



## Item No. 20 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 A CONSTRUCTION MANAGEMENT  
PROFESSIONAL SERVICES AGREEMENT WITH  
GHIRARDELLI ASSOCIATES FOR THE MARSH ROAD  
RETAINING WALL REPAIR PROJECT**

#### **RECOMMENDATION**

Direct the City Attorney to prepare and the City Manager to execute a professional services agreement with Ghirardelli Associates for a not to exceed fee of \$332,729.84 to perform construction inspection and management 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.

During construction, this project will require daily oversight and quality control inspections which exceed the capacity of Atherton staff. Accordingly, staff recommends utilizing the skills and expertise of a Construction Management firm to administer the construction contract and to provide the daily inspections to ensure a quality project. Ghirardelli's scope of services include tasks such as coordination of the traffic closure and detour, providing quality assurance, documentation of construction issues and progress, ensuring compliance with permitting agency requirements, reviewing and making recommendations on change order proposals, developing a detailed punch list and ultimately recommending acceptance of the project as complete.

On February 17, 2016, Council directed issuance of a Request for Proposals (RFP). The RFP was advertised on the Town's website, on additional industry sites and through direct solicitation of

area firms known to specialize in this industry. Proposals were due on March 14, 2016, providing approximately a four-week response period.

## **ANALYSIS**

Proposals were received from the following firms:

- Anchor Engineering
- Bellicci & Associates
- Caltrop
- Ghirardelli Associates
- Park Engineering

A selection panel consisting of the City Engineer, Public Works Superintendent, and a senior staff member with Interwest Consulting Group evaluated the proposals and ranked them according to the RFP's qualification based evaluation criteria and checked references. Based upon their proposals and rankings, the panel identified Ghirardelli Associates as the top ranked firm.

After identification of the top ranked firm, Town staff performed a detailed review of the submitted scope of services and met with Ghirardelli Associates to negotiate the final scope of services and not-to-exceed fee. The Scope of Services, Not-to-Exceed Fee, and Evaluation Scoring 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 \$332,729.84. 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

Attachment B: Fee

Attachment C: Evaluation Score Sheet

# Scope of Services

## 1 Pre-Construction Phase

Our pre-construction services will include a thorough review of the plans, specifications, materials reports, environmental documents and bid package. Special focus will be given to the final PS&E documents for their overall constructability and for any anomalies that could lead to unbalanced bids and disputes over the course of the work. We involve our client's Project Manager and Designer in a teaming atmosphere for a thorough sounding of the plans, specifications, permits and agreements for:

- Value Engineering
- Plan and Specification Connectivity
- Safety
- Construction Sequencing (Order of Work)
- Project CPM Schedule
- Stage Construction Continuity
- Means and Methods
- Quantity Verification
- Cost Estimates
- Payment Clauses
- Environmental Permit Compliance
- Coordination w/ Utilities
- Traffic Handling
- Public Outreach
- Project Funding
- SWPPP – Notice Of Intent

### 1.1 Engineer's Meeting

We propose to have our Project Manager and Resident Engineer meet with the Town staff and the Engineer of Record to be briefed on the scope of the project, PS&E requirements, anticipated construction schedule, mitigation measures, project objectives, project constraints and project funding.

### 1.2 Environmental Review

Our Resident Engineer will review all environmental documents and permits to ensure that staff is fully familiar with the mitigation and regulatory agency requirements. The Town has secured permits with various regulatory agencies for the propose work within Atherton Channel along Marsh Road. We will develop a comprehensive schedule of all mitigation and permit requirements. These will be listed on inspection checklists and discussed during weekly status / coordination meetings with the Contractor.

### 1.3 Residents Meeting

Our Resident Engineer will be available to attend meetings with local residents and stakeholders in order to present the proposed traffic plans and construction plans. From this meeting, the RE will receive comments from the public and propose any necessary changes to the Contractor and update public information.

### 1.4 File Review

As part of the plan review process, the Resident Engineer will review the designer's file on memoranda to the Resident Engineer, quantity calculations and other relevant documents that have been generated during the design process.

### 1.5 Construction Manuals and Reference Documents

The Resident Engineer and inspection staff will utilize the applicable specifications, manuals and documents in the administration of the project. These documents include and are not limited to: Contract Documents (plans, special provisions, permits, etc.); Caltrans Standard Plans and Specifications; Manual on Uniform Traffic Control Devices (MUTCD); Cal-OSHA Construction Safety

Orders; Caltrans Trenching and Shoring Manual; and Caltrans Storm Water Pollution Prevent Manuals.

### **1.6 Document Existing Site Conditions**

Prior to breaking ground, the Resident Engineer using digital equipment will photograph and video the entire project including surrounding properties to develop an “as-is” condition record. This will be done in conjunction with the Town, Contractor, and local property owners. The complete photographic record will be maintained by the Town in safe keeping with a copy retained by the Resident Engineer for reference during the work. The Project Team will also take daily digital photos to document progress.

### **1.7 Pre-Construction Conference**

The Resident Engineer will organize a pre-construction conference with the Contractor, subcontractors, Town staff, designer, construction management team members and other interested parties to discuss the project and the work involved. This conference will also provide a forum for answering questions from the Contractor and other interested parties as well as addressing issues and coordination that need to be performed before work commences. Our staff will prepare an agenda and meeting minutes.

Topics to be discussed during the meeting may include:

- Superintendence
- Authority and Lines of Communication
- Order of Work and Scheduling
- Contract Plans and Specifications
- Environmental Permits
- SWPPP
- Submittals and Working Drawings
- Requests for Information (RFIs)
- Dispute Processes
- Safety
- Traffic Handling
- Labor Compliance
- EEO/DBE Utilization
- Progress Payment
- Control of Materials
- Surveying and Staking
- Project Coordination
- Changes and Extra Work
- Community Outreach

## **2 Construction Phase**

The Resident Engineer will be responsible for the contract administration and construction engineering of the project. The Resident Engineer will be assisted by the Assistant Resident Engineer in performing these duties. .

### **2.2 Coordination**

We fully recognize that our field team will report to the Town's Project Manager. Our Resident Engineer will be the main point of contact with the Town staff and will be responsible for keeping the Town's staff fully informed of project progress, issues encountered and resolution of those issues to ensure completion of the work according to the Town's requirements. Our Resident Engineer will ensure that our construction management team fully covers the work and that the necessary coordination with the Town of Atherton, County of San Mateo, Caltrans, Menlo Park, Redwood City, Menlo Park Fire District, environmental agencies, utility companies, and the construction contractor is maintained throughout the construction period.

### **2.3 Contract Administration**

Under the direction of the Resident Engineer, each member of our CM staff will prepare a Daily Report on each day's activities. In addition to the Daily Reports, our construction inspectors will provide daily quantity calculations for progress payments on each day measurable work is

completed. Our Resident Engineer will produce a Daily Resident Engineer's report, summarizing the day's work progress, pertinent conversations with the Contractor or Town staff, and other noteworthy occurrences.

### **2.31 Daily Administration**

The Resident Engineer will manage the day-to-day administration of the project. The Resident Engineer, as appropriate, will be the first point of contact with the Contractor, representing the Town and the construction management team. The Resident Engineer will:

- Provide written field direction in memorandum form to the Contractor, when necessary.
- Prepare letters to the Contractor giving formal direction and instruction.
- Prepare letters and memorandum to the Town, providing informational updates, requesting opinions and assistance, as needed.
- Manage and perform project inspection, as required.
- Maintain records of inspection and review the Contractor's materials sampling and testing activities.
- Verify grades, staking and marks set by the Contractor.
- Coordinate field observation of daily reports recording work performed, labor and equipment, issues and resolutions, conversations, materials sampling and testing, grades / controls checked, item quantities, field measurements and extra work performed.
- Ensure photographic records of the construction operations and site conditions are secured.
- Review inspectors' daily reports.
- Review submittals for conformance with the project plans and specifications
- Review and response to Request for Information (RFI)
- Monitor that project safety reviews are performed and are in compliance with laws, orders and regulations.
- Document progress and operations with photographs, including pre-construction photographs.
- Prepare monthly progress pay estimate.
- Review labor compliance documents,
- EEO and DBE interviews, tracking and reports,
- Prepare punch lists, as necessary.

### **2.32 Weekly Administration**

At the conclusion of each week's work, a Weekly Statement of Working Days (WSWD) will be submitted to both the Contractor and Town staff. The RE will provide weekly updates to the Town staff to keep the public and affected agencies information about project progress and impacts.

### **2.33 Monthly Progress Payments**

A progress payment estimate will be prepared monthly and will include the quantity and amount to pay, quantity and amount paid to date, and the quantity and amount remaining for each contract item and change order. The estimate will be prepared using the Town formatted spreadsheet. We will submit with each progress estimate, source documents justifying the quantities to be paid.

The Resident Engineer and inspection staff will prepare source documents for payment for work performed for each item listed in the Engineer's Estimate. These source documents will include calculations, field measures and counts to document the exact quantity(s) of item work performed each progress pay period, usually each month with a cutoff date agreed to by the Town and Contractor. These source documents will be filed in the project records and will be the basis for payment as well as the auditable permanent project records.

Before the progress pay estimate is submitted to the Town, the Resident Engineer will review and reach agreement on the item quantities to be paid, as well as any payments for material on-hand and not incorporated in the work and any administrative deductions.

### **2.34 Scheduling**

The Resident Engineer will review the Contractor's baseline schedule submittal for compliance with the contract specifications, work sequences, and contract milestones. We will verify that the contractor's schedule logic, activity durations, and critical path for the project are reasonable for the scope of work. On a monthly basis, the Resident Engineer will review the contractor's monthly schedule updates to verify construction progress is being updated correctly, and that schedule logic is not being modified without prior approval of the Resident Engineer. If the project falls behind schedule the Resident Engineer will assist the contractor in developing suitable work-around plans to get the project back on schedule.

### **2.35 Punch Lists**

As work in each stage of construction nears completion, a punch list for that item of work will be generated with input from the Town's staff. As the project nears completion, a final punch list inclusive of all work previously identified on punch lists, will be submitted to the contractor. The status of each punch list item will be noted as to when work began and was completed, and any changes associated with that item.

Upon completion of work, we will submit a Completion Report to Town staff, including a complete set of shop drawings with review comments, completed final punch list, and Record Drawings (As Built) separate from the Contractor's set.

To ensure quality of administration, our Project Manager will conduct regular reviews of the project site and records, and report any concerns to the Resident Engineer.

## **2.4 Construction Status / Coordination Meetings**

The Resident Engineer will hold weekly meetings with the Contractor, Town staff and other interested parties. The Resident Engineer will prepare and distribute weekly project meeting agendas and minutes to attendees, Town staff, and designer. The topics covered at the meeting may include:

- Three-week look-ahead schedule.
- Overview of schedule performance.
- RFI / RFC status.
- Submittal status, including the status of repeat submittals.
- Change order / extra work status.
- Review of unresolved issues (old business).
- Review of current issues (new business).
- Review of safety issues.
- Control of materials – releases, certificates of compliance and test results.
- Scheduling of materials testing and construction surveys.

### **2.41 Safety Meetings**

Safety Meetings (tailgate) will be scheduled every 10 working days for the CM staff. Regular attendees will be the Resident Engineer, inspector(s) and other interested parties. The purpose of the meeting is to discuss safety aspects with regard to currently project operations and site

conditions as well as public and personal safety and any concerns. A written record attendance and the subjects discussed as well as recommendations and actions will be prepared and filed in the project records and distributed to the Town and Ghirardelli Safety Officer. Whenever possible, the Resident Engineer and inspection staff is encouraged to attend the Contractor's safety meetings.

#### **2.42 Pre-Activity Meetings**

As determined by the Resident Engineer or stipulated in the Contract Documents, pre-activity meetings may be conducted to discuss submittals, detailed planning and coordination, scheduling, traffic controls, SWPPP, public notifications, staffing and resources such as materials and equipment required for an important or tasks/complex operations. Examples of such tasks/operations for which pre-activity meeting maybe conducted are:

- Traffic Diversions
- Concrete placement operations
- Construction of engineered shoring systems
- Demolition operations
- Engineered shoring systems

#### **2.5 Contractor Requests for Information**

As the work progress, the Contractor may submit requests for information (RFI) or clarification (RFC). These requests will be forwarded to the appropriate party(s) for review and the response provided to the Contractor in a timely manner. Document control logs will be utilized to document and monitor the request until completed.

##### **2.51 Project Submittals / Requests for Information**

All project submittals will be logged into the Resident Engineer's office. One set of the submittal will be retained in the field office for record keeping. Two sets will be sent to the design engineer for review and mark-up. Others will be routed to the appropriate personnel as required and the Town, with a statement identifying when the submittal should be returned to the Resident Engineer's office. Tracking of submittals will be part of the progress meetings and will be tracked by our staff. In the event that the reviewers are unable to carry out their analysis within the specified time frames, the Resident Engineer will call for a special meeting with all parties involved and determine a solution.

The Resident Engineer will carefully monitor all Requests for Information (RFI), then review, distribute and track progress. Although this is a routine function of any construction project, the key to success is prompt review and timely response so that the owner's interest in cost and schedule are kept in consideration. By our close monitoring of and coordinating the follow-up of all RFIs, we will help to prevent potential delays and/or changes to the project schedule or scope. Document logs will be maintained for correspondence, submittals / shop drawings, RFIs, RFCs, change orders and disputes and potential claims.

##### **2.52 Shop Drawings**

We will review all shop drawings. We will analyze the drawings and make recommendations on whether or not they conform to the intent of the contract documents. Copies will be forwarded to the appropriate reviewers, such as the Engineer of Record and Town's Project Manager. After all comments are received, we will then return the drawings back to the Contractor with the appropriate response or action. A submittal log will be maintained for each document to monitor the review process and ensure timely review and approval and to also, ensure the documents is

approved with a specified timeframe such as “Falsework Drawings.”

### **2.53 Materials Sampling, Testing and Plant Inspection**

The Resident Engineer will track and review all records of inspection and materials testing results received from the Contractor. The RE will assure the Contractor is performing all testing required by the Contract Provisions.

### **2.54 Material Test Data and Certificates of Compliance**

The Resident Engineer will review all Contractor-provided manufacturers’ shop or mill test certificates, including test reports from independent materials testing laboratories to ensure compliance with the Contract specifications. Certificate of compliance will be obtained for all materials for which the specifications require their submittal as well as for the basis of acceptance of materials which are to be inspected and released at the project site. Examples of materials which are accepted based on certificates of compliance and inspected and released at the project site are:

- Rebar
- Drainage pipe (metal, concrete, plastic, etc.)
- Metal Railing
- Mineral admixtures for concrete
- Chemical admixtures for concrete

### **2.55 Construction Surveying and Staking**

During construction operations, the inspection staff will perform grades checks of the Contractor’s work. Our field staff will have access to precision and laser level instruments at the project site.

### **2.56 Construction Inspection**

Close adherence to the plans, details and all applicable specifications is required in order to properly construct and administer the project. Activities include, but are not limited to, maintaining continuous agency coordination, issuing notices of non-compliance, maintaining strict adherence to all local policies, conducting a daily review of the construction operations, and adhering to all applicable contract specifications and standards to include Town, Caltrans and Federal.

Our field staff will prepare electronic daily reports which will document weather, shift duration, personnel on the project, equipment used, tracking of force account activities (including accurate recording of labor, equipment and materials used), phone conversations, field instructions and discussions and any other daily occurrences pertinent to the scope, schedule, budget, quality and safety related issues. The Resident Engineer will then review these issues and ensure progress toward resolution or corrective action(s).

Our inspection staff will provide erosion control monitoring in compliance with the contract documents. The Resident Engineer and/or Inspection staff will monitor all daily activity for any impacts, non-compliance and/or enforcement of the project specifications and/or imposed BMPs to effectively minimize any impacts before they happen.

#### **2.561 Traffic Diversion/Traffic Control**

The Resident Engineer will review and make recommendations regarding all traffic diversion and traffic control proposals and inspect the Contractor’s traffic control to monitor compliance with the specifications, Town standards as well as the Manual on Uniform Traffic Control Devices (MUTCD).

#### **2.562 Safety**

Our Resident Engineer and inspection staff will conduct and document project safety meetings in accordance with project requirements. They will report all accidents, including property damage, and notify proper authorities. They will document all incidents with digital photographs and written reports and monitor the contractor's compliance with Federal and State (Cal OSHA) regulations for occupational safety and health standards for construction activities. The Resident Engineer will review the project plans and develop a list of potential project safety issues. A project-specific code of safe practices will be developed for all team members and visitors to the project site to review and sign. Examples are:

- General Policy, Personal Protective Equipment (PPE) - appropriate footwear, hard hat, reflective safety vest / garment (ANSI Class 2 or 3), eye protection, and hearing protection.
- Fall Protection
- Confined Spaces
- Public Traffic
- Construction Equipment

The Resident Engineer assist the Designer as necessary to review the Contractor's trench excavation and shoring in accordance with Cal-OSHA requirements. We will ensure that prior to accepting portions of the work as relief of maintenance, our staff will review the work and make recommendations to the County with regard to our findings. Internally, the Resident Engineer will walk the project daily, monitoring for safety issues. In addition, our inspection staff will review their portion of the work every day.

## **2.57 Environmental and Permits**

The Resident Engineer and inspection staff will thoroughly review the environmental permits for the project and become fully familiar with environmentally sensitive areas (ESAs), required mitigation, protected species, etc. During construction operations, our staff will monitor the Contractor's compliance with the environmental provisions of the Contract.

### **2.571 Storm Water Pollution Prevention Plans (SWPPP)**

Our Resident Engineer as well as our inspection staff have received training on the most recent NPDES General Permit issued by the California State Water Resources Control Board. Our staff will ensure that the Contractor complies with the provisions of the approved SWPPP to include installation of BMPs, inspections, preparation and execution of rain event action plans (REAPs), monitoring and storm water testing and reporting as required by the general permit. As necessary, our staff will perform inspection of the construction BMPs and records. The Resident Engineer will forward inspection reports, and test data, to Town staff for processing with the State Water Board's Storm Water Multi-Application and Report Tracking System (SMARTS) as required for permit compliance.

## **2.6 Change Orders**

The Resident Engineer will prepare Change Orders, as necessary. Change Orders will be prepared in accordance with the Caltrans Construction Manual, Caltrans Local Assistance Procedures Manual and the Town Project Manger's instructions. Change Order approval or Authority to Proceed will be secured from the Town before any work of the change is performed.

### **2.61 Project Budget / Contingency Balance**

The Resident Engineer will maintain a contingency balance status, which will include change order commitments, actual and anticipated overrun and under run in contract items quantities, and permanent administrative deductions stipulate in the contract documents. A copy of this status

sheet will be included with the monthly Ghirardelli progress narrative and invoice. The Town Project Manager will be notified immediately should a status of funds issue arise.

### **2.62 CM Progress Reports and Budget**

The Ghirardelli Project Manager will prepare a progress report to document the CM activities performed during the month, anticipated activities for the following month, and CM budget status with expenditure projections for following months.

### **2.70 Structures Technical Tasks**

Our Resident Engineer is prepared to check and perform independent analysis of certain engineering submittal associated with the structures construction as well as inspect and direct the efforts of the field staff with their inspection efforts. We understand that the designer may check or analyze such submittals as shoring systems, formwork systems, and concrete mix designs.

### **2.71 Shoring Systems**

The Resident Engineer will coordinate the review, approve and inspection of excavation shoring systems, including engineered systems. Reviews will be based on the Caltrans Trenching and Shoring Manual and CalOSHA Construction Safety Orders.

### **2.72 Formwork Systems**

The Resident Engineer may request and review formwork designs in order to confirm that the forming system design and designated materials will withstand the forces imposed by fluid concrete without failure or excessive settlement or deformation. The Contractor may be required to specify maximum pour rates to be adhered to during concrete placement operations.

### **2.73 Concrete Mix Designs**

The Resident Engineer and field staff will ensure that concrete delivered meet the requirements of the approved mix design(s). The constituent weights and volumes published on the batch tickets will be checked to ensure compliance with the mix design. Any member of our staff can check the Contractor's concrete mix design for compliance with Section 90 of the Standard Specifications. Concrete pour records will be prepared for each concreted placement operation.

## **2.8 Dispute Resolution and Claims Management**

Disputes and potential claims are normally prevented through a partnering and a transparent relationship with the Contractor – good communication, no surprises and fairness. Constant communication between the Resident Engineer and the Contractor's representatives can help to prevent the further risk of claims and greatly minimize the owner's risk. Such issues are best handled quickly and at the lowest level, normally in the field, when the provisions of the Contract allow for such resolution. Should disputes or potential claims arise during the life of the Contract, our Resident Engineer will ensure that the circumstances pertaining to the issue(s) is documented in writing. The RE will discuss the issue(s) with the Town's Project Manager; perform the necessary investigation to determine merit and entitlement then present recommendations to the Town. The RE will provide this discussion in writing to the Town and will be available to support and assist the Town in resolving claims and disputes and negotiate and agreed solution. Our staff will ensure the administrative processes for dispute resolution and potential claims are adhered to and the appropriate documentation prepared, collected and filed in preparation for further claims processes or litigation.

# **Post Construction**

## **3.1 Claims Management**

Before the return of a proposed final estimate (PFE), most issues, which could become formal claims, should already be identified with documentation in the files generated from previous investigations, meetings and dispute hearings. Once a claim(s) is returned with the PFE, The Resident Engineer will compare the new documentation, if any, to the files then perform the necessary analysis / investigation to formulate recommendations for resolution to the Town. Claims which are administrative in nature, such as disputed item or extra work payments, will be immediately reviewed and investigated to determine merit and entitlement to provide for a rapid resolution, if possible. New issues that have resulted in claims, such as accumulated delay, change in character, liquidated damages, etc., will reviewed and investigated to formulate recommendations for resolution to the Town.

## **3.2 Project Closeout**

Our project team will work closely with the design engineer, Town staff and other stake holders to ensure that the project closeout proceedings are performed quickly, accurately and consistently, in accordance with all pertinent policies and procedures. We will review and monitor the Contractor's submittal information respective to the closeout, such as "as-built" information, warranties, guarantees, bond reduction, punch list preparation, and final payment. The RE will schedule, coordinate, and conduct a final walk through with the Contractor and Town prior to the recommendation of acceptance.

## **3.3 As-Built Plans**

During the construction, the Resident Engineer and inspection staff will annotate changes and as built conditions on a set of Contract Plans specifically set aside for this purpose. Upon project completion, this field set of as built plans will be submitted to the Town for their files or as a template for the Designer to complete a formal set of as-built drawings using their electronic processes. Once the plans are complete, the RE will provide his written recommendation for project acceptance to the Town in preparation of formal project acceptance and recordation of Notice of Completion.

## **3.4 Reports of Completion**

The Resident Engineer and Project Manager will prepare final reports of completion to the Town. The final report will recap the costs, schedule, successes, and lessons learned.

## **3.5 Contract Records**

Under the direction of the Resident Engineer, our field staff will provide the Town staff with an original set of construction documents, cataloged in accordance with the Caltrans file management system, which includes all documented correspondence, diaries, reports, photos, correspondence, contract documents, labor compliance, materials, material tests, change orders, progress payment and survey records, etc. for storage by the Town. All contract documents will be digitized and filed electronically.

## Negotiable Cost Proposal for Town of Atherton, Marsh Road Retaining Wall Repair

Firm Name: Ghirardelli Associates, Inc. (Project No. 16015)

April 6, 2016

Name/Classification	Hourly Billing Rates		Hours by Phase			Hours	Amount
	Straight	Shift Dif.	Precon	Construction	Closeout		
<b>Dan Brodnik, P.E.</b> Project Manager / Resident Engineer	\$203.65	n/a	40	376	40	456	\$ 92,864.22
<b>Thanh Dickerson, P.E.</b> Assistant Resident Engineer / Office Engineer	\$194.74	\$ 219.08	40	376	80	496	\$ 96,591.01
<b>Pete Martin</b> Construction Inspector	\$155.56	\$ 175.01		752		752	\$ 116,983.25
Materials Testing			Provided by Town				
QA Surveying			Provided by Town				
Contingency			Requires Town Authorization				\$ 26,291.36
						<b>Total</b>	<b>\$ 332,729.84</b>

- 1) Ghirardelli Associates does not charge for our Project Manager to administer the contract with the Town.
- 2) Hourly rates include vehicle, mobile phone, laptop, and camera.
- 3) Any extensive reproduction or delivery service charges shall be billed at actual.
- 4) Rates valid until 12/31/2016. Annual rate escalation is 3%.
- 5) Construction inspection activities are subject to prevailing wage requirements.
- 6) Per prevailing wage requirements, a shift differential of 12.5% applies for any covered work shift beginning after 2PM.
- 7) Cost proposal is based on 94 working days.
- 8) Cost proposal does not include an allowance for overtime hours.

**Attachment C - Evaluation Table for Project Marsh CM**

Rating Factor	Weight	Points 1 to 10	Respondent Name																								
			Anchor					Bellicci					Caltrop					Ghirardelli					Park				
			Weighted					Weighted					Weighted					Weighted					Weighted				
Reviewer			A	B	C	Total	Score	A	B	C	Total	Score	A	B	C	Total	Score	A	B	C	Total	Score	A	B	C	Total	Score
Project Team's qualifications	0.15		8	8	8	24	3.6	8	5	7	20	3	8	7	8	22.5	3.38	10	10	9	29	4.35	8	6	7	21	3.15
Project Manager's Technical Experience and Approach	0.25		8	6	7	21	5.25	7	5	7	19	4.75	8	5	7	20	5.00	8	10	8	26	6.50	7	5	7	19	4.75
Understanding of Project Issues	0.25		9	9	8	26	6.5	8	5	7	20	5	7	6	8	21	5.25	8	9	9	26	6.50	8	5	6	19	4.75
Quality of Proposed Work Plan	0.25		8	6	7	21	5.25	8	5	7	20	5	9	5	8	22	5.50	9	9	9	27	6.75	5	4	6	15	3.75
<b>Total</b>	<b>0.90</b>					<b>92</b>	<b>20.6</b>				<b>79</b>	<b>17.75</b>				<b>85.5</b>	<b>19.13</b>				<b>108</b>	<b>24.10</b>				<b>74</b>	<b>16.40</b>