



construction management, inspection, materials testing coordination, labor compliance oversight, and related construction support services throughout the duration of the project.

Since construction began, several contract change orders have been approved to address field conditions, design refinements, accessibility improvements, grant-related requirements, and other City requested project enhancements. On May 19, 2026, the City Council approved Contract Change Order No. 3 and a corresponding project budget amendment to increase the total project budget and provide additional funding capacity for construction-related costs and project contingency.

As construction progressed, the project required a greater level of construction management effort than originally anticipated. The approved change orders extended the construction schedule and increased the amount of coordination required among the contractor, utility providers, design consultants, City staff, and adjacent capital improvement projects. As a result, additional construction management and inspection services are necessary to support project completion, final acceptance, and project closeout activities. Amendment No. 1 to Task Order 5 will provide the additional construction management services necessary to complete the project and is within the overall project budget previously approved by the City Council.

DISCUSSION:

GHD has provided construction management and inspection services for the Bodega Avenue Bike Lanes and Pavement Rehabilitation Phase 2 Project since the start of construction. These services include construction administration, field inspection, contractor coordination, materials testing coordination, labor compliance oversight, review of contractor submittals and requests for information, documentation of construction activities, and project closeout support.

The original Task Order was developed based on the anticipated project scope and construction schedule at the time the construction contract was awarded. Since that time, the project has experienced several approved contract change orders and project modifications that have increased both the duration and complexity of construction activities. The additional work associated with these changes extended the construction schedule and required continued construction management and inspection services beyond what was originally anticipated. In addition to the increased construction duration, the project required extensive coordination among the contractor, City staff, utility providers, design consultants, and adjacent infrastructure projects. Utility conflicts, utility tie-ins, field adjustments, and coordination with ongoing work in the project area required a greater level of management and oversight than originally anticipated. These efforts were necessary to minimize project delays, maintain construction progress, and ensure that the completed improvements met City standards and grant requirements.

The requested amendment will provide additional construction management and inspection services necessary to complete the remaining construction activities and support project closeout. These services include continued field inspection, construction administration, coordination with project stakeholders, review of contractor documentation, final quantity verification, punch list completion, preparation of record documentation, support for grant-related requirements, and project acceptance activities. The amendment does not increase the overall project budget. Funding for the additional services is available within the project budget previously approved by the City Council and reflects the additional level of effort required to successfully deliver the project.

STAFF ANALYSIS:

Staff has reviewed the request and determined that the additional construction management services are necessary to complete the project and associated closeout activities. The original Task Order was developed based on the anticipated construction schedule and scope of work known at the time of contract award. Since construction began, the project has experienced several approved contract change orders, design refinements, and additional improvements that have increased both the duration and complexity of construction. A significant portion of the



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additional effort is attributable to the implementation of Contract Change Orders No. 1, No. 2, and No. 3, which added work and extended the construction schedule. Additional construction duration requires continued construction inspection, contractor coordination, documentation, labor compliance oversight, progress meetings, review of contractor submittals and requests for information, and preparation of project records necessary for project acceptance and closeout.

The project has also required a substantially greater level of coordination than originally anticipated with utility providers and overlapping capital improvement projects. Construction activities required ongoing coordination with PG&E, water system improvements, project designers, and the Huntley project to address conflicts, schedule impacts, utility tie-ins, and design modifications encountered during construction. These coordination efforts required additional time from both construction management and inspection staff to ensure work remained on schedule and project objectives were achieved. In addition, several field conditions and design modifications required evaluation and implementation during construction. These changes resulted in increased communication among the contractor, City staff, design consultants, utility providers, and regulatory agencies. The resulting administrative and field oversight responsibilities exceeded the level of effort originally anticipated under the Task Order.

GHD has worked closely with City staff throughout the project and has continued to provide construction management and inspection services despite the increased workload associated with the expanded project scope and schedule. The requested amendment will provide the resources necessary to complete construction administration, inspection, coordination, documentation, final quantity verification, punch list activities, grant documentation support, and project closeout services through completion of the project. Staff believes the requested amendment is reasonable given the additional construction duration, expanded scope of work, and increased coordination efforts required during construction. The proposed amendment can be accommodated within the previously approved project budget and will assist in ensuring the successful completion of the Bodega Avenue Bike Lanes and Pavement Rehabilitation Phase 2 Project.

CITY COUNCIL GOALS/PRIORITIES/AND OR GENERAL PLAN CONSISTENCY:

This agenda item represents the City Council goals/priorities as follows:

- Goal 3 – Infrastructure. Maintaining high quality infrastructure, facilities and services includes repairing/replacing outdated city facilities, improving streets, stormwater and wastewater infrastructure.

PUBLIC COMMENT:

As of the preparation of this staff report, no public comments have been received on this item. Any comments received after distribution of the report will be provided to the City Council as supplemental materials. Public comment will also be accepted during the meeting.

COMMUNITY OUTREACH:

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date. As of the writing of this staff report, the City has not received any public comment on this item. However, if staff receives public comment from interested parties following the publication and distribution of this staff report, such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of this item.

FISCAL IMPACT:

The proposed amendment is within the total project budget previously approved by the City Council for the Bodega Avenue Bike Lanes and Pavement Rehabilitation Phase 2 Project. The adopted project budget includes sufficient



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funding for construction management, engineering, inspection, contingency, and project closeout activities. Therefore, no additional budget appropriation is required.

Project Budget Summary

Description	Approved Budget
Project Management and Engineering	\$100,000
Construction	\$1,873,601
Construction Management	\$300,000
Contingency	\$399,000
Total Project Budget	\$2,672,601

The costs associated with Amendment No. 1 will be funded within the approved project budget and do not require an increase to the total project budget.

RESTATED RECOMMENDATION:

Staff recommends that the City Council adopt a resolution approving Amendment No. 1 to Task Order 5 with GHD Inc. for additional construction management services for the Bodega Avenue Bike Lanes and Pavement Rehabilitation Phase 2 Project in an amount not to exceed the amount identified in Amendment No. 1 and authorize the City Manager to execute the amendment.

CITY COUNCIL OPTION(S):

1. Modify the Resolution. Provide direction to staff regarding the scope or terms of the proposed amendment and approve the resolution as modified.
2. Do Not Approve the Resolution. Decline to approve Amendment No. 1 and provide direction to staff regarding project construction management and closeout services.

ATTACHMENT(S):

- 1 – Resolution
- 2 – Contract Amendment Request

APPROVALS:

Department Head Approval:	Approval Date: 9/22/26
CEQA Determination (Planning):	Approval Date: N/A
Administrative Services (Financial)	Approval Date:
<u>Costs authorized in City Approved Budget:</u>	☒ Yes ☐ No ☐ N/A
Account Code (If applicable)	<u>Funds 201, 217, Go Sonoma Grant</u>
City Attorney Approval:	Approval Date:
City Manager Approval:	Approval Date:

CITY OF SEBASTOPOL
RESOLUTION NO. XXXX-2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL APPROVING AMENDMENT NO. 1 TO TASK ORDER 5 WITH GHD INC. FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE BODEGA AVENUE BIKE LANES AND PAVEMENT REHABILITATION PHASE 2 PROJECT (CIP NO. 0514-22.06) IN AN AMOUNT NOT TO EXCEED \$38,750 AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AMENDMENT

WHEREAS, the Bodega Avenue Bike Lanes and Pavement Rehabilitation Phase 2 Project ("Project") generally consists of pavement rehabilitation, bicycle lane improvements, accessibility upgrades, sidewalk improvements, and associated roadway improvements along Bodega Avenue; and

WHEREAS, the City Council approved the Project in the adopted Fiscal Year 2025-26 Capital Improvement Plan (CIP #0514-22.06); and

WHEREAS, on November 18, 2025, the City Council awarded the construction contract for the Project to Team Ghilotti, Inc.; and

WHEREAS, on December 16, 2025, the City Council approved Task Order 5 with GHD Inc. to provide construction management, inspection, materials testing coordination, labor compliance oversight, and related services for the Project; and

WHEREAS, during construction, the Project experienced several approved contract change orders, design refinements, utility coordination efforts, and additional work that increased the duration and complexity of construction activities beyond what was anticipated when Task Order 5 was negotiated; and

WHEREAS, construction of the Project required substantial coordination among the contractor, utility providers, design consultants, City staff, and adjacent capital improvement projects, resulting in additional construction management and inspection effort; and

WHEREAS, additional construction management and inspection services are necessary to support completion of construction, final inspection, project acceptance, grant documentation, and project closeout activities; and

WHEREAS, staff has reviewed the proposed amendment and determined that the additional services are necessary and reasonable for successful completion of the Project; and

WHEREAS, sufficient funding is available within the previously approved project budget for the Bodega Avenue Bike Lanes and Pavement Rehabilitation Phase 2 Project and no additional budget appropriation is required.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sebastopol hereby:

Approves Amendment No. 1 to Task Order 5 with GHD Inc. for construction management services for the Bodega Avenue Bike Lanes and Pavement Rehabilitation Phase 2 Project (CIP #0514-22.06) in an amount not to exceed \$38,750 and authorizes the City Manager to execute Amendment No. 1.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 6th day of October 2026.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City of Sebastopol City Council by the following vote:

VOTE:

Ayes:

Noes:

Abstain:

Absent:

APPROVED: _____
Mayor Jill McLewis

ATTEST: _____
Mary Gourley, City Manager

APPROVED AS TO FORM: _____
Alex Mog, City Attorney



Your ref: 2025-02

June 15, 2026

Elissa Overton
City of Sebastopol
Engineering Technician II, Department of Public Works
City of Sebastopol
714 Johnson St.
Sebastopol, CA 95472

Amendment Request for Construction Management Services for the Bodega Avenue Bike Lanes and Rehabilitation Phase II Project.

Dear Elissa,

GHD is contracted to provide construction management services for the Bodega Ave Phase II Project. The project's completion date has been extended beyond the originally planned date, and we are requesting a budget increase via a contract amendment for funds necessary to complete the work anticipated through July 2026. The increase in costs is a result of: (1) unforeseen design changes/contract change orders/additional work, (2) excessive utility coordination with Huntley Project (PG&E/Water Main tie in).

- 1) There were several design changes required due to unforeseen additions and redesigns relating to CCO #01, CCO #02, and CCO #3 extending the Contract by 19 working days. A CCO #4 is also being processed to extend the work an estimated additional 10 days.
- 2) During the work, the amount of coordination with the re-designs and conflicting projects far exceeded what was originally anticipated. PG&E, Wood Rodgers and the Huntley Project required a significant amount of time from GHD staff to complete their work.

GHD worked very closely with the City of Sebastopol during these various changes, and we have been diligent about trying to absorb the added costs as we could. However, the increased contract time has added inspector and CM costs outside of what can reasonably be absorbed.

The costs outlined below includes an additional 28 days of Construction Management time at 2.2 hrs per day and the project coordinator time at 1 hour per day. For the Inspection time we have also included the costs associated with only 10 days at 8 hours per day for the added work. This is only portion of the added costs incurred, however it will be sufficient to complete our work on the project.

	Hours	Rate	Labor	Expenses	Total
CM Phase:	62	\$285	\$17,670	\$403.00	\$18,073.00
PC Phase:	10	\$170	\$1,700	\$65.00	\$1,765.00
Inspector Phase:	80	\$220	\$17,600	\$520.00	\$18,120.00
Inspector Vehicle:	8d	\$100		\$800	\$800.00
Total Amendment Request					\$38,750.00

We respectfully request that the City of Sebastopol issue GHD a Contract Amendment for \$64,656 to account for the unforeseen costs outlined above.

Regards,

A handwritten signature in blue ink, appearing to read "Tim Dillenburg".

Tim Dillenburg, CCM
Senior Construction Manager

+1 707 236-1545
tim.dillenburg@ghd.com