



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and City Council **DATE:** January 25, 2021
FROM: Matthew Bronson City Manager
PREPARED BY: Greg Ray, Public Works Director
SUBJECT: Award of Construction Management Contract for CIP 2283-1, Oak Park Boulevard and West Grand Avenue Intersection Project

RECOMMENDATION

Enter into a Professional Services Agreement with Cannon Corporation for construction management, inspection, and materials testing associated with CIP 2283-1, Oak Park Boulevard and West Grand Avenue Intersection project; and authorize the Mayor to execute the agreement on behalf of the City.

BACKGROUND

A construction manager provides the direct, day-to-day link between the contractor and the City. The construction manager assures the project is constructed in accordance with the approved plans, records daily construction activities, monitors daily construction progress, administers and evaluates pay requests and changes in work, and works directly with the contractor and project manager to resolve disputes.

The Public Works Department requests proposals for construction management work from a list of qualified consultants that Council approved in 2019. The City received a proposal for the construction management of CIP 2283-1, the Oak Park and West Grand Avenue Intersection project, from Cannon Corporation which staff is recommending approving based on staff's evaluation of the proposal. Cannon Corporation's identified resources, experience and project understanding meets the needs of the City. Staff evaluated their estimated cost to perform the requested services to determine if the work could be accomplished at the level identified in the Request for Proposal (RFP) and determined that their estimated cost of services of \$116,126 is realistic and responsive to the level of service requested by the City. Cannon Corporation has already provided value engineering recommendations which are being incorporated into the bid documents via a bid addendum that will reduce the number of working days and slightly decrease construction management costs.

Staff is recommending the Council award the contract for a not-to-exceed amount of \$116,126 ahead of construction in order to utilize Cannon's services to assist with the final bidding process for the construction of these improvements. Staff anticipates bringing this award of construction to the Council at the February 9, 2021 meeting.

FISCAL IMPACT

The contract amount is \$116,126 which is within the current project budget.

ALTERNATIVES

The Council has the following alternatives to consider:

1. Enter into a Professional Services Agreement with Cannon Corporation for construction management, inspection, and materials testing associated with CIP 2283-1, the Oak Park Boulevard and West Grand Avenue Intersection project; and authorize the Mayor to execute the agreement on behalf of the City; or
2. Provide direction to staff to seek the services of other consulting firms to provide construction management and materials testing; or
3. Provide staff with additional direction.

PUBLIC NOTIFICATION

The agenda was posted in accordance with the Brown Act.

Attachments

1. Scope of Work and Fee Schedule submitted by Cannon Corporation.



PROJECT UNDERSTANDING AND APPROACH

The Grand Avenue and Oak Park Intersection improvement is a major street maintenance project that encompasses the intersection and approaches. The improvements include removal of the existing pavement and FDR of the subbase material, followed by resetting of valve boxes and manholes frames and covers, micro-surfacing the finished surface, striping and signal modifications.

This project will require extensive coordination of traffic control and include close coordination with emergency services, local agencies, and the public in this high traffic location. Additionally, the coordination and sequence of these improvements includes working in coordination with other ongoing projects in the areas of 14th Street, N. 8th Street and S. 9th street. The Cannon team is experienced in this type of work and understand that public safety and traffic control will be of paramount importance through the duration of the project.

The City intends to hire a firm to provide construction management and inspection services to assist in the implementation of the project. The City has requested a proposal based on a Work Plan that meets the requirements of the **Attachment A for the “Typical Construction Management Services for the City of Grover Beach”** provided in the City’s RFP.

We have thoroughly evaluated the City’s Request for Proposal, dated December 10th, 2020, the project plans, specifications, and special provisions for the base bid and bid additives and developed a detailed understanding of the overall goals and timing of the project. Based on this research, we have identified what we consider are key elements to the successful construction management and delivery of the project.

PROJECT SPECIFIC CONSIDERATIONS AND CRITICAL SUCCESS FACTORS

Construction Management Expertise

We offer the City expertise with the following services: construction management, inspection, and engineering; cost controls; schedule review; communication and documentation; weekly progress reporting; management of RFI’s, submittals, and change orders; labor and EEO compliance; potential claims management; and payment applications. In addition, our project team has recent relevant experience working on similar pavement rehabilitation projects and understand the need for a thorough review of the proposed traffic control plans and any proposed changes. We will work efficiently in resolving potential conflicts, and are familiar with the locations of the project, understand traffic flows in and around the project sites, and understand the expectations for the plans and specification.

Innovative Cost Saving Tools

Cannon employs several cost and time saving tools to better serve our clients and reduce labor costs. These tools include electronic field diaries and quantity tracking that allow the inspectors to document their observations and quantities while in the field. This information is collected in real time and made available to the project staff and client through Cannon’s cloud sharing.



Pre-job condition information is collected using our licensed drones and operators to allow for detailed photo collection of existing conditions in a fraction of the time required over conventional ground-based photography. Cannon understands the need for more cost-efficient tools for project monitoring to provide our clients with high quality service at a lower cost.

Construction Schedule, Critical Path Method (CPM), and Budget

A properly managed schedule is instrumental in maintaining project progress and establishing a common basis on which time and cost issues, as well as disputes, may be negotiated. We will use CPM scheduling to review the contractor's construction schedule to maintain the successful implementation of the construction project. Through analysis of the CPM schedule, we can assess project progress. This careful analysis may present opportunities for cost-savings as well as opportunities to shorten the construction schedule.

We understand that the City intends to open bids on January 14, 2021 and award the construction contract and begin construction around February 2021. Project construction duration is anticipated to be 95 working days and we calculate construction completion in June for the entire project. Once construction is completed and accepted by the Resident Engineer, we will prepare final documentation to allow the City to accept the project and file the Notice of Completion.

Technical Expertise

Knowledge and experience in the operation of full depth reclamation, placement of AC paving, micro-seals, construction staging, and traffic control is a critical prerequisite for the construction management team responsible for overseeing the safe and effective construction of this project. In addition to being intimately familiar with the project plans and specifications, the construction management team must have a thorough understanding and background using the City's standard plans, Caltrans standard specifications and plans, and the California Manual on Uniform Traffic Control Devices (CAMUTCD). Because the team must be knowledgeable in the latest construction standards and traffic control safety, Cannon has a Resident Engineer that is **ATSSA certified Traffic Control Supervisor**, and knowledgeable in reviewing and implementing effective traffic control plans.

Communication Strategy

Communication is essential in successful prevention or resolution of problems that may be encountered during project construction. A complete understanding of our role in relation to the roles of the City and need for effective and timely communication of closures to the public and emergency services will be a top priority on this project.

We will work closely with the project stakeholders from beginning to end. Stakeholders include City of Grover Beach, emergency services, residents and businesses owners, tourists, and patrons from both the local and surrounding communities. It is imperative that the construction manager stay attuned to how each portion of the project impacts each of the stakeholders and be able to communicate effectively (verbally and in writing) in the event adjustments are necessary. Onsite staff is responsible to keep parties informed as to the progress of the project.



We will develop clear and concise procedures for communications that will expedite and facilitate project work to make information available to the construction team in the shortest possible time.

In collaboration with the City, we will facilitate compliance with established records management procedures for recording and distributing project documents. The more complete the documentation, the more effective the resolution of problems that may arise. In addition, this information can be used to avoid claims if the evidence is sufficient and clear. Written correspondence and notes are of the highest importance.

Public Safety, Convenience and Traffic Control

Construction along residential and surrounding streets has the potential to impact nearby businesses and residences. In an effort to reduce disruption, we will confirm that the contractor provides a clean and safe project site and see that work is scheduled to limit the inconvenience to the residences and businesses located in, or near, the work site. Traffic control, access, and public safety will be of paramount importance. We will work closely with the contractor to confirm that public disruptions and inconveniences are kept to a minimum, and that required notifications are completed prior to beginning any stage of work that has potential to affect traffic or public safety. In addition, we understand the importance of coordinating work with public safety and fire staff, refuse collection, local transit authorities, and local school districts, so that known routes can be modified, if necessary, while construction is taking place.

ORGANIZATION

For detailed staffing and organization information, refer to our Organizational Chart included as part of this proposal. We do not anticipate change to our staffing, and staff roles and responsibilities will remain as noted.

WORK PLAN

Our Work Program for pre-construction, construction, and post-construction activities is detailed below. In addition to our detailed work plan below, we anticipate providing services as outlined in the City's Typical Construction Management Services for City of Grover Beach as provided in the Request for Proposal.

Phase 1. Pre-Construction:

Task 1.1 Contract Document Review

Our construction management team will thoroughly review Plans, Specifications, related reports, and documents pertinent to administering the construction of this project. In addition to facilitating our understanding of scope and sequencing of the project, this review will allow us to determine areas that may present challenges during construction. In conjunction with our preliminary review, we will review field conditions and photograph or video the work area and site conditions prior to the start of construction. Noted design issues or potential conflicts, along with questions that arise from our initial plan review, will be discussed with the City's project manager and project engineer.



Task 1.2 Document Control Procedures, Coordination with City Staff

We will establish a working relationship with City staff to implement procedures for the efficient processing and management of project documents. In addition, because a portion of the work will require coordination between multiple departments with the City, we anticipate additional effort and coordination may be necessary for effective communication between parties.

Task 1.3 Pre-Construction Meeting, Initial Public Outreach

We will coordinate and chair the Pre-Construction Meeting. We will assist the City with initial public outreach, if needed, by attending City scheduled meetings to discuss project work, phasing, and the overall construction schedule and anticipated work activities. We will also work with the contractor to confirm that notifications required by contract will be distributed accordingly and in advance of the scheduled work.

Phase 2. Construction:

Task 2.1 On-Site Construction Management and Inspection

We will have a dedicated Resident Engineer who will oversee construction management operations. His team will include a Construction Inspector who will be onsite to monitor the daily construction operations and provide coordination and documentation of activities.

Task 2.2 Construction Inspection

During observation and monitoring of the quality of the construction work, we will provide the following:

- Maintain daily onsite project reports for inspections, observations and construction activities. Reports will contain a record of weather, work onsite, number of workers, work accomplished, problems encountered, solutions agreed upon, and other similar relevant data as the City may require.
- Maintain photo and video record of construction progress.
- Monitor traffic control and continually update or modify as necessary to ensure safe passage through the project work zones.
- Monitor construction activities to see that elements of project are furnished, installed and constructed, per contract documents. Prepare required notices of non-conformance when materials, construction installation process, or quality of work does not meet the requirements of the contract. Notices will be issued to the contractor stating the nature of the deviation and requiring the contractor to perform corrective action. Non-compliance issues will be documented with photographs and in writing.
- File appropriate reports.
- Oversee inspection and/or testing performed by the contractor as part of the contract work.
- Conduct daily inspections and oversee inspections required for project.
- Monitor contractor's work and recommend testing as needed.
- Review storm water BMP's for compliance with approved SWPPP.



Task 2.3 Scheduling and Progress Meetings

We will coordinate, review and approve the contractor's proposed schedule for the completion of the project. We will also review the contractor's baseline schedule and update submittals for conformance with the master schedule and contract documents. In addition, we will prepare and distribute Weekly Statement of Working Day reports to maintain an accurate and current record of contract time.

Task 2.4 Change Order Management

We will negotiate and coordinate the implementation of contract change orders during the construction process. We will compile change order supporting documentation, such as inspection reports, test reports, drawings, sketches, photographs, and other materials as required. We will review and evaluate the appropriateness of proposed change orders; advise the City as to their effect on the contract time and cost; and perform independent estimates of the proposed change order work when necessary, as well as recommend approval or denial with approval by the City.

Task 2.5 Requests for Information (RFIs)

We will provide timely RFI review, which will include coordination with consultants and engineers, and written response to contractor. We will maintain the RFI log and records.

Task 2.6 Submittal Management

We will provide timely submittal review and acceptance including review of material and equipment submittals for compliance with contract documents. We will maintain the submittal log and records.

Task 2.7 Claims Management

We will maintain a potential claims log. We will prepare a file for each potential claim issue. We will evaluate, analyze, and coordinate negotiation to achieve claims and dispute resolutions in line with City directions.

Task 2.8 Weekly Resident Engineer Report

We will provide weekly reports to the City detailing work completed during the previous week as well as current project budget and schedule.

Task 2.9 Survey

We understand that the contractor will be responsible for the surveying and we will confirm that any survey monuments within the project are protected and maintained.

Task 2.10 Materials Testing

We will coordinate with our Materials testing firm, Earth Systems Pacific to confirm sampling and testing frequencies are met. We will review the results of the testing materials. Following our review, we will make recommendations for the acceptance of work in general compliance of the contract documents or make recommendations if remedial actions are needed to correct



unacceptable portions of the contractor's work. We have a long-standing history of successful completion of projects with Earth Systems. We have included their proposed scope of work in the Appendix of this proposal.

Task 2.11 Progress Pay Estimates

We will evaluate the contractor's pay applications. We will verify that the quantities claimed are true and accurate using field measurements, materials tickets, extra work reports, and visual confirmation. We will prepare quantity calculation sheets for each bid item for inclusion in the project records.

Task 2.12 Safety Program and Traffic Control Plan

We will monitor the contractor's onsite safety program and compliance with the approved traffic control plan and Cal-OSHA Construction Safety Orders. The project will require temporary driveway closures at various locations, and detours around the slurry seal operations. We will confirm contractor coordinates activities and public notifications to reduce disruptions to the public.

Task 2.13 Project Records

We will establish and implement procedures for review and processing of project documentation. To maintain that records are organized, complete, and will allow for ease of document retrieval, we will set up project binders and electronic files following procedures outlined in Chapter 5 of the Caltrans Construction Manual.

We will implement procedures for timely delivery of project documentation; expediting RFIs, submittals and change orders; and submittal, review and approval of Progress Pay applications. Monitoring logs will be created to track survey records, RFIs, submittals, certified payroll, employee interviews, materials incorporated into project, materials testing, change orders, extra work reports, pay estimates and potential claims.

Phase 3. Construction Completion and Closeout:

Task 3.1 Final Inspection and Punch List

We will compile detailed "punch lists" with the City Project Manager and Engineer. We will oversee the complete performance of punch list items and final clean-up before the contractor moves off-site. We will coordinate final testing, documentation, and regulatory inspections.

Task 3.2 Coordinate Close-Out and Submittal of Final Documents

We will monitor the contractor's, subcontractor's, and designer's progress to finalize and submit project records and documents. We will obtain contract required documents, lien releases, written warranties, record drawings, and forward to the City for inclusion in the project files.

Task 3.3 Final Payment

We will evaluate contractor's final payment application, resolve outstanding matters, and provide approval and recommendation for final payment.



FEES

Fees are based on the rates, per the enclosed fee schedule, and do not include Agency checking or recording fees, or title company fees. It is our understanding that this project qualifies for California Prevailing Wages.

**City of Grover Beach
Construction Management and Inspection Services for
CIP 2283-1 Oak Park and Grand Intersection**

January 5, 2021

Phase	Role	Name	Rate	2021						Total Est. Hours	Estimated Cost
				Jan	Feb	Mar	Apr	May	Jun		
Pre-Construction											
	Construction Manager	Patrick Riddell, PE	\$185.00	4						4	\$ 740
	Resident Engineer	Charlie Gray, PE	\$155.00	24						24	\$ 3,720
	Constr. Inspector	Matt Natividad, CPII	\$140.00	12						12	\$ 1,680
	Office Engineer	Ester Lopez	\$98.00	8						8	\$ 784
Construction											
	Construction Manager	Patrick Riddell, PE	\$185.00		4		4		4	12	\$ 2,220
	Resident Engineer	Charlie Gray, PE	\$155.00		32	24	32	24	24	136	\$ 21,080
	Constr. Inspector	Matt Natividad, CPII	\$140.00		76	92	88	80	44	380	\$ 53,200
	Office Engineer	Ester Lopez	\$98.00		8	8	8	8	8	40	\$ 3,920
Post-Construction											
	Construction Manager	Patrick Riddell, PE	\$185.00						4	4	\$ 740
	Resident Engineer	Charlie Gray, PE	\$155.00						16	16	\$ 2,480
	Constr. Inspector	Matt Natividad, CPII	\$140.00						16	16	\$ 2,240
	Office Engineer	Ester Lopez	\$98.00						8	8	\$ 784
Total Estimated Hours				48	120	124	132	112	124	660	
										Total Estimated Cost of Labor	\$ 93,588
Direct Expenses											
	Sub Consultant Company Name	Basis									Estimated Cost
	Earth Systems Pacific	Sampling & Testing								Standard Daytime Hrs	\$ 21,788
	Misc Directs	Reproduction, Inspection Materials & Supplies.									\$ 750
										Total Estimated Direct Expenses	\$ 22,538
										Total Estimated Cost of Inspection and Materials Testing Services	\$ 116,126

Assumes 95 working days in the contract.
 NTP for CM/Inspection to be issued Jan. 2021
 NTP for Construction to be issued Feb. 2021
 Work schedule = 5 days a week, average of 4 hrs./day with part time inspector