 2020	6:30 PM	Regular Meeting
November 18, 2020	6:30 PM	Regular Meeting
December 16, 2020	6:30 PM	Regular Meeting

ADJOURNMENT:

CERTIFICATION:

I do hereby declare and certify that this agenda for this Regular Meeting of the Board of Directors of the Citrus Heights Water District was posted in a location accessible to the public at the District Administrative Office Building, 6230 Sylvan Road, Citrus Heights, CA 95610 at least 72 hours prior to the special meeting in accordance with Government Code Section 54954.2.



Madeline Henry, Administrative Services Manager/
Chief Board Clerk

Dated: August 13, 2020

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
June 17, 2020

The Special Meeting of the Board of Directors was called to order at 6:03 p.m. by President Riehle and roll was called. Present were:

Raymond A. Riehle, President
David C. Wheaton, Vice President
Caryl F. Sheehan, Director

Staff:

Steve Anderson, General Counsel
David Gordon, Director of Operations
Madeline Henry, Administrative Services Manager/ Chief Board Clerk
Josh Nelson, Assistant General Counsel
Missy Pieri, Director of Engineering/ District Engineer
Hilary Straus, General Manager
Susan Talwar, Director of Finance and Administrative Services

Evan McLaughlin, Redistricting Partners
Paul Mitchell, Redistricting Partners

President Riehle adjourned the meeting to closed session at 6:04 p.m.

CLOSED SESSION:

CL-1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: 2 cases

No reportable action.

CL-2. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: Kessner v. City of Santa Clara, et al., Santa Clara County Superior Court, Case No. 20CV364054

No reportable action.

CL-3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Section 54956.8:

Property: Parcel Numbers 243-0180-010

Agency negotiators: Brian Hensley, David Gordon, Madeline Henry, Josh Nelson, Melissa Pieri, Hilary Straus, Susan Talwar, Steve Anderson, Rebecca Scott

Negotiating parties: Amir Khoyi

Under negotiation: Price and Terms of Payment

No reportable action.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 7:36 p.m.

APPROVED:

MADELINE A. HENRY
Deputy Secretary
Citrus Heights Water District

RAYMOND A. RIEHLE, President
Board of Directors
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
June 17, 2020

The Regular Meeting of the Board of Directors was called to order at 7:36 p.m. by President Riehle and roll was called. Present were:

Raymond A. Riehle, President
David C. Wheaton, Vice President
Caryl F. Sheehan, Director

Staff:

Steve Anderson, General Counsel
David Gordon, Director of Operations
Madeline Henry, Administrative Services Manager/ Chief Board Clerk
Brittney Moore, Management Analyst/ Deputy Board Clerk
Josh Nelson, Assistant General Counsel
Missy Pieri, Director of Engineering/ District Engineer
Alberto Preciado, Accounting Supervisor
Hilary Straus, General Manager
Susan Talwar, Director of Finance and Administrative Services

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

President Riehle asked for consideration and/or approval of the Consent Calendar.

- CC-1a. Minutes of the Special Meeting – May 20, 2020 (A)
- CC-1b. Minutes of the Regular Meeting – May 20, 2020 (A)
 - Recommendation: Approve the minutes of the May 20, 2020 Regular and Special Meetings.
- CC-2. Revenue Analysis Report for May 2020 (I)
- CC-3. Assessor/Collector's Roll Adjustment for May 2020 (I)
- CC-4. Treasurer's Report for May 2020 (I)
- CC-5. Treasurer's Report of Fund Balances for May 2020
- (I) CC-6. Operating Budget Analysis for May 2020 (I)
- CC-7. Capital Projects Summary May 2020 (I)
- CC-8. Warrants for May 2020 (A)
 - Recommendation: Approve disbursements issued for payment dated May 15, 2020 through June 11, 2020 per Policy 6460.20.
- CC-9. Purchase Card Distributions for May 2020 (I)

- CC-10. Employee Recognitions (I)
CC-11. Long-Range Agenda (I)
CC-12. Engineering Department Report (I)
CC-13. Operations Department Report (I)
CC-14. 2020 Water Supply – Purchased and Produced (I)
CC-15. Water Supply Reliability (I)
- CC-16. Water Efficiency and Safety Program Update (I)
CC-17. Discussion & Possible Action to Approve the Disposition of Real Property
(A) Recommendation: Adopt Resolution 08-2020 (approving a Quitclaim Deed within the property at 8501 Auburn Boulevard) and approve the Quitclaim Deed for said property.
CC-18. Discussion & Possible Action to Approve Agreement with Flowline Contractors, Inc. for the Whyte Avenue and Langley Avenue Water Main Project (A)
Recommendation: Accept the bid of Flowline Contractors, Inc. in the amount of \$544,094.00 and establish a contingency fund in the amount of \$54,409.00 (10%), for a total amount of \$598,503.00. Authorize the General Manager to execute an agreement with Flowline Contractors, Inc.
CC-19. Discussion and Possible Action to Adopt Resolution 09-2020 Approving and Confirming the Report of Delinquent Utilities Charges and Requesting Sacramento County to Collect Such Charges on the Tax Roll and Resolution 10-2020 Approving and Confirming the Report of Delinquent Utilities Charges and Requesting Placer County to Collect Such Charges on the Tax Roll (A)
Recommendation: Adopt Resolutions 09-2020 (Sacramento County) and 10-2020 (Placer County) approving and confirming the Report of Delinquent Utilities Charges and requesting the respective county to place such charges on the respective tax roll.
CC-20. Travel/Per Diem Policy Update (A)
Recommendation: Consider amending District Board and Officers Policy No. 2060.54, Meals Expense and (2) amending District Human Resources Policy No. 4901.02, Employee Meal Expenses, to refine the per diem meals and expense policies.

ACTION:

Vice President Wheaton moved and Director Sheehan seconded a motion to approve the consent calendar.

The motion carried 3-0 with all Directors voting yes.

PRESENTATIONS:

P-1. CHWD Brand Update (I)

P-2. Budget Document Introduction (I)

BUSINESS:

B-1. Discussion and Possible Action to Approve the Financial Policy Update (A)

ACTION:

Director Sheehan moved and Vice President Wheaton seconded a motion to approve updates to the District's Financial Policies.

The motion carried 3-0 with all Directors voting yes.

B-2. Discussion and Possible Action to Update Policy 5300: Maintenance of Water Meters (A)

ACTION:

Vice President Wheaton moved and Director Sheehan seconded a motion to amend District Operations Policy No. 5300, to address access to water services located outside of a right-of-way, public utility easement, or dedicated easement to the District; and amend the Application for Customer Account to incorporate revisions.

The motion carried 3-0 with all Directors voting yes.

MANAGEMENT SERVICES REPORTS (I):

None.

CONSULTANTS' AND LEGAL COUNSEL'S REPORTS (I):

None.

DIRECTOR'S AND REPRESENTATIVE'S REPORTS (I):

D-1. Regional Water Authority (Riehle).

D-2. Sacramento Groundwater Authority (Sheehan).

D-3. San Juan Water District (All).

D-4. Association of California Water Agencies (Riehle).

D-5. ACWA Joint Powers Insurance Authority (Wheaton/Henry).

D-6. City of Citrus Heights (Pieri).

D-7. Chamber of Commerce Update (Talwar/Henry).

D-8. RWA Legislative and Regulatory Affairs Update (Talwar/Henry).

D-9. Customer Advisory Committee (Riehle/Gordon/Pieri).

D-10. Other Reports.

CLOSED SESSION:

None.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 9:35 p.m.

APPROVED:

MADELINE A. HENRY
Deputy Secretary
Citrus Heights Water District

RAYMOND A. RIEHLE, President
Board of Directors
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
June 29, 2020

The Special Meeting of the Board of Directors was called to order at 6:03 p.m. by President Riehle and roll was called. Present were:

Raymond A. Riehle, President
David C. Wheaton, Vice President
Caryl F. Sheehan, Director

Staff:

Steve Anderson, General Counsel
John Brown, Assistant General Counsel
Brittney Moore, Management Analyst/Deputy Board Clerk
Josh Nelson, Assistant General Counsel
Hilary Straus, General Manager
Susan Talwar, Director of Finance and Administrative Services

Evan McLaughlin, Redistricting Partners
Paul Mitchell, Redistricting Partners

President Riehle adjourned the meeting to closed session at 6:05 p.m.

CLOSED SESSION:

CL-1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: 1 case

No reportable action.

President Riehle adjourned the meeting to open session at 6:51 p.m.

PUBLIC COMMENT:

Gary Page, Board President of Fair Oaks Water District.

BUSINESS:

B-1. Consideration and Approval of Resolution Submitting Proposed “By District” Map to San Juan Water District (SJWD) for California Voting Rights Act (CVRA) Transition Process (A)

ACTION:

Director Sheehan moved and Vice President Wheaton seconded a motion to Adopt Resolution 11-2020 submitting a proposed map to SJWD related to its transition to by district elections under the CVRA.

The motion carried 3-0 with all Directors voting yes.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 7:16 p.m.

APPROVED:

MADELINE A. HENRY
Deputy Secretary
Citrus Heights Water District

RAYMOND A. RIEHLE, President
Board of Directors
Citrus Heights Water District

JUNE 2020

REVENUE ANALYSIS

Outstanding Receivables

Aged Trial Balance					
Total	Current	31-90	91-150	>150	Unapplied Current
1,517,378	1,443,739	91,587	25,170	45,728	88,845

General Ledger Balance	Total
Outstanding A/R	1,385,505.49
Outstanding Liens	-
Outstanding Grants	1,453
A/R Other	182,097
Less Unapplied Payments	(90,509)
Total	\$ 1,478,546

JULY 2020

REVENUE ANALYSIS

Outstanding Receivables

Aged Trial Balance					
Total	Current	31-90	91-150	>150	Unapplied Current
949,093	770,272	181,537	45,467	52,144	100,327

General Ledger Balance	Total
Outstanding A/R	994,670.96
Outstanding Liens	-
Outstanding Grants	1,453
A/R Other	16,141
Less Unapplied Payments	(101,944)
Total	\$ 910,321

**CITRUS HEIGHTS WATER DISTRICT
ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
June 30, 2020**

CC-03

Assessor/Collector Roll Adjustment June-20	
Dollar	Count

There were no roll adjustments during June 2020.

Reason For Cancellation	Charge Type	Amount
		-
		\$ -

**CITRUS HEIGHTS WATER DISTRICT
ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
July 31, 2020**

CC-03

Assessor/Collector Roll Adjustment July-20		
	Dollar	Count
DEPOSIT		
New Owner	\$ 450.00	2
DEPOSIT Total	\$ 450.00	2
Grand Total	\$ 450.00	2

Reason For Cancellation	Charge Type	Amount
New Owner	DEPOSIT	225.00
New Owner	DEPOSIT	225.00
		<u>\$ 450.00</u>

TREASURER'S REPORT TO THE BOARD OF DIRECTORS
JUNE 2020


Bank of the West				
Beginning Balance				\$8,523,260
RECEIPTS:			1,228,299	
DISBURSEMENTS:				
Checks Issued / ACH Payments	679,408			
Payroll	517,609			
Returned Checks	749			
			1,197,766	30,533
Bank of the West				
Balance per Bank 06/30/2020				8,553,793
Outstanding Checks				(111,200)
Deposit in Transit				49,630
Balance Per Books 06/30/2020				\$8,492,223

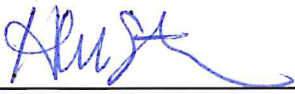
RECONCILEMENT:				
Bank of the West				\$8,492,223
Local Agency Investment Fund				6,451,499
COP Reserve Account				540,712
Money Mkt Activity Account				543,905
TOTAL BALANCE				\$16,028,340

CASH & INVESTMENT SUMMARY:				
Bank of the West (General Account)				8,492,223
Local Agency Investment Fund				6,451,499
COP 2010 Reserve Account				540,712
Money Mkt Activity Account				543,905
Total				\$16,028,340

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	2.03%	32,306.79	4/15/2020

I certify that this report accurately reflects all pooled investments and is in compliance with applicable State of California Government Codes and is in conformity with Investment of District Funds Policy 6300. As Treasurer of the Citrus Heights Water District, I hereby certify that sufficient investment liquidity and anticipated revenue are available to meet the next six months' estimated expenditures.


SUSAN K. TALWAR
Treasurer


HILARY M. STRAUS
Secretary

Signed: 7/27/2020

TREASURER'S REPORT TO THE BOARD OF DIRECTORS
JULY 2020

CC-04


Bank of the West				
Beginning Balance				\$8,553,793
RECEIPTS:			3,659,451	
DISBURSEMENTS:				
Checks Issued / ACH Payments	727,896			
Payroll	805,351			
Returned Checks	359			
			1,533,606	2,125,845
Bank of the West				
Balance per Bank 07/31/2020				10,679,638
Outstanding Checks				(198,215)
Deposit in Transit				94,709
Balance Per Books 07/31/2020				\$10,576,133


RECONCILEMENT:				
Bank of the West				\$10,576,133
Local Agency Investment Fund				6,475,040
COP Reserve Account				540,716
Money Mkt Activity Account				543,910
TOTAL BALANCE				\$18,135,798

CASH & INVESTMENT SUMMARY:				
Bank of the West (General Account)				10,576,133
Local Agency Investment Fund				6,475,040
COP 2010 Reserve Account				540,716
Money Mkt Activity Account				543,910
Total				\$18,135,798

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	1.47%	23,540.26	7/15/2020

I certify that this report accurately reflects all pooled investments and is in compliance with applicable State of California Government Codes and is in conformity with Investment of District Funds Policy 6300. As Treasurer of the Citrus Heights Water District, I hereby certify that sufficient investment liquidity and anticipated revenue are available to meet the next six months' estimated expenditures.


ALBERTO PRECIADO
 Deputy Treasurer


HILARY M. STRAUS
 Secretary

Signed: 8/12/2020

TREASURER'S REPORT OF FUND BALANCES
June 30, 2020

Fund Name	Beginning Balance 01/01/2020	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	Ending Balance 06/30/2020	2020 Target Balance per Policy
Operating Fund	\$ 744,972	\$ 6,405,459	\$ (5,486,997)	\$ 1,228,299	\$ (1,197,766)	\$ 1,693,968	\$ 2,334,017
Operating Reserve	\$ 3,592,065	\$ -	\$ -	\$ -	\$ -	\$ 3,592,065	N/A
Rate Stabilization Fund	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000
Capital Improvement Reserve	\$ 2,796,860	\$ -	\$ -	\$ -	\$ -	\$ 2,796,860	\$ 2,681,248
Restricted for Debt Service	\$ 536,963	\$ -	\$ -	\$ -	\$ -	\$ 536,963	N/A
Water Supply Reserve	\$ 1,623,173	\$ -	\$ -	\$ -	\$ -	\$ 1,623,173	N/A
Water Efficiency Reserve	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
Water Meter Replacement Reserve	\$ 1,525,000	\$ -	\$ -	\$ -	\$ -	\$ 1,525,000	N/A
Fleet Equipment Reserve	\$ 334,253	\$ -	\$ -	\$ -	\$ -	\$ 334,253	\$ 318,559
Employment-Related Benefits Reserve	\$ 405,319	\$ -	\$ -	\$ -	\$ -	\$ 405,319	\$ 1,079,527
	<u>\$ 12,758,605</u>	<u>6,405,459</u>	<u>\$ (5,486,997)</u>	<u>\$ 1,228,299</u>	<u>\$ (1,197,766)</u>	<u>\$ 13,707,601</u>	<u>\$ 7,613,351</u>



 SUSAN K. TALWAR, Treasurer

TREASURER'S REPORT OF FUND BALANCES
June 30, 2020

Fund Transfers Summary:

The Operating Fund Transferred:	\$ 1,228,299	from funds collected in June 2020 per Treasurer's Report
	<u>\$ (1,197,766)</u>	disbursements made in June 2020 per Treasurer's Report
	\$ 30,533	

TREASURER'S REPORT OF FUND BALANCES
July 31, 2020

Fund Name	Beginning Balance 01/01/2020	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	Ending Balance 07/31/2020	2020 Target Balance per Policy
Operating Fund	\$ 744,972	\$ 7,633,758	\$ (6,684,763)	\$ 3,659,451	\$ (1,533,606)	\$ 3,819,813	\$ 2,334,017
Operating Reserve	\$ 3,592,065	\$ -	\$ -	\$ -	\$ -	\$ 3,592,065	N/A
Rate Stabilization Fund	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000
Capital Improvement Reserve	\$ 2,796,860	\$ -	\$ -	\$ -	\$ -	\$ 2,796,860	\$ 2,681,248
Restricted for Debt Service	\$ 536,963	\$ -	\$ -	\$ -	\$ -	\$ 536,963	N/A
Water Supply Reserve	\$ 1,623,173	\$ -	\$ -	\$ -	\$ -	\$ 1,623,173	N/A
Water Efficiency Reserve	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
Water Meter Replacement Reserve	\$ 1,525,000	\$ -	\$ -	\$ -	\$ -	\$ 1,525,000	N/A
Fleet Equipment Reserve	\$ 334,253	\$ -	\$ -	\$ -	\$ -	\$ 334,253	\$ 318,559
Employment-Related Benefits Reserve	\$ 405,319	\$ -	\$ -	\$ -	\$ -	\$ 405,319	\$ 1,079,527
	<u>\$ 12,758,605</u>	<u>7,633,758</u>	<u>\$ (6,684,763)</u>	<u>\$ 3,659,451</u>	<u>\$ (1,533,606)</u>	<u>\$ 15,833,446</u>	<u>\$ 7,613,351</u>


 ALBERTO PRECIADO, Deputy Treasurer

TREASURER'S REPORT OF FUND BALANCES
July 31, 2020

Fund Transfers Summary:

The Operating Fund Transferred:	\$ 3,659,451	from funds collected in July 2020 per Treasurer's Report
	<u>\$ (1,533,606)</u>	disbursements made in July 2020 per Treasurer's Report
	\$ 2,125,845	

Citrus Heights Water District
Budget Performance Report
As of 6/30/2020

CC-06

	June Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance Amount	Percent	Annual Budget
Revenues						
Metered Service Charges	\$1,124,690.84	\$5,275,028.56	\$4,793,046.00	\$481,982.56	10.06%	\$9,586,090.00
Metered Water Deliveries	642,159.48	2,037,349.50	1,715,378.00	321,971.50	18.77%	5,234,960.00
Non-Metered Service Charges	14,729.93	54,918.81	70,002.00	(15,083.19)	-21.55%	140,000.00
Penalties	370.00	15,055.72	49,153.00	(34,097.28)	-69.37%	150,000.00
Interest	2,542.84	48,982.71	22,770.00	26,212.71	115.12%	45,535.00
Backflow Fees	7,315.60	30,457.48	58,002.00	(27,544.52)	-47.49%	116,000.00
Water Service Install & S&R	77.00	16,552.37	13,650.00	2,902.37	21.26%	27,300.00
Miscellaneous *	1,645.68	35,720.87	73,500.00	(37,779.13)	-51.40%	147,000.00
Cost Reimbursements	6,669.31	26,727.09		26,727.09	0.00%	
Income - Wheeling Water			1,350.00	(1,350.00)	-100.00%	2,700.00
Total Revenue	1,800,200.68	7,540,793.11	6,796,851.00	743,942.11	10.95%	15,449,585.00
*includes Assessments, New Account, Back Charges & other Miscellaneous Revenue Sources						
Operating Expenses						
Cost of Water						
Purchased Water		963,541.40	1,563,775.02	(600,233.62)	-38.38%	3,127,550.04
Ground Water	66,445.90	335,223.48	413,861.22	(78,637.74)	-19.00%	827,722.44
	66,445.90	1,298,764.88	1,977,636.24	(678,871.36)	-34.33%	3,955,272.48
Labor & Benefits						
Labor Regular	265,373.76	1,587,950.97	1,682,772.66	(94,821.69)	-5.63%	3,365,545.32
Labor Non-Regular	1,678.80	9,944.80		9,944.80	0.00%	0.00
Labor Taxes	21,099.48	126,884.43	133,610.28	(6,725.85)	-5.03%	267,220.56
Labor Workers Comp		34,589.09	45,750.00	(11,160.91)	-24.40%	91,500.00
Labor External	1,200.00	9,554.22	88,390.02	(78,835.80)	-89.19%	176,780.04
Benefits Med/Den/Vis	35,379.09	248,276.33	289,866.90	(41,590.57)	-14.35%	579,733.80
Benefits LTD/Life/EAP	4,492.56	19,890.85	73,371.24	(53,480.39)	-72.89%	146,742.48
Benefits CalPers	32,035.45	114,734.31	165,309.60	(50,575.29)	-30.59%	330,619.20
Benefits Other	9,648.13	31,019.71	15,499.98	15,519.73	100.13%	30,999.96
Benefit Retiree Expenses	3,495.93	20,975.58	27,328.08	(6,352.50)	-23.25%	54,656.16
Benefit Unemployment			4,209.54	(4,209.54)	-100.00%	8,419.08
Benefit GASB 68		180,545.50	190,282.98	(9,737.48)	-5.12%	380,565.96
Capitalized Labor & Benefit Contra	(48,598.28)	(263,426.29)	(250,000.02)	(13,426.27)	5.37%	(500,000.04)
	325,804.92	2,120,939.50	2,466,391.26	(345,451.76)	-14.01%	4,932,782.52
General & Administrative						
Fees & Charges	12,214.43	36,744.72	106,852.50	(70,107.78)	-65.61%	213,705.00
Regulatory Compliance/Permits	12,380.70	88,397.55	44,657.52	43,740.03	97.95%	89,315.04
District Events & Recognition	(1,876.46)	7,116.83	66,036.54	(58,919.71)	-89.22%	132,073.08

Citrus Heights Water District
Budget Performance Report
As of 6/30/2020

CC-06

	June Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance		Annual Budget
				Amount	Percent	
Maintenance/Licensing	4,839.46	115,769.92	68,505.00	47,264.92	68.99%	137,010.00
Equipment Maintenance	7,114.83	47,976.62	49,562.46	(1,585.84)	-3.20%	99,124.92
Professional Development	344.00	33,639.81	78,366.48	(44,726.67)	-57.07%	156,732.96
Department Admin		30.00	12,850.02	(12,820.02)	-99.77%	25,700.04
Dues & Subscriptions	5,219.49	118,358.80	97,913.04	20,445.76	20.88%	195,826.08
Fuel & Oil	2,777.78	20,078.24	32,194.98	(12,116.74)	-37.64%	64,389.96
General Supplies	1,497.96	19,622.01	33,999.96	(14,377.95)	-42.29%	67,999.92
Insurance - Auto/Prop/Liab		64,535.87	51,000.00	13,535.87	26.54%	102,000.00
Leasing/Equipment Rental	1,959.25	13,952.27	19,950.00	(5,997.73)	-30.06%	39,900.00
Parts & Materials	38,603.91	183,163.95	27,499.98	155,663.97	566.05%	54,999.96
Postage/Shipping/Freight	4,617.22	44,078.67	85,800.00	(41,721.33)	-48.63%	171,600.00
Rebates & Incentives	450.00	2,025.00	18,450.00	(16,425.00)	-89.02%	36,900.00
Telecom/Network	3,729.61	21,699.17	21,570.00	129.17	0.60%	43,140.00
Tools & Equipment	1,808.64	14,024.65	43,550.04	(29,525.39)	-67.80%	87,100.08
Utilities	21.85	2,151.34		2,151.34	0.00%	
Write-Off Bad Debt Exp			2,500.02	(2,500.02)	-100.00%	5,000.04
Capitalized G&A Contra	(22,301.62)	(96,925.28)		(96,925.28)	0.00%	
Capitalized Equipment Contra	(26,845.25)	(166,177.32)		(166,177.32)	0.00%	
	46,555.80	570,262.82	861,258.54	(290,995.72)	-33.79%	1,722,517.08
Professional & Contract Services						
Support Services	(63,822.13)	108,282.15	918,582.42	(810,300.27)	-88.21%	1,837,164.84
Legal Services	25,349.10	76,716.55	151,250.04	(74,533.49)	-49.28%	302,500.08
Printing Services	703.79	2,195.12	24,350.04	(22,154.92)	-90.99%	48,700.08
	(37,769.24)	187,193.82	1,094,182.50	(906,988.68)	-82.89%	2,188,365.00
Reserves & Debt Services						
Interest Expense		12,366.70	49,031.29	(36,664.59)	-74.78%	98,062.57
Net Increase(Decrease) in Value of Investments		11,298.97		11,298.97	0.00%	
		23,665.67	49,031.29	(25,365.62)	-51.73%	98,062.57
Total Operating Expenses	401,037.38	4,200,826.69	6,448,499.83	(2,247,673.14)	-34.86%	12,896,999.65
Net Income / (Expense)	1,399,163.30	3,339,966.42	348,351.17	2,991,615.25	858.79%	2,552,585.35

Citrus Heights Water District
Budget Performance Report
As of 7/31/2020

CC-06

	July Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance		Annual Budget
				Amount	Percent	
Revenues						
Metered Service Charges	\$655,375.87	\$5,930,404.43	\$5,591,887.00	\$338,517.43	6.05%	\$9,586,090.00
Metered Water Deliveries	525,117.11	2,562,466.61	2,485,170.00	77,296.61	3.11%	5,234,960.00
Non-Metered Service Charges	3,102.64	58,021.45	81,669.00	(23,647.55)	-28.96%	140,000.00
Penalties	93.00	15,148.72	71,210.00	(56,061.28)	-78.73%	150,000.00
Interest	25,867.43	74,850.14	26,565.00	48,285.14	181.76%	45,535.00
Backflow Fees	2,728.40	33,185.88	67,669.00	(34,483.12)	-50.96%	116,000.00
Water Service Install & S&R	102,046.00	118,598.37	15,925.00	102,673.37	644.73%	27,300.00
Grant Funds	1,012.50	1,012.50		1,012.50	0.00%	
Miscellaneous *	2,449.34	38,170.21	85,750.00	(47,579.79)	-55.49%	147,000.00
Cost Reimbursements	350.00	27,077.09		27,077.09	0.00%	
Income - Wheeling Water	7,454.82	7,454.82	1,575.00	5,879.82	373.32%	2,700.00
Income - Connection Fees	1,824,241.39	1,824,241.39		1,824,241.39	0.00%	2,700.00
Total Revenue	3,149,838.50	10,690,631.61	8,427,420.00	2,263,211.61	26.86%	15,449,585.00
*includes Assessments, New Account, Back Charges & other Miscellaneous Revenue Sources						
Operating Expenses						
Cost of Water						
Purchased Water	741,851.23	1,705,392.63	1,824,404.19	(119,011.56)	-6.52%	3,127,550.04
Ground Water	61,713.94	396,937.42	482,838.09	(85,900.67)	-17.79%	827,722.44
	803,565.17	2,102,330.05	2,307,242.28	(204,912.23)	-8.88%	3,955,272.48
Labor & Benefits						
Labor Regular	240,428.44	1,828,379.41	1,963,234.77	(134,855.36)	-6.87%	3,365,545.32
Labor Non-Regular	457.80	10,402.60		10,402.60	0.00%	0.00
Labor Taxes	18,854.02	145,738.45	155,878.66	(10,140.21)	-6.51%	267,220.56
Labor Workers Comp	19,851.20	54,440.29	53,375.00	1,065.29	2.00%	91,500.00
Labor External		9,554.22	103,121.69	(93,567.47)	-90.74%	176,780.04
Benefits Med/Den/Vis	34,160.15	282,436.48	338,178.05	(55,741.57)	-16.48%	579,733.80
Benefits LTD/Life/EAP	2,752.04	22,642.89	85,599.78	(62,956.89)	-73.55%	146,742.48
Benefits CalPers	33,083.90	147,818.21	192,861.20	(45,042.99)	-23.36%	330,619.20
Benefits Other	8,637.23	39,656.94	18,083.31	21,573.63	119.30%	30,999.96
Benefit Retiree Expenses	3,495.93	24,471.51	31,882.76	(7,411.25)	-23.25%	54,656.16
Benefit Unemployment			4,911.13	(4,911.13)	-100.00%	8,419.08
Benefit GASB 68	193,525.00	374,070.50	221,996.81	152,073.69	68.50%	380,565.96
Capitalized Labor & Benefit Contra	(44,761.57)	(308,187.86)	(291,666.69)	(16,521.17)	5.66%	(500,000.04)
	510,484.14	2,631,423.64	2,877,456.47	(246,032.83)	-8.55%	4,932,782.52
General & Administrative						
Fees & Charges	10,310.38	47,055.10	124,661.25	(77,606.15)	-62.25%	213,705.00

Citrus Heights Water District
Budget Performance Report
As of 7/31/2020

CC-06

	July Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance		Annual Budget
				Amount	Percent	
Regulatory Compliance/Permits	1,800.00	90,197.55	52,100.44	38,097.11	73.12%	89,315.04
District Events & Recognition	1,436.10	8,552.93	77,042.63	(68,489.70)	-88.90%	132,073.08
Maintenance/Licensing	1,898.30	117,668.22	79,922.50	37,745.72	47.23%	137,010.00
Equipment Maintenance	9,694.73	57,671.35	57,822.87	(151.52)	-0.26%	99,124.92
Professional Development	346.00	33,985.81	91,427.56	(57,441.75)	-62.83%	156,732.96
Department Admin	245.00	275.00	14,991.69	(14,716.69)	-98.17%	25,700.04
Dues & Subscriptions	44,392.34	162,751.14	114,231.88	48,519.26	42.47%	195,826.08
Fuel & Oil	5,038.95	25,117.19	37,560.81	(12,443.62)	-33.13%	64,389.96
General Supplies	7,051.69	26,673.70	39,666.62	(12,992.92)	-32.76%	67,999.92
Insurance - Auto/Prop/Liab	5,980.54	70,516.41	59,500.00	11,016.41	18.51%	102,000.00
Leasing/Equipment Rental	1,026.71	14,978.98	23,275.00	(8,296.02)	-35.64%	39,900.00
Parts & Materials	24,412.96	207,576.91	32,083.31	175,493.60	546.99%	54,999.96
Postage/Shipping/Freight	4,741.50	48,820.17	100,100.00	(51,279.83)	-51.23%	171,600.00
Rebates & Incentives	825.00	2,850.00	21,525.00	(18,675.00)	-86.76%	36,900.00
Telecom/Network	4,157.05	25,856.22	25,165.00	691.22	2.75%	43,140.00
Tools & Equipment	1,138.11	15,162.76	50,808.38	(35,645.62)	-70.16%	87,100.08
Utilities	895.42	3,046.76		3,046.76	0.00%	
Write-Off Bad Debt Exp			2,916.69	(2,916.69)	-100.00%	5,000.04
Capitalized G&A Contra	(18,155.70)	(115,080.98)		(115,080.98)	0.00%	
Capitalized Equipment Contra	(26,894.75)	(193,072.07)		(193,072.07)	0.00%	
	80,340.33	650,603.15	1,004,801.63	(354,198.48)	-35.25%	1,722,517.08
Professional & Contract Services						
Support Services	151,150.88	259,433.03	1,071,679.49	(812,246.46)	-75.79%	1,837,164.84
Legal Services	50,241.01	126,957.56	176,458.38	(49,500.82)	-28.05%	302,500.08
Printing Services	5,775.00	7,970.12	28,408.38	(20,438.26)	-71.94%	48,700.08
	207,166.89	394,360.71	1,276,546.25	(882,185.54)	-69.11%	2,188,365.00
Reserves & Debt Services						
Interest Expense	39,520.93	51,887.63	57,203.17	(5,315.54)	-9.29%	98,062.57
Net Increase(Decrease) in Value of Investments		11,298.97		11,298.97	0.00%	
	39,520.93	63,186.60	57,203.17	5,983.43	10.46%	98,062.57
Total Operating Expenses	1,641,077.46	5,841,904.15	7,523,249.80	(1,681,345.65)	-22.35%	12,896,999.65
Net Income / (Expense)	1,508,761.04	4,848,727.46	904,170.20	3,944,557.26	436.26%	2,552,585.35

Citrus Heights Water District
Capital Projects Summary
Fiscal Period End as of 6/2020

CC-7

Project Number	Project Name	BUDGET		AMOUNTS PAID			Remaining Budget
		Project Forecast Budget	Expenditures to 12/2019	Month to Date	Year to Date	Project to Date	
C16-134	Auburn Blvd-Rusch Park Placer	\$10,000	\$609	\$0	\$0	\$609	\$9,391
C19-108	6230 Sylvan East Wall	\$50,000	\$2,432	\$0	\$414	\$2,846	\$47,154
C20-108	Corp Yard PreArchitecture Stdy	\$100,000	\$0	\$0	\$0	\$0	\$100,000
C20-109	Corp Yard Plans Specs Estimate	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Construction in Progress		\$185,000	\$3,042	\$0	\$414	\$3,456	\$181,544
C20-010	Water Main Replacements	\$70,000	\$0	\$578	\$1,009	\$1,009	\$68,991
C20-011	Water Valve Replacements	\$100,000	\$0	\$5,493	\$19,077	\$19,077	\$80,923
C20-012	Water Service Connections	\$850,000	\$0	\$54,294	\$320,887	\$320,887	\$529,113
C20-013	Water Meter Replacements	\$100,000	\$0	\$2,977	\$11,030	\$11,030	\$88,970
C20-014	Fire Hydrants	\$160,000	\$0	\$23,319	\$60,779	\$60,779	\$99,221
Annual Infrastructure		\$1,280,000	\$0	\$86,661	\$412,782	\$412,782	\$867,218
C15-104B	Document Management System	\$250,000	\$5,361	\$0	\$0	\$5,361	\$244,639
C19-003	Fleet/Field Operations Equip	\$295,000	\$61,079	\$243,011	\$243,011	\$304,089	(\$9,089)
C20-003	Fleet/Field Operations Equip	\$380,000	\$0	\$77,826	\$181,310	\$181,310	\$198,690
C20-004	Technology Hardware/Software	\$55,000	\$0	\$1,936	\$93,705	\$93,705	(\$38,705)
Fleet and Equipment		\$980,000	\$66,440	\$322,773	\$518,025	\$584,465	\$395,535
C15-109	Blossom Hill Way 6" & 10" Inte	\$27,777	\$0	\$0	\$0	\$0	\$27,777
C15-110	Crestmont Ave 6" Intertie	\$24,288	\$91	\$0	\$0	\$91	\$24,197
C17-102	Michigan Dr - Sunrise to West	\$397,897	\$54,093	\$170	\$213,149	\$267,242	\$130,655
C18-103	Cologne Way 6in Main Replace	\$267,069	\$60,776	\$56,897	\$190,592	\$251,369	\$15,700
C19-101	Robie Way 8" Main Replacement	\$341,382	\$8,338	\$308	\$35,629	\$43,967	\$297,415
C19-104	Admiral MainRepl 8"	\$291,439	\$0	\$5,970	\$28,150	\$28,150	\$263,289
C19-105	Whyte MainRepl 8" Langley	\$742,655	\$27,982	\$6,678	\$64,930	\$92,912	\$649,743
C19-106	Wells Ave Main 8"	\$22,460	\$8,341	\$0	\$16,115	\$24,455	(\$1,995)
C19-107	Rowan MainRep 8/6" Grady	\$119,095	\$4,511	\$1,629	\$62,563	\$67,074	\$52,021

Citrus Heights Water District
Capital Projects Summary
Fiscal Period End as of 6/2020

CC-7

Project Number	Project Name	BUDGET		AMOUNTS PAID			Remaining Budget
		Project Forecast Budget	Expenditures to 12/2019	Month to Date	Year to Date	Project to Date	
C20-101	Fair Oaks Blvd	\$56,439	\$0	\$0	\$0	\$0	\$56,439
C20-102	Langley Ave & Chance Dr	\$67,019	\$0	\$97	\$97	\$97	\$66,922
C20-103	Marsala Ct	\$7,482	\$0	\$427	\$427	\$427	\$7,055
C20-104	Skycrest School	\$13,765	\$0	\$3,905	\$4,786	\$4,786	\$8,979
C20-105	Walnut Drive	\$17,133	\$0	\$308	\$308	\$308	\$16,825
C20-106	Wisconsin Drive	\$33,238	\$0	\$15,081	\$22,220	\$22,220	\$11,018
Water Mains		\$2,429,138	\$164,131	\$91,468	\$638,965	\$803,096	\$1,626,042
C19-040C	Mariposa Ave SR2S Phase IV	\$0	\$508	\$0	\$0	\$508	(\$508)
C20-005	Facilities Improvements	\$100,000	\$0	\$12,872	\$69,296	\$69,296	\$30,704
C20-040	Other City Partnerships	\$150,000	\$0	\$5,000	\$5,000	\$5,000	\$145,000
C20-041	Other Misc Infrastructure	\$110,000	\$0	\$0	\$0	\$0	\$110,000
Miscellaneous Projects		\$360,000	\$0	\$17,872	\$74,296	\$74,296	\$285,704
C17-104	Groundwater Well Property Acq	\$640,000	\$346,052	\$3,899	\$24,891	\$370,943	\$269,057
C17-104A	Well #7 Patton	\$250,000	\$30,189	\$875	\$3,479	\$33,668	\$216,332
C17-104B	Well #8 Highland	\$0	\$11,731	\$6,004	\$19,693	\$31,423	(\$31,423)
C20-020	Groundwater Well Improvements	\$150,000	\$0	\$0	\$0	\$0	\$150,000
C20-107	Well Design & Construction	\$563,500	\$0	\$0	\$0	\$0	\$563,500
Wells		\$1,603,500	\$387,972	\$10,777	\$48,063	\$436,035	\$1,167,465
Grand Totals:		\$6,837,638	\$621,584	\$529,550	\$1,692,545	\$2,314,129	\$4,523,509

Citrus Heights Water District
Capital Projects Summary
Fiscal Period End as of 7/2020

CC-7

Project Number	Project Name	BUDGET		AMOUNTS PAID			Remaining Budget
		Project Forecast Budget	Expenditures to 12/2019	Month to Date	Year to Date	Project to Date	
C16-134	Auburn Blvd-Rusch Park Placer	\$10,000	\$609	\$89	\$148	\$757	\$9,243
C19-108	6230 Sylvan East Wall	\$50,000	\$2,432	\$0	\$2,664	\$5,096	\$44,904
C20-108	Corp Yard PreArchitecture StdY	\$100,000	\$0	\$0	\$0	\$0	\$100,000
C20-109	Corp Yard Plans Specs Estimate	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Construction in Progress		\$185,000	\$3,042	\$89	\$2,812	\$5,853	\$179,147
C20-010	Water Main Replacements	\$70,000	\$0	\$0	\$1,009	\$1,009	\$68,991
C20-011	Water Valve Replacements	\$100,000	\$0	\$0	\$19,077	\$19,077	\$80,923
C20-012	Water Service Connections	\$850,000	\$0	\$70,215	\$391,102	\$391,102	\$458,898
C20-013	Water Meter Replacements	\$100,000	\$0	\$2,296	\$13,326	\$13,326	\$86,674
C20-014	Fire Hydrants	\$160,000	\$0	\$4,499	\$65,278	\$65,278	\$94,722
Annual Infrastructure		\$1,280,000	\$0	\$77,010	\$489,792	\$489,792	\$790,208
C15-104B	Document Management System	\$250,000	\$5,361	\$0	\$0	\$5,361	\$244,639
C19-003	Fleet/Field Operations Equip	\$295,000	\$61,079	\$0	\$243,011	\$304,089	(\$9,089)
C20-003	Fleet/Field Operations Equip	\$380,000	\$0	\$0	\$181,310	\$181,310	\$198,690
C20-004	Technology Hardware/Software	\$55,000	\$0	\$4,913	\$98,618	\$98,618	(\$43,618)
Fleet and Equipment		\$980,000	\$66,440	\$4,913	\$522,938	\$589,378	\$390,622
C15-109	Blossom Hill Way 6" & 10" Inte	\$27,777	\$0	\$0	\$0	\$0	\$27,777
C15-110	Crestmont Ave 6" Intertie	\$24,288	\$91	\$0	\$0	\$91	\$24,197
C17-102	Michigan Dr - Sunrise to West	\$397,897	\$54,093	\$10,085	\$223,235	\$277,327	\$120,570
C18-103	Cologne Way 6in Main Replace	\$267,069	\$60,776	\$10,342	\$200,935	\$261,711	\$5,358
C19-101	Robie Way 8" Main Replacement	\$341,382	\$8,338	\$6,220	\$41,849	\$50,187	\$291,195
C19-104	Admiral MainRepl 8"	\$291,439	\$0	\$2,933	\$31,082	\$31,082	\$260,357
C19-105	Whyte MainRepl 8" Langley	\$742,655	\$27,982	\$237,262	\$302,192	\$330,174	\$412,481
C19-106	Wells Ave Main 8"	\$22,460	\$8,341	\$1,016	\$17,131	\$25,471	(\$3,011)
C19-107	Rowan MainRep 8/6" Grady	\$119,095	\$4,511	\$0	\$62,563	\$67,074	\$52,021

Citrus Heights Water District
Capital Projects Summary
Fiscal Period End as of 7/2020

CC-7

Project Number	Project Name	BUDGET		AMOUNTS PAID			Remaining Budget
		Project Forecast Budget	Expenditures to 12/2019	Month to Date	Year to Date	Project to Date	
C20-101	Fair Oaks Blvd	\$56,439	\$0	\$0	\$0	\$0	\$56,439
C20-102	Langley Ave & Chance Dr	\$67,019	\$0	\$205	\$302	\$302	\$66,717
C20-103	Marsala Ct	\$7,482	\$0	\$4,073	\$4,500	\$4,500	\$2,982
C20-104	Skycrest School	\$13,765	\$0	\$750	\$5,536	\$5,536	\$8,229
C20-105	Walnut Drive	\$17,133	\$0	\$3,064	\$3,373	\$3,373	\$13,760
C20-106	Wisconsin Drive	\$33,238	\$0	\$5,239	\$27,459	\$27,459	\$5,779
Water Mains		\$2,429,138	\$164,131	\$281,190	\$920,155	\$1,084,286	\$1,344,852
C19-040C	Mariposa Ave SR2S Phase IV	\$0	\$508	\$0	\$0	\$508	(\$508)
C20-005	Facilities Improvements	\$100,000	\$0	\$1,066	\$70,362	\$70,362	\$29,638
C20-005A	Admin Bldg Remodel	\$0	\$0	\$0	\$0	\$0	\$0
C20-040	Other City Partnerships	\$150,000	\$0	\$0	\$5,000	\$5,000	\$145,000
C20-041	Other Misc Infrastructure	\$110,000	\$0	\$0	\$0	\$0	\$110,000
Miscellaneous Projects		\$360,000	\$0	\$1,066	\$75,362	\$75,362	\$284,638
C17-104	Groundwater Well Property Acq	\$640,000	\$346,052	\$0	\$24,891	\$370,943	\$269,057
C17-104A	Well #7 Patton	\$250,000	\$30,189	\$0	\$3,479	\$33,668	\$216,332
C17-104B	Well #8 Highland	\$0	\$11,731	\$1,310	\$21,003	\$32,733	(\$32,733)
C20-020	Groundwater Well Improvements	\$150,000	\$0	\$22,255	\$22,255	\$22,255	\$127,745
C20-107	Well Design & Construction	\$563,500	\$0	\$0	\$0	\$0	\$563,500
Wells		\$1,603,500	\$387,972	\$23,565	\$71,628	\$459,600	\$1,143,900
Grand Totals:		\$6,837,638	\$621,584	\$387,833	\$2,082,687	\$2,704,271	\$4,133,367

JUNE 2020 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69648	Karen Marie Kerwick	Customer Refund	\$31.26
69649	Dumas Family Trust	Customer Refund	\$294.86
69650	James R Millette Trust	Customer Refund	\$228.65
69651	Norma A Mendez	Customer Refund	\$209.08
69652	Mark A McLane	Customer Refund	\$607.78
69653	Seymour P/Patricia J Steed	Customer Refund	\$23.89
69654	Patricia L Kemp	Customer Refund	\$112.51
69655	Louise Rodell	Customer Refund	\$20.95
69656	Terry R/Peggy J Hansford	Customer Refund	\$111.56
69657	A Teichert & Son Inc	Customer Refund	\$4,147.77
69658	Nicholas W Schmidt	Customer Refund	\$92.56
69659	Hari S Sohi	Customer Refund	\$200.00
69660	Barry Burkitt	Customer Refund	\$228.49
69661	Timothy M Roth	Customer Refund	\$89.71
69662	Troy/Pamela J Vadakan	Customer Refund	\$462.09
69663	ABA DABA Rentals & Sales	Supplies-Field	\$106.97
69664	AFLAC	Employee Paid Insurance	\$290.48
69665	Airgas USA, LLC	Supplies-Field	\$36.53
69666	Alexander's Contract Services	Meter Reads	\$5,823.42
69667	All Star Rents	Equipment Rental-Field	\$755.31
69668	AREA Restroom Solutions	Equipment Rental-Field	\$142.41
69669	Bart/Riebes Auto Parts	Repair-Trucks	\$131.39
69670	Best Best & Krieger	Legal & Audit	\$7,705.72
69671	Blue Jay Trucking Inc	Contract Services-Other	\$1,479.00
69672	BSK Associates	Water Analysis	\$1,602.00
69673	City of Citrus Heights	Permit Fees	\$1,500.00
69674	Robin Cope	Health Insurance	\$451.00
69675	Core & Main LP	Material	\$270.24
69676	County of Sacramento - Clerk	Publication Notices	\$40.00
69677	County of Sacramento	Permit Fees	\$365.75
69678	Cybex	Equipment Rental-Office	\$172.71
69679	Fast Action Pest Control	Contract Services-Miscellaneous	\$115.00
69680	Ferguson Enterprises Inc #1423	Material	\$130.11
69681	Hunt & Sons Inc	Gas & Oil	\$442.74
69682	IB Consulting LLC	Contract Services-Miscellaneous	\$585.00
69683	Integrity Administrators Inc	Health Insurance	\$255.99
69684	Lowe's	Supplies-Field	\$798.96
69685	Messenger Publishing Group	Publication Notices	\$1,155.00
69686	Moonlight BPO LLC	Contract Services-Bill Print	\$4,581.02
69687	Occu-Med	Office Miscellaneous	\$226.00

JUNE 2020 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69688	Pacific Gas & Electric	Utilities	\$29.64
69689	Republic Services #922	Utilities	\$270.79
69690	Regional Government Services	Contract Services-Other	\$625.00
69691	Sagent	Contract Services-Other	\$7,582.50
69692	Scarsdale Security Security Systems Inc	Contract Services-Other	\$284.97
69693	Les Schwab Tires	Repair-Trucks	\$339.98
69694	Shred It-Usa	Equipment Rental-Office	\$42.80
69695	Sonitrol	Equipment Rental-Office	\$189.00
69696	S.I.C.H.	Office Miscellaneous	\$300.00
69697	Michael Sugden	Toilet Rebate Program	\$150.00
69698	Tee Janitorial & Maintenance	Contract Services-Other	\$2,989.00
69699	A. Teichert & Son, Inc.	Road Base	\$2,649.65
69700	The Dig Safe Program	Permit Fees	\$5,973.10
69701	Gary L/Nellie Tingler /Karen O"Dea	Contract Services-Miscellaneous	\$1,500.00
69702	Verizon Wireless	Telephone-Wireless	\$2,745.06
69703	Wallace Kuhl & Associates Inc	Contract Services-Miscellaneous	\$865.00
69704	Warren Consulting Engineers Inc	Contract Services-Engineering	\$6,250.00
69705	Wizix Technology Group Inc	Equipment Rental-Office	\$232.44
69706	GM Construction & Developers	Contract Services-Miscellaneous	\$10,545.00
69707	Harris & Associates	Contract Services-Engineering	\$55,231.40
69708	Void	Void	\$0.00
69709	KASL Consulting Engineers	Contract Services-Engineering	\$16,802.64
69710	Pace Supply Corp	Material	\$11,556.08
69711	Rawles Engineering Inc	Contract Services-Miscellaneous	\$252,988.56
69712	Void	Void	\$0.00
69713	SMUD	Utilities	\$12,082.66
69714	Warren Consulting Engineers Inc	Contract Services-Engineering	\$12,150.00
69715	Void	Void	\$0.00
69716	Void	Void	\$0.00
69717	Sagent	Contract Services-Other	\$19,832.50
69718	Tom C/Diane Stoiber	Customer Refund	\$135.99
69719	Kidman Stokes Revocable Trust	Customer Refund	\$166.68
69720	Jeffrey/Leah Haymore	Customer Refund	\$25.36
69721	Alexandr Fedorov	Customer Refund	\$16.91
69722	Oleg Grymaylo	Customer Refund	\$10.63
69723	ABA DABA Rentals & Sales	Supplies-Field	\$24.57
69724	Airgas USA, LLC	Supplies-Field	\$122.23
69725	AREA Restroom Solutions	Equipment Rental-Field	\$197.91
69726	Avalon Printing & Graphics	Contract Services-Other	\$135.01
69727	Best Best & Krieger	Legal & Audit	\$6,413.50
69728	California Landscape Associates Inc	Janitorial	\$200.00

JUNE 2020 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69729	City of Citrus Heights	Permit Fees	\$1,856.00
69730	Colantuono, Highsmith & Whatley, PC	Legal & Audit	\$7,211.50
69731	Fastenal Company	Supplies-Field	\$109.37
69732	Liebert Cassidy Whitmore	Legal & Audit	\$2,025.00
69733	Lowe's	Supplies-Field	\$447.20
69734	Maze & Associates	Legal & Audit	\$1,892.00
69735	TIAA Commercial Finance Inc	Equipment Rental-Office	\$571.09
69736	Walker's Office Supplies	Office Expense	\$96.85
69737	Alison Wu	Customer Refund	\$36.00
69738	Michael P/Tammy R OFarrell	Customer Refund	\$14.17
69739	Pablo P/Ines J Kislanka	Customer Refund	\$146.71
69740	Rawles Engineering Inc	Customer Refund	\$2,005.00
69741	Kristin L Graziano	Customer Refund	\$38.72
69742	Christopher M/Kelly M Tipton	Customer Refund	\$43.65
69743	Matava Properties LLC	Customer Refund	\$13.16
69744	Shane McBride	Customer Refund	\$9.56
69745	Heather Vigil	Customer Refund	\$102.09
69746	Amber M Bane	Customer Refund	\$166.05
69747	Mitchell L Yee	Customer Refund	\$105.96
69748	Bradley/Brandy Johnson	Customer Refund	\$28.99
69749	ACWA	Continued Education	\$350.00
69750	Aqua Sierra Controls	Wells Maintenance	\$1,492.55
69751	Best Best & Krieger	Legal & Audit	\$7,552.26
69752	California Surveying & Drafting Supply	Small Tools	\$5.00
69753	CDW Government Inc	Fixed Assets	\$1,532.41
69754	Corelogic Information Solutions Inc	Dues & Subscriptions	\$206.00
69755	Ferguson Enterprises Inc #1423	Material	\$1,361.54
69756	Hunt & Sons Inc	Gas & Oil	\$526.74
69757	Independent Business Forms Inc	Printing	\$568.78
69758	Mr. Security Camera Inc	Contract Services-Other	\$5,900.97
69759	Office Depot	Office Expense	\$137.92
69760	Placer County Department of Public Works	Permit Fees	\$1,087.13
69761	Simon and Company Inc	Contract Services-Other	\$1,000.00
69762	Steven Enterprises Inc	Office Expense	\$139.42
69763	Warren Consulting Engineers Inc	Contract Services-Engineering	\$6,400.00
69764	Patricia/Robyn V Lyman	Customer Refund	\$27.69
69765	Marilyn E Arent	Customer Refund	\$34.10
69766	Birmschein Trust	Customer Refund	\$31.99
69767	Hector Batres	Customer Refund	\$100.00
69768	Tom C/Diane Stoiber	Customer Refund	\$70.65
69769	Michael W/Christina S Ball	Customer Refund	\$115.53

JUNE 2020 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69770	Ken Magee	Customer Refund	\$183.88
69771	Debera Oviedo	Customer Refund	\$18.57
69772	Rebecca L Goodrich	Customer Refund	\$24.67
69773	Anna Swanson	Customer Refund	\$64.57
69774	Gary Lee Nixon	Customer Refund	\$34.34
69775	Sarah E Anderson	Customer Refund	\$18.18
69776	Jamie/Norma Wolfe	Customer Refund	\$97.57
69777	ABA DABA Rentals & Sales	Supplies-Field	\$255.06
69778	Alexander's Contract Services	Meter Reads	\$5,100.59
69779	AnswerNet	Telephone-Answering Service	\$302.35
69780	AREA Restroom Solutions	Equipment Rental-Field	\$142.41
69781	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
69782	Axiom Technologies LLC	Contract Services-Other	\$8,142.00
69783	Best Best & Krieger	Legal & Audit	\$6,598.50
69784	Bryce Consulting, Inc	Legal & Audit	\$1,530.00
69785	BSK Associates	Water Analysis	\$966.00
69786	CirclePoint	Contract Services- Conservation	\$2,576.25
69787	Citrus Heights Chamber of Commerce	Continued Education	\$3,150.00
69788	City of Citrus Heights	Permit Fees	\$10,000.00
69789	Void	Void	\$0.00
69790	Consolidated	Telephone-Local/Long Distance	\$1,845.95
69791	Core & Main LP	Material	\$896.91
69792	County of Sacramento	Permit Fees	\$48.00
69793	Sacramento County Utilities	Utilities	\$107.31
69794	Fast Action Pest Control	Contract Services-Miscellaneous	\$115.00
69795	Future Ford	Repair-Trucks	\$236.96
69796	GEI Consultants	Contract Services-Wells	\$13,098.00
69797	Ferguson Enterprises Inc #1423	Material	\$704.63
69798	ICMA Membership Renewals	Dues & Subscriptions	\$200.00
69799	Moonlight BPO LLC	Contract Services-Bill Print	\$4,485.58
69800	Occu-Med	Office Miscellaneous	\$226.00
69801	Pace Supply Corp	Material	\$152.06
69802	Pacific Gas & Electric	Utilities	\$21.85
69803	Red Wing Shoe Store	Small Tools	\$275.00
69804	Regional Government Services	Contract Services-Other	\$20,747.62
69805	SureWest Directories	Telephone-Local/Long Distance	\$49.00
69806	State Water Resources Control Board	Dues & Subscriptions	\$50.00
69807	US Bank I.M.P.A.C. Government Services	Continued Education	\$468.00
69808	Voyager Fleet Systems Inc	Gas & Oil	\$2,251.04
69809	Warren Consulting Engineers Inc	Contract Services-Engineering	\$7,500.00
69810	Jim Shaw	Toilet Rebate Program	\$75.00

JUNE 2020 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69811	Ann Smith	Toilet Rebate Program	\$150.00
Total			<u>\$606,593.37</u>
ACH	1168-2020-5 IC	Bank Fees	\$4,863.90
ACH	4/30/20 PAYDAY	PERS	\$21,028.73
ACH	6/11/20 PAYDAY	Deferred Compensation	\$2,314.11
ACH	BOW MAY 2020	Bank Fees	\$1,306.93
ACH	CHASE MAY 2020	Bank Fees	\$2,799.67
ACH	ICMA 5/24/20 PAYDAY	Deferred Compensation	\$7,117.39
ACH	ICMA 6/11/2020 PAYDAY	Deferred Compensation	\$7,330.29
ACH	ICMA R 5/24/20 PAYDAY	Deferred Compensation	\$100.00
ACH	ICMA R 6/11/20 PAYDAY	Deferred Compensation	\$100.00
ACH	ICMA R 6/25/20 PAYDAY	Deferred Compensation	\$100.00
ACH	JP MORGAN MAY 2020	See June Agenda Item CC-9	\$9,111.99
ACH	JULY 2020 CAL CHOICE	Health Insurance	\$39,344.62
ACH	JULY 2020 PRINCIPAL	Health Insurance	\$8,024.48
ACH	PERS 2020 PREFUNDING	PERS	\$125,847.58
ACH	PERS 5/14/20 PAYDAY	PERS	\$20,998.32
ACH	PERS 5/28/20 PAYDAY	PERS	\$20,998.32
ACH	VALIC 5/28/20 PAYDAY	Deferred Compensation	\$2,314.11
ACH	VALIC 6/25/20 PAYDAY	Deferred Compensation	\$2,314.11
ACH	ICMA 6/25/20 PAYDAY	Deferred Compensation	\$7,346.99
ACH	MID AMERICA 5/1-5/31/2020	Employee Paid Insurance	\$1,364.81
Total			<u>\$284,726.35</u>
Grand Total			<u><u>\$891,319.72</u></u>

JULY 2020 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69812	Randy L Bisher	Customer Refund	\$16.36
69813	Jeffrey S Bunt Rev Trust	Customer Refund	\$15.28
69814	Mathew D/Cynthia M Brooks	Customer Refund	\$19.10
69815	David/Diane Kimokeo	Customer Refund	\$9.83
69816	Russert Trust	Customer Refund	\$44.09
69817	Andrew J Davis Inc/Suzanne Davis	Customer Refund	\$7.06
69818	Chaldean Catholic Diocese of St Peter	Customer Refund	\$219.09
69819	Rebecca L Goodrich	Customer Refund	\$65.35
69820	Randy/Roilynn Stewart	Customer Refund	\$179.77
69821	Miodrag/Anamaria Docmanov	Customer Refund	\$292.26
69822	Rebecca K Vigil	Customer Refund	\$94.01
69823	John D Ricks	Customer Refund	\$39.54
69824	Deanna/Garren Rock	Customer Refund	\$11.65
69825	Chris Luvet	Customer Refund	\$52.24
69826	AIA Services, LLC/NDS	Water Conservation-Material/Supplies	\$59.63
69827	Alexander's Contract Services	Contract Services-Meter Reads	\$3,857.90
69828	All Star Rents	Equipment Rental- Field	\$146.55
69829	Bay Cities Paving and Grading	Contract Services- Engineering	\$5,000.00
69830	Best Best & Krieger	Legal & Audit	\$16,099.88
69831	Blue Jay Trucking Inc	Contract Services-Other	\$1,653.00
69832	Cheryl Buckwalter	Contract Services-Miscellaneous	\$2,240.00
69833	California Landscape Associates Inc	Janitorial	\$200.00
69834	Citrus Heights Saw & Mower	Repair-Equipment/Hardware	\$283.65
69835	City of Citrus Heights	Permit Fees	\$476.70
69836	Coast Counties Truck & Equipment Co	Contract Services-Other	\$242,608.14
69837	Colantuono, Highsmith & Whatley, PC	Legal & Audit	\$1,399.50
69838	Robin Cope	Health Insurance	\$451.00
69839	County of Sacramento	Permit Fees	\$905.75
69840	Cybex	Equipment Rental-Office	\$172.71
69841	Jarrett Flink	Continued Education	\$105.00
69842	FP Mailing Solutions	Equipment Rental-Office	\$164.86
69843	Future Ford	Repair-Trucks	\$3,083.49
69844	Government Finance Officers Association	Dues & Subscriptions	\$460.00
69845	Ferguson Enterprises Inc #1423	Material	\$10,875.21
69846	J Comm Inc	Contract Services-Other	\$8,000.00
69847	KASL Consulting Engineers	Contract Services- Engineering	\$23,331.54
69848	Mitch's Certified Classes	Continued Education	\$350.00
69849	One Stop Truck Shop	Repair-Trucks	\$402.50

JULY 2020 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69850	Pace Supply Corp	Material	\$18,873.62
69851	Placer County Department of Public Works	Permit Fees	\$869.70
69852	Placer Waterworks	Supplies-Field	\$6,971.25
69853	Rawles Engineering Inc	Contract Services-Miscellaneous	\$12,700.00
69854	RDO Equipment	Repair-Trucks	\$78,158.88
69855	Regional Government Services	Contract Services-Other	\$170.32
69856	Sacramento Suburban Water District	Continued Education	\$2,423.95
69857	SitelogIQ	Maintenance Agreement-Equipment	\$610.75
69858	SMUD	Utilities	\$12,668.12
69859	Sonitrol	Equipment Rental-Office	\$189.00
69860	Staples Advantage	Office Expense	\$337.87
69861	Michael Sugden	Toilet Rebate Program	\$75.00
69862	Tee Janitorial & Maintenance	Contract Services-Other	\$2,989.00
69863	A. Teichert & Son, Inc.	Road Base	\$3,127.24
69864	TIAA Commercial Finance Inc	Equipment Rental-Office	\$571.09
69865	Union Bank Trust Department-Fees	Small Office Equipment	\$270.15
69866	Verizon Wireless	Telephone- Wireless	\$1,883.66
69867	Walker's Office Supplies	Office Expense	\$139.91
69868	George/Pennie Cardoza	Customer Refund	\$99.64
69869	William A/ Susan R Yassu	Customer Refund	\$83.21
69870	James A/Matthew Holverstott	Customer Refund	\$116.71
69871	Ann J Hurd	Customer Refund	\$40.85
69872	Lynda Phyllis Bucknell	Customer Refund	\$7.66
69873	Armando Scott & Mary Schisler-Scott Trust	Customer Refund	\$6.65
69874	Michael Stewart	Customer Refund	\$163.18
69875	Shirley A Saunders	Customer Refund	\$9.52
69876	Richard/Evelyn Gates Family Trust	Customer Refund	\$39.38
69877	Elwyn F/Nancy S Large	Customer Refund	\$107.35
69878	Fred E. Goldsberry Living Trust	Customer Refund	\$27.26
69879	Rawles Engineering Inc	Customer Refund	\$184.22
69880	Scherling Trust/Katherine B. Williams	Customer Refund	\$133.79
69881	Lynne Hilbourne	Customer Refund	\$22.51
69882	Carlos M/Cristine Rodrigues	Customer Refund	\$9.70
69883	Lone B./Dena L Hinson	Customer Refund	\$6.31
69884	Gladys R Barton	Customer Refund	\$9.24
69885	Nazar Zhyhaylo	Customer Refund	\$116.32
69886	Mastri Alvandi	Customer Refund	\$225.00
69887	Landry Properties LLC	Customer Refund	\$6.77
69888	Matthew H/Amber A Zundel	Customer Refund	\$96.56

JULY 2020 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69889	Shenifer Malloy	Customer Refund	\$165.41
69890	James W/Paterna P Goodman	Customer Refund	\$20.56
69891	Paul D Dican	Customer Refund	\$192.15
69892	Andrew R Barron	Customer Refund	\$184.39
69893	Logan/Michelle Y Crosby	Customer Refund	\$15.61
69894	A&A Stepping Stone Manufacturing	Supplies-Field	\$748.59
69895	ABA DABA Rentals & Sales	Supplies-Field	\$106.97
69896	ACWA/JPIA	Workers Comp Insurance	\$11,961.08
69897	AFLAC	Employee Paid Insurance	\$290.48
69898	AnswerNet	Telephone-Answering Service	\$368.21
69899	AREA Restroom Solutions	Equipment Rental- Field	\$142.41
69900	Bender Rosenthal Incorporated	Contract Services-Other	\$9,236.60
69901	CirclePoint	Contract Services-Water Conservation	\$3,003.78
69902	City of Citrus Heights	Permit Fees	\$1,310.00
69903	Consolidated	Telephone-Local/Long Distance	\$1,846.33
69904	Corelogic Information Solutions Inc	Dues & Subscriptions	\$206.00
69905	County of Sacramento Municipal Services	Field Miscellaneous	\$210.40
69906	County of Sacramento	Permit Fees	\$144.00
69907	Employee Relations Inc	Contract Services-Other	\$363.25
69908	Hunt & Sons Inc	Gas & Oil	\$679.61
69909	Iconix Waterworks	Material	\$692.84
69910	Integrity Administrators Inc	Health Insurance	\$255.99
69911	Luhdorff & Scalmanini	Contract Services-Wells	\$1,785.00
69912	Messenger Publishing Group	Publication Notices	\$5,775.00
69913	Moonlight BPO LLC	Contract Services-Bill Print/Mail	\$1,583.74
69914	Occu-Med	Office Miscellaneous	\$116.00
69915	Pace Supply Corp	Material	\$6,302.94
69916	Public Agency Risk Management Assoc	Dues & Subscriptions	\$150.00
69917	Simon and Company Inc	Contract Services-Other	\$1,000.00
69918	S.I.C.H.	Office Miscellaneous	\$70.00
69919	United Rentals (North America) Inc	Equipment Rental- Field	\$410.10
69920	Williams+Paddon	Contract Services- Engineering	\$492.68
69921	ACWA/JPIA	Workers Comp Insurance	\$19,851.20
69922	Integrity Administrators Inc	Health Insurance	\$5,000.00
69923	Steven C Galles	Customer Refund	\$115.61
69924	Diana Wagle	Customer Refund	\$81.29
69925	Verle R/Helen Webb	Customer Refund	\$200.00
69926	Airgas USA, LLC	Supplies-Field	\$46.32
69927	Alexander's Contract Services	Contract Services-Meter Reads	\$5,042.63

JULY 2020 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69928	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
69929	Axiom Technologies LLC	Contract Services-Other	\$4,838.00
69930	Backflow Distributors Inc	Small Tools	\$155.70
69931	Best Best & Krieger	Legal & Audit	\$29,282.97
69932	Bender Rosenthal Incorporated	Contract Services-Other	\$5,586.33
69933	BSK Associates	Water Analysis	\$1,684.00
69934	California Society of Municipal Finance Officers	Dues & Subscriptions	\$225.00
69935	California Surveying & Drafting Supply	Small Tools	\$15.00
69936	City of Citrus Heights	Permit Fees	\$1,170.00
69937	Fast Action Pest Control	Contract Services-Miscellaneous	\$115.00
69938	GEI Consultants	Contract Services- Wells	\$286.00
69939	Moonlight BPO LLC	Contract Services-Bill Print/Mail	\$2,683.84
69940	Jenna Moser	Continued Education	\$20.00
69941	Pacific Gas & Electric	Utilities	\$19.30
69942	Republic Services #922	Utilities	\$391.62
69943	Sacramento Suburban Water District	Continued Education	\$3,105.22
69944	Caryl Sheehan	Customer Refund	\$14.56
69945	SitelogIQ	Maintenance Agreement-Equipment	\$470.00
69946	Sprinkler Service & Supply Inc	Supplies-Field	\$685.88
69947	SureWest Directories	Telephone-Local/Long Distance	\$49.00
69948	Uni Waste LLC	Contract Services-Other	\$468.63
69949	Voyager Fleet Systems Inc	Gas & Oil	\$2,929.56
69950	Warren Consulting Engineers Inc	Contract Services- Engineering	\$11,000.00
69951	Wolf Consulting	Contract Services-Other	\$125.00
69952	Courtney K Tice	Customer Refund	\$261.25
69953	Mary Y Blevins	Customer Refund	\$158.20
69954	Rusty D/Karen R Bartlett	Customer Refund	\$1,386.00
69955	Afman Supply	Small Tools	\$477.85
69956	Mastri M Alvandi	Toilet Rebate Program	\$75.00
69957	California-Nevada Section AWWA	Dues & Subscriptions	\$100.00
69958	Best Best & Krieger	Legal & Audit	\$13,154.00
69959	California Society of Municipal Finance Officers	Dues & Subscriptions	\$75.00
69960	City of Citrus Heights	Permit Fees	\$124.00
69961	Future Ford	Repair-Trucks	\$1,641.39
69962	Hunt & Sons Inc	Gas & Oil	\$795.85
69963	Iconix Waterworks	Material	\$633.58
69964	KASL Consulting Engineers	Contract Services- Engineering	\$11,443.66
69965	Lowe's	Supplies-Field	\$919.66
69966	Pace Supply Corp	Material	\$273.32

JULY 2020 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69967	Ashley/Eric Reitnauer	Toilet Rebate Program	\$75.00
69968	Rescue Training Institute Inc	Contract Services-Other	\$397.69
69969	Regional Water Authority	Dues & Subscriptions	\$25,614.00
69970	Sagent	Contract Services-Other	\$99,557.00
69971	Les Schwab Tires	Repair-Trucks	\$3,470.87
69972	State Water Resources Control Board	Dues & Subscriptions	\$60.00
69973	A. Teichert & Son, Inc.	Road Base	\$2,042.42
69974	Walker's Office Supplies	Office Expense	\$32.18
69975	Larry L/ Sharon Wusk	Toilet Rebate Program	\$75.00
69976	Vladimir Zack	Toilet Rebate Program	\$225.00
69977	Axiom Technologies LLC	Contract Services-Other	\$5,664.00
Total			<hr/> \$782,597.98 <hr/>
ACH	ADP 560119568	Contract Services-Financial	\$114.25
ACH	MID AMERICA 6/1-6/30/20	Employee Paid Insurance	\$1,231.92
ACH	UNION BANK 6711979501.35	COP Debt Service	\$39,520.93
ACH	ADP 559629776	Contract Services-Financial	\$470.00
ACH	AUG 2020 CA CHOICE	Health Insurance	\$39,344.62
ACH	BOW JUNE 2020	Bank Fees	\$1,336.19
ACH	CHASE JUNE 2020	Bank Fees	\$2,151.23
ACH	ICMA 7/23/20 PAYDAY	Deferred Compensation	\$6,999.93
ACH	ICMA 7/9/20 PAYDAY	Deferred Compensation	\$6,983.67
ACH	ICMA MATCH RECONCILIATION	Deferred Compensation	\$2.91
ACH	ICMA R 7/9/20 PAYDAY	Deferred Compensation	\$100.00
ACH	JP MORGAN JUNE 2020	See August Agenda Item CC-09	\$12,932.75
ACH	PERS 6/25/20 PAYDAY	PERS	\$21,275.41
ACH	PERS 7/9/20 PAYDAY	PERS	\$21,839.62
ACH	PERS ANNUAL SS F	PERS	\$400.00
ACH	UAL PERS 20/21	PERS	\$387,050.00
ACH	VALIC 7/9/20 PAYDAY	Deferred Compensation	\$2,314.11
ACH	1168-2020- IC	Bank Fees	\$4,084.85
ACH	ICMA R 7/23/20 PAYDAY	Deferred Compensation	\$100.00
ACH	PERS 6/11/20 PAYDAY	PERS	\$21,278.86
ACH	VALIC 7/23/20 PAYDAY	Deferred Compensation	\$2,314.11
Total			<hr/> \$571,845.36 <hr/>
Grand Total			<hr/> <hr/> \$1,354,443.34 <hr/>

**JP Morgan Purchase Card Distributions
Jun-20**

Sum of COST

Name	Equipment Maintenance	District Events & Recognition	Maintenance/ Licensing	Professional Development	Support Services	General Supplies	Postage/S hipping/F reight	CIP	Fees & Charges	Total Bill
Shockley	\$ 250.99	\$ 1,348.37		\$ (149.00)		\$ 5,329.39	\$ 15.50		\$ 20.00	\$ 7,151.98
Talwar		\$ 17.94	\$ 320.00		\$ 272.00			\$ 4,913.19		\$ 5,527.12
Henry		\$ 15.38								\$ 15.38
Spiers		\$ 27.76						\$ 18.86		\$ 46.62
Straus							\$ 15.00			\$ 15.00
Pieri		\$ 26.65								\$ 26.65
Cutler	\$ 150.00									\$ 150.00
Total Bill	\$ 400.99	\$ 1,436.10	\$ 320.00	\$ (149.00)	\$ 272.00	\$ 5,329.39	\$ 30.50	\$ 4,932.05	\$ 20.00	\$ 12,932.75

**JP Morgan Chase Card Distribution
July 2020**

Name	Tools & Equipment	District Events & Recognition	Maintenance/ Licensing	General Supplies	Postage/Shipping/ Freight	Professional Development	Equipment Maintenance	Support Services	Dues & Subscription	Total Bill
Shockley	\$ 508.92	\$ 496.58		\$ 1,357.64		\$ 100.00	\$ 251.99			\$ 2,715.13
Spiers	\$ 183.15						\$ 297.84	\$ 172.50		\$ 653.49
Talwar			\$ 320.00						\$ 3.99	\$ 323.99
Pieri		\$ 63.63			\$ 18.22					\$ 81.85
Total Bill	\$ 692.07	\$ 560.21	\$ 320.00	\$ 1,357.64	\$ 18.22	\$ 100.00	\$ 549.83	\$ 172.50	\$ 3.99	\$ 3,774.46

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 19, 2020 MEETING

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : July 28, 2020
 PREPARED BY : Brittney Moore, Management Analyst

The following District employees were recognized for perfect attendance during May and/or June 2020, and outstanding customer service and quality of work during the month of June and/or July 2020.

Administrative Services & Water Efficiency Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Brady Chamber		Participated in CAC video.	
Kelly Drake	Yes	Customer on Bayberry Ct. voiced concerns with her bill amount, and requested a meter test. Kelly reviewed the customer's low consumption and was able to explain the difference between service and consumption charges on her bill. He also provided her with suggestions on reducing irrigation watering. The customer was very pleased and thankful for Kelly's assistance and knowledge in the matter.	
Madeline Henry	Yes		Presented at the June Board meeting.
Dana Mellado	Yes	Assisted with Property Tax Levy staff report, helped to finalize the tax levy list, and proofread customer notices.	

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Brittney Moore	Yes	Filled in during staff outage.	<p>Attended the June Board meetings.</p> <p>Assisted with summer newsletter.</p> <p>Coordinating recruitment for Director of Operations position.</p>
Rex Meurer	Yes	Participated in CAC video.	
Alberto Preciado	Yes	Assisted with CalPERS audit during planned staff outage.	Presented at the June Board meeting.
Kayleigh Shepard	Yes	Assisted with the Property Tax Levy staff report, and verifying the final tax levy list.	<p>Assisted with register change outs immediately after being trained on the process.</p> <p>Was vigilant while checking the dropbox for payments, and noticed a safety issue of syringes located nearby. Kayleigh notified her contacts at Citrus Heights PD, and City Code Enforcement officers arrived to take possession of the syringes.</p>
Beth Shockley	Yes	<p>Assisted General Manager with credit card reconciliation.</p> <p>Assisted with time critical mailing of documents for General Manager.</p>	Helped with set up for Special Board Meeting.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Desiree Smith		<p>Customer on Thalia Way called concerned about a high bill; Desiree sent John Spinella to investigate and he identified a private line leak. The customer called back to thank the District for its fast response and attentive service.</p> <p>Assisted with Property Tax Levy staff report.</p> <p>Assisted Dana in troubleshooting her computer when she was having issues connecting remotely.</p>	<p>Assisted in setting up computer access to service orders in the billing software, as IT had not yet been able to grant the access.</p> <p>Detected an issue with our payment provider where payments were showing accepted in the billing software, but had actually been declined. Desiree corrected the customer accounts and contacted them to advise them of the issue and take their payments.</p>

Engineering Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tamar Dawson	Yes		<p>Followed COVID-19 protocols during June 2nd Bid Opening for Whyte & Langley.</p> <p>Performed an in depth inspection of all of the District's creek crossings.</p> <p>Assisted with inspection on the Mitchell Village Subdivision project and worked on Friday 07/31/20.</p>
Paul Dietrich	Yes		<p>Followed COVID-19 protocols during June 2nd Bid Opening for Whyte & Langley.</p> <p>Assisted with inspection on District CIP project.</p>

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Timothy Katkanov	Yes	6/17 - Provided GIS files in a quick turnaround to consultant for the CVRA.	Followed COVID-19 protocols during June 2 nd Bid Opening for Whyte & Langley. Performed an in depth inspection of all of the District's creek crossings. Assisted with inspection on District CIP project and worked on Friday 07/31/20.
Neil Tamagni	Yes		Followed COVID-19 protocols during June 2 nd Bid Opening for Whyte & Langley. Performed an in depth inspection of all of the District's creek crossings. Worked on Fridays 07/17/20, 07/24/20, 07/31/20 & Saturdays 07/18/20, 07/25/20 on District CIP project and Mitchell Village Subdivision & Well Site project.

Operations Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Christopher Bell	Yes		7/2 (Thurs.) – Assisted in the Emergency Repair of water service at 8233 Coast Oak Way.
Aaron Cater	Yes		
Tim Cutler		Provided excellent service to a customer in Orangevale on 07/23. The customer stated that “Tim was just outstanding in every way”	

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
James Ferro			<p>6/6 (Sat.) – Assisted in the Emergency Repair of water service on Drywood Way.</p> <p>Assisted in the Emergency Repair of a water service on Mondon Way. Crew worked until 2:00am to complete work.</p> <p>6/12 (Fri.) – Assisted in the Emergency Repair of a water service on Cripple Creek Rd.</p> <p>7/2 (Thurs.) – Assisted in the Emergency Repair of water service at 7573 Sylvan Creek Ct.</p>
Jarrett Flink			<p>Assisted in the Emergency Repair of a water service on Mondon Way. Crew worked until 2:00am to complete work.</p> <p>6/12 (Fri.) – Assisted in the Emergency Repair of a water service on Cripple Creek Rd.</p> <p>7/2 (Thurs.) – Assisted in the Emergency Repair of water service at 8233 Coast Oak Way. (District Holiday 10am – 3pm)</p> <p>7/2 (Thurs.) – Assisted in the Emergency Repair of water service at 7573 Sylvan Creek Ct. (District Holiday 4pm – 8pm)</p>
Brian Hensley	Yes	Provided exceptional support on the private development project – Mitchell Village.	

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Rick Jimenez	Yes		Installed irrigation for the Community Garden Project.
Ricky Kelly	Yes		
Mike Mariedth			Installed irrigation for the Community Garden Project.
Chris Nichols	Yes	Provided exceptional support on the private development project – Mitchell Village.	7/2 (Thurs.) – Assisted in the Emergency Repair of water service at 8233 Coast Oak Way. District Holiday.
Jace Nunes	Yes		Volunteered to take an employee's stand-by duty for the week of 6/2 thru 6/9. 7/25 (Fri) – Assisted with an Emergency Repair of water service at 518 Whyte Ave.
Rebecca Scott	Yes	Participated in CAC video.	Did an exemplary job on overseeing the Community Garden Project.
Nick Spiers	Yes		
John Spinella		Customer on Thalia Way called to thank the District for its fast response and attentive service, after John identified a private line leak at the customer's residence.	
Jason Tupper	Yes	Provided exceptional support on the private development project – Mitchell Village.	

CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
AUGUST 19, 2020 MEETING

SUBJECT : LONG RANGE AGENDA
STATUS : Consent/Information Item
REPORT DATE : August 11, 2020
PREPARED BY : Madeline A. Henry, Administrative Services Manager

OBJECTIVE:
Listed below is the current Long Range Agenda.

Legend	
S	Study Session
CC	Consent Calendar
P	Presentation
B	Business
PH	Public Hearing
CL	Closed Session

CITRUS HEIGHTS WATER DISTRICT LONG RANGE AGENDA					
MEETING DATE	MEETING TYPE	ITEM DESCRIPTION	ASSIGNED	AGENDA TYPE	AGENDA ITEM
September 16, 2020					
September 16, 2020		CAC Update	Henry/Pieri	P	I/D
September 16, 2020		2021 Strategic Plan	Henry/Talwar	B	A
September 16, 2020		Budget Workshop	Talwar	P	I/D
October 21, 2020					
October 21, 2020		Misc. Charges and Fees - Proposed	Talwar	B	A
October 21, 2020		Award of Contract for Pavement Restoration	Pieri	B	A
October 21, 2020		Award of Contract for Trucking Services	Pieri	B	A
November 18, 2020					
November 18, 2020		Annexation Project	Pieri	B	I/D
November 18, 2020		Overview of Easement Project	Pieri	P	A
November 18, 2020		2021 Budget Adoption	Talwar	B	A
December 16, 2020					
December 16, 2020	Annual	District Officers	Henry	B	A
December 16, 2020	Annual	Selection of President and Vice President	Henry	B	A
December 16, 2020	Annual	Oath of Office	Henry	P	A

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 19, 2020 MEETING

SUBJECT : ENGINEERING DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : August 4, 2020
 PREPARED BY : Missy Pieri, Director of Engineering/District Engineer

Significant assignments and activities for the Engineering Department are summarized below. I will be available at the meeting to answer questions and/or provide additional details.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PROJECT 2030 Water Main Replacement Project	Engineering	Director of Engineering and Project Manager	Yes, Third Quarter of 2020 (Final Completion Update)	Yes	Masterplan for replacement of water mains.	<p>Top Alternative Implementation Plan developed and discussed at CAC Workshop #8 on 09/10/19.</p> <p>Draft report submitted to CHWD on 01/06/20.</p> <p>Board Presentation expected in third Quarter of 2020.</p>

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout	Engineering	Director of Engineering and Project Manager	Yes, 07/17/19 (Award of Contract)	Yes	Masterplan for office space requirements through 2045.	Meeting occurred to review the draft report on 03/04/20. District received final report from the District's consultant on 04/29/20.
CAPITAL IMPROVEMENT PROJECT 6230 Sylvan Rd East Side Wall	Engineering	Project Manager and Assistant Engineer	Yes, TBD	No	Wall along the east side of District property. 2020 design.	Grant of Easement and exhibits reviewed by SJUSD on 07/23/20. Awaiting SJUSD Board approval.
CAPITAL IMPROVEMENT PROJECT Whyte Ave & Langley Ave Water Main	Engineering	Project Manager and Assistant Engineer	Yes, 06/17/20 (Award of Contract)	Yes	2020 design, 2020 construction.	Right-of-Way agent began easement acquisition on 03/23/20. Award of Contract occurred at the 06/17/20 Board Meeting. 75% Complete.
CAPITAL IMPROVEMENT PROJECT Robie Way - Water Main	Engineering	Project Manager and Assistant Engineer	Yes, 08/19/20 (Anticipate Award of Contract)	Yes	2020 design, 2020 construction.	Right-of-Way agent obtaining easements. Project out to bid on 06/30/20. Anticipate Award of Contract on 08/19/20.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Rowan Way - Water Main	Engineering	Project Manager and Assistant Engineer	Yes	Yes	2020 design, 2020 construction.	Project completed by District Operations staff. 100% Complete.
CAPITAL IMPROVEMENT PROJECT - Admiral Ave - Water Main	Engineering	Project Manager and Assistant Engineer	Yes, 08/19/20 (Anticipate Award of Contract)	Yes	2020 design, 2020 construction.	Right-of-Way agent obtaining an easement. Project out to bid on 06/30/20. Anticipate Award of Contract on 08/19/20.
CAPITAL IMPROVEMENT PROJECT - Wells Ave - Water Main	Engineering	Project Manager and Assistant Engineer	Yes, TBD	Yes	2020 design, 2021 construction.	District received 95% plans. Potholing complete. Right-of-Way agent began easement acquisition on 03/19/20.
CAPITAL IMPROVEMENT PROJECT - Wisconsin Dr - Water Main	Engineering	Project Manager and Assistant Engineer	Yes, TBD	Yes	2020 design, 2021 construction.	Right-of-way agent obtaining easements. Potholing completed on 06/08/20. District preparing 60% plans.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT - Skycrest School Water Main	Engineering	Project Manager and Assistant Engineer	Yes, TBD	Yes	2020 design, 2021 construction.	Survey completed on 04/22/20. District preparing 60% plans. District coordinating with SJUSD regarding new water main alignment.
CAPITAL IMPROVEMENT PROJECT - Marsala Court Water Main	Engineering	Project Manager and Assistant Engineer	No	Yes	2020 design, 2021 construction.	District preparing 60% plans. Potholing completed on 07/30/20. CEQA to be completed.
CAPITAL IMPROVEMENT PROJECT - Walnut Drive Water Main	Engineering	Project Manager and Assistant Engineer	Yes	Yes	2020 design, 2021 construction.	Right-of-Way agent obtaining easements. Survey completed. District preparing 30% plans.
CAPITAL IMPROVEMENT PROJECT - Chance & Langley Water Main	Engineering	Project Manager and District Engineer	Yes	Yes	2020 design, 2021 construction.	District obtaining contract with Right-of-Way agent. Survey completed. 30% plans received.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT - Fair Oaks Blvd Water Main	Engineering	Project Manager and District Engineer	Yes	Yes	2020 design, 2021 construction.	Survey completed. Awaiting 30% plans received.
PRIVATE DEVELOPMENT Mitchell Village - 7925 Arcadia Dr	Engineering	Director of Engineering and Assistant Engineer	Yes, 03/30/20, 04/15/20 (Deferment of Fees)	No	200-300 unit development by Watt Communities.	3 easements received on 02/05/20. Plans signed by District on 02/05/20. Project re-started on 7/14/20. Water portion 75% Complete.
PRIVATE DEVELOPMENT Mitchell Village Land Exchange - 7925 Arcadia Dr	Engineering	Director of Engineering and Assistant Engineer	Yes, 11/20/19 (Approval of Agreement)	No	Land Exchange of District's Well Site for development property.	District sent Agreement to Title Company on 04/13/20. Demolition completed. Site grading began on 03/31/20. Project re-started on 07/14/20. Project 75% Complete.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Lawrence Ave Wyatt Ranch	Engineering	Director of Engineering and Assistant Engineer	No	No	23 lot subdivision.	District signed plans on 12/04/19. Reimbursement Agreement to be signed by developer.
PRIVATE DEVELOPMENT 12057 Fair Oaks Blvd Fair Oaks Senior Apartments	Engineering	Director of Engineering and Assistant Engineer	No	No	Seniors apartment complex with 42 one bedroom and 68 two bedroom units.	Received Project Referral and proposed site plan on 11/13/18. District sent Will Serve Letter on 12/04/18. Awaiting first submittal from developer's engineer.
PRIVATE DEVELOPMENT 7581 Sycamore Dr - Parcel Split 1 - 3	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 3 for 3 home subdivision.	Plans signed on 09/19/18. Awaiting construction.
PRIVATE DEVELOPMENT 8043 Holly Dr Parcel Split 1 - 3	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 3 for 3 home subdivision.	Received initial plans on 10/01/18. District provided comments to the developer's engineer on 01/02/19.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 8116 Holly Dr Parcel Split 1 - 2	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 2 with 2 existing homes and meters.	Received Project Referral 11/16/18. Conditions of Approval letter sent 11/28/18.
PRIVATE DEVELOPMENT 208 Langley Ave Parcel Split 1 - 2	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 2 lots. New single family home construction on one lot.	District sent correspondence to property owner on 04/20/20.
PRIVATE DEVELOPMENT 5425 Sunrise Blvd Sunrise Village Phase 1	Engineering	Director of Engineering and Assistant Engineer	No	No	Redevelopment of Sunrise Village.	District provided Will Serve Letter to the City on 07/31/19. Submittal received on 05/07/20. District provided comments on 06/02/20.
PRIVATE DEVELOPMENT 8501 Auburn Blvd Parcel Split	Engineering	Director of Engineering and Assistant Engineer	No	No	Potential parcel split from one parcel to four parcels.	Sent Conditions of Approval letter on 09/06/18.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 8501 Auburn Blvd Studio Movie Grill	Engineering	Director of Engineering and Assistant Engineer	Yes, Quitclaim (06/17/20)	No	Commercial Development.	Final plans signed on 10/17/19. 100% complete on water service to Studio Movie Grill. Contractor to complete improvements to two other parcels. Quitclaim Resolution approved by the Board on 06/17/20. Quitclaim sent to Recorder's Office on 07/01/20.
PRIVATE DEVELOPMENT 8505 Auburn Blvd Laundromat	Engineering	Director of Engineering and Assistant Engineer	No	No	Commercial Development.	Preliminary plans submitted on 05/12/20. District provided comments on 05/18/20.
PRIVATE DEVELOPMENT 7969 Madison Ave Orchard Apts Storage Units	Engineering	Director of Engineering and Assistant Engineer	No	No	Demo tennis courts to make storage unit with fire sprinkler system.	Payment received for Fees on 04/01/20. Awaiting plans for signature/approval.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 7435 Stock Ranch Rd USPI Surgical Center	Engineering	Director of Engineering and Assistant Engineer	No	No	Proposed multi-use outpatient surgical center.	Plan Check Fees paid on 03/24/20. Awaiting plans for signature/approval.
PRIVATE DEVELOPMENT 7424 Sunrise Blvd Sunrise Pointe	Engineering	Director of Engineering and Assistant Engineer	No	No	Proposed multi-unit housing complex for low-income and homeless.	Received project referral and initial plans on 10/11/18. Will-Serve letter sent on 11/21/18. Awaiting first plan submittal from developer's engineer.
PRIVATE DEVELOPMENT 8220 Sunrise Blvd Carefield Citrus Heights	Engineering	Director of Engineering and Assistant Engineer	No	No	Proposed memory care facility.	Received schematic plans on 05/08/19. Will-Serve letter sent on 05/20/19.
PRIVATE DEVELOPMENT Livoti Development	Engineering	Director of Engineering and Assistant Engineer	No	No	Six Parcel Subdivision.	Received second submittal on 05/20/19. District provided comments to the engineer on 06/26/19.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 7056 Sunrise Blvd Starbucks	Engineering	Director of Engineering and Assistant Engineer	No	No	Commercial Development.	All Fees Paid. Plans signed on 05/13/20. Pre-construction meeting occurred on 07/21/20.
PRIVATE DEVELOPMENT 7951 Antelope Rd Rocklin Academy	Engineering	Director of Engineering and Assistant Engineer	No	No	Commercial Development.	District provided comments on preliminary plans on 07/09/20.
CITY OF CITRUS HEIGHTS DRAINAGE PROJECT Wonder St	Engineering	Director of Engineering and Assistant Engineer	Yes, TBD	Yes	Wonder St Drainage Project.	Anticipate bid and start of construction in 2020.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CITY OF CITRUS HEIGHTS PROJECT Bonita & Old Auburn Rd Storm Drain Improvements	Engineering	Director of Engineering and Assistant Engineer	No	No	Bonita Way & Old Auburn Rd Storm Drain Project.	Plans signed on 05/06/20. Water relocation to be performed by Operations prior to storm drain improvements. Gas lines being relocated by PG&E. Anticipate bid and start of construction in 2020.
CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase IV	Engineering	Director of Engineering and Assistant Engineer	No	Yes	Frontage improvements along east side of Mariposa Ave from Madison Ave to Skycrest School.	Attended kick-off meeting with the City on 01/14/19. District provided comments to City's engineer on 05/02/19. Awaiting final plans from the City's engineer. District prepared Cost Liability letter to the City of Citrus Heights on 06/27/19.
CITY OF CITRUS HEIGHTS PROJECT Auburn Blvd - Phase 2 Road Improvements	Engineering	Director of Engineering and Assistant Engineer	No	No	City of Citrus Heights Frontage Improvements and Utility relocation on Auburn Blvd from Rusch Park to north.	Utility information sent to City's engineer on 06/30/20.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
District-wide Annexation Project	Engineering	Director of Engineering , Project Manager and Assistant Engineer	Yes, 07/17/19 (Award of Contract), 10/16/19 (Customer Letters), 04/15/20 (Resolution to begin LAFCo review)	Yes	Annex properties into the District to clarify and revise District boundaries.	Project 95% Complete. LAFCo application and supporting documents submitted to Sacramento LAFCo on 05/04/20. LAFCo Hearing occurred on 08/05/20.
District-wide Easement Project	Engineering	Director of Engineering, Project Manager and Assistant Engineer	Yes, TBD	Yes	Research and review District facility locations and easements for potential additions/revisions.	Staff will begin this project once the annexation project is near completion.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 19, 2020 MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : August 4, 2020
 PREPARED BY : Tim Cutler, Water Distribution Supervisor
 Rebecca Scott, Senior Management Analyst

Facilities Maintenance			CIP Projects		
	Completed WO's			Completed WO's	
	July	Year to Date		July	Year to Date
Backflow Maintenance	0	0	C20-010 Water Mainline	0	0
Blow Off Maintenance	0	1	C20-011 Water Valves	0	10
Hydrant Maintenance	68	585	C20-012 Water Services	47	204
Leak Investigation	0	1	C20-013 Water Meters	2	20
Mainline Repair/Maintenance	1	5	C20-014 Fire Hydrants	1	9
Meter Box Maintenance	9	28	C20-103 Pot Hole Main	1	1
Meter Register Replacement	25	295	TOTAL	51	244
Meter Repair/Test/Maintenance	1	6	Water Quality		
Pot Hole Work	0	1	<i>Water Analysis Report: Bacteriological testing has met all California Department of Public Health requirements. 72 samples were collected with no positive results.</i>		
Water Service Repair/Locate	1	4			
Valve, Mainline Maintenance	98	1019			
Valve Box Maintenance	2	14			
TOTAL	205	1,959			

CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
AUGUST 19, 2020 MEETING

SUBJECT : 2020 WATER SUPPLY - PURCHASED & PRODUCED
 STATUS : Information Item
 REPORT DATE : August 4, 2020
 PREPARED BY : Brian M. Hensley, Water Resources Supervisor

OBJECTIVE:

Monthly water supply report, including a comparison to the corresponding month in the prior 5 years. The 2013 data is included for reference as it is the baseline consumption year for water conservation mandates.

Month	2013	2015	2016	2017	2018	2019	2020				Year-to-Date	
	Total Water Monthly acre feet						Surface Water Purchased	Ground Water Produced	Total Water Monthly	Total Water Annual	Comparison to 2013	
							acre feet				acre feet	%
Jan	602.52	570.05	539.60	506.81	531.38	520.86	425.22	93.81	519.03	519.03	-83.49	-13.9%
Feb	606.36	511.52	484.53	443.99	525.73	447.48	488.25	101.55	589.80	1,108.83	-100.05	-8.3%
Mar	819.55	725.95	517.56	546.60	540.78	516.87	569.86	84.45	654.31	1,763.14	-265.29	-13.1%
Apr	1,029.73	761.02	677.81	575.52	646.09	682.90	678.55	88.69	767.24	2,530.38	-527.78	-17.3%
May	1,603.43	869.08	979.49	1,138.72	1,072.27	977.41	1,103.17	65.82	1,168.99	3,699.37	-962.22	-20.6%
Jun	1,816.73	1,065.10	1,343.76	1,412.94	1,387.03	1,328.07	1,349.71	126.11	1,475.82	5,175.19	-1,303.13	-20.1%
Jul	2,059.21	1,184.95	1,544.57	1,650.76	1,737.13	1,582.40	1,571.79	111.04	1,682.83	6,858.02	-1,679.51	-19.7%
Aug	1,924.28	1,188.18	1,579.80	1,570.80	1,583.78	1,603.36						
Sep	1,509.82	1,069.78	1,257.91	1,441.76	1,330.19	1,297.12						
Oct	1,297.42	918.67	840.80	1,128.97	1,061.88	1,083.17						
Nov	911.55	589.6	561.82	631.55	807.7	839.06						
Dec	700.94	519.57	518.62	574.43	558.97	548.17						
Total	14,881.54	9,973.47	10,846.27	11,622.85	11,782.93	11,426.87	6,186.55	671.47	6,858.02	6,858.02		
% of Total							90.21%	9.79%				

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 19, 2020 MEETING

SUBJECT : WATER SUPPLY RELIABILITY
STATUS : Information Item
REPORT DATE : July 28, 2020
PREPARED BY : Brian Hensley, Water Resources Supervisor

OBJECTIVE:

Receive status report on surface water supplies available to the Citrus Heights Water District (District).

BACKGROUND AND ANALYSIS:

As of July 1, 2020, storage in Folsom Lake (Lake) was at 711,200 acre-feet, 73 percent of the total capacity of 977,000 acre-feet. This represents a decrease in storage of 79,300 acre-feet in the past month.

The District's total water use during the month of June 2020 (1,475.82 acre-feet) was 20.1 percent below that of June 2013 (1,816.73 acre-feet).

The District continues to assist with preserving surface water supplies in the Lake by operating its groundwater wells. The District's groundwater production wells: Bonita, Skycrest, Mitchell Farms and Sylvan, are operational and used on a rotational or as-needed basis. Other District groundwater production wells, Palm and Sunrise, are available for emergency use.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 19, 2020 MEETING

SUBJECT : WATER SUPPLY RELIABILITY
STATUS : Information Item
REPORT DATE : August 3, 2020
PREPARED BY : Brian Hensley, Water Resources Supervisor

OBJECTIVE:

Receive status report on surface water supplies available to the Citrus Heights Water District (District).

BACKGROUND AND ANALYSIS:

As of August 1, 2020, storage in Folsom Lake (Lake) was at 551,227 acre-feet, 56 percent of the total capacity of 977,000 acre-feet. This represents a decrease in storage of 159,973 acre-feet in the past month.

The District's total water use during the month of July 2020 (1,682.83 acre-feet) was 19.7 percent below that of July 2013 (2059.21 acre-feet).

The District continues to assist with preserving surface water supplies in the Lake by operating its groundwater wells. The District's groundwater production wells: Bonita, Skycrest, Mitchell Farms and Sylvan, are operational and used on a rotational or as-needed basis. Other District groundwater production wells, Palm and Sunrise, are available for emergency use.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 19, 2020 MEETING

SUBJECT : WATER EFFICIENCY & SAFETY PROGRAM UPDATE
STATUS : Information Item
REPORT DATE : August 5, 2020
PREPARED BY : Rex W. Meurer, Water Efficiency Supervisor

Water Efficiency, Safety and Meter Program updates are summarized below.

ACTIVITIES AND PROGRESS REPORT

Water Efficiency, Safety and Meter Program activities during the months of June and July 2020 include:

- Six High Efficiency Toilet (HET) rebates were processed for the month of June and 11 HET's were processed for the month of July. This compares to 7 HET rebates processed for the month of June 2019 and 13 HET's for the month of July 2019. The five year monthly average (2015-2019) of June HET rebates is 17 and for July is 15.
- A total of five High Efficiency Clothes Washer (HECW) rebates were issued during the second quarter of 2020. This compares to five rebates issued for the second quarter of 2019. A total of 11 HECW rebates have been issued year to date.
- 23 service calls were completed for the month of June and 38 service calls were completed for the month of July. There were five reports of water waste received in June and seven received in July through CHWD's Water Efficiency web page. Staff began reaching out to customers via telephone for water waste violations and leak notifications.
- CHWD's WaterSmart classes have been restructured to be given online as "virtual" classes for 2020. Three WaterSmart classes were held from August 11-13. The first class was held on Tuesday, August 11th, titled "WaterSmart Foundation: Healthy Soil, Happy Landscape". The second class was held Wednesday, August 12th, titled "WaterSmart Irrigation: The Soil and Water Relationship". The third class was held on Thursday, August 13th, titled "WaterSmart Show Stoppers: Meet the Plants". All classes were from 12:00 – 12:30. Attendees learned how to create a healthy soil for their plants, different irrigation techniques for different soil types and how to choose the right plants for their yard's ecosystem.
- CHWD has secured three garden plots at the Sylvan Ranch Community Garden (SRCG). The plots will feature water efficient landscaping. The project is being completed in two phases. Phase I includes a gardening area at the corner of Sylvan Rd. and Stock Ranch Rd. Phase II will be an education area for activities, such as workshops and presentations. Kaler Dobler completed construction of the planter boxes in early August. CHWD will soon be recruiting for a volunteer "Garden Corps," which will be a group of CHWD customers willing to help plant and maintain the District's garden plots at the Sylvan Ranch Community Garden. The Garden Corps members will work with a certified landscaping specialist to design and plant the first flowers and plants for CHWD's plots. Volunteers will periodically maintain the plots by removing weeds and checking the

irrigation, including the smart controller timers.

- The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD to date:

Month	R-GPCD 2019	R-GPCD 2020	% CHANGE
January	76	76	0%
February	72	92	+21.7
March	75	95	+26.6
April	103	116	+12.6
May	147	170	+15.6
June	200	222	+11.0
July	231	245	+6.0

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 19, 2020 MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE AGREEMENT WITH FLOWLINE CONTRACTORS, INC. FOR THE ROBIE WAY AND ADMIRAL AVENUE WATER MAIN PROJECT

STATUS : Action Item

REPORT DATE : July 29, 2020

PREPARED BY : Missy Pieri, Director of Engineering/District Engineer
Paul Dietrich, Project Manager

OBJECTIVE:

Consider acceptance of a bid to install water mains along Robie Way and Admiral Avenue.

BACKGROUND AND ANALYSIS:

The Robie Way and Admiral Avenue Water Main Project (Project) will complete two (2) capital improvement projects that are part of the District's 1999-2029 Capital Improvement Plan. These projects appear in the 2020 Capital Projects Budget as the Robie Way 8" Main Replacement Project (C19-101) and the Admiral Avenue Water Main Replacement Project (C19-104). The Project includes installing 532 linear feet of 8-inch water main, 810 linear feet of 6-inch water main, one (1) 8-inch gate valve, three (3) 6-inch gate valves, one (1) steamer fire hydrant, one (1) 1-inch metered water service, and twenty five (25) 1-inch water services with curb stops.

The District received three (3) sealed proposals on July 28, 2020, at which time proposals were opened and read publicly. The apparent low bidder is Flowline Contractors, Inc., Sacramento, Ca. Bids received are as follows:

1. Flowline Contractors, Inc.	\$400,089.00
2. Rawles Engineering, Inc.	\$411,057.00
3. Lund Construction Company	\$436,181.00

The lowest responsive bid received was from Flowline Contractors, Inc, at \$400,089 as noted above. This bid was approximately .25% below the Engineering Estimate of \$401,090.00. There are sufficient funds within the 2020 adopted Capital Projects Budget for this Project.

RECOMMENDATION:

Accept the bid of Flowline Contractors, Inc. in the amount of \$400,089.00 and establish a contingency fund in the amount of \$40,008.00 (10%), for a total amount of \$440,097.00. Authorize the General Manager to execute an agreement with Flowline Contractors, Inc.

ATTACHMENT:

Robie Way and Admiral Avenue Water Main Project Construction Agreement

ACTION:

Moved by Director _____, Seconded by Director _____, Carried _____

ROBIE WAY AND ADMIRAL AVENUE WATER MAIN PROJECT

**SPECIFICATIONS FOR
PROJECT NO. C19-101
PROJECT NO. C19-104**



CONSTRUCTION AGREEMENT



**CITRUS
HEIGHTS
WATER
DISTRICT**

6230 Sylvan Rd • PO Box 286
Citrus Heights • California • 95611-0286

916/725-6873 • 916/725-0345 Fax

SECTION 00010
TABLE OF CONTENTS

INTRODUCTORY INFORMATION

SECTION 00001	PROJECT TITLE PAGE	COVER
SECTION 00010	TABLE OF CONTENTS	i.
SECTION 00100	NOTICE INVITING BIDS	1

BIDDING REQUIREMENTS

SECTION 00200	INSTRUCTIONS TO BIDDERS	4
SECTION 00400	BID FORM	12
SECTION 00405	CONTRACTOR'S CERT. RE WORKERS' COMPENSATION ..	17
SECTION 00410	BID BOND	18
SECTION 00420	NON-COLLUSION DECLARATION	20
SECTION 00430	CONTRACTOR INFORMATION AND EXPERIENCE FORM ...	21
SECTION 00440	LIST OF SUBCONTRACTORS FORM	29
SECTION 00441	IRAN CONTRACTING ACT CERTIFICATION	32

CONTRACT FORMS

SECTION 00500	CONTRACT	33
SECTION 00610	PERFORMANCE BOND	37
SECTION 00620	PAYMENT BOND	41

CONDITIONS OF THE CONTRACT

SECTION 00700	GENERAL CONDITIONS	44
ARTICLE 1.	DEFINITIONS	44
ARTICLE 2.	CONTRACT DOCUMENTS	45
ARTICLE 3.	CONTRACTS DOCUMENTS: COPIES & MAINTENANCE ..	46
ARTICLE 4.	CONTRACTOR SHALL MAINTAIN A CLEAN,	46
	UNDAMAGED SET OF CONTRACT DOCUMENTS AT THE PROJECT SITE	
ARTICLE 5.	EXISTENCE OF UTILITIES AT THE WORK SITE	47
ARTICLE 6.	SCHEDULE	50
ARTICLE 7.	SUBSTITUTIONS	51
ARTICLE 8.	SHOP DRAWINGS	52
ARTICLE 9.	SUBMITTALS	52
ARTICLE 10.	MATERIALS	53
ARTICLE 11.	CONTRACTOR'S SUPERVISION	53
ARTICLE 12.	WORKERS	53
ARTICLE 13.	SUBCONTRACTORS	54
ARTICLE 14.	VERIFICATION OF EMPLOYMENT ELIGIBILITY	54
ARTICLE 15.	PERMITS AND LICENSES	54
ARTICLE 16.	UTILITY USAGE	55

SECTION 00010
TABLE OF CONTENTS

SECTION 00010
TABLE OF CONTENTS

ARTICLE 17.	INSPECTION FEES FOR PERMANENT UTILITIES.....	55
ARTICLE 18.	TRENCHES.....	56
ARTICLE 19.	DIVERSION OF RECYCLABLE WASTE MATERIALS	57
ARTICLE 20.	REMOVAL OF HAZARDOUS MATERIALS	57
ARTICLE 21.	SANITARY FACILITIES	57
ARTICLE 22.	AIR POLLUTION CONTROL.....	58
ARTICLE 23.	COMPLIANCE WITH STATE STORM WATER PERMIT	58
ARTICLE 24.	CLEANING UP	59
ARTICLE 25.	LAYOUT AND FIELD ENGINEERING	59
ARTICLE 26.	EXCESSIVE NOISE	60
ARTICLE 27.	TESTS AND INSPECTIONS	60
ARTICLE 28.	PROTECTION OF WORK AND PROPERTY.....	61
ARTICLE 29.	CONTRACTORS MEANS AND METHODS.....	63
ARTICLE 30.	AUTHORIZED REPRESENTATIVES.....	63
ARTICLE 31.	HOURS OF WORK	63
ARTICLE 32.	PAYROLL RECORDS	64
ARTICLE 33.	PREVAILING RATES OF WAGES.....	64
ARTICLE 34.	EMPLOYMENT OF APPRENTICES	65
ARTICLE 35.	LABOR COMPLIANCE.....	65
ARTICLE 36.	CONTRACTOR AND SUBCONTRACTOR REGISTRATION.....	66
ARTICLE 37.	NONDISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY/EMPLOYMENT ELIGIBILITY	66
ARTICLE 38.	LABOR/EMPLOYMENT SAFETY	67
ARTICLE 39.	INSURANCE	68
ARTICLE 40.	FORM AND PROOF OF CARRIAGE OF INSURANCE	72
ARTICLE 41.	TIME FOR COMPLETION AND LIQUIDATED DAMAGES... ..	73
ARTICLE 42.	COST BREAKDOWN AND PERIODIC ESTIMATES	74
ARTICLE 43.	MOBILIZATION	75
ARTICLE 44.	PAYMENTS.....	75
ARTICLE 45.	PAYMENTS WITHHELD AND BACKCHARGES	76
ARTICLE 46.	CHANGES AND EXTRA WORK	77
ARTICLE 47.	OCCUPANCY	81
ARTICLE 48.	INDEMNIFICATION.....	82
ARTICLE 49.	RECORD ("AS BUILT") DRAWINGS.....	82
ARTICLE 50.	RESOLUTION OF CONSTRUCTION CLAIMS	83
ARTICLE 51.	DISTRICT'S RIGHT TO TERMINATE CONTRACT	87
ARTICLE 52.	WARRANTY AND GUARANTEE	91
ARTICLE 53.	DOCUMENT RETENTION & EXAMINATION	92
ARTICLE 54.	SOILS INVESTIGATIONS.....	92
ARTICLE 55.	SEPARATE CONTRACTS	92
ARTICLE 56.	NOTICE AND SERVICE THEREOF.....	93
ARTICLE 57.	NOTICE OF THIRD PARTY CLAIMS.....	93
ARTICLE 58.	STATE LICENSE BOARD NOTICE.	93
ARTICLE 59.	INTEGRATION.....	94
ARTICLE 60.	ASSIGNMENT	94

SECTION 00010
TABLE OF CONTENTS

SECTION 00010
TABLE OF CONTENTS

ARTICLE 61.	CHANGE IN NAME AND NATURE OF CONTRACTOR'S LEGAL ENTITY	94
ARTICLE 62.	ASSIGNMENT OF ANTITRUST ACTIONS.....	94
ARTICLE 63.	PROHIBITED INTERESTS	95
ARTICLE 64.	LAWS AND REGULATIONS	95
ARTICLE 65.	PATENT FEES OR ROYALTIES.	95
ARTICLE 66.	OWNERSHIP OF DRAWING	96
ARTICLE 67.	NOTICE OF TAXABLE POSSESSORY INTEREST	96
SECTION 00750	SPECIAL CONDITIONS.....	97
SP – 1	DIFFERING SITE CONDITIONS.....	97
SP – 2	USE OF STANDARDS.....	97
SP – 3	DESCRIPTION OF BID ITEMS	97
SP – 4	DAMAGE TO PAVEMENT AND CONCRETE.....	97
SECTION 00900	GENERAL SPECIFICATIONS	98
1.	SCOPE OF WORK.....	98
2.	DISTRICT FURNISHED ITEMS	99
3.	CONTRACTOR FURNISHED ITEMS	99
4.	ITEMS OF WORK, MEASUREMENT AND PAYMENT	100
5.	ORDER OF WORK	107
6.	BACTERIOLOGICAL TESTING PROCEDURE AND.....	107
	TIMELINE	
7.	EXCAVATION AND POTHOLING.....	109
8.	REMOVAL, RELOCATION OR PROTECTION OF	110
	EXISTING UTILITIES	
9.	HOURS OF WORK	111
10.	MATERIAL SUBMITTALS	112
11.	VARIATIONS FROM PLANS AND SPECIFICATIONS OR.....	112
	OTHER CONTRACT DOCUMENTS	
12.	CALIFORNIA CONTRACTOR'S LICENSE	113
	CLASSIFICATION	
13.	SUBCONTRACT DOCUMENTS	113
14.	PERMIT FOR CONSTRUCTION WATER.....	113
15.	SAFETY AND HEALTH PROVISIONS.....	113
16.	INJURY AND ILLNESS PREVENTION/HAZARD	113
	COMMUNICATION	
17.	PRE-CONSTRUCTION CONFERENCE	114
18.	PROJECT MEETINGS.....	114
19.	CONSTRUCTION SCHEDULE	114
20.	EMERGENT MATTERS AFTER HOURS	114
21.	EMERGENCY CONTACT AND CONTRACTOR	114
	RESPONSE	
22.	TRENCH EXCAVATION COMPETENT PERSON	115
	ASSIGNMENT AND RESPONSIBILITIES	

SECTION 00010
TABLE OF CONTENTS

SECTION 00010
TABLE OF CONTENTS

SECTION 01000	SPECIAL PROVISIONS	117
1.	TRAFFIC CONTROL REQUIREMENTS	117
2.	U.S.A MARKINGS AND TIRE MARKINGS	117
3.	DAMAGE TO PAVEMENT AND CONCRETE	118
4.	STORAGE OF EQUIPMENT AND MATERIALS	118
5.	MINIMUM COVER	118
6.	BACKFILL, COMPACTION, AND COMPACTION TESTING	118
7.	THRUST BLOCKS	119
8.	TEMPORARY TRENCH RESTORATION	119
9.	SERVICE VALVE LOCATIONS AND METER INSTALLATIONS	120
10.	CONNECTION TO EXISTING SERVICES	120
11.	FLUSHING SERVICE LINES	120
12.	BRONZE SERVICE SADDLES	121
13.	CORPORATION STOPS AND BALL VALVES	121
14.	BRASS FITTINGS	121
15.	COMPRESSION COUPLINGS	121
16.	PIPE AND FITTINGS FOR SERVICE RECONNECTIONS	121
17.	RESILIENT WEDGE GATE VALVES	121
18.	CHLORINATION AND FLUSHING	122
19.	SPRINKLERS	123
20.	CONCRETE RESTORATION	123
21.	LANDSCAPE RESTORATION	124
22.	MAINTENANCE TRAFFIC, PUBLIC CONVENIENCE AND SAFETY	127
23.	PUBLIC NOTIFICATION	128
24.	CONSTRUCTION LAYOUT AND STAKING	128
SECTION 01100	PROJECT PLANS (17 sheets, 22" x 34")	----
SECTION 01200	ENCROACHMENT PERMIT DOCUMENTS (25 Pages)	----
SECTION 01300	DIVISION OF DRINKING WATER WAIVER RESPONSE LETTERS (16 Pages)	----

SECTION 00010
TABLE OF CONTENTS

SECTION 00100
NOTICE INVITING BIDS

NOTICE INVITING BIDS

Citrus Heights Water District ("District") will receive sealed bids for the Robie Way and Admiral Avenue Water Main Project no later than July 28, 2020 at 2:00 pm, at the Administrative Office of Citrus Heights Water District, 6230 Sylvan Road, Citrus Heights, CA 95610, at which time said bids will be read aloud. **If bids are being dropped-off, please call (916) 725-6873 prior to arrival to coordinate drop-off as the District is closed to the public due to COVID-19.** The District will not accept late bids. Bids shall be valid for 60 calendar days after the bid opening date.

The Project must be completed within **120** calendar days, beginning ten (10) calendar days after the date on which the notice to proceed ("Notice to Proceed") is sent by the District to the contractor that is awarded a bid for this Project ("Contractor").

The Project consists of all Work described in the Contract Documents and generally consists of furnishing of all labor, materials, tax, equipment and services for the construction and completion of the following work all within the roadways of Robie Way and Admiral Avenue within Sacramento County and the City of Citrus Heights. The work to be completed includes, but is not limited to, installing 532 linear feet of 8-inch water main, 810 linear feet of 6-inch water main, one (1) 8-inch gate valve, three (3) 6-inch gate valves, one (1) steamer fire hydrant, one (1) 1-inch metered water service, and twenty five (25) 1-inch water services with curb stops.

Addendums or changes to the Contract Documents, Plans and Specifications prior to the date and time specified of the opening of bids will be performed and validated in writing and distributed by the District to the plan holders of record.

Contract Documents, Plans, and Specifications are now posted on the California Surveying & Drafting Supply (CSDS) website at <https://planroom.csdsinc.com/> under heading of Recent Jobs Posted. Citrus Heights Water District will be using CSDS to manage and distribute all Contract Documents, Plans, and Specifications. The entire bid package including plans and any District issued addendums can be ordered at the expense of the Contractor through the website or by calling CSDS at (916) 344-0232, 4733 Auburn Blvd, Sacramento, CA 95841. Prospective bidders may review all the documents on the website without downloading for no charge.

Addendums or changes to the Contract Documents, Plans and Specifications prior to the date and time specified of the opening of bids will be performed and validated in writing and distributed by the District to the plan holders of record.

Complete sets of the Bid Forms must be used in preparing bids. The District does not assume responsibility for errors or misinterpretations resulting from the use of incomplete sets of Contract Documents. Modifications to or withdrawal of bids may be made by the

SECTION 00100
NOTICE INVITING BIDS

bidder prior to the bid closing deadline. Bids must be accompanied by cash, a certified or cashier's check, or a Bid Bond in favor of the District in an amount not less than (10%) of the submitted Total Bid Price.

Bids will be read aloud. Proper social distancing will be implemented, as necessary. However, bid results are automatically made public by email transmittal to all participants of the Mandatory Pre-Bid Conference and by posting to the District's website at <http://chwd.org/>. The District reserves the right to reject any or all Bids and to waive any informality or irregularity in any Bid.

A MANDATORY Pre-Bid Conference will be held at **6230 Sylvan Road, Citrus Heights, CA 95611** on the following date and time: July 14, 2020 at 9AM. Each and every Bidder MUST attend the Pre-Bid Conference. Bids WILL NOT be accepted from any bidder who did not attend the Mandatory Pre-Bid Conference. **The meeting will be held outside. Proper social distancing will be implemented, as necessary. Masks are recommended. Only one (1) person will be allowed from each firm. Please enter through the south gate (Gate 2).**

The last day to submit written questions is July 21, 2020 before 5:00 PM. Submission shall be sent via email to Paul Dietrich at pauld@chwd.org. An addendum will be created to address all questions and sent to all attendees of the Mandatory Pre-Bid Conference via email by end-of-day July 23, 2020.

The District's preliminary cost estimate for this Project is \$401,090.00

Each bid shall be accompanied by the security referred to in the Contract Documents, the non-collusion declaration, the list of proposed subcontractors, and all additional documentation required by the Instructions to Bidders.

The successful bidder will be required to furnish the District with a Performance Bond equal to 100% of the successful bid, and a Payment Bond equal to 100% of the successful bid, prior to execution of the Contract. All bonds are to be secured from a surety that meets all of the State of California bonding requirements, as defined in Code of Civil Procedure Section 995.120, and is admitted by the State of California.

Pursuant to Public Contract Code Section 22300, the successful bidder may substitute certain securities for funds withheld by District to ensure his performance under the Contract.

The Director of Industrial Relations has determined the general prevailing rate of per diem wages in the locality in which this work is to be performed for each craft or type of worker needed to execute the Contract which will be awarded to the successful bidder, copies of which are on file and will be made available to any interested party upon request at the District's offices, 6230 Sylvan Road, Citrus Heights, California 95610, or online at <http://www.dir.ca.gov/dlsr>. A copy of these rates shall be posted by the successful bidder at the job site. The successful bidder and all subcontractor(s) under him, shall comply

SECTION 00100
NOTICE INVITING BIDS

SECTION 00100
NOTICE INVITING BIDS

with all applicable Labor Code provisions, which include, but are not limited to the payment of not less than the required prevailing rates to all workers employed by them in the execution of the Contract, the employment of apprentices, the hours of labor and the debarment of contractors and subcontractors.

All contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the Department of Industrial Relations. No bid will be accepted nor any contract entered into without proof of the contractor's and subcontractors' current registration with the Department of Industrial Relations to perform public work. This Project will be subject to compliance monitoring and enforcement by the Department of Industrial Relations.

Each bidder shall be a licensed contractor pursuant to the Business and Professions Code and shall be licensed in the following appropriate classification(s) of contractor's license(s), for the work bid upon, and must maintain the license(s) throughout the duration of the Contract:

California Class A General Engineering Contractor.

This Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. In bidding on this project, it shall be the Bidder's sole responsibility to evaluate and include the cost of complying with all labor compliance requirements under this contract and applicable law in its bid.

Award of Contract: The District may award the Contract for the Project to the lowest responsible bidder as determined from the Base Bid by the District. The District reserves the right to reject any or all bids or to waive any irregularities or informalities in any bids or in the bidding process.

The District reserves the right to reject any or all bids or to accept any bid. The District reserves the right to determine which proposal is, in its judgment, the most responsive bid of a responsible bidder and which proposal should be accepted in the best interest of the District. The District also reserves the right to waive any informality in any proposal or bid.

For further information, contact Paul Dietrich at 916-735-7723 or via e-mail (pauld@chwd.org).

END OF NOTICE INVITING BIDS

SECTION 00100
NOTICE INVITING BIDS

SECTION 00200
INSTRUCTIONS TO BIDDERS

INSTRUCTIONS TO BIDDERS

1. AVAILABILITY OF CONTRACT DOCUMENTS

Bids must be submitted to the District on the Bid Documents which are a part of the Bid Package for the Project. Prospective bidders may obtain a complete set of Contract Documents as stated in the Notice Inviting Bids.

2. EXAMINATION OF CONTRACT DOCUMENTS

The District has made copies of the Contract Documents available, as indicated above. Bidders shall be solely responsible for examining the Project Site and the Contract Documents, including any Addenda issued during the bidding period, and for informing itself with respect to local labor availability, means of transportation, necessity for security, laws and codes, local permit requirements, wage scales, local tax structure, contractors' licensing requirements, availability of required insurance, and other factors that could affect the Work. Bidders are responsible for consulting the standards referenced in the Contract. Failure of Bidder to so examine and inform itself shall be at its sole risk, and no relief for error or omission will be given except as required under State law.

3. INTERPRETATION OF CONTRACT DOCUMENTS

Discrepancies in, and/or omissions from the Plans, Specifications or other Contract Documents or questions as to their meaning shall be immediately brought to the attention of the District by submission of a written request for an interpretation or correction to the District. Such submission, if any, must be sent via email or U.S. Mail to:

Paul Dietrich
Citrus Heights Water District
6230 Sylvan Road
Citrus Heights, CA 95610
e-mail: pauld@chwd.org

and received no later than July 21, 2020 before 5:00PM.

Any interpretation of the Contract Documents will be made only by written addenda duly issued and provided to all recipients of complete sets of the Contract Documents. The District will not be responsible for any explanations or interpretations provided in any other manner. No person is authorized to make any oral interpretation of any provision in the Contract Documents to any Bidder, and no Bidder should rely on any such oral interpretation.

Bids shall include complete compensation for all items of work to be performed under the Contract Documents.

SECTION 00200
INSTRUCTIONS TO BIDDERS

4. INSPECTION OF SITE; PRE-BID CONFERENCE AND SITE WALK

Each prospective bidder is responsible for fully acquainting itself with the conditions of the Project Site(s), as well as those relating to the construction and labor of the Project, to fully understand the facilities, difficulties and restrictions which may impact the cost or effort required to complete the Project. To this end, a Pre-Bid Conference and Site Walk will be held on the date(s) and time(s) indicated in the Notice Inviting Bids.

5. ADDENDA

The District reserves the right to revise the Contract Documents prior to the bid opening date. Revisions, if any, shall be made by issuing Addenda. All plan holders will be notified when an addendum is posted to the bid management system. All addenda issued by the District shall be included in the bid and made part of the Contract Documents. Pursuant to Public Contract Code Section 4104.5, if the District issues an Addendum which includes material changes to the Project less than **72 hours** prior to the deadline for submission of bids, the District will extend the deadline for submission of bids. The District may determine, in its sole discretion, whether an Addendum warrants postponement of the bid submission date. Announcement of any extension shall be made via the electronic bid management system to all plan holders. Please Note: Bidders are responsible for ensuring that they have received any and all Addenda. To this end, the electronic bid management system requires each bidder acknowledge receipt of all addenda before submission of the bid.

6. ALTERNATE BIDS

If alternate bid items are called for in the Contract Documents, the lowest bid will be determined on the basis of the base bid only, unless otherwise specified in the notice Inviting Bids. The time required for completion of the alternate bid items has been factored into the Contract Time and no additional time will be awarded for any of the alternate bid items. The District may elect to include one or more of the alternate bid items, or to otherwise remove certain work from the Project scope of work, accordingly each Bidder must ensure that each bid item contains a proportionate share of profit, overhead and other costs or expenses which will be incurred by the Bidder.

7. COMPLETION OF BID FORMS

Bids shall only be prepared using copies of the Bid Forms which are included in the Contract Documents. The use of substitute bid forms will not be permitted. Bids shall be executed by an authorized signatory as described in these Instructions to Bidders. Deviations in the bid form may result in the bid being deemed non-responsive.

8. MODIFICATIONS OF BIDS

Each Bidder shall submit its Bid in strict conformity with the requirements of the Contract Documents. Unauthorized additions, modifications, revisions, conditions, limitations,

SECTION 00200
INSTRUCTIONS TO BIDDERS

exclusions or provisions attached to a Bid may render it non-responsive and may cause its rejection. Bidders shall neither delete, modify, nor supplement the printed matter on the Bid Forms, nor make substitutions thereon. Oral, telephonic and electronic modifications will not be considered, unless the Notice Inviting Bids authorizes the submission of electronic bids and modifications thereto and such modifications are made in accordance with the Notice Inviting Bids.

9. DESIGNATION OF SUBCONTRACTORS

Pursuant to State law, the Bidders must designate the name and location of each subcontractor who will perform work or render services for the Bidder in an amount that exceeds one-half of one percent (1/2%) of the Bidder's Total Bid Price, as well as the portion of work each such subcontractor will perform on the form provided herein by the District. No additional time will be provided to bidders to submit any of the requested information in the Designation of Subcontractor form.

10. LICENSING REQUIREMENTS

Pursuant to Section 7028.15 of the Business and Professions Code and Section 3300 of the Public Contract Code, all bidders must possess proper licenses for performance of this Contract. Subcontractors must possess the appropriate licenses for each specialty subcontracted. Pursuant to Section 7028.5 of the Business and Professions Code, the District shall consider any bid submitted by a contractor not currently licensed in accordance with state law and pursuant to the requirements found in the Contract Documents to be nonresponsive, and the District shall reject the Bid. The District shall have the right to request, and Bidders shall provide within five (5) calendar Days, evidence satisfactory to the District of all valid license(s) currently held by that Bidder and each of the Bidder's subcontractors, before awarding the Contract.

Notwithstanding anything contained herein, if the Work involves federal funds, the Contractor shall be properly licensed by the time the Contract is awarded, pursuant to the provisions of Public Contract Code Section 20103.5.

11. SIGNING OF BIDS

All Bids submitted shall be executed by the Bidder or its authorized representative. Bidders may be asked to provide evidence in the form of an authenticated resolution of its Board of Directors or a Power of Attorney evidencing the capacity of the person signing the Bid to bind the Bidder to each Bid and to any Contract arising therefrom. Hard copy of bids shall be submitted at the District's offices.

If a Bidder is a joint venture or partnership, it may be asked to submit an authenticated Power of Attorney executed by each joint venturer or partner appointing and designating one of the joint venturers or partners as a management sponsor to execute the Bid on behalf of Bidder. Only that joint venturer or partner shall execute the Bid. The Power of Attorney shall also: (1) authorize that particular joint venturer or partner to act for and bind

SECTION 00200
INSTRUCTIONS TO BIDDERS

Bidder in all matters relating to the Bid; and (2) provide that each venturer or partner shall be jointly and severally liable for any and all of the duties and obligations of Bidder assumed under the Bid and under any Contract arising therefrom. The Bid shall be executed by the designated joint venturer or partner on behalf of the joint venture or partnership in its legal name.

12. BID GUARANTEE (BOND)

Each bid shall be accompanied by: (a) cash; (b) a certified check made payable to the District; (c) a cashier's check made payable to the District; or (d) a bid bond payable to the District executed by the bidder as principal and surety as obligor in an amount not less than 10% of the maximum amount of the bid. Personal sureties and unregistered surety companies are unacceptable. The surety insurer shall be California admitted surety insurer, as defined in Code of Civil Procedure Section 995.120. The cash, check or bid bond shall be given as a guarantee that the bidder shall execute the Contract if it be awarded to the bidder, shall provide the payment and performance bonds and insurance certificates and endorsements as required herein within ten (10) calendar Days after notification of the intent to award the Contract to the bidder. Failure to provide the required documents may result in forfeiture of the bidder's bid deposit or bond to the District and the District may award the Contract to the next lowest responsible bidder, or may call for new bids.

13. SUBMISSION OF SEALED BIDS

Bidders shall submit hard copies of their bids pursuant to Public Contract Code Sections 1600 and 1601. The acceptable method(s) of submission are stated in the Notice Inviting Bids. District shall not accept bids otherwise transmitted. **No oral, telephonic, or facsimile bids will be considered.**

14. DELIVERY AND OPENING OF BIDS

Bids will be received by the District up to the date and time shown in the Notice Inviting Bids. It is the Bidder's sole responsibility to ensure that its Bid is received as specified. Bids may be submitted earlier than the dates(s) and time(s) indicated.

Bids will be opened at the date and time stated in the Notice Inviting Bids, and the amount of each Bid will be read aloud and recorded. All Bidders may, if they desire, attend the opening of Bids. **Due to COVID-19, a limit of one (1) representative from each bidding firm will be allowed and social distancing will be implemented, as necessary.** The District may in its sole discretion, elect to postpone the opening of the submitted Bids. District reserves the right to reject any or all Bids and to waive any informality or irregularity in any Bid. In the event of a discrepancy between the written amount of the Bid Price and the numerical amount of the Bid Price, the written amount shall govern.

SECTION 00200
INSTRUCTIONS TO BIDDERS

15. WITHDRAWAL OF BID

Prior to the bid closing deadline, a Bid may be electronically withdrawn by the Bidder. Any request to withdraw a bid after bid opening must be made in accordance with Public Contract Code section 5100 *et seq.* and must be submitted in writing within five (5) working Days, excluding Saturday, Sundays and State holidays, specifying in detail how the mistake was made.

16. BASIS OF AWARD; BALANCED BIDS

The District shall award the Contract to the lowest responsible Bidder submitting a responsive Bid. The District may reject any Bid which, in its opinion when compared to other bids received or to the District's internal estimates, does not accurately reflect the cost to perform the Work. The District may reject as non-responsive any bid which unevenly weights or allocates costs, including but not limited to overhead and profit to one or more particular bid items.

17. DISQUALIFICATION OF BIDDERS; INTEREST IN MORE THAN ONE BID

No bidder shall be allowed to make, submit or be interested in more than one bid. However, a person, firm, corporation or other entity that has submitted a sub-proposal to a bidder, or that has quoted prices of materials to a bidder, is not thereby disqualified from submitting a sub-proposal or quoting prices to other bidders submitting a bid to the District. No person, firm, corporation, or other entity may submit sub-proposal to a bidder, or quote prices of materials to a bidder, when also submitting a prime bid on the same Project.

18. INSURANCE REQUIREMENTS

The successful bidder shall procure the insurance in the form and in the amount specified in the Contract Documents.

19. AWARD PROCESS

Once all Bids are opened and reviewed to determine the lowest responsive and responsible Bidder, the District may award the contract, or reject all bids. The apparent successful Bidder should begin to prepare the following documents: (1) the Performance Bond; (2) the Payment Bond; and (3) the required insurance certificates and endorsements. Once the District notifies the Bidder of the intent to award, the Bidder will have ten (10) consecutive calendar Days from the date of this notification to execute the Contract and supply the District with all of the required documents and certifications. Regardless whether the Bidder supplies the required documents and certifications in a timely manner, the Contract time will begin to run ten (10) calendar Days from the date of the notification. Once the District receives all of the properly drafted and executed documents and certifications from the Bidder, the District shall issue a Notice to Proceed to that Bidder.

SECTION 00200
INSTRUCTIONS TO BIDDERS

SECTION 00200
INSTRUCTIONS TO BIDDERS

20. FILING OF BID PROTESTS

Any bid protest relating to the form or content of the Bid or Contract Documents must be submitted in writing via the electronic bid management system at least ten (10) business Days before the original date set for the bid opening. Any bidder who submits a bid without making a protest shall be deemed to have waived any objection to the form of content of the Bid or Contract Documents not previously stated in writing.

Submitted bids will be timely made available for review upon written request of any bidder.

Bidders may file a "protest" of a Bid with the District's General Manager. In order for a Bidder's protest to be considered valid, the protest must:

- A. Be filed in writing not later than 5:00 p.m. on the fifth business Day after the bid opening date;
- B. Clearly identify the specific irregularity or basis for the protest;
- C. Specify, in detail, the factual and legal grounds for the protest; and
- D. Include all relevant supporting documentation with the protest at time of filing.

If the protest does not meet all of these requirements, the District may reject it without further review.

If the protest is timely and complies with all of the above requirements, the District's General Manager, or other designated District staff or representative, shall review the protest, any response from the challenged bidder, and all other relevant information. The District will provide a written response to the protestor.

The procedure and time limits set forth in this section are mandatory and are the sole and exclusive remedy in the event of a bid protest. Failure to comply with these procedures shall constitute a failure to exhaust administrative remedies and a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.

21. WORKERS COMPENSATION

Each bidder shall submit the Contractor's Certificate Regarding Workers' Compensation form.

22. RETENTION AND SUBSTITUTION OF SECURITY

The Contract Documents call for monthly progress payments based upon the percentage of the work completed. Unless the District has made findings pursuant to Public Contract Code section 7201 (that the work included in this Contract is substantially complex, and

SECTION 00200
INSTRUCTIONS TO BIDDERS

therefore a retention of 10% shall be withheld from each progress payment as provided by the Contract Documents), the District will retain five percent (5%) of each progress payment as provided by the Contract Documents. At the request and expense of the successful Bidder, the District will substitute securities for the amount so retained in accordance with Public Contract Code Section 22300.

23. PREVAILING WAGES

The District has obtained from the Director of the Department of Industrial Relations the general prevailing rate of per diem wages in the locality in which this work is to be performed for each craft or type of worker needed to execute the Contract. These rates are on file and available at the District's offices, 6230 Sylvan Road, Citrus Heights, California 95610, or may be obtained online at <http://www.dir.ca.gov/dlsr>. Bidders are advised that a copy of these rates must be posted by the successful Bidder at the job site(s).

If the Work involves federal funds or otherwise requires compliance with the Davis-Bacon Fair Labor Standards Act, the Contractor and all its subcontractors shall pay the higher of the state or federal prevailing wage rates.

24. DEBARMENT OF CONTRACTORS AND SUBCONTRACTORS

In accordance with the provisions of the Labor Code, contractors or subcontractors may not perform work on a public works project with a subcontractor who is ineligible to perform work on a public project pursuant to Section 1777.1 or Section 1777.7 of the Labor Code. Any contract on a public works project entered into between a contractor and a debarred subcontractor is void as a matter of law. A debarred subcontractor may not receive any public money for performing work as a subcontractor on a public works contract. Any public money that is paid to a debarred subcontractor by the Contractor for the Project shall be returned to the District. The Contractor shall be responsible for the payment of wages to workers of a debarred subcontractor who has been allowed to work on the Project.

25. IRAN CONTRACTING ACT CERTIFICATION

Each bidder shall submit the certification required by the Iran Contracting Act of 2010, Public Contract Code section 2200 *et seq.* with its bid. The certification is included in the Contract Documents.

26. PERFORMANCE BOND AND PAYMENT BOND REQUIREMENTS

Within the time specified in the Contract Documents, the Bidder to whom a Contract is awarded shall deliver to the District four identical counterparts of the Performance Bond and Payment Bond in the form supplied by the District and included in the Contract Documents. Failure to do so may, in the sole discretion of District, result in the forfeiture of the Bid Guarantee. The surety supplying the bond must be an admitted surety insurer,

SECTION 00200
INSTRUCTIONS TO BIDDERS

SECTION 00200
INSTRUCTIONS TO BIDDERS

as defined in Code of Civil Procedure Section 995.120, authorized to do business as such in the State of California and satisfactory to the District. The Performance Bond and the Payment Bond shall be for one hundred percent (100%) of the Total Bid Price.

27. REQUEST FOR SUBSTITUTIONS

The successful bidder shall comply with the substitution request provisions set forth in the Special Conditions, including any deadlines for substitution requests **which may occur prior to the bid opening date.**

28. SALES AND OTHER APPLICABLE TAXES, PERMITS, LICENSES AND FEES

Contractor and its subcontractors performing work under this Contract will be required to pay California sales tax and other applicable taxes, and to pay for permits, licenses and fees required by the agencies with authority in the jurisdiction in which the work will be located, unless otherwise expressly provided by the Contract Documents. Bidders shall include all applicable taxes and fees that are in effect or reasonably anticipated on the bid date in their bid price.

29. EXECUTION OF CONTRACT

As required herein, the Bidder to whom an award is made shall execute two identical counterparts of the Contract in the amount determined by the Contract Documents. The District may require appropriate evidence that the persons executing the Contract are duly empowered to do so.

END OF INSTRUCTIONS TO BIDDERS

SECTION 00400
BID FORM

BID FORM

NAME OF BIDDER: Flowline Contractors, Inc.

The undersigned, hereby declare that we have carefully examined the location of the proposed Work, and have read and examined the Contract Documents, including all plans, specifications, and all addenda, if any, for the following Project:

**ROBIE WAY AND ADMIRAL AVENUE
WATER MAIN PROJECT**

We hereby propose to furnish all labor, materials, equipment, tools, transportation, and services, and to discharge all duties and obligations necessary and required to perform and complete the Project in strict accordance with the Contract Documents for the TOTAL BID PRICE.

In the event the bid schedule requires unit pricing, final payment shall be determined by the District from measured quantities of work performed based upon the unit price.

Bid Item	Description	Quantity	Units	Unit Cost	Price
	Robie Way C19-101				
1	Mobilization. (8% Max. of total)	1	Lump Sum	\$6,800.00	\$6,800.00
2	Sheeting, shoring and bracing. (1% Max. total)	1	Lump Sum	\$1,900.00	\$1,900.00
3	Traffic control plan and implementation. (5% Max. of total)	1	Lump Sum	\$2,666.00	\$2,666.00
4	Storm water pollution prevention implementation. (1% Max. of total)	1	Lump Sum	\$508.00	\$508.00
5	Install 6" CL305 DR 14 AWWA C900-07 Polyvinylchloride (PVC) water main. (Trench depth 60" Max.)	745	Lineal Feet	\$120.00	\$89,400.00
6	Install 6" Pressure Class 350 Ductile Iron Pipe (PC350 DIP) water main. (Trench depth greater than 60" Max.)	40	Lineal Feet	\$171.00	\$6,840.00
7	6" connection to existing 8" water main.	1	Each	\$10,084.00	\$10,084.00
8	6" connection to existing 6" water main.	3	Each	\$5,337.00	\$16,011.00

SECTION 00400**BID FORM**

9	Install 6" resilient wedge gate valve.	2	Each	\$1,566.00	\$3,132.00
10	Install 1" metered water service.	1	Each	\$3,065.00	\$3,065.00
11	Install 1" water service with curb stop.	10	Each	\$2,455.00	\$24,550.00
12	1 1/4" PVC water line reconnection to customer line.	10	Lineal Feet	\$76.00	\$760.00
13	3" to 4" Max. depth Asphaltic Concrete (AC) paving restoration.	5000	Square Feet	\$6.50	\$32,500.00
14	Concrete Restoration.	100	Square Feet	\$20.00	\$2,000.00
15	Landscape Restoration.	250	Square Feet	\$4.30	\$1,075.00
16	Remove existing valve box.	2	Each	\$104.00	\$208.00
Total Cost (Robie Way C19-101)					\$201,499.00

Bid Item	Description	Quantity	Units	Unit Cost	Price
	Admiral Avenue C19-104				
17	Mobilization. (8% Max. of total)	1	Lump Sum	\$12,850.00	\$12,850.00
18	Sheeting, shoring and bracing. (1% Max. total)	1	Lump Sum	\$1,900.00	\$1,900.00
19	Traffic control plan and implementation. (5% Max. of total)	1	Lump Sum	\$4,417.00	\$4,417.00
20	Storm water pollution prevention implementation. (1% Max. of total)	1	Lump Sum	\$508.00	\$508.00
21	Install 8" CL305 DR 14 AWWA C900-07 Polyvinylchloride (PVC) water main. (Trench depth 60" Max.)	532	Lineal Feet	\$125.00	\$66,500.00
22	Install 6" Pressure Class 350 Ductile Iron Pipe (PC350 DIP) water main. (Trench depth 60" Max.)	25	Lineal Feet	\$337.00	\$8,425.00
23	8" connection to existing 12" water main.	1	Each	\$5,666.00	\$5,666.00
24	8" connection to existing 6" water main.	1	Each	\$5,310.00	\$5,310.00

SECTION 00400**BID FORM**

SECTION 00400
BID FORM

25	Install 8" resilient wedge gate valve.	1	Each	\$1,960.00	\$1,960.00
26	Install 6" resilient wedge gate valve.	1	Each	\$1,636.00	\$1,636.00
27	Install dry barrel steamer fire hydrant.	1	Each	\$4,390.00	\$4,390.00
28	Install concrete fire hydrant access pad.	1	Each	\$842.00	\$842.00
29	Install 1" water service with curb stop.	15	Each	\$2,375.00	\$35,625.00
30	3" to 4" Max. depth Asphaltic Concrete (AC) paving restoration.	2150	Square Feet	\$8.30	\$17,845.00
31	Slurry Seal – Type 2	7020	Square Feet	\$3.10	\$21,762.00
32	Concrete Restoration.	340	Square Feet	\$20.00	\$6,800.00
33	Landscape Restoration.	400	Square Feet	\$4.25	\$1,700.00
34	Remove existing steamer fire hydrant.	1	Each	\$350.00	\$350.00
35	Remove existing valve box.	1	Each	\$104.00	\$104.00
Total Cost (Admiral Avenue C19-104)					\$198,590.00

Bidders must provide pricing for every bid item.

The estimated quantities for unit price items are for purposes of comparing bids only and the District makes no representation that the actual quantities of work performed will not vary from the estimates.

In case of discrepancy between the unit price and the line item cost set forth for a unit price item, the line item cost, calculated at the unit price multiplied by the estimated quantity, shall prevail and shall be utilized as the basis for determining the lowest responsive, responsible bidder. However, if the amount set forth as a unit price is ambiguous, unintelligible or uncertain for any cause, or is omitted, or is the same amount as the entry in the "Line Item Cost" column, then the amount set forth in the "Line Item Cost" column for the item shall prevail and shall be divided by the estimated quantity for the item and the price thus obtained shall be the unit price. If any of the above discrepancies exist, the District may recalculate the bid price on the basis of the unit price and the bidder agrees to be bound by such recalculation. Final payment for unit price items shall be determined by the Engineer from measured quantities of work performed based upon the unit price.

SECTION 00400
BID FORM

SECTION 00400
BID FORM

TOTAL BID PRICE (BASED ON BID SCHEDULE TOTAL OF UNIT PRICES):

\$ 400,089.00
Total Bid Price in Numbers

four hundred thousand eighty-nine dollars and zero cents
Total Bid Price in Written Form

In case of discrepancy between the written price and the numerical price, the written price shall prevail.

The undersigned agrees that the bid accompanied by this Bid Form constitutes a firm offer to the District which cannot be withdrawn for the number of calendar Days indicated in the Notice Inviting Bids from and after the bid opening, or until a Contract for the Work is fully executed by the District and a third party, whichever is earlier.

If the Contract Documents specify alternate bid items, the Alternate Additive or Deductive Bid amounts shall be added to or deducted from the Total Bid Price at the District's sole option. The District can choose to include one or more of the Alternate Bids in the Project. If any of the Alternate Bids are selected by the District, the resulting amount shall be added to or deducted from Total Bid Price for the Project. The District may select one or more of the Alternate Bids at the stated Bid Price up to sixty (60) Days following award of the Contract. The District can award/select Alternate Bid items at any time(s).

The Contract duration shall commence on the date stated in the District's Notice to Proceed, and shall be completed by the Contractor in the time specified in the Contract Documents. In no case shall the Contractor commence construction prior to the date stated in the District's Notice to Proceed, or before providing the required bonds and evidence of insurance.

Bidder certifies that it is licensed in accordance with the law providing for the registration of Contractors, License No. 697400, Expiration Date 10/31/20, class of license A. Bidder certifies that it and all sub-contractors are registered with the Department of Industrial Relations to perform public work, Registration No. 1000044596 (provide DIR for all sub-contractors, separate pages may be attached as needed). If the bidder is a joint venture, each member of the joint venture must include the above information.

The undersigned acknowledges understanding and full consideration of any issued addenda to the Contract Documents.

1. Attached is the required bid security in the amount of not less than 10% of the Total Bid Price.
2. Attached is the fully executed Non-Collusion Declaration form.
3. Attached is the completed Designation of Subcontractors form.


SECTION 00400
BID FORM

SECTION 00400
BID FORM

4. Attached is the completed Bidder Information Form.
5. Attached is the completed Iran Contracting Act Certification.
6. Attached is the completed Contractor's Certificate Regarding Workers' Compensation form.

I hereby certify under penalty of perjury under the laws of the State of California, that all of the information submitted in connection with this Bid and all of the representations made herein are true and correct.

Name of Bidder Flowline Contractors, Inc.

Signature 

Name and Title Steve Fann, C.E.O.

Dated 07/28/2020


END OF BID FORM

SECTION 00405
CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION

CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Contract.

Name of Bidder Flowline Contractors, Inc.

Signature 

Name Steve Fann

Title C.E.O.

Dated 07/28/2020

END OF CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION

SECTION 00410

BID BOND

BID BOND

The makers of this bond are, Flowline Contractors, Inc.,
as Principal, and Merchants Bonding Company (Mutual), as
Surety and are held and firmly bound unto Citrus Heights Water District, hereinafter called
the District, in the penal sum of TEN PERCENT (10%) OF THE TOTAL BID PRICE of the
Principal submitted to District for the work described below, for the payment of which sum
in lawful money of the United States, well and truly to be made, we bind ourselves, our
heirs, executors, administrators, successors and assigns, jointly and severally, firmly by
these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the
Principal has submitted the accompanying bid dated July 28, 2020, for Robie Way and Admiral Ave Water Main Project, Project No. C19-101, Project No. C19-104
(INSERT PROJECT NAME).

If the Principal does not withdraw its bid within the time specified in the
Contract Documents; and if bid is rejected or, in the alternate, the Principal is awarded
the Contract, signs the Contract and provides all documents to the District as required by
the Contract Documents; then this obligation shall be null and void. Otherwise, this bond
will remain in full force and effect and upon default of the Principal shall be forfeited to the
District, it being expressly understood and agreed that the liability of the Surety for any
and all default of the Principal shall be the amount of this obligation as herein stated, as
liquidated damages.

Surety, for value received, hereby stipulates and agrees that no change,
extension of time, alteration or addition to the terms of the Contract Documents shall
affect its obligation under this bond, and Surety does hereby waive notice of any such
changes.

IN WITNESS WHEREOF, the above-bound parties have executed this
instrument under their several seals this 16th Day of July, 2020, the name
and corporate seal of each corporation.

(Corporate Seal)

Flowline Contractors, Inc.
Contractor/ Principal

By MC
Title C.E.O.

Merchants Bonding Company (Mutual)

(Corporate Seal)

Surety

By Renee Ramsey

Title Attorney-in-Fact

(Attach Attorney-in-Fact Certificate)

Renee Ramsey, Attorney-In-Fact

SECTION 00410

BID BOND

SECTION 00410
BID BOND

Notary Acknowledgment

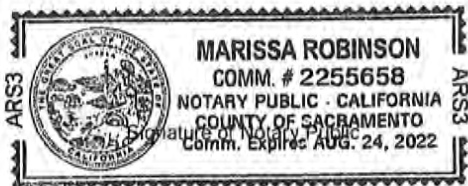
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF Sacramento

On July 16, 2020, before me, Marissa Robinson, Notary Public, personally appeared Renee Ramsey,
Name(s) of Signer(s)

evidence to be the person(~~s~~) whose name(~~s~~) is/~~are~~ subscribed to the within instrument and acknowledged to me that ~~he~~/she/~~they~~ executed the same in ~~his~~/her/~~their~~ authorized capacity(~~ies~~), and that by ~~his~~/her/~~their~~ signature(~~s~~) on the instrument the person(~~s~~), or the entity upon behalf of which the person(~~s~~) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.



WITNESS my hand and official seal.

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

CAPACITY CLAIMED BY SIGNER

- ☐ Individual
☐ Corporate Officer

Title(s)

- ☐ Partner(s) ☐ Limited
☐ General
☐ Attorney-In-Fact
☐ Trustee(s)
☐ Guardian/Conservator
☐ Other:

Signer is representing:
Name Of Person(s) Or Entity(ies)

DESCRIPTION OF ATTACHED DOCUMENT

Title or Type of Document

Number of Pages

Date of Document

Signer(s) Other Than Named Above

MERCHANTS
BONDING COMPANY
POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Breanna Boatright; Claudine Gordon; Deanna Quintero; Elizabeth Collodi; Jennifer Lakmann; John Hopkins; K Corey Ward; Katherine Gordon; Kristie Phillips; Marissa Robinson; Michael K Feeney; Mindy Whitehouse; Phillip Watkins; Renee Ramsey; Samantha Watkins; Sara Walliser; Stephanie Agapoff; Steven Lee Williams

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 10th day of June, 2020.



MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.

By

Larry Taylor
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 10th day of June, 2020, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



POLLY MASON
Commission Number 750576
My Commission Expires
January 07, 2023

(Expiration of notary's commission
does not invalidate this instrument)

Polly Mason
Notary Public

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 16th day of July, 2020.



William Warner Jr.
Secretary

SECTION 00420
NON-COLLUSION DECLARATION

NON-COLLUSION DECLARATION

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID


The undersigned declares:

I am the _____ C.E.O. _____ of Flowline Contractors, Inc., the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____
07/28/2020 [date], at Sacramento [city],
California [state].



(Signature)
Steve Fann

(Print Name)
C.E.O.

(Print Title)
07/28/2020

(Date)

END OF NON-COLLUSION DECLARATION

SECTION 00420
NON-COLLUSION DECLARATION

SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM

CONTRACTOR INFORMATION AND EXPERIENCE FORM

A. INFORMATION ABOUT BIDDER

Failure to completed all information may render your bid non-responsive. [**Indicate not applicable ("N/A") where appropriate.**]

NOTE: Where Bidder is a joint venture, pages shall be duplicated and information provided for all parties to the joint venture.

1.0 Name of Bidder: Flowline Contractors, Inc.

2.0 Type, if Entity: California Corporation

3.0 Bidder Address: 6560 Asher Lane, Sacramento, CA

<u>(916) 383-7725</u>	<u>(916) 383-7525</u>
Facsimile Number	Telephone Number

4.0 How many years has Bidder's organization been in business as a Contractor? 30

5.0 How many years has Bidder's organization been in business under its present name? 26

5.1 Under what other or former names has Bidder's organization operated?: Flowline Engineering Contractors

6.0 If Bidder's organization is a corporation, answer the following:

6.1 Date of Incorporation:
11/04/1994

6.2 State of Incorporation: California

6.3 President's Name: Randy Roberts

6.4 Vice-President's Name(s): Ben Borba

6.5 Secretary's Name: Steve Fann

SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM

- 6.6 Treasurer's Name: Steve Fann
- 7.0 If an individual or a partnership, answer the following:
- 7.1 Date of Organization:
N/A
- 7.2 Name and address of all partners (state whether general or limited partnership):
N/A

- 8.0 If other than a corporation or partnership, describe organization and name principals:
N/A

- 9.0 List other states in which Bidder's organization is legally qualified to do business.
N/A

- 10.0 What type of work does the Bidder normally perform with its own forces?
N/A

- 11.0 Has Bidder ever failed to complete any work awarded to it? If so, note when, where, and why:
N/A

- 12.0 Within the last five years, has any officer or partner of Bidder's organization ever been an officer or partner of another organization when it failed to complete a contract? If so, attach a separate sheet of explanation:

SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM

N/A

13.0 List Trade References:

United Rentals (212) 333-6600 ext. 84832

A.Teichert & Son, Inc. (916) 484-3240

Iconix Waterworks (US) Inc. (800) 665-2134 ext. 3521

14.0 List Bank References (Bank and Branch Address):

American River Bank

9750 Business Park Drive

Sacramento, CA 95827

15.0 Name of Bonding Company and Name and Address of Agent:

Merchants Bonding Company (Mutual)

6700 Westown Parkway

West Des Moines, IA 50266

SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM

B. LIST OF CURRENT PROJECTS (Backlog)

[**Duplicate Page if needed for listing additional current projects.**]

Project	Description of Bidder's Work	Completion Date	Cost of Bidder's Work	Contact Name/ Phone Number
2020 -21 Water Services	Pipe and Service Replacement	07/31/2021	\$100,000.00	Todd Artrip (916) 679-2883ip
Thor Main Replacement Project	Main Replacement	12/18/2020	\$1,564,174.00	David Espinoza, P .E. (916) 679-2882
Annual Services 2020-21	Pipe and Service Replacement	06/30/2021	\$297,538.00	Mike Stemple (916) 791-0115
Whyte Avenue & Langley Avenue Water Main Project	Main Replacement	11/07/2020	\$544,094.00	Paul Dietrich (916) 735-7723
Pony Express Trail	Service Installation	09/15/2020	\$214,832.00	Ron Duncan (530) 676-0825

SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM

C. LIST OF COMPLETED PROJECTS - LAST THREE YEARS

[**Duplicate Page if needed for listing additional completed projects.**]

Please include only those projects which are similar enough to demonstrate Bidder's ability to perform the required Work.

Project Client	Description of Bidder's Work	Period of Performance	Cost of Bidder's Work	Contact Name/ Phone Number
Naomi Main Replacement	Main Replacement	11/2019-04/2020	\$520,541.00	David Espinoza, P.E. (916) 679-2882
Fair Oaks Blvd Waterline Project	Main Replacement	01/2020-04/2020	\$1,937,522.00	Emily Hudish, P.E. (720) 744-2201
Albatross Main Replacement	Main Replacement	12/2019-05/2020	\$320,210.00	David Espinoza, P.E. (916) 679-2882

SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM

SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM

D. EXPERIENCE AND TECHNICAL QUALIFICATIONS QUESTIONNAIRE

Personnel:

The Bidder shall identify the key personnel to be assigned to this project in a

SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM

SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM

management, construction supervision or engineering capacity.

1. List each person's job title, name and percent of time to be allocated to this project:

Steve Fann - C.E.O., Project Manager, 50% Ben Borba- V.P., Superintendent, 50%

Randy Roberts - C.O.O., Foreman, 100%

Ryan Kendall - Estimator, Project Manager, 50%

2. Summarize each person's specialized education:

Ben Borba - HazMat, AC Pipe Handling, Traffic Flagger, Confined Space, Competent Person, CPR

Randy Roberts - AC Pipe Handling, Traffic Flagger, Confined Space

3. List each person's years of construction experience relevant to the project:

Steve Fann - 35 Years

Randy Roberts -37 Years

Ben Borba - 22 years

4. Summarize such experience:

Steve Fann and Randy Roberts have owned Flowline Contractors, Inc. for 30 years,

completing various projects and Ben Borba has installed water mains for

Sacramento Suburban Water District for the last 11 years.

Bidder agrees that personnel named in this Bid will remain on this Project in their designated capacities until completion of all relevant Work, unless substituted by personnel of equivalent experience and qualifications approved in advance by the District.

SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM

Additional Bidder's Statements:

If the Bidder feels that there is additional information which has not been included in the questionnaire above, and which would contribute to the qualification review, it may add that information in a statement here or on an attached sheet, appropriately marked:

N/A

E. VERIFICATION AND EXECUTION

These Bid Forms shall be executed only by a duly authorized official of the Bidder:

I declare under penalty of perjury under the laws of the State of California that the foregoing information is true and correct:

Name of Bidder Flowline Contractors, Inc.

Signature 

Name Steve Fann

Title C.E.O.

Dated 07/28/2020

END OF CONTRACTOR INFORMATION AND EXPERIENCE FORM

SECTION 00440
LIST OF SUBCONTRACTORS FORM

LIST OF SUBCONTRACTORS FORM

In compliance with the Subletting and Subcontracting Fair Practices Act of the Public Contract Code of the State of California, each bidder shall set forth below: (a) the name, contractor's license number and the location of the place of business of and (b) the portion of the work which will be done by each subcontractor who will perform work or labor or render service to the Contractor in or about the construction of the work in an amount in excess of one-half of one percent (1/2%) of the Contractor's Total Bid Price. Notwithstanding the foregoing, if the work involves streets and highways, then the Contractor shall list each subcontractor who will perform work or labor or render service to Contractor in or about the work in an amount in excess of one-half of one percent (1/2%) of the Contractor's Total Bid Price or \$10,000, whichever is greater. The District may, within its sole discretion, grant additional time to provide the below requested information.

If no subcontractor is specified for a portion of the Work, or if more than one subcontractor is specified for the same portion of Work, to be performed under the Contract in excess of one-half of one percent (1/2%) of the Contractor's Total Bid Price or \$10,000, whichever is greater, or if the work involves streets or highways, then the Contractor shall be deemed to have agreed that it is fully qualified to perform that Work, and that it shall perform that portion itself.

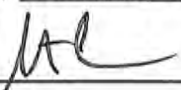
The completed form shall include a Department of Industrial Relations registration number for all subcontractors. Failure to include a registration number may cause the bid to be non-responsive.

Portion of the Work	Subcontractor	Location of Business	% of the Work	License & Registration Numbers
Paving	Sierra National Asphalt	5433 El Camino Ave, Ste 1 Carmichael, CA	10.8%	Lic: 855769 DIR: 1000016970
Slurry	Dryco Construction, Inc	4250 E. Mariposa Rd Stockton, CA 95215	4.74%	Lic: A540379 DIR: I 00000324 I
Dechlorination	All Cal Disinfectant	1486 South Meridian Rd Meridian, CA	0.95%	Lic: 1001808
Saw Cutting	California Cut & Core	11358 Sunrise Gold Cir Rancho Cordova, CA	4.3%	Lic: 894220 DIR: 1000005374

SECTION 00440
LIST OF SUBCONTRACTORS FORM

Portion of the Work	Subcontractor	Location of Business	% of the Work	License & Registration Numbers

Name of Bidder Flowline Contractors, Inc.

Signature 

SECTION 00440
LIST OF SUBCONTRACTORS FORM

Name and Title Steve Fann, C.E.O.

Dated 07/28/2020

END OF LIST OF SUBCONTRACTORS FORM

SECTION 00441
IRAN CONTRACTING ACT CERTIFICATION

IRAN CONTRACTING ACT CERTIFICATION

(Public Contract Code section 2200 *et seq.*)

As required by California Public Contract Code section 2204, the Contractor certifies subject to penalty for perjury that the option checked below relating to the Contractor's status in regard to the Iran Contracting Act of 2010 (Public Contract Code section 2200 *et seq.*) is true and correct:

- ☒ The Contractor is not:
- (i) identified on the current list of persons and entities engaging in investment activities in Iran prepared by the California Department of General Services in accordance with subdivision (b) of Public Contract Code section 2203; or
 - (ii) a financial institution that extends, for 45 Days or more, credit in the amount of \$20,000,000 or more to any other person or entity identified on the current list of persons and entities engaging in investment activities in Iran prepared by the California Department of General Services in accordance with subdivision (b) of Public Contract Code section 2203, if that person or entity uses or will use the credit to provide goods or services in the energy sector in Iran.
- ☐ District has exempted the Contractor from the requirements of the Iran Contracting Act of 2010 after making a public finding that, absent the exemption, District will be unable to obtain the goods and/or services to be provided pursuant to the Contract.
- ☐ The amount of the Contract payable to the Contractor for the Work does not exceed \$1,000,000.

Signed Steve Fann 

Titled C.E.O.

Firm Flowline Contractors, Inc.

Date 07/28/2020

Note: In accordance with Public Contract Code section 2205, false certification of this form shall be reported to the California Attorney General and may result in civil penalties equal to the greater of \$250,000 or twice the Contract Price, termination of the Contract and/or ineligibility to bid on contracts for three years.

END OF IRAN CONTRACTING ACT CERTIFICATION

SECTION 00441
IRAN CONTRACTING ACT CERTIFICATION

SECTION 00500

CONTRACT

CONTRACT

THIS CONTRACT is made this _____ Day of _____, 2020, in the County of Sacramento, State of California, by and between the Citrus Heights Water District, hereinafter called District, and Flowline Contractors, Inc., hereinafter called Contractor. The District and the Contractor for the considerations stated herein agree as follows:

ARTICLE 1. SCOPE OF WORK. The Contractor shall perform all Work within the time stipulated the Contract and shall provide all labor, materials, equipment, tools, utility services, and transportation to complete all of the Work required in strict compliance with the Contract Documents as specified in Article 5 below for the following Project:

Robie Way and Admiral Avenue Water Main Project

The Contractor and its surety shall be liable to the District for any damages arising as a result of the Contractor's failure to comply with this obligation.

ARTICLE 2. TIME FOR COMPLETION. Time is of the essence in the performance of the Work. The Work shall be commenced on the date stated in the District's Notice to Proceed. The Contractor shall complete all Work required by the Contract Documents within **120** calendar Days from the commencement date stated in the Notice to Proceed, herein after the Contract Time. By its signature hereunder, Contractor agrees the Contract Time for completion set forth above is adequate and reasonable to complete the Work.

ARTICLE 3. CONTRACT PRICE. The District shall pay to the Contractor as full compensation for the performance of the Contract, subject to any additions or deductions as provided in the Contract Documents, and including all applicable taxes and costs, the sum of Four Hundred Thousand, Eighty Nine Dollars (\$400,089.00), hereinafter the Contract Price. Payment shall be made as set forth in the General Conditions.

ARTICLE 4. LIQUIDATED DAMAGES. The Contractor acknowledges that the District will sustain actual damages for each and every Day completion of the Project is delayed beyond the Contract Time. Because of the nature of the Project, it would be impracticable or extremely difficult to determine the District's actual damages. Accordingly, as provided in Government Code section 53069.85, it is agreed that the Contractor will pay the District the sum of **\$500.00** for each and every calendar Day of delay in completing the Work beyond the time prescribed in the Contract Documents for finishing the Work, as Liquidated Damages and not as a penalty or forfeiture. In the event the Liquidated Damages are not paid, the Contractor agrees the District may deduct that amount from any money due or that may become due the Contractor under the Contract. This Article does not affect the District's rights to other damages or remedies specified in the Contract Documents or allowed by law.

Should Contractor be inexcusably delayed in the performance of the Work, District may deduct Liquidated Damages based on its estimate of when Contractor will achieve Final

SECTION 00500

CONTRACT

SECTION 00500

CONTRACT

Completion or other milestones. District need not wait until Final Completion to withhold Liquidated Damages from Contractor.

Liquidated Damages are not a penalty but an agreed upon estimate of the actual damages that would be sustained by the District for delay, including but not limited to loss of revenue, inconvenience to the District and the public, and increased Project administration expenses, such as extra inspection, construction management, staff time and architectural and engineering expenses. Liquidated Damages do not include actual damages the District incurs on account of claims by third parties against the District on account of any delay.

Should money due or to become due to the Contractor be insufficient to cover Liquidated Damages or other offsets due, then Contractor forthwith shall pay the remainder of the assessed liquidated damages to District.

ARTICLE 5. COMPONENT PARTS OF THE CONTRACT. The "Contract Documents" include the following documents, each of which is incorporated into this Contract by reference:

- Notice Inviting Bids
- Instructions to Bidders
- Bid Form
- Contractor's Certificate Regarding Workers' Compensation
- Bid Bond
- Non-Collusion Declaration form
- Contractor Information and Experience Form
- List of Subcontractors Form
- Iran Contracting Act Certification
- Contract
- Performance Bond
- Payment Bond
- General Conditions
- Special Conditions
- General Specifications
- Special Provisions
- Construction Details
- Project Plans
- Encroachment Permit Documents
- Any other documents contained in or incorporated into the Contract

The Contractor shall complete the Work in strict accordance with all of the Contract Documents.

All of the Contract Documents are intended to be complementary. Work required by one of the Contract Documents and not by others shall be done as if required by all. This

SECTION 00500

CONTRACT

SECTION 00500

CONTRACT

Contract shall supersede any prior agreement of the parties.

ARTICLE 6. PROVISIONS REQUIRED BY LAW. Each and every provision of law required to be included in these Contract Documents shall be deemed to be included in these Contract Documents. The Contractor shall comply with all requirements of applicable federal, state and local laws, rules and regulations, including but not limited to, the provisions of the California Labor Code and Public Contract Code applicable to this Project.

If the Work involves federal funds, the Contractor and all its subcontractors shall comply with all requirements set forth in the attached Federal Requirements.

ARTICLE 7. INDEMNIFICATION. Contractor shall provide indemnification as set forth in the General Conditions.

ARTICLE 8. PREVAILING WAGES. Contractor shall be required to pay the prevailing rate of wages in accordance with the Labor Code which such rates shall be made available at the District's offices, 6230 Sylvan Road, Citrus Heights, California 95610, or may be obtained online at <http://www.dir.ca.gov/dlsr>. and which must be posted at the job site.

SECTION 00500
CONTRACT

IN WITNESS WHEREOF, this Contract has been duly executed by the above-named parties, on the Day and year above written.

FLOWLINE CONTRACTORS, INC.	CITRUS HEIGHTS WATER DISTRICT
By _____	By _____
Name and Title: _____	Name and Title: <u>Hilary M. Straus, General Manager</u>
License No. <u>697400</u>	
DIR Registration No. <u>1000044596</u>	

END OF CONTRACT

SECTION 00610
PERFORMANCE BOND

PERFORMANCE BOND

KNOW ALL PERSONS BY THESE PRESENTS:

THAT WHEREAS, the Citrus Heights Water District (hereinafter referred to as "District") has awarded to _____, (hereinafter referred to as the "Contractor") _____ an agreement for _____ (hereinafter referred to as the "Project").

WHEREAS, the work to be performed by the Contractor is more particularly set forth in the Contract Documents for the Project dated _____, (hereinafter referred to as "Contract Documents"), the terms and conditions of which are expressly incorporated herein by reference; and

WHEREAS, the Contractor is required by said Contract Documents to perform the terms thereof and to furnish a bond for the faithful performance of said Contract Documents.

NOW, THEREFORE, we, _____, the undersigned Contractor and _____ as Surety, a corporation organized and duly authorized to transact business under the laws of the State of California, are held and firmly bound unto the District in the sum of _____ DOLLARS, (\$_____), said sum being not less than one hundred percent (100%) of the total amount of the Contract, for which amount well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that, if the Contractor, his or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and agreements in the Contract Documents and any alteration thereof made as therein provided, on its part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their intent and meaning; and shall faithfully fulfill all obligations including the one-year guarantee of all materials and workmanship; and shall indemnify and save harmless the District, its officers and agents, as stipulated in said Contract Documents, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As a condition precedent to the satisfactory completion of the Contract Documents, unless otherwise provided for in the Contract Documents, the above obligation shall hold good for a period of one (1) year after the acceptance of the work by District, during which time if Contractor shall fail to make full, complete, and satisfactory repair and replacements and totally protect the District from loss or damage resulting from or caused by defective materials or faulty workmanship, Surety shall undertake and faithfully fulfill all such obligations. The obligations of Surety hereunder shall continue so long as any obligation of Contractor remains. Nothing herein shall limit the District's rights or the

SECTION 00610
PERFORMANCE BOND

SECTION 00610
PERFORMANCE BOND

Contractor or Surety's obligations under the Contract, law or equity, including, but not limited to, California Code of Civil Procedure section 337.15.

Whenever Contractor shall be, and is declared by the District to be, in default under the Contract Documents, the Surety shall remedy the default pursuant to the Contract Documents, or shall promptly, at the District's option:

- (1) Take over and complete the Project in accordance with all terms and conditions in the Contract Documents; or
- (2) Obtain a bid or bids for completing the Project in accordance with all terms and conditions in the Contract Documents and upon determination by Surety of the lowest responsive and responsible bidder, arrange for a Contract between such bidder, the Surety and the District, and make available as work progresses sufficient funds to pay the cost of completion of the Project, less the balance of the contract price, including other costs and damages for which Surety may be liable. The term "balance of the contract price" as used in this paragraph shall mean the total amount payable to Contractor by the District under the Contract and any modification thereto, less any amount previously paid by the District to the Contractor and any other set offs pursuant to the Contract Documents.
- (3) Permit the District to complete the Project in any manner consistent with local, California and federal law and make available as work progresses sufficient funds to pay the cost of completion of the Project, less the balance of the contract price, including other costs and damages for which Surety may be liable. The term "balance of the contract price" as used in this paragraph shall mean the total amount payable to Contractor by the District under the Contract and any modification thereto, less any amount previously paid by the District to the Contractor and any other set offs pursuant to the Contract Documents.

Surety expressly agrees that the District may reject any contractor or subcontractor which may be proposed by Surety in fulfillment of its obligations in the event of default by the Contractor.

Surety shall not utilize Contractor in completing the Project nor shall Surety accept a bid from Contractor for completion of the Project if the District, when declaring the Contractor in default, notifies Surety of the District's objection to Contractor's further participation in the completion of the Project.

The Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract Documents or to the Project to be performed thereunder shall in any way affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or

SECTION 00610
PERFORMANCE BOND

SECTION 00610
PERFORMANCE BOND

addition to the terms of the Contract Documents or to the Project, including but not limited to the provisions of sections 2819 and 2845 of the California Civil Code.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this _____ Day of _____, 20__).

(Corporate Seal)

Contractor/ Principal

By _____

Title _____

(Corporate Seal)

Surety

By _____

Attorney-in-Fact

Signatures of those signing for the Contractor and Surety must be notarized and evidence of corporate authority attached.

(Attach Attorney-in-Fact Certificate)

Title _____

The rate of premium on this bond is _____ per thousand. The total amount of premium charges, \$_____.

(The above must be filled in by corporate attorney.)

THIS IS A REQUIRED FORM

Any claims under this bond may be addressed to:

(Name and Address of Surety) _____

(Name and Address of Agent or _____

Representative for service of _____

process in California, if different _____

from above) _____

(Telephone number of Surety and _____

Agent or Representative for service _____

of process in California

SECTION 00610
PERFORMANCE BOND

**SECTION 00610
PERFORMANCE BOND**

Notary Acknowledgment

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF _____

On _____, 20____, before me, _____, Notary Public, personally
appeared _____, who proved to me on the basis of satisfactory
Name(s) of Signer(s)

evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public _____

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

CAPACITY CLAIMED BY SIGNER

DESCRIPTION OF ATTACHED DOCUMENT

- ☐ Individual
☐ Corporate Officer

Title(s)

- ☐ Partner(s) ☐ Limited
 ☐ General

- ☐ Attorney-In-Fact
☐ Trustee(s)
☐ Guardian/Conservator
☐ Other:

Signer is representing:
Name Of Person(s) Or Entity(ies)

Title or Type of Document

Number of Pages

Date of Document

Signer(s) Other Than Named Above

SECTION 00620
PAYMENT BOND

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS That

WHEREAS, the Citrus Heights Water District (hereinafter designated as the "District"), by action taken or a resolution passed _____, 20____ has awarded to _____ hereinafter designated as the "Principal," a contract for the work described as follows:

_____ (the "Project"); and

WHEREAS, the work to be performed by the Principal is more particularly set forth in the Contract Documents for the Project dated _____ ("Contract Documents"), the terms and conditions of which are expressly incorporated by reference; and

WHEREAS, said Principal is required to furnish a bond in connection with said contract; providing that if said Principal or any of its Subcontractors shall fail to pay for any materials, provisions, provender, equipment, or other supplies used in, upon, for or about the performance of the work contracted to be done, or for any work or labor done thereon of any kind, or for amounts due under the Unemployment Insurance Code or for any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of said Principal and its Subcontractors with respect to such work or labor the Surety on this bond will pay for the same to the extent hereinafter set forth.

NOW THEREFORE, we, the Principal and _____ as Surety, are held and firmly bound unto the District in the penal sum of _____ Dollars (\$_____) lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that if said Principal, his or its subcontractors, heirs, executors, administrators, successors or assigns, shall fail to pay any of the persons named in Section 9100 of the Civil Code, fail to pay for any materials, provisions or other supplies, used in, upon, for or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or amounts due under the Unemployment Insurance Code with respect to work or labor performed under the contract, or for any amounts required to be deducted, withheld, and paid over to the Employment Development Department or Franchise Tax Board from the wages of employees of the Contractor and his subcontractors pursuant to Section 18663 of the Revenue and Taxation Code, with respect to such work and labor the Surety or Sureties will pay for the same, in an amount not exceeding the sum herein above specified.

This bond shall inure to the benefit of any of the persons named in Section 9100 of the Civil Code so as to give a right of action to such persons or their assigns in any suit brought upon this bond.

It is further stipulated and agreed that the Surety on this bond shall not be exonerated or released from the obligation of this bond by any change, extension of time for performance, addition, alteration or modification in, to, or of any contract, plans,

SECTION 00620
PAYMENT BOND

**SECTION 00620
PAYMENT BOND**

Specifications, or agreement pertaining or relating to any scheme or work of improvement herein above described, or pertaining or relating to the furnishing of labor, materials, or equipment therefore, nor by any change or modification of any terms of payment or extension of the time for any payment pertaining or relating to any scheme or work of improvement herein above described, nor by any rescission or attempted rescission of the contract, agreement or bond, nor by any conditions precedent or subsequent in the bond attempting to limit the right of recovery of claimants otherwise entitled to recover under any such contract or agreement or under the bond, nor by any fraud practiced by any person other than the claimant seeking to recover on the bond and that this bond be construed most strongly against the Surety and in favor of all persons for whose benefit such bond is given, and under no circumstances shall Surety be released from liability to those for whose benefit such bond has been given, by reason of any breach of contract between the owner or District and original Contractor or on the part of any obligee named in such bond, but the sole conditions of recovery shall be that claimant is a person described in Section 9100 of the Civil Code, and has not been paid the full amount of his claim and that Surety does hereby waive notice of any such change, extension of time, addition, alteration or modification herein mentioned and the provisions of sections 2819 and 2845 of the California Civil Code.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this _____
Day of _____, 20__.

(Corporate Seal)

Contractor/ Principal

By _____

Title _____

(Corporate Seal)

Surety

By _____
Attorney-in-Fact

Title _____

Signatures of those signing for the Contractor and Surety must be notified and evidence of corporate authority attached. A Power-of-Attorney authorizing the person signing on behalf of the Surety to do so much be attached hereto.

SECTION 00620
PAYMENT BOND

Notary Acknowledgment

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

COUNTY OF _____

On _____, 20____, before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory

Name(s) of Signer(s)

evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

CAPACITY CLAIMED BY SIGNER

DESCRIPTION OF ATTACHED DOCUMENT

- ☐ Individual
☐ Corporate Officer

Title(s)

Title or Type of Document

- ☐ Partner(s) ☐ Limited
☐ General

Number of Pages

- ☐ Attorney-In-Fact
☐ Trustee(s)
☐ Guardian/Conservator
☐ Other:

Date of Document

Signer is representing:
Name Of Person(s) Or Entity(ies)

Signer(s) Other Than Named Above

SECTION 00700
GENERAL CONDITIONS

GENERAL CONDITIONS

ARTICLE 1. DEFINITIONS

- a. Acceptable, Acceptance or words of similar import shall be understood to be the acceptance of the Engineer and/or the District .
- b. Act of God is an earthquake of magnitude 3.5 or higher on the Richter scale or a tidal wave.
- c. Applicable Laws means laws, statutes, ordinances, rules, codes, regulations permits and licenses of any kind, issued by local, state or federal governmental authorities or private authorities with jurisdiction (including utilities), to the extent they apply to the Work.
- d. Approval means written authorization by Engineer and/or District .
- e. Contract Documents includes all documents as stated in the Contract.
- f. Day shall mean calendar Day unless otherwise specifically designated.
- g. District and Contractor are those stated in the Contract. The terms District, CHWD, and Owner may be used interchangeably.
- h. Engineer shall mean the District Engineer or his or her designee, of Citrus Heights Water District, acting either directly or through properly authorized agents, such as agents acting within the scope of the particular duties entrusted to them. Also sometimes referred to as the "District's Representative" or "Representative" in the Contract Documents.
- i. Equal, Equivalent, Satisfactory, Directed, Designated, Selected, As Required and similar words shall mean the written approval, selection, satisfaction, direction, or similar action of the Engineer and/or District.
- j. Indicated, Shown, Detailed, Noted, Scheduled or words of similar meaning shall mean that reference is made to the drawings, unless otherwise noted. It shall be understood that the direction, designation, selection, or similar import of the Engineer and/or District is intended, unless stated otherwise.
- k. Install means the complete installation of any item, equipment or material.
- l. Material shall include machinery, equipment, manufactured articles, or construction such as form work, fasteners, etc., and any other classes of material to be furnished in connection with the Contract. All materials shall be new unless specified otherwise.

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

- m. Perform shall mean that the Contractor, at Contractor's expense, shall take all actions necessary to complete The Work, including furnishing of necessary labor, tools, and equipment, and providing and installing Materials that are indicated, specified, or required to complete such performance.
- n. Project is The Work planned by District as provided in the Contract Documents.
- o. Provide shall include provide complete in place, that is furnish, install, test and make ready for use.
- p. Recyclable Waste Materials shall mean materials removed from the Project site which are required to be diverted to a recycling center rather than an area landfill. Recyclable Waste Materials include asphalt, concrete, brick, concrete block, and rock. The Contractor shall coordinate with the appropriate local government agency and comply with local waste disposal ordinances.
- q. Specifications means that portion of the Contract Documents consisting of the written requirements for materials, equipment, construction systems, standards and workmanship for the work. In the case of conflict between the Specifications and the Contract Documents, the Contract Documents shall prevail.
- r. The Work means the entire improvement planned by the District pursuant to the Contract Documents.
- s. Work means labor, equipment and materials incorporated in, or to be incorporated in the construction covered by the Contract Documents.

ARTICLE 2. CONTRACT DOCUMENTS

- a. **Contract Documents.** The Contract Documents are complementary, and what is called for by one shall be as binding as if called for by all.
- b. **Interpretations.** The Contract Documents are intended to be fully cooperative and to be complementary. If Contractor observes that any documents are in conflict, the Contractor shall promptly notify the Engineer in writing. In case of conflicts between the Contract Documents, the order of precedence shall be as follows:
 - 1. Change Orders or Work Change Directives, the most recent first
 - 2. Addenda, the most recent first
 - 3. Environmental documents and approvals
 - 4. Special Provisions (or Special Conditions)
 - 5. Technical Specifications
 - 6. Plans (Contract Drawings)
 - 7. Contract
 - 8. General Conditions

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

9. Instructions to Bidders
10. Notice Inviting Bids
11. Contractor's Bid Forms
12. Standard Specifications/Greenbook
13. Standard Plans
14. Reference Documents

With reference to the Drawings, the order of precedence shall be as follows:

1. Figures govern over scaled dimensions
 2. Detail drawings govern over general drawings
 3. Addenda or Change Order drawings govern over Contract Drawings
 4. Contract Drawings govern over Standard Drawings
 5. Contract Drawings govern over Shop Drawings
- c. **Conflicts in Contract Documents.** Notwithstanding the orders of precedence established above, in the event of conflicts, the higher standard shall always apply.
- d. **Organization of Contract Documents.** Organization of the Contract Documents into divisions, sections, and articles, and arrangement of drawings shall not control the Contractor in dividing The Work among subcontractors or in establishing the extent of Work to be performed by any trade.

ARTICLE 3. CONTRACTS DOCUMENTS: COPIES & MAINTENANCE

Contractor will be furnished, free of charge, **3 (three)** copies of the Contract Documents. Additional copies may be obtained at cost of reproduction.

ARTICLE 4. CONTRACTOR SHALL MAINTAIN A CLEAN, UNDAMAGED SET OF CONTRACT DOCUMENTS AT THE PROJECT SITE.

- a. **Examination of Contract Documents.** Before commencing any portion of The Work, Contractor shall again carefully examine all applicable Contract Documents, the Project site and other information given to Contractor as to materials and methods of construction and other Project requirements. Contractor shall immediately notify the Engineer in writing of any potential error, inconsistency, ambiguity, conflict or lack of detail or explanation. If Contractor performs, permits, or causes the performance of any Work which is in error, inconsistent or ambiguous, or not sufficiently detailed or explained, Contractor shall bear any and all resulting costs, including, without limitation, the cost of correction. In no case shall the Contractor or any subcontractor proceed with Work if uncertain as to the applicable requirements.
- b. **Request for Information; Additional Instructions.** Contractor may make a written request for information to address any error, inconsistency, ambiguity, conflict or lack of detail or explanation in the Contract Documents. The Engineer

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

will provide any required additional instructions, by means of drawings or other written direction, necessary for proper execution of Work.

- c. **Quality of Parts, Construction and Finish.** All parts of The Work shall be of the best quality of their respective kinds and the Contractor must use all diligence to inform itself fully as to the required construction and finish. In no case shall Contractor proceed with The Work without obtaining first from the Engineer such written Approval as may be necessary for the proper performance of Work.
- d. **Contractor's Variation from Contract Document Requirements.** If it is found that the Contractor has varied from the requirements of the Contract Documents including the requirement to comply with all Applicable Laws, ordinances, rules and regulations, the Engineer may at any time, before or after completion of the Work, order the improper Work removed, remade or replaced by the Contractor at the Contractor's expense.

ARTICLE 5. EXISTENCE OF UTILITIES AT THE WORK SITE

a. **Existing Utilities**

- i. General – Known existing utilities and pipelines are shown on the Plans in their approximate locations. However, nothing herein shall be deemed to require the District to indicate the presence of existing service laterals or appurtenances whenever the presence of such utilities can be inferred from the presence of other visible facilities, such as buildings, cleanouts, meter and junction boxes, on or adjacent to the site of the Project.
- ii. The District will assume the responsibility for the timely removal, relocation, or protection of existing main or trunk line utility facilities located on the Project site if such utilities are not identified by the District in the Contract Documents or cannot reasonably be inferred from the presence of other visible facilities.

b. **Utility Location**

- i. It shall be the Contractor's responsibility to determine the exact location and depth of all utilities, including service connections, which have been marked by the respective utility owners and which the Contractor believes may affect or be affected by the Contractor's operations. The Contractor shall not be entitled to additional compensation or time extensions for work necessary to avoid interferences or for repair to damaged utilities if the Contractor does not expose all such existing utilities as required by this section.

SECTION 00700
GENERAL CONDITIONS

- ii. The locating of utilities shall be in conformance with Government Code section 4216 except for the District's utilities located on the District's property and not in public right-of-way.
- iii. A "High Priority Subsurface Installation" is defined in section 4216 (e) as "high-pressure natural gas pipelines with normal operating pressures greater than 415kPA gauge (60psig) or greater than six inches nominal pipe diameter, petroleum pipelines, pressurized sewage pipelines, high-voltage electric supply lines, conductors, or cables that have a potential to ground of greater than or equal to 60kv, or hazardous materials pipelines that are potentially hazardous to workers or the public if damaged."
- iv. A "Subsurface Installation" is defined in section 4216 (l) as "any underground pipeline, conduit, duct, wire, or other structure, except non-pressurized sewer lines, non-pressurized storm drains, or other non-pressurized drain lines."
- v. Pursuant to Government Code section 4216.2 the Contractor shall contact the appropriate regional notification center at least two (2) working Days but not more than fourteen (14) Days before performing any excavation. The Contractor shall request that the utility owners conduct a utility survey and mark or otherwise indicate the location of their service. The Contractor shall furnish to the District written documentation of its contact(s) with the regional notification center prior to commencing excavation at such locations.
- vi. After the utility survey is completed, the Contractor shall commence "potholing" or hand digging to determine the actual location of the pipe, duct, or conduit. The District shall be given written notice prior to commencing potholing operations. The Contractor shall uncover all piping and conduits, to a point one (1) foot below the pipe, where crossings, interferences, or connections are shown on the Drawings, prior to trenching or excavating for any pipe or structures, to determine actual elevations. New pipelines shall be laid to such grade as to clear all existing facilities, which are to remain in service for any period subsequent to the construction of the run of pipe involved.
- vii. The Contractor's attention is directed to the requirements of Government Code section 4216.2 (a)(2) which provides: "When the excavation is proposed within 10 feet of a high priority subsurface installation, the operator of the high priority subsurface installation shall notify the excavator of the existence of the high priority subsurface installation prior to the legal excavation start date and time, as such date and time are authorized pursuant to paragraph (1) of subdivision (a) of section 4216.2. The excavator and the operator or its representative shall conduct an onsite

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

meeting at a mutually-agreed-on time to determine actions or activities required to verify the location of the high priority subsurface installation prior to start time.” The Contractor shall notify the District in advance of this meeting.

c. Utility Relocation and Repair

- i. If interferences occur at locations other than those indicated in the Contract Documents with reasonable accuracy, Contractor shall notify the District in writing.
- ii. Care shall be exercised by the Contractor to prevent damage to adjacent existing facilities and public or private works; where equipment will pass over these obstructions, suitable planking shall be placed. If high priority subsurface installations are damaged and the operator cannot be contacted, Contractor shall call 911 emergency services.
- iii. District will compensate the Contractor for the costs of locating and repairing damage not due to the failure of the Contractor to exercise reasonable care, and for removing or relocating such main or trunk line utility facilities not indicated in the Contract Documents with reasonable accuracy, and for the cost of equipment on the Project necessarily idled during such work. The payment for such costs will be made as provided in ARTICLE 46 (Changes and Extra Work). The Contractor shall not be assessed liquidated damages for delay in completion of the Project when such delay is caused by the failure of the District or utility company to provide for removal or relocation of such utility facilities. Requests for extensions of time arising out of utility relocation or repair delays shall be filed in accordance with ARTICLE 46.
- iv. The public utility, where they are the owner of the affected utility, shall have the sole discretion to perform repairs or relocation work or permit the Contractor to do such repairs or relocation work at a reasonable price. The right is reserved to the District and the owners of utilities or their authorized agents to enter upon the Work area for the purpose of making such changes as are necessary for the rearrangement of their facilities or for making necessary connections or repairs to their properties. The Contractor shall cooperate with forces engaged in such work and shall conduct its operations in such a manner as to avoid any unnecessary delay or hindrance to the work being performed by such forces and shall allow the respective utilities time to relocate their facility.
- v. When the Contract Documents indicate that a utility is to be relocated, altered or constructed by others, the District will conduct all negotiations with the utility company and the work will be done at no cost to the Contractor, unless otherwise stipulated in the Contract.

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

- vi. Temporary or permanent relocation or alteration of utilities desired by the Contractor for its own convenience shall be the Contractor's responsibility and it shall make arrangements and bear all costs for such work.

ARTICLE 6. SCHEDULE

- a. **General Requirements.** The schedule shall be prepared in a Critical Path Method ("CPM") format and in an electronic scheduling program acceptable to the District. Contractor shall deliver the schedule and all updates to the District in both paper and electronic form. The electronic versions shall be in the format and include all data used to prepare the schedule; pdf. Copies are not acceptable.
- b. **Initial Schedule.** Within ten (10) Days after the issuance of the Notice to Proceed, Contractor shall prepare a schedule for the performance of the Work and shall submit this to the Engineer for Approval. The receipt or Approval of any schedules by the Engineer or the District shall not in any way relieve the Contractor of its obligations under the Contract Documents. The Contractor is fully responsible to determine and provide for any and all staffing and resources at levels which allow for good quality and timely completion of the Project. Contractor's failure to incorporate all elements of Work required for the performance of the Contract or any inaccuracy in the schedule shall not excuse the Contractor from performing all Work required for a completed Project within the specified Contract time period. If the required schedule is not received by the time the first payment under the Contract is due, Contractor shall not be paid until the schedule is received, reviewed and accepted by the Engineer.
- c. **Schedule Contents.** The schedule shall allow enough time for inclement weather that can reasonably be expected at the Site. The schedule shall indicate the beginning and completion dates of all phases of construction; critical path for all critical, sequential time related activities; and "float time" for all "slack" or "gaps" in the non-critical activities. The schedule shall clearly identify all staffing and other resources which in the Contractor's judgment are needed to complete the Project within the Contract Time. Schedule duration shall match the Contract Time. Schedules indicating early completion will be rejected.
- d. **Schedule Updates.** Contractor shall continuously update its construction schedule to show the actual status of the Work and incorporate changes in the Work. Contractor shall submit an updated and accurate construction schedule to the Engineer whenever requested to do so by Engineer and with each progress payment request. The Engineer may withhold progress payments or other amounts due under the Contract Documents if Contractor fails to submit an updated and accurate construction schedule.

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

ARTICLE 7. SUBSTITUTIONS

- a. Pursuant to Public Contract Code Section 3400(b) the District may make a finding that is described in the invitation for bids that designates certain products, things, or services by specific brand or trade name.
- b. Unless specifically designated in the Contract Documents, whenever any material, process, or article is indicated or specified by grade, patent, or proprietary name or by name of manufacturer, such Specifications shall be deemed to be used for the purpose of facilitating the description of the material, process or article desired and shall be deemed to be followed by the words "or equal." Contractor may, unless otherwise stated, offer for substitution any material, process or article which shall be substantially equal or better in every respect to that so indicated or specified in the Contract Documents. However, the District may have adopted certain uniform standards for certain materials, processes and articles.
- c. Contractor shall submit written requests, together with substantiating data, for substitution of any "or equal" material, process or article no later than thirty-five (35) Days after award of the Contract. To facilitate the construction schedule and sequencing, some requests may need to be submitted before thirty-five (35) Days after award of Contract. Provisions regarding submission of "or equal" requests shall not in any way authorize an extension of time for performance of this Contract. If a proposed "or equal" substitution request is rejected, Contractor shall be responsible for providing the specified material, process or article without adjustment to the Contract Price or Contract Time. The burden of proof as to the equality of any material, process or article shall rest with the Contractor. The District has the complete and sole discretion to determine if a material, process or article is an "or equal" material, process or article that may be substituted.
- d. Data required to substantiate requests for substitutions of an "or equal" material, process or article data shall include a signed affidavit from the Contractor stating that, and describing how, the substituted "or equal" material, process or article is equivalent to that specified in every way except as listed on the affidavit. Substantiating data shall include any and all illustrations, Specifications, and other relevant data including catalog information which describes the requested substituted "or equal" material, process or article, and substantiates that it is an "or equal" to the material, process or article. The substantiating data must also include information regarding the durability and lifecycle cost of the requested substituted "or equal" material, process or article. Failure to submit all the required substantiating data, including the signed affidavit, to the District in a timely fashion will result in the rejection of the proposed substitution.
- e. The Contractor shall bear all of the District's costs associated with the review of substitution requests.

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

- f. The Contractor shall be responsible for all costs related to a substituted “or equal” material, process or article.
- g. Contractor is directed to the Special Conditions (if any) to review any findings made pursuant to Public Contract Code section 3400.

ARTICLE 8. SHOP DRAWINGS

- a. Contractor shall check and verify all field measurements and shall submit with such promptness as to provide adequate time for review and cause no delay in his own Work or in that of any other contractor, subcontractor, or worker on the Project, three (3) hard copies and one electronic copy of all shop or setting drawings, calculations, schedules, and materials list, and all other provisions required by the Contract. Contractor shall sign all submittals affirming that submittals have been reviewed and approved by Contractor prior to submission to Engineer. Each signed submittal shall affirm that the submittal meets all the requirements of the Contract Documents except as specifically and clearly noted and listed on the cover sheet of the submittal.
- b. Contractor shall make any corrections required by the Engineer, and file with the Engineer three (3) hard copies and one electronic copy each, and furnish such other copies as may be needed for completion of the Work. Engineer’s approval of shop drawings shall not relieve Contractor from responsibility for deviations from the Contract Documents unless Contractor has, in writing, called Engineer’s attention to such deviations at time of submission and has secured the Engineer’s written Approval. Engineer’s Approval of shop drawings shall not relieve Contractor from responsibility for errors in shop drawings.

ARTICLE 9. SUBMITTALS

- a. Contractor shall furnish to the Engineer for approval, prior to purchasing or commencing any Work, a log of all samples, material lists and certifications, mix designs, schedules, and other submittals, as required in the Specifications. The log shall indicate whether samples will be provided in accordance with other provisions of this Contract.
- b. Contractor will provide samples and submittals, together with catalogs and supporting data required by the Engineer, to the Engineer within a reasonable time period to provide for adequate review and avoid delays in the Work.
- c. These requirements shall not authorize any extension of time for performance of this Contract. Engineer will check and approve such samples, but only for conformance with design concept of work and for compliance with information given in the Contract Documents. Work shall be in accordance with approved samples and submittals.

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

- d. Contractor shall not be entitled to any extension of the Contract Time on account of the requirements of ARTICLE 9.

ARTICLE 10. MATERIALS

- a. Except as otherwise specifically stated in the Contract Documents, Contractor shall provide and pay for all materials, labor, tools, equipment, water, lights, power, transportation, superintendence, temporary constructions of every nature, and all other services and facilities of every nature whatsoever necessary to execute and complete this Contract within the Contract Time.
- b. Unless otherwise specified, all materials shall be new and the best of their respective kinds and grades as noted and/or specified, and workmanship shall be of good quality.
- c. Materials shall be furnished in ample quantities and at such times as to ensure uninterrupted progress of The Work and shall be stored properly and protected as required by the Contract Documents. Contractor shall be entirely responsible for damage or loss by weather or other causes to materials or Work.
- d. No materials, supplies, or equipment for Work under this Contract shall be purchased subject to any chattel mortgage or under a conditional sale or other agreement by which an interest therein or in any part thereof is retained by the seller or supplier. Contractor warrants good title to all material, supplies, and equipment installed or incorporated in the work and agrees upon completion of all work to deliver the Project, to the District free from any claims, liens, or charges.
- e. Materials shall be stored on the Project site in such manner so as not to interfere with any operations of the District or any independent contractor.

ARTICLE 11. CONTRACTOR'S SUPERVISION

Contractor shall continuously keep at the Project site, a competent and experienced full-time Project superintendent approved by the District. Superintendent must be able to proficiently speak, read and write in English. Contractor shall continuously provide efficient supervision of the Project.

ARTICLE 12. WORKERS

- a. Contractor shall at all times enforce strict discipline and good order among its employees and subcontractors. Contractor shall not employ or allow subcontractors to employ on the Project any unfit person or any one not skilled in the Work assigned to him or her.

SECTION 00700
GENERAL CONDITIONS

- b. Any person in the employ of the Contractor whom the District may deem incompetent or unfit shall be dismissed from The Work and shall not be employed on this Project except with the written Approval of the District.

ARTICLE 13. SUBCONTRACTORS

- a. Contractor agrees to bind every subcontractor to the terms of the Contract Documents as far as such terms are applicable to subcontractor's portion of The Work. Contractor shall be as fully responsible to the District for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by its subcontractors, as Contractor is for acts and omissions of persons directly employed by Contractor. Nothing contained in these Contract Documents shall create any contractual relationship between any subcontractor and the District.
- b. The District reserves the right to Approve all subcontractors. The District's Approval of any subcontractor under this Contract shall not in any way relieve Contractor of its obligations in the Contract Documents.
- c. Prior to substituting any subcontractor listed in the Bid Forms, Contractor must comply with the requirements of the Subletting and Subcontracting Fair Practices Act pursuant to California Public Contract Code section 4100 et seq.

ARTICLE 14. VERIFICATION OF EMPLOYMENT ELIGIBILITY

By executing this Contract, Contractor verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subcontractors, sub-subcontractors and consultants to comply with the same. Each person executing this Contract on behalf of Contractor verifies that he or she is a duly authorized officer of Contractor and that any of the following shall be grounds for the District to terminate the Contract for cause: (1) failure of the Contractor or its subcontractors, sub-subcontractors or consultants to meet any of the requirements provided for in this ARTICLE 14; (2) any misrepresentation or material omission concerning compliance with such requirements; or (3) failure to immediately remove from the Work any person found not to be in compliance with such requirements.

ARTICLE 15. PERMITS AND LICENSES

Permits and licenses necessary for prosecution of The Work shall be secured and paid for by Contractor, unless otherwise specified in the Contract Documents.

- a. Contractor shall obtain and pay for all other permits and licenses required for The Work, including excavation permit and permits for plumbing, mechanical and

SECTION 00700
GENERAL CONDITIONS

electrical work and for operations in or over public streets or right of way under jurisdiction of public agencies other than the District.

- b. The Contractor shall arrange and pay for all off-site inspection of the Work related to permits and licenses, including certification, required by the Specifications, drawings, or by governing authorities, except for such off-site inspections delineated as the District's responsibility pursuant to the Contract Documents.
- c. Before Acceptance of the Project, the Contractor shall submit all licenses, permits, certificates of inspection and required approvals to the District.

ARTICLE 16. UTILITY USAGE

- a. All temporary utilities, including but not limited to electricity, water, gas, and telephone, used on the Work shall be furnished and paid for by Contractor. Contractor shall Provide necessary temporary distribution systems, including meters, if necessary, from distribution points to points on The Work where the utility is needed. Upon completion of The Work, Contractor shall remove all temporary distribution systems.
- b. Contractor shall provide necessary and adequate utilities and pay all costs for water, electricity, gas, oil, and sewer charges required for completion of the Project, including but not limited to startup and testing required in the Contract Documents.
- c. All permanent meters Installed shall be listed in the Contractor's name until Project Acceptance.
- d. If the Contract is for construction in existing facilities, Contractor may, with prior written Approval of the District, use the District's existing utilities. If Contractor uses District utilities, it shall compensate the District for utilities used by Contractor.

ARTICLE 17. INSPECTION FEES FOR PERMANENT UTILITIES

All inspection fees and other municipal charges for permanent utilities including, but not limited to, sewer, electrical, phone, gas, water, and irrigation shall be paid for by the District. Contractor shall be responsible for arranging the payment of such fees, but inspection fees and other municipal fees relating to permanent utilities shall be paid by the District. Contractor may either request reimbursement from the District for such fees, or shall be responsible for arranging and coordination with District for the payment of such fees.

SECTION 00700
GENERAL CONDITIONS

ARTICLE 18. TRENCHES

- a. Trenches Five Feet or More in Depth. The Contractor shall submit to the District, in advance of excavation, a detailed plan showing the design of shoring, bracing, sloping or other provisions to be made for worker protection from the hazard of caving ground during the excavation of any trench or trenches five feet or more in depth. If the plan varies from shoring system standards, the plan shall be prepared by a registered civil or structural engineer. The plan shall not be less effective than the shoring, bracing, sloping, or other provisions of the Construction Safety Orders, as defined in the California Code of Regulations, and all costs therefor shall be included in the Contract Price. Nothing in this section shall be deemed to allow the use of a shoring, bracing, sloping or other protective system less effective than that required by the Construction Safety Orders. Nothing in this section shall be construed to impose a tort liability on the owner, any of its officers, officials, partners, employees, agents, consultants or volunteers. The Owner's review of the Contractor's excavation plan is only for general conformance to the Construction Safety Orders and does not relieve the Contractor of any obligation hereunder. Prior to commencing any excavation, the Contractor shall designate in writing to the District the "competent person(s)" with authority and responsibilities designated in the Construction Safety Orders.
- b. Excavations Deeper than Four Feet. If work under this Contract involves digging trenches or other excavation that extends deeper than four feet below the surface, Contractor shall promptly, and before the following conditions are disturbed, notify the District, in writing, of any:
- 1) Material that the Contractor believes may be material that is hazardous waste, as defined in Section 25117 of the Health and Safety Code, that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.
 - 2) Subsurface or latent physical conditions at the site differing from those indicated by information made available to bidders prior to the deadline for submitting bids.
 - 3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract.

The District shall promptly investigate the conditions, and if it finds that the conditions do so materially differ, or do involve hazardous waste, and cause a decrease or increase in Contractor's cost of, or the time required for, performance of any part of The Work, shall issue a change order under the procedures described in the Contract Documents.

SECTION 00700
GENERAL CONDITIONS

In the event that a dispute arises between the District and the Contractor as to whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in the Contractor's cost of, or time required for, performance of any part of The Work, the Contractor shall not be excused from any scheduled completion date provided for by the Contract, but shall proceed with all Work to be performed under the Contract. Contractor shall retain any and all rights provided either by contract or by law which pertain to the resolution of disputes and protests between the parties.

ARTICLE 19. DIVERSION OF RECYCLABLE WASTE MATERIALS

In compliance with the applicable District's waste reduction and recycling efforts, Contractor shall divert all Recyclable Waste Materials to appropriate recycling centers. Contractor will be required to submit weight tickets and written proof of diversion with its monthly progress payment requests. Contractor shall complete and execute any certification forms required by District or other applicable agencies to document Contractor's compliance with these diversion requirements. All costs incurred for these waste diversion efforts shall be the responsibility of the Contractor. The Contractor shall coordinate with the appropriate local government agency and comply with local waste disposal ordinances.

ARTICLE 20. REMOVAL OF HAZARDOUS MATERIALS

Should Contractor encounter material reasonably believed to be polychlorinated biphenyl (PCB) or other toxic wastes and hazardous materials (as defined in section 25117 of the Health and Safety Code) which have not been rendered harmless at the Project site, the Contractor shall immediately stop work at the affected Project site and shall report the condition to the District in writing. The District shall contract for any services required to directly remove and/or abate PCBs and other toxic wastes and hazardous materials, if required by the Project site(s), and shall not require the Contractor to subcontract for such services. The Work in the affected area shall not thereafter be resumed except by written agreement of the District and Contractor.

ARTICLE 21. SANITARY FACILITIES

Contractor shall provide sanitary temporary toilet buildings for the use of all workers. All toilets shall comply with local codes and ordinances. Toilets shall be kept supplied with toilet paper and shall have workable door fasteners. Toilets shall be serviced no less than once weekly and shall be present in a quantity of not less than 1 per 20 workers as required by CAL-OSHA regulation. The toilets shall be maintained in a sanitary condition at all times. Use of toilet facilities in The Work under construction shall not be permitted. Any other Sanitary Facilities required by CAL-OSHA shall be the responsibility of the Contractor.

SECTION 00700
GENERAL CONDITIONS

ARTICLE 22. AIR POLLUTION CONTROL

Contractor shall comply with all air pollution control rules, regulations, ordinances and statutes. All containers of paint, thinner, curing compound, solvent or liquid asphalt shall be labeled to indicate that the contents fully comply with the applicable material requirements. Without limiting the foregoing, Contractor must fully comply with all Applicable Laws, rules and regulations in furnishing or using equipment and/ or providing services, including but not limited to, emissions limits and permitting requirements imposed by the Air Quality Management District with jurisdiction over the Project and/ or California Air Resources Board (CARB). Contractor shall specifically be aware of the application of these limits and requirements to "portable equipment" which definition is considered to include any item of equipment with a fuel-powered engine. Contractor shall indemnify District against any fines or penalties imposed by the air quality management district, CARB, or any other governmental or regulatory agency for its violations of Applicable laws as well as those of its subcontractors or others for whom Contractor is responsible under its indemnity obligations provided for in ARTICLE 48.

ARTICLE 23. COMPLIANCE WITH STATE STORM WATER PERMIT

- a. Contractor shall be required to comply with all conditions of the State Water Resources Control Board ("State Water Board") Water Quality Order No. 2009-00009-DWQ as modified by Order No. 2010-0014-DWQ, National Pollutant Discharge Elimination System General Permit for Waste Discharge Requirements for Discharges of Storm Water Discharges Associated with Construction Activity ("Permit") for all construction activity which results in the disturbance of in excess of one acre of total land area or which is part of a larger common area of development or sale. Contractor shall be responsible for filing the Notice of Intent and for obtaining the Permit. Contractor shall be solely responsible for preparing and implementing a Storm Water Pollution Prevention Plan ("SWPPP") prior to initiating Work. In bidding on this Contract, it shall be Contractor's responsibility to evaluate the cost of procuring the Permit and preparing the SWPPP as well as complying with the SWPPP and any necessary revision to the SWPPP. Contractor shall comply with all requirements of the State Water Resources Control Board. Contractor shall include all costs of compliance with specified requirements in the Contract amount.
- b. Contractor shall be responsible for procuring, implementing and complying with the provisions of the Permit and the SWPPP, including the standard provisions, monitoring and reporting requirements as required by the Permit. Contractor shall provide copies of all reports and monitoring information to the Engineer.
- c. Contractor shall comply with the lawful requirements of any applicable municipality, the District, drainage District, and other local agencies regarding discharges of storm water to separate storm drain system or other watercourses under their

SECTION 00700
GENERAL CONDITIONS

jurisdiction, including applicable requirements in municipal storm water management programs.

- d. Storm, surface, nuisance, or other waters may be encountered at various times during construction of The Work. Therefore, the Contractor, by submitting a Bid, hereby acknowledges that it has investigated the risk arising from such waters, has prepared its Bid accordingly, and assumes any and all risks and liabilities arising therefrom.
- e. Failure to comply with the Permit is in violation of federal and state law. Contractor hereby agrees to indemnify and hold harmless District, its officials, officers, agents, employees and authorized volunteers from and against any and all claims, demands, losses or liabilities of any kind or nature which District, its officials, officers, agents, employees and authorized volunteers may sustain or incur for noncompliance with the Permit arising out of or in connection with the Project, except for liability resulting from the sole established negligence, willful misconduct or active negligence of the District, its officials, officers, agents, employees or authorized volunteers. District may seek damages from Contractor for delay in completing the Contract in accordance with the Contract Documents, caused by Contractor's failure to comply with the Permit.

ARTICLE 24. CLEANING UP

- a. Contractor at all times shall keep premises free from debris such as waste, rubbish, and excess materials and equipment. Contractor shall not store debris under, in, or about the premises. The contractor shall also remove temporary fencing, barricades, planking and construction toilet and similar temporary facilities from site. Contractor shall also clean all buildings, asphalt and concrete areas to the degree necessary to remove oil, grease, fuel, or other stains caused by Contractor operations or equipment.
- b. Contractor shall fully clean up the site at the completion of The Work. If the Contractor fails to immediately clean up at the completion of The Work, the District may do so and the cost of such clean up shall be charged back to the Contractor.

ARTICLE 25. LAYOUT AND FIELD ENGINEERING

All field engineering required for laying out The Work and establishing grades for earthwork operations shall be furnished by the District at its expense. Layout shall be done by a qualified individual Approved by the Engineer. Any required "as-built" drawings of civil engineering elements of the Work shall be prepared by a registered civil engineer.

SECTION 00700
GENERAL CONDITIONS

ARTICLE 26. EXCESSIVE NOISE

- a. The Contractor shall use only such equipment on the work and in such state of repair so that the emission of sound therefrom is within the noise tolerance level of that equipment as established by CAL-OSHA.
- b. The Contractor shall comply with the most restrictive of the following: (1) local sound control and noise level rules, regulations and ordinances and (2) the requirements contained in these Contract Documents, including hours of operation requirements. No internal combustion engine shall be operated on the Project without a muffler of the type recommended by the manufacturer. Should any muffler or other control device sustain damage or be determined to be ineffective or defective, the Contractor shall promptly remove the equipment and shall not return said equipment to the job until the device is repaired or replaced. Said noise and vibration level requirements shall apply to all equipment on the job or related to the job, including but not limited to, trucks, transit mixers or transit equipment that may or may not be owned by the Contractor.
- c. The Contractor shall comply with all the environmental provisions contained in the Contract Documents.

ARTICLE 27. TESTS AND INSPECTIONS

- a. If the Contract Documents, the Engineer, or any instructions, laws, ordinances, or public authority require any part of The Work to be tested or Approved, Contractor shall provide the Engineer at least two (2) working Days' notice of its readiness for observation or inspection. If inspection is by a public authority other than the District, Contractor shall promptly inform the District of the date fixed for such inspection. Required certificates of inspection (or similar) shall be secured by Contractor. Costs for District testing and District inspection shall be paid by the District. Costs of tests for Work found not to be in compliance with the Contract Documents or Applicable Law shall be paid by the Contractor.
- b. If any Work is done or covered up without the required testing or approval, the Contractor shall uncover or deconstruct the Work, and the Work shall be redone after completion of the testing at the Contractor's cost in compliance with the Contract Documents, at the Contractor's cost.
- c. Where inspection and testing are to be conducted by an independent laboratory or agency, materials or samples of materials to be inspected or tested shall be selected by such laboratory or agency, or by the District, and not by Contractor. All tests or inspections of materials shall be made in accordance with the commonly recognized standards of national organizations.
- d. In advance of manufacture of materials to be supplied by Contractor which must be tested or inspected, Contractor shall notify the District so that the District may

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

arrange for testing at the source of supply. Any materials which have not satisfactorily passed such testing and inspection shall not be incorporated into The Work.

- e. If the manufacture of materials to be inspected or tested will occur in a plant or location outside the geographic limits of District, the Contractor shall pay for any excessive or unusual costs associated with such testing or inspection, including but not limited to excessive travel time, standby time and required lodging.
- f. Reexamination of Work may be ordered by the District. If so ordered, Work must be uncovered or deconstructed by Contractor. If Work is found to be in accordance with the Contract Documents, the District shall pay the costs of reexamination and reconstruction. If such work is found not to be in accordance with the Contract Documents, Contractor shall pay all costs.

ARTICLE 28. PROTECTION OF WORK AND PROPERTY

- a. The Contractor shall be responsible for all damages to persons or property that occur as a result of The Work. Contractor shall be responsible for the proper care and protection of all materials delivered and Work performed until completion and final Acceptance by the District. All Work shall be solely at the Contractor's risk. Contractor shall adequately protect adjacent property from settlement or loss of lateral support as necessary. Contractor shall comply with all applicable safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the Project site where Work is being performed. Contractor shall erect and properly maintain at all times, as required by field conditions and progress of work, all necessary safeguards, signs, barriers, lights, and watchmen for protection of workers and the public, and shall post danger signs warning against hazards created in the course of construction.
- b. In an emergency affecting safety of life or of work or of adjoining property, Contractor, without special instruction or authorization from the Engineer, is hereby permitted to act to prevent such threatened loss or injury; and Contractor shall so act, without appeal, if so authorized or instructed by the Engineer or the District. Any compensation claimed by Contractor on account of emergency work shall be determined by and agreed upon by the District and the Contractor in accordance with ARTICLE 46.
- c. Contractor shall provide such heat, covering, and enclosures as are necessary to protect all Work, materials, equipment, appliances, and tools against damage by weather conditions.
- d. Contractor shall take adequate precautions to protect existing sidewalks, curbs, pavements, utilities, and other adjoining property and structures, and to avoid damage thereto, and Contractor shall repair any damage thereto caused by The Work operations. Contractor shall:

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

- 1) Enclose the working area with a substantial barricade, and arrange work to cause minimum amount of inconvenience and danger to the public.
- 2) Provide substantial barricades around any shrubs or trees indicated to be preserved.
- 3) Deliver materials to the Project site over a route designated by the Engineer.
- 4) Provide any and all dust control required and follow the Applicable air quality regulations as appropriate. If the Contractor does not comply, the District shall have the immediate authority to provide dust control and deduct the cost from payments to the Contractor.
- 5) Confine Contractor's apparatus, the storage of materials, and the operations of its workers to limits required by law, ordinances, permits, or directions of the Engineer. Contractor shall not unreasonably encumber the Project site with its materials.
- 6) Take care to prevent disturbing or covering any survey markers, monuments, or other devices marking property boundaries or corners. If such markers are disturbed by accident, they shall be replaced by an approved civil engineer or land surveyor, at no cost to the District.
- 7) Ensure that existing facilities, fences and other structures are all adequately protected and that, upon completion of all Work, all facilities that may have been damaged are restored to a condition acceptable to the District.
- 8) Preserve and protect from injury all buildings, pole lines and all direction, warning and mileage signs that have been placed within the right-of-way.
- 9) At the completion of work each Day, leave the Project site in a clean, safe condition.
- 10) Comply with any stage construction and traffic handling plans. Access to residences and businesses shall be maintained at all times.

These precautionary measures will apply continuously and not be limited to normal working hours. Full compensation for the Work involved in the preservation of life, safety and property as above specified shall be considered as included in the prices paid for the various contract items of Work, and no additional allowance will be made therefor.

- e. Should damage to persons or property occur as a result of The Work, Contractor shall promptly notify the District, in writing. Contractor shall be responsible for proper investigation, documentation, including video or photography, to

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

adequately memorialize and make a record of what transpired. The District shall be entitled to inspect and copy any such documentation, video, or photographs.

ARTICLE 29. CONTRACTORS MEANS AND METHODS

Contractor is solely responsible for the means and methods utilized to Perform The Work. In no case shall the Contractor's means and methods deviate from commonly used industry standards.

ARTICLE 30. AUTHORIZED REPRESENTATIVES

The District shall designate representatives, who shall have the right to be present at the Project site at all times. The District may designate an inspector who shall have the right to observe all of the Contractor's Work. The inspector is not authorized to make changes in the Contract Documents or excuse Contractor from performing in accordance with the Contract Documents. The inspector shall not be responsible for the Contractor's failure to carry out The Work in accordance with the Contract Documents. Contractor shall provide safe and proper facilities for such access.

ARTICLE 31. HOURS OF WORK

- a. Eight (8) hours of work shall constitute a legal Day's work. The Contractor and each subcontractor shall forfeit, as penalty to the District, twenty-five dollars (\$25) for each worker employed in the execution of Work by the Contractor or any subcontractor for each Day during which such worker is required or permitted to work more than eight (8) hours in any one Day and forty (40) hours in any week in violation of the provisions of the Labor Code, and in particular, Section 1810 to Section 1815, except as provided in Labor Code Section 1815.
- b. Work shall be accomplished on a regularly scheduled eight (8) hour per Day work shift basis, Monday through Friday, between the hours of 7:00 a.m. and 5:00 p.m.
- c. It shall be unlawful for any person to operate, permit, use, or cause to operate any of the following at the Project site, other than between the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday, with no Work allowed on District-observed holidays, unless otherwise Approved by the Engineer:
 - 1) Powered Vehicles
 - 2) Construction Equipment
 - 3) Loading and Unloading Vehicles
 - 4) Domestic Power Tools

SECTION 00700
GENERAL CONDITIONS

ARTICLE 32. PAYROLL RECORDS

- a. Pursuant to Labor Code Section 1776, the Contractor and each subcontractor shall maintain weekly certified payroll records showing the name, address, social security number, work classification, straight time and overtime hours paid each Day and week, and the actual per diem wages paid to each journeyman, apprentice, worker or other employee employed in connection with the work. Contractor shall certify under penalty of perjury that records maintained and submitted by Contractor are true and accurate. Contractor shall also require subcontractor(s) to certify weekly payroll records under penalty of perjury.
- b. The payroll records described herein shall be certified and submitted by the Contractor at a time designated by the District. The Contractor shall also provide the following:
 - 1) A certified copy of the employee's payroll records shall be made available for inspection or furnished to such employee or his or her authorized representative on request.
 - 2) A certified copy of all payroll records described herein shall be made available for inspection or furnished upon request of the Department of Industrial Relations ("DIR").
- c. The certified payroll records shall be on forms provided by the Division of Labor Standards Enforcement ("DLSE") of the DIR or shall contain the same information as the forms provided by the DLSE.
- d. Any copy of records made available for inspection and furnished upon request to the public shall be marked or obliterated in such a manner as to prevent disclosure of an individual's name, address, and social security number. The name and address of the Contractor or any subcontractor shall not be marked or obliterated.
- e. In the event of noncompliance with the requirements of this Section, the Contractor shall have ten (10) Days in which to comply subsequent to receipt of written notice specifying any item or actions necessary to ensure compliance with this section. Should noncompliance still be evident after such ten (10) Day period, the Contractor shall, as a penalty to the District, forfeit One Hundred Dollars (\$100.00) for each Day, or portion thereof, for each worker until strict compliance is effectuated. Upon the request of the DIR, such penalties shall be withheld from contract payments.

ARTICLE 33. PREVAILING RATES OF WAGES

- a. The Contractor is aware of the requirements of Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage

SECTION 00700
GENERAL CONDITIONS

rates and the performance of other requirements on certain “public works” and “maintenance” projects. Since this Project involves an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and since the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. The Contractor shall obtain a copy of the prevailing rates of per diem wages at the commencement of this Agreement from the website of the Division of Labor Statistics and Research of the Department of Industrial Relations located at www.dir.ca.gov/dlsr/. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to perform work on the Project available to interested parties upon request, and shall post copies at the Contractor’s principal place of business and at the Project site. Contractor shall defend, indemnify and hold the District, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

- b. The Contractor and each subcontractor shall forfeit as a penalty to the District not more than Two Hundred dollars (\$200.00) for each Day, or portion thereof, for each worker paid less than the stipulated prevailing wage rate for any work done by him, or by any subcontract under him, in violation of the provisions of the Labor Code. The difference between such stipulated prevailing wage rate and the amount paid to each worker for each Day or portion thereof for which each worker was paid less than the stipulated prevailing wage rate shall be paid to each worker by the Contractor.
- c. Contractor shall post, at appropriate conspicuous points on the Project site, a schedule showing all determined general prevailing wage rates and all authorized deductions, if any, from unpaid wages actually earned.

ARTICLE 34. EMPLOYMENT OF APPRENTICES

The Contractor’s attention is directed to the provisions of Sections 1777.5, 1777.6, and 1777.7 of the Labor Code concerning employment of apprentices by the Contractor or any subcontractor. The Contractor shall obtain a certificate of apprenticeship before employing any apprentice pursuant to Section 1777.5, 1777.6, and 1777.7 of the Labor Code. Information relative to apprenticeship standards, wage schedules, and other requirements may be obtained from the Director of Industrial Relations, the Administrator of Apprenticeships, San Francisco, California, or from the Division of Apprenticeship Standards and its branch offices.

ARTICLE 35. LABOR COMPLIANCE

This Project is subject to labor compliance monitoring and enforcement by the Department of Industrial Relations. It shall be the Contractor’s sole responsibility to evaluate and include the cost of complying with all labor compliance requirements under

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

this contract and applicable law in its bid.

Contractor shall post, at each job site, the notice required by Section 16451(d) of Title 8 of the California Code of Regulations. Template notices are available by emailing a request to CMU@dir.ca.gov or at the following location.

District Office of the Division of Labor Standards Enforcement
1515 Clay Street, Suite 801
Oakland, CA 94612

In accordance with Labor Code section 1771.4, the Contractor and each subcontractor shall furnish the certified payroll records directly to the Department of Industrial Relations on a weekly basis and in the format prescribed by the Department of Industrial Relations, which may include electronic submission. Contractor shall comply with all requirements and regulations from the Department of Industrial Relations relating to labor compliance monitoring and enforcement.

ARTICLE 36. CONTRACTOR AND SUBCONTRACTOR REGISTRATION

If the bids subject to the Notice Inviting Bids are due on or after March 1, 2015, then pursuant to Labor Code sections 1725.5 and 1771.1, all contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the Department of Industrial Relations. No bid will be accepted nor any contract entered into without proof of the contractor's and subcontractors' current registration with the Department of Industrial Relations to perform public work.

**ARTICLE 37. NONDISCRIMINATION/EQUAL EMPLOYMENT
OPPORTUNITY/EMPLOYMENT ELIGIBILITY**

Pursuant to Labor Code Section 1735 and other applicable provisions of law, the Contractor and its subcontractors shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, political affiliation, marital status, or handicap on this Work. The Contractor will take affirmative action to insure that employees are treated during employment or training without regard to their race, color, religion, sex, national origin, age, political affiliation, marital status, or handicap.

Employment Eligibility; Contractor. By executing this Contract, Contractor verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time. Such requirements and restrictions include, but are not limited to, examination and retention of documentation confirming the identity and immigration status of each employee of the Contractor. Contractor also verifies that it has not committed a violation of any such law

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

within the five (5) years immediately preceding the date of execution of this Contract, and shall not violate any such law at any time during the term of the Contract. Contractor shall avoid any violation of any such law during the term of this Contract by participating in an electronic verification of work authorization program operated by the United States Department of Homeland Security, by participating in an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, or by some other legally acceptable method. Contractor shall maintain records of each such verification, and shall make them available to the District or its representatives for inspection and copy at any time during normal business hours. The District shall not be responsible for any costs or expenses related to Contractor's compliance with the requirements provided for or referred to herein.

Employment Eligibility; Subcontractors, Sub-subcontractors and Consultants. To the same extent and under the same conditions as Contractor, Contractor shall require all of its subcontractors, sub-subcontractors and consultants performing any part of the Work or of this Contract to make the same verifications and comply with all requirements and restrictions provided for herein.

Employment Eligibility; Failure to Comply. Each person executing this Contract on behalf of Contractor verifies that he or she is a duly authorized officer of Contractor, and understands that any of the following shall be grounds for the District to terminate the Contract for cause: (1) failure of Contractor or its subcontractors, sub-subcontractors or consultants to meet any of the requirements provided for herein; (2) any misrepresentation or material omission concerning compliance with such requirements; or (3) failure to immediately remove from the Work any person found not to be in compliance with such requirements.

ARTICLE 38. LABOR/EMPLOYMENT SAFETY

In the performance of this Contract the Contractor shall comply with all applicable federal, state and local statutory and regulatory requirements including, but not limited to California Department of Industrial Relations (Cal/OSHA) regulations; and the U.S. Department of Transportation Omnibus Transportation Employee Testing Act, related to their scope of work and operations. In case of conflict in regulations, the most stringent shall apply. The Contractor shall provide all safeguards, safety devices and protective equipment and take any other needed actions necessary to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of the Work covered by the Contract. Safety precautions shall include but shall not be limited to: adequate life protection and lifesaving equipment; adequate illumination; instructions in accident prevention for all employees, such as the use of machinery guards, safe walkways, scaffolds, ladders, bridges, gang planks, confined space procedures, trenching and shoring, fall protection, and other safety devices; equipment and wearing apparel as are necessary or lawfully required to prevent accidents, injuries, or illnesses (including but not limited to exposure to the Coccidioides

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

fungus and Valley Fever); and adequate facilities for the proper inspection and maintenance of all safety measures.

Contractor must obtain all applicable Division of Occupational Safety and Health (CAL-OSHA) permit(s) and others required by California Labor Code and California Government Code, prior to the initiation of any practices, Work, method, operation, or process related to the Work covered in the Contract. Permits required by governmental authorities will be obtained at Contractor's expense.

It is a condition of this Contract, and shall be made a condition of each subcontract which the Contractor enters into pursuant to this Contract, that the Contractor and any subcontractor shall not permit any employee, in performance of the Contract, to work in surroundings or under conditions which are unsanitary, hazardous or dangerous to his/her health or safety, as determined under Cal/OSHA safety and health standards.

The Contractor shall be responsible for the safeguarding of all utilities. At least two working Days before beginning Work, the Contractor shall call the Underground Service Alert (USA) in order to determine the location of sub-structures. The Contractor shall immediately notify District and the utility owner if he/she disturbs, disconnects, or damages any utility.

In accordance with Section 6705 of the California Labor Code, the Contractor shall submit to District specific plans to show details of provisions for worker protection from caving ground during excavations of trenches of five feet or more in depth. The excavation/trench safety plan shall be submitted to and accepted by District prior to starting excavation. The trench safety plan shall have details showing the design of shoring, bracing, sloping or other provisions to be made for worker protection from the hazard of caving ground. If such a plan varies from the shoring system standards established by the Construction Safety Orders of the California Department of Industrial Relations (Cal/OSHA), the plan shall be prepared by a California registered civil or structural engineer. As part of the plan, a note shall be included stating that the registered civil or structural engineer certifies that the plan complies with the Cal/OSHA Construction Safety Orders, or that the registered civil or structural engineer certifies that the plan is not less effective than the shoring, bracing, sloping or other provisions of the Safety Orders. In no event shall the Contractor use a shoring, sloping, or protective system less effective than that required by said Construction Safety Orders. Submission of this plan in no way relieves the Contractor of the requirement to maintain safety in all areas. If excavations or trench Work requiring a Cal/OSHA permit are to be undertaken, the Contractor shall submit his/her permit with the excavation/trench Work safety plan to District before Work begins.

ARTICLE 39. INSURANCE

- a. Minimum Scope and Limits of Insurance. Contractor shall procure and maintain for the duration of the Contract, and for 5 years thereafter, insurance against claims

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

for injuries or death to persons or damages to property which may arise from or in connection with the performance of the Work hereunder by the Contractor, his agents, representatives, employees, or subcontractors.

b. Coverage. Coverage shall be at least as broad as the following:

1. General Liability - Commercial General Liability (CGL). Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least five million dollars (\$5,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this Project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to District) or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability. Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) with limit of two million dollars (\$2,000,000) for bodily injury and property damage each accident.
3. Workers' Compensation Insurance. The Contractor shall provide workers' compensation coverage as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. Waiver of Subrogation (also known as Transfer of Rights of Recovery Against Others to Us): The Contractor hereby agrees to waive rights of subrogation to obtain endorsement necessary to affect this waiver of subrogation in favor of the District, its directors, officers, employees, and authorized volunteers, for losses paid under the terms of this coverage which arise from Work performed by the Named Insured for the District; this provision applies regardless of whether or not the District has received a waiver of subrogation from the insurer.
4. Builder's Risk. (Course of Construction) if necessary, insurance utilizing an "All Risk" (Special Perils) coverage form with limits equal to the completed value of the Project and no coinsurance penalty provision. See Responsibility of Work.
5. Contractor's Pollution Liability. With limits no less than \$5,000,000 per occurrence or claim, and \$10,000,000 policy aggregate.

If the Contractor maintains broader coverage and or/higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor. Any available insurance proceeds in excess

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

of the specified minimum of insurance and coverage shall be available to the District.

- c. Other Required Provisions. The Commercial General Liability policy, Automobile Liability policy and Contractors Pollution (if necessary) are to contain, or be endorsed to contain, the following provisions:
 - 1. Additional Insured Status. District, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 10 01 and CG 20 37 10 01 for the Commercial General Liability policy) with respect to liability arising out of Work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such Work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance.
 - 2. Primary and Non-Contributory Coverage. For any claims related to this Project, the Contractor's insurance coverage shall be primary, at least as broad as ISO CG 20 01 04 13 for the Commercial General Liability policy, as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District, its directors, officers, employees, and authorized volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
 - 3. Waiver of Subrogation. All policies shall permit and Contractor does hereby waive any right of subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss.
- d. Notice of Cancellation. Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.
- e. Acceptability of Insurers. Insurance is to be placed with insurers having a current A.M. Best rating of no less than A: VII or equivalent or as otherwise approved by District.

The Contractor agrees and he/she will comply with such provisions before commencing Work. All of the insurance shall be provided on policy forms and through companies satisfactory to District. The District reserves the right to obtain complete, certified copies of all required insurance policies, including the policy declarations page with endorsement number. Failure to continually satisfy the Insurance requirements is a material breach of contract.

- f. Responsibility for Work. Until the completion and final Acceptance by District of all The Work under and implied by this Contract, The Work shall be under the Contractor's responsible care and charge. The Contractor shall rebuild, repair,

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

restore and make good all injuries, damages, re-erections, and repairs occasioned or rendered necessary by causes of any nature whatsoever.

The Contractor shall provide and maintain builder's risk (course of construction) or an installation floater (for materials and equipment) covering all risks of direct physical loss, damage or destruction to The Work in the amount specified in the General Conditions, to insure against such losses until final Acceptance of The Work by District. Such insurance shall insure at least against the perils of fire and extended coverage, theft, vandalism and malicious mischief, and collapse. The Policy shall be endorsed with District, its directors, officers, employees, and authorized volunteers named as loss payee, as their interest may appear. The making of progress payments to the Contractor shall not be construed as creating an insurable interest by or for District or be construed as relieving the Contractor or his/her subcontractors of responsibility for loss from any direct physical loss, damage or destruction occurring prior to final Acceptance of The Work by District.

- g. Deductibles and Self-Insured Retentions. Insurance deductibles or self-insured retentions must be declared by the Contractor, and approved by the District. At the election of District the Contractor shall either cause the insurer to reduce or eliminate such self-insured retentions as respects the District, its directors, officers, employees, and authorized volunteers or the Contractor shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claim administration, and defense expenses. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the District.
- h. Verification of Coverage - Evidences of Insurance. Contractor shall furnish the District with copies of certificates and amendatory endorsements effecting coverage required by this Contract. All certificates and endorsements are to be received and approved by the District before Work commences. However, failure to obtain the required documents prior to the Work beginning shall not waive the Contractor's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration pages and Endorsement pages, required by these Specifications, at any time. Failure to continually satisfy the Insurance requirements is a material breach of contract.
- i. Continuation of Coverage. The Contractor shall, upon demand of District deliver evidence of coverage showing continuation of coverage for at least (5) years after completion of the Project. Contractor further waives all rights of subrogation under this Contract When any of the required coverages expire during the term of this Contract, the Contractor shall deliver the renewal certificate(s) including the general liability additional insured endorsement and evidence of waiver of rights of subrogation against District (if builder's risk insurance is applicable) to District at least ten (10) Days prior to the expiration date.

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

- j. Subcontractors. In the event that the Contractor employs other Contractors (subcontractors) as part of the Work covered by this Contract, it shall be the Contractor's responsibility to require and confirm that each subcontractor meets the minimum insurance requirements specified above (via as broad as ISO CG 20 38 04 13). The Contractor shall, upon demand of District, deliver to District copies such policy or policies of insurance and the receipts for payment of premiums thereon.

ARTICLE 40. FORM AND PROOF OF CARRIAGE OF INSURANCE

- a. Any insurance carrier providing insurance coverage required by the Contract Documents shall be authorized to do business in the State of California unless waived, in writing, by the District's General Manager. Carrier(s) shall have an A.M. Best rating of not less than an A:II. Insurance deductibles or self-insured retentions must be declared by the Contractor. At the election of the District, the Contractor shall either 1) reduce or eliminate such deductibles or self-insured retentions, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses. If umbrella or excess liability coverage is used to meet any required limit(s) specified herein, the Contractor shall provide a "follow form" endorsement satisfactory to the District indicating that such coverage is subject to the same terms and conditions as the underlying liability policy.
- b. Each insurance policy required by this Contract shall be endorsed to state that: (1) should any of the above described be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions; and (2) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the District its directors, officials, officers, employees, agents and volunteers.
- c. The Certificate(s) and policies of insurance shall contain or shall be endorsed to contain the covenant of the insurance carrier(s) that it shall provide no less than thirty (30) Days written notice be given to the District prior to any material modification or cancellation of such insurance. In the event of a material modification or cancellation of coverage, the District may terminate the Contract or stop the Work in accordance with the Contract Documents, unless the District receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. Contractor shall not take possession, or use the Site, or commence operations under this Contract until the District has been furnished original Certificate(s) of Insurance and certified original copies of endorsements or policies of insurance including all endorsements and any and all other attachments as required in this section. The

SECTION 00700
GENERAL CONDITIONS

original endorsements for each policy and the Certificate of Insurance shall be signed by an individual authorized by the insurance carrier to do so on its behalf.

- d. The Certificate(s) of Insurance, policies and endorsements shall so covenant and shall be construed as primary, and the District's insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory.
- e. The District reserves the right to adjust the monetary limits of insurance coverages during the term of this Contract including any extension thereof if in the District's reasonable judgment, the amount or type of insurance carried by the Contractor becomes inadequate.
- f. Contractor shall report to the District, in addition to Contractor's insurer, any and all insurance claims submitted by the Contractor in connection with the Work under this Contract.

ARTICLE 41. TIME FOR COMPLETION AND LIQUIDATED DAMAGES

- a. **Time for Completion/Liquidated Damages.** Work shall be commenced within ten (10) Days of the date stated in the District's Notice to Proceed and shall be completed by Contractor in the Contract Time. The District is under no obligation to consider early completion of the Project; and the Contract completion date shall not be amended by the District's receipt or acceptance of the Contractor's proposed earlier completion date. Furthermore, Contractor shall not, under any circumstances, receive additional compensation from the District (including but not limited to indirect, general, administrative or other forms of overhead costs) for the period between the time of earlier completion proposed by the Contractor and the Contract completion date. If The Work is not completed within the Contract Time, it is understood that the District will suffer damage. In accordance with Government Code section 53069.85, being impractical and infeasible to determine the amount of actual damage, it is agreed that Contractor shall pay to the District as fixed and liquidated damages, and not as a penalty, the sum stipulated in the Contract for each Day of delay until The Work is fully completed. Contractor and its surety shall be liable for any liquidated damages. Any money due or to become due the Contractor may be retained to cover liquidated damages.
- b. **Inclement Weather.** Contractor shall abide the Engineer's determination of what constitutes inclement weather. Time extensions for inclement weather shall only be granted when the Work stopped during inclement weather is on the critical path of the then-current Project schedule.
- c. **Extension of Time.** Contractor shall not be charged liquidated damages because of any delays in completion of The Work due to unforeseeable causes beyond the control and without the fault or negligence of Contractor (or its subcontractors or suppliers). Contractor shall within five (5) Days of identifying any such delay notify

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

the District in writing of causes of delay. The District shall ascertain the facts and extent of delay and grant extension of time for completing The Work when, in its judgment, the facts justify such an extension. Time extensions to the Project shall be requested by the Contractor as they occur and without delay. No delay claims shall be permitted unless the event or occurrence delays the completion of the Project beyond the Contract completion date.

- d. **No Damages for Reasonable Delay.** The District's liability to Contractor for delays for which the District is responsible shall be limited to only an extension of time unless such delays were unreasonable under the circumstances. In no case shall the District be liable for any costs which are borne by the Contractor in the regular course of business, including, but not limited to, home office overhead and other ongoing costs. Damages caused by unreasonable District delay, including delays caused by items that are the responsibility of the District pursuant to Government Code section 4215, shall be based on actual costs only, no proportions or formulas shall be used to calculate any delay damages.

ARTICLE 42. COST BREAKDOWN AND PERIODIC ESTIMATES

Contractor shall furnish on forms Approved by the District:

- a. Within ten (10) Days of award of the Contract a detailed Schedule of Values giving a complete breakdown of the Contract price. The Schedule of Values shall be adjusted as directed by the District;
- b. A monthly itemized estimate of Work done for the purpose of making progress payments. In order for the District to consider and evaluate each progress payment application, the Contractor shall submit a detailed measurement of Work performed and a progress estimate of the value thereof before the tenth (10th) Day of the following month.
- c. Contractor shall submit, with each of its payment requests, an adjusted list of actual quantities, verified by the Engineer, for unit price items listed, if any, in the Bid Form.
- d. Following the District's Acceptance of the Work, the Contractor shall submit to the District a written statement of the final quantities of unit price items for inclusion in the final payment request.
- e. The District shall have the right to adjust any estimate of quantity and to subsequently correct any error made in any estimate for payment.

Contractor shall certify under penalty of perjury, that all cost breakdowns and periodic estimates accurately reflect the Work on the Project.

SECTION 00700
GENERAL CONDITIONS

ARTICLE 43. MOBILIZATION

- a. When a bid item is included in the Bid Form for mobilization, the costs of Work in advance of construction operations and not directly attributable to any specific bid item will be included in the progress estimate ("Initial Mobilization"). When no bid item is provided for "Initial Mobilization," payment for such costs will be deemed to be included in the other items of The Work.

- b. Payment for Mobilization shall be based on the lump sum provided in the Bid Form, which shall constitute full compensation for all such Work. The first payment for mobilization shall be one hundred percent (100%) of the bid item amount. The Contractor shall submit an invoice to the District for payment of mobilization upon execution of the Agreement for Construction Services. The scope of the Work included under Mobilization shall include, but shall not be limited to, the following principal items, if applicable:
 - 1) Obtaining and paying for all bonds, insurance, and permits.
 - 2) Moving on to the Project site of all Contractor's plant and equipment required for first month's operations.
 - 3) Developing and installing a construction water supply.
 - 4) Providing on-site sanitary facilities and potable water facilities as specified per Cal-OSHA and these Contract Documents.
 - 5) Furnishing, installing, and maintaining all storage buildings or sheds required for temporary storage of products, equipment, or materials, and for all security.
 - 6) Arranging for and erection of Contractor's work and storage yard.
 - 7) Posting all OSHA required notices and establishment of safety programs per Cal-OSHA.
 - 8) Full-time presence of Contractor's superintendent at the job site as required herein.
 - 9) Submittal of Construction Schedule as required by the Contract Documents.

ARTICLE 44. PAYMENTS

- a. The District shall make monthly progress payments following receipt of undisputed and properly submitted payment requests. Unless the District has made findings pursuant to Public Contract Code section 7201 (that the work included in this Contract is substantially complex, and therefore a retention of 10% shall be withheld from each progress payment as provided by the Contract Documents),

SECTION 00700
GENERAL CONDITIONS

Contractor shall be paid a sum equal to ninety-five percent (95%) of the value of Work performed up to the last Day of the previous month, less the aggregate of previous payments. District will, within forty-five (45) Days after receipt of an undisputed and properly submitted application for payment, pay the Contractor the amount so approved.

- b. The Contractor shall, after the full completion of The Work, submit a final payment application. All prior progress estimates shall be subject to correction in the final estimate and payment.
- c. Unless otherwise required by law or unless the District has made findings pursuant to Public Contract Code section 7201 (that the work included in this Contract is substantially complex, and therefore a retention of 10% shall be withheld from each progress payment as provided by the Contract Documents), the final payment of five percent (5%) of the value of the Work, if unencumbered, shall be paid no later than sixty (60) Days after the date of recordation of the Notice of Completion.
- d. Acceptance by Contractor of the final payment shall constitute a waiver of all claims against the District arising from this Contract.
- e. Payments to the Contractor shall not be construed to be an acceptance of any defective work or improper materials, or to relieve the Contractor of its obligations under the Contract Documents.
- f. The Contractor shall submit with each payment request the Contractor's conditional waiver of lien for the entire amount covered by such payment request, as well as a valid unconditional waiver of lien from the Contractor and all subcontractors and materialmen for all work and materials included in any prior invoices. Waivers of lien shall be in the forms prescribed by California Civil Code Section 8132, 8132, 8136 and 8138. Prior to final payment by the District, the Contractor shall submit a final conditional waiver of lien for the Contractor's work, together with unconditional releases of lien from any subcontractor or materialmen.

ARTICLE 45. PAYMENTS WITHHELD AND BACKCHARGES

In addition to amounts which the District may retain under other provisions of the Contract Documents the District may withhold payments due to Contractor as the District may consider to be necessary to cover:

- a. Stop Notice Claims.
- b. Defective work not remedied.
- c. Failure of Contractor to make proper payments to its subcontractors or suppliers.

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

- d. Completion of the Contract if there exists a reasonable doubt that the work can be completed for balance then unpaid.
- e. Damage to another contractor or third party.
- f. Amounts which may be due the District for claims against Contractor.
- g. Failure of Contractor to keep the record ("as-built") drawings up to date.
- h. Failure to provide updates on the construction schedule.
- i. Site cleanup.
- j. Failure of the Contractor to comply with requirements of the Contract Documents.
- k. Liquidated damages.
- l. Legally permitted penalties.

Upon completion of the Contract, the District will reduce the final Contract amount to reflect costs charged to the Contractor, back charges or payments withheld pursuant to the Contract Documents.

ARTICLE 46. CHANGES AND EXTRA WORK

a. Change Order Work.

- 1) The District, without invalidating the Contract, may order changes in the Work consisting of additions, deletions or other revisions, the Contract Price and Contract Time being adjusted accordingly. All such changes in the Work shall be authorized by Change Order, and shall be performed under the applicable conditions of the Contract Documents. A Change Order signed by the Contractor indicates the Contractor's agreement therewith, including any adjustment in the Contract amount or the Contract time, and the full and final settlement of all costs (direct, indirect and overhead) related to the Work authorized by the Change Order.
- 2) Contractor shall promptly execute changes in the Work as directed in writing by the District even when the parties have not reached agreement on whether the change increases the scope of Work or affects the Contract Price or Contract Time. All claims for additional compensation to the Contractor shall be presented in writing. No claim will be considered after the work in question has been done unless a written contract change order has been issued or a timely written notice of claim has been made by Contractor. Contractor shall not be entitled to claim or bring suit for damages, whether for loss of profits or otherwise, on account of any

SECTION 00700
GENERAL CONDITIONS

decrease or omission of any item or portion of Work to be done. Whenever any change is made as provided for herein, such change shall be considered and treated as though originally included in the Contract, and shall be subject to all terms, conditions and provisions of the original Contract.

- 3) Owner Initiated Change. The Contractor must submit a complete cost proposal, including any change in the Contract time, within seven (7) Days after receipt of a scope of a proposed change order initiated by the District, unless the District requests that proposals be submitted in less than seven (7) Days.
- 4) Contractor Initiated Change. The Contractor must give written notice of a proposed change order required for compliance with the Contract Documents within seven (7) Days of discovery of the facts giving rise to the proposed change order.
- 5) Whenever possible, any changes to the Contract amount shall be in a lump sum mutually agreed to by the Contractor and the District.
- 6) Price quotations from the Contractor shall be accompanied by sufficiently detailed supporting documentation to permit verification by the District, including but not limited to estimates and quotations from subcontractors or material suppliers, as District may reasonably request.
- 7) If the Contractor fails to submit a complete cost proposal within the seven (7) Day period (or as requested), the District has the right to order the Contractor in writing to commence the work immediately on a force account basis and/or issue a lump sum change to the Contract Price and/ or Contract Time in accordance with the District's estimate. If the change is issued based on the District estimate, the Contractor will waive its right to dispute the action unless within fifteen (15) Days following completion of the added/deleted work, the Contractor presents written proof that the District's estimate was in error.
- 8) Estimates for lump sum quotations and accounting for cost-plus-percentage work shall be limited to direct expenditures necessitated specifically by the subject extra work, and shall be segregated as follows:
 - (a) Labor. The costs of labor will be the actual cost for wages prevailing locally for each craft or type of worker at the time the extra work is done, plus employer payments of payroll taxes and insurance, health and welfare, pension, vacation, apprenticeship funds, and other direct costs resulting from Federal, State or local laws, as well as assessment or benefits required by lawful collective bargaining agreements. The use of a labor classification which would increase

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

the extra work cost will not be permitted unless the contractor establishes the necessity for such additional costs. Labor costs for equipment operators and helpers shall be reported only when such costs are not included in the invoice for equipment rental.

- (b) Materials. The cost of materials reported shall be at invoice or lowest current price at which such materials are locally available in the quantities involved, plus sales tax, freight and delivery. Materials cost shall be based upon supplier or manufacturer's invoice. If invoices or other satisfactory evidence of cost are not furnished within fifteen (15) Days of delivery, then the Engineer shall determine the materials cost, at its sole discretion.
- (c) Tool and Equipment Use. Costs for the use of small tools, tools which have a replacement value of \$1,000 or less shall be considered included in the markups described below. Regardless of ownership, the rates to be used in determining equipment use costs shall not exceed listed rates prevailing locally at equipment rental agencies, or distributors, at the time the work is performed.
- (d) Overhead, Profit and Other Charges. The mark-up for overhead (including supervision) and profit on work added to the Contract shall be according to the following:
 - i. "Net Cost" is defined as consisting of costs of labor, materials and tools and equipment only excluding overhead and profit. The costs of applicable insurance and bond premium will be reimbursed to the Contractor and subcontractors at cost only, without mark-up. Contractor shall provide District with documentation of the costs, including but not limited to payroll records, invoices and such other information as District may reasonably request.
 - ii. For Work performed by the Contractor's forces the added cost for overhead and profit shall not exceed fifteen (15%) percent of the Net Cost of the Work.
 - iii. For Work performed by a subcontractor, the added cost for overhead and profit shall not exceed fifteen (15%) percent of the subcontractor's Net Cost of the Work to which the Contractor may add five (5%) percent of the subcontractor's Net Cost.
 - iv. For Work performed by a sub-subcontractor the added cost for overhead and profit shall not exceed fifteen (15 %) percent of the sub-subcontractor's Net Cost for Work to which the

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

subcontractor and general contractor may each add an additional five (5%) percent of the Net Cost of the lower tier subcontractor.

- iv. No additional markup will be allowed for lower tier subcontractors, and in no case shall the added cost for overhead and profit payable by District exceed twenty-five (25%) percent of the Net Cost as defined herein, of the party that performs the Work.
- 9) All of the following costs are included in the markups for overhead and profit described above, and Contractor shall not receive any additional compensation for: Submittals, drawings: field drawings, Shop Drawings, including submissions of drawings; field inspection; General Superintendence; General administration and preparation of cost proposals, schedule analysis, Change Orders, and other supporting documentation; computer services; reproduction services; Salaries of project engineer, superintendent, timekeeper, storekeeper, and secretaries; Janitorial services; Small tools, incidentals and consumables; Temporary on-Site facilities (Offices, Telephones, Internet access, Plumbing, Electrical Power, lighting; Platforms, Fencing, Water), Jobsite and Home office overhead or other expenses; vehicles and fuel used for work otherwise included in the Contract Documents; Surveying; Estimating; Protection of Work; Handling and disposal fees; Final cleanup; Other incidental Work; Related warranties; insurance and bond premiums.
 - 10) For added or deducted Work by subcontractors, the Contractor shall furnish to the District the subcontractor's signed detailed record of the cost of labor, material and equipment, including the subcontractor markup for overhead and profit. The same requirement shall apply to sub-subcontractors.
 - 11) For added or deducted work furnished by a vendor or supplier, the Contractor shall furnish to the District a detailed record of the cost to the Contractor, signed by such vendor or supplier.
 - 12) Any change in The Work involving both additions and deletions shall indicate a net total cost, including subcontracts and materials. Allowance for overhead and profit, as specified herein, shall be applied if the net total cost is an increase in the Contract Price; overhead and profit allowances shall not be applied if the net total cost is a deduction to the Contract Price. The estimated cost of deductions shall be based on labor and material prices on the date the Contract was executed.
 - 13) Contractor shall not reserve a right to assert impact costs, extended job site costs, extended overhead, constructive acceleration and/or actual

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

acceleration beyond what is stated in the change order for work. No claims shall be allowed for impact, extended overhead costs, constructive acceleration and/or actual acceleration due to a multiplicity of changes and/or clarifications. The Contractor may not change or modify the District's change order form in an attempt to reserve additional rights.

- 14) If the District disagrees with the proposal submitted by Contractor, it will notify the Contractor and the District will provide its opinion of the appropriate price and/or time extension. If the Contractor agrees with the District, a change order will be issued by the District. If no agreement can be reached, the District shall have the right to issue a unilateral change order setting forth its determination of the reasonable additions or savings in costs and time attributable to the extra or deleted work. Such determination shall become final and binding if the Contractor fails to submit a claim in writing to the District within fifteen (15) Days of the issuance of the unilateral change order, disputing the terms of the unilateral change order, and providing such supporting documentation for its position as the District may require.
- 15) No dispute, disagreement or failure of the parties to reach agreement on the terms of the change order shall relieve the Contractor from the obligation to proceed with performance of the work, including extra work, promptly and expeditiously.
- 16) Any alterations, extensions of time, extra work or any other changes may be made without securing consent of the Contractor's surety or sureties.

ARTICLE 47. OCCUPANCY

The District reserves the right to occupy or utilize any portion of The Work at any time before completion, and such occupancy or use shall not constitute Acceptance of any part of Work covered by this Contract. This use shall not relieve the Contractor of its responsibilities under the Contract.

SECTION 00700
GENERAL CONDITIONS

ARTICLE 48. INDEMNIFICATION

To the extent permitted by law, Contractor shall defend, indemnify and hold harmless District, its directors, officers, employees, and authorized volunteers from and against all claims, damages, losses and expenses, including reasonable attorneys' fees and costs to defend arising out of the performance of the Work described herein, and caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the District, its directors, officers, employees, and authorized volunteers.

To the fullest extent allowed by law, Contractor shall defend (with Counsel of District's choosing), indemnify and hold the District, its elected officials, officers, employees, agents and authorized volunteers free and harmless from any and all claims, demands, causes of action, costs, expenses, liabilities, losses, damages or injuries, at law or in equity, regardless of whether the allegations are false, fraudulent, or groundless, to property or persons, including wrongful death, to the extent arising out of or incident to any acts, omissions or willful misconduct of Contractor, its officials, officers, employees, agents, consultants and contractors arising out of or in connection with the performance of the Work or this Contract, including claims made by subcontractors for nonpayment, including without limitation the payment of all consequential damages and attorneys' fees and other related costs and expenses. Contractor shall defend, at Contractor's own cost, expense and risk, with Counsel of District's choosing, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against District, its elected officials, officers, employees, agents and authorized volunteers. To the extent of its liability, Contractor shall pay and satisfy any judgment, award or decree that may be rendered against District, its elected officials, officers, employees, agents and authorized volunteers in any such suit, action or other legal proceeding. Contractor shall reimburse District, its elected officials, officers, employees, agents and authorized volunteers for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. The only limitations on this provision shall be those imposed by Civil Code Section 2782.

ARTICLE 49. RECORD ("AS BUILT") DRAWINGS

- a. Contractor shall prepare and maintain a complete set of record drawings (herein referred to as "as-builts") and shall require each trade to prepare its own as-builts. Contractor shall mark the as-builts to show the actual installation where the installation varies from the Work as originally shown. Contractor shall mark whichever drawings are most capable of showing conditions fully and where shop drawings are used, Contractor must record a cross-reference at the corresponding location on the contract drawings. Contractor shall give particular attention to concealed elements that would be difficult to measure and record at a later date.

SECTION 00700
GENERAL CONDITIONS

Contractor shall use colors to distinguish variations in separate categories of The Work.

- b. Contractor shall note related change order numbers where applicable. Contractor shall organize as-builts into manageable sets, bound with durable paper cover sheets and shall print suitable title, dates and other identification on the cover of each set. The suitability of the as-builts will be determined by the Engineer.

ARTICLE 50. RESOLUTION OF CONSTRUCTION CLAIMS

- a. Contractor shall timely comply with all notices and requests for changes to the Contract Time or Contract Price, including but not limited to all requirements of Article 47, Changes and Extra Work, as a prerequisite to filing any claim governed by this Article. The failure to timely submit a notice of delay or notice of change, or to timely request a change to the Contract Price or Contract Time, or to timely provide any other notice or request required by this agreement shall constitute a waiver of the right to procedures of this Article.
- b. Effective January 1, 1991, Section 20104 et seq., of the California Public Contract Code prescribes a process utilizing informal conferences, non-binding judicial supervised mediation, and judicial arbitration to resolve disputes on construction claims of \$375,000 or less.
- c. Effective January 1, 2017, Section 9204 of the Public Contract Code prescribes a process for negotiation and mediation to resolve disputes on construction claims. The intent of this Article is to implement Sections 20104 et seq. and Section 9204 of the California Public Contract Code. This Article shall be construed to be consistent with said statutes.
- d. For purposes of this Article, "Claim" means a separate demand by the Contractor, after a change order duly requested in accordance with Article 47 "Changes and Extra Work" has been denied, for (A) a time extension, (B) payment of money or damages arising from work done by or on behalf of the Contractor pursuant to the Contract for a public work and payment of which is not otherwise entitled to, or (C) an amount the payment of which is disputed by the District.
- e. **Claims governed by this Article may not be filed unless and until the Contractor completes all procedures for giving notice of delay or change and for the requesting of a time extension or change order, including but not necessarily limited to the procedures contained in Article 47 "Changes and Extra Work," and Contractor's request for a change has been denied in whole or in part. Claims governed by this Article must be filed no later than the date of final payment.**
- f. The claim shall be submitted in writing to the District and shall include on its first page the following in 16 point capital font: "THIS IS A CLAIM." Furthermore, the

SECTION 00700
GENERAL CONDITIONS

claim shall include the documents necessary to substantiate the claim. Nothing in this subdivision is intended to extend the time limit or supersede notice requirements otherwise provided by contract for the filing of claims, including all requirements pertaining to compensation or payment for extra work, disputed work, and/or changed conditions. Failure to follow such contractual requirements shall bar any claims or subsequent lawsuits for compensation or payment thereon.

g. **Supporting Documentation:** The Contractor shall submit all claims in the following format:

- 1) Summary of claim merit and price, reference Contract Document provisions pursuant to which the claim is made
- 2) List of documents relating to claim:
 - i. Specifications
 - ii. Drawings
 - iii. Clarifications (Requests for Information)
 - iv. Schedules
 - v. Other
- 3) Chronology of events and correspondence
- 4) Analysis of claim merit
- 5) Analysis of claim cost
- 6) Time impact analysis in CPM format

h. **District's Response.** Upon receipt of a claim pursuant to this Article, District shall conduct a reasonable review of the claim and, within a period not to exceed 45 Days, shall provide the Contractor a written statement identifying what portion of the claim is disputed and what portion is undisputed. Any payment due on an undisputed portion of the claim will be processed and made within 60 Days after the public entity issues its written statement.

- 1) If the District needs approval from the District Board to provide the Contractor a written statement identifying the disputed portion and the undisputed portion of the claim, and the District Board does not meet within the 45 Days or within the mutually agreed to extension of time following receipt of a claim sent by registered mail or certified mail, return receipt requested, the District shall have up to three Days following the next duly publicly noticed meeting of the District Board after the 45-Day period, or

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

extension, expires to provide the Contractor a written statement identifying the disputed portion and the undisputed portion.

- 2) Within 30 Days of receipt of a claim, the District may request in writing additional documentation supporting the claim or relating to defenses or claims the District may have against the Contractor. If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of District and the Contractor. The District's written response to the claim, as further documented, shall be submitted to the Contractor within 30 Days (if the claim is less than \$15,000, within 15 Days) after receipt of the further documentation, or within a period of time no greater than that taken by the Contractor in producing the additional information or requested documentation, whichever is greater.
- i. **Meet and Confer.** If the Contractor disputes the District's written response, or the District fails to respond within the time prescribed, the Contractor may so notify the District, in writing, either within 15 Days of receipt of the District's response or within 15 Days of the District's failure to respond within the time prescribed, respectively, and demand in writing an informal conference to meet and confer for settlement of the issues in dispute. Upon receipt of a demand, the District shall schedule a meet and confer conference within 30 Days for settlement of the dispute.
 - j. **Mediation.** Within 10 business Days following the conclusion of the meet and confer conference, if the claim or any portion of the claim remains in dispute, the public entity shall provide the Contractor a written statement identifying the portion of the claim that remains in dispute and the portion that is undisputed. Any payment due on an undisputed portion of the claim shall be processed and made within 60 Days after the public entity issues its written statement. Any disputed portion of the claim, as identified by the contractor in writing, shall be submitted to nonbinding mediation, with the public entity and the Contractor sharing the associated costs equally. The public entity and Contractor shall mutually agree to a mediator within 10 business Days after the disputed portion of the claim has been identified in writing, unless the parties agree to select a mediator at a later time.
 - 1) If the parties cannot agree upon a mediator, each party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the claim. Each party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator.
 - 2) For purposes of this section, mediation includes any nonbinding process, including, but not limited to, neutral evaluation or a dispute review board, in which an independent third party or board assists the parties in dispute

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

resolution through negotiation or by issuance of an evaluation. Any mediation utilized shall conform to the timeframes in this section.

- 3) Unless otherwise agreed to by the public entity and the contractor in writing, the mediation conducted pursuant to this section shall excuse any further obligation under Section 20104.4 to mediate after litigation has been commenced.
 - 4) The mediation shall be held no earlier than the date the Contractor completes the Work or the date that the Contractor last performs Work, whichever is earlier. All unresolved claims shall be considered jointly in a single mediation, unless a new unrelated claim arises after mediation is completed.
- k. If following the mediation, the claim or any portion remains in dispute, the Contractor must file a claim pursuant to Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code prior to initiating litigation. For purposes of those provisions, the running of the period of time within which a claim must be filed shall be tolled from the time the Contractor submits his or her written claim pursuant to subdivision (a) until the time the claim is denied, including any period of time utilized by the meet and confer conference.
- l. The following procedures are established for all civil actions filed to resolve claims of \$375,000 or less:
- 1) Within 60 Days, but no earlier than 30 Days, following the filing or responsive pleadings, the court shall submit the matter to non-binding mediation unless waived by mutual stipulation of both parties or unless mediation was held prior to commencement of the action in accordance with Public Contract Code section 9204 and the terms of this Agreement. The mediation process shall provide for the selection within 15 Days by both parties of a disinterested third person as mediator, shall be commenced within 30 Days of the submittal, and shall be concluded within 15 Days from the commencement of the mediation unless a time requirement is extended upon a good cause showing to the court.
 - 2) If the matter remains in dispute, the case shall be submitted to judicial arbitration pursuant to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, notwithstanding Section 1114.11 of that code. The Civil Discovery Act of 1986 (Article 3 (commencing with Section 2016) of Chapter 3 of Title 3 of Part 4 of the Code of Civil Procedure) shall apply to any proceeding brought under this subdivision consistent with the rules pertaining to judicial arbitration.

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

- i. In addition to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, (A) arbitrators shall, when possible, be experienced in construction law, and (B) any party appealing an arbitration award who does not obtain a more favorable judgment shall, in addition to payment of costs and fees under that chapter, also pay the attorney's fees on appeal of the other party.
- m. **Government Code Claims:** In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, construction claims and/or changed conditions, the Contractor must comply with the claim procedures set forth in Government Code Sections 900, et seq. prior to filing any lawsuit against the District. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, construction claims, and/or changed conditions have been followed by Contractor. If no such Government Code claim is submitted, or if the prerequisite contractual requirements are not satisfied, no action against the District may be filed. **A Government Code claim must be filed no earlier than the date the work is completed or the date the Contractor last performs work on the Project, whichever occurs first. A Government Code claim shall be inclusive of all unresolved claims unless a new unrelated claim arises after the Government Code claim is submitted.**
- n. The District's failure to respond to a claim from the Contractor within the time periods described in this Article or to otherwise meet the time requirements of this Article shall result in the claim being deemed rejected in its entirety.

ARTICLE 51. DISTRICT'S RIGHT TO TERMINATE CONTRACT

- a. **Termination for Cause:** The District may, without prejudice to any other right or remedy, serve written notice upon Contractor of its intention to terminate this Contract if the Contractor: (i) refuses or fails to prosecute The Work or any part thereof with such diligence as will ensure its completion within the time required; (ii) fails to complete The Work within the required time; (iii) should file a bankruptcy petition or be adjudged a bankrupt; (iv) should make a general assignment for the benefit of its creditors; (v) should have a receiver appointed; (vi) should persistently or repeatedly refuse or fail to supply enough properly skilled workers or proper materials to complete the work; (vii) should fail to make prompt payment to subcontractors or for material or labor; (viii) persistently disregard Applicable Laws, ordinances, other requirements or instructions of the District; or (ix) should violate any of the provisions of the Contract Documents.

The notice of default and intent to terminate shall contain the reasons for termination. Unless within ten (10) Days after the service of such notice, Contractor resolves the circumstances giving rise to the notice of default to the District's

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

satisfaction, or makes arrangements acceptable to the District for the required corrective action, this Contract shall terminate. In such case, Contractor shall not be entitled to receive any further payment until the Project has been finished. The District may take over and complete The Work by any method it may deem appropriate. Contractor and its surety shall be liable to the District for any excess costs or other damages incurred by the District to complete the Project. If the District takes over The Work, the District may, without liability for so doing, take possession of and utilize in completing The Work such materials, appliances, plant, and other property belonging to the Contractor as may be on the Project site.

- b. **Termination For Convenience:** In addition to its right to terminate this Contract for default, the District may terminate the Contract, in whole or in part, at any time upon ten (10) Days written notice to Contractor. The Notice of Termination shall specify that the termination is for the convenience of the District, the extent of termination and the effective date of such termination.

After receipt of Notice of Termination, and except as directed by the District, the Contractor shall, regardless of any delay in determining or adjusting any amounts due under this Termination for Convenience clause, immediately proceed with the following obligations:

- 1) Stop Work as specified in the Notice.
- 2) Complete any Work specified in the Notice of Termination in a least cost/shortest time manner while still maintaining the quality called for under the Contract Documents.
- 3) Leave the Site and any other property upon which the Contractor was working and upon which the facility (or facilities) forming the basis of the Contract Documents is situated in a safe and sanitary manner such that it does not pose any threat to the public health or safety.
- 4) Terminate all subcontracts and purchase orders to the extent that they relate to the portions of The Work terminated.
- 5) Place no further subcontracts or orders, except as necessary to complete the remaining portion of The Work.
- 6) Submit to the District, within ten (10) Days from the effective date of the Notice of Termination, all of the documentation called for by the Contract Documents to substantiate all costs incurred by the Contractor for labor, materials and equipment through the Effective Date of the Notice of Termination. Any documentation substantiating costs incurred by the Contractor solely as a result of the District's exercise of its right to terminate this Contract pursuant to this clause,

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

which costs the Contractor is authorized under the Contract Documents to incur, shall: (i) be submitted to and received by the District no later than thirty (30) Days after the Effective Date of the Notice of Termination; (ii) describe the costs incurred with particularity; and (iii) be conspicuously identified as "Termination Costs Occasioned by the District's Termination for Convenience."

- 7) District's total liability to Contractor by reason of the termination shall be limited to the total (without duplication of any items) of:
- i. The reasonable cost to the Contractor for all Work performed prior to the effective date of the termination, determined in accordance with the force account provisions of ARTICLE 46, including the Work done to secure the Project for termination. Reasonable cost may not exceed the applicable percentage completion values derived from the progress schedule and the Cost Breakdown. Deductions shall be made for cost of materials to be retained by the Contractor, cost of Work defectively performed, amounts realized by sale of materials, and for other appropriate credits or offsets against cost of Work as allowed by the Contract Documents. Reasonable cost will include reasonable allowance for Project overhead and general administrative overhead, not to exceed five percent (5%) of the cost. Contractor shall not be entitled to reimbursement under this section for Work for which Contractor has already received, or is eligible to receive, compensation under the terms of the Contract.
 - ii. When, in the District's opinion, the cost of any item of Work is excessively high due to costs incurred to remedy or replace defective or rejected Work, reasonable cost to be allowed will be the estimated reasonable cost of performing the Work in compliance with requirements of the Contract Documents and excessive actual cost shall be disallowed.
 - iii. A reasonable allowance for profit on cost of Work performed as determined in accordance with ARTICLE 46 provided that the Contractor establishes to the District's satisfaction that the Contractor would have made a profit had the Project been completed, and provided further that the profit allowed shall not exceed five percent (5%) percent of the cost. Contractor shall not be entitled to an allowance for profit on any work for which Contractor has received, or is eligible to receive, compensation under the terms of the Contract.

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

- iv. Reasonable costs to the Contractor of handling material returned to vendors, delivered to the District or otherwise disposed of as directed by the District.
 - v. A reasonable allowance for the Contractor's internal administrative costs in preparing termination claim.
 - vi. Reasonable demobilization costs, and reasonable payments made to Subcontractors or suppliers on account of termination.
- 8) In no event shall the District be liable for unreasonable costs incurred by the Contractor or subcontractors after receipt of a notice of termination. Such non-recoverable costs include, but are not limited to, the cost of or anticipated profits on Work not performed as of the date of termination, post-termination employee salaries, unreasonable post-termination administrative expenses, post-termination overhead or unabsorbed overhead, surety costs of any type, costs of preparing and submitting the Contractor's termination claim, attorney fees of any type, and all other costs relating to prosecution of a claim or lawsuit.
- 9) The District shall have no obligation to pay the Contractor under this ARTICLE 51b (Termination for Convenience) unless and until the Contractor provides the District with updated and acceptable as-builts and Record Documents for Work completed prior to termination.
- 10) In arriving at the amount due the Contractor under this clause there shall be deducted in whole or in the appropriate part(s) if the termination is partial:
- 11) All unliquidated advances or other payments on account previously made to the Contractor, including without limitation all payments which are applicable to the terminated portion of the Contract Documents,
- 12) Any claim the District may have against the Contractor in connection with the Work, and
- 13) The agreed price for, or proceeds of sale of, any materials, supplies, or other things kept by the Contractor and not otherwise recovered by or credited to the District.
- 14) These provisions are in addition to and not in limitation of any other rights or remedies available to the District.

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

- c. **Savings Clause.** If District terminates Contractor for cause, and if it is later determined that the termination was wrongful, such default termination shall automatically be converted to and treated as a termination for convenience. In such event, Contractor shall be entitled to receive only the amounts payable under this section, and Contractor specifically waives any claim for any other amounts or damages, including, but not limited to, any claim for consequential damages or lost profits.
- d. **Exception.** Notwithstanding any other provision of this Article, when immediate action is necessary to protect life and safety or to reduce significant exposure or liability, the District may immediately order Contractor to cease Work until such safety or liability issues are addressed to the satisfaction of the District or the Contract is terminated.

ARTICLE 52. WARRANTY AND GUARANTEE

- a. Contractor warrants that all materials and equipment furnished under this Contract shall be new unless otherwise specified in the Contract Documents; and that all Work conforms to the Contract Document requirements and is free of any defect whether performed by the Contractor or any subcontractor or supplier.
- b. Unless otherwise stated, all warranty periods shall begin upon the filing of the Notice of Completion. Unless otherwise stated, the warranty period shall be for one year.
- c. The Contractor shall remedy at its expense any damage to District-owned or controlled real or personal property.
- d. Contractor shall furnish the District with all warranty and guarantee documents prior to final Acceptance of the Project by the District.
- e. The District shall notify the Contractor, in writing, within a reasonable time after the discovery of any failure, defect, or damage. The Contractor shall within ten (10) Days after being notified commence and perform with due diligence all necessary Work to complete or correct the Work at issue. If the Contractor fails to promptly remedy any defect, or damage; the District shall have the right to replace, repair, or otherwise remedy the defect, or damage at the Contractor's expense.
- f. In the event of any emergency constituting an immediate hazard to health, safety, property, or licensees, when caused by Work of the Contractor not in accordance with the Contract requirements, the District may undertake at Contractor's expense, and without prior notice, all actions necessary to correct such condition.
- g. With respect to all warranties, express or implied, from subcontractors, manufacturers, or suppliers for Work performed and Materials furnished under this Contract, the Contractor shall:

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

- 1) Obtain for District all warranties that would be given in normal commercial practice or that are required in the Contract Documents;
- 2) Require all warranties to be executed, in writing, for the benefit of the District; and
- 3) Enforce all warranties for the benefit of the District, unless otherwise directed in writing by the District.

This Article shall not limit the District's rights under this Contract or with respect to latent defects, gross mistakes, or fraud. The District specifically reserves all rights related to defective work, including but not limited to the defect claims pursuant to California Code of Civil Procedure Section 337.15.

ARTICLE 53. DOCUMENT RETENTION & EXAMINATION

- a. In accordance with Government Code Section 8546.7, records of both the District and the Contractor shall be subject to examination and audit by the State Auditor General for a period of three (3) years after final payment.
- b. Contractor shall make available to the District any of the Contractor's other documents related to the Project immediately upon request of the District.
- c. In addition to the State Auditor rights above, the District shall have the right to examine and audit all books, estimates, records, contracts, documents, bid documents, subcontracts, and other data of the Contractor (including electronic records, computations and projections) related to negotiating, pricing, or performing the modification in order to evaluate the accuracy and completeness of the cost or pricing data at no additional cost to the District, for a period of four (4) years after final payment.

ARTICLE 54. SOILS INVESTIGATIONS

When a soils investigation report for the Project site is available, such report shall not be a part of the Contract Documents. Any information obtained from such report as to subsurface soil condition, or to elevations of existing grades or elevations of underlying rock, is approximate only and is not guaranteed. Contractor acknowledges that any soils investigation report (including any borings) was prepared for purposes of design only and Contractor is required to examine the site before submitting its bid and must make whatever tests it deems appropriate to determine the underground condition of the soil.

ARTICLE 55. SEPARATE CONTRACTS

- a. The District reserves the right to let other contracts in connection with this Work or on the Project site. Contractor shall cooperate with and permit other contractors

SECTION 00700
GENERAL CONDITIONS

reasonable access and storage of their materials and execution of their work and shall properly connect and coordinate its Work with theirs.

- b. To ensure proper execution of its subsequent Work, Contractor shall immediately inspect work already in place and shall at once report to the Engineer any problems with the work in place or discrepancies with the Contract Documents.
- c. Contractor shall ascertain to its own satisfaction the scope of the Project and nature of any other contracts that have been or may be awarded by the District in prosecution of the Project to the end that Contractor may perform this Contract in the light of such other contracts, if any. Nothing herein contained shall be interpreted as granting to Contractor exclusive occupancy at site of the Project. Contractor shall not cause any unnecessary hindrance or delay to any other contractor working on the Project. If simultaneous execution of any contract for the Project is likely to cause interference with performance of some other contract or contracts, the Engineer shall decide which Contractor shall cease Work temporarily and which contractor shall continue or whether work can be coordinated so that contractors may proceed simultaneously. The District shall not be responsible for any damages suffered or for extra costs incurred by Contractor resulting directly or indirectly from award, performance, or attempted performance of any other contract or contracts on the Project site.

ARTICLE 56. NOTICE AND SERVICE THEREOF

All notices shall be in writing and either served by personal delivery or mailed to the other party as designated in the Bid Forms. Written notice to the Contractor shall be addressed to Contractor's principal place of business unless Contractor designates another address in writing for service of notice. Notice to District shall be addressed to the District as designated in the Notice Inviting Bids unless District designates another address in writing for service of notice. Notice shall be effective upon receipt or five (5) Days after being sent by first class mail, whichever is earlier. Notice given by facsimile shall not be effective unless acknowledged in writing by the receiving party.

ARTICLE 57. NOTICE OF THIRD PARTY CLAIMS

Pursuant to Public Contract Code Section 9201, the District shall provide Contractor with timely notification of the receipt of any third-party claim relating to the Contract.

ARTICLE 58. STATE LICENSE BOARD NOTICE

Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four (4) years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within ten (10) years of the date of the alleged violation.

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

ARTICLE 59. INTEGRATION

- a. This Contract, together with its incorporated documents, contains the entire, integrated agreement of the parties hereto, and supersedes any and all other prior or contemporaneous negotiations, understandings and oral or written agreements between the parties hereto. Each party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void.
- b. Any modification of this Contract shall be effective in in writing signed by all parties hereto. No oral order, objection, direction, claim or notice by any party or person shall affect or modify any of the terms or obligations contained in the Contract Documents.

ARTICLE 60. ASSIGNMENT

Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of this Contract or any part thereof including any claims, without prior written consent of the District. Any assignment without the written consent of the District shall be void. Any assignment of money due or to become due under this Contract shall be subject to a prior lien for services rendered or Material supplied for performance of Work called for under the Contract Documents in favor of all persons, firms, or corporations rendering such services or supplying such Materials to the extent that claims are filed pursuant to the Civil Code, the Code of Civil Procedure or the Government Code.

ARTICLE 61. CHANGE IN NAME AND NATURE OF CONTRACTOR'S LEGAL ENTITY

Should a change be contemplated in the name or nature of the Contractor's legal entity, the Contractor shall first notify the District in order that proper steps may be taken to have the change reflected on the Contract and all related documents. No change of Contractor's name or nature will affect District's rights under the Contract, including but not limited to the bonds.

ARTICLE 62. ASSIGNMENT OF ANTITRUST ACTIONS

Pursuant to Section 7103.5 of the Public Contract Code, in entering into a public works contract or subcontract to supply goods, services, or materials pursuant to a public works contract, Contractor or subcontractor offers and agrees to assign to the District all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (chapter 2 (commencing with Section 16700) of part 2 of division 7 of the Business and Professions Code), arising from the purchase of goods, services, or materials pursuant to this Contract or any subcontract.

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

This assignment shall be made and become effective at the time the District makes final payment to the Contractor, without further acknowledgment by the parties.

ARTICLE 63. PROHIBITED INTERESTS

No District official or representative who is authorized in such capacity and on behalf of the District to negotiate, supervise, make, accept, or approve, or to take part in negotiating, supervising, making, accepting or approving any engineering, inspection, construction or material supply contract or any subcontract in connection with construction of the project, shall be or become directly or indirectly interested financially in the Contract.

ARTICLE 64. LAWS AND REGULATIONS

- a. Contractor shall give all notices and comply with all federal, state and local laws, ordinances, rules and regulations bearing on conduct of work as indicated and specified by their terms. References to specific laws, rules or regulations in the Contract Documents are for reference purposes only and shall not limit or affect the applicability of provisions not specifically mentioned. If Contractor observes that drawings and Specifications are at variance therewith, he shall promptly notify the Engineer in writing and any necessary changes shall be adjusted as provided for in this Contract for changes in work. If Contractor performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, and without such notice to the Engineer, he shall bear all costs arising therefrom.
- b. Contractor shall be responsible for familiarity with the Americans with Disabilities Act ("ADA") (42 U.S.C. § 12101 et seq.). The Work will be performed in compliance with ADA laws, rules and regulations. Contractor shall comply with the Historic Building code, including but not limited to, as it relates to the ADA, whenever applicable.
- c. Contractor acknowledges and understands that, pursuant to Public Contract Code section 20676, sellers of "mined material" must be on an approved list of sellers published pursuant to Public Resources Code section 2717(b) in order to supply mined material for this Contract.

ARTICLE 65. PATENT FEES OR ROYALTIES.

The Contractor shall include in its bid amount the patent fees or royalties on any patented article or process furnished or used in the Work. Contractor shall assume all liability and responsibility arising from the use of any patented, or allegedly patented, materials, equipment, devices or processes used in or incorporated with The Work, and shall defend, indemnify and hold harmless the District, its officials, officers, agents, employees and representatives from and against any and all liabilities, demands, claims, damages, losses, costs and expenses, of whatsoever kind or nature, arising from such use.

SECTION 00700
GENERAL CONDITIONS

ARTICLE 66. OWNERSHIP OF DRAWING

All Contract Documents furnished by the District are District property. They are not to be used by Contractor or any subcontractor on other work nor shall Contractor claim any right to such documents. With exception of one complete set of Contract Documents, all documents shall be returned to the District on request at completion of the Work.

ARTICLE 67. NOTICE OF TAXABLE POSSESSORY INTEREST

In accordance with Revenue and Taxation Code Section 107.6, the Contract Documents may create a possessory interest subject to personal property taxation for which Contractor will be responsible.

END OF GENERAL CONDITIONS

**SECTION 00750
SPECIAL CONDITIONS**

SPECIAL CONDITIONS

SP – 1 DIFFERING SITE CONDITIONS

In the event that site conditions are materially different than shown on the plans or observed during the mandatory site visit, the Contractor shall promptly notify the Engineer in writing. The Engineer shall investigate the conditions, and if found that such conditions do materially differ and cause an increase or decrease in the Contractor's cost of, or the time required for, performance of any part of the Work under this Contract, the Engineer will recommend to the District that an equitable adjustment be made by modifying the Contract by Change Order to account for differing site conditions.

No Claim of the Contractor under this clause or any other shall be allowed unless the Contractor has given notice as indicated above..

No Claim of the Contractor for an equitable adjustment hereunder shall be allowed if asserted after final payment under this Contract.

SP – 2 USE OF STANDARDS

The District's Standard Technical Specifications and Standard Details (most recent edition) are considered a part of the Contract Documents and are the primary reference for technical Specifications for the construction of District projects. Any item of work not specified in the following Technical Specifications sections or not shown in the Bid Drawings shall be subject to the District's Standard Technical Specifications and Standard Details .

SP – 3 DESCRIPTION OF BID ITEMS

The Bid Items listed in Section 00400 Bid Form are described in further detail in Section 00900 – Measurement and Payment. The descriptions provided are intended as a guide for measurement and payment and may not include all items or work necessary to complete the Project. Any items not described, but necessary to complete the Project as specified within the Contract Documents shall be considered included in the appropriate Bid Item.

SP – 4 DAMAGE TO PAVEMENT AND CONCRETE

The Contractor shall provide all necessary protection to existing pavement and concrete so as to avoid scraping, gouging, imprinting, cracking edges or otherwise causing damage during the entire Project. The District shall direct the Contractor to repair any damage as deemed necessary by the District. The Contractor shall repair said damage using methods required by the District or the parties may agree to an alternative method in advance of said repairs. All costs of repairs to existing pavement and concrete due to damage caused by the Contractor shall be solely the responsibility of the Contractor.

END OF SPECIAL CONDITIONS

**SECTION 00750
SPECIAL CONDITIONS**

SECTION 00900
GENERAL SPECIFICATIONS

ROBIE WAY AND ADMIRAL AVENUE
C19-101 AND C19-104

The work described herein shall be performed according to the Citrus Heights Water District General Specifications as follows:

1. SCOPE OF WORK

The work shall include installing:

- 532 lineal feet of 8" Class 305 DR 14 PVC Pipe
- 745 lineal feet of 6" Class 305 DR 14 PVC Pipe
- 65 lineal feet of 6" Pressure Class 350 Ductile Iron Pipe (PC350 DIP)

The work shall also include installing:

- One (1) 8" resilient wedge gate valve
- Three (3) 6" resilient wedge gate valves

The work shall also include installing:

- One (1) steamer fire hydrant

The work shall also include installing:

- One (1) 1" metered water service
- Twenty five (25) 1" water services with curb stops

The work includes all labor, materials, equipment, and incidentals, to completely install an operating facility in accordance with these Citrus Heights Water District General Specifications and the Contract Documents.

The Work shall be complete, and all work, materials, and services not expressly shown or called for in the Contract Documents which may be necessary for the complete and proper construction of the Work in good faith shall be performed, furnished, and installed by the Contractor as though originally so specified or shown, at no increase in cost to the District.

SECTION 00900
GENERAL SPECIFICATIONS

2. DISTRICT FURNISHED ITEMS

- The District shall furnish water for construction at no cost to the Contractor.
- The District shall provide for initial compaction testing as deemed necessary by the District at no cost to the Contractor.
- The District shall provide for bacteriological sampling of the water in the water main and services prior to reconnection of same at no cost to the Contractor.
- The District shall provide Encroachment Permits approved by the City of Citrus Heights for Robie Way and by the County of Sacramento for Admiral Avenue and pay all costs for fees and inspection at no cost to the Contractor.
- The District shall file and maintain a Notice of Exemption for the California Environmental Quality Act (CEQA).

3. CONTRACTOR FURNISHED ITEMS

- The Contractor shall furnish all other material including but not limited to pipeline and appurtenances, sand, 3/4" aggregate base, concrete for thrust blocks, temporary and final paving, and hauling and disposal of spoils. The Contractor is advised to order and acquire the specified materials well enough in advance so as not to cause the Project to be delayed or to necessitate substitutions. Additional work days will not be granted for failure to obtain materials in a timely manner.
- The Contractor shall be responsible for obtaining any necessary permit for the disposal of chlorinated water and coordinating with the proper agency. Any variation on this method will require approval in advance by Citrus Heights Water District. The discharge of chlorinated water into any surface water drainage system is strictly prohibited by law.
- The Contractor shall furnish a Traffic Control Plan approved by the City of Citrus Heights for Robie Way and by the County of Sacramento for Admiral Avenue. The Traffic Control Plans shall comply with the Encroachment Permits.

SECTION 00900
GENERAL SPECIFICATIONS

4. ITEMS OF WORK, MEASUREMENT AND PAYMENT

Bid Items 1 and 17, Mobilization: Includes obtaining a temporary discharge permit as required. Includes preparatory work and operations, including, but not limited to, that necessary for the movement of personnel, equipment, supplies, and incidentals to the Project site; for the establishment of all work site offices, buildings, and other facilities necessary for the Project; and for all other work and operations which must be performed, including costs incurred, prior to beginning work on the various contract items at the work site.

The bid item for mobilization shall be no more than eight percent (8%) of the total contract amount. The first payment for mobilization shall be one hundred percent (100%) of the bid item amount. The Contractor shall submit an invoice to the District for payment of mobilization upon execution of the Agreement for Construction Services.

Bid Items 2 and 18, Sheeting, Shoring and Bracing: Consists of providing sheeting, shoring and bracing for below-grade excavations as is necessary to provide a safe work environment for the workers. The Contractor shall be responsible for the proper application of sheeting, shoring, and bracing as required at any trench depth. Furthermore, the Contractor shall comply with all requests by the District Inspector for applying of sheeting, shoring, and bracing at any trench depth.

The Contractor shall refer directly to Title 8 of the California Code of Regulations and the Labor Code, produced by the State of California Department of Industrial Relations and the Cal/OSHA Consultation Service Research and Education Unit, for detailed information regarding the regulation's scope, specifications, and exceptions and for other requirements that may be applicable to their operations.

The bid item for sheeting, shoring, and bracing shall be no more than one percent (1%) of the total contract amount. The first payment for sheeting, shoring, and bracing shall be one hundred percent (100%) of the bid item amount. The Contractor shall submit an invoice to the District for payment of sheeting, shoring, and bracing upon execution of the Agreement for Construction Services.

Bid Items 3 and 19, Traffic Control Plan and Implementation: Includes preparing and obtaining approval for a Traffic Control Plan, procurement and placement of all traffic control materials, equipment, and markings, and fulfillment of all other requirements as specified in the approved Traffic Control Plan. The Contractor shall coordinate required inspections with the City of Citrus Heights and County of Sacramento Encroachment Inspectors. The Contractor shall comply with the approved City of Citrus Heights and County of Sacramento Encroachment Permits, and shall implement traffic control procedures as directed by the City and County Inspectors and the District Inspector. The Contract lump sum price paid for Traffic Control Implementation includes compensation for all labor, materials, tools, equipment and incidentals and for all work involved with Traffic Control Implementation, including placement of surface mounted channelizers,

SECTION 00900
GENERAL SPECIFICATIONS

electronic advance message boards, flashing arrow boards, construction area and stationary mounted signs, project information signs, flagging, removal of all traffic control materials, equipment, and markings from the site upon completion of work, complete in place, as shown on the Project Plans and as directed by the City and County Inspectors. This bid item also includes any traffic control necessary for night time work, if necessary.

The bid item for the traffic control plan and implementation shall be no more than five percent (5%) of the total contract amount. The first payment for the traffic control plan and implementation shall be fifty percent (50%) of the bid item amount and shall be invoiced with the Contractor's monthly payment request following receipt of the Notice to Proceed from the District. The remaining fifty percent (50%) of the bid item amount shall be invoiced by the Contractor with the following monthly payment request.

Bid Items 4 and 20, Storm Water Pollution Prevention Implementation: Includes procurement and placement of all storm water pollution protection materials and equipment, and fulfillment of all other requirements as specified in the Project Plan. The Contractor shall coordinate required inspections with the City of Citrus Heights and County of Sacramento Encroachment Inspectors and the District Inspector. The Contractor shall comply with changes to the approved storm water pollution protection plans as required by the City of Citrus Heights and County of Sacramento Encroachment Inspectors and the District Inspector. The contract lump sum price paid for Storm Water Pollution Prevention Implementation includes compensation for all labor, materials, tools, equipment and incidentals and for doing all work involved with Storm Water Pollution Prevention Implementation, including filter bags, gravel filled bags, geotextile fabric or erosion control blankets, staples, temporary fiber rolls, stakes, and removal of all storm water pollution protection materials and equipment from the site upon completion of work and as directed by the County and City and District Inspectors.

The bid item for the storm water pollution prevention plan and implementation shall be no more than one percent (1%) of the total contract amount. Payment for the storm water pollution prevention plan and implementation shall be one hundred percent (100%) of the bid item amount and shall be invoiced with the Contractor's monthly payment request following receipt of the Notice to Proceed from the District.

Bid Item 5, Install 6" CL305 DR 14 AWWA C900-07 Polyvinylchloride (PVC) Water Main (Trench Depth 60" Max.): Includes construction saw cutting and removal of existing paving, excavation, all potholing prior to or during construction, and the installation of 6" CL305 DR 14 AWWA C900-07 Polyvinylchloride (PVC) water main, mechanically restrained with bolted external joints, as indicated on the Project Plan. Includes the installation of tees, elbows, caps, spools, and adaptors, flexible couplings, nuts, bolts, gaskets, insulated locator wire and non-detectable locator tape, thrust blocks, backfill, compaction, and temporary paving. Includes disinfection, hydrostatic pressure testing (150 PSI for two hours), flushing, and bacteriological testing of the new water mains prior to connecting to the existing water mains. Payment shall be at the contract

SECTION 00900
GENERAL SPECIFICATIONS

SECTION 00900
GENERAL SPECIFICATIONS

unit price per each unit, complete.

See Robie Way Plans, CONSTRUCTION DETAILS "TREN_712" and "TREN_713CH"

Bid Item 6, Install 6" Pressure Class 350 Ductile Iron Pipe (PC350 DIP) Water Main

(Trench Depth Greater Than 60" Max.): Includes construction saw cutting and removal of existing paving, excavation, all potholing prior to or during construction, and the installation of 6" Pressure Class 350 Ductile Iron Joint Pipe (PC350 DIP) water main, mechanically restrained with bolted external joints, as indicated on the Project Plan. Includes the installation of tees, elbows, caps, spools, and adaptors, flexible couplings, nuts, bolts, gaskets, insulated locator wire and non-detectable locator tape, thrust blocks, backfill, compaction, and temporary paving. Includes disinfection, hydrostatic pressure testing (150 PSI for two hours), flushing, and bacteriological testing of the new water mains prior to connecting to the existing water mains. Payment shall be at the contract unit price per each unit, complete.

See Robie Way Plans, CONSTRUCTION DETAILS "TREN_712" and "TREN_713CH"

Bid Item 7, 6" Connection to Existing 8" Water Main: Includes connecting newly constructed 6" water main to existing 8" water main as indicated on the Project Plan. Includes installing all materials and fittings, with the exception of water main, as necessary to obtain proper alignment with the existing water main as indicated on the Project Plan. Water main shall be invoiced at the linear footage price as part of the appropriate bid item. Includes potholing prior to construction, insulated locator wire and non-detectable locator tape, backfill, and compaction. Includes disinfection, flushing, and bacteriological testing. Includes removal of existing caps and blow-offs, valve boxes and risers, and thrust blocks regardless of size. Payment shall be at the contract unit price per each unit, complete.

See Robie Way Plans, PROJECT PLANS, Sheet 6, Note 2.

Bid Item 8, 6" Connection to Existing 6" Water Main: Includes connecting newly constructed 6" water main to existing 6" water main as indicated on the Project Plan. Includes installing all materials and fittings, with the exception of water main, as necessary to obtain proper alignment with the existing water main as indicated on the Project Plan. Water main shall be invoiced at the linear footage price as part of the appropriate bid item. Includes potholing prior to construction, insulated locator wire and non-detectable locator tape, backfill, and compaction. Includes disinfection, flushing, and bacteriological testing. Includes removal of existing caps and blow-offs, valve boxes and risers, and thrust blocks regardless of size. Payment shall be at the contract unit price per each unit, complete.

See Robie Way Plans, PROJECT PLANS, Sheet 4, Note 2.

See Robie Way Plans, PROJECT PLANS, Sheet 4, Note 4.

See Robie Way Plans, PROJECT PLANS, Sheet 4, Note 5.

Bid Items 9 and 26, Install 6" Resilient Wedge Gate Valve: Includes installing an 6" FL x FL or FL x MJ resilient wedge gate valve. Includes valve box, valve access riser, and locator wire. Payment shall be at the contract unit price, complete.

SECTION 00900
GENERAL SPECIFICATIONS

SECTION 00900
GENERAL SPECIFICATIONS

See *CONSTRUCTION DETAILS* "VB_810" and "VB_811".

Bid Item 10, Install 1" Metered Water Service: Includes the installation of a 1" polyethylene metered water service as specified by directional boring or open-cut trenching. Includes backfill, compaction, disinfection, and hydrostatic pressure testing (150 PSI for two hours). Includes construction saw cutting and removal of existing paving, potholing during construction, excavation, meter setter, non-detectable locator tape, backfill, compaction, and temporary paving. Includes removing and reinstalling the existing water meter at the new location and removing the existing meter setter and meter box. Includes cutting, capping, and abandoning the existing water line. Payment shall be at the contract unit price per each unit, complete.

See *CONSTRUCTION DETAILS* "WS_100PE", TREN_721", "TREN_722", "TREN_723CH".

Bid Items 11 and 29, Install 1" Water Service with Curb Stop: Includes the installation of a 1" polyethylene water service as specified by directional boring. Includes installation of a 1" curb stop and connecting to customer's existing 1" meter setter at the existing meter box with all brass fittings as required. Includes excavating and reinstalling the existing meter box to proper grade with new 2" x 6" pressure treated Douglas Fir supports and replacing the 3/4" clean crushed rock. Includes cutting, capping, and abandoning the existing water service. Includes backfill, compaction, disinfection, and hydrostatic pressure testing (150 PSI for two hours). Includes construction saw cutting and removal of existing paving, potholing during construction, and excavation, non-detectable locator tape, #10 insulated copper locator wire, backfill, compaction, and temporary paving. Payment shall be at the contract unit price per each unit, complete.

See *CONSTRUCTION DETAILS* "WS_108PE", Detail TREN_721", "TREN_722", and "TREN_723CH".

Bid Item 12, Install 1 1/4" Polyvinylchloride (PVC) Water Line and Reconnect Customer Line: Includes installing 1 1/4" Schedule 40 PVC pipe with Schedule 80 PVC fittings on the customer side to reconnect from the new meter location to the customer service line as indicated on the Project Plan. Includes open cutting or boring, installation at 24" to 30" of cover, backfilling with native material, and all fittings as required to reconnect to customer service line. Payment shall be at the contract unit price per each unit, complete.

See *Robie Way, PROJECT PLANS, Sheet 5, Note 5.*

Bid Items 13 and 30, 3" to 4" Max. Depth Asphaltic Concrete (AC) Paving Restoration: This work includes removal of temporary paving, surface preparation, subsurface compaction as necessary and installation of 1/2" aggregate Asphalt Concrete to a 3" to 4" Maximum depth (installed in 2" maximum lifts) in accordance with County of Sacramento Standard Construction Specifications. Spoils from demolition shall be properly disposed of by the Contractor outside County right -of-way. Includes replacement of pavement striping, lettering, and reflective buttons, disturbed during the project and as directed by the Inspector.

SECTION 00900
GENERAL SPECIFICATIONS

SECTION 00900
GENERAL SPECIFICATIONS

Final paving lift shall be applied using a paving finishing machine to provide an even surface with minor compaction. Hand raking of the final paving lift shall be minimal and only in areas where a paving finishing machine cannot be used. No disturbance of the paving shall be allowed until a pavement roller has adequately compacted the paving, and the paving has properly cooled. All paving not conforming to said specifications shall be removed and properly replaced by the Contractor at no cost to the District.

The contract unit price paid per square foot for 3" to 4" Max. Asphaltic Concrete (AC) Paving Restoration shall include compensation for all labor, materials, tools, equipment and incidentals and for doing all work involved in 3" to 4" Max. Asphaltic Concrete Paving Restoration, including all pavement striping, lettering, and reflective buttons, complete in place, as shown on the plans, as specified in these specifications, and as directed by the District Inspector. Payment shall be based upon the quantity of paving restoration, not the quantity of Slurry Seal.

*See Robie Way Plans, CONSTRUCTION DETAILS "TREN _713CH" and "TREN _723CH".
See Admiral Avenue Plans, CONSTRUCTION DETAILS "TREN _713SC" and "TREN _723SC".*

Bid Items 14 and 32, Concrete Restoration: This work includes construction and finish saw cutting, removal, subsurface recompaction with 4" minimum 3/4" aggregate base compacted to 95%, and replacement with six-sack concrete mix, and finish to match existing. The replaced curb, gutter and sidewalk shall be constructed in conformance with County of Sacramento Standard Construction Specifications. Spoils from demolition shall be properly disposed of by the Contractor outside County right of way.

The contract unit price paid per square foot for Concrete Restoration shall include compensation for all labor, materials, tools, equipment and incidentals and for doing all work involved in Concrete Restoration, including furnishing and placing aggregate base material, complete in place, as shown on the plans, as specified in these specifications, and as directed by the County and City and District Inspector.

See SPECIAL PROVISIONS, Concrete Restoration.

Bid Items 15 and 33, Landscape Restoration – Lawn or Planter Area: This work consists of restoring customer's lawn or planter area to its original or better condition prior to water installation. Includes sod removal and replacement or reinstallation, grading, mulching, irrigation and sprinkler systems, and a general site cleanup. Payment shall be at the contract price per each unit, complete.

See SPECIAL PROVISIONS, Landscape Restoration.

Bid Item 16 and 35, Remove Existing Valve Box: Includes removing and disposing of an existing water main valve box and cutting the existing access riser 12-inches minimum below grade. Includes 3/4" aggregate base backfill, mechanical compaction to 95%, and temporary paving. Payment shall be at the contract unit price, complete.

SECTION 00900
GENERAL SPECIFICATIONS

SECTION 00900
GENERAL SPECIFICATIONS

See Robie Way, PROJECT PLANS, Sheet 4, Note 7.

See Robie Way, PROJECT PLANS, Sheet 5, Note 6.

See Admiral Avenue, PROJECT PLANS, Sheet 5, Note 10.

Bid Item 21, Install 8" CL305 DR 14 AWWA C900-07 Polyvinylchloride (PVC) Water Main (Trench Depth 60" Max.): Includes construction saw cutting and removal of existing paving, excavation, all potholing prior to or during construction, and the installation of 8" CL305 DR 14 AWWA C900-07 Polyvinylchloride (PVC) water main, mechanically restrained with bolted external joints, as indicated on the Project Plan. Includes the installation of tees, elbows, caps, spools, and adaptors, flexible couplings, nuts, bolts, gaskets, insulated locator wire and non-detectable locator tape, thrust blocks, backfill, compaction, and temporary paving. Includes disinfection, hydrostatic pressure testing (150 PSI for two hours), flushing, and bacteriological testing of the new water mains prior to connecting to the existing water mains. Payment shall be at the contract unit price per each unit, complete.

See Admiral Avenue Plans, CONSTRUCTION DETAILS "TREN_712" and "TREN_713SC"

Bid Item 22, Install 6" Pressure Class 350 Ductile Iron Pipe (PC350 DIP) Water Main (Trench Depth 60" Max.): Includes construction saw cutting and removal of existing paving, excavation, all potholing prior to or during construction, and the installation of 6" Pressure Class 350 Ductile Iron Joint Pipe (PC350 DIP) water main, mechanically restrained with bolted external joints, as indicated on the Project Plan. Includes the installation of tees, elbows, caps, spools, and adaptors, flexible couplings, nuts, bolts, gaskets, insulated locator wire and non-detectable locator tape, thrust blocks, backfill, compaction, and temporary paving. Includes disinfection, hydrostatic pressure testing (150 PSI for two hours), flushing, and bacteriological testing of the new water mains prior to connecting to the existing water mains. Payment shall be at the contract unit price per each unit, complete.

See Admiral Avenue Plans, CONSTRUCTION DETAILS "TREN_712" and "TREN_713SC"

Bid Item 23, 8" Connection to Existing 12" Water Main: Includes connecting newly constructed 8" water main to existing 12" water main as indicated on the Project Plan. Includes installing all materials and fittings, with the exception of water main, as necessary to obtain proper alignment with the existing water main as indicated on the Project Plan. Water main shall be invoiced at the linear footage price as part of the appropriate bid item. Includes potholing prior to construction, insulated locator wire and non-detectable locator tape, backfill, and compaction. Includes disinfection, flushing, and bacteriological testing. Includes removal of existing caps and blow-offs, valve boxes and risers, and thrust blocks regardless of size. Payment shall be at the contract unit price per each unit, complete.

See Admiral Avenue, PROJECT PLANS, Sheet 4, Note 2.

Bid Item 24, 8" Connection to Existing 6" Water Main: Includes connecting newly constructed 8" water main to existing 6" water main as indicated on the Project Plan. Includes installing all materials and fittings, with the exception of water main, as

SECTION 00900
GENERAL SPECIFICATIONS

SECTION 00900
GENERAL SPECIFICATIONS

necessary to obtain proper alignment with the existing water main as indicated on the Project Plan. Water main shall be invoiced at the linear footage price as part of the appropriate bid item. Includes potholing prior to construction, insulated locator wire and non-detectable locator tape, backfill, and compaction. Includes disinfection, flushing, and bacteriological testing. Includes removal of existing caps and blow-offs, valve boxes and risers, and thrust blocks regardless of size. Payment shall be at the contract unit price per each unit, complete.

See Admiral Avenue, PROJECT PLANS, Sheet 5, Note 6.

Bid Item 25, Install 8" Resilient Wedge Gate Valve: Includes installing an 8" FL x FL or FL x MJ resilient wedge gate valve. Includes valve box, valve access riser, and locator wire. Payment shall be at the contract unit price, complete.

See CONSTRUCTION DETAILS "VB_810" and "VB_811".

Bid Item 27, Install Dry Barrel Steamer Fire Hydrant: Includes installing a dry barrel steamer fire hydrant. Includes construction saw cutting and removal of existing paving, potholing during construction, excavation, thrust block, backfill, compaction, and temporary paving. Includes disinfection, bacteriological and hydrostatic pressure testing (150 PSI for two hours), and flushing. Payment shall be at the contract unit price, complete. Fire hydrant lateral piping to be installed and invoiced per the appropriate bid item.

See Admiral Avenue Plans, CONSTRUCTION DETAILS "FH_612".

Bid Item 28, Install Concrete Fire Hydrant Access Pad: Includes installation of a concrete fire hydrant access pad only at locations as indicated on the Project Plans. Payment shall be at the contract price per each unit, complete.

See Admiral Avenue Plans, CONSTRUCTION DETAILS "FH_683".

Bid item 31, Slurry Seal – Type 2: Includes installation of Slurry Seal – Type 2 used for surface restoration which shall comply with County of Sacramento Standard Construction Specifications. Includes replacement of pavement striping, lettering, and reflective buttons, disturbed during the project and as directed by the Inspector.

Bid Item 34, Remove Existing Steamer Fire Hydrant: Includes removal of an existing steamer fire hydrant. Includes cutting the steamer fire hydrant 24" minimum below ground and plugging the abandoned barrel with concrete. Removal of any valve box or riser shall be invoiced with the bid item for "Remove Valve Box." Includes proper disposal of the steamer fire hydrant. Includes potholing during excavation, backfill, compaction, and temporary paving. Payment shall be at the contract unit price per each unit, complete.

See Admiral Avenue, PROJECT PLANS, Sheet 5, Note 9.

SECTION 00900
GENERAL SPECIFICATIONS

SECTION 00900
GENERAL SPECIFICATIONS

5. ORDER OF WORK

The order of work outlined below is to minimize public inconvenience and water service interruptions. The Contractor is to submit a more detailed written schedule of the order of work based on this outline.

1. Obtain approvals of submittals for the following items: Discharge permit if required, materials, pipeline and appurtenances, backfill material design, asphalt mix design, concrete design mix, and Construction Schedule.
2. Order and coordinate delivery of material and equipment, and request location services from Underground Service Alert (USA). Telephone: 1-800-642-2444 or 811.
3. Install new water mains with temporary caps with 2" blow-offs at points of connection to the existing system. Obtain approval from the District for installation and then backfill excavation.
4. Install water services in accordance with District General Specifications. Obtain approval from the District for installation and then backfill excavation.
5. Install temporary 2" Construction Water Service(s) as required by the District Inspector to allow pressurization of the old system and the new system simultaneously.
See CONSTRUCTION DETAILS, Construction Detail WS_290.
6. Flush and hydrostatically test water mains and services. District performs bacteriological sampling.
7. Connect all water services to customers' lines upon notification by District of satisfactory bacteriological sampling.
8. Coordinate with District Inspector for connecting new water mains to existing water mains upon notification by District of satisfactory bacteriological sampling.
9. Abandon old facilities. All open ends of old facilities shall be concrete capped. All abandoned valve boxes shall be removed.
10. Restore sites to pre-construction conditions as required and obtain approval from the District and the City of Citrus Heights for Robie Way and the County of Sacramento for Admiral Avenue.

6. BACTERIOLOGICAL TESTING PROCEDURE AND TIMETABLE

Before project construction begins:

SECTION 00900
GENERAL SPECIFICATIONS

1. CHWD Water Quality personnel shall sample for both Coliform (Presence/Absence) and Heterotrophic Plate Count (HPC) on mains adjacent to the project. (SimPlate may be substituted for HPC)

During project:

2. CHWD Project Management personnel will provide a 24-hour notice to the Regional Water Quality Control Board for all flushing events.
3. The newly constructed mains shall be filled by the contractor and purged to remove any trapped air using the District-approved and tested backflow prevention device specification. All best management practices shall be followed to insure no sediment or chlorine reaches any drain inlet or creek.
4. The newly constructed mains shall pass the District pressure check requirements.
5. The mains shall be chlorinated at 100 ppm for a minimum of 24 hours by the contractor using an approved chlorination specialist.
6. The chlorine concentration shall be checked after 24 hours and a minimum residual of 25 ppm must be present throughout the new mains.
7. The mains shall be flushed by the contractor until the chlorine concentration matches the normal system residual. All best management practices shall be followed to insure no sediment or chlorine reaches any drain inlet or creek.
8. CHWD Project Management personnel shall submit a sampling plan to the Operations Manager for approval.
9. CHWD Water Quality personnel, when practical, will collect Coliform and HPC samples according to the approved sampling plan. The sampling schedule will be submitted to the Operations Manager and the Water Quality Supervisor with at least a 24-hour notice.
10. Samples shall be taken for both Coliform and Heterotrophic Plate Count (HPC) at 24 and 48 hour intervals after completion of flushing.
11. CHWD Project Management personnel shall submit negative sample documentation to Operations Manager for acceptance prior to the any connections to the CHWD distribution system. Sample result documentation generally takes 3-5 business days after samples are delivered to lab.

SECTION 00900
GENERAL SPECIFICATIONS

SECTION 00900
GENERAL SPECIFICATIONS

12. CHWD Water Quality personnel will sample mains downstream of project for Coliform and HPC after the new main is connected to the CHWD distribution system.

The Contractor shall allow 8-10 business days for the Disinfection/Sampling Procedure prior to any connection to the District's distribution system. Larger systems will require additional time for chlorination and flushing. Bacteriological samples shall only be collected between 8:00am and 2:00pm Monday through Thursday. Any positive results on any sample taken shall require a repeat of the Disinfection/Sampling Procedure until all samples test negative. HPC samples require a plate count of less than 500 on any sample taken.

1. DAY 1 - Chlorinate new mains to 100 PPM and complete to allow flushing time on following day.

---24-hour chlorine detention period---

2. DAY 2 - Flush new mains to normal residual and complete before 2:00pm. (Similar to system residual)

---24-hour sampling detention period---

3. DAY 3 - Obtain first Coliform and HPC samples before 2:00pm.

---24-hour sampling detention Period---

4. DAY 4 - Obtain second Coliform and HPC samples before 2:00pm.

---3 to 5 business days for laboratory testing and review---

5. DAY 7-9 - Sample documentation provided to Operations Manager and customer notification of shut-down

---24-hour notification period---

6. DAY 8-10 - Connection to CHWD distribution system only after clearance from Operations Manager is received.

7. EXCAVATION AND POTHOLING

Prior to beginning any excavation, the Contractor shall call Underground Service Alert (USA) (800) 642-2444 or 811, at least two (2) working days in advance, to arrange for utility location. The Contractor shall be responsible for the location and protection of all existing utilities. **The Contractor shall expose and verify locations and elevations of existing utilities prior to construction as specified in the plans and specifications.**

SECTION 00900
GENERAL SPECIFICATIONS

SECTION 00900
GENERAL SPECIFICATIONS

The types, locations, sizes and/or depths of the existing underground utilities as shown on the plans were obtained from sources of varying reliability. The Contractor is cautioned that only actual excavation will reveal the types, extent, sizes, location, and depths of such underground utilities. If a utility is damaged, the Contractor shall contact the utility company immediately for repair. The Contractor shall pay all costs for such repair if said damage is determined to be the responsibility of the Contractor. The Contractor shall receive no additional compensation for removing and reinstalling any pipe or appurtenances due to a lack of proper advance potholing.

Removal of soil, concrete, asphalt and other existing improvements shall be considered as excavation. Excavation shall also include exploration and/or "Potholing" to determine the location of existing underground facilities and obstructions, and shall be considered as a normal part of this work.

The Contractor shall immediately advise the District of inaccurate pothole data or any other pothole data which presents a conflict to the proposed water main alignment. The District shall provide direction in advance of any water main installation to resolve the conflict.

The District assumes no responsibility for the accuracy of utility markings other than water mains and appurtenances. Should the Contractor fail to locate any utility, the Contractor shall be solely responsible for contacting that utility to schedule a re-mark. The Contractor is advised that the District assumes no responsibility for additional costs for further excavation to locate a non-water related utility.

Furthermore, should the Contractor choose to abandon all attempts to locate a utility, the Contractor is hereby advised that they are proceeding with water main installation at their own risk. The District will not provide any written waiver of the requirement to locate in such case. Should the Contractor later encounter the utility during trenching operations, the District assumes no responsibility for cost of realignment of the new water main or repair for damage to the utility.

8. REMOVAL, RELOCATION OR PROTECTION OF EXISTING UTILITIES

In accordance with the provisions of Section 4215 of the California Government Code, any contract to which a public agency, as defined in Section 4402, is a party, the public agency shall assume the responsibility, between the parties to the contract, for the timely removal, relocation, or protection of existing main or trunk-line utility facilities located on the site of any construction project that is a subject of the contract, if such utilities are not identified by the public agency in the Project Plans and general specifications made a part of the Notice Inviting Bids. The agency shall compensate the Contractor for the costs of locating, repairing damage not due to the failure of the Contractor to exercise reasonable care, and removing or relocating such utility facilities not indicated in the plans and general specifications with reasonable accuracy, and for equipment on the Project necessarily idled during such work.

SECTION 00900
GENERAL SPECIFICATIONS

SECTION 00900
GENERAL SPECIFICATIONS

The Contractor shall not be assessed liquidated damages for delay in completion of the Project, when such delay was caused by the failure of the public agency or the owner of the utility to provide for removal or relocation of such utility facilities.

Nothing herein shall be deemed to require the public agency to indicate the presence of existing service laterals or appurtenances when the presence of such utilities on the site of the construction project can be inferred from the presence of other visible facilities, such as buildings, meter and junction boxes, on or adjacent to the site or construction; provided, however, nothing herein shall relieve the public agency from identifying main or trunk lines in the Project Plans and specifications.

If the Contractor, while performing the Contract, discovers utility facilities not identified by the public agency in the contract Documents it shall immediately notify the public agency and utility in writing.

The public utility, where they are the owners, shall have the sole discretion to perform such repairs or relocation work or permit the Contractor to do such repairs or relocation work at a negotiated price.

The Contractor shall cooperate fully with all utility forces of the District or forces of other public or private agencies engaged in the relocation, altering, or otherwise rearranging of any facilities which interfere with the progress of the work, and shall schedule the work so as to minimize interference with said relocation, altering, or other rearranging of facilities.

9. HOURS OF WORK

The Contractor shall schedule all work activities per the Encroachment Permits, Monday through Friday, with Saturdays, Sundays, and District Holidays being excluded. The Contractor shall indicate the need for non-normal work hours in the various schedules submitted during the progress of the Project.

Overtime work shall not entitle the Contractor to any compensation for any contract item in addition to that stipulated in the contract for the kind of work performed. In case of extra work ordered by the District, no additional payment shall be made to the Contractor because of the payment by him of overtime wage rates for such work, unless the use of overtime work in connection with such extra work is specifically ordered in writing by the District, and then only to such extent as extra payment is regularly being made by the Contractor to his personnel for overtime work of a similar nature in the same locality.

If, due to Contractor negligence, the District is called out after hours to restore water service, the Contractor shall be back-charged at a rate of \$75 per hour per District employee for said restoration. All such charges shall be documented by the District and deducted by the District from retention monies due the Contractor.

SECTION 00900
GENERAL SPECIFICATIONS

SECTION 00900
GENERAL SPECIFICATIONS

10. MATERIAL SUBMITTALS

The Contractor shall submit the following items for District approval prior to the beginning of the Project:

Submittal List

<u>Item Description</u>	<u>Submittal Summary</u>
Pipe, Valves and Fittings	Product Data Sheets or other information
Service Materials	Product Data Sheets or other information
Valve Boxes and Lids	Product Data Sheets
Sand	Gradation and Material Certification
Import Backfill	Gradation and Material certification
Asphalt Mix Design	Mix Design
Concrete Mix Design	Mix Design
Chlorination Specialist	Applicable State Contractors License Number

11. VARIATIONS FROM PLANS AND SPECIFICATIONS OR OTHER CONTRACT DOCUMENTS

Any portions of the work, which do not conform to the General Specifications, Special Provisions, Construction Details, Map and Project Plans, or other Contract Documents, shall be clearly identified by the Contractor in a written letter noting such variation. In the event of a conflict between the General Specifications and Special Provisions, the Special Provisions shall prevail.

The District reserves the right to make such modifications or alterations, reductions or omissions, extra or additional work to the General Specifications and Contract Documents, including the right to increase or decrease the quantity of any item or portion of the work or to omit any item or portion of the work, as may be deemed by the District as necessary or advisable, and to require such extra work as may be determined by the District to be required for the proper completion or construction of the whole work contemplated. All charges shall be considered a part hereof and subject to each and all of its terms and requirements.

Increases or decreases in the quantities shown in the bid schedule, regardless of the magnitude of the change, the percentage change from the bid schedule quantity or the elimination of a contract item of work does not constitute a change requiring a change order, a change in the scope of the work, or a change in the character of the work. Contractor shall be paid the unit price quoted in the Proposal for Construction Services for the actual quantities used.

SECTION 00900
GENERAL SPECIFICATIONS

No change or deviation from the Contract Documents or General Specifications shall be made by the Contractor without written authorization from the District setting forth a complete description of the change.

12. CALIFORNIA CONTRACTOR'S LICENSE CLASSIFICATION

In accordance with the provisions of California Public Contract Code Section 3300, the District has determined that the Contractor must possess a valid California State Class A - General Engineering Contractor Contractor's License at the time that the Contract is awarded and throughout the Contract's duration. Failure to possess the specified license shall render the bid as non-responsive, and shall act as a bar to award the Contract to any bidder not possessing said license at the time of award.

13. SUBCONTRACT DOCUMENTS

Subcontractor(s) shall possess a valid California State Contractor's License as applicable to the work performed. All subcontracts shall include provisions that the Contract between the District and Contractor is part of the subcontract, and that all terms and provisions of said Contract are incorporated in the subcontract. Copies of the subcontract shall be made available to the District upon written request and shall be provided to the District at the time any litigation is filed against the District concerning the Project. The Contractor shall pay subcontractor(s) for completed work within thirty (30) days of receipt of payment from the District.

14. PERMIT FOR CONSTRUCTION WATER

A Construction Water Permit, a fire hydrant meter, and a fire hydrant meter deposit is required for use of any District fire hydrant(s). The construction water fees are waived for the duration of the Contract and shall entitle the Contractor access to and reasonable use of water from assigned fire hydrants connected to the District's water distribution system.

15. SAFETY AND HEALTH PROVISIONS

Fixed or portable chemical toilets, properly obscured from public observance, shall be provided for the use of the employees of the Contractor. Toilets at the site shall conform with OSHA Safety and Health Standards for Construction. Toilets shall be serviced daily and shall be removed from the work site on Saturdays, Sundays, and District Holidays unless work is authorized for those days.

16. INJURY AND ILLNESS PREVENTION/HAZARD COMMUNICATION

The Contractor shall maintain written "Injury and Illness Prevention," "Confined Space Entry," and "Hazard Communications" programs and shall provide the District with documentation of same prior to the execution of the Agreement for Construction Services.

SECTION 00900
GENERAL SPECIFICATIONS

17. PRE-CONSTRUCTION CONFERENCE

A Pre-construction Conference shall be held at the office of the Project Manager (Citrus Heights Water District, 6230 Sylvan Road, Citrus Heights, CA 95610) for the purpose of discussing with the Contractor the Scope of Work, General Specifications, existing conditions, submittals, materials, construction equipment, and other essential matters relating to the satisfactory completion of the work. This conference shall be held prior to the issuance of the Notice to Proceed. The Contractor's representatives shall include the Competent Person, Project on-Site Superintendent, other primary superintendents and may also include representative's subcontractors, service providers and material suppliers if any.

18. PROJECT MEETINGS

The Contractor, the District Inspector, and Project Manager shall establish a routine meeting schedule throughout the course of the Project to discuss progress, changes, questions, and to update the Project Schedule. Meetings shall occur at two week intervals or more frequently if needed.

19. CONSTRUCTION SCHEDULE

A Construction Schedule shall be prepared and submitted by the Contractor to the District for review and approval prior to the issuance of the Notice to Proceed. Biweekly updates shall be provided thereafter and until completion of the project. Full compensation for preparing the Construction Schedule and biweekly updates thereto shall be considered as included in the contract prices paid for the various items of work, and no additional payment will be allowed therefor.

20. EMERGENT MATTERS AFTER HOURS

Matters requiring an emergent response after working hours include but are not limited to public safety and the protection of private property, such as; degradation of temporary paving, unsafe traffic plates, leaking piping, customers without water service, violations of storm water pollution prevention implementation and unsafe construction. The Contractor is advised that the District has the authority to determine what matters shall constitute an emergency, and the Contractor shall respond to all such emergencies until measures have been taken to remedy the matter to the District's satisfaction.

21. EMERGENCY CONTACT AND CONTRACTOR RESPONSE

Prior to commencement of the Project, the Contractor shall designate a competent person

SECTION 00900
GENERAL SPECIFICATIONS

to be responsible for responding to emergencies during non-work hours resulting from the Contractor's work. Said person shall be available at all hours and shall be housed near the Project site. The maximum allowable response time shall be 30-minutes as determined by MapQuest. The District shall be provided with a cellular telephone number and other relevant contact information for said designated competent person. The Contractor is solely responsible for informing the District of any changes in designation of the responsible person or contact information during the course of the Project.

22. TRENCH AND EXCAVATION COMPETENT PERSON ASSIGNMENT AND RESPONSIBILITIES

The Contractor is hereby notified that a Trench and Excavation Competent Person shall be assigned to the Project at all times and shall be present on the Project during any and all work periods as specified in the Competent Person Assignment Form (see following page). The Trench and Excavation Competent Person shall be present at the Pre-Construction Conference and shall complete and sign this Form during the Conference. Should substitution of the assigned Trench and Excavation Competent Person be required, a new form shall be completed prior to initiating or continuing any work period, and that substituted Trench and Excavation Competent Person shall assume all responsibilities of the title.

SECTION 00900
GENERAL SPECIFICATIONS

Trench and Excavation “Competent Person” Assignment

PROJECT NAME: _____

(Name of individual) _____
has been designated a “Competent Person” for Trenching & Excavation Operations by

(Name of employer) _____
based on the individual’s training, experience and demonstrated skills in the following:

1. Knowledge of Cal-OSHA Code of Regulations, Title 8, Article 6 Excavations (Section 1539-1547)
2. Soil classification
3. Use of protective systems and safe access to and from all work levels or surfaces

As such, the individual has the ability to detect:

1. Conditions that could result in cave-ins
2. Failures in protective systems
3. Potential hazardous atmospheres
4. Other hazards including those associated with confined spaces, and has
5. The authority to take prompt corrective measures to eliminate existing and predictable hazards and to stop work when required.

Inspections shall be made by the Competent Person and must be documented. The following specifies the frequency and conditions requiring inspections:

1. Daily and before the start of each shift
2. As dictated by the work being done in the trench
3. After every rainstorm or other events that could increase hazards, e.g. rain event, wind storm, thaw, earthquake, etc.
4. When fissures, tension cracks, sloughing, undercutting, water seepage, bulging of the trench, a change in soil types or other similar conditions that occur
5. When there is a change in the size, location, or placement of the spoil pile nearest the excavation
6. When there is any indication of change or movement in protective systems or adjacent structures

Designated by:

Signature: _____ Date _____

Name _____ Title _____

_____ Title _____ Date _____

Signature of individual assigned as Competent Person:

Office telephone number: () _____ Cellular number: () _____

After-hours telephone: () _____ Pager number: () _____

**SECTION 01000
SPECIAL PROVISIONS**

**ROBIE WAY AND ADMIRAL AVENUE WATER MAIN PROJECT
C19-101 AND C19-104**

1. Traffic Control Requirements

The following traffic control requirements shall be adhered to as a basis for bidding purposes. The County of Sacramento and City of Citrus Heights shall provide the traffic control requirements upon submittal of the encroachment permit by the contractor. Adjustments may be required in the field for the purposes of installing the water main and appurtenances.

DRIVEWAY ACCESS: The Contractor shall allow driveway access (ingress and egress) for all residential properties within the temporary traffic control zone unless special arrangements are approved by the property owner and the County of Sacramento and City of Citrus Heights.

PEDESTRIAN ACCESS: All temporary traffic controls shall incorporate measures to ensure full and safe access for pedestrians and shall be in full compliance with the Americans with Disabilities Act (ADA) and Title 24 of the California Code. Submittal of separate pedestrian signage and routing plans may be required by the County of Sacramento and City of Citrus Heights to ensure compliance with access requirements.

BICYCLE ACCESS: When the road shoulder or designated bike lane is blocked by work zone or temporary traffic control measures, temporary traffic controls shall be incorporated to provide safe passage for bicyclists through the work zone. "Share the Road" signs shall be placed at the beginning of the taper or closure and a minimum lane width of 12 feet shall be maintained in the lane shared by bicycles.

2. U.S.A. Markings and Tire Markings

The Contractor shall be responsible for removal of all U.S.A. markings and tire markings from construction equipment via power-washing or other approved method at no additional expense to the District.

3. Damage to Pavement and Concrete

The Contractor shall provide all necessary protection to existing pavement and concrete so as to avoid scraping, gouging, imprinting, cracking edges or otherwise causing damage during the entire Project. The Contractor shall exercise caution to avoid damaging pavement along the edge of pavement where the water main is to be installed on the shoulder of the roadway. The District Inspector or the County of Sacramento and City of Citrus Heights shall direct the contractor to repair any damage as deemed necessary. The Contractor shall repair said damage using methods required by the

**SECTION 01000
SPECIAL PROVISIONS**

SECTION 01000
SPECIAL PROVISIONS

Inspector or shall agree to an alternative method in advance of said repairs. All costs of repairs to existing pavement and concrete due to damage caused by the Contractor shall be solely the responsibility of the Contractor.

4. Storage of Equipment and Materials

Storage of equipment and materials on the properties shall not be permitted without the written permission of the property owner. The Contractor shall contact the County of Sacramento and City of Citrus Heights to determine if any use permits are required and obtain same, if required, at no additional expense to the District.

Storage of equipment and materials within the County of Sacramento and City of Citrus Heights right-of-way shall require coordination with the District Inspector and County of Sacramento and City of Citrus Heights Encroachment Inspectors. Requirements of the Encroachment Permit shall prevail.

5. Minimum Cover

Minimum cover on all main lines shall be 36" below finish grade unless otherwise shown on the plans or specifically approved by the District Inspector. Minimum cover on all service lines shall be 24" below finish grade unless otherwise specifically approved by the District Inspector. For the purposes of this contract "finish grade" shall be the grade of the completed trench, including restored surfaces. The restored surfaces shall match existing grade.

6. Backfill, Compaction, and Compaction Testing

Lawn, Planter, and Other Non-traffic Locations: Backfill around service piping, valves and fittings shall be #2 washed sand to a minimum of 3" below and 9" above. Backfill around water mains and service saddles shall be #2 washed sand to a minimum of 6" below and 12" above. Remaining backfill shall be 100% $\frac{3}{4}$ " crushed rock to the bottom of the meter box. Above this level, backfill shall be native soil at optimum moisture content, placed in 3" lifts and hand-compacted to 90% minimum.

Roadway, Driveway, and Traffic Locations: Backfill around service piping, valves and fittings shall be #2 washed sand to a minimum of 3" below and 9" above. Backfill around water mains and service saddles shall be #2 washed sand to a minimum of 6" below and 12" above.

Proper haunching of the pipe shall be achieved by hand shovel slicing sand under the haunches of the pipe. With the pipe in place, the first lift of sand shall not exceed the springline of the pipe. No additional sand shall be added until the entire section of pipe has been properly haunched.

SECTION 01000
SPECIAL PROVISIONS

SECTION 01000
SPECIAL PROVISIONS

Compaction in the sanded pipe zone shall be 90% minimum. Remaining backfill shall be 100% $\frac{3}{4}$ " crushed rock to the bottom of the meter box. Above this level, the remaining trench backfill shall be 100% import $\frac{3}{4}$ " aggregate base compacted to 95% minimum.

Compaction at all paved locations shall be 95% minimum. Compaction at all other locations shall be 90% minimum unless otherwise specified by the District Inspector.

Initial compaction testing shall be performed at the discretion and expense of the District. Backfill not meeting compaction specifications shall be corrected by the Contractor at no additional expense to the District. Follow-up compaction testing shall be performed by the District at the expense of the Contractor. No extra time or payment shall be provided due to work delays for these tests.

Any surface settlement during the guarantee period shall be the responsibility of the Contractor.

7. Thrust Blocks

Thrust blocks shall be constructed of Type II six-sack Portland cement. Concrete shall conform to either the 1" or 1 $\frac{1}{2}$ " gradation at the option of the Contractor, unless otherwise specified in these Specifications or as required by the District Inspector. No backfill material shall be compacted above thrust blocks prior to a 24-hour period.

Trailers with "buggies" shall not be used to haul concrete. Concrete shall be hauled in cement mixing trucks or trailers only and shall be mechanically mixed at the site prior to placement.

8. Temporary Trench Restoration

Temporary paving (asphalt plant-mix cutback) shall be placed at locations and maintained at locations wherever excavation is made through pavement, sidewalk or driveways, as shown on the Project Plans, or as directed by the District. Temporary paving shall be placed as soon as the condition of the backfill is suitable to receive it and shall remain in place until the condition of the backfill is suitable for permanent resurfacing. Thickness of the temporary paving shall be one and one-half inches (1- $\frac{1}{2}$ ") unless otherwise shown on the Project Plans. Temporary paving shall be maintained at the same elevation as the existing surrounding surfaces until the permanent surfacing is placed. Temporary paving shall be placed using a hand powered compaction device.

Trench plates and their installation shall comply with the Encroachment Permit. Trench plates shall be pinned prior to subjecting them to public traffic. The edges of the trench plates shall be lined with temporary paving wedges. The 2" Construction Water Service

SECTION 01000
SPECIAL PROVISIONS

SECTION 01000
SPECIAL PROVISIONS

(See Exhibit G, Construction Detail WS_290) and all temporary blow-offs shall be plumbed below the roadway surface and installed in traffic-rated valve boxes for the duration of the Project.

9. Service Valve Locations and Meter Installations

The Contractor shall advise the on-site property owner/tenant of water turn-off in writing 24 hours in advance and verbally after restoration of water service.

Unless as stated below, the meter and meter boxes shall be centered over the meter setter and shall typically be placed longitudinally perpendicular to the sidewalk.

The Contractor shall locate meters and meter boxes away from drainage swales and gutters whenever possible. The Contractor shall locate meters and meter boxes entirely within the landscape or lawn area whenever possible. If location in the landscape or lawn area is not possible, it shall be placed entirely in the sidewalk, driveway or paved area.

The Contractor shall be responsible daily for the removal and proper disposal of all landscaping, concrete, and excess native soil from the work zone. Temporary cold mix asphalt patches shall be required for concrete excavations that create a safety hazard or maintenance problem. All concrete replacement required by the Project installation shall be the responsibility of the Contractor. The Contractor shall replace all concrete driveways, curbs, gutters, and sidewalks and landscaping to its original condition within thirty (30) calendar days of removal.

10. Connection to Existing Services

The Contractor shall install all piping, meter setters, and fittings. The Contractor shall connect copper, brass, or PVC (Schedule 40 with Schedule 80 fittings) line to the customer's supply line as indicated on the Project Plans.

The Contractor shall connect to existing services using the appropriate adapter, bushing or reducer. When connecting to existing galvanized services the Contractor shall use only the Smith-Blair 411 metal couplings or equal as approved by the District. No Flow-Control PVC Schedule 40 couplings shall be allowed for connecting to any type of existing service. Note that the existing service size is not necessarily the same size as the meter setter and/or meter being installed. No direct metal connection shall exist between customer and District lines. No polyvinylchloride (PVC) pipe and fittings shall be used on the District side of the meter.

11. Flushing Service Lines

The Contractor shall be responsible for the thorough flushing of all water service line

**SECTION 01000
SPECIAL PROVISIONS**

installations through an outside hose bib immediately following service connection with a meter idler in place to prevent a water consumption charge to the property owner. It shall be the Contractor's responsibility to investigate and resolve complaints regarding low flow, plugged lines, etc, which ensue after working on any water service.

12. Bronze Service Saddles

Water Service Saddles used in the course of the Project are to be bronze with an iron pipe thread (IPT) outlet. Saddles for ACP are to be of the double strap bronze variety. Saddles for PVC pipe and DIP pipe are to be full support, two-piece for PVC pipe and DIP pipe. All nuts and bolts are to be bronze. Saddles shall be Mueller, Jones, Ford, or equal.

13. Corporation Stops and Ball Valves

Corporation stops and ball valves used in the course of this Project shall have an iron pipe thread connection on one end and a Mueller 110 compression connection or equal on the other end.

14. Brass Fittings

Brass valves and fittings used in the course of this Project shall meet the requirements of the State of California and not exceed 0.25% lead content.

15. Compression Couplings

Compression Couplings used in the course of this Project shall have Mueller 110 compression connections or equal.

16. Polyvinylchloride (PVC) Pipe and Fittings for Service Reconnections

PVC Pipe used in the course of this Project for domestic service reconnections shall be a minimum of Schedule 40. All PVC fittings shall be Schedule 80. When connecting to existing galvanized services the Contractor shall use only the Smith-Blair 411 metal couplings or equal as approved by the District. No Flow-Control PVC Schedule 40 couplings shall be allowed for connecting to any type of existing service.

Approved plastic pipe cement shall be WET 'R DRY PVC 2725 Blue. Medium Bodied.

Approved plastic pipe primer shall be WET 'R DRY PVC P-75 Aqua Blue Primer used to connect the pipe and fittings.

17. Resilient Wedge Gate Valves

**SECTION 01000
SPECIAL PROVISIONS**

SECTION 01000
SPECIAL PROVISIONS

The resilient wedge gate valves shall fully comply with the latest revision of AWWA C509, and shall also be UL listed and FM approved. The valves shall be tested and certified to ANSI/NSF 61.

The valve shall have a 250 psig working pressure.

The valve type shall be NRS (non-rising stem).

The valve shall have an arrow cast on the operating nut or handwheel showing opening direction. The direction of opening shall be counterclockwise (left).

The NRS valves shall be provided with a 2" square operating nut. The bolt that attaches the operating nut to the stem shall be recessed into the operating nut so as not to interfere with valve wrench operation.

The valve body, bonnet, stuffing box, and disc shall be composed of ASTM A-126 Class B grey iron or ASTM A395 or A536 ductile iron. The body and bonnet shall also adhere to the minimum wall thickness as set forth in Table 2, section 4.3.1 of AWWA C509. Wall thickness less than those in Table 2 are not acceptable.

The valve disc and guide lugs must be fully (100%) encapsulated in SBR ASTM D2000 rubber material. The peel strength shall not be less than 75 pounds per inch.

The valves shall have all internal and external ferrous surfaces coated with a fusion bonded thermosetting powder epoxy coating of ten (10) mils nominal thickness. The coating shall conform to AWWA C550.

18. Chlorination and Flushing

The Contractor shall use a licensed Chlorination Specialist for the process of introducing a chlorine solution into the new water system. Said specialist shall maintain an Active C36 (Plumbing) and C55 (Water Conditioning) license with the California State Licensing Board.

Chlorine shall be introduced into the system at a minimum of 50 PPM and a maximum of 100 PPM. The Inspector shall be provided with proof of uniform chlorination throughout the system within the stated range using an approved test procedure. All requirements of American Water Works Association standard C651-05 (Disinfecting Water Mains) shall be followed.

Chlorinated water shall be properly disposed of using dechlorination procedures outlined

SECTION 01000
SPECIAL PROVISIONS

**SECTION 01000
SPECIAL PROVISIONS**

in American Water Works Association standard C651-05 (Disinfecting Water Mains) and shall comply with all regulations. The Inspector shall be provided with proof of uniform dechlorination at a minimum of 10 minute intervals during disposal using an approved test procedure. Dechlorination shall be maintained at 0.0 PPM at all times during any disposal of any water into a drainage system.

19. Sprinklers

The properties may have underground sprinkler systems. It is the Contractor's responsibility to locate the system piping, and if disturbed, repair or replace it to its original condition at no cost to the District or property owner. Sprinkler system repairs and reconnections shall be made using Schedule 40 PVC pipe w/Schedule 40 fittings or better. Full compensation for restoration of existing sprinkler systems shall be considered as included in the contract unit prices paid for the various items of work, and no additional payment will be allowed therefor.

20. Concrete Restoration

◆ **Materials**

Class A-2 Concrete – Shall contain six (6) sacks (564 pounds) of Portland cement per cubic yard and shall have a maximum size of course aggregate of three-quarter inch (3/4")

Concrete shall be hauled in cement mixing trucks or a trailer mounted barrel mixer only and shall be mechanically mixed at the site prior to placement. All ingredients are to be thoroughly intermingled during mixing, and all aggregate particles are to be completely coated with cement paste.

Note: Transporting or use of concrete in non-mixing trucks or trailers ("buggies") is not permitted.

◆ **Installation**

All new concrete shall be installed within thirty (30) calendar days of removal. All concrete construction shall conform to existing finishes. Thickness shall be 4" minimum and 6" maximum. Temporary "cut-back" asphalt shall be placed in sidewalks and other pedestrian traffic areas, until the final restored concrete can be placed.

Restored concrete surfaces shall be installed per County of Sacramento Standard Construction Specifications Plan 4-30 and Section 27.

**SECTION 01000
SPECIAL PROVISIONS**

SECTION 01000
SPECIAL PROVISIONS

Doweling and restored concrete surfaces shall comply with County of Sacramento Specifications as required.

◆ **Saw-cutting**

Double saw cutting is required for all locations in the concrete. An initial construction saw-cut is required to facilitate the locating and excavating of existing water distribution facilities or other utilities and to permit the installation of the proposed facilities. After facility installation, backfill and compaction, a second final saw-cut 6" beyond the excavation is required immediately prior to restoration of the surface. Saw cutting to the nearest expansion or control joint is required if within 18" of a proposed facility or at the direction of the District. Saw cut shall be for full depth of the slab. Edges remaining after removal shall be square, uniform, and with no chips or spalling.

◆ **Placement**

Replaced portions of concrete shall be finished to match existing surfaces.

◆ **Vandalism**

Contractor shall take all reasonable precautions to protect wet concrete from damage or vandalism.

21. Landscape Restoration

Landscape restoration work shall be performed by the Contractor. If the Contractor is unable to satisfactorily restore the landscaping, a Landscape Contractor shall be retained. The Landscape Contractor to be used shall be provided in Exhibit A, List of Subcontractors if work exceeds one percent (1.00%) of total amount of bid.

Provide all labor, materials, services and equipment necessary to complete all landscape restoration work, including but not limited to the following:

1. Sod removal and replacement
2. Ground Cover removal and replacement
3. Shrub removal and replacement
4. Pruning

SECTION 01000
SPECIAL PROVISIONS

SECTION 01000
SPECIAL PROVISIONS

5. Grading
6. Mulching – Shredded Bark
7. Weed Retardant Fabric replacement
8. Cleanup
9. Restoration of Sprinkler Systems

◆ **Sod Removal and Replacement**

All lawn areas disturbed by the work shall be re-sod according to the following procedures: The grass shall be cut to a height of 2". The sod shall be removed with an appropriate tool, cutting a minimum of 1 1/2" below the surface of the soil. The sod shall be stockpiled and maintained in a healthy condition, and shall be replaced within three (3) days of the time it was cut.

If the sod removed is not healthy when it is to be relayed, it shall be replaced with new sod. New sod shall be installed when and where required, within fourteen (14) days of the completion of the trench or excavation. It shall be the responsibility of the Contractor to notify the property occupant in writing to water the newly replaced sod on a regular basis as required.

Areas to be planted shall be cultivated until the soil is mixed thoroughly and in a loose and fine textured condition. The top 2" shall be cleared of all stones, stumps, dirt clods, debris, etcetera, larger than 1/4" in diameter, that are brought to the surface as a result of cultivation.

◆ **Ground Cover Removal and Replacement**

Ground cover disturbance shall be kept to a minimum and removal confined to an immediate area of required excavation. Replacement shall be with healthy new plant material of a like variety, installed in conformance with the recommendations of the Sunset Western Garden Book.

New ground cover shall be installed where required within fourteen (14) days of completion of the trench or excavation. It shall be the Contractor's responsibility to notify the property occupant in writing to water the newly replaced ground on a regular basis as required.

◆ **Shrub Removal and Replacement**

Any shrubbery, which must be removed, as directed by the District, shall be removed by the Contractor so as not to damage it. If any damage is done to the shrubbery, the Contractor at no cost to the District or property owner

SECTION 01000
SPECIAL PROVISIONS

SECTION 01000
SPECIAL PROVISIONS

shall replace it. Replacement shrubs shall be 5-gallon minimum size and shall match the size of the removed shrub.

◆ **Pruning**

Pruning of any shrubbery or trees shall be conducted under the direction of the District and follow sound horticultural practice. Pruning shall be limited to the minimum necessary to provide access to work, to remove injured twigs and branches and to compensate for loss of roots during a transplant.

◆ **Grading**

Planting beds shall be graded to drain with uniform levels or slopes between finished elevations and existing elevations.

Remove debris, roots, stones, etcetera, in excess of 2" in size.

Fine grade all planting areas to a smooth, loose, and a uniform surface.

◆ **Mulching**

The Contractor shall replace mulch that has been disturbed by the operation. Minimum depth of mulch will be 2".

◆ **Weed Retardant Fabric Replacement**

The Contractor shall replace fabric used to retard weed growth that has been disturbed by the operation. The replaced fabric shall be of similar quality and character of the existing fabric disturbed.

◆ **Cleanup**

Any excess soil, imported fill, prunes, or other debris shall be removed daily from the work zone and disposed of in a lawful manner at the Contractor's expense.

◆ **Guarantee and Replacement**

All plant material and sod installed, new or reused, under this Contract shall be guaranteed for thirty (30) days from time of installation against any and all poor, inadequate, or inferior materials and/or workmanship or improper maintenance, as determined by the District.

SECTION 01000
SPECIAL PROVISIONS

SECTION 01000
SPECIAL PROVISIONS

22. Maintaining Traffic, Public Convenience and Safety

The Contractor shall be responsible for the safety of traffic within the Project limits and on the approaches to the Project. The Contractor shall be responsible for maintaining local property access and access to the existing public cross-streets within the limits of this contract. The Contractor shall provide adequate steel plating to protect driveways and provide access to properties.

Temporary paving shall be used when trenching occurs across a driveway. The Contractor shall make a reasonable effort to reduce durations of the driveway closures by scheduling and coordinating work accordingly.

The Contractor shall provide 72 hour advance notification to the occupants of property to which the existing access or frontage parking will be closed for a period of time exceeding two (2) hours. Notification will be by written notice placed on or near the building entrance or the property access point to be closed. The Contractor shall be responsible for making access available into the existing driveways at any time during their work day to emergency type vehicles such as fire, ambulance, police, and etcetera.

Personal vehicles of the Contractor's employees shall not be parked within the right of way.

Minor deviations from the requirements of this section concerning hours of work which do not significantly change the cost of the work may be permitted upon the written request of the Contractor if in the opinion of the District Inspector, public traffic and convenience will be better served and the work expedited. These deviations shall not be adopted by the Contractor until the County of Sacramento and City of Citrus Heights and District have approved them in writing.

Pedestrian access facilities shall be provided through construction areas within the right-of-way as specified herein. Access shall be American's with Disabilities Act (ADA) compliant. Pedestrian walkways shall be provided with surfacing of asphalt concrete, Portland cement concrete or timber. Surface shall be skid resistant and free of irregularities.

Paved pedestrian access to sidewalks and signals and signal push buttons shall be maintained during all stages of construction. Walkways shall be maintained in good condition by the Contractor. Walkways shall be kept clear of obstructions.

Full compensation for providing said pedestrian facilities shall be considered as included in the prices paid for the various contract items of work involved and no additional compensation will be allowed therefor.

SECTION 01000
SPECIAL PROVISIONS

SECTION 01000
SPECIAL PROVISIONS

Any closure or detour of pedestrian access for Contractor's convenience shall be approved in writing by the County of Sacramento and City of Citrus Heights and District prior to scheduling work in the area under question. Any request for temporary closure or detour of pedestrians shall be made in writing and include plans and information showing requested duration, days of the week, routes, signing and safety measures. Approval or rejection of requests will be at the sole discretion of the County of Sacramento and City of Citrus Heights and District. Additional signing and safety measures for pedestrians approved as part of a pedestrian access modification shall be considered as included in the prices paid for the various contract items of work involved and no additional payment shall be made therefor.

23. Public Notification

The District will be responsible for notifying the public, local residents, local businesses, local public, Regional Transit Route Scheduling Unit, local law enforcement agencies, local fire districts, local public and private ambulance and paramedic service providers, local utility companies and any other persons or agencies affected by this Project. The District will be responsible for coordinating with the Contractor to ensure the proper timing and information is provided to the public.

24. Construction Layout and Staking

The District will provide construction staking for the water line as described below:

- Offset stakes will be provided at 50 foot intervals along waterline, grade breaks and two stakes will be placed at each waterline angle point along the route. Offset stakes will provide centerline of the water main and cut elevation to flowline of pipe.
- Staking Waterline Tees or Service Laterals
- Staking Water Meters or other waterline appurtenances

The following staking items will not be provided by the District:

- Staking Saw Cut Line
- Staking Construction Area Signs
- Traffic control except as noted below

Contractor Responsibilities:

SECTION 01000
SPECIAL PROVISIONS

- Discuss scheduling of staking needs for Contractor operations and time estimates of staking operations with the District Inspector. Staking needs shall be included on the biweekly schedule updates.
- Request construction stakes a minimum of three (3) working days in advance of starting an operation that will use the stakes (i.e. if stakes are to be used Thursday, the staking request shall be submitted on Monday). Weekends and holidays are not considered working days.
- Submit suitable requests for construction stakes, ensuring that the requested staking area is ready for stakes and that the stakes will begin to be used within five (5) days of staking.
- Coordinate construction operations so that areas to receive stakes are relatively clear of construction equipment activity, in order that stakes can be set in safe and expeditious manner to the satisfaction of the District Inspector.
- Contractor shall provide a safe working environment for the survey crews.
- Contractor shall establish priorities for requested construction stakes and note the priorities on the staking request.
- Contractor shall preserve all construction stakes. Replacement of stakes will be completed at the expense of the Contractor.
- The Contractor will coordinate with the District Inspector regarding the location and placement of Fire Hydrants, Valves, Tees, Crosses, Water Services, ARVs and related appurtenances. The final location of these facilities will require approval from the District Inspector.

If the area or facility is not prepared satisfactorily for the stakes, as determined by the District Inspector, the staking request will be voided by the District Inspector and the Contractor shall submit a new request for the stakes when the area or facility has been properly prepared. If survey crews have been mobilized to an area that is not ready for stakes, the District will provide written documentation and charge the Contractor with re-staking charges for the survey crew's time.

Full compensation for coordinating construction layout and staking with the District Inspector and the District's staking agents shall be considered as included in the various contract items of work and no additional payment will be allowed therefor.

END OF SPECIAL PROVISIONS

SECTION 01000
SPECIAL PROVISIONS

**SECTION 01100
PROJECT PLANS**

**ROBIE WAY AND ADMIRAL AVENUE WATER MAIN PROJECT
C19-101 AND C19-104**

The following Project Plans pertain to Citrus Heights Water District's Robie Way and Admiral Avenue Water Main Project C19-101 and C19-104:

17 Sheets

Project Plans are 22" x 34" and shall be purchased as a portion of the Bid Package

**SECTION 01100
PROJECT PLANS**

SECTION 01200
ENCROACHMENT PERMIT DOCUMENTS

ROBIE WAY AND ADMIRAL AVENUE WATER MAIN PROJECT
C19-101 AND C19-104

The following Encroachment Permit Documents pertain to Citrus Heights Water District's Robie Way and Admiral Avenue Water Main Project C19-101 and C19-104:

City of Citrus Heights Encroachment Permit

For Robie Way

Encroachment Permit Application	(2 Pages)
General Provisions and Restrictions	(2 Pages)
Minimum Insurance Requirements	(2 Pages)
Temporary Traffic Control Conditions	(1 Page)

County of Sacramento Encroachment Permit

For Admiral Avenue

Encroachment Permit and Attachments	(18 Pages)
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ENCROACHMENT PERMIT APPLICATION

6360 Fountain Square Drive, Citrus Heights, California 95621 (916) 727-4770 TDD 7-1-1
www.citrusheights.net

APPLICANT INFORMATION

Application Date: _____ Applicant/Business Name: _____
Address: _____ City: _____ State _____ Zip _____
Phone# _____ Cell# _____ Fax: _____
Applicant Business Email Address: _____ Contractor Lic#: _____
Office Contact Person: _____ Phone#: _____ Cell#: _____
Office Contact Email: _____ Business License Number: _____
☐ Applicant is a subcontractor performing work for:
Contractor/Utility name: _____ Permit#: _____

JOB INFORMATION

Number (#) of Working days: _____ Requested Start Date: _____ Job Completion Date: _____
Job Address/Location: _____ Nearest Cross Street: _____
Job Name: _____ Job/Reference#: _____ USA#: _____
Foreman or Field Contact Name: _____ Cell#: _____

Describe Work or Activity in Public Right-Of-Way: *(attach sheet if more room is needed)* _____

	Pedestrian Ramp		Sidewalk		Survey		Utility Maintenance
	Driveway Approach		Curb & Gutter		Obstruction		Utility Installation
	Traffic Control		Access Road		Excavation		Water Service

EXCAVATION - Estimated Crackseal Fee \$1.80 /LF

Max Depth:		Max Width		Max Length		Other:	
Type:		A/C		Unimproved		Concrete	

PIPES:

Type:		Diameter:		Product		Voltage/PSIG	
-------	--	-----------	--	---------	--	--------------	--

Other Notes: _____

Will an existing driveway be removed or blocked? If "Yes" Please Explain: Driveways may be blocked during waterline installations across parcel frontages on Robie Way.

Will an existing sidewalk be removed or blocked? If "Yes" Please Explain: No sidewalks on this project.

Work Detail: This project consists of installing 195 linear feet of 6" water main, one (1) gate valve, and three (3) water services in the City of Citrus Heights. Other work will take place in Placer County where the roadway is private. Work also includes asphalt replacement, road striping, and concrete replacement.

TCP TEMPLATES: To be provided by contractor to be determined.

In consideration of granting of this application, it is agreed by the applicant that the City of Citrus Heights and any officer or employee thereof shall be saved harmless by the applicant from any liability or responsibility for any accident, loss or damage to persons or property, happening or occurring as the proximate result of any of the work undertaken under the terms of this application and the permit or permits which may be granted in response thereto, and that all of said liabilities are hereby assumed by the applicant. It is further agreed that if any part of this installation interferes with the future use of the highway it must be removed or relocated, as designated by the City Engineer, at the expense of the applicant or their successor in interest.

Application approval subject to payment of fees and conditions of work, and is revocable at any time.

Applicant Signature: Paul Dietrich

Date: 06/02/2020

6360 Fountain Square Drive, Citrus Heights, California 95621 (916) 727-4770 TDD 7-1-1
www.citrusheights.net

1. **PERMIT:** This permit is issued in accordance with Division 2, Chapter 5.5 of the Streets and Highways Code of the State of California and Chapter 78-1 of the City Code, adopting 12.8 of Sacramento County Code by reference.
2. **ACCEPTANCE OF PROVISIONS:** It is understood and agreed by the Permittee that the doing of any work under this permit shall constitute an acceptance of all the general and specific conditions hereof.
3. **KEEP PERMIT ON WORK SITE:** This permit shall be kept at the site of the work and must be shown to any representative of the City or any law enforcement officer upon demand.
4. **GENERAL DEPOSIT:** Applicant shall post a deposit as specified in Chapter 78-1 of the City Code (amount varies according to encroachment type). The deposit may be released 180 days after completion of the work and the project has been signed off by the City Inspector.
5. **INSURANCE REQUIRED:** See attached "Minimum Insurance Requirements".
6. **GUARANTEE:** Should any failure of the work occur within a period of one year after acceptance by the Engineer of the project, or portions thereof which can be attributed to faulty materials, poor workmanship, or defective equipment, the Contractor shall promptly make the needed repairs at his expense.
7. **NOTIFICATION:** Before starting work, the Permittee shall notify Citrus Heights General Service Department, phone (916) 727-4770, two working days in advance of the date work is to begin.
8. **U.S.A. NOTIFICATION REQUIRED:** The Permittee shall notify Underground Service Alert two working days in advance of performing excavation work by calling the toll-free number (800) 642-2444. - U.S.A. notification to be renewed at not more than 14 calendar day intervals. All markings by contractors shall be made with chalk based aerosol paint.
9. **UNDERGROUND UTILITIES.** Disregard or destruction of underground utilities may be cause for revocation of this permit or denial of future permits at the discretion of the City Engineer. Any utility so damaged shall be immediately reported to the owner and City General Services Department.
10. **PROSECUTION OF WORK:** Any work authorized by this permit shall be performed in a workmanlike, diligent and expeditious manner to the satisfaction of the City Engineer. Any non-storm water runoff must not be allowed into storm drains including washing from concrete or plaster work, vehicle clean-up or maintenance. Applicant is responsible for ensuring that anyone employed to complete the work complies with all the provisions of this permit.
11. **SITE MAINTENANCE:** Applicant is responsible for daily maintenance (24/7) of the project site and haul routes for any imported or exported materials. Stockpiled debris and materials shall be kept clean and orderly and out of traffic lanes and haul routes shall be monitored and swept as required to minimize tracking and dust.
12. **TEMPORARY TRAFFIC CONTROLS:** See attached "Temporary Traffic Control Conditions".
13. **WORK AND MATERIAL:** All work and materials shall be in accordance with the current edition of the County of Sacramento "Standard Construction Specifications" as amended, and Current MUTCD California Edition.
14. **ROAD CLOSURE:** No highway or street may be closed without first obtaining approval in writing from the City of Citrus Heights, (916) 727-4770. If permission to close a street is granted, it shall be the Permittee's responsibility to notify the Citrus Heights Police Department and Fire Department prior to closing the street.
15. **MAINTAINING AND PROTECTING TRAFFIC CONTROL FACILITIES:** Metal objects (such as manhole frames and lid valve boxes, bore casings, etc.) shall not be installed within 72 inches of a traffic detector loop. Any traffic signal or detector operation disruption shall be repaired and the system made operational within eight hours of the damage. Should the City elect to provide repair or replacement services, the Permittee shall be required to reimburse the City for all costs involved.

16. **SITE ACCESS:** The applicant is responsible for providing and maintaining an alternate accessible route around the work site at all times. Alternate access routes shall be in compliance with the Americans with Disabilities Act (ADA) and Title 24 of the California Code.
17. **TREES:** Unless specifically approved on the face of this permit, the removal or trimming of a tree(s) requires a separate permit per County ordinance, call (916) 727-4770.
18. **TUNNELING:** No tunneling will be permitted except on major work as may be specifically set forth on the face hereof.
19. **TRENCHING:** Not more than one-half of the width of a traveled way shall be disturbed at one time and the remaining shall be kept open to traffic by bridging or backfilling.
20. **BACKFILL AND RESTORATION OF SURFACES:** Excavation backfill and restoration of surfaces shall conform to the County of Sacramento Standard Construction Specifications. The permittee's attention is directed to Standard Drawing H-36 of the Specifications.
21. **CLEANUP:** Upon completion of the work, all brush, timber, scraps, material, etc., shall be entirely removed and the right-of-way shall be left in a condition equal to or better than existed before work started. All roadside drainage ditches shall be restored to a true grade and intake and outlet ends of all culverts shall be left free from all materials and debris.
22. **RESTORE IMPROVEMENTS:** Removal of existing pavement markings, signs, posts, concrete medians, landscaping, pavement, sidewalk, etc., both in the public right of way and on private property, shall be approved in writing (by the City of Citrus Heights), prior to removal. The applicant is responsible for assuring that all items removed are restored to their original locations and condition as existed prior to removal. Additionally, all temporary signs, pavement markings, storm water BMP's and other devices, marks and structures are completely removed for the work site.
23. **RECORD DRAWING:** Upon completion of underground or surface work of consequence, the Permittee, at the request of the City Engineer, shall furnish records, drawings to the Department of General Services showing locations and details of work performed.
24. **FUTURE MOVING OF INSTALLATION:** The installation authorized herein shall, upon demand of the City Engineer, be immediately relocated by, and at the sole expense of the Permittee whenever construction, reconstruction, maintenance, or traffic conditions on the highway may require such relocation. The Permittee must commence such relocation within the time specified in said demand and therefore diligently prosecute the same to completion.
25. **MAINTENANCE:** The Permittee agrees by the acceptance of this permit to exercise reasonable care to maintain properly any encroachment placed by it in the City right-of-way and to exercise reasonable care in inspecting for and immediately repairing and making good any damage to any portion of the right of way which occurs as a result of the maintenance of the encroachment in the highway or as a result of the work done under this permit, including any and all damage to the roadway which would not have occurred had such work not been done or such encroachment not placed herein.

6360 Fountain Square Drive, Citrus Heights, California 95621 (916) 727-4770 TDD 7-1-1
www.citrusheights.net

Contractor shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain the insurance listed below. Any requirement for insurance to be maintained after completion of the work shall survive this agreement.

A. Workers' Compensation & Employers Liability

- Workers' Compensation insurance with statutory limits as required by the Labor Code of the State of California. Employers Liability with limits of \$1,000,000 per Accident; \$1,000,000 Disease per employee; \$1,000,000 Disease per policy.
- Thirty (30) days' prior written notice of cancellation or material change must be provided to City of Citrus Heights.
- The policy must include a written waiver of the insurer's right to subrogate against the City of Citrus Heights.
- Required Evidence Of Coverage:
 1. Subrogation waiver endorsement; and
 2. Properly completed Certificate of Insurance

B. General Liability

- Commercial General Liability Insurance no less broad than ISO form CG 00 01.
- Coverage must be on a standard Occurrence form. Claims-Made forms are not acceptable without prior written consent. Modified, limited or restricted Occurrence forms are not acceptable without prior written consent.
- Minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate;
- \$2,000,000 Products/Completed Operations Aggregate. The General Aggregate must apply separately to each project.
- Prior written consent is required if the insurance has a deductible or self-insured retention in excess of \$25,000.
- Coverage shall be continued for one (1) year after completion of the work.
- City of Citrus Heights must be an additional insured for liability arising out of ongoing and completed operations by or on behalf of the contractor. City of Citrus Heights shall continue to be an additional insured for completed operations for (1) year after completion of the work.
- The policy definition of "insured contract" must include assumptions of liability arising out of both ongoing operations and the products-completed operations hazard ("f" definition of insured contract in ISO form CG 00 01, or equivalent).
- The insurance provided to the City of Citrus Heights as an additional insured must apply on a primary and non-contributory basis with respect to any insurance or self-insurance program maintained by the City of Citrus Heights.
- Thirty (30) days' prior written notice of cancellation or material change must be provided to the City of Citrus Heights.
- The policy must cover inter-insured suits and include a "Separation of Insureds" or "severability" clause which treats each insured separately.

- Required Evidence of Coverage.
 1. Copy of the additional insured endorsement or policy language granting additional insured status;
 2. Copy of the endorsement or policy language indicating that coverage applicable to the City of Citrus Heights is primary and non-contributory; and
 3. Properly completed Certificate of Insurance.

C. Automobile Liability

- Minimum Limit: \$1,000,000 combined single limit per accident. Coverage must apply to all owned, hired and non-owned vehicles. City of Citrus Heights must qualify as an insured.
- Required Evidence of Coverage:
 1. Copy of the endorsement or policy language indicating that City of Citrus Heights is an insured; and
 2. Properly completed Certificate of Insurance.

D. Standards for Insurance Companies

Insurance policies must be issued by an insurer with an A.M. Best's rating of at least A:VII.

Appropriate advance signing (“Road Construction Ahead”, “Flagger Ahead”, etc.), cones, barricades, etc., shall be used in accordance with City Standards, current County of Sacramento Standard Construction Specifications and/or the current Manual of Uniform Traffic Control Devices (MUTCD) California edition.

1. The use of advance warning construction signs, such as Changeable Message Signs (CMS) and/or special advisory signs, may be required during this project. If signs are requested, the contractor shall install or place equipment (at no cost to the City of Citrus Heights), to meet this condition.
2. Typically, all lane closures shall only be allowed Monday through Friday, between the hours of 8:30 AM and 3:30 PM on all major six (6) lane arterial roadways (Sunrise Boulevard, Greenback Lane, Madison Avenue, etc.). All other four (4) lane or five (5) lane streets are also considered major streets and lane closures shall only be allowed between the hours of 8:30 AM to 3:30 PM Monday through Friday. Residential and minor street lane closures vary as approved on the approved plans or encroachment permit. The City of Citrus Heights has a Holiday Moratorium where no work is permitted on these roads starting the Friday before Thanksgiving Day to the first business day in January inclusive.
3. All traffic control for this project shall be as designated on the approved traffic control plan(s) submitted by the contractor/applicant. If construction requires additional traffic restrictions, the contractor/applicant shall submit a revised traffic control plan before construction work in the right of way can proceed.
4. Additional construction limits, work hours, holiday, weekend, night or daytime work requested by contractor/applicant, (and not specified in these conditions, the *Standard Construction Specifications*, plans or special provisions); shall be approved in writing from the City of Citrus Heights, General Services Department, prior to starting actual construction activity requested by the contractor/applicant.
5. No Overnight storage of materials and equipment shall be allowed on City of Citrus Heights right-of-way (unless approved in writing by the General Services Department).
6. Any parking or access limitations shall be coordinated with residents, businesses, local Fire Department, Citrus Heights Police Department, California Highway Patrol and Regional Transit (if applicable), seventy-two (72) hours in advance of the lane closures.
7. Limited construction work hours shall be in effect during school sessions. The General Services Department shall approve all construction work hours for any lane closures in, around, or near schools (public or private). Generally, construction work hours are not permitted one half hour before and after each arrival/departure bell time(s) during the morning and afternoon School sessions. School notification process is at least five (5) working days in advance of actual roadwork near schools. (“Around” or “near” a school is determined by the City Engineer).
8. No lane closures or partial lane closures shall be permitted during those certain dates in November and December as specified within the Sacramento County Standard Construction Specifications and during rainy weather or limited visibility (1000 feet or less and due to fog or other conditions).
9. The temporary traffic controls shall incorporate measures to ensure full and safe access for all pedestrians and bicyclists. **All access measures shall comply with ADA and Title 24 requirements.**
10. The continuous use and placement of all K-Rail, shall only be permitted if approved in writing from the City of Citrus Heights, General Services Department.



ENCROACHMENT PERMIT

SACRAMENTO COUNTY MUNICIPAL SERVICES AGENCY
827 - 7TH STREET, ROOM 105, SACRAMENTO, CA 95814
PHONE (916) 874-6544

Encroachment
Inspection
Area: 02

U.S.A. TICKET NO. _____

ENUC2020-00302



Phone (800) 227-2600

1. Permit Type: Utility

2. Application is made for permissions to excavate, construct and/or otherwise encroach on County right-of-way by performing the work described below on:

Admiral Avenue from Dewey Drive to Ensign Street

Project Location

3. Scope of Work:

CITRUS HEIGHTS WATER DISTRICT
CONSTRUCT NEW WATER MAIN, FIRE HYDRANT AND WATER SERVICES IN AUGUST & SEPTEMBER 2020 PER A TT
ACHED PROPOSED
PLANS.

4. Except for Annual Permits: Permittee shall schedule a pre-construction meeting to activate this permit by calling CMID at (916) 875-2707.

5. Before starting work, the Permittee shall notify Sacramento County Construction Management at (916) 875-2707, 24 hours in advance of the date work is to begin.

a) For emergency work, notification shall be provided within 1 hour of dispatch as defined in Section 7-8.03 of the County Standard Construction Specifications

b) No notification required for work that does not involve excavation and does not obstruct or modify pedestrian, bicycle or vehicular traffic patterns.

6. Permittee shall contact the County Survey Section at (916) 874-6546 for potential location of survey monuments.

7. Applicant must check with all Utility Companies serving the area covered by this permit, for location of existing underground pipes, conduits or cables. Underground Service Alert (U.S.A.) does not locate non-pressurized sewer and drainage facilities.

8. Attention is directed to the General Provisions attached hereto and to any specific conditions made a part of hereof.

In consideration of the granting of this application, it is agreed by the applicant that the County of Sacramento and any officer or employee thereof shall be saved harmless by the applicant from any liability or responsibility for any accident, loss or damage to persons or property, happening or occurring as the proximate result of any of the work undertaken under the terms of this application and the permit or permits which may be granted in response to thereto, and that all of said liabilities are hereby assumed by the applicant. It is further agreed that if any part of this installation interferes with future use of the highway, it must be removed or relocated, as designated by the Director of County Engineering, at the expense of the applicant or their successor in interest.

FOR USE BY UTILITY COMPANIES

District:		Division:	
Engineer:		Job No:	CI9-104

Contact Person: _____ PAUL DIETRICH

Phone _____ (916) 735-7723

Applicant Signature: _____

Applicant: CITRUS HEIGHTS WATER DISTRICT PAUL DIETRICH Phone: (916) 735-7723

Address: PO BOX 286 CITRUS HEIGHTS CA 95611 - 5611

Invoice #	Fee Item	Fee Due	Fee Paid	Date Paid
1243429	IT Recovery Fee Billable	\$15.75	\$0.00	
1243429	Permit Fee - Utility Company	\$350.00	\$0.00	

Fees Due: \$365.75 Fees Paid: \$0.00

Current Balance **\$365.75**

DEPARTMENTAL REVIEW	APPROVED	DATE	DEPARTMENTAL REVIEW	APPROVED	DATE
WATER SUPPLY	N/A		WATER QUALITY	YES	6/3/2020
TRANSPORTATION	YES	6/22/2020	TECHNICAL RESOURCES	YES	6/22/2020
WATER RESOURCES	YES	5/27/2020	Sub. Order Number:	90011024	
			Customer Number:	1000000602	

Approved application is subject to payment of fees, pre-construction meeting with CMID, Attachment A, and is revocable at any time. This permit is nontransferable and EXPIRES ONE YEAR from date issued.

***ANNUAL Permits expire December 31 of the year permit is issued.**

On Behalf of the Director of County Engineering

By: _____
CMID INSPECTOR Date

Plan Submittal Date:
5/20/2020

"ASBUILT" Inspector Approval

Name Date

Department of Transportation Specific Comments

DESCRIPTION:

Permit No. ENUC2020-00302

Description of Work: Citrus Heights Water District will construct new water main, fire hydrant and water services in August & September 2020 on Admiral Ave from Dewey Dr to Ensign St.

SPECIFIC REQUIREMENTS FOR ALL ENCROACHMENT PERMITS

- A mandatory preconstruction meeting is required prior to beginning any work on site. This permit is not activated and therefore not approved until a preconstruction meeting held.
- Site specific notification must be given to Sacramento County Construction Management and Inspection Division at (916) 875-2707 a minimum of 24-hours prior to any work.
- The deposit may be released 180 days after the acceptance of the work provided all inspection costs have been paid in full where applicable.
- Applicant is aware that permit fees DO NOT include inspection charges. Inspection charges will be billed separately at a later date.
- All work covered under this encroachment permit shall comply with the provisions of the revised January 2016 edition of the County of Sacramento Standard Construction Specifications (SCS) and the Standard Requirements for Encroachment Permits (attachment "A"). Prior to the start of any work, it is the responsibility of the applicant to be sure that all requirements including those indicated on "Attachment A" and the SCS are fully understood. Any failure to comply with any of the requirements indicated on attachment A, the SCS or any requirements indicated below may result in work stoppage, fines and/or penalties, or both. This permit is issued in accordance with Division 2, Chapter 5.5 of the Streets and Highways Code of the State of California and Chapter 12.08 of the Sacramento County Code as amended on January 6, 1998.
- Specific attention is directed to the "BACKFILL AND PAVEMENT RESTORATION REQUIREMENTS" section of attachment "A". All work covered under this permit shall conform to these requirements. Deviations from these requirements shall be reviewed and approved (if appropriate) in writing separately from this encroachment review process.

POSSIBLE CONFLICTING PROJECTS

- No projects are proposed at this location which will conflict with the work covered under this permit.

TRAFFIC CONTROL REQUIREMENTS

- **The traffic control plan submitted with this application has not been reviewed.** Provide traffic controls in accordance with the Sacramento County Department of Transportation Traffic Control Templates. These templates can be obtained through the Department website at <http://www.sacdot.com/Pages/TrafficControlPlansandDetourPlans.aspx>

TRENCH CUT FEES:

- No trench cut fees are required for this project.

PAVEMENT MORATORIUM RESTRICTIONS:

- No roadways included under this permit are subject to the pavement moratorium

HOLIDAY MORATORIUM:

- Dewey Dr is included as a Holiday Moratorium Street. All construction work on Dewey Dr will be suspended and no activities that interfere with public traffic shall be conducted on designated streets (as identified above) during the holiday season (defined as the four-day Thanksgiving weekend and December 8 through January 1). SCSCS 7-8.06

Reviewed by BL on 06/22/20 – Sac County ROW Management Section

-ATTACHMENT A-
STANDARD REQUIREMENTS
FOR
SACRAMENTO COUNTY ENCROACHMENT PROJECTS

REQUIREMENTS AND STANDARDS

Provisions of the most recent editions of the County of Sacramento Standard Construction Specifications (SCS) and the County of Sacramento Improvement Standards shall apply to all work covered under this encroachment permit. This permit is issued in accordance with Division 2, Chapter 5.5 of the Streets and Highways Code of the State of California and Chapter 12.08 of the Sacramento County Code as amended on January 6, 1998. The following requirements shall also apply to this work.

ACCEPTANCE OF PROVISIONS

It is understood and agreed by the Permittee that performing any work under this permit shall constitute an acceptance of the general and specific conditions hereof.

WORK AND MATERIALS

Work and materials shall be in accordance with the current edition of the County of Sacramento "Standard Construction Specifications." All work shall be in compliance with the Americans with Disabilities Act.

VALID PERMIT KEPT ON SITE

This permit is valid only for work done in the unincorporated Sacramento County area. Any use of private property for storage of materials, trenching and/or placement of signage (other than traffic control devices) shall be approved by the property owner of the land parcel or acting agent thereof. This permit shall be kept on the worksite and must be shown to any authorized representative of the Agency or any law enforcement officer upon demand. Fines for failing to provide a valid permit may be accessed in accordance with Chapter 12.08 of the Sacramento County Code.

GENERAL DEPOSIT

Applicant shall post a \$2,500.00 deposit as specified in Chapter 12.08 of the Sacramento County Code. The deposit may be released 180 days after acceptance of the work provided all inspection costs have been paid in full where applicable.

GUARANTEE

Should any failure of the work occur within a period of one year after completion and acceptance by the Agency, (i.e., sign off of permit), including the refilled excavation settling or if the resurfacing or restoration of the roadway disintegrates or develops ruts or holes or if found that materials used were not in compliance with County Standard Specifications, the permittee shall repair and/or resurface the work to the satisfaction of the Agency. If the permittee fails or refuses to do such corrective work, the County may elect to complete the corrective work and collect the cost of the work from the permittee, or to pursue such other remedies as may be available to complete the corrective work at the permittee's expense.

PROSECUTION OF WORK

Any work authorized by this permit shall be performed in a workmanlike, diligent and expeditious manner to the satisfaction of the Agency. The Permittee shall submit a schedule prior to beginning work for any project lasting more than 5 working days.

U.S.A. NOTIFICATION REQUIRED

The Permittee shall notify Underground Service Alert two working days in advance of performing excavation work by calling the toll-free number (800) 227-2600. U.S.A. notification to be renewed at not more than 14 calendar day intervals.

Disregard for or destruction of underground utilities may be cause for revocation of this permit and/or denial of future permits at the discretion of the Agency. Any utility so damaged shall be immediately reported to the owner and the Agency.

ADDITIONAL NOTIFICATION REQUIREMENTS

This permit is for work within the County Right of Way only. Applicant is responsible for coordinating and obtaining all other permits, permission, rights, etc. necessary for work both within the County Right of Way and beyond the limits covered under this permit.

Work performed within the former McClellan Air Force Base must be coordinated with Paul Bernheisel (916) 997-1798 or Mike Swart at (916) 643-0830, ext. 230. A McClellan Facility Encroachment permit is required through these contacts prior to obtaining a County Permit.

Work performed within the former Mather Air Force Base must be coordinated with Clark Whitten at (916) 874-2555. Address: 700 H Street, Ste. 7650, Sacramento, CA 95814

STORAGE OF EQUIPMENT OR MATERIALS WITHIN THE RIGHT-OF-WAY

No equipment or materials shall be parked or stored within any traffic lane or within the public right-of-way at any time of day or night, including holidays and weekends without written consent from the Department of Transportation.

TREES

Unless specifically approved on the face of this permit, the removal or trimming of a tree(s) requires a separate tree permit per County Ordinance, call (916) 874-6291.

TRAFFIC CONTROL REQUIREMENTS AND HOURS OF WORK

A traffic control plan (or plans) shall be submitted for review and approval for any work requiring modifications to existing traffic patterns. The traffic control plan (or plans) shall include provisions for vehicular, pedestrian and bicycle access. Additionally, the traffic control plans (or plans) shall address traffic signal operations for any work performed within 200 feet of a signalized intersection.

Contractor shall contact schools affected by construction to determine if school is in session. If school is in session, no construction activities shall take place 30 minutes before and 30 minutes after the arrival (am) or departure (pm) bell. Contractor shall also be responsible for providing notification to any fire station that could potentially be affected by construction activities.

Transportation routes involving a river crossing over the American River have been identified as being critical for traffic circulation between areas north and south of the river. In order to maintain traffic flow

across these critical corridors, no lane or road closures are permitted from 7:00 am to 9:00 pm at the following locations:

Watt Avenue	Between Folsom Boulevard and Fair Oaks Boulevard
Sunrise Boulevard	Between Folsom Boulevard and Fair Oaks Boulevard
Hazel Avenue	Between Folsom Boulevard and Winding Way

Lane or road closures at these locations during the times indicated will only be allowed in emergency situations or with the written approval of the Director of the Department of Transportation or his designee.

ROAD CLOSURE

No highway or street may be closed without first obtaining approval in writing from the Agency. If permission is granted, it shall be the Permittee's responsibility to notify the Highway Patrol and Fire Department prior to closing the street.

LANE/ROAD CLOSURE DURING NOVEMBER/DECEMBER HOLIDAY SEASON

Unless specifically approved by the Agency, construction will be suspended and no activities that interfere with public traffic shall be conducted on designated streets during the holiday season (defined as the four-day Thanksgiving weekend and December 8 through January 1). All existing pits, excavations, trenches, and openings in the road surface shall be backfilled and paved to produce a level and smooth surface. All barricades and barriers shall be removed from all traffic lanes, unless authorized by the Agency as long-term traffic controls. SCC 7-8.06

MAINTAINING AND PROTECTING TRAFFIC CONTROL FACILITIES

Metal objects (such as manhole frames and lids, valve boxes, bore casings, etc.) shall not be installed within 72 inches of a traffic detector loop. Any traffic signal or detector operation disruption shall be repaired and the system made operational within eight hours of the damage. Should the County elect to provide repair or replacement services, the Permittee shall be required to reimburse the County for all costs involved.

EXISTING SPEED TABLES:

If work requires excavating into existing speed tables, one half of the speed table shall be removed and reconstructed in accordance with current County speed table requirements. If the remaining half of the speed table does not meet current standards, the entire speed table shall be removed and reconstructed in accordance with current standards. If excavation is cored and no greater than 1 sq. ft. in area, in lieu of removing the speed table, pavement restoration may be as specified in Attachment A for "backfilling of potholes and borings within pavement areas".

DIRECTIONAL BORE REQUIREMENTS

Prior to beginning work, the contractor must submit to the Agency (County of Sacramento Inspector) a general work plan. Verify all underground utilities in accordance with Government Code 4216 (SCS sec. 6-16). Before drilling, prepare a directional bore profile showing all verified utility depths with utility required clearances and the projected bore path (elevation). Contractor shall provide directional bore profile to the Agency (County of Sacramento Inspector) prior to drilling. Directional bore depths to be a minimum of 42 inches below pavement grade. Directional bore profile, log of boring operation and a guidance system log shall be kept onsite with the permit. Surface incisions on project streets shall not exceed industry bore pit standards. In the event surface incision dimensions (i.e., length and width) exceed industry bore pit standards (as determined by the Agency), additional pavement restoration will be required. Additional pavement restoration shall include a slurry seal placed over the entire width of the roadway (or to the roadway centerline if disturbances are isolated to one half of the roadway) to encompass the area of restored

pavement. Surface incisions located within 50 feet shall be included in the same slurry seal area. Slurry seal shall extend 4 feet beyond the outermost surface incisions.

TUNNELING

No tunneling will be permitted except on major work as may be specifically approved and set forth on the permit thereof. Tunneling under sidewalks are also not allowed.

PROTECTION OF EXISTING SURFACES

The permittee's contractor shall use appropriate equipment, construction methods and effort/care to prevent damage to existing pavement. The permittee shall also document the pre-existing pavement conditions in a manner that will allow construction damage to be identified. The permittee shall make a post construction evaluation of the pavement surface upon completion of the work and will be responsible for repairing all damage to the pavement surface resulting from construction activities. The permittee will also be responsible for repairing any damaged pavement that cannot be identified as pre-existing.

Excavations within sidewalk areas, when not active, must be covered with a material suitable for pedestrian use and secured to avoid shifting. The excavation shall be covered for no more than 7 days (i.e., the excavation must be backfilled and the surface restored within 7 days of initial excavation). Sidewalk repairs shall conform to Sacramento County Details 4-25 and 4-43.

MAINTENANCE

The permittee agrees to exercise reasonable care to properly maintain any encroachment placed by it in the County right-of-way. The permittee further agrees to repair any damage to portions of the right-of-way which occurs as a result of the maintenance of the encroachment.

TRENCHING

Not more than one-half of the width of a traveled way shall be disturbed at one time and the remaining width shall be kept open to traffic by bridging or backfilling. Pedestrian and bicycle facilities shall be maintained through the work site at all times unless provisions have been shown on an approved traffic control plan.

TEMPORARY BRIDGING OF EXCAVATIONS AND TRENCHES

The use of steel plates shall be approved by the Agency prior to installation. Steel plates used in the roadway, shall have the name and 24 hour emergency telephone number of the contractor responsible for maintaining the plates stenciled on the roadway pavement adjacent to the plates. Painted text shall be in white lettering. The text shall be neatly stenciled lettering, a minimum five inches (5") in height and shall be maintained in a neat and legible condition for the duration of plate placement. Steel plates shall conform to the following width and thickness requirements:

<u>Steel Plate Width</u>	<u>Min. Thickness</u>
18" or less	3/4"
18" to 72"	1"
Width greater than 72"	per analysis by engineer

When steel plates are used to cover excavations on roadways with two or more lanes in each direction or posted 45 mph or greater posted speed or where the related work is to take place for longer than two (2) weeks, the steel plates shall be inlaid or recessed into the existing pavement. Existing pavement surface shall be milled out to ensure that the top of plate elevation matches the existing elevations of the adjacent

pavement surface. Steel plates must be large enough to allow a minimum of one foot (1') of bearing on all sides of the trench.

When steel plates are used to cover excavations on all other roadways, they may be placed on top of the asphalt with transitional ramps of MC250 asphalt mix (cutback) against all vertical edges of the plates. All ramping must be accomplished to provide a minimum angle of approach of twelve to one (12:1), providing a smooth, gradual transition between the pavement and the plate. Steel plates shall be anchored to the roadway surface with pins or spikes on the four (4) outermost corners. Additional pins shall be placed as necessary to assure the steel plates are secured. Pins shall be installed such that they do not protrude above the plate surface anymore than is necessary to anchor the plate and shall not create a hazard for the motoring or pedestrian public. Steel plates should be welded together to prevent shifting/bouncing where necessary. Where the Street surface is uneven, plates shall be bedded on MC250 asphalt mix (cutback). The steel plates shall extend beyond the edge of the trench a minimum of 18", but no more than 30" on all sides. No corner of any steel plate shall protrude into the traveled way as to create a hazard to the motoring public.

Steel plates shall have a nonskid surface static coefficient of friction of 0.35 per California Test 342 for all steel plates within traveled roadway, and 0.50 per ASTM C 1028 for those steel plates in pedestrian crosswalks or accessible areas. When required by the Agency, the Contractor shall certify in writing to the Agency that steel plates to be used in the Work meet the required static coefficient of friction.

The length of a series of plates running parallel to traffic wheel paths shall not exceed 30' unless approved by the agency or noted in the TCP or contract drawings. Steel plates shall not remain on the roadway for longer than seven (7) calendar days, unless otherwise approved by the Agency

Trench walls and adjacent soils shall be sufficiently stabilized prior to the use of steel plates for bridging. For conditions that require a support structure (wide excavation with multiple plates), the system must be designed by a registered professional engineer and submitted to the Agency for approval before use.

Steel plates shall be installed to operate with minimum noise levels as indicated in Sacramento County Code, Section 6.68, "Noise Control". All steel plates within the right-of-way, whether used in or out of the traveled way, shall be without deformation (e.g., chains, attachments, weldments, or irregularities that can constitute a hazard). BUMP (W8-1) warning signs shall be properly posted and maintained in advance of all roadway plates placed on the surface of the pavement. The Contractor is responsible to maintain the steel plates in a proper condition until the roadway is properly back-filled and patched to allow for the safe passage of vehicles. The Contractor shall be responsible for any damages or injuries which may occur as a result of the plates being placed in the roadway. The Contractor must reimburse to the Agency any cost for emergency repairs.

In sidewalk areas, one and one-eighths inch (1-1/8") plywood with a nonskid surface static coefficient of friction of 0.50 per ASTM C 1028 may be substituted for steel plating where the excavation is less than two (2) feet deep and when authorized by the Agency. Transitional ramps of MC250 asphalt mix (cutback) shall be installed against vertical edges in the direction of pedestrian traffic (both up and down-stream). All ramping must be accomplished to provide a minimum angle of approach of twelve to one (12:1), providing a smooth, gradual transition between the sidewalk and the plate. Plywood shall extend beyond the edge of the trench and any overlap shall be a minimum of 18". Plywood shall not be placed such that it protrudes past the sidewalk edge.

REMOVAL OF USA MARKINGS

Before the project is accepted as complete, all USA and other construction related markings shall be removed to the satisfaction of the Agency. Removal shall occur within 30 days of the date the markings are no longer needed, or upon completion of the work, whichever is sooner. The Agency will accept natural weathering of markings if the markings disappear within the 30 day period. If the markings are in brick paver or concrete areas and if by natural weathering or other approved removal methods the markings still remain, the

contractor must replace the concrete or the brick pavers in-kind, unless the utility operator has failed to use chalk-based paint or other non-permanent marking materials. Excavators and utility operators are encouraged to avoid marking in these areas by using offset markings. Removal methods shall be non-destructive and residual shadowing shall not remain.

Removal of markings shall comply with the federal, state and local requirements of the National Pollutant Discharge Elimination System (NPDES) and the Regional Water Quality Control Board.

U.S.A. markings not removed by the required time lines may be removed and the sidewalk or street repaired/replaced by the Agency at its discretion. The Agency will charge the excavator a service fee equal to the actual costs of removal plus an administrative fee of 20% for removing the markings and making any repairs and/or replacements. This fee will include the cost to comply with NPDES.

DAMAGE TO EXISTING IRRIGATION SYSTEMS

Irrigation systems owned or operated by the County of Sacramento are located within the right-of-way and on dedicated property outside the right-of-way. In the event the irrigation systems are damaged due the permittee's activities, it shall be repaired under the supervision of the Department of Transportation, Contract Landscape Section staff (916-875-5123). The system shall be repaired in accordance with the current County Standards. Care shall be taken to eliminate any debris from entering the system. Any damage resulting from repairs or contamination into the irrigation system will be the responsibility of the permittee. A contractor working in the Landscape construction or maintenance field shall be required for all necessary repairs to the landscape system.

Any permittee working in the right-of-way shall verify the location of the utilities with regards to easements. It shall be the permittee's onus to verify they are not encroaching on dedicated properties such as Assessment District parcels along the right-of-way. In the event a utility has been installed on dedicated property outside of the right-of-way or utility easements, or is planned to be placed on dedicated property, a utility easement must be acquired.

DRIVEWAYS

Portland cement concrete is not allowed for private driveway approaches within County right-of-way unless specifically approved by the Director of the Department of Transportation.

CLEANUP

All roadside drainage ditches shall be restored to a true grade and intake and outlet ends of all culverts shall be left free from all excess material and debris.

RECORD DRAWING

Upon completion of underground or surface work of consequence, the Permittee shall furnish record drawings to CMID showing location and details of work performed.

FUTURE MOVING OF INSTALLATION

The installation authorized herein shall, upon demand of the Agency, be relocated in a timely manner by, and at the sole expense of the Permittee whenever construction, reconstruction, maintenance, or traffic conditions on the highway may require such relocation. The permittee must commence such relocation within the time specified in said demand and thereafter diligently prosecute the same to completion.

BACKFILLING OF POTHoles AND BORINGS WITHIN PAVEMENT AREAS

Backfilling of potholes or similar types of minor excavations shall be with native or aggregate base materials compacted to 95%. In lieu of using compacted materials, controlled density fill (CDF) conforming to section 50-15 of the SCS may be used.

Backfilling of borings for soil or ground water sampling shall be in accordance with Sacramento County Environmental Health Requirements and County Standards. Backfilling of borings within pavement areas shall utilize cementitious grout materials regardless of the depth of encountered ground water. Backfilling of the upper one foot of borings/monitoring wells located in pavement areas shall consist of either high strength non-shrink grout or fast-setting concrete (minimum compressive strength of 4000 psi). The grout/concrete shall be uniformly color stained black to match surrounding asphalt surfaces (surface staining of placed concrete is prohibited). Placement of material shall utilize hand-rodding methods to facilitate consolidation. Once placed and rodded the surface shall be finished smooth using hand-trowel or other methods.

In the event that consolidation of backfill materials occurs within the first 24-hours of placement resulting in settlements within the boring/monitoring well hole greater than 1/4-inch, the hole shall be subsequently refilled with high strength non-shrink grout as required to reestablish a smooth surface. Additionally, if separation/shrinkage of the placed concrete is greater than 1/8-inch occurs along the outer perimeter of the filled hole, a flexible sealant shall be placed such that it uniformly fills associated gaps/voids. If the above criteria are not satisfactorily met, the County Inspector may require cutting/grinding within affected areas and subsequently repave in accordance with County Drawing 4-64.

TEMPORARY PAVEMENT REQUIREMENTS

Vehicular travel over backfilled but unpaved excavations will not be allowed. The Contractor shall provide a temporary surface suitable for driving consisting of at least one and one half inches (1-1/2") of plant mix type "A" asphalt concrete on all roadways with two or more marked traffic lanes in each direction or 45 mph or greater posted speed. Plant mix type "A" or asphalt plant mix cutback maybe used on all other roadways.

All temporary paving shall be identified by painting the words "TEMPORARY PAVEMENT" along with the name of the contractor responsible for maintaining the temporary paving material and the date in which the material was placed. Painted text shall be in white lettering at the beginning, ending and along the length of the temporary paving at a spacing not to exceed 500 ft. The TEMPORARY PAVING and the contractor or utility's name shall be neatly stenciled 5 inches minimum in height and shall be maintained in a neat and legible condition. The date in which the material was place may be painted free hand without the use of a stencil, but must be legible.

Temporary pavement and/or portions of temporary pavement totaling 1000 ft or greater in length shall also be identified with a construction sign placed along the edge of the roadway and constructed in accordance with section 34 of the SCS. Temporary pavement signs shall be 30" X 30" in a diamond configuration and shall be orange with 5 inch black lettering. Signs shall be installed at the beginning, ending and at a spacing not to exceed 1000 ft. and shall be installed within the road right of way whenever possible. Signs shall not be installed in a location that would obstruct visibility or create an obstacle for pedestrians. Property owner's permission must be obtained if sign is placed on private property.

In no case shall temporary pavement be allowed to remain for a period greater than 30 calendar days unless specifically approved by the Department of Transportation Right-of-Way Management Section.

RESTORATION OF SURFACES

(Note: Requirements for Trench Restoration are currently in the process of being revised. New requirements may be enforced on this project if final paving has not been completed prior to implementation of new requirements.)

Replace section 14-3 STREET AND PARKING LOTS and Section 14-4 CONCRETE of the County Standard Construction Specifications with the following:

14-3 STREETS AND PARKING LOTS

14-3.01 Trench Restoration

Edges of trench restoration shall be cut/grind so that edges are parallel or perpendicular to the centerline of the roadway. All required sand/slurry seal must be placed so that edges are parallel or perpendicular to the centerline of the roadway. Edges of existing pavement that are broken or damaged shall be removed and neatly trimmed back to stable and undisturbed base and surface materials. For locations where the existing pavement is severely fractured, remove loose asphalt to the nearest crack beyond the specified restoration limits.

Repaving of trenched areas shall be in accordance with Standard Drawing 4-64 (including Shallow Trench, Deep Trench and Earth Saw Trench Details) with the following exceptions:

Roadways less than 3 years old

Cuts in pavement that have been constructed or overlaid within the last three (3) years are not generally allowed. County Code section 12.09.120 prohibits excavations in newly constructed or overlaid roadways for a period of three (3) years. In circumstances such as emergency repair work where no other feasible options exist, the Sacramento County Dept. of Transportation may grant a waiver to this restriction. In the event that a waiver is granted, the applicant should be prepared to meet more stringent restoration requirements than those specified in these specifications.

Roadways with pavement 3 to 5 year old

Cuts in pavement that have been constructed or overlaid within three (3) to five (5) years shall receive a minimum 1-1/2 inch deep grind from lane line to lane line or edge of pavement and overlaid with asphalt concrete in conformance with these specifications. At roadway intersections and cul-de-sac bulbs, minimum grind and overlay shall extend to include the entire ¼ quadrant of the roadway affected by the work. 1-1/2 inch grind depth shall be considered a minimum and shall be adjusted as necessary to produce a stable surface for new pavement material. A seal coat will not be required.

For Earth Saw Trench Section, delete “is within 20” of lip of gutter, otherwise 6” minimum” and replace with “edge of pavement or lane line”. A seal coat will not be required

Roadways with pavement greater than 5 years old

Minor Roadways:

Alternate 1 – Comply with requirements of Drawing 4-64 except eliminate tee portion of asphalt restoration by limiting the extent of paving to the projected area above the trench. Follow the trench paving with a minimum 1-1/2 inch grind and overlay from center of roadway to edge of pavement.

Alternate 2 – Comply with requirements of Drawing 4-64. Slurry seal or sand seal from edge of pavement to centerline of roadway and a minimum of two (2) feet beyond the trench paving limits. At roadway intersections and cul-de-sac bulbs, minimum slurry seal or sand seal shall be placed on the entire ¼ quadrant of the roadway affected by the work. Sand seal applications shall be limited to 250 sq. ft. or less or as directed by the County (**Black sand shall be used for this application**).

Roadways with 2 or more lanes in each direction or 45 mph or greater posted speed:

Add: Arterial and thoroughfares shall receive a minimum 1-1/2 inch deep grind from lane line to lane line or edge of pavement and overlay with asphalt concrete in conformance with these specifications. 1-1/2 inch grind depth shall be considered a minimum and shall be adjusted as necessary to produce a stable surface for new pavement material. A seal coat will not be required

Limits for "Seal Coats" specified in section 49-2.02 which is referenced in the "Earth Saw Trench Section" detail shall be revised to comply with the limits indicated above.

14-3.01 Repair to areas damaged by Contractor's Operations

Areas of existing asphalt surfaces damaged during construction shall be removed and the top four inches (4") of base material shall be re-compacted to a minimum relative compaction of ninety-five percent (95%). Base or underlying material that is wet, loose, or otherwise unsuitable for supporting new paving shall be removed to a maximum depth of twelve inches (12") below the bottom surface of the new asphalt pavement section and replaced with aggregate base material per the requirements of Section 22, "Base Material", of the County Standard Construction Specifications. Aggregate base material shall be compacted in layers not exceeding six inches (6") in depth to a minimum relative compaction of ninety-five percent (95%). If unsuitable materials exist below this depth, an approved geotextile fabric shall be installed prior to placing the aggregate base materials.

14-3.02 Asphalt Concrete

The asphalt concrete shall conform to requirements specified in Section 23, "Asphalt Concrete", of the Sacramento County Standard Construction Specifications. If the existing pavement surfacing is rubberized asphalt, top layer of new asphalt surfacing shall match the existing. Special attention should be noted that section 23-3.02 "Binders" specifies that "Conventional dense graded asphalt used on on-ramps, off-ramps, arterial streets and thoroughfare streets shall use PG70-10 binder."

Contractor is responsible for developing and providing appropriate placing and compacting techniques for producing asphalt concrete in conformance with these specifications including the determination of minimum acceptable paving temperatures for the specific mix to be used.

In no case however shall any layer of asphalt concrete be placed when the atmospheric temperature is below 50°F, during raining weather or when the roadway is moist or damp. For the purpose of this provision, "raining" shall mean any weather condition that causes the roadway to become moist or damp. In the case of sudden precipitation, all paving work must stop immediately, all asphalt concrete on site not yet placed and all asphalt concrete in transit from the plant shall be rejected.

Asphalt concrete shall be delivered to the site in a thoroughly blended condition and spread by a self-propelled asphalt paving machine in such a manner as to avoid segregation during the placing operations and placed in such a manner as to achieve a density of not less than 92%, nor greater than 97% (CTM 309). Prior to placing asphalt concrete pavement, the vertical edges of any existing pavement, curbs, and gutters adjoining the area to be paved shall be clean and given a tack coat of asphaltic emulsion. Horizontal surfaces of asphalt (new and/or existing) shall also receive a tack coat prior to placing new asphalt. Asphaltic emulsion shall be of the high viscosity type subject to the approval of the Agency, and shall conform to Sections 39 and 94 of the State Specifications. Asphalt paving machine shall be used for placing the finish lift of asphalt concrete paving on all trench restorations. Limited areas inaccessible to mechanical spreading and compaction equipment or where irregularities or unavoidable obstacles exists may be spread, raked and luted by hand tools or other methods approved by the Agency. Asphalt paving machines shall be mechanical spreading and finishing equipment provided with a screed or strike-off assembly capable of distributing the material to not less than the full width of the trench. Screed action shall include any cutting, crowding or other practical action which is effective on the mixture without tearing, shoving or gouging and which produces a surface texture of uniform appearance. The screed shall be adjustable to the required section and thickness. The paver shall operate independently of the vehicle being unloaded.

Final pavement surface for trenches greater than 3 feet in width and which are mostly parallel to the centerline of the street shall not vary from the edge of a 10 foot straight edge (placed parallel and perpendicular to the trench) by more than 3/8-inch, except at intersections or changes in grade.

Final pavement surface for trenches 3 feet or less in width, bore holes having an area less than 50 square feet, and trenches of any width not mostly parallel to the centerline of the street shall match the smoothness of the existing pavement, except final pavement surface grade shall not exceed 3/8-inch above a line between the existing pavement surface at each edge of the excavation. Final pavement below this line is not acceptable.

Pavement not meeting the above requirements shall be removed and replaced. Such pavement shall be removed to a minimum depth of 1-1/2 inches for the full width of the trench. The minimum length of removal along the trench shall extend for 4 feet beyond the ends of the non-conforming areas, but in no case exceed the limits of the original pavement repair.

14-3.02A Density requirements

The County may require testing of the asphalt concrete used in pavement restoration to verify that the materials being place conforms to these specifications. Density of asphalt concrete for quality control purposes may be determined by nuclear gage testing or other approved nondestructive testing method. At the County's request, the Contractor shall provide quality assurance testing based on sampling of the asphalt on a lot basis defined as each five hundred (500) linear feet of trench. Compaction results shall be from comparing the average of density of cores taken from the compacted pavement to the Maximum Theoretical Density (Rice) as determined by California Test 309 (CT 309) taken from randomly sampled material on a lot basis. A minimum of two (2) cores per lot shall be sampled with half of the cores taken at the joint between the newly placed and the existing asphalt concrete (not more than 1 ft away from existing asphalt concrete). Contractor shall meet with the inspector and mutually agree on the sampling location. The density of each core shall be determined per CTM 308. The core samples shall be four inches (4") in diameter. Samples shall be neatly cut with a saw, core drill, or other approved equipment. If the density does not fall within the specified density range, the Contractor may test at two additional locations within the same 500 linear feet of trench area and average the results of all three tests. This averaged result shall fall within the above-specified range. The Contractor shall notify the County inspector prior to paving and provide contact information for Contractor's testing personnel. The Agency reserves the right to conduct parallel quality assurance testing at its discretion in accordance with Caltrans test methods, 308, 309, and 375. Asphalt not meeting the above specified compaction requirements will be rejected on a lot basis.

14-3.03 Seal Coats

Specified seal coat treatment shall conform to the following requirements and shall not be placed until at least seventy-two (72) hours after the placement of the final paving lift.

Slurry Seal (type 2)

Slurry seal shall be furnished and placed as specified in Section 37-2 for Slurry Seal, of the State Specifications, with the exception that the fifth paragraph of Section 37-2.06, "Placing", shall be modified to provide that the thickness of application of slurry seal shall be adjusted to provide one (1) layer not less than one eighth inch (1/8") thick nor greater than one-quarter inch (1/4") thick. The requirement for wetting surface prior to placement of slurry seal is waived.

Sand Seal

Sand seal shall be furnished and placed as specified in Section 37-1, "Seal Coats", of the State Specifications with the exception of the requirements for the asphaltic binder and aggregate. Asphaltic binder and aggregate shall be as

follows:

- The asphaltic materials for sand seal shall conform to the requirements in Section 50-17, "Asphalt, Liquid Asphalt, and Asphaltic Emulsion", of these Specifications. The asphaltic materials shall be CRS 1.
- The rate of application of CRS 1 shall vary between 0.08 and 0.15 gallons per square yard as directed by the Agency, depending upon the surface condition and weather.
- Aggregate for sand seal shall conform to Section 37-2.02C, "Aggregate", of the State Specifications and shall be spread at the rate of six (6) to ten (10) pounds per square yard, or as directed by the Agency. Preparation of seal coat, applying bituminous binder, spreading, and finishing shall be in accordance with Section 37, "Bituminous Seals", of the State Specifications, with the exception that steel wheeled rollers for sand seal may be eliminated and the pneumatic roller used for all seal operations. Asphaltic emulsion shall be applied by a distributor truck.
- Black sand shall be used for this application.

14-3.04 Shoulders

Surface restoration of trenches located in a shoulder within six feet (6') of the traveled way shall consist of a structural section equal to the original, or as shown on the Plans, but having a minimum of five inches (5") of aggregate base compacted to a relative compaction of ninety-five percent (95%).

14-4 CONCRETE

Repairs to concrete curbs, gutters, sidewalks, driveways and other concrete surfaces shall be made by removing and replacing the entire portions between joints or scores, except as follows:

- Curb and gutter shall be replaced between saw cuts so that the remaining or new curb and gutter will not be less than four feet (4') in length, measured from the saw cut to the nearest score mark, expansion joint, construction joint or weaken plane joint.
- The entire width of sidewalk shall be replaced between saw cuts for a length of not less than four feet (4') in length, measured from the saw cut to the nearest score mark, expansion joint, construction joint or weaken plane joint.
- Driveways shall be replaced as directed by the Agency, either completely or partially by saw cutting in the middle of the driveway.
- Existing driveways not in conformance with current ADA requirements shall be completely removed and replaced to conform to current requirements.
- In accordance with section 4-18 of the County of Sacramento Improvement Standards and the American with Disabilities Act (ADA), California Code of Regulations, Title 24 and the California Manual on Uniform Traffic Control Devices, any modification of any portion of an intersection shall require access improvements to all corners of that intersection. Reconstruction of existing sidewalk ramps as a result of damage to the sidewalk ramp shall be considered a modification to a portion of the intersection. All existing corners of an intersection where sidewalk ramps are not in conformance with current ADA requirements shall be completely removed and replaced to conform to current requirements.
- Curb dowels and reinforcing shall be provided and shall be installed in accordance with Section 27-6 of the County Standard Construction Specifications.

Replacement shall be in accordance with the applicable requirements, including the placement of Aggregate Base Class 2 under the new concrete as specified in Section 27, "Curb, Gutter, Sidewalk, and Drainage Structures" of the County Standard Construction Specifications. Pedestrian access shall be maintained in accordance with Section 12-12.02, "Pedestrian and Bicycle Access" of the County Standard Construction Specifications.

14-5 PAVEMENT MARKINGS

Replace entire section with the following:

Except where specified otherwise in these Specifications or the Special Provisions, the Contractor shall replace all crosswalks, legends and other permanent pavement markings and raised markers that have been disturbed, destroyed or covered by the Work. Damaged pavement legends shall be completely removed and crosswalks shall be removed from edge of road to centerline in accordance with section 13-2.09 "Removal of Traffic Stripes and Pavement Markings" and a sand seal or slurry seal conforming to section 14-3.04 "Seal Coat" shall be applied. Seal coat shall cover the entire pavement surface and extend a minimum of 6 inches past the areas where the legend has been removed. All edges of seal coat shall be perpendicular or parallel to the centerline of the roadway. Pavement markings shall then be replaced in accordance with section 48-2 "Thermoplastic Traffic Stripes and Pavement Markings".

P:\Shared Folders\R-O-W Management\Templates\Encroachment permits\Attachment A Comments - January 3, 2018.docx

DWR STANDARD REQUIREMENTS FOR ENCROACHMENT PERMITS

Show all County storm drain facilities within the vicinity of the project site and denote with SD.

If project disturbs one acre or more, project owner must determine if coverage under the Construction General Permit (CGP) or a waiver of coverage must be obtained. Include Waste Discharge Identification (WDID) number on construction drawings.

NOTES TO BE INCLUDED ON CONSTRUCTION DRAWINGS:

1. For locations where tunneling/trenching occurs under existing storm drain pipe, control density backfill shall be used consistent with Section 50-15 of the Sacramento County Standard Construction Specifications (September 2001 Revised March 2004, Revised January 2008 and Revised January 1, 2016).
2. Sacramento County Department of Water Resources requires a minimum horizontal separation of 36 inches and a minimum vertical separation of 18 inches from nearest side of storm drain facility. All drainage facilities shall be field verified prior to any construction activity.
3. All drain inlets within the project limits and any downstream inlets that may be affected shall be protected using Sacramento County Standard Construction Specifications (September 2001 Revised March 2004, Revised January 2008 and Revised January 1, 2016).
4. If during construction, the drainage system is damaged or found to be damaged, immediately contact the Drainage Maintenance Engineering Office by calling 311 and the inspector. Repairs shall adhere to the current Sacramento County Standard Construction Specifications.

POTHOLE NOTE:

Prior to beginning construction, the contractor shall pothole all drainage locations on these plans and allow utility company appointed surveys to locate the Utilities within 1/10 (0.10') of a foot. After surveys have located the utilities, the contractor shall backfill the potholed areas in accordance with Sacramento County Standard Construction Specifications. Utility companies shall review the information provided by surveys and revise the alignment of the utility lines as necessary.

DWR ENCROACHMENT PERMIT STORM WATER CONDITION OF APPROVAL

1. Contractor shall inspect on a daily basis all immediate access roads and gutters. At a minimum daily (or when deemed necessary by the inspector) and prior to any rain event, the discharger shall remove sediment or other construction activity related materials that are deposited on the roads and gutters (by vacuuming or sweeping).
2. A haul route plan and soil export destination locations shall be part of this permit. Grading permit/s may be required for soil disposal locations.

STANDARD CONSTRUCTION SPECIFICATIONS 10-4.03 STORMWATER QUALITY

Contractors performing construction in the County of Sacramento are required to develop and implement a Water Pollution Control Program (WPCP).

Unless specifically authorized in writing by the Agency, activities that could create water pollution (like potholing, clearing, grubbing, directional drilling, boring, or similar ground-disturbing activities) must not be performed without a written program to control water pollution.

WATER POLLUTION CONTROL PROGRAM (WPCP)

The Permit holder must prepare a Water Pollution Control Program (WPCP) detailing the following:

1. A map showing:
 - a. Locations of storm drain system.
 - b. Locations of water lines with owner contact information.
 - c. Locations of soil stockpiles and solid waste containers.
 - d. Locations of Vehicle and equipment fueling, servicing, cleaning and storage areas.
 - e. Locations of Material storage areas.
 - f. Locations of erosion and sediment control Best Management Practices (BMPs).
 - g. Site drainage (flow arrows) during execution of the Work.
 - h. Locations of stabilized vehicle accesses.
 - i. Locations of concrete clean out areas.
2. List of chemicals, potential pollutants, and hazardous materials to be used. For example: drilling fluids, marking paint removal solutions, etc.
3. Methods for (include copies of BMP: drawings, details, and/or descriptions):
 - a. Storm Water and Non-Storm Water dewatering.
 - b. Street cleaning.
 - c. Managing run-on and run off.
 - d. Frack-out prevention and control.
 - e. Spill prevention and control.
 - f. Handling and disposal of solid waste.
 - g. Methods for safekeeping and secondary containment of chemicals, potential pollutants, and hazardous materials.
 - h. Storage and dispensing of fuel and lubricants.
 - i. Clean out and disposal of concrete.
 - j. Construction BMP maintenance, inspection, and repair.
 - k. Sanitation provisions.
4. Methods of site stabilization after completion of the work.
5. Construction BMP implementation and removal schedule.

The program must be available on-site and is subject to review by County personnel.

Failure to implement the program may subject the permit holder to formal enforcement actions including but not limited to stop work notification.



Review drawing attached to this permit. For lower lateral location contact U.S.A. 1-800-227-2600. In the event of damage and or broken SASD (sewer) facilities, contact SASD Radio room at (916) 875-6730 and provide location of damage line, a SASD representative will document and evaluate the damage.

We are enforcing County Standard .Please plot public utilities with offset dimensions relative to other facilities, utilities; center line & right of way, and write adjacent Assessor's Parcel Number (see Encroachment Review application form). Please request Plan & Profile of the sewer facilities in your project area in writing and or visit us from 1:00 PM to 4:30 PM at:

10060 Goethe Rd.

Sacramento Ca. 95827

Maintain 5' Min. Horizontal clearance to Sewer facilities. Except Water Main per State Health & Safety code requires 10' min Horizontal clearance.

Maintain 1' Min. Vertical clearance to Sewer facilities on all crossings.

To access any SASD sewer:

An approved Access Permit is required. Access Permit is available on SASD website www.sacsewer.com , please allow 10 days for approval.

SECTION 01300
DIVISION OF DRINKING WATER WAIVER RESPONSE LETTER

ROBIE WAY AND ADMIRAL AVENUE WATER MAIN PROJECT
C19-101 AND C19-104

The following Division of Drinking Water Waiver Response Letter pertains to Citrus Heights Water District's Robie Way and Admiral Avenue Water Main Project C19-101 and C19-104:

Division of Drinking Water Waiver Response Letter (8 Pages)
Robie Way

Division of Drinking Water Waiver Response Letter (8 Pages)
Admiral Avenue

State Water Resources Control Board

April 2, 2020

PWS No. 3410006

Hilary Straus
General Manager
Citrus Heights Water District
6230 Sylvan Road
Citrus Heights, CA 95610

CITRUS HEIGHTS WATER DISTRICT PUBLIC WATER SYSTEM (PWS NO. 3410006) – ROBBIE WAY AND WHYTE AVENUE PIPELINE CONSTRUCTION PROJECT

The California State Water Resources Control Board, Division of Drinking Water (Division) received an email on March 25, 2020, from the Citrus heights Water District (CHWD) regarding improvement plans specifically identified as: 'Robbie Way and Whyte Avenue Pipeline' construction project in the Sacramento county area and within the CHWD public water system (PWS No. 3410006) service area. The aforementioned email provided information and requested a waiver from the water main separation requirements at one (1) location where a potable water main crosses another underground utility pipeline.

Section 64572, Article 4, Chapter 16, Division 4, Title 22 of the California Code of Regulations (CCR) details the water main separation requirements with other underground utility pipelines.

The CHWD public water system proposal has been reviewed by Bryan Rinde, P. E. from this office. Bryan Rinde's review comments are enclosed for your review and action.

Water Mains Crossing Existing Utility Pipelines (other than sewer service lines)

With respect to the new water main crossing existing utility pipes, and in addition to Bryan Rinde's review comments, this waiver is subject to the following conditions:

1. At locations where utility pipelines cross over water pipelines, the minimum vertical separation between the outside wall of the water pipes and the outside wall of other utility pipes shall be at least twelve (12) inches.

E. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR

2. At locations where other utility pipelines cross over water pipelines, an uncut section of water pipe shall be used and be placed such that the linear center of the water pipe is located at the crossing point to ensure that maximum separation between the water pipeline joint (as described in the attached memorandum) and the pipelines crossing location is achieved. The water pipeline joints shall be as described in the attached memorandum.
3. Unless specifically approved, at locations where other utility pipes, as defined under Section 64572 (b) of the CCR, are parallel to the water pipes, minimum horizontal separation between the outside wall of the water pipes and the outside wall of other utility pipes shall be at least 48 inches. Also, water pipeline shall be constructed at higher grade and the minimum vertical separation between the outside wall of the water pipes (bottom of pipe) and the outside wall of other utility pipes (top of pipe) shall be at least 12 inches. The water pipeline joints shall be as described in the attached memorandum.

Once the review comments along with the aforementioned conditions are incorporated into the design and construction of the project, no exception to the project would be noted.

This waiver is issued in accordance with Section 64551.100, Article 1.5, Chapter 16, Division 4, Title 22 of the CCR with respect to the items specifically mentioned in the waiver request letter and it is conditioned to completion and return of the enclosed **"VERIFICATION OF CONSTRUCTION IN ACCORDANCE WITH THE ISSUED WAIVER"** form by no later than 30 days after acceptance of the project by the CHWD public water system. A copy of this verification form shall be kept along with this letter and the project as-built document.

CHWD public water system may also submit a letter verifying construction of the project and completion of the as-built (record) drawings in accordance with this waiver. As a reference, a blank copy of the enclosed **"VERIFICATION OF CONSTRUCTION IN ACCORDANCE WITH THE ISSUED WAIVER"** shall be attached to such letter.

Water Mains Crossing Existing Sewer Service Lines

With respect to the new water main crossing existing sewer service lines, and once the following comments are incorporated into the design and construction of the project, no exception to the project would be noted. The comments are;

1. Field notes and photographs shall be maintained of each lateral crossing for both "over" and "under" crossings and the address of the property recorded,
2. Where (if) sewer laterals become broken, contact the agency with responsibility and establish with that agency how that repair is to be made and inspected. Repairs shall be recorded in field notes.

In addition to the abovementioned requirements, waivers would be subject to the following conditions:

1. At locations where sewer service lines cross over water pipelines, minimum vertical separation between the outside wall of the water pipes and the outside wall of other utility pipes shall be at least twelve (12) inches.
2. At locations where sewer service lines cross over water pipelines, an uncut section of water pipe shall be used and be placed such that the linear center of the water pipe is located at the crossing point to ensure that maximum separation between the water pipeline joint and the pipelines crossing location is achieved.

This waiver is issued in accordance with Section 64551.100, Article 1.5, Chapter 16, Division 4, Title 22 of the CCR with respect to the sewer service lines mentioned in the waiver request letter and it is conditioned to completion of the attached

"VERIFICATION OF SEWER SERVICE LINES CONSTRUCTION IN ACCORDANCE WITH THE ISSUED WAIVER" form by no later than 30 days after acceptance of the project by the CHWD public water system. A copy of this verification form shall be kept along with this letter and the project as-built document.

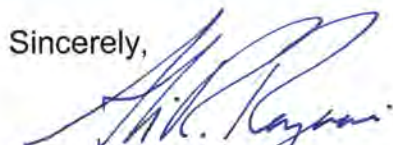
Once the aforementioned comments are incorporated into the design and construction of the project, no exception to the proposed construction would be noted with respect to the water main pipelines crossing the sewer service lines.

Pipeline construction at locations where the minimum separation requirements cannot be maintained, and/or are not specifically identified and mentioned in the waiver request letter are not part of this waiver.

Once the construction of the project begins, please notify this office so that site inspection(s) can be scheduled.

If you have any questions, or if we can be of any assistance, please do not hesitate to contact Bryan Rinde at (916) 449-5666, or by email at:
Bryan.rinde@waterboards.ca.gov.

Sincerely,



Ali R. Rezvani, P.E.
Sacramento District Engineer
Division of Drinking Water
STATE WATER RESOURCES CONTROL BOARD

cc. Bryan Rinde, P. E. – Water Resource Control Engineer, DDW, SWRCB

State Water Resources Control Board
Division of Drinking Water

TO: Ali R. Rezvani, P.E.
Sacramento District Engineer
SACRAMENTO DISTRICT OFFICE
DIVISION OF DRINKING WATER

FROM: Bryan P. Rinde, P.E. *Bryan P. Rinde*
Water Resource Control Engineer
SACRAMENTO DISTRICT OFFICE
DIVISION OF DRINKING WATER

DATE: April 2, 2020

SUBJECT: Reply to Citrus Heights Water District PWS # 3410006 – Robbie Way and Whyte Ave Pipeline Project

Project Overview:

The State Water Resources Control Board, Division of Drinking Water (Division) received a letter dated March 25, 2020, requesting a waiver from the water main separation requirements for Citrus Heights Water District PWS # 3410006. The letter requested review of one (1) location where Citrus Heights Water District has determined it is infeasible to meet separation requirements. The project is located in the City of Citrus Heights at the intersection of Robbie Way and Whyte Ave. Approx. 1600-ft of water main will be installed.

Water main separation requirements are specified in Section 64572, Article 4, Chapter 16, Division 4, Title 22 of the California Code of Regulations (CCR) which are listed below.

Regulations for pipeline separation:

Specifically, section 64572 states:

- (a) New water mains and new supply lines shall not be installed in the same trench as, and shall be at least 10 feet horizontally from and one foot vertically above, any parallel pipeline conveying:
 - (1) Untreated sewage,
 - (2) Primary or secondary treated sewage,
 - (3) Disinfected secondary-2.2 recycled water (defined in section 60301.220),
 - (4) Disinfected secondary-23 recycled water (defined in section 60301.225), and
 - (5) Hazardous fluids such as fuels, industrial wastes, and wastewater sludge.

E. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR

- (b) New water mains and new supply lines shall be installed at least 4 feet horizontally from, and one foot vertically above, any parallel pipeline conveying:
 - (1) Disinfected tertiary recycled water (defined in section 60301.230), and
 - (2) Storm drainage.
- (c) New supply lines conveying raw water to be treated for drinking purposes shall be installed at least 4 feet horizontally from, and one foot vertically below, any water main.
- (d) If crossing a pipeline conveying a fluid listed in subsection (a) or (b), a new water main shall be constructed no less than 45-degrees to and at least one foot above that pipeline. No connection joints shall be made in the water main within eight horizontal feet of the fluid pipeline.
- (e) The vertical separation specified in subsections (a), (b), and (c) is required only when the horizontal distance between a water main and pipeline is less than ten feet.
- (f) New water mains shall not be installed within 100 horizontal feet of the nearest edge of any sanitary landfill, wastewater disposal pond, or hazardous waste disposal site, or within 25 horizontal feet of the nearest edge of any cesspool, septic tank, sewage leach field, seepage pit, underground hazardous material storage tank, or groundwater recharge project site.
- (g) The minimum separation distances set forth in this section shall be measured from the nearest outside edge of each pipe barrel.
- (h) With State Board approval, newly installed water mains may be exempt from the separation distances in this section, except subsection (f), if the newly installed main is:
 - (1) less than 1320 linear feet,
 - (2) replacing an existing main, installed in the same location, and has a diameter no greater than six inches more than the diameter of the main it is replacing, and
 - (3) installed in a manner that minimizes the potential for contamination, including, but not limited to:
 - (A) sleeving the newly installed main, or
 - (B) utilizing upgraded piping material

Regulation authorizing State Board to issue waiver:

A waiver can be issued from the Division under Section 64551.100, Article 1.5, Chapter 16, Division 4, Title 22 of CCR. Specifically, Sections 64551.100 states:

- (a) A water system that proposes to use an alternative to a requirement in this chapter shall:
 - (1) Demonstrate to the State Board that the proposed alternative would provide at least the same level of protection to public health; and
 - (2) Obtain written approval from the State Board prior to implementation of the alternative.

Waiver Request Location(s):

Waivers from the regulations are requested for the following location(s):

1. A proposed 6-in ductile iron (pressure class 350) water distribution main crossing under an existing 6-in sewer located at station 29+93. The vertical separation between the existing sewer main and proposed water main per sheet 5 of 11 (enclosed) will be 12-in. A full section (typically 18-ft) of ductile iron pipe will be centered under the crossing. The crossing angle is greater than 45 degrees.

Waiver Review:

Citrus Heights Water District believes the proposed construction methods and materials will provide the same or a greater level of protection to public health as separation distances listed in section 64572. Below is the Division's review of each waiver location:

1. A proposed 6-in ductile iron (pressure class 350) water distribution main crossing under a 6-in sewer located at station 29+93. The vertical separation between the existing sewer main and proposed water main per sheet 5 of 11 (enclosed) is 12-in minimum. A full section (typically 18-ft) of ductile iron pipe will be centered under the crossing. The crossing angle is greater than 45 degrees.

The proposed crossing is acceptable to the Division when the conditions below are followed.

Waiver Conditions:

As a result of the Division's review of the plans, the following conditions shall be implemented where separation requirements between water mains and sewer main pipelines cannot be met:

1. The water main shall be constructed with pressure class 350 ductile iron pipe
2. Ductile iron pipe shall be covered with 8-mil thick polywrap protective coating as required by ANSI/AWWA 105.
3. A full section (18-ft typical) of ductile iron pipe shall be centered under the crossing to maximize horizontal separation from the sewer to the water main joints.
4. Joints on either side of the pipe crossing shall be mechanically restrained
5. At least 12-in of vertical separation shall be between the water main and sewer pipeline.

This waiver is subject to the conditions listed above.

**VERIFICATION OF SEWER SERVICE LINES CONSTRUCTION IN ACCORDANCE TO
THE ISSUED WAIVER**

Name of Public Water System: Citrus Heights Water District

Public System Number: 3410006

As required by the letter dated **April 2, 2020**, and with respect to the waiver issued in accordance to Section 64551.100, Article 1.5, Chapter 16, Division 4, Title 22 of the California Code of Regulations, the undersigned certifies that construction of the Robbie Way Project at the following crossings was completed in accordance to requirements stated in the aforementioned waiver letter. The crossings are:

Item	Water Main			Sewer Service Lines				
	Station	Size	Material	Size	Material	Fluid	Crossing (Under / Over)	Separation (inches)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Name

Title

Signature

Date

THIS FORM MUST BE COMPLETED AND FILED AS PART OF PROJECT RECORD DRAWINGS

Disclosure: Be advised that Section 116725 and 116730 of the California Health and Safety Code states that any person who knowingly makes any false statement on any report or document submitted for the purpose of compliance with the attached order may be liable for a civil penalty not to exceed five thousand dollars (\$5,000) for each separate violation for each day that violation continues. In addition, the violators may be prosecuted in criminal court and upon conviction, be punished by a fine of not more than \$25,000 for each day of violation, or be imprisoned in county jail not to exceed one year, or by both the fine and imprisonment.

VERIFICATION OF CONSTRUCTION IN ACCORDANCE WITH THE ISSUED WAIVER

Name of Water System: Citrus Heights Water District

Public System Number: 3410006

Verification

As required by letter dated **April 2, 2020**, and with respect to waiver issued in accordance with Section 64551.100, Article 1.5, Chapter 16, Division 4, Title 22 of the California Code of Regulations, the undersigned verifies that construction of the **Robbie Way Pipeline Project** pipeline project at the following crossings was completed in accordance with requirements stated in the aforementioned waiver letter and its attached memorandum. The crossings are:

1. A proposed 6-in ductile iron (pressure class 350) water distribution main crossing under an existing 6-in sewer located at station 29+93.

Name

Title

Signature

Date

THIS FORM MUST BE COMPLETED AND RETURNED TO THE
DIVISION OF DRINKING WATER – SACRAMENTO DISTRICT

A COPY OF THIS FORM SHOULD BE FILED AS
PART OF THE PROJECT RECORD DRAWINGS

Disclosure: Be advised that Section 116725 and 116730 of the California Health and Safety Code states that any person who knowingly makes any false statement on any report or document submitted for the purpose of compliance with the attached order may be liable for a civil penalty not to exceed five thousand dollars (\$5,000) for each separate violation for each day that violation continues. In addition, the violators may be prosecuted in criminal court and upon conviction, be punished by a fine of not more than \$25,000 for each day of violation, or be imprisoned in county jail not to exceed one year, or by both the fine and imprisonment.

State Water Resources Control Board

June 5, 2020

PWS No. 3410006

Hilary Straus
General Manager
Citrus Heights Water District
6230 Sylvan Road
P. O. Box 286
Citrus Heights, CA 95610

CITRUS HEIGHTS WATER DISTRICT PUBLIC WATER SYSTEM (PWS NO. 3410006) – ADMIRAL AVENUE PIPELINE CONSTRUCTION PROJECT

The California State Water Resources Control Board, Division of Drinking Water (Division) received an email on May 19, 2020, from the Citrus Heights Water District (CHWD) regarding improvement plans specifically identified as: 'Admiral Avenue Pipeline' construction project in the Sacramento county area and within the CHWD public water system (PWS No. 3410006) service area. The aforementioned email provided information and requested a waiver from the water main separation requirements at one (1) area where the proposed water mains alignment is parallel to existing underground utility pipelines.

Section 64572, Article 4, Chapter 16, Division 4, Title 22 of the California Code of Regulations (CCR) details the water main separation requirements with other underground utility pipelines.

The CHWD public water system proposal has been reviewed by Bryan Rinde, P. E. from this office. Bryan Rinde's review comments are enclosed for your review and action.

Water Mains Crossing Existing Utility Pipelines (other than sewer service lines)

With respect to the new water main crossing existing utility pipes, and in addition to Bryan Rinde's review comments, this waiver is subject to the following conditions:

1. At locations where utility pipelines cross over water pipelines, the minimum vertical separation between the outside wall of the water pipes and the outside wall of other utility pipes shall be at least twelve (12) inches.

E. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR

2. At locations where other utility pipelines cross over water pipelines, an uncut section of water pipe shall be used and be placed such that the linear center of the water pipe is located at the crossing point to ensure that maximum separation between the water pipeline joint (as described in the attached memorandum) and the pipelines crossing location is achieved. The water pipeline joints shall be as described in the attached memorandum.
3. Unless specifically approved, at locations where other utility pipes, as defined under Section 64572 (b) of the CCR, are parallel to the water pipes, minimum horizontal separation between the outside wall of the water pipes and the outside wall of other utility pipes shall be at least 48 inches. Also, water pipeline shall be constructed at higher grade and the minimum vertical separation between the outside wall of the water pipes (bottom of pipe) and the outside wall of other utility pipes (top of pipe) shall be at least 12 inches. The water pipeline joints shall be as described in the attached memorandum.

Once the review comments along with the aforementioned conditions are incorporated into the design and construction of the project, no exception to the project would be noted.

This waiver is issued in accordance with Section 64551.100, Article 1.5, Chapter 16, Division 4, Title 22 of the CCR with respect to the items specifically mentioned in the waiver request letter and it is conditioned to completion and return of the enclosed **"VERIFICATION OF CONSTRUCTION IN ACCORDANCE WITH THE ISSUED WAIVER"** form by no later than 30 days after acceptance of the project by the CHWD public water system. A copy of this verification form shall be kept along with this letter and the project as-built document.

CHWD public water system may also submit a letter verifying construction of the project and completion of the as-built (record) drawings in accordance with this waiver. As a reference, a blank copy of the enclosed **"VERIFICATION OF CONSTRUCTION IN ACCORDANCE WITH THE ISSUED WAIVER"** shall be attached to such letter.

Water Mains Crossing Existing Sewer Service Lines

With respect to the new water main crossing existing sewer service lines, and once the following comments are incorporated into the design and construction of the project, no exception to the project would be noted. The comments are;

1. Field notes and photographs shall be maintained of each lateral crossing for both "over" and "under" crossings and the address of the property recorded,
2. Where (if) sewer laterals become broken, contact the agency with responsibility and establish with that agency how that repair is to be made and inspected. Repairs shall be recorded in field notes.

In addition to the abovementioned requirements, waivers would be subject to the following conditions:

1. At locations where sewer service lines cross over water pipelines, minimum vertical separation between the outside wall of the water pipes and the outside wall of other utility pipes shall be at least twelve (12) inches.
2. At locations where sewer service lines cross over water pipelines, an uncut section of water pipe shall be used and be placed such that the linear center of the water pipe is located at the crossing point to ensure that maximum separation between the water pipeline joint and the pipelines crossing location is achieved.

This waiver is issued in accordance with Section 64551.100, Article 1.5, Chapter 16, Division 4, Title 22 of the CCR with respect to the sewer service lines mentioned in the waiver request letter and it is conditioned to completion of the attached

"VERIFICATION OF SEWER SERVICE LINES CONSTRUCTION IN ACCORDANCE WITH THE ISSUED WAIVER" form by no later than 30 days after acceptance of the project by the CHWD public water system. A copy of this verification form shall be kept along with this letter and the project as-built document.

Once the aforementioned comments are incorporated into the design and construction of the project, no exception to the proposed construction would be noted with respect to the water main pipelines crossing the sewer service lines.

Pipeline construction at locations where the minimum separation requirements cannot be maintained, and/or are not specifically identified and mentioned in the waiver request letter are not part of this waiver.

Once the construction of the project begins, please notify this office so that site inspection(s) can be scheduled.

If you have any questions, or if we can be of any assistance, please do not hesitate to contact Bryan Rinde at (916) 449-5666, or by email at:
Bryan.rinde@waterboards.ca.gov.

Sincerely,



Ali R. Rezvani, P.E.
Sacramento District Engineer
Division of Drinking Water
STATE WATER RESOURCES CONTROL BOARD

cc. Bryan Rinde, P. E. – Water Resource Control Engineer, DDW, SWRCB

VERIFICATION OF CONSTRUCTION IN ACCORDANCE WITH THE ISSUED WAIVER

Name of Water System: Citrus Heights Water District

Public System Number: 3410006

Verification

As required by letter dated June 5, 2020, and with respect to waiver issued in accordance with Section 64551.100, Article 1.5, Chapter 16, Division 4, Title 22 of the California Code of Regulations, the undersigned verifies that construction of the Admiral Ave Pipeline Project pipeline project at the following crossings was completed in accordance with requirements stated in the aforementioned waiver letter and its attached memorandum. The crossings are:

1. A proposed 8-in polyvinyl chloride (pressure class 305) water distribution main parallel to an existing 6-in sewer with less than 10-ft of horizontal separation. Located from station 11+61 to 12+01. The vertical separation between the proposed water main and existing sewer is 12-in and greater. All joints within 10 horizontal feet of sewer will be mechanically restrained.

Name

Title

Signature

Date

THIS FORM MUST BE COMPLETED AND RETURNED TO THE
DIVISION OF DRINKING WATER – SACRAMENTO DISTRICT

A COPY OF THIS FORM SHOULD BE FILED AS
PART OF THE PROJECT RECORD DRAWINGS

Disclosure: Be advised that Section 116725 and 116730 of the California Health and Safety Code states that any person who knowingly makes any false statement on any report or document submitted for the purpose of compliance with the attached order may be liable for a civil penalty not to exceed five thousand dollars (\$5,000) for each separate violation for each day that violation continues. In addition, the violators may be prosecuted in criminal court and upon conviction, be punished by a fine of not more than \$25,000 for each day of violation, or be imprisoned in county jail not to exceed one year, or by both the fine and imprisonment.

**VERIFICATION OF SEWER SERVICE LINES CONSTRUCTION IN ACCORDANCE TO
THE ISSUED WAIVER**

Name of Public Water System: Citrus Heights Water District

Public System Number: 3410006

As required by the letter dated **June 5, 2020**, and with respect to the waiver issued in accordance to Section 64551.100, Article 1.5, Chapter 16, Division 4, Title 22 of the California Code of Regulations, the undersigned certifies that construction of the **Admiral Ave Pipeline Project** at the following crossings was completed in accordance to requirements stated in the aforementioned waiver letter. The crossings are:

Item	Water Main			Sewer Service Lines				
	Station	Size	Material	Size	Material	Fluid	Crossing (Under / Over)	Separation (inches)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Name

Title

Signature

Date

THIS FORM MUST BE COMPLETED AND FILED AS PART OF PROJECT RECORD DRAWINGS

Disclosure: Be advised that Section 116725 and 116730 of the California Health and Safety Code states that any person who knowingly makes any false statement on any report or document submitted for the purpose of compliance with the attached order may be liable for a civil penalty not to exceed five thousand dollars (\$5,000) for each separate violation for each day that violation continues. In addition, the violators may be prosecuted in criminal court and upon conviction, be punished by a fine of not more than \$25,000 for each day of violation, or be imprisoned in county jail not to exceed one year, or by both the fine and imprisonment.

State Water Resources Control Board

Division of Drinking Water

TO: Ali R. Rezvani, P.E.
Sacramento District Engineer
SACRAMENTO DISTRICT OFFICE
DIVISION OF DRINKING WATER

FROM: Bryan P. Rinde, P.E. *Bryan P. Rinde*
Water Resource Control Engineer
SACRAMENTO DISTRICT OFFICE
DIVISION OF DRINKING WATER

DATE: June 1, 2020

SUBJECT: Reply to Citrus Heights Water District PWS # 3410006 – Admiral Ave Pipeline Project

Project Overview:

The State Water Resources Control Board, Division of Drinking Water (Division) received a letter dated May 19, 2020, requesting a waiver from the water main separation requirements for Citrus Heights Water District PWS # 3410006. The letter requested review of one (1) location where Citrus Heights Water District has determined it is infeasible to meet separation requirements. The project is located in the City of Citrus Heights on Admiral Ave between Dewey Drive and Ensign St. Approximately 600-ft of water main will be installed.

Water main separation requirements are specified in Section 64572, Article 4, Chapter 16, Division 4, Title 22 of the California Code of Regulations (CCR) which are listed below.

Regulations for pipeline separation:

Specifically, section 64572 states:

- (a) New water mains and new supply lines shall not be installed in the same trench as, and shall be at least 10 feet horizontally from and one foot vertically above, any parallel pipeline conveying:
 - (1) Untreated sewage,
 - (2) Primary or secondary treated sewage,
 - (3) Disinfected secondary-2.2 recycled water (defined in section 60301.220),
 - (4) Disinfected secondary-23 recycled water (defined in section 60301.225), and
 - (5) Hazardous fluids such as fuels, industrial wastes, and wastewater sludge.

E. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR

- (b) New water mains and new supply lines shall be installed at least 4 feet horizontally from, and one foot vertically above, any parallel pipeline conveying:
 - (1) Disinfected tertiary recycled water (defined in section 60301.230), and
 - (2) Storm drainage.
- (c) New supply lines conveying raw water to be treated for drinking purposes shall be installed at least 4 feet horizontally from, and one foot vertically below, any water main.
- (d) If crossing a pipeline conveying a fluid listed in subsection (a) or (b), a new water main shall be constructed no less than 45-degrees to and at least one foot above that pipeline. No connection joints shall be made in the water main within eight horizontal feet of the fluid pipeline.
- (e) The vertical separation specified in subsections (a), (b), and (c) is required only when the horizontal distance between a water main and pipeline is less than ten feet.
- (f) New water mains shall not be installed within 100 horizontal feet of the nearest edge of any sanitary landfill, wastewater disposal pond, or hazardous waste disposal site, or within 25 horizontal feet of the nearest edge of any cesspool, septic tank, sewage leach field, seepage pit, underground hazardous material storage tank, or groundwater recharge project site.
- (g) The minimum separation distances set forth in this section shall be measured from the nearest outside edge of each pipe barrel.
- (h) With State Board approval, newly installed water mains may be exempt from the separation distances in this section, except subsection (f), if the newly installed main is:
 - (1) less than 1320 linear feet,
 - (2) replacing an existing main, installed in the same location, and has a diameter no greater than six inches more than the diameter of the main it is replacing, and
 - (3) installed in a manner that minimizes the potential for contamination, including, but not limited to:
 - (A) sleeving the newly installed main, or
 - (B) utilizing upgraded piping material

Regulation authorizing State Board to issue waiver:

A waiver can be issued from the Division under Section 64551.100, Article 1.5, Chapter 16, Division 4, Title 22 of CCR. Specifically, Sections 64551.100 states:

- (a) A water system that proposes to use an alternative to a requirement in this chapter shall:
 - (1) Demonstrate to the State Board that the proposed alternative would provide at least the same level of protection to public health; and
 - (2) Obtain written approval from the State Board prior to implementation of the alternative.

Waiver Request Location(s):

Waivers from the regulations are requested for the following location:

1. A proposed 8-in polyvinyl chloride (pressure class 305) water distribution main parallel to an existing 6-in sewer with less than 10-ft of horizontal separation. Located from station 11+61 to 12+01.

Waiver Review:

Citrus Heights Water District believes the proposed construction methods and materials will provide the same or a greater level of protection to public health as separation distances listed in section 64572. Below is the Division's review of each waiver location:

1. A proposed 8-in polyvinyl chloride (pressure class 305) water distribution main parallel to an existing 6" sewer with less than 10-ft of horizontal separation. Located from station 11+61 to 12+01.
 - a. The horizontal separation between the existing sewer and proposed water main per sheet 4 of 8 (enclosed) is 6-ft or greater. The vertical separation between the proposed water main and existing sewer is 12-in or greater. All joints within 10 horizontal feet of sewer will be mechanically restrained.
 - i. The proposed crossing is acceptable to the Division when the waiver conditions are followed.

Waiver Conditions:

As a result of the Division's review of the plans, the following conditions shall be implemented where separation requirements between water mains and sewer main pipelines cannot be met:

1. The water main shall be constructed with polyvinyl chloride pressure class 305.
2. Regarding pipelines that are proposed to be constructed parallel to other existing pipelines and cannot meet the minimum required separation, the water main and appurtenances shall be constructed with mechanically restrained joints using bolted connections or restrained push-on joints with grooved metal teeth (in accordance with ANSI/AWWA C111/A21.11 standards)

This waiver is subject to the conditions listed above.

11

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 19, 2020 REGULAR MEETING

SUBJECT	: CHWD CENTENNIAL UPDATE
STATUS	: Presentation Item
REPORT DATE	: August 5, 2020
PREPARED BY	: Madeline A. Henry, Administrative Services Manager/Chief Board Clerk Susan K. Talwar, Director of Finance and Administrative Services

OBJECTIVE:

Provide an overview of the District's year-long Centennial celebration and seek Board input.

BACKGROUND AND ANALYSIS:

On October 25, 2020, CHWD will celebrate 100 years of service to the community. Working with Sagent, the District's communications firm, staff have outlined a series of virtual events to celebrate the District's Centennial.

Communications and outreach around the Centennial will begin in late September, leading up to a virtual event in late October. From October 2020-September 2021 the District will continue to promote the Centennial.

At the August 19, 2020 Board Meeting, Administrative Services Manager Madeline Henry will provide a presentation outlining the District's year-long Centennial celebration activities and a revised draft Centennial logo for Board input.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 19, 2020 REGULAR MEETING

SUBJECT	: WEBITE REDESIGN UPDATE
STATUS	: Presentation Item
REPORT DATE	: July 30, 2020
PREPARED BY	: Madeline A. Henry, Administrative Services Manager/Chief Board Clerk Susan K. Talwar, Director of Finance and Administrative Services

OBJECTIVE:

Provide an overview of the District's website redesign and seek Board input on recommendations for the revised website.

BACKGROUND AND ANALYSIS:

Beginning with the 2018 Strategic Plan the District's website was identified as a vital tool for customer and community engagement. In early 2019, due to an increased demand for communications and outreach, staff decided to release a request for proposals (RFP) for a comprehensive outreach and communications consultant. One of the tasks in the RFP was a website redesign.

In preparing for the RFP process, staff researched various website options including custom content management systems (CMS) that provide templates to governments, and open-source CMS software. We decided on WordPress, an open-source CMS system in order to reduce costs, have more flexibility over the webpage, and ensure consistency of the website across all devices and platforms.

In our Communications and Outreach RFP process, each respondent provided their recommendation for CHWD's website redesign. ProProse LLC dba Sagent was awarded the communications and outreach contract and their sub consultant Post Modern Marketing was identified as the consultant for the District's website redesign.

The website redesign, including update of host and CMS, redesign of sitemap, and update of content, is a 2020 strategic planning objective under the goal to "Promote Organizational Effectiveness to Enhance Customer Service."

CHWD and the Sagent team began work on the website redesign in spring 2020. Staff met with each department to identify key goals and objectives for the website redesign. These goals were summarized into the following sections:

- **Improve Overall User Experience**
 - Clearer information path
 - Easy to find resources
 - Focus on customer service
 - Increase customer use of website
 - Speed
 - Translation
- **Improve Communication with Customers**
 - Easy to find emergency/contact information
 - The ability to place more key content on the home page

- Ability to gather Customer Emails
- Integrate social media on the homepage
- Accommodate more video
- **Improve Operations and Meet Regulatory Compliance**
 - Online fill out forms that are routed to the correct internal department member(s), reducing staff time and improving customer experience
 - Integrate with bill pay software (Invoice Cloud)
 - ADA, Security, Privacy and Cookies compliance

The Sagent team reviewed the current website's Google Analytics to evaluate which pages customers are viewing most often and how long they are spending on each page. Sagent used this data to create an updated website map. Once this background work was complete, Post Modern Marketing began working on the redesign, highlighting the pages our customer's visit most frequently.

The redesigned website will launch in mid-September. The site will use the District's Centennial logo and will kick off the District's Centennial celebration. Staff will promote the redesigned website on social media, in the newsletter, and in bill inserts, in order to encourage customers to utilize the new website for frequently asked questions and services.

At the August 19, 2020 Board Meeting, Administrative Services Manager Madeline Henry, and Sagent will provide a presentation on the website redesign process and present a draft website and website map for Board input.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 19, 2020 MEETING

SUBJECT	: CAPITAL IMPROVEMENT PROGRAM UPDATE
STATUS	: Information Item
REPORT DATE	: August 4, 2020
PREPARED BY	: Missy Pieri, Interim Director of Operations/Director of Engineering/District Engineer

Staff will provide an update on the 2020 Capital Improvement Program.