RESOLUTION NO. 2012-83

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK AUTHORIZING AND APPROVING A TASK ORDER FOR THE ADRIAN SEWER AND WATER REHABILITATION PROJECT NO. 2012-04 WITH BRELJE AND RACE FOR DESIGN REVIEW AND VALUE ENGINEERING AND CONSTRUCTION MANAGEMENT SERVICES

WHEREAS, on April 12, 2012, staff issued a Request For Proposals ("RFP") for the Adrian Sewer and Water Rehabilitation Project No. 2012-04 ("Project") to identify a qualified consultant that can assist the City with the design review and value engineering and construction management of the project (the "Project");

WHEREAS, the City received ten proposals on May 29, 2012; and

WHEREAS, the City project team chose Brelje and Race for an award of contract due to their (1) quality of team and ability to staff the Project, (2) experience and expertise in this particular type of work, and (3) understanding of the Project as demonstrated in the selection process.

WHEREAS, the City Council, via Resolution No. 2011-13, approved a Master Agreement with Brelje and Race on February 22, 2011;

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 and Race, a California corporation, and the City of Rohnert Park, a municipal corporation, for design review and value engineering and construction management and related services for the Adrian Sewer and Water Rehabilitation Project No. 2012-04, for a not-to-exceed cost of $226,530.00.

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

Mayor

ATTEST:

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. 2011-06

CITY OF ROHNERT PARK
AND
BRELJE & RACE

AUTHORIZATION FOR DESIGN REVIEW/VALUE ENGINEERING
AND CONSTRUCTION MANAGEMENT SERVICES FOR
ADRIAN SEWER AND WATER REHABILITATION, PROJECT NO. 2012-04

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 **$226,530.00**.

SECTION 4 – TIME OF PERFORMANCE

The work described in SECTION 2 shall be completed by December 31, 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

_____

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

BRELJE & RACE

_____

By: Name and Title (Date)

BRELJE & RACE

_____

By: Name and Title (Date)

PROJECT WORK PLAN

The City of Rohnert Park (City) desires to rehabilitate the sewer and water facilities along Adrian Drive. Brelje & Race's role as the design review and value engineering consultant will be to check the work of the design engineer and provide recommendations for improvements to the design to lower costs, provide a better product and avoid construction claims.

Design Review and Value Engineering

Task 1.01 Review of Preliminary Design Memorandum

A review of the preliminary design memorandum will be conducted focused on the following:

- Existing pipe condition, age and type
- Determination if proposed design meets the City's useful life expectations
- Fire flow capabilities of new water mains
- Adequacy of new sewer pipe capacity
- Compliance with City Standards for water, sewer and roadways
- Determination if deviations from City Standards are being sought and if they are justified
- Appropriateness of pavement rehabilitation methods
- Evidence that utility companies and the Regional Board have been contacted
- Necessary permits for the project and their acquisition timelines

During the review of the preliminary design memorandum Brelje & Race would conduct a general field reconnaissance. The reconnaissance will provide an awareness of any special circumstance that may influence the project intent, potential construction limitations and circumstances that may have significant project cost influences. After review and analysis our findings will be summarized in a project memorandum. A meeting will be held to review Brelje & Race's comments with the City and design engineer. An agenda for the meeting and follow-up meeting minutes will be provided.

Task 1.02 Review of 60% Design Submittal

Design drawings will be reviewed for limits of utility replacement, alignments of piping, type of pipe rehabilitation, profile information, sewer manhole riser replacements, delineation of sewer lateral replacements and locations where sewer laterals are to be lowered. The drawings will also be reviewed to determine if pavement repair locations are delineated and if they are compliant with City Standard trench details.

Brelje & Race will conduct a field review of the proposed alignment and compare the topographic information included on the drawings to the existing field conditions. Conflicts between existing utilities and those that are proposed in the design will be determined. Allowable pipe separation standards defined by State Public Health will be checked against separations shown on the plans and verified in the field. Constructability issues will be addressed.

Brelje & Race will perform a cross check to determine if, for what is shown on the drawings, there is a corresponding specification section to address the planned improvement. We will compare the specification scope and completeness to those that have been commonly used for other successful sewer and water replacement projects.

Brelje & Race will review the cost estimate to determine if all items of work shown on the drawings are included in the cost itemization. Unit costs will be compared to recent bid tabulations for like projects. A critical look will be taken to determine if items that will be the contractor's indirect project costs are included in the preliminary cost estimate.

Design Review and Value Engineering
Summary of Project Tasks

Task 1.01 Review of Preliminary Design Memorandum

Task 1.02 Review 60% Design Submittal

Task 1.03 Review 90% Design Submittal

Task 1.04 Final Submittal Review

Brelje & Race will compare the 60% submittal documents to the pre-design memorandum to determine if all the stated information in the memo, as well as the comments, included in the design review memorandum have been incorporated or otherwise addressed. Inquiry regarding the status of all necessary permits will be made. A 60% review memorandum will be completed and distributed to the City and the design engineer. A follow-up review meeting will be held between the design engineer, City and Brelje & Race to discuss and reconcile the review comments. Brelje and Race will establish the agenda for the meeting and provide written minutes.

Task 1.03 Review of 90% Design Submittal

Design drawings at the 90% level will be reviewed for notes and details, ambiguities, conflicts, constructability, compliance with the City's "Design Consultants Requirements" and bidability. Project specifications will be checked for accuracy of bid quantities, bid item descriptions, specification thoroughness, appropriateness of material selections and testing methods and requirements.

The contract documents will be reviewed for their conformance to City Standards and with accepted standards of professional and technical practices with respect to appropriateness of the design for its intended use, completeness of the plans and specifications and their suitability for bidding and construction.

The construction cost estimate will be reexamined and compared to the 60% submittal to make certain that items that have been added to the project are included in the 90% estimate. An update on permit status will be requested.

A review memorandum will be completed and distributed to the City and the design engineer. A follow-up review meeting will be held between Brelje & Race, the design engineer and City to discuss and reconcile the review comments. Brelje and Race will establish the agenda for the meeting and provide written minutes.

Task 1.04 Final Submittal Review

A check of the final submittal to determine if all comments for the 90% review have been incorporated in the documents will be completed. A memorandum confirming bid readiness will be issued.

Construction Management

Brelje & Race's work during the construction phase of the project will consist of a comprehensive range of services to provide the City with the highest level of assurance that the project is being conducted in a manner that is safe, minimizes neighborhood complaints and service interruptions, results in a properly performing finished product conforming to the construction contract documents, and minimizes the City's exposure to risk and cost overruns. This comprehensive range of services is understood to include the four general categories of Contract Administration, Construction Management, Field Inspection and Geotechnical Observation and Testing.

Included within the RFP was a 20-point listing of construction phase services desired by the City. We consider this list to be well-conceived, covering all of the above listed general categories, and as such, have included it below as the basis for our Work Plan. Comments have been inserted beneath some of the service tasks where merited, and a few items (numbered 21 through 23) have been added to the end of the list to more completely convey our understanding of a full-service approach to construction management.

Bid, Contract and Construction Assistance Summary of Project Tasks

- Task 2.01 Pre-Construction Meeting
- Task 2.02 Project Meetings
- Task 2.03 Schedule Management
- Task 2.04 Maintain Project Records
- Task 2.05 Prepare Monthly Reports
- Task 2.06 Review Monthly Progress Payments
- Task 2.07 RFIs and RFCs
- Task 2.08 Change Orders
- Task 2.09 Submittal and Shop Drawing Review Process
- Task 2.10 Permits Compliance
- Task 2.11 Monitor Record Drawings
- Task 2.12 Claims Management
- Task 2.13 Field Inspection
- Task 2.14 Photo/Video Documentation
- Task 2.15 Field Changes
- Task 2.16 Inspection Reports
- Task 2.17 Geotechnical Observation
- Task 2.18 Substantial Completion/Punch List
- Task 2.19 Project Documents
- Task 2.20 Notice of Completion
- Task 2.21 Worksite Safety and Liability Awareness
- Task 2.22 Water Sampling for Bacteriological Clearance
- Task 2.23 Public Relations

Task 2.01 Pre-Construction Meeting

Conduct the pre-construction meeting, which will include the City, the design engineer, 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.

> *Our approach to organizing pre-construction meetings is intended to result in all parties to the project being appropriately represented. Discussions during the meeting will establish a clear understanding of communication protocols and each party's responsibilities for the duration of the project.*

Task 2.02 Project Meetings

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.

> *For this project, weekly progress meetings may most effectively take place in field, with in-office meetings scheduled at less frequent intervals and when unforeseen circumstances warrant.*

Task 2.03 Schedule Management

Review contractor's as-planned schedule for conformance with the specifications and for reasonableness of activity duration and sequence. Coordinate review comments by the City and the design engineer and transmit review comments to the contractor. 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.

Brelje & Race feels it is important to require the Contractor to produce a weekly 3-week "look-ahead" schedule as a means to keep the overall project schedule current.

Task 2.04 Maintain Project Records

Maintain project records including submittals log, daily logs, inspection reports, compliance testing results, photos, measurement of quantities, schedules and correspondence.

Task 2.05 Prepare Monthly Reports

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.

It is our practice to begin preparing the next monthly report as soon as the previous one is complete. This ensures that frequently produced records are incorporated in a timely and accurate manner.

Task 2.06 Review Monthly Progress Payments

Evaluate the monthly progress payment requests from the Contractor, negotiate differences over payment, and recommend payment to the City.

At the beginning of the project, Brelje & Race will review the Contractor's Initial Cost Breakdown for accuracy, which is then used to establish the form of Progress Payment Requests. We also establish a standard day of the month by which the Contractor is required to submit progress payment request to our construction manager. We work with both the City and contractor to establish a date that is mutually agreeable to all parties with the goal of dovetailing the review and finalizing of progress payment requests with the City's normal accounts payable process.

Task 2.07 Requests for Information (RFIs) and Requests for Clarifications (RFCs)

Coordinate and manage the RFI and RFC evaluation and response process. This includes log, transmit to the design engineer for response, coordinate with design engineer on field status, track progress, review response, and transmit response to contractor.

Task 2.08 Potential Change Orders (PCOs) and Change Orders

Coordinate and manage the change orders process, including log, review in conjunction with design 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.

It is vital that PCO, Change Orders and Force Account work are evaluated, negotiated, tracked and finalized in such manners that result in prompt and accurate determination of the costs involved.

Task 2.09 Coordinate Submittal and Shop Drawing Review Process

Coordinate and manage the submittal/shop drawing review process. This work includes log, transmit to design engineer for response, coordinate with design engineer on field status, track progress, review response, and transmit response to contractor.

Task 2.10 Permits Compliance

Monitor Contractor compliance with construction permits and CEQA mitigation measures. Coordinate with design engineer for compliance. Recommend course of action to City if required measures are not being met by the Contractor.

Task 2.11 Monitor Construction Record Drawings

Monitor construction record drawings maintained by the Contractor and inspector on a regular basis.

Task 2.12 Claims Management

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.

Task 2.13 Field Inspection

Provide construction inspection to monitor the Contractor's work for compliance with the contract documents.

Task 2.14 Photograph or Video Documentation

Prepare a video or photo documentation of initial site conditions prior to Contractor's commencement of construction. Provide additional photos of construction progress.

Construction progress photos will carry date stamps for easy cross-reference with daily inspection reports.

Task 2.15 Field Changes

Document field changes to the Drawings and Specifications.

Task 2.16 Inspection Reports

Prepare and review Daily Inspection Reports.

Brelje & Race utilizes standardized, in-house developed forms for Daily Inspection Reports and Weekly Working Days Statements to aid efficient recordkeeping.

Task 2.17 Geotechnical Observation:

Brelje & Race will subcontract with RGH, Inc. for geotechnical observation and testing and materials testing services.

Task 2.18 Substantial Completion and Punch List

Schedule with City and the design engineer, conduct substantial completion inspections and issue punch lists.

Task 2.19 Project Documents

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.

Brelje & Race will prepare Record Drawings for the project if requested by the City. Options for transfer of as-built information to a permanent record for the City include inking on the original mylar drawings, electronically marking pdf's of the original drawings or simply preparing a set of fresh redline plans that consolidates field set mark-ups.

Task 2.20 Notice of Completion

Prepare the final pay estimate and balance change orders, prepare the Notice of Completion, and coordinate retention release.

Task 2.21 Worksite Safety and Liability Awareness

Brelje & Race has an Injury and Illness Prevention Program in place that, in part, establishes clear procedures for maintaining awareness of the risks and liabilities associated with worksite safety practices. Although the Contractor is solely responsible for worksite and worker safety, our field personnel are trained to recognize imminent and flagrant threats to life or safety and, consistent with normal standard professional care, will promptly notify the Contractor and the City when such conditions are recognized.

Task 2.22 Water Sampling for Bacteriological Clearance

Brelje & Race will perform or observe water sampling for bacteriological clearance following installation and disinfection of water distribution piping.

Task 2.23 Public Outreach and Communications

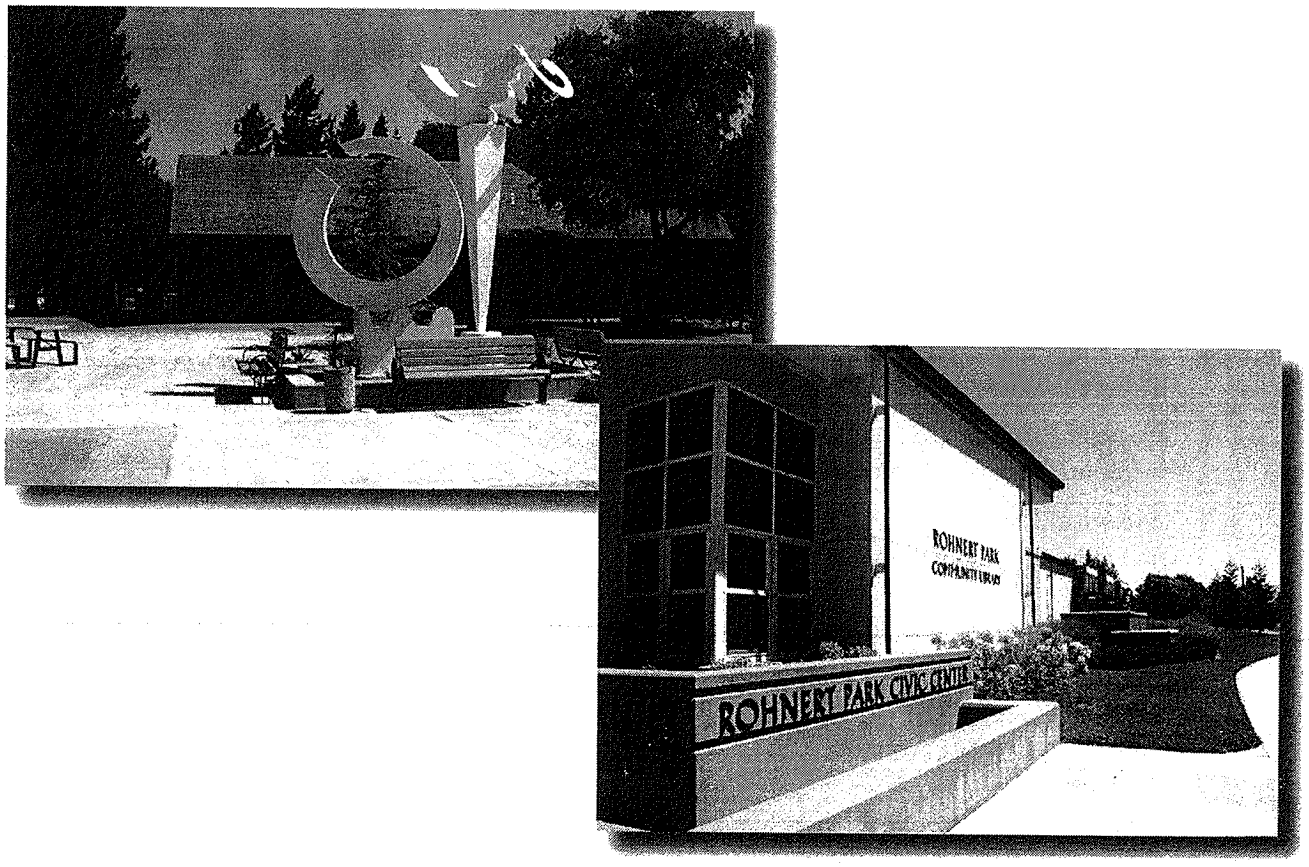
Initial notifications to locally affected homes and businesses shall be prepared and delivered by Brelje & Race. All notifications shall receive review and approval by City Staff prior to delivery.

We will also ensure that Contractor provides required public notifications of construction activity. Brelje & Race will act as the primary contact for the public during construction, maintain a log of complaints including the name and address of the person complaining, date and nature of complaint, date the Contractor was notified and the action taken (with date) to resolve the complaint.

SCHEDULE

The request for proposals indicates that an anticipated work schedule for the project be provided by the consultant. With respect to the Design Review/Value Engineering part of the project, the schedule for this work will be highly dependent upon the schedule under which the selected Design Consultant will be proceeding. Understanding that submittal of final bid documents is targeted for February 1, 2013, we are prepared to fully support any schedule that is developed for completion of the various design phase submittals. We propose to establish and commit to meeting a goal of taking no more than one (1) week for design concept review and two (2) weeks to complete all tasks designated for each incremental Design Review effort – 60% and 90% - including all coordination and meetings with City staff and the Design Engineer. The Final Submittal review will be accomplished in 3 days or fewer.

For the Construction Management portion, we anticipate that these activities would begin approximately 10 to 12 weeks following the initial advertisement for bids for the project, which allows for receipt of bids, evaluation and award, contract, insurance and bond processing and issuance of a notice to proceed. With a due date of February 1, 2013 for final bid documents and an assumed 150 working day allowance for construction, we would therefore anticipate project completion by November 30, 2013.



Fee Information

RATE SCHEDULE

The following details Brelje & Race's 2012 fee schedule for each position classification required to provide the services described in the proposal and all reimbursable fees and expenses. Please note this fee schedule was effective March 1, 2012.

Professional Services

Senior Principal	$175.00/hour
Associate Principal	$140.00/hour
Associate	105.00 to 130.00/hour
Senior Engineer	120.00 to 130.00/hour
Engineer	100.00 to 120.00/hour
Engineering Technician	85.00 to 100.00/hour
Senior Planner	100.00 to 130.00/hour
Planner	85.00 to 100.00/hour
Senior Surveyor	110.00 to 120.00/hour
Surveyor	100.00 to 110.00/hour
Survey Technician	85.00 to 100.00/hour
CAD Technician	85.00 to 100.00/hour
Construction Technician	85.00 to 100.00/hour

Expert Witness & Mediation Services $300.00/hour

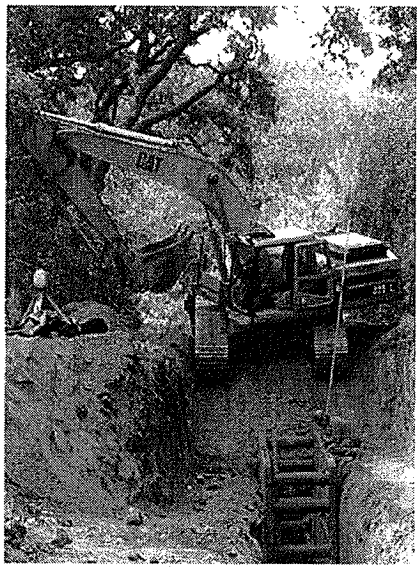
Field Surveying

One-man Party (Including Survey Equipment & Vehicle)	$150.00/hour
Two-man Party (Including Survey Equipment & Vehicle)	$210.00/hour
Three-man Party (Including Survey Equipment & Vehicle)	$260.00/hour

Typing and Clerical $65.00/hour

Outside Consultants ..... Cost + 5%

Outside Reproduction/Plotting ..... Cost + 5%



Our engineers and inspectors turn difficult projects into success stories.

Note Hourly rates are inclusive of nearly all expenses. Brelje & Race does not charge separately for expenses that are traditionally recouped from the Client as "reimburseable", such as mileage, surveying materials, copies of recorded documents, and in-house reproduction and computer equipment costs.

COST ASSUMPTIONS AND LIMITATIONS

Construction Management

The budgeting for construction management services is significantly influenced by the time allowed in the contract for the contractor to complete the work. Definition of the time allowed for completion for this project will be influenced by two primary decisions that will be made during the design phase of the project – whether or not trenchless technologies (e.g. lining) will be utilized for some or all of the sewer rehabilitation work and the approach taken with respect to the pavement rehabilitation (trench patch, overlay or, full reconstruct). And as indicated in the RFP, potentially splitting the project into two separate projects or extending across two seasons would affect construction management services costs.

For construction management budgeting purposes Brelje and Race has assumed that, based upon prior experience with similar projects, 150 working days will be allowed to complete construction. Since the City is targeting February 1, 2013 for submittal of final bid documents, it would appear that project construction could be accomplished during summer/fall seasons of 2013, with completion approximately end of November.

Of the 150 working days allowed for completion, we have assumed that a field inspector would need to be on-site for 120 full days and 20 half-days. The remaining 10 days would be dedicated to mobilization, shop drawing approvals and project close-out activities, which require little, if any, field time.

With respect to geotechnical subconsultant involvement, we have included the following range of services and assumptions in our budget:

- **Laboratory testing of Class II aggregate base (if any) and asphalt concrete samples to confirm that the supplied materials meet specified requirements ($2,000 allowance).**
- **Perform laboratory maximum density tests for materials. ($1000 allowance)**
- **Geotechnical field staff will collect and test representative samples of consolidated low strength material (CLSM) on approximately a weekly basis to ensure backfill meets maximum compressive strength requirements (30 samples at $500/sample allowance).**
- **Geotechnical field staff will be on-site to inspect digouts associated with any pavement reconstruction and monitor asphalt concrete placement, including temperature and compaction (12 days at $1,000/day allowance).**
- **Geotechnical field staff will be on-site to inspect subgrade prior to the installation of precast or poured in place manhole bases. Test cylinders will be taken for all poured concrete and CLSM.**

All of the above assumptions are subject to alteration and negotiation following completion of the improvement plans and specifications. Brelje & Race will be glad to work with the City of Rohnert Park to develop the most cost-effective range of field inspection coverage that will ensure that the project is constructed in conformance with the contract documents.

DESIGN REVIEW - VALUE ENGINEERING
TASK, WORK HOUR AND COST TABULATION
ADRIAN DRIVE SEWER AND WATER REHABILITATION
CITY OF ROHNERT PARK

TASKS		WORK HOURS				
		Senior Principal	Associate	Senior Engineer	Engineering Technician	Clerical
DESIGN REVIEW - VALUE ENGINEERING						
1.01	Preliminary Design Review	4	30	40	24	4
1.02	60% Design Review	4	10	64	32	4
1.03	90% Design Review	4	10	64		4
1.04	Final Review	2	8	12		2
		14	**58**	**180**	**56**	**14**
	HOURLY RATE	**$ 175**	**$ 130**	**$ 120**	**$ 100**	**$ 65**
	SUBTOTAL COSTS	**$ 2,450**	**$ 7,540**	**$ 21,600**	**$ 5,600**	**$ 910**
					Total Hours	322
					Total Value Engineering Budget	**$ 38,100**

Notes:

1. Assumes 3 design review meetings, with attendance of Associate Engineer and Senior Engineer at all meetings.
2. Assumes field engineering technician to conduct detailed field reviews.

CONSTRUCTION MANAGEMENT
TASK, WORK HOUR AND COST TABULATION
ADRIAN DRIVE SEWER AND WATER REHABILITATION
CITY OF ROHNERT PARK

	TASKS	WORK HOURS[1]					
		Senior Principal	Associate	Senior Engineer	Clerical	CAD Technician	Geotechnical Subconsultant (RGH)
CONSTRUCTION MANAGEMENT							
2.01	Pre-Construction Meeting		6	4	2		
2.02	Project Meetings[2]		10				
2.03	Schedule Management[2]	1	8		2		
2.04	Maintain Project Records[2]		32		4		
2.05	Prepare Monthly Reports		32				
2.06	Review Monthly Progress Payments[2]		8				
2.07	Requests for Information (RFI)[2]		20		2		
2.08	Potential Change Orders (PCOs) and Change Orders[2]	2	20	4	2		
2.09	Coordinate Submittal and Shop Drawing Review Process		8	24			
2.10	Permits Compliance[2]		2				
2.11	Monitor Construction Record Drawings[2]		2				
2.12	Claims Management	2	4				
2.13	Field Inspection[5]			1,040			
2.14	Photograph or Video Documentation[3]		2	16	2		
2.15	Field Changes[2]		4				
2.16	Inspection Reports[2]		8				
2.17	Geotechnical Observation						$ 30,000
2.18	Substantial Completion and Punch List		4	16			
2.19	Project Documents		2	16	8	16	
2.20	Notice of Completion		2				
2.21	Worksite Safety and Liability Awareness[2]						
2.22	Water Sampling for Bacteriological Clearance[2][4]						
2.23	Public Relations[2]	1	10		2		
		6	184	1,120	24	16	$ 30,000
	HOURLY RATE	$ 175	$ 130	$ 115	$ 65	$ 100	n/a
	SUBTOTAL COSTS	$ 1,050	$ 23,920	$ 128,800	$ 1,560	$ 1,600	$ 30,000
						Subconsultant Mark-up (5%)	$ 1,500
						Total Construction Management Budget	$ 188,430

Notes:

1. See Cost Assumptions and Limitations Section of the Proposal.
2. Inspector time for this task considered as being accomplished during the course of a field work day and is included in Task 2.13
3. Time shown for Inspector is for preconstruction condition documentation only.
4. Costs of outside testing services assumed paid by City directly.
5. Field inspection is based on a 150 working day project and 120 full time inspection days plus 20 half-time inspection days.