

RESOLUTION NO. 2013-097

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK AUTHORIZING AND APPROVING TASK ORDER 2013-01 WITH GREEN VALLEY CONSULTING ENGINEERS FOR INSPECTION AND MATERIAL TESTING OF THE LABATH/BUSINESS PARK OVERLAY AND TRAFFIC SIGNAL INSTALLATION

WHEREAS, the Graton Rancheria Casino is scheduled to open later this year, which will add vehicular traffic to city streets; and

WHEREAS, the Joint Exercise of Powers Agreement for the Implementation of Mitigation Measures for Widening Wilfred Avenue required the Tribe to (a) construct the Business Park Drive Improvements, which involves the reconstruction of Business Park Drive and Labath Avenue by placement of asphalt concrete to a total depth of six inches and a width of the distance from curb to curb (generally forty feet), from Redwood Drive to Rohnert Park Expressway and (b) upgrade and add traffic signals in accordance with the Casino Traffic Mitigation Plan and the City General Plan ("Project"); and

WHEREAS, given the size of this project and that the City will own this infrastructure after it is constructed, staff believes it is prudent to provide inspection and material testing during construction of the Project; and

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 inspection and material testing of the Project; and

WHEREAS, staff analyzed the abilities of the four civil engineering consultants with existing master agreements with the City; and

WHEREAS, among those consultants, the City staff chose Green Valley Consulting Engineers due to their experience and expertise in this particular type of work; and

WHEREAS, Green Valley Consulting Engineers entered into a Master Agreement for Design Professional Services with the City of Rohnert Park on January 26, 2011 via adoption of Resolution 2011-07, which provided that work for specific projects may be authorized by a separate Task Order which establishes the schedule of performance and compensation; and

WHEREAS, on June 25, 2013, a duly noticed public meeting was held on the approval of an agreement with Green Valley Consulting Engineers for the work; and

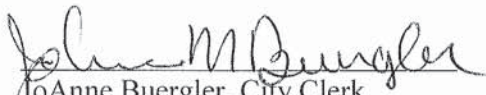
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park as follows:

1. The above recitals are true and correct and are hereby incorporated into this Resolution as findings of the City Council of the City of Rohnert Park.
2. An task order agreement by and between Green Valley Consulting Engineers and the City of Rohnert Park, a municipal corporation, is hereby authorized and approved for inspection and material testing of the Labath/Business Park Overlay and Traffic Signal Installation.
3. The City Manager is hereby authorized and directed to take all actions to effectuate this task order agreement for and on behalf of the City of Rohnert Park, including execution, if necessary, in substantially similar form to the agreement attached hereto as Exhibit "A," subject to minor modifications by the City Manager or City Attorney.

DULY AND REGULARLY ADOPTED this 25th day of June, 2013.



ATTEST:


JoAnne Buerger, City Clerk

CITY OF ROHNERT PARK


Pam Stafford, Mayor

Exhibit A: Agreement

AHANOTU: AYE BELFORTE: AYE MACKENZIE: AYE CALLINAN: AYE STAFFORD: AYE
AYES: (5) NOES: (0) ABSENT: (0) ABSTAIN: (0)

TASK ORDER NO. 2013-01

**CITY OF ROHNERT PARK
AND
GREEN VALLEY CONSULTING ENGINEERS**

**AUTHORIZATION TO PROVIDE INSPECTION AND MATERIAL TESTING OF THE
LABATH/BUSINESS PARK OVERLAY AND TRAFFIC SIGNAL INSTALLATION**

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 **January 26, 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 **\$142,590.00**

SECTION 4 – TIME OF PERFORMANCE

The work described in SECTION 2 shall be completed by November 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 **June, 2013**.

CITY OF ROHNERT PARK

GREEN VALLEY CONSULTING ENGINEERS

Gabriel A. Gonzalez, City Manager (Date)
Per Resolution No. 2013-_____ adopted by
the Rohnert Park City Council at its meeting
of June 25, 2013.

Elizabeth L. Ellis, President (Date)

ATTACHMENT "A"

Labath Ave/Business Park Drive Improvements

Scope of Work for Construction Inspection

The Scope of Work is divided into three phases as follows:

- Pre-Construction Services
- Construction Phase Services
- Post-Construction Services

Pre-Construction Services:

1. Conduct a kick-off meeting with the City staff and relevant parties to discuss the proposed design scope and subsequent construction of the project.
2. Prepare a Construction Management Plan for the project. The Plan may include the following, depending on the nature of the assignment:
 - Preparation of a project specific manual identifying procedures and protocols to be used by the Construction team throughout the project.
 - Identifying lines of communication between City, Owner's representative/Contractor.
 - Contact list of key agencies, personnel, emergency contacts for Fire, Police, and others, etc.
 - Provides for standard daily field reports of work accomplished.
 - Log of correspondence from and to Owner's representative/Contractor and City.
 - Preparation of a monthly report to the City showing progress for the previous month, with any issues needing resolution or pending. Photos of work in progress are typically included.
 - Preside over weekly or semi-weekly progress meetings to discuss previous period progress and review upcoming work, discuss status of submittals, correspondence, requests for information, and other significant issues relating to the project.
 - Photo records of construction and monitoring of contractor's record drawings.
3. Prepare a list of affected utilities. Prior to commencement of construction, confirm that a notice to utilities identifying the impact of the project on their utilities and for any relocation required has been prepared.
4. Review the project plans and conduct a job walk to verify the site conditions. Determine the construction requirements, constraints, sequence of operations, methods of traffic control, and related project activities/events. Determine any interference with current or future projects and make recommendations for construction staging and phasing.

Construction Phase Services:

1. Conduct progress meetings with the Owner's representative/Contractor, the City's Project Manager, and other involved parties as needed to discuss the progress of the project. Follow up on the issues raised at these meetings to expedite resolution and closure to issues.
2. Establish and implement coordination, tracking, and communication procedures among City, Construction Inspector, and Owner's representative/Contractor. Prepare correspondence, reports, meeting notes, and other documentation as needed to communicate with the City, the Contractor, and other involved parties, and to establish a clear program record. Prepare and circulate meeting minutes.
3. Establish and implement procedures for reviewing and processing requests for clarification and interpretation of the contract documents, shop drawings, samples and other submittals, written proposals for substitutions, and the maintenance of field logs. Assist City in notifying the public prior to performing construction work that will impact them.

Maintain Project Files: Maintain orderly project files. These files may include, but not be limited to:

- Correspondence
- Meeting minutes
- Permit documentation
- Weekly and monthly progress reports

- Meeting minutes
 - Daily inspection reports
 - Progress photos
 - Lab and field test reports
 - Other project documentation
4. Provide field observation during construction. We will conduct detailed site observations of the general progress of the work to determine if the work is proceeding in accordance with the contract documents. The Construction Inspector will:
 - Attend any and all meetings
 - Ensure compliance with any ADA requirements and the contract documents
 - Coordinate and schedule sampling and testing of construction materials, soil, and AC compaction tests with Materials Testing Lab
 - Record up-to-date construction information to use in preparation of the record drawings
 - Prepare daily reports
 - Report to City any violations to any applicable regulations
 - Maintain a copy of the construction-related documents at the site
 5. Prepare construction inspection reports. Green Valley Consulting Engineers will implement a format for these reports which will include the following:
 - Weather conditions and observations as to the effect on the progress of the work.
 - Decisions or directions given to the Owner's representative/Contractor. Items of this nature would be those of usual work progress with directions to be included in a more formal manner.
 - Observations connected with the progress of the work including deficiencies or violations of contract requirements by the contractor.
 - Materials delivered to the job site, together with indication as to results of inspection thereof.
 - List of visitors, including testing laboratory representatives or others.
 6. Prepare and submit bi-weekly status report to the City consisting of, but not limited to, the following documentation:
 - A narrative description of the progress of work and major tasks completed
 - Schedule overview.
 - One set of key progress photos.
 - Summary of construction progress for the prior reporting period.
 - Significant project issues including recommendations on any unsolved issues.
 - A narrative description of the progress of work and major tasks completed.
 7. Review, and Track Requests for Information (RFI's), Requests for Clarifications (RFC's), as pertinent from Owner's representative/Contractor

Green Valley Consulting Engineers will establish and implement a Request for Information (RFI) procedure for use in providing resolutions to inquiries from the contractor regarding interpretations and clarifications of the plans as it pertains to City Standards.

The Inspector will review contract documents and interpret the drawings as necessary to answer the questions raised by the Owner's representative/Contractor and determine if resolution can be developed by application of the plans, typical details, and applicable codes and standards. If the resolution cannot be determined from these or similar documents, the Inspector will consult with the Owner's representative/Contractor and design engineer and ask for the design engineer's interpretation.
 8. Review the Owner's representative/Contractor's initial and updated schedules for compliance with the contract documents and verify that the schedules accurately represent the scope of work. Important scheduling elements, such as partial shutdowns, street and lane closures, detours, public notifications, material delivery, material storage, and contractor material hauling will be a part of the schedule review process.
 9. Provide videotape and photographic documentation of project site prior to, during, and after construction. Ensure that any survey markers disturbed by the Contractor are restored by the Contractor.

10. Maintain a set of plans with up-to-date information regarding all addendum, substitutions, clarifications, and changes.
11. Coordinate any certified technical inspections, field testing, or laboratory testing required for the project. Ensure that Contractor has notified utilities affected by the project.
12. Review and monitor all traffic control and public safety plans for compliance with all safety laws and regulations. Review all detour, lane closures, temporary access, signing, delineation and traffic control plans. The Inspector will enforce traffic control safety requirements in and around construction zones.
13. Review the Contractor's "Best Management Practices" plan prior to beginning of construction. Monitor the Contractor's implementation to prevent storm water pollution from related activities in compliance with the National Pollutant Discharge Elimination System (NPDES).
14. Review of Storm Water Pollution Prevention Plan (SWPPP) as required by the City.
15. Maintain a copy of the plans on the site with all the changes. Upon completion of construction, Green Valley Consulting Engineers will conduct an As-Built verification, and prepare and provide a copy of the As-Built plans to the City.
16. Assist City in maintaining a good relationship with the public. Immediately report to the City any inconvenience to the public and will try to remedy arising problems as soon as possible, subsequent to discussion with the City.

Good public relations with the general public are imperative to the success of any project. Typically, construction work is adjacent to private residences and businesses and construction can be very disturbing. Our inspector will be the first line of defense for addressing complaints by the public. He will work with the Owner's representative/Contractor to address issues and concerns brought forth by the public, business, and property owners.

On this project, it is critical that good communication transpire between the construction management team and public to minimize disruptions. We will need to understand an individual business's delivery time and busy times so that we can maintain access to their driveways during these periods.

To assist with the public relations efforts for this contract, we will:

- Maintain a log of all phone calls received

- Listen to citizen's concerns and try to appease them

- Work with the Owner's representative/Contractor for prompt resolution of issues

- Request that the Owner's representative/Contractor circulate fliers, newspaper notifications as appropriate, and as approved by the City about noise and odor restrictions, period of construction, and suggested alternate routes

- Verify that changeable message signs are placed alerting traffic of the period of potential delays during lane closures

- Communicate with emergency services about any events that may raise emergency calls from the public

- Implement a project hotline if agreed to by the City

- Provide information to the City to post on the City's website

Post Construction Services

1. At the completion of the project, we will perform inspections of the work to determine if any work is incomplete. We will prepare a punch list of the incomplete work and provide to the Owner's representative/Contractor and City. We will perform subsequent inspections to confirm that incomplete work has been completed satisfactorily.
3. At the completion of the project, we will turn over all documents including final redline as-built drawings. We will coordinate the completion of final as-built drawings through the Owner's representative/Contractor. A final project report will be prepared summarizing the project and performance of the contractor.

WORK ESTIMATE

CITY OF ROHNERT PARK		Labath Ave/Business Park Roadway Improvements Project							GreenValley CONSULTING ENGINEERS Serving industry, creating solutions	
Task Information		Project Manager/PE	Construction Inspector OT	Construction Inspector II	Admin. Assistant	Direct Costs	Total Hours	Total Costs	Remarks	
		\$135	\$150	\$115	\$70					
1	Pre-Construction Meeting & Photos	4					4	\$540		
2	Submittal Management						0	\$0		
3	Schedule Management						0	\$0		
4	Daily Field Inspection & Documentation		20	800	20	\$250	1,090	\$96,650		
5	Requests for Information (RFI)						0	\$0		
6	Engineering Support & Materials Testing	80				\$25,000	80	\$35,800		
7	Change Order Management						0	\$0		
8	Payment Management						0	\$0		
9	Progress Meetings						0	\$0		
10	Public Relations & Notifications						0	\$0		
11	Reporting						0	\$0		
12	Claims Avoidance & Conflict Resolution						0	\$0		
13	Closeout & Record Drawings						0	\$0		
	Inspector Vehicle					\$9,600		\$9,600	Based on \$96/Day for 100 days for inspector's vehicle	
	Photographs & Video							\$0		
	Total Hours	84	20	800	20	-	Project Total			
		\$11,340	\$3,000	\$92,000	\$1,400	\$34,850	\$142,590.00		TOTAL NOT-TO-EXCEED COST	

Based on 100 working days
Based on Full time inspection, Monday through Friday at 8 hours per day