



CONSENT CALENDAR

Agenda Item # 5

AGENDA REPORT SUMMARY

Meeting Date: May 12, 2020

Subject: Professional Services Agreement: Construction Inspection Services for CIP Projects TS-01001 and TS-01004

Prepared by: Gaku Watanabe, Assistant Engineer

Reviewed by: Jim Sandoval, Engineering Services Director

Approved by: Chris Jordan, City Manager

Attachment:

1. Proposed fee schedule

Initiated by:

City Council – CIP Projects TS-01001 and TS-01004

Previous Council Consideration:

None

Fiscal Impact:

\$89,687 – Funded by Street Resurfacing (TS-01001) and Street Slurry Seal Project (TS-01004). This CIP fund has enough funding to cover the street resurfacing and slurry construction jobs and the inspection agreement with 4LEAF, Inc.

Environmental Review:

Categorically Exempt pursuant to CEQA Section 15301(c)

Policy Question(s) for Council Consideration:

- None

Summary:

- Upon evaluation of the project needs, it has been determined that there is not enough staff time to provide adequate inspection services for the project.
- City requested an on-call consultant to submit a proposal for inspection services for two construction CIPs: Street Resurfacing Project and Street Slurry Seal Project.
- Upon review of the proposal, staff recommends award of agreement to 4LEAF for inspection services.

Staff Recommendation:

Move to authorize the City Manager to execute a professional services agreement between the City of Los Altos and 4LEAF, Inc. in an amount not to exceed \$89,687 for inspection services for the Street Resurfacing Project and Street Slurry Seal Project.



Subject: Professional Services Agreement: Construction Inspection Services for CIP Projects TS-01001 and TS-01004

Purpose

Authorize the City Manager to execute a professional services agreement between the City of Los Altos and 4LEAF in an amount not to exceed \$89,687 for inspection services for the Street Resurfacing Project and Street Slurry Seal Project.

Background

Annual Pavement Projects, TS-01001 and TS-01004 are approved Capital Improvement Plan (CIP) projects. Project descriptions for these projects are included below.

The Annual Pavement Projects, TS-01001 and TS-01004 are dedicated to repairing and maintaining asphaltic concrete (AC) streets in the City. This project will complete various street segments selected for resurfacing and treatment in coordination with the City's pavement management program. A few examples of the City's preventative maintenance include AC patch repairs, overlays and slurry sealing or microsurfacing. Street striping will also be completed as part of this project to restore thermoplastic pavement striping and markings on these segments.

Discussion/Analysis

To ensure thorough inspection services are provided on City capital improvement projects, it was determined that additional assistance would be needed to supplement City staff. On April 9, 2018, the City released a request for proposals for construction inspection services for various capital improvement projects. City staff evaluated each consultant and selected two consulting firms (including 4LEAF) to provide on-call inspection services based on proposal evaluations, interviews and negotiated fees. Staff recommends execution of a new agreement with 4LEAF for construction inspection services for an amount not to exceed \$89,687.

Options

- 1) Authorize the City Manager to execute a professional services agreement between the City of Los Altos and 4LEAF, Inc. in an amount not to exceed \$89,687 for inspection services for the Street Resurfacing Project and Street Slurry Seal Project.

Advantages: Inspection services for the Street Resurfacing Project and Street Slurry Seal Project will be provided during construction.

Disadvantages: None

- 2) Do not authorize the execution of a professional services agreement for inspections services.

Advantages: None



Subject: Professional Services Agreement: Construction Inspection Services for CIP Projects TS-01001 and TS-01004

Disadvantages: Staff does not have availability to provide good quality assurance through inspection services for these projects. Adequate inspection services for the two projects would not be provided during construction. Construction should not proceed without inspection services.

Recommendation

The staff recommends Option 1.



City of Los Altos
Public Works Dept.
1 North San Antonio Road
Los Altos, CA 94022

February 12, 2020

Submitted as PDF Via E-mail to vchen@losaltosca.gov; gwatanabe@losaltosca.gov

Attn: Gaku Watanabe, EIT, Assistant Civil Engineer

RE: **Updated Cost Proposal to Provide Inspection Services for the Annual Resurfacing and Slurry Seal Projects for the City of Los Altos Public Works Department.**

Mr. Watanabe,

4LEAF, Inc. (4LEAF) is excited to have the opportunity to submit our *Updated* Cost Proposal to provide Public Works Inspection Services for the Annual Resurfacing and Slurry Seal Projects for the City of Los Altos Public Works Department (City). Per your email conversation with Tricia Baxter with 4LEAF on January 8, 2020, it is our understanding that there are two concurrent projects under the annual project and the duration of each project is 30 calendar days. We have increased hours in Subtasks 2a and 3a per your request in email correspondence with Tricia Baxter on February 5, 2020. The City has requested that the cost proposal assume one full-time Public Works Inspector for each project. We further understand that overtime, weekend, or nightwork is not anticipated, and the work shift will be between 8 AM and 5 PM, Monday through Friday, for each project.

We are looking forward to the opportunity to provide Public Works Inspectors to the City. If you have any questions, please do not hesitate to contact Gene Barry at 925-462-5959 or by email at gbarry@4leafinc.com.

Sincerely,
4LEAF, Inc.

Gene Barry, P.E.
Vice President

Attachment: Cost Proposal

ATTACHMENT 1

**Estimated Fees to Perform
 Inspection Services for 2019 Annual Resurfacing Projects
 for the City of Los Altos
 (Revised 2/12/20)**

Task	Sub Task	Task Description	Project Manager	Construction Inspector #1 (RT Hours) (Daytime)	Construction Inspector #2 (RT Hours) (Daytime)	Construction Inspector #1 (Overtime)	Construction Inspector #2 (Overtime)	Public Works Inspector Apprentice	Total Hours Per Task	Cost Per Task	Notes
		Hourly Rate	\$155	\$145	\$145	\$196	\$196	\$92.15			See Note (a).
1		Pre-Construction Phase									
	1a	Attend Kick-off Meeting with City	3	3	3	0	0		9	\$1,335	
	1b	Perform Visual Survey of Site Conditions	0	8	8	0	0		16	\$2,320	
	1c	Provide Site Survey Documentation	0	8	8	0	0		16	\$2,320	
	1d	Attend Pre-Construction Meeting	4	4	4	0	0		12	\$1,780	See Note (c).
		Task 1 Subtotal:	7	23	23	0	0		53	\$7,755	
2		Construction Phase	Hours	Hours	Hours	Hours	Hours		Hours		
	2a	Inspection Services	0	200	200	0	0		400	\$58,000	See Note (d).
	2b	Project Management	16	0	0	0	0		16	\$2,480	See Note (e).
		Task 2 Subtotal:	16	200	200	0	0		416	\$60,480	
3		Post-Construction Phase	Hours	Hours	Hours	Hours	Hours		Hours		
	3a	Perform Final Inspections and Prepare As-Needed Documents as Requested by City.	0	40	40	0	0		80	\$11,600	See Note (f).
	3b	Project Management	16	0	0	0	0		0	\$2,480	
		Task 3 Subtotal:	16	40	40	0	0		80	\$14,080	
		TOTAL TASKS 1, 2 AND 3	39	263	263	0	0		549	\$82,315	
4		Public Works Inspection Apprenticeship (If Required)	Hours	Hours	Hours	Hours	Hours	Hours	Hours		
	4a	Provide Public Works Inspection Apprentice	0	0	0	0	0	80	80	\$7,372	See Notes (a) and (b).
		Task 4 Subtotal (Apprentice Only):	0	0	0	0	0	80	80	\$7,372	
		TOTAL (4LEAF + Apprentice if required):	39	263	263	0	0	80	629	\$89,687	

Notes:

- (a) Assumes project will require compliance with California Prevailing Wage rate requirements, and that the City will be filing a PWC-100 Form to the California Department of Industrial Relations for the project.
- (b) Per the new requirements being enforced under SB 854 and because it is assumed that a PWC-100 Form will be filed by the City to the CA DIR, 4LEAF is required to notify an authorized Apprenticeship Committee through submittal of a DAS-140 form. We are then required to make an official request to an authorized Apprenticeship Committee for an apprentice by submitting a DAS-142 form. We are not assured the apprenticeship committee will be able to provide a suitable / qualified apprentice for the project. Per the apprenticeship requirements, the hours worked by the apprentice must be in a ratio of 1:5 for apprentice to journeyman hours. Hours are included as a placeholder in the event that an apprenticeship for a public works inspector is required and dispatched by the apprenticeship committee. We have assumed the public works apprentice assigned to the project will be classified as a Period 1 Apprentice as defined by the DIR's Wage Determination dated August 2019. In the event that a higher classification apprentice is assigned to the project, we will contact the City to request a change order for this line item.
- (c) Assumes one (1) pre-construction meeting for both projects. 4LEAF's Project Manager and two Inspectors will attend. It is assumed that the City will prepare all documents for and Chair the meeting.
- (d) Per email correspondence with the City, contract period is 30 calendar days. It is assumed that each project will require one-full-time Inspector. The construction phase will include two full-time Inspectors. Per updated email correspondence with City on 2/5/20, City requested 200 hours at regular time rate, and assumes the post-construction phase will include two full-time Inspectors for 40 hours. Does not include any allowance for overtime, weekend or holiday work. If overtime, weekend or holiday work is necessary, the requirements for these hours will be billed in accordance with California Prevailing Wage Law. If construction duration extends past 200 hours, the hours will be billed in accordance with 4LEAF's 2019 Standard Fee Schedule.
- (e) Assumes project management level of effort will be 4 hours per week for 4 weeks for 4LEAF's Project Manager.
- (f) Per email correspondence with the City on 2/5/20, during Task 3: Post-Construction Phase, assumes 5 working days at 8 hrs/day for Construction Inspector to perform final inspections, prepare punchlist, and complete as-needed documents requested by the City.