


Agenda Report Reviewed by:
City Manager: 

CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM

Meeting Date: April 5, 2022
To: Honorable Mayor and City Councilmembers
From: Larry McLaughlin, City Manager
Subject: Engineering Services for Parquet Street Infrastructure Improvements
Recommendation: Approval of Amendment No. 31 of Master Agreement 2010-01-36 with GHD Inc. for the Parquet Street Water, Sewer, and Street Improvements for amount not to exceed \$109,858.
Funding: Currently Budgeted: Yes No N/A

Account Code/Costs authorized in City Approved Budget (if applicable) AK (verified by Administrative Services Department)
See funding breakdown in Fiscal Impact section.

INTRODUCTION/PURPOSE:

The item is to request Council approval of Amendment No. 31 of Master Agreement 2010-01-36 with GHD Inc. for the Parquet Street water, sewer, and street improvements for amount not to exceed \$109,858.

The engineering services proposal is submitted in accordance with GHD’s City Engineer Master Agreement 2010-01-36, Amendment 4, Modification 3, which provides that preparation of Plans, Specifications, and Engineer’s Estimate (PSE) for projects will be by separate contract. In addition to the design of the Project, as requested, the scope of the engineering services includes the update of the City’s water and sewer standard details, as well as the City’s boilerplate specifications. The updates are needed for the Parquet Street PSE and will benefit future capital improvements.

BACKGROUND:

Parquet Street is a residential cul-de-sac accessed from Calder Avenue. The City identified needed replacement of leaking and aged sewer lines, and leaking water lines and lead water services on Parquet Street in the adopted Fiscal Year 2021-22 Capital Improvement Program (CIP) budget. The improvements include replacement of approximately 800 lineal feet of 6-inch water lines and services; and 850 lineal feet of 6-inch sewer mains, sewer laterals and cleanouts; and a pavement slurry seal (Project). A Project area map is included in Attachment 1.

DISCUSSION:

The City entered into a city engineering contract with GHD when the previous city engineer retired in January 2022. The city engineering services contract stipulated that engineering design of capital improvement projects would be by separate contract. The scope of services in the proposal (Attachment 2) was reviewed and accepted by the Public Works Superintendent. The proposed fee is fair and reasonable for the proposed scope of services.

In addition to the design of the Project, the scope includes update of the City’s water and sewer standards (Standards). This is an opportune time to update the standards since new, updated standards would be needed as part of the design work. This will benefit future CIP projects and will also be made available to contractors and other

engineers that use the City’s Standards for design and construction of private development work in the city. The City’s water and sewer standards were last updated in 1998.

The scope also includes the update to the City’s “front-end” specifications (also referred to as “boilerplate specs”). The boilerplate specs include general provisions for construction work in the city and will be updated to include required provisions when bidding projects that utilize state and federal grant funds. This will be needed when the City bids the two federally-funded projects: Bodega Avenue Rehabilitation Phase 1, and the ADA Curb Ramps/Bodega Intersection Improvements (also known as “Quick Strike” project).

GOALS:

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

- Goal 2 - Maintain, Improve and Invest in the City’s Infrastructure (Water, Sewer, Streets, Circulation, Parks, Storm Drains and Public Facilities).

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 engineering design cost is included in the adopted Fiscal Year 2022-23 CIP budget as summarized in Table 1.

Table 1 Fund Source Summary

Fund No.	Fund Name	Approved Budget Amount
511	Sewer Capital Fund	\$ 54,500
501	Water Capital Fund	55,500
123	Pavement Reserve Fund	<u>5,000</u>
Total Funds Available		\$115,000
GHD Fee		\$109,858

RECOMMENDATION:

Staff recommends the Sebastopol City Council approve and authorize the City Manager to execute Amendment No. 31 of Master Agreement 2010-01-36 with GHD Inc. for the Parquet Street Water, Sewer, and Street Improvements for amount not to exceed \$109,858.

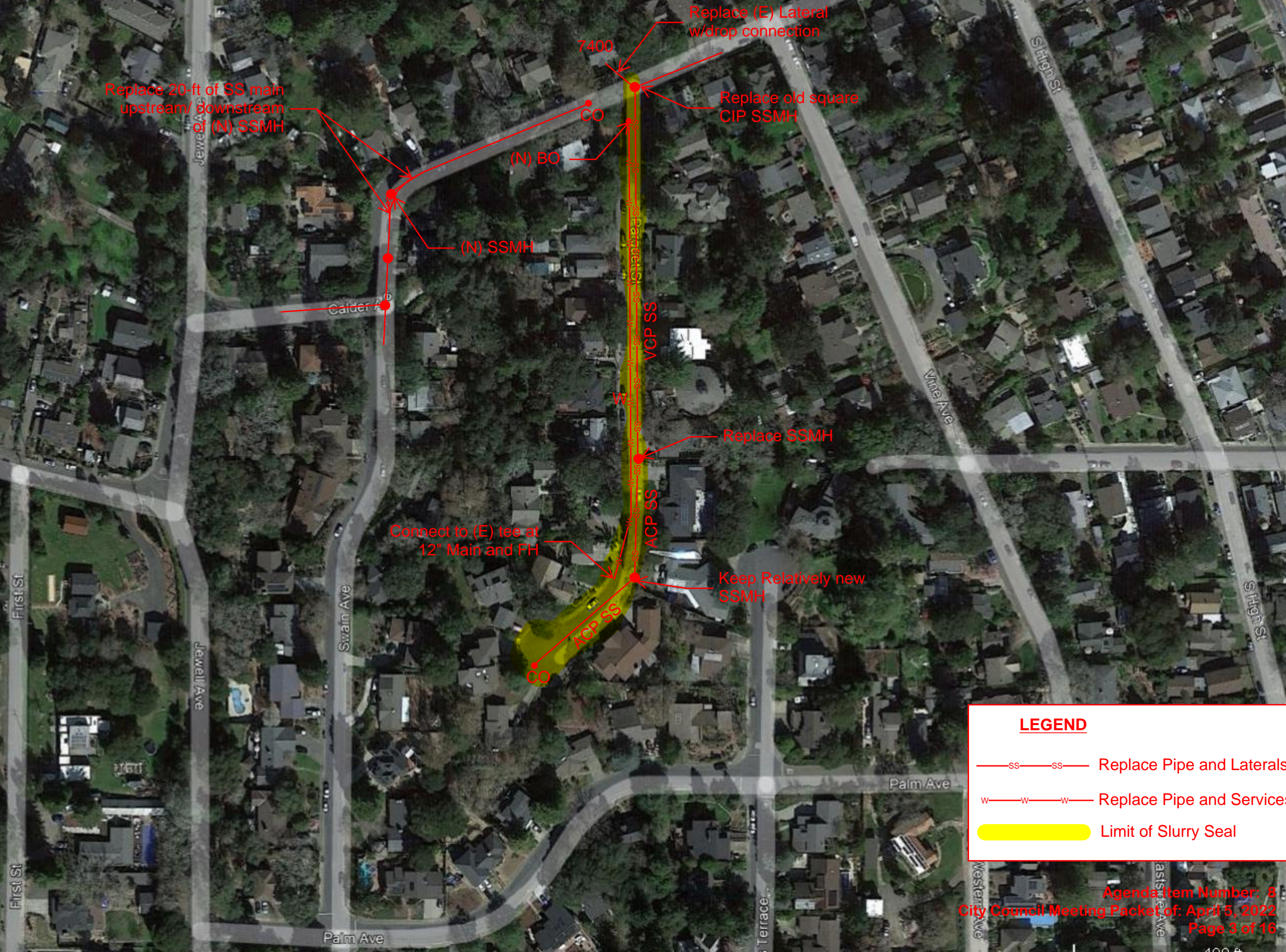
Attachments:

- 1 Project Area Map
- 2 Agreement

Parquet Street Water and Sewer Replacement and Slurry Seal Project (Project Limits)

Write a description for your map.

Attachment 1



LEGEND

- ss—ss— Replace Pipe and Laterals
- w—w—w— Replace Pipe and Services
- Limit of Slurry Seal

400 ft



AMENDMENT TO MASTER AGREEMENT 2010-01-36

ENGINEERING CONSULTING SERVICES

BETWEEN THE

CITY OF SEBASTOPOL AND

GHD, Inc.

Amendment No. 31

For

Parquet St. Water and Sewer Replacement and Slurry Seal Project

The parties hereto agree to amend the above-captioned agreement as described below and on the attached Proposal.

Professional Engineering Services

Task 1 – Project Coordination

Task 2 – Topographic Survey

Task 3 – 60% Design

Task 4 – 90% Design

Task 5 – Final Design

Task 6 – Engineering Support during Bid and Award Phase

Task 7 – City Engineer Project Support

Amount of Contract Amendment No. 31 is not to exceed \$109,858.40.

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.

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: _____



Exhibit A City of Sebastopol Insurance Requirements for Consultants

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. Workers’ Compensation insurance, as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
(Not required if consultant provides written verification that it has no employees)
4. Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant’s profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase “extended reporting” coverage for a minimum of five (5) years after completion of contract work. A copy of the claims reporting requirements must be submitted to the City of Sebastopol for review.
If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the City of Sebastopol requires, and shall be entitled to, the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Sebastopol.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

The City of Sebastopol, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.

General liability coverage can be provided in the form of an endorsement to the Consultant’s insurance at least as broad as one of the following ISO ongoing operations Forms: CG 20 10 or CG 20 26 or CG 20 33 (not allowed from subcontractors), or CG 20 38; **and** one of the following ISO completed operations Forms: CG 20 37, 2039 (not allowed from subcontractors), or CG 20 40.

Primary Coverage

For any claims related to this contract, the Consultant's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City of Sebastopol, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City of Sebastopol, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation

Consultant shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, Consultant shall forthwith obtain and submit proof of substitute insurance.

Waiver of Subrogation

Consultant hereby grants to the City of Sebastopol a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City of Sebastopol by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City of Sebastopol has received a waiver of subrogation endorsement from the insurer. However, the Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City of Sebastopol for all work performed by the Contractor, its employees, agents, and subcontractors.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the City of Sebastopol. The City of Sebastopol may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the City of Sebastopol.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City of Sebastopol.

Verification of Coverage

Consultant shall furnish the City of Sebastopol with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to the City of Sebastopol before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City of Sebastopol reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Subcontractors

Consultant shall require and verify that all subcontractors maintain insurance, meeting all the requirements stated herein, and Contractor shall ensure that the City of Sebastopol is an additional insured on insurance required from subcontractors.

Special Risks or Circumstances

The City of Sebastopol reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.



2235 Mercury Way, Suite 150
 Santa Rosa, California 95407
 United States
 www.ghd.com

Our ref: 12563968.PP.P1

March 01, 2022

Mr. Larry McLaughlin
 City Manager/City Attorney
 City of Sebastopol
 7120 Bodega Ave.
 P.O. Box 1776
 Sebastopol, CA 95473

RE: Proposal for Professional Engineering Services: Parquet Street Water and Sewer Replacement and Slurry Seal Project (CIP Project Nos. 0819-21.01, 0615-21.01, 0517-21.01)

Dear Mr. McLaughlin:

GHD is pleased to provide this proposal for professional engineering services to develop plans, specifications and a construction estimate for the Parquet Street Water and Sewer Replacement and Slurry Seal Project. This proposal is submitted in accordance with GHD's City Engineer Master Agreement 2010-01-36, Amendment 4, Modification 3 which provides that preparation of Plans, Specifications, and Engineer's Estimate for projects will be by separate contract. In addition to the design of the Project, as requested, this proposal includes the update of the City's water and sewer standard details, as well as the City's boilerplate specifications.

Parquet Street is a residential cul-de-sac accessed from Calder Avenue. The project proposes to replace existing water and sewer mains, laterals and services, and slurry seal the street. The limits of the water and sewer improvements are from the intersection of Calder Avenue and Parquet Street south approximately 650 feet on Parquet Street. The new water and sewer mains should pick up the following addresses: 408,430,436,440,446,450,462,486 514, 505, 471, 463, 455, 445, 443, 415 and 401 Parquet Street. The addresses 535 and 560 are serviced from Swain Woods Terrace. An additional segment of sewer main replacement and a new manhole is located on Calder Street about 350 feet west of Parquet Street. The project area map summarizing the improvements is shown on Attachment 1.

Sewer: According to City records, the existing sewer main north of the manhole located in front of 471 Parquet Street is vitrified clay pipe (VCP), and south of this manhole it is asbestos cement pipe (ACP). The existing VCP sewer main is old and has experienced numerous backups into the manhole located in front of 471 Parquet Street due to downstream root intrusion. There is an approximately 70-foot section of main about 80 to 150 feet north of this manhole where root intrusion is the heaviest, and the City must have the main routinely (quarterly) cleaned of roots. The project will replace approximately 650 linear feet of 6-inch sewer main with a new PVC main, and replace two sewer manholes including the older square sewer manhole in Calder Avenue. Existing laterals will be reconnected. The lateral for 7400 Calder Avenue will reconnect to the new manhole with a drop.

There is an additional segment of sewer on Calder Avenue just east of Parquet Street with blind bends that the City's vactor truck is unable to access and clean. A new manhole will be installed in the bend in the street and new segments of pipe, approximately 20-ft in length, installed upstream and downstream.

Water: the project will replace approximately 650 linear feet of 4-inch or 6-inch water main on Parquet Street with a new PVC water main, new residential water services up to the existing meter, gate valves and a blow-off

near the Calder Avenue intersection. The new main will connect at the exiting fire hydrant tee in front of 534 Parquet Street. This segment is the oldest on the street and has experienced numerous maintenance issues. Existing fire hydrants will be salvaged and re-installed on new fire hydrant laterals.

Slurry Seal: following replacement of the water and sewer mains and appurtenances, the street will be slurry sealed. Fire hydrant reflective blue pavement markers will be replaced, and the stop bar at Calder Avenue will be restriped.

1. Scope of Work

GHD's proposed Scope of Services is to prepare construction documents for the Parquet Street Water and Sewer Replacement and Slurry Seal Project, as well as prepare the City's "front end", or boilerplate specifications and package the documents for the City's advertising and bidding, as well as provide support to City staff during the bid period. Below is a detailed summary of the proposed scope of services.

Task 1. Project Coordination

This task is for overall project management, team coordination, meetings, and project administration, HSE/JSEA health and safety, and related managerial items. It also includes budget and schedule tracking, project and contract oversight, QA/QC and project invoicing during the duration of design. GHD will provide effective project management so that quality documents are prepared on time and within budget.

- 1.1 Project Management:** GHD will prepare a Project Work Plan prepared for the detailed design phase of the project. The Project Work Plan communicates the background, scope, schedule, budget, and team member roles to the design team and is used to drive the project and maintain accountability. GHD will coordinate with team members and stakeholders during the design. GHD will submit monthly invoices to the City for our efforts on the project.
- 1.2 Project Meetings:** We have budgeted to attend three (3) meetings, one kick-off / field review meeting, one at 60% design, and one at 90% design. GHD will also maintain regular contact with the City via phone calls, email and other methods to make sure communication remains open and consistent during the course of design.
- 1.3 Site Visits:** The Project Engineer will perform a site visit and review the project area to confirm layouts following topographic survey and during development of detailed design.
- 1.4 Project Quality:** GHD will perform quality control reviews of all submittals.

Deliverables:

- Project Work Plan
- Meeting agenda and minutes

Task 2. Topographic Survey

GHD's will perform a topographic survey in support of the project design.

- 2.1 Field Topographic Survey:** The topographic survey will include the following:

- Topographic survey coverage area will include pavements, curbs and gutters, sidewalks, driveways, monuments, valves, fire hydrants, water services, manholes, power poles, fences, signs, striping and markings. Manhole and storm drain inverts will be dipped with City assistance, and depth to top of water valve operating nuts will be measured.
- The benchmark referenced for the survey located at the northeast corner of the intersection of Pleasant Hill & Bodega Ave.
- Topographic survey will be provided on the NAVD88 vertical datum and California State Plane coordinate system.

2.2 Office Survey: The topographic survey mapping will be at a 1" = 20' drawing scale, unless otherwise requested, with a one-foot contour interval. This mapping will be used for the development of design drawings.

Deliverables:

- None

Task 3. 60% Design

GHD will prepare 60% plans, technical specifications and opinion of probable construction cost using the topographic survey prepared in Task 2 and project information prepared for the Capital Improvement Plan design submittal.

3.1 Plans: We will develop the alignment and a street centerline profile for the replacement water and sewer main, identify utility crossings and prepare necessary details. The plans will depict existing utilities in plan view, and will show locations of bends, valves, and connections. Proposed details will be included, and the drawings will reference applicable City Standard details, which are proposed to be revised based on City of Santa Rosa standards in Task 7. We will also work with the City to review and incorporate operation and maintenance requirements in the design, as needed.

The following provides a list of the anticipated 8 sheets for the project, which may change to meet project needs and requirements:

- General: (Cover sheet and notes, symbols and abbreviations) 2 sheets
- Civil (Survey control, pipeline plan and profile, slurry seal): 3 sheets
- Civil Details: 3 sheets

3.2 Technical Specifications: Draft technical specifications will be provided for review and comments. Specifications will incorporate references to applicable City's standard specifications. Bid item descriptions will be developed describing work included in each item for payment. The City's front-end contract will be redlined, as needed, using tracked-changes for any additional project-specific items.

3.3 Opinion of Probable Construction Cost: The opinion of probable construction cost prepared for the CIP will be revised to AACE International Recommended Practice 56R-08 estimate class 2/3. We will adjust costs based on recent bids and other sources, and revise quantities to reflect the design.

We will rely in City utility mapping for existing water, sanitary sewer and storm drain piping, and incorporate this information into the topographic survey base map for the design. During the development of the 60% design, GHD will obtain utility mapping from PG&E, Cablecom and AT&T to verify locations of any underground utilities which may be in the project vicinity and show these utilities on the drawings. The new pipe alignments will be

designed to comply with California Division of Drinking Water requirements and rely on variances only where necessary. The 60% submittal will depict the recommended alignment, recommended profile, appurtenances, details, and slurry seal limits as well as general notes, symbols, and abbreviations.

The 60% submittal will be provided to the City for review. Following review GHD will meet with the City to review comments and discuss revisions, options and key coordination items.

Deliverables:

- Drawings (electronic PDF)
- Technical Specifications (electronic PDF)
- Opinion of Probable Construction Cost (electronic PDF)

Task 4. 90% Design (Pre-Final)

Following a design review meeting, GHD will prepare 90% plans, technical specifications and opinion of probable construction cost addressing City comments on the 60% design submittal. We will finalize the alignment and profile for the replacement water and sewer main, update details as necessary and finalize the slurry seal limits and requirements. The 90% submittal will depict the final recommended alignment, profile, appurtenances, and details.

- 4.1 Plans:** The plans will depict the final pipeline alignments and profiles, existing utilities in profile, new water services and sewer laterals and all other proposed improvements. The plans will show and label locations of bends, valves, connections, and demolition/abandonment of the exiting main. All proposed details will be included, and the drawings will reference applicable City Standard details. We will also confirm operation and maintenance requirements are addressed in the design.
- 4.2 Technical Specifications:** Complete technical specifications will be provided for review and comments. Bid item descriptions will be updated, as needed, describing work included in each item for payment. Proposed revisions from the 60% submittal will be accepted and new revisions made using track-changes.
- 4.3 Opinion of Probable Construction Cost:** The opinion of probable construction cost prepared for the CIP will be revised to AACE International Recommended Practice 56R-08 estimate class 4/5. We will adjust costs based on recent bids and other sources, and revise quantities to reflect the 90% design.

The 90% submittal will be provided to the City for review. Following review GHD will meet with the City to review comments and discuss revisions, options and key coordination items.

Deliverables:

- Drawings (electronic PDF)
- Technical Specifications (electronic PDF)
- Opinion of Probable Construction Cost (electronic PDF)

Task 5. Final Design

GHD will finalize the design and deliver a complete set of biddable contract documents and final engineer's opinion of probable construction costs. Plans, specifications, and estimate will be finalized based on City comments on the 90% submittal and addressing comments received.

Deliverables:

- Drawings (electronic DWG & PDF)
- Technical Specifications (electronic DOCX and PDF)
- Opinion of Probable Construction Cost (electronic EXCEL & PDF)

Task 6. Engineering Support during Bid and Award Phase

GHD will provide engineering support during the bid phase to assist the City with any technical questions related to the design and administrative needs for the bid.

- 6.1** We will prepare one (1) addendum, respond to written Requests for Information (RFI) and questions from bidders, and making any needed revisions to plans and specifications to address questions.
- 6.2** GHD will attend a pre-bid conference and site visits and assist the City in conducting the pre-bid conference. GHD will prepare minutes from the pre-bid conference and assist the City in documenting questions asked.
- 6.3** GHD will assist the City in reviewing the bids received with the intent of confirming the lowest responsive and responsible bidder, and provide a brief letter summarizing the bids and recommending award.
- 6.4** Upon Contractor selection, GHD will prepare Conformed Construction Documents incorporating any changes made to the plans and specifications during the bid period.

Deliverables:

- Responses to questions and RFIs (electronic)
- Support documentation issued with addenda, including revised drawings and revised technical specifications (electronic)
- Pre-bid conference meeting minutes (electronic)
- Conformed Construction Documents (electronic plans and specifications DWG, DOCX and PDF).

Task 7. City Engineer Project Support

- 7.1** Update City Water Standard Details. The water standard details will be updated and based on current City of Santa Rosa Water Construction Standards (i.e., water standard details). The intent of this task is that changes to the standard details will be minimal and most of the details and requirements of the Santa Rosa details will be retained.
- 7.2** Update City Sewer Standard Details. The sanitary sewer standard details will be updated and based on current City of Santa Rosa Sewer Construction Standards (i.e., sewer standard details). The intent of this task is that changes to the standard details will be minimal and most of the details and requirements of the Santa Rosa details will be retained.
- 7.3** Update City Front-end Specifications (“boilerplate specifications”). GHD will update the City’s boilerplate specifications to include current language and including a second set of specifications that will incorporate General Provisions for State and Federally funded projects. The boilerplate specs will be prepared such that Technical Specifications prepared by engineering consultants can be easily added with minimal revisions to develop the Bid Package.
- 7.4** Assist City in the bidding of the Parquet Street Water and Sewer Replacement and Slurry Seal Project including preparing reports to Council for authorization to solicit bids and to award a construction contract following receipt of bids.
- 7.5** Attend four (4) project meetings: Kick-off, 60% design review, 90% design review and review of draft City standard details and boilerplate specifications. The final design review will be with the Public

Works Superintendent and Public Works administrative staff to coordinate the bid documents and prepare for public bidding.

- 7.6** Review and approval of the plans, specifications, and water/sewer standard details and City Engineer signing of the documents. This task includes preparing agenda reports for: a) Council authorization to bid; and b) Council adoption of Water and Sewer Standard Details.

In Tasks 7.1, 7.2 and 7.3 GHD will prepare draft City water and sewer details and draft front-end boilerplate specifications for review. We will meet with the Public Works Superintendent and Public Works administrative staff to review the draft documents and comments. Following the review meeting comments will be incorporated and the City standards will be finalized for use in the Parquet Street project and future City projects.

Deliverables:

- Draft and Final Updated Water Standard Details (electronic DWG and PDF)
- Draft and Final Updated Sewer Standard Details (electronic DWG and PDF)
- Draft and Final Updated City Front-end Specifications (electronic DOCX and PDF)

Assumptions and Exclusions

1. Meetings other than indicated are not required.
2. Designs would be in accordance with updated City of Sebastopol Standards, 2019 California Building Code, California Department of Transportation Standard Plans and Specifications, and other applicable standards
3. The project construction delivery method will be by competitive bidding.
4. Drawings will be prepared using AutoCAD Civil 3D 2018 or newer on a “22x34” sheet size.
5. Underground utility locating services is excluded. It is assumed the City can locate existing City-owned utilities within the project area.
6. The project is categorically exempt. The City will address any required environmental documentation.
7. All new work is within existing City right of way. Boundary and right-of-way survey and filing a record of survey is excluded
8. One City staff will assist with access to manholes.
9. The site does not contain hazardous materials including contaminated soil and groundwater is excluded.
10. Preparation of a SWPPP is not required for the project.
11. City will provide consolidated review comments on the design and mark-ups of draft standard details and boilerplate specifications.
12. City will advertise and bid the project.
13. At City’s request, GHD will prepare separate proposal for construction engineering assistance, construction management and construction observation.

Fee Proposal

GHD proposes to prepare the design for a time-and-materials fee not to exceed \$109,858. as shown on the Attachment 2 Cost Proposal. Services not included in this proposal can be provided by a negotiated fee in

accordance with GHD's City Engineer Master Agreement 2010-01-36 and current standard rate schedule (Attachment 3).

Schedule

GHD is prepared to begin work upon execution of a Task Order for this assignment under the terms of the Master Services Agreement with the City of Sebastopol. We propose to complete the 60% design within eight (8) weeks of an executed task order. Following City review, we propose to complete the 90% design within six (6) weeks, and the Final design within three (3) weeks. We assume two (2) weeks for City review of each submittal. We will endeavor to complete the design sooner so the project can be constructed during the dry season. Development of updated City standard details will be in parallel with design tasks. We will work with the City to adjust the schedule, as needed.

Safety

We value the safety of our employees as well as those of the City. Considering recent concerns regarding the spread of the coronavirus (COVID-19), there may be unpredictable events, disruptions, and consequences (as a result of actions by government or other third parties) that affect GHD's ability to provide the services or to provide the services within expected timeframes. GHD will keep you informed of these potential impacts and delays. We will explore with you alternative and practicable delivery strategies to minimize these impacts and delays. The health and safety of our people, and the clients and communities we work with, remains our number one priority and GHD is taking all prudent measures to prevent the spread of COVID-19 in the community.

Closing

We welcome the opportunity to work with you on this important project and look forward to contributing to its success. Should you have any questions, please do not hesitate to contact me.

Regards,



Matthew Kennedy, PE, TE
Principal Engineer

+1 707 540 3376
matt.kennedy@ghd.com

Copy to: Toni Bertolero, PE, Mario Landeros, PE

Attachments:

1. Project Area Map
2. Cost Proposal
3. GHD Standard Rate Schedule

Parquet Street Water and Sewer Replacement and Slurry Seal Project (Project Limits)

Write a description for your map.

Attachment 1



LEGEND

- ss—ss— Replace Pipe and Laterals
- w—w—w— Replace Pipe and Services
- Limit of Slurry Seal



GHD - PROJECT FEE ESTIMATING SHEET

Project Name: Parquet Street Water and Sewer Replacement and Slurry Seal

City of Sebastopol

Prepared by: Matt Kennedy

February 25, 2022

Job Number: 11223893.PP.P1

Task / Item	LABOR CATEGORY > RATE >	LABOR COSTS										FEE COMPUTATION		
		Proj. Mgr./ Prinp. \$263 /Hr	Civil Eng \$163 /Hr	Staff Eng \$127 /Hr	City Eng \$228 /Hr	2-Person Crew \$440 /Hr	Land Surveyor \$160 /Hr	CAD Tech \$153 /Hr	WP \$80 /Hr	PA \$138 /Hr	TOTAL HOURS	*OTHER DIRECT COSTS	Sub- con- sultant(s)	TOTAL FEE
TASK- 1.0 Project Coordination														
1.1 Project Management		12								4	16	\$104.00		\$3,812.00
1.2 Project Meetings		6	3								9	\$58.50		\$2,125.50
1.3 Site Visits			2	2							4	\$59.60		\$639.60
1.4 Project Quality		3									3	\$19.50		\$808.50
SUBTOTAL TASK 1.0		21	5	2	0	0	0	0	0	4	32	\$241.60	\$0.00	\$7,385.60
TASK- 2.0 Topographic and Boundary Survey														
2.1 Field Topographic Survey (PW)						12					12	\$383.40		\$5,663.40
2.2 Office Survey		1	1	1			12	8			23	\$149.50		\$3,846.50
SUBTOTAL TASK 2.0		1	1	1	0	12	12	8	0	0	35	\$532.90	\$0.00	\$9,509.90
TASK- 3.0 60% Design														
3.1 Plans		1	24	40				32			97	\$653.90		\$14,804.90
3.2 Technical Specifications		1	8	8					1		18	\$117.00		\$2,780.00
3.3 Opinion of Probable Construction Cost		1	2	4							7	\$45.50		\$1,142.50
SUBTOTAL TASK 3.0		3	34	52	0	0	0	32	1	0	122	\$816.40	\$0.00	\$18,727.40
TASK- 4.0 90% Design (Pre-Final)														
4.1 Plans		1	24	40				32			97	\$630.50		\$14,781.50
4.2 Technical Specifications		1	8	8					1		18	\$117.00		\$2,780.00
4.3 Opinion of Probable Construction Cost		1	2	4							7	\$45.50		\$1,142.50
SUBTOTAL TASK 4.0		3	34	52	0	0	0	32	1	0	122	\$793.00	\$0.00	\$18,704.00
TASK- 5.0 Final Design														
5.1 Prepare Final Design (PS&E)		2	12	16				24	2		56	\$364.00		\$8,710.00
SUBTOTAL TASK 5.0		2	12	16	0	0	0	24	2	0	56	\$364.00	\$0.00	\$8,710.00
TASK- 6.0 Engineering Support During Bid & Award														
6.1 RFIs and Addendum		1	4	4				4	1	1	15	\$97.50		\$2,350.50
6.2 Pre-Bid Conference			4								4	\$26.00		\$678.00
6.3 Review Bids		2	4						1	2	9	\$58.50		\$1,592.50
6.4 Conformed Construction Documents		1	4	4				4	1	1	15	\$97.50		\$2,350.50
SUBTOTAL TASK 6.0		4	16	8	0	0	0	8	3	4	43	\$279.50	\$0.00	\$6,971.50
TASK- 7.0 City Engineer Project Support														
7.1 Update City Water Standard Details		2	12	32	8			56			110	\$715.00		\$17,653.00
7.2 Update City Sewer Standard Details		2	12	20	4			32			70	\$455.00		\$11,285.00
7.3 Update City Front-End Specifications		2			8				4	4	18	\$117.00		\$3,339.00
7.4 Assist City in Bidding Parquet Street Project					8					4	12	\$78.00		\$2,454.00
7.5 Project Meetings		2			8					2	12	\$78.00		\$2,704.00
7.5 City Engineer Review and Approval of Documents		2			8						10	\$65.00		\$2,415.00
SUBTOTAL TASK 7.0		10	24	52	44	0	0	88	4	10	232	\$1,508.00	\$0.00	\$39,850.00
PROJECT TOTALS		44	126	183	44	12	12	192	11	18	642	\$4,535.40	\$0.00	\$109,858.40

*OTHER DIRECT COSTS include printing, photocopies, shipping, vehicle mileage and other miscellaneous direct expenses.



FY2022 US West Region Fee Schedule *

Finance Class Code Name	Fee Range		
Technical Director	\$ 200.00	-	\$ 285.00
Professional	\$ 115.00	-	\$ 175.00
Design Technician	\$ 135.00	-	\$ 260.00
Drafting/Design	\$ 85.00	-	\$ 125.00
Business Services Manager	\$ 210.00	-	\$ 275.00
Admin Officer	\$ 75.00	-	\$ 215.00
Construction Manager	\$ 205.00	-	\$ 250.00
Engineer/Supervisor	\$ 150.00	-	\$ 200.00
Inspector/Specialist	\$ 80.00	-	\$ 165.00
Operator/Labourer	\$ 95.00	-	\$ 125.00

- 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
 - 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