

TO: BOARD OF DIRECTORS
FROM: BRUCE BUEL *BB*
DATE: JULY 3, 2008

**AGENDA ITEM
E-3
JULY 9, 2008**

**AWARD BID AND AUTHORIZE EXECUTION OF CONTRACT FOR RELOCATION OF
TEFFT AND THOMPSON WATERLINES AND AUTHORIZE EXECUTION OF
CONSTRUCTION MANAGEMENT AGREEMENT WITH CANNON ASSOCIATES**

ITEM

Award bid and authorize execution of contract for relocation of NCSD's Tefft and Thompson waterlines displaced by County drainage works on Haystack Creek and authorize execution of construction management agreement with Cannon Associates [AWARD BID AND AUTHORIZE EXECUTION OF CONTRACT AND AGREEMENT].

BACKGROUND

The County is re-constructing two Haystack Creek drainage structures - one on Tefft Street and one on Thompson Avenue. In both cases, NCSD's existing waterlines need to be relocated. Cannon Associates prepared the design for the waterline relocation on behalf of the District and staff prepared the bid documents. The Board authorized advertisement of the project on June 25, 2008. Staff issued an Addendum on July 1, 2008 to clarify the coordination requirements of the District's project with the County's project. The bid opening is scheduled for July 8, 2008 and staff will present a bid award recommendation to the Board on July 9, 2008.

Staff obtained the attached proposal from Cannon Associates for project construction engineering support, construction observation services and construction staking. The total estimated cost is \$14,680. These services are necessary to assist staff during the construction phase of the project.

RECOMMENDATION

Staff will present a bid award recommendation to the Board on July 9, 2008 under separate cover. Staff recommends that your Honorable Board authorize the General Manager to execute a construction management agreement for the Tefft Street and Thompson Avenue Waterline Relocation Project with Cannon Associates in the amount of \$14,680.

ATTACHMENT

Project Location Map
Cannon Associates Proposal dated June 30, 2008

June 30, 2008

Mr. Peter Sevcik
District Engineer
Nipomo Community Services District
148 S. Wilson Street
Nipomo, CA 93444

**PROJECT: NCSO WATERLINE RELOCATIONS FOR COUNTY DRAINAGE PROJECTS
AT TEFFT AND THOMPSON STREETS
CONSTRUCTION SUPPORT SERVICES**

Dear Peter:

This proposal presents our scope of work and fee estimate for providing construction management and construction staking services to support the relocation of three NCSO waterlines and protection of an existing sewer being impacted by County Drainage Improvement Project No. 300340. The two waterlines in Tefft Street are 10-inch and 12-inch and the waterline in Thompson Avenue is 8-inch. The sewer main needing protection is in Tefft Street and is 8-inch.

SCOPE OF WORK

This scope of work was developed based on review of the current set of drainage structure improvement plans provided by San Luis Obispo County staff on April 25, 2008, the NCSO Contract Documents for Tefft Street and Thompson Avenue Waterline Relocation Project, and discussions with you and County staff regarding implementation of these projects.

Task 1 - Construction Engineering Support

Construction engineering support services that are included in our fees are listed below.

- Attend pre-construction meeting at the project site;
- Provide support for the clarification of construction plans and specifications, and the preparation of technical change orders;
- Provide shop drawing/submittal review of materials (pipe, fittings, restraints, sheathing, casing, spacers, end seals, valves, appurtenances, and backfill material);
- Attend final site visit and prepare punch list; and,
- Prepare Record Drawings.

Task 2 - Construction Observation Services

Construction observation services specific to the construction of the waterline replacements are listed below. We estimate actual construction activities to take approximately 4 weeks (20 non-consecutive working days) to complete the relocation and protection work over the duration of the County project. We understand the work will be phased and will therefore most likely take

longer in overall duration. It is our understanding that the construction observer will have the following responsibilities:

- Observe and take photos of the project site during the construction period (as necessary) to act as an on-site representative of the Nipomo Community Services District to ensure that the waterline work is in general compliance with the project plans and specifications.
- Implement observation guidelines for monitoring the quality of the Contractor's work, conduct field observation, and prepare documentation of construction tasks.
- Obtain delivery slips and tickets and/or verify compliance of materials delivered to the jobsite to use when checking payment requests.

The construction observer will not be responsible for site safety, including but not limited to OSHA and traffic control requirements as well as safety inspection, evaluation or supervision. Project work direction and acceptance will be the responsibility of NCSD.

We will provide NCSD a summary report of the work activities at the end of construction. The summary report will be based upon the daily work activity logs prepared by the designated construction observer and will contain printed color-photos of images taken during construction.

Task 3 - Construction Staking

We will provide Construction Staking for the installation of the three new pipelines using the County's control for the culvert replacement project. We will set line and grade stakes at 25 foot intervals and at all valves, angle points and points of connection. We have estimated three half days using a two-person crew (\$240/hr prevailing wage rate) with the likelihood that stakes will be destroyed during the phasing of the project.

EXCLUSIONS

Certain services that typically accompany a project of this type are excluded from this Scope of work at this time. These services may be added to our Scope of Work on a Time and Materials basis and include the following:

- Field verification and/or determination of property boundaries, easements, and public right-of-way, right-of-way dedications, and easement acquisitions.
- Survey monumentation, records of survey, and legal descriptions and exhibits.
- Project meetings (other than those described in the Scope of Work), local agency liaison, and application and permit processing and tracking.
- NPDES compliance reporting, Storm Water Pollution Prevention Plans (SWPPP), and Erosion and Sediment Control Drawings.
- Archeological, botanical, biological, geotechnical, and landscaping project services.
- Permitting or approvals through San Luis Obispo County.

Additional work will be billed on a Time and Materials basis or as an addendum to this proposal with prior written authorization from the NCSD.



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*Proposal: NCSD Waterline Relocations for County
Drainage Projects at Tefft and Thompson Streets
Construction Support Services*

FEES:

Fees are based on hourly rates and do not include City or County checking and recording fees, or title company fees. All project meetings other than those stated above will be billed on a Time and Materials basis.

Task 1 - Construction Engineering Support	\$4,880
Task 2 - Construction Observation Services	\$6,920
Task 3 - Construction Staking	<u>\$2,880</u>
TOTAL FEES	\$14,680

ACCEPTANCE AND TERMS:

Cannon Associates bills monthly for work in progress and payment is due within 10 calendar days of receipt of the bill. Overdue amounts will be surcharged at 18 percent per annum or 1.5 percent monthly. Materials are charged at cost plus 15 percent. Reimbursables (other than mileage) are not included in above fee; see attached "Reimbursable Expense Schedule" for rates.

If this meets with your approval, please return the signed Acceptance of Proposal which will serve as our notice to proceed.

The fees quoted in this proposal are valid for 60 days from this date. If you have any questions, please give me a call.

Sincerely,

Larry P. Kraemer, PE
Director, Public Works Division
C 44813



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*Proposal: NCSD Waterline Relocations for County
Drainage Projects at Tefft and Thompson Streets
Construction Support Services*

ESTIMATED FEES SUMMARY

Construction Engineering	Quant.	Hours/each	Total hours	\$/hour	Estimated Fees, \$
Meetings/Site Visits	2	4	8	160	1,280.00
Shop Drawings	10	1	10	160	1,600.00
RFIs	2	2	4	160	640.00
Record Drawings					
Larry Kraemer	4	1	4	160	640.00
Anthony Severy	4	2	8	90	720.00
				Subtotal:	\$4,880.00
 Construction Observation					
Site Visits (trips)					
Larry Kraemer	10	2	20	160	3,200.00
Jeff Spannbauer	10	2	20	130	2,600.00
Mileage (20 trips)	20	50	1,000	0.56	560.00
Project Summary Report					
Larry Kraemer	1	2	2	160	320.00
Kathryn Winfrey	1	4	4	60	240.00
				Subtotal:	\$6,920.00
 Construction Staking					
Survey Crew (days)	3	4	12	240	2,880.00
				Subtotal:	\$2,880.00
				Total:	\$14,680.00



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ACCEPTANCE OF PROPOSAL

Project Name: NCSD Waterline Relocations - County Drainage Projects at Tefft and Thompson

Date: June 30, 2008 Client: Nipomo Community Services District

Job No. 070619.03

Description of Services:

Provide construction engineering support services, construction observations services, and construction staking services as described in letter proposal dated June 30, 2008.

Costs: \$14,680.00

Authorization:

In witness whereof, the parties hereto have caused this agreement consisting of the Request for Additional Services, the original signed services agreement, and any other necessary and applicable documents to be executed of the date and year first above written.

Client: Nipomo Community Services District Cannon Associates

Bruce Buel
General Manager

Ed Collins, PE
Director of Civil Engineering

Date: _____

Date: _____



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FEE SCHEDULE
January 2008

Reimbursable Expenses

In-House Reproduction

Blueprints	\$ 2.00 per sheet
Sepia Mylars	\$10.00 per sheet
Plots	\$10.00 per sheet
Photocopies	\$ 0.20 per page
Color Copies (8 ½ x 11)	\$ 1.50 per page
Color Copies (11 x 17)	\$ 3.00 per page
Other Reproduction	Cost + 15%
Fax	\$ 1.00 per page
Shipping (UPS, Fed Ex, etc.)	Cost + 15%
Travel by Automobile	\$ 0.56 per mile
Travel - Other Than Automobile	Cost + 15%
Per Diem (room and board per person)	Cost + 15%
Permit Fees	Cost + 15%
Subconsultant Fees	Cost + 10%