

RESOLUTION NO. 2018-007

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT 1 TO TASK ORDER 2017-02 WITH GREEN VALLEY CONSULTING ENGINEERS FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE SOUTHEAST SPECIFIC PLAN 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 the City entered into Task Order 2017-02 with Green Valley Consulting Engineers for construction management and inspection services at the Southeast Specific Plan Area; and

WHEREAS, Task Order 2017-02 has reached its funding limits; and

WHEREAS, development within the Southeast Specific Plan Area is proceeding with additional public improvements, all of which require city management, inspection, and acceptance; and

WHEREAS, staff requested and has received a proposal from Green Valley Consulting Engineers for continued construction management and inspection services; and

WHEREAS, the City Council considered Amendment 1 to Task Order No 2017-02 at its duly noticed regular meeting of January 23, 2018.

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 Amendment 1 to Task Order No. 2017-02 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 for the Southeast Specific Plan Area in an amount not to exceed one hundred thousand dollars and no cents (\$100,000.00).

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to take all actions to effectuate the amended Task Order on behalf of the City of Rohnert Park, including execution, if necessary, in substantially similar form to the Task Order Amendment attached hereto and incorporated by this reference 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 appropriations as necessary to cover the costs of the Task Order.

DULY AND REGULARLY ADOPTED this 23rd day of January, 2018.

CITY OF ROHNERT PARK

Pam Stafford
Pam Stafford, Mayor

ATTEST:

JoAnne M. Buergler
JoAnne M. Buergler, City Clerk

AHANOTU: Aye BELFORTE: Aye MACKENZIE: Aye CALLINAN: Absent STAFFORD: Aye
AYES: (4) NOES: (0) ABSENT: (1) ABSTAIN: (0)

AMENDMENT 1 TO TASK ORDER NO. 2017-02
CITY OF ROHNERT PARK
AND GREEN VALLEY CONSULTING ENGINEERS
AUTHORIZATION OF ADDITIONAL ENGINEERING SERVICES FOR ON CALL
CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES AT THE SOUTHEAST
SPECIFIC PLAN AREA

SECTION 1 – PURPOSE

The purpose of this Amendment 1 to Task Order No. 2017-02 ("Amendment") 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") dated March 1, 2016.

SECTION 2 – SCOPE OF WORK

The additional items authorized by this Amendment are presented in Exhibit "A," attached hereto and incorporated herein.

SECTION 3 – COMPENSATION AND PAYMENT

Compensation shall be as provided in the MASTER AGREEMENT between the parties referenced in SECTION 1. The additional cost for the additional 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 "A" attached hereto and incorporated herein, for an amount not-to-exceed \$100,000. Total compensation under Task Order No. 2017-02 and this Amendment shall not exceed \$150,000.

SECTION 4 – TIME OF PERFORMANCE

The work described in SECTION 2 shall be completed by December 31, 2018, or as extended by the City Engineer or 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 23rd day of January, 2018.

CITY OF ROHNERT PARK

**GREEN VALLEY CONSULTING
ENGINEERS**

Darrin Jenkins, City Manager
Per Resolution No. 2018-____ adopted by the
Rohnert Park City Council at its meeting of 1/23/18

Elizabeth Ellis, President

ATTEST:

APPROVED AS TO FORM:

City Clerk

City Attorney

**EXHIBIT A TO GREEN VALLEY
TASK ORDER 2017-02 AMEND 1**

**ATTACHMENT "A" to Task Order No. 2017-02
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 - October 31, 2017		AMENDMENT #1 - TASK ORDER 2017-02 Construction Management and Inspection Services for Southeast Phase 1 Rohnert Park							GreenValley CONSULTING ENGINEERS Building Healthy, Growing Economies	
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	98	40			42	\$10	190	\$33,520	
2	Daily Field Inspection & Documentation			38	430			468	\$58,050	
	Inspector Vehicle									
	Reimbursible Expenses (photos, copies, etc.)									
	Total Hours	98	40	38	430	42	-	Project Total		
		\$21,560	\$8,800	\$6,270	\$58,050	\$3,150	\$2,170	\$100,000.00	TOTAL NOT-TO-EXCEED COST	

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