

RESOLUTION NO. 2017-012

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK AUTHORIZING THE CITY MANAGER TO EXECUTE TASK ORDER 2017-01 WITH CSG CONSULTANTS INC. FOR DEVELOPER-FUNDED REVIEW SERVICES AND RELATED ACTIONS

WHEREAS; the City is experiencing a significant volume of new development that requires engineering review; and

WHEREAS, CSG Consultants Inc. is an engineering consultant with significant experience in engineering review of development projects and specific experience with development activity in the City's University District and Southeast Specific Plan Areas and its Sonoma Mountain Village Planned Development Area; and

WHEREAS, the City has entered into a Master Services Agreement with CSG Consultants Inc. for engineering consultant services, dated June 28, 2016; and

WHEREAS, pursuant to Section 3.6.6 of the City's Purchasing Policy, the City has secured a proposal from CSG Consultants Inc. for certain engineering development review services and has negotiated with CSG Consultants Inc. to arrive at a proposed scope of services and budget that meet the City's needs for engineering support; and

WHEREAS, the cost of the Consultant's services are reimbursed to the City by various applicants for processing their applications and do not represent a cost to the City's general fund or any other City fund.

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 2017-01 with CSG Consultants, Inc., a California Corporation, for development review services in an amount not to exceed an additional one hundred fifty thousand dollars (\$150,000).

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to take all actions to effectuate this authorization for and on behalf of the City of Rohnert Park, including execution, if necessary, in substantially similar form to the Task Order 2017-01 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 Task Order 2017-01.

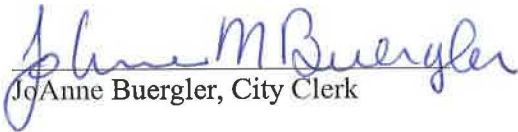
DULY AND REGULARLY ADOPTED this 24th day of January, 2017.

CITY OF ROHNERT PARK



Jake Mackenzie, Mayor

ATTEST:



JoAnne Buergler, City Clerk

Attachment: Exhibit A

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

CSG TASK ORDER NO. 2017-01

**CITY OF ROHNERT PARK
AND
CSG Consultants Inc.**

AUTHORIZATION TO PROVIDE ENGINEERING DEVELOPMENT REVIEW SERVICES

SECTION 1 – PURPOSE

The purpose of this Task Order is to authorize and direct CSG Consultants 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 CSG Consultants Inc. ("Consultant") hereto dated June 28, 2016.

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 \$ 150,000.

SECTION 4 – TIME OF PERFORMANCE

The work described in SECTION 2 shall be completed by December 31, 2017 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 24th day January, 2017.

Signatures on Next Page

CITY OF ROHNERT PARK

CSG CONSULTANTS INC.

Darrin Jenkins, City Manager (Date)
Per Resolution No. 2017-____ adopted by the
Rohnert Park City Council at its meeting of January 24, 2017

Cyrus Kianpour, President (Date)

CSG CONSULTANTS INC.

Nourdin Khayata, Secretary (Date)

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT A SCOPE OF SERVICES

Engineering Development Review Services

Anticipated services to be provided include as-needed staff augmentation for engineering development review associated with land development activity in the City. It is anticipated that the majority of the work will involve the University District and Southeast Specific Plan Areas, but work on other new and ongoing applications may also be performed. Work may include but not be limited to the following activities:

1. Review of new or proposed amendments to specific plans, tentative maps, planned development zoning, and other development entitlement applications.
2. Assist City with development of conditions of approval, development agreements, and other requirements associated with development applications. Assist City in negotiations with developers regarding terms of agreements or conditions.
3. Review and recommend approval of improvement plans, subdivision maps, and other documents. Review documents for conformance to approved tentative map, specific plans, and conditions of approval. Confirm that plans conform to City standard design criteria, including draft or proposed standards as needed, and infrastructure or other master plans. Coordinate plan review with other City departments. Confirm that developer has obtained necessary permits or approvals from other public agencies as needed, and that plans conform to North Coast Regional Water Quality Control Board and Sonoma County Water Agency requirements for storm water treatment and retention and City of Santa Rosa requirements for recycled water use.
4. Review and recommend approval of engineering bond estimates and subdivision guarantees. Assist staff in preparing subdivision improvement agreements, other agreements, and staff reports.
5. As requested, work with and manage City's consultant reviewing hydrology to determine proper mitigations and needs to avoid increasing flooding risks to existing residents.
6. As requested, work with and manage City's consultant reviewing hydrology and developer to submit required Conditional Letters of Map Revision (CLOMARs), and subsequent Letters of Map Revision (LOMARs) as needed.
7. As requested, calculate and provide fees to developer. Provide fee offset information for proposed infrastructure to be developed under the Public Facilities Financing Plan (PFFP).
8. As requested, provide analysis of water use and impact of well pumping use in the City.
9. Draft engineering reports and resolutions for Council approval as needed.
10. Meet with developers, consultants, or other agencies on behalf of staff.

EXHIBIT B FEE SCHEDULE

CSG will invoice at the beginning of every month for services rendered during the previous month. Compensation shall be based upon hourly rates based on the CSG's rate schedule, with the exception that rates will not exceed \$170 per hour. As part of the service provided (at no additional cost), CSG will coordinate the pickup and return of all plans via CSG staff or a licensed courier. Fees for proposed staff are as follows:

Title	Billing Rate
Mark Lander, P .E. Principal Engineer	\$170/hour
Frank Navarro, P.E., Principal Engineer	\$170/hour
Sophie Truong, P.E., P.L.S., Principal Engineer	\$170/hour
Eric Gonzales, P.E., Senior Civil Engineer	\$170/hour

Additional CSG staff will be invoiced per the firm's 2016 Billing Rate Schedule below.

Professional Engineering Services – Hourly Rates	
Senior Principal Engineer	\$170
Principal Engineer	\$170
Project Manager	\$170
Senior Engineer	\$170
Senior Structural Engineer	\$170
Associate Engineer	\$150
Assistant Engineer	\$130
Design Supervisor	\$120
Senior CAD Designer	\$120
Engineering Technician	\$110
Resident Engineer	\$165
Assistant Resident Engineer / Office Engineer	\$135
Construction Inspector	\$120

Rates reflect and include administrative costs and routine expenses such as local mileage, copying, fax, telephone, mail, in-house printing, software, and computer usage, etc. Reproduction and sub consultants are billed at cost plus 15%. Hourly rates will remain effective through June 30, 2017, for the following staff: Associate Engineer, Assistant Engineer, Design Supervisor, Senior CAD Designer, Engineering Technician, Resident Engineer, Assistant Resident Engineer/Office Engineer, and Construction Inspector. Hourly rates for Senior Principal Engineer, Principal Engineer, Project Manager, Senior Engineer, and Senior Structural Engineer will remain at \$170/hour through the expiration date of the amendment.

Requests for expedited plan review will be reviewed with the City on a case by case basis. All hourly rates include overhead costs including, but not limited to, salaries, benefits, Workers Compensation Insurance, office expenses, etc. Should the scope of work change or circumstances develop which necessitate special handling, we will negotiate and agree upon applicable rates with the City prior to proceeding