

RESOLUTION NO. 2019-014

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK AUTHORIZING TASK ORDER 2019-03 WITH GREEN VALLEY CONSULTING ENGINEERS FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE SOUTHEAST SPECIFIC PLAN

WHEREAS; consistent with the City's Purchasing Policy, the City and Green Valley Consulting Engineers ("Consultant") are parties to a "Master Agreement for Consultant Services" dated February 23, 2016, which was authorized by Resolution No. 2016-16; and

WHEREAS, through its adopted Fiscal Year 2018-19 budget, the City Council approved the use of as-needed consultant services, offset by application fees, to support new development; and

WHEREAS, the City continues to experience significant new development applications requiring additional support including applications for work on Phase 2 of the Southeast Specific Plan Area development; and

WHEREAS, Green Valley Consulting Engineers has been providing construction management and inspection services for Phase 1 of the Southeast Specific Plan project and is actively involved and familiar with the work; and

WHEREAS, pursuant to Section 3.6.6 of the City's Purchasing Policy, the City has secured a proposal from Green Valley Consulting Engineers for engineering development review services and has negotiated with Green Valley Consulting Engineers to arrive at a proposed scope of services and budget that meet the City's needs for engineering support; and

WHEREAS, the cost of the Consultant's services are reimbursed to the City by Southeast Specific Plan developer and do not represent a cost to the City's general fund.

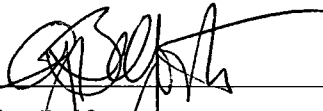
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby authorize Task Order 2019-03 with Green Valley Consulting Engineers, a California Corporation, in an amount not to exceed one hundred thousand dollars (\$100,000.00).

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to take all actions to effectuate this Resolution for and on behalf of the City of Rohnert Park, including execution, if necessary, in substantially similar form to Task Order 2019-03 attached hereto as Exhibit "A", subject to minor modifications by the City Manager or City Attorney.

BE IT FURTHER RESOLVED that that upon receipt of developer reimbursements, the Finance Director is authorized to make appropriations and increase budgeted revenue as necessary to cover the costs of Task Order 2019-03.

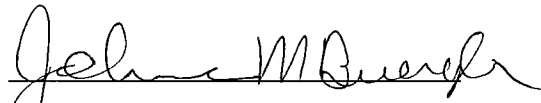
DULY AND REGULARLY ADOPTED this 12th day of February 2019.

CITY OF ROHNERT PARK



Gina Belforte, Mayor

ATTEST:



JoAnne M. Buergler, 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. 2019-03

CITY OF ROHNERT PARK

AND

GREEN VALLEY CONSULTING ENGINEERS, INC.

**AUTHORIZATION TO PROVIDE CONSTRUCTION MANAGEMENT AND INSPECTION
SERVICES AT THE SOUTHEAST SPECIFIC PLAN AREA**

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, Inc., a California corporation ("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 one hundred thousand dollars (\$100,000).

SECTION 4 – TIME OF PERFORMANCE

The work described in SECTION 2 shall be completed by December 31, 2019, or as extended by the City Manager or the 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 12th day of February 2019.

CITY OF ROHNERT PARK

**GREEN VALLEY CONSULTING
ENGINEERS, INC.**

Darrin Jenkins, *City Manager* (Date)
Per City Council Resolution 2019-____ adopted at the
Rohnert Park City Council Meeting of February 12, 2019

Elizabeth Ellis, *President* (Date)

ATTEST:

APPROVED AS TO FORM

City Clerk

City Attorney

January 17, 2019

Ms. Mary Grace Pawson
City Engineer
City of Rohnert Park
130 Avram Ave.
Rohnert Park, CA 94928

Re: Request for Task Order for the Construction Management and Inspection Services for Southeast Specific Plan Phase 1 (Project)

Dear Mary Grace:

Thank you for the on-going support of our team and the allowed ability to amend our contract for inspection services associated with the Southeast Specific Plan Development Project, located northeast of Bodway Parkway and Valley House Drive. We will continue to staff with the same experienced team of individuals for the inspection and construction management assignment who have been performing on this assignment.

Our inspection and any construction management services will correspond to the attached Exhibit A, similar to our existing master contract with the City. At this time we are continuing to provide both on and off-site construction monitoring of grading operations, underground utilities, and joint trench facilities as well as concrete flatwork such as curb and gutter, driveways, sidewalks and pedestrian ramps and overseeing the grades and placement of upcoming paving operations.

At this time it is anticipated that the Contractor/Developer will be continuing with underground operations and flat work and work thru the winter, weather dependent. We are hoping to facilitate the work as much as feasible to help with the re-building of critically needed housing and will coordinate work with City representatives, Developer and Contractor.

As always, there will be no mark-up on any of our sub-consultant invoices and we will maintain significant oversight during all operations to ensure that the proper implementation and monitoring of SWPPP's and BMP's for erosion protection is being adhered to by the building team. This work is critical with winter rains.

Upon request, we can provide you with specific resumes and project experience/references. Please feel free to contact me directly at lizellis@gvalley.com or 707.579.0388 or on my cell phone at 707.326.5620 with any questions.

Sincerely,



Liz Ellis, P.E.
Principal

ATTACHMENT "A"
SCOPE OF SERVICES
On-Call Construction Management and Inspection Services by Green Valley Consulting Engineers for the Southeast Development Project

Scope of Services

Task No 1 - Pre-Construction and Initial Construction Activities

Green Valley's pre-construction services will include logistics, coordination, and meetings with the Contractor, City, utility companies, and other project stake holders. It is our understanding that the Construction Manager will be responsible for leading the meeting. Additional services to be provided at this stage include:

- Pre-construction digital photos of the project site
- Set up the project files in accordance with the City's standard formats for administration
- Development of written and verbal communication protocol (and associated forms) with the Construction Manager and City Staff

Task No. 2 – Daily Field Inspection & Documentation

Green Valley will provide daily, on-site inspections of the construction activities to ensure that the contract work conforms to the contract documents and Governing Construction Standards. The on-site inspector will provide documentation of the work on daily inspection reports. Daily inspection reports may be submitted to the City on a weekly basis for the previous week's work. Green Valley will also document the work in progress with digital photos. Other important tasks of the on-site inspector include public relations and safety measures, especially traffic control measures during construction.

If requested, our Inspector will confirm that all design permit requirements are met and will act as the liaison between the Contractor, Construction Manager, and other stakeholders. Specifically, we can assist with the following work:

- Measurement of work, pay requests, change order support, and related contract issues
- Preparation and processing payment recommendations to the City using Microsoft Office formats
- Review of Certified Payroll reports
- Coordination of all required testing as specified by the Contract documents
- Quality Control/Assurance of construction approach and written communications

We know that documentation and communication is critical to the success of construction projects and we are committed to keeping the Construction Manager, City staff and other stakeholders informed regarding critical construction details, progress of the work and costs of the project. We will document all construction issues with the following reports:

- Progress Meeting Minutes
- Daily inspection Reports; Weekly statement of Working days
- Monthly Status Report

The Monthly Status Report will provide the City with information on construction activities for the month, change order cost summary, pay estimate cost summary and contract time summary.

Task No. 3 - Requests for Information (RFI)


The Contractor will be required to submit all Requests for Information in writing. The Inspector will work under the direction of the appointed Construction Manager to follow up as needed with the Contractor to clarify requests, obtain needed information and provide direction as required to proceed with the work.

Task No. 4 – Closeout & Record Drawings

We will work with the City and the Contractor to keep a “record set” of drawings to document changes and as-built conditions of original design plans. Once construction is completed to the satisfaction of the City, we compile all pertinent files and related information and submit to the City for their permanent records. We will furnish the City the following:

- Record drawings
- Project Photos
- All contract files and records
- Electronic files

WORK ESTIMATE

CITY OF ROHNERT PARK - January 17, 2019		Construction Management and Inspection Services for Southeast Phase 1								
Task Information										
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	80	32			84	\$20	216	\$30,960	
2	Daily Field Inspection & Documentation			48	432			480	\$58,320	
	Inspector Vehicle						\$2,800		\$2,800	Based on \$40/Day for 70 days for inspector's vehicle
	Reimbursible Expenses (photos, copies, etc.)								\$0	
	Total Hours	80	32	48	432	84	-	Project Total		
		\$17,600	\$7,040	\$7,920	\$58,320	\$6,300	\$2,820	\$100,000.00	TOTAL NOT-TO-EXCEED COST	

Based on Full time inspection, Monday through Friday at 8 hours per day