

Section F. Tasks to be Performed



Describe the tasks to be performed, and by who specifically.

Building effective teams not only fosters communication, it enhances commitment to quality of work and instills a sense of collaboration among all stakeholders.

MWHC has a unique understanding of your project and what it takes to get it constructed in accordance with MCWD’s detailed plans and specifications, in full compliance with regulatory agency permits, the CEQA and NEPA environmental documents, and with the Drinking Water State Revolving Fund (SRF) and Proposition 1 (Prop. 1) Stormwater Grant Program requirements.

Core Team Roles and Responsibilities

At MWHC, we place a lot of emphasis on assigning roles based on an individual’s strengths and natural abilities. One of the key elements of our approach to task completion is **“Right Person, Right Job”**. We selected each member of this project team to play to their individual and combined strengths. This results in the **best combination of talent and engagement and is an important factor in successful project delivery**. Our CM Team understands the unique opportunity presented by this project and are committed to integrating and pro-actively partnering with MCWD to make the RUWAP a success. Additionally, our proposed team members are all colleagues and peers, and we believe this additional layer of familiarity and synergy will prove to be of great value to MCWD.

| Name | Role & Responsibilities |
|--|--|
| <p>Jaime Burrola Reports to: MCWD’s Project Manager</p> | <p>Principal-in-Charge: Ensures adequate staff resources are available when required. Ensures implementation of the CM Plan according to the Project scope of services and submitted proposal. Provides QA/QC of CM Services, attends MCWD meetings as requested. Provides leadership and direction on all claims issues/activities.</p> |
| <p>Brian Jensen Reports to: MCWD’s Project Manager</p> | <p>Construction Manager: Management of all project contracts; ensures overall goals of schedule, budget and quality are met; implementation of the CM Plan and integration of CM Team into the MCWD Project Team, Design Engineer, and Contractor; coordinate with the Contractor’s PM, oversight of all CM activities. Management of all MWHC CM subconsultants. Oversight during commissioning, start-up, and integration.</p> |
| <p>Sam Hawkins, CCM Reports to: MWHC Construction Manager</p> | <p>Lead Inspector: Daily coordination with Contractor and inspection of all work. Manage project controls tasks, perform change order estimating and tracking, scheduling reviews, and project progress tracking. Respond to RFIs/ PCOs. Review/determine acceptability of project progress schedules, cost estimates, and payment applications. Develop background information for monthly reports. Provide support to CM as needed.</p> |

| Tasks / Assignment Matrix | Assigned CM Staff Members | | | | | Subconsultants | | | |
|--|---------------------------|----------------------|----------------|----------------|------------------|---------------------------|---------------------------|------------------|-------------|
| | CMS Leader | Construction Manager | Lead Inspector | Pipe Inspector | Admin. Assistant | Geotech./ Materials Test. | Special Insp. (CWI/ NACE) | Labor Compliance | PIO Website |
| A: General | | | | | | | | | |
| A.1 ▶ Mobilize Technical and Professional Personnel | ■ | | ■ | | | ■ | ■ | ■ | |
| A.2 ▶ Review District Code/Eng. Procedures/Guidelines/Design Req. | ■ | ■ | ■ | | ■ | ■ | ■ | | |
| A.3 ▶ Review Project/Coordinate w/ Project Team | ■ | ■ | ■ | | ■ | ■ | ■ | ■ | |
| A.4 ▶ Provide Outreach Support and Website | | ■ | ■ | | | | | | ■ |
| A.5 ▶ Construction Management Plan | ■ | ■ | ■ | | ■ | ■ | ■ | ■ | |
| A.6 ▶ Mobilize/Field Work and Temporary Field Office | | ■ | | | | | | | |
| A.7 ▶ Safety Equipment | ■ | ■ | ■ | | ■ | ■ | ■ | | |
| A.8 ▶ Safety Training / Site Specific Safety Plan | ■ | ■ | ■ | | ■ | ■ | ■ | ■ | |
| A.9 ▶ Pre-Construction Conference and Weekly Progress Meetings | ■ | ■ | ■ | | ■ | ■ | ■ | ■ | |
| B: Typical Inspection Activities | | | | | | | | | |
| B.1 ▶ Inspection Plan | ■ | ■ | ■ | | ■ | ■ | ■ | | |
| B.2 ▶ Inspection – Full Time Lead and Part Time Pipeline | | ■ | ■ | ■ | | | | | |
| B.2 ▶ Inspection – Overtime For Lead and Part Time Inspectors | | | ■ | ■ | | | | | |
| B.3 ▶ Materials Testing | | | ■ | | ■ | ■ | | | |
| B.4 ▶ Special Inspection and Structural Observation | | ■ | ■ | | | ■ | ■ | ■ | |
| B.5 ▶ Storm Water Pollution Prevention (SWPP) Best Mgmt. Practices | | | | | | | | | |
| C: Document Control | | | | | | | | | |
| C.1 ▶ Document Control | | ■ | ■ | | ■ | | | | |
| D: Typical Construction Administration | | | | | | | | | |
| D.1 ▶ Process Contractor Submittals | | ■ | | | | | | | |
| D.1.a ▶ Process Requests for Information | | ■ | | | | | | | |
| D.1.b ▶ Field Instruction | | ■ | | | | | | | |
| D.1.c ▶ Progress Payments | | ■ | | | | | | | |
| D.1.d ▶ Conflict Resolution/Contract Change Orders | ■ | ■ | | | | | | | |
| D.1.e ▶ Schedule Review | ■ | ■ | ■ | | | | | | |
| D.1.f ▶ Project Close-out | ■ | ■ | ■ | | ■ | ■ | ■ | | |
| D.1.g ▶ Labor Compliance | | | | | | | | ■ | |