



# Memo for Amendment

Project: **12653479 – US101/Sunset Ave IC Improvement Project/01-0M350**

Date: August 21, 2025

From: James Zandian

To: Laura Kadlecik, City of Arcata Project Manager

## Summary

This memo is to inform you of an amendment request for the subject project. The amendment is necessary due to the following services provided by GHD which were outside of the original scope of services:

- Provided grant fund application support, and additional project management;
- Completed right of way (ROW) boundary survey/mapping and preparing acquisition documents;
- Conducted work associated with completing positive location of utilities within the project limits, including utility coordination, field verification, mapping, utilizing ground penetrating radar and potholing to locate underground utilities;
- Prepared final PS&E (60%, 90% and 100%) for landscaping of the easterly roundabout;
- Design iterations and changes to: 1) the bus stop locations and the addition of a bus stop along southbound LK Wood Blvd, and 2) to the project limit which included the redesign of the northeast corner of LK Wood Blvd and Pizza Ave; and  
Design iterations and changes associated with the slip lane, and revising 60% plans to remove the slip lane from the project.

The change order has affected the project scope, schedule, and budget. However, the project team is taking measures to keep the project on track in response to project funding requirements.

GHD has been working with the City to evaluate and add new sub-consultant firms, as well as to address the additional scope and budget. Due to these scope changes, GHD has added GUIDA Survey and BESS Testlab, Inc. to our team to assist in completing some of the tasks identified above. GUIDA Survey will be responsible for work associated with ROW, and BESS Testlab, Inc. will be responsible for the positive location of existing utilities within the project limits.



## Details of Amendment

The following defines the scope of services included in this amendment:

- A. Grant application support and additional project management:
  - Provided technical assistance in completing grant application, including the following:
    - i. Developed supporting documentation and exhibits
    - ii. Prepared a cost benefit analysis
  - Additional project management included meetings and general coordination with the City, Caltrans, and the GHD team including subconsultants.
- B. ROW boundary survey/mapping and acquisition documents including the following (**See Attachment A**):
  - Horizontal & Vertical Control Survey
  - Cadastral and Title Research
  - Land Net Surveys and Mapping
  - Pre-Conditions Record of Survey
  - Legal Descriptions and Plats
  - Monumentation
- C. Identification of underground utilities within the project limits (**See Attachment B**)
  - Additional Coordination, field verification, mapping, and utility locating
  - Planning Phase
    - i. Field review and schedule utility marking by 811
    - ii. Collect the 811 pavement utility markings and add to utility base map
  - Permitting Phase
    - i. Prepare Caltrans encroachment permit application
    - ii. Establish and maintain coordination with the utility owners, in addition to coordination with the City and Caltrans
    - iii. Review and abide by permit requirements
    - iv. Prepare and maintain documentation of work and coordination
  - Preliminary field Activity Phase
    - i. Arrange for and implement temporary traffic control prior to beginning field work, and maintain temporary traffic control throughout the field verification effort.
    - ii. Utilize ground penetrating radar (GPR) for locating underground utilities .
  - Pothole Utilities



- i. Arrange for and implement temporary traffic control prior to beginning field work, and maintain temporary traffic control throughout the field verification effort
  - ii. Complete one full day of utility potholing – complete approximately 5-7 potholes
  - iii. Record utility locations, depth, sizes, and materials
  - iv. Prepare utility potholing CAD file
- D. Prepare final PS&E (60%, 90% and 100%) for landscaping of the easterly roundabout. The scope is similar to the work to be completed by GHD for the westerly roundabout.
  - Coordinate with California State Polytechnic University, Humboldt (Cal Poly), as required
  - Organize and attend workshop meeting
  - Prepare concept design and incorporate review comments
  - Advance concept to final design
  - Prepare final PS&E for landscape sheet
- E. Transit Design – Iterations and revisions to bus stop locations and design
  - Add a bus stop along southbound LK Wood Blvd.
  - Redesign the northeast corner of LK Wood Blvd and Plaza Ave.
  - Develop exhibits and conduct meetings with the Transit Authorities, City of Arcata, and Cal Poly to review design and receive feedback.
  - Design the preferred alternative for bus stop locations, including the southbound bus stop on LK Wood Blvd.
  - Incorporate required drainage design revisions and additional curb ramps
  - Design a retaining structure for the southbound bus stop to avoid impacts to existing trees.
- F. Slip Lane Redesign – Design iterations and revisions related to the slip lane and revising 60% plans to remove slip lane from the project.
  - Prepare exhibits demonstrating the slip lane grading extents and impacts, and reduced impacts without slip lane.
  - At City's request, revised the design to remove the slip lane and updated the roundabout design check package.
  - Remove the retaining wall adjacent to the Arcata High School (AHS) athletic fields from the design.
  - Updated the following technical studies and reports to reflect the removal of the slip lane from the design: drainage report, SWDR, TMP and lighting.
  - Design modifications and updates made to the 60% plans and estimate to eliminate the slip lane from the project.
- G. Incorporate RRFB's into the Design



- Assumed the installation of RRFB systems consistent with what the City recently installed on Old Arcata Road or on Samoa Blvd. The City will provide GHD with the design information necessary for incorporation into the plans, including but not limited to: manufacturer(s), pole type and dimensions, foundation design/dimensions, solar panel and control box type and dimensions, push button system, etc. GHD will locate the RRFBs on the plans and incorporate the information provided by the City into the plans and specifications.

## Impact of Changes to the Project and Executed Contract

The proposed changes modifies the project scope and budget for Task 1.0, Task 2.0, Task 4 and Task 5. A summary of revised budget, including credits, is listed below:

### Budget Adjustment Summary Table

<p><b>funding support for the project and landscaping design on the east roundabout was excluded from the PS&amp;E contract. Finally,</b></p>	<p><b>funding support for the project and landscaping design on the east roundabout was excluded from the PS&amp;E contract. Finally,</b></p>
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The total new budget requested is \$327,869.23. The overall contract budget previously approved was \$1,348,570.13. The new contract total would be \$1,676,439.35. See Attachment C.

## Next Steps

Please review this amendment request. We appreciate our open and working relationship on this important and challenging project. If you have any questions or concerns, please contact us at your earliest convenience.

Sincerely,

James Zandian, PE  
*Project Manager*

## ATTACHMENTS:



A - Right of Way Scope of Work

B - Utility Positive Location Scope of Work

**C - BUDGET SUMMARY TABLE**

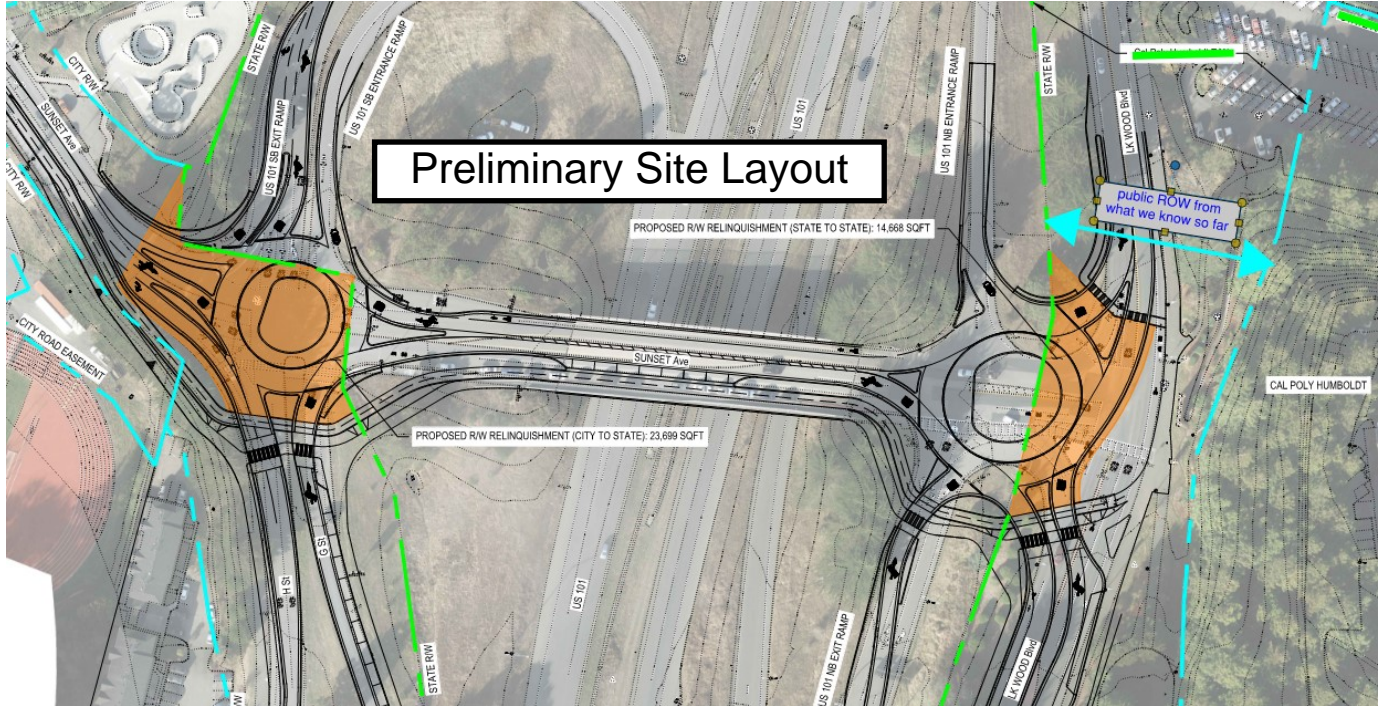
# Attachment A

GUIDA Survey

## City of Arcata, Sunset Avenue/US 101 Improvements SURVEY SCOPE OF WORK

### PROJECT UNDERSTANDING AND LIMITS

It is understood that the City of Arcata (City) requires right of way engineering services to support the improvements at Sunset Avenue and the US 101 freeway as shown in the figure below.



### SCOPE OF WORK

#### TASK 0202 - RIGHT OF WAY ENGINEERING

It is anticipated that transfers between the City and State will need to be identified and processed to support the construction and maintenance of the project. In addition, temporary construction easements may be required to support the construction of some of the project improvements. *For the purposes of this proposal, 6 parcels have been anticipated for agency transfer and 4 temporary construction easements have been anticipated.*

Potential Interagency Transfers		Temporary Construction Easements	
APN	OWNER	APN	OWNER
505-051-025	City of Arcata	020-153-013	Kraemer Investment Corp.
505-111-004	Arcata Union High School District	505-101-007	Joyce Hinrichs/Stephen Watson
020-191-003	State of California (Humboldt State Univ.)		
020-161-014	State of California (Humboldt State Univ.)		
020-165-026	Trustees of the California Sate Univ.		
020-165-001 and 020-165-002	State of California		

#### REQUIRED RIGHT OF WAY ENGINEERING TASKS

Horizontal and Vertical Control Surveys: Existing horizontal and vertical project controls will be utilized and supplemented as needed to support the right of way engineering work. It is assumed that survey controls will be tied horizontally into the North American Datum of 1983 (NAD83), California Coordinate System, Zone 1, Epoch 2010.00 coordinates and the vertical datum will be the North American Vertical Datum of 1988 (NAVD88), and that sufficient primary control is within the project area.

*Cadastral and Title Research:* The cadastral research already performed by the design team will be reviewed and additional research will be performed, as needed, with the County of Humboldt, Caltrans District 1, City of Arcata and other applicable agencies. The research will obtain existing survey records and maps, Caltrans right of way maps, and other documents that help define the existing highway, street and property boundaries. Preliminary title reports will be required to support the right of way engineering. ***It is assumed that the City will provide the required title reports to the survey team at no cost.*** The information contained in the title reports will be plotted and included on the land net mapping. The title reports will be ordered per property owner where applicable. ***For the purposes of this proposal, 6 title reports have been included.***

*Land Net Surveys and Mapping:* Field data provided by the design team will be reviewed and utilized to develop the land net mapping. Additional field surveys will be performed to confirm the existence of known monuments, or to collect additional monuments that may be required to prepare the final land net mapping, appraisal mapping and legal descriptions and plats. The land net mapping will include centerlines, US-101 right of way, rights-of-way of Sunset Avenue and other intersecting and adjacent streets, California Polytechnic University at Humboldt (Cal Poly), and other lots and easements taken from the tract and parcel map information and preliminary title reports, as well as underlying cadastral and ownership information as recorded with the Humboldt County assessor's offices. The land net map will become the basis for the pre-conditions record of survey and will be submitted to Caltrans for review and approval. Comments received from Caltrans will be addressed and incorporated into the record of survey.

*Pre-Conditions Record of Survey:* The land net prepared for the existing conditions of US-101, Sunset Avenue and other critical rights of way will be documented on a record of survey and filed with the Humboldt County Surveyor's Office. This ***record of survey*** will be required to meet the California Professional Land Surveyor's Act Section 8762 as well as Caltrans Right of Way manual requirements. The record of survey will be prepared to document this establishment, the monuments found, any new monuments set to meet the requirements of the PLS Act, the cadastral and title information obtained, and the areas of proposed agency transfers/acquisitions. The record of survey will be prepared in accordance with the Professional Land Surveyors Act and County of Humboldt requirements.

*Legal Descriptions and Plats:* Legal descriptions and plats will be prepared to support the temporary construction easements required to build the project. Legal descriptions and plats will also be prepared to support the transfer of parcels between the City and Caltrans, Cal Poly and Caltrans any other interagency transfers for the project. The legal descriptions will be prepared in accordance with Caltrans right of way standards. ***For the purposes of this proposal, 4 legal descriptions and plats will be prepared for the interagency transfer parcels, and 2 legal descriptions and plats will be prepared for temporary construction easements.***

*Monumentation:* If requested, the new right of way transferred to Caltrans will be monumented to properly identify the new lines. These monuments will be set at angle points, intersections and other critical locations along the new rights of way for US101. These monuments will be documented on the pre-conditions record of survey prepared during the preparation of the right of way engineering tasks. *This monumentation task will need to be identified prior to the completion of the land net mapping and pre-conditions record of survey task so the monuments can be properly monumented.* ***For the purposes of this proposal, up to 10 monuments are estimated for this project.***

#### **OPTIONAL RIGHT OF WAY ENGINEERING TASKS**

~~*Right of Way Appraisal Mapping:* If required by Caltrans, appraisal maps will be prepared in support of the transfer parcels between the City and Caltrans, Cal Poly and Caltrans, any other acquisitions or permanent easements, and temporary construction easements in accordance with Caltrans right of way standards. These appraisal maps will include the affected parcels, right of way establishment, cadastral\title information, and proposed acquisition and/or~~

transfer areas. These appraisal maps will be prepared to maximize the number of parcels per appraisal map sheet. *For the purposes of this proposal, 6 appraisal map sheets at an estimated scale of 1" = 100' are included.*

Parcel Files: If required by Caltrans and throughout the course of the right of way engineering process, parcel files will be maintained to support the boundary research, boundary establishment, mapping and documents prepared for each affected parcel. These parcel files will be submitted to Caltrans at the completion of the right of way engineering activities. *For the purposes of this proposal, one parcel file for each affected parcel will be prepared, for a total of 10 parcel files.*

Right of Way Mark Out: If requested, the new right of way lines for the US 101 and temporary construction easements may require mark out in the field to aid in the appraisal of the property, or discussion with existing property owners. If needed, the mark out can be performed per parcel. *For the purposes of this proposal, three 2-man crew days have been included.*

Post Construction Survey: If requested, any monuments disturbed or destroyed by construction will be identified, re-established per the pre-construction surveys and a corner record filed with the County to document the monument. This survey would begin at the substantial completion of construction. *For the purposes of this proposal, 4-6 monuments have been included.*

Supplemental Topographic Surveys: If required by the City and the design team, supplemental topographic surveys will be performed to identify critical features, encroachments or other items required by the design team to complete the plans, specifications and estimated. These topographic surveys will be tied into existing and provided horizontal and vertical controls and provided to the design team in CAD file format. *For the purposes of this proposal, 24 2-man survey crew hours have been included as an optional task.*

## ASSUMPTIONS

The following assumptions have been made:

- 1) The survey data will be tied to the client provided North American Datum of 1983 (NAD83), California Coordinate System Zone 1, Epoch 2010.00 and the North American Vertical Datum of 1988 (NAVD88).
- 2) The project control map prepared for the project will be provided to the survey team.
- 3) An encroachment permit will be required to perform the field surveys within US-101. The Client will provide a parent permit and/or the full permit to complete the field surveys at no cost to the survey team.
- 4) Preliminary title reports will be provided by the City at no cost to the survey team.
- 5) Supplemental topographic surveys will be performed only at the direction of the design team.
- 6) Access to private property, if required, will be provided to the survey team during normal business hours (7a to 4p, Monday through Friday)
- 7) All deliverables will be in accordance with the Caltrans CAD, Survey and Right of Way standards.

## EXCLUSIONS

The following are excluded from our scope of work:

- 1) Project Control Map
- 2) Aerial topographic surveys
- 3) Utility research and mapping
- 4) Preliminary title reports

- 5) Construction surveys
- 6) Services not specifically defined within this scope of work.

## DELIVERABLES

The following deliverables are included within this scope of work:

- 1) Land Net Mapping in CAD format.
- 2) Record of Survey in PDF format
- 3) Legal Descriptions and Plats in PDF format
- 4) Final monumentation (*shown on record of survey*)
- 5) Field Notes in PDF format
- 6) ASCII Point Files

~~The following deliverables are included within the optional items:~~

- ~~1) Appraisal Mapping in CAD and PDF formats~~
- ~~2) Parcel Files~~
- ~~3) Right of way markings for appraisal purposes (field marks, field notes in PDF)~~
- ~~4) Supplemental topographic survey mapping in CAD format~~
- ~~5) Post Construction Corner Records in PDF format~~

## FEE BREAKDOWN

The services defined herein will be provided on a time and materials basis per the rate table provided. These services are defined by subtask as follows for reference purposes only:

INCLUDED SERVICES			
	Labor <sup>^</sup>	Other Direct Costs*	Task Total
Project Control	\$12,021.19	\$855.00	\$12,876.19
Cadastral\Title Research	\$21,940.61	\$0.00	\$21,940.61
Land Net Surveys/Mapping	\$64,531.80	\$4,763.00	\$69,294.80
Pre-Conditions Record of Survey	\$26,417.93	\$3,100.00	\$29,517.93
Legal Descriptions/Plats	\$21,820.52	\$100.00	\$21,920.52
Monumentation	\$18,957.09	\$1,944.50	\$20,901.59
<b>GRAND TOTAL – INCLUDED SERVICES</b>			<b>\$176,451.64</b>

OPTIONAL SERVICES			
	Labor <sup>^</sup>	Other Direct Costs*	Task Total
Appraisal Maps	\$19,796.29	\$100.00	\$19,896.29
Parcel Files	\$4,460.17	\$0.00	\$4,460.17
Right of Way Staking	\$19,837.40	\$2,330.50	\$22,167.96
Supplemental Topo	\$27,556.99	\$2,330.50	\$29,887.49
Post Construction Monuments	\$16,134.15	\$1,609.50	\$17,743.65
<b>GRAND TOTAL – OPTIONAL SERVICES</b>			<b>\$94,155.56</b>

**NOTES:** <sup>^</sup>Labor costs include costs for prevailing wage, overhead, fringe benefits, and profit.

\* Other Direct Costs include costs for mileage, travel, lodging, per diem, agency fees, shipping, etc.

## SCHEDULE

The services defined within this scope of work can be completed on the following timeline. These services are weather and access dependent, dependent on cooperation from Caltrans, City and other stakeholders, and authorization to proceed on optional services.

INCLUDED SERVICES	
Project controls, Cadastral/Title Research and Land Net Mapping	Completed within 45 business days of notice to proceed and receipt of preliminary title reports.
Pre-Conditions Record of Survey	1 <sup>st</sup> check submitted to Humboldt County within 30 business days of receipt of Caltrans comments and completion of Optional Monumentation <i>(if applicable)</i>
Legal Descriptions and Plats	Completed within 30 business days of receipt of final right of way requirements
Monumentation	Completed within 15 business days of authorization to proceed
Appraisal Maps	Completed within 30 business days of receipt of final right of way requirements

<del>OPTIONAL SERVICES</del>	
<del>Appraisal Maps</del>	<del>Completed within 30 business days of receipt of final right of way requirements</del>
<del>Parcel Files</del>	<del>Completed within 7 business days of notice of right of way engineering completion</del>
<del>Right of Way Staking</del>	<del>Completed within 15 business days of authorization to proceed and coordination with private/public landowners</del>
<del>Supplemental Topo</del>	<del>Completed within 20 business days of authorization to proceed</del>
<del>Post Construction Monuments</del>	<del>Submit Corner Records to County for review and filing within 20 business days of notice to proceed at substantial completion of construction</del>

EXHIBIT 10-H COST PROPOSAL Page 1 of 3

**ACTUAL COST-PLUS-FIXED-FEE OR LUMP SUM (FIRM FIXED PRICE) CONTRACTS**

Note: Mark-ups are Not Allowed

Prime Consultant

Subconsultant

2nd Tier Subconsultant

Consultant **GUIDA**

Project No. US101/Sunset Avenue (Arcata)

Contract No. \_\_\_\_\_

Date 1/16/2025

**DIRECT LABOR**

	Classification/Title	Name	Hours	Actual Hourly Rate	Total
1	Survey Manager	Survey Manager	18	\$105.00	\$ 1,890.00
2	Survey QA/QC Manager	Survey QA/QC Manager	36	\$95.00	\$ 3,420.00
3	Senior Project Surveyor	Senior Project Surveyor	134	\$80.00	\$ 10,720.00
4	Project Surveyor	Project Surveyor	76	\$65.00	\$ 4,940.00
5	Senior Survey Analyst	Senior Survey Analyst	162	\$55.00	\$ 8,910.00
6	Survey Analyst	Survey Analyst	96	\$45.00	\$ 4,320.00
7	Survey Technician	Survey Technician	0	\$40.00	\$ -
8	Survey Intern	Survey Intern	0	\$25.00	\$ -
9	Project Coordinator	Project Coordinator	11	\$35.00	\$ 385.00
10	Licensed Party Chief**	Licensed Party Chief**	0	\$64.53	\$ -
11	Certified Party Chief 5**	Certified Party Chief 5**	124	\$59.53	\$ 7,381.72
12	Certified Party Chief 3-4**	Certified Party Chief 3-4**	0	\$59.24	\$ -
13	Certified Party Chief 1-2**	Certified Party Chief 1-2**	0	\$58.94	\$ -
14	Party Chief**	Party Chief**	0	\$58.49	\$ -
15	Instrumentman**	Instrumentman**	0	\$53.90	\$ -
16	Chainman**	Chainman**	124	\$51.02	\$ 6,326.48
17	Apprentice 4th**	Apprentice 4th**	0	\$45.92	\$ -
18	Apprentice 3rd**	Apprentice 3rd**	0	\$43.37	\$ -
19	Apprentice 2nd**	Apprentice 2nd**	0	\$38.27	\$ -
20	Apprentice 1st**	Apprentice 1st**	0	\$30.61	\$ -
21	<b>** denotes prevailing wage classifications</b>				

**LABOR COSTS**

	Avg. Hrly Rate	Hours	
a) Subtotal Direct Labor	\$ 61.84	781	\$ 48,293.20
b) Anticipated Salary Increases (see page 2 for clarification)	\$ -	781	\$ -
	\$ 61.84		<b>c) TOTAL DIRECT LABOR COSTS [(a) + (b)] \$ 48,293.20</b>

**FRINGE BENEFITS**

d) Fringe Benefits Rate: 86.82%	e) e) Total Fringe Benefits [(c) X (d)]	\$41,928.16
f) Overhead Rate: 125.08%	g) Overhead [(c) x (f)]	\$60,405.13
h) General and Admin Rate: 0.00%	i) Gen. & Admin [(c) x (h)]	\$0.00
	<b>j) TOTAL INDIRECT COSTS [(e) + (g) + (i)]</b>	<b>\$102,333.29</b>

**FIXED FEE**

10.00%

**k) TOTAL FIXED PROFIT [(c) + (j)] x fixed fee % \$15,062.65**

**l) CONSULTANT'S OTHER DIRECT COSTS (ODC) - ITEMIZE (Add additional pages if necessary)**

Description of Item	Quantity	Unit	Unit Cost	Total
Mileage	4950	mile	\$0.67	\$ 3,316.50
Preliminary Title Reports	0	EA	\$1,000.00	\$ -
Shipping	4	EA	\$50.00	\$ 200.00
Agency Fees (Record of Survey Review/Filing)	1	EA	\$3,000.00	\$ 3,000.00
Hotel/Lodging (State Policy)	22	Night	\$125.00	\$ 2,750.00
Per Diem (State Policy)	22	Day	\$68.00	\$ 1,496.00
			<b>l) TOTAL OTHER DIRECT COSTS</b>	<b>\$ 10,762.50</b>

**m) SUBCONSULTANTS' COSTS (Add additional pages if necessary)**

	<b>m) TOTAL SUBCONSULTANTS' COSTS</b>	\$ -
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**n) TOTAL OTHER DIRECT COSTS INCLUDING SUBCONSULTANTS' [(l)+(m)] \$ 10,762.50**

**TOTAL COSTS [(c)+(j)+(k)+(n)] \$ 176,451.64**

**EXHIBIT 10-H1 COST PROPOSAL (Page 3 of 3)**

**Certification of Direct Costs:**


I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements.

1. Generally Accepted Accounting Principles (GAAP)
2. Terms and conditions of the contract.
3. [Title 23 United State Code Section 112](#) - Letting of Contracts
4. [48 Code of Federal Regulations Part 31](#) - Contract Cost Principles and Procedures
5. [23 Code of Federal Regulations Part 172](#) - Procurement, Management, and Administration of Engineering and Design Related Service
6. [48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board](#) (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable Federal and State requirements. Costs that are non-compliant with the Federal and State requirements are not eligible for reimbursement

**Prime Consultant or Subconsultant Certifying:**

Name: Bernie McInally, PLS Title\*: Executive Vice President

Signature:  Date of Certification (mm/dd/yyyy): 1/16/2025

Email: [bmcinally@guidainc.com](mailto:bmcinally@guidainc.com) Phone Number: 949-777-2000

Address: 220 Commerce, Suite 150, Irvine CA 92602

\* An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

List of services the consultant is providing under the proposed contract:

Land Surveying and Mapping Services

# Attachment B

BESS Testlab, Inc.

January 29, 2025

Quote No. KK-012825-1

GHD

943 Reserve Dr, Roseville,  
CA 95678

(415) 920-3933

Attention: James Zandian

Reference: Project # 12653479

Dear James,

Thank you for the opportunity to submit this proposal to provide Utility Potholing/ Locating services for the above-referenced project. Bess Testlab, Inc. (BESS) is pleased to offer the following summary of our scope of services, conditions, schedule, and fee proposal.

### **Project Summary**

- BESS will coordinate USA markings, attend field meetings with the Utility owners, and schedule required standby at all locations. Provide Temporary Traffic Control and detour plans and submit lane closure requests through Caltrans. Use Hydro- vac to perform 16PH in Caltrans & City ROW per USA markings. All potholes will be backfilled with class 2AB and temporarily restored with a cold patch. BESS locator will verify USA markings and collect Electronic Detection at dry hole locations. Provide detailed potholing report in PDF format and CAD.

### **Scope of Services**

#### **A. Planning Phase:**

GHD will provide the project potholing plan. The potholing plan will indicate the approximate locations and the number of existing utilities to be potholed.

##### 1) Work Estimating:

Potholer will perform the following duties:

- a. Field review project site.
- b. Identify each type of utility facility and prepare cost estimate for utility potholing.
- c. Confirm potholing cost estimate.
- d. Identify traffic impacts and temporary traffic control measures required in accordance with Caltrans and City of Arcata.
- e. Prepare a schedule to complete 811 (before you dig) notification, potholing, surface restoration, surveying, CAD file preparation, and delivery.
- f. Transmit the above information to GHD.

**B. Permitting Phase:**

Upon approval of the Planning Phase, the potholer shall perform the following duties:

- a) GHD will obtain an encroachment permit from the City and Caltrans. The permit would list The Potholer as the firm completing the work.
- b) Potholer shall abide by all terms stated in the permit.
- c) Potholers shall be responsible for all field activities and shall provide the required temporary traffic control as required by the permit.
- d) Potholer shall notify the City of Arcata and Caltrans prior to start of field potholing work. 72 hours of notice is required.
- e) Potholer shall notify each utility owner prior to start of field potholing work and abide by potholing requirements set by utility owner if any.
- f) Provide the proof of contact with item “d” and “e” to GHD.

**C. Preliminary Field Activity Phase, including field survey:**

Upon approval of the permitting Phase, the potholer shall perform the following duties:

- 1) Notify 811 of potholing activities:
  - a) Mark project area for potholing activities
  - b) After utilities are marked by utility owners at project site, survey the utilities’ markings and include all data in a CAD file under specific layers. The CAD file must include a line indicating direction of the utility markings.
  - c) Use GHD project utility mapping plans and conduct ground penetrating radar (GPR) to identify and map underground utilities, pipes, and other obstructions.
  - d) Meet with GHD to review the GPR findings and 811 utility markings prior to starting GHD will review and update the utility potholing plan and counts as needed.
  - e) GHD will provide project controls for survey work by potholers.
- 2) Arrange for temporary traffic control during all field activities. Do not start field work until all temporary traffic control systems required are in place.
- 3) Notify GHD three working days prior to start of field potholing work.

**D. Pothole existing utilities marked and shown on GHD’s utility potholing plan.**

- a) Arrange for temporary traffic control during all field activities. Do not start field work until all temporary traffic control systems required are in place.
- b) Pothole utilities marked on the GHD’s Pothole plan.
- c) Collect utilities’ exact locations, depth, sizes, and materials
- d) Provide minimum 2 photos for each pothole. 1 photo looking down the hole and the other along the alignment of the utility.
- e) Survey the exact potholed location and collect FG elevations at pothole locations
- f) Resurface the potholed location to match existing and as required by the permit. Potholer is fully responsible to restore the potholed locations to match existing and to the satisfaction of the roadway owners.
- g) Notify GHD of completion of the field potholing activities.

**E. CAD file preparation and Deliverable Phase:**

After potholing of utilities are complete, prepare CAD file to include all utility data. At minimum, CAD file to include the following data:

- 1) CAD file to be in the same coordinate system as GHD CAD file and in AutoCAD 2024.
- 2) Points indicating potholed locations. Use GHD's pothole numbering system for identification.
- 3) 811 painted utility data including the alignment of the utilities.
- 4) FG elevation at potholed utilities.
- 5) Depth from FG to top of each potholed utility.
- 6) Utility sizes for each utility potholed.
- 7) Utility name for each utility potholed.
- 8) Utility material type for each utility potholed.

**F. Data Compilation and Submittal Phase.**

- 1) Submit utility Pothole CAD file for review by GHD
- 2) Submit cataloged photos. Use GHD's pothole numbering system for photo identification.
- 3) Update CAD file as requested by GHD.
- 4) At the completion of the Potholing work, or sooner if required by GHD, shall transfer all project and utility files to GHD. Information in the files shall include, but not be limited to the following:

a)CAD file with utility information, all Utility Diary, field notes, Survey notes.

b)All correspondence and documents between the utility owners, City of Arcata and Caltrans, etc.

**MATERIALS AND INFORMATION TO BE PROVIDED BY GHD**

A. Potholing plan as pdf and AutoCAD basemap files.

B. Project survey controls

C. Available utility owner information. Potholer to confirm owner and contact information.

D. Project scheduling.

E. Encroachment permit from City of Arcata and Caltrans. The permit would list the Potholer as the firm completing the work.

	<b>Phases A &amp; B</b>				
PM-100	Project Manager	6	HR	200.00	\$1,200.00
PM-101	Project Coordination	4	HR	150.00	\$600.00
P-124	Utility Field Foreman	8	HR	195.00	\$1,560.00
					<b>\$3,360.00</b>
	<b>Phase C</b>				
LP-100	Licensed Professional (Civil / Surveyor)	2	HR	205.00	\$410.00
S-104	2 Person GPS/Robotic/3D Scanner	1	DAY	2,601.00	\$2,601.00
CAD-100	CAD Technician	4	HR	120.00	\$480.00
L-100	1 Person Utility Designation W/GPR& EM Pipe Locator	20	HR	195.00	\$3,900.00
T-104	1 Person Flagger Traffic Control	2	DAY	2,403.00	\$4,806.00
L-109	Per Diem	4	EA	211.00	\$844.00
P-120	1-Person Utility Truck mobilization per hour	10	HR	114.00	\$1,140.00
					<b>\$14,181.00</b>
	<b>Phase D</b>				
LP-100	Licensed Professional (Civil / Surveyor)	2	HR	205.00	\$410.00
S-104	2 Person GPS/Robotic/3D Scanner	1	DAY	2,601.00	\$2,601.00
P-100	1 Man- Potholing Hydro	3	NIGHT	3,825.90	\$11,477.70
P-117	POTHOLING - Disposal Fee	3	EA	1,100.00	\$3,300.00
P-103	2 Person Key Hole Surface Restoration w/ equipment				
P-127	Special Surface Restoration (Class II, Slurry, etc.)				
P-128	Special Surface Restoration (Cold Patch, Quick Concrete)				
P-131	Special Surface Restoration (Hot Patch, T-Cut, etc.)				
T-107	2 Person Traffic Control w/ arrow truck				
T-107	2 Person Traffic Control w/ arrow truck				
R-100	Light Tower Rental	3	NIGHT	150.00	\$450.00
A-100	Administrative Support/Certified Payroll	4	HR	110.00	\$440.00
P-120	1 Person Utility Truck Mobilization Rate	8	HR	114.00	\$912.00
L-109	Per Diem	14	EA	211.00	\$2,954.00
P-120	1 Hydro Vac Utility Truck Mobilization Rate	8	HR	340.00	\$2,720.00
					<b>\$49,709.40</b>
	<b>Phase E &amp; F</b>				
CAD-100	CAD Technician	4	HR	120.00	\$480.00
P-126	POTHOLING - Report	4	HR	110.00	\$440.00
					<b>\$920.00</b>

**One Day  
Potholing  
Cost of  
\$20,793.20**

**One day Potholing rate: \$27,174.40**

- This Rate applies to Night Work for 5-6 Potholes
- Restoration with Class 2 AB & Cold Patch
- Survey and CAD

Project Manager  
 Project Coordination  
 Utility Field Foreman  
 POTHOLING - Disposal Fee  
 2 Man- Potholing Hydro  
 2 Person Key Hole Surface Restoration w/ equipment  
 Special Surface Restoration (Class II, Slurry, etc.)  
 Special Surface Restoration (Hot Patch, T-Cut, etc.)  
 Light Tower Rental  
 Per Diem  
 1 Person Utility Designation W/GPR& EM Pipe Locator  
 POTHOLING - Report  
 2 Person Traffic Control w/ arrow truck  
 Administrative Support/Certified Payroll  
 1 Person Utility Truck Mobilization Rate  
 2 Hydro Vac Utility Truck Mobilization Rate

~~Potholing Night Services for Dirt - \$10,618.20~~

- Potholing Night Services for Asphalt- \$20,793.20

**Exclusions**

The following are specifically excluded from our scope of services:

- Inspection Fees
- Removal of locate and/or USA markings.
- Additional crew hours without written approval.
- Any services not specifically addressed within the Scope of Services above without written approval
- Locate MH's using CCTV methodology
- Permitting

~~**Proposal**~~

~~BESS proposes to perform the above referenced scope of services For the Following fees broken down as follows:~~

- Potholing Services for all Phases for 16 PH ~~\$68,170.40~~

Total	<b>\$68,170.40</b>	Above pricing includes.
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**Schedule**

BESS will perform the work described in the above Scope of Services as expeditiously as practical, weather permitting, to meet a mutually agreed schedule upon receipt of your written authorization to proceed.

Utility locating services will begin within 72 hours from authorization to proceed or when scheduled by the client.

If acceptable, sign and return one (1) copy of the attached Authorization for our files.

We look forward to working with you on this project and appreciate the opportunity to provide you with this proposal. If you have any questions or need additional information, please feel free to contact me.

Respectfully,

Klay Kliet  
Assistant Project Manager  
**Bess Testlab, Inc.**  
klay@besstestlab.com  
510-827-3755

**Acceptance**

Our receipt of the executed copy of this proposal will serve as our Notice to Proceed. This proposal is valid for thirty (30) days from the date of the proposal. If the proposal is not accepted within thirty (30) days, we reserve the right to revise or withdraw the proposal entirely at our discretion.

**Authorization / Notice to Proceed**

I, the undersigned, have read, reviewed and accept the attached proposal, including attachments, and authorize Bess Testlab, Inc. to proceed with the work described above as witnessed and attested by my signature below.

**GHD,**

By: \_\_\_\_\_

Date: \_\_\_\_\_ (Print or Type Name)

\_\_\_\_\_  
(Signature)

Title: \_\_\_\_\_

