City of Biggs

Agenda Item Staff Report
For Regular City Council Meeting:
May 14, 2013 6:30PM

To: Honorable Mayor
and Members of the City Council

Date: May 8, 2013

From: Steve Speights, PE – City Engineer

Re: 6th Street Bridge Approval to advertise for construction and Construction Management Amendment to Bennett Agreement

Summary:
The next phase of the project is construction. The attached Bennett Engineering Services amendment is to provide engineering services during construction.

Requested Action:

1. Approve the plans and specifications for the construction of **6th Street Double Box Culvert, Federal Project No. BHLO 5128 (007),** by voice vote
2. Direct staff to advertise for construction bids, pending receipt of Caltrans approval to proceed to the construction phase, by voice vote.
3. Approve the Bennett Amendment for Construction Engineering for $175,667, by voice vote.

Background:
The last piece of the Caltrans Right of Way Certification process was submitted to Caltrans on Tuesday, May 7. Caltrans can now "certify" to FHwA that the right of way for the project has been acquired in accordance with federal guidelines and that interfering utilities have an approved plan and a schedule to relocate to clear the proposed construction. PG&E Gas has been holding up that process because they were occupied with more important issues. Caltrans can now issue the authorization to the City to proceed with construction. That usually takes 3-4 weeks, but Leo is in contact with Caltrans daily to impress the importance of time delay on the project. There is an environmental window that closes in October and we must be out of the channel, so Leo is hoping to get Caltrans approval to construct in two weeks.

We expect to get Caltrans approval for construction before the June council meeting. Therefore we are requesting council approval of the plans and specs and to advertise for construction bids. Regulatory

agency permits are still coming in and must be added to the plans and specs, otherwise the documents are complete. RD 833's District Engineer has reviewed and approved the plans.

The process for hiring a contractor is as follows:

1. Posting a legal "Notice to Contractors" in the newspaper of general circulation, The Gridley Herald, at least twice. The Notice will have the place where plans may be purchased, and the time and place where bids will be received. Notices and plans will also be sent to various plan rooms in the area.

2. At the time and place for receipt of bids, the bids received will be publically opened and read. Staff will review the submitted material and determine the lowest responsive bid from a responsible bidder.

3. At a council meeting, the council will review the staff recommendation award the contract and authorize the City Administrator or Mayor to sign the contract..

4. The selected contractor then has ten days to return a signed contract with executed bonds to the city.

Bennett staff and subconsultants will administer the contract and inspect the work for the City. The attached Bennett Scope and Fee Estimate includes tasks for that work. We will hire subconsultants for daily inspection, geotechnical testing, surveying and environmental compliance.

The construction engineering cost and payments to the contractor are 100% reimbursable from Caltrans. Typical turn around for reimbursement is 30 days although the state has up to 60 days. The 30 days can be shortened a little by using email to transmit requests and electronic funds transfers. Before we have to submit a request, we will meet with the accounts payable staff at Caltrans to make sure we know what they expect. The contract has provisions to pay progress payments on a monthly basis, so we expect a monthly request for reimbursement to Caltrans. The engineer's estimate of construction cost is about $750,000.

Construction is expected to take about three and one half months. 6th street will have to be closed for most of that time to allow the existing structure to be removed and the new structure to be constructed. The start of construction is probably late July, early August. We will know more precisely when we get Caltrans authorization to proceed.

Attachments:

Bennett Amendment No. 4 Exhibit A, Scope of Services and Exhibit B, Fee Estimate.
Plans and Specifications (except the technical section) is available for review in City Hall.

EXHIBIT A: Scope of Services

To: **AMENDMENT NO. 4**

Client:	City of Biggs
Consultant:	Bennett Engineering Services Inc
Project:	6th Street Bridge Replacement
Date:	May 6,2013

BEN|EN
TRUSTED ENGINEERING ADVISORS
Bennett Engineering Services
1082 Sunrise Avenue, Suite 100
Roseville, California 95661
T 916.783.4100
F 916.783.4110
www.ben-en.com

Bennett Engineering Services (BEN|EN) will provide construction engineering services necessary to provide project inspection, and construction management services for the 6th Street Bridge Replacement. We will provide a Resident Engineer for inspection, and construction management services. Work shall be performed in accordance with applicable City and Caltrans standards and standard practice.

TASK 5. Construction Engineering

Subtask 5.1. Project Management

Subtask 5.1.1 **Contracts Management**

Provide administrative, management and related services as required to coordinate the work of the Subconsultants for inspection, geotechnical testing, surveying, and environmental compliance, to complete the project in accordance to contract documents.

Subtask 5.1.2 **City Reimbursement**

Track project costs and prepare request for reimbursement from Caltrans on monthly basis.

Subtask 5.1.3 **Utility Coordination**

Coordinate with utility agencies and city public works for utility relocation work performed by utility agencies.

Subtask 5.2. Award / Contracts

Subtask 5.2.1 **Receive Bids**

Receive bids and evaluate for responsiveness, compliance with DBE requirements, and ranking of bids from lowest to highest. Prepare a summary of bid items for each contractor to facilitate the comparison of bids and discovering any irregularities.

Subtask 5.2.2 **Award Contracts**

Prepare a council staff report including a recommendation to award. Notify Caltrans of the award and forward copies of bids received.

Subtask 5.2.3 **Coordinate Contract Signing**

Prepare contract documents and send to selected bidder for execution.

Subtask 5.3. Construction Inspection

Subtask 5.3.1 **Preconstruction Meeting**

Schedule a pre-construction meeting with the Contractor, City, regulatory agencies, RD 833, water districts, and utility companies. A record of attendance and items discussed will be prepared.

Subtask 5.3.2 **Construction Inspection**

Inspect the work to insure compliance with the contract. Bring deviations to the contractor's attention. Coordinate material sampling for compliance testing. Prepare a record of the contractor's daily activities in accordance with Caltrans LAPM Chapter 16. Maintain a digital photographic history of the project, including pre-construction photographs and photographs documenting the construction progress and disputed work items.

Subtask 5.3.3 **Weekly Progress Meetings**

Conduct periodic meetings with the Contractor; bi-weekly progress meetings; and meetings as needed with regulatory agencies, other groups, or agencies. Prepare minutes of the meetings and distribute them to attendees.

Subtask 5.3.4 **Quality Assurance**

Conduct sampling and testing of materials incorporated into the work to provide assurance that the materials are in conformance with the contract specifications. Comply with the City of Biggs Quality Assurance Program (QAP). Prepare a record of sampling and test results. Notify the contractor of test results. Prepare and submit to Caltrans a "Materials Certificate" in accordance with Biggs QAP

Subtask 5.4. Contract Management

Subtask 5.4.1 ***Progress Payments***

Prepare quantity estimates and costs, including approved change order work, for monthly progress payments to the contractor. Prepare and certify to the City on a form documenting the quantities completed in prior periods, work completed in the current period and total work completed.

Subtask 5.4.2 ***Documentation***

Establish and maintain project files to include the information and organization required in Section 16.8, Project files, of the Caltrans LAPM.

Subtask 5.4.3 ***Working Day Statements***

Prepare a Weekly Statement of Working Days to document the contract time requirements, time extensions, and factors which may affect the work. Submit a copy to the contractor for review and concurrence.

Subtask 5.4.4 ***Certified Payrolls / EEO Compliance***

Receive and review contractor and subcontractor submitted certified payrolls. Determine from inspector's daily reports, employees, labor classification, hours worked, and equipment working on the project. Conduct spot interviews with contractor's employees. Spot check submitted payrolls to determine if prevailing wage rates are being paid. Cross check reports, interviews, payrolls and wage rates to determine contract compliance. Document that all specified posters, notices, wage rates, etc. are posted at the job site and that the contractor has in place all required EEO policies and procedures.

Subtask 5.4.5 ***Monitor Schedule***

The Consultant shall review the Contractor's construction schedule, request updates as necessary, and track delays or accelerations based on actual Contractor operations. Work with the Contractor to maintain the project

schedule to show current conditions and suggest revisions that may be required.

Subtask 5.4.6 Submittal Review

Review for conformance with contract requirements, detailed work plan submittals from the contractor.

Subtask 5.4.7 Environmental Permit Compliance

Monitor contractor's compliance with ACOE Nationwide Permit 14 conditions, Water Quality Certification conditions, Mitigation Monitoring requirements. Document non-compliance and report non-compliance to the regulatory authority.

Subtask 5.4.8 RFIs

Keep a record of and respond to the contractor's request for information (RFI). Issue necessary clarifications and interpretations.

Subtask 5.4.9 Contract Changes

Accept, log and review claims for extra work and extra time. Evaluate the claims relative to the contract plans and specs. Consult with the City Administrator and issue a specific response of the merits of the claim. If a change is approved, prepare and process a change order with the contractor and City Administrator. The City Engineer and City Administrator must concur in the merits and may approve change orders that do not exceed $25,000 in value, either individually or in aggregate without Council approval. The City Council must approve claims over $25,000. Prepare staff reports for council consideration of change orders. Keep the City Council informed of all claims and their disposition.

Subtask 5.4.10 Meetings

As needed, attend and document meetings related to contract management.

Subtask 5.5. Construction Surveys

Provide construction survey control and staking in accordance with project specifications. Before construction, reference existing survey monuments and replace in kind after construction.

Subtask 5.6. *Design Revisions*

As needed to provide revised direction to the contractor, prepare and distribute plan and specification revisions.

Subtask 5.7. *Project Closeout*

Subtask 5.7.1 As-Built Drawings

Maintain a record copy of drawings, specifications, addenda, change orders and other modifications, in good order and marked to record changes made during construction. Maintain shop drawings, product data sheets, samples, submittals, purchases, materials, equipment, applicable handbooks, maintenance and operating manuals and instructions, other related documents and revisions which are relevant to the contract work.

During the course of construction, maintain one set of plans with markings and dimensions in red to denote field changes or other corrections. Prepare a drawing set of "Record Drawings" which should include records maintained by the contractor, inspector, and surveyor.

Subtask 5.7.2 Caltrans Final Reports

Prepare final report and copies of required documentation for transmittal to Caltrans for Caltrans closeout of project. This includes final certifications for materials, and environmental permits.

Cost Estimate

To AMENDMENT NO 4 - CONSTRUCTION ENGINEERING SERVICES

Client: City of Biggs

Consultant: Bennett Engineering Services Inc

Project: 6th Street Bridge

Date: May 6, 2013

BEN|EN

Fee Estimate	Principal Engineer 170 $/hr		Project Manager III 160 $/hr		Engineer IV 148 $/hr		Engineer II 132 $/hr		Engineering Tech III 110 $/hr		Administrative 56 $/hr		BEN|EN Subtotal		MISC. EXPENSES	Vali Cooper	Geocon	Robertson Erickson	PMC	TOTAL
	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost		Contract	Contract	Contract	Contract	
Task 5 Construction Engineering																				
5.1 - Project Management																				
5.1.1 - Contracts Mangement	4 hrs	$680	20 hrs	$3,200	8 hrs	$1,184	hrs	$0	hrs	$0	8 hrs	$448	40 hrs	$5,512	$280	$0	$0	$0	$0	$5,792
5.1.2 - City Reimbursements	hrs	$0	8 hrs	$1,280	20 hrs	$2,960	hrs	$0	hrs	$0	4 hrs	$224	32 hrs	$4,464	$220	$0	$0	$0	$0	$4,684
5.1.3 - Utility Coordination	hrs	$0	8 hrs	$1,280	4 hrs	$592	hrs	$0	4 hrs	$440	hrs	$0	16 hrs	$2,312	$120	$0	$0	$0	$0	$2,432
Subtotal	4 hrs	$680	36 hrs	$5,760	32 hrs	$4,736	hrs	$0	4 hrs	$440	12 hrs	$672	88 hrs	$12,288	$620	$0	$0	$0	$0	$12,908
5.2 - Award / Contracts																				
5.2.1 - Receive Bids	hrs	$0	hrs	$0	8 hrs	$1,184	hrs	$0	hrs	$0	hrs	$0	8 hrs	$1,184	$60	$0	$0	$0	$0	$1,244
5.2.2 - Award Contract	hrs	$0	4 hrs	$640	8 hrs	$1,184	4 hrs	$528	hrs	$0	hrs	$0	16 hrs	$2,352	$120	$0	$0	$0	$0	$2,472
5.2.3 - Coordinate Contract Signing	hrs	$0	hrs	$0	8 hrs	$1,184	hrs	$0	hrs	$0	4 hrs	$224	12 hrs	$1,408	$70	$0	$0	$0	$0	$1,478
Subtotal	hrs	$0	4 hrs	$640	24 hrs	$3,552	4 hrs	$528	hrs	$0	4 hrs	$224	36 hrs	$4,944	$250	$0	$0	$0	$0	$5,194
5.3 - Construction Inspection																				
5.3.1 - Preconstruction Meeting	hrs	$0	4 hrs	$640	12 hrs	$1,776	hrs	$0	hrs	$0	hrs	$0	16 hrs	$2,416	$120	$1,232	$550	$275	$275	$4,868
5.3.2 - Construction Inspection	hrs	$0	16 hrs	$2,560	32 hrs	$4,736	hrs	$0	hrs	$0	hrs	$0	48 hrs	$7,296	$360	$46,200	$0	$0	$1,100	$54,956
5.3.3 - Weekly Progress Meetings	hrs	$0	16 hrs	$2,560	32 hrs	$4,736	hrs	$0	hrs	$0	hrs	$0	48 hrs	$7,296	$360	$9,900	$0	$0	$0	$17,556
5.3.4 - Quality Assurance	hrs	$0	4 hrs	$640	24 hrs	$3,552	hrs	$0	hrs	$0	hrs	$0	28 hrs	$4,192	$210	$3,300	$10,945	$0	$0	$18,647
Subtotal	hrs	$0	40 hrs	$6,400	100 hrs	$14,800	hrs	$0	hrs	$0	hrs	$0	140 hrs	$21,200	$1,050	$60,632	$11,495	$275	$1,375	$96,027
5.4 - Contract Management																				
5.4.1 - Progress Payment	hrs	$0	hrs	$0	24 hrs	$3,552	hrs	$0	hrs	$0	hrs	$0	24 hrs	$3,552	$180	$2,750	$0	$0	$0	$6,482
5.4.2 - Documentation	hrs	$0	hrs	$0	24 hrs	$3,552	hrs	$0	hrs	$0	hrs	$0	24 hrs	$3,552	$180	$2,750	$0	$0	$0	$6,482
5.4.3 - Working Day Statements	hrs	$0	hrs	$0	16 hrs	$2,368	hrs	$0	hrs	$0	hrs	$0	16 hrs	$2,368	$120	$0	$0	$0	$0	$2,488
5.4.4 - Certified Payrolls	hrs	$0	hrs	$0	hrs	$0	16 hrs	$2,112	hrs	$0	hrs	$0	16 hrs	$2,112	$110	$0	$0	$0	$0	$2,222
5.4.5 - Monitor Schedule	hrs	$0	hrs	$0	hrs	$0	8 hrs	$1,056	hrs	$0	hrs	$0	8 hrs	$1,056	$50	$0	$0	$0	$0	$1,106
5.4.6 - Submittal Review	hrs	$0	4 hrs	$640	hrs	$0	24 hrs	$3,168	hrs	$0	hrs	$0	28 hrs	$3,808	$190	$0	$0	$0	$0	$3,998
5.4.7 - Environmental Permit Compliance	hrs	$0	hrs	$0	8 hrs	$1,184	hrs	$0	hrs	$0	hrs	$0	8 hrs	$1,184	$60	$550	$0	$0	$0	$1,794
5.4.8 - RFIs	hrs	$0	4 hrs	$640	4 hrs	$592	24 hrs	$3,168	hrs	$0	hrs	$0	32 hrs	$4,400	$220	$550	$0	$0	$0	$5,170
5.4.9 - Contract Changes	hrs	$0	4 hrs	$640	16 hrs	$2,368	8 hrs	$1,056	8 hrs	$880	4 hrs	$224	40 hrs	$5,168	$160	$1,650	$0	$0	$0	$6,978
5.4.10 - Meetings	hrs	$0	8 hrs	$1,280	8 hrs	$1,184	8 hrs	$1,056	hrs	$0	hrs	$0	24 hrs	$3,520	$180	$0	$0	$0	$0	$3,700
Subtotal	hrs	$0	20 hrs	$3,200	100 hrs	$14,800	88 hrs	$11,616	8 hrs	$880	4 hrs	$224	220 hrs	$30,720	$1,450	$8,250	$0	$0	$0	$40,420
5.5 - Construction Surveys																				
5.5 - Construction Surveys	hrs	$0	hrs	$0	hrs	$0	2 hrs	$264	2 hrs	$220	hrs	$0	4 hrs	$484	$20	$0	$0	$3,850	$0	$4,354
Subtotal	hrs	$0	hrs	$0	hrs	$0	2 hrs	$264	2 hrs	$220	hrs	$0	4 hrs	$484	$20	$0	$0	$3,850	$0	$4,354
5.6 - Design Revisions																				
5.6 - Design Revisions	hrs	$0	8 hrs	$1,280	8 hrs	$1,184	24 hrs	$3,168	24 hrs	$2,640	hrs	$0	64 hrs	$8,272	$410	$0	$0	$0	$0	$8,682
Subtotal	hrs	$0	8 hrs	$1,280	8 hrs	$1,184	24 hrs	$3,168	24 hrs	$2,640	hrs	$0	64 hrs	$8,272	$410	$0	$0	$0	$0	$8,682
5.7 - Project Closeout																				
5.7.1 - As-Built Drawings	hrs	$0	hrs	$0	hrs	$0	8 hrs	$1,056	16 hrs	$1,760	hrs	$0	24 hrs	$2,816	$0	$0	$0	$0	$0	$2,816
5.7.2 - Caltrans Final Reports	hrs	$0	16 hrs	$2,560	hrs	$0	8 hrs	$1,056	hrs	$0	hrs	$0	24 hrs	$3,616	$0	$1,650	$0	$0	$0	$5,266
Subtotal	hrs	$0	16 hrs	$2,560	hrs	$0	16 hrs	$2,112	16 hrs	$1,760	hrs	$0	48 hrs	$6,432	$0	$1,650	$0	$0	$0	$8,082
TASK 5 SUBTOTAL	4 hrs	$680	124 hrs	$19,840	264 hrs	$39,072	134 hrs	$17,688	54 hrs	$5,940	20 hrs	$1,120	600 hrs	$84,340	$3,800	$70,532	$11,495	$4,125	$1,375	$175,667
PROJECT TOTAL	4 hrs	$680	124 hrs	$19,840	264 hrs	$39,072	134 hrs	$17,688	54 hrs	$5,940	20 hrs	$1,120	600 hrs	$84,340	$3,800	$70,532	$11,495	$4,125	$1,375	$175,667

* Rates are subject to change with 30-day notice.
* This fee estimate contains an abbreviated list of staff classifications and does not restrict BEN|EN to those classifications. Please see the Standard Rate Schedule for a full list of staff classifications.
* This fee estimate is valid for 90 days.

INITIALS:

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