

RESOLUTION NO. 2012-91

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK
AUTHORIZING AND APPROVING TASK ORDER 2011-07
WITH BRELJE & RACE FOR CONSTRUCTION MANAGEMENT
OF TANKS 1, 3, 4 & 5 EXTERIOR RECOATING PROJECT NO. 2008-03**

WHEREAS, the City of Rohnert Park Municipal Code Title 3 Chapter 3.04 provides that the city's purchasing functions shall be governed by the city's purchasing policy; and

WHEREAS, in May, 2011, consistent with City of Rohnert Park Purchasing Policy Section 3.6.6D, staff issued a Request For Proposals ("RFP") for the Tanks 1, 3, 4 & 5 Exterior Recoating ("Project") to identify a qualified consultant/design team that can assist the City with the design, construction management and inspection of the Project; and

WHEREAS, the City received two proposals on June 21, 2011, and subsequently reviewed the proposals for work plan and understanding of the Project; and

WHEREAS, the City project team chose Brelje & Race for an award of contract due to their experience and expertise in this particular type of work as demonstrated in the selection process; and

WHEREAS, the City Council approved a Master Agreement with Brelje & Race through Resolution No. 2011-13 adopted on February 22, 2011, to provide construction management and design services on an as-needed basis; and

WHEREAS, Brelje & Race have specialized expertise and equipment for the construction management and inspection of the Project and provided a proposal for the same.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Rohnert Park authorizes and approves a Task Order by and between Brelje & Race and the City of Rohnert Park, a municipal corporation, for construction management and related services for the Tanks 1, 3, 4 & 5 Exterior Recoating Project No. 2008-03, for a not-to-exceed cost of \$147,475.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to execute this agreement in substantially similar form as shown in Exhibit A, as approved by the City Attorney, on behalf of the City of Rohnert Park.

DULY AND REGULARLY ADOPTED this date of July 24, 2012.



CITY OF ROHNERT PARK

[Handwritten Signature]

Mayor

ATTEST:

[Handwritten Signature]

City Clerk

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

Exhibit "A"

BRELJE & RACE TASK ORDER NO. 2011-07

**CITY OF ROHNERT PARK
AND
BRELJE & RACE**

AUTHORIZATION FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE TANKS 1, 3, 4
& 5 EXTERIOR PAINTING PROJECT NO. 2008-03

SECTION 1 – PURPOSE

The purpose of this Task Order is to authorize and direct BRELJE & RACE 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 BRELJE & RACE ("Consultant") dated February 25, 2011.

SECTION 2 – SCOPE OF WORK

The items authorized by this Task Order are presented in Attachment "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 Attachment "B" for an amount not-to-exceed \$147,475.

SECTION 4 – TIME OF PERFORMANCE

The work described in SECTION 2 shall be completed by **March 4, 2013**, 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 _____ day of _____, 2012.

CITY OF ROHNERT PARK

BRELJE & RACE

Gabriel A. Gonzalez, City Manager (Date)
Per Resolution No. 2012-____ adopted by the Rohnert
Park City Council at its meeting of July 24, 2012.

By: Name and Title (Date)

BRELJE & RACE

By: Name and Title (Date)



**REVISED PROPOSAL
CONSTRUCTION MANAGEMENT SERVICES
City of Rohnert Park
WATER STORAGE TANKS 1, 3 4 AND 5 EXTERIOR COATING
Project Number 2008-03**

June 29, 2012

For your consideration, Brelje & Race offers this revised proposal for performing construction management services for the City's Water Storage Tanks Coating Project which now includes the interior recoating of Tank 1, which was recently added by change order to the contract with Olympus Painting.

Background

Brelje & Race originally provided the City with a Proposal for this project which covered preliminary design, final design, assistance during bidding, and construction management services. The fee proposed for the first three tasks was \$87,700 and the fee for the construction management services portion alone was \$118,985, for a total of \$206,685. The contract was approved and signed by both parties, however, neither party noticed that the fee amount approved was only \$118,985. The \$87,700 fee portion for the other tasks was mistakenly omitted.

The first three tasks have been largely completed, with total fees coming in under the original budget of \$87,700. Construction management services are now getting underway, and the City has elected to add the recoating of the interior of Tank 1 to the contractor's scope of work under contract change order. Therefore B&R proposes that the first three tasks be considered to have been completed under the original contract, and a new contract, based on this revised proposal, be created to cover the new construction management scope of services, since the interior recoating was not included originally.

Scope of Services - Construction Management

The City's original work plan delineated all the construction management services and tasks required of the consultant in the RFP. Based on that work plan, the scope of services to be performed by Brelje & Race for the exterior recoating of Tanks 1, 3, 4 and 5 and the interior recoating of Tank 1 will include:

1. Prepare a list of required submittals, provide to the contractor, and keep a log of all submittals and their review status throughout the project.
2. Conduct a pre-construction meeting, which will include representatives of the City, contractor, and major subcontractors. Prepare agenda and minutes for the pre-construction meeting. The preconstruction meeting shall include a discussion of all items which might jeopardize funding for the project. (Note that this task has already been completed.)
3. Conduct and document progress meetings and other special technical meetings. Prepare agenda describing key issues, schedule status, potential change orders. Prepare minutes of the weekly meetings. Contractor to provide 3-week look-ahead schedule at each meeting.

Attachment "A"
Page 2 of 3

4. Provide schedule management including review contractor's as-planned schedule for conformance with the specifications and for reasonableness of activity durations and sequence. Meet with the contractor to discuss and clarify any significant issues. Review revised schedules as required. Review work progress as compared to the as-planned schedule and notify contractor of schedule slippage. Analyze schedule to determine impact of the weather and change orders on the construction schedule. Review contractor's updates of the construction schedule which incorporates actual progress, weather delays, and change order impacts.
5. Maintain project records including daily logs, inspection reports, compliance testing results, photos, measurement of quantities, schedules and correspondence.
6. Prepare and submit to the City a monthly progress report including construction progress summary, construction cash flow and payments, and summary logs for proposed change orders (PCO's) and change orders. This report will be presented with the monthly request for progress payment from the Contractor.
7. Evaluate the monthly progress payment requests from the Contractor, negotiate differences over payment, and recommend payment to the City.
8. Evaluate, coordinate and manage Requests for Information (RFIs) and Requests for Clarifications (RFCs) and the response process. This includes log, tracking progress, request response from appropriate persons (City or Engineer), review response, and transmit response to contractor.
9. Coordinate and manage the requests for Contract Change Order (CCO) and the change orders process, including log, review in conjunction with Engineer and City, assist with determination of changed conditions and scope definition as needed, assist with negotiation, and incorporate change orders into the construction contract. (Note that CCO-1 has already been processed.)
10. Monitor Contractor compliance with construction permits and CEQA mitigation measures. Recommend course of action to City if required measures are not being met by the Contractor.
11. Monitor construction record drawings maintained by the Contractor and inspector on a regular basis.
12. Analyze potential claims for additional compensation that are submitted during the construction period and make recommendations to resolve them. Perform claims administration, including coordination and monitoring claims response preparation, logging claims, and tracking claims status.
13. Provide construction observation to monitor the Contractor's work for compliance with the contract documents. Provide surveillance of environmental conditions during preparation and painting. Observe cleanliness and preparation of surfaces prior to coating. Provide testing of coating systems at each coat and the final product. Provide a testing report to the City. Testing of coating systems will include measurement of dry film thickness (DFT) and SSPC (Society of Protective Coatings) comparative SP tests for surface preparation if old coatings are removed. Other tests include field dew point determination, measurement of

steel surface temperatures with a laser thermometer and relative humidity using a sling psychrometer.

14. Prepare video and/or photo documentation of initial site conditions prior to Contractor's commencement of construction. Provide additional photos of construction progress.
15. Document field changes to the Drawings and Specifications.
16. Prepare and review Daily Inspection Reports, provide to City upon request.
17. Schedule and conduct substantial completion inspections and issue punch lists to Contractor.
18. Provide the City with a complete set of all records of the project, indexed and properly filed, and a listing of warranties provided under the project including the items covered and the warranty duration.
19. Prepare the final pay estimate and balance change orders, prepare the Notice of Completion, and coordinate retention release.

Schedule

For construction management budgeting purposes Brelje and Race has assumed that the Contractor will require all the contractually allowed working days to complete the work. The original construction contract required the Contractor to complete his work within 230 calendar days. With the addition of the Tank 1 interior coating, our subconsultant, DB Gaya and Associates estimate an additional 30 *working* days (roughly 40 calendar days) will be required by the contractor to complete the interior recoating of Tank 1. Therefore the total time which may be required is approximately 270 calendar days.

The notice to proceed was given to the Contractor on June 7th, therefore, the completion date should be on or before March 4th, 2013.

Fee

Our fees for this work will be billed monthly on an actual time and expense basis. The original fee proposed for performing CM services for the exterior coatings work remains unchanged at \$118,985. With the addition of the Tank 1 interior recoating work, an additional budgetary allowance of \$28,490 is estimated, bringing the total fee for Construction Management services to \$147,475. Please refer to the attached Task, Work Hour and Cost Tabulation worksheet for a breakdown of the tasks and hours estimated to arrive at this budgetary fee amount.

Attachment "B"

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ORIGINAL PROPOSAL
 TASK, WORK HOUR AND COST TABULATION
 CITY OF ROHNERT PARK TANKS 1, 3, 4, AND 5 EXTERIOR RECOATING PROJECT
 PROFESSIONAL ENGINEERING SERVICES FOR CONSTRUCTION MANAGEMENT
 Brelje & Race Consulting Engineers
 June 28, 2012

TASKS	WORK HOURS					
	Principal Engineer	Associate Principal	Senior Engineer	Clerical	Misc. Expenses	
CONSTRUCTION MANAGEMENT						
1.01	Review contract documents prior to bid					
1.02	Develop submittal list; provide to contractor			8		
1.03	Coordinate Preconstruction Meeting; agenda, minutes, funding issues	1	4	16		
1.04	Coordinate progress & technical project meetings			10	4	
1.05	Coordinate & manage project schedule with Contractor	1	4	12	2	
1.06	Maintain project records: daily logs, testing reports, correspondence			20	4	
1.07	Prepare monthly reports: progress, cash flow, change orders		8	20		
1.08	Review progress payments: negotiate, recommend payment	1	4	40		
1.09	Manage and track RFIs and RFCs, coordinate responses					
1.10	Coordinate & manage Change Orders & Potential Change Orders	2	4	20	2	
1.11	Coordinate Submittal/Shop Drawing Review Process					
1.12	Monitor Contractor compliance with construction permits			4		
1.13	Monitor Construction Record Drawings					
1.14	Administer & conduct construction claims management	2	4	12		
1.15	Provide field surveillance of contractors work for compliance		8	640		
1.16	Provide photo & video documentation of tank sites & work			16	2	
1.17	Document field changes to Plans & Specifications			16		
1.18	Provide daily reports of contractor's work					
1.19	Conduct substantial completion inspection; issue Punch List		2	16		
1.20	Organize & provide indexed project document files, warranties			16	12	
1.21	Prepare Notice of Completion & final pay estimate		2	6		
	Mileage/miscellaneous expenses				\$ 2,000	
SUBTOTALS		7	40	872	26	\$ 2,000
HOURLY RATE		\$ 175	\$ 130	\$ 125	\$ 60	-
SUBTOTAL COSTS		\$ 1,225	\$ 5,200	\$ 109,000	\$ 1,560	\$ 2,000
					Other Costs	
					<i>Painting Sub-Consultant</i> \$ 3,500	
					Budget Estimate \$ 118,985	

ADDITIONAL SCOPE
 TANK 1 INTERIOR RECOATING

TASKS	WORK HOURS					
	Principal	Senior Engineer	Inspector	Clerical	Expenses	
1.	Contract Administration	4	20		6	
2.	Field Observation and Quality Control		20	210		\$1,200
Engineering Services Total Hours		4	40	210	6	
Hourly Rate		\$ 175	\$ 130	\$ 100	\$ 65	
Subtotals		\$ 700	\$ 5,200	\$ 21,000	\$ 390	\$ 1,200
					Budget Estimate \$ 28,490	

Total Budget Estimate \$ 147,475