



**CITY OF SALINAS  
COUNCIL STAFF REPORT**

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**DATE:** APRIL 13, 2021  
**DEPARTMENT:** PUBLIC WORKS DEPARTMENT  
**FROM:** DAVID JACOBS, P.E., L.S., PUBLIC WORKS DIRECTOR  
**BY:** EDA HERRERA, P.E., SENIOR CIVIL ENGINEER  
**TITLE:** QUALITY ASSURANCE PROGRAM (QAP)

RECOMMENDED MOTION:

A motion to approve a resolution approving the City of Salinas Public Works Department Quality Assurance Program.

RECOMMENDATION:

It is recommended that City Council approve a Resolution approving the City of Salinas Public Works Department Quality Assurance Program.

BACKGROUND:

The QAP is a program to provide assurance that the materials incorporated into each construction project conforms to the contract specifications. This program covers the sampling and testing of materials that the contractor supplies for the City's roads, sidewalks, curb and gutters, parking lots etc.; it also requires the contractor to supply Certificate of Compliance for materials that are not sampled or tested, such as conduit, rebar and electrical boxes. Furthermore, the QAP requires the City ensure the Personal and Laboratory conducting the sampling and testing are certified to perform this work. Refer to attachment for the Quality Assurance Program.

On April 15, 2016, the City Engineer approved the current QAP, however, the Federal Highway Administration (FHWA) requires that the City of Salinas adopt and update a QAP at least every five years. Furthermore, the QAP is required by FHWA to acquire federal funds for construction projects.

CEQA CONSIDERATION:

**Not a Project.** The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378). In addition, CEQA Guidelines Section 15061 includes the general rule that CEQA applies only to activities which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Because the proposed

action and this matter have no potential to cause any effect on the environment, or because it falls within a category of activities excluded as projects pursuant to CEQA Guidelines section 15378, this matter is not a project. Because the matter does not cause a direct or foreseeable indirect physical change on or in the environment, this matter is not a project. Any subsequent discretionary projects resulting from this action will be assessed for CEQA applicability.

STRATEGIC PLAN INITIATIVE:

This item relates to the City Council Goal of Investment Strategies/Risk Management and Public Safety. The quality assurance program ensures that contractors are installing materials and providing workmanship in compliance with contract plans and specifications.

DEPARTMENTAL COORDINATION:

The Public Works Department prepared the program with the assistance of Caltrans Local Assistance Procedures Manual and Caltrans District 5.

FISCAL AND SUSTAINABILITY IMPACT:

There is no fiscal impact to adopting the QAP. The Capital Improvement Program (CIP) will fund the costs for material sampling and testing per the QAP. The cost for the material testing is budgeted in the CIP project budgets.

ATTACHMENTS:

Resolution  
Quality Assurance Program