



**Notice of Regular Meeting**  
**Oceano Community Services District - Board of Directors Agenda**  
**WEDNESDAY, September 25, 2019 – 6:00 P.M.**  
**Oceano Community Services District Board Room**  
**1655 Front Street, Oceano, CA**

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All items on the agenda including information items, may be deliberated. Any member of the public with an interest in one of these items should review the background material and request information on the possible action that could be taken.

All persons desiring to speak during any Public Comment period are asked to fill out a "Board Appearance Form" to submit to the General Manager prior to the start of the meeting. Each individual speaker is limited to a presentation time of THREE (3) minutes per item. Persons wishing to speak on more than one item shall limit his/her remarks to a total of SIX (6) minutes. This time may be allocated between items in one-minute increments up to three minutes. Time limits may not be yielded to or shared with other speakers.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE**
4. **AGENDA REVIEW**
5. **CLOSED SESSION:**

A. **PUBLIC EMPLOYMENT.** Pursuant to Government Code Section 54957(b)(1): Title: General Manager

6. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

*This public comment period provides an opportunity for members of the public to address the Board on matters of interest within the jurisdiction of the District that are not listed on the agenda. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.*

7. **SPECIAL PRESENTATIONS & REPORTS:**

A. **STAFF REPORTS:**

- i. Operations – Utility System Manager Tony Marraccino
- ii. FCFA Operations - Chief Steve Lieberman
- iii. OCSD General Manager – Paavo Ogren
- iv. Sheriff's South Station - Commander Michael Manuele

B. **BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:**

- i. Director Villa
- ii. Director Gibson
- iii. Vice President White
- iv. President Austin
- v. Director Replogle

C. **PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:**

*This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Agenda Item #7 – Special Presentations and Reports. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.*

**8. CONSENT AGENDA ITEMS:**

**Public comment** Members of the public wishing to speak on consent agenda items may do so when recognized by the Presiding Officer. To facilitate public comment, we request persons wishing to speak to fill out a speak request form and give it to the General Manager. Public comment is limited to three (3) minutes.

- A. Review and Approval of Minutes for August 28, 2019 and September 11, 2019
- B. Review and Approval of Cash Disbursements

**9. BUSINESS ITEMS:**

**Public comment** Members of the public wishing to speak on public hearing items may do so when recognized by the Presiding Officer. To facilitate public comment, we request persons wishing to speak to fill out a speak request form and give it to the General Manager. Public comment is limited to three (3) minutes.

- A. Consideration of recommendations for the emergency generator project to approve a purchase order with MarWal Construction, Inc. to provide inspection services required pursuant to the California State Essential Services Act in the amount of \$27,000 and direct the Board President to execute; and to approve a budget adjustment increasing the project budget \$32,500 with adjustments to District reserves
- B. Update on emergency actions approved on July 10, 2019 authorizing the General Manager to procure the necessary equipment, services and supplies needed to resume groundwater pumping and by a 4/5ths vote, determine that there is a need to continue with emergency actions

**10. HEARING ITEMS:**

**11. RECEIVED WRITTEN COMMUNICATIONS:**

**12. LATE RECEIVED WRITTEN COMMUNICATIONS:**

**13. FUTURE AGENDA ITEMS:** District Polices, Roles and Responsibilities with Related Agencies, Norswing/Pershing Bid Award, Five Cities Fire Authority, District Rules and Regulations, Cienaga Seabreeze Park, Inc. Continued, Deferred Infrastructure Program, Lopez Water Contract Amendments, Central Coast Blue, Wastewater CIP, The Place, EIR State Parks PWP, LID Presentation, Old Firehouse Art

**14. FUTURE HEARING ITEMS:**

**15. ADJOURNMENT:**

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This agenda was prepared and posted pursuant to Government Code Section 54954.2. Agenda is posted at the Oceano Community Services District, 1655 Front Street, Oceano, CA. Agenda and reports can be accessed and downloaded from the Oceano Community Services District website at [www.oceanocsd.org](http://www.oceanocsd.org)

**ASSISTANCE FOR THE DISABLED** If you are disabled in any way and need accommodation to participate in the Board meeting, please call the Clerk of the Board at (805) 481-6730 for assistance at least three (3) working days prior to the meeting so necessary arrangements can be made.



**Oceano Community Services District**  
 Summary Minutes  
 Regular Meeting Wednesday, August 28, 2019 – 6:00 P.M.  
 Oceano Community Services District Board Room  
 1655 Front Street, Oceano, CA

1. **CALL TO ORDER:** at 6:00 p.m. by President Austin
2. **FLAG SALUTE:** led by President Austin
3. **ROLL CALL:** Board members present: President Austin, Vice President White, Director Gibson, Director Villa, and Director Replogle. Also present, Legal Counsel Jeff Minnery, Business and Accounting Manager Carey Casciola and Board Secretary Celia Ruiz.
4. **AGENDA REVIEW:** Agenda Item 7a was removed. Addendums added to Item 8a has 1 and Item 9a has 2 with a motion from Vice President White, a second from Director Gibson and a 5-0 vote.
5. **CLOSED SESSION:** No public comment. Was entered at approximately 6:14pm. Open session was resumed at approximate 6:31pm  
**No public comment**
  - a. **Pursuant to Government Code 54957(b)(1):** Title: General Manager  
**No reportable action**
6. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA (NOT BEGINNING BEFORE 6:00 PM):**  
 Public comment was received by Brenda Lowe.
7. **SPECIAL PRESENTATIONS & REPORTS:**
  - b. **STAFF REPORTS:**
    - i. Update on Central Coast Blue by project team member(s): Item removed
    - ii. Operations - Field Supervisor Tony Marraccino –reported on 40 USA's, 6 work orders, 8 customer service calls, 3 after hour call outs, 1 SSO in August, 17 ready 311 orders, daily rounds, weekly samples, water line broke on Belridge st, 3 12" valves installed on Paso Robles st, meter changeouts, water line on HWY 1 installed, 8" valve on Railroad installed, 12" line lowered on Dolphin St, repaired service line that was tampered by customer.
    - iii. FCFA - Chief Steve Lieberman – None
    - iv. OCSD General Manager – Paavo Ogren – absent.
  - c. **BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:**
    - i. Director Villa – None
    - ii. Director Gibson – None
    - iii. Vice President White – None
    - iv. President Austin – reported on SSLOCSD
    - v. Director Replogle – reported on OAC
  - c. **PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:**  
 No public comment.

<b>8 CONSENT AGENDA:</b>	<b>ACTION:</b>
a. Review and Approval of Cash Disbursements	After an opportunity for public comment and Board discussion, staff recommendations were approved as modified with the addition of \$ 29,839.55 for a total of \$ 50,633.85 with a motion from Vice President White, and a second from Director Gibson and a 5-0 roll call vote. No public comment.

<b>9A BUSINESS ITEM:</b>	<b>ACTION:</b>
Consideration of a presentation on a proposed ordinance of the San Luis Obispo County Integrated Waste Management Authority to ban Polystyrene and to provide direction on comments as deemed appropriate by the Board.	After a presentation by Brooks Stayer and Patti Toews, an opportunity for public comment and Board discussion, no action taken. Public comment was received by Chelsea Potter and Stephen Potter.
<b>9B BUSINESS ITEM:</b>	<b>ACTION:</b>
Consideration of Recommendations to Approve the Final 2019/20 Budget, the Payment and Compensation Plan, and job descriptions for the Utilities System Manager and the Lead Operator.	After an opportunity for public comment and Board discussion, staff recommendations were approved with a motion from Director Gibson, and a second from Vice President White and a 5-0 roll call vote. No public comment.
<b>9C BUSINESS ITEM:</b>	<b>ACTION:</b>
Consideration of a recommendation to approve a proposal and professional services agreement with GSI Water Solutions Inc. to prepare the 2019 Annual Report for the Northern Cities Management Area in the amount of \$39,479 plus contingencies of \$3,540 for a total contract amount of \$43,016.	After an opportunity for public comment and Board discussion, staff recommendations were approved as amended with a motion from Vice President White, and a second from Director Gibson and a 5-0 roll call vote. No public comment.
<b>9D BUSINESS ITEM:</b>	<b>ACTION:</b>
Consideration of a recommendation authorizing the Board President to execute an agreement with One Cool Earth, a 501(c)(3) corporation, to provide \$9,980 in funding to support the Earth Genius educational program at Oceano Elementary School.	After an opportunity for public comment and Board discussion, staff recommendations were approved with a motion from Vice President White, and a second from Director Replogle and a 5-0 roll call vote. No public comment.

10. **HEARING ITEMS:** None

11. **RECEIVED WRITTEN COMMUNICATIONS:** None

12. **LATE RECEIVED WRITTEN COMMUNICATIONS:** None

13. **FUTURE AGENDA ITEMS:** District Polices, Roles and Responsibilities with Related Agencies, Construction Documents (Norswing/ Pershing & Highway One waterline replacement projects), Five Cities Fire Authority, District Rules and Regulations, Cienega Seabreeze Park, Inc. Continued, Deferred Infrastructure Program, Lopez Lake LRRP & Contract Amendments, Central Coast Blue, Wastewater CIP, The Place, EIR State Parks PWP, LID Presentation, Old Firehouse Art, IWMA Ordinance, 2020 Legislation regarding customer shut-offs

14. **FUTURE HEARING ITEMS:** None

15. **ADJOURNMENT:** at approximately 7:23 pm



# Oceano Community Services District

## Summary Minutes

Regular Meeting Wednesday, September 11, 2019 – 6:00 P.M.

Oceano Community Services District Board Room

1655 Front Street, Oceano, CA

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1. **CALL TO ORDER:** at 6:00 p.m. by President Austin
2. **FLAG SALUTE:** led by President Austin
3. **ROLL CALL:** Board members present: President Austin, Vice President White, Director Gibson, Director Villa, and Director Replogle. Also present, General Manager Paavo Ogren, Legal Counsel Jeff Minney, Business and Accounting Manager Carey Casciola and Board Secretary Celia Ruiz.
4. **AGENDA REVIEW:** Agenda approved
5. **CLOSED SESSION:** Closed Session was moved to end of meeting. Closed session was entered at approximately 7:08pm. Open session was resumed at approximate 7:45pm  
**No public comment**
  - a. **PUBLIC EMPLOYMENT. Pursuant to Government Code Section 54957(b)(1):** Title: General Manager  
**No reportable action**
  - b. **Pursuant to Government Code 54956.9(a):** Conference with legal counsel regarding Santa Maria Valley Water Conservation District v. City of Santa Maria, et al.,  
**No reportable action**
6. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA (NOT BEGINNING BEFORE 6:00 PM):**  
No public comment.
7. **SPECIAL PRESENTATIONS & REPORTS:**
  - c. **STAFF REPORTS:**
    - i. Operations - Field Supervisor Tony Marraccino –reported on 4 USA's, 4 work orders, 7 customer service calls, 2 after hour call outs, 1 SSO in August, weekly rounds, daily rounds, sewer jetting, Delta water drainage, HWY 1 water main lowered, door hangers, motor from well 8 that failed is under warranty, Casey Stewart is the new Lead Operator.
    - ii. FCFA - Chief Steve Lieberman – None
    - iii. OCSD General Manager – Paavo Ogren – reported on low impact development, generator project grant, Norswing water line project, GM recruitment, art project on old fire station update, Zone 3 contract amendments, State water contract amendments.
    - iv. Sheriff's South Station - Commander Michael Manuele – In August the station received 2181 calls, 9 assault/battery, 43 disturbance calls, 8 burglary, 6 theft, 6 vandalism, 10 trespassing, 1 phone scam, 20 suspicious circs.
  - d. **BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:**
    - i. Director Villa – reported on IWMA
    - ii. Director Gibson – None
    - iii. Vice President White – None
    - iv. President Austin – reported on SSLOCSD
    - v. Director Replogle – reported on WRAC
- c. **PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:**  
No public comment.

<b>8 CONSENT AGENDA:</b>	<b>ACTION:</b>
a. Review and Approval of Minutes for August 14, 2019 b. Review and Approval of Cash Disbursements	After an opportunity for public comment and Board discussion, staff recommendations were approved as modified with the addition of \$ 3,851.99 for a total of \$ 74,382.41 with a motion from Vice President White, and a second from Director Gibson and a 5-0 roll call vote. No public comment.

<b>9A BUSINESS ITEM:</b>	<b>ACTION:</b>
Approval of the District's Fiscal Year 2018-19 Public Facilities Fees Annual Report and cost allocation percentages for the use of Public Facilities Reserves for the Emergency Generator Project	After an opportunity for public comment and Board discussion, staff recommendations were approved with a motion from Vice President White, and a second from Director Villa and a 5-0 roll call vote. No public comment.

<b>9B BUSINESS ITEM:</b>	<b>ACTION:</b>
Consideration of a recommendation to approve a resolution adopting a policy to comply with Senate Bill 998 (2018) regarding discontinuance of water service with penalties and enforcement for collection of delinquent accounts in accordance with Government Code Section 61115	After an opportunity for public comment and Board discussion, staff recommendations were approved with a motion from Director Replogle, and a second from Vice President White and a 5-0 roll call vote. No public comment.

<b>9C BUSINESS ITEM:</b>	<b>ACTION:</b>
Consideration of a proposed ordinance of the San Luis Obispo County Integrated Waste Management Authority to ban Polystyrene and to provide direction on comments as deemed appropriate by the Board	After an opportunity for public comment and Board discussion, staff recommendations were approved with the addition of a letter of support from the Board with a motion from Director Replogle, and a second from Vice President White and a 5-0 roll call vote. No public comment.

<b>9D BUSINESS ITEM:</b>	<b>ACTION:</b>
Update on emergency actions approved on July 10, 2019 authorizing the General Manager to procure the necessary equipment, services and supplies needed to resume groundwater pumping and by a 4/5ths vote, determine that there is a need to continue with emergency actions	After an opportunity for public comment and Board discussion, staff recommendations were approved with a motion from Vice President White, and a second from Director Replogle and a 5-0 roll call vote. No public comment.

10. **HEARING ITEMS:** None

11. **RECEIVED WRITTEN COMMUNICATIONS:** None

12. **LATE RECEIVED WRITTEN COMMUNICATIONS:** None

13. **FUTURE AGENDA ITEMS:** District Polices, Roles and Responsibilities with Related Agencies, Norswing/ Pershing Bid Award, Five Cities Fire Authority, District Rules and Regulations, Cienaga Seabreeze Park, Inc. Continued, Deferred Infrastructure Program, Lopez Water Contract Amendments, Central Coast Blue, Wastewater CIP, The Place, EIR State Parks PWP, LID Presentation, Old Firehouse Art

14. **FUTURE HEARING ITEMS:** None

15. **ADJOURNMENT:** at approximately 7:45 pm



# Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

PHONE (805) 481-6730 FAX (805) 481-6836

**Date:** September 25, 2019

**To:** Board of Directors

**From:** Carey Casciola, Business and Accounting Manager

**Subject:** Agenda Item #8B: Recommendation to Approve Cash Disbursements

**Recommendation**

It is recommended that your board approve the attached cash disbursements:

**Discussion**

The following is a summary of the attached cash disbursements:

Description	Check Sequence	Amounts
	57973 - 57995	
<b>Disbursements Requiring Board Approval prior to Payment:</b>		
Regular Payable Register - paid 09/25/2019	57982 - 57995	\$ 21,748.20
Subtotal:		\$ 21,748.20
<b>Reoccurring Payments for Board Review (authorized by Resolution 2018-11):</b>		
Payroll Disbursements - PPE 09/14/2019	N/A	\$ 29,242.91
Reoccurring Utility Disbursements - paid 09/11/2019	57973 - 57980	\$ 7,426.00
Reoccurring Health Disbursements - paid 09/11/2019	57981	\$ 56.21
Subtotal:		\$ 36,725.12
Grand Total:		\$ 58,473.32

**Other Agency Involvement**

N/A

**Other Financial Considerations**

Amounts are within the authorized Fund level budgets.

**Results**

The Board's review of cash disbursements is an integral component of the District's system of internal controls and promotes a well governed community.

COMPANY: 99 - POOLED CASH FUND  
ACCOUNT: 1-1001-000 POOLED CASH OPERATING  
TYPE: All  
STATUS: All  
FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999  
CLEAR DATE: 0/00/0000 THRU 99/99/9999  
STATEMENT: 0/00/0000 THRU 99/99/9999  
VOIDED DATE: 0/00/0000 THRU 99/99/9999  
AMOUNT: 0.00 THRU 999,999,999.99  
CHECK NUMBER: 057982 THRU 057995

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	9/19/2019	CHECK	057982	PETTY CASH	11.24CR	OUTSTND	A	0/00/0000
1-1001-000	9/19/2019	CHECK	057983	COASTLINE EQUIPMENT	361.89CR	OUTSTND	A	0/00/0000
1-1001-000	9/19/2019	CHECK	057984	DIVERSIFIED PROJECT SERVICES I	560.00CR	OUTSTND	A	0/00/0000
1-1001-000	9/19/2019	CHECK	057985	ADAMSKI MOROSKI MADDEN CUMBERL	11,161.82CR	OUTSTND	A	0/00/0000
1-1001-000	9/19/2019	CHECK	057986	ARAMARK	228.20CR	OUTSTND	A	0/00/0000
1-1001-000	9/19/2019	CHECK	057987	TNT FIREWORKS	2,000.00CR	OUTSTND	A	0/00/0000
1-1001-000	9/19/2019	CHECK	057988	GSI WATER SOLUTIONS, INC.	3,208.84CR	OUTSTND	A	0/00/0000
1-1001-000	9/19/2019	CHECK	057989	CORTECH ENGINEERING, A DXP COM	418.28CR	OUTSTND	A	0/00/0000
1-1001-000	9/19/2019	CHECK	057990	FAMCON PIPE & SUPPLY, INC.	337.51CR	OUTSTND	A	0/00/0000
1-1001-000	9/19/2019	CHECK	057991	BRENT SARKISON DBA CALTECH COM	1,143.67CR	OUTSTND	A	0/00/0000
1-1001-000	9/19/2019	CHECK	057992	J.B. DEWAR, INC.	130.93CR	OUTSTND	A	0/00/0000
1-1001-000	9/19/2019	CHECK	057993	MINER'S ACE HARDWARE, INC.	260.04CR	OUTSTND	A	0/00/0000
1-1001-000	9/19/2019	CHECK	057994	OCSD	195.67CR	OUTSTND	A	0/00/0000
1-1001-000	9/19/2019	CHECK	057995	AQUA-METRIC	1,730.11CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	21,748.20CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	21,748.20CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		



**Payroll Summary Report**  
**Board of Directors - Agenda Date September 25, 2019**

	(*)	
<u>Gross Wages</u>	8/31/2019	9/14/2019
Regular	\$24,813.60	\$25,472.63
Overtime Wages	\$1,392.52	\$697.18
Stand By	\$700.00	\$400.00
	<u>\$26,906.12</u>	<u>\$26,569.81</u>
Gross Wages		
Cell Phone Allowance	<u>\$75.00</u>	<u>\$0.00</u>
Total Wages	<u>\$26,981.12</u>	<u>\$26,569.81</u>

**Disbursements**

Net Wages	\$20,317.65	\$19,432.69
State and Federal Agencies	\$4,890.82	\$4,794.15
CalPERS - Normal	\$4,728.01	\$4,868.48
CalPERS - GASB 68 Reports	\$1,050.00	\$0.00
SEIU - Union Fees	<u>\$180.25</u>	<u>\$147.59</u>
Total Disbursements processed with Payroll	<u>\$31,166.73</u>	<u>\$29,242.91</u>
Health (Disbursed with reoccurring bills)	\$4,964.24	\$5,548.34
Total District Payroll Related Costs	<u>\$36,130.97</u>	<u>\$34,791.25</u>

(\*) Previously reported in prior Board Meeting packet - provided for comparison.

COMPANY: 99 - POOLED CASH FUND  
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING  
 TYPE: All  
 STATUS: All  
 FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 057973 THRU 057980

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	9/11/2019	CHECK	057973	ADVANTAGE ANSWERING PLUS, INC	257.96CR	OUTSTND	A	0/00/0000
1-1001-000	9/11/2019	CHECK	057974	AGP VIDEO INC.	1,645.00CR	OUTSTND	A	0/00/0000
1-1001-000	9/11/2019	CHECK	057975	DIGITAL WEST NETWORKS, INC.	626.59CR	OUTSTND	A	0/00/0000
1-1001-000	9/11/2019	CHECK	057976	VERIZON WIRELESS	185.04CR	OUTSTND	A	0/00/0000
1-1001-000	9/11/2019	CHECK	057977	PACIFIC GAS & ELECTRIC	4,306.83CR	OUTSTND	A	0/00/0000
1-1001-000	9/11/2019	CHECK	057978	SO CAL GAS	84.36CR	OUTSTND	A	0/00/0000
1-1001-000	9/11/2019	CHECK	057979	STANLEY CONVERGENT SECURITY SO	96.72CR	OUTSTND	A	0/00/0000
1-1001-000	9/11/2019	CHECK	057980	ELECSYS INTERNATIONAL CORP	223.50CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	7,426.00CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	7,426.00CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

COMPANY: 99 - POOLED CASH FUND  
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING  
 TYPE: All  
 STATUS: All  
 FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 057981 THRU 057981

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	9/11/2019	CHECK	057981	TASC -CLIENT INVOICES	56.21CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	56.21CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	56.21CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		



# Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

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**Date:** September 25, 2019

**To:** Board of Directors

**From:** Paavo Ogren, General Manager

**Subject:** **Agenda Item # 9(A): Consideration of recommendations for the emergency generator project to approve a purchase order with MarWal Construction, Inc. to provide inspection services required pursuant to the California State Essential Services Act in the amount of \$27,000 and direct the Board President to execute; and to approve a budget adjustment increasing the project budget \$32,500 with adjustments to District reserves**

## Recommendation

It is recommended that your Board:

1. Approve the purchase order with MarWal Construction, Inc. for inspection services required pursuant to the California State Essential Services Act and direct the President to execute.
2. Approve a budget adjustment increasing the project budget \$32,500 for construction inspection services; cancelling \$72,048 in public facilities reserves and increasing facility fund contingencies \$39,548.

## Discussion

The District's standby generator has not been functioning and its replacement has been included on several agendas over the past few years. On July 24, 2019 your Board awarded the construction contract and staff began working on finalizing contract documents and confirmation of other details associated with insurance, bonding, verification of contractor licenses and registrations with the State Department of Industrial Relations. After execution of the construction contract, additional details including contractor submittals on electrical and concrete work and project scheduling have been received. The Notice to Proceed on the project has not been issued.

Also on July 24, the Board was informed that the County had determined that the generator is a component of an "essential public facility" and requires a higher level of construction inspection efforts. That staff report also indicated that additional costs will be included in future board



recommendations to fund these costs from public facilities reserves, which are the recommendations provided at this time. Separately, on September 11, 2019, staff submitted the annual Public Facilities Fee report to your Board and provided estimates of project funding. Once the project is completed, the final use of the fees will be included in a resolution for Board approval.

Excerpts of the the California State Essential Services Act (ESA) is included as Attachment "A." The County of San Luis Obispo has determined that the District is required to comply with the ESA, and that District inspectors must meet certain professional qualifications established in the act. The ESA requires the inspector to be on-site at all times while the contractor is present, and includes additional details on special inspections and testing, and reporting. The ESA was established to ensure construction details are met on essential public facilities. Since the emergency generator is specifically for the fire station, it is considered part of the station and is therefore determined to be an essential public facility.

A proposal was received from MarWal Construction to provide ESA inspections and is included as Attachment "B." The company profile is included in Attachment "C." MarWal meets ESA qualification requirements, which is an area of specialized expertise. During staff's research, we found that local individuals that meet the qualifications are few, and that prior work on projects permitted by the County is important to help ensure compliance. Alternatively, the project's design engineer is allowed to be the ESA inspector even though not specifically certified to do so. Although allowable, the project's design engineer is not experienced in ESA inspections and had indicated a preference to not perform ESA inspections and to only focus on specialty inspections that are required of the electrical engineer. The cost estimates provided by MarWal and the design engineer are similar.

Approval of the attached purchase order will also require the District to formally work with the County to replace the design engineer as the ESA designated inspector. County staff has indicated that MarWal will be approved to perform the inspections. Based on timing of the need to replace the design engineer as the ESA inspector, and the final coordination required with the contractor prior to issuing the notice to proceed, the General Manager has already approved the purchase order. The General Manager's purchasing authority is, however, limited to \$7,500. That limitation will not be exceeded by the time of the Board meeting but in order to secure the required professional services during the duration of the project, Board approval is necessary.

### **Other Agency Involvement**



The County of San Luis Obispo and the Air Pollution Control District are both involved in the permitting of the project.

## **Financial Considerations**

The cost of the generator unit was previously paid by the District in the amount of \$38,358 and funded by the California Nuclear Preparedness Program Grant which was issued to the District with the assistance of the Five Cities Fire Authority and the County Sheriff. The worksheet included in Attachment "D" provides the updated cost estimates and project funding, which includes the grants revenues, public facilities fees, and general fund contributions.

## **Results**

Replacement of the standby generator will promote a safe community by helping to ensure power to both OCSD, the Fire Station and the Sheriff Substation.

Attachment:

- A. Essential Services Act Excerpts
- B. Purchase Order and Proposal
- C. MarWal Construction company profile
- D. Cost and funding estimates

**Essential Services Act (ESA)**  
**2016 CCR, Vol. 1, Chapter 4, Articles 1 and 3 - Local AHJ**

Prepared by: Marcia Walther  
Date: September 16, 2019, Revised

- 1) See attached ESA, highlighted especially as it applies to “equipment”.
- 2) What the ESA means from a structural aspect. Email dated June 29, 2015.
- 3) Specific issues with adding a generator -
  - Soils - may need info from a geotech for the structural engineer (SE) to design foundation.
  - Structural engineer to design per the requirements of the ESA including subgrade prep, rebar size/grade, concrete type and strength, anchorage type, size, embed requirements of the generator. Once anchorage type specified, Project Inspector can do the required inspections per the requirements in the ESR report. SE to identify what special inspections are required - rebar testing, concrete batch plant and site sampling for compression tests, etc.
  - Electrical engineer (EE) - specify all electrical components including the required remote annunciator (requires more info to be stated than a normal generator installation), all applicable components - generator, transfer switch, etc. pass the shaker table requirements, capacity (gross power load + 20%), for the facilities being serviced - the more stringent run time requirements will apply in order to determine belly tank requirements if it is a diesel or LP fuel source, grounding requirements - testing of the grounding system for < 25 ohms, etc.
  - Whatever fuel source (diesel, LP) who is designing/specifying the tank size, pad, anchorage, etc as all of the above requirements shall apply.
  - Will there be a “fence” or sum sort of enclosure around the generator/fuel supply?  
Bonding and grounding issues.

## CHAPTER 4

# ADMINISTRATIVE REGULATIONS FOR THE DIVISION OF THE STATE ARCHITECT—STRUCTURAL SAFETY (DSA-SS)

### ARTICLE 1 ESSENTIAL SERVICES BUILDINGS

**4-201. Purpose.** Essential services buildings constructed pursuant to these rules and regulations shall be designed and constructed to resist gravity forces, to minimize fire hazards and to resist, insofar as practical, the forces generated by winds and major earthquakes of the intensity and severity of the strongest anticipated at the building site without catastrophic collapse, but may experience some repairable architectural or structural damage. An essential services building as designed and constructed shall be capable of providing essential services to the public after a disaster. In addition, the equipment and other accessories which are necessary for the continued functioning of the essential services operation shall be anchored and braced to resist earthquake forces.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Section 16001.

**4-202. Scope.** These regulations apply to the administrative procedures concerning the construction, reconstruction, alteration of or addition to any essential services building under the jurisdiction of a city, city and county, county (including special fire districts) or the State of California.

When the enforcement agency is the Division of the State Architect (DSA) all parts of the *California Building Standards Code*, as contained in Title 24 of the California Code of Regulations and adopted by that agency designate the building regulations which shall apply to an essential services building. The term “essential services building” shall include all buildings, structures, appurtenances and related systems or facilities as defined in Section 4-207.

These rules and regulations establish reasonable standards and minimum requirements for the design and construction of an essential services building. An essential services building shall also be designed and constructed to conform to the regulations adopted by the California State Fire Marshal in Title 24, CCR, for the particular occupancy concerned.

When the enforcement agency is a local agency, the locally adopted editions of the model codes and the administrative regulations contained in Part 1 (Sections 4-201 through 4-222 and 4-243 through 4-249) Title 24, California Code of Regulations (CCR) designate the building regulations which shall apply to an essential services building. The term “essential services building” shall include all buildings, structures, appurtenances and related systems or facilities as defined in Section 4-207.

If the building standards and regulations adopted by the city, city and county or county agency responsible for building safety are more restrictive than those adopted in the applicable sections of Title 24, CCR, then the local building standards and regulations shall govern within its jurisdiction.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Section 16001.

**4-203. Interpretation.** No regulation shall be construed to deprive the enforcing agency of its right to exercise the powers conferred upon it by law or limit the enforcing agency in such enforcement as is necessary to secure the safety of construction as required in the Essential Services Seismic Safety Act (see “Act,” Section 4-207.)

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Section 16001.

**4-204. Delegation of authority.** Any powers, duties and responsibilities pursuant to carrying out the provisions of the Essential Services Buildings Seismic Safety Act for the State Architect may be delegated by the State Architect to the Chief Structural Engineer, Division of the State Architect, subject to the direction of the State Architect.

Those powers, duties and responsibilities so delegated may include the observation of the implementation and administration of the Act, the adoption in consultation with local jurisdictions of the regulations necessary for carrying out the provisions of the Act, providing advice and assistance to local jurisdictions in matters concerning the Act or these regulations and acting as an appeals agency relative to the administration of the Act.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Section 16022.

**4-205. Application of building standards.** Building standards are set forth in Parts 2, 3, 4, 5, 6, 9, 10, 11 and 12 of Title 24, CCR, and have been adopted as a basis for the approval of plans and specifications. These regulations shall not be construed to prevent the use of higher design standards nor to restrict the use of new or innovative design or construction techniques.

Where the designer desires to use innovative design or construction techniques not addressed in these regulations, it shall be necessary to submit for review and approval information including computations, test data and recommendations covering the design in question. The Division of the State Architect or local enforcement agency must be satisfied that the degree of safety achieved is equivalent to that achieved by the standards contained in Title 24, CCR. The enforcement agency review and approval of the innovative design or construction techniques shall precede the submission of plans and specifications utilizing these techniques.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Section 16001.

**4-206. Approval of new essential services buildings.** Plans and specifications shall be submitted to the appropriate enforcement agency for every new owned or leased essential services building before the plans are adopted by the governing board, authority, owner, corporation or other agency proposing to construct any essential services building.

Before any agency may convert an existing building into an essential services building, that agency shall submit plans



and specifications for the alteration of the building to the appropriate enforcement agency for approval. The plans shall provide for the alterations necessary for compliance with the requirements of these rules and regulations.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Section 16011.

**4-207. Definitions.** The words defined in this section shall have the meaning stated therein throughout the rules and regulations contained in Part 1 (Administrative), Title 24, CCR.

**ACT** shall mean the Essential Services Buildings Seismic Safety Act of 1986, Sections 16000-16023, inclusive, of the Health and Safety Code.

**ADDITION** shall mean an increase in floor area or volume of enclosed space which is physically attached to an existing building by connections which are required for transmitting vertical or horizontal loads between the addition and the existing structure. The area exemption in Section 16010 of the Act does not apply to additions to essential services buildings when the total area of the existing building and the addition exceeds 2,000 square feet. An "addition" which is not required to be physically attached either for its own support or for support of the existing building shall be separated as required by Part 2, Title 24, CCR, and shall be deemed to be the construction of a new essential services building.

**ALTERATION** shall mean changes within an existing building as defined in Part 2, Title 24, CCR. Alterations to existing essential services buildings shall conform to the requirements of Title 24, CCR. Major alterations will be permitted, provided the entire essential services building as modified, including the structural alterations or additions, conforms to the requirements of Title 24, CCR, if the area of the existing building, including additions, exceeds 2,000 square feet.

**APPROVED PLANS AND SPECIFICATIONS** shall mean plans, specifications, addenda and construction change documents which have been duly approved by the appropriate enforcement agency pursuant to Sections 16013 and 16016 of the Health and Safety Code and which are identified by a stamp bearing the name of the enforcement agency, the identification number, the date and the signature of the qualified reviewer as required in Section 16011 of the Act.

**COMPLYING BUILDING** shall mean a building which has been constructed or reconstructed in accordance with these rules and regulations.

**CONSTRUCTION CHANGE DOCUMENT** shall mean a construction document submitted by the responsible project architect or registered engineer and approved by DSA depicting a change to the approved plans and/or specifications after the construction contract has been let.

**DIVISION OF THE STATE ARCHITECT, or DIVISION** or the initials DSA shall mean the Division of the State Architect in the Department of General Services, State of California.

**ENFORCEMENT AGENCY** shall mean the Division of the State Architect for state-owned or state-leased buildings and shall mean the enforcement agency of any city, county or city and county having jurisdiction over locally owned or locally leased essential services facilities.

**ESSENTIAL SERVICES BUILDING** means any building, or any building a portion of which is used or designed to be used as a fire station, police station, emergency operations center, California Highway Patrol office, sheriff's office or emergency communication dispatch center.

**EQUIPMENT** shall mean all new or replacement equipment installed in any new or existing owned or leased building which is required for the functioning of the essential services operation. The installation of such equipment shall meet the support, bracing and anchorage requirements of Title 24, CCR. The area exemption in Section 16010 of the Act does not apply to the anchorage or bracing of equipment necessary to the operation of the essential services function.

**FIRE STATION** shall mean any building that contains the operational facilities, fire suppression, alarm and communications equipment necessary to respond to fire emergencies.

**MAINTENANCE** shall mean and include ordinary upkeep or repair work such as replacement in kind, repainting, replastering and reroofing.

**NEW ESSENTIAL SERVICES BUILDING** shall mean any newly erected essential services building or any existing building converted to essential services use subsequent to the effective date of the Act regardless of whether the building is owned or leased by the public agency. Existing buildings housing essential services facilities owned or leased by the state, a city, a county or a county prior to the effective date of the Act are exempt from these regulations. When a portion of a building is to be utilized for an essential services operation, the area so utilized and the utilities systems and components servicing the area shall be constructed according to these rules and regulations and shall be separated or protected from damage due to failures of other portions of the structure to the extent determined by the enforcement agency to insure continued functioning after an earthquake or other disaster. Ancillary buildings and facilities related to the essential services building function may be exempt from these regulations if the enforcement agency determines that such buildings and facilities are not necessary to the functioning of the essential services operation after an earthquake or other disaster.

**NONSTRUCTURAL ALTERATIONS** shall mean only such alterations which do not affect the safety of the essential services building and do not change, in any manner, its structural elements.

**OWNER** for the purposes of these regulations shall mean the public agency responsible for the essential services functions performed under its authority within an essential services building. The owner is responsible for applying for and obtaining the approvals and certifications required by these regulations.

**PLANS** as used in these regulations shall mean the drawings associated with the project such as, but not limited to, vicinity maps, site plans, foundation plans, floor plans, ceiling plans, roof plans, cross-sections, interior elevations, exterior elevations and details which are used in conjunction with the project specifications and which are necessary to accomplish construction in conformance with the requirements of the Act.

**POLICE STATION** shall mean any building that contains the operational facilities and the alarm and communications equipment necessary to respond to police emergencies. This definition shall include the offices of local police departments, county sheriffs, California Highway Patrol and all offices necessary to the functioning of the essential services operation after an earthquake or other disaster.

**PROJECT INSPECTOR** shall mean any individual duly approved by the enforcement agency as the on-site inspector for a particular project. The project inspector shall be employed and paid by the owner and shall act under the general direction of the architect or registered engineer in general responsible charge of the project and under the supervision of the enforcement agency. The project inspector shall be responsible for inspecting all work included in the construction contract, except for work that must be inspected by an approved special inspector. (See Section 4-211 (c) for special inspection.)

**RECONSTRUCTION** is the repair of damage to an existing complying essential services building or an alteration of an existing noncomplying building to bring it into conformance with the safety standards established by these regulations for essential services buildings.

**REGISTERED ENGINEER** as used in these regulations shall mean a structural engineer, civil engineer, mechanical engineer or electrical engineer holding a valid certificate under Chapter 7, Division 3, of the *California Business and Professions Code*.

**SPECIFICATIONS** as used in these regulations shall mean the written document which is used in conjunction with the project plans to establish the job conditions, the quality and quantity of construction materials used in the project and the quality of workmanship required to accomplish the construction in conformance with the provisions of the Act.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Sections 16003, 16011, 16018 and 16019.

**4-208. Application for approval of drawings and specifications.**

(a) Before adopting plans and specifications, the agency responsible for the essential services function shall submit an application to the appropriate enforcing agency for written approval of said plans and specifications except where the new construction is a Type V or Type II-B one-story structure which contains 2000 square feet or less of floor area and is not located in a special studies zone as defined in Section 2622 of the Public Resources Code.

(b) An architect, structural engineer or civil engineer may act as the agent for the essential services agency when filing the application for approval of plans and specifications.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Sections 16010, 16011 and 16015.

**4-209. Designation of responsibilities.**

(a) **General responsible charge.** For every essential services building project there shall be an architect, structural engineer or civil engineer in general responsible charge of plans, specifications and observation of construction, except that plans, specifications and observation of construction may

be under the responsible charge of a registered mechanical or electrical engineer for work involving only those respective branches of engineering. A project may be divided into parts, provided that each part is clearly defined by a building or similar distinct unit. The part, so defined, shall include all portions and utility systems or facilities necessary to the complete functioning of that part. Separate assignments of general responsible charge may be made for the parts.

(b) **Delegation of responsibility.** The architect, structural engineer or civil engineer in general responsible charge may delegate responsibility for any portion of the work to, or may employ, or retain other architects, structural engineers or civil engineers. Registered mechanical and electrical engineers may be delegated responsibility for the mechanical and electrical portions of the work, respectively.

(c) **Evidence of responsibility.** The stamp and signature of the architect or registered engineer on a plan, specification or other document shall be deemed evidence that full responsibility is assumed by the signator for the work shown thereon, including also those portions of the accompanying computations, specifications or plans which pertain to such work.

(d) **Alternates.** The applicant, or the architect or registered engineer having general or delegated responsibility, may name one or more persons to act as alternate(s) for the design and/or observations of the work of construction, provided such persons are architects or registered engineers who themselves are qualified under these regulations to assume the responsibility assigned.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Sections 16011, 16012 and 16015.

**4-210. Plans, specifications, computations and other data.**

(a) **General.** When an application is filed, it shall be accompanied by the required number of complete sets of the plans and specifications, the complete structural design calculations, site data and a fee as established by the enforcement agency.

(b) **Plans.** Plans shall show the use or occupancy of all parts of the essential services buildings and shall give such other information as may be required to indicate the nature of the work proposed and to show compliance with the act and these regulations. The drawings shall be legible and sufficiently detailed and cross-referenced to show clearly the pertinent features of the construction, and shall have sufficient dimensions to be readily interpreted. Where a project includes several buildings, the plans for each shall be drawn independently except that details common to all need not be repeated. Submitted plans and specifications, which are obviously incomplete or incorrect, shall be returned to the architect or registered engineer in general responsible charge with a request for compliance with these regulations before checking is begun or resumed by the enforcement agency.

(c) **Specifications.** Specifications shall completely set forth the requirements for the various types of materials that will enter into the permanent construction and shall describe the methods not covered in the technical regulations which are to be used to obtain the required quality of the work shown on the plans.

(d) **Design computations.** Computations, stress diagrams and other pertinent data shall accompany the plans and specifications and shall be sufficiently complete so that calculations for individual structural members can be readily interpreted. The computations shall be prefaced by a statement clearly and concisely outlining the basis for the structural design and indicating the manner in which the proposed essential services building will resist vertical loads and horizontal forces. The computations shall be sufficiently complete to establish that the structure will resist the loads and forces prescribed in Part 2, Title 24, CCR. Assumed safe bearing pressures on soils and specified strengths of concrete shall be given in the computations and noted on the plans. Where unusual conditions occur, such additional data as are pertinent to the work shall be submitted.

(e) **Site data.** Site data for all essential services buildings covered by these regulations shall include a soil investigation report providing information on subsurface site work and laboratory testing, an evaluation of site soil conditions, a recommendation for the type of foundation to be used and an allowable design value for the soil bearing capacity. For all essential services building sites not exempted from the provisions of the Act, a geologic and earthquake hazard report including an evaluation of both known and potentially active local and regional fault systems, slope stability, liquefaction potential and other hazards shall be prepared by competent persons and submitted with the application, plans and specifications. All or parts of the geologic and earthquake hazard investigation and report may be waived by the enforcement agency when in the judgment of the enforcement agency those requirements are unnecessary and would not be beneficial to public safety.

(f) **Signatures required.** All plans and specifications submitted for approval shall bear the stamp and signature of the architect or professional engineer in general responsible charge of design. When responsibility for a portion of the work has been delegated, the plans and specifications covering that portion of design shall also bear the stamp and signature of the responsible registered engineer or architect.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Sections 16009, 16011, 16012, 16013 and 16014.

**4-211. Observation and inspection of construction.**

(a) **Observation by architect or registered engineer.** The Act provides that the observation of the work of construction, reconstruction, alteration or addition shall be under the general responsible charge of an architect, structural engineer, civil engineer or, under certain conditions, a registered mechanical or electrical engineer for work involving only those respective branches of engineering. A geotechnical engineer shall provide the observation for placement of fills and shall submit a verified report attesting to the compliance of the engineered fill.

(b) **Inspection by project inspector.** The owner must provide for and require competent, adequate and continuous inspection of all construction work by a project inspector approved for each individual project by the enforcement agency. The project inspector so approved shall cooperate

with the architect or registered engineer in general responsible charge of the observation of the work of construction to ensure compliance with the approved drawings and specifications. The project inspector shall request interpretations and clarifications of the approved contract drawings and specifications when necessary from the responsible architect or registered engineer.

For every project there shall be a project inspector who shall have personal knowledge as defined in Section 16021 of the Health and Safety Code of all work done on the project or its parts. On large projects adequate inspection may require the employment of one or more approved assistant inspectors. The employment of special inspectors or assistant inspectors shall not be construed as relieving the project inspector of his/her duties and responsibilities under Sections 4-214 and 4-219 of these regulations. The project inspector shall, under the direction of the architect or engineer, be responsible for monitoring the work of the special inspectors and testing laboratories to ensure that the special inspection and testing program is satisfactorily completed.

No work shall be carried out except under the inspection of the project inspector approved by the enforcement agency. The project inspector shall have had at least three years equivalent experience in construction work of a type similar to that for which he/she is proposed as inspector, shall have a thorough knowledge of building materials, and shall be able to read and interpret plans and specifications.

The cost of project inspection shall be paid for by the owner (see "Project Inspector" definition in Section 4-207).

(c) **Special inspection.** Special inspection by inspectors specially approved by the enforcement agency may be required for masonry construction, glued laminated timber fabrication, wood framing using timber connectors, concrete batching, shotcrete, prestressed concrete, structural steel fabrication, high-strength steel bolt installations, welding, pile driving, electrical work or mechanical work. The cost of all special inspectors required by this section shall be paid for by the owner.

The project inspector may perform special inspections if the project inspector has been specially approved for such purposes and has the time available to complete the special inspections in addition to project inspection work.

The detailed inspection of all work covered by this section is the responsibility of the project inspector when special inspection is not provided. The enforcement agency may require special inspection for shop fabrication procedures that preclude the complete inspection of the work after assembly. The enforcement agency may require special inspection at the site in addition to those listed above if found necessary because of the special use of material or methods of construction.

Approved special inspectors shall submit verified reports as required by Section 4-214, for the special work covered. Special inspectors shall periodically submit reports of inspections to the enforcement agency, the architect, the registered engineer responsible for the observation of structural work and the project inspector. Construction work that the special inspector finds not to be in compliance with the approved

plans and specifications, and which is not immediately corrected upon notifying the contractor, shall be reported immediately to the project inspector, the enforcement agency, the architect and the registered engineer responsible for observation of the structural work.

**Authority:** Health and Safety Code Sections 16017 and 16022.

**Reference:** Health and Safety Code Sections 16015, 16017, 16020 and 16021.

**4-212. Supervision of construction by the enforcement agency.** During the construction, reconstruction, repair, alteration of or addition to any essential services building, the enforcement agency as provided in the Act, shall make such site visits and observations as in its judgment is necessary or proper for enforcement of the Act and the protection of the safety of the occupants of the building and the public. If at any time as the work progresses it is found that modifications or changes are necessary to achieve compliance with building standards, the enforcement agency shall direct the architect or registered engineer in general responsible charge to prepare and submit documents covering such modifications or changes for the review and approval of the enforcement agency.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Sections 16001, 16009 and 16020.

**4-213. Tests.**

(a) **General.** Tests of materials are required as set forth in the approved plans and specifications and in Part 2, Title 24, CCR. Where job conditions warrant, the architect or registered engineer may waive certain tests with the approval of the enforcement agency. A list of all required tests of materials and of all required special inspections shall be prepared and submitted by the architect, structural engineer, or civil engineer in general responsible charge of the project at the time the plans and specifications are stamped for identification by the enforcement agency.

(b) **Test sampling.** Test samples or specimens of material for testing may be taken by the architect or registered engineer, the architect's or engineer's representative, the project inspector or a representative of the testing agency. In no case shall the contractor, his employee or a vendor select the samples or specimens.

(c) **Test reports.** One copy of all test reports shall be forwarded by the testing agency to the enforcement agency, the architect, the registered engineer responsible for observation of the structural work and the project inspector. Such reports shall include all tests made, regardless of whether such tests indicate that the material is satisfactory or unsatisfactory. Records of special sampling operations shall also be reported. The reports shall show that the material or materials were sampled and tested in accordance with the requirements of these regulations and with the approved plans and specifications. In the case of masonry or concrete, test reports shall show the specified design strength. Test reports shall also state whether or not the material or materials tested comply with the requirements of the approved plans and specifications.

(d) **Verification of test reports.** Each testing agency shall submit to the enforcement agency a verified report,

covering all tests and inspections which were required to be performed as of the date that work on the project is suspended or the services of the testing laboratory are terminated, and at the completion of the project, covering all of required tests and inspections. The verified report shall be signed, under penalty of perjury, by the professional engineer charged with engineering managerial responsibility for the laboratory. The verified report shall indicate that all tests and inspections were made as required by the approved plans and specifications, and shall list any noncompliant tests or inspections that have not been resolved by the date of the verified report. In the event that not all required tests or inspections were made by the laboratory making this verified report, those tests and inspections not made shall be listed on the verified report.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Sections 16009, 16020 and 16021.

**4-214. Verified reports.** Sections 16020 and 16021 of the Act require that from time to time as the work of construction progresses, the architect or registered engineer in charge of observation of the work, each architect or registered engineer delegated responsibility for observation of a portion of the work, the project inspector, approved special inspectors and the contractor shall each make and sign under penalty of perjury, a duly verified report to the enforcement agency upon a prescribed form or forms, showing that of his or her own personal knowledge the work during the period covered by the report has been performed and materials have been used and installed in every material respect in compliance with the duly approved plans and specifications, and setting forth such detailed statement of fact as shall be required.

The term "personal knowledge" as applied to an architect or registered engineer means the personal knowledge that is obtained from periodic visits of reasonable frequency to the project site for the purpose of general observation of the work, and that is obtained from the reporting of others on the progress of the work, testing of materials, inspection and superintendence of the work. The exercise of reasonable diligence to obtain the facts is required.

The term "personal knowledge" as applied to an inspector means the actual personal knowledge that is obtained from the inspector's personal continuous inspection of the work in all stages of its progress. For work performed away from the site, the project inspector may obtain personal knowledge from the reporting of testing or special inspection of materials and workmanship for compliance with approved plans, specifications and applicable standards. The exercise of reasonable diligence to obtain the facts is required.

The term "personal knowledge" as applied to the contractor means the personal knowledge gained from constructing the building. The exercise of reasonable diligence to obtain the facts is required.

See Article 2, Section 4-240 and Article 3, Section 4-249 for the reporting requirements to state and local enforcement agencies, respectively.

**Authority:** Health and Safety Code Sections 16020, 16021 and 16022.

**Reference:** Health and Safety Code Sections 16020 and 16021.

**4-215. Changes in the approved drawings and specifications.**

(a) **General.** All work shall be executed in accordance with the approved plans and specifications except where documents authorizing changes have been submitted by the responsible architect or registered engineer to the enforcement agency for review and approval. These documents shall describe the authorized changes, show the increase or decrease in the contract cost involved and shall contain the signatures of the responsible architect or registered engineer and the owner and shall bear the approval stamp of the enforcement agency.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Sections 16011, 16013 and 16015.

**4-216. Final certification of compliance.** The certification of compliance for the essential services building shall be issued by the enforcement agency when the project has been completed in accordance with the requirements as to safety of design and construction with Sections 16000-16023 of the Health and Safety Code (Essential Services Buildings Seismic Safety Act) and with the requirements of these regulations. The certification of compliance will be evidenced by a letter or a certificate of occupancy each of which shall contain a statement that the building design and review and the work of construction have been completed in accordance with the requirements of Sections 16000 through 16023 of the Health and Safety Code and of Part 1, Title 24, CCR. The certificate of compliance will be directed to the owner of the essential services building.

Local enforcement agencies shall forward one copy of the certification of compliance to the DSA Headquarters Office in Sacramento.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Sections 16009 and 16022.

**4-217. Duties of the architect and registered engineers.**

(a) **General.** The architect or registered engineer is responsible to the owner and to the enforcement agency to see that the completed work conforms in every material respect to these regulations and the approved plans and specifications. The architect or registered engineer may, if so authorized, act as agent for the owner in completing and submitting the application to the enforcement agency.

The architect or registered engineer, in no way, is relieved of any responsibility by the activities of the enforcement agency in the performance of its duties.

(b) **General responsible charge.** The architect or registered engineer in general responsible charge shall advise the owner in regard to filing of the application for approval of plans, the selection of a project inspector and the selection of a testing laboratory. The architect or registered engineer shall prepare the plans, specifications, design computations and other data and shall prepare documents authorizing changes in the approved drawings and specifications when so directed by the owner or as required by conditions on the project. The architect or registered engineer shall make, or cause to be made, the corrections required on the various documents to comply with the requirements of these regulations and shall

provide the project inspector and testing agency with a complete set of stamped plans, specifications and documents authorizing changes.

The enforcement agency directs all technical correspondence to the architect or registered engineer in general responsible charge of the project.

(c) **Architect or engineer verified reports.** All architects and registered engineers having responsibility for observation of the work of construction shall maintain such personal contact with the project as is necessary to assure themselves of compliance in every material respect with the approved plans and specifications and shall submit verified reports to the enforcement agency as required in Section 4-214. The architect or registered engineer in general responsible charge shall be responsible for the timely submittal of the required verified reports from the project inspector, the contractor and any other architects or engineers who have been delegated responsibility for observation of the work.

(d) **Testing program.** The architect or registered engineer in general responsible charge shall establish the extent of the testing of materials consistent with the needs of the particular project and shall issue specific instructions to the testing agency. The architect or registered engineer shall also notify the enforcement agency as to the disposition of materials noted on laboratory reports as not conforming to the approved plans and specifications.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Sections 16015 and 16020.

**4-218. Duties of the mechanical and electrical engineers.** The architect, structural engineer or civil engineer in general responsible charge retains overall responsibility for the mechanical and electrical portions of the work when the design responsibility for that work has been delegated and the plans have been prepared by registered mechanical and electrical engineers.

Where plans, specifications and estimates for alterations or repairs only involve mechanical or electrical work, said plans, specifications and estimates may be prepared and the work of construction observed by a registered mechanical or electrical engineer, respectively, who shall be in general responsible charge.

The mechanical or electrical engineer shall fulfill the duties outlined in Section 4-217 when assuming general responsible charge and shall submit verified reports as required in Section 4-214. When accepting delegated responsibility, the mechanical or electrical engineer shall comply with the requirements of Sections 4-209 and 4-210 insofar as these may relate to the delegated work.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Section 16015.

**4-219. Duties of the project inspector.**

(a) **General.** The project inspector shall act under the general direction of the architect or registered engineer and under the supervision of the enforcement agency.

(b) **Duties.** The general duties of the project inspector in fulfilling project inspection responsibilities are as follows:

**1. Continuous inspection requirements.** The project inspector must have actual personal knowledge obtained by personal and continuous inspection of the work of construction in all stages of its progress that the requirements of the approved plans and specifications are being executed.

Continuous inspection means complete inspection of every part of the work. Work, such as concrete work or masonry work which can be inspected only as it is placed, shall require the constant presence of the project inspector. Other types of work which can be completely inspected after the work is installed may be carried on while the project inspector is not present. In any case, the project inspector must personally inspect every part of the work. In no case shall the project inspector have or assume any duties which will prevent him or her from providing continuous inspection.

The project inspector may obtain personal knowledge of the work of construction, either on-site or off-site, from the inspections performed by special inspectors or approved assistant inspectors and from the reporting of others on testing and inspection of materials and workmanship for compliance with the plans, specifications and applicable standards. The exercise of reasonable diligence to obtain the facts shall be required.

**2. Relations with the architect or engineer.** The project inspector shall work under the general direction of the architect or registered engineer. Any uncertainties in the inspector's comprehension of the plans and specifications shall be reported promptly to the architect or registered engineer for his/her interpretation and instructions. In no case shall the instructions of the architect or registered engineer be construed to cause work to be done which is not in conformity with the approved plans, specifications and documents authorizing changes.

**3. Job file.** The project inspector shall keep a file of approved plans and specifications (including all approved documents authorizing changes) on the job at all times.

**4. Construction procedure records.** The project inspector shall keep a record of certain construction procedures including, but not limited to the following:

- A. Concrete pouring operations. The records show the time and date of placing concrete and the time and date of removal of forms in each portion of the structure.
- B. Welding operations. The record shall include identification marks of welders, lists of defective welds, manner of correction of defects, etc.
- C. Penetration under the last ten (10) blows for each pile when piles are driven for foundations.

All such records of construction procedures shall be kept on the job until the completion of the work. These records shall be made a part of the permanent records of the owner.

**5. Deviations.** The project inspector shall notify the contractor, in writing, of any deviations from the approved plans and specifications which are not immediately corrected by the contractor when brought to the contractor's attention. Copies of such notice shall be forwarded immediately to the architect or registered engineer and to the enforcement agency.

Failure on the part of the project inspector to notify the contractor of deviations from the approved plans and specifications shall in no way relieve the contractor of any responsibility to complete the work covered by his or her contract in accordance with the approved plans and specifications and all laws and regulations.

**6. Verified reports.** The project inspector shall submit to the enforcement agency verified reports as required in Section 4-214.

(c) **Violations.** Failure, refusal or neglect on the part of the project inspector to notify the contractor of any work that does not comply with the requirements of the approved plans and specifications, or failure, refusal or neglect to report immediately, in writing any such violation to the architect or registered engineer, to the owner and to the enforcement agency shall constitute a violation of the Act and shall be cause for the enforcement agency to take action, which may result in withdrawal of the inspector's approval.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Sections 16017 and 16021.

**4-220. Duties of the contractor.**

(a) **Responsibilities.** It is the duty of the contractor to complete the work covered by his or her contract in accordance with the approved plans and specifications therefore. The contractor in no way is relieved of any responsibility by the activities of the architect, registered engineer, project inspector or the enforcement agency in the performance of their duties.

(b) **Performance of the work.** The contractor shall study carefully the approved plans and specifications and shall plan his schedule of operations well ahead of time. If at any time it is discovered the work is being done that is not in accordance with the approved plans and specifications, the contractor shall correct the work immediately.

All inconsistencies or items which appear to be in error in the plans and specifications shall be promptly called to the attention of the architect or registered engineer, through the project inspector, for interpretation or correction. In no case, however, shall the instruction of the architect or registered engineer be construed to cause work to be done that is not in conformity with the approved plans, specifications, construction change documents, and standards.

The contractor must notify the project inspector, in advance, of the commencement of construction of each and every aspect of the work.

(c) **Verified reports.** The contractor shall make and submit to the enforcement agency from time to time, verified reports as required in Section 4-214.

If work on the building is being done by independent contractors having contracts with the owner, verified reports

shall be submitted by each contractor regardless of the type of work involved.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Section 16021.

**4-221. Records.** DSA shall maintain a record of the approved plans, specifications, addenda, construction change documents and letters of certification for state-owned or state-leased essential services buildings which have been certified as complying with the provisions of the Act. DSA shall also maintain a record of the letters of compliance for essential services buildings built under the jurisdiction of local enforcement agencies which have been submitted to DSA by those agencies.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Section 16022.

**4-222. Advisory board.**

(a) **General.** The State Architect may appoint an advisory board whose duty it is to serve in an advisory capacity to DSA in connection with administrative matters and with reference to regulations and requirements pertaining to the administration of the Act. This board shall also act as a board of review to which appeal can be made by owners, architects, engineers or other interested parties in case of disagreement with the interpretation by the local enforcement agencies and/or local appeals board of the Essential Services Buildings Seismic Safety Act or the regulations adopted pursuant thereto. For state agencies, the Advisory Board shall act as an appeals board for disagreements with the rulings, decisions, interpretations or acts of DSA.

(b) **Membership.** The said board shall consist of nine members appointed by the State Architect and four ex-officio members who are: State Architect, the Chief Structural Engineer of DSA, the California State Fire Marshal, the Executive Director of the Building Standards Commission and the Chairman of the Seismic Safety Commission. The ex-officio board members may appoint alternates to serve on the board as their representatives. Of the appointive members, one shall be an architect, one shall be a structural engineer, one shall be a civil engineer, one shall be a mechanical engineer or an electrical engineer, one shall be a representative of the League of California Cities, one shall be a representative of the County Supervisors Association, one shall be a representative of the California Building Officials, one shall be a representative of the California Fire Chiefs Association and one shall be a representative of a law enforcement agency. The appointive members shall serve at the pleasure of the State Architect. The State Architect will select appointive members from nominations solicited from the California Council, American Institute of Architects, the Structural Engineers Association of California, the Consulting Engineers and Land Surveyors Association of California, the California Building Officials, the League of California Cities, the County Supervisors Association, the California Peace Officers Association and from the California Fire Chiefs Association. The State Architect may also appoint additional ex-officio members. Ex-officio members are not entitled to vote in board actions.

(c) **Meetings.** The board shall elect its own chairperson and vice-chairperson and shall convene upon the call of the chair-

person or the State Architect whenever it may be necessary in the chairperson's or State Architect's judgment for the board to meet. The board shall adopt such rules of procedure as are necessary to enable it to perform the obligations delegated to it. The chairperson of the board shall at his or her discretion or upon the instruction of the board designate subcommittees to study and report back to the board on any technical subject or matter for which an independent study is desired or regarding appeals which are made to the board from interpretations of the enforcement agencies. The board members will be reimbursed for their reasonable expenses in attending meetings but shall receive no compensation for their services.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Section 16022.

~~ARTICLE 2  
STATE BUILDINGS~~

**4-223. General.** The provisions of Article 1 and Article 2 of these regulations shall apply to state-owned or state-leased essential services buildings. Article 2 requirements do not apply to essential services buildings under the jurisdiction of local enforcement agencies.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Section 16001.

**4-224. Application for DSA approval of drawings and specifications.**

(a) The written approval of drawings and specifications shall consist of a letter issued by DSA when the procedures of Section 4-229 of these regulations are completed.

(b) The agency responsible for the essential services function shall submit an application, for the approval of drawings and specifications to DSA. A separate application shall be submitted for each essential services building or group of buildings on each site. Applications shall be submitted to DSA on Form DSA-1, Application for Approval of Plans and Specifications. DSA forms are available on the Internet at [www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa), or at any of the DSA regional offices.

(c) The application shall contain a project name and location of the essential services building or buildings, the name of the architect or registered engineer in general responsible charge of the work, the names of the architects or registered engineers who have been delegated responsibility for portions of the work (see Section 4-209), the estimated cost of the project and all such other information as is requested on Form DSA-1 Application for Approval of Plans and Specifications.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Sections 16001 and 16011.

**4-225. Designation of responsibility.** In addition to the requirements of Section 4-209, Article 1 of these regulations, the following provisions shall apply;

(a) **Delegation of responsibility.** The architect, structural engineer or civil engineer in general responsible charge shall employ or retain, under his/her supervision, registered mechanical and electrical engineers to design and observe the construction of the mechanical and electrical portions of the work

because certain portions of the structure have not fully met specification or plan requirements.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Sections 16009, 16020 and 16021.

**4-240. Required filing of verified reports.** Project inspectors, approved special inspectors and contractors shall file verified reports on Form DSA-6. Architects and engineers shall file verified reports on Form DSA-6A/E. DSA forms are available on the Internet at [www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa) or at any of the DSA regional offices.

Verified reports shall be filed with DSA as follows:

- (a) By each contractor having a contract with the owner, at the completion of the contract.
- (b) By the architect, registered engineers, project inspector and approved special inspectors at the completion of the essential services building.
- (c) By the architect, registered engineers, project inspector and contractor at the suspension of all work for a period of more than one month.
- (d) By the architect, registered engineer, project inspector, approved special inspector or contractor whose services in connection with the project have been terminated for any reason.
- (e) At any time a verified report is requested by DSA.

**Authority:** Health and Safety Code Sections 16020, 16021 and 16022.

**Reference:** Health and Safety Code Sections 16020, 16021 and 16022.

**4-241. Project inspector's semimonthly reports.** In addition to the verified reports required in Section 4-214, the project inspector shall make semimonthly reports of the progress of construction to the architect or registered engineer in general responsible charge. A copy of each such report shall be sent to the owner, the architect or engineer in general responsible charge and DSA. Semimonthly reports shall state the name, location and owner of the essential services building and shall contain the application number and file number of the project for identification purposes. The reports shall include a list of official visitors to the project and whom they represent, a brief statement of the work done, instructions received from the architect or registered engineer during the period covered by the report and pertinent information regarding any unusual conditions or questions that may have arisen at the job. Forms are not provided by DSA for semimonthly reports. Failure to comply with this section will be cause for withdrawal of the approval of the project inspector.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Section 16017.

**4-242. Notifications by the project inspector.** The project inspector shall notify DSA at the following times:

- (a) When construction work on the project is started, or restarted, if previously suspended per Item (d) below.
- (b) At least 48 hours in advance of the time when foundation trenches will be complete and ready for footing forms.
- (c) At least 48 hours in advance of the first placement of foundation concrete and 24 hours in advance of any subsequent and significant concrete placement.

(d) When all work on the project is suspended for a period of more than two weeks.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Section 16017.

### ARTICLE 3 LOCAL BUILDINGS

#### 4-243. General.

(a) The provisions of Article 1 and Article 3 of these regulations shall apply to essential services buildings owned or leased by a city, city and county or county or a special fire district within these jurisdictions. The Division of the State Architect shall observe the implementation and administration of the provisions of the Essential Services Buildings Seismic Safety Act and these regulations pertaining to local jurisdictions under the authority granted in the Act.

(b) Local jurisdictions shall establish such administrative procedures as they deem necessary and proper for the enforcement of the provisions of the Act so long as those procedures do not conflict with the requirements of Articles 1 and 3 of these regulations. The enforcement of these regulations is the responsibility of an authorized official of the local enforcement agency.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Section 16001.

#### 4-244. Approval of drawings and specifications.

(a) The required written approval of drawings and specifications may consist of either a building permit or other document as established by the enforcing agency.

(b) Written notification by the local enforcement agency to DSA shall be required when the written approval of the drawings and specifications is issued by the local enforcement agency. The written notification shall contain a project name and location for the essential services building, the name of the architect or registered engineer in general responsible charge of the work, the estimated cost of the project, the name of the qualified plan reviewer (the licensed architect or registered engineer responsible for the design review) and if available the name of the project inspector. The written notification shall also include a statement signed by an official of the enforcement agency that the plans and specifications and the review thereof has been accomplished in compliance with the provisions of the Act and of these regulations.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Sections 16001 and 16011.

**4-245. Voidance of application.** Any change, erasure, alteration or modification of any plans or specifications bearing the identification or approval stamp of the enforcement agency may result in voidance of the approval of the application. However, the "written approval of the plans" may be extended by the enforcement agency to include revised plans and specifications after documents are submitted for review and approved.

**Authority:** Health and Safety Code Section 16022.

**Reference:** Health and Safety Code Sections 16009, 16011 and 16013.



**4-246. Time of beginning of construction and partial construction.** Construction work whether for a new essential services building, or for a reconstruction, alteration or addition project for an essential services building, shall not be commenced nor shall any contract be let until the owner has applied for and obtained from the enforcement agency the required written approval of plans and specifications.

All work done and materials used and installed must be in accordance with and in conformity to the approved plans and specifications. The enforcement agency shall be notified whenever work is being carried on and failure to give such notice may result in voidance of the approval of the plans and specifications.

An uncompleted building shall not be considered as having been constructed under the provisions of the Essential Services Buildings Seismic Safety Act.

**Authority:** Health and Safety Code Section 16002.  
**Reference:** Health and Safety Code Section 16016.

**4-247. Notice of start of construction.** The architect or registered engineer responsible for the project shall give written notification to the enforcement agency before construction is to be started. The architect or registered engineer shall furnish the name of the contractor, the contract price and the date of starting of construction.

**Authority:** Health and Safety Code Section 16022.  
**Reference:** Health and Safety Code Section 16016.

**4-248. Approval of the project inspector, assistant inspector and special inspectors by the enforcement agency.**

(a) The enforcement agency shall review, for each individual project, the qualifications of the project inspector, any assistant inspector, and special inspectors proposed for an essential services buildings projects to determine the inspector's competency to do the inspection required for that particular project. The qualification review shall include, for the project inspector and any assistant inspector, an appraisal of the candidate's education and experience and a personal interview which may include a written examination if deemed appropriate by the enforcement agency.

(b) The approval of the project inspector by the enforcement agency shall include information to the project inspector of the "personal knowledge" provisions of the Act and of the additional requirement that the project inspector shall not assume other duties which would preclude the inspector from obtaining personal knowledge required of all work of construction.

(c) Representatives of the enforcement agency shall from time to time visit the construction site to observe the work of construction and to monitor the performance of the project inspector. The construction work is subject to any inspections required by the enforcement agency.

**Authority:** Health and Safety Code Sections 16017 and 16022.  
**Reference:** Health and Safety Code Sections 16017 and 16021.

**4-249. Verified reports.** The verified reports required by the Act to be filed by any architects, engineers, inspectors and contractors having responsibility for all or any portion of the construction work of the project shall be filed on a form pre-

scribed by the enforcement agency. Original manual signatures of the architect, engineer, inspector and contractor are required on the verified report. Refer to Section 4-214 of these regulations for verified report requirements.

**Authority:** Health and Safety Code Sections 16020, 16021 and 16022.  
**Reference:** Health and Safety Code Sections 16020 and 16021.

See attached example of a modified DSA form for use on a County project. I have modified reports for the EOR's and Contractors that we can use.

## PROJECT INSPECTOR VERIFIED REPORT

EXAMPLE, 09.16.19, mlw

This form shall be completed by the Project Inspector, in accordance with California Code of Regulations, Title 24, Part 1, Sections 4-214 and 4-249

Owner:		Permit No: PMT2013-00177
Project Name:		
Date of Report:	Number of Attached Pages: (If none, enter zero.)	Grading Permit  List all inspection card numbers for which this verified report applies.
Note that <b>DSA approved</b> construction documents, referred to below, are those portions of the construction documents, duly approved by the DSA, that contain information related to and affecting the Structural Safety, Fire/Life Safety, and Accessibility portions of the project.		
<b>COMPLETE SECTIONS 1, 2, 3 &amp; 4 AND PROVIDE ALL REQUIRED DOCUMENTATION</b>		
<b>1. PROJECT INSPECTOR IS EMPLOYED FOR THE FOLLOWING PROJECT SCOPE</b> (Check applicable box.)		
<input type="checkbox"/>	Entire scope of the work shown in the approved construction documents	
<input type="checkbox"/>	Partial scope of the work shown in the approved construction documents (Briefly describe. Attach additional pages if necessary.):	
<b>2. REASON FOR FILING THIS VERIFIED REPORT</b> (Check applicable box.)		
<input type="checkbox"/>	Interim Verified Report:	
<input type="checkbox"/>	Final Verified Report: Construction of all work, shown in approved construction documents, is complete.	
<input type="checkbox"/>	Building(s) Occupied prior to completion of construction of all work shown in the approved construction documents. List occupied buildings and date of occupancy (Attach additional pages if necessary):	
<input type="checkbox"/>	Termination of Project Inspector's Services prior to completion of construction of all work shown in the approved construction documents. Provide date of last inspection: _____ AND check one of the following: I have previously submitted all semi-monthly reports I have attached the remaining required semi-monthly report(s) dated:	
<input type="checkbox"/>	Construction Work Suspended for more than one month Provide date of last construction activity: _____ AND check one of the following: I have previously submitted all semi-monthly reports to the I have attached the remaining required semi-monthly report(s) dated:	
<input type="checkbox"/>	Request dated:	
<b>3. DEFERRED SUBMITTALS</b> (Check applicable box.)		
<input type="checkbox"/>	This project does not require deferred submittals.	
<input type="checkbox"/>	All deferred submittals are approved by <b>Cal Fire</b>	
<input type="checkbox"/>	The following deferred submittals are <b>not approved</b> by the (Provide list. Attach additional pages if necessary.):	
<b>4. DEVIATIONS AS OF THE DATE OF THIS REPORT</b> (Check applicable box.)		
<input type="checkbox"/>	All outstanding deviation related to work shown in the approved construction documents are resolved.	
<input type="checkbox"/>	There are unresolved deviations related to work shown in the approved construction documents. They are documented by (Check applicable boxes and provide copies.): Semi-Monthly Report dated: _____; Deviation Notices; Field Trip Notes; Other documentation.	

I attest that based on my own personal knowledge (as defined in California Code of Regulations, Title 24, Part 1, Sections 4-249 and 4-214) that, except as marked in Sections 3 and 4, as of the date of this report, the work has been performed and materials have been used and installed, in every material respect, in compliance with the approved construction documents. I declare under penalty of perjury that I prepared this report and that all statements are true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



**From:** Marcia Walther <tiggerspring@netzero.net>

**To:** nathan@taylorsyfan.com

**Sent:** Mon, Jun 29, 2015 07:18 PM

**Subject:** RE: Define the essential services act

**Structural definition/  
impact of the Essential  
Services Act**

Sent from my Verizon Wireless 4G LTE smartphone

----- Original message -----

From: Nathan White <nathan@taylorsyfan.com>

Date: 06/29/2015 4:24 PM (GMT-08:00)

To: 'Marcia Walther' <tiggerspring@netzero.net>

Subject: RE: Define the essential services act

Hi Marcia,

This is probably more information than you want, but at least you can get a lot of the background – for me as a structural engineer, a building, facility, or other structure being categorized as “essential services” results in these primary issues:

- (a) Higher “Risk Category” – which used to be called “occupancy category” by the way, prior to the 2013 CBC / 2012 IBC, but the term was changed to “risk category” to avoid confusion with “occupancy” aspects, because they do not necessarily go hand in hand. Essential services facilities are in Risk Category IV.
- (b) Potentially a higher “Seismic Design Category” – this can potentially get bumped up by being in Risk Category IV, rather than II or III, but it depends upon the level of the spectral accelerations whether it’s affected.
- (c) And, higher “Importance Factors,” perhaps the most direct and obvious result – 1.50 for seismic.

Generally speaking, there are more restrictions/limitations and more requirements each time you go up a level of Seismic Design Category, from A, B, C, D, E, and to F. One example, using steel braced frames like for the PG&E facility, there would be no height limit for Seismic Design Categories A-C, but the height limit would be 160 ft. for Seismic Design Categories D-E, and 100 ft. for Seismic Design Category F.

Also, there are increasing restrictions and requirements based on Risk Category. For example, allowable story drift (lateral deflection) decreases with each step up in Risk Category: Say a typical office building, going from Risk Category II to III, there’s a 20% reduction in allowable drift, or going from II to IV, there’s a 40% reduction in allowable story drift. [By the way, Risk Category II is the default typical building type. Risk Category I represents a low hazard to humans, things such as agriculture, minor storage, or temporary facilities.]

In California, it can also result in a change in AHJ (or 'building official'). State-owned and state-leased essential services buildings are governed by DSA for structural safety. A city fire department building would go through the local building department for structural plan check, but a Cal Fire building should go through DSA.

To sum up, in describing the design effects of designating a building for "essential services," to most clients, general population, or range of audiences, you could say it's an increase in importance factors (including a 50% increase in seismic design forces), combined with additional restrictions and requirements.

The following is the section from the IBC which describes structures in [Risk Category IV](#):

Buildings and other structures designated as essential facilities, including but not limited to:

- Group I-2 occupancies having surgery or emergency treatment facilities.
- Fire, rescue, ambulance and police stations and emergency vehicle garages.
- Designated earthquake, hurricane or other emergency shelters.
- Designated emergency preparedness, communications and operations centers and other facilities required for emergency response.
- Power-generating stations and other public utility facilities required as emergency backup facilities for Risk Category IV structures.
- Buildings and other structures containing quantities of highly toxic materials that: Exceed maximum allowable quantities per control area as given in Table 307.1(2) or per outdoor control area in accordance with the *International Fire Code*; and are sufficient to pose a threat to the public if released.
- Aviation control towers, air traffic control centers and emergency aircraft hangars.
- Buildings and other structures having critical national defense functions.
- Water storage facilities and pump structures required to maintain water pressure for fire suppression.

*[There are a few amendments to this table in the CBC version for DSA and OSHPD, but you get the idea.]*

And, the following contains excerpts from the [Commentary](#) on the IBC regarding Risk Category. [Probably more than you wanted to know, but maybe you can read this when you're trying to fall asleep at night. ;) It's good info though to get a sense of what the purpose/intent is behind some of the provisions.]

The risk category serves as a threshold for a variety of code provisions related to earthquake, flood, snow and wind loads. Particularly noteworthy are the importance factors that are used in the calculation of design earthquake, snow and wind loads. The value of the importance factor generally increases with the importance of the facility. Structures assigned greater importance factors must be designed for larger forces. The result is a more robust structure that would be less likely to sustain damage under the same conditions than a structure with a lower importance factor. The intent is to enhance a structure's performance based upon its use or the need to remain in operation during and after a design event. The impact of a higher risk category classification is not limited to increasing the design loads. Compared to Risk Category I, II or III, for instance, a Risk Category IV classification can lead to a higher seismic design category classification that can, in turn, require more stringent seismic detailing and limitations on the seismic-force-resisting system. This can also affect the seismic design requirements for architectural, mechanical and electrical components and systems.

The risk category determined in this table [TABLE 1604.5] generally increases with the importance of the facility, which relates to the availability of the facility after an emergency, and the consequence of a structural failure on human life. The categories range from Risk Category I, which represents the lowest hazard to life, through Risk Category IV, which encompasses essential facilities.

Risk Category IV: These are buildings that are considered to be essential in that their continuous use is needed, particularly in response to disasters. Fire, rescue and police stations, and emergency vehicle garages must remain operational during and after major events, such as earthquakes, floods or hurricanes. The phrase "designated as essential facilities" refers to designation by the building official that certain

facilities are required for emergency response or disaster recovery. This provides jurisdictions the latitude to identify specific facilities that should be considered essential in responding to various types of emergencies. These could include structures that would not otherwise be included in this risk category. This designation would only be made with consideration of broader public policy, as well as emergency preparedness planning within the jurisdiction in question. The reasons for including facilities, such as hospitals, fire stations, police stations, emergency response operations centers, etc., should be self-evident. Some items warranting additional discussion are as follows:

- Designated emergency shelters and designated emergency response facilities. These items repeat the term “designated,” which is referring to designation by the building official that the facilities have been identified as necessary for sheltering evacuees or responding to emergencies (see discussion of “designated” above). For example, an elementary school having an occupant load of 275 would typically be considered a Risk Category III facility. If that school is designated as an emergency shelter, then the school will be considered a Risk Category IV building.
- Facilities supplying emergency backup power for Risk Category IV. A power-generating station or other utility (such as a natural gas facility) is to be classified as Risk Category IV only if the facility serves an emergency backup function for a Risk Category IV building, such as a fire station or police station. Otherwise, the power-generating station or utility should be classified as Risk Category III.
- Structures with quantities of highly toxic materials in excess of the quantities permitted for a control area in Table 307.1(2). This applies only to “Highly toxic materials” (see definition in Section 307.2), which are covered in the second row of Table 307.1(2). That table lists the maximum allowable quantities per control area of materials posing a health hazard. Since the use of control areas is permitted by Table 307.1(2), it is reasonable to recognize the control area for the purpose of making this risk category determination. In other words, this applies to occupancies that are classified as Group H-4 based on the quantities of highly toxic material exceeding the permitted quantity within a control area. However, recognizing control areas means that both the risk category as well as the occupancy classification could be lowered by adding either fire resistance-rated walls or floor/ceiling assemblies in order to divide the building into a number of smaller control areas. The additional wording “...sufficient to pose a threat to the public if released” places a further qualification on the material quantity, but it is subjective since the threat to the public could be difficult to determine. Also note that a Group H-4 occupancy classification could be based on exceeding the quantities permitted for toxics or corrosives [see Table 307.1(2)], but the presence of those materials would not affect the assessment of the facility as Risk Category IV.

Nathan

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Nathan White, P.E., S.E., LEED AP  
Vice President  
Taylor & Syfan Consulting Engineers, Inc.  
805.547.2000 x121

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**From:** Marcia Walther [mailto:tiggerspring@netzero.net]  
**Sent:** Monday, June 29, 2015 2:29 PM  
**To:** Nathan White  
**Subject:** Define the essential services act

Nathan

I am running into issues on ESA projects with people not really understanding what an ESA project means. Can you provide a couple of thoughts to give to people - ie factor of safety and ???

Thanks



## Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

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# PURCHASE ORDER # 2019-20-09

<b>VENDOR: MarWal Construction, Inc.</b> Name: Marcia Walther Address: PO Box 13034 City: San Luis Obispo, CA 93406 PH: 805-441-7548 Fax: Email: tiggerspring@netzero.net	<b>PURCHASE ORDER:</b> Emergency Generator Project: Project Inspection Services – Essential Services Act Construction and Project Closeout  Code to: 10-5-4300-366
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<b>SHIPPING ADDRESS:</b> OCEANO COMMUNITY SERVICES DISTRICT C/O Paavo Ogren (805) 481-6730 1655 FRONT STREET OCEANO, CA 93445	<b>BILLING ADDRESS:</b> OCEANO COMMUNITY SERVICES DISTRICT P O BOX 599 OCEANO, CA 93475-0599 (805) 481-6730
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**DATE OF ISSUANCE:**

September 18, 2019

**SCOPE OF WORK:** See attached proposal dated 09/17/2019.

**COMPLETION REQUIREMENTS:** N/A

**AMOUNT:** Not To Exceed \$27,000.00

This purchase order is subject to Terms and Conditions incorporated herein by reference on the attached documents.

---

Signature

Date

September 17, 2019

Mr. Paavo Ogren  
General Manager  
Oceano Community Services District  
1655 Front Street  
Oceano, CA 93445

Re: 2019 Replacement Generator Project  
Contract No: 2019-01  
Proposal for Project Inspection Services - Essential Services Act  
Construction and Project Closeout Phases

Dear Paavo,

Per your request, I have outlined the scope of services necessary to comply with the 2016, California Administrative Code, Title 24, Part 1, Chapter 4, Articles 1 and 3, Essential Services Buildings requirements for Project Inspection.

### **Scope of Services -**

#### **Construction Phase-**

- Provide Project Inspection services to ensure compliance with the requirements of Title 24, CBC, Building and Electrical Codes, plans, specifications and quality control. Document in daily logs: records of weather, Contractor's work on site, number of workers, work accomplished, problems encountered and other similar relevant data as the District may require. Meet with Authorities Having Jurisdiction (AHJ) as required. Coordinate the services of special inspectors and District's special testing and inspection consultant as required.
- Establish quality control standards based on industry practices.
- Review GC's Project Construction Schedule and advise District as to any changes that may cause delays or problems with the completion of the project. Recommend corrective action as needed to keep the project on schedule.
- Determine, in general, that the work of each Contractor is being performed in accordance with the requirements of the permitted plans. As required, make recommendations to District regarding special inspections or testing. Subject to the review of AHJ and/or District, reject work which does not conform to the requirements of the Contract Documents.

Cell: (805) 441-7548

**Construction Phase** - continued

- Consult with the Engineers and District regarding any Contractor requested interpretations of the meaning and intent of the plans and specifications, and assist in the resolution of questions which may arise.
- When the Contractor's work or a designated portion thereof is substantially complete, prepare for the District a list of incomplete or unsatisfactory items via a "punch list".

**Project Close-out-**

- Evaluate the completion of the work of the Contractor and make recommendations to the District when work is ready for final inspections. Coordinate and conduct final inspections with the County of San Luis Obispo Building Inspector, District and Engineers.
- Provide required ESA Verified Report forms for Project Inspector, Engineers and Contractors. These forms were used on a previous project where the County was the AHJ and were accepted.

**Fee Schedule**

Per your request, Marwal Construction (MWC) submits the following fee breakdown for Project Inspection services for construction and project closeout phases:

Project Position	Hour Budget	Unit Cost Per Hour	Total Budget Fee	Assumptions
Project Inspector	180 <i>(Note 1)</i>	\$150 <i>(Note 2)</i>	\$27,000	1. Per the Contract Documents the schedule duration is 80 calendar days. The Contractor has not been given a Notice to Proceed and therefore has not submitted a schedule. 2. The assumed Hour Budget is based on (60) working days at 3 hours/day. 3. The Total Budget Fee represents a Time & Material, Not to Exceed cost. Monthly invoice would indicate hours used and hours remaining.
<b>Total Fee</b>			<b>\$27,000</b>	

MWC's unit rate includes all necessary business expenses including \$1.0 million General Liability, Professional Liability and Automobile insurances. Additional insured endorsements will be provided upon request.



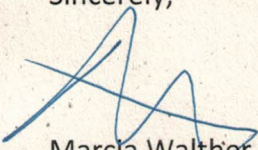
Construction/Project Closeout  
2019-01  
09.17.19  
Page 3

**Note 1** - If the project does not require the hours assumed, the District will not be billed for that time.

**Note 2** - Unit Rate Description - the unit rate for services is typically \$180/hour. As this is a small project MWC proposes a reduced hourly rate of \$150. MWC does not charge minimum, show-up hours or mileage.

Again, thank you for this opportunity to be of service to the District. Please feel free to contact me if you require any additional information. I can be reached at (805) 441-7548.

Sincerely,



Marcia Walther  
Marwal Construction Inc.

Cc: MWC, 2019-01, Gen Repl Pjt, Proposal, 09.17.19

Accepted:

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title of Authorized Representative

## Conditions of Purchase

1. The only terms that will be honored are those issued by the Oceano Community Services District (District).
2. No acknowledgment of this order is required. If this purchase order is the result of a written bid or quotation, the purchase order shall serve as acceptance thereof. If this purchase order is the result of an informal oral or written quote, acceptance will be assumed unless otherwise advised within (10) days of the date of the order. Unless otherwise specified, the U.S. Mail shall be the accepted means of communication.
3. Purchase order numbers shall appear on all invoices, packages, crates, boxes, etc.
4. Invoices must include only items shown on this order. In the event any item included on this order is not delivered, please notify the District at once as to the reason for the delay and the date we can expect delivery. Do not include any item which is back ordered on your invoice. Any invoice or claim on this contract must be presented within 1 year from delivery of goods or services.
5. Changes of any kind are not authorized without permission from the District.
6. The District reserves the right to cancel any or all items not shipped within the time specified on the order.
7. No charges for transportation, containers, packing, etc. will be allowed unless specified on the order.
8. All material furnished must be as specified and will be subject to inspection and approval of the District after delivery. The right is reserved to reject and return at the risk and expense of the supplier such portion of any shipment which may be defective or fail to comply with specifications without invalidating the remainder of the order. Rejected material will be held for disposition at the expense and risk of the seller.
9. This order is subject to sales tax, exempt from federal tax. Certificate of exemption will be provided upon request.
10. All goods and/or services shall be in compliance with all federal, state and local law including but not limited to OSHA and CAL OSHA.
11. The seller shall provide the District with a Material Safety Data Sheet for each product containing substances on the List of Hazardous Substances published by the California Administrative Code, Title S, Section 5194. These sheets must be sent to Oceano Community Services District at P O Box 599, Oceano, CA 93475-0599. Please reference the above purchase order number.

# INSURANCE REQUIREMENTS

## INDEMNIFICATION

To the fullest extent permitted by law, CONTRACTOR shall indemnify, defend and hold harmless the District and its officers, agents, employees, and volunteers from and against all claims, demands, damages, liabilities, loss, costs, and expense (including attorney's fees and costs of litigation) of every nature arising out of or in connection with Contractor's performance or attempted performance of work hereunder or its failure to comply with any of its obligations contained in the agreement, except such loss or damage which was caused by sole negligence or willful misconduct of the District.

## INSURANCE COVERAGE

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

## MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL); Insurance Services Office (ISO) Form CG 0001 covering CGL on an "occurrence" basis for bodily injury and property damage, including products-completed, operations, personal injury and advertising injury, with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: ISO Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damages.
3. Worker Compensation insurance 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. If Contractor will provide leased employees, or is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage shall also include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 O1 A) naming the District as the Alternate Employer, and the endorsement form shall be modified to provide that District will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.  
*(Not required if Contractor provides written verification it has no employees)*

If the contractor maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by the contractor.

**OTHER INSURANCE PROVISIONS**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

*Additional Insured Status:*

The District, its officers, officials, employees, and volunteers are to be covered as insureds on the auto policy with respect to liability arising out of automobiles owned, leased, hired or borrowed by, or on behalf of the Contractor; and on the CGL 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 (at least as broad as ISO Form CG 20 10, 11 85 or both CG 20 10 and CG 23 37 forms if later revisions used).

*Primary Coverage*

For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, and volunteers. Any insurance of self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

*Notice of Cancellation*

Each insurance policy required above shall state that coverage shall not be canceled, except after thirty (30) days prior written notice (10 days for non-payment) has been given to the District.

*Failure to Maintain Insurance*

Contractor's failure to maintain or to provide acceptable evidence that it maintains the required insurance shall constitute a material breach of the Contract upon which the District immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. The District, at its sole discretion, may obtain damages from Contractor resulting from said breach.

*Waiver of Subrogation*

Contractor hereby grants to District a waiver of any right to subrogation which any insurer of said Contractor may acquire against the District by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer.

*Deductibles and Self-Insured Retentions*

Any deductibles or self-insured retentions must be declared to and approved by the District. The District may require the Contractor to provide proof of ability to pay losses and related investigation, claim administration, and defense expenses within the retention.

*Acceptability of Insurers*

Insurance is to be placed with insurers with a current A.A. Best's rating of no less than A:VII, unless otherwise acceptable to the District.

### *Claims Made Policies*

If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work;
2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work;
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive date prior to the contract effective date, the Contractor must purchase “extended reporting” coverage for a minimum of five (5) years.

### *Separation of Insured's*

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separate of insured's provision with no insured versus insured exclusions or limitation.

### *Verification of Coverage*

Contractor shall furnish the District with original certificates and mandatory endorsements or copies of the applicable policy language effecting coverage required by this clause. 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 required complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Certificates and copies of any required endorsements shall be sent to:

Oceano Community Services District  
P.O. Box 599  
Oceano, CA 93475-0599

### *Subcontractors*

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein.

### *Special Risks or Circumstances*

District reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.



*From Concept to Completion*  
Lic. # 665115



**Company Profile  
for  
Marwal Construction Inc.**

**Construction Management  
and  
Project Inspection Services**

***"From Concept to Completion"***

**September 16, 2019**

**Contact Info: Marcia Walther  
Cell: (805) 441-7548**

**Cell: (805) 441-7548**

**1**

- Introduction
- Approach

**2**

- Statement of Qualifications
- All-in-One
- Overview of Systems
- Controls and Reporting

**3**

- Menu of Services
- Example of Construction Management/Project Inspection Services Provided Concurrently on Multiple Projects

**4**

- Resume
- Projects List

**5**

- Select Project Overviews

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**- Section 1 -**

- Introduction
- Approach





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## Marwal Construction Inc.

Marwal Construction Inc. (MWC) was founded in 1990 to provide Clients with Construction Management and Project Inspection (CM/PI) support services on a project by project basis from “*Concept to Completion*”. Many of the Clients MWC serves do not have full time facilities construction departments. MWC has the ability to step in at any point on a project and assist the Client in all phases of work scope. The tasks range from providing programming/master plan assistance to obtain bonding and State financing for school districts, Request for Proposal (RFP) requirements for Architect/Engineer selection, establishment of the project budget, providing General Conditions and contract bid documents per the requirements of the State of California Public Contract Codes, design team participation, **constructability review of the plans and specifications prior to bid and project inspection services ensuring compliance with plans, specification and codes** to project close-out and Client transition into the new space.

Some of the Clients MWC has served are the Cambria Community Services District, City of Morro Bay, Port San Luis Harbor District, County of San Luis Obispo, City of Santa Maria, PG&E-Diablo Group, San Luis Coastal Unified School District, Cayucos Elementary School District, San Miguel Joint Unified School District, Almond Acres Charter Academy, Coast Unified School District, Templeton Unified School District, Lucia Mar Unified School District, SLO County Office of Education, City of San Luis Obispo and the City of Paso Robles. Projects range from **parks, sports fields and courts, playgrounds, roads and associated drainage structures, historic piers, docks, commercial slips, boatyard**, dredging, Division of State Architect (DSA) compliant Schools, Essential Services Act (ESA) compliant Fire Stations, Police Stations and Dispatch Centers, Network and Wireless Technology Systems, City Halls and a Social Services facility, historic adobes, freight warehouses and the Carnegie Library which serves as the County Historical Museum with a combined project value of more than \$160.8 million.

Using the management and project inspection systems MWC developed the company is able to serve more than one project at a time based on project needs. This assists Clients by effectively utilizing time to provide better productivity.

MWC’s philosophy of the team approach allows for consideration of the Client’s need to be aware of the project status and involved in modification and budget issues at all times. Consistent communication among team members allows issues to be dealt within a timely manner and leads to successful project completion.

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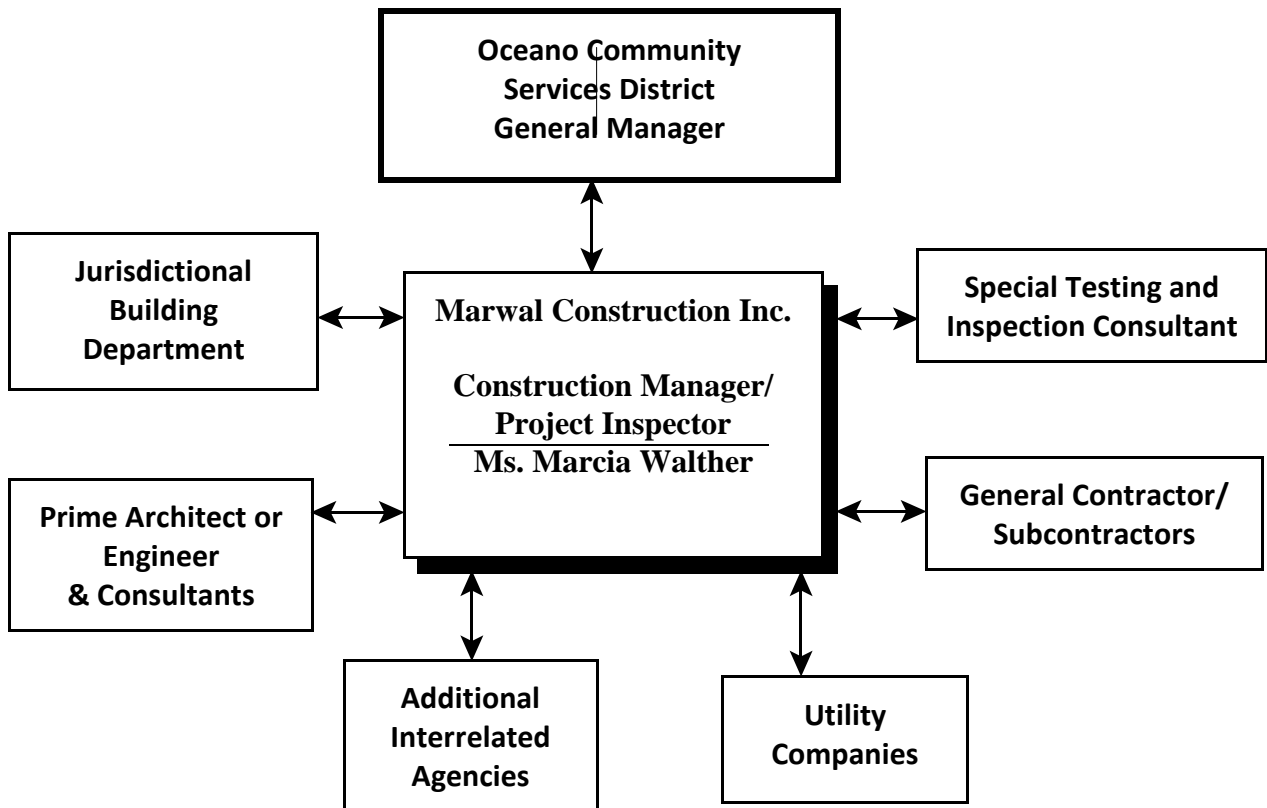
## APPROACH

Communication is central to all projects. Oceano Community Services District (District) depends on good communication flow to control the project and stay informed of all aspects of its development, without having to keep a constant watch on all of the players. When the District enlists Marwal Construction (MWC) to oversee this process, a communication protocol system, "The Hub" is implemented, with MWC as the focal point, providing complete information to all parties concerned in the course of the project development through construction. This coordination expedites the programming, design and building process, eliminates miscommunication, and keeps the District connected more effectively. MWC maintains and provides the District with an accurate and thorough record of the entire decision-making process for historical purposes. In documenting the project path, MWC assists the District in making informed decisions, saving both time and cost of unforeseen project adjustments.

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### **"THE HUB"**

- Communication Protocol System -



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## **- Section 2 -**

- Statement of Qualifications**
- All-in-One**
- Overview of Systems**
- Controls and Reporting**



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## **Marwal Construction, Inc.** **Statement of Qualifications**

Marwal Construction, Inc. (MWC) is a full service Construction Management and Project Inspection (CM/PI) firm specializing in all phases of project development. MWC's motto is **"From Concept to Completion"** and that truly embodies the company's unique approach of involvement with each project from early in the programming and planning stages to move-in date.

MWC has been in business for 30 years; because the company is based in San Luis Obispo County, MWC, as the CM/PI, can offer clients **local, experienced, onsite** project services. MWC's commitment to completing each project within the budget and time constraints has resulted in many repeat clients, from government agencies, school districts, utilities to community service districts.

MWC believes that successful project execution requires expertise, technical resources and the organizational commitment to complete all necessary tasks in a timely manner and at the highest level of professional involvement. Maintaining a continuity of onsite CM/PI throughout each project is a policy for MWC, from the programming and planning stages through the completion of construction and presentation of the final site closure documents to the District.

Understanding the District's needs and functions is an important part of the project's success. Working as a team to resolve project issues up front reduces both cost and schedule impacts to produce the best at a reasonable and responsible cost. MWC also endeavors to consider aesthetics, maintainability and durability in all of the phases of project development.

MWC's Clients usually have only one opportunity in the life of a project to prudently use the allocated budget. Therefore, it is MWC's philosophy to **"Build it right once, the first time."**

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## **All In “One” Approach**

Marwal Construction believes in an overall team approach to construction which starts with the experience and qualifications of its President, Marcia Walther. Ms. Walther has a wide and varied background from historic structures, Division of State Architect permitted school facilities and Essential Services Act projects through nuclear power plants, high-rise buildings and airports. The common thread of these projects and that of the District’s are the requirements for strict document control to ensure the facilities are built to plans, specifications, codes and industry standards and have a high standard of quality control.

### **Project Availability**

Ms. Walther provides thorough attention to detail and planning as a means of controlling project progress to a successful completion. She only works locally within the County and all requirements of project will be met by her presence onsite. No additional staff or outside consultants are required to provide such services as budget development and review, schedule analysis or construction cost request response review.

### **Construction Manager/Project Inspector**

Ms. Marcia Walther, President

Ms. Marcia Walther is the President of Marwal Construction Incorporated. As principal-in-charge she provides overall project team management maintaining the positive course of the project. As Project Inspector she ensures that District receives a project that meets or exceeds the requirements of contract documents and building codes and industry standards using established project inspection procedures.

### **Ms. Walther holds the following certifications/licenses:**

- ➔ **Office of Statewide Health Planning and Development (OSHPD) certified Level A Building Inspector #A-010694 (since 1992) for hospitals**
- ➔ **Division of State Architect (DSA) certified Building Inspector, Class 1, #3605 (since 1993) for schoolhouse projects**
- ➔ **ICC certified Building Inspector #0860949-01 (since 1990) for all other projects**
- ➔ **California State Contractors License, B - General Building (since 1989)**

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## Overview of Systems

Marwal Construction's Construction Management/Project Inspection (CM/PI) System is a framework of specific techniques and procedures that have been developed over almost 30 years to respond to the demands of a complex construction project. MWC's philosophy and the key to a successful CM/PI program falls into the following four primary categories:

- **Coordination/Communication** keeps everyone involved in the project fully informed.
- **Claims Avoidance** is MWC's commitment to assist in minimizing and controlling change orders and potential claims by providing back up documentation that is included in the Controls and Reporting system.
- **Request for Information System (RFI)** establishes protocol for field questions. This path enables MWC as the CM/PI to assist in tracking and evaluating potential changes to contract documents and whether they affect cost/schedule and/or require construction change documents for approval. This ensures that the Architect/Engineer have complete and accurate information on which to make their decisions and responses and the General Contractor/Subcontractors have a timely and complete resolution to their questions.
- **Project Inspection** ensures adherence to codes, plans, specifications, and quality control.
  - Due to MWC's experience and daily communications with field personnel, she can observe project progress and forecast upcoming inspection needs including coordination of the special testing and inspection consultant.
  - As the District's field representative, the Project Inspector works to ensure that quality control is met by conformance with codes, plans and the quality standards as set forth in the specifications.
  - Refer to the next section on Controls and Reporting for further system elaboration.

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## Controls and Reporting

MWC utilizes *Prolog Manager (PM)* to document and control the magnitude of paperwork involved in managing a project. Historically, most construction projects breakdown into seven categories of information that is documented. This allows for quick retrieval of information as each project is set up in the same manner.

1. Request for Information (RFI) - Quick response keeps the Contractor on task and minimizes delays in the field. Some responses may appear to be delayed. Usually, this is due to a scope revision or outside responses required from other agencies.
2. Submittals/Schedule Review - Provides status of all required submittals including history of repeat submittals required to be resubmitted by the Contractor and turn around time by the Architect/Engineer and their consultants. Again, review completed within the industry standard of two weeks assists in keeping the Contractor on schedule.
3. Inspection Tracking - A separate log is maintained for the various areas of a project and tracks the inspections completed. As an example, Public Safety Dispatch Center was divided into each individual building, on site areas, and off site areas for tracking purposes.
4. Notice to Comply - Fortunately, this is a rarely used document. It is only issued if the Contractor/Subcontractor is being non-responsive in complying with the corrections indicated. As a Project Inspector is only to observe and report, this document assists the "Authority having jurisdiction" in stopping a project and obtaining resolution if necessary (this would be under an extreme situation which has not occurred on any of the one hundred (100) plus projects completed by MWC).
5. Punch List - Allows for detailed tracking of items that need resolution by the Contractor. As an example, a single room within a building would be inspected and tracked by the four walls, ceiling, floor, each individual door, and special systems that may only occupy that space.
6. Meeting Minutes (as required) - This document is the main resource for documenting issues and responses over the course of a project. Provides a running history on a week by week basis for the resolution of the topics covered including who was responsible and when the item was finally resolved and closed out.
7. Cost Tracking - Potential Change Order Log (PCO), PM allows for reports to be grouped by reason. This provides a quick overview as to who/what generated the costs.

All of the above documents provide a running history of the project. If any issues arise that may impact constructability, budget or schedule, retrieval of the information is reduced to the above categories.

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**- Section 3 -**

- Menu of Services**
- Concurrent CM/PI of Multiple Projects**





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**“Menu” of  
Construction Management/Project Inspection Services  
Provided by Marwal Construction Inc.**

The following is an outline of the Construction Management/Project Inspection (CM/PI) services that can be tailored to specific project requirements. MWC’s primary role is to be the combined Construction Manager/Project Inspector and to act as overall coordinator of the project reporting to the District’s designated Representative. The project tasks have been broken into three phases: design/preconstruction activities, construction and project close-out/relocation (as required).

**Design/Preconstruction Activities**

- Assist the District in identifying scopes of work including large maintenance projects along with a phasing schedule on how the capital projects will be designed and built out on allocated funding.
- Assist the District in defining Consultant’s scopes of work for each project, issuing a Request for Proposal (if required), reviewing Consultant’s responses through selection of the Consultant and processing of their contract documents.
- Assist the District and its Design Consultants in the development of the project from programming through construction documents in preparation for bidding. This includes attending coordination and design meetings, reviews of estimates provided by independent cost estimators, and development of project schedules with the District and the Design Consultants
- Develop construction phasing plans, as required, and review with the District and Design Consultants. Reviews to include impacts to the arrangement of plans and specifications, number of permits required by the County, site constraints for site safety, material laydown areas, crew access, parking, etc.
- Implement project specific information in the required “up front” contractual documentation with District Staff. The standard bid, contract, and general conditions documents provided by MWC, for almost 30 years, create a solid basis of control and management of projects.
- Provide constructability review of the plans and specifications. Evaluate construction details to improve durability and reduce long term maintenance issues. Analyze the project design to verify that the coordination and completeness of the details are reflected in the overall project plans in order to reduce the amount of potential changes in the field. This approach controls project cost and maintains the efficiency of the Contractor so that the District obtains their desired result.
- Coordinate the bid process including bidders’ questions via the "Request for Interpretation" system provided for in the construction specifications.
- Coordinate and conduct pre-bid walk-throughs and bid opening.
- Assist the design team in the issuance of addenda that will interpret, clarify, expand or amend the bid documents.

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### **Design/Preconstruction Activities - continued**

- Assist District Staff in reviewing the bids presented. Issue Notice of Award and Notice to Proceed in conjunction with District Staff.
- Review General Contractor's (GC) submittal of contract, bonds and insurance for completeness.
- Coordinate and conduct a pre-construction conference.
- Participate in the development and implementation of project budget. Work with District Staff to maintain budget documents per the District's accounting practices and funding source requirements.

### **Construction Phase**

- The Construction Manager (CM) will provide administrative, management and related services as required to coordinate the work of the Contractors with the activities and responsibilities of the Construction Manager, District Staff and the Design Consultants in order to complete the Project in accordance with District's objectives of cost, time, and quality. The Construction Manager will administer all general conditions and construction support activities on behalf of the District.
- Conduct construction and progress meetings, as required, to discuss such matters as procedures, progress, outstanding issues and scheduling.
- Establish quality control standards based on industry practices.
- Review GC's Project Construction Schedule on a monthly basis and advise District Staff as to any changes that may cause delays or problems with the completion of the project. Recommend corrective action as needed to keep the project on schedule.
- Recommend a course of action to District Staff when the requirements of the contract are not fulfilled and the nonperforming party will not take satisfactory corrective action. Implement District Staff direction.
- Recommend changes made necessary or desirable as a result of situations incurred during actual construction and issue a Cost Request Bulletin (CRB). Review said requests for changes and submits recommendations to District Staff. If accepted, prepare a Change Order (CO) for the District's authorization.
- Review payment applications from the Contractor for progress and final payments. Make recommendations for certification to District Staff for payment. If required, code all project invoices for processing.
- Determine, in general, that the work of each Contractor is being performed in accordance with the requirements of the Contract Documents. As required, make recommendations to District Staff regarding special inspections or testing. Subject to the review of District Staff, reject work which does not conform to the requirements of the Contract Documents.
- Act as liaison and coordinate project issues with the District, Design Consultants, regulatory agencies and other governmental agencies.

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## **Construction Phase - continued**

- Provide Project Inspection services to ensure compliance with the testing and inspection requirements of Title 24, CBC Building Codes, plans, specifications and quality control. Document in daily logs: records of weather, Contractor's work on site, number of workers, work accomplished, problems encountered and other similar relevant data as District Staff may require. Meet with Authorities Having Jurisdiction (AHJ) as required. Coordinate the services of special inspectors and the District's special testing and inspection consultant as required.
- Create, maintain and make available to the Contractor, a Request for Information form (RFI), whenever any corrective change or clarification is necessary in field construction that will result in a variance from the specifications and plans as originally issued.
- Consult with the Design Consultants and District Staff regarding any Contractor requested interpretations of the meaning and intent of the plans and specifications, and assist in the resolution of questions which may arise.
- Receive and log all Shop Drawings, Product Data, Samples and other Contractor submittals prior to transmission to the Design Consultants. Coordinate with the Design Consultants procedures for expediting the processing and approval of Shop Drawings, Product Data, Samples and other submittals to maintain the industry standard review time of two weeks.
- Maintain at the project site current record copies of all Agreements, Drawings, Specifications, Addenda, Field Orders, Bulletins, Contractor Payment Requests, Change Orders, modifications, and other relevant Contract Documents in good order. Record all changes made during construction to Shop Drawings, Product Data, Samples, Submittals, maintenance manuals, operating manuals, instructions and other related documents and revisions which arise out of the work in the contract.
- When the Contractor's work or a designated portion thereof is substantially complete, prepare for District Staff a list of incomplete or unsatisfactory items via a "punch list".

## **Project Close-out/Relocation**

- Evaluate the completion of the work of the Contractor and make recommendations to the District when work is ready for final inspections. Coordinate and conduct final inspections with the County, District and Design Consultants.
- Secure and transmit to District required guarantees, affidavits, releases, bonds and waivers. Coordinate delivery of all keys, manuals, record drawings and maintenance stocks to District Staff.
- Work with District Staff to familiarize them with the operation of the new facilities.
- Assist District in obtaining furniture and/or equipment necessary for the functioning of the new facility.
- Prepare, obtain District sign off and record Notices of Completion with the County Recorder's office. Process final Contractor's retention invoice forty-five (45) calendar days from the recorded Notice of Completion.

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**Example of  
Construction Management/Project Inspection  
Services Provided Concurrently on Multiple Projects**

MWC was in the process of design, bidding, construction and close out on fifteen projects. This is not unusual for MWC to provide concurrent services on more than one project at a time. During design and construction of the \$15.5 million Cayucos Elementary Growth and Modernization project from 2004 through 2010, MWC was also in design, construction and project close-out of:

- **City of San Luis Obispo -**  
Public Safety Dispatch Center project from 2003 through 2010  
City Hall Remodel - 2008  
SP Freight Warehouse Rehabilitation, Phases II and III - 2006 and 2008
  
- **Coast Unified School District -**  
Cambria Elementary School from 2001 through 2006  
District Office Renovation - 2006
  
- **City of Morro Bay -**  
Wharf Removal Project - 2010  
Ice Plant Project - 2007  
Public Services Facility - 2004
  
- **Port San Luis Harbor District -**  
Lighthouse Road, Phases I, II, and III - 2007, 2009, and 2011  
Sport Launch Hoist Replacement - 2008  
Coastal Gateway Access project from 2007 through 2009

Project budgets for the **fifteen projects totaled more than \$45 million over a six year span** of time with MWC providing **both** construction management and project inspection services for (4) separate clients.

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**- Section 4 -**

- Resume**
- Projects List**



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**MARCIA WALTHER**  
P.O. Box 13034  
San Luis Obispo, CA 93406  
(805) 441-7548

**CREDENTIALS**

- O.S.H.P.D. Certified Level A Inspector, #A-010694
- D.S.A. Certified Building Inspector, Class 1, #3605
- I.C.C. Certified Building Inspector, #0860949-01
- California Contractor's License, Class B, #665115
- California Polytechnic State University, San Luis Obispo, CA  
Bachelors of Science Degree: Construction Management

**WOMAN OWNED SMALL BUSINESS CERTIFICATIONS**

- ✓ California Department of General Services - SB (Micro) - #2005968

**PROFESSIONAL EXPERIENCE**

April 1990 - Present - *(Attached Projects List demonstrates the variety of projects completed by MWC from lining sewer manholes to building a new school on an extremely complex 22 acre site)*

**Marwal Construction Inc. - President, Construction Manager/Project Inspector**

Provide Construction Management/Project Inspection services as a consultant to various governmental agencies. Scope of work includes preliminary design review for constructability, code compliance and long-term maintenance functions. Prepare bid packages and coordinate Public Contracts Code bid requirements; assist the Client in bid review; manage the project including change order review; assist in submittal review and act as liaison for the Client with architects and consultants, government agencies, utility companies, suppliers and contractors. Provide Project Inspection services - responsible for all code, plan and specification compliance. Oversee all special testing and inspection such as concrete, structural steel and soils. Provide review and analysis of schedules and Contractor performance.

December 1991 - December 1996

**Intercode Incorporated - Partner/Chief Financial Officer**

Provide code compliance, plan review and civil litigation investigation. Provide construction management and project inspection services from the initial design stages through the completion of the construction project.

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June 1988 - December 1991

**MW Consulting - Owner/Consultant** - Commercial projects: \$300,000 - \$1.8 million  
Provide liaison, construction management and inspection services to owners and architects, including code compliance, project feasibility studies, scheduling and value engineering.

January 1989 - March 1990

**Yeo Construction - Project Manager/Superintendent**  
Commercial and multi-family construction.

April 1988 - December 1988

**Menezes Construction - Project Manager/Estimator**  
Residential and multi-family construction.

July 1986 - March 1988

**Swinnerton and Walberg - Project Engineer**  
Home Savings Tower, \$41 million, Los Angeles, CA  
This building is a 450,000 sf, 25-story highrise; B-2 occupancy, Type 1 building with (2) elevations requiring four hour rated walls/roof.

Responsible for the management of fourteen subcontractors, valued at \$18 million, and General Conditions, valued at \$2 million. Provided daily coordination with subcontractors' offices and field personnel; verified and approved monthly billings; reviewed and estimated bulletins issued by the architect; issued change orders and wrote subcontracts. Resolved design/field problems with architect, engineers and field personnel; maintained labor and job cost reports; cost coded and wrote all purchase orders and material and rental agreements. Coordinated special activities with the Owner. Acted as liaison with the City of Los Angeles to obtain various permits and permanent utilities. Responsible for all electrical, plumbing, HVAC, fire protection and security systems. Supervised the special inspections team; reviewed all inspection reports for compliance with plans, specifications and City of Los Angeles building codes.

September 1984 - May 1986

**Bechtel Constructors, Inc.- Mechanical Planner/Scheduler/Estimator**  
Diablo Canyon Nuclear Power Plant - Avila Beach, CA

Identified and determined proposed work scope based on plant conditions; estimated the commodity quantities and manpower requirements of all pipe, pipe support, valve maintenance, fire sprinkler systems, and HVAC jobs; provided scheduling support to the lead mechanical superintendent and field engineers.

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**Critical Construction Items Coordinator** - (all disciplines) - Responsible for coordinating daily work activities of five field engineers and two technicians. Reported to senior management on the status of released work; resolved “hot” problem areas in construction, engineering, inspection, and material procurement.

**Special Projects Coordinator** - Developed Level Three Schedules by commodity showing weekly manhour progress versus projected manhour usage. Prepared and provided Bechtel Site Services Group weekly progress reports to site and San Francisco senior management. Responsible for manpower analysis for a construction work window and security key-carded manpower requirements versus manhours to-go.

July 1984 - September 1984

**Bechtel Constructors, Inc. - Planning and Scheduling Engineer**

Space Shuttle Launch Complex  
Vandenberg Air Force Base, California

Assisted in the development of facility and project level schedules; developed logic networks for use in manpower studies and analysis using an existing micro-based computer scheduling program; interfaced with key superintendents and field engineers for schedule development and project status information.

1978-1983

**Bechtel Constructors, Inc. - Project Manager's Assistant**

Airport and power plant in Saudi Arabia and Minnesota

**Professional Organizations**

International Code Council, Certified Member and Local Chapter Member  
American Construction Inspectors Association, Member  
National Fire Protection Association, Member

**Awards**

1997 Obispo Beautiful Award - Civic Category - City of San Luis Obispo Parks and Recreation Office  
2001 Obispo Beautiful Award - Civic Category - Carnegie Library Historical Restoration  
2001 Obispo Beautiful Award - Civic Category - 879 Morro Street Office Renovation  
2005 Collaborative High Performance School Award (energy and “green” buildings) - Cambria Elementary School  
2006 Distinguished School Award - Cambria Elementary School  
2006 Savings by Design Award - Cambria Elementary School  
2007 American Society of Civil Engineers Award - Cambria Elementary School  
2011 American Libraries Design Showcase, Reclamations and Reconstruction Division - Cayucos Elementary School  
2014 USGBC CCC, C4 Green Award - New Construction Honorable Mention - PG&E Kendall Road Campus  
2014 USGBC CCC, C4 Green Award - Parade - Energy Efficiency - PG&E Kendall Road Campus



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**Marwal Construction Company Inc.  
Projects List**

In the almost 30 years Marwal Construction Inc. (MWC) has been in business, MWC has completed or is in process on more than **one hundred and eleven (111) projects** with a project value of more than **\$160.8 million including \$88.8 million in Title 24, CBC compliant projects which have the most stringent code requirements in the State of California.**

Green indicates (45) Division of State Architect, Title 24, CBC Schoolhouse projects - (*"Bond/OPSC" indicates the funding sources for the schoolhouse projects including local bonds, joint use, modernization, growth, hardship, student eligibility, site, District general fund, etc*)

Red indicates (13) Essential Services Act, Title 24, CBC projects (i.e., fire stations, police, dispatch, emergency operations center, mission critical radio tower sites)

Blue indicates (11) historically designated projects

Projects:

**Cayucos Elementary School -**

25,000sf of new buildings, modernization of 1936 schoolhouse and joint use library building Project - 2010 (*11 funding sources including (2) local bonds/OPSC*)

Music Room Relocatable – 1999

Locker Room Relocatable - 1998

(3) Relocatables - 1997

(2) Relocatables - 1993

Modernization of original 1936 schoolhouse building- 1993 (*Modernization/OPSC*)

**Cambria Community Services District -**

Cambria Fire Station No. 1 – 1997

**City of Atascadero -**

Dial-a-Ride Maintenance Facility – 1993

**City of Morro Bay -**

Boat Launching Facility - *in grant application process*

Commercial Fishing Boat Slips - *in design*

South "T" Pier - *in preliminary planning*

North "T" Pier Repair Project - 2015

State Park Marina Maintenance Dredging Project - Phase 1 - 2012

Wharf Removal Project - 2010

Ice Plant Project - 2007

Public Services Facility - 2004

Fisherman's Gear Storage Facility - 1994

Commercial Fishing Boat Slips Project - 1994

Tidelands Park II – 1993

**City of Paso Robles -**

Library/City Hall, Support Contracts - 1996

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### **City of San Luis Obispo -**

Public Safety Center Dispatch - 2010

Citywide Radio Replacement Project - through design for coordination with the Dispatch project above - 2008

City Hall Remodel - 2008

Public Services Building, 919 Palm Street - technology infrastructure only - 2008

SP Freight Warehouse Rehabilitation, Phase III - 2008

SP Freight Warehouse Rehabilitation, Phase II - 2006

Rodriguez Adobe - 2004

SP Freight Warehouse Rehabilitation, Phase I - 2004

Ludwick Community Center - 2003

Police Department Women's Locker Room – 2003

Fire Station No. 3 Remodel - 2001

Carnegie Library Seismic Retrofit and ADA Compliance - 2000

Utilities Department Building, 879 Morro Street - 2000

City Hall Seismic Safety and HVAC Project - 1996

Fire Station No. 1 - 1995

Parks and Recreation Building - 1995

### **City of Santa Maria -**

Los Flores 160' Critical Systems Radio Tower, Shelter, Generator, LP Infrastructure and Electrical Infrastructure - 2018

Betteravia 100' Critical Systems Radio Tower - 2016

### **County Office of Education -**

Oceano Special Education Center - 1998

San Gabriel Elementary Special Education Center - 1998

### **County of San Luis Obispo -**

Main Library Branch Remodel - 2017

Camp French, Lopez Lake - Inspection only of ADA improvements to the (e) shower/restroom building - 2016

Cayucos Pier Rehabilitation - 2015

CDF Meridian Fire Station (inspection services only) - 1997

CDF Avila Beach Fire Station (inspection services only) - 1994

Social Services Facility (inspection services only) - 1991

### **Coast Unified School District -**

District Office Renovation at the Old Cambria Grammar School Site - 2006

Cambria Elementary School (new 22 acre multi-tiered site and campus) - 2006 (*Bond/OPSC*)

Old Cambria Grammar School Modernization - 2001 (*Modernization/OPSC*)

Coast Union High School, Phases 2 and 3 - 2001 (*Bond/OPSC*)

Santa Lucia Modernization - 2001 (*Modernization/OPSC*)

Coast Union High School, Phase 1B - 1999 (*Bond/OPSC*)

Leffingwell Continuation High School Relocatable, Phase III - 1999

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### **Coast Unified School District - continued**

Coast Union High School District Office Demolition - 1998  
Coast Union High School, Phase 1A - 1998 (*Bond/OPSC*)  
Coast Union High School Gym Floor - 1997  
Fitzhugh Storm Water System - 1996  
Leffingwell Continuation (2) Relocatables and Site Work, Phase II - 1997  
Leffingwell Continuation High School Relocatables, Phase I - 1996  
Santa Lucia Parking Lot Expansion and Bus Turn Around - 1994  
Coast Union High School (5) Relocatables and Site Work - 1993  
Santa Lucia (5) Relocatables and Site Work - 1993 (*Modernization/OPSC*)  
Santa Lucia Gym Roof Replacement - 1993 (*Maintenance*)

### **Lucia Mar Unified School District**

Fairgrove Elementary - (2) Relocatables and Site Work - 2018 (*Bond*)

### **Pacific Gas & Electric -**

Kendall Road Campus - Various Projects - 2016  
Kendall Road Campus Solar PV - 2015  
Kendall Road Secondary Emergency Operations Campus for Diablo Canyon - 2014

### **Port San Luis Harbor District -**

Travel Hoist Pier Refurbishment Phase I - 2015  
Harford Pier Terminus Maintenance Pjt (design coordination and bidding through NTP only)- 2013  
Olde Port Restrooms - (design coordination and bidding through NTP only) - 2013  
Lighthouse Road, Turn Around, Phase III - 2011  
Lighthouse Road, Phase II - 2009  
Coastal Gateway Access Project - 2009  
Sport Launch Hoist Replacement - 2008  
Lighthouse Road, Phase I - 2007  
Mooring Shed Replacement Project -2006  
Avila Pier Fixed Landing - 2004  
Water Tank Rehabilitation - 2003  
Boatyard Reconstruction - 2002  
Liaison to Unocal for the Port's interests at Avila Beach – Hazardous Waste Cleanup and Reconstruction - 1999  
Manhole/Lift Station Coating Project - 1998  
Manhole Replacement - 1998  
Parking Lot and Revetment Rehabilitation Project - 1998  
Harford Pier Partial Reconstruction - 1998  
Olde Avila Post Office ("historic" reconstruction at the end of the Harford pier) - 1994

### **San Luis Coastal Unified School District -**

Baywood Elementary ADA Accessibility Upgrade Project - 2013  
Network and Wireless Upgrade Project, Los Osos Middle School, 6<sup>th</sup> grade quad - 2013  
Network and Wireless Upgrade Project - Los Osos and Laguna Middle Schools, Phase 1 - 2013  
CL Smith Elementary Classroom and Restroom Relocatable Project - 2012  
Laguna Middle School Solar Project - 2012

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### **San Luis Coastal Unified School District - continued**

Los Osos Middle School Solar Project - 2012

Morro Bay High School Solar Project - 2012

San Luis High School Solar Project - 2012

Pacheco Elementary Preschool Relocatable and Playground Project - 2012

CL Smith Elementary (2) Relocatables and Site Work - 2011

Baywood Elementary Relocatable Project - 2011

Bellevue and Santa Fe Elementary School (charter school) - Museum Project  
(inspection services only) - 1997

### **San Miguel Joint Unified School District -**

Almond Acres Charter Academy, (2) Classroom Relocatables, (1) Support Services Office and  
Site Work - 2017

Lillian Larson Elementary School - 1989 MPR Building - Obtained final DSA certification on behalf of  
the District - 2015

Almond Acres Charter Academy, (2) Kinder Relocatables and (1) Admin. Office - 2013

Cappy Culver Elementary School (2) Relocatables and Site Work - 2012

Almond Acres Charter Academy (2) Relocatables, Remodel of (e) Relocatable and Site Work -2012

### **City of San Rafael -**

Public Safety Facility - (constructability review) - 2017

Fire Stations 57 and 52 - (constructability review) - 2017

### **Templeton Unified School District - (All (4) projects were funded with Bond/OPSC)**

Independent Study Relocatable and Site Work (inspection services only) - 1997

Templeton High School, B Wing Reroof (inspection services only) - 1997

Templeton High School (5) Relocatables and Site Work (inspection services only) - 1997

Templeton Middle School (5) Relocatables and Site Work (inspection services only) - 1997

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### **Heritage Ranch Owners Association - (non governmental agency)**

2019 Road Maintenance - in design

Heritage Road @ marina including marina parking area - Phase 1 Preliminary Scoping Report (on hold -  
budget constraints)

Heritage Park Large Pool - Phase 1 Preliminary Scoping Report (on hold - budget constraints)

Minor Road Repairs/Speed Tables - 2019

½ Court Basketball/(2) Pickleball Courts - 2019, Phase 1 Preliminary Scoping (on hold - budget  
constraints)

Heritage Loop Road, partial reconstruction - 2018, Phase 1 Preliminary Scoping (on hold - budget  
constraints)

Barbecue Pavilion - new facility - 2018, Phase 1 Preliminary Scoping (on hold - budget constraints)

Barbecue Pavilion Demolition - 2018

Barbeque Pavilion Structural Review Analysis/Budget Estimate - 2018

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## Heritage Ranch Owners Association (HROA) - continued

Construction Process and Procedures - The Heritage Ranch Owners Association (HROA) is the largest, land mass, homeowners association in the state of California. It has been in existence since the 1970's and is approximately 9,000 acres in size. The Ranch includes (18) separate developments.

The Members are responsible for maintaining (22) miles of roads and storm drain systems as well as all of the amenities such as the marina/boat slips, pools, playgrounds, tennis and pickleball courts, restroom/laundry facility, restrooms, office, Rec Barn, Equestrian Center, sports fields, campgrounds and various parking lots.

When MWC was brought on board in 2018 there were no process, procedures, cost tracking, contracts, etc. for construction projects or large maintenance projects. MWC is in process of developing a complete Construction Process and Procedure program for the Association.

To date the following management control processes have been developed and implemented:

1. Project Naming and Numbering System - assist with long term tracking
2. Project Status Reports for use at the Planning Committee and/or Board Level review
3. Established a (3) part breakdown of project phases. These specific phases aid in the review of projects going through the Planning Committee and ultimately the Board for approval based on funding resources.
  - Phase 1 - Preliminary Scoping. Identifies the scope of work to be included in the project, condition status and rough budget estimate of the total project costs (Consultants and Construction)
  - Phase 2 - Design/Bid. Continues development of the project scope into final bid documents.
  - Phase 3 - Construction/Project Close-out

At each of these phases the Board is able to make decisions to proceed with the next phase or put the project on hold.

4. Executive Oversight Report - Board review items only that maybe property specific or legal in nature.
5. Update and statues the Reserve Report monthly on all projects. Report is used by the Reserve and Finance Committees.
6. With (22) miles of roadways and storm drain systems to maintain, MWC created the Road Repair Status Report. This Report documents the current road conditions of the (98) roads and allows for the creation of road maintenance or road remove/reconstruct scopes of work for the annual road project.
7. As the HROA is responsible for the roads, MWC is in process of creating Standards for approval by the Board so that any utility work or construction that impacts the roads is installed in compliance with the Association approved Standards.

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## **- Section 5 -**

### **☐ Select Project Overviews**

**The projects highlighted reflect the totality of Construction Management/Project Inspection Services that MWC provides on projects. The systems developed provide continuity from project to project regardless of the project's nature and size.**



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## PORT SAN LUIS HARBOR DISTRICT - COASTAL GATEWAY PROJECT

\$2.6 million - May 2009



### **Project Scope:**

- MWC's role: Construction Manager and Project Inspector. The County Building Department was the Authority Having Jurisdiction (AHJ) over this project. As Project Inspector, I coordinated the code required inspections with the County Building Inspector and continued inspecting the project for plan and specification compliance including quality control.
- Port San Luis Harbor District adopted a Master Plan in the early 1990's to enhance and develop Port facilities to provide increased coastal access for sportfishing, add tourism improvements including boat trailer parking and increase local use space. In 1994, MWC started working with the Port to phase improvements to complete the vision of the Master Plan.
- New 1,320sf masonry building including a ramping system for ADA access to the 1,148sf wood framed second story with exposed heavy timber framing. Due to the marine environment, the selection of the exterior materials including Trex decking, copper flashing, gutters and downspouts, masonry, fiber-cement siding were incorporated to better survive the harsh sea air.
- Fully ADA compliant community meeting space, kitchenette, public restrooms, laundry and shower facilities.
- Site improvements include the addition of 32 boat trailer spaces with (16) full RV hookups, boat wash-down area and a water clarification system to capture boatwash and storm drain water to comply with Regional Water Quality Control Board (RWQCB) requirements.
- 41,000sf of hardscape improvements including subgrade preparation, curb/gutter/sidewalk, AC paving/Class II base, CMU retaining wall, water, sewer, power for RV utility pedestals and services to the building.

### **Funding:**

- Grant from the State of California, Department of Boating and Waterways (DBW)

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**PACIFIC GAS & ELECTRIC - KENDALL RD EMERGENCY OPERATIONS CENTER**  
\$10 million - November 2014 (Built to the Title 24, CBC, Essential Services Act Standards)



**Project Scope:**

- MWC's role: Title 24, CBC, Essential Services Act required Project Inspector
- secondary emergency operations center required by the Nuclear Regulatory Commission
- stringent security requirements due to nuclear power plant operations control
- design and construction was built to LEED platinum standards to minimize the carbon footprint of the project
- five (5) power sources to the building
  - solar PV system
  - 300 kw emergency generator system
  - uninterruptible power system
  - rectifier battery tower
  - main electrical service
- lightning protection system
- electric vehicle charging stations
- advanced technology including edge blended projection



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## CAYUCOS ELEMENTARY SCHOOL/DISTRICT OFFICES

\$15.5 million - Started January, 2007 and completed in October 2010



### **Project Scope:**

- MWC's role: Construction Manager and DSA Certified Class 1 Building Inspector
- replacement of (10) portable and modular classrooms
- renovation of original 1930's administration building interior (library, computer lab, offices, auditorium, stage, maintenance workroom, computer tech office/workroom) and exterior with new Spanish tile roof including gutters and copper downspouts, roof ventilation, HVAC units, painting and dual glazed windows
- new 20,000 sf of buildings; classrooms, MPR with interior and exterior stages, kitchen, lunchroom, restrooms and locker-rooms
- addition of ADA compliant ramp/stairway system to allow access to the two-tiered site (29 foot elevation change) including lower playfields and newly relocated County library
- design changes to reduce possible future maintenance issues
- midway through construction, MWC realized that due to a favorable construction bid and additional monies added from the District and OPSC, an additional building could be added to the project to provide new classrooms for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grades thereby eliminating all portable classrooms. This required an additional set of plans and a new permit from the State. The team (MWC, Maino Construction, RRM Design, District Staff) made a concentrated effort to keep costs contained by evaluating any issues encountered and scheduling tasks in phases to keep school functioning while continuing to build to a high standard.

### **Funding and Budget:**

- two local bonds and grant monies from the State Office of Public Schoolhouse Construction (OPSC)
- due to sales phasing of local bonds, and state monies that were allocated from different sources (eligibility, modernization, growth, hardship, joint use) there were eleven (11) funding sources which required implementation of stringent budget controls and account coding to meet state reporting requirements
- formation and leading of a citizen's oversight committee required by Prop. 39
- implementation of certified payroll and labor compliance programs

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## CAMBRIA ELEMENTARY SCHOOL

\$22 million - June 2006 (Built to Title 24, CBC, Division of State Architect (DSA) Standards)



### **Project Scope:**

- MWC's role: Construction Manager and DSA Certified Class 1 Building Inspector
- new grammar school campus - 36,000 sf - classrooms, administration building, multipurpose building, computer lab and library
- 22 acre undeveloped site - required "structural" grading of 450,000cy of rock and soil including an on site rock crushing plant to produce gravel for project use
- 1.7 million gallon water collection, storage and pump system for irrigation required by the Regional Water Quality Control Board (RWQCB)
- daylighting skylights and energy saving lighting control system
- Allan Block wall systems for tiered building sites, playfields and parking over the 176 foot elevation change
- replacement of disturbed soil with drought tolerant native plants to create a low profile silhouette as required by the Coastal Commission
- protection of adjacent wetlands and compliance with RWQCB requirements

### **Funding and Budget:**

- one local bond and grant monies from the State Office of Public Schoolhouse Construction (OPSC)
- due to sales phasing of the local bond, and state monies that were allocated from different sources (eligibility, modernization, growth, hardship) we ended up with seven funding sources which required implementation of stringent budget controls and account coding to meet state reporting requirements
- formation and leading of a citizen's oversight committee required by Prop. 39
- implementation of certified payroll and labor compliance programs

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**CITY OF SAN LUIS OBISPO PUBLIC SAFETY DISPATCH CENTER**  
\$7 million - May 2010 (Built to Title 24, CBC, Essential Services Act Standards)



**Project Scope:**

- MWC's role: Construction Manager and Title 24, CBC, Essential Services Act required Project Inspector
- new 3,582 sf dispatch building, ergonomic consoles including sit/stand capabilities as dispatchers work 12 hour shifts, 24/7 operation (kitchen, dayroom, showers, locker rooms, police officer report writing room) on the existing Fire Station No. 1 site (which MWC was CM/PI when FS No 1 was built in 1994/1995)
- advanced technology systems required of 911 dispatch and infrastructure capacity for future expansion of technology systems
- replacement of existing 50 kw emergency generator with 200kw, reworking of all existing site utilities
- addition of 80' radio tower to coordinate with citywide mission critical radio upgrade
- specialized grounding system to protect tower and equipment room systems
- new security controlled access and monitoring system
- site improvements due to "lock down" requirements (masonry block perimeter wall, bullet resistant glass on building windows/doors)
- due to loss of technology designer and vendor at the beginning of project construction, MWC stepped in and coordinated the scopes of work of the City's four (4) new technology vendors and their systems. These significant design revisions not only impacted construction of the building and site but remote tie-in to the existing police station.

**Funding and Budget:**

- debt financed project
- due to debt financing, stringent budget controls were enacted to keep costs constrained to minimize total financed costs

**Oceano Community Services District  
Allocation of Emergency Generator Costs**

	EXPENDITURES			Sheriff Sub-Station		Fire Station		REVENUES			
	Current Budget	Budget Adjustment	Total					General Fund	PFF	Grant	Total
Design & Permits (Prior Year Budgets)	\$ 10,320	\$ -	\$ 10,320	\$ 2,064	20%	\$ 8,256	80%	\$ 10,320			\$ 10,320
<b>Construction Budget</b>											
Generator	\$ 38,358		\$ 38,358	\$ 7,672	20%	\$ 30,686	80%				
Concrete Pad	\$ 15,789		\$ 15,789	\$ 3,158	20%	\$ 12,631	80%				
Electrical Conduit	\$ 31,418		\$ 31,418	\$ 3,142	10%	\$ 28,276	90%				
Generator Install	\$ 4,613		\$ 4,613	\$ 923	20%	\$ 3,690	80%				
Inspection	\$ -	\$ 32,500	\$ 32,500	\$ 6,500	20%	\$ 26,000	80%				
Totals	\$ 90,178	\$ 32,500	\$ 122,678	\$ 21,394		\$ 101,284		\$ 46,642	\$ 5,178	\$ 38,358	\$ 90,178
Design, Permitting & Construction	\$ 100,498	\$ 32,500	\$ 132,998	\$ 23,458		\$ 109,540		\$ 56,962	\$ 5,178	\$ 38,358	\$ 100,498

Revenue Budget Adjustment								\$ (39,547.84)	\$ 72,047.84		\$ 32,500
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Allowable Percent Funded from Public Facilities Fees - Resolution 2017-03

70.5%

\$ 77,225.84

Construction Inspection Estimates:

ESA Inspection Services	\$ 27,000
Electrical	\$ 2,000
Structural	\$ 1,500
DPSI	\$ 2,000
	<u>\$ 32,500</u>



# Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

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**Date:** September 25, 2019

**To:** Board of Directors

**From:** Paavo Ogren, General Manager

**Subject:** **Agenda Item #9(B)** - Update on emergency actions approved on July 10, 2019 authorizing the General Manager to procure the necessary equipment, services and supplies needed to resume groundwater pumping and by a 4/5ths vote, determine that there is a need to continue with emergency actions

## Recommendation

It is recommended that your Board receive an update on emergency actions approved on July 10, 2019 authorizing the General Manager to procure the necessary equipment, services and supplies needed to resume groundwater pumping and by a 4/5ths vote determine that there is a need to continue with emergency actions.

## Discussion

At the special meeting on July 10, 2019 your Board adopted Resolution 2019-09, authorizing the General Manager to procure the necessary equipment, services and supplies needed to resume groundwater pumping. Currently, the emergency efforts are underway and Board approval to continue emergency efforts by a 4/5ths vote is needed.

The need for the emergency actions is based on the following history of events:

- November 29, 2018: Well #8 motor failed. Groundwater pumping transitioned to Wells #4 and #6, which are operated concurrently (blended) for water quality purposes.
- December 2, 2018: Well #4 failed, with the apparent cause relating to the well shaft and/or bowls. With the failure of Well #4, the District lost its ability to pump groundwater under existing permits issued by the State Division of Drinking Water since Well #4 and Well #6 are supposed to be operated concurrently.
- December 3, 2018: Resolution 2018-15 was adopted authorizing the General Manager to take emergency actions so that groundwater pumping can be resumed.



- December 12, 2018: The emergency actions were terminated since a replacement motor for Well #8 had been acquired and installed.
- July 6, 2019: The new motor for Well #8 failed, which resulted in another emergency situation because Well #4 continued to be out of service.
- July 10, 2019: Resolution 2019-09 was adopted authorizing the General Manager to take emergency actions so that groundwater pumping can be resumed.

The following is an update on the emergency efforts.

### Well #8

At this time, the motor for Well #8 has been rewound and reinstalled. Placing it back in permanent service is not possible, however, due to power supply concerns. The District has received the results from the PG&E recorder that was placed on the power that supplies Well #8. Based on the recorder results, one of the "legs" seems to be inadequate dropping below 400 Volts. The District is pursuing a second recorder to ensure the results are accurate. Identifying if the power supply is adequate is important for reliability since two pumps have failed at Well #8. Based on the recommendation from an electrical engineer staff is pursuing an electrician to perform testing procedures to eliminate other options for power failure. As a result, the District continues to be dependent on water supply deliveries from the County of San Luis Obispo.

### Well #4

Emergency actions for Well #4 continues. As previously reported the shaft and bowls were pulled and cannot be reinstalled. An inspection of the well casing was completed and determined that rehabilitation is probable by scrubbing scaling from the casing along with a chemical scrub and reinstalling a new shaft and bowls. After the casing is scrubbed, a final inspection will occur to ensure that the integrity of the casing is suitable for continuing use. If the final inspection concludes that the integrity of the casing is compromised, then Well #4 may need to be abandoned, or installation of a smaller casing inside the existing casing, which could reduce pumping capabilities. At this time staff has received various scopes of work from three different contractors and is now going back to the vendors to ensure each quote includes the chemical scrub to the well. Quotes are expected to be in next week and will be posted as an addendum once received.



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### Other Agency Involvement

Staff informed the County of San Luis Obispo, Department of Public Works, of the well failure and our increased reliance on surface water deliveries until Well #8 is placed back into service.

Staff has contacted the State Division of Drinking Water to coordinate the use of Well #6 in the event the water supply deliveries from the County are interrupted. If the water supply deliveries from the County are interrupted, staff has worked with the County Office of Emergency Services on how to initiate a reverse 911 call to notify District customers.

### Other Financial Considerations

Below is an itemized estimate of costs. Total costs are estimated at under \$40,000 and no budget adjustments are needed at this time. The total Water Fund budget is \$2,923,674 and staff will seek to develop budget savings to cover the emergency actions if possible. Budget impacts will be monitored through the quarterly budget reports to your Board, and if needed, an adjustment will be recommended in either the 3<sup>rd</sup> or 4<sup>th</sup> quarter updates.

Well #4 Rehabilitation - scrub casing, install new bowls & shaft	\$24,058.77
Well #4 Motor Inspection/ Rebuild	\$1,926.00
Well #8 Original Motor Rewind	\$5,602.00
Well #8 Current Motor Removed & Original Motor Reinstallation	\$1,200.00
Well #8 New Motor Rewind	TBD
<b>Total</b>	<b><u><u>\$32,786.77</u></u></b>

### Results

Receiving and update on groundwater pumping capabilities and whether to continue emergency actions promotes drinking water needs, and a healthy and well governed community.