



## City of Biggs

Agenda Item for the  
Next regular City Council Meeting  
June 12, 2018 at 6:30pm

To: Honorable Mayor  
And Members of the City Council

Date: June 6, 2018

From: Trin Campos, PE – City Engineer

Subject: Task Order No. 16 to Engineering Services Agreement dated September 1, 2016

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### Regarding:

Construction Management Services for ATP Cycle 2 Safe Routes to Schools Project.

### Background

The City has received the ATP State grant allocation for construction management of this project in the amount of \$90,000. The construction contract award is being processed for City approval and the construction work is expected to start in July 2018.

This task order will provide construction management services for the ATP Cycle 2 Safe Routes to Schools Project. The work scope description and fee estimate for this task order are attached and will include the following services:

- Project Management and Contract Administration
- Respond to RFI and CCO Support
- Construction Inspection
- Prepare As-built Drawings and Closeout Report

### Budget

The estimated cost of Task Order No. 16 is \$90,000.

Funding for this Task Order will be from the ATP State Grant for this project.

### Recommendation

Staff recommends that the City Council authorize the City Administrator to execute Task Order No. 16 for Construction Management Services with Bennett Engineering for ATP Cycle 2 Safe Routes to Schools Project in the amount of \$90,000.

# Exhibit A: Scope of Services

To: City of Biggs

Client: City of Biggs

Consultant: Bennett Engineering Services Inc.

Project: Safe Routes to School Cycle 2 Project

Date: June 1, 2018



## Engineering Services to include:

### TASK 5. Construction Engineering & Management

#### Subtask 5.1 Project Management and Contract Administration

Provide project management to maintain project delivery plan, schedule, and budget. Provide City with progress reports and invoices as needed. Track project costs and prepare request for reimbursement and assist City with processing of expenditure reimbursements to Caltrans.

Provide contract administrative, management and related services as required to coordinate the work for inspection, geotechnical testing, surveying, and environmental compliance to complete the project in accordance to contract documents. Establish and maintain project files to include the information and organization required in Section 16.8, Project files, of the Caltrans LAPM.

Conduct regular progress status meetings with the Contractor, City Staff, and others as needed. Prepare meetings notes and distribute to attendees.

Provide coordination with utility companies and Caltrans as needed.

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.

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.

Monitor 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.

Receive, 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 5.2 Respond to RFI and CCO Support**

Provide design support for RFI and CCO details. Review contractor submittals for conformance with contract requirements.

**Subtask 5.3 Construction Inspection**

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

Inspect construction work to insure compliance with the contract and prepare inspection reports. 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.

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 Prepare Project Asbuilts and Closeout Report**

Prepare project 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.

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.

## Exhibit B - Fee Estimate

Task Order No. 16

Client: City of Biggs

Consultant: Bennett Engineering Services Inc

Project: Safe Routes to School Cycle 2 Project

Date: June 1, 2018



Fee Estimate	Project Manager III 170 \$/hr		Engineer VI 205 \$/hr		Engineer II 155 \$/hr		Administrative 70 \$/hr		BEN EN Subtotal		MISC. EXPENSES	Flaherty Engineering Inc. Contract	TOTAL
	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost			
<b>Task 5: Construction Engineering &amp; Management</b>													
5.1 - Construction Management and Contract Administration	36 hrs	\$6,120	20 hrs	\$4,100	hrs	\$0	8 hrs	\$560	64 hrs	\$10,780	\$150	\$8,119	\$19,049
5.2 - Respond to RFI and CCO Support	8 hrs	\$1,360	hrs	\$0	20 hrs	\$3,100	hrs	\$0	28 hrs	\$4,460	\$0	\$0	\$4,460
5.3 - Construction Inspection	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	\$0	\$51,486	\$51,486
5.4 - Prepare Project Asbuilts and Closeout Report	16 hrs	\$2,720	4 hrs	\$820	20 hrs	\$3,100	hrs	\$0	40 hrs	\$6,640	\$85	\$8,280	\$15,005
<b>Subtotal</b>	<b>60 hrs</b>	<b>\$10,200</b>	<b>24 hrs</b>	<b>\$4,920</b>	<b>40 hrs</b>	<b>\$6,200</b>	<b>8 hrs</b>	<b>\$560</b>	<b>132 hrs</b>	<b>\$21,880</b>	<b>\$235</b>	<b>\$67,885</b>	<b>\$90,000</b>
<b>PROJECT TOTAL</b>	<b>60 hrs</b>	<b>\$10,200</b>	<b>24 hrs</b>	<b>\$4,920</b>	<b>40 hrs</b>	<b>\$6,200</b>	<b>8 hrs</b>	<b>\$560</b>	<b>132 hrs</b>	<b>\$21,880</b>	<b>\$235</b>	<b>\$67,885</b>	<b>\$90,000</b>

Additional Fee Information

- ▶ This fee estimate is valid for 90 days.
- ▶ This fee estimate contains an abbreviated list of staff classifications and does not restrict BEN|EN to those classifications. The Standard Rate Schedule with a full list of staff classifications is available upon request.
- ▶ Standard hourly rates do not apply to a demand to perform work during an overtime period. Work required to be performed during an overtime period (as mandated by California law) will be charged at a 50% premium.
- ▶ Substantial changes in the required scope of work or schedule may result in the revision of the proposed fees and total contract amount.
- ▶ Rates are subject to change annually effective July 1st.

INITIALS:

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