

## **RESOLUTION NO. 2016-010**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK  
AUTHORIZING AND APPROVING THE CITY MANAGER TO EXECUTE A TASK ORDER  
WITH GHD, INC. FOR AN AMOUNT NOT TO EXCEED \$24,353 FOR A VENTILATION  
AND AIR CONDITIONING FEASIBILITY STUDY AT THE CALLINAN SPORTS AND  
FITNESS CENTER AND AUTHORIZING THE FINANCE DIRECTOR TO INCREASE  
APPROPRIATION BY \$24, 353 TO THE CAPITAL IMPROVEMENT PROJECT 2015-25  
THE SPORTS CENTER VENTILLATION FEASIBILITY STUDY FUNDED BY 2007R TAX  
ALLOCATION BOND PROCEEDS AND ANY OTHER TRANSACTIONS NECESSARY TO  
FUND THE PROJECT**

**WHEREAS**, on September 22, 2015, the City Council of the City of Rohnert Park (“City”) approved a list of proposed public improvements to be funded from bonds proceeds (“Proposed Public Improvements”); and

**WHEREAS**, on September 24, 2015 the Oversight Board, by adoption of Resolution No. 2015-04, found that the Proposed Public Improvements are consistent with the Bonds covenants and directed the staff of the Successor Agency to include all or a portion of the expenditures from the Excess Bond Proceeds for the Proposed Public Improvements on the ROPS for the January-June 2016 (ROPS 15-16B) period; and

**WHEREAS**, on September 24, 2015, the Oversight Board approved and authorized the execution of the Agreement Regarding Expenditure of Excess Bond Proceeds (“Bond Agreement”) for expenditure of excess bond proceeds directed by successor Agency staff to include the Bond Agreement on the ROPS for the January-June 2016 (ROPS 15-16B); and

**WHEREAS**, on November 5, 2015, the Department of Finance approved the Bond Agreement; and

**WHEREAS**, the excess bond proceeds have been transferred to City fund 325 and must be appropriated to the City of Rohnert Park Capital Improvement Project 2015-25 Sports Center Ventilation Feasibility Study account number 310-1525-400-9901; and

**WHEREAS**, Staff has determined that GHD, Inc. has the desired knowledge, expertise and ability to perform the work at a competitive and reasonable price; and

**WHEREAS**, GHD, Inc. has a Master Agreement with the City (February 8, 2011) that provides the City the mechanism to issue Task Orders under the Master Agreement for the needed services.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Rohnert Park that it hereby authorizes and approves the City Manager, to execute a Task Order with GHD, Inc. for an amount not to exceed \$24,353 for a ventilation and air conditioning feasibility study at the Callinan Sports and Fitness Center.

**BE IT FURTHER RESOLVED** by the City Council of the City of Rohnert Park that it hereby authorize and approve the Director of Finance, or her designee, to appropriate \$24,353 of excess bond proceeds to the Capital Improvements Project 2015-25 Sports Center Ventilation Feasibility Study account number 310-1525-400-9901 and any other transaction necessary to fund the project.

**DULY AND REGULARLY ADOPTED** this 26<sup>th</sup> day of January, 2016.

**CITY OF ROHNERT PARK**

  
Gina Belforte, Mayor

**ATTEST:**

  
JoAnne M. Buerger, City Clerk

AHANOTU: Aye CALLINAN: Aye STAFFORD: Aye MACKENZIE: Aye BELFORTE: Aye

AYES: ( 5 ) NOES: ( 0 ) ABSENT: ( 0 ) ABSTAIN: ( 0 )

ATTACHMENT A

**TASK ORDER NO. 2015-09**

**CITY OF ROHNERT PARK  
AND  
GHD Inc.**

**AUTHORIZATION TO PROVIDE VENTILATION AND AIR CONDITIONING  
FEASIBILITY STUDY AT THE CALLINAN SPORTS AND FITNESS CENTER**

**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") dated February 8, 2011 and authorized by Resolution No. 2011-06 ("Master Agreement").

**SECTION 2 – SCOPE OF WORK**

The items authorized by this Task Order are presented in Attachment "1" - Scope of Services, which is attached hereto and incorporated by this reference.

**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 3 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 "1" for an amount not-to-exceed \$24,353.

**SECTION 4 – TIME OF PERFORMANCE**

The work described in SECTION 2 shall be completed by May 31, 2016, or as extended in writing by the City Manager.

**SECTION 5 – ITEMS AND CONDITIONS**

All terms and conditions contained in the Master Agreement are incorporated by reference.

Approved this 24th day of November, 2015.

**CITY OF ROHNERT PARK**

**GHD Inc.**

\_\_\_\_\_  
Darrin Jenkins, City Manager (Date)  
Per Minute Order approved by the Rohnert Park  
City Council at its meeting of 11/24/2015.

\_\_\_\_\_  
Name / Title (Date)



ATTACHMENT B  
SCOPE OF SERVICES

12 October 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 Community and Recreation Center Air Conditioning  
Feasibility Study Project Revision A, 5405 Snyder Lane, 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 our site visit on June 25, 2015 and your email on October 8, 2015.

## 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 5405 Snyder Lane, Rohnert Park, CA
- ▶ **Building Architecture** – The building is single story.
- ▶ **Mechanical Systems** – Heating is provided by a 625 MBH natural gas input boiler and one (1) heating hot water pump in a mechanical room. Air distribution is by one (1) variable speed air handler and seven fan coil units with reheat coils, ductwork and registers. One of the fan coil units also has a direct expansion (DX) coil served by a nominal 3 ton cooling capacity ground mounted condensing unit. There are also exhaust fans.
- ▶ **Controls** – The building has an existing energy management system (EMS) manufactured by Invensys, 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.
- ▶ **Normal Power Systems** – The normal power system includes supply at 208Y/120Volts.
- ▶ **Emergency Power Systems** – There is no emergency power system on site. It is not anticipated that this project will require emergency power.

## 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 includes the following elements:



- Provide an analysis for two options for the addition of mechanical cooling to the existing air handler and six (6) fan coil units.
- Provide an analysis for the option of minimal or partial mechanical cooling to the building.
- Provide an analysis for the option of using indirect evaporative cooling (IDEC).
- Provide engineer's opinion of probable construction and design cost for each option.

The work performed will be as described below:

1. Draft Submittal Phase - This phase will be prepared to include the following:
  - ▮ Initial site visit with City of Rohnert Park personnel to review field conditions against "as built" documents.
  - ▮ Determine options for mechanical cooling addition.
  - ▮ Engineer's opinion of probable construction and design costs.
  - ▮ Draft analysis provided to City of Rohnert Park Public Works Department.
2. Final Submittal Phase – Based on approval of Draft Submittal Phase and any minor adjustments authorized by the City, this phase will be prepared to include the following:
  - ▮ Final analysis incorporating City of Rohnert Park Public Works Department comments.

#### **Electrical Engineering Services**

The electrical engineering scope of design includes the following elements:

- Analysis of the modifications to the existing power systems to accommodate the mechanical cooling options.
- Provide engineer's opinion of probable construction and design cost for each option.

The work performed will be as described below:

1. Draft Submittal Phase - This phase will be prepared to include the following:
  - ▮ Initial site visit with City of Rohnert Park personnel to review field conditions against "as built" documents.
  - ▮ Determine impact to the electrical power systems based on mechanical cooling options. Adequacy of load capacity as well as spare physical space will be examined.
  - ▮ Engineer's opinion of probable construction and design costs.
  - ▮ Draft analysis provided to City of Rohnert Park Public Works Department.
2. Final Submittal Phase – Based on approval of Draft Submittal Phase and any minor adjustments authorized by the City, this phase will be prepared to include the following:
  - ▮ Final analysis incorporating City of Rohnert Park Public Works Department comments.

#### **Structural Engineering Services**

The structural engineering scope of work includes the following elements:

- Analysis of the modifications to the existing structural systems to accommodate the mechanical cooling options.
  - Provide engineer's opinion of probable construction and design cost for each option.
1. Draft Submittal Phase - This phase will be prepared to include the following:
    - ▮ Determine impact to structural systems based on mechanical cooling options.
    - ▮ Engineer's opinion of probable construction and design costs.
    - ▮ Draft analysis provided to City of Rohnert Park Public Works Department.



2. Final Submittal Phase – Based on approval of Draft Submittal Phase and any minor adjustments authorized by the City, this phase will be prepared to include the following:
  - ▮ Final analysis incorporating City of Rohnert Park Public Works Department comments.

### **Information to be provided by Owner**

- 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 mechanical cooling addition options.

### **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.
- Commissioning services are not included.
- Power system modifications to accommodate load disaggregation are not included.

### **Deliverables**

1. One (1) copy Draft analysis and one (1) copy in pdf format. Draft report shall consists of the following:
  - ▮ Options, Engineer's Opinion of Construction and Design Costs, and Recommendations.
2. Six (6) copies Final analysis and one (1) copy in pdf format. Final report shall consists of the following:
  - ▮ Options, Engineer's Opinion of Construction and Design Costs, and Recommendations.

### **Schedule**

- ▮ Site investigation will be within 5 working days from receiving executed agreement.
- ▮ Draft Design Submittal to be provided within 30 working days from receiving executed agreement.
- ▮ Final Submittal to be provided within 10 working days after receipt of Owner comments on the Draft 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
Draft Submittal Phase	\$10,640	\$6,338	\$1,660	\$18,638
Final Submittal Phase	\$3,014	\$2,037	\$ 664	\$ 5,715
<b>TOTALS</b>	<b>\$ 13,654</b>	<b>\$8,375</b>	<b>\$2,324</b>	<b>\$24,353</b>

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 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

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