

Council Meeting of
September 13, 2011

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the Council:

**SUBJECT: Public Works – Approve agreement for inspection services for the
Sewer and Storm Drain Video Inspection, I-70.
Expenditure: \$60,420.00**

RECOMMENDATION

Recommendation of the Public Works Director that the City Council approve a consulting services agreement to Bureau Veritas North America, Inc. in the amount of \$60,420.00 to perform inspection services for the Sewer and Storm Drain Video Inspection, I-70, for a fifteen month term beginning September 13, 2011 through December 31, 2012.

Funding

Funding is available from the CIP No. I-70, Sewer Rehabilitation Program Funds.

BACKGROUND AND ANALYSIS

On April 5, 2011, Your Honorable Body awarded a Public Works Agreement for the Sewer and Storm Drain Video Inspection, I-70 to Performance Pipeline. Prior to that, on March 14, 2011, staff requested proposals (RFP) to inspect sewer and storm drain construction projects. Five proposals were received, from which a short list of three firms were interviewed. Bureau Veritas North America, Inc. (BVNA) had the most relevant inspection experience for this type of inspection work.

The Sewer and Storm Drain Video Inspection, I-70 project will video inspect approximately 80 miles (426,067 lineal feet) of sewer pipeline and 13 miles (69,037 lineal feet) of storm drains at various locations throughout the City of Torrance. These pipelines are either located within arterial/collector streets that may be designated for pavement rehabilitation or in residential areas of Torrance that are within the Santa Monica Bay Watershed (areas that drain toward the Santa Monica Bay). The video-inspection of these pipelines will document needed repairs and any suspected illicit connections to the City's sewer and storm drain pipelines. This information would then be utilized in the future design of capital projects to complete the necessary repairs.

Consulting Services Agreement: Bureau Veritas North America, Inc.

In accordance with City policy, staff requested proposals from firms qualified to provide construction inspection. Firms that responded were: AndersonPenna Partners, Inc., Bureau Veritas North America, Inc., CBM Consulting, Inc., CMTS and Hill International, Inc. Staff evaluated the proposals with respect to qualifications of proposed personnel, the firm's overall qualifications, and their rates.

The five proposals that were received by the due date of March 31, 2011 submitted the following rates:

Inspection Company Comparison		
Company Name	Hourly Rate	
	Inspector	Project Manager
Bureau Veritas, North America, Inc.	\$ 85.00	\$ 125.00
CBM Consulting, Inc.	\$ 85.00	\$ 120.00
AndersonPenna Partners, Inc.	\$ 90.00	*
CMTS	\$ 107.00	*
Hill International, Inc.	\$ 115.00	*

*Did not submit rates for a Project Manager

Public Works Department staff conducted qualifications-based interviews of the inspectors of the following three firms: CBM, Bureau Veritas and AndersonPenna Partners, with BVNA scoring the highest pertaining to this particular type of inspection work. Out of the three shortlisted firms, BVNA's rates for inspection services were the lowest (tied with one other firm, CBM, who is currently inspecting the Downtown Sewer Rehabilitation Project I-69). Although BVNA's hourly rates for project manager are slightly higher than CBM's, the actual time spent by the project manager varies upon the contractor's performance. His time may be as little as zero hours, but it will not exceed 40 hours as indicated in their proposal to do the work. Some firms choose not to submit a rate for the project manager's time, as evident above, which leads to an overall higher cost for the hourly inspector. In the case of this project, the project manager's time will be closely monitored by staff and will only be allowed when approved by the City.

BVNA has also successfully performed construction inspection services for the City of Torrance (Sepulveda Boulevard Rehabilitation, Torrance Boulevard Rehabilitation – Phase 1, Wilson Park Parking Lot Rehabilitation and Western Avenue Landscaping) as well as similar projects with other local public agencies.

The on-site inspector for this project will insure proper traffic control measures are followed while the trucks and equipment are within the public right-of-way. He will also insure that during the cleaning process of the pipelines, the appropriate measures are taken to prevent damage to the pipeline itself and/or to prevent backflow into

businesses and homes that are connected to the system. Additionally, he will provide design recommendations to staff when damaged areas of pipeline are encountered.

The current workload and schedule of the City's public works inspection staff is unable to accommodate the needs of the project and therefore, it is the recommendation of the Public Works Director that contract inspection services be utilized for this project. It is anticipated that the work for the I-70 project will begin in October 2011 and be completed by February 2012.

Respectfully submitted,

ROBERT J. BESTE
Public Works Director

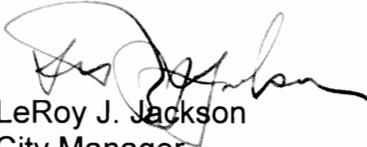


By Elizabeth Overstreet
Engineering Manager

CONCUR:



Robert J. Beste
Public Works Director



LeRoy J. Jackson
City Manager

Attachments: A: Consulting Services Agreement (BVNA)
B: Project Location Maps

CONSULTING SERVICES AGREEMENT

This CONSULTING SERVICES AGREEMENT (“Agreement”) is made and entered into as of September 13, 2011 (the “Effective Date”), by and between the CITY OF TORRANCE, a municipal corporation (“CITY”), and Bureau Veritas North America, Inc., Delaware Company (“CONSULTANT”).

RECITALS:

- A. CITY wishes to retain the services of an experienced and qualified CONSULTANT to provide inspection services on sewer and storm drain projects, including the Sewer and Storm Drain Video Inspection, C.I.P. No I-70 .
- B. CONSULTANT represents that it is qualified to perform those services.

AGREEMENT:

1. SERVICES TO BE PERFORMED BY CONSULTANT

CONSULTANT will provide the services listed in the Scope of Services attached as Exhibit A. CONSULTANT warrants that all work and services set forth in the Scope of Services will be performed in a competent, professional and satisfactory manner.

2. TERM

Unless earlier terminated in accordance with Paragraph 4 below, this Agreement will continue in full force and effect from the Effective Date through December 31, 2012.

3. COMPENSATION

- A. CONSULTANT’s Fee.

For services rendered pursuant to this Agreement, CONSULTANT will be paid in accordance with the Compensation Schedule attached as Exhibit B, provided, however, that in no event will the total amount of money paid the CONSULTANT, for services initially contemplated by this Agreement, exceed the sum of \$60,420 (“Agreement Sum”), unless otherwise first approved in writing by CITY.

- B. Schedule of Payment.

Provided that the CONSULTANT is not in default under the terms of this Agreement, upon presentation of an invoice, CONSULTANT will be paid monthly the fees described in Paragraph 3.A. above, according to the Compensation Schedule. Payment will be due within 30 days after the date of the monthly invoice.

4. TERMINATION OF AGREEMENT

- A. Termination by CITY for Convenience.

1. CITY or CONSULTANT may, at any time, terminate the Agreement for CITY's convenience and without cause by providing a thirty day written notice to the other party.
2. Upon receipt of written notice from CITY of such termination for CITY's convenience, CONSULTANT will:
 - a. cease operations as directed by CITY in the notice;
 - b. take actions necessary, or that CITY may direct, for the protection and preservation of the work; and
 - c. except for work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.
3. In case of such termination for CITY's convenience, CONSULTANT will be entitled to receive payment for work executed; and costs incurred by reason of such termination, along with reasonable overhead and profit on the work not executed.

B. Termination for Cause.

1. If either party fails to perform any term, covenant or condition in this Agreement and that failure continues for 15 calendar days after the nondefaulting party gives the defaulting party written notice of the failure to perform, this Agreement may be terminated for cause; provided, however, that if during the notice period the defaulting party has promptly commenced and continues diligent efforts to remedy the default, the defaulting party will have such additional time as is reasonably necessary to remedy the default.
2. In the event this Agreement is terminated for cause by the default of the CONSULTANT, the CITY may, at the expense of the CONSULTANT and its surety, complete this Agreement or cause it to be completed. Any check delivered to the CITY in connection with this Agreement, and the money payable thereon, will be forfeited to and remain the property of the CITY. All moneys due the CONSULTANT under the terms of this Agreement will be retained by the CITY, but the retention will not release the CONSULTANT from liability for the default. Under these circumstances, however, the CONSULTANT will be credited with the amount of money retained, toward any amount by which the cost of completion exceeds the Agreement Sum and any amount authorized for extra services.
3. Termination for cause will not affect or terminate any of the rights of the CITY as against the CONSULTANT or its surety then existing, or which may thereafter accrue because of the default; this provision is in addition to all other rights and remedies available to the CITY under law.

C. Termination for Breach of Law.

In the event the CONSULTANT or any of its officers, directors, shareholders, employees, agents, subsidiaries or affiliates is convicted (i) of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of a contract or subcontract; (ii) under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a public consultant or contractor; (iii) under state or federal antitrust statutes arising out of the submission of bids or proposals; or (iv) of violation of Paragraph 19 of this Agreement; or for any other cause the CITY determines to be so serious and compelling as to affect CONSULTANT's responsibility as a public consultant or contractor, including but not limited to, debarment by another governmental agency, then the CITY reserves the unilateral right to terminate this Agreement or to impose such other sanctions (which may include financial sanctions, temporary suspensions or any other condition deemed appropriate short of termination) as it deems proper. The CITY will not take action until CONSULTANT has been given notice and an opportunity to present evidence in mitigation.

5. **FORCE MAJEURE**

If any party fails to perform its obligations because of strikes, lockouts, labor disputes, embargoes, acts of God, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental control, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond the reasonable control of the party obligated to perform, then that party's performance shall be excused for a period equal to the period of such cause for failure to perform.

6. **RETENTION OF FUNDS**

CONSULTANT authorizes CITY to deduct from any amount payable to CONSULTANT (whether or not arising out of this Agreement) any amounts the payment of which may be in dispute or that are necessary to compensate CITY for any losses, costs, liabilities, or damages suffered by CITY, and all amounts for which CITY may be liable to third parties, by reason of CONSULTANT's negligent acts or omissions or willful misconduct in performing or failing to perform CONSULTANT's obligations under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by CONSULTANT, or any indebtedness exists that appears to be the basis for a claim of lien, CITY may withhold from any payment due, without liability for interest because of the withholding, an amount sufficient to cover the claim. The failure of CITY to exercise the right to deduct or to withhold will not, however, affect the obligations of CONSULTANT to insure, indemnify, and protect CITY as elsewhere provided in this Agreement.

7. **CITY REPRESENTATIVE**

Robert Beste, Public Works Director, is designated as the “City Representative,” authorized to act in its behalf with respect to the work and services specified in this Agreement and to make all decisions in connection with this Agreement. Whenever approval, directions, or other actions are required by CITY under this Agreement, those actions will be taken by the City Representative, unless otherwise stated. The City Manager has the right to designate another City Representative at any time, by providing notice to CONSULTANT.

8. **CONSULTANT REPRESENTATIVE(S)**

The following principal(s) of CONSULTANT are designated as being the principal(s) and representative(s) of CONSULTANT authorized to act in its behalf with respect to the work specified in this Agreement and make all decisions in connection with this Agreement:

Bradley Waldrop
Business Unit Manager

Gary Heinbuch
Regional Director of Construction

9. **INDEPENDENT CONTRACTOR**

The CONSULTANT is, and at all times will remain as to CITY, a wholly independent contractor. Neither CITY nor any of its agents will have control over the conduct of the CONSULTANT or any of the CONSULTANT’s employees, except as otherwise set forth in this Agreement. The CONSULTANT may not, at any time or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of CITY.

10. **NON-SOLICITATION/HIRING OF EMPLOYEES**

11. **BUSINESS LICENSE**

The CONSULTANT must obtain a City business license prior to the start of work under this Agreement, unless CONSULTANT is qualified for an exemption.

12. **LICENSES AND PERMITS**

CONSULTANT warrants that it has all professional, contracting and other permits and licenses required to undertake the work contemplated by this Agreement.

14. **FAMILIARITY WITH WORK**

By executing this Agreement, CONSULTANT warrants that CONSULTANT (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement. If the services involve work upon any site, CONSULTANT warrants that CONSULTANT has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services set forth in this Agreement. Should CONSULTANT discover any latent or unknown conditions that will materially

affect the performance of the services set forth in this Agreement, CONSULTANT must immediately inform CITY of that fact and may not proceed except at CONSULTANT's risk until written instructions are received from CITY.

14. CARE OF WORK

CONSULTANT must adopt reasonable methods during the term of the Agreement to furnish continuous protection to the work, and the equipment, materials, papers, documents, plans, studies and other components to prevent losses or damages, and will be responsible for all damages, to persons or property, until acceptance of the work by CITY, except those losses or damages as may be caused by CITY's own negligence.

15. CONSULTANT'S ACCOUNTING RECORDS; OTHER PROJECT RECORDS

Records of the CONSULTANT's time pertaining to the project, and records of accounts between CITY and the CONSULTANT, will be kept on a generally recognized accounting basis. CONSULTANT will also maintain all other records, including without limitation specifications, drawings, progress reports and the like, relating to the project. All records will be available to CITY during normal working hours. CONSULTANT will maintain these records for three years after final payment.

16. INDEMNIFICATION

CONSULTANT will indemnify, defend, and hold harmless CITY, the Redevelopment Agency of the City of Torrance, the City Council, each member thereof, present and future, members of boards and commissions, its officers, agents, employees and volunteers from and against any and all liability, expenses, including defense costs and reasonable fees, and claims for damages whatsoever, including, but not limited to, those arising from breach of contract, bodily injury, death, personal injury, property damage, loss of use, or property loss however the same may be caused proportionate to the extent of negligence or fault of the CONSULTANT. The obligation to indemnify, defend and hold harmless includes, but is not limited to, any liability or expense, including defense costs and legal fees, arising from the negligent acts or omissions, or willful misconduct of CONSULTANT, its officers, employees, agents, subcontractors or vendors. It is further agreed, CONSULTANT's obligations to indemnify, defend and hold harmless will apply even in the event of concurrent negligence on the part of CITY, the City Council, each member thereof, present and future, or its officers, agents and employees, except for liability resulting from the negligence or willful misconduct of CITY, its officers, employees or agents proportionate to the extent of negligence or fault of the CONSULTANT. Payment by CITY is not a condition precedent to enforcement of this indemnity. In the event of any dispute between CONSULTANT and CITY, as to whether liability arises from the sole negligence of the CITY or its officers, employees, agents, subcontractors or vendors, CONSULTANT will be obligated to pay for CITY's defense until such time as a final judgment has been entered at which time each party shall be liable for its share of the cost of defense proportionate to their extent of negligence or fault.

17. NON-LIABILITY OF CITY OFFICERS AND EMPLOYEES

No officer or employee of CITY will be personally liable to CONSULTANT, in the event of any default or breach by the CITY or for any amount that may become due to CONSULTANT.

18. INSURANCE

- A. CONSULTANT must maintain at its sole expense the following insurance, which will be full coverage not subject to self insurance provisions:
1. Automobile Liability, including owned, non-owned and hired vehicles, with at least the following limits of liability:
 - a. Primary Bodily Injury with limits of at least \$500,000 per person, \$1,000,000 per occurrence; and
 - b. Primary Property Damage of at least \$250,000 per occurrence; or
 - c. Combined single limits of \$1,000,000 per occurrence.
 2. General Liability including coverage for premises, products and completed operations, independent contractors/vendors, personal injury and contractual obligations with combined single limits of coverage of at least \$1,000,000 per occurrence.
 3. Professional liability insurance with limits of at least \$1,000,000 per occurrence.
 4. Workers' Compensation with limits as required by the State of California and Employers Liability with limits of at least \$1,000,000.
- B. The insurance provided by CONSULTANT will be primary and non-contributory
- C. CITY ("City of Torrance"), the Redevelopment Agency of the City of Torrance, the City Council and each member thereof, members of boards and commissions, every officer, agent, official, employee and volunteer must be named as additional insured under the automobile and general liability policies.
- D. CONSULTANT must provide certificates of insurance and/or endorsements to the City Clerk of the City of Torrance before the commencement of work.
- E. Should any of the above described policies be canceled before the expiration date thereof, the insurer shall deliver notification to the CITY in accordance with the policy provisions.

19. SUFFICIENCY OF INSURERS AND SURETIES

Insurance or bonds required by this Agreement will be satisfactory only if issued by companies admitted to do business in California, rated "B+" or better in the most recent edition of Best's Key Rating Guide, and only if they are of a financial category Class VII or better, unless these requirements are waived by the Risk Manager of CITY ("Risk Manager") due to unique circumstances. In the event the Risk Manager determines that the work or services to be performed under this Agreement creates an increased or decreased risk of loss to CITY, the CONSULTANT agrees that the minimum limits of

any insurance policies or performance bonds required by this Agreement may be changed accordingly upon receipt of written notice from the Risk Manager; provided that CONSULTANT will have the right to appeal a determination of increased coverage by the Risk Manager to the City Council of CITY within 10 days of receipt of notice from the Risk Manager.

20. CONFLICT OF INTEREST

- A. No officer or employee of the CITY may have any financial interest, direct or indirect, in this Agreement, nor may any officer or employee participate in any decision relating to the Agreement that effects the officer or employee's financial interest or the financial interest of any corporation, partnership or association in which the officer or employee is, directly or indirectly interested, in violation of any law, rule or regulation.
- B. No person may offer, give, or agree to give any officer or employee or former officer or employee, nor may any officer or employee solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any way pertaining to any program requirement, contract or subcontract, or to any solicitation or proposal.

21. NOTICE

- A. All notices, requests, demands, or other communications under this Agreement will be in writing. Notice will be sufficiently given for all purposes as follows:
1. Personal delivery. When personally delivered to the recipient: notice is effective on delivery.
 2. First Class mail. When mailed first class to the last address of the recipient known to the party giving notice: notice is effective three mail delivery days after deposit in an United States Postal Service office or mailbox.
 3. Certified mail. When mailed certified mail, return receipt requested: notice is effective on receipt, if delivery is confirmed by a return receipt.
 4. Overnight delivery. When delivered by an overnight delivery service, charges prepaid or charged to the sender's account: notice is effective on delivery, if delivery is confirmed by the delivery service.
 5. Facsimile transmission. When sent by fax to the last fax number of the recipient known to the party giving notice: notice is effective on receipt. Any notice given by fax will be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

6. Addresses for purpose of giving notice are as follows:

CONSULTANT: Bureau Veritas North America, Inc.
 Attn: Bradley Waldrop, P.E.
 Code Compliance & Public Works
 Services
 1181 California Avenue, Suite 202
 Corona, CA 92881
 Fax: (951) 493-1061

CITY: City Clerk
 City of Torrance
 3031 Torrance Boulevard
 Torrance, CA 90509-2970
 Fax: (310) 618-2931

- B. Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified, will be deemed effective as of the first date the notice was refused, unclaimed or deemed undeliverable by the postal authorities, messenger or overnight delivery service.
- C. Either party may change its address or fax number by giving the other party notice of the change in any manner permitted by this Agreement.

22. PROHIBITION AGAINST ASSIGNMENT AND SUBCONTRACTING

This Agreement and all exhibits are binding on the heirs, successors, and assigns of the parties. The Agreement may not be assigned or subcontracted by either CITY or CONSULTANT without the prior written consent of the other.

23. INTEGRATION; AMENDMENT

This Agreement represents the entire understanding of CITY and CONSULTANT as to those matters contained in it. No prior oral or written understanding will be of any force or effect with respect to the terms of this Agreement. The Agreement may not be modified or altered except in writing signed by both parties.

24. INTERPRETATION

The terms of this Agreement should be construed in accordance with the meaning of the language used and should not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction that might otherwise apply.

25. SEVERABILITY

If any part of this Agreement is found to be in conflict with applicable laws, that part will be inoperative, null and void insofar as it is in conflict with any applicable laws, but the remainder of the Agreement will remain in full force and effect.

26. TIME OF ESSENCE

Time is of the essence in the performance of this Agreement.

27. GOVERNING LAW; JURISDICTION

This Agreement will be administered and interpreted under the laws of the State of California. Jurisdiction of any litigation arising from the Agreement will be in Los Angeles County, California.

28. COMPLIANCE WITH STATUTES AND REGULATIONS

CONSULTANT will be knowledgeable of and will comply with all applicable federal, state, county and city statutes, rules, regulations, ordinances and orders.

29. WAIVER OF BREACH

No delay or omission in the exercise of any right or remedy by a nondefaulting party on any default will impair the right or remedy or be construed as a waiver. A party's consent or approval of any act by the other party requiring the party's consent or approval will not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and will not be a waiver of any other default concerning the same or any other provision of this Agreement.

30. ATTORNEY'S FEES

Except as provided for in Paragraph 15, in any dispute, litigation, arbitration, or other proceeding by which one party either seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing party will be awarded reasonable attorney's fees, together with any costs and expenses, to resolve the dispute and to enforce any judgment.

31. EXHIBITS

All exhibits identified in this Agreement are incorporated into the Agreement by this reference.

32. CONSULTANT'S AUTHORITY TO EXECUTE

The person(s) executing this Agreement on behalf of the CONSULTANT warrant that (i) the CONSULTANT is duly organized and existing; (ii) they are duly authorized to execute this Agreement on behalf of the CONSULTANT; (iii) by so executing this Agreement, the CONSULTANT is formally bound to the provisions of this Agreement;

and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which the CONSULTANT is bound.

CITY OF TORRANCE
a Municipal Corporation

Bureau Veritas North America, Inc.
Delaware Company

Frank Scotto, Mayor

By: _____
Bradley Waldrop
Business Unit Manager

ATTEST:

Sue Herbers
City Clerk

APPROVED AS TO FORM:
JOHN L. FELLOWS III
City Attorney

By: _____

Attachments: Exhibit A Scope of Services
 Exhibit B Compensation Schedule

Revised: 10/29/2008

EXHIBIT A
SCOPE OF SERVICES



PROPOSED FEE

The proposed fee is for 80 working days and we will provide one full time inspector for the duration. In addition, we will attend the pre-construction meeting and facilitate project close-out.

Staff	Hourly Rate (Prevailing Wage*)	Hours	Amount
Project Manager	\$125	40	\$5,000
Inspector	\$85	640	\$54,400
Meetings			
Pre-con meeting	\$85	4	\$340
Project close out	\$85	8	\$680
TOTAL		692	\$60,420

Staff	Prevailing Wage Overtime/Saturday Hourly Rate (Time + ½)	Prevailing Wage Sunday Hourly Rate (Double Time)
Inspector	\$127.50	\$170.00

* As stated in the RFP, our hourly rate reflects increasing prevailing wage requirements.

This is a Not-to-Exceed fee. Bureau Veritas only spends time on the project and charges accordingly only when approved by the City. Our hours run parallel to the need of the project, dependent upon the contractor's performance during the construction work. This proposal covers the entire project.

The fee also covers transportation to and from the project, all mileage, tools, and communication.

The proposed rates will be effective until December 31, 2012.



EXHIBIT B
COMPENSATION SCHEDULE

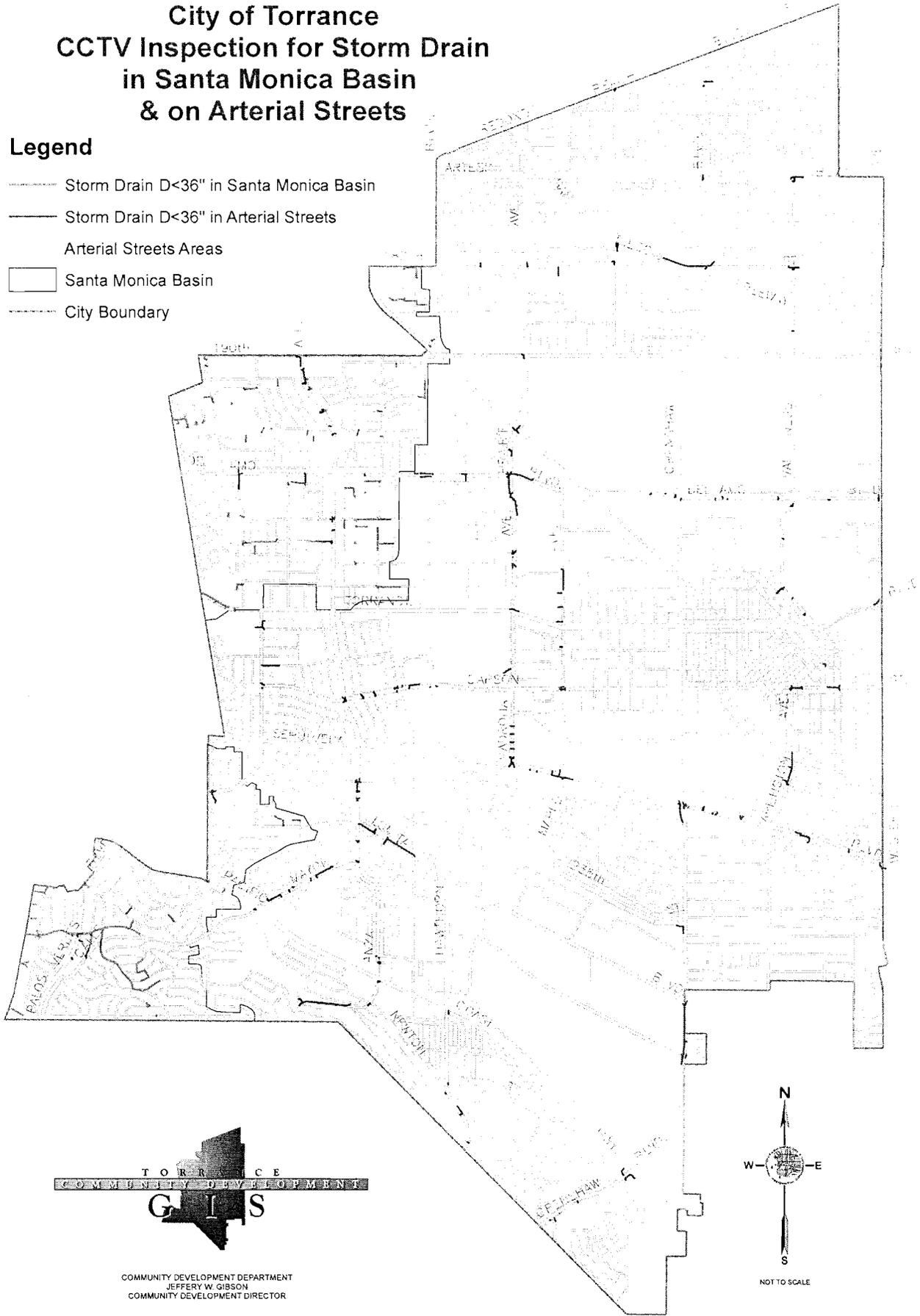
CITY OF TORRANCE**SEWER AND STORM DRAIN REHABILITATION PROJECTS****PUBLIC WORKS INSPECTOR'S TASKS AND DUTIES**

- Review the Contractors' proposed construction/video inspection schedules. In conjunction with the City's Project Engineer, enforce the schedule.
- Require, monitor and document the Contractors' work to ensure compliance with the Contract Documents and Specifications.
- Assist in the review of any "submittals" required by the Plans and Specifications.
- Attend pre-construction meetings, pre-construction community meetings and weekly progress meetings.
- Assist with coordination between the City's Project Engineers, Contractors, and any other entities that may be involved.
- Assist with and ensure that proper notifications are made to residents, businesses and the public affected by the construction/video inspection activities.
- Be present at all times when construction/video inspection is in progress.
- Review contractors' performance.
- Measure the work in-place to verify quantities.
- Review invoices from the Contractors.
- Assist in the review and processing of Change Orders.
- Prepare daily inspection reports (Daily Activity Report, Weekly Statement of Working Days, etc.).
- Review traffic control measures, including placement of signs and barricades.
- Review items requiring corrective action with contractor and City. Develop "Punch List" items and monitor corrections made.
- Prepare red-line set of as-built plans, as necessary.

City of Torrance CCTV Inspection for Storm Drain in Santa Monica Basin & on Arterial Streets

Legend

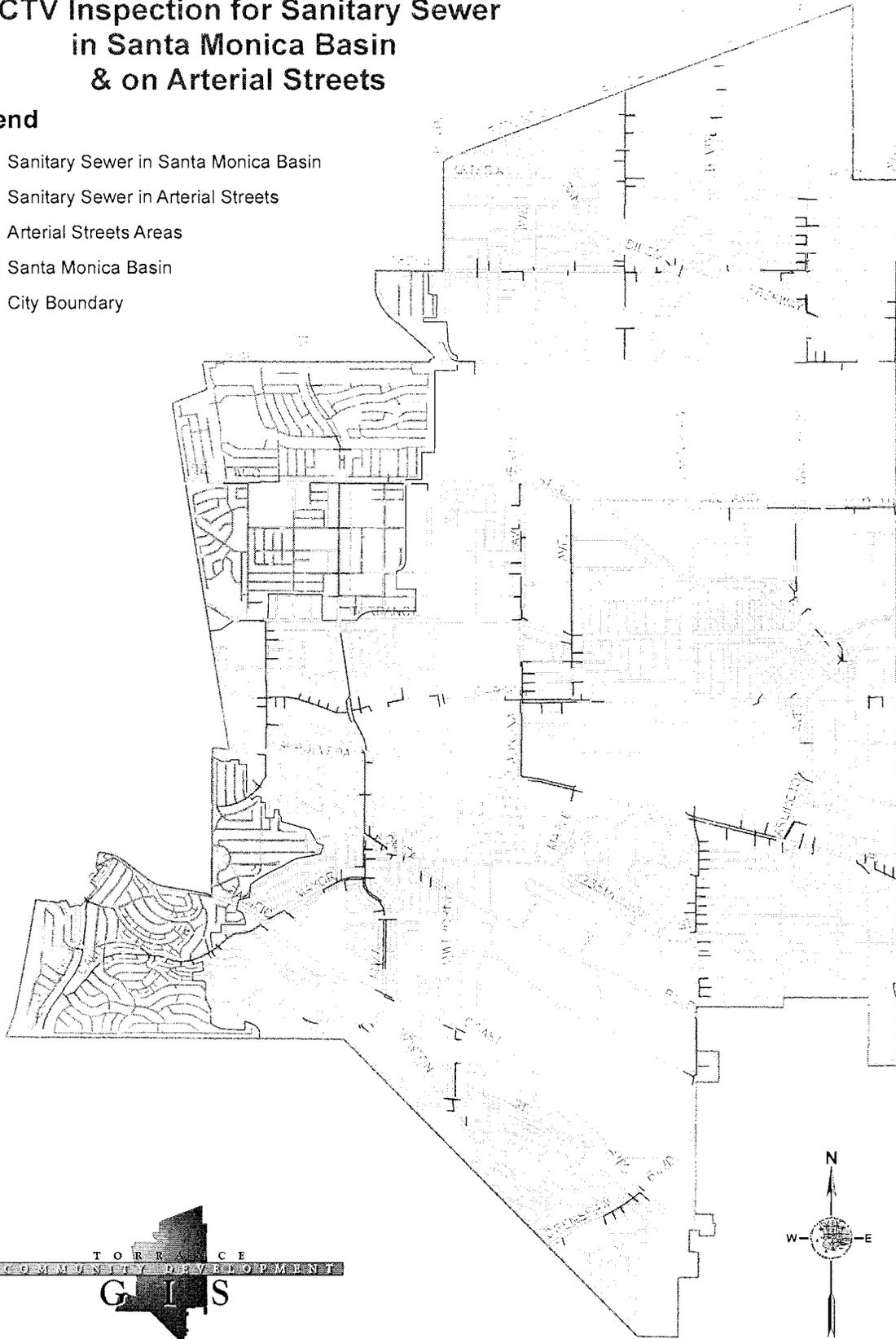
-  Storm Drain D<36" in Santa Monica Basin
-  Storm Drain D<36" in Arterial Streets
-  Arterial Streets Areas
-  Santa Monica Basin
-  City Boundary



City of Torrance CCTV Inspection for Sanitary Sewer in Santa Monica Basin & on Arterial Streets

Legend

- Sanitary Sewer in Santa Monica Basin
- Sanitary Sewer in Arterial Streets
- Arterial Streets Areas
- Santa Monica Basin
- City Boundary



COMMUNITY DEVELOPMENT DEPARTMENT
JEFFERY W. GIBSON
COMMUNITY DEVELOPMENT DIRECTOR