

RESOLUTION NO. 2011-112

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK
AUTHORIZING AND APPROVING TASK ORDER 2012-01 WITH BRELJE & RACE
FOR DESIGN, CONSTRUCTION MANAGEMENT AND INSPECTION OF TANK 2
INTERIOR AND EXTERIOR RECOATING PROJECT NO. 2012-11**

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, consistent with City of Rohnert Park Purchasing Policy Section 3.6.6D, staff set forth 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 staff 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 design, 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 design, construction management and related services for the Tank 2 Interior and Exterior Recoating Project No. 2012-11, for a not-to-exceed cost of \$122,900.

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 25 day of September, 2012.

CITY OF ROHNERT PARK

[Handwritten Signature]

Mayor

ATTEST:

[Handwritten Signature]

City Clerk



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

BRELJE & RACE TASK ORDER NO. 2012-01

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

**AUTHORIZATION TO PROVIDE DESIGN, CONSTRUCTION MANAGEMENT AND INSPECTION
SERVICES FOR THE WATER TANK 2 INTERIOR AND EXTERIOR RECOATING
PROJECT NO. 2012-11**

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") hereto 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 **\$122,900.00**.

SECTION 4 – TIME OF PERFORMANCE

The work described in SECTION 2 shall be completed by **July 1, 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 25th day of **September, 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 September 25, 2012.

By: Name and Title (Date)

BRELJE & RACE

By: Name and Title (Date)

PROPOSAL
DESIGN & CONSTRUCTION MANAGEMENT SERVICES
for
CITY OF ROHNERT PARK
WATER STORAGE TANK NO. 2 INTERIOR & EXTERIOR RECOATING
Project Number 2012 - 11

September 7, 2012

Brelje & Race is pleased to offer for your consideration this proposal for performing preliminary design, final design and construction management services for the interior and exterior recoating of the City's Water Storage Tank No. 2 and appurtenant facilities located on the same property.

Project Understanding

The project consists primarily of recoating the interior and exterior of the City's water storage tank number 2, located at the corner of Seed Farm and Southwest Boulevard. This tank is unique in that it has been constructed of Corten steel and is not currently coated on the outside. Corten is a high carbon, alloy steel meant to corrode quickly and uniformly over the entire exposed surface. The oxidized layers act similarly to a coating by protecting the remainder of the underlying steel. The steel's chief advantage is that it has low maintenance costs since it never requires coating or recoating. However, in this case, having no coating has been problematic, as there has been no satisfactory method of hiding graffiti and other blemishes that have occurred over the years of service. The interior coatings were also recently discovered to be in very poor condition, prompting the complete recoating of the entire tank.

The City's Well No. 9 is located adjacent to the tank on the same property. The well includes some above ground piping, controls and a hydro-pneumatic pressure tank. The hydro-pneumatic tank is to be cleaned and recoated, and the other facilities are also to be over-coated, or recoated with this project as necessary.

Research to determine the most cost effective strategy for coating the Corten tank will be performed as part of the services provided. Other potential improvements necessary to bring the tank up to current standards will also be evaluated. Recommendations based on the results of the research and site investigations will be provided to the City for consideration in the form of a pre-design technical memorandum. Following City review and input, preparation of construction documents will commence.

Additional services desired by the City include bidding assistance and construction management/inspection.

Scope of Services

Based on our understanding of the project, the scope of services to be performed by Brelje & Race will include the following tasks:

TASK 1 – Preliminary Design

1.1 Initial Project Meeting

An initial project meeting will be held to review project scope, City project goals, establish communication protocols and to adjust the project schedule as necessary. The meeting will discuss additional fiscal and strategic planning that may need to occur, whether or not any structural repairs, safety upgrades or seismic modifications will be required or are otherwise desired by City operations staff. The meeting will conclude with a visit to the project site with City staff. It is anticipated that there will also be numerous phone communications between the project team and City staff members as the project gets underway.

1.2 Assemble Available Site Information

Record Drawing information, recent improvements, photos, etc. and any test results for interior coatings will be assembled.

1.3 Conduct Site Visit

Existing tank conditions will be noted. Significant changes to Record Drawings will be determined. Site access and conditions will be reviewed and noted. A photo log will be developed. Non-standard tank appurtenances and missing items will be noted along with recommended improvements for inclusion in the subsequent technical memorandum.

1.4 Submit Documentation for Environmental Permitting

Requirements for a Categorical Exemption within CEQA will be reviewed with the likely determination that the exemption for the tank recoating project would be the appropriate CEQA procedure to follow. The exemption documents would be prepared and filed for recording with the Sonoma County Recorder.

1.5 Research Corten Steel Surface Preparation and Coating System Options

Corten steel is generally not coated; however, the existing interior was coated originally therefore we know this type of steel can be coated successfully. Research to determine exactly what would be suitable will be performed in order to determine the available options and to make a recommendation regarding the preferred coating system specifications. The results of this research will be included in the technical memorandum.

1.6 Issue Technical Memorandum

The technical memorandum for the painting system evaluation will include recommendations for painting Tank 2 and the other site appurtenances. Environmental and neighborhood considerations and potential mitigations will be included in the discussion. The memo will present the capital costs and discuss costs/benefits of the various options identified, if multiple options are determined to be available.

TASK 2 – Preparation of Contract Documents (Drawings and Specifications)

2.1 Preliminary Design Review Meeting with City

After submission and review of the painting system technical memorandum, Brelje & Race and City staff will meet to review and concur on the recommended design approach. A confirming letter will be written to the City noting the concluded upon design parameters and project approach prior to embarking on the detailed design.

2.2 Develop Base Drawings of Existing Conditions

Base drawings will be developed from Record Drawing information, site reconnaissance, photos and other recent project drawings. (Note that B&R already has a basic site plan for Tank Site 2. Only minor modifications/additions should be necessary.) Task hours for topographic surveying are not included due to the existing resources available. Brelje & Race does have in-house survey capability if minor additional surveying is required.

2.3–2.5 Plans, Specifications and Engineer's Estimate (PS&E)

Submittals would be made to the City at the 50%, 90% and final plan stages of completion. After the 50% submittal, B&R proposes holding a design concepts meeting with City staff to validate the concepts developed in the preliminary and early design phases and to ensure the City's intentions are being fully met prior to completion of the 90% level drawings and specifications. Preliminary concept plans and the outline of the specifications would be used in the meeting to facilitate discussions.

The 90% submittal would include near complete plans and specifications and the engineer's cost estimate. Two full-size hard copies of the plans and a copy of the estimate will be included. Following City review, we would meet with City staff to discuss the submittal prior to preparing the final contract documents.

Final plans, specifications and estimates would be prepared, stamped and signed.

2.6 Preparation of Construction Schedule

A construction schedule will be developed that takes into account the likely seasonal weather restrictions, the work to be accomplished, and other factors relating to how the work could be conducted. The schedule would be reviewed by City staff and incorporated into the project specifications.

TASK 3 – Assistance During Bidding

3.1 – 3.4 Plans Distribution, Addenda, Bid Opening and Contract Award/Conformance

Assistance during bidding will include distribution of the plans and specifications to the City's preferred Builders Exchanges, disbursement of bid packages to prospective bidders, maintenance of a phone log of inquiries during the bid process, preparation and distribution of addenda, and attendance at a pre-bid meeting. Services will also include drafting a staff report for City Council, conducting the bid opening, bid result tabulation, and preparing and forwarding the bid summary package to the City for bid award concurrence. The bid summary package will include a written recommendation regarding contract award. Following bid award, prepare and circulate ten (10) conformed copies of the contract documents together with a request for insurance certificates and bonds. Route contractor-provided insurance certificates and bonds to City Counsel for review. With City Counsel's concurrence, forward contract documents to City Staff with recommendation to execute and distribute.

TASK 4 – Construction Management

The City has previously detailed a well conceived work plan for all the tasks required of consultants performing construction management services, which we have included in our proposal. The construction related services to be performed by Brelje & Race will include:

1. Prepare a list of required submittals and provide to the contractor.

Attachment "A"

Page 4 of 6

2. Process and review shop drawings and other required submittals. Route to City staff or subconsultants as required in order to coordinate responses. Keep a log of all submittals and their review status throughout the project.
3. 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.
4. Conduct and document progress meetings and other special technical meetings. Prepare agenda describing key issues, schedule status, and potential change orders. Prepare brief minutes of key points from the weekly meetings. Contractor is to provide 3-week look-ahead schedules at each meeting.
5. Provide schedule management including review of contractor's schedule for conformance with the specifications and for reasonable durations of tasks and sequencing. Meet with the contractor to discuss and clarify any significant issues. Review revised schedules as required. Review work progress as compared to the 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 his schedule to ensure he incorporates actual progress, weather delays, and change order impacts.
6. Maintain project records including daily logs, inspection reports, compliance testing results, photos, measurement of quantities, schedules and correspondence.
7. 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.
8. Evaluate the monthly progress payment requests from the Contractor, negotiate differences over payment, and recommend payment to the City.
9. 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.
10. Coordinate and manage the requests for Contract Change Order (CCO) and the change orders process, including log, review in conjunction with City, assist with determination of changed conditions and scope definition as needed, assist with negotiation, and incorporate change orders into the construction contract.
11. 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.
12. Monitor construction record drawings maintained by the Contractor and inspector on a regular basis.
13. 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.

14. 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.
15. Prepare video and/or photo documentation of initial site conditions prior to Contractor's commencement of construction. Provide additional photos of construction progress.
16. Document field changes to the Drawings and Specifications.
17. Prepare and review Daily Inspection Reports, provide to City upon request.
18. Schedule and conduct substantial completion inspections and issue punch lists to Contractor.
19. 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.
20. Prepare the final pay estimate and balance change orders, prepare the Notice of Completion, and coordinate retention release.

Schedule

It was indicated that the design portion of the project would need to be completed by sometime in early December. With that in mind, and taking into account the anticipated time necessary to complete the City's approvals, bidding, award and starting construction during the best period for painting, the following schedule was prepared:

Begin Preliminary Design	September 28, 2012
Issue Technical Memorandum:	October 19, 2012
50 % Design Submittal & Review Meeting	November 16, 2012
90% Design Submittal	December 7, 2012
Advertise Project for Bidding	January 2, 2013

Assuming roughly 30 days for bid advertizing, and based on our past experience with the City's bid approval process, it is anticipated that a notice of award could be delivered to the selected contractor by late February or early March 2013.

Construction under this tightly defined scenario would take approximately 60 working days or about 2 ½ months. It would appear that most work could be accomplished in the early to late spring season of 2013, which would allow the tank to be in service again prior the highest demand periods.

Project Personnel

In order to maintain continuity with the other recent tank coating jobs Brelje and Race has performed for the City, we propose utilizing the same team of personnel for this project. Sean Jeane would be the project manager for both design and construction management. Rich DiTommaso would act as project engineer for the design elements, perform the majority of services during project bidding, and would be the office engineer during the field work, though he would also serve as the field inspector on occasion, mostly for non-coating related work. DB Gaya and Associates would act at the coating inspectors for this project, however, they would not perform any of the administrative tasks except for preparing daily field reports. Rich DiTommaso would fill in for DB Gaya and Associates whenever necessary.

Brief resumes for each of the main team members are included as attachments.

Fee

Our fees for the first three tasks will be billed monthly on a time and expense basis, not to exceed the approved, budgeted amount without prior written approval from the City. The fees for the construction related services work will be billed monthly on an actual time and expense basis. The construction related services have been estimated based on an assumption of the work being completed in 60 working days, with full time inspection being necessary for approximately 50 of those days. The fee proposed for performing Tasks 1 to 3 is \$53,200, and the fee proposed for CM services is \$69,700. The total combined budget recommended is \$122,900. The budget estimates are based on our current Services Rate Schedule (Copy Attached) and on the attached Task, Work Hour and Cost Tabulation worksheet which shows the breakdown of sub-tasks and estimated hours for each team member to complete each task.

Attachment "B"

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EXHIBIT A - DESIGN

TASK, WORK HOUR AND COST TABULATION

CITY OF ROHNERT PARK WATER TANK NO. 2 INTERIOR & EXTERIOR RECOATING

PROFESSIONAL ENGINEERING SERVICES

Brelje & Race Consulting Engineers

September 2012

TASK		Associate	Senior	Planner	CAD / Eng	Clerical	DB Gays &	Misc. Expenses
		Principal	Engineer		Tech		Associates	
HOURLY RATE		\$ 130	\$ 130	\$ 115	\$ 100	\$ 65	\$ 115	
DESIGN - PLANS, SPECIFICATIONS, & COST ESTIMATES DEVELOPMENT								
Task 1- PRELIMINARY DESIGN								
1.1	Project meeting & teleconferences with City	3	8					
1.2	Assemble available project information	1	8					
1.3	Conduct site visit	3	3					
1.4	Environmental permitting ⁽¹⁾	1		8	4	2		
1.5	Cor-Ten steel coatings research & paint system options	2	16				4	
1.6	Prepare and issue Technical Memorandum	16	4			2		\$ 100
Task 1 Subtotals		26	39	8	4	4	4	\$ 100
Task 1 Budget		\$ 3,380	\$ 5,070	\$ 920	\$ 400	\$ 240	\$ 400	\$ 10,510
Task 2 - CONTRACT DOCUMENTS								
2.1	Preliminary design review meeting with City	2	3			1		
2.2	Develop base drawings of existing conditions ⁽²⁾	1	8		12			
2.3	Preparation of Construction Drawings ⁽³⁾							
2.3.1	50% Design and submittal	2	16		24	2		\$ 100
2.3.2	50% Design review meeting	2	3			1		
2.3.3	90% Design and submittal	4	16		32	2	4	\$ 100
2.3.4	90% Design review meeting	2	3			1		
2.3.5	Final Plans	2	12		16			\$ 100
2.4	Preparation of Technical Specifications							
2.4.1	90% Technical Specifications and submittal	8	32			20		
2.4.2	Final Specifications and submittal	4	12			8		\$ 100
2.5	Construction Cost Estimate							
2.5.1	90% Design submittal construction cost estimate	1	8			1		
2.5.2	Final construction cost estimate	1	2					
2.6	Preparation of Construction Schedule	1	6					
Task 2 Subtotals		30	121	-	84	36	4	\$ 400
Task 2 Budget		\$ 3,900	\$ 15,730	\$ -	\$ 8,400	\$ 2,160	\$ 400	\$ 30,990

Attachment "B"

TASK, WORK HOUR AND COST TABULATION
CITY OF ROHNERT PARK WATER TANK NO. 2 INTERIOR & EXTERIOR RECOATING
PROFESSIONAL ENGINEERING SERVICES
Brelje & Race Consulting Engineers
September 2012

Task 3 - BID, CONTRACT, & CONSTRUCTION ASSISTANCE								
3.1	Assistance Issuing Bid							
3.1.1	Draft staff report for City Council	4			2			
3.1.2	Issue bid notices and distribute bid documents	1	4		12			
3.1.3	Arrange & conduct Pre-bid meeting & site walk	3	8		2	2		
3.2	Assistance During Bid Period							
3.2.1	Respond to Bidders Request for Information	2	8					
3.2.2	Develop and issue addenda	1	8					
3.3	Develop conformed construction documents							
3.3.1	Revise plans, specifications, contract documents	1	8	4	6			
3.3.2	Submit conformed sets (10) & digital files to City		2	4	8		\$ 400	
3.4	Assistance evaluating and awarding bid							
3.4.1	Evaluate bids for conformance and responsiveness	1	4					
3.4.2	Recommend award, justify rejection, create bid table	1	6					
3.4.3	Draft staff report for City Council for award	4			2			
	Task 3 Subtotals	18	48	-	8	32	2	\$ 400
	Task 3 Budget	\$ 2,340	\$ 6,240	\$ -	\$ 800	\$ 1,920	\$ 200	\$ 11,700
Task 4 - CONSTRUCTION MANAGEMENT								
4.1	Develop submittals list; provide to contractor		4					
4.2	Coordinate submittal/shop drawing review process	1	16					
4.3	Coordinate preconstruction meeting; agenda, minutes	2	12		1			
4.4	Coordinate progress & technical project meetings	1	12		1			
4.5	Coordinate & manage project schedule with Contractor	2	12		1			
4.6	Maintain project records: daily logs, testing reports, correspondence		12		1			
4.7	Prepare monthly reports: progress, cash flow, change orders	4	12					
4.8	Review progress payments: negotiate, recommend payment	2	12					
4.9	Review, manage and track RFIs and RFCs, coordinate responses		8					
4.10	Coordinate & manage CCOs & potential CCOs	2	8			4		
4.11	Monitor Contractor compliance with construction permits ⁽¹⁾							
4.12	Monitor Construction Record Drawings		4					
4.13	Administer & conduct construction claims management	1	4					
4.14	Provide construction observation of contractor's work	2	40			400	\$ 500	
4.15	Provide photo & video documentation of tank sites & work ⁽⁴⁾							
4.16	Document field changes to Plans & Specifications		6	2	2			
4.17	Review and provide daily reports of contractor's work	2	8					
4.18	Conduct substantial completion inspection; issue Punch List		2				4	
4.19	Organize & provide indexed project document files, warranties		4				4	
4.20	Prepare Notice of Completion & final pay estimate	1	8			2	8	
	SUBTOTALS	20	184	-	2	8	420	\$ 500
	Task 4 Budget	\$ 2,600	\$ 23,920	\$ -	\$ 200	\$ 480	\$ 42,000	\$ 69,700
	TOTAL BUDGET	\$ 12,220	\$ 50,960	\$ 920	\$ 9,800	\$ 4,800	\$ 43,000	
							Budget Estimate	\$ 122,900
Notes:								
(1) Estimate for environmental permitting assumes submittal of a request for, and receipt of a single categorical exemption.								
(2) Estimate for base drawings based on City providing as-built information plus previous site plans prepared by B&R. Topographic surveying is not included.								
(3) Estimate for Construction Drawings assumes creation of approximately 4 drawings								
(4) These task items will include services of field inspector. The hours are all shown in Task 4.14								



SERVICES RATE SCHEDULE
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 125.00/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 + 15% Handling Charge

MATERIALS & OUTSIDE SERVICES

Stakes, Pipes, Monuments, Maps, Reproduction Services, etc.	Cost + 15% Handling Charge
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IN-HOUSE PLOTTING

Vellum or Bond	\$8.00/sheet
Mylar	20.00/sheet

MILEAGE

\$0.55/mile