



STAFF REPORT

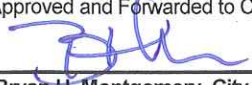
Date: Tuesday, September 26, 2017

To: Bryan H. Montgomery, City Manager

From: Kevin Rohani, P.E. Public Works Director/City Engineer

Subject: Authorize the City Manager to execute an amendment to the Consulting Services Agreements with Gates & Associates, Inc. and Siegel & Strain Architects, Inc. to provide Construction Support Services for the Oakley Recreation Center Project - CIP 194

Approved and Forwarded to City Council:


Bryan H. Montgomery, City Manager

Background and Analysis

The City's Capital Improvement Program for Fiscal Year 2017-18 includes a project to design and construct the new Oakley Recreation Center project. The development of a modern and functional Recreation Center facility is a priority for the Oakley City Council. This will serve the recreational service needs of the growing Oakley community for years to come.

The design of the project is complete and building permits are being secured before the bidding phase of the project. The scope of this project includes: site grading, construction of new parking lots and sidewalks, a multi-purpose sports field, landscaping and irrigation, an irrigation well, a new traffic signal for the entrance to the site on O'Hara Avenue at Chianti Way and median island modifications on O'Hara Avenue and construction of the new Recreation Center building.

On October 25, 2016, the City Council awarded a design contract to Gates & Associates, Inc. for performing the site civil and landscaping design. On January 24, 2017, the City Council awarded a design contract to Siegel & Strain Architects, Inc. for performing the building design for the new Oakley Recreation Center project.

The design consultants, along with City staff have been working collaboratively over the past several months to design this project to accommodate the recreation service needs of the Oakley community. The scope of the design work was specific and outlined in the respective consultant contracts. The project consultants performed additional design related services at the request of City staff that would benefit the project. These additional design services include: electrical design, preparing separate design bid packages, geotechnical design, utility design, and value engineering for the building. The cost for the additional design services was

negotiated and approved by staff prior to the work being performed by the consultants.

In order to ensure consistency and quality control as the project moves forward into the construction phase, staff now proposes to amend the Gates & Associates, Inc. and Siegel & Strain Architects, Inc. contracts to include support for the construction phase of the project.

Construction Support Services are an important element in this large scale and high profile project because of the complexity of the design and coordination work involved. The following summary has been prepared in order to better understand the distribution of the work efforts for the construction of this project.

The key components of the construction for this project are:

- *Day-to-day construction inspections:* The Building Department and Public Works Department will monitor and inspect the contractor's daily work; measure and document quantities of material used on the project and insure compliance with the plans and specifications.
- *Coordination with the design team during construction:* The Building Department and Public Works Department staff will work closely with the contractor and the design team to provide responses to inquiries and questions that may arise during the course of the project's construction. This is an important role, especially on this project with many detailed design elements.
- *Construction Support Services:* This work requires the project consultant to provide review of all shop drawings and various product submittals for the construction, provide design clarifications and information, and attend various meetings. At the conclusion of the construction work, an as-built document for the project will also be prepared for the City by the design team.

Gates & Associates, Inc. and Siegel & Strain Architects, Inc. will be assigned the task of providing Construction Support Services for this project along with their sub-consultants as outlined in the attached proposal and scope of work. Staff recommends approval of the amendment to the Gates & Associates, Inc. contract to provide Construction Support Services in an amount not to exceed \$113,474 and approval of the amendment to the Siegel & Strain Architects, Inc. contract to provide Construction Support Services in an amount not to exceed \$232,500 and

Fiscal Impact

Approval of this resolution will accept the proposal and authorize the City Manager to execute an amendment to the agreement with Gates & Associates, Inc. and Siegel & Strain Architects, Inc. for a cost not to exceed \$113,474 and \$232,500 respectively. The funding of this contract amendment will be from the General Capital Projects Fund.

Staff Recommendation

Staff recommends that the City Council adopt the resolution amending the agreement with Gates & Associates, Inc. and Siegel & Strain Architects, Inc. for providing Additional Design and Construction Support Services associated with the new Oakley Recreation Center Project - CIP 194, and authorizes the City Manager to sign the amendment to the design agreement.

Attachments

- 1) Proposals from Gates & Associates Inc.
- 2) Proposal from Siegel & Strain Architects Inc.
- 3) Resolution



LANDSCAPE ARCHITECTURE · LAND PLANNING · URBAN DESIGN

ADDITIONAL WORK AUTHORIZATION #01

Project Number: 5203
 Date: May 1, 2017
 Project Title: Moura Property Ballfield Project, Oakley
 To: Kevin Rohani
 Public Works Director/City Engineer
 925-625-7003
 3231 Main Street, Oakley, CA 94561
 Kevin Rohani <Rohani@ci.oakley.ca.us>

Extra Worked requested by: Kevin Rohani, City of Oakley
 Date: February 2017

SCOPE OF WORK:

Provide additional scope of work service per City's direction:

1. BKF - Civil engineering service (see Attachment A for detailed breakdown of the tasks)
 - a. Prepare separate submittals for off-site improvement plans and rough grading plans per funding requirement and revise plans per new building foot print. \$8,540.00
2. BSK - Additional Geotechnical Engineering service (see Attachment B for details) \$13,100.00
3. Gates - Landscape design service:
 - a. Prepare separate submittals for off-site improvement plans and rough grading plans per funding requirement. \$ 2,800.00
4. Gates + Associates management service \$ 2,164.00
 (10% mark-up for consultant coordination for item 1 to 3)



FEES FOR WORK:

- Fixed Rate \$ _____
- Hourly not to exceed: **\$26,604.00** Reimbursables included in fee
- Hourly, no set maximum. ("T & M") Reimbursables not included in fee
- We are proceeding with this work based on your verbal authorization We are awaiting your written authorization prior to proceeding with this work

Please return one signed copy of this work authorization to Gates + Associates as soon as possible. If you have questions or comments regarding this matter, please contact us at your earliest convenience.

ISSUED:

AUTHORIZATION CONFIRMED:

BY: David L. Gates DATE: 05.01.17 BY:..... DATE:.....

DAVID GATES, PARTNER
 LICENSE #1550



BKF No. 20167137PP
April 30, 2017

Ms. Kimmy Chen, Associate Principal
David Gates & Associates
2671 Crow Canyon Rd.
San Ramon, Ca. 94583

**Subject: Oakley Moura Property Ball field
Extra Fee Request No.1**

Dear Kimmy:

Due to the fast track and multiple package delivery process that this project has evolved into, we had to spend some additional manhours to make some additional design changes. Therefore we would request approvals for the additional design time spent to incorporate these changes into the design documents. We are requesting the following add service fees:

Early Ball field bid package and related site revisions

Design Manager	30 Hours@ \$190/hr	\$5,700
Project Engineer II	20 Hours@ \$142/hr.	<u>\$2,840</u>
	SubTotal Request	\$8,540

Please note that we have not included any additional fee requests for extra project management time, just the extra design efforts.

Thank you for the opportunity to present this request. We are committed to the successful completion of this project for the City of Oakley and working with you and your associates. If you have any questions about this request, feel free to give me a call at (925) 396-7704.

Respectfully,
BKF Engineers

John Lamon, PE
Associate/Project Manager



324 Earhart Way
Livermore CA 94551
P 925.315.3151
F 925.315.3152
www.bskassociates.com

ATTACHMENT (B)

Sent via email: kimmy@dgates.com

January 19, 2017

BSK Proposal GL16-14279

Ms. Kimmy Chen
Associate Principal
Gates+Associates
2671 Crow Canyon
San Ramon, California 94583

**SUBJECT: Proposal for Geotechnical Investigation
Phase 1 and 2 Buildings
Oakley Recreation Center
Oakley, California**

Dear Ms. Chen:

BSK Associates (BSK) is pleased to present this proposal to provide a geotechnical investigation for the above-referenced project. We have based our proposal on the following:

- Our discussions with you,
- The Phase I and Master Plan Illustrative plans you provided us on January 16th and 17th, 2017 (both dated December 2016) showing the planned buildings for Phases 1 and 2 of the Oakley Recreation Center project as well as the location of the planned retaining wall, trellis, and location of the existing building to be relocated,
- Our review of Google Earth Pro aerial imagery of the site,
- Our past surface and subsurface experience at the site, and
- Our previous experience in the area and with similar projects.

The following sections present discussions regarding our understanding of the proposed project. In addition, our proposed scope of services, fee quotation, project schedule, and project limitations are presented for your consideration.

PROJECT UNDERSTANDING AND SITE DESCRIPTION

As discussed in our December 19, 2016 geotechnical report¹, we recently performed an investigation for Phase 1 of the Oakley Recreation Improvements. Our original scope for that investigation did not include investigation for the new buildings planned for the project.

As shown on the attached Site Sketch, Plate 1, we understand that an approximately 10,000 square foot, single story building has been added to Phase 1 of the project and that construction of that building will require relocation of an existing approximately 3,000 square foot, single story building. In addition, an approximately 10,000 square foot, single story building and a 10- to 12-foot tall trellis will be constructed immediately to the east of this new building. Also as part of Phase 2, an amphitheater will be constructed between the two new buildings, which will require construction of an approximately 5-foot tall retaining wall in this area.

Although grading plans for the new buildings and related structures are not currently available, based on our discussions with you, we anticipate on the order of 5 feet of cuts and fill within the proximity of the new buildings. We expect excavations for new utility lines will be up to 5 feet deep to provide gravity flow. Portions of the proposed location of the Phase 1 building are currently covered by pavement. Therefore, the project will require demolition of existing improvements prior to grading.

If the actual site conditions and/or project description differs significantly from that anticipated above, particularly the planned grading, we should be notified so that we may review our scope of services for applicability.

ANTICIPATED SUBSURFACE CONDITIONS

According to the borings drilled for our recent investigation, the upper approximately 8½ feet of the site is underlain by poorly graded sand to poorly graded sand with silt containing varying amounts of gravel. This material has a low expansion potential. One of our borings encountered refusal at a depth of 6 feet below existing grade (BGS), possibly attributed to a large gravel particle. The soils encountered in our borings were consistent with the geology mapping by Dibblee and Minch (2006)², which states that the site is underlain by Holocene age (less than 11,000 years old) wind-blown sand dunes and by levee fill along the southern margins of the site, where the Contra Costa Canal is located.

¹ BSK Associates (2016), Geotechnical Investigation Report, Phase 1 – Oakley Recreation Improvements, Oakley, California, dated December 19, 2016 (BSK File No. G16-221-11L).

² Dibblee, T.W., and Minch, J.A. (2006), Geologic Map of the Antioch South & Brentwood Quadrangles, Contra Costa County, California: Dibblee Geological Foundation, Dibblee Foundation Map DF-193, scale 1:24,000.



Free groundwater was not encountered within the maximum depth of our exploration (about 8½ feet BGS). Based on groundwater level data³ for wells located within about 1 mile of the site, we expect free groundwater to be deeper than 20 feet BGS at the site.

We expect to encounter predominantly medium dense to dense sandy soils below a depth of 8½ feet. Depending on the depth to groundwater, we anticipate the site could be susceptible to some degree of liquefaction-induced settlement. Therefore, we are including a 50-foot deep boring as part of this additional investigation in order to evaluate the site's liquefaction potential.

SCOPE OF SERVICES

Approach

Based upon the above project understanding, BSK proposes the following scope of services that will include mobilization, subsurface investigation, laboratory testing program, engineering analyses, report preparation, and review of the geotechnical aspects of the Phases 1 and 2 plans. We have also included an optional task to issue a draft report if desired.

This proposed investigation specifically excludes the assessment of environmental characteristics particularly those involving hazardous substances. If needed, BSK can outline a scope of services for an environmental assessment in a separate proposal.

Task 1 – Mobilization

This task will include staff briefing, boring layout, clearance of utilities, permitting, and scheduling of subcontractors. Prior to the start of the field investigation, we will visit the site to mark the proposed boring locations and confirm site access. We will then notify Underground Service Alert (USA) of our intent to drill the site a minimum of 48 hours prior to our field investigation. Note that USA will only check for utilities on the public right-of-way, and does not include private property. Therefore, we will secure the services of a private utility locator to help identify detectable underground utilities at the site to reduce the potential for conflicts at our exploration points. As required by local ordinance, we will obtain a drilling permit from the Contra Costa County Environmental Health Division (County).

Similar to our previous investigation at the site, we assume the City of Oakley (City) will not require us to file an encroachment permit for our investigation and will readily provide permission for us to enter the site during our field investigation. Prior to the start of our field investigation, we will contact you or one of your representatives to confirm that we have permission to access the site.

³ Data obtained from <http://geotracker.waterboard.ca.gov> and <http://www.water.ca.gov/waterdatalibrary/>.



Task 2 – Subsurface Investigation

As shown on Plate 1, we plan to advance three (3) borings to depths of about 20 to 50 feet for a total of about 90 lineal feet. The borings will be drilled using a standard truck-mounted drill rig equipped with hollow-stem augers. A BSK representative will maintain a log of the soils encountered and obtain samples for visual examination, classification, and laboratory testing. The number of blows necessary to drive Standard Penetration Test (SPT) or California samplers will be recorded on the logs. If we encounter groundwater, we will flood the boring augers of the 50 foot deep boring with a water-quik gel bentonite mixture to balance hydrostatic pressures and reduce the risk that heaving sands could adversely affect our blow count readings. Bulk samples will also be collected. The depth to groundwater, if encountered, will be noted. We expect to complete our subsurface investigation in one day.

Upon completion, the borings will be backfilled with cement grout per the County permit requirements. Cuttings from the borings will be left in unimproved areas of the site near the exploration locations. If requested, we can contain the cuttings in drums and have them off-hauled and disposed offsite for an additional fee. In addition, the upper approximately 6 inches of borings located in paved areas will be patched with Quikrete (fast-setting concrete).

Access limitations due to existing improvements or inclement weather may result in time delays and/or additional charges if specialized all-terrain drilling equipment becomes necessary.

Although this is a rare occurrence, in the event that obviously hazardous materials are encountered visually or by odor in the borings, the pertinent boring(s) will be immediately terminated and backfilled with cement grout. We will notify you as soon as possible of such an occurrence, and we will both mutually decide whether to continue, modify, or cease the remainder of the investigation program and whether an environmental assessment should be conducted. We can provide this assessment for an additional fee if requested.

Task 3 – Laboratory Testing

Laboratory tests may be performed on selected soil samples from the borings to evaluate pertinent engineering properties for design. Laboratory tests which we may perform include measurement of moisture content/dry density, sieve analysis, Atterberg Limits, shear strength tests. After the field investigation is completed, we will contact you for your prior approval if we find it necessary to perform additional tests.

We will temporarily store the samples collected during our investigation (but not tested in the lab) for a period of 90 days from the date of drilling. After this period, we will dispose of the samples unless otherwise requested by the Client.



Task 4 – Engineering Analysis and Report Preparation

We will evaluate the field and laboratory data and perform geotechnical engineering analyses to develop conclusions and recommendations as summarized below. We will then revise our December 19, 2016 geotechnical report to incorporate the results of our additional field explorations, laboratory tests and engineering analysis. The revised report will be prepared under the supervision of a California registered Geotechnical Engineer. At this time, we anticipate that the revised report will include the following items:

- A description of the project including a vicinity map and site plan showing the approximate location of previous and proposed borings,
- A description of the previous and proposed subsurface investigation, logs of borings, and results of laboratory tests;
- A description of the surface and subsurface site conditions encountered during our previous and proposed field investigation, including depth to groundwater (if encountered),
- A description of the site geologic setting and associated geologic related hazards, including soil expansion, faulting, liquefaction potential, lateral spread potential, and dynamic compaction/seismic settlement potential to the maximum depth of our proposed exploration,
- Conclusions and recommendations related to the geotechnical aspects of:
 - Potential for occurrence of liquefaction and its adverse effects, if needed, and mitigation measures such as lime or cement treatment of the building pad, and use of a structural mat slab, post-tensioned slab, or waffle type shallow foundation system to support the new buildings;
 - Anticipated total and differential settlements,
 - Shallow footing design and construction, including allowable bearing pressures, minimum embedment depths, minimum widths, and resistance to lateral loads,
 - Modulus of subgrade reaction for foundations and slabs,
 - Drilled pier recommendations for backstop, bleacher, light poles, score board, traffic signals, and trellis, including minimum embedment depth, allowable skin friction, and resistance to lateral loads;
 - Presentation of 2016 CBC seismic design parameters,
 - Interior and exterior slab-on-grade recommendations,
 - Site preparation, earthwork and fill recommendations, including compaction criteria,
 - Asphalt concrete pavement design based on R-value test results and anticipated Traffic Indexes for the site,
 - Site preparation, earthwork and fill recommendations,
 - Site drainage recommendations,
 - Discussion of storm water runoff mitigation, including anticipated saturated hydraulic conductivity of near-surface soils,



- Construction considerations and limitations, and
- A brief discussion of the corrosion potential of near-surface soils encountered during our field exploration based on laboratory corrosion potential tests performed.

We will provide an electronic copy of our revised report in PDF format via email for distribution to the design team.

Task 5 – Augmentation of Geotechnical Plan Review for Phase 1

Our original fee to perform a geotechnical review of the plans for Phase 1 was based on the assumption that Phase 1 did not include a new building. This task will consist of review of the geotechnically relevant aspects of the 90% complete civil and structural plans to confirm that the geotechnical recommendations provided in our revised report have been properly implemented. We will then issue a plan review letter presenting our review comments. Once our review comments are addressed, we will then issue a final letter acknowledging that our review comments have been properly addressed. Our fee for this task assumes a single plan review iteration. If additional review iterations and letters are required, we may need to request that the budget for this task be increased accordingly.

Task 6 – Preparation of Draft Geotechnical Report (Optional)

If desired, we could issue our revised report as a draft to allow the design team and the City an opportunity to review the report contents and provide input for the report contents before it is finalized. The fee for this optional task assumes that revisions to the draft report and plates would be relatively minor.

SCHEDULE

The table below summarizes our anticipated schedule to complete the services described herein.

Task	Description	Anticipated Number of Weeks to Complete
1	Mobilization	Within 1 week* pending private utility locator availability.
2	Subsurface Investigation	Within 2 to 3 weeks* pending drilling permit approval and drilling subcontractor availability.
3	Laboratory Testing	Within 2 to 3 weeks after Task 2 is completed



Task	Description	Anticipated Number of Weeks to Complete
4	Engineering Analysis and Report Preparation	Within 2 weeks after Task 3 is completed. If the optional Task 6 (draft report) above selected, the timeline for Task 4 would apply to the draft report. The final report would be ready within one week after receipt of input from the design team and the City.
5	Geotechnical Plan Review	Within 2 weeks of receipt of plans.
*From receipt of notice to proceed.		

FEE ARRANGEMENTS

We propose to provide the above scope of services for a lump sum fee of **\$13,100 (\$13,900 if optional Task 6 is selected)**. We will bill our fee monthly on a percent complete basis. For the scope of work outlined in this proposal, the breakdown of our fee is approximately as shown below.

Task	Description	Fee
1	Mobilization	\$ 2,800
2	Subsurface Investigation	\$ 5,700
3	Laboratory Testing	\$ 1,600
4	Engineering Analysis and Report Preparation	\$ 2,200
5	Augmentation for Geotechnical Plan Review for Phase 1	\$ 800
Total Fee		\$13,100
6	Preparation of Draft Report (optional)	\$ 800
Total Fee (including draft report)		\$13,900

The above fee assumes the site is accessible to a standard drill rig. If site conditions restrict our field operations or require the use of specialized drilling equipment due to weather conditions, such as a track-mounted drill ring, we may need to revise our fee or wait to investigate the site until weather conditions improve. Our fee applies to work commenced within 90 days of this proposal. After that time, we should review our proposal for applicability.

Our fee quotation does not cover attendance at client meetings, post-report consultation, or construction observation and testing services. If such additional services are requested, we would charge for them on a time and materials basis according with the rates contained in our November 15, 2016 contract with Gates+Associates as additional charges to the fee quotation presented herein.



We assume that this project falls under the definition of a prevailing wage project. Therefore, the City of Oakley will need to generate a PWC-100 number for our drilling subcontractor to use when submitting certified payroll to the Department of Industrial Resources (DIR).

CONSTRUCTION MONITORING SERVICES

As part of our Geotechnical Engineer-of-Record services, foundation and earthwork observation and testing services should be provided by BSK during construction. Proper geotechnical observation and testing during site work construction is imperative in allowing the geotechnical engineer the opportunity to confirm the assumptions made during the design process and to monitor the work for conformance with our recommendations.

BSK maintains a well-qualified construction materials laboratory and staff in addition to our soil testing capabilities. We can provide testing services on concrete, reinforcing steel, welding, structural steel, reinforced masonry, and asphalt concrete, as well as other elements of construction.

Separate proposals for a geotechnical plan review and construction observations and materials testing can be provided once the project plans are completed.

AUTHORIZATION

We assume our services for this project would be authorized via an amendment to our existing contract with Gates+Associates dated November 15, 2016 for this project. If you are in agreement with our proposed scope, please send us an amendment for our review and signature.

BSK will perform its services consistent with that level of care and skill ordinarily exercised by other consultants practicing in the same discipline and locale at the time the services are performed. No other warranties, either express or implied are provided. If significant changes occur in the design of the project during or after our geotechnical investigation is completed, BSK should be notified in writing so we can evaluate how such changes impact our recommendations and whether additional investigation may be necessary.

This proposal was developed after discussion with you and is a preliminary understanding of your desires. If a portion of this proposal does not meet your needs, or if those needs have changed, BSK is prepared to consider appropriate modifications, subject to the standards of care to which we adhere as professionals. Modifications such as changes in scope, methodology, scheduling, and contract terms and conditions may result in changes to the risks assumed by the Client as well as adjustments to our fees.



ADDITIONAL REQUIREMENTS


It is the responsibility of the Client or its representatives to provide BSK available information on locations for all utilities and utility easements situated within the site at least four (4) working days before the start of our field investigation. Penetrating the site's surface is inherently risky. It is impossible to determine with certainty the precise location of all structures, which may be buried below the ground surface at the site. Our proposed fee is not adequate to compensate for both the performance of the services described here and the assumption of the risk associated with damaging such structures. Disruption of utilities or damage to underground structures will be the responsibility of the Client. Services rendered by BSK to repair them will be billed at cost. To help reduce the potential for conflicts between our borings and existing underground utilities, we will retain the services of a private utility locator to help identify detectable underground utilities near our proposed exploration points at the site.

Some damage to the existing site surface may occur during our subsurface investigation. We will take precautions to limit such damage; however, we will not be responsible for the restoration of these areas except for backfilling the boreholes with cement grout and patching the upper approximately 6 inches of the boreholes located in paved areas of the site with Quikrete as previously discussed.

CLOSURE

BSK appreciates the opportunity to submit this proposal for your consideration and we look forward to working with you on this project. If you have questions concerning this proposal or require additional information or services, please contact the undersigned at (925) 315-3151.

Respectfully submitted,
BSK Associates


Cristiano Melo, PE, GE
Geotechnical Group Manager


Carrie L. Foulk, PE, GE
Senior Geotechnical Engineer

Attachments: Plate 1 – Site Sketch





ADDITIONAL WORK AUTHORIZATION #02

Project Number: 5203
Date: May 1, 2017
Project Title: Oakley Recreation Center, Oakley
To: Kevin Rohani
Public Works Director/City Engineer
925-625-7003
3231 Main Street, Oakley, CA 94561
Kevin Rohani <Rohani@ci.oakley.ca.us>

Extra Worked requested by: Kevin Rohani, City of Oakley
Date: December 2016/February 2017

SCOPE OF WORK:

Provide additional scope of work service per City's direction:

1. BKF - Civil engineering service (see Attachment A for detailed breakdown of the tasks)
 - a. Additional utility design and coordination for the new building design \$4,664.00
2. OMM - Electrical engineering service (see Attachment B for details) \$14,300.00
3. Gates - Landscape design service:
 - a. Work with Noll & Tam and develop new site plans for Ph1 and 2 (work completed in December, 2016) \$4,800.00
 - b. Work with S&S and re-develop site plans based on the new building foot print and location. \$3,800.00
4. Gates + Associates management service \$ 1,896.00
(10% mark-up for consultant coordination for item 1 to 3)



FEES FOR WORK:

- Fixed Rate \$ _____
- Hourly not to exceed: **\$29,460.00** Reimbursables included in fee
- Hourly, no set maximum ("T & M") Reimbursables not included in fee
- We are proceeding with this work based on your verbal authorization We are awaiting your written authorization prior to proceeding with this work

Please return one signed copy of this work authorization to Gates + Associates as soon as possible. If you have questions or comments regarding this matter, please contact us at your earliest convenience.

ISSUED:

AUTHORIZATION CONFIRMED:

BY: *David L. Gates* DATE: 05.01.17
DAVID GATES, PARTNER
LICENSE #1550

BY:..... DATE:.....

BKF No. 20167137PP
April 30, 2017

Ms. Kimmy Chen, Associate Principal
David Gates & Associates
2671 Crow Canyon Rd.
San Ramon, Ca. 94583

**Subject: Oakley Recreation Center Project
Extra Fee Request No.2**

Dear Kimmy:

As you know we have been asked to make revisions to our site plan relating to the Recreation Center and to provide for additional utility design and coordination for the new building services including incorporation of the joint trench design into the site utility plan and the design and coordination of the domestic ,fire water, and sanitary sewer services. We estimate the additional time required is as follows:

Design Manager	14 hours@190/hr	\$2,660
Project Engineer I	16 hours@124/hr	<u>\$1,984</u>
	SubTotal Request	\$4,664

Please note that we have not included any additional fee requests for extra project management time, just the extra design efforts.

Thank you for the opportunity to present this request. We are committed to the successful completion of this project for the City of Oakley and working with you and your associates. If you have any questions about this request, feel free to give me a call at (925) 396-7704.

Respectfully,
BKF Engineers



John Lamon, PE
Associate/Project Manager



O'MAHONY & MYER
ELECTRICAL ENGINEERING & LIGHTING DESIGN

San Rafael, California
Pacific Harbour, Fiji

January 29, 2017
(revised 2/3/2017)

Brian O'Mahony
Jan P. Myer
Paul Carey
Pieter Colenbrander
David Orgish

Gates + Associates
2671 Crow Canyon Road
San Ramon, CA 94583

Attn: Kimmy Chen

Re: Oakley Recreation Center – Phase 1
Site Electrical Engineering and Lighting Design Services

Dear Kimmy,

We are pleased to provide the following proposal for the electrical and lighting design services for the proposed new Oakley Recreation Center in Oakley.

Our proposed scope of work and fees are as outlined below:

A. Scope of Work and Assumptions:

1. New parking lot lighting design – Gates & Associates to coordinate light fixture selections with OMM.
2. Pathway lighting design (beyond 5 feet from building). Gates & Associates to coordinate light fixture selections with OMM.
3. Assumes no new lights for the grass playing field, but we will provide conduit stub-outs for future lighting.
4. Relocate and re-route the existing electrical power panel feeder(s) from the existing removed Portable building to one of the four existing Portable buildings to remain. Coordinate with site utility designer.
5. Provide electrical conduit stub-outs for Phase 2.
6. We will prepare a site lighting layout plan with photometric study, all lighting circuiting and controls, a luminaire schedule for exterior lighting, conduit trench and pole base details, and Title 24 compliance documentation for the exterior lighting.
7. We will provide standard Division 26 specifications in CSI format.
8. We assume that cost estimates will be prepared by others. We will review as required. We do not provide cost estimating services.
9. Assumes (3) submittals: 65% CD, 90% CD and 100%CD.
10. Deliverables to include signed electrical and lighting plans and specs, suitable for permit submission, bidding, and construction.

11. Includes (2) project meetings with the City / Gates + Associates.
12. Excludes attendance at additional meetings or presentations, design of emergency power systems, design of Street Lighting systems, and/or other items not specifically noted above.
13. Excludes project phasing design or special documentation of additive or deductive alternates.
14. Assumes that all official progress printings (all disciplines) will be provided by G+A as hard copies for our use in coordinating the design and for record sets. We can print/plot our own sets in-house if a single electronic set in PDF format is provided (with all disciplines).
15. Reimbursables (direct costs) are included in the fees listed below.
16. Excludes construction support service at this time.

B. Additional Services (excluded from this proposal):

1. Any other work not specifically included in the Scope of Work and/or Assumptions noted above.
2. PG&E utility service coordination.

C. Proposed Fees, Billing Rates, and Conditions:

1. We propose to provide the above listed Electrical Engineering and Lighting Design Services for the following fixed fees:

Construction Documents. \$ 14,300

2. Additional Services (if required or requested) will be billed on an hourly basis at the following rates:

Principal:	= \$210/hr.
Electrical Engineer:	= \$125/hr.
Lighting Designer	= \$125/hr.
Draftsperson:	= \$ 95/hr.
Administrative:	= \$ 85/hr.

3. Billings will be submitted on a monthly basis, due and payable 30 days after date of invoice.
4. Reimbursable expenses such as overnight delivery service charges and printing (other than inter-office coordination prints) will be billed at cost, over and above the listed fees above.

January 29, 2017 (revised 2/3/17)
Kimmy Chen
Page 3 of 3

Oakley Recreation Center
Site Electrical Engineering & Lighting Design Services

If you have any questions or comments on our proposal or assumptions, please do not hesitate to call.

Sincerely,



Pieter Colenbrander, P.E.
O'Mahony & Myer



ADDITIONAL WORK AUTHORIZATION #03

Project Number: 5203
Date: July 7, 2017
Project Title: Oakley Recreation Center, Oakley
To: Kevin Rohani
Public Works Director/City Engineer
925-625-7003
3231 Main Street, Oakley, CA 94561
Kevin Rohani <Rohani@ci.oakley.ca.us>

Extra Worked requested by: Kevin Rohani, City of Oakley
Date: June 2017

SCOPE OF WORK:

Provide construction support service:

1. **Gates – Landscape construction administration service** **\$14,580**
 - a. Attendance at pre-construction conference or meeting and one (2) construction meetings.
 - b. Preparation of addenda, document clarifications, preparation of responses to field questions and provide submittal review comments.
 - c. Site visits and preparation of field reports
 - 1) A representative of GATES shall make three (4) visits to the site during and at the completion of construction to ascertain if the landscape work is generally proceeding in conformance with the drawings and specifications. On the basis of such on-site observations, as landscape architect, GATES shall keep the City informed of the progress and quality of the work. Additional construction observation requested by the City shall be billed as additional services.
 - 2) Preparation of punch lists.
 - 3) Project close out - Provide record drawings.
 - 4) The fee is based on the Landscape site construction not exceeding 12 months
2. **BKF –Civil Engineering Service** (see Attachment A for detailed breakdown of the tasks)-**\$33,440**
3. **OMM - Electrical engineering service** **\$5,500**
 - a. Attend (2) construction meetings with City
 - b. Response to RFIs and provide submittal reviews and comment.
 - c. Prepare documents for field order or change order.
 - d. Conduct substantial and final construction reviews and provide field reports.
 - e. Project close-out – Provide record drawings.
4. **Gates + Associates management service** **\$ 3,890**

(10% mark-up for consultant coordination for item 2 to 3)



FEES FOR WORK:

- Fixed Rate \$ _____
- Hourly not to exceed: **\$57,410.00** Reimbursables included in fee
- Hourly, no set maximum ("T & M") Reimbursables not included in fee
- We are proceeding with this work based on your verbal authorization We are awaiting your written authorization prior to proceeding with this work

Please return one signed copy of this work authorization to Gates + Associates as soon as possible. If you have questions or comments regarding this matter, please contact us at your earliest convenience.

ISSUED:

AUTHORIZATION CONFIRMED:

BY: *David L. Gates* DATE: 07.07.17 BY: DATE:

DAVID GATES, PARTNER
 LICENSE #1550

BKF No. 20167163PP
June 29, 2017

Ms. Kimmy Chen, Associate Principal
David Gates & Associates
2671 Crow Canyon Rd.
San Ramon, Ca. 94583

**Subject: Oakley City Rec. Center Project
Civil Construction Support and Project Closeout**

Dear Kimmy:

We are pleased to submit this fee proposal for civil construction support services of the new Recreation Center for the City of Oakley.

Our scope of services shall include the following tasks:

I. CONSTRUCTION SUPPORT (43 Weeks)

1. During the construction phase, we will respond to RFI's from the subcontractors building the civil design and provide clarifications to the design documents.
2. We will provide technical review of materials submittals for the civil scope of work.
3. We have assumed 4 meetings during this phase (2 meetings with the City and 2 site visits)
4. We have included 64 hrs. during construction to review questions about the project design or site conditions and to meet with the contractor or their subs.
- 5.

II. CONSTRUCTION SUPPORT OFFSITE ROAD WORK

1. During the construction phase, we will respond to RFI's from the subcontractors building the civil design and provide clarifications to the design documents.
2. We will provide technical review of materials submittals for the civil scope of work.
3. We have assumed 2 Site visits during this phase

III. PROJECT CLOSEOUT/RECORD DOCUMENTS

1. As part of the closeout phase we have included a site visit to prepare a punchlist of deficient items.
2. Based on the redline sets of marked up construction drawings for the Cities use.
3. We have included 20 hours of engineering time to complete the tasks of this phase.

IV. COMPENSATION

1. BASE SCOPE OF WORK:

BKF proposes to provide the services on a lump sum basis. We will invoice for our services on a percent complete basis per task summarized as follows:

Task	Description	Fee
1	Construction Administration Onsite Rec Center	\$ 25,216
2	Construction Administration Offsite Road work	\$5,000
3	Project Closeout (Record Drawings)	\$ 3,224
Total Labor Fee		\$33,440

Reimbursable expenses have been included in the Labor Total.

Please note that the following scope items have not been included in our scope or fee:

1. QSP services/SWPPP Closeout during construction.
2. Surveying/Construction Staking

For tasks requested by the owner or architect not defined in this scope of services, BKF will identify them as potential extra work. We can provide a scope and fee for these items or they may be tracked separately as extra work and billed on a time and materials per our attached rate schedule.

Thank you for the opportunity to present this proposal. We look forward to working with David Gates and Associates team and the City of Oakley to complete the Construction phase of this project. If you have any questions, feel free to give me a call at (925) 396-7704.

Respectfully,
BKF Engineers



John Lamon, PE
Associate/Project Manager

Date: September 12, 2017

To: Kevin Rohani, Public Works Director/City Engineer
City of Oakley
3231 Main Street
Oakley, CA 94561

Project: Oakley Recreation Center

Re: Consulting Services Agreement between City of Oakley and Siegel & Strain Architects
Dated January 24, 2017

ADDITIONAL ARCHITECTURAL SERVICES AUTHORIZATION #1

for Construction Administration, Value Engineering and Project Related Services

SCOPE OF SERVICES AND COMPENSATION SCHEDULE for additional services outlined below:

A. VALUE ENGINEERING SERVICES

Goals, Scope & Deliverables:

1. Reduce project scope to align with targeted construction budget in face of escalating construction costs throughout the San Francisco Bay Area
2. Develop, review and coordinate proposed cost-saving design revisions with City of Oakley client group and building design team
3. Revise construction documents accordingly and submit to project team's construction cost estimator for construction cost estimate

Fees:

Siegel & Strain Architects	\$ 27,500
IDA Structural Engineers, Inc.	\$ 8,700
H&M Mechanical Group	\$ 3,600
O'Mahony & Myer Electrical Engineering & Lighting Design	\$ 2,500
RAS Design Group LLC	\$ 700
R. Borinstein Company	\$ 2,000
Subtotal for Value Engineering Services	\$ 45,000

B. CONSTRUCTION ADMINISTRATION AND PROJECT CLOSE-OUT SERVICES

Goals, Scope & Deliverables:

- Provide construction observation and support services on behalf of Owner to confirm General Contractor's adherence to design intent as documented in Construction Documents, and to clarify and interpret the Construction Documents

Project Management:

1. Manage building design team through construction phase. All correspondence with S&S design consultants during construction to and from Owner's Construction Manager will be through S&S.
2. Coordinate with Owner's Construction Manager and S&S design consultants via email, telephone and in on-site meetings

Tasks:

1. Prepare Conform Set - Drawings and Specifications (including time for specification writer to prepare conformed technical specification, which will be as an hourly not to exceed proposal)
2. Respond to Requests for Information (RFI) Responses - Assume 125 RFIs
3. Create Architect's Supplemental Instructions (ASI) - Assume 75 ASIs
4. Create Architect's Construction Sketches (ASK) - Assume 50 ASKs and 35 per each consultant
5. Submittal Review - Assume 125 Submittals plus (1) resubmittal per each submittal
6. Observe site conditions (on same day as construction meetings) and prepare site reports on items that are not in conformance with Construction Documents
7. Prepare punch list and review completion – Assume 2
8. Review General Contractor's construction schedule

Consultants Tasks:

1. Participation in tasks listed above as required by discipline
2. Conform Set coordination

Deliverables:

1. Conform Set (that includes all plan check and bid addenda items)
2. Site Observation Reports - Assume 12
3. Punch List (original plus one final)

Meetings:

1. Bid Meeting
2. Pre-construction meeting
3. On-site Construction Meetings – 12, once per month
4. Telephone Construction Meetings – 40, every week except for on-site per above
5. (2) Punch list walk

Needed from Owner:

1. Attendance at construction meetings
2. Project/construction management and direct contract management with General Contractor
3. Project/construction management of site design team
4. Coordination with construction inspection company and with City of Oakley/State of California on any other regulatory requirements

Schedule:

Construction and construction close-out duration assumed **12 months**.

Conform Set, Construction Administration & Close-out Fees:

Siegel & Strain Architects	\$ 155,000
IDA Structural Engineers, Inc.	\$ 12,800
H&M Mechanical Group	\$ 5,000
O'Mahony & Myer Electrical Engineering & Lighting Design	\$ 11,500
RAS Design Group LLC	\$ 1,200
<hr/>	
Subtotal for Construction Administration	\$ 185,500
Reimbursable Expense Total	\$ 2,000

TOTAL ADDITIONAL SERVICE AMOUNT for this Additional Work Authorization #1 \$ 232,500

TERMS

Hourly not to exceed without prior authorization.

ADDITIONAL SERVICES & SCOPE EXCLUSIONS

1. Meetings and presentations additional to those listed in Scope of Services
2. Overall project management and construction management, including overall project and construction schedule, project budget, bidding process and direction to selected general contractor
3. Continuous and/or detailed inspections of construction including Special Inspections as defined in Section 1704 of the California Building Code.
4. Special construction testing and inspections
5. Submittal list
6. Preparation of "as-built" drawings or record sets or documentation following completion of the project.
7. Construction administration services beyond 12 months
8. Additional RFI or Submittal review beyond the assumptions listed above
9. Review Commissioning Plans
10. Prepare Requests for Proposal (RFP)
11. Review Change Orders (CO)
12. Review proposals prepared by General Contractor and Owner's consultants (such as testing agency, site consultants, audio/visual specialists and alarm company)
13. Review all other construction-related documentation prepared by Owner and General Contractor
14. Review close-out materials prepared by General Contractor
15. Review General Contractor's As-Built Documentation
16. Project/construction management of site design team
17. Review Contractor Pay Applications

City of Oakley and Siegel & Strain Architects
Oakley Recreation Center
Additional Services Authorization #1

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9/12/17

ISSUED:



Susi Marzuola, AIA, LEED BC+D
Principal, Siegel & Strain Architects
CA Licensed Architect No. C22905

AUTHORIZED:

Signed

Title

Date

RESOLUTION NO. ___-17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY AUTHORIZING THE CITY MANAGER TO SIGN AN AMENDMENT TO THE CONSULTING SERVICES AGREEMENT WITH GATES & ASSOCIATES, INC. AND SIEGEL & STRAIN ARCHITECTS, INC. FOR CONSTRUCTION SUPPORT SERVICES FOR THE NEW OAKLEY RECREATION CENTER PROJECT – CIP 194

WHEREAS, as part of the Fiscal Year 2016-17 Budget, the City of Oakley approved a 5-Year Capital improvement Program (CIP); and

WHEREAS, CIP 194 is to design the new Oakley Recreation Center Project; and

WHEREAS, Gates & Associates, Inc. and Siegel & Strain Architects, Inc. were awarded design contracts by City Council for this project; and

WHEREAS, the construction of CIP 194 is a complex process, and in order to insure consistency and quality control as the project moves forward into the construction phase with its many components; Construction Support Services are needed from Gates & Associates, Inc. and Siegel & Strain Architects, Inc.; and

WHEREAS, as requested by the City, Gates & Associates, Inc. and Siegel & Strain Architects, Inc., have submitted proposals to provide Additional Design and Construction Support Services for the new Oakley Recreation Center project in an amount not to exceed \$113,474 and \$232,500 respectively; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the City Council of the City of Oakley hereby approves the proposals from Gates & Associates, Inc. and Siegel & Strain Architects, Inc. for providing Additional Design and Construction Support Services for the new Oakley Recreation Center project for an amount not to exceed \$113,474 and \$232,500 respectively, in the form attached hereto as Exhibit A, allocate funding from the General Capital Projects Fund for this task, and authorize the City Manager to execute the amendment to the original design agreement.

PASSED AND ADOPTED by the City Council of the City of Oakley at a meeting held on the 26th of September, 2017 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

APPROVED:

ATTEST:

Sue Higgins, Mayor

Libby Vreonis, City Clerk

Date