




Costa Mesa Sanitary District

...an Independent Special District

Memorandum

To: Board of Directors

From: Scott Carroll, General Manager 

Date: May 28, 2015

Subject: **Project #194 Pump Station Coating and Manhole Rehabilitation – Contract Administration and Inspection Services**

Summary

Robin B. Hamers and Associates, Inc. submitted a proposal to provide contract administration and inspection services for Project #194, Pump Station Coating and Manhole Rehabilitation. The proposed cost is less than ten percent of the construction cost for this project.

Staff Recommendation

That the Board of Directors approves awarding contract administration and inspection services to Robin B. Hamers and Associates, Inc. for \$19,250

Analysis

Robin B. Hamers and Associates, Inc. (RBH) submitted a proposal to provide contract administration and inspection services for Project #194, Pump Station Coating and Manhole Rehabilitation. Industry standard considers a fair and just compensation for contract and inspection services to be ten percent of the construction cost.

RBH proposal is \$19,250, which exceeds the \$5,000 threshold for soliciting bids in accordance with Chapter 4.04 of the District's Operations Code. However, Section 4.04.120(f) of the Operations Code allows the Board to sole source services if you determine that an alternative procedure is in the best interest of the District.



Protecting our community's health and the environment by providing solid waste and sewer collection services.

www.cmsdca.gov

Because of RBH knowledge and years of experience with sewer pump station maintenance, his familiarity to Project #194, and his proposal is 8% of the construction cost, I am recommending the Board determine that sole sourcing this service is in the best interest of the District. If you make this determination, staff will add this service to RBH's existing contract with the District.

Strategic Plan Element & Goal

This item complies with the objective and strategy of Strategic Plan Element 1.0, *Sewer Infrastructure*, which states as follows:

"Objective: Our objective is to collect and transport wastewater to meet the needs of existing and future customers.

Strategy: We will do this by the careful management of the collection infrastructure using prudent planning and maintenance, with financial strategies to maintain sufficient capacity and respond to changing regulatory demands."

Legal Review

Not applicable

Environmental Review

Contract administration and inspection services are an administrative matter and are not a disturbance of the environment similar to grading or construction and is not a project under CEQA or the District's CEQA Guidelines.

Financial Review

The total budget for project #194 Pump Station Coating and Manhole Rehabilitation is \$300,000. As shown below, there is adequate funding for contract administration and inspection services.

Lowest Responsible Bidder	\$241,800
Design, Contract Admin, Inspection	\$19,250
Contingency	<u>\$24,180</u>
Total Project Cost	<u>\$285,230</u>

Public Notice Process

Copies of this report are on file and will be included with the entire agenda packet for the May 28, 2015 Board of Directors regular meeting at District headquarters and on District's website.

Alternative Actions

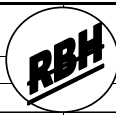
1. Do not award contract administration and inspection services to RBH.
2. Direct staff to solicit bids for contract administration and inspection services.

Attachments A: RBH Proposal for Contract Administration and Inspection Services

Reviewed by:

A handwritten signature in blue ink, appearing to read "Wendy Davis".

Wendy Davis
Finance Manager

SCOPE OF WORK & FEE TABLE							PREPARED BY:	
							Robin B. Hamers, PE	
Client:	Costa Mesa Sanitary District (CMSD)							
Project:	CMSD #194 Pump Station Coating and Manhole Rehabilitation							
	Contract Administration/Inspection (60 working days)							
Job No.	194							
Date:	April 27, 2015							
Task Description				ME	PE	PI	SC	In-House Fee
				Total Fee				
Pre-Construction								
	1.0	Arrange Preconstruction Meeting		1				
	1.1	Process Contract, Insurance, Bonds		1				
	1.2	Prepare Progress Payment Spreadsheet		1				
	1.3	Attend Preconstruction Meeting		1	1	1		
	1.4	Prepare and Distribute Notice of Construction		1		2		
	1.5	Issue Notice to Proceed		1				
Engineering and Management								
	2.0	Review and respond to layout and shop drawings		1	2			
	2.1	Periodic site visits		2	3			
	2.2	Prepare written correspondence as appropriate						
	2.3	Review and prepare monthly progress payments		2				
	2.4	Prepare updates for Board of Directors						
	2.5	Liaison with and reports to City of Costa Mesa						
	2.6	Liaison with and reports to City of Newport Beach						
	2.7	Prepare As-Built Plans			2			
	2.8	Prepare Staff Report for Board of Directors acceptance of improvements		1				
Survey Work								
	3.0	Pre-Calcs for Sewer Staking						
	3.1	Establish Control and Stake Sewer						
	3.2	Check grades during construction (# trips)						
	3.3	Check final grades						
Inspection								
	4.0	Construction Observation (45 working days)				240		
	4.1	As-built plans				1		
	4.2	Organize notes and daily reports				1		