

Board of Harbor Commissioners

Crescent City Harbor District

11 October 2022

Special Harbor Commission Meeting



Special Meeting

Board of Harbor Commissioners of the Crescent City Harbor District

Rick Shepherd, President Harry Adams, Secretary
Wes White, Commissioner; Brian Stone, Commissioner; Gerhard Weber, Commissioner

AGENDA

Date: Tuesday, October 11, 2022

Time: Open Session 3:00 p.m.

Place: 101 Citizens Dock, Crescent City, CA, and via Zoom Webinar,

VIRTUAL MEETING OPTIONS

TO WATCH (via online)

<https://us02web.zoom.us/j/6127377734>

TO LISTEN (via telephone)

Dial (669) 900-6833, please enter 612 737 7734# (meeting ID)

or, one tap mobile: +16699006833,,6127377734#

Call to Order

Roll Call

Pledge of Allegiance

Public Comment

This portion of the Agenda allows the public to comment to the Board on any issue not itemized on this Agenda, however, the Board may not take action or engage in discussion on any item that does not appear on the Agenda. Periods when public comments are allowed, Harbor Commissioners will allow attendees to submit questions and/or comments using the Zoom in-meeting chat function. The Harbor Commission asks that members of the public keep questions and comments succinct and relevant.

Regular Session

1. New Business

- a. Review bids received for asphalt paving of a roadway extending from Neptune Way to the adjacent dock area. Discuss and vote to approve preferred bid.**
- b. Review and vote to approve a quote from McCampbell Analytical company for analysis of sediment samples in the outer boat basin area adjacent to the syncrolift.**
- c. Review and vote to approve a proposal from HRtoGO to replace BBSI as the Harbor's contracted payroll processor.**

2. Adjournment

Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for Tuesday, January 4, 2022, at 2 p.m. PST. The Crescent City Harbor District complies with the Americans with Disabilities Act. Upon request, this agenda will be made available in appropriate alternative formats to person with disabilities, as required by Section 12132 of the Americans with Disabilities Act of 1990 (42 U.S.C. §12132). Any person with a disability who requires modification in order to participate in a meeting should direct such request to (707) 464-6174 at least 48 hours before the meeting, if possible.



1. New Business

- a. Review bids received for asphalt paving of a roadway extending from Neptune Way to the adjacent dock area. Discuss and vote to approve preferred bid.**

Public Comment?



SUMMARY OF BID RESULTS



PROJECT# 2022-4 ASPHALT PAVING

BID RESULTS

Bid closing date: September 28, 2022 – 2 PM

NAME	Overlay Unit Price (sq. ft.)	Grinding Unit Price (sq. ft.)	Dig Out Unit Price (sq. ft.)	PROPOSED TOTAL BID PRICE*	STANDARDIZED TOTAL BID PRICE#
Hemmingsen Contracting Co.	\$3.70	\$1.45	\$2.45	\$28,650.00	\$35,490.00
Hooven & Co., Inc.	\$5.05	\$18.48	\$14.97	\$41,236.68	\$133,269.00
Tidewater Contractors, Inc.	\$3.80	\$1.80	\$5.00	\$44,500.00	\$38,500.00
G.R. Sundberg, Inc.	\$6.90	\$2.25	\$10.00	\$70,625.00	\$65,000.00

* total price as submitted by bidder, using bidder's best estimate of square feet required for each unit cost

total price standardized by assuming 7,500 sq.ft for overlay, 5,000 sq.ft. for grinding, and 200 sq.ft. for dig out

NOTES: All bidders submitted timely bids and satisfied the minimum RFP requirements. Staff evaluated proposers based on the announced criteria of: (1) responsiveness to RFP, (2) proposed project approach, (3) experience and technical competence, and (4) qualifications of personnel proposed to complete the project. All proposers were found to be similarly qualified based on these criteria.

The final selection will be made by a vote of the Board of Harbor Commissioners at a public meeting on **October 11, 2022**. Given that all proposers were evaluated by staff to be similarly qualified, staff will recommend selection of the bidder with the lowest standardized price (**Hemmingsen Contracting Co.**). All bidders are welcome to participate in the October 11, 2022 public meeting to explain why nonfinancial criteria should be given greater weight, or why their estimate of the sq.ft. required for each project component (overlay, grinding, dig out) is more appropriate than the standardized estimate. Commissioners may give priority to any of the selection criteria announced in the RFP.

The District prefers that work begin as soon as possible after final selection on October 11, 2022. In any case, all work must be completed by November 21, 2022, or else be subject to liquidated damages.

Direct any questions or concerns to: Mike Rademaker, Asst. Harbormaster, (707) 464-6174, mrademaker@ccharbor.com



REQUEST FOR PROPOSALS TO PROVIDE ASPHALT PAVING (1st Amended Solicitation)

RFP Issue Date: September 16, 2022
Proposal Due Date: September 28, 2022 (2:00 PM)

Send inquiries regarding this RFP, and submit final proposal to:

Mike Rademaker; Asst. Harbormaster
101 Citizens Dock Road
Crescent City, CA 95531
mrademaker@ccharbor.com
(707) 464-6174

The Crescent City Harbor District (“District”) is seeking proposals from qualified contractors (“Contractor”) for asphalt paving of a roadway on the District’s premises, as indicated on the attached map, covering an area of approximately 7,500 sq. ft. Proposals should specify a rate per square foot for each of three categories of work: (1) pavement overlay, (2) grinding, and (3) dig out (refer to “Project Specifications” section below for more details).

This contract allows for flexibility in the actual amount of work to be performed from each of the three work categories listed above. During construction, the selected Contractor will gain a better understanding of the condition of the existing pavement, and will be in a better position to determine how much grinding and dig out will be optimal. Decisions on the amount of work to be performed from each of the three work categories must be made with the concurrence of the District.

It is strongly recommended that interested proposers arrange for a pre-bid meeting and walk through of areas and requirements by contacting the District prior to submitting their proposals. The intended construction site will be visited for clarification and measurements. If preferred, a virtual walk through may be arranged by utilizing a video conferencing application such as

Zoom. The District will accommodate the individual schedules of proposers for the pre-bid meeting as much as possible.

From the date of issuance of this RFP, and until a binding contractual agreement is executed with a selected Contractor, all communications between the District and proposing Contractors shall be formal.

No informal communication shall occur regarding this procurement, including requests for information, comments, speculation, etc., between a Contractor and any District employee or official. Failure to comply with this provision may result in the rejection of the proposal.

Proposals must be returned with "Bid Proposal - Asphalt Paving" clearly identified on the envelope label. A proposal must include the signature of an authorized representative of the firm. Non-conformance with these instructions may be grounds for rejection of a proposal.

The District reserves the right to reject any or all proposals and to waive informalities or irregularities in any proposal, and to select the proposal(s) that, in its opinion, best serves the needs of the District within budget limitations.

Submission of proposals by facsimile (FAX) is not acceptable. The Contractor is entirely responsible for the means of delivering the proposal to the appropriate office on time. The proposal must be completed and delivered in sufficient time to avoid disqualification for lateness due to difficulties in delivery. LATE PROPOSALS WILL NOT BE ACCEPTED. Modifications of proposals received after the deadline specified above will not be considered.

Basic Information:

- Contractor will be responsible for measuring/verifying designated construction area.
- All disturbed areas must be backfilled to original elevations.
- Controls must be used to restrict access and egress to work area during the project.
- Work may begin at any time after the contract is awarded as approved by District staff.
- Once work commences, it must be completed within 5 days.
- The last date to complete all work is **November 21, 2022**.
- All work not completed by November 21, 2022 shall result in a \$1,000.00 per diem penalty to be deducted by the District from final payment.
- The project is not tax exempt.
- Contractors must submit a reference list including contact names and phone numbers with a minimum of three references, preferably demonstrating experience with projects similar or greater in size to this project.
- District staff recommendation(s) for award will go to the District Board of Harbor Commissioners at the October 4, 2022 meeting for final approval. The contractor(s) approved by the Board will be notified as quickly as possible after the Board meeting in order to reserve a slot in contractor(s) schedule.
- The District reserves the right to accept or reject any or all bids, or parts of bids, and to waive any informalities or irregularities that occur.
- Contractor is responsible for any and all required permits.

Detailed Supplemental Information:

- (1.) The District does not have a cost estimate available on the requested project.
- (2.) The District does not have any engineering documents or other plans for the designated construction area. The square footage was estimated using the attached Google map.
- (3.) Please list your total bonding capacity and available bonding capacity. A bond from a surety covering the proposal bid amount to bond the work will be required from the Contractor who is awarded the contract. A bid bond is not required with the proposal, but a payment and/or performance bond will be required from the awarded contractor.
- (4.) All written questions will be answered in writing and conveyed to all RFP respondents. Oral statements regarding this RFP by any persons should be considered unverified information unless confirmed in writing.
- (5.) The District expressly reserves the right to extend the date by which proposals are due.
- (6.) The District reserves the right to request additional information which, in the District's opinion is necessary to assure that the Contractor's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to contract.
- (7.) The proposal must be submitted by providing one unbound printed original and one electronic copy in PDF file format. The proposal must be submitted to the District contact person identified above. The PDF file must be submitted via an electronic storage device (e.g. USB flash drive, etc.) provided by the Contractor, and sealed in an envelope along with the unbound paper copy of the proposal. Within the package, there must be a separate sealed envelope containing the proposal cost estimate. The proposal package must also include a signed NON-COLLUSION DECLARATION (see attached).
- (8.) Upon receipt, all proposals will be reviewed to verify that the Contractor has met the minimum requirements of the RFP. Nonconforming Contractors may be notified to submit a corrected proposal at the sole discretion of the District. Failure to submit the proposal cost estimate in a separate sealed envelope cannot be corrected, and will result in the proposal being disqualified from consideration. In any case, all original proposals and any corrected proposals must be submitted by the proposal due date.
- (9.) It is the District's intent to select a Contractor best evidencing demonstrated competence and professional qualifications necessary to perform the work required at a fair and reasonable cost after consideration of all evaluation criteria set forth below. Criteria are not listed in any order of priority or preference. The District will evaluate the proposals based on the following criteria:
 - (i.) Responsiveness to RFP
 - (ii.) Proposed project approach
 - (iii.) Experience and technical competence
 - (iv.) Qualifications of personnel proposed to complete the project
 - (v.) Price
- (10.) The District reserves the right to reject all proposals, select by proposal review only, or interview as needed. Certain Contractors may be selected to make a brief presentation and oral interview after which a final selection will be made. The Contractor will be selected on the basis of information provided in the RFP, in-person presentations, and the results of the District's research and investigation.
- (11.) Upon selection of a Contractor, the District will endeavor to negotiate the commercial terms of a contract with the selected Contractor. In the event that the District is unable to reach

an agreement, the District will proceed, at its sole discretion, to negotiate with the next Contractor selected by the District. The District reserves the right to contract for services in the manner that most benefits the District including awarding more than one contract if desired.

PROJECT SPECIFICATIONS FOR ASPHALT OVERLAY AND PAVING:

- Prior to resurfacing, paving area will be thoroughly cleaned of loose debris, freed of surface moisture, and primed with SS1H Emulsion, or equivalent, to ensure bond between existing surface and new asphalt overlay.
- The asphalt overlay shall be Type 3 asphaltic pavement
- The pavement shall be finished to achieve at least **three (3) inches of new asphalt depth**.
- Paving shall achieve a level and uniform surface, rolled to a smooth and even finish with a power steel wheel roller. All edges of areas repaired shall be level with the surrounding pavement.
- In areas where the sub-base is not suitable for asphalt installation, pulverizing may be used to grind and mix the existing asphalt and underlying base and sub-base, leaving the resulting mixture in place behind the grinder to recycle existing product and create new sub-base on site, to a minimum sub-base depth of three (3) inches.
- Some areas may require dig outs (localized pavement repairs to correct structural deficiencies).
- Work shall comply with 2021 Greenbook Standard Specifications for Public Works Construction (“Greenbook”) with regard to type and construction conditions during placement.
- The proposal shall specify a rate per square foot for each of three categories of work: (1) pavement overlay, (2) grinding, and (3) dig out.



↑ BLUE AREA ABOVE INDICATES APPROXIMATE PROPOSED PAVING LOCATION

↓ YELLOW BORDER AREA BELOW INDICATES MORE PRECISE PAVING AREA





BID #1

Hemmingsen Contracting Co.

Hemmingsen Contracting Co., Inc.

P.O. Box 215 * 1841 Northcrest Drive
Crescent City, CA 95531
(707) 464 – 5225 Fax (707) 464 – 3659
License 957852 A, C12, D49 * DIR # 1000015645

Date: September 28, 2022

To: Crescent City Harbor District
101 Citizens Dock Road
Crescent City, CA 95531
Attn: Mike Rademaker

RFP: Asphalt Paving – 1st Amended Solicitation

Subject: Pre-bid questions

To Mike, Tim, and Harbor Commissioners

Unit Pricing as requested per RFP

- | | |
|----------------------------------|----------------|
| 1. 3" Pavement Section / Overlay | \$ 3.70 / s.f. |
| 2. Grinding Repair of Subgrade | \$ 1.45 / s.f. |
| 3. Dig out spot repairs | \$ 2.45 / s.f. |

References

1. Steve Morgan, Del Norte Unified School District
Steve Morgan (smorgan@delnorte.k12.ca.us) 831-236-7757
2. Jon Olson, City of Crescent City
Jonathan Olson (jolson@crescentcity.org) 707-951-3275
3. Andrew Leighton, City of Crescent City
aleighton@crescentcity.org 707 458-8617
4. Rich Salvaressa, Crescent City Harbor District
707 954-4588
5. Rick Warner, Elk Valley Rancheria
Rick Warner (rwarner@elk-valley.com) 707-218-1952

Bonding – The above unit pricing does include the cost of Bonds. Hemmingsen's Bonding Capacity is \$ 2 million. Maximum historical bonding obtained \$4 million.

Hemmingsen Contracting has been in business in Del Norte County since 1963.

Asphalt paving and repairs would be listed as our specialty. We own all our own equipment necessary for this project. We own a grinder which will perform the digouts, the asphalt grind/pulverize, and the conform grinding.

The asphalt pave section / overlay is intended per RFP to be a 3 inch pavement section post compaction. All areas paved over existing asphalt will be pre-coated with tack oil prior to placing overlay. All pavement areas will swept clean prior to tack coat and paving. The asphalt placement will occur in a single day.

The conform grinding locations and detail is shown on the attached drawing to allow the new asphalt to have a flush edge with the existing remaining asphalt. In the grinding subgrade repair item I have include the import and placement of 2 inches of competent $\frac{3}{4}$ " minus base rock to be added to subgrade. This will aid compaction and allow the material to be graded and shaped to match the existing grades.

As an alternative to the straight unit prices, I have included the attached drawing for clarification of areas that require digouts and the larger grind and improve subgrade areas. The dig out quantity I anticipate is probably in the 200 s.f. range. I'm looking at the water end of the project requiring roughly 2,350 s.f. In this drawing I'm also suggesting reducing the overlay area as shown. In this area the existing asphalt is more competent, so I'm suggesting reducing the overlay depth of this area to 2 inches.

Running costs for this drawing which modifies the RFP scope, I am coming up with pricing for all work at \$28,650.00. An exact approach to repairs and areas can be agreed to once the area is cleared up prior to construction.

All pricing includes labor rates at California Prevailing Wage Rates. DIR payroll reports will be submitted and copies provided to the Harbor District.

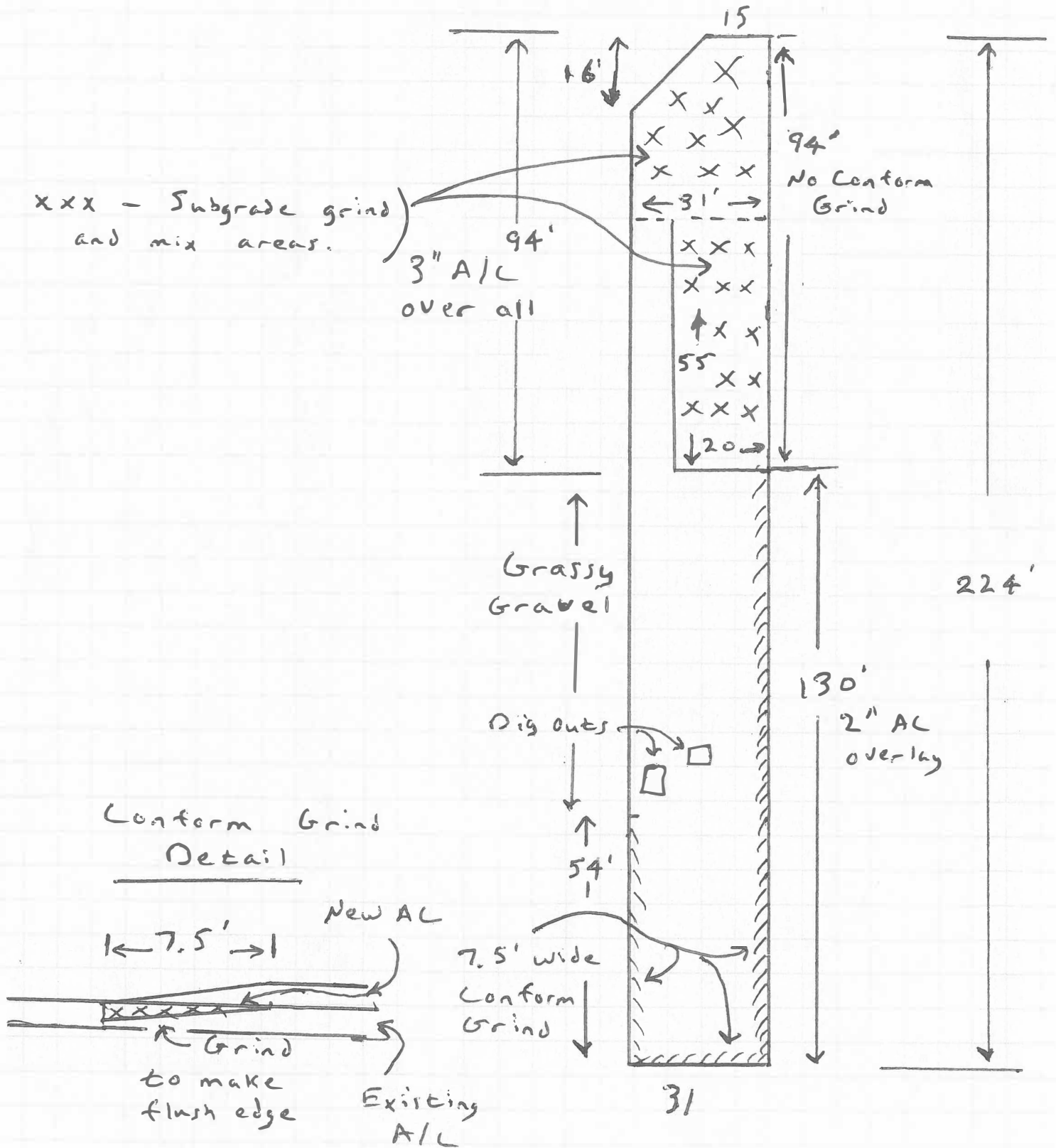
Please don't hesitate to ask questions regarding this RFP. I can be reached @ 707 954-9750 or dave@hemmconst.com.

Thank you for your consideration.


David Yeager
Hemmingsen Contracting Co., Inc.

Attachment 1 drawing

RFP - Asphalt Paving



NON-COLLUSION DECLARATION

The undersigned declares:

I am the Project Manager [Title] of Hemmingsea Contracting Co., Inc. [Name of Company], the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 9-28-22 [Date], at Crescent City [City], CA [State].

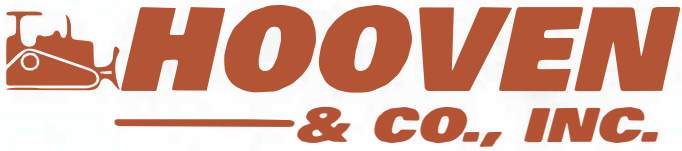
Signed: David B Yeager

Typed Name: David B Yeager



BID #2

Hooven & Co., Inc.



General Engineering Contract

License #66386

707-839-129

3445 Central Avenue, McKinleyville, CA 9551

Sep 27, 2022

Proposal for Asphalt Paving, Crescent City Harbor Facilities

Hooven & Co., Inc. Bonding Capacity: \$3 Million

Current Capacity Available: \$2.9 Million

Project References:

HMA Paving Work at Fort Humboldt State Historic Park - \$63,000

Parking lot paving and repairs

Chris West - Administrative Officer II, North Coast Redwoods District

707-445-6547 ext. 27

Recology Pavement and Drainage - \$467,000

Drainage and Pavement Repairs

Jessie Avitia - Environmental Compliance Manager

707-239-6760

Sagewood Apartments Paving - \$20,000

New Parking Lot Construction

Jim Furtado - President, JLF Construction

707-839-0137

Project Approach

We propose to meet with the District representatives and assess the site to determine the grind out and dig out areas. After all parties agree, we propose to grind out and or dig out the identified areas and prepare the area for paving. If our crew comes across questionable areas, we propose to alert the district work around those areas until we can collectively determine the best approach. After all repairs have been completed to district satisfaction, we will overlay and pave the remaining areas.



Proposal

General Engineering Contractor

License #663866

707-839-1291

3445 Central Avenue, McKinleyville, CA 95519

Date: 9/28/2022

Proposal #: 4063

To: Crescent City Harbor District Attn: Mike Rademaker 101 Citizens Dock Road Crescent City, CA 95531	Project: Asphalt Paving Crescent City Harbor
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Estimator	DIR# 1000013619	SBA# 1262920
David Hooven		

Scope of Work

Overlay 7500 square feet of asphalt, grind out and dig out as directed. Prices are based on specifications provided in the RFP issued 9-16-2022

Reference	Description	Quantity	UOM	Unit Price	Extended Price
01	3" Overlay	7,500.00	SF	5.05	37,892.20
02	Pavement Grinding	100.00	SF	18.48	1,847.54
03	Pavement dig out	100.00	SF	14.97	1,496.94

Proposal Total: 41,236.68

Acceptance	
Accepted by:	_____
Title:	_____
Date:	_____





BID #3

Tidewater Contractors, Inc.

Tidewater Contractors, Inc
 PO Box 1956/16156 Hwy 101 South
 Brookings, OR 97415

Phone: 541-469-5341
 Fax: 541-469-0137

CCB# 29995 CAL LIC# 456696 DIR# 1000008899



Material Only

Price Quote

Materials & Labor

Delivery/Start Date (Expected): _____ **Phone:** 707-464-6174 **Fax:** _____


To: Crescent City Harbor Dist. **E-Mail:** _____

Attention: Mike Rademaker **Public Project** **Private Project**

Project Location: Crescent City Harbor Roadway
Bill Address: _____

Contracting Party/Agency: Crescent City Harbor
Project Name: RFP Asphalt Paving
Description of Work: _____

Item No.	Description	Units	Quantity	Unit Price	Total
1	Pavement Overlay	SF	7500	\$ 3.80	\$ 28,500.00
2	Grinding	SF	7500	\$ 1.80	\$ 13,500.00
3	Digouts	SF	500	\$ 5.00	\$ 2,500.00

Quoted By: George Fitzhugh  Date: 9/28/2022

Tax	
Delivery	
Total	\$44,500.00

*Tidewater's Bonding Capacity is as follows:
 \$20M Single Job & \$40M Aggregate

Contact: Cassie Fitzhugh
cfitzhugh@twcontractors.com

Tidewater Contractor's = Experience : Project Competence

TW Job #	Project Description	Agency	Agency Contract #	Contract \$\$
1647	HWY199 MP27.5-36.4 SLATER CR FIRE	CALTRANS	01-0K7904	\$ 7,500,000.00
1648	CITY OF P.O. PAVING	CITY OF PORT ORFORD	2510-002	\$ 71,125.00
1649	2020 RD IMPROVEMENTS	CITY OF GB/DYER	119.000	\$ 199,625.00
1650	SUB: DOLLAR GENERAL JD	COLLABRITIVE SOL.	21520.010	\$ 256,600.00
1651	HWY 255 PISTOL RIVER SCOUR 341.49	ODOT	D7200121	\$ 366,055.00
1652	HWY 101 WEDDERBURN ROCK SLIDE	ODOT	D7120321	\$ 136,250.00
1653	2020 RD IMPROVEMENTS	CITY OF GB/DYER	119.000	\$ 199,625.00
1654	2021 ST IMPROVEMENTS - PHASE 1	CITY OF JD	21-007	\$ 73,319.00
1655	US 101: PATCH PAVING	ODOT	B38404	\$ 194,600.95
1656	SUB PAVING: WEEKLY BROS/FSR33 AGNESS RD	FOREST SERVICE	1204T020Q0036	\$ 200,000.00
1657	POGB AIRPORT RECON.	PORT OF GB	3-41-0021-015&016	\$ 340,780.00
1658	SOUTH COUNTY PAVING	CCRD/DYER	117.00A	\$ 358,715.00
1659	EVR CASINO - PHASE 2	EVR		T&M
1660	COUNTY RD 62 OVERLAY	GCRD/SISUL		\$ 172,924.50
1661	CHAROLAIS HGTS EXTENSION	CITY OF JD/SISUL		\$ 258,431.00
1662	US395 LONG CR - MV CHIP SEAL	ODOT	B378766	\$ 1,311,522.00
1663	7TH STREET WATERLINE	COB/DYER	145.96	\$ 326,019.00
1664	US395: SIDEWALK IMPROVEMENTS (JOHN DAY)	ODOT	15344	\$ 1,978,553.00
1665	RV PARK FENCE	CITY OF CC		\$ 23,200.00
1666	SMITH RIVER WATERLINE BREAK	CSD		T&M
1667	CONN PIT CRUSHING	SCL/CLR	01-2022	\$ 113,500.00
1668	SUB PAVING: CONWAY/ERFO ROGUE RIVER REPAIRS 17	FHWA	69056721C000012	\$ 90,125.00
1669	US101: GARRISON SLOUGH SIDEWALKS	ODOT	15358	\$ 4,347,789.00
1670	SUB PAVING: HEMMINGSEN/EVR CASINO ROAD	EVR		\$ 158,000.00
1671	NORTHSIDE TRAIL PAVING	CITY OF JD/SISUL		\$ 87,785.00
1672	FERN DRIVE IMPROV.	COB/DYER	145.970	\$ 447,940.50
1673	PIT STOP & CANTON STREET	CITY OF JD/SISUL		\$ 69,847.00
1674	BANKUS PIT CRUSHING 2022	CLR TIMBER		\$ 222,700.00
1675	OVERLAY MAIN ST	CITY OF MITCHELL		\$ 99,800.00
1676	GLEASON POOL DEMO & SITE RESTORATION	CITY OF JD/SISUL		\$ 101,125.00
1677	MATERIAL SUPPLY FRONT ST G-1	CITY OF CC		\$ 366,664.00
1678	US101: GRIND/INLAY	ODOT	D7W220527	\$ 71,205.00

GRIND
STALL
BY PA
NA

1679	SUB: MORELLO/GRIND & PAVE GB WATERLINE	CITY OF GB		T&M
1680	WATERMAIN INSTALL ORCHARD LANE	CITY OF CC		\$ 19,950.00
1681	CENTRAL COUNTY PAVING	CCRD/DYER	117.00A	\$ 661,120.60
1682	Q99 RD/QUOSATANA TRACT	SCL		\$ 151,467.00
1683	BHSD MULTIPLE SCHOOL PROJECTS - PAVING	BHSD		\$ 133,050.00
1684	ARCHIE CR FIRE PAVEMENT REPAIRS	ODOT	B39337	\$ 1,199,123.00
1685	SCHOOLHOUSE DR & OWEN ST - PAVING	CO DAYVILLE	GRANT#33203	\$ 99,980.00
1686	SUB: WHITE BEAR/PAVING ENDERTS BEACH RD	FEDERAL	6982AF22C000032	T&M
1687	SW 4TH AVE RD RECON	CITY OF JD/SISUL		\$ 917,575.00
1688	FAMILY FUN CENTER!	HAMBRO		T&M
1689	HUNTER CREEK MP2.75 TS	SCL		\$ 81,066.50

NON-COLLUSION DECLARATION

The undersigned declares:

I am the Sec/Treasurer [Title] of Tidewater Contractors [Name of Company], the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 9/28/22 [Date], at Brookings [City], Oregon [State].

Signed: Dave Baldwin

Typed Name: Dave Baldwin



BID #4

G.R. Sundberg, Inc.



PROPOSAL / AGREEMENT
 Established 2008

D.I.R.#1000001216 / DBE #31060 / OR CCB#237486

OWNER: Crescent City Harbor District
 PROJECT: **Citizens Dock Road**
 Email: mrdemaker@ccharbor.com
 CONTACT: Mike Rademaker
 Scope of Work: **Prep and pave**

PHONE: 707.464.6174
 DATE: 9/28/2022
 ESTIMATE # 694

ITEM	DESC.	UNIT	QTY.	UNIT PRICE	TOTAL
1	Pavement Overlay 3" Type 3 AC	SF	7500	\$ 6.90	\$ 51,750.00
2	Grind approximately 7,500 sf	SF	7500	\$ 2.25	\$ 16,875.00
3	Dig outs	SF	200	\$ 10.00	\$ 2,000.00
					\$ -
					\$ -
TOTAL ESTIMATE					\$ 70,625.00

EXCLUSIONS & TERMS

- 1 Bonds, Engineering, staking, site water, compaction testing, permits, state and local tax or fees.
- 2 Prevailing wage rates and reports are included.
- 3 Any item not specifically included is considered to be excluded.
- 4 Over excavation (unsuitable soil below base rock structural sections) and /or replacement of material that may be required due to unstable ground conditions excluded.
- 5 Hazardous waste/ dirt/soil removal is all excluded.
- 6 Due to fluctuations in fuel / oil prices, Our proposal is void after 72 HRS from above date.
- 7 This agreement must be made an attachment to any sub contract.
- 8 4 Hour minimum on trucks
- 9 We charge port to port on trucks

By signing this proposal, customer agrees to pay for all above described work upon completion. A Finance Charge at the rate of 1 1/2% per month may be charged on all past due accounts; this is equivalent to the annual rate of 18%. If referred to an attorney for collection, purchaser agrees to pay all legal fees and costs.

By: *Rn Wallace*

Ron Wallace
 Project Manager/Estimator

Accepted: _____

Date: _____

5211 Boyd Road, Arcata, CA 95521
 (707) 825-6565 Fax (707) 825-6563

*** GR Sundberg is a certified DBE, UDBE, and Small Business ***



DIR#100001216

Reference List

Crescent City Harbor District

Type of work:

Concrete, excavation, paving, rental equipment, road construction, road grading, site preparation, site work, trenching, underground utilities, utilities, demolition, drainage, lot clearing, traffic control, construction area signs, drainage inlet & headwalls, street sweeping, culverts, clearing & grubbing, lowbed and trucking.

Contact Information:

GR Sundberg, Inc.
Randy Sundberg,
5211 Boyd Road
Arcata, CA 95521
Email: Randy@grsinc.biz
Cell: 707-407-5986
Office: 707-825-6565
Fax: 707-825-6563

References:

Humboldt Bay Municipal Water District

Dale Davidsen, Superintendent
Po Box 95
Eureka, CA 95501
Phone: 707-443-5018
Fax: 707-443-5731

McKinleyville Community Services

James Henry
P.O. BOX 2037
McKinleyville, CA 95501
Cell: 707-496-2295
Phone: 707-839-3251
Fax: N/A

Continue References:

Westhaven Community Service District

Paul Rosenblatt
PO Box 2015
Trinidad, CA 95570
Phone: 707-677-0798
Fax: N/A

City of Arcata

Danielle Allred
736 F Street
Arcata, CA 95521
Phone: 707-825-2101
Fax: N/A

Caltrans

Brian Finck
Boyd Road
Arcata, CA 95521
Phone: 707498-3489
Fax: N/A

Please let us know if you need any additional references.

Thank you.

This entity did not enter the EDI information

Disaster Response

Yes, this entity appears in the disaster response registry.

Yes, this entity require bonding to bid on contracts.

Bonding Levels	Dollars
Construction Aggregate	\$18,000,000.00
Construction Per Contract	\$9,000,000.00

States
California

Counties
CA: Trinity, Humboldt, Del Norte

Metropolitan Statistical Areas
(blank)

GR SUNDBERG, INC.
5211 BOYD ROAD
ARCATA, CALIFORNIA 95521

NON-COLLUSION DECLARATION

The undersigned declares:

I am the President [Title] of G R Sundberg Inc. [Name of Company], the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 9/27/2022 [Date], at Arcata [City], CA [State].

Signed: 

Typed Name: Garth R Sundberg, Jr. President



1. New Business

- b. Review and vote to approve a quote from McCampbell Analytical company for analysis of sediment samples in the outer boat basin area adjacent to the syncrolift.**

Public Comment?



QUOTATION for ANALYTICAL SERVICES

Requested By: Alec Ziegler
 Pacific Affiliates (PAEC)
 990 Waterfront Drive
 Eureka, CA 95501
 (707) 445-3001
 aziegler@pacaff.com

Quote ID: 223268

Prepared DATE: July 06, 2022

Expiration DATE: October 04, 2022

Assigned PM: Susan Thompson

Prepared By: Beverlyn Madrigal

Project: Crescent City Harbor

Test Name	Test Method	TAT	Matrix	Qty	Unit Price	Total
Tests:						
SM2540B (Total Solids)	SM2540B	5 days	S	2	\$23.00	\$46.00
SW9060A (TOC)	SW9060A	5 days	S	2	\$50.00	\$100.00
E1668C (40 PCB Congeners)	E1668C	15 days	S	2	\$770.00	\$1,540.00
10-Day Ampelisca abdita Marine Sediment Bioassay	EPA 100.4		Sed	2	\$812.00	\$1,624.00
96-hour Ampelisca abdita RefTox	EPA 100.4	28 days	W	1	\$475.00	\$475.00
10-Day Neanthes arenaceodentata Sediment Bioassay	ASTM E1611-00		Sed	2	\$780.00	\$1,560.00
96-hour Neanthes arenaceodentata RefTox	ASTM E1611-00	28 days	W	1	\$475.00	\$475.00
Standard Elutriate Test Preparation	EPA 2000.0	10 days	S	2	\$375.00	\$750.00
Chronic Mytilus sp. Embryo-Larval Development Test	EPA/600/R-95-136		W	2	\$840.00	\$1,680.00
Chronic Mytilus sp. Embryo-Larval Dev. RefTox	EPA/600/R-95-136	14 days	W	1	\$750.00	\$750.00
Acute 96-hr Non-Renewal Dilution SET w/ Mysid	EPA 2007.0	10 days	W	2	\$750.00	\$1,500.00
Acute 96-hr Reference Toxicant Test w / Mysid	EPA 2007.0	10 days	W	1	\$450.00	\$450.00
Acute 96-hr Non-Renewal Dilution SET w/Menidia	EPA 2006.0	10 days	W	2	\$712.00	\$1,424.00
Acute 96-hr Reference Toxicant Test w / Menidia	EPA 2006.0	10 days	W	1	\$450.00	\$450.00
28-Day Macoma nasuta Bioaccumulation Test	ASTM E1688-10		Sed	2	\$1,611.00	\$3,222.00
28-Day Nereis virens Bioaccumulation Test	ASTM E1688-10		Sed	2	\$1,521.00	\$3,042.00
E1613B (PCDDs & PCDFs)	E1613B	15 days	S	2	\$550.00	\$1,100.00
SW7471B (Mercury)	SW7471B	5 days	S	2	\$56.00	\$112.00
SW7199 (Hexavalent chromium, Low-Level)	SW7199	5 days	S	2	\$110.00	\$220.00
ASTM D2937m (Specific Gravity)	ASTM D2937m	5 days	S	2	\$23.00	\$46.00
SW 8000 (Percent Moisture)	SW8000	5 days	S	2	\$23.00	\$46.00

Fix-Rate / SUB Items:

Sample Disposal Fee	2	\$2.00	\$4.00
Metals-EPA 6020 - SUB	2	\$225.00	\$450.00
EPA 8270E (OC Pesticides)- SUB	2	\$335.00	\$670.00
Organotin- Krone et al. 1989 - SUB	2	\$250.00	\$500.00
EPA 8270E (PAHs/PNAs) - SUB	2	\$300.00	\$600.00
Grain Size-SM 2560 D- SUB	2	\$200.00	\$400.00

Tests SubTotal: \$20,612.00

Fix-Rate Items SubTotal: \$2,624.00

TOTAL: \$23,236.00

Comments:

The Quote ID number MUST be indicated on the incoming Chain of Custody (COC) at the time of sample submission to ensure that the quoted analytical methodologies & prices are applied.

Matrix Legend: Sed = Sediment; S = Soil; W = Water.



QUOTATION for ANALYTICAL SERVICES

Requested By: Alec Ziegler
 Pacific Affiliates (PAEC)
 990 Waterfront Drive

 Eureka, CA 95501
 (707) 445-3001
 aziegler@pacaff.com
 Project: Crescent City Harbor

Quote ID:	223268
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Prepared DATE: July 06, 2022

Expiration DATE: October 04, 2022

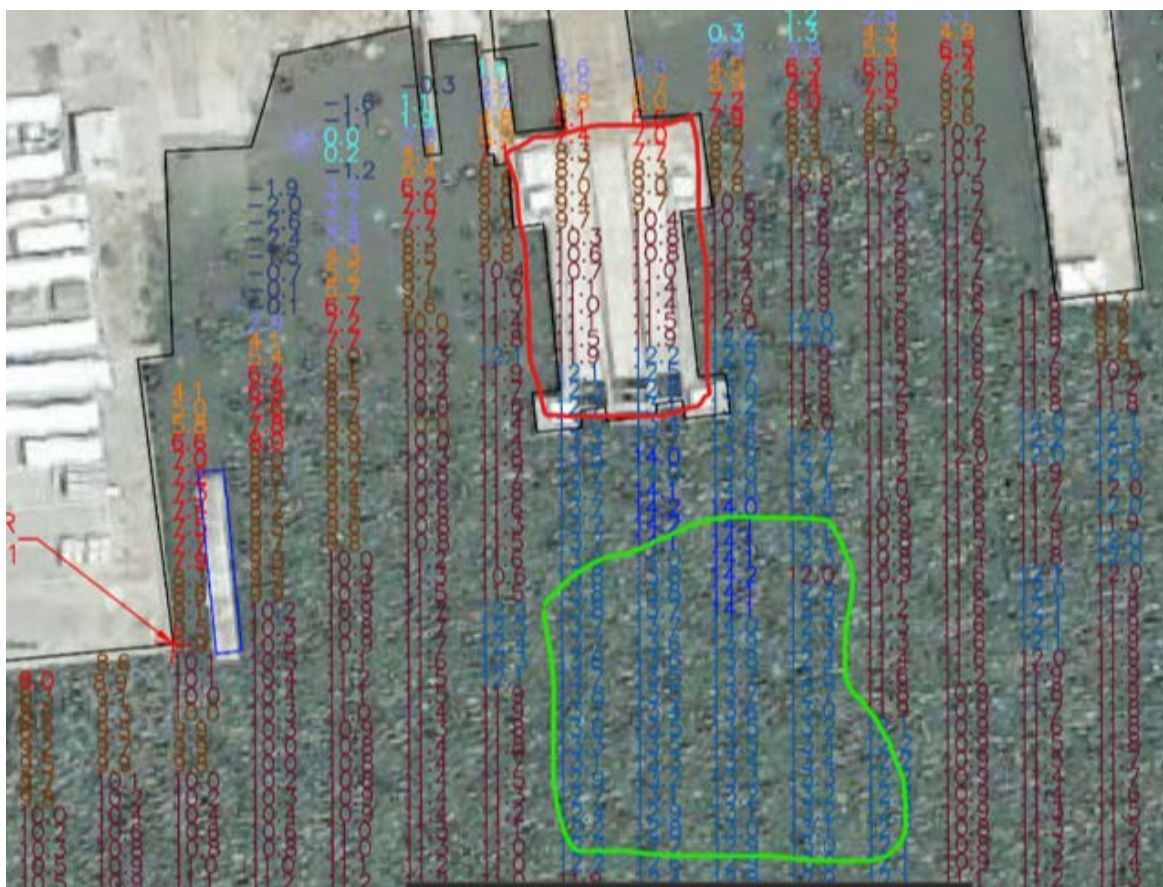
Assigned PM: Susan Thompson

Prepared By: Beverlyn Madrigal

MAI offers Same-Day, 1-Day, 2-Day, 3-Day, 4-Day TAT at 150%, 100%, 50%, 25%, 10% markups from standard TAT, respectively on most analyses. All rush TATs must be arranged in advance of sample submission. Our Sample Reception department is open Monday through Friday; 8:00AM- 9:00PM. Samples received after 5PM are considered received the following day.

If you have any questions or concerns about this quote, please contact our Sales & Marketing team at Sales@mcccampbell.com. Thank you for the opportunity to provide analytical support to your upcoming project.

Samples must be returned to Lab on ice.





Confidentiality and Acceptance of Terms and Conditions

- Reports and results produced by MAI will be held confidentially through legally enforceable commitment and will not be released to any third parties without approval from the client, unless required by law. If MAI is required to release confidential information by law or contractual agreement, the client will be notified.
- Submittal of sample(s) for analysis under a Chain of Custody (COC) will indicate acceptance of requirements set forth in these Terms and Conditions.

Credit and Terms of Payment

- MAI accepts payment by check, cash, VISA, MASTERCARD, AMEX, and DISCOVER.
- To establish an account with McC Campbell Analytical, Inc. (MAI), first time clients must submit a completed credit application. Credit applications may take up to two weeks to process. Pre-payment of analytical results is required for release of results if credit has not been established. If a client does not wish to submit a credit application, a payment authorization form will need to be submitted at the time of sample submission.
- Third party billing is only permitted with written authorization from the sample submitting client stating that they will be responsible for payment should the third party be delinquent. MAI reserves the right to refuse any third party billing request.
- Upon credit approval, MAI will not accept "pay when paid" terms without a written contract or payment plan in place.
- Orders from customers with invoices that are ninety (90) days or more overdue (i.e., not paid within 90 days of invoice date) will only be accepted on a C.O.D. basis until credit can be re-established to MAI's satisfaction.
- MAI reserves the right to withhold reporting of results if a client fails to pay on any invoice beyond 90 days. In accordance with FTC guidelines, a finance charge of 1.50% per month will be assessed on balances not paid within the due date of the invoice. Unpaid invoices of more than one year overdue may be subject to collections and collection fees at the sole discretion of MAI. Overdue accounts are responsible for all legal and collection fees.

Expedited Turnaround Times

- Standard turnaround time (TAT) for laboratory service is 5 business days for most analyses. Expedited turnaround times are typically available for most analyses. Please contact an MAI Project Manager in advance of sample delivery to discuss rush TAT availability.
- Completion of any rush or standard TAT service is subject to MAI's availability and schedule and could change even after samples are received. MAI shall make every reasonable effort to meet expected completion date(s) quoted or acknowledged, however, in the case of unforeseen events, rush turnaround times may not be achievable. MAI will contact the client ASAP upon knowledge of the analytical data delays and adjust the invoice accordingly. MAI's expedited turnaround time surcharges for most tests are as follows, sub-contracted laboratory surcharges may vary:

SAME DAY - 150% 1 DAY TAT - 100% 2 DAY TAT - 50% 3 DAY TAT - 25% 4 DAY TAT - 10%

Samples received at the lab after 5 PM are considered received on the next business day for TAT purposes.

Cancellation and Changes

- In the event that a sample submission is cancelled, rush samples must be cancelled within 3 hours and standard TAT samples must be cancelled within 12 hours after laboratory receipt without incurring charges. All samples cancelled after the above mentioned time frames will be subject to an extraction and/or analytical fee depending how far along samples have been processed within the lab.
- Samples placed on hold after the above time frame will be subject to either an extraction or analytical fee depending how far along samples have been processed.
- Cancellation fees: 40% for prepared samples.
- Additions to the scope of work may prolong the turnaround time. The turnaround times for all analytical additions start on the date that the change is made. All changes/amendments to a Work Order must be provided to MAI in writing, preferably via email to main@mcccampbell.com.

Sample Receiving

- MAI is open to receive samples Monday through Friday; 8 AM– 8 PM. Samples received after 5 PM, including samples transported by MAI courier, will be considered to be received on the following business day for TAT purposes. Turnaround time starts when the samples are relinquished to MAI via the Chain of Custody (COC) and after any/all questions regarding the sample submission have been resolved.
- MAI encourages clients to drop off rush samples directly to our lab in order to assure the timely processing of samples; alternatively, MAI can usually arrange to hire a private courier at client's expense in an effort to expedite the timely processing of samples. MAI cannot guarantee that our couriers will be able to return to the lab by 5 PM.
- In the event that samples are received and placed on hold, MAI will charge \$5 per sample or per core for soils. Water samples will be held for 30 days and soil/solid samples will be held for 60 days (30 days refrigerated/ 30 days not refrigerated) without prior agreements made in writing. If samples are later analyzed and taken off hold the fee will be credited and analytical fees will then be charged.
- Samples that are taken off of hold with less than half of their holding time remaining will be charged rush fees.
- Samples with >72 hour hold times, received with less than half the remaining hold time will be charged rush fees.

Sample Container Preparation and Delivery

- MAI provides high quality sampling containers and ice chest cooler(s) upon request to our clients. Delivery costs are included within the quoted analytical pricing. Containers will be shipped via GSO or UPS ground or delivered by MAI couriers upon arrangement. A minimum of 1 week advance notice is required in order to facilitate shipment of items by ground shipping. Shipments requiring priority delivery due to short notice will be billed to the client or charged to client's shipping account. Client is responsible for the cost of return shipment of samples to the laboratory unless otherwise arranged with MAI.





Courier Service and Sample Pick-Up

- MAI offers complimentary courier services throughout the greater SF Bay Area to our clients, please note some exclusions may apply based on availability and proximity. MAI requires that all sample pickup and sample bottle requests be emailed to our Sample Reception department at main@mcccampbell.com at least 24 hours in advance of the date they are needed. For larger bottle orders please allow at least one week advance notice for prep and delivery. MAI makes every effort possible to accommodate our clients' desired pickup and delivery timeframes; however, MAI is not responsible for expired sample hold times while en route to the lab. A 3 hour time window is required for all pickups and deliveries.

Sample Storage and Disposal

- MAI charges a \$2 per sample Environmental Waste Management Disposal fee.
- Known hazardous samples will be returned to the client or disposed of at the client's expense.
- Water samples are disposed 30 days after receipt and soil samples are disposed of 60 days after receipt (30 days refrigerated/ 30 days not refrigerated) unless other arrangements are made in advance.
- Organic extracts are held for 40 days before being disposed of; Inorganic extracts are held for 30 days.
- Samples can be held for longer than 30 days (waters) and 60 days (soils) upon written request to a Project Manager preferably via email @ main@mcccampbell.com. Client will be billed at \$1 per sample/ per month (per core for soils) for extended sample storage. Contact a Project Manager to arrange for extended storage.

Reporting and Data Archiving

- MAI delivers completed reports by electronic email (PDF). When requested, MAI can deliver analytical data via EDD, CLIP EDT, WaterTrax, EQUIS, GIS-Key, EDF, Online Portal, fax, or hard copy via USPS. Additional charges may apply.
- MAI may assess additional fees for modifying or developing EDD formats that are not already available.
- Reporting to MDLs (J-flags) is not standard and will only be reported upon request.
- If additional formats or retroactive deliverables are requested, additional fees may be assessed based on labor and materials needed to generate data retrieval. Data and reports are archived for a minimum of five (5) years from the reporting date. Please contact your Sales Representative or Project Manager to inquire about availability and price of additional deliverables.

MDL/RL Disclaimer

- MAI's Reporting Limits, Detection Limits, and Control Limits are subject to change as they are updated periodically to reflect our analytical sensitivity and capability.
- Reporting Limits cited do not take into account sample dilution or matrix interference. MAI reserves the right to dilute samples as necessary to avoid damaging instrumentation. If you request that samples are to be analyzed undiluted, additional charges may be assessed.

Multiple Dilutions Analyzed

- On multi-target analyte lists, MAI will report the analytical run containing the highest concentration component/analyte in the sample within the calibrated (quantifiable) range. Analytical screening runs are not reported. The laboratory will generally not be able to attempt greater than 10-fold more concentrated analysis than the standard dilution. These additional dilutions will only be attempted if deemed not to pose a risk to analytical instrumentation. Please contact your Project Manager to inquire about the availability of this service for your project.

Quote

- Project-specific quotes are recommended and available upon request. All quotes are confidential and unique to the client and their specific project.
- Quoted pricing is valid through dates specified on quote or specific to the length of the project or contracts. Analyses not listed under these contracts will be charged at our standard rates.
- Surcharges may apply for higher-level than Level II data deliverables, expedited turnaround times, and custom electronic formats.
- MAI routinely accepts projects requiring extensive Research and Development. Special studies will be quoted on a case by case basis. Analytical set-up fees are non-refundable regardless of outcome.
- Quotes are subject to client approval prior to project start date.

Limitation of Liability / Waiver

- MAI will perform requested analyses based on the standard methods but may have to deviate from these methods when necessary, based on reasonable judgment. Should any dispute arise between MAI and client, MAI is limited in liability to damages no greater than the cost of the analytical testing.
- The failure by MAI to enforce, at any time, any terms or conditions herein or to exercise any right or privilege will not in any way be construed as a waiver of such provisions.





1. New Business

c. Review and vote to approve a proposal from HRtoGO to replace BBSI as the Harbor's contracted payroll processor.

Public Comment?

CRESCENT CITY HARBOR DISTRICT



Full Service Proposal



1730 I Street, Ste. 240
Sacramento, CA 95811

PREPARED BY JEN NELSEN

Jen@HRtoGO.Com

Phone: 916-873-2304

CRESCENT CITY HARBOR DISTRICT

Executive Summary

The scope and complexity of government regulations, as well as the frequency and cost of litigation, are major obstacles to success for small businesses today. Our integrated solutions address business owners' concerns in these areas, and a growing number of firms are turning to us for help with complex regulations and relief from burdensome paperwork.

An increasing number of businesses are outsourcing back office and compliance related duties to save time, money and to streamline processes. By professionally administering human resources, compliance, benefits, workers' comp, safety and risk management on an outsourced basis in an integrated program, we help to reduce business risks, exposures, and costs.

Lawsuits Against Employers: Sobering Statistics

- Employee lawsuits have risen approximately 400% over the last 20 years.
- Of these, wrongful termination suits have risen more than 260%.
- 41.5% of these lawsuits were brought against private employers with fewer than 100 employees.
- When employee lawsuits go to trial, the employee wins more than 63% of the time.
- The average cost to settle an employee lawsuit out of court is \$75,000.
- The average amount awarded to employees in jury trials is \$217,000.

Benefits of HRtoGO Support

- Owners and employees spend less time on administration and have more time to focus on customers, finances and strategy, so their business becomes more prosperous.
- Avoid common and costly fines and litigation. We ensure implementation and maintenance of all required HR and CAL OSHA related compliance. Our support provides ownership and management with peace of mind.
- Never worry again about how to handle an employee matter (termination, harassment, labor board complaints, progressive discipline, etc.). We provide unlimited support for HR related questions.
- Solutions and options that leverage expertise and technology to support time-keeping processes and wage and hour compliance.
- Save time, money and headaches! We look out for your business from a compliance standpoint and support you with one of your biggest business challenges – your employees. Our support reduces the time spent on non-revenue generating tasks so that ownership and management have more time to focus on revenue generation and business growth.

CRESCENT CITY HARBOR DISTRICT

Included Services

HR Services

When you need answers, you need them immediately, and our staff is responsive, reliable and very accessible. Let HRtoGO Consultants free you up from redundant administrative tasks, while providing the additional training and knowledge development.

HR Support Access

- Unlimited Advisory Support (Mon-Fri, 8-5)
- Emergency Advisory Support (After Hours, Holidays, Weekends)
- On-Site Compliance Support (As deemed necessary by HR Director)

Employee Policies & Documentation

- Employee Policy Manual (Digital Edition)
- Wage & Hour Compliance (Advisory)
- State Specific Labor Postings
- Job Descriptions
- Employee Files – Audit Assistance and Best Practice

Recruitment & Hiring (Up to Three (3) Postings Per Month)

- Posting Position for Recruiting Purposes
- Applicant Resume Screening
- New Hire Packet and Compliant Documents
- Manage Background Checks (pass through)
- New Hire Onboarding Management

Human Resource Management

- Response to Federal or State Agencies/Requests for Information
 - EDD (Unemployment Related)
 - SDI (State Disability)
 - DFEH (Department of Fair Employment & Housing)
 - EEOC (Equal Employment Opportunity Commission)
- Leave of Absence Guidance & Management (State & Federal Requirements)

Management Coaching & Support

- Employee Relations/Conflict Resolution/Performance
- Employee Termination Guidance & Preparation

Training

- AB1825 Online Supervisory Harassment Prevention Training
- Employee Harassment Prevention Training
- See summary list of training (next page)

CRESCENT CITY HARBOR DISTRICT

Included Services - Training

The key to success within any organization is the development of its employees.

Training and development is an important way to ensure that employees have the skills necessary to support the organization. There are huge benefits to be reaped by engaging your team for training opportunities. These are only a few of the skills presented through our online training and development courses. Live training is developed specifically to meet your individual needs. Examples of live training: Progressive Discipline, Effective Hiring Practices, Wage and Hour Compliance, and Unlawful Harassment Training for Supervisors and Employees.

ONLINE TRAINING

Supervisor Courses:

- Accommodating Workers With Disabilities
- Anti-Harassment, Discrimination, Retaliation
 - California AB 1825
 - U.S. (National), Connecticut, Maine
 - Health Care, Restaurant, Religious Entities
- Background Checks for Hiring
- Duty to Prevent Violence
- Hiring I - Identifying Candidates
- Hiring II - Interviewing & Selecting
- Managing Bias
- Recognizing Drug & Alcohol Abuse
- Social Media for Managers
- Progressive Discipline
- Terminating Employees
- Wage & Hour Basics

All Employee Courses:

- Code of Conduct (includes all areas below; courses below can also be taken individually)
 - Business Ethics, Workplace Conduct, Data Security, Business Courtesies, Books and Records
- Bullying in the Workplace
- Conflicts of Interest
- Diversity: Inclusion in the Modern Workplace
- Drugs & Alcohol at Work
- Hazard Communication
- Illness & Injury Prevention Program
- Prevent Workplace Violence
- Social Media & Your Job
- Stop Harassment & Discrimination
- Tools for an Ethical Workplace

Specialty Courses:

- Anti-Corruption & Bribery
- Antitrust
- Bloodborne Pathogens
- Data Security and Privacy
- Foreign Corrupt Practices Act
- HIPAA Basics

CRESCENT CITY HARBOR DISTRICT

Included Services Continued

Safety and Risk Management Services

(included with HR support at no additional fee)

Safety Support Access

- Unlimited Advisory Support (Mon-Fri 8-5)
- Emergency Advisory Support (After Hours, Holidays, Weekends)

Safety Policies and Documentation

- Injury & Illness Prevention Program (digital edition)
- Controlled Substance Policy (digital edition)
- Safety Tailgate Topics (digital edition)
- Safety Newsletter (digital edition)

Safety/Risk Management Services

- Response to Federal or State Agencies/Requests for Information
- Occupational Safety and Health Administration (OSHA)
- OSHA 300 Log & 300A Summary (digital edition)
- Shop and Place Workers' Compensation Coverage
- Workers' Compensation Claims Assistance
- OSHA Inspection Assistance & OSHA Appeals Assistance

Safety Training

- Traffic Incident Management
- Workplace Investigations
- Hazard Communications
- Workplace Violence Prevention
- Controlled Substance Policy

Benefits Administration (optional at no additional fee)

HRtoGO simplifies complex regulatory compliance while improving eligibility tracking and notification. A trusted resource for support with shopping coverage, open enrollment, and answers to plan/coverage questions. HRtoGO provides peace of mind with the following Health Insurance Broker Services:

- Renewals/Open Enrollment
- New Hire Eligibility & Enrollment
- Improved Administration of:
 - Medical, dental & vision, AFLAC, Life insurance, ADD&D, Short-term and long-term disability
 - Provide Federal COBRA Third Party Administrator set-up
- Monthly Auditing, Claims Review and Service
- Track New Hire Eligibility and Notify you of Age Band Changes
- Process/Respond to the Issuing Agency for National Medical Support Notices
- Support with Employee Questions Related to Eligibility, Plans, Coverage, etc.
- Coordinate 401K with Third Party and Manage Deductions
- Manage Flexible Spending & Health Savings Account

CRESCENT CITY HARBOR DISTRICT

Included Services Continued

Payroll and Timekeeping Services

HRtoGO's comprehensive payroll solution can be tailored to match the requirements of your business. This user-friendly, secure online system gives you the flexibility to access all of your data anywhere, with any internet-connected device. Employees can be directed to the HRtoGO Payroll team for answers to questions regarding direct deposits, accrued benefits, copies of W2s and paystubs.

Compliant Payroll Processing

- Process payroll from anywhere, any time
- Preview your payroll report in advance
- Unlimited earning and deduction codes available
- Flexible, customized to fit your needs
- Garnishment administration from start to finish

Reporting

- Conveniently access any report
- Standard and customized reports
- Mandatory new hire reporting
- Assistance with governing agencies

Tax Agency Compliance

- Timely filing of Federal and State returns and remittance of funds
- Audit Federal and State records against the payroll records
- Assure all Federal and State tax agency compliance is up to date
- W2, Quarterly and Annual Filings
- Dedicated tax expertise and tax agency assistance
- Detailed tax summary statements
- Rapid response and resolution of tax agency inquiries

Personal Service

- Excellent customer service with knowledgeable and experienced professionals
- User friendly, efficient methods to input payroll data
- Receive convenient reminders for pay dates, receipt and completion of payroll, as well as customized payroll reports each pay period

Timekeeping Options (Included)

- Improve employee clock in/out habits
- Time clock options include web and mobile application solutions with geo-location capabilities
- Fully integrated with payroll platform for maximum accuracy and compliance
- Timekeeping app includes functionality for time off requests, time off balance, and announcements
- Web-Clock timekeeping option included in proposal/pricing. The Timeclock hardware (to mount on the wall) is priced separately.

CRESCENT CITY HARBOR DISTRICT

Compensation for Services

Compensation for HRtoGO services has two components. The first is a one-time set-up fee to cover the initial “push” to begin implementing our program. The second compensation component is a monthly amount based on up to 30 employees. This covers the auditing of pay practices, creation of employee handbooks, Injury & Illness Prevention Program, the ongoing maintenance and training to keep you compliant. The first several months are spent mitigating current exposures for fines and lawsuits.

One-time Set Up (Payroll): \$850.00

Monthly, Flat Fee for Payroll, Timekeeping, HR and Cal/OSHA Support: \$2,290.00

- We will save you time, money and headaches – and relieve concern over “how to handle” all things employee and HR related. Free up ownership and management’s time creating opportunities for more focus on revenue-generating tasks.
- Partner with you to provide safety services and implementing proactive and reactive safety measures, safety incentive programs, State OSHA and Federal OSHA required compliance, and implementation of vital policies and procedures.
- Provide web-conference, teleconference and online training for management and ownership on various topics including: Protecting the company from employee legal battles, unlawful harassment, workplace violence, pay practices and wage exposures, and more.
- A proactive approach to compliance and protection of the company versus a reactive approach. Industry specific expertise and guidance to minimize labor exposures and employee related litigation.
- Expert payroll services include payroll calculations and billing reports, timely check delivery, quarterly and annual federal and state tax filings, garnishment deduction and payment processing, workers’ comp premium calculation and payment, payroll deduction of benefits, and annual preparation of forms W-2 and W-3
- ALL services, guidance and support on a 24/7 basis for far less than the cost of hiring an internal HR Manager. You will have after-hours access to our HR and Safety team for employee related emergencies that cannot wait for Monday morning.
- An “outside looking in” perspective to identify potentially overlooked inconsistencies, non-compliance, and employee related exposures. A proven and methodical system to create efficiencies, structure, and consistency in all policies and procedures. Uniformity in this area protects your firm and reduces the likelihood of discrimination claims exposures.

Thank you again for the opportunity to provide support solutions for your Human Resources, Payroll, and Safety/CAL-OSHA assistance. We have been helping good businesses get better for over 19 years, while generating overall savings and helping businesses focus more time on core competencies. We are confident in our ability to exceed your service expectations and look forward to the opportunity to prove it.

Please contact Jen Nelsen any time before, during or after business hours for additional information and support at 916-873-2304.

2. Adjournment

Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for Tuesday, October 18, 2022, at 2 p.m. PDT. The Crescent City Harbor District complies with the Americans with Disabilities Act. Upon request, this agenda will be made available in appropriate alternative formats to person with disabilities, as required by Section 12132 of the Americans with Disabilities Act of 1990 (42 U.S.C. §12132). Any person with a disability who requires modification in order to participate in a meeting should direct such request to (707) 464-6174 at least 48 hours before the meeting, if possible.

