

City Council

Staff Report

TO: Honorable Mayor and City Council

FROM: Lisa Wallis-Dutra, City Engineer - Quad Knopf Inc.
Tom McCurdy, Project Manager - Quad Knopf Inc.

THROUGH: John Jansons, City Manager *[Signature]*

DATE: September 26, 2016

RE: Proposal for Work Assignment for Construction Management, Construction Staking and Field Testing for the Visalia Road Improvement Project.

RECOMMENDED ACTION:

It is respectfully recommended that the City Council hear a presentation by Quad Knopf and consider award of work assignment (Task Order) for the Visalia Road Project for Construction management, construction staking and field testing in the amount of \$580,327 and authorize the City Manager to execute task assignment to Quad Knopf.

BACKGROUND and DISCUSSION:

The Visalia Road Improvements Phases 1 and 2 have been bid in a single package and have been awarded as one project to the City by the Tulare County Association of Governments, (TCAG). This project will fully improve Visalia Road, one of Farmersville's main east-west thoroughfares from the western city limits to the city limits.

The project consists of various improvements for the reconstruction, resurfacing, and widening of Visalia Road for the entire City limits (refer to Bid documents). Phase 1 includes improvements east of Farmersville Boulevard and Phase 2 consists of improvements west of Farmersville Boulevard.

The task order assumes that the project will progress continuously from Phase 1 construction and completion, and then into Phase 2 construction and completion, with no pause between phases. This assumption means that the Phase 1 closeout will be reduced to record drawing production, while a complete project closeout would occur at the end of Phase 2. Similarly, there would be no Phase 2 start-up. In addition, it is assumed that some of the Contractor's work in Phase 2 will be

concurrent with the construction work in Phase 1 such as utility coordination to support the SCE pole relocations and SCE's construction staking requirements.

Attached is the proposal for Construction Management services, construction staking and construction testing. The proposal is based on a fixed fee to identify total cost which includes construction staking and construction testing per the scope of work.

Below is an outline of costs. The estimated amounts shown in the left column were from a budget meeting with TCAG on 10-13-15:

<u>Description</u>	<u>Estimate</u>	<u>Updated</u>
Construction	\$4,200,000	\$3,346,588
Contingency		\$334,659
Construction Staking		\$130,380
Construction Testing		\$47,438
<u>Subtotal construction costs</u>		<u>\$3,859,074</u>
PS&E	\$258,790	\$258,790
Right of Way Agent/Appraisal	\$150,000	\$150,000
Right of Way	\$455,000	\$455,000
Construction Management	\$504,000	\$402,500
City Administration/Management	\$50,000	\$50,000
Total Estimated Cost	\$5,617,790	\$5,175,364

Note: Construction staking and testing are normally a part of construction.

This project consists of various improvements for the reconstruction, resurfacing, and widening of Visalia Road for the entire City limits (refer to Bid documents). Phase 1 includes improvements east of Farmersville Boulevard and Phase 2 consists of improvements west of Farmersville Boulevard. This task order assumes that the project will progress continuously from Phase 1 construction and completion, and then into Phase 2 construction and completion, with no pause between phases. This assumption means that the Phase 1 closeout will be reduced to record drawing production, while a complete project closeout would occur at the end of Phase 2. Similarly, there would be no Phase 2 start-up.

In addition, it is assumed that some of the Contractor's work in Phase 2 will be concurrent with the construction work in Phase 1 such as utility coordination to support the SCE pole relocations and SCE's construction staking requirements.

COORDINATION & REVIEW:

The recommended action has been coordinated with the Dept. of Public Works, the Finance Department, TCAG and the City Engineer-Quad Knopf.

FISCAL IMPACT:

The proposed work is fully funded through TCAG Measure R road improvement funds programmed for the City of Farmersville in a Fixed Fee amount of \$580,327.

CONCLUSION:

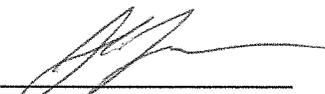
It is respectfully recommended that the City Council hear a presentation by Quad Knopf and consider award of work assignment (Task Order) for the Visalia Road Project for Construction management, construction staking and field testing in the amount of \$580,327 and authorize the City Manager to execute task assignment to Quad Knopf.

ATTACHMENT(S): 3

Submitted By

City Engineer
QK, Inc.

Reviewed By:



John Jansons
City Manager

**CITY OF FARMERSVILLE
 WORK AUTHORIZATION AND TASK ORDER
 ON-CALL ENGINEERING SERVICES**

Job No. _____

Project #:	Phase #:	Task #:
Project Title: Visalia Road Improvements: Phases 1 & 2 - Construction Management and Administration Services		
Project Description: Construction management, administration services, construction staking, and construction materials testing for the Visalia Road Improvement Project, Phases 1 and 2, Farmersville, California.		
Scope of Work: Provide construction management and field observation services, administration services, utility coordination services, construction staking, and construction materials testing for the Visalia Road Improvement Project, Phases 1 and 2 as described in the attached proposal dated September 21, 2016.		
Period of Performance: Project work, per the attached proposal dated September 21, 2016, to begin upon receipt of Notice to Proceed and completed prior to February 29, 2018.		
Budget: Fixed fee of \$580,327.00.		
Special Terms and Conditions: All of the terms and conditions of the Engineering Services Agreement between the City of Farmersville and Quad Knopf dated May 11, 2015 are incorporated by reference as if fully set forth herein.		
Invoicing Requirements:		
<ul style="list-style-type: none"> ▪ Payment Terms: _____ ▪ Contract Type: _____ ▪ Invoice Frequency: Monthly 	Net 30 Days <input type="checkbox"/> Time & Materials \$ _____ <input checked="" type="checkbox"/> Fixed Fee \$580,327.00	
QK, Inc.		City of Farmersville
By: _____ Signature		By: _____ Signature
Name: <u>Janel Freeman</u>		Name: <u>John Jansons</u>
Title: <u>Chief Financial Officer</u>		Title: <u>City Manager</u>
Date: _____		Date: _____



September 21, 2016

Mr. John Jansons
City of Farmersville
909 W. Visalia Road
Farmersville, California 93223

**Subject: Proposed Task Order: Construction Management Services –
Visalia Road Improvements: Phases 1 & 2**

Dear Mr. Jansons:

The Visalia Road Improvements Phases 1 and 2 have been bid in a single package and have been awarded as one project by the City. In accordance with your request, QK is pleased to provide this proposed scope and fee task order to provide Owner's Representative - Construction Management Services as an extension of our existing City Engineering Services contract.

PROJECT UNDERSTANDING

This project consists of various improvements for the reconstruction, resurfacing, and widening of Visalia Road for the entire City limits (refer to Bid documents). Phase 1 includes improvements east of Farmersville Boulevard and Phase 2 consists of improvements west of Farmersville Boulevard. This task order assumes that the project will progress continuously from Phase 1 construction and completion, and then into Phase 2 construction and completion, with no pause between phases. This assumption means that the Phase 1 closeout will be reduced to record drawing production, while a complete project closeout would occur at the end of Phase 2. Similarly, there would be no Phase 2 start-up.

In addition, it is assumed that some of the Contractor's work in Phase 2 will be concurrent with the construction work in Phase 1 such as utility coordination to support the SCE pole relocations and SCE's construction staking requirements.

PROJECT TEAM

- ◆ **Tom McCurdy, PWLF – Overall Project Manager, Primary Point of Contact.** Mr. McCurdy will serve as the City's direct contact and Overall Project Manager, including project team and task coordination, schedule and budget management, and project contract oversight for the City.
- ◆ **Greg Thompson, P.E. – Senior Construction Manager/Professional Civil Engineer.** Mr. Thompson will serve as the Project Senior Construction Manager/ Resident Engineer and will oversee and manage the Construction Engineering and Construction Management Services, including development of project strategies, scope evaluation, project construction oversight, construction management, and contract administration.

- ◆ **Matthew Hamilton, P.E. – Design Engineer.** Mr. Hamilton will continue his role as Design Engineer, performing monthly field reviews, submittal reviews, and responding to Contractor's RFIs during construction.
- ◆ **Michael Hernandez, – Field Construction Observer.** Mr. Hernandez will assist and support the Construction Manager with on-site construction observation services, such as daily construction operations observations, daily reports, photo log documentation, labor compliance assistance, and preparation of the punch list.
- ◆ **Meredith Inglehart, – Utility Coordinator.** Ms. Inglehart will oversee and coordinate utility provider efforts to relocate their utilities and interface with the construction Contractor during the course of construction.

SCOPE OF WORK

The following tasks are included in the scope and fee of this task order:

- 1) **Pre-Construction Services:**
 - a) Review City's Quality Assurance Plan.
 - b) Review the Contractor's Quality Control Plan.
 - c) Review the Utility Coordination Plan.
 - d) Review the Storm Water Pollution Prevention Plan (SWPPP).
 - e) Review the Dust Control Plan (DCP).
 - f) Review the Contractor's Public and Worker Safety Plan.
 - g) Review the Contractor's schedule, staging plan, and traffic control plans.
 - h) Conduct preconstruction meetings with the Contractor, City, and SCE to coordinate the work.
 - i) Issue a Notice to Proceed to the Contractor upon completion of preconstruction work.
- 2) **Construction Project and Contract Management:**
 - a) Prepare daily/weekly/monthly progress reports.
 - b) Review and process project documents (Submittals and RFI's, etc).
 - c) Maintain photo log.
 - d) Review and distribute compaction testing reports.
 - e) Review, research, and negotiate Contractor Pay Requests and Change Orders.
 - f) Review and comment on the Contractor's construction schedule oversight.
 - g) Attend and chair regular construction progress and coordination meetings with the Contractor and City.
- 3) **Project Contract Management:** Review and process for the City of Farmersville, Contractor Pay Requests submittals; review and monitor Contractor's labor compliance reporting requirements.
- 4) **Field Observation Services:**
 - a) Provide daily field observation services.
 - b) Maintain Contractor's schedule oversight.
 - c) Coordinate general quality assurance, including geotechnical and concrete testing oversight and documentation.
 - d) Maintain redline as-built plan for deliverable.

Note: Field observation services are expected to be part-time, with some full-day observation needed periodically.

- 5) **Utility Coordination Services:** The project has significant coordination requirements during construction with Southern California Edison Company (SCE). QK's utility coordination staff will coordinate with SCE staff and the Contractor regarding the relocation work to ensure the work is well coordinated with the Contractor's proposed schedule. More specifically, QK will coordinate between SCE staff and the Contractor with the installation of the new SCE (marbelite) streetlights and heat-up; coordinate with SCE staff for scheduling of the new streetlight installations on existing wood poles, and conversion of the existing streetlight luminaires to LED bulbs, which is a responsibility of the City and their staff; coordinate on behalf of the City to work with SCE on any required documents and/or assistance needed throughout the construction phase of the project; and coordinate with SCE staff to keep pole relocations moving forward and coordinated with the Contractor's schedule for Phase 2. This task will be simultaneous with the construction of Phase 1.
- 6) **Construction and Contract Closeout:**
 - a) Oversee final punch list preparation – observation – completion.
 - b) Review and recommend payment on Contractor final payment request.
 - c) Process Contractor's retention release payment.
 - d) Issue Notice of Completion recommendation to the City of Farmersville.
 - e) Prepare final contract documents and as-built drawings for turnover to the City.
 - f) Update the City's GIS database with relevant project information.
- 7) **Construction Staking and Monumentation**

Provide one set of construction control staking and monumentation for the following items:

 - a) Survey control.
 - a) Right of way staking.
 - b) Storm drain including manholes, drop inlets, and drainage structures.
 - c) Curbs and gutters.
 - d) Drive approaches.
 - e) Median island and landscape irrigation sleeve staking.
 - f) Water system fire hydrants and water services.
 - g) Utility crossings.
 - h) Street light locations.
 - i) Bench mark perpetuation (replace bench marks after construction).
 - j) Monument perpetuation (replace survey monuments after construction).

Any re-staking or staking of items not specifically identified above will be invoiced as additional services on a time and materials basis per QK's current charge rate schedule.

8) **Construction Materials Testing and Laboratory Services**

Construction materials testing will be provided by Consolidated Testing Laboratory to ensure that the construction Contractor meets the minimum requirements for their work. Services included are as follows:

- a) Compaction testing for subgrade, base rock, trench backfill and asphalt paving.
- b) Concrete strength testing via compression testing.
- c) Laboratory testing for maximum density curves.
- d) Quality control testing for Class II aggregate base.
- e) Quality control testing for asphalt paving during placement.

SCOPE AND FEE SUMMARY

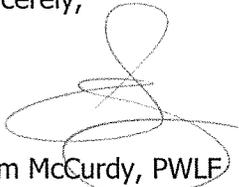
QK will provide the above-described construction and contract management and field observation services, and construction staking and observation and construction materials testing and laboratory services, for a **Total Fixed Fee of \$580,327** based on 5 days per week for the anticipated construction period of fifty-five (55) weeks or, two hundred and seventy-five (275) working days.

As stated above, the total cost breakdown includes \$402,500 for construction and contract management and field observation services (Tasks 1 through 6), \$130,389 for construction staking and monumentation (Task 7), and \$47,438 for construction materials testing and laboratory services (Task 8). It should be noted that costs for construction staking and construction testing (Tasks 7 and 8) while included in our proposed fees, are assumed to be portions of the construction costs.

Through effective communication and goal-oriented project management, we are confident that the QK Project Team is capable of exceeding the City's needs and expectations. If you have any questions regarding this task order, please contact Tom McCurdy at **(559) 733-0440 (office)**. As indicated herein, Tom McCurdy will serve as Overall Project Manager and will be the Primary Contact for the project and the City of Farmersville.

Please see the attached task order and fee schedule. With your approval and Notice to Proceed, please execute, scan, and return to me at your convenience.

Sincerely,



Tom McCurdy, PWLF
Public Works Manager



Ronald J. Wathen, P.E.
Executive Vice President

Attachments: QK 2016 Charge Rate Schedule



2016 Charge Rate Schedule

Technical Services	
Project Assistant	\$66 /hour
Project Administrator	\$88 /hour
Assistant CADD Technician/Designer /GIS Technician	\$83 /hour
Associate CADD Technician/Designer /GIS Technician	\$97 /hour
Senior Associate CADD Technician/Designer/ GIS Analyst	\$112 /hour
Senior CADD Technician/Designer /GIS Analyst	\$127 /hour
Professional Services	
Engineering	
Assistant Engineer	\$110 /hour
Associate Engineer	\$133 /hour
Senior Associate Engineer	\$156 /hour
Senior Engineer	\$180 /hour
Principal Engineer	\$199 /hour
Planning/Environmental/Landscape Architecture	
Assistant Planner/Environmental Scientist	\$77 /hour
Associate Planner/Environmental Scientist	\$97 /hour
Senior Associate Planner/Environmental Scientist	\$121 /hour
Senior Planner/Environmental Scientist/Landscape Architect	\$142 /hour
Principal Planner/Environmental Scientist	\$157 /hour
Senior Principal Planner/Environmental Scientist	\$187 /hour
Construction and Project Management	
Field Construction Observer	\$99 /hour
Associate Field Construction Observer	\$118 /hour
Senior Field Construction Observer	\$138 /hour
Assistant Construction Manager	\$110 /hour
Associate Construction Manager	\$129 /hour
Project Manager	\$133 /hour
Senior Associate Construction/Project Manager	\$148 /hour
Senior Construction/Project Manager	\$165 /hour
Principal Project Manager	\$180 /hour
Surveying	
Assistant Surveyor	\$97 /hour
Associate Surveyor	\$110 /hour
Senior Associate Surveyor	\$133 /hour
Senior Surveyor	\$156 /hour
One-Person Survey Crew	\$121 /hour
Two-Person Survey Crew	\$198 /hour
Three-Person Survey Crew	\$240 /hour

Fees are based on the median hourly pay rate for employees in each classification, plus indirect costs, overhead, and profit.

Expenses:

Plotting, In-house Printing and Reproduction, Equipment Rentals, Laboratory Analyses	1.15 x Cost
Transportation and per diem	1.15 x Cost
Mileage	\$0.63/mile
Off-road vehicles	\$50.00/day
Communication expenses (telephone, parcel post, etc.)	1.15 x Cost
Other Expenses - Including Subconsultants & Purchased Services through Subcontracts	1.15 x Cost

Rates are effective through December 31, 2016. If contract assignment extends beyond that date, a new rate schedule may be added to the contract. Litigation support will be billed at \$300 per hour. Rates based on "Prevailing Wage" (PW) for Construction Surveying will be determined by project and County per California law.

John Jansons

From: Tom McCurdy <Tom.McCurdy@qkinc.com>
Sent: Wednesday, September 21, 2016 6:14 PM
To: John Jansons
Cc: Ron Wathen; Lisa M. Wallis-Dutra; Michael D. Knopf
Subject: Visalia Road CM Proposal
Attachments: 2016 Fee Schedule.pdf; 2016-09-21 Proposal Phase 1.pdf

John,

Per your request, I am attaching the proposal for Construction Management services, construction staking and construction testing. The proposal is based on a fixed fee so that you know what the total costs are which include construction staking and construction testing per the scope described in the attached.

Below is an outline of costs. The estimated amounts shown in the left column were from our meeting with TCAG (10-13-15):

<u>Description</u>	<u>Estimate</u>	<u>Updated</u>
• Construction	\$4,200,000.	\$3,346,588
	Contingency	\$334,659
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○ <u>Subtotal construction costs</u>		<u>\$3,859,074</u>
• PS&E	\$258,790.	\$258,790
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• Right of Way	\$455,000.	\$455,000
• Construction Management	\$504,000.	\$402,500
• City Administration/Management	\$50,000.	\$50,000
○ <u>Total Estimated Cost</u>	<u>\$5,617,790.</u>	<u>\$5,175,364</u>

Please note that construction staking and testing are normally a part of construction. That is why I have shown them under the construction costs.

This table or outline can be used in your staff report if you want.

Please let Lisa or I know you have questions.

Regards,
Tom

Tom McCurdy, PWLF
Senior Associate Construction Manager
901 East Main Street
Visalia, CA 93292
(559) 733-0440 Office
(559) 719-7206 Cell
www.QKInc.com

