

RESOLUTION NO. 2014-011

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK AUTHORIZING AND APPROVING A DESIGN PROFESSIONAL SERVICES AGREEMENT FOR THE ROHNERT PARK INTERCEPTOR OUTFALL GRAVITY SECTION REHABILITATION PROJECT NO. 2011-04 WITH BRELJE AND RACE, INC., FOR DESIGN REVIEW AND CONSTRUCTION MANAGEMENT ENGINEERING SERVICES

WHEREAS, on November 6, 2013, staff issued a Request for Proposals (“RFP”) for the Interceptor Outfall Gravity Section Rehabilitation Project No. 2011-04 (“Project”) to identify a qualified consultant that can assist the City with the design review and construction management of the Project;

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 3.6.6(D), the City prepared a Request For Proposals and received four proposals on December 3, 2013;

WHEREAS, the City project team chose Brelje and Race, Inc., 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; and

WHEREAS, the City has entered into a Master Agreement with Brelje & Race dated February 25, 2011 (“Master Agreement”), and additional work may be authorized under that agreement via Task Order.


NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Rohnert Park authorizes and approves a an additional task order under the Master Agreement by and between Brelje and Race, Inc., a California corporation, and the City of Rohnert Park, a municipal corporation, for design related services for the Interceptor Outfall Gravity Section Rehabilitation Project No. 2011-04, for a not-to-exceed cost of \$130,920.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to execute this Task Order for and on behalf of the City of Rohnert Park in substantially similar form as shown in Exhibit A, subject to minor modification by the City Manager or City Attorney.

DULY AND REGULARLY ADOPTED this 11th day of February, 2014.



CITY OF ROHNERT PARK


Joseph T. Callinan, Mayor

ATTEST:


JoAnne Buerger, City Clerk

Attachment – Exhibit A

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

BRELJE & RACE TASK ORDER NO. 2014-02

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

**AUTHORIZATION FOR ENGINEERING SERVICES FOR
SEWER INTERCEPTOR OUTFALL GRAVITY SECTION REHABILITATION
PROJECT NO. 2011-04**

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 **\$130,920**.

SECTION 4 – TIME OF PERFORMANCE

The work described in SECTION 2 shall be completed on approval of the design/contract documents, 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 _____, 20____.

CITY OF ROHNERT PARK

BRELJE & RACE

Darrin Jenkins, City Manager (Date)
Per Resolution No. 2014-____ adopted by the Rohnert
Park City Council at its meeting of February 11, 2014.

By: Name and Title (Date)

BRELJE & RACE

By: Name and Title (Date)



PROPOSAL B DESIGN REVIEW / VALUE ENGINEERING AND CONSTRUCTION MANAGEMENT

Design Review and Value Engineering

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 change order work or construction claims during the construction phase.

Task 1.01 Review Preliminary Design Memorandum

A review of the preliminary design memorandum will be conducted with focus on the items listed herein as critical to the design, namely the thoroughness of the research performed for the lining material options, the calculations for existing piping thickness/strength requirements and the ensuing liner thickness selections, hydraulic modeling and flow calculations methodology, thoroughness and accuracy of the site review and constructability. The cost analysis will also be reviewed.

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 if not being provided by the design engineer.

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

Task 1.02 Review 60% Design Submittal

Design drawings will be reviewed for limits of utility replacement, alignments of piping, clearness of pipe rehabilitation methods and construction notes, profile information, sewer manhole riser replacements or rehabilitation, and locations and extent of piping replacement ahead of lining (if needed). The drawings will also be reviewed to determine if pavement/surface repair locations are delineated and if they are compliant with City Standard 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. Constructability issues will be addressed.

Our staff 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 rehabilitation projects. We will ensure that bid items are clearly defined and that an appropriate means of payment for each item of work has been included.

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 where data is available. A critical look will be taken to determine if items that will be part of the contractor's indirect project costs are included in the preliminary cost estimate.

Brelje & Race will compare the 60% submittal documents to the pre-design memorandum to determine if all the stated information in the memorandum have been incorporated or otherwise addressed. Inquiry regarding the status of all necessary permits will be made. A 60% review memorandum with itemized



comments by sheet number or specifications section 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 prepare the agenda for the meeting and provide written minutes if not in the scope of the design engineer.

Task 1.03 Review 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 in not included in the design engineer's scope.

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 brief 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 complaints, 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 (Tasks 2.21 and 2.22) have been added to the end of the list to more completely convey our understanding of a full-service approach to construction management.

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 pertinent to the successful performance of the contractor leading to smooth completion of 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. This is also the time to point out any irregular or non-standard work items, sequence of work and expectations regarding the contractor's field and office support performance.



Task 2.02 Project Meetings

Conduct and document progress meetings and other special technical meetings on a weekly or bi-weekly basis. Prepare and distribute agenda describing key issues, schedule status, potential change orders. Prepare minutes of the meetings.

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 Weekly Reports

Prepare and submit to the City a weekly project status report including construction progress summary, construction cash flow and payments, and summary logs for proposed change orders (PCO's) and change orders.

The City requires a monthly report, however our practice has been to provide a weekly or sometimes bi-weekly update via email. This ensures that the City's project manager is kept fully informed and 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. Submitted progress payment requests are fully reviewed by both Brelje & Race field personnel and the Construction Manager before forwarding to the City with recommendations for payment.

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 Review Submittals and Shop Drawings

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 Public Relations



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. We also encourage the Contractor to prepare extra work requests immediately and submit with each monthly progress payment request in order that accurate project accounting and budget status stays up-to-date.

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. Provide to design engineer upon project completion for accurate creation of Record Drawings.

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. Daily photos are incorporated into our 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, as required.

A small budget has been included, however, geotechnical services may not be necessary for this project.

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 a set of fresh redline plans that consolidates field set mark-ups at the end of the project. It is our understanding that Record drawings are to be prepared by the design engineer, based on the 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. A copy of our IIPP can be provided upon request.

Task 2.22 Public Relations - 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.



FEE INFORMATION

Task, Work Hour and Cost Tabulation work sheets have been prepared, one for each area of Service: Design, Review and CM. They have been prepared based on the City's required time frame for design services, the construction time estimated for the completion of the project, and an assumption based on our experience of the time necessary to devote to the specific project tasks. Each work sheet identifies the specific project task and sub-tasks to be performed, the individuals responsible, and their expected time to complete the specified tasks. The work sheets tabulate the total estimated fee based on our 2014 billing rates, which will become effective on March 1, 2014. The Cost Tabulations are shown in the following pages, and our 2014 Services Rate Schedule has been included on the next page. The 2014 Rate Schedule reflects an approximately 5% increase in fees over our current, 2013 fees which will remain in effect through the end of February. Assumptions and limitations for the costs proposed have also been included immediately following the Services Rate Schedule.

Proposal B - Task 1 Services for Design Review/Value Engineering

Brelje & Race proposes to complete the Design Review services as outlined herein on a time and materials basis with a not-to-exceed budget limit of \$16,420. These services will be billed monthly based on actual time and materials expended by staff and will not exceed the set budget without prior, written approval.

Proposal B - Task 2 Services for Construction Management

Brelje & Race proposes to complete Construction related services as outlined herein on an actual time and materials basis with a recommended budget allowance of \$114,500. This budget is based on our experience and the expected duration for a project of this nature. Our services will be billed monthly on an actual T&M basis, however the final fee may be subject to adjustment based on several factors including time allowed for the contract construction, the methods employed by the contractor, and other factors that are not possible to predict prior to design and construction. Should our fees approach the budgetary allowance ahead of project completion, B&R will prepare a revised estimate and propose an amended fee amount for the City's consideration.



**PROPOSAL B. DESIGN REVIEW - VALUE ENGINEERING
TASK, WORK HOUR AND COST TABULATION
INTERCEPTOR OUTFALL - GRAVITY SECTION REHABILITATION
CITY OF ROHNERT PARK**

TASKS		WORK HOURS			
		Associate Principal	Senior Engineer	Engineer	Clerical
DESIGN REVIEW - VALUE ENGINEERING					
1.01	Preliminary Design Memo Review ⁽²⁾	8	30	8	4
1.02	60% Design Review	4	24	6	2
1.03	90% Design Review	4	24		2
1.04	Final Review	2	6		2
		18	84	14	10
HOURLY RATE		\$ 150	\$ 135	\$ 120	\$ 70
SUBTOTAL COSTS		\$ 2,700	\$ 11,340	\$ 1,680	\$ 700
Total Hours					126
Total Est. Fee					\$ 16,420
<u>Notes:</u> 1. Assumes 3 design review meetings, with attendance of Associate Principal and Senior Engineer at all meetings. 2. Assumes Engineer to conduct detailed field reviews for design memo and 60% review.					



PROPOSAL B. CONSTRUCTION MANAGEMENT
TASK, WORK HOUR AND COST TABULATION
INTERCEPTOR OUTFALL - GRAVITY SECTION REHABILITATION
CITY OF ROHNERT PARK

TASKS		WORK HOURS ⁽¹⁾					
		Associate Principal	Senior Engineer	Engineer	Clerical	CAD Technician	Geotechnical Subconsultant (RGH)
CONSTRUCTION MANAGEMENT							
2.01	Pre-Construction Meeting		8	4	4		
2.02	Project Meetings ⁽²⁾	8		4			
2.03	Schedule Management ⁽²⁾	8			2		
2.04	Maintain Project Records ⁽²⁾	12			4		
2.05	Prepare Monthly Reports	24					
2.06	Review Monthly Progress Payments ⁽²⁾	8					
2.07	Requests for Information (RFI) ⁽²⁾	2		12	2		
2.08	Potential Change Orders (PCOs) and Change Orders ⁽²⁾	4		24	4		
2.09	Coordinate Submittal and Shop Drawing Review Process	2	16	20			
2.10	Permits Compliance ⁽²⁾			8			
2.11	Monitor Construction Record Drawings ⁽²⁾	2					
2.12	Claims Management	8	8				
2.13	Field Inspection ⁽³⁾		540				
2.14	Photograph or Video Documentation ⁽³⁾			8	2		
2.15	Field Changes ⁽²⁾	4				8	
2.16	Inspection Reports ⁽²⁾	6					
2.17	Geotechnical Observation & Testing ⁽⁴⁾						\$ 7,500
2.18	Substantial Completion and Punch List		4				
2.19	Project Documents		2		4	16	
2.20	Notice of Completion		2				
2.21	Worksite Safety and Liability Awareness ⁽²⁾	2					
2.22	Public Relations ⁽²⁾	4			4		
		94	580	80	26	24	\$ 7,500
HOURLY RATE		\$ 150	\$ 135	\$ 120	\$ 70	\$ 105	n/a
SUBTOTAL COSTS		\$ 14,100	\$ 78,300	\$ 9,600	\$ 1,820	\$ 2,520	\$ 7,500
Subconsultant Mark-up (5%)							\$ 375
Total Construction Management Budget							\$ 114,215
Notes:							
1. See Cost Assumptions and Limitations Section of the Proposal							
2. Senior Engineer (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 Engineer/Inspector is for preconstruction condition documentation only.							
4. Costs of outside materials testing services assumed included under Contractor's responsibility or paid by City directly.							
5. Field inspection hours based on a 75 working day project w/ full time inspection for 60 days, and 1/2 time for the remainder.							



SERVICES RATE SCHEDULE

PROFESSIONAL SERVICES

Senior Principal	\$190.00/hour
Associate Principal	140.00 to 150.00/hour
Associate	110.00 to 140.00/hour
Senior Engineer	120.00 to 140.00/hour
Engineer	100.00 to 130.00/hour
Engineering Technician	85.00 to 105.00/hour
Senior Planner	100.00 to 140.00/hour
Planner	85.00 to 105.00/hour
Senior Surveyor	110.00 to 130.00/hour
Surveyor	100.00 to 115.00/hour
Survey Technician	85.00 to 105.00/hour
CAD Technician	85.00 to 110.00/hour
Construction Technician	85.00 to 105.00/hour

EXPERT WITNESS & MEDIATION SERVICES\$300.00/hour

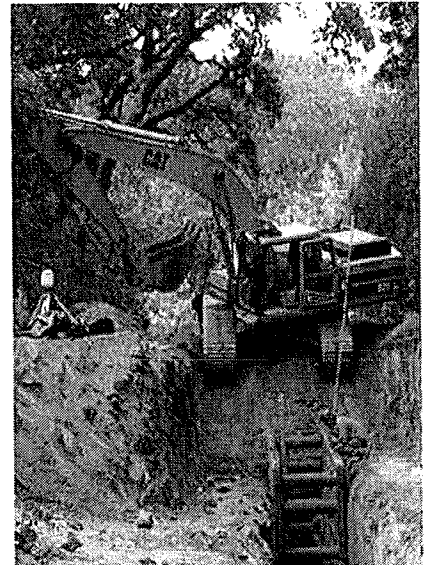
FIELD SURVEYING

One-man Party	\$160.00/hour (Including Survey Equipment & Vehicle)
Two-man Party	\$225.00/hour (Including Survey Equipment & Vehicle)
Three-man Party	\$280.00/hour (Including Survey Equipment & Vehicle)

TYPING AND CLERICAL.....\$70.00/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 "reimbursable", such as mileage, surveying materials, copies of recorded documents, and in-house reproduction and computer equipment costs.
