

# Documentation of Contractor Expenses “Best Practices”

Item 2



Sjohnna Knack,  
Manager

November 14, 2011

# Program Background

- 2,000 homes completed, approximately 9,000 homes remaining.
- Average cost per home is \$50,000.
- Completing 300-500 homes per year, based on \$15 million annual budget and consistent grant awards.
- Unique housing stock creates challenging construction.



# Examples of Unique Housing Stock





SAN DIEGO COUNTY  
REGIONAL AIRPORT  
AUTHORITY



QUIETER HOME PROGRAM  
SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY



# Process for Each Home

- Step 1: Homeowner applies and is placed on wait list.
- Step 2: Homeowner is selected and placed in group of 30-50 homes.
- Step 3: Design starts on home.
- Step 4: Design packages for group are publically bid.
- Step 5: Contract awarded by Board.
- Step 6: Construction.

Average process takes 2-3 years and is tracked and collected electronically.



# Organization of Homeowners

- Web-based database containing records for each parcel.
- Utilized to keep ownership information, appointment records, communications, all documentation.

**Quieter Home Program**

Information Summary Panel

APN: 4516320700 Program Area: Middletown Eligibility: Program Boundary: Yes  
 Address: 3030 STATE ST Landuse: Duplex or Double Historic: Yes  
 Contact: William J and Tiffany D Heon Res # 380501.34 Group: 5.1  
 Site: Unit Count: 3 CHNEL(dB) 68

Current Group: 5.1

Homeowner Info

APN	Address	Historic	Sound Test	Action
4516320700	3030 STATE ST	Yes	No	[X] [X]
4516320700	3031 STATE ST	Yes	No	[X] [X]
4516320700	3032 STATE ST	Yes	No	[X] [X]

Dwelling Address

Number: 3030, Frac: , Direction: STATE, Name: ST, Type: [v]  
 Use Parcel Address:   
 City: San Diego, State: CA, Zip: 92103

Dwelling Description

Cert. of Occupancy: [v] Square Feet: [v]  
 Ineligible Reason: [v]  
 Dwelling Notes: Moved this homeowner into Group 5.1, was in 5.5 as Res No. 380505.16

Legal Description: Lots 9 and 10 in Block 115 of Middletown, in the City of San Diego, County of San Diego, State of California, according to partition map thereof made

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Homeowner Info

Date	Topic	Entered By	Resolved	Action
10/31/2011	Still Waiting for Warranty Response	Eric Van Pelt	[X]	[X]
10/18/2011	Warranty Work Request (Paint & Misc.)	Eric Van Pelt	[X]	[X]
07/29/2011	Warranty Work Update	Eric Van Pelt	[X]	[X]
07/21/2011	Unfinished Work (Update)	Eric Van Pelt	[X]	[X]
07/11/2011	Unfinished Work ?	Eric Van Pelt	[X]	[X]
08/27/2010	Stating Work on Monday, August 30th	Eric Van Pelt	[X]	[X]
09/29/2010	Paint / Hardware Answers	Eric Van Pelt	[X]	[X]
05/28/2010	S&L Contracting Confirmation (Paint / Hardware)	Eric Van Pelt	[X]	[X]

Selected Contact

Date: 10/31/2011, Contact Type: E-Mail, Entered By: Eric Van Pelt

Topic: Still Waiting for Warranty Response

Discussion: Hi Tiffany, Just letting you know that we have not forgotten about you (and your paint situation). My boss (Craig Mayer - Airport Construction Manager) has been communicating with the contractors upper management back in New York about your situation. S&L is also communicating with the window manufacture. I will let you know as soon as I hear what the plan is going to be.



# Individual Home Designs

- Each home is designed independently with an individualized scope of work.
- Scope of work approved by homeowners prior to bid.

**General Parcel Requirements:** Photos:

**GENERAL & SPECIAL REQUIREMENTS**  
**Windows:** Siding Type: Stucco  
 Type: Wood  
 Prime Color: Match Existing  
 Grilles: Yes where existing

**HOMEOWNER PREWORK:**

- Provide clear access to all windows and doors being treated.
- Remove window and door coverings at all openings where windows and doors are being treated. (Contractor is responsible for removing hardware, and reinstalling where possible.)
- Provide clear access to accommodate all Mechanical and Electrical equipment installation(s)

**GENERAL CONTRACTOR TO NOTE:**

- The Contractor will assume all painted surfaces contain lead based paint (LBP) all caulking, stucco, roof mastic, popcorn or textured ceiling material, HVAC insulation and vent tape, and pipe insulation to be asbestos containing materials (ACM). The Contractor is required to comply with all applicable contract specifications; as well as all local, county, state and CalOSHA regulations prior to disturbing any suspect materials.
- Provide beveled glass at windows 19 and 21.
- Provide beveled glass at doors 'b', 'c' and 'd'.
- Contractor to patch and coat penetrations thru existing foam Roof.

**Front Elevation:** **Rear Elevation:**

**Left Elevation:** **Right Elevation:**

Notes: SEE WALK THROUGH EQUIPMENT SHINA TUBES ARCHITECT'S USE ONLY

Reviewed: \_\_\_\_\_  
 Accepted: \_\_\_\_\_  
 Date: \_\_\_\_\_

The Jones Payne Group in association with: Heon, William P-756  
 Initials: \_\_\_\_\_ 100% Issued: 8/25/2009  
 Group 5 1H  
 Heritage Architecture & Planning 3030-3032 State St.  
 PBS Engineers San Diego CA  
 File # 4516320700  
 REG # 30305134  
 Printed: 9/1/2009  
 Drawn by: LHM/BR  
 Checked by: BR  
 Sheet No: 2 of 23

**Window Schedule**

EXISTING WINDOWS		NEW WINDOWS										COMMENTS				
#	Size (w/h) Approx	Style	G	R	Contractor Measurements	Style	Grille	New Casting interior	exterior	E	L	M	T	O	Detail	Comments
1	36x43	wfcs	s			wcaw/cass	3h	Stop	Exist				X		WX-11.00.1	
2	53x28	wfcs	s			wfcs	cust	Stop	Exist						WX-11.00.2	Archtop; Match window configuration and/or grille pattern; Refer to SK-A.
3	17x59	wc	i			wcass	4h	Stop	Exist						WX-11.00.1	
4	17x59	wc	i			wcass	4h	Stop	Exist						WX-11.00.1	
5	17x59	wc	i			wcass	4h	Stop	Exist						WX-11.00.1	
6	53x28	wfcs	s			wfcs	cust	Stop	Exist						WX-11.00.2	Archtop; Match window configuration and/or grille pattern; Refer to SK-A.
7	17x59	wc	i			wcass	4h	Stop	Exist						WX-11.00.1	
8	17x59	wc	i			wcass	4h	Stop	Exist						WX-11.00.1	
9	17x59	wc	i			wcass	4h	Stop	Exist						WX-11.00.1	
10	48x28	wfcs	s			wfcs	cust	Stop	Exist						WX-11.00.2	Archtop; Match window configuration and/or grille pattern; Refer to SK-A.
11	23x29	wc	i			wcass	2h1c	Stop	Exist						WX-11.00.1	
12	23x29	wc	i			wcass	2h1c	Stop	Exist						WX-11.00.1	
13	48x28	wfcs	s			wfcs	cust	Stop	Exist						WX-11.00.2	Archtop; Match window configuration and/or grille pattern; Refer to SK-A.
14	23x29	wc	i			wcass	2h1c	Stop	Exist						WX-11.00.1	
15	23x29	wc	i			wcass	2h1c	Stop	Exist						WX-11.00.1	
16	18x56	wc	s			wcass	4h	Stop	Exist				X		WX-11.00.1	
17	60x28	wfcs	s			wfcs	cust	Stop	Exist						WX-11.00.2	Archtop; Match window configuration and/or grille pattern; Refer to SK-A.
18	18x56	wc	s			wcass	4h	Stop	Exist				X		WX-11.00.1	
19	36x56	wfcs	s			wcaw/cass	4h1c	Stop	Exist				X		WX-11.00.1	Match beveled glass.
20	60x28	wfcs	s			wfcs	cust	Stop	Exist						WX-11.00.2	Archtop; Match window configuration and/or grille pattern; Refer to SK-A.
21	36x56	wfcs	s			wcaw/cass	4h1c	Stop	Exist				X		WX-11.00.1	Match beveled glass.
22	18x56	wc	s			wcass	4h	Stop	Exist				X		WX-11.00.1	
23	60x28	wfcs	s			wfcs	cust	Stop	Exist						WX-11.00.2	Archtop; Match window configuration and/or grille pattern; Refer to SK-A.
24	18x56	wc	s			wcass	4h	Stop	Exist				X		WX-11.00.1	
25	48x28	wfcs	s			wfcs	cust	Stop	Exist						WX-11.00.2	Archtop; Match window configuration and/or grille pattern; Refer to SK-A.

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 Initials: \_\_\_\_\_ 100% Issued: 8/25/2009  
 Group 5 1H  
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 Sheet No: 3 of 23

San Diego County Regional Airport Authority Quieter Home Program 65 - 70 db CNEL



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

# Construction Management – Electronic Project Management (ePM)

- Software system that allows staff to manage the construction process electronically.
- Utilized in requests for information (RFI), submittals, and shop drawings.

The screenshot shows the ePM software interface. On the left is a navigation menu with categories like Collaboration, Project Management, Financial Management, Project Controls, Procurement, Contract Management, Field Administration, and Company Management. The main area displays a table with the following data:

Record Type	Total	Open	Closed
Closeout Log	704	298	406
Drawing Packages	0	0	0
Tasks	403	5	398
Issues	80	26	54
Meetings	162		
Non-Conformance Reports	1	1	0
SCR/CST	59	3	56
Punch List	84	84	0
RFI	617	0	617
Safety Notices	0	0	0
Submittals	850	338	512
Milestones	125	25	100

**PRODUCT SUBMITTAL** SUBMITTAL #: 16

**S&L** SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
Specialty Contracting, Inc.  
2422 TRUXTON RD SAN DIEGO, CA  
SAN DIEGO PHASE 5.11A

**ARCHITECT / ENGINEER**  
THE JONES PAYNE GROUP  
2750 WOMBLE ROAD / SUITE 104  
SAN DIEGO, CA 92106-

**GENERAL CONTRACTOR:**  
**S & L SPECIALTY CONTRACTING, INC.**  
315 SOUTH FRANKLIN ST.  
SYRACUSE, NY 13202  
(315) 478-9746  
FAX (315) 471-8807 PROJECT NUMBE 247

**JPG comments:**  
1.9 Warranty - **APPROVED**  
3.5B - **APPROVED**  
3.5C - **APPROVED**  
3.5D - **APPROVED**  
3.5E - **APPROVED**  
2.6 Insect Screens - **APPROVED**

**RECEIVED**  
By FDD-QHP, Jackie Lewis at 2:22 pm, Sep 09, 2011

**RECEIVED**  
By JPG - Theresa Diaz at 9:48 am, Sep 12, 2011

**APPROVED**  **DISAPPROVED - REVISED & RESUBMIT AS NOTED**

**APPROVED WITH CORRECTIONS NOTED**

**APPROVAL ACTION DOES NOT SUPERSEDE REQUIREMENTS OF THE DRAWINGS AND SPECIFICATIONS. CONTRACTOR IS RESPONSIBLE FOR CORRELATING AND CONFIRMING DIMENSIONS AT THE JOBSITE, CHOICE OF FABRICATION PROCESSES AND TECHNIQUES OF CONSTRUCTION, AND COORDINATION OF HIS WORK WITH THAT OF OTHER TRADES.**

**THE JONES PAYNE GROUP**  
Paul Van Vooren  
2011.09.20 14:00:23 -0700



# Coordination of Each home in Construction

Daily Inspections

Weekly Progress Meetings

Monthly Pay Applications



## Daily Report

1 carpenter is continuing with the door installations. 3 painters have begun the patching

TIME 08:19 AM RECORDED BY JACK WARD  
Residence 10, Sowatsky;

Day 25 of 28 construction days.

1 painter is completing the remaining punch list items.

TIME 11:03 AM RECORDED BY JACK WARD  
Residence 09, Molitor;

The window installations are ongoing. The carpenters are currently installing windows in he is preparing to install door H.

TIME 11:40 AM RECORDED BY JACK WARD  
Residence 34, Heon;

The patching and painting is ongoing. The painters are currently touching up windows in installers are currently installing the refrigerator set at the east end of the building.

PROJECT TITLE: Quieter Home Program Phase 5 - Group 1  
Project # 380501  
LOCATION: QHP Truxtun Conference Room  
DATE: 9/14/2010 TIME:10:00 AM  
SUBJECT: Construction Weekly Update Meeting  
NEXT MEETING DATE: 9/21/2010

ITEM NO	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (P.L.)	THIS PERIOD	MATERIALS PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE (P.L.)	%	BALANCE TO PAY	RETAINAGE 10%
001-057	Herbert - 3042 State (380501.33) 5% Complete On hold; awaiting decision to go forward.			8/23/2010	9/24/2010				
001-058	Heon - 3030 State (380501.35) 10% Complete Backordered: WDWs 37, 51, 52, 59, 60, 41 glazing, doors G and H.			8/27/2010	10/8/2010				
001-027	Molitor - 3726 Elliott (380501.09) 0% Complete Construction in progress; homeowner requesting new hardware for Doors F and G; homeowner had custom door made, Contractor noticed a crack near the bottom of the door.			9/13/2010	10/22/2010				

CC's

APPLICATION AND CERTIFICATE FOR PAYMENT, CONTAINING CONTRACTOR'S SIGNED CERTIFICATION, IS SUBMITTED IN FULL PAYMENT THEREOF, PROVIDED AS SET FORTH IN THE REVERSE ORDER. USE CONTRACT NO. CONTRACTORS ALSO OBTAIN RELEASE FOR THIS STATE IF THEY APPLY.

APPLICATION NO. 217-003  
APPLICATION DATE 04/13/10  
ISSUED TO 03/23/10  
PROJECT NO. GROUP 5.1

A	B	C	D	E	F	G	H	I
ITEM NO	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (P.L.)	THIS PERIOD	MATERIALS PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE (P.L.)	%	BALANCE TO PAY
FRISBELL	Bonds & Insurance	2,283.00	2,283.00	0.00	0.00	2,283.00	100.00%	0.00
380501.32	General Conditions	8,853.00	8,853.00	4,800.00	0.00	8,853.00	100.00%	0.00
	Measurement Walk-Throughs	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00%	0.00
	Windows	30,570.00	26,488.44	11,447.86	0.00	38,936.30	127.34%	0.00
	Doors	11,300.00	7,266.00	4,813.00	0.00	12,079.00	106.81%	0.00
	Misc. Arch. Construction	3,200.00	0.00	3,200.00	0.00	3,200.00	100.00%	0.00
	Mechanical (HVAC)	13,000.00	0.00	3,000.00	0.00	3,000.00	23.08%	10,000.00
	Electrical	8,853.00	0.00	7,878.00	0.00	12,000.00	134.54%	0.00
	Home Total	82,008.00	48,248.54	36,338.86	0.00	82,008.00	100.00%	0.00
HERBERT	Bonds & Insurance	1,882.00	1,882.00	0.00	0.00	1,882.00	100.00%	0.00
380501.33	General Conditions	8,853.00	7,700.00	0.00	0.00	7,700.00	86.99%	1,153.00
	Measurement Walk-Throughs	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00%	0.00
	Windows	30,570.00	0.00	0.00	0.00	0.00	0.00%	30,570.00
	Doors	9,000.00	0.00	0.00	0.00	0.00	0.00%	9,000.00
	Misc. Arch. Construction	600.00	0.00	0.00	0.00	0.00	0.00%	600.00
	Mechanical (HVAC)	8,100.00	2,882.57	0.00	0.00	2,882.57	35.60%	5,217.43
	Electrical	2,520.00	0.00	0.00	0.00	0.00	0.00%	2,520.00
	Home Total	73,685.00	14,164.57	0.00	0.00	14,164.57	19.22%	59,520.43
HEON	Bonds & Insurance	2,843.00	2,843.00	0.00	0.00	2,843.00	100.00%	0.00
380501.34	General Conditions	12,000.00	1,000.00	0.00	0.00	1,000.00	8.33%	11,000.00
	Measurement Walk-Throughs	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00%	0.00
	Windows	37,800.00	0.00	0.00	0.00	0.00	0.00%	37,800.00
	Doors	14,500.00	0.00	0.00	0.00	0.00	0.00%	14,500.00
	Misc. Arch. Construction	2,500.00	0.00	0.00	0.00	0.00	0.00%	2,500.00
	Mechanical (HVAC)	1,500.00	0.00	0.00	0.00	0.00	0.00%	1,500.00
	Electrical	1,500.00	0.00	0.00	0.00	0.00	0.00%	1,500.00
	Home Total	68,683.00	7,743.00	0.00	0.00	7,743.00	11.26%	60,940.00
GAFFORD	Bonds & Insurance	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00%	0.00
380501.25	General Conditions	4,500.00	1,000.00	0.00	0.00	1,000.00	22.22%	3,500.00
	Measurement Walk-Throughs	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00%	0.00
	Windows	15,150.00	0.00	0.00	0.00	0.00	0.00%	15,150.00
	Doors	3,800.00	2,327.00	0.00	0.00	2,327.00	61.24%	1,473.00
	Misc. Arch. Construction	1,400.00	0.00	0.00	0.00	0.00	0.00%	1,400.00
	Mechanical (HVAC)	11,400.00	4,186.13	0.00	0.00	4,186.13	36.72%	7,213.87
	Electrical	2,400.00	0.00	0.00	0.00	0.00	0.00%	2,400.00
	Home Total	48,550.00	10,243.13	0.00	0.00	10,243.13	21.11%	38,306.87
HAWTHORN	Bonds & Insurance	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00%	0.00
380501.28	General Conditions	11,500.00	1,100.00	0.00	0.00	1,100.00	9.57%	10,400.00
	Measurement Walk-Throughs	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00%	0.00
	Windows	41,000.00	0.00	0.00	0.00	0.00	0.00%	41,000.00
	Misc. Arch. Construction	4,700.00	0.00	0.00	0.00	0.00	0.00%	4,700.00
	Mechanical (HVAC)	4,800.00	0.00	0.00	0.00	0.00	0.00%	4,800.00
	Electrical	13,000.00	4,788.44	0.00	0.00	4,788.44	36.83%	8,211.56
	Home Total	82,008.00	8,778.44	0.00	0.00	8,778.44	10.70%	73,229.56

23 + 778 + 41 +  
8 + 658 + 69 +  
13 + 897 + 62 +  
16 + 315 + 66 +  
1 + 310 + 00 +  
1 + 550 + 00 +  
1 + 622 + 00 +  
3 + 812 + 86 +  
2 + 156 + 69 +  
1 + 720 + 56 +  
5 + 77 + 00 +  
4 + 138 + 50 +  
2 + 378 + 40 +  
0 + 795 + 80 +  
2 + 551 + 66 +  
2 + 903 + 55 +  
1 + 763 + 91 +  
2 + 716 + 90 +  
5 + 731 + 46 +  
177 + 00 + 9 + 124 +

# Closeout of Construction

- Post Construction Surveys
- Closeout of Construction
- Closeout with FAA (Grant closure)



## Homeowner Post-Insulation Survey

This survey will allow you to share your experience with the recent construction project and be honest with your responses. In order to educate future homeowners, your comments and suggestions in handouts and presentations.

Thank you for your cooperation during this project and for completing this survey to help us improve the program for future participants in the program.

### \* 1. Please enter Homeowner Information Below:

Name:

Property Address:

### Group 4.12 Lessons Learned

August 12, 2010

Attendees: Brian Lahr, Construction Manager, SDCRAA, Quieter Home Program  
 Steve Clayton, Construction Manager, SDCRAA, Quieter Home Program  
 Catherine Darby, Program Coordinator, SDCRAA, Quieter Home Program  
 Justin Espinoza, Superintendent, S&L Specialty Contracting  
 Don McMasters, S&L Specialty Contracting (via conference call)

#### Items for discussion:

1. Cannot complete a job with multiple superintendants. Throughout the entire construction project, S&L superintendent staff had changed and alternated between Mike Strag, Joe Romeo, Lee Wilkinson and Ronny. It caused communication issues with our homeowners and inspectors.

**Lessons Learned:** In the future, S&L will keep one person in charge if possible throughout the complete phase.

2. Asbestos waste container at Park Point Loma without prior approval from the HOA.

**Lessons Learned:** In the future, the HOA shall be notified well in advance of construction. Also, written authorization shall be required.

3. Construction superintendent was offered office space at Park Point Loma, which was not utilized by them at all.

### B. Work constructed and assignable fund sources (i.e. AIP#, other sources, etc).

The San Diego International Airport (SDIA) established a sound insulation Program to provide sound attenuation treatment to homes located within the 65-70 dB CNEL and higher, as approved in SDIA's FAR Part 150 Noise Compatibility Program.

#### Summary of Fund Sources

San Diego County Regional Airport Authority										
Grant Control Summary										
February 28, 2011										
CIP#	Grant Description	Project Amount	Total Expenses	Claimed Amount	Received Amount	Accrued Amount	Project Balance	% Claimed	% Received	% Remaining
<b>Grant 45 - Residential Sound Attenuation</b>										
380507A	QHP Phase V - Group 7A	463,204	574,766	463,204	463,204	-	-	100%	100.00%	-
<b>Grant 48 - Residential Sound Attenuation</b>										
380507A	QHP Phase V - Group 7A	18,171	22,548	18,171	18,171	-	-	100%	100.00%	-
<b>Grant 50 - Residential Sound Attenuation</b>										
380507A	QHP Phase V - Group 7A	381,590	473,495	381,590	381,590	-	-	100%	100.00%	-
<b>Grant 53 - Residential Sound Attenuation</b>										
380507A	QHP Phase V - Group 7A	967,613	1,200,661	967,613	967,613	-	-	100%	100.00%	-
<b>Grant 56 - Residential Sound Attenuation</b>										
380507A	QHP Phase V - Group 7A	1,750,000	2,149,929	1,732,628	1,060,307	672,321	17,372	99.01%	60.59%	0.99%

Source: SDCRAA Finance Department

QHP Phase 5 - Group 7A (CIP #380507A) was a part of Airport Improvement Program (AIP) #45, #48, #50, #53, and #56. Eighty nine (89) dwellings were insulated on the west side of SDIA in QHP Phase 5 - Group 7A (CIP #380507A) (see Figure 1). Eighty nine (89) dwellings were non-historic.

# Quieter Home Program Team

