



Item No. 17 Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

**FROM: MICHAEL KASHIWAGI
COMMUNITY SERVICES DIRECTOR**

DATE: APRIL 20, 2016

**SUBJECT: APPROVE AMENDMENT TO PROFESSIONAL SERVICES
AGREEMENT WITH BIGGS CARDOSA ASSOCIATES, INC FOR
THE MARSH ROAD RETAINING WALL REPAIR PROJECT FOR
A NOT-TO-EXCEED AMOUNT OF \$53,500**

RECOMMENDATION

Approve an amendment to the professional services agreement with Biggs Cardosa Associates, Inc. for an additional not to exceed fee of \$53,500 to perform construction engineering support services necessary for the Marsh Road Retaining Wall Repair Project.

BACKGROUND

The Town is undertaking the Marsh Road Retaining Wall Repair Project to preserve the structural integrity and safety of the road and to allow storm water to continue to flow out of Atherton through the Atherton Channel. Biggs Cardosa Associates, a structural engineering firm, was selected in September 2012 to perform Preliminary and Final Design of the project to repair the retaining wall that supports Marsh Road. The project will include cast-in-place walls and floor of the Channel and a traffic-rated barrier to replace the existing masonry curb and chain link fence.

The project will be entering into construction in late May 2016.

ANALYSIS

During construction, this project will require construction engineering support from the project structural engineering team to respond to questions from the contractor, changes in field conditions that impact design and preparation of record drawings reflecting the final constructed facility. Biggs Cardosa Associates, Inc has submitted a proposal to perform these services for a not-to-exceed fee of \$53,500. The scope of services and not-to-exceed fee are provided as attachments to this report.

POLICY FOCUS

The Marsh Road Retaining Wall Repair project is identified in the Town's Capital Improvement Program (CIP) and is consistent with the Town's CIP objective of addressing maintenance needs and the safety of roadways. There are no significant policy issues related to approval of this construction management contract.

FISCAL IMPACT

The proposed contract is on a time and materials basis with a not-to-exceed fee of \$53,500. This work is budgeted and included in the approved 2015/16 Capital Improvement Program under Drainage-Marsh Road Retaining Wall Repair Project, and includes adequate funding for this contract.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

ATTACHMENTS

Attachment A: Scope of Work & Fee

March 8, 2016

Town of Atherton
91 Ashfield Road
Atherton, CA 94027

Attention: Mr. Gordon Siebert

Subject: Marsh Road Channel Repair Project
Additional Service Request No. 5 – Construction Support Services

Dear Gordon:

Biggs Cardosa Associates, Inc. is pleased to submit the following proposal to provide construction support engineering services on the subject project located in Atherton, California.

Scope of Work:

The construction support scope of work will include:

Task 1. Project Management/ Administration Services to include:

- Structural project management and administration
- Attend construction field meetings as required (Total 5 meetings assumed)
- Participate in monthly teleconference with Resident Engineer (Total 5 meeting assumed)

Task 2. Construction Support Structural Engineering Services to include:

- Check material shop drawings and structural calculations to include:
 - Shoring shop drawings
 - Metal Tube Bridge Railing shop drawings
 - Concrete, mortar and grout mix design
- Assist Town Construction Manager with responses to Contractor/Client initiated Requests for Information (RFIs).
- Conduct supplemental traffic counts during construction if requested by the Town
- Assist Town Construction Manager with final walkthrough and Letter of Conformance
- Prepare Record Drawings from one consolidated master mark-up set of Construction Manager and/or Contractor red line comments provided to Biggs Cardosa Associates.

Assumptions:

The following assumptions were made in preparing this scope of work:

- A. Work is limited to limited to major structural items of work only as outlined herein. Minor and non-structural project elements will be reviewed by the Town's Construction Manager.
- B. The Town will assign a Construction Manager to the project that will be responsible for day to day oversight of the Town's Contractor.
- C. All shop drawing submittals will be routed electronically and will be coordinated through the Town's Construction Manager.
- D. Shoring installation observation and monitoring are not included and are assumed to be provided by the Town's Construction Manager.
- E. Certificates of compliance and bar reinforcing steel shop drawings are not included and are assumed to be provided by the Town's Construction Manager.
- F. Arborist services are not included and are assumed to be provided by the Town's Arborist.
- G. Preconstruction bird surveys and biological monitoring are not included and are assumed to be performed by the Contractor.
- H. Supplemental traffic counts will be limit to one set of supplemental traffic counts at the locations previously counted by BKF for the project.

Fee:

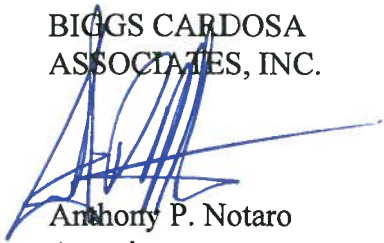
Biggs Cardosa Associates, Inc. proposes to provide the additional design scope of services outlined in this proposal including expenses on a per diem basis not to exceed \$53,500 as follows:

- \$41,000 Biggs Cardosa Associates, Inc.
- \$ 9,000 BKF Engineers
- \$ 3,500 BAGG Engineers

Please sign below and return to our office to authorize work to continue on this project. Should you have any questions, please do not hesitate to call.

Sincerely,

BIGGS CARDOSA
ASSOCIATES, INC.



Anthony P. Notaro
Associate

AGREED TO BY: _____
Town of Atherton

DATE: _____