

# QUARTERLY ACCOMPLISHMENT/PROGRESS REPORT TEMPLATE

APPLICABLE TO CALIFORNIA FISH PASSAGE FORUM (CFPF) FUNDED PROJECTS, ADMINISTERED BY USFWS

I. **Project/Program Title: Pinole Creek Fish Passage Improvement Project**

II. **USFWS Grant Number: FC15AC00085**

III. **Quarterly dates covered by this report (check appropriate quarter):**

Jan–March \_\_\_\_\_ April–June  July–September \_\_\_\_\_ October–December \_\_\_\_\_

IV. **Date report submitted: 09/08/2016**

- **Briefly summarize (2-3 sentences) overall progress/accomplishments during the applicable quarter:**

As of June 30, 2016, all designs and regulatory permits are completed, bidding is complete, the low bid is accepted and awarded, pre-construction meeting is complete, and the contractor is poised to break ground in early July.

V. **Task-specific/deliverable updates (for each task in the cooperative agreement, provide a brief update on progress; provide brief update on significant work toward, or completion of any deliverables from the cooperative agreement):**

## **Work Performed:**

- *Regulatory Compliance.* All regulatory permits have been obtained. Pacific Biology initiated preconstruction surveys and regulatory agency notifications in late June. CCRCD registered with the State Water Resources Control Board (\$403 fee required) and signed up for the "SMARTS" online water quality reporting system.
- *Insurance.* CCRCD obtained insurance certifications for project partners from the Special Districts Risk Management Association (CCRCD's insurer), as required in various agreements.
- *Pre-Construction Monitoring.* Kent Moriarty, a field technician, has provided reliable culvert monitoring/sweeping every 2 to 3 days from February - June, to prevent bird nesting within the culvert in preparation for construction. He will continue for the first couple weeks of July, while construction mobilization is underway.
- *Bidding.* Nute Engineering released the Pinole project manual for bidding on March 22. Nine contractors attended the mandatory pre-bid meeting at the project site on April 1. On April 19, Nute Engineering opened the bids at 3 PM on Tuesday, April 19, 2016. CCRCD received four bids ranging in price from \$416,505 - \$768,360.
- *Low Bidder and Award.* Bridgeway Civil Constructors, Inc. submitted the low bid at \$416,500. Bridgeway Civil Construction, Inc. submitted the low bid. At the time of bid opening, the company had only existed for a couple weeks. Nute Engineers confirmed that Bridgeway and its subcontractors hold a valid Contractors's License verified that they are registered with the California Department of Industrial Relations. Nute reviewed their bid package favorably. In consultation with Nute and Contra Costa County Counsel, Ben conducted additional due diligence

to assess the ability of the company to successfully complete the project. The Board approved award of the contract in May, and then signed the award shortly thereafter.

- *Construction Contract.* Ben worked with the Board President, Nute Engineers, and Contra Costa County Counsel to finalize and assemble the contract documents. Ben executed a contract with Bridgeway Civil Constructors on June 16, with County Counsel's approval as to form.
- *Construction Management.* Nute Engineers, with assistance from Mike Love and Associates, completed the bidding process, and provided assistance to CCRCD with issuing the award, and the public works construction contract. The project team organized a preconstruction meeting on June 16, attended by County Flood Control, City of Pinole, Pinole - Hercules Wastewater Plant, California Department of Fish and Wildlife. Caltrans requested a separate meeting which will be held in July, because they did not want to meet prior to completion of the storm water management plan by the contractor.
- *Maintenance Agreement - Flood Control District.* Flood Control District signed a letter affirming its commitment to keep the fish passage improvements in place for a minimum of 20 years. They will prepare a Memorandum of Unrecorded Grant Agreement, as required by the California Natural Resources Agency, upon CCRCD's completion of the project and the Flood Control District acceptance of the finished product.
- *Maintenance Agreement – Caltrans.* Caltrans executed an Encroachment Permit that authorizes CCRCD to construct the project, and excludes maintenance. In May, Caltrans signed a subsequent letter affirming its commitment to keep the fish passage improvements in place for a minimum of 20 years.
- *Biology Tasks.* Pacific Biology Senior biologist Josh Phillips submitted his resume to USFWS and CDFW for approval; attended project meetings, provided information to agencies, and responded to team questions; and, prepared the materials to be used in worker training. He also conducted surveys in the project vicinity for nesting birds and burrowing owls. Jeff Halstead, bat expert with Wildlife Research Associates, conducted bat surveys.
- *Project Administration.* CCRCD contracted with Sandra Guldman, Toyon Consultants, for assistance with project administration. CCRCD purchased personal protective equipment for site walks. CCRCD conducted conference calls and sent mailing for project preparation and contracting.
- *Project Financing.* Ben continued to research potential sources for a short-term loan or line of credit to cover cash flow during project construction. In early April, the County determined that they would only be allowed to make the loan if CCRCD funds were deposited in the County treasury. As of June 30, Ben was working with Bank of America to research the possibility of a line of credit.
- *Quarterly Report.* Prepared and submitted a quarterly report to funders, including Phillips 66, the California Natural Resources Agency EEM Program, and USFWS CA Fish Passage Forum.

**VI. Any significant developments beyond those reported for specific tasks/deliverables:**

- *Cash Flow.* CCRCD is working with Bank of America to secure project financing to provide sufficient cash flow during project construction.

**VII. Any delays/issues that are impacting or may impact progress of the project:**

No. As of June 30, 2016, Bridgeway Civil Constructors are gearing up to begin construction.

**VIII. Summary of invoices/charges to the agreement (include amount and date of any invoices submitted for payment under the agreement, that occurred during the quarter. Optionally, include a summary of charges incurred during the quarter that will be invoiced during the next quarter):**

- *Current Billing to USFWS.* Current charges to USFWS include a permitting invoice from Pacific Biology covering the Oct-Dec 2016 time period. This invoice was initially submitted to the Phillips 66 SEP matching grant but due to details in that contract it was turned back. Therefore we are submitting to USFWS for payment. We will download funds from ASAP.
- *Matching Grant Agreements.* California Department of Fish and Wildlife Steelhead Habitat Restoration and Report Card (SHRRC) program executed a \$245,000 agreement with CCRCD for the Pinole project, which provides additional funding for staff beginning on June 1. The California State Coastal Conservancy will be billed for staff expenses and for Michael Love and Associates work on bid support and construction management.

**IX. Anticipated work in next quarter:**

- CCRCD will work with the project team to initiate construction.
- Pacific Biology will initiate regulatory notifications and pre-construction monitoring.
- Bridgeway Civil Constructors will construct the project under supervision of Nute Engineering.

**X. Additional information (include pictures, documents, presentations, or similar outputs that were developed during the quarter related to the project and a summary of any outreach activities or significant meetings):**

Submit quarterly reports to Donnie Ratcliff, U.S. Fish and Wildlife Service ([Donald\\_Racliff@fws.gov](mailto:Donald_Racliff@fws.gov)) and Lisa DeBruyckere, Coordinator, California Fish Passage Forum ([lisad@createstrat.com](mailto:lisad@createstrat.com))