

# City of Brisbane

## Agenda Report

**TO:** Honorable Mayor and City Council

**FROM:** Senior Civil Engineer (Utilities) to  
Director of Public Works/City Engineer via City Manager

**DATE:** Council Meeting of July 19, 2018

**SUBJECT:** Annis Road PRV Station and Fire Main Replacement Project – Phase 1  
(Project No. 9F08)

### **City Council Goals:**

To maintain and improve infrastructure (#3)

### **Purpose:**

To approve a Task Order for the Engineering Services during Construction and Construction Management of the Annis Road PRV Station and Fire Main Replacement – Phase 1 Project

### **Recommendation:**

Approve Task Order No. 7 to the Agreement for Professional Services dated 7/14/16 with EKI Environment & Water, Inc. in the amount of \$63,700 for Engineering Services during Construction and Construction Management of the First Phase of the Annis Road PRV Station and Fire Main Replacement Project.

### **Background:**

Council awarded the construction contract for the Annis Road PRV Station and Fire Main Replacement Project – Phase 1, Job No. 9F08 to Seton Pacific Construction, Inc. on June 21, 2018.

### **Discussion:**

The City has engaged EKI Environment & Water starting in 2014 and based on a satisfactory experience with work performed by EKI Environment & Water under the current agreement, and based on the unique in-depth knowledge EKI has gained on this


particular project, staff developed a Scope of Work for this current Task Order, and then negotiated content and final price with EKI as presented in Attachment A.

**Fiscal Impact:**


The cost of the Engineering Services during Construction and Construction Management of the Annis Road PRV Station and Fire Main Replacement Project is included in the city issued bonds for water and sewer utility projects in June 2015. Cash for the work resides in Fund 545, Utility Capital.

**Attachments:**

- A. Task Order 7 – Engineering Services during Construction and Construction Management of the Annis Road PRV Station and Fire Main Replacement Project– Phase 1

  
Senior Civil Engineer (Utilities)

  
Director of Public Works/City Engineer

  
City Manager

Attachment A

Task Order 7 – Engineering Services during Construction and Construction Management of the  
Annis Road PRV Station and Fire Main Replacement Project – Phase 1

10 July 2018

To: Gerald Flanagan, P.E.  
Senior Civil Engineer - Utilities  
City of Brisbane  
50 Park Place  
Brisbane, CA 94005-1310

From: Stephen A. Tarantino, P.E., EKI Environment & Water, Inc.  
Jonathan Sutter, P.E., EKI Environment & Water, Inc.

Subject: **Task Order 7 – Engineering Services during Construction and Construction Management of the Annis Road PRV Station and Fire Main Replacement Project – Phase 1**  
City of Brisbane, California  
(EKI B60053.00)

EKI Environment & Water, Inc. (EKI) is pleased to submit Task Order No. 7 under our Agreement with City of Brisbane (City) for Professional Services dated 14 July 2016 for Engineering Design and Program Management Services. Task Order No. 7 includes engineering services during construction (ESDC) and professional construction management (CM) services for the City's Annis Road Pressure Reducing Valve (PRV) Station and Fire Main Replacement Project – Phase 1 (Project). The proposed scope of work, cost proposal, and preliminary schedule for Task Order No. 7 is provided below. Based on discussions with the City, this proposal assumes that EKI will be responsible for all ESDC and that the City and EKI will share CM responsibilities.

## **PROPOSED SCOPE OF WORK**

The following tasks define EKI's proposed scope of services along with deliverables and key assumptions.

### **Task 1 – Preconstruction Meeting**

EKI will attend the Preconstruction Meeting with the contractor and City staff. EKI will prepare the meeting agenda and distribute meeting minutes. EKI's construction manager will provide drafts of the agendas and minutes to the City to review and will incorporate the City's comments into the final meeting agendas and minutes before distributing to the meeting attendees. Prior to the meeting, EKI and the City will establish communication and document distribution procedures and review the agenda for the preconstruction meeting.

#### **Key assumptions:**

- EKI assumes that an Owner's Team meeting between just EKI and the City is not required.

**Task 2 – Engineering Services during Construction**

EKI will provide ESDC to the City for the Project, including:

- Preparation of Conformed Construction Drawings: EKl will prepare conformed contract documents that incorporate the one addendum issued during the bidding period. EKl will provide an electronic PDF copy of full-size conformed plans (22" x 34") and specifications.
- Review of Contractor Submittals and Resubmittals: EKl will review and respond to contractor submittals and resubmittals. For budgeting purposes, we have assumed 26 submittals and six (6) resubmittals (approximately 25%). EKl will track the submittals and resubmittals and maintain submittal logs. An anticipated list of submittals is provided in Table 1, below.

**Table 1. Anticipated List of Submittals**

No.	Spec Section	Description
1	GC	Construction Schedule
2	GC	Traffic Control & Detour Plan/Closure Schedule
3	GC	Proposed Notification Letters
4	GC	Products List
5	GC	Water Pollution Control Plan
6	2318	Trench Excavation Safety Plan
7	2318	Sand Bedding
8	2318	Class II Aggregate Base
9	2318	Compaction Testing Confirmation Report
10	2722	Asphalt Paving
11	2762	Pavement Marking As-built
12	31 2319	Dewatering Plan
13	32 1612	Concrete Certificate of Compliance
14	31 2300	Potholing Report
15	33 1100	Ductile Iron Pipe
16	33 1100	Ductile Iron Fittings
17	33 1100	Restrained Joint
18	33 1100	Pressure Testing Plan
19	33 1150	Temporary Bypass Pipe Materials
20	33 1150	Temporary Bypass Plan
21	33 1213	Water Service Connection Materials
22	33 1213	Water Meter Box submittal
23	33 1216	Gate Valve Material
24	33 1219	Fire Hydrant Assembly
25	33 1300	Disinfection Plan
26	33 2000	Packaged PRV



- Preparation of Responses to Requests for Information: EKI will review and respond to contractor requests for information (“RFIs”). For budgeting purposes, we have assumed five (5) RFIs. EKI will track RFIs and maintain RFI logs.
- Preparation of Design Clarifications and Work Change Directives: EKI will prepare design clarifications or work change directives. For budgeting purposes, we have assumed a total of two (2) clarifications/work change directives. Review and negotiation of Contract Change Orders (CCOs) is included in Task 3.
- Preparation of Record Drawings: EKI will prepare Record Drawings based on contractor-redlined, as-built drawings and any parallel redlines maintained by the City inspector. EKI will provide one draft of the Record Drawings in PDF format to the City for review and comment. EKI will incorporate one round of City staff comments into the final Record Drawings. EKI will provide an electronic a PDF copy of final Record Drawings.

Key Assumption:

- EKI will only provide the City electronic copies of the Conformed Documents and Record Drawings. EKI assumes that the City (i.e., not EKI) will supply all necessary hardcopies.

**Task 3 - Construction Management**

EKI will provide the following construction management support services:

- Project Coordination and Management: EKI will perform general project management and coordination tasks. As part of these efforts, EKI will assist the City in resolving potential conflicts before they become a major issue or are elevated to higher levels within the City. Management and coordination tasks will include:
  - Communications with the City inspector and City utilities and operations staff;
  - Review of daily and weekly field reports prepared by the City inspector;
  - Maintenance of the project file; and
  - Maintenance of issues, decisions, and action logs.
- Negotiate and Prepare Contract Change Orders: When requested by the City, EKI will prepare Contract Change Orders and will be available to assist the City with negotiating with the contractor. Preparation of design clarifications and work change directives is included under Task 2. EKI will track Potential Change Orders (PCOs) and Contract Change Orders (CCOs) and maintain PCO and CCO logs. EKI assumes that two (2) CCOs requests will be received.
- Periodic Site Visits: EKI’s construction manager will perform up to four (4) site visits to coordinate with the City and contractor.
- Attend Progress Meetings: EKI’s construction manager will schedule, organize, and lead progress meetings during active construction. EKI has assumed 8 progress meetings. The purpose of the meetings will be to review construction progress, coordinate with City staff, and address key project issues. EKI will prepare meeting agendas and minutes. EKI’s construction manager will provide a draft of the minutes to the City to review and will incorporate the City’s comments into the final meeting minutes before distributing to the meeting attendees.

Key Assumption:

- We assume that City staff (i.e., not EKI) will perform public outreach tasks, including (1) preparing and distributing notices and (2) documenting and responding to calls from residents.
- We assume that City staff (i.e., not EKI) will coordinate with other interested parties, including the State Water Resources Control Board and San Francisco Public Utilities Commission.
- We assume that City staff (i.e., not EKI) will evaluate the contractor's monthly progress payment requests and recommend payment. The City will compare requested quantities with the actual quantities satisfactorily completed as documented by the City's inspector and negotiate the appropriate progress payment request with the contractor.

**Task 4 - Project Closeout**

EKI will schedule and coordinate final inspections of the Project with the City inspector and contractor and will prepare a punchlist. EKI will coordinate with the contractor to resolve punchlist items, including working with City engineering and operations staff to verify that punchlist items have been satisfactorily resolved.

EKI will close out the Project file and submit all documents to the City at the end of the Project.

**PROJECT SCHEDULE**

Construction is anticipated to begin in July 2018. Consultant will provide its services through a total of 150 calendar days (approximately six months) from when the City issues the Notice to Proceed to the City's selected construction contractor.

**TERMS AND CONDITIONS**

Other than the scope, budget, and schedule, all other terms and conditions of our 14 July 2016 Agreement will remain in place.


**COMPENSATION**

Inasmuch as the exact level of effort to complete this scope of work cannot be identified at this time, compensation for EKI's services will be on a time and expense reimbursement basis in accordance with attached the Schedule of Charges dated 1 January 2018.

On the basis of the proposed scope of work described above, we propose a budget of \$63,700 for the completion of Tasks 1 through 4, as detailed in Table 2, which will not be exceeded without additional authorization from the Client.

If this Task Order meets with your approval, please sign where noted below and return an executed copy to our office to confirm your authorization to proceed.

EKI ENVIRONMENT AND WATER, INC.



Stephen A. Tarantino, P.E.  
Vice President

CITY OF BRISBANE

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(Authorized Representative)

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(Date)

Attachments:

1. Table 2 - Estimated Budget for Engineering Services During Construction and Construction Management
2. Schedule of Charges dated 1 January 2018



**TABLE 2**  
**ESTIMATED BUDGET FOR ENGINEERING SERVICES DURING CONSTRUCTION AND CONSTRUCTION MANAGEMENT**  
**Annis Road PRV Station and Fire Main Replacement Project - Phase 1**  
 City of Brisbane, California

TASKS	ESTIMATED LABOR (Hours)				TOTAL LABOR LABOR COST (\$)	EXPENSES AND ADMINISTRATION				ESTIMATED COST				
	Personnel & Rates (\$/hr)					UNIT	QNTY	UNIT COST COST (\$)	10% Markup MARKUP (\$)	TOTAL COST PER PER ITEM (\$)	SUB TOTALS TOTALS (\$)			
	EKI													
<b>Task 1 – Preconstruction Meeting</b> Preconstruction Meeting - Attend and Prepare Agenda and Minutes Communications Fee (EKI Labor Only)	Taylor Allen	99	140	199	270	270								
	Jonathan Sutter, P.E.													
	Nelson Schlater, P.E.													
	Matthew Zucca, P.E.													
		6	4	1								\$1,906		
		6	4	1					4%	\$1,906		\$76		
										Estimated Cost - Task 1			\$2,000	
<b>Task 2 - Engineering Services During Construction</b> Prepare conformed construction documents Review Contractor Submittals (Assumes 26 Submittals & 6 Resubmits; 32 Total) Prepare Responses to Requests for Information (Assume 5 RFIs) Prepare Design Clarifications or Changes (Assume 2 Clarifications/Changes) Prepare Record Drawings Prepare Draft Record Drawings Prepare Final Record Drawings Incorporating City Comments Communications Fee (EKI Labor Only)		2	2									\$678		
		81	27	12								\$19,953		
		20	10	5								\$6,140		
		8	4	2								\$2,456		
		12	4	2								\$3,016		
		4	2									\$958		
		127	49	21						4%	\$33,201		\$1,328	
											Estimated Cost - Task 2			\$34,500
	<b>Task 3 - Construction Management</b> Project Coordination and Management Track Potential Change Orders, Review & Negotiate Change Order Requests (Assume 2 CCOs) Periodic Site Visits (Assume 4) Progress Meetings (Assume 8 Meetings) Prepare Agendas and Minutes Attend Meetings Communications Fee (EKI Labor Only)		16	42	2								\$11,138	
			4	8	2								\$2,692	
			8									\$1,592		
		16	8									\$3,832		
		8	8									\$2,712		
		44	74	4						4%	\$21,966		\$879	
											Estimated Cost - Task 3			\$22,800
<b>Task 4- Project Closeout</b> Final Walk Through with City and Contractor Develop and Manage Punchlist Closeout Project File Communications Fee (4%)		4	4									\$1,356		
		8	4	1								\$2,186		
		2	2	1								\$677		
		2	14	9	1					4%	\$4,219		\$169	
		2	191	136	21	6					Estimated Cost - Task 4			\$4,400
										Total Estimated Cost			\$63,700	

**Client/Address: City of Brisbane**  
Gerald Flanagan, P.E.  
City of Brisbane - 50 Park Place  
Brisbane, CA 94005-1310



**Proposal/Agreement Date: 10 July 2018**

**EKI Project # B7-153**

**SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC.<sup>1</sup>**

**1 January 2018**

<u>Personnel Classification</u>	<u>Hourly Rate</u>
Officer and Chief Engineer-Scientist	280
Principal Engineer-Scientist	270
Supervising I, Engineer-Scientist	260
Supervising II, Engineer-Scientist	250
Senior I, Engineer-Scientist	238
Senior II, Engineer-Scientist	225
Associate I, Engineer-Scientist	213
Associate II, Engineer-Scientist	199
Engineer-Scientist, Grade 1	185
Engineer-Scientist, Grade 2	175
Engineer-Scientist, Grade 3	160
Engineer-Scientist, Grade 4	140
Engineer-Scientist, Grade 5	124
Engineer-Scientist, Grade 6	109
Technician	100
Senior GIS Analyst	128
CADD Operator / GIS Analyst	113
Senior Administrative Assistant	125
Administrative Assistant	99
Secretary	82

**Direct Expenses**

Reimbursement for direct expenses, as listed below, incurred in connection with the work will be at cost plus ten percent (10%) for items such as:

- a. Maps, photographs, reproductions, printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, drillers, laboratories, and contractors.
- c. Rented vehicles, local public transportation and taxis, travel and subsistence.
- d. Special fees, insurance, permits, and licenses applicable to the work.
- e. Outside computer processing, computation, and proprietary programs purchased for the work.

A Communication charge for e-mail access, web conferencing, cellphone calls, messaging and data access, file sharing, local and long distance telephone calls and conferences, facsimile transmittals, standard delivery U.S. postage, and incidental in-house copying will be charged at a rate of 4% of labor charges. Large volume copying of project documents, e.g., bound reports for distribution or project-specific reference files, will be charged as a project expense as described above.

Reimbursement for company-owned automobiles, except trucks and four-wheel drive vehicles, used in connection with the work will be at the rate of sixty cents (\$0.60) per mile. The rate for company-owned trucks and four-wheel drive vehicles will be seventy-five cents (\$0.75) per mile. There will be an additional charge of thirty dollars (\$30.00) per day for vehicles used for field work. Reimbursement for use of personal vehicles will be at the federally allowed rate plus fifteen percent (15%).

CADD Computer time will be charged at twenty dollars (\$20.00) per hour. In-house material and equipment charges will be in accordance with the current rate schedule or special quotation. Excise taxes, if any, will be added as a direct expense.

Rate for professional staff for legal proceedings or as expert witnesses will be at a rate of one and one-half times the Hourly Rates specified above.

The foregoing Schedule of Charges is incorporated into the Agreement for the Services of EKI Environment & Water, Inc. and may be updated annually.

<sup>1</sup> Formerly known as Erler & Kalinowski, Inc.