

RESOLUTION NO. 2022-08

AUTHORIZING TASK ORDER 22-22 WITH PAKPOUR CONSULTING GROUP, INC., FOR CONSTRUCTION MANAGEMENT SERVICES IN SUPPORT OF CAPITAL PROJECT 09-1621-CP KNOWN AS THE HASTING DRIVE IMPROVMENTS (15-40), VINE STREET IMPROVEMENTS (15-88) AND BELMONT CANYON ROAD IMPROVEMENTS (#15-29) TOTALING \$104,950, PLUS A 10% CONTINGENCY OF \$10,500 FOR A TOTAL BUDGET OF \$115,450

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, the District entered into a master professional services contract with Pakpour Consulting Group on June 25, 2015 to provide District Engineer services for the planning, design, construction, management and operation of the District water system (Contract); and

WHEREAS, on July 23, 2020 the District amended the Contract (referenced as Contract No. 09-1621-CP) with the District Engineer for planning, design, and cost estimate services for the following capital projects: Hastings Drive Improvements (15-40), Vine Street Improvements (15-88) and Hastings Drive Service Connection Replacements (20-01) in the amount of \$243,300; and

WHEREAS, on February 25, 2021 the District amended Contract No. 09-1621-CP to create Contract No. 09-1621-CP AMENDED, which amended the District Engineer's scope of work approved on July 23, 2020 by deleting the Hastings Drive Service Connection Replacements capital project (20-01), its cost of \$85,000, and adding capital project Belmont Canyon Road Improvements (15-29) and its cost of \$118,370 increasing net costs by \$33,370 for a new amended contract total of \$276,670 related to the planning, engineering design, and cost estimate services; and

WHEREAS, Contract No. 09-1621-CP AMENDED services were completed and the three capital projects known as the Hastings Drive Improvements (15-40), Vine Street Improvements (15-88) and Belmont Canyon Road Improvements (15-29) were publicly bid and the Board awarded a contract for construction on November 17, 2021 to C2R Engineering, Inc.; and

WHEREAS, before construction by C2R Engineering, Inc. begins in mid-April 2022, the District Engineer proposes to provide construction management services as described in their letter of proposal dated March 8, 2022 (Exhibit A) along with support from three sub-consultants for compaction and geotechnical services (Romig Engineering), corrosion design implementation services (V&A Consulting Engineers) and environmental services (MIG), and the District will provide construction inspection services for the project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby:

Authorizes the General Manager or her designee to sign Task Order No. 22-22 with the District Engineer to provide construction management services described in Exhibit A and amending the District Engineer's budget for this capital project by a net total of \$104,950 plus a 10-percent contingency of \$10,500 for a total request of \$115,450 and revising the contract amount to \$392,120.

REGULARLY PASSED AND ADOPTED this 24th day of March 2022, by the following vote.

AYES: Vella, Schmidt, Jordan, Wheeler

NOES: 0

ABSTENTIONS: 0

ABSENCES: Zucca

DocuSigned by:

Kirk Wheeler

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Board President

ATTEST:

DocuSigned by:

Monique Madrid

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Board Secretary

Exhibit A



March 8, 2022

10012.26

Tammy Rudock
General Manager
Mid-Peninsula Water District
3 Dairy Lane
Belmont, CA 94002

**Subject: Additional Budget Request No. 2 - Construction Management Services
Hastings Dr, Vine St, Belmont Canyon Rd Water Main Improvements
Mid-Peninsula Water District**

Dear Tammy,

Pakpour Consulting Group, Inc. (PCG) prepared the following proposal to provide construction management services for the Hastings Dr, Vine St, Belmont Canyon Rd Water Main Improvements project. We based our services on a total of 95 working days, the maximum allowed under the project specifications. We will team with several sub-consultants who will provide specialized field inspection during construction to ensure compliance with the project plans and specifications. The District will provide a full-time, in-house inspector. Following is an anticipated scope of services.

Task 1 – Submittal Review / RFI: PCG will review material submittals and special site requirements for compliance with the contract documents. We anticipate upwards of 60 submittals throughout construction. PCG will also respond to written Requests for Information (RFI) and anticipate upwards of 10 responses.

Task 2 – Pre-Construction Meeting: PCG will organize and run the pre-construction meeting with District representatives, City of Belmont, Contractor, and other stakeholders as necessary to discuss project requirements. PCG will prepare meeting minutes for distribution.

Task 3 – Construction Administration: PCG will provide the following administration services during construction:

- Schedule – Review and track project schedule from inception through construction closeout. Ensure schedule is maintained throughout project from “cradle to grave.”
- Progress Payments - Track project costs from inception through construction closeout. Complete progress payment forms and submit for District processing.



A. Services

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Rudock – Hastings Dr, Vine St, Belmont Canyon Rd Water Main Improvements – CM Services Proposal

- Change Orders and Claims – Evaluate potential changes and bring changes to District attention. Monitor progress of Change Order work and track time and materials. Provide and implement general cost control measures.
- Punch list and Final Inspection – Prepare punch list items and perform final inspections.
- Coordinate construction of all District and other utilities to minimize construction interferences.
- Monitor contractor’s work and minimize impacts upon public safety and convenience.
- When required, ensure advanced written notice is given to residents of nearby property or general public informing them of work to take place that may affect them.
- Identify actual and potential problems associated with construction and recommend sound solutions.
- Construction contract close-out.

Task 4 – Record Drawings: PCG will prepare record drawings using the contractor red-line plans and the District Inspector notes/drawings.

Task 5 – Compaction Testing: PCG’s subconsultant, *Romig Engineers*, will provide compaction testing services and geotechnical observations throughout construction. Their scope includes 20 part time days, material testing, and daily progress reports.

Task 6 – Corrosion Engineering Services: PCG’s subconsultant, *V&A Consulting Engineers*, will provide corrosion control services throughout construction. Their scope includes project management, submittal/RFI review, construction assistance site visits, and final system verification to ensure specification/plan compliance.

Task 7 – Environmental Services: PCG’s subconsultant, *MIG*, will provide environmental construction services throughout construction. Their scope includes project management, conducting a pre-construction biological survey, construction monitoring, ongoing construction support services, and administration/quality control.



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Proposed Budget

TASK	DESCRIPTION	District Engineer		Senior Engineer		TOTALS	
		HR	COST	HR	COST	HRS	COST
			\$235		\$205		
1.0	Submittal Review / RFI	0	\$0	80	\$16,400	80	\$16,400
2.0	Pre-Construction Meeting	2	\$470	8	\$1,640	10	\$2,110
3.0	Construction Administration	20	\$4,700	240	\$49,200	260	\$53,900
4.0	Record Drawings	2	\$470	100	\$20,500	102	\$20,970
Total Labor		24	\$5,640.00	428	\$87,740	452	\$93,380
Task 5.0 - Compaction Testing - Romig Engineers							\$19,551
Task 6.0 - Corrosion Engineering Services - V&A Consulting Engineers							\$31,656
Task 7.0 - Environmental Services – MIG							\$6,694
5% Direct Expense Fee (Mileage, Copies, Plots, Etc.)							\$4,669
Total Budget							\$155,950

Original Proposal – July 14, 2020

Hastings Drive Improvements (15-40) \$243,300
 Vine Street Improvements (15-88)
 Hastings Drive Service Connections (20-01)

Additional Budget Request No. 1 – February 16, 2021

Belmont Canyon Road Improvements (15-29) – **Added** \$118,370
 Hastings Drive Service Connections (20-01) – **Deleted** <\$85,000>
 \$33,370

Additional Budget Request No. 2 (This Request) – March 8, 2022

Construction Management \$155,950
 Unspent Funds Remaining from Design <\$51,000>
Total Additional Budget Request No. 2 (This Request): \$104,950

Total Revised Contract Amount \$381,620



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Should you have any questions, please don't hesitate to contact me at (925) 224-7717.

Very truly yours,

Pakpour Consulting Group, Inc.



Brandon Laurie, P.E.
Senior Engineer

cc: Rene Ramirez, MPWD Operations Manager, r Ramirez@midpeninsulawater.org
Joubin Pakpour, PCG, MPWD District Engineer, jpakpour@pcgengr.com

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