

**CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM**

Meeting Date: December 21, 2021
To: Honorable Mayor and Honorable City Councilmembers
From: Larry McLaughlin, City Manager
Subject: City Engineering Services with GHD Inc. and Resolution Authorizing City Engineer to Sign Certain Documents
Recommendation: a) Approval of Modification 3 to Contract Amendment #24 to Provide City Engineering Services with GHD Inc. for an amount not to exceed \$60,000 and;
b) Adoption of Resolution approving a budget amendment; and
c) Adoption of Resolution Authorizing the City Engineer to Sign Certain Documents
Funding: Currently Budgeted: _____ Yes X No _____ N/A

Account Code/Costs authorized in City Approved Budget (if applicable) AK (verified by Administrative Services Department)

INTRODUCTION/PURPOSE:

This item is to request a) approval of Modification 3 to the current contract with GHD Inc. to provide Interim City Engineering services and, b) adoption of a Resolution approving a budget amendment to accommodate the proposed Interim City Engineering services, and c) adoption of a Resolution authorizing the City Engineer to sign forms and documents as may be required for submittal to the California Department of Transportation (Caltrans).

BACKGROUND:

The current contract City Engineer, Joe Gaffney, announced his retirement and will not be renewing his contract for city engineering services with the City of Sebastopol. Joe’s contract is through December 31, 2021. The City Manager requested GHD to submit a proposal to provide interim City Engineering services effective January 1, 2022 and continue until June 2022. It is intended that a Request for Proposals (RFP) will be released in Spring 2022 with a permanent City Engineer in place in Fiscal Year (FY) 2022-23.

DISCUSSION:

City Engineering Services

GHD has been providing on-call engineering support services under Contract Amendment #24 to provide services that were previously performed by the Engineering Manager and has performed well in their duties and activities under the current contract. GHD is qualified to provide City Engineering services and has been doing so for other agencies, including for the cities of Cotati, Rohnert Park, and Sonoma. Their depth and breadth of experience and knowledge in city engineering functions, as well as keen knowledge of how city governments operate make GHD well suited for this role.

While the City Engineering services will be performed by a team of GHD engineers and professionals, the “Interim City Engineer” role will be assigned to Mr. Mario Landeros. Mario has nearly 30 years of municipal engineering experience, most recently serving as the City of Healdsburg’s Senior Civil Engineer and Interim City Engineer before retiring in 2018. Mario’s knowledge and skills in city engineering functions and activities, particularly in Sonoma County, make him an ideal City Engineer for the City of Sebastopol.

Toni Bertolero will continue as the Senior Project Manager for the on-call contract with the City and will work closely with Mario in ensuring that the duties of the City Engineer are coordinated with the City's needs.

The scope under Modification 3 includes the following tasks and activities:

- Attend formal public and resource agency meetings such as with City Council, Planning Commission, SCTA, Caltrans, RRWA, SR-GSA, other public agencies and other formal public meetings.
- Attend staff level meetings with City staff, other public agency staff, public officials, community leaders and the general public.
- Assist in oversight and coordination with other public agencies such as: Caltrans for federal and state transportation funded projects from the standpoint of meeting State requirements; or Sonoma County (SCTA) for meeting State and Federal requirements.
- Provide technical consultation to City personnel for city engineering questions.
- Attend development review meetings and preliminary applications as requested by the Planning Department.
- Prepare conditions of approval and project review of minor development applications that are not covered under the City's cost recovery program.
- Review and provide construction observation and review of City encroachment and grading permits (excluding permits for private development projects).
- Project management and coordination of field tasks.
- Other miscellaneous work normally performed by a City Engineer.

Authorizing Resolution

Under the Sebastopol Municipal Code, the duties of the City Engineer are specified and include, but not limited to, the approval of improvement drawings and plans, City Standards for construction, City permits and acceptance of improvements. With the end-of-year retirement of Joe Gaffney who currently holds the title of "City Engineer," the City will need to update its authorizing resolution for the incoming Interim City Engineer effective January 1, 2022.

Caltrans Office of Local Assistance (OLA) requires City signatures on various forms and documents for the processing of transportation grants under Caltrans' administrative authority. Typically, Caltrans OLA will only accept a signature from the City Manager, not from the City's consulting City Engineer. For the upcoming fiscal year, Caltrans will be administering the OBAG 2 grant for the Bodega Avenue Rehab and Bike Lanes project, and the Quick Strike grant for the SR 116 ADA Ramps and Bodega Avenue at Florence and Robinson Intersection Improvements project.

To expedite the review and signature of forms generated by and for Caltrans OLA, Caltrans requires an authorizing resolution when the City Engineer is a consultant. This will save time in securing signatures for the forms and avoid having the City Manager sign technical forms from Caltrans. In addition, it is recommended that the authorizing resolution include a back-up signatory in case the Interim City Engineer is unavailable for example, due to a vacation. The authorizing resolution assigns the City Engineer title to Kat Harvey, and the back-up signatory is assigned to Toni Bertolero.

GOAL

This action supports the following City Council Goals and General Plan Actions:

- Goal 6 - Maintain a highly qualified Staff that works to provide services to serve and protect the residents, visitors and business of this community.

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, staff anticipates receiving public comment from interested parties following the publication and distribution of this staff report. Such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda item.

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

FISCAL IMPACT:

The recommended budget amendment is requested for amount not to exceed \$60,000 and would provide the necessary funding to continue the work of City Engineer for the remainder of the fiscal year. The funding source will come from unassigned fund balance.

RECOMMENDATION:

It is recommended that Council:

- a) Approve Modification 3 to Contract Amendment #24 for Interim City Engineering services with GHD Inc. for an amount not to exceed \$60,000; and
- b) Adopt the Resolution authorizing a budget amendment for contract services in the Fiscal Year 2021-22 Engineering Department budget to accommodate the proposed Interim City Engineering services; and
- c) Adopt the Resolution authorizing the City Engineer to sign certain documents.

Attachments:

- Modification 3, Contract Amendment #24 with GHD Inc.
- Resolution Amending the Fiscal Year 2021-22 Operating Budget
- Resolution Authorizing the City Engineer to Sign Certain Documents

**MODIFICATION 3
Amendment No. 24 of the Master Agreement 2010-01-36
for As-Needed City Engineering Support Services
Between the City of Sebastopol and GHD Inc.**

The parties hereto agree to modify Amendment No. 24 of the above-captioned agreement as described below and on the attached Proposal dated December 8, 2021.

Scope of services for Interim City Engineering Services include:

- Attend formal public and resource agency meetings such as with City Council, Planning Commission, SCTA, Caltrans, RRWA, SR-GSA, other public agencies, and other formal public meetings.
- Attend staff level meetings with City staff, other public agency staff, public officials, community leaders and the general public.
- Assist in oversight and coordination with other public agencies such as: Caltrans for federal and state transportation funded projects from the standpoint of meeting State requirements; or Sonoma County (SCTA) for meeting State and Federal requirements when a City Engineer is needed.
- Provide technical consultation to City personnel for city engineering questions.
- Attend development review meetings and review preliminary applications as requested by the Planning Department.
- Prepare conditions of approval and project review of minor development applications that are not covered under the City’s cost recovery program.
- Review and provide construction observation and review of City encroachment and grading permits (excluding permits for large, private development projects covered under the City’s cost recovery program).
- Project management, administration, and coordination of office and field tasks.
- Other miscellaneous work normally performed by a City Engineer.

Amount of Modification 3 is not to exceed \$60,000.00.

Term of this Modification is January 1, 2022 to June 30, 2022.

Prior to incurring any costs in excess of this “Not to Exceed” amount, Consultant shall provide a written request for compensation for extra work, with an estimate of the additional anticipated cost. City assumes no responsibility for compensation of extra work performed by Consultant without prior notification and written approval of the City.

Prior to commencement of work, Consultant shall provide the required insurance and endorsements as amended and shown in Exhibit A of Master Agreement.

All other terms and conditions of Master Agreement 2010-01-36 are hereby incorporated by reference and made a part of this Contract.

APPROVED:

CITY OF SEBASTOPOL

GHD, Inc.

Larry McLaughlin
City Manager/City Attorney

Matt Kennedy, P.E.
Principal

Date: _____

Date: _____ *Agenda Item Number 4*



Our ref: 11223893

8 December 2021

Larry McLaughlin
City of Sebastopol
7120 Bodega Ave.
Sebastopol, CA 95473

RE: Proposal for Interim City Engineering Services: January 2022 through June 2022

Dear Larry:

GHD is pleased to provide this proposal for professional City Engineering services. If accepted, this proposal would be for Modification 3 to Amendment No. 24 of Master Contract GHD-2010-01-36.

It is understood that the current contract City Engineer will be retiring at the end of December 2021. This proposal is for the period between January 2022 through June 2022. The City will be recruiting or acquiring a successor and is in need of an Interim City Engineer until such time the position is filled. It is acknowledged that GHD is currently performing the duties and tasks of the vacant Engineering Manager position under Modifications 1 and 2 and these services will continue through June 2022.

It is proposed that Mr. Mario Landeros, PE, will be assigned as the Interim City Engineer on a part-time, as-needed basis. It is estimated that Mario will provide city engineering services for approximately 8 hours per week at an hourly rate of \$200. It is understood that due to the current coronavirus protocols, many meetings are conducted virtually and online. Those meetings will be attended by the Interim City Engineer off-site. If requested, Mario will attend in-person meetings following the City's coronavirus protocols.

Mario has over 30 years of municipal engineering experience, most recently serving as the City of Healdsburg Principal Engineer and Interim City Engineer before retiring in 2018. Mario's knowledge and skills in city engineering functions and activities, particularly in Sonoma County, make him an ideal fit with the City of Sebastopol.

For the Interim City Engineer role, Mario will be supported by various GHD staff with internal coordination and general oversight by Toni Bertolero, the GHD Project Manager, for the on-call services contract under Amendment No. 24. If needed, GHD will provide a licensed surveyor for review and approval of parcel/final maps and other right of way and real property documents. Other support staff will include specialty professional staff to oversee the City's other programs such as the stormwater management program, groundwater sustainability program and City representation at regional meetings.

GHD will provide construction observation of City encroachment permits. The level of inspection will be assigned by GHD depending on the complexity of the permit and the availability of inspection staffing at the time the request is made. For purposes of this proposal, inspection rates may be considered prevailing wages and will be paid when appropriate.

Tasks to be performed under this proposal:

- Attend formal public and resource agency meetings such as with City Council, Planning Commission, SCTA, Caltrans, RRWA, SR-GSA, other public agencies and other formal public meetings.

- Attend staff level meetings with City staff, other public agency staff, public officials, community leaders and the general public.
- Assist in oversight and coordination with other public agencies such as: Caltrans for federal and state transportation funded projects from the standpoint of meeting State requirements; or Sonoma County (SCTA) for meeting State and Federal requirements, when a City Engineer is needed.
- Provide technical consultation to City personnel for city engineering questions.
- Attend development review meetings and review preliminary applications as requested by the Planning Department.
- Prepare conditions of approval and project review of minor development applications that are not covered under the City's cost recovery program.
- Review and provide construction observation and review of City encroachment and grading permits (excluding permits for large, private development projects covered under the City's cost recovery program).
- Project management, administration, and coordination of office and field tasks.
- Other miscellaneous work normally performed by a City Engineer.

Other City Engineering tasks that may arise, from time to time, will be provided upon request and by separate contract, namely:

- Preparation of plans, specifications and estimates for capital improvement projects and other maintenance projects.
- Provide construction management of capital improvement projects and other maintenance projects.
- Perform City Engineer review of private development projects, including plan check, approval of improvement plans, final maps and other engineering-related documents for development projects covered under the City's cost recovery program.
- Provide inspection of large, private development projects covered under the City's cost recovery program.

Schedule

Interim City Engineer services will commence January 1, 2022 and continue through June 30, 2022.

Fee Estimate

The estimated fee for the services under this proposal is a time and materials basis, not-to-exceed \$60,000.

The standard hourly rates for key team members in this proposal:

Mario Landeros, assigned Interim City Engineer	\$200.00
Toni Bertolero, Senior Project Manager	\$250.00
Matt Kennedy, Project Principal	\$263.00
Elissa Overton, Project Assistant	\$138.00
Ramon Plaza-Martinez, Staff Engineer	\$163.00

Other GHD personnel that will perform services under this contract will be in accordance with GHD's standard rate schedule and is attached to this proposal.

Closing

It is assumed that upon agreement of the scope of work for these professional services, and approval by the City, the authorization to proceed with this work is granted.

If you have any questions or comments regarding this proposal, please feel free to call me or Toni Bertolero at (707) 523-1010.

Sincerely,
GHD Inc.



Matt Kennedy, P.E.
Project Principal

Attachment: GHD Standard Rate Schedule



FY 2022 US West Region Rate Schedule

Finance Class Code		Rate
A01	Senior Technical Director 1	\$280
A02	Senior Technical Director 2	\$260
A03	Senior Technical Director 3	\$240
A04	Technical Director 1	\$225
A05	Technical Director 2	\$200
A06	Senior Professional 1	\$175
A07	Senior Professional 2	\$160
A08	Professional 1	\$140
A09	Professional 2	\$125
A10	Professional 3	\$115
A11	Intern	\$85
B01	Lead Design Technician 1	\$255
B02	Lead Design Technician 2	\$230
B03	Lead Design Technician 3	\$210
B04	Senior Design Technician 1	\$170
B05	Senior Design Technician 2	\$160
B06	Design Technician 1	\$150
B07	Design Technician 2	\$135
B08	Drafting/Design 1	\$125
B09	Drafting/Design 2	\$115
B10	Drafting/Design 3	\$105
B11	Drafting/Design 4	\$95
B12	Intern Drafting/Design	\$85
C01	Business Services Manager 1	\$250
C02	Business Services Manager 2	\$210

Finance Class Code		Rate
C03	Senior Admin Officer 1	\$155
C04	Senior Admin Officer 2	\$125
C05	Admin Officer 1	\$105
C06	Admin Officer 2	\$90
C07	Admin Officer 3	\$75
D01	Business Services Manager 1	\$275
D02	Business Services Manager 2	\$255
D03	Senior Admin Officer 1	\$215
D04	Senior Admin Officer 2	\$170
D05	Admin Officer 1	\$155
D06	Admin Officer 2	\$110
D07	Admin Officer 3	\$100
D08	Admin Officer 4	\$90
D09	Admin Officer 5	\$85
D10	Admin Officer 6	\$75
S01	Senior Construction Manager	\$250
S02	Construction Manager	\$205
S03	Lead Site Engineer/Supervisor	\$175
S06	Lead Inspector	\$165
S07	Senior Inspector	\$150
S08	Inspector / Specialist 1	\$135
S09	Inspector / Specialist 2	\$110
S10	Clerk / Specialist 3	\$80
S15	Operator/Laborer 1	\$125
S16	Operator/Laborer 2	\$105
S17	Operator/Laborer 3	\$95

- 1 Rates are for employees of all GHD companies.
- 2 All travel cost will be invoiced at coach class rates. Lodging and meal expenses will be at cost unless per diem rate is negotiated.
- 3 Reimbursement for direct expenses incurred for proposed services, including sub-consultant services, will be billed at cost plus 15%
- 4 GHD has implemented a system of billing for consumables on a per hour basis. Associated Project Cost (APC) is a unit cost replacing the individual tracking of some of the consumable costs directly related to projects. Each year the total consumable audited costs are compiled from our general ledger including:
 - Office consumables including engineering supplies and postage
 - Reproduction consumable costs including equipment lease and maintenance, printing, and stationary
 - Communication consumables including telephone expenses
 - Equipment consumable including CADD, software, and IT expenses
 Associated project cost (APC) will be invoiced at the following rate:
 - a. General Associated Project Charges APC: \$6.50 / labor hour or 4% of labor costs
 - b. Field Services/Construction Inspector APC: \$11.50 / labor hour
- 5 Reimbursement for vehicles used for proposed services will be at the federally approved mileage rates or at a negotiated monthly rate.
- 6 Overtime for non-exempt employees will be charged at 1.5 times the hourly billing rate.
- 7 If prevailing wage are applicable, the above billing rates and APC will be adjusted proportionate to the increase in labor cost
- 8 The Rate Schedule is subject to change annually.

RESOLUTION NUMBER: _____

CITY OF SEBASTOPOL

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL AUTHORIZING A BUDGET AMENDMENT FOR CONTRACT SERVICES IN THE ENGINEERING DEPARTMENT BUDGET

WHEREAS, the City Council approved Approve Modification 3 to Contract Amendment #24 for Interim City Engineering services with GHD Inc. for an amount not to exceed \$60,000 (“contract”); and

WHEREAS, a budget amendment to the Fiscal Year 2021-22 adopted operating budget for the Engineering Department is needed to incorporate the proposed expenditure for said contract; and

WHEREAS, as reviewed by the Administrative Services Director, the following expenditures and funding sources are needed as shown on Table 1.

Table 1 Adopted Budget and Proposed Adjustment for Engineering Budget Fiscal Year 2021-22

Expenditures (Account /Category/Description)	Adopted Budget	Proposed Adjustment
100-2302-4210 /contract services/City Engineer	\$30,000	-----
100-2302-4210 /contract services/Interim City Engineer	-	\$60,000
Total	\$30,000	\$60,000
Funding Sources	Adopted	Proposed
General Fund	\$30,000	-----
Unassigned General Fund Balance	-	\$60,000
Total	\$30,000	\$60,000

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sebastopol does hereby approve a budget amendment increasing the contract services line item in the Engineering Department operating budget for \$60,000 from the unassigned General Fund balance.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 21st day of December 2021, by the following vote:

VOTE:
 Ayes:
 Noes:
 Absent:
 Abstain:

APPROVED: _____
 Mayor Patrick Slater

ATTEST: _____
Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM: _____
Larry McLaughlin, City Attorney

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL

AUTHORIZING THE CITY ENGINEER CONSULTANT TO SIGN FORMS AND DOCUMENTS AS MAY BE REQUIRED FOR SUBMITTAL TO AND APPROVAL BY THE STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION OF FORMS AND DOCUMENTS PERTAINING TO GRANTS

WHEREAS, the State of California Department of Transportation (Caltrans) Office of Local Assistance administers state and federal transportation grants and requires City signatures on various forms and documents for the transportation grants that the City has or will receive; and

WHEREAS, Caltrans Office of Local Assistance has deemed that consultants are not authorized to sign said forms and documents pertaining to transportation grants without authorization from City Council; and

WHEREAS, effective January 1, 2021, Council approved an agreement with GHD, Consultant, for City Engineering services and appointed Mario Landeros as the City Engineer for the City of Sebastopol to perform and execute the duties of the City Engineer; and

WHEREAS, the City Engineer's duties is to review, approve, and sign engineering documents, plans, right of way certifications, and related forms on behalf of the City, including all forms pertaining to transportation grants that are administered by Caltrans Office of Local Assistance.

NOW, THEREFORE, BE IT RESOLVED that effective January 1, 2022:

1. Mario Landeros, GHD consultant and assigned City Engineer for the City of Sebastopol is authorized to sign, engineering documents, plans, right of way certifications, and related forms on behalf of the City, including all forms pertaining to transportation grants administered by Caltrans Office of Local Assistance.
2. Toni Bertolero, GHD consultant, is authorized as a backup signatory to Mario Landeros, as may be necessary from time to time, when Mr. Landeros is absent.
3. This Resolution supersedes Resolution No. 6360-2021 pertaining to authorizing the prior City Engineer Joe Gaffney to sign certain documents.

IN COUNCIL DULY PASSED, APPROVED and ADOPTED THIS 21st day of December 2021

VOTE:
AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED: _____
Mayor Patrick Slatyer

ATTEST: _____
Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM: _____
Larry McLaughlin, City Attorney