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# City of Sebastopol

Mayor  
Sarah Glade Gurney  
City Council  
Una Glass, Vice  
Mayor  
John Eder  
Robert Jacob  
Patrick Slayter

City Manager/City  
Attorney  
Larry McLaughlin  
City Clerk  
Mary Gourley

Meeting Date:  
To:  
From:  
Subject:

Meeting of February 16, 2016  
Mayor and City Council  
Kenyon Webster, Planning Director  
Amendment No. 2 to Agreement with Questa Engineering for  
Construction Inspection and Related Services for Skategarden  
Expansion Project

Recommendation:  
Funding:

Authorize City Manager to Approve Amendment  
Currently Budgeted:  Yes  No  N/A  
Net General Fund Cost:  
If Cost to Other Fund(s),

Agenda Report Reviewed by:  
City Manager/City Attorney *Am*

This staff report recommends that the Council authorize the City Manager to approve an amendment to the existing contract with Questa Engineering related to the Skategarden Expansion project. The project is currently out to bid. Questa is the designer of the project, including construction plans and specifications. Under the amendment, Questa would provide construction inspection, testing, and related services. The firm provided similar services for several prior City park projects. With the City's limited staffing, as well as Questa's expertise and project knowledge, these services will assist the City in ensuring appropriate performance on this major project by the construction contractor. The additional services would entail a maximum cost of \$53,034. The approximate amount of these services was anticipated in the project budget estimates.

Attachment: 1/21/16 Questa Proposal



January 21, 2016

Mr. Kenyon Webster  
Planning Director  
City of Sebastopol  
714 Johnson Street  
Sebastopol, CA 95472

**Subject:** Proposal for Construction Administration and Inspection Services  
Skategarden Park Expansion Project

Dear Kenyon:

Questa Engineering Corporation is pleased to present this proposal to provide professional Construction Administration and Inspection Services associated with the construction of the Skategarden Park Expansion Project. We do not propose to have a Construction Inspector/Manager on-site continuously during the work, but conduct "key point" inspections, such as inspections of formwork prior to concrete pours, and at other key times, either when requested by the Contractor (and approved by the City), or when an inspection is specifically requested by the City. Please find below a description of a) Construction Administration and b) Construction Observation work items. We would be pleased to assist the City with any or all of the following items.

## **SCOPE OF WORK**

### ***Construction Administration Services***

- Respond to questions and comments from the public;
- Attend pre-construction meeting with Planning/Public Works staff and Contractor;
- Review and approve Contractor submittals; maintain submittal file;
- Ensure compliance with specified work plans (e.g. traffic, site protection, notifications);
- Issue draft contract change orders for City consideration (City initiated);
- Review and/or recommend contract change orders (Contractor initiated);
- Provide verbal and written clarifications to Contractor;
- Review and recommend progress payments and verify unit quantities.

### ***Construction Inspections and Observations***

- Verify Flynn Street and park improvement layout, including grade staking;
- Observe and confirm compliance with landscape and planting plan;
- Observe and confirm compliance with irrigation plan;
- Inspect subgrade preparation & conduct compaction testing;
- Observe Flynn Street improvements including driveway, curb and drainage inlets, and structures;
- Observe formwork and reinforcing steel placement for concrete items;
- Perform concrete observations and strength testing;

- Observe and inspect miscellaneous items for conformance with plans and specs (e.g. shade structure, drinking fountain, etc.);
- Coordinate as-needed with Playground Equipment Manufacturer/Installer and any third party inspector.

***Project Close-out***

- Perform final inspection with Planning/Public Works staff and prepare punchlist;
- Verify punchlist completion;
- Prepare As-built Plan, focus on street, drainage, and recreation equipment construction changes;
- Issue letter of general conformance and completion of construction;
- Maintain and submit progress Construction file with all correspondence, inspections, etc.

**WORK TASKS**

The above Scope of Work has been grouped into the following Work Tasks, for Fee Estimation purposes, recognizing that many of the individual assignments can be completed at the same time/same site visit.

***Task 1. Construction Administration***

- a) Pre-construction & Weekly or As-Needed Meetings
- b) Review Submittals & Change Orders; Issue Clarifications

***Task 2. Construction Observation***

- a) Observe Mobilization, Clearing, Site Protection
- b) Observe Grade Staking & Layout
- c) Observe Flynn Street Improvements
- d) Perform Concrete & Compaction Testing
- e) Complete Landscape & Irrigation Inspection
- f) Miscellaneous Inspections: Drinking Fountain, Shade Structure, etc.
- g) Playground Equipment Installation Coordination

***Task 3. Project Close-Out***

- a) Prepare Punch List; Final Punch List Sign-Off
- b) Prepare As-Built Plan & Letter of Completion

***Task 4. Other Meetings & Project Management***

This task is for Principal oversight, project management and any special meetings you feel are necessary to disc the project.

## FEE ESTIMATE

The proposed Scope of Work will be completed on an hourly time and expenses basis within the budget estimate provided in **Table 1**, attached. You may also elect to authorize work on an individual task basis and arrange for only select inspections. We will be available on call to complete as-needed inspections.

We will coordinate our proposed inspection visits with you so that you have approval authority over the inspections and associated costs. We will keep track of our labor and expense expenditures and notify the City as the recommended total budget is approached. Our estimated costs for completion of the above Scope of Work is **\$53,034.00** as itemized in **Table 1**.

## INVOICING

Charges for Questa's services will be on a time and expenses basis with a not-to-exceed amount as shown above. Total costs will not exceed the cost estimate outlined above without prior approval by the City. Invoices submitted by Questa shall describe services rendered during the invoice period, and shall detail all labor and material costs expended by Questa.

If you have any questions or would like any additional information, please feel free to contact us at (510) 236-6114, ext. 206, or email me at [jpeters@questaec.com](mailto:jpeters@questaec.com).

Sincerely,



Jeffrey Peters,  
Principal

Ref: 1300245P3

**TABLE 1: COST ESTIMATE  
CONSTRUCTION ADMINISTRATION AND INSPECTION SERVICES - SKATEGARDEN PARK EXPANSION PROJECT**

TASKS	Principal	Project Engineer	Project Landscape Arch.	Staff Landscape Arch.	Engineering & CAD Tech.	Total Hours by Task	Total Fees by Task
<b>Task 1. Construction Administration</b>							
a) Pre-construction & Weekly or As-Needed Meetings		20			\$95	20	\$ 3,100
b) Review Submittals & Change Orders; Issue Clarifications	2	36	4	4		46	\$ 6,962
<b>Subtotal Task 1</b>	<b>2</b>	<b>56</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>66</b>	<b>\$ 10,062</b>
<b>Task 2. Construction Observation</b>							
a) Observe Mobilization, Clearing, Site Protection		20	4			24	\$ 3,712
b) Observe Grade Staking & Layout	4	14	6	16		40	\$ 5,468
c) Observe Flynn Street Improvements	2	24	2			28	\$ 4,376
d) Perform Concrete & Compaction Testing		8			16	24	\$ 2,760
e) Complete Landscape & Irrigation Inspection	2	4	20	24		50	\$ 6,550
f) Miscellaneous Inspections: Drinking Fountain, Shade Structure, etc.	1	10	8			19	\$ 2,949
g) Playground Equipment Installation Coordination		2	16	4		22	\$ 3,178
<b>Subtotal Task 2</b>	<b>9</b>	<b>82</b>	<b>56</b>	<b>44</b>	<b>16</b>	<b>207</b>	<b>\$ 28,993</b>
<b>Task 3. Project Close-Out</b>							
a) Prepare Punch List; Final Punch List Sign-Off	1	12	4			17	\$ 2,647
b) Prepare As-Built Plan & Letter of Completion	1	12	2		12	27	\$ 3,481
<b>Subtotal Task 3</b>	<b>2</b>	<b>24</b>	<b>6</b>	<b>0</b>	<b>12</b>	<b>44</b>	<b>\$ 6,128</b>
<b>Task 4. Other Meetings &amp; Project Management</b>							
TOTAL HOURS BY TEAM MEMBER	25	166	78	48	30	317	
TOTAL LABOR BY TEAM MEMBER	\$4,375	\$25,730	\$11,934	\$5,040	\$2,850	\$0	\$ 49,929
<b>EXPENSES</b>							
Travel ( 20 trips @ \$50.00; \$0.55/mi.)	\$ 1,000						
Reproduction	\$ 100						
Concrete Testing	\$ 900						
Soil Lab testing- compaction curve	\$ 700						
Equipment Rental - Nuclear Gauge	\$ 255						
Miscellaneous Supplies & Materials, brass cylinders, concrete cylinders	\$ 150						
<b>TOTAL EXPENSES</b>	<b>\$ 3,105</b>						
<b>TOTAL PROJECT COST (EXPENSES &amp; LABOR)</b>	<b>\$ 53,034</b>						