

RESOLUTION NO. 2015-049

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK AUTHORIZING AND APPROVING A TASK ORDER WITH GHD INC FOR ENGINEERING DESIGN SERVICES AND ENGINEERING SERVICES DURING CONSTRUCTION FOR THE PUBLIC SAFETY MAIN HVAC REPLACEMENT PROJECT NO. 2014-02

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, the City desires to contract for engineering design services and engineering services during construction for the Public Safety Main HVAC replacement project ("Project"); and

WHEREAS, consistent with Government Code Section 4526 and City of Rohnert Park Purchasing Policy Section 3.6.6(D), staff set forth to identify a qualified team that can assist the City with the engineering design services and engineering services during construction of the Project; and

WHEREAS, staff solicited proposals for engineering design services and engineering services during construction for the project, and received two proposals; and

WHEREAS, Staff determined that GHD, Inc has the desired knowledge, expertise and ability and that GHD Inc.'s bid of \$39,495 is a competitive and reasonable price; and

WHEREAS, GHD, Inc and the City have a Master Agreement for design professional services, which includes engineering services, dated February 8, 2011 ("Master Agreement"); and

WHEREAS, Staff recommends authorizing and approving a Task Order under the Master Agreement for engineering design services and engineering services during construction for the Project; and

WHEREAS, GHD, Inc has updated their Fee Schedule (Effective July 2013) which is attached as Attachment B to the Task Order; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby authorize and approve a Task Order with GHD, Inc. under the Master Agreement for engineering design services and engineering services during construction for the Project for an amount not to exceed \$39,495;

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to take all actions to effectuate the Task Order, including the execution, if necessary, in substantially similar form to Exhibit A attached hereto and incorporated by this reference subject to minor modifications by the City Manager or the City Attorney.

DULY AND REGULARLY ADOPTED this 24th day of March, 2015.



CITY OF ROHNERT PARK

[Handwritten signature]

Mayor

ATTEST:

[Handwritten signature]
City Clerk

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

ATTACHMENT 2

TASK ORDER NO. 2015-02

CITY OF ROHNERT PARK AND GHD, INC.

AUTHORIZATION TO PROVIDE ENGINEERING DESIGN SERVICES AND ENGINEERING SERVICES DURING CONSTRUCTION IN CONNECTION WITH THE PUBLIC SAFETY MAIN HVAC REPLACEMENT PROJECT, PROJECT NO. 2014-02

SECTION 1 – PURPOSE

The purpose of this Task Order is to authorize and direct **GHD, INC.** 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 **GHD, INC** ("Consultant") hereto dated **February 8, 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 **\$39,495**. Should there be any conflict between the rate schedule provided for in Attachment "B" and that provided for in the Master Agreement, the rate schedule in Attachment "B" shall govern.

SECTION 4 – TIME OF PERFORMANCE

The work described in SECTION 2 shall be completed by **December 31, 2015** unless extended by the City Manager in writing.

SECTION 5 – ITEMS AND CONDITIONS

All items and conditions contained in the MASTER AGREEMENT for professional services between City and Consultant referenced in SECTION 1 are incorporated by reference.

Approved this _____ day of _____, 2015

CITY OF ROHNERT PARK

GHD, INC

Darrin Jenkins, City Manager (Date)

By: Name and Title (Date)

Per Resolution No. 2015-____ adopted by the
Rohnert Park City Council at its meeting
Of March 24, 2015.

GHD, INC

By: Name and Title (Date)



4 February 2015

Terrie Zwillinger
Project Coordinator, Department of
Public Works
City of Rohnert Park
600 Enterprise Drive
Rohnert Park, CA 94928

RE:
**Mechanical, Electrical, and Structural Engineering Services Proposal – City
of Rohnert Park Public Safety Building HVAC Equipment and Controls
Replacement Project , 500 City Hall Drive, Rohnert Park, CA**

Dear Terrie

GHD Inc. (GHD) is pleased to submit this proposal for professional mechanical, electrical, and structural engineering services for the proposed project. This proposal is per your email on January 22, 2015 and its attachments, our site visit on January 23, 2015 and subsequent emails.

Project Understanding

This proposal is provided with the following understanding of the project's existing construction and its use related to mechanical and electrical systems.

- ▶ **Project Site** – The project site is located at 500 City Hall Drive, Rohnert Park, CA
- ▶ **Building Architecture** – The building is three stories.
- ▶ **Mechanical Systems** – Cooling is provided by a 120 nominal ton air-cooled chiller and two (2) chilled water pumps located in a mechanical yard. Heating is provided by a 900 MBH natural gas input boiler and two (2) heating hot water pumps in a penthouse. Air distribution is by two (2) variable air volume (VAV) air handlers, VAV terminal boxes with reheat coils, ductwork and registers. There are also exhaust fans, computer room air conditioning (CRAC) units, fan coil units, and unit heaters.
- ▶ **Controls** – The building has an existing energy management system (EMS) which controls the mechanical systems.
- ▶ **Plumbing System** – The existing building is served by domestic cold and hot water, sanitary sewer and vent, and a natural gas piping system. Domestic hot water is provided by two (2) 199,990 BTUH natural gas input 80 gallon hot water heaters located in a penthouse with the boiler. The hot water piping is insulated and also has heat tracing wire.
- ▶ **Normal Power Systems** – The normal power system includes supply at 480/277-volts and step down transformers for 208Y/120-volts. It is assumed that a majority of the equipment will be reconnected to its original circuit, and that the overall system has both power and spare breaker capacity for all planned upgrades.
- ▶ **Emergency Power Systems** – There is an emergency power system on site. It is not anticipated that this project will modify the emergency power system in any way.



Professional Engineering Services

Based on the above understanding of the project intent, we propose to provide the following professional mechanical, electrical, and structural engineering services:

Mechanical Engineering Services

The mechanical engineering scope of design includes the following elements:

- ▮ Mechanical – Design of a new high efficient boiler, chiller, hydronic pumps, and variable frequency drives (VFDs) to replace existing and graphic representation of hydronic piping for leak testing.
- ▮ Plumbing – Design of new high efficient domestic hot water heaters to replace the existing.
- ▮ Controls – Design of new EMS manufactured by Automated Logic Corporation (ALC) to replace the existing.

The work performed will be as described below:

1. 90% Design Submittal Phase - This phase will be prepared to include the following:
 - ▮ One (1) site visit for initial project meeting and to verify existing conditions.
 - ▮ One (1) meeting to review 90% design submittal
 - ▮ Demolition plans
 - ▮ Mechanical plans with major equipment locations, equipment schedule, and existing hydronic piping.
 - ▮ Plumbing plans with major equipment locations and equipment schedule.
 - ▮ EMS plans with equipment locations, control diagrams, and sequence of operations.
 - ▮ Mechanical and plumbing specification sections
2. Permit Submittal Phase – Based on approval of the 90% Design Submittal Phase and any minor adjustments authorized by the City, this phase will be prepared to include the following:
 - ▮ Mechanical drawings and specifications for permit submittal.
 - ▮ Plumbing drawings and specifications for permit submittal.
 - ▮ Mechanical Title 24 compliance forms
 - ▮ Respond to plan check comments
 - ▮ Mechanical and plumbing drawings and specifications for permit re-submittal, bidding, and construction
3. Construction Administration Phase – This phase will be prepared to include the following:
 - ▮ Attend one (1) bid walk with City and contractors.
 - ▮ Respond to contractors' questions during bidding and provide bid addenda as required.
 - ▮ Attend one (1) pre-construction meeting.
 - ▮ Review contractors' submittals of equipment and shop drawings.
 - ▮ Respond to contractors' request for information (RFIs) during construction.
 - ▮ Provide one (1) site visit during construction.
 - ▮ Provide one (1) final site visit at the completion of construction and furnish final punch list.
 - ▮ Provide record documents of changes to construction documents.

Electrical Engineering Services

The electrical engineering scope of design includes the following elements:

- ▮ Electrical – Design of the modifications to the existing power systems to accommodate the new major HVAC equipment.

The work performed will be as described below:

1. 90% Design Submittal Phase - This phase will be prepared to include the following:



- ▶ One (1) site visit for initial project meeting and to verify existing conditions.
 - ▶ Electrical load calculations
 - ▶ Electrical single line diagrams for existing and new conditions
 - ▶ Electrical floor plan with HVAC power circuits and locations
 - ▶ Electrical specification sections.
2. Permit Submittal Phase – Based on approval of the 90% Design Submittal Phase and any minor adjustments authorized by the City, this phase will be prepared to include the following:
- ▶ Electrical drawings and specifications for permit submittal.
 - ▶ Respond to plan check comments
 - ▶ Electrical drawings and specifications for permit re-submittal, bidding, and construction
3. Construction Administration Phase – This phase will be prepared to include the following:
- ▶ Respond to contractors' questions during bidding and provide bid addenda as required.
 - ▶ Review contractors' submittals of equipment and shop drawings.
 - ▶ Respond to contractors' request for information (RFIs) during construction.
 - ▶ Provide one (1) final site visit at the completion of construction and furnish final punch list.

Structural Engineering Services

The structural engineering scope of work includes the following elements:

- ▶ Structural - Design of equipment anchorage to existing structure and existing equipment pads and includes a brief review of existing plans and conditions to ensure that no strengthening or retrofitting of existing structural elements is required.

The work performed will be as described below:

1. 90% Design Submittal Phase - This phase will be prepared to include the following:
- ▶ Design anchorage for HVAC equipment and details on mechanical plans
2. Permit Submittal Phase – Based on approval of the 90% Design Submittal Phase and any minor adjustments authorized by the City, this phase will be prepared to include the following:
- ▶ Respond to plan check comments

Information to be provided by Owner

- ▶ Building architectural plans and background drawings in AutoCAD format.
- ▶ As-built record information of any previous construction. Assumptions made regarding accuracy of as-builts with existing conditions may not be practical to verify. In providing services, we will perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

General Assumptions

This proposal is based on the following assumptions:

- ▶ Existing building utility systems have adequate capacity to accommodate new major mechanical equipment.

General Exclusions

This proposal is based on the following exclusions:

- ▶ Scope of services for this project does not include any services related in any way to asbestos and/or toxic materials.



- Strengthening and or retrofitting of existing structural elements to support new equipment are not included in this scope of work.
- Fire sprinkler design is not included.
- Fire alarm design is not included.
- Meetings and site visits other than those indicated above are not included.
- Additive or deductive alternate schemes are not included.
- Phasing of construction is not included.
- Permit fees are not included.
- Cost estimating and cost estimating review is not included.
- Commissioning services are not included.
- Power system modifications to accommodate load disaggregation are not included.

Deliverables

1. 90% Design Submittal Phase:
 - Mechanical, plumbing, and electrical drawings.
 - List of mechanical, plumbing, and electrical specification sections
2. Permit Submittal Phase:
 - Mechanical, plumbing, and electrical plans and specifications for permit, bidding, and construction
 - Mechanical Title 24 forms
 - Plan check response letter

Schedule

- Site investigation will be within 5 working days from receiving executed agreement. Drafting of backgrounds will begin concurrently.
- 90% Design Submittal to be provided within 20 working days from receiving executed agreement.
- Permit Submittal to be provided within 5 working days after receipt of Owner comments on the 90% Design Submittal.
- Plan Check Submittal to be provided within 5 working days after receipt of plan check comments on the Permit Submittal.

Engineering Fee

GHD is pleased to propose the following time and material not to exceed fee broken down as follows:

	Mechanical	Electrical	Structural	Totals
90% Design Phase	\$16,215	\$3,524	\$2,336	\$22,075
Permit Phase	\$ 4,075	\$2,084	\$ 292	\$ 6,451
Construction Administration	\$ 4,009	\$1,314	\$ 146	\$ 5,469
Title 24 Documentation	\$ 1,500	N/A	N/A	\$ 1,500
TOTALS	\$25,799	\$6,922	\$2,774	\$35,495

- If the Owner is unable to furnish building architectural plans or background drawings in AutoCAD format, an additional fee of **\$4,000** shall be required.



Due to the advantage of in-house coordination, the fees indicated are for a combined package as defined in scope, including mechanical, electrical, and structural engineering documents. Fees for additional coordination and documentation would be required to separate discipline packages.

Services not included in this proposal will be provided on a time-and-materials basis per the attached Fee Schedule or by a negotiated fee.

We welcome the opportunity to work with you on this interesting project and are excited about the prospect. Should you have any questions, please do not hesitate to contact us.

Yours Sincerely
GHD Inc

A handwritten signature in black ink, appearing to read "Terry Wong", written over a faint circular stamp.

Terry Wong, PE, LEED AP
Project Manager
(707) 523-1010



FEE SCHEDULE - Santa Rosa Office
(Effective July 2013)

Hourly Rates

Manager	\$ 210-260
Principal Professional	195-210
Senior Professional	145-195
Professional	90-145
Principal Technical Officer	125-160
Senior Technical Officer	105-130
Drafter	75-100
Principal Administrative Officer	250-260
Senior Administrative Officer	110-175
Administrative Officer	60-110
Senior Service Group Support	120-180
Service Group Support	80-105
Construction Manager	200-215
Senior Site Engineer	135-170
Site Engineer	120-165
Senior Inspector	105-110
Inspector	85-105
Survey	60-100

Employee time will be billed in accordance with the fees listed above. These rates are subject to change on a semi-annual basis. For other than professional employees, time spent over 8 hours per day, times spent on swing shifts, and time spent on Saturdays will be charged at 1.5 times the hourly billing rate. Work on Sundays will be charged at 2.0 times the hourly billing rate and holiday work will be charged at 2.5 times the hourly billing rate. All field personnel charges are portal to portal. Professional employees will not be charged out a premium charge rates for overtime work.

Expenses and other similar project related costs are billed out at cost plus 15%. The cost of using equipment and specialized supplies is billed on the basis of employee hours dedicated to projects. Our rates are:

A. Office consumables	\$6.00/hr
B. Environmental Dept/Construction Inspector consumables	\$11.00/hr
C. Survey Field consumables	\$15.00/hr
D. Various Environmental, Construction and Land Surveying equipment	At market

Payment for work and expenses is due and payable upon receipt of our invoice. Amounts unpaid thirty (30) days after the issue date of our invoice shall be assessed a service charge of one and one half (1.5) percent per month.

- (*) These rates do not apply to forensic-related services, or to work for which Prevailing Wage obligations exist. It is the responsibility of the client to notify GHD Inc in writing if Prevailing Wage obligations are applicable, in which case the fees will be adjusted proportionate to the increase in labor cost.