


STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL  
FROM: GREG RAY, PUBLIC WORKS DIRECTOR/CITY ENGINEER   
SUBJECT: NORTH OAK PARK BOULEVARD REHABILITATION PROJECT: AWARD OF CONSTRUCTION MANAGEMENT

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**BACKGROUND**

On March 7, 2016, the City Council awarded a contract to Souza Construction, Inc., to perform construction of pavement rehabilitation and repair; concrete curb, gutter, cross-gutter and sidewalk work; accessibility improvements including new corner ramps at various locations; and water utility piping improvements on North Oak Park Boulevard from West Grand Avenue to the edge of the US101 bridge and an overlay on West Grand Avenue from Oak Park Boulevard to the easterly limits of the City of Grover Beach.

In February, the Public Works Department requested proposals from consultants on the City's Approved Consultant List (Attachment 3) for construction management, inspection and materials testing associated with the project. The City received eligible proposals from four firms: Caltrop, Cannon, SGI/GTA and Fillipin. The City Engineer and consulting project manager evaluated proposals based on ten key components.

**DISCUSSION**

Construction of the North Oak Park Boulevard Rehabilitation Project is expected to begin in April. The primary work component consists of full-depth reclamation of the existing pavement. This process involves pulverizing the existing asphalt and base section and mixing in concrete to provide greater strength. This base material work will be followed by placement of a 4.5-inch thick layer of asphalt. This type of pavement rehabilitation provides cost savings over other processes, but still provides the necessary strength to carry the volume of traffic expected on Oak Park Boulevard. Because of this unique process, the proposal reviewers applied greater emphasis on the resident engineer's and inspector's experience with projects of similar type and scope. Other factors considered were overall project understanding, availability of additional staff with similar qualifications, consultant location and fee. The firm receiving the highest score was Cannon.

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**APPROVED FOR FORWARDING**

  
\_\_\_\_\_  
JIM COPSEY  
INTERIM CITY MANAGER

**Please Review for the Possibility of a Potential Conflict of Interest:**

- None Identified by Staff     Bright  
 Shoals     Nicolls  
 Lee     Shah

Meeting Date: March 21, 2016

Agenda Item No. 8

Cannon's Scope of Work and Fee Proposal in the amount of \$212,848 for professional services is attached to this Staff Report as "Attachment 2". Their work plan included the use of highly trained construction managers, resident engineers and inspectors with specific experience on full-depth reclamation projects and previous work with the selected contractor. Staff is recommending award of the Construction Management contract to Cannon in the amount of \$212,848.

### **ALTERNATIVES**

The Council has the following alternatives to consider:

1. Adopt the Resolution authorizing the City to enter into a Professional Services Agreement with Cannon in the amount of \$212,848; or
2. Provide staff with additional direction.

### **RECOMMENDATION**

It is recommended that the Council: 1) adopt the Resolution authorizing the City to enter into a Professional Services Agreement with Cannon in the amount of \$212,848 for construction management, inspection and materials testing associated with the North Oak Park Boulevard Rehabilitation Project; and 2) authorize the Mayor to execute the agreement on behalf of the City.

### **FISCAL IMPACT**

In taking this action, the Council will be authorizing the City to use \$212,848 in project funds for construction engineering and materials testing associated with this project. Sufficient funds have been set aside in the project budget for these purposes.

### **PUBLIC NOTIFICATION**

The agenda was posted in accordance with the Brown Act.

### **ATTACHMENTS**

1. Resolution authorizing the City to enter into an agreement with Cannon.
2. Scope of Work and Fee Schedule submitted by Cannon.
3. Resolution No. 16-05 Establishing an Approved List of Qualified Consultants.

RESOLUTION NO. 16-\_\_\_\_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVER BEACH, CALIFORNIA, AUTHORIZING THE CITY TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH CANNON TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES ASSOCIATED WITH THE CONSTRUCTION OF THE NORTH OAK PARK BOULEVARD REHABILITATION PROJECT

WHEREAS, the City awarded a construction contract to Souza Construction, Inc. to perform construction of pavement rehabilitation and repair; concrete curb, gutter, cross-gutter and sidewalk work; accessibility improvements including new corner ramps at various locations; and water utility piping improvements on North Oak Park Boulevard from West Grand Avenue to the to the edge of the US101 bridge and an overlay on West Grand Avenue from Oak Park Boulevard to the easterly limits of the City of Grover Beach; and

WHEREAS, Cannon has submitted a Scope of Work and Schedule of Costs to perform construction management services which includes: construction engineering and materials testing services associated with the project; and

WHEREAS, City staff has evaluated the proposed costs for services and found them to be appropriate and within budget.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Grover Beach, California, does hereby:

- 1. Authorize the City to enter into a Professional Services Agreement with Cannon in the amount of \$212,848 to provide construction management services associated with the North Oak Park Rehabilitation Project, CIP 276;
2. Direct that the Scope of Work and Schedule of Costs identified in the Staff Report, dated March 21, 2016, be incorporated into said agreement; and
3. Authorize the Mayor to sign the agreement on behalf of the City.

Upon motion by \_\_\_\_\_, second by Council Member \_\_\_\_\_, and on the following roll call vote, to wit:

AYES: Council Members -
NOES: Council Members -
ABSENT: Council Members -
ABSTAIN: Council Members.-

the foregoing Resolution was PASSED, APPROVED, and ADOPTED at a Regular meeting of the City Council of the City of Grover Beach, California, this 21st day of March, 2016.

Attest:

JOHN SHOALS, MAYOR

DRAFT

DONNA L. McMAHON, CITY CLERK

## WORK PLAN

Our Work Program for pre-construction, construction, and post-construction activities is detailed below.

### *Phase 1. Pre-Construction (March 22, 2016 – April 5, 2016)*

#### *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 the project. In addition to facilitating our understanding of scope and sequencing of the project, it 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. Any noted design issues or potential conflicts, along with any 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 in order to implement procedures for the efficient processing and management of all project documents. In addition, because a portion of the work will require coordination between multiple agencies, we anticipate additional effort and coordination may be necessary for effective communication between all parties.

#### *Task 1.3 Pre-Construction Meeting, Initial Public Outreach, and Corner Meetings*

We will coordinate and chair the Pre-Construction Meeting. We will assist the City with initial public outreach by attending City scheduled corner meetings to discuss project work, phasing, and the overall construction schedule and anticipated work activities. As part of the public awareness and outreach, we will also distribute the City-designed and procured door-hangers to all residents along the route of construction prior to start of construction. We will also work with the contractor to ensure that all door hangers required by contract for water main shut downs will be distributed accordingly and in advance of the scheduled work.

### *Phase 2. Construction (April 6, 2016 - September 14, 2016)*

#### *Task 2.1 On-Site Construction Management and Inspection*

Mr. Riddell will be in charge of construction management operations. His team will include Construction Inspector Matt Natividad, who will be onsite to monitor the daily construction operations and provide coordination; ; our Survey Team on an as-needed basis and to provide spot checking of the contractors construction stakes as needed; and Materials Testing Subconsultant, Robert Down, with Earth Systems Pacific.

#### *Task 2.2 Construction Inspection*

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

- Maintain daily onsite project reports for inspections, observations and construction activities. Reports shall 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 construction activities to see that all elements of project are furnished, installed and constructed per contract documents. Prepare any 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. All non-compliance issues shall be documented with photographs and in writing.
- File appropriate reports.
- Oversee quality assurance testing.
- Perform all daily inspections and special inspections required for project.
- Monitor contractor's work and recommend any special testing as needed.
- Review storm water BMP's for compliance with approved SWPPP/WPCP/SWMP.

#### *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 in order 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 all 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 setting of construction stakes for the project. Our Survey Department will provide as-needed spot checking of construction staking to verify accuracy, and to assure that the survey provided by the contractor is reflective of the approved project plans. We will maintain records in the Project Files for all survey staking provided by the contractor and all follow-up spot checking performed by Cannon. Any errors or omissions identified with the contractor's staking will be immediately discussed with all parties of the construction team. We will verify that either the project surveyor or the contractor's licensed surveyor has properly tied out all centerline survey monuments prior to demolition/removal of existing centerline monument wells. We understand that existing centerline survey monuments are to be protected and are to remain undisturbed during roadway construction operations unless otherwise stated on the plans.

*Task 2.10 Materials Testing*

Our Subconsultant, Earth Systems Pacific will provide material testing services. 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. Testing will be done in accordance with the project specific Material Sampling, Acceptance, and Independent Assurance (AI) Testing Plan prepared prior to the start of construction. For a detailed scope of services provided by our materials engineer, see appendix A.

*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 through the use of 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 for both residential and commercial locations.

*Task 2.13 Project Records*

We will establish and implement procedures for review and processing of all 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.

*Task 2.14 Labor Compliance Program*

We will confirm that the contractor and all subcontracts are registered on the California DIR Public Works Contractor Registration site in accordance with Division 2, Part 7, Chapter 1 (commencing with section 1720) of the California Labor Code. We will spot check contractor and



subcontracts Certified Payroll Reports. We will conduct periodic employee interviews with contractor and subcontractor personnel. We will verify that all labor compliance posters are adequately posted on the job site at all times.

*Phase 3. Construction Completion and Closeout (September 6, 2016 – September 23, 2016)*

*Task 3.1 Final Inspection and Punch List*

We will compile detailed "punch lists" with the engineer, owner, and project manager. We will oversee the complete performance of all 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 all project records and documents. We will obtain all record drawings, contract required documents, lien releases, written warranties, record drawings, and O&M manuals (if applicable), 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 any outstanding matters and provide approval and recommendation for final payment.

*Task 3.4 Project Lookback*

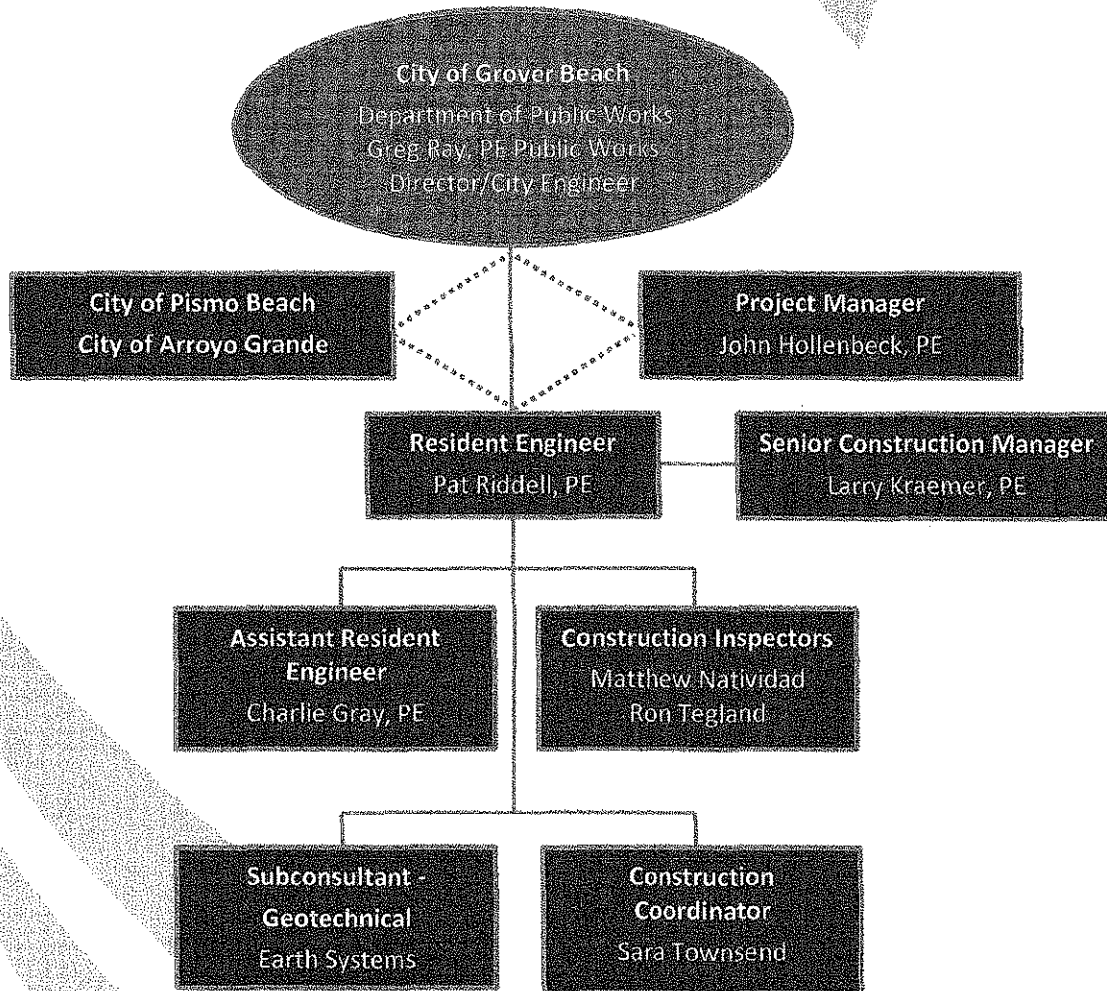
Within two weeks of project completion, we will prepare and chair a post construction meeting with the design engineer and staff involved with the project to discuss any project challenges and success. We will include preparation of a summary critique of the project for the meeting and include review of any contract change orders that may have been issued during the course of work.



**FEEES**

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. Our Fee Proposal is included as an attachment to this SOQ.

**ORGANIZATION CHART**







**City of Grover Beach**  
 Construction Management Services  
 CIP 276: North Oak Park Boulevard Rehabilitation Project  
 Fee Proposal by Task

Cannon  
 1050 Southwood Drive  
 San Luis Obispo, CA 93401  
 805.544.7407

Construction Management Phase and Task	Cannon										Reimbursable Expenses	Totals		
	Resident Engineer		Assistant Resident Engineer		Construction Inspector		Construction Inspector		Administrative Assistant					Earth Systems Pacific
	Pat Riddell	Charlie Gray	Ron Teagland	Matt Natividad	Sara Townsend	See Appendix								
Hourly Rate	\$155	\$140	\$118	\$110	\$85	"A"					Hrs	Cost		
<b>Phase 1.0 Pre-Construction Phase Services</b>														
1.1 Contract Document Review	12	\$1,860	8	\$1,120	8	\$944	4	\$440	2	\$170			34	\$4,470
1.2 Document Control Procedure, Coordination with City Staff	72	\$11,040	0	\$0	0	\$0	0	\$0	0	\$0			72	\$11,040
1.3 Pre-Construction Meeting, Initial Public Outreach, and Open House	20	\$3,100	10	\$1,400	0	\$0	0	\$0	0	\$0			30	\$4,500
<b>Subtotal</b>	<b>104</b>	<b>\$15,900</b>	<b>18</b>	<b>\$2,520</b>	<b>8</b>	<b>\$844</b>	<b>4</b>	<b>\$440</b>	<b>2</b>	<b>\$170</b>			<b>148</b>	<b>\$20,370</b>
<b>Phase 2.0 Construction Phase Services</b>														
2.1 On-Site Construction Management and Inspection	82	\$12,710	20	\$2,800									102	\$15,510
2.2 Construction Inspection			40	\$5,600	500	\$55,000	160	\$17,600					700	\$79,600
2.3 Scheduling and Progress Meetings	20	\$3,100	20	\$2,800					10	\$850			50	\$6,750
2.4 Change Order Management	20	\$3,100											20	\$3,100
2.5 Requests for Information (RFIs)	20	\$3,100	20	\$2,800									40	\$5,900
2.6 Submittal Management	10	\$1,550	20	\$2,800					10	\$850			40	\$5,200
2.7 Claims Management	8	\$1,240											8	\$1,240
2.8 Weekly Resident Engineer Report	40	\$6,200	20	\$2,800									60	\$9,000
2.9 Survey	8	\$1,240											8	\$1,240
2.10 Materials Testing - see appendix A for detailed materials testing											\$43,388		-	\$43,388
2.11 Progress Pay Estimates	8	\$1,240	20	\$2,800									28	\$4,040
2.11 Safety Program and Traffic Control Plan	8	\$1,240	20	\$2,800									28	\$4,040
2.11 Project Records	8	\$1,240	10	\$1,400					20	\$1,700			38	\$4,340
2.11 Labor Compliance Program	8	\$1,240	10	\$1,400									18	\$2,640
<b>Subtotal</b>	<b>248</b>	<b>\$37,200</b>	<b>200</b>	<b>\$28,000</b>	<b>500</b>	<b>\$55,000</b>	<b>160</b>	<b>\$17,600</b>	<b>40</b>	<b>\$3,400</b>	<b>\$43,388</b>	<b>\$1,450</b>	<b>1148</b>	<b>\$186,038</b>
<b>Phase 3.0 Post-Construction Phase Services</b>														
3.1 Final Inspection and Punch List	12	\$1,860	12	\$1,680	12	\$1,320	4	\$440	4	\$340		\$100	44	\$5,740
3.2 Coordinate Close-Out and Submittal of Final Documents	16	\$2,480	8	\$1,120	2	\$220	2	\$220	2	\$170		\$250	20	\$4,450
3.3 Final Payment	4	\$620	4	\$560	1	\$110	1	\$110	1	\$85			11	\$1,790
<b>Subtotal</b>	<b>32</b>	<b>\$4,960</b>	<b>24</b>	<b>\$3,360</b>	<b>15</b>	<b>\$1,750</b>	<b>7</b>	<b>\$860</b>	<b>7</b>	<b>\$585</b>		<b>\$350</b>	<b>66</b>	<b>\$11,990</b>
<b>Totals:</b>	<b>316</b>	<b>\$48,980</b>	<b>266</b>	<b>\$35,840</b>	<b>532</b>	<b>\$58,520</b>	<b>176</b>	<b>\$19,360</b>	<b>56</b>	<b>\$4,760</b>	<b>\$43,388</b>	<b>\$2,000</b>	<b>1336</b>	<b>\$212,948</b>

<b>Base Project</b>	
Base Project + Bid Additive Group A	\$167,066
Bid Additive Group B	\$20,221
Bid Additive Group C	\$25,542
<b>Total</b>	<b>\$212,829</b>

**RESOLUTION NO. 16-05**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVER BEACH,  
CALIFORNIA, ESTABLISHING AN APPROVED LIST OF QUALIFIED CONSULTANTS**

**WHEREAS**, the City often relies on consultants to provide professional services to provide construction management, geotechnical engineering, and related professional services for projects identified in the Capital Improvement Program; and

**WHEREAS**, in the interest of expediting the delivery of projects, staff is proposing the establishment of an approved list of qualified consultants to provide these services; and

**WHEREAS**, on December 1, 2015 the City issued an Request for Qualifications to gather Statements of Qualifications (SOQs) for construction management and geotechnical services; and

**WHEREAS**, staff evaluated and ranked the SOQs based on the advertised criteria, as per Government Code Section 4526; and

**WHEREAS**, based on a review of qualifications and ability to comply with the City's Standard Consultant Services Contract Provisions staff recommends the firms listed in Exhibit A for approval by City Council.

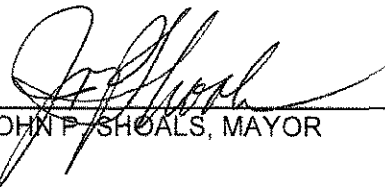
**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Grover Beach, California, does hereby:

1. Establish an approved list of qualified consultants for construction management and geotechnical engineering services related to upcoming street and waterline projects as identified in "Exhibit A"; and
2. Authorizes the City Manager to execute Agreements for Consultant Services on behalf of the City with the approved list of qualified consultants based on approved scope and budget proposals.

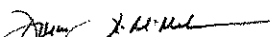
Upon motion by Mayor Pro Tem Lee, second by Mayor Shoals, and on the following roll call vote, to wit:

AYES:	Council Members Shah, Mayor Pro Tem Lee, and Mayor Shoals.
NOES:	Council Members Bright and Nicolls.
ABSENT:	Council Member – None.
ABSTAIN:	Council Members – None.

the foregoing Resolution was **PASSED, APPROVED, and ADOPTED** at a regular meeting of the City Council of the City of Grover Beach, California, this 19<sup>th</sup> day of January, 2016

  
 \_\_\_\_\_  
 JOHN P. SHOALS, MAYOR

Attest:

  
 \_\_\_\_\_  
 DONNA L. McMAHON, CITY CLERK

CITY OF GROVER BEACH  
APPROVED LIST OF QUALIFIED CONSULTANTS  
FOR  
PROFESSIONAL CONSTRUCTION MANAGEMENT AND  
SOILS TESTING SERVICES

**ROAD REHABILITATION**

**CALTROP**  
570 MARSH STREET, SUITE D  
SAN LUIS OBISPO, CA 93401

**FILIPPIN ENGINEERING, INC.**  
354-D S. FAIRVIEW AVENUE  
GOLETA, CA 93117

**SGI CONSTRUCTION MANAGEMENT**  
141 S. ELM STREET  
ARROYO GRANDE, CA 93420

**CANNON**  
1050 SOUTHWOOD DRIVE  
SAN LUIS OBISPO, CA 93401

**MNS ENGINEERS, INC**  
811 EL CAPITAN WAY, SUITE 130  
SAN LUIS OBISPO, CA 93401

**WALLACE GROUP**  
612 CLARION COURT  
SAN LUIS OBISPO, CA 93401

**WATER SYSTEM PROJECTS**

**CALTROP**  
570 MARSH STREET, SUITE D  
SAN LUIS OBISPO, CA 93401

**WATER SYSTEMS CONSULTING, INC.**  
3765 S. HIGUERA STREET  
SAN LUIS OBISPO, CA 93403

**WALLACE GROUP**  
612 CLARION COURT  
SAN LUIS OBISPO, CA 93401

**GEOTECHNICAL ENGINEERING**

**EARTH SYSTEMS PACIFIC**  
4378 OLD SANTA FE ROAD  
SAN LUIS OBISPO, CA 93401