


STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: GREG RAY, PUBLIC WORKS DIRECTOR/CITY ENGINEER 
SUBJECT: CONTRACT AMENDMENT – ENGINEERING PROJECT MANAGER

BACKGROUND

Staff is recommending Council authorize a contract amendment for additional consulting project management services for the Measure K-14 bond-funded Street Rehabilitation and Repair Project (CIP 295) and the North Oak Park Boulevard Rehabilitation Project (CIP 276). The City currently has a project management contract with Hollenbeck Consulting for project management services associated with both of these projects, but the current contract does not extend to completion of projects.

DISCUSSION

The City Council has identified the Measure K-14 bond-funded Street Rehabilitation and Repair Program (CIP 295) and the North Oak Park Boulevard Rehabilitation Project (CIP 276) as two of its highest priorities. The Public Works Department does not currently have sufficient staff resources to implement these projects in the timeframe requested by Council. In order to continue forward with these projects as programmed, the City will need additional staff resources, specifically a skilled consultant to provide project management services.

On April 20, 2015, the City Council authorized staff to enter into a contract with Hollenbeck Consulting for project management services associated with the Measure K-14 bond-funded Street Rehabilitation and Repair Program. The current contract was for project management services for the 2015-1 and 2015-2 projects, as well as the selection of streets for the 2016-1 project. Due to cost savings in the 2015-2 project, an additional light maintenance project (2015-3) has been added. If the proposed contract amendment is approved, the contract would be amended to fund the Engineering Project Manager through the remainder of the 2015-2 project, the entire 2015-3 project and through the bidding phase of the 2016-1 project.

On July 20, 2015, the City Council authorized staff to enter into a contract amendment with Hollenbeck Consulting for project management services associated with the North Oak Park Boulevard Rehabilitation Project. The current contract was for project management services through completion of the bidding phase. The City Council awarded construction of this project at their last meeting. If the contract amendment is approved, the contract would be amended to fund the Engineering Project Manager through completion of the project.

APPROVED FOR FORWARDING


JIM COPSEY
INTERIM CITY MANAGER

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

- None Identified by Staff
- Shoals
- Lee
- Bright
- Nicolls
- Shah

Meeting Date: March 21, 2016

Agenda Item No. 9

Staff is recommending amending the existing contract with Hollenbeck Consulting to include project management services on both the Measure K-14 Bond Funded Street Rehabilitation and Repair Project (CIP 295) and North Oak Park Boulevard Rehabilitation Project (CIP 276). Hollenbeck Consulting has provided up-to-date costs associated with the current contracts and estimated costs for the proposed contract amendment:

Project CIP#	Estimated Actual Cost	Current Budget	Balance
295(2015-1) completed	\$37,980	\$50,000	-\$12,020
295(2015-2) to completion	\$134,000	\$100,000	\$34,000
295(2015-3) to completion	\$50,500	\$0	\$50,500
295(2016-1) to construction phase	\$83,500	\$0	\$83,500
SUBTOTAL CIP 295:			\$155,980
276 to completion	\$50,000	\$89,433	\$39,433
SUBTOTAL CIP 276:			\$39,433

Staff is recommending amending the existing contract with Hollenbeck Consulting to include the scope of work identified above for the Measure K-14 bond-funded Street Rehabilitation and Repair Project (CIP 295) in the amount of \$160,000 and for the North Oak Park Boulevard Rehabilitation Project (CIP 276) in the amount of \$40,000.

ALTERNATIVES

The Council has the following alternatives to consider:

1. Adopt the Resolution amending the Contract for Project Management Services Related to CIP 295: The Street Rehabilitation and Repair Project and CIP 276: The North Oak Park Boulevard Rehabilitation Project.
2. Provide alternate direction to staff.

RECOMMENDATION

It is recommended that the Council: 1) adopt the Resolution amending the Contract for Project Management Services Related to CIP 295: Street Rehabilitation and Repair Program and CIP 276: The North Oak Park Boulevard Rehabilitation Project; and 2) authorize the City Manager to execute the contract amendment on behalf of the City.

FISCAL IMPACT

In taking this action, the Council will be authorizing the City to use \$160,000 in Measure K-14 Bond Funds for project management services associated with the Street Rehabilitation and Repair Project (CIP 295). This expenditure will be reflected in the FY 17 City Budget and funded through proceeds from the existing and next bond sales. Further, the Council will be authorizing the City to use \$40,000 in project funds for project management services associated with the North Oak Park Boulevard Rehabilitation Project (CIP 276). 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 Amending the Contract for Project Management Service Related to the Street Rehabilitation and Repair Project, CIP 295 and the North Oak Park Boulevard Rehabilitation Project, CIP 276

RESOLUTION NO. 16-_____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVER BEACH, CALIFORNIA, AMENDING THE CONTRACT FOR PROJECT MANAGEMENT SERVICES RELATED TO THE STREET REHABILITATION AND REPAIR PROJECT, CIP 295 AND THE NORTH OAK PARK REHABILITATION PROJECT, CIP 276

WHEREAS, the City Council has identified the Street Rehabilitation and Repair Project, CIP 295, as one of its highest priorities; and

WHEREAS, the City Council has identified the Oak Park Rehabilitation Project, CIP 276, as one of its highest priorities; and

WHEREAS, City staff has determined that there is currently insufficient staff available to administer these projects in the timeframe identified by Council; and

WHEREAS, April 20, 2015, Council approved a contract with Hollenbeck Consulting, Inc., to provide contract project management services associated with the Street Rehabilitation and Repair Project, CIP 295; and

WHEREAS, July 20, 2015, Council approved an amendment to the contract with Hollenbeck Consulting, Inc., to provide contract project management services associated with the North Oak Park Rehabilitation Project, CIP 276; and

WHEREAS, City staff met with Hollenbeck Consulting on provisions of an amendment to their contact, as attached in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Grover Beach, California, does hereby authorize amending the consulting services contract with **Hollenbeck Consulting**, for project management services associated with the Measure K-14 bond-funded Street Rehabilitation and Repair Project, CIP 295, in the amount of \$160,000 and the North Oak Park Boulevard Rehabilitation Project, CIP 276, in the amount of \$40,000 and authorizes the City Manager to execute the Contract Amendment #2 on behalf of the City.

Upon motion by _____ and second by _____ and on the following roll call vote:

- 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 P. SHOALS, MAYOR

DRAFT

DONNA L. McMAHON, CITY CLERK



City of Grover Beach

DEPARTMENT OF PUBLIC WORKS

CONTRACT AMENDMENT # 2

PROJECT NAME: Street Rehabilitation and Repair Project AND Oak Park Boulevard Rehabilitation Project		CITY PROJECT #: 295 AND 276	
CONSULTANT: Hollenbeck Consulting - John Hollenbeck		DATE: March 21, 2016	
ORIGINAL CONTRACT AMOUNT, CIP 295:	NET CHANGE TO CIP 295 FROM PREVIOUS AMENDMENTS:	NET CHANGE TO CIP 295 FROM THIS AMENDMENT:	NEW CONTRACT AMOUNT, CIP 295:
\$150,000.00		\$160,000	\$310,000.00
ORIGINAL CONTRACT AMOUNT, CIP 276, PER CA #1:	NET CHANGE TO CIP 276 FROM PREVIOUS AMENDMENTS:	NET CHANGE TO CIP 276 FROM THIS AMENDMENT:	NEW CONTRACT AMOUNT, CIP 276:
\$50,000.00		\$40,000	\$90,000.00

The City of Grover Beach hereby authorizes revisions to the contract agreement with **Hollenbeck Consulting** for the above referenced projects as herein described. Approval below incorporates this document as part of the original contract dated April 22, 2015.

Description and Purpose of the Revision(s)

The City of Grover Beach has requested Hollenbeck Consulting to perform Consulting Engineering Services related to the Measure K-14 Bond Funded Street Rehabilitation and Repair Project , CIP 295 and the North Oak Park Rehabilitation Project, CIP 276. The specific task to be performed is as follows:

CIP 295, Project 2015-2

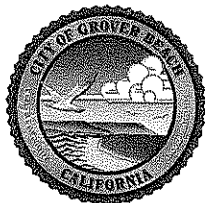
The estimated construction duration of 145 days (approximately 8-months) is greater than the estimated 4-month period provided for in Hollenbeck Consulting's scope of work. Project management costs are estimated at an additional \$34,000 for the following summary Scope of Work:

- Management services during the Construction Phase
- Management services during the Project Close-out Phase

CIP 295, Project 2015-3

The construction documents for this project are being finalized by the designer and the bidding and construction phases will begin soon. Project management costs are estimated at \$50,500 for the following summary Scope of Work:

- Procurement of construction management services
- Public Outreach
- Management services during finalizing Engineering Design Phase
- Management services during Bidding Phase
- Management services during Construction Phase
- Management services during Close-out Phase



City of Grover Beach

DEPARTMENT OF PUBLIC WORKS

CIP 295, Project 2016-1

The street selection is assumed to be completed. Project management costs are estimated at \$83,500 for the following Scope of Work:

- Procurement of engineering design services
- Management services during the Engineering Design Phase
- Public and Utility Outreach
- Management services during Bidding Phase
- Procurement of construction management services

CIP 276

Project management costs are estimated at an additional \$39,433 for the following summary Scope of Work:

- Management services during the Construction Phase
- Management services during the Project Close-out Phase

Compensation

The compensation for the services rendered by **CONSULTANT** under this Amendment shall be performed on an hourly basis, not to exceed \$160,000, without prior authorization by the City Manager for CIP 295 and not to exceed \$40,000, without prior authorization by the City Manager for CIP 276. **CONSULTANT** shall invoice **CITY** on a monthly basis, and **CITY** will pay **CONSULTANT** within 30 days of receipt of an invoice from **CONSULTANT** unless otherwise identified in this agreement.

Issued by,

CITY OF GROVER BEACH

HOLLENBECK CONSULTING

Signature:	Signature:
Print Name: Jim Copsey	Print Name: John Hollenbeck
Title: Interim City Manager	Title: Owner
Date:	Date: