



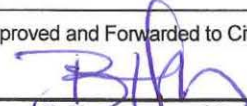
Agenda Date: 04/14/2015

Agenda Item: 3.6

STAFF REPORT

Date: Tuesday, April 14, 2015
To: Bryan H. Montgomery, City Manager
From: Kevin Rohani, Public Works Director/City Engineer

Approved and Forwarded to City Council:


Bryan H. Montgomery, City Manager

SUBJECT: Agreement with Cole Management & Engineering Inc. for providing Construction Inspection Services associated with Private Development and Capital Improvement Projects (CIP)

Background and Analysis

The improvements in the State and Regional economy has accelerated over the last year, and from all indications it is continuing through 2015. This economic growth is evident in Oakley by a surge of multiple new subdivision construction projects. Staff has performed an evaluation of the workload related to inspection services, for not only the private subdivision construction projects but also the upcoming street capital improvement project (CIP) construction. It was determined that the current staffing level for a single in-house public works inspector will not be sufficient enough to provide quality construction inspection services for all the current and upcoming project work load.

Staff has investigated possible options to supplement the in-house public works inspector, and the best option was to hire a public works inspector on a contract basis. This gives the City the most flexibility as to the level of inspection services needed without hiring a new inspector directly as a full time staff member.

There are a number of consulting firms that provide staffing augmentation to municipalities as part of a service contract. Staff reviewed qualification statements from three (3) firms and interviewed their inspection candidates. It was determined that Cole Management & Engineering Inc. would be best suited in providing the public works inspection services for the City of Oakley. Cole Management & Engineering Inc. would provide an experienced professional inspector with extensive construction inspection and management experience in both private and public projects.

A contract was executed between the City of Oakley and Cole Management & Engineering Inc. on March 23, 2015 under the City Manager's authority, in order for the critical inspection of the private development projects to continue. This report and authorization by the City Council extends the expenditure amount of the contract beyond the City Manager's authorization threshold of \$25,000. This will allow the City

staff to utilize this additional contract for inspection services as needed through June 30, 2016.

Fiscal Impact

The proposed cost for the inspection services that is provided by Cole Management & Engineering Inc. will be paid for from private development deposits that are collected by the City of Oakley for each development project, and is billed on a time and material basis for the actual cost of service. The cost of inspection services for CIP projects will be paid for from each project's funding source allocation.

Recommendation

Staff recommends that the City Council adopt the resolution amending the agreement with Cole Management & Engineering Inc. and authorizing the City Manager to execute the agreement.

Attachments

- 1) Resolution approving the agreement
- 2) Contract Amendment
- 3) Cole Management & Engineering Inc. proposal

RESOLUTION NO. __-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING CONTRACT AMENDMENT NUMBER 1 TO THE AGREEMENT WITH COLE MANAGEMENT & ENGINEERING INC. FOR INSPECTION SERVICES RELATED TO PRIVATE DEVELOPMENT AND CAPITAL IMPROVEMENT PROJECTS (CIP)

WHEREAS, after review of the current workload of the public works inspection staff, the decision was made to hire a professional construction management consultant to augment in-house staff and to provide continuous site inspection; and

WHEREAS, proposals from (3) three construction management and inspection firms were reviewed; and

WHEREAS, the Cole Management & Engineering Inc. proposal more closely fits the City's needs for inspection of both private and public projects at an hourly rate of \$130/hour; and

WHEREAS, On March 23, 2015 the City Manager under his authority approved an agreement with Cole Management & Engineering Inc.; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, by the City Council of the City of Oakley that the contract amendment number 1 with Cole Management & Engineering Inc. related to inspection of private development and capital improvement projects at an hourly rate of \$130/hour is hereby approved. A copy of the Agreement is attached hereto as Exhibit A.

PASSED AND ADOPTED by the City Council of the City of Oakley at a meeting held on the 14th of April, 2015 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTENTIONS:

APPROVED:

ATTEST:

Doug Hardcastle, Mayor

Libby Vreonis, City Clerk

Date

AMENDMENT NUMBER 1 TO THE CONSULTING SERVICES AGREEMENT BETWEEN THE CITY OF OAKLEY AND COLE MANAGEMENT & ENGINEERING INC. TO PROVIDE CONSTRUCTION INSPECTION SERVICES FOR PRIVATE DEVELOPMENT AND CAPITAL IMPROVEMENT PROJECTS (CIP)

This Amendment is entered into by and between the **City of Oakley**, a municipal corporation (hereinafter referred to as "City"), and **Cole Management & Engineering Inc.**, a California Corporation (hereinafter referred to as "Consultant"), effective as of the 14th day of April, 2015.

RECITALS

- A. On March 23, 2015, the City and Consultant executed an Agreement for Construction Inspection Services (hereinafter referred to as the "Agreement") related to the City's private development and capital improvement projects (CIP) at a rate of \$130/hr.
- B. The City and Consultant now desire that the following amendments be made to the Consultant's services to include:
 - 1. Consultant to continue to provide construction inspection services through June 30, 2016 on an as need basis as requested by the City at rate of \$130/hr.
- C. City and Consultant now wish to amend the Agreement to include the scope of services and to include appropriate payment provisions for the additional services beyond the original \$25,000 limit authorized by the City Manager.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants, promises and agreements contained herein, City and Consultant mutually agree and covenant as follows:

- 1. Except as provided herein, the terms used in this Amendment shall have the same meaning as the same terms have in the Agreement.

IN WITNESS WHEREOF, the City of Oakley, a municipal corporation, has authorized the execution of this Amendment in duplicate by its City Manager and attestation by its City Clerk as authorized by the City's Purchasing Ordinance and the parties have caused this Amendment to be executed in duplicate.

City

Consultant

City of Oakley, a municipal corporation

Cole Management & Engineering Inc., a California Corporation

By: _____
Bryan H. Montgomery, City Manager

By: _____
Name, Title

ATTEST:

Libby Vreonis, City Clerk

APPROVED AS TO FORM:

Derek P. Cole, City Attorney

April 1st, 2015

Kevin Rohani, PE
Public Works Director, City Engineer
Oakley, CA 94561
3231 Main Street
Oakley, CA 94561



RE: Statement of Qualifications - Inspection Services

Mr. Rohani:

Cole Management & Engineering (CME) is pleased to submit the Statement of Qualifications for Cole Management & Engineering to the City of Oakley to assist with inspection services.

Since 1995, CME has provided project coordination, project management, construction management, and inspection services of public agency Capital Improvements Program projects, land development, and encroachment permit construction projects throughout the Bay Area, including the cities of Concord, Walnut Creek, El Cerrito, Pinole, San Bruno, and San Mateo. Projects we have worked on in the past include pavement rehabilitation, sanitary sewer improvements, storm drains, traffic signals, bikes lanes and pedestrian improvements such as crosswalks, sidewalks, lighting, trails, grading, and emergency repair projects.

CME has a successful history of inspection construction projects funded by state and federal sources, including Caltrans, FEMA, and ARRA. CME has extensive knowledge of the Caltrans Local Assistance Procedures Manual and have previously worked with local agencies in ensuring all guidelines are met, including documentation of all work and labor compliance. Along with the regulations local agencies must follow for federally funded projects, CME is familiar with the requirements that must be met during construction for projects operating under permits from the California Department of Fish and Game, U.S. Fish and Wildlife, and the U.S. Army Corps of Engineers.

Our experience includes work similar to anticipated projects for the City of Oakley. Our most recently completed series of projects were Phase 1 & 2 of the Downtown Sewer and Streetscape Improvements. Other pedestrian improvement projects included the Galindo Creek Trail Gap Closure project for the City of Concord and San Pablo Avenue Streetscape project for the City of El Cerrito. CME's experience in roadway improvement projects include the Clayton Road Pavement Rehabilitation, Grant Street Pavement Rehabilitation, and Whitman Road Pavement Rehabilitation projects for the City of Concord. The Whitman Road project involved repaving a roadway with rubberized hot mix asphalt, new traffic stripping configuration, and bike lanes with traffic loops.

In the past five years, CME has provided inspection services for the City of Walnut Creek. Projects include encroachment permitting, development projects, PG&E gas lateral replacements and BART construction.

CME is a qualified and committed professional engineering firm based in downtown Concord. Our staff is technically proficient and well-suited to provide inspection services for the City. We treat each of our clients' projects as if we are the "owner" with ultimate responsibility for delivering results. Pam will be billed at a rate of \$130/hr, plus expenses.

We look forward to meeting with you to go over Pam's resume. Please contact me directly at (925) 788-6688, or by email at ccole@cole-mgtandeng.com if I can be of further assistance.

Thank you for your consideration.

Sincerely,

Chris Cole, PE
Vice President/Principal

BACKGROUND

Cole Management and Engineering (CME) has staff available to local agencies for project management and construction management services, who have over 100 years combined experience in civil construction work. CME specializes in Projects/Programs involving complex funding issues, including funding from state and federal sources. Staff include the Principal-in-Charge, Project Managers, Resident Engineers, Construction Inspectors, Project Engineers, as well as administrative and technical support. For all projects CME proposes to its clients, a list of tasks are provided, along with hours specified for each task and who they will be assigned to. Most tasks take place in CME's office in Concord, with the exception of construction projects where inspectors will be on the project site full-time and the Resident Engineer at the project site part-time or full-time, and when CME serves as an extension of staff.

CME provides services to our clients in the Bay Area by seeking grants from state and local agencies for civil construction work. Once the client decides to seek the grant, CME sends out a proposal and level of effort estimate for the grant writing services, which includes the listed base tasks, proposed staff, hours allocated to each staff per task, and other expenses. Services for grant writing include: brief summary statement, cost estimate of the project, site plan and project location map, project schedule, site photos, draft authorizing resolution, letters of support, grant application assembly and post grant award services.

CME has experience coordinating with utility companies such as AT&T, Contra Costa Water District (CCWD), Comcast, PG&E, etc, in construction projects involving the removal and relocation of utilities. CME is currently coordinating with CCWD and the City of Concord to replace underground utilities. For projects at state highways and facilities, CME coordinates with Caltrans to obtain the necessary encroachment permits before construction. On creek restoration projects, CME obtains permits from the California Department of Fish and Game, Water Quality Control Board, and the U.S. Army Corps of Engineers.

CME understands the State Water Resources Control Board has made changes and new requirements for preparing and implementing a Storm Water Pollution Prevention Plan (SWPPP). CME has a Qualified SWPPP Practitioner (QSP) on staff who will be available to help implement the SWPPP.

CME's infrastructure is designed to allow our staff the ability to immediately begin project work. CME provides all of its own computer equipment, software, and electrical storage, including internet connectivity. Our electronic and paper filing system is based on the requirements of the Caltrans Local Assistance Procedure Manual and can be modified quickly to meet our client's needs. We also provide print services to our clients for archiving, mass production of documents, and full size engineering drawings.

CME maintains open communication with our clients and is available to answer questions. During construction projects, internal progress meetings are held weekly to discuss project challenges and appropriate actions to consider. No unnecessary procedures are utilized. This keeps CME rates and overhead at a minimum to the benefit of our clients.

We believe our ability to assist local agencies with their funding needs, along with financial and staffing issues will set us apart from other firms. Various financial and staffing issues can be resolved through our man-power loading process. This process involved taking the projects and responsibilities of each staff member, and providing a detailed estimate for each project. All information collected is entered into Microsoft Project. This data can be analyzed to maximize staff time and budget. This will make sure local agency staff is not over or under loaded.



CME'S MAIN OFFICE IS LOCATED IN DOWNTOWN CONCORD



MANY UTILITIES WERE RELOCATED DURING THE BART EXTENSION TO SFO IN SAN BRUNO



CME HAS STAFF AVAILABLE TO MONITOR SWPPP DURING CONSTRUCTION

PROJECT MANAGEMENT/CONSTRUCTION MANAGEMENT

CME's speciality is to provide a high level management resources for projects when agencies do not have the management skills and staff. We provide our clients with a resource needed to meet peak workload demands or to fill a need caused by the loss of internal staff. We have the ability to provide part time or as-needed services for multiple projects.

Often, local agencies will hire CME to take projects from conception through construction. Our staff works internally with our clients as-needed. Management tasks include coordinating with other agencies (Caltrans, utilities, state, regional and local), funding assistance, scheduling, writing staff reports, advertising and bidding projects, consultant selection, grant reimbursement, design review, printing contract documents, inspection, and project closeout.

Construction activities taking place in heavily congested corridors must account for vehicle and pedestrian traffic, where high traffic volumes or major pedestrian activities can lead to unsafe conditions. CME requires the Contractor to submit traffic control and a well detailed pedestrian control plans before proceeding with construction activities. The Resident Engineer will provide a detailed review of the Contractor's traffic control plan.

In order to minimize the impact on local residents and businesses, CME works with the Contractor to develop the appropriate schedule and staging plan. Notices are mailed to those impacted by the project, along with flyers, direct communication with the community and enforcement of the Contractor's staging plan and schedule, in order to minimize disruption. During construction, additional notices are provided by the Contractor as needed. CME communicates and listens to the concerns of residents and property owners, and work with the Contractor to address these concerns.

The Resident Engineer is responsible for tracking all construction costs, progress payments, the status of completion for each bid item, and reviews submittals and testing programs on a weekly basis. Progress meetings are held weekly to review the progress schedule for compliance, and make adjustments that are needed to meet the approved project schedule. The Resident Engineer keeps an active list of Contractor deficiencies throughout the project and uses that list as the basis for the punchlist, and adds it to the list of items identified in the final walkthrough. The Resident Engineer provides a full analysis of all contract change orders, when necessary for any construction projects and provides signature approval of all contract change orders.

The Inspector works under the supervision of the Resident Engineer and Project Manager during construction projects, and is responsible to track progress, prepare daily reports and forms necessary for the project, and provides day-to-day supervision of project activities. All forms will be reviewed daily by the Resident Engineer and are made available to the client, along with photographs of all operations. CME is able to set up a portal for each project so our clients have access to our files at all times.



CME'S RESIDENT ENGINEER WILL PROVIDE A DETAILED REVIEW OF THE CONTRACTOR'S TRAFFIC CONTROL PLAN



CME WILL WORK WITH THE CONTRACTOR TO MINIMIZE IMPACTS TO RESIDENTS DURING CONSTRUCTION



CME'S INSPECTORS WILL TRACK PROGRESS AND PROVIDE SUPERVISION OF CONSTRUCTION ACTIVITIES

PAM BRIDANT

MAIN INSPECTOR

RELEVANT PROJECT EXPERIENCE

PG&E Copper Gas Main and Service Replacement, Pleasant Hill, CA (2012)

Inspector

- Served as the Inspector for the City of Pleasant Hill
- PG&E replaced copper gas service lines in various streets throughout the City
- Performed field inspections for the encroachment permit project and submitted daily reports with photographs
- Monitored contractors to minimize impacts to residents and for open trench replacement of copper gas lines, restoration of public streets, drive-ways, and sidewalks
- Coordinated with property owners and residents over gas shutoff, restoration, schedule and scope of work
- Reviewed reviewed traffic control plans and monitored implementation in the field



PAM BRIDANT
INSPECTOR

Annual Residential Slurry Seal Projects from (2001 - 2009)

Inspector

- Responsible for all bid documents including the plans and specs.
- Perform inspections.
- Help residence with issues getting to/from their homes while the project is under way.
- Notification of neighborhoods to be affected by the project.
- Customer service support as needed either via phone or in the field.



PGE COPPER GAS LINE
REPLACEMENT PROJECT
PLEASANT HILL, CA

Kaiser Project (2009)

Inspector

- Installed a traffic signal at San Pablo Ave at the Kaiser site.
- Plans and inspections included.



KAISER PROJECT
PINOLE, CA

Fitzgerald Dr. at Best Buy Traffic Signal Installation

Inspector

- Coordinated with underground utility agencies.
- Managed all documents related to the project.
- Responsible for the plans and specifications.
- Perform field inspections as needed.
- Issue necessary permits to contractors.
- Point of contact for the merchants and citizens to minimize disruption during construction.

Sewer Rehabilitation Project (2009)

Inspector

- Provided inspection for the installation of CIPP pipe throughout the City of Pinole.
- Provided daily reports documenting all equipment and labor on the project.
- Reviewed and monitored traffic control as required on the project



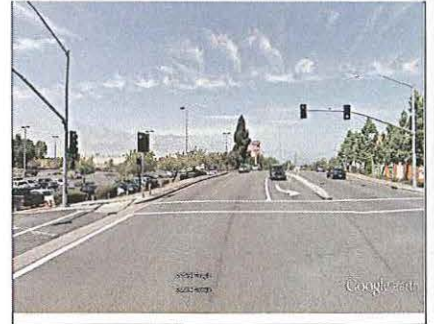
PAM BRIDANT

- Inspected spot repairs and provide oversight of compaction to meet the requirements of the contract specification
- Notified and followed up with affected residents to informed them of the impacted caused by construction
- The estimated construction cost for this project was \$200,000

Fitzgerald Drive Overlay Project (2008)

Inspector

- Provide inspection for two phases on paving for the City's largest thoroughfare.
- Project included construction/modification of medians within Fitzgerald Drive.
- Reviewed, monitored, and inspected traffic control plans for this project.
- Assisted with staging plans
- Inspected the placement of temporary and permanent striping.
- The estimated construction cost for this project was \$2.4 million.



FITZGERALD DR AT BEST BUY
TRAFFIC SIGNAL INSTALLATION
PLEASANT HILL, CA

City of Pinole, Building & Public Works Department (2000 -2010)

Inspector/Permit Technician

- Performed various field inspections as needed for the Building & Public Works Departments
- Monitored contractors to minimize impacts to residents
- Coordinated with utility agencies
- Services included reviewing permit applications, plan check basic building permits, and issuance of encroachment permits
- Completed required reports for state & local government agencies
- Prepared forms, correspondence, receipts, brochures & specialized documents from drafts, notes with brief instruction
- Tracked plans & applications, through the permitting process
- Performed final inspections as needed to close out miscellaneous permits for the Building & Public Works Departments
- Projects included: Kaiser Permanente: Pinole Campus, Pinole Valley Shopping Center, Pinole Valley Fire Station, Fourth Digester, Pinole/Hercules Sewer Treatment Plant
- Managed and Inspection the City's annual projects as follows:



SEWER MAINTENANCE PROJECT
PINOLE, CA

Cole Management & Engineering (2009 -2010)

Inspector/Engineering Technician

- Performed multiple field inspections and prepare detailed reports on various bridges throughout the City of Concord
- Prepared reports for federally funded projects including invoicing and filing systems
- Created proposals and qualifications for engineering services
- Assisted with creation of company templates including CME standard reporting requirements



SEWER REPLACEMENT PROJECT
PINOLE, CA