

RESOLUTION NO. 2017-018

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK AUTHORIZING THE CITY MANAGER TO EXECUTE TASK ORDER 2017-01 WITH GREEN VALLEY CONSULTING ENGINEERS FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE UNIVERSITY DISTRICT PROJECT AND AUTHORIZING THE FINANCE DIRECTOR TO MAKE APPROPRIATIONS AND INCREASE BUDGETED REVENUE TO ACCOUNT FOR DEVELOPER REIMBURSEMENTS

WHEREAS, the City entered into a Master Agreement with Green Valley Consulting Engineers for Design Professional Services on January 26, 2011, pursuant to City Council Resolution No. 2011-07 adopted on January 25, 2011;

WHEREAS, under the 2011 agreement and after a qualifications-based selection process, the City entered into a Task Order No. 2014-02 with Green Valley Consulting Engineers for On-Call Construction Management and Inspection Services for University District Sheet;

WHEREAS, consistent with the Purchasing Policy, the City entered into a new Master Agreement with Green Valley Consulting Engineers for Design Professional Services on March 1, 2016, pursuant to City Council Resolution No. 2016-16 adopted on February 23, 2016;

WHEREAS, under the 2016 agreement the City entered into Task Order 2016-01 with Green Valley Consulting Engineers to continue construction management and inspection work at the University District;

WHEREAS, Task Order 2016-01 has reached its funding limits;

WHEREAS, the University District Project is proceeding with additional public improvements, all of which require city management, inspection and acceptance;

WHEREAS, staff requested and has received a proposal from Green Valley Consulting Engineers for continued construction management and inspection services; and

WHEREAS, the City Council considered Task Order No 2017-01 at its duly noticed regular meeting of February 14, 2017.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby authorize the City Manager to execute Task Order No. 2017-01 by and between Green Valley Consulting Engineers, a California Corporation, and the City of Rohnert Park, a municipal corporation, for Construction Management and Inspection Services for the University District Project in an amount not to exceed seven hundred three thousand nine hundred fifty dollars and no cents (\$703,950.00).

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

BE IT FURTHER RESOLVED that upon receipt of developer reimbursements, the Finance Director is authorized to make appropriations and increase budgeted revenue as necessary to cover the costs of the Task Order.

DULY AND REGULARLY ADOPTED this 14th day of February, 2017.

CITY OF ROHNERT PARK


Jake Mackenzie, Mayor

ATTEST:


Caitlin Saldanha, Deputy City Clerk

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

Resolution Attachment A

GREEN VALLEY TASK ORDER NO. 2017-01

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

**AUTHORIZATION TO PROVIDE ON-CALL CONSTRUCTION MANAGEMENT AND
INSPECTION SERVICES FOR THE UNIVERSITY DISTRICT PROJECT**

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 For Consultant Services ("Master Agreement") between the City of Rohnert Park ("City") and Green Valley Consulting Engineers ("Consultant") hereto dated March 1, 2016.

SECTION 2 – SCOPE OF WORK

The items authorized by this Task Order are presented in Attachment "A" - 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 2 shall be actual costs (time and materials) based on Consultant's standard labor charges in accordance with the provisions of the Master Agreement and as shown in Attachment "B", which is attached hereto and incorporated by this reference, for an amount not-to-exceed seven hundred three thousand nine hundred fifty dollars (\$703,950).

SECTION 4 – TIME OF PERFORMANCE

The work described in SECTION 2 shall be completed by March 30, 2018, or as extended by the City Manager or his/her designee.

SECTION 5 – ITEMS AND CONDITIONS

All items and conditions contained in the Master Agreement for Consultant Services between City and Consultant are incorporated by reference.

Approved this 14th day of February, 2017.

CITY OF ROHNERT PARK

GREEN VALLEY CONSULTING ENGINEERS

Darrin Jenkins, City Manager (Date)
Per Resolution No. 2017-____ adopted by the Rohnert Park City
Council at its meeting of February 14, 2017.

Elizabeth L. Ellis, President (Date)

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

ATTACHMENT "A" to Task Order No. 2017-01
SCOPE OF SERVICES
On-Call Construction Management and Inspection Services by
Green Valley Consulting Engineers for the University District Project

Scope of Services

Task No 1 - Pre-Construction and Initial Construction Activities

Green Valley's pre-construction services will include logistics, coordination, and meetings with the Contractor, City, utility companies, and other project stake holders. It is our understanding that the Construction Manager will be responsible for leading the meeting. Additional services to be provided at this stage include:

- Pre-construction digital photos of the project site
- Set up the project files in accordance with the City's standard formats for administration
- Development of written and verbal communication protocol (and associated forms) with the Construction Manager and City Staff

Task No. 2 – Daily Field Inspection & Documentation

Green Valley will provide daily, on-site inspections of the construction activities to ensure that the contract work conforms to the contract documents and Governing Construction Standards. The on-site inspector will provide documentation of the work on daily inspection reports. Daily inspection reports may be submitted to the City on a weekly basis for the previous week's work. Green Valley will also document the work in progress with digital photos. Other important tasks of the on-site inspector include public relations and safety measures, especially traffic control measures during construction.

If requested, our Inspector will confirm that all design permit requirements are met and will act as the liaison between the Contractor, Construction Manager, and other stakeholders. Specifically, we can assist with the following work:

- Measurement of work, pay requests, change order support, and related contract issues
- Preparation and processing payment recommendations to the City using Microsoft Office formats
- Review of Certified Payroll reports
- Coordination of all required testing as specified by the Contract documents
- Quality Control/Assurance of construction approach and written communications

We know that documentation and communication is critical to the success of construction projects and we are committed to keeping the Construction Manager, City staff and other stakeholders informed regarding critical construction details, progress of the work and costs of the project. We will document all construction issues with the following reports:

- Progress Meeting Minutes
- Daily inspection Reports; Weekly statement of Working days
- Monthly Status Report

The Monthly Status Report will provide the City with information on construction activities for the month, change order cost summary, pay estimate cost summary and contract time summary.

Task No. 3 - Requests for Information (RFI)


The Contractor will be required to submit all Requests for Information in writing. The Inspector will work under the direction of the appointed Construction Manager to follow up as needed with the Contractor to clarify requests, obtain needed information and provide direction as required to proceed with the work.

Task No. 4 – Closeout & Record Drawings

We will work with the City and the Contractor to keep a "record set" of drawings to document changes and as-built conditions of original design plans. Once construction is completed to the satisfaction of the City, we compile all pertinent files and related information and submit to the City for their permanent records. We will furnish the City the following:

- Record drawings
- Project Photos
- All contract files and records
- Electronic files

ATTACHMENT "B" TO TASK ORDER NO. 2017-01

CITY OF ROHNERT PARK - February 2017		Work Estimate - Green Valley Consulting Engineers for On-Call Construction Management & Inspection Services for University District Project											
Task Information													
Task	Task Information	Const. Manager/PE	Project Mang	Construction Inspector II - OT	Construction Inspector II	Admin. Assistant	Direct Costs	Total Hours	Total Costs	Remarks			
		\$205	\$185	\$165	\$135	\$75							
1	Project/Construction Management	800	220			220		1,240	\$221,200	CM at approx. 5 hr/day for 7 months			
2	Daily Field Inspection & Documentation			350	3000			3,350	\$405,000	2 - 3.5 Full and pt-time inspectors for 7 months			
	Inspector Vehicle						\$20,000		\$20,000	Based on \$80/Day for inspector's vehicle			
	Reimbursible Expenses (photos, copies, etc.)								\$0				
	Total Hours	800	220	350	3,000	220	-	Project Total					
		\$164,000	\$40,700	\$57,750	\$405,000	\$16,500	\$20,000	\$703,950.00	TOTAL NOT-TO-EXCEED COST				

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