

RESOLUTION NO. 2018-036

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK AUTHORIZING THE CITY MANAGER TO EXECUTE TASK ORDER 2018-01 WITH GREEN VALLEY CONSULTING ENGINEERS FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE UNIVERSITY DISTRICT PROJECT AND AUTHORIZING THE FINANCE DIRECTOR TO MAKE APPROPRIATIONS AND INCREASE BUDGETED REVENUE TO ACCOUNT FOR DEVELOPER REIMBURSEMENTS

WHEREAS, the City entered into a Master Agreement with Green Valley Consulting Engineers for Design Professional Services on January 26, 2011, pursuant to City Council Resolution No. 2011-07 adopted on January 25, 2011 after a qualifications-based selection process;

WHEREAS, under the 2011 agreement, the City entered into a Task Order No. 2014-02 with Green Valley Consulting Engineers for On-Call Construction Management and Inspection Services for University District Sheet;

WHEREAS, consistent with the Purchasing Policy, the City entered into a new 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;

WHEREAS, under the 2016 agreement the City entered into Task Orders 2016-01 and 2017-01 with Green Valley Consulting Engineers to continue construction management and inspection work at the University District;

WHEREAS, both Task Order 2016-01 and 2017-01 have reached their respective funding limits;

WHEREAS, the University District Project is proceeding with additional public improvements, all of which require city management, inspection and acceptance;

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 Task Order No 2018-01 at its duly noticed regular meeting of March 27, 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 Task Order No. 2018-01 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 for the University District Project in an amount not to exceed one million three thousand dollars and no cents (\$1,300,000.00).

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to take all actions to effectuate the Task Order for and on behalf of the City of Rohnert Park, including execution, if necessary, in substantially similar form to the Task Order 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 make appropriations and increase budgeted revenue as necessary to cover the costs of the Task Order.

DULY AND REGULARLY ADOPTED this 27th day of March, 2018.

CITY OF ROHNERT PARK


Pam Stafford, Mayor

ATTEST:


JoAnne Buergler, City Clerk

ATTACHMENT: Exhibit 'A'

AHANOTU: AYE BELFORTE: AYE MACKENZIE: Absent CALLINAN: Absent STAFFORD: AYE
AYES: (3) NOES: (0) ABSENT: (2) ABSTAIN: (0)

EXHIBIT A
GREEN VALLEY TASK ORDER NO. 2018-01
CITY OF ROHNERT PARK

AND
GREEN VALLEY CONSULTING ENGINEERS

**AUTHORIZATION TO PROVIDE CONSTRUCTION MANAGEMENT AND INSPECTION
SERVICES FOR THE UNIVERSITY DISTRICT**

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" for an amount not-to-exceed One Million Three Hundred Thousand Dollars and No Cents \$1,300,000.

SECTION 4 – TIME OF PERFORMANCE

The work described in SECTION 2 shall be completed by March 31, 2019, or as extended by the City Manager.

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 27th, day of March, 2018.

CITY OF ROHNERT PARK

GREEN VALLEY CONSULTING ENGINEERS

Darrin Jenkins, City Manager (Date)

Liz Ellis, President

(Date)

*Per Resolution No. 2018-____ adopted by the
Rohnert Park City Council at its meeting of March 27, 2018*

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

ATTACHMENT "A" TO Task Order 2018-01

SCOPE OF SERVICES

On-Call Construction Management and Inspection Services by Green Valley Consulting Engineers for the University District 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

ATTACHMENT "B" TO TASK ORDER NO. 2018-01

CITY OF ROHNERT PARK - March 2018		Work Estimate - Green Valley Consulting Services for University District Project On-Call Construction Management & Inspection Services for University District Project								GreenValley CONSULTING SERVICES <small>Seize the Opportunity. Create the Future.</small>	
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	
1	Project/Construction Management	\$205	\$185	\$165	\$135	\$75					
		1,000	250			100		1,350	\$258,750	CM at approx. 5 hr/day for 10 months	
2	Daily Field Inspection & Documentation			775	6500			7,275	\$1,005,375	3 - 5 Full and pt-time inspectors for 10 months	
	Inspector Vehicle						\$35,875		\$35,875	Based on \$80/Day for inspector's vehicle and mileage	
	Reimbursible Expenses (photos, copies, etc.)								\$0		
	Total Hours	1,000	250	775	6,500	100	-	Project Total			
		\$205,000	\$46,250	\$127,875	\$877,500	\$7,500	\$35,875	\$1,300,000.00	TOTAL NOT-TO-EXCEED COST		

Based on Full time inspection, Monday through Friday at 8-10 hours per day