

RESOLUTION NO. 2014-040

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK AUTHORIZING AND APPROVING A TASK ORDER WITH BRELJE AND RACE CONSULTING CIVIL ENGINEERS FOR DESIGN REVIEW ENGINEERING SERVICES FOR THE EASTSIDE TRUNK SEWER PHASE III AND SNYDER LANE WIDENING PROJECT NO. 2014-01

WHEREAS, The City of Rohnert Park General Plan and Public Facilities Finance Plan include projects for Eastside Trunk sewer, widening Snyder Lane and widening the Snyder Lane Bridge at Copeland Creek: and

WHEREAS, the City of Rohnert Park amended a contract with GHD, Inc., to complete the design of the third phase of the Eastside Trunk Sewer and the Snyder Widening Projects;

WHEREAS, on February 20, 2014, staff issued a Request For Proposals (“RFP”) for the Eastside Trunk Sewer Phase III and the Snyder Widening Project No. 2014-01 (“Project”) to identify a qualified consultant that can assist the City with the design review 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 March 13, 2014; and

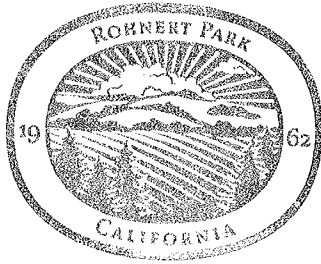
WHEREAS, the City project team chose Brelje and Race Consulting Civil Engineers for an award of contract due to their (1) quality of team and ability to staff the Project, (2) experience and expertise in this particular type of work, and (3) understanding of the Project as demonstrated in the selection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

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Rohnert Park authorizes and approves Task Order No. 2014-03 in the amount of \$82,630 by and between Brelje and Race Consulting Civil Engineers, a California corporation, and the City of Rohnert Park, a municipal corporation, for design review of the Eastside Trunk Sewer Phase III and Snyder Lane Widening Project No. 2014-01.

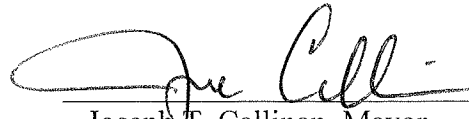
BE IT FURTHER RESOLVED that the Council further authorizes the Finance Director to increase appropriations in the amount of \$82,630 in account 540-1401-400-9902 and increase revenue account 540-0000-300-3990 for the transfer of funds from the funding source account 165-0000-400-8100.

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

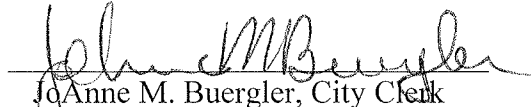
DULY AND REGULARLY ADOPTED this 13th day of May, 2014.



CITY OF ROHNERT PARK


Joseph T. Callinan, Mayor

ATTEST:


JoAnne M. Buergler, City Clerk

Attachment

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

BRELJE & RACE TASK ORDER NO. 2014-03**CITY OF ROHNERT PARK
AND
BRELJE & RACE**

AUTHORIZATION FOR ENGINEERING DESIGN REVIEW SERVICES FOR
EASTSIDE TRUNK SEWER PHASE III AND SNYDER LANE WIDENING PROJECT NO. 2014-01

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 **\$82,630**.

SECTION 4 – TIME OF PERFORMANCE

The work described in SECTION 2 shall be completed on approval of the design 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 22nd day of April, 2014.

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 April 22, 2014.

By: Name and Title (Date)

BRELJE & RACE

By: Name and Title (Date)



PROJECT WORK PLAN

UNDERSTANDING

The project consists of providing Design Review and/or Construction Management services in support of the City, acting as an adjunct to their staff for every aspect of the project throughout its implementation. Design Review involves review and commentary of the four design phase submittals from the design engineer and includes coordination with Rancho Cotati High School to ensure they have opportunity to voice their desires and concerns. Review will also include attendance at all review meetings. Construction Management services are to include contract administration, resident engineering and field observation for contract and permit compliance during construction. Additionally, the construction management team will provide geotechnical observation and testing services where required. Community outreach and dissemination of information to the public will be a key component of the construction manager's duties.

The nature of the construction project is such that full time management and observation by multiple staff persons will be required to provide the necessary oversight and to keep up with the logistical requirements of such a large and long duration project. Soil stability and deep trench safety concerns are important issues; therefore, the staff assigned must be trained in the proper procedures for these situations. The CM consultant will act as an extension of City staff and manage the project to completion with consideration of environmental compliance, public notification, time/schedule management, budget control and oversight, permit compliance, change order and claims management, and compliance to the contract documents and City standards. Additionally, the construction manager shall maintain complete and accurate records, prepare reports to appraise City staff and the City Council on a routine basis of project status, schedule, progress, and other issues as warranted.

PROJECT MANAGEMENT

The Brelje & Race team will best provide the complete range of services necessary to successfully manage the complex nature of this project. We believe that continuity of project personnel throughout the duration of a project is one of the most important components for success; therefore, our construction manager, resident engineer, field and support staff will be involved from the project's inception to completion. We also will be providing experienced and knowledgeable support staff to back-up our main team in the event of extremely heavy workloads, vacation or other absences, ensuring project management will be smooth and seamless without ever being a cause of a work slowdown or delay to the project. The following pages list in detail the specific tasks to be performed by our project team.

DESIGN REVIEW SCOPE OF SERVICES

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 with the intent of lowering costs, providing a better product and avoiding change order work or construction claims during the construction phase.

Task 1.01 Project Validation Memorandum Review

A review of the project validation memorandum will be conducted and will include a critical examination of the following:

- Design assumptions
- Compliance of design standards
- Environmental compliance
- Regulatory compliance
- Required permit identification
- Cost effectiveness

Design Services Summary of Project Tasks

Task 1.01 Project Validation Memorandum Review

Task 1.02 Coordination of Rancho Cotati High School Review

Task 1.03 75% Design Submittal Review

Task 1.04 90% Design Submittal Review

Task 1.05 Final Submittal Review



- Completeness
- Accuracy
- Application of valid engineering judgment
- Confirmation of utility company contacts
- Definition of any special field conditions or circumstances
- Appropriate use of materials
- Constructability
- Schedule validity
- Coordination with Rancho Cotati High School
- Safety
- Public acceptance

In addition, we will coordinate and incorporate the reviews of our specialty subconsultants in the areas of traffic engineering, structural engineering and landscape architecture.

Concurrent with our review of the Project Validation Memorandum, Brelje & Race will conduct a general field reconnaissance in order to provide an awareness of any special circumstance that may influence the project intent or potential construction limitations.

Our findings will be summarized in a letter and a meeting conducted to review our comments with the City and the design engineer. An agenda for the meeting and meeting minutes will be provided.

Task 1.02 Coordination of Rancho Cotati High School Review

Brelje & Race will directly interface with the Rancho Cotati High School to garner their input and desires for the portions of the project directly affecting the High School. This task will include review of the project scope with High School staff, develop an understanding of the High School's requirements and limitations, coordinate schedules with the High School noting restrictions to schedule. This task will continue through the remaining review steps.

Task 1.03 75% Design Submittal Review

The 75% design submittal needs to present well-formulated design drawings indicating limits roadway widening, new and abandoned utilities, plan view alignments, traffic signal configurations, landscaping and irrigation layout and box culvert design. Reference to the appropriate City Standard details should also be included at this stage.

Brelje & Race will conduct a field review along the roadway alignment and compare the topographic information included on the drawings to the existing field conditions. Our field review will check for conflicts with existing utilities and address potential constructability issues readily impaired access to critical facilities, risk of discharge to the adjacent receiving waters, safe traffic flow, and unnecessary risk exposure to the City. Potentially critical areas of public interface during construction will also be noted.

An outline of all required specifications will be prepared with the 75% submittal review letter. Brelje & Race will cross-check to determine if there is a specification section corresponding to each planned improvement included on the drawings and comment on their completeness.

Brelje & Race will review the 75% level cost estimate to determine if the full range of work items that are shown on the drawings are included in the estimate. Unit costs will be compared to recent bid tabulations for similar projects. A determination regarding items considered to be part of the contractor's indirect project costs will be made to ensure they are included in the preliminary cost estimate.

Brelje & Race will compare the 75% submittal documents to the Project Validation Memorandum to determine if all information stated therein was fully incorporated. We will determine whether or not the submittal meets the City's stated objectives. The status of in progress permits will be determined. A 75%



review memorandum will be prepared and distributed to the City and the design engineer and a review meeting will be held to discuss and reconcile the review comments. Brelje and Race will prepare an agenda for the meeting and provide written minutes following.

Task 1.04 90% Design Submittal Review

Brelje & Race will review at the 90% level design drawings specifically looking at notes and details, ambiguities, conflicts, issues with constructability, compliance with the City's "Design Consultants Requirements" and bidability. The project specifications will be checked for accuracy of bid quantities, bid item descriptions, specification thoroughness, material selections and testing methods and requirements.

The contract documents will also be reviewed regarding their conformance to City Standards and with accepted standards of professional and technical practices regarding 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 75% submittal. An update on permit status will be requested. All permits and their conditions will be checked to ensure they have been incorporated in the specifications and all contract work related to the permits has been included in the description of work, bid items and methods of payment.

A review memorandum will be prepared and distributed to the City and the design engineer with a follow-up meeting held to discuss and reconcile the review comments. Brelje and Race will prepare the agenda for the meeting and provide written minutes.

Task 1.05 Final Submittal Review

A check of the final submittal will determine if all comments from the 90% review have been incorporated in the documents. A brief memorandum confirming bid readiness will be prepared and sent to the City.

Construction Management Scope of Services

The City provided a well-conceived work plan including nearly all the services and tasks required of the consultant in the RFP. We have included all of those items largely unchanged in our proposal, and have added additional task items as necessary or combined similar task items into one heading. We have provided additional commentary beneath the tasks as appropriate.

1. **Project Review:** Review and familiarize ourselves with the project plans, specifications and other contractual requirements prior to bid award and Notice to Proceed.
Each project team member will spend the necessary time to come to full speed on all aspects of the project and the contractor's requirements. The key team members will be already be well versed in the project due to their involvement in the design review process.
2. **Project Coordination/Staff Adjunct:** Coordinate preliminary and ongoing meetings and communications with City staff to include kick-off meeting to discuss details, goals of project, lines of communication and responsibility, and project protocols; Preparation of weekly progress update reports and project updates; preparation of look-ahead schedules, and; quarterly preparation of project update memo for inclusion in City Council Packets.
3. **Pre-Construction Meeting:** Construction Manager will conduct the pre-construction meeting, which will include the City, resident engineer, contractor, and major subcontractors, geotechnical engineer, design engineer and other utility representatives as appropriate. 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.
Brelje & Race would distribute minutes and attendance list to all parties in attendance, and send invitations to PG&E and other utilities that may have assets along the project.
4. **Project Contacts:** Collect names and contact information for key project personnel and provide to project team and emergency service providers in the vicinity. Maintain list and redistribute as necessary throughout project duration.



TASK, WORK HOUR AND COST TABULATION
CITY OF ROHNERT PARK EAST SIDE TRUNK SEWER PHASE III AND SNYDER WIDENING
DESIGN REVIEW / VALUE ENGINEERING

Brelje & Race Consulting Engineers
March 13, 2014

TASKS		WORK HOURS						
		Associate Principal	Senior Engineer	Environmental Planner	Traffic Engineering Subconsultant	Landscape Engineering Subconsultant	Structural Engineering Subconsultant	Clerical
DESIGN REVIEW - VALUE ENGINEERING								
1.01	Project Validation Memo Review	12	48				2	4
1.02	Coordination of RCHS Review	6	8					2
1.03	75% Design Review	54	155	12	14	30	4	4
1.04	90% Design Review	38	81	12	14	20	14	4
1.05	Final Review	6	21		6		6	2
		116	313	24	34	50	26	16
HOURLY RATE		\$ 150	\$ 130	\$ 130	\$ 235	\$ 150	\$ 185	\$ 70
SUBTOTAL COSTS		\$ 17,400	\$ 40,690	\$ 3,120	\$ 7,990	\$ 7,500	\$ 4,810	\$ 1,120
Total Hours								579
Total Est. Fee								\$ 82,630
Notes: 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 validation memo and 75% review. 3. Assumes Associate Principle will attend up to two public outreach meetings.								



SERVICES RATE SCHEDULE

PROFESSIONAL SERVICES

Senior Principal	\$190.00/hour
Associate Principal	150.00/hour
Associate	140.00/hour
Senior Engineer	140.00/hour
Engineer	130.00/hour
Engineering Technician	110.00/hour
Senior Planner	130.00/hour
Planner	100.00/hour
Senior Surveyor	130.00/hour
Surveyor	115.00/hour
Survey Technician	105.00/hour
CAD Technician	105.00/hour
Construction Engineer	130.00/hour
Construction Technician 2	110.00/hour
Construction Technician 1	95.00/hour

EXPERT WITNESS & MEDIATION SERVICES\$300.00/hour

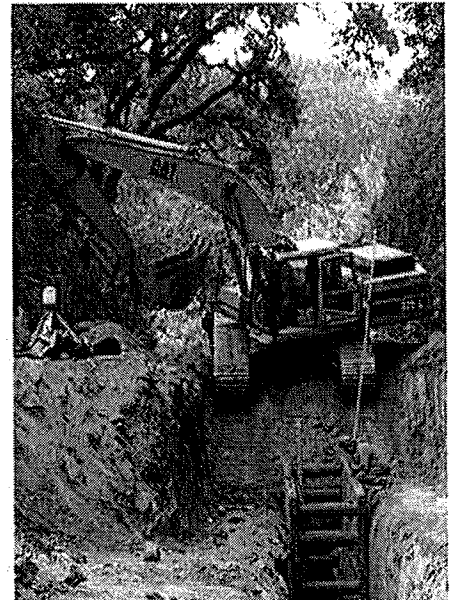
FIELD SURVEYING

One-man Party.....	\$160.00/hour
(Including Survey Equipment & Vehicle)	
Two-man Party.....	\$220.00/hour
(Including Survey Equipment & Vehicle)	
Three-man Party	\$270.00/hour
(Including Survey Equipment & Vehicle)	

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 "reimbursable", such as mileage, surveying materials, copies of recorded documents, and in-house reproduction and computer equipment costs.
