

## **RESOLUTION NO. 2019-003**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK AUTHORIZING THE CITY MANAGER TO EXECUTE TASK ORDER 2019-01 WITH GREEN VALLEY CONSULTING ENGINEERS FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES AT SUNRISE PARK AND RELATED ACTIONS**

**WHEREAS**, consistent with the Purchasing Policy, the City entered into a Master Agreement with Green Valley Consulting Engineers for Design Professional Services on March 1, 2016, pursuant to City Council Resolution No. 2016-16 adopted on February 23, 2016; and

**WHEREAS**, under the 2016 agreement, Green Valley Consulting Engineers has been providing construction management and inspection services for various development projects throughout the City and has demonstrated a high level of qualification in representing the City's interests while also efficiently advancing development work; and

**WHEREAS**, in accordance with its Development Agreement with the City, the Developer of the Sonoma Mountain Village Project has initiated construction of all-weather soccer field at Sunrise Park, which will be turned over to the City for operation and maintenance upon completion; and

**WHEREAS**, staff requested and has received a proposal from Green Valley Consulting Engineers for construction management and inspection services for the developer constructed all-weather soccer field at Sunrise Park; and

**WHEREAS**, the City Council considered Task Order No 2019-01 at its duly noticed regular meeting of January 8, 2019.

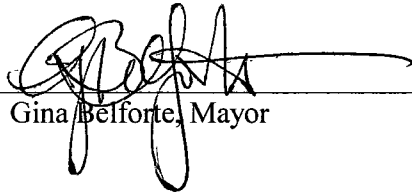
**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Rohnert Park that it does hereby authorize the City Manager to execute Task Order No. 2019-01 by and between Green Valley Consulting Engineers, a California Corporation, and the City of Rohnert Park, a municipal corporation, for Construction Management and Inspection Services at Sunrise Park in an amount not to exceed two hundred thirteen thousand six hundred sixty dollars and no cents (\$213,660.00).

**BE IT FURTHER RESOLVED** that the City Manager is hereby authorized and directed to take all actions to effectuate the Task Order on behalf of the City of Rohnert Park, including execution of a Task Order in substantially similar form to the one attached hereto as Exhibit "A," subject to minor modifications by the City Manager or City Attorney.

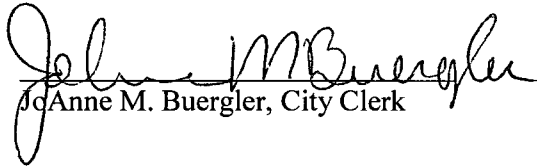
**BE IT FURTHER RESOLVED** that upon receipt of developer reimbursements, the Finance Director is authorized to increase budgeted revenue and appropriations as necessary to cover the costs of the Task Order.

DULY AND REGULARLY ADOPTED this 8<sup>th</sup> day of January, 2019.

CITY OF ROHNERT PARK

  
Gina Belforte, Mayor

ATTEST:

  
JoAnne M. Buerger, City Clerk

Attachment: Exhibit A

ADAMS: Aye MACKENZIE: Aye STAFFORD: Aye CALLINAN: Aye BELFORTE: Aye  
AYES: ( 5 ) NOES: ( 0 ) ABSENT: ( 0 ) ABSTAIN: ( 0 )

**GREEN VALLEY CONSULTING ENGINEERS TASK ORDER NO. 2018-02**

**CITY OF ROHNERT PARK  
AND  
GREEN VALLEY CONSULTING ENGINEERS**

**AUTHORIZATION TO PROVIDE ENGINEERING SERVICES FOR ON CALL CONSTRUCTION  
MANAGEMENT AND INSPECTION SERVICES AT  
SUNRISE PARK ATHLETIC FIELD, EP17-0001**

**SECTION 1 – PURPOSE**

The purpose of this Task Order is to authorize and direct Green Valley Consulting Engineers to proceed with the work specified in Section 2 below in accordance with the provisions of the MASTER AGREEMENT between the City of Rohnert Park ("City") and Green Valley Consulting Engineers ("Consultant") hereto dated March 1, 2016.

**SECTION 2 – SCOPE OF WORK**

The items authorized by this Task Order are presented in Exhibit "A" - Scope of Services.

**SECTION 3 – COMPENSATION AND PAYMENT**

Compensation shall be as provided in the MASTER AGREEMENT between the parties hereto referenced in SECTION 1 above. The total cost for services as set forth in SECTION 2 shall be actual costs (time and materials) based on Consultants' standard labor charges in accordance with the provisions of the MASTER AGREEMENT and as shown in Exhibit "B" in an amount not-to-exceed two hundred thirteen thousand six hundred sixty dollars (\$213,660).

**SECTION 4 – TIME OF PERFORMANCE**

The work described in SECTION 2 shall be completed by December 30, 2019 or as extended by the City Manager or Director of Development Services or his/her designee.

**SECTION 5 – ITEMS AND CONDITIONS**

All items and conditions contained in the MASTER AGREEMENT for professional services between City and Consultant are incorporated by reference.

Approved this \_\_\_\_ day of January, 2019.

**CITY OF ROHNERT PARK**

**GREEN VALLEY CONSULTING  
ENGINEERS**

\_\_\_\_\_  
Darrin Jenkins, *City Manager* (Date)

\_\_\_\_\_  
Elizabeth Ellis, *President* (Date)

Per Resolution No. 2019-\_\_\_\_ adopted by the  
Rohnert Park City Council at its meeting  
of January 8, 2019.

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney

## **Exhibit A**

### **Sunrise Park Athletic Field Improvements**

The City would like our team to manage and inspect the demolition, grading and site work improvements to assist City staff in workloads. It is not anticipated that full-time inspection will be required but tight coordination and management will be needed to ensure successful coordination with the various Contractors working on the Project, with its speciality components of artificial turf, stadiums, lighting, etc. as well as the heavily trafficked location within the City limits.

Key items that our team will be aware of and have the experience to address during construction include:

- Heavy traffic volumes on RPX and Snyder Lane and the proximity to a number of schools, including Sonoma State and the High School and elementary school
- Pedestrian traffic at intersections of existing and proposed improvements
- Noise and dust control due to location adjacent to senior and medical facilities
- Coordination with various Contractors working on the Project
- Proximity to play facilities being kept in service during construction

Critical to the success of this project during construction is an understanding of the high volumes of pedestrian and vehicular traffic that occurs in the project's vicinity. The project is directly adjacent to new and existing residential homes and neighborhoods, as well as being an active playground that has high usage during both weekdays and weekends.

#### **Scope of Work for Construction Management/Inspection**

Our scope of work is to provide the City with a senior level part-time on-site inspector, a part-time Construction Manager, and a construction support team (Construction Management Team). Our proposed team will act as an extension of the City's own staff and will coordinate on project details, schedules, goals, etc.

The Construction Manager's overall responsibility and scope of work is to facilitate successful completion of the site work and paving prior to winter rains.

The Construction Manager Services will include contract administration, construction management, field inspection to observe and document daily construction activities, and geotechnical observation and material testing. The construction manager will provide Resident Engineer services as required. Specifically, the work shall include the following as needed:

- Pre-Construction Services
- Construction Phase Services
- Post-Construction Services

#### **Pre-Construction Services:**

1. Conduct a kick-off meeting with the City staff and relevant parties to discuss the proposed design scope and subsequent construction of the project.
2. Perform a constructability review of the plans and specifications to ensure the feasibility and constructability of proposed improvements.
3. Prepare a Construction Management Plan for the project. The Plan will include the following:
  - Preparation of a project specific manual identifying procedures and protocols to be used by the Construction Manager and project inspectors throughout the project.
  - Identifying lines of communication between City, Contractor, and Inspector.
  - Contact list of key agencies, personnel, emergency contacts for Fire, Police, and others, etc.

- Provides for standard daily field reports of work accomplished.
  - Shop drawing log to identify contractor submittals and tracks status of approvals and return to contractor.
  - Logging system to track contractors' requests for information and status of responses.
  - Logging system to identify change order requests and status of approvals or negotiations.
  - Log of correspondence from and to contractor and City.
  - Preparation of a monthly report to the City Council showing progress for the previous month, with any issues needing resolution or pending. Photos of work in progress are typically included.
  - Assisting City with review of monthly progress payment requests from the contractor and recommendations to the City for payment.
  - Preside over weekly or semi-weekly progress meetings to discuss previous period progress and review upcoming work, discuss status of submittals, correspondence, requests for information, and other significant issues relating to the project.
  - Photo records of construction and monitoring of contractor's record drawings.
4. Perform a thorough review of the final bid documents prior to start of construction. Verify quantities provided in the bidding documents. Provide results to the City and make recommendations on any identified ambiguities or omissions.
  5. Prepare a baseline project schedule in Microsoft project (or equal), and use for comparison to the Contractor's submitted schedule.
  6. Determine requirements, and identify any necessary permits as required to construct and operate the improvements.
  7. Prepare a list of affected utilities. Prior to commencement of construction, prepare a notice to utilities identifying the impact of the project on their utilities and for any relocation required.
  8. Review the project plans and conduct a job walk to verify the site conditions. Determine the construction requirements, constraints, sequence of operations, methods of traffic control, and related project activities/events. Determine any interference with current or future projects and make recommendations for construction staging and phasing.
  9. Take photos and video of the existing site conditions.
  10. Conduct meetings with the businesses and residents along the route to inform them about the project schedule and construction impacts.

#### **Construction Phase Services:**

1. Schedule and chair the Pre-Construction Conference. We will prepare an agenda and minutes of the meeting. Attention will be given to those items which may impact the schedule and/or project funding.
2. Conduct progress meetings with the Contractor, the City Project Manager, and other involved parties to discuss the progress of the project. Follow up on the issues raised at these meetings to expedite resolution and closure to issues.
3. Provide Contract work with the City. Establish and implement coordination, tracking, and communication procedures among City, Inspector, Construction Manager, Construction Inspector, and Contractor. Prepare correspondence, reports, meeting notes, and other documentation as needed to communicate with the City, the Contractor, and other involved parties, and to establish a clear program record. Prepare and circulate meeting minutes.
4. Establish and implement coordination, tracking, and communication procedures among City, CM, Construction Inspector, Designer, and Contractor.
5. Establish and implement procedures for reviewing and processing requests for clarification and interpretation of the contract documents, shop drawings, samples and other submittals, contract schedule adjustments, change order proposals, written proposals for substitutions, payment applications, and the maintenance of field logs. Assist City in notifying the public prior to performing construction work that will impact them.
6. Record Management and Document Control

**Document Tracking System:** Maintain a computer-based correspondence, information, and submittal tracking system to ensure that correspondence requiring responses, requests, and submittals are answered in a timely manner. The contractor's submittal schedule will list all significant submittals required by the specifications and those that are critical to the project's success. The schedule will identify the expected date that the item is due. We will review the schedule to confirm that all submittals are listed and that the planned dates allow sufficient time before the item is required on the job site.

Green Valley Consulting Engineers will identify those submittals that can be reviewed at the job site and those that should be reviewed by the design engineer. The objective will be to proactively forecast potential problems and develop solutions before impacts occur in the project process.

**Maintain Project Files:** Maintain orderly project files. These files shall include, but not be limited to:

- Notice to Proceed
- Correspondence
- Meeting minutes
- Submittals
- Reproductions of original contract documents, including addenda
- Change orders supporting-documentation
- Permit documentation
- Clarifications for the contract documents
- Materials delivery tickets and compliance certification
- Weekly and monthly progress reports
- Meeting minutes
- Daily inspection reports
- Progress photos
- Lab and field test reports
- Progress payments supporting documentation
- Other project documentation

7. Provide field observation during construction. We will conduct detailed site observations of the general progress of the work to determine if the work is proceeding in accordance with the contract documents.

The Construction Inspector will:

- Attend all meetings
- Ensure compliance with any ADA requirements and the contract documents
- Coordinate and schedule sampling and testing of construction materials, soil, and AC compaction tests with RGH
- Arrange for batch plant inspections (not needed for this contract)
- Retain tickets prior to placement of material
- Record up-to-date construction information to use in preparation of the record drawings
- Prepare daily reports
- Report to City any violations to any applicable regulations
- Maintain a copy of the contract documents and construction-related documents at the site
- Coordinate all construction activities with the utility companies and other agencies within the project area and as required by the City

8. Prepare construction inspection reports. The on-site observer will complete a daily report of events that occur at the jobsite. Green Valley Consulting Engineers will implement a format for these reports which will include the following:

- Contractor's working hours on the jobsite. A separate log will be maintained if the contractor works two shifts or nights.
- Contractor and subcontractor personnel and equipment on the jobsite.
- Weather conditions and observations as to the effect on the progress of the work.

- Decisions or directions given to the contractor. Items of this nature would be those of usual work progress with directions to be included in a more formal manner.
  - Daily utilization of the contractor and subcontractor equipment on the site, but obviously idle or in temporary storage will be so noted on the report.
  - Observations connected with the progress of the work including deficiencies or violations of contract requirements by the contractor.
  - Materials delivered to the job site, together with indication as to results of inspection thereof.
  - Observed or potential delays and apparent causes. The contractor's reaction to these delays will be noted.
  - Data relative to claims, extras or deduction. This should include those noted and agreed, as well as potential claims or items of disagreement.
  - List of visitors, including testing laboratory representatives or others.
9. Prepare and submit weekly status report to the City consisting of, but not limited to, the following documentation:
- A narrative description of the progress of work and major tasks completed
  - Schedule overview, with a 2 week look-ahead.
  - Change order summary.
  - One set of key progress photos.
  - Summary of construction progress for the prior reporting period.
  - Significant project issues including recommendations on any unsolved issues.
10. Review the contract documents and verify that all the required permits have been obtained for the construction of the project.
11. Review Contractor's schedule of values versus the payment application. Provide a recommendation of the monthly progress payment applications submitted by the contractor. We recommend that as a condition of approval, the contractor must be current with as-built recording and scheduling efforts.
12. Review, and Track Requests for Information (RFI's), Requests for Clarifications (RFC's), and Shop Drawings.

Green Valley Consulting Engineers will establish and implement a Request for Information (RFI) procedure for use in providing resolutions to inquiries from the contractor regarding interpretations and clarifications of the plans and specifications.

The CM will review contract documents and interpret the drawings as necessary to answer the questions raised by the contractor. The CM will determine if resolution can be developed by application of the plans, typical details, the specifications, and applicable codes and standards. If the resolution cannot be determined from these or similar documents, the CM will consult with the design engineer and ask for the design engineer's interpretation. If the design engineer is authorized to develop additional design details necessary to resolve a problem, Green Valley Consulting Engineers will coordinate through the engineer, the development of a revised design so that it is compatible with field conditions or status of the work, with the goal of minimizing or mitigating the impact on the contractor's work.

We will maintain a submittal log and process required submittals, prior to, and during the process of the work as follows:

- Concrete mix designs for minor concrete
- Mix designs for asphalt concrete
- Certificates of compliance for materials
- SWPPP Plan

- Traffic Control Plan
- Contractor's Safety Plan
- Certified Payrolls

We understand the importance of reviewing submittals in a timely manner. It is imperative that submittals are received early on in a project and reviewed and approved promptly so as to not impact construction activities. We will work with the contractor to verify that all submittals are submitted and approved well in advance of the construction activities.

13. Review the contractor's initial and updated schedules for compliance with the contract documents and verify that the schedules accurately represent the scope of work. We will verify that all work for interim milestones is included on the schedule. We will verify logic ties of activities, check the reasonability of task durations, review the critical path, and check for critical activities. Important scheduling elements, such as partial shutdowns, street and lane closures, detours, public notifications, material delivery, material storage, and contractor material hauling will be a part of the schedule review process.

14. Contract Change Orders (CCO's) may be requested by the City, the Contractor, the CM, or the design engineer. Upon receipt of a proposed change, the CM will determine the necessity of the change, check for propriety, consider other methods of accomplishing the work, method of compensation, effect on contract time, estimate of cost, the Contractor's reaction to the proposed change, and the probability of final approval. If the CM determines that a proposed change is warranted, a proposed change order file will be established. Documents prepared by the CM describing the work, will be transmitted to the Contractor for pricing. Concurrently, independent estimate of cost and time impact will be prepared by the City and CM. Upon receipt of the contractor's quotation, the Construction Inspector will review and compare it to the independent estimate. Based on the review, the CM will either recommend approval to the City, or recommend rejection. If negotiation is authorized, the CM will conduct the negotiations with the Contractor.

For work where a unit cost is not determined prior to performing the work, the Inspector will collect time and material sheets at the end of each day.

All documentation regarding change orders will be maintained, including dates of notification by Contractor, interim steps, recommendation by CM, and final decision.

15. Green Valley Consulting Engineers will assist the City to reach an agreement with the Contractor regarding disputes.
16. Review the Contractor's initial and updated schedules for compliance with the contract documents and verify that the schedules accurately represent the scope of work. Important scheduling elements, such as partial shutdowns, street and lane closures, detours, public notifications, material delivery, material storage, and contractor material hauling will be a part of the schedule review process.
17. Perform field interviews with the contractor's work force on the payment of prevailing wages and fringe benefits. Conduct labor compliance interviews of Contractor's and Subcontractor's employees. Provide and ensure proper posting of the appropriate Federal and State Wage Determinations and labor compliance posters on the project site. Obtain copies of the certified payrolls and fringe benefit statements from the Contractor on a weekly basis. Review the payroll records, interview forms, daily logs, and compare for accuracy. Prepare bi-weekly reports of any deficiencies; and request Contractor to submit back up documents for the contractor, subcontractors, second tier subcontractors, and unlisted subcontractors (contracts less than \$10,000) working on the project.
18. Prepare weekly statement of working days.



19. Provide videotape and photographic documentation of project site prior to, during, and after construction. Ensure that any survey markers disturbed by the Contractor are restored by the Contractor.
20. Maintain a set of contract documents with up-to-date information regarding all addendum, substitutions, clarifications, and changes.
21. Coordinate any certified technical inspections, field testing, or laboratory testing required for the project. Ensure that Contractor has notified utilities affected by the project.
22. Review and monitor the contractor's safety program. The inspector will enforce on-site safety requirements and will report to City on any observed deviations from the plan.
23. Review and monitor all traffic control and public safety plans for compliance with all safety laws and regulations. Review all detour, lane closures, temporary access, signing, delineation and traffic control plans. The Inspector will enforce traffic control safety requirements in and around construction zones.
24. Review the Contractor's "Best Management Practices" plan prior to beginning of construction. Monitor the Contractor's implementation to prevent storm water pollution from related activities in compliance with the National Pollutant Discharge Elimination System (NPDES).
25. Review of Storm Water Pollution Prevention Plan (SWPPP) as required by the City.
26. The CM will maintain a copy of the plans on the site with all the changes. Upon completion of construction, Green Valley Consulting Engineers will conduct an As-Built verification, and prepare and provide a copy of the As-Built plans to the City.
27. Maintaining good, working relationships with the public. The CM will immediately report to the City any inconvenience to the public and will try to remedy arising problems as soon as possible, subsequent to his discussion with the City.

Good public relations with the general public are imperative to the success of any project. Typically, construction work is adjacent to private residences and businesses and construction can be very disturbing. Our inspectors will be the first line of defense for addressing complaints by the public. They will work with the Contractor to address issues and concerns brought forth by the public, business, and property owners.

On this project, it is critical that good communication transpire between the construction management team and the adjacent homes and businesses to minimize any disruptions to them. As this project does not directly impact an individual driveway or business access so much as overall traffic flow thru the area, we will need to put our focus on traffic control measures and hours of operations. With the number of homes that back to the Expressway, noise can be an issue as can pedestrian safety. We will work closely with the Contractor to modify the implemented Traffic Control Plan during construction as needed to ensure both vehicular and pedestrian safety at all times.

To assist with the public relations efforts for this contract, we will:

- Maintain a log of all phone calls received
- Listen to citizen's concerns and work to address them
- Work with the Contractor for prompt resolution of issues
- Circulate fliers, newspaper notifications as appropriate, and as approved by the City about noise and odor restrictions, period of construction, and suggested alternate routes
- Verify that changeable message signs are placed alerting traffic of the period of potential delays during lane closures
- Communicate with emergency services about any events that may raise emergency calls from the public


- Implement a project hotline if agreed to by the City
- Provide information to the City to post on the City's website

### **Post Construction Services**

1. Contract closeout services will include the administration of the transfer of the project to the City, coordination of warranty activities and demobilization of the Contractor and CM Staff.
2. At the completion of the project, we will perform inspections of the work to determine if any work is incomplete. We will prepare a punch list of the incomplete work and provide to the Contractor and City. We will perform subsequent inspections to confirm that incomplete work has been completed satisfactorily.
3. We will obtain lien waivers, bonds, warranties, and other documents required by the Contract Documents from the Contractor.
4. We will prepare a final certificate of substantial completion and recommendation to the City for final acceptance of the project.
5. At the completion of the project, we will turn over all documents including final redline as-built drawings. We will coordinate the completion of final as-built drawings through the design engineer. A final project report will be prepared summarizing the project and performance of the contractor.
6. After completion of the project, we will coordinate the warranty repair procedures including a date of warranty expiration. We will monitor warranty problems and assist the City with warranty repair management until the final certificate of completion is filed.

## EXHIBIT B

## WORK ESTIMATE

CITY OF ROHNERT PARK - November 2018		Construction Management and Inspection Services for Sunrise Park Athletic Field								
Task	Task Information	Const. Manager/PE	Project Mang	Construction Inspector II - OT	Construction Inspector II	Admin. Assistant	Direct Costs	Total Hours	Total Costs	Remarks
		\$220	\$220	\$165	\$135	\$75				
1	Project/Construction Management	300	60			16		376	\$80,400	CM at approx 2 +hr/day for 8 months
2	Daily Field Inspection & Documentation			24	900	24		948	\$123,300	1 inspector for 8 months - 4 to 8 hrs/day
	Inspector Vehicle						\$6,000		\$6,000	Vehicle costs at \$50/day for 120 days
	Reimbursible Expenses (photos, copies, etc.)								\$0	
	Total Hours	300	60	24	900	40	-	Project Total		
		\$66,000	\$13,200	\$3,960	\$121,500	\$3,000	\$6,000	\$213,660.00		TOTAL NOT-TO-EXCEED COST