



NAPA VALLEY TRANSPORTATION AUTHORITY COVER MEMO

SUBJECT

Construction Management Services Agreement with Kleinfelder for the Redwood Park & Ride Improvement Project

STAFF RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board authorize the Executive Director to execute and make minor modifications to Project Work Order No. 23-OCE09-E03 with Kleinfelder (Attachment 1) for Construction Management and Inspection Services for the Redwood Park & Ride Improvements project, in an amount not to exceed \$138,800.

EXECUTIVE SUMMARY

The Redwood Park & Ride Improvements Project will upgrade the facility at Redwood Avenue and Solano Avenue in Napa with improved wayfinding and regulatory signage, real-time transit displays, enhanced lighting, and a new modular restroom. Construction is anticipated to begin in early 2026, following procurement of the modular restroom, which requires approximately six months for fabrication and delivery. Construction remains contingent on receiving federal funding approval, which has been delayed and presents a risk to the project schedule.

Kleinfelder was selected through a competitive process from NVTA's prequalified consultant bench to provide construction management and inspection services.

FISCAL IMPACT

Yes. The cost of construction management and inspection (CM&I) services for this project totals \$138,800, inclusive of a 10% contingency. In addition to CM&I costs, construction of the Redwood Park & Ride Improvement project is estimated to cost \$611,200. Total costs for the project are expected to be approximately \$750,000 and will be funded by Federal Transit Authority (FTA) grant funds and Transportation Development Act (TDA) funds.



NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Memo

TO: NVTA Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Grant Bailey, Program Manager – Engineer
(707) 259-5951 / Email: gbailey@nvta.ca.gov
SUBJECT: Construction Management Services Agreement with Kleinfelder for the Redwood Park & Ride Improvement Project

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board authorize the Executive Director, or designee to execute and make minor modifications to Project Work Order No. 23-OCE09-E03 with Kleinfelder (Attachment 1) for Construction Management and Inspection Services for the Redwood Park & Ride Improvements project in an amount not to exceed \$138,800.

COMMITTEE RECOMMENDATION

None

BACKGROUND

NVTA is preparing to initiate construction of the Redwood Park & Ride Improvements Project, located at the corner of Redwood Avenue and Solano Avenue in Napa, California. The planned improvements include:

- Installation of upgraded wayfinding and regulatory signage and pavement striping,
- Real-time transit signage,
- Enhanced lighting,
- A new modular restroom facility.

Bids are anticipated in June 2025, with construction expected to begin in early 2026, following procurement of the modular restroom facility, which requires approximately six months for fabrication and delivery. However, construction is contingent on receiving

federal funding approval, which has been delayed, presenting a risk to the currently anticipated project delivery timeline.

To ensure the project is constructed to contract specifications and quality standards, dedicated construction management and inspection (CM&I) oversight is required. NVTA solicited proposals from firms prequalified under its Master Architectural and Engineering Services bench. Three proposals were received, and a review panel comprised of NVTA staff selected Kleinfelder as the most qualified consultant for this task.

Kleinfelder will provide comprehensive construction management services, including contractor coordination, schedule and budget management, quality assurance and compliance monitoring, materials testing, construction document review, change order management, inspection and documentation, permit coordination, and project closeout support, for a total not-to-exceed amount of \$138,800, which includes a 10% contingency for unforeseen conditions.

The total project cost is approximately \$750,000. The following table is the funding plan and expenditure plan for the Redwood Park and Ride Project

Expenditure Plan	
Construction Management	\$138,800
Construction	\$612,000
Total Costs	\$750,000
Funding Plan	
Federal Transit Administration	\$641,000
Transportation Development Act	\$109,000
Total Funding	\$750,000

ALTERNATIVES

Defer the construction management and inspection until a later date and risk not having sufficient project management and expertise to manage the construction of the project. This would likely result in delays to project construction and potentially increase the overall cost of the project with funds lapsing.

STRATEGIC GOALS MET BY THIS PROPOSAL

Goal 5: Minimize the energy and other resources required to move people and goods.

The Redwood Park & Ride Improvements Project will enhance the existing facility with critical safety and user improvements, including better wayfinding, real-time transit

information, and onsite restroom facilities, reducing reliance on offsite amenities and improving the overall rider experience.

Goal 3: Use taxpayer dollars efficiently.

Utilizing short-term consultants with specialized expertise is a cost-effective approach compared to hiring full-time staff to manage a single capital project, ensuring responsible use of public funds.

ATTACHMENTS

- (1) Project Work Order No. 23-OCE09-E03 with Kleinfelder

**PROJECT WORK ORDER NO. 23-OCE09-E03
ON-CALL A/E & PROJECT DELIVERY SERVICES**

PROJECT NAME: REDWOOD PARK & RIDE IMPROVEMENTS

PROJECT MANAGER: Grant Bailey, PE, Program Manager – Engineer
E gbailey@nvta.ca.gov | T 707.259.5951

CONSULTANT DESIGNATED TEAM MEMBERS, PROJECT SCOPE AND FEE:

- KLEINFELDER – see EXHIBIT A attached

Consultant will independently and at its own discretion and liability enter into agreement with sub-consultant(s) listed in their proposal for any services required to complete the project as described in the scope of work.

SCOPE OF SERVICE: Provide construction management and inspection services for the Redwood Park & Ride Improvements project. Construction management and inspection services are to be performed in accordance with the SOW solicited and awarded under 25-R22.

START DATE: JUNE 1, 2025

COMPLETION DATE: JUNE 30, 2026

NOT-TO-EXCEED AMOUNT FOR THIS PROJECT: \$126,179.89

CHARGE NUMBER FOR PAYMENT: FY26 OBAG

TERMS AND CONDITIONS: This Project Work Order is issued and entered into as of the last date written below in accordance with the terms and conditions set forth in the Master Agreement (23-OCE09) with CONTRACTOR, which terms are hereby incorporated and made part of this Project Work Order.

NVTA

By: _____
KATE MILLER, Executive Director

Approved as to Form	
By:	_____
	NVTA General Counsel
Date:	_____

CONSULTANT

KLEINFELDER

By: _____
JOHAN JACOBSEN
PE, AREA MANAGER

Mr. Fakner is supported by 20-year Project Controls veteran, Ericka Anglin, PMP, DBIA. Ms. Anglin operations and finance expertise is focused on client-facing project controls and integrating advanced cost forecasting tools to deliver precise financial and contractual reports. Her leadership supports accurate reporting. Her responsibilities support successful project management including contract terms, reporting, invoicing, and scheduling with a client focused, tailored approach.

WORKING RELATIONSHIP

Mr. Fakner and the team have a deep understanding of public sector clients and their procurement processes including NVTA's. Mr. Fakner, Mr. Pollock and Mr. Bohannen have been working closely together for the successful delivery of the NVTA Bus Maintenance Facility.

6. Scope of Services

GENERAL SCOPE INTRODUCTION

The assigned construction manager will serve as the primary point of contact for all construction-related activities. We will prepare weekly progress reports, detailing completed work items and anticipated tasks for the upcoming week. Photographs of site conditions before, during, and after construction will be taken, documented, and compared to assess changes.

Additionally, we will submit a monthly progress report covering key issues, schedule status, budget updates, payments, RFIs, submittals, claims, potential change orders, and actual change orders, as well as tracking working days. We will handle construction submittals by receiving, routing, tracking, and managing them. Our team will also analyze requested change orders and claims for their validity, cost implications, and potential impacts on the schedule.

We leverage lessons learned from past projects and insights from Kleinfelder's "Communities of Practice" to gather valuable information and apply that to future projects. At key milestones, we meet with the NVTA and core team members to share findings, identify potential risks that could affect timelines or budgets, and determine how to meet Task Order expectations and project intent.

Kleinfelder understands NVTA's request for a qualified construction management firm to provide Construction Management (CM) and Inspection services as outlined under CAT 7, Exhibit A, of the Master Agreement for the three proposed projects. Kleinfelder will deliver, but not be limited to, the following CM services:

CONTRACTOR COORDINATION

"Liaison with contractors to ensure adherence to project specifications, schedules, and safety requirements."
"Fill role as single point of contact for all construction activities"

Effective contractor coordination is essential in construction management to ensure that all project specifications, schedules, and safety requirements are met. Kleinfelder will serve as a liaison between contractors and other project stakeholders to facilitate clear communication and collaboration. Key responsibilities include:

- **Ensuring Compliance:** Our Quality Management approach to projects and the development of Key Performance Indicators (KPIs) will assist to verify that contractors adhere to project specifications, timelines, and safety protocols, aligning with standards of practice as it relates to means and methods and code compliance.
- **Facilitating Communication:** We act as the primary point of contact between contractors and project stakeholders, ensuring that all parties are informed of project developments and any issues are promptly addressed.
- **Monitoring Performance:** We regularly assess contractor performance to ensure quality standards are met forecasted costs do not exceed capital allocations, and that the project progresses according to construction documents.
- **Addressing Issues:** We identify and resolve any challenges or disputes that may arise during the construction process, maintaining a collaborative and efficient working environment. The project team is expected to bring solutions to field discovered change conditions for discussion, refinement, impact acceptance, and direction.



Regular coordination supports on-time project completion successfully meeting specified requirements, compliance, and deadlines.

By effectively managing these aspects, Kleinfelder will ensure that all projects are completed successfully, meeting all specified requirements, AHJ compliance, and deadlines.

SCHEDULE AND BUDGET MANAGEMENT (COST CONTROL AND BUDGETING) METHODOLOGY

“Analyze requested change orders and claims for validity, cost, and schedule impacts.”

“Monitor and track project schedules, budgets, and funding compliance to ensure timely and cost-effective project completion.”

Two critical factors in determining a project's success are its schedule and budget. Kleinfelder manages these aspects by conducting project-specific risk reviews with the contractor, NVTA, the design team, and other stakeholders. These discussions are essential for identifying potential challenges that could affect the contractor's methods and subsequently impact the budget or timeline. The risk review meetings foster collaboration, allowing stakeholders to explore project details and relevant site conditions. Each identified risk is logged, assessed for its likelihood, and addressed to develop solutions. A designated risk leader is responsible for implementing these solutions and providing updates at scheduled progress meetings.

Kleinfelder approaches project scheduling as a conscientious objector. While a “Preliminary Schedule” is included as a supporting document in the procurement bid package, the responsibility for developing, updating, and maintaining the schedule lies with the contractor. Their schedule should reflect the effectiveness of their methods and strategies. Kleinfelder collaborates closely with the contractor. Once the “Baseline” schedule is submitted, and the contractor's approach is clarified, Kleinfelder evaluates the scheduling practices. If the schedule does not comply with contract requirements, we work with the contractor to create an acceptable version. Our review focuses on the logic, sequencing, activity descriptions, and durations. Execution of the work cannot proceed without acceptance of the “Baseline Schedule” by NVTA and others. Monitoring the project's critical path, identifying risk activities for inclusion in the schedule, tracking planned versus actual progress, and forecasting impacts are key tasks. These topics are brought up in progress meetings to initiate mitigating actions, thereby avoiding cost overruns and delays. For example, in the “Redwood Park & Ride” project, Kleinfelder will schedule reviews at specific intervals and provide feedback for the contractor to incorporate into the progress schedule.

Kleinfelder employs a “trust but verify” approach to project scheduling. We require the contractor to establish a “Baseline” schedule that reflects their methods. Critical milestones—such as liner protection, abatement, roof beam delivery, chemical treatment, and inspections—must be included. Each month, when the contractor updates the “Baseline” schedule, Kleinfelder will independently analyze its critical path, logic, cost/resource loading, utilization rates, and available float to proactively identify risks and develop mitigation strategies.

Throughout the project, the contractor is expected to provide Kleinfelder with a “Look Ahead” schedule detailing the previous week's activities, the current week's tasks, and a two-week forecast. Incorporating milestones, especially inspection deadlines, is crucial. We ensure these are clearly identified in the schedule. If any schedule issues arise, we will promptly arrange a meeting with the contractor to address our concerns and explore corrective actions. The contractor will then prepare a recovery fragnet for further discussion and integration into the progress schedule.

Kleinfelder recognizes that NVTA has provided estimated project costs. To effectively manage these costs, we will require the contractor to submit a payment application schedule that itemizes values based on the necessary means and methods for the work. Each month, the contractor will present a payment application detailing the percentage of completion for each line-item activity. This approach helps prevent front-loading and ensures compensation accurately reflects progress in each work category.

Once we validate the requested payment amount, our attention will shift to the schedule. The contractor must submit a “Progress Schedule” that updates the accepted “Baseline Schedule,” facilitating the efficient execution and completion of the project.

Cost impacts may arise from owner-driven changes, unforeseen conditions, or errors and omissions by the architect. Monitoring adherence to plans and specifications while identifying potential risks is a core practice that Kleinfelder implements throughout all project phases. We not only identify challenges but also work collaboratively to develop immediate corrective measures to keep

“Fragnet”

In the construction industry, a fragnet (short for “fragmentary network”) is a detailed sub-network or portion of the overall project schedule that focuses on a specific scope of work or sequence of activities. It represents a small, isolated section of the project that is analyzed or updated independently from the main schedule.

Fragnets are particularly useful when there are delays, change orders, or any events that could impact the project's timeline. By honing in on a project fragment, the team can better understand how changes might ripple through the schedule and take proactive steps to keep the project on track.

the project on track. To mitigate any cost impacts, we will require the contractor to justify changes with supporting documentation that validates the need for adjustments.

QUALITY ASSURANCE AND COMPLIANCE MONITORING

“Oversee construction activities to ensure work is performed in accordance with approved plans, specifications, permits, and applicable codes, including accessibility, electrical, and safety standards.”

Kleinfelder believes that the most effective way to oversee project activities is to establish clear project-specific expectations, processes, and procedures. This can be achieved by discussing key procedures related to communication, inspections, health and safety, payment applications, change conditions, potential change orders, and documentation. In place of providing a Project Management Plan (PMP) and its accompanying subplans, we advocate for a comprehensive "Construction Kickoff Meeting" as a vital medium for defining these procedures and expectations.

We view the "Construction Kickoff Meeting" as essential for ensuring the contractor understands the expectations and procedures that will apply to the project. This meeting also serves as a critical risk mitigation measure. It offers an opportunity to address the following:

- Introduce the project team and clarify each member's roles and responsibilities.
- Identify and define the necessary protocols and procedures for the project.
- Verify that the contractor is familiar with the construction documents.
- Confirm that the contractor has visited the project site, understands the existing conditions, and has identified any challenges for further discussion.
- Ensure that the contractor has commitments from all involved subcontractors to execute the work.
- Obtain agreement from the contractor to coordinate an onsite meeting with Kleinfelder, acting as the Construction Manager, to photographically document existing conditions before mobilization and the start of work activities.
- Discuss the contractor's submitted "Preliminary Schedule," outlining a 30-day projection of expected work activities.
- Review the contents and purpose of the PMP, emphasizing operational parameters defined by administrative processes and procedures, while selectively detailing essential procedures such as Payment Applications, Submittals, and Change Conditions.
- Clarify expectations.
- Define the process for engaging in a "Risk Review" of the project, including when and how this will occur.

Monitoring sites for plan and specification conformance is a fundamental practice Kleinfelder implements throughout every phase of a project, and it's engrained in our corporate Quality Management Program. We conduct Quality Assurance/Quality Control (QA/QC) observations aligned with the specific project documents. A strong Quality Management Plan (QMP) is essential to affirm the construction documents at project completion meet the intent of the project. During construction, we will implement a quality approach that minimizes errors and omissions and affirms compliance with AHJs and codes. The plan aims to achieve the following goals:

- Daily observation and reporting of progress.
- As Build documentation daily to illustrate field conditions of the in-place work if it deviated from plan intent.
- Specify and comply with quality control procedures, including provisions for late changes.
- Identify KPIs for tracking and validating quality control efforts.
- Confirm compliance with project requirements and conduct interdisciplinary reviews to capture "Lessons Learned" and maintain strong relationships.
- Maintain a formal reporting system to track any incidents or concerns and provide recommendations for improvement.
- Reinforcing "Safety" and its importance throughout the project.

Preparing weekly statements of working days is one of the quality assurance measures that Kleinfelder will implement. This process not only ensures the quality of the work performed but also allows for productivity observation, enabling recommendations for enhanced efficiency. Moreover, it helps mitigate risks by utilizing recorded data to predict potential impacts on time and budget.



Reporting is a fundamental aspect of Kleinfelder's document control services, as thorough documentation is vital for project success. During the "Construction Kickoff Meeting," we will establish clear documentation and reporting procedures to ensure efficient and effective execution concerning scope, budget, and schedule. Typical reports expected are "Schedule Narrative Report" presenting finding from our analysis of the Contractors Progress Schedule, "Executive Monthly Report" prepared and presented by Kleinfelder's Project Manager to NVTA and others as designated. It's a summary of project progress and monitoring components tracking budget, change conditions, challenges, schedule, and other project related topics, and Inspection Reports.

Quality assurance also extends to schedule management. As noted, we do not control the schedule but analyze the contractor's submitted Progress Schedules and weekly "Look Ahead Schedules." We will provide the team with a "Schedule Narrative Report" that identifies concerns and offers recommendations. This report serves as a reference, allowing the team to compare planned activities with actual progress and providing insights to forecast future tasks and address ongoing schedule or budget challenges.

Additionally, preparing state and federal forms is a critical task for NVTA projects. We will familiarize ourselves with the specific requirements of each AHJ compliance and reporting elements. Typical AHJs include local utilities like PG&E, as well as regulatory bodies such as the FAA, Caltrans, the Inflation Reduction Act (IRA), and City Planning and Building Departments. Our expertise in the specific requirements of various federal and state funding programs and regulatory agencies enables us to efficiently navigate the necessary compliance obligations.

Inspections are a distinct yet vital aspect of our quality approach to the project. Our onsite staff will perform preliminary inspections ahead of local Building Department inspections, covering areas such as site grading and drainage, utility infrastructure, trenching, foundations, framing, mechanical, plumbing, and electrical work. As NVTA is familiar with Kleinfelder's role as a "Community of Practice," we will provide construction materials testing and special inspections as required on two of the three projects defined above in the "Understanding". Our experienced team is well-equipped to handle any situation effectively.

Our quality approach mandates the preparation of Daily Construction Inspection Reports by assigned Construction Managers and Inspectors. Our documentation framework includes template forms designed to capture data essential for measuring, monitoring, and forecasting progress. Key reporting requirements during construction encompass meticulous oversight and a detailed account of observations, documenting labor, equipment, materials, and quantities. Additionally, we will manage appropriate contract change orders, including independent cost estimates and time impact analyses, when necessary, while recording these efforts. We will also enforce contract timelines using tools such as weekly statements of working days and conduct routine reviews and provide comments on the contractor's "Look Ahead" and "Progress Schedule" submissions.

These practices ensure that vital information is communicated to the team for further discussion and informed decision-making, ultimately enhancing the likelihood of successful project delivery.

Compliance monitoring is built on a robust quality plan and relies heavily on effective reporting, documentation, and filing. Kleinfelder adheres to the principle of "Document Everything," which serves as a risk mitigation strategy to address disputes and protect NVTA in potential litigation scenarios. This practice is essential for effective dispute management and resolution.

Maintaining comprehensive project files is a crucial part of our document control and reporting responsibilities. We utilize Microsoft Teams and SharePoint as our digital MIS, providing selected project team members access to essential files. This organized exchange of information throughout the project is vital for successful execution, management, and administration, enhancing team efficiency. Kleinfelder will be the responsible party to select key documents and information designated to be "Record Documents" and filed in our MIS.

At the conclusion of the project, key documents are designated as "Record Documents" and transferred to a USB or another medium for submission to NVTA for future reference. Kleinfelder initiates, manages, and maintains the project file structure and contents through our MIS, which serves as the central repository for all files.

We also advocate for obtaining access to the contractor's MIS, typically Procore, which serves as the backbone of the document control system during execution of the work. This system can handle vast amounts of data and store and retrieve unlimited documents across multiple categories, facilitating effective communication among all stakeholders and enabling remote access.

Utilizing these MIS formats as the repository for project information and documentation ensures full transparency and enhances quality control and security of project records for several reasons:

- It separates contractual and final administrative documents from daily construction communications, minimizing confusion and the risk of information mixing.
- It establishes a standardized procedure for documenting project records within a defined filing structure.

- It provides a single source of truth to support any dispute resolution efforts.
- It enhances communication and collaboration among team members.
- It enables better decision-making and reduces conflict by ensuring quick, organized access to record documents and information.
- It preserves the quality and integrity of the record documents.

MATERIALS TESTING

“Provide scope and fee for all necessary materials testing services. Exception: Bus Shelter Install Project – materials testing included in contract.”

Kleinfelder brings significant value to NVTA by offering local, in-house construction materials testing and inspection services. Our large team of technicians, special inspectors, geotechnical engineers, and geologists is fully equipped to support the contract, allowing us to quickly adjust personnel as needed throughout the construction process. We maintain an in-house training and qualification program to ensure that only qualified personnel are assigned to each project, with all field and laboratory technical activities supervised by registered engineers.

Kleinfelder’s construction materials testing and inspection services combine our technical and regulatory expertise with robust quality assurance, efficient project management, and personalized service. With a diverse team of multidisciplinary professionals and extensive public works experience, we deliver unmatched value and efficiency.

We will comply with the requirements of relevant oversight agencies, including but not limited to the County of Napa, the City of Napa, the Caltrans, and ASTM Testing Standards for each task. Our top priority is to respond promptly to the needs and schedules of NVTA and the contractor, ensuring project continuity by utilizing the same technicians throughout the project's duration whenever possible. We will fulfill all materials testing service tasks outlined in NVTA’s project scopes of work.

Our inspection staff is well-equipped to handle the demands of multiple activities occurring on-site. This ensures a consistent level of oversight for NVTA and minimizes ramp-up time. With our in-house inspectors monitoring all aspects of a project from start to finish, NVTA will benefit from direct cost savings.

MATERIALS TESTING & INSPECTIONS

Our staff’s ability to observe multiple project elements from start to finish will maintain continuity throughout the construction process. This will help NVTA demonstrate consistency in materials testing and inspection.



Kleinfelder’s depth of qualified resources supports project requirements and short-notice construction schedules / deadlines helping NVTA avoid delays and claims.

Multi-certified inspectors increase efficiency and support NVTA’s cost-savings.



The designated project safety official and inspectors will support staff compliance with federal, state, local and NVTA safety guidelines, thereby minimizing potential risks associated with construction.

REVIEW OF SUBMITTALS & RFIS

***“Assess contractor submittals, respond to requests for information (RFIs), and facilitate necessary approvals.”
“RECEIVE, ROUTE, TRACK AND MANAGE CONSTRUCTION SUBMITTALS.”***

Receiving, logging, reviewing, and distributing submittals for approval is a critical responsibility within project and document controls, essential for Kleinfelder's management and administration of the project. This process establishes important checks and balances during construction, ensuring that the contractor uses the equipment, materials, and finishes specified in the construction documents.

Kleinfelder requires the contractor to generate and submit a comprehensive submittal register that lists all materials, equipment, furnishings, and other items specified in the project construction documents. Our Construction Manager will evaluate the content of each submittal and compare it to the construction documents. If compliant, the formal submittal will be forwarded to the design team for review and acceptance. If not compliant, the redlined submittal will be returned to the contractor. Kleinfelder will maintain a review register, and submittals will be a regular agenda item at each Progress Meeting. Critical and long lead-time submittals must be incorporated into the Baseline Schedule for close monitoring and reporting.

Acceptance of a submittal authorizes the quantity and quality of materials for procurement, fabrication, and shipment, serving as the final quality control measure before products arrive on-site. Pre-approval of materials prior to fabrication helps prevent delays in the timeline.

Submittals facilitate efficient work and assist contractors in selecting appropriate materials and equipment based on the project's technical specifications and drawings, enabling them to adhere to timelines while ensuring quality outcomes. Construction submittals fall into four main categories:

1. Material or product descriptions and characteristics
2. Shop drawings, which are among the most critical
3. Samples
4. Mock-ups

Kleinfelder requires the contractor to provide updates on the register and report on the status of submitted items during progress meetings. Critical long lead-time submittals must be clearly identified, tracked, and reported on. Kleinfelder maintains close oversight and will notify the contractor in writing if a potential impact is anticipated.

We understand that RFIs are essential for maintaining effective communication and keeping construction projects on track. Our objective is to manage the flow of information, facilitating timely decision-making and issue resolution.

RFIs are typically generated to clarify discrepancies between the field and construction documents or to seek guidance on changed conditions. Kleinfelder's team is technically proficient and equipped with the experience and resources to tackle any challenges that arise. Upon receiving an RFI, we review the request and require supporting documentation, such as photographs and plan references, while expecting the contractor to propose a solution and identify any impacts.

Once we validate the RFI, we either respond directly or forward it to the relevant team members. RFIs ensure that all parties involved in the project are aligned, minimizing the risk of costly mistakes that could affect the project's budget and timeline. We regularly review the contractor's RFI log alongside our own to ensure consistency in information. During Progress Meetings, we dedicate time to discussing RFIs, as prompt resolution of each request is vital for maintaining project efficiencies and mitigating risks.

CHANGE ORDER MANAGEMENT

***“Analyze requested change orders and claims for validity, cost, and schedule impacts.”
“Evaluate and process change orders, ensuring they align with project scope and budget.”***

Kleinfelder recognizes that processing change orders requires a thorough understanding of site conditions, technical specifications, and project drawings to promptly and effectively manage project changes. In the absence of a PMP, our cost management procedures, presented during the “Construction Kickoff Meeting”, outline methods for addressing changes and controlling costs. When changes occur—whether through architectural supplemental instructions (ASI) or other site conditions—the contractor must provide written notice of the change, “Change Order Request” (COR) and its potential impacts as soon as possible.

The contractor is responsible for documenting the circumstances surrounding the change by gathering evidence, including information, bulletins, drawings, and photographs. An itemized estimate detailing quantities and costs must also be submitted. If the change impacts the project schedule, the contractor should provide a fragment that specifies the duration of this impact. This documentation is crucial for justifying the contractor's claim for a change order and additional costs to NVTa.

Once a formal change is identified, Kleinfelder will closely track it and collaborate with the project team to assess the situation fully. We will evaluate potential solutions, understand the implications of each option, and provide recommendations to NVTa and the design team. To minimize unnecessary cost increases, all change requests will be carefully reviewed for validity and issued only when fully justified and in a timely manner. If a change is approved, we will prepare a contract change order to amend the contractor's agreement, which will be included as a separate line item in the contractor's payment application schedule of values.

Kleinfelder's project and document controls will continuously track these change conditions, working closely with the project team to understand each situation, evaluate potential solutions, and share our recommendations with the County. Change conditions will be documented in Daily Field Reports from the contractor and recorded in Kleinfelder's Daily Field Reports. CORs will be tracked and discussed during progress meetings, with change orders included in the contractor's payment application schedule of values as a separate line item.

We will proactively assess monthly progress, address concerns, document challenges, and forecast potential impacts on the project's budget. These forecasts will be discussed with the NVTa to develop a unified mitigation strategy. Kleinfelder is committed to the prudent use of project budgets and actively minimizing risk factors that could lead to increased costs and delays. We are dedicated to serving NVTa as advocates and stewards of your budgets.

INSPECTION & DOCUMENTATION

“Conduct site inspections, prepare progress reports, maintain inspection records, and ensure all documentation is properly archived.”

Kleinfelder's team of skilled and experienced engineers is dedicated to managing and inspecting projects with diverse scopes of work and various inspection requirements. As outlined in the “Quality Assurance and Compliance Monitoring” section of this proposal, we play a crucial role as inspectors for the projects specified in NVTa's RFP.

Our inspectors are responsible for more than just observation and reporting; their duties include, but are not limited to, constructability reviews, handling RFIs, reviewing all types of working drawings, verifying layouts, ensuring quality assurance, and confirming compliance with contract documents. They also participate in dispute resolution, safety tailgate meetings, partnering initiatives, and Cal/OSHA compliance, while producing daily and monthly reports, inspection logs, documentation, and final reports, including as-built drawings.

The innovation and creativity of our staff have led to substantial time and cost savings for our clients.

PERMIT COORDINATION

“Coordinate permit inspections and quality assurance requirements with the AHJ.”

NVTa has indicated that construction drawings have received or will receive the necessary permits for execution, except for Redwood Park & Ride. Applications must be submitted to the City of Napa, Caltrans, and PG&E. Kleinfelder is well-versed in the requirements of each of these AHJs and utilities.

We will work closely with the project team to identify the specific requirements for each agency, ensuring that applications are completed, and all supporting documentation is provided to expedite the review and permit assignment process. Once permits are obtained, we will coordinate inspections and quality assurance requirements with the AHJs.



“[Kleinfelder] has done an outstanding job providing District 11 with qualified staff whenever we needed augment ours. They ensure that the staff provided is held to the highest level of professionalism at times. [Kleinfelder's] project management knows what expect and they deliver; from their accounting systems that ensure accurate and detailed invoices and reporting to their working knowledge of district policies and timely conflict resolution. [Kleinfelder] is a valuable asset to the district and has met or exceeded all of my expectations.”

– Mark Parra, Caltrans District 11
Contract Manager

PROJECT CLOSEOUT

“Facilitate final inspections, punch lists, as-built documentation, and coordination for project acceptance.”

We prioritize the closeout process from day one as soon as we receive a project assignment through a Task Order. We highlight the importance of closeout during both preconstruction and progress meetings.

During the design phase, our team develops a quality control checklist to identify discrepancies, issues, and ambiguities. We follow up on these items by creating action items and implementing corrective measures. This is why we advocate for our participation in page-turner sessions to ensure all concerns are addressed.

As the project progresses, contractors present their quality control and assurance efforts during progress meetings, discussing challenges and generating RFIs as necessary to resolve punch list items. Any incomplete items prior to the formal scheduled site walkthrough are documented by the contractor and captured in a formal punch list, which must be resolved to achieve "Substantial Completion" or "Beneficial Occupancy." We provide this punch list to the contractor in writing.

Once this stage is reached, warranty periods commence, and Kleinfelder actively tracks these warranties. A final field inspection is scheduled with the AHJ to issue a "Temporary Certificate of Occupancy/Use" or a "Certificate of Occupancy/Use." Any compliance issues identified during this inspection are included in the formal punch list. After the punch list is addressed, Kleinfelder officially accepts the project and recommends that the County issue a formal certificate of completion, allowing for the release of bond security.

Monitoring warranty services is a key component of our post-closeout responsibilities. Kleinfelder ensures the closeout process includes a user-friendly warranty work request template and procedure. Warranty Work Requests can be submitted through our team or directly by the NVTA, who will then copy Kleinfelder.

To enable efficient responses, it is vital to complete the form accurately and include comprehensive supporting documentation, such as photographs, videos, plan references, reports, warranty documents, and previous warranty requests. This helps clearly define the issue and allows for swift corrective action.

Effective communication with the contractor is essential, requiring specific requests and consistent follow-up to schedule and complete the Warranty Work Request. We track work orders systematically in a spreadsheet to ensure thorough documentation.

PROJECT DELIVERABLES

1. Completed projects that align with construction documents, comply with AHJ regulations, and applicable codes
2. Quality in the built environment
3. A positive project experience
4. Delivered projects within the scope, budget, and schedule goals
5. An informed and satisfied community
6. Identifiable work zones

PROJECT SUMMARY

NVTA RFP 25-R22 for A&E On-Call CAT7 Bench Construction Management

TASK	HOURS	LABOR BUDGET	REIMB. EXPENSE BUDGET	LAB BUDGET	SUB BUDGET	TOTAL PROJECT BUDGET
REDWOOD PARK AND RIDE IMPROVEMENT	672	\$116,380.89	\$8,632.00	\$1,167.00	\$0.00	\$126,179.89
BUS SHELTER INSTALLATION PROJECT	374	\$58,838.85	\$3,614.00	\$0.00	\$0.00	\$62,452.85
BUS MAINTENANCE FACILITY ELECTRIC VE	357	\$67,648.92	\$5,406.00	\$1,523.00	\$0.00	\$74,577.92
TOTALS	1403	\$242,868.67	\$17,652.00	\$2,690.00	\$0.00	\$263,210.67