

# **Gridley City Council – Regular Meeting Agenda**

Monday, June 2, 2025; 6:00 pm

Gridley City Hall, 685 Kentucky Street, Gridley, CA 95948

*“Our purpose is to continuously enhance our community’s vitality and overall quality of life. We are committed to providing high quality, cost-effective municipal services and forming productive partnerships with our residents and regional organizations. We collectively develop, share, and are guided by a clear vision, values, and meaningful objectives.”*

The Public is encouraged to attend and participate in person. Comments from the public on agenda items will be accepted until 4 pm on May 19<sup>th</sup>, 2024, via email to [csantana@gridley.ca.us](mailto:csantana@gridley.ca.us) or via the payment/document drop box at Gridley City Hall and will be conveyed to the Council for consideration.

You may view using the following link, ID, and passcode:

<https://us06web.zoom.us/j/84748456513?pwd=gnenYwBOiNmh02YYoLCbrAUz8KCUy1.1>

Webinar ID: 847 4845 6513

Passcode: 147143

**CALL TO ORDER** - Mayor Farr

**ROLL CALL**

**PLEDGE OF ALLEGIANCE** – Councilmember Sanchez

**PROCLAMATION** – None

**INTRODUCTION OF NEW OR PROMOTED EMPLOYEES**

**COMMUNITY PARTICIPATION FORUM** - *Members of the public may address the City Council on matters not listed on the agenda. The City Council may not discuss nor take action on any community participation item brought forward by a member of the community. Comments are requested to be limited to three (3) minutes.*

**CONSENT AGENDA**

**1. City Council Minutes**

City Council review and approval of City Council meeting minutes.

*Recommended Action(s):*

- a. Approve regular Council meeting minutes dated: May 19<sup>th</sup>, 2025

**2. Parkland Maintenance Assessment District Resolution Amendment**

Council to review and approve the amending resolution to correct the title from “Tax Collector” to “Butte County Auditor Controller”

*Recommended Action(s):*

- a. Approve Resolution 2025-R-012: A Resolution of the City Council of the City of Gridley amending Resolution No. 2025-R-005 to correct the title of the “Tax Collector” to “Butte County Auditor Controller”

## **ITEMS FOR CONSIDERATION**

### **3. FY 2025/2026 Draft Budget Review**

Staff respectfully requests the City Council conduct Operating and Capital Budget Study Sessions that will allow for budgetary review, discussion, as well as consideration of public input

*Recommended Action(s):*

- a. Review the draft budget and provide direction/recommendations to the Finance Director as needed

### **4. Gridley Sports Complex Ph 1 – Construction Management and Inspection Services Task Order**

City Council to review and approve the task order no. 4 with UNICO Engineering for construction management support, inspection services and materials testing for Gridley Sports Complex Ph. 1

*Recommended Action(s):*

- a. Authorize the City Administrator to execute Task Order No. 4, with UNICO Engineering in the amount of \$99,614.03, with a budget not to exceed \$109,600 to allow for 10% contingency

**COUNCIL COMMITTEE REPORTS** - *Brief reports on conferences, seminars, and meetings attended by the Mayor and City Council members, if any.*

**CITY ADMINISTRATOR REPORTS** - *Brief updates and reports on conferences, seminars, and meetings attended by the City Administrator, if any.*

**DEPARTMENT UPDATE REPORTS** – *Brief updates and reports on City services as it pertains to each department, if any.*

**POTENTIAL FUTURE CITY COUNCIL ITEMS** - *(Appearing on the Agenda within 30 days):*

Single Audit Report	6/16/2025
GANN Limit Report	6/16/2025
Maintenance Assessments	6/16/2025
Banking RFP	6/16/2025
Budget Draft Review	6/16/2025
Travel Policy	7/21/2025
Energy Efficiency Contract Review	7/21/2025

**CLOSED SESSION –**

5. Pursuant to Government Code 54957.6: Conference with Labor Negotiator, Elisa Arteaga, City Administrator, for discussion of progress of collective bargaining discussions with City Employee represented classes – IBEW, MMU, and GPOA

**ADJOURNMENT** – adjourning to a regular meeting on June 16, 2025

**NOTE 1: POSTING OF AGENDA-** This agenda was posted on the public bulletin board at City Hall at or before 6:00 p.m., May 30<sup>th</sup>, 2025. This agenda along with all attachments is available for public viewing online at [www.gridley.ca.us](http://www.gridley.ca.us) and at the Administration Counter in City Hall, 685 Kentucky Street, Gridley, CA.

**NOTE 2: REGARDING UNSCHEDULED MATTERS** – In accordance with state law, it shall be the policy of this Council that no action shall be taken on any item presented during the public forum or on unscheduled matters unless the Council, by majority vote, determines that an emergency situation exists, or, unless the Council by a two-thirds vote finds that the need to take action arose subsequent to the posting of this agenda.



## **Gridley City Council – Regular Meeting Agenda**

Monday, May 19, 2025; 6:00 pm

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*“Our purpose is to continuously enhance our community’s vitality and overall quality of life. We are committed to providing high quality, cost-effective municipal services and forming productive partnerships with our residents and regional organizations. We collectively develop, share, and are guided by a clear vision, values, and meaningful objectives.”*

### **CALL TO ORDER**

Mayor Farr called the meeting to order at 6:00 pm.

### **ROLL CALL**

Present: Johnson, Roberts, Calderon, Farr

Absent: Sanchez

Arriving after roll call: None

Staff Present: Elisa Arteaga, City Administrator  
Todd Farr, Police Chief  
Anthony Galyean, City Attorney  
Martin Pineda, Finance Director  
Chip Fowler, Fire Chief  
Ryan Carlson, Interim Electric Director  
Jerry Cox, Interim Public Works Director  
Carmen Santana, Deputy City Clerk

### **PLEDGE OF ALLEGIANCE**

Mayor Farr led the Pledge of Allegiance.

**PROCLAMATION** – None

### **INTRODUCTION OF NEW OR PROMOTED EMPLOYEES**

City Administrator Elisa Arteaga introduced the two newly promoted employees: Ryan Carlson, Interim Utility Director and Jerry Cox, Interim Public Works Director.

### **COMMUNITY PARTICIPATION FORUM**

The forum was opened, and seeing no one was present to speak, was closed.

### **CONSENT AGENDA**

#### **1. City Council Minutes**

City Council review and approval of City Council meeting minutes.

*Recommended Action(s):*

- a. Approve regular Council meeting minutes dated: April 21<sup>st</sup> and May 5<sup>th</sup>, 2025
- b. Approve special Council meeting minutes dated: May 5<sup>th</sup> and May 7<sup>th</sup>, 2025

## **2. Appointment of NCCSIF Risk Management Committee**

Council to consider appointing Carmen Santana, Deputy City Clerk to serve on the NCCSIF Risk Management Committee along with Jodi Molinari, Human Resources Manager

*Recommended Action(s):*

- a. Approve Resolution 2025-R-009: a Resolution of the City Council of the City of Gridley Appointing Representatives for Northern California Cities Self Insurance Fund Risk Management Committee

## **3. Appointment of NCPA Representative and Alternate Representative**

City Council to consider appointing Ryan Carlson and re-appointing Elisa Arteaga, Michael Farr as representatives to NCPA Committees and Catalina Sanchez as the Alternate Representative to NCPA Commission and other various NCPA Committees

*Recommended Action(s):*

- a. Approve Resolution 2025-R-010: A Resolution of the City Council of the City of Gridley Authorizing and Designating City Representatives to Vote the City's Interests in Governance Agreements Associated with City's Participation in Programs, Projects, and Services as a Member of the Northern California Power Agency

### **ROLL CALL**

Motion: Calderon

Second: Roberts

Action: to approve consent agenda as presented.

Ayes: Roberts, Calderon, Farr, Johnson

Noes: None

Absent: Sanchez

Abstain: None

Motion passed, 4-0

### **ITEMS FOR CONSIDERATION**

#### **4. SB1 Project List for FY 2025-26**

Staff respectfully requests that the City Council adopt a resolution authorizing the City staff to submit the SB1 Project List to California Transportation Commission (CTC)

*Recommended Action(s):*

- a. Accept and approve Resolution 2025-R-011: Authorizing City staff to submit the SB1 project list to CTC
- b. Authorize City Administrator to include listed projects in the FY 25/26 CIP budget, the projects to be funded with SB1 – Road Maintenance and Rehabilitation Account revenues

City Administrator Arteaga presented the item and explained that, in accordance with the requirements of Senate Bill 1, passed in 2017, the City must submit a project list to the California Transportation Commission to remain eligible for Road Maintenance and Rehabilitation Account funding.

Councilmember Calderon inquired about the process used to prioritize City streets for paving when funding becomes available. Administrator Arteaga responded that the City uses a Pavement Management Plan to guide these decisions. City Engineer Dave Harden added that streets with higher traffic volumes, including designated truck routes, are prioritized for more frequent paving as outlined in the plan.

**ROLL CALL**

Motion: Calderon

Second: Roberts

Action: to approve Resolution 2025-R-011 and authorize City Administrator to included listed project in the FY 25/26 CIP Budget

Ayes: Roberts, Calderon, Farr, Johnson

Noes: None

Absent: Sanchez

Abstain: None

Motion passed, 4-0

**5. Professional Services Agreement - Utility Design Services**

City Council to consider selecting Utility Design Services, represented by Al Smatsky, to provide professional engineering services in support of the City's electric system planning and design for services to include Joint Pole Intent filings and O-Calc structural analyses

*Recommended Action(s):*

- a. Authorize the City Administrator to enter into a professional engineering services agreement with Utility Design Services

Electric Director Ryan Carlson informed the Council that following the testing and replacement of approximately 50 utility poles by City Electric staff, additional planning and design work was

required. This included joint pole intent filings and O-Calc structural analyses to ensure compliance with engineering standards. Each pole will be individually engineered and submitted with the necessary documentation to the Joint Pole Association. Upon approval, the City will be eligible for reimbursement of approximately \$400,000 in costs associated with transferring communication and cable infrastructure from the old poles to the newly installed ones.

### **ROLL CALL**

Motion: Roberts

Second: Calderon

Action: to authorize the City Administrator to enter into a professional service agreement with Utility Design Services

Ayes: Roberts, Calderon, Farr, Johnson

Noes: None

Absent: Sanchez

Abstain: None

Motion passed, 4-0

### **6. School Resource Officer Agreement**

City Council to review and authorize the Gridley Police Department to continue with the School Resources Officer program between City of Gridley and Gridley Unified School District effective July 1, 2025, until June 30, 2027

*Recommended Action(s):*

- a. Approve the referenced School Resources Officer agreement and authorize Police Chief Farr to execute

Police Chief Todd Farr presented the School Resource Officer (SRO) Agreement for Council review and approval, proposing a renewal for an additional two-year term. Chief Farr noted that the current SRO would remain in the designated position. He emphasized the positive impact the SRO has had for Gridley Unified School District, particularly in fostering strong, trusting relationships with students at an early age.

Councilmember Calderon inquired whether the SRO is involved in anti-bullying efforts. Chief Farr responded that the SRO provides support as needed and is present during disciplinary discussions if necessary.

### **ROLL CALL**

Motion: Johnson

Second: Calderon

Action: to approve the SRO agreement for an additional two-year term, expiring June 30, 2027

Ayes: Roberts, Calderon, Farr, Johnson

Noes: None

Absent: Sanchez

Abstain: None



Motion passed, 4-0

### **COUNCIL COMMITTEE REPORTS**

Councilmember Calderon reported on his attendance at the Butte County Homeless Continuum of Care meeting.

Councilmember Roberts reported on a successful Red Suspenders Day Parade.

Vice Mayor Johnson informed Council of his attendance at the Lafco, Sutter Butte Flood Control Agency and the Butte County Mosquito and Vector Control meetings.

### **CITY ADMINISTRATOR REPORTS**

City Administrator Arteaga provided a brief update on recent City Administration activities over the past several weeks. Her report included meetings with NCPA General Manager Randy Howard, as well as ongoing labor negotiation meetings with the City's labor negotiators.

### **DEPARTMENT UPDATE REPORTS**

Finance Director Martin Pineda provided follow-up information in response to questions raised at a previous meeting. He reported to the Council the total revenue received by year from the FEMA rental agreement for the Industrial Park. Pineda also gave a brief overview of how the funds were utilized.

Police Chief Todd Farr and Fire Chief Chip Fowler both reported that there were no major issues for their departments during the Red Suspenders Day activities.

### **POTENTIAL FUTURE CITY COUNCIL ITEMS - (Appearing on the Agenda within 30 days):**

Travel Policy	6/2/2025
Energy Efficiency Contract Review	6/2/2025
Hazel Hotel – CHIP Homes	6/2/2025
Budget Review	6/2/2025
Single Audit Report	6/16/2025
GANN Limit Report	6/16/2025
Maintenance Assessments	6/16/2025
Banking RFP	6/16/2025
Budget Draft Review	6/16/2025

**CLOSED SESSION** – None

### **ADJOURNMENT**

With no further items left to discuss, Mayor Farr adjourned to the next regular meeting on June 2, 2025.



**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRIDLEY AMENDING RESOLUTION NO. 2025-R-005 TO CORRECT THE TITLE OF “TAX COLLECTOR” TO “BUTTE COUNTY AUDITOR-CONTROLLER”**

WHEREAS, the City Council of the City of Gridley previously adopted Resolution No.2025-R-005 on February 18, 2025, authorizing establishing a maintenance district for the maintenance of various improvements, said maintenance district being designated as the City of Gridley Maintenance Assessment District No. 7 and

WHEREAS, said resolution mistakenly refers to the “Tax Collector” as the responsible official for such tax roll processing and;

WHEREAS, the correct title of the responsible official for such tax roll processing in Butte County is “Butte County Auditor-Controller”; and

WHEREAS, the City Council desires to amend Resolution No. 2025-R-005 to correct this reference and ensure administrative accuracy.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Gridley as follows:

1. **Amendment:** Resolution No. 2025-R-005 is hereby amended to replace all references to “Tax Collector” with “Butte County Auditor-Controller.”
2. **Effect:** All other provisions of Resolution No. 2025-R-005 shall remain in full force and effect.
3. **Authorization:** The City Administrator or their designee is authorized and directed to take all actions necessary to implement this correction and coordinate with the Butte County Auditor-Controller’s Office accordingly.

PASSED AND ADOPTED by the City Council of the City of Gridley this \_\_\_\_ day of \_\_\_\_\_, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVE

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Elisa Arteaga, City Clerk

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Michael W. Farr, Mayor



**City Council Agenda Item #3**  
Staff Report

**Date:** June 2, 2025  
**To:** Mayor and City Council  
**From:** Martin Pineda, Finance Director  
**Subject:** FY 2025/2026 Draft Budget

<b>X</b>	Regular
	Special
	Closed
	Emergency

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**Recommendation**

Staff respectfully requests the City Council conduct Operating and Capital Budget Study Sessions that will allow for budgetary review, discussion, as well as consideration of public input.

**Background**

The Finance Director has and will be presenting the FY 2025-2026 budget draft. The Finance Staff has worked closely with all department directors to provide budget requests and CIP requests. After all requests were submitted, the finance team recommended various adjustments and presented them to the City Administrator and Department Heads. After this review, city staff, city council, and the public will have two weeks to review, and any questions will be addressed at the next regular meeting on June 16, 2025.

**Fiscal Impact:**

Budget Study Sessions provide budgetary information by staff to the City Council and the public. The impact is merely staff time to prepare and organize the information. The proposed budgets reflect all projected revenues and expenses for the FY 25-26, appropriations, and may change based on findings and recommendations during sessions.

**Attachments:**

A link to the draft budget is attached to this staff report, the agenda, and will be posted on the City Website.

[ClearGov](#)

**Compliance with City Council Strategic Plan or Budget Goals**

The City Council and City staff are committed to providing the best possible financial practices and the highest possible transparency regarding all financial transactions. This presentation is consistent with our ongoing effort to be responsive and transparent regarding all financial matters, as well as being congruent with best financial practices.



**City Council Agenda Item #4**  
**Staff Report**

**Date:** June 2, 2025  
**To:** Mayor and City Council  
**From:** Dave Harden, City Engineer  
**Subject:** Gridley Sports Complex Ph 1 – Construction Management and Inspection Services Task Order

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<b>X</b>	Regular
	Special
	Closed
	Emergency

**Recommendation**

City staff respectfully recommend that the City Council authorize the City Administrator to execute Task Order No. 4, with UNICO Engineering in the amount of \$99,614.03, with a budget not to exceed \$109,600, to allow for an approximate contingency of 10%, for construction management support, inspection Services and materials testing for Gridley Sports Complex Ph 1 Project. The contingency budget will be executed through a signed amendment to the task order by the City Administrator, as needed. The contract is based on Time and Material rates and is subject to change based on actual time of construction.

**Background**

On August 18, 2022, the City received a letter from the California Department of Parks and Recreation informing the City that they were selected for funding through Proposition 68 Rural Recreation and Tourism Program (RRT). The City has been awarded a \$3,000,000 grant which will include the design and construction of Phase 1 of the Gridley Sports Complex. Phase 1 will include multi-use sports fields with lighting, shade trees, educational signage, restroom/concession stand, a safe changing space, benches and tables, and a drinking fountain with bottle refill station. To be eligible for reimbursement the items listed above must be installed and completed as part of this project.

On September 3<sup>rd</sup>, 2024, the City Council authorized the City Administrator to execute professional service agreement contracts with four firms for the On-call construction management and inspection services for the City. Staff requested proposals for construction management and inspection from all four firms on the on-call list. After review by a committee, it was determined that Unico was the most responsive and provided more flexibility for performing the work, considering the other projects they are assigned to in the area. Although they are not the lowest bidder, which is based on a set number of working days, it was taken into consideration that the flexibility of not having to charge for a full day could be more cost-effective for the project.

**Cost breakdown of On-call CM firms**

Firm	CM/RE	Materials Testing	Total
4Leaf, Inc.	\$40,380	\$47,507	\$87,887
Ghirardelli	\$84,492.00	\$16,419.60	\$100,911.60
Gannett Fleming	\$75,470.32	\$0?	\$75,470.32+
<b>UNICO</b>	<b>\$87,144.03</b>	<b>\$12,470.00</b>	<b>\$99,614.03</b>

### Financial Impact

On January 21, 2025, the City approved a \$2.46 million construction contract, along with a 10% construction contingency, along with a \$462,000 budget for work to be installed by City, along with the previously approved contract with Bennett Engineering (BENEN) of \$490,000 on January 17, 2023, bringing the total project cost to \$3,665,339.20.

The CM portion of the project was included in the contract with BENEN and the budgeted amount will be reduced from their contract to allow the City to utilize construction management and inspection services from the on-call list.

This costs for Construction Management was budgeted in the City's FY-24/25 CIP Budget for the Sports Complex Project and is added to the FY25/26 CIP Budget for the project. And is included in the reimbursables for the grant.

As a reminder, here is the cost breakdown table that was provided at the January 2025 City Council meeting when the construction contract was awarded. Not changing, the overall budget has changed since that time.

	Construction without Alternate Bids	Construction with Alternative Bid #1 Only	Construction with Alternative Bid #2 Only	Construction with Both Alternative Bids
Base Bid	\$ 2,351,802.00	\$ 2,440,422.00	\$ 2,378,052.00	\$ 2,466,672.00
10% Contingency	\$ 235,180.00	\$ 244,042.00	\$ 237,805.00	\$ 246,667.00
<i>Subtotal</i>	<i>\$ 2,586,982.00</i>	<i>\$ 2,684,464.00</i>	<i>\$ 2,615,857.00</i>	<i>\$ 2,713,339.00</i>
Bennett Engineer Contract	\$ 490,000.00	\$ 490,000.00	\$ 490,000.00	\$ 490,000.00
Unfunded City Staff Work	\$ 462,000.00	\$ 462,000.00	\$ 462,000.00	\$ 462,000.00
<b>Total Estimated Cost</b>	<b>\$ 3,538,982.00</b>	<b>\$ 3,636,464.00</b>	<b>\$ 3,567,857.00</b>	<b>\$ 3,665,339.00</b>
<b>Funding Sources</b>				
Grant Award	\$ 3,000,000.00	\$ 3,000,000.00	\$ 3,000,000.00	\$ 3,000,000.00
General Fund (or other Grant Funding Source)	\$ 538,982.00	\$ 636,464.00	\$ 567,857.00	\$ 665,339.00
<b>Total Estimated Funding</b>	<b>\$ 3,538,982.00</b>	<b>\$ 3,636,464.00</b>	<b>\$ 3,567,857.00</b>	<b>\$ 3,665,339.00</b>
	<b>TRUE</b>	<b>TRUE</b>	<b>TRUE</b>	<b>TRUE</b>
Previous Estimated Costs	\$ 4,558,000.00	\$ 4,558,000.00	\$ 4,558,000.00	\$ 4,558,000.00
Difference	\$ 1,019,018.00	\$ 921,536.00	\$ 990,143.00	\$ 892,661.00

### Compliance with City Council Strategic Plan or Budget Goals

The City Council and City staff are committed to providing effective leadership while providing quality cost-effective local government services.

**Attachments** – Task Order No. 4 for UNICO Engineering





Administration 530.846.3631  
Finance/Utilities 530.846.5695  
Public Works/Electric 530.846.3631  
Fax 530.846.3229

May 12, 2025

Elisa Arteaga, City Administrator  
City of Gridley  
685 Kentucky Street  
Gridley, CA 95948

Re: Task Order No. 04

This Task Order authorizes UNICO Engineering to provide the professional services described below. Services are to be performed in accordance with the Agreement dated \_\_\_\_\_ between the City of Gridley and UNICO Engineering.

**Project Name:** The Gridley Sports Complex Phase 1

**Scope of Work:** Construction Inspection services, see Exhibit A.

**Budget:** \$99,614.03 invoiced at 2025 Fee Schedule & Basis of Charges as shown in Exhibit A, page 7.

### City of Gridley

Approved: \_\_\_\_\_  
Elisa Arteaga, City Administrator

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

### Unico Engineering

Approved: \_\_\_\_\_  
Cesar Montes de Oca, President

Date: 5/14/2025



TASK ORDER #4

## The Gridley Sports Complex Ph. 1

PROJECT NUMBER 24-02

MARCH 28, 2025

# Exhibit A



March 28, 2025

Dave Harden, PE | Contract City Engineer  
City of Gridley  
685 Kentucky Street  
Gridley, CA 95948

**Subject: Proposal to Provide Construction Inspection and Materials Testing Services  
Task Order #4: The Gridley Sports Complex Phase 1**

Dear Mr. Harden,

Thank you for the opportunity to provide a proposal for construction inspection and materials testing services for the above referenced project. The attached proposal outlines the specific work effort required to meet the goals of your project as we understand them.

UNICO is providing the City with two qualified Construction Inspector candidates: **Bob Sahagun** and **John Benedict**. This team is based in Oroville with extensive experience on new infrastructure projects.

Our team is dedicated to partnering with our clients to develop trust-based relationships centered on moving their projects forward. Once we have confirmed that this proposal meets with your needs, we will meet with you to discuss the tasks to be done and your required schedule for completion.

As the President of UNICO, I am authorized to bind the company into a contract with the City and can be reached at 530.903.9023 or via email at [cesar@unicoengineering.com](mailto:cesar@unicoengineering.com). Contract Manager and Resident Engineer, **Rob Nelson**, is also available to answer questions and can be reached at 916.337.0730 or via email at [rnelson@unicoengineering.com](mailto:rnelson@unicoengineering.com). We look forward to working with the City on this project.

Sincerely,  
**UNICO Engineering, Inc.**



Cesar Montes de Oca, PE  
President

## Project Understanding

The Gridley Sports Complex Phase 1 project consists of grading the multi-use sports fields, a concrete plaza, installation of sports lighting, water lines, drainage system, irrigation system, and planting. The sports complex is anticipated to begin in April 2025 and be completed by November 2025. The project aims to provide a new recreational area and multi use sports complex for various sports leagues, including soccer, football, and baseball.



This 180 working day project will require a tenured construction management team that is proficient in the implementation and construction of park improvement projects for approximately 50 working days. The UNICO team will focus on effective quantity tracking, quality control, and Contractor coordination.

UNICO brings a spirit of cooperation and partnering while managing the quality of the improvements, project budget, and contractual requirements for the Contractor. Our methodology for success has five main components: **reasonableness, responsiveness, effective cost management, timely project delivery, and quality.**

## Anticipated Project Challenges and Solutions

UNICO has visited the project site and reviewed the bid documents to develop the following anticipated project challenges and proposed solutions.

### Challenge: Quantity Tracking

Quantity tracking of items such as excavation, off-haul, and site concrete require on-going quantity tracking. As requested, the UNICO Inspector will be

on-site part time so effective communication and detailed daily reports will be necessary for accurate quantity tracking.

### *UNICO's Solution:*

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To minimize quantity discrepancies, UNICO will focus on frequent communication with the Contractor and review of the Contractor's schedule updates. Frequent communication with the Contractor will allow UNICO's Inspector to understand the project progress. Review of the Contractor's schedule updates will allow UNICO's Inspector to understand when inspection is needed.

The inspection will be documented by the Inspector's Daily Reports and will include site photographs and videos of pre/during/post construction operations. UNICO's daily inspection report will include the standard information in addition to a summary of work that was completed since the previous site visit with additional photos to document the work. During construction activities, the Inspector will spot check for contract compliance to minimize quantity overruns. In addition, bid items will be measured, tracked, and agreed to daily to allow for early identification of quantity overruns and avoid unknown costs. UNICO has performed an independent analysis of the bid item quantities.

### Challenge: Drainage

Proper drainage of a sports complex is crucial to prevent waterlogging and flooding while maximizing the time facilities can remain operational. Without proper drainage there can be damage to playing surfaces creating unsafe conditions.

### *Solution:*

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The quality control process will begin with a constructability review to identify site characteristics, such as soil type, slope, and utility cover, in order to understand critical components. During installation, UNICO's Inspector will verify conformance with contract specifications. UNICO's Inspector will check drainage infrastructure, pipes, and grading are installed at the correct depths, slopes, and locations. Regular testing of the drainage system and grading will verify that water moves through the system without pooling or obstruction. By consistently inspecting, testing, and documenting the drainage infrastructure, the sports complex facilities will remain safe, operational, and protected from water-related damage.

## Scope of Services

### Task A: Construction Administration and Management

UNICO will provide an as-needed Resident Engineer (RE) up to an included 16 hours for this task order. The RE will work with the City as needed to deliver the project in accordance with the contract plans, specifications, and the associated referenced documents.

#### *As-Needed Deliverables:*

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- Pre-construction Meeting Agenda
- Weekly Reports and Statement of Working Days
- Redline Mark-Ups/As-Builts of Field Changes and RFIs
- Field Change Directives
- Contract Changes Orders
- Meeting Agendas and Minutes
- Document Review and Processing (Submittals, RFIs, Letters, PCOs, etc.)
- Quantity Calculations and Pay Requests
- Document Control and Filing
- Spot Checking of Contractor Payroll and Track Contractor's Use of Apprentices
- Perform Monthly Employee Interviews
- Project Status Logs (Submittals, RFIs, Material Testing, CO, PCO, FCD, etc.)

### Task B: Construction Inspection

UNICO will provide a full-time Inspector for 50 working days on this project. The Inspector will prepare daily reports that will be sent to the City on the same day or the morning of the day following when the inspection was performed. In addition to the working days that the Inspector will be on the project, UNICO will include time for the Inspector to become familiar with the project and participate in project closeout. Along with the typical inspection duties, our Inspector will focus on the following:

- Enforcing the contract working hours
- Scheduling materials testing
- Monitoring public safety
- Materials quantity measurements
- Interfacing with local businesses and residents as necessary

#### *Deliverables:*

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- Daily Inspection Reports
- Quantity Calculations
- Photographs

### Task C: Materials Testing

UNICO's subconsultant, Crawford and Associates, will perform materials testing. The scope of testing and inspection services for the project will consist of periodic spot checks of the Contractor's work.

#### *Deliverables:*

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- Materials Testing Reports
- Materials Testing Log





## Bob Sahagun

### Construction Inspector

**Mr. Sahagun** has construction experience working on various types of infrastructure ranging from underground utilities, roadways to tunnels. He has held positions of construction inspector, superintendent, and lead miner. His experience includes soft ground mining, hard rock mining, small bore tunnels, large bore tunnels and pressurized tunnels. His experience working for contractors provides tremendous insight on construction sequencing and techniques that result in superior construction inspection. He verifies that projects are built according to the plans and specifications, monitors traffic control and safety, and provides detailed project documentation.

#### Years of Experience

- Total: 51
- With UNICO: 5.5

#### Certifications

- OSHA Construction Safety & Health Certificate
- Shotcrete Nozzleman Certificate
- Mine Rescue Training
- Confined Space
- Fall Protection
- Adult First Aid/CPR/AED

#### Relevant Project Experience

##### **Gibson Road Rehabilitation, Woodland, CA**

**Construction Inspector.** This project improves a two-mile long corridor on Gibson Road from County Road 98 to East Street and features pavement rehabilitation, drainage, ADA improvements, and traffic signal improvements, including bicycle and pedestrian actuation. These improvements transform this segment of Gibson Road into a complete street providing improved bicycle, pedestrian, and vehicle facilities to meet the needs of all modes of travel. Responsible for construction inspection, daily reports, verification of materials, and quantity reports.

##### **3rd Street Relief Sewer, Sacramento, CA**

**Construction Inspector.** This \$18 million project constructed approximately 5,700 feet of 42-inch diameter and 410 feet of 48-inch diameter combined sanitary sewer (CSS) pipelines within 3rd Street from I Street to U Street, and within T Street from 3rd Street to 5th Street. The pipelines connect to an existing 84-inch diameter CSS at 3rd Street and U Street and to a 60-inch diameter CSS at 5th Street and T Street. Portions of the project are within State Right of Way and were constructed under a Caltrans Encroachment Permit. Responsible for inspection, daily reports, coordination with materials tester, verification of materials, and quantity reports.

##### **2020 Sewer and Water Repair and Replacement, Woodland, CA**

**Construction Inspector.** The project included the repair and replacement of water mains and service laterals, as well as sanitary sewer lateral and mainline replacement/lining. Additionally, approximately 2,000 lf of new 18-inch PVC sewer main was constructed on East Street (from Gibson Road to Gum Avenue). More than 6,500 lf of mainline water pipe will be replaced with new 8 to 12-inch diameter mains on Gibson Road (from West Street to East Street). The project resulted in more reliable water pressure and uninterrupted water service for approximately 130 residences. The project also identified sanitary sewer defects in the same area and rehabilitated approximately 75 sewer laterals and more than 7,500 lf of sewer mains. Finally, the existing force main that carries flows discharged from the Gibson Ranch Sewer Lift Station was rerouted. Responsible for inspection, daily reports, coordination with materials testing, verification of materials, and quantity reports.



## John Benedict

### Construction Inspector

**Mr. Benedict** has over 46 years of extensive experience in leading and managing utility, transportation and land development construction projects that meet local agency standards. As a former District Supervisor and Project Manager for Teichert Construction, John delivered large public infrastructure and private development projects. John has strong organizational and prioritization abilities to complete projects in a timely manner. His extensive Contractor experience includes excavation, fill and mass grading along with rock blasting and ripping. Since joining UNICO, he has performed constructability reviews, including verification of quantity calculations.

#### Years of Experience

- Total: 46
- With UNICO: 5

#### Education

- BS Applied Science,  
California Polytechnic State  
University, San Luis Obispo

#### Relevant Project Experience

##### **On-Call Encroachment Permit and Construction Inspection Services, Loomis, CA**

**Construction Inspector.** Since 2016, UNICO has provided professional services to the Town, including encroachment permit/construction inspection. UNICO has provided as-needed inspection of various Town-wide encroachment work by development projects, public utilities, and others performing work within Town right-of-way. Responsible for inspection of civil improvements, preparing daily reports, enforcing contract working hours, monitoring traffic control, pedestrian safety, and dust control.

##### **3rd Street Sewer Relief, Sacramento, CA**

**Construction Inspector.** This construction project provided relief for increased sanitary sewer flows from planned development in the Railyards Project area and the River District Specific Plan area. The project included the construction of approximately 5,700 feet of 42-inch diameter and 410 feet of 48-inch diameter combined sanitary sewer (CSS) pipelines within 3rd Street from I Street to U Street, and within T Street from 3rd Street to 5th Street. The pipelines connect to an existing 84-inch diameter CSS at 3rd Street and U Street and to a 60-inch diameter CSS at 5th Street and T Street. Portions of the project were within State right of way and were constructed under a Caltrans Encroachment Permit. Responsible for civil inspection, daily reports, and traffic control.

##### **Twelve Bridges Village 1 Phase 2 Encroachment Permits, Lincoln, CA**

**Construction Inspector.** The Twelve Bridges Community in south Lincoln includes both single and multi-family newer homes, as well as an extensive system of biking and walking trails, private golf course, medical center, public library, elementary school, middle school, and new high school. The Village 1, Phase 2 project features 102 single family lots with utility improvements, including over 3,300 lf of 6-inch to 12-inch water lines; 2,800 lf of 6-inch and 8-inch sewer line; over 1,800 lf of 12-inch to 30-inch storm drain lines; 16 sewer manholes; 10 storm drain manholes; and 14 storm drain inlets. Responsible for civil inspection, daily reports, and traffic control.

##### **Twelve Bridges Village 4A, Phase 1 and 2 and Village 4B, Phase 1 and 2, Lincoln, CA**

**Construction Inspector.** These projects include approximately 4,000 lf of sewer and water systems; 1,500 lf of storm drain systems; detention basins; manholes; and over 7,000 lf of curb, gutter, and sidewalk with corresponding ADA ramps. Responsible for inspection of civil improvements, preparing daily reports, enforcing contract working hours, monitoring traffic control, pedestrian safety, and dust control.



**City of Gridley**  
**Task Order #4: Sports Complex**

		UNICO ENGINEERING		Crawford							
		Rob Nelson Resident Engineer	Inspector	Principal	Construction Services Director	Project Coordinator	Administrative Assistant	Senior Technician	Soil/Asphalt Technician	Concrete Technician	
Billing Rate		\$ 202.06	\$ 188.59	\$ 275.00	\$ 255.00	\$ 135.00	\$ 115.00	\$ 100.00	\$ 185.00	\$ 175.00	
Task #	Task Description	Hours									TOTAL
A	Construction Administration/Management	16	24							\$ 7,759.07	
B	Construction Inspection	0	400							\$ 75,435.36	
C	Materials Testing Services			2	6	4	2	38	22	10	\$ 12,470.00
Total Hours		16	424	2	6	4	2	38	22	10	
									Tasks Subtotal	\$ 95,664.43	

Other Direct Costs	Qty	Amt	Total
Crawford			\$ 3,949.60
Tasks Subtotal			\$ 3,949.60

Total	\$ 99,614.03
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