



SAN RAFAEL
THE CITY WITH A MISSION

Agenda Item No: 4.i

Meeting Date: August 21, 2023

SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Public Works

Prepared by: Theo Sanchez, Associate Civil Engineer
April Miller, Public Works Director

City Manager
Approval: _____

TOPIC: ROTARY MANOR CULVERT REPLACEMENT PROJECT

SUBJECT: AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH COASTLAND CIVIL ENGINEERING, INC. FOR CONSTRUCTION MANAGEMENT, INSPECTIONS, TESTING, AND ENVIRONMENTAL COMPLIANCE SERVICES RELATED TO THE ROTARY MANOR CULVERT REPLACEMENT PROJECT, IN THE AMOUNT OF \$335,035

RECOMMENDATION:

Authorize the City Manager to negotiate and enter into a professional services agreement with Coastland Civil Engineering, Inc. for construction management, inspections, testing, and environmental compliance services related to the Rotary Manor Culvert Replacement Project, in the amount of \$335,035.

BACKGROUND:

Rotary Manor, located at 1821 Fifth Avenue, is a senior community housing facility. A reinforced concrete box culvert exists underneath this property conveying storm runoff along a historic waterway representing the upper reaches of present-day San Rafael Creek. This culvert transitions from a reinforced concrete box to a corrugated metal pipe (CMP) and outlets into an open creek, all within the Rotary Manor property.

In January 2016, the Department of Public Works (DPW) was notified of a sinkhole on the Rotary Manor property. Upon inspection, it was identified that the CMP part of the culvert was in need of replacement. On [December 16, 2019](#), the City Council authorized a professional services agreement for the design of this culvert replacement to Coastland Civil Engineering, Inc. The proposed design included a full replacement of the culvert as well as restoration of the above ground landscape and decorative features on the Rotary Manor property. Coastland Civil Engineering, Inc. performed design services for the project and its subconsultants, Miller Pacific Engineering Group and WRA, Inc., prepared the geotechnical report and assisted with environmental compliance and permitting, respectively.

On [December 5, 2022](#), the City Council adopted the CEQA Initial Study/Mitigated Negative Declaration for this project and authorized staff to proceed with the final design and procurement of regulatory

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Disposition:

environmental permits. On [July 10, 2023](#), the City Council awarded the construction contract for this project to Maggiora & Ghilotti, Inc.

ANALYSIS:

On June 15, 2023, City staff solicited proposals for construction management, inspection, and testing services for the project advertising on Bid Express and the Marin Independent Journal. On July 11, 2023, one proposal was received from Coastland Civil Engineering, Inc. After reviewing the proposal based on rating criteria specified in the request for proposals, Coastland Civil Engineering, Inc. was deemed to be sufficiently qualified for this project, and staff requested that the consultant provide their proposed scope of work and cost estimate. Their quote of \$240,895 was considered reasonable and comparable to other construction management contracts of similar construction duration.

Staff also recommends including additional design services into the scope of the proposed agreement to support the construction phase and environmental compliance. Having the design consultant available through construction will expedite the completion of the project, allowing the designer to review submittals, adjust the construction documents, attend meetings, complete as-builts, and respond to detailed questions asked by the general contractor.

The cost estimate provided by Coastland Civil Engineering, Inc. to include additional design services totals \$94,140. Therefore, the total not to exceed amount of the proposed agreement is \$335,035 which includes \$240,895 for construction management and \$94,140 for design construction support services.

FISCAL IMPACT:

The fiscal impact of the proposed agreement would be \$335,035. This appropriation to this project (11371) would be made from the Liability Insurance Fund (#605) because the City is required to repair the culvert under a settlement agreement with Rotary Manor to resolve an inverse condemnation lawsuit. Availability of funding within the Liability Fund to support this appropriation is contingent on a proposed FY22-23 year-end transfer from the General Fund, as referenced in the budget adoption staff report dated June 5, 2023, and scheduled for City Council action at the meeting of September 18th.

OPTIONS:

The City Council has the following options to consider on this matter:

1. Authorize the City Manager to enter into the agreement as recommended.
2. Do not authorize the City Manager to enter into the agreement and provide further direction to staff.

RECOMMENDED ACTION:

Authorize the City Manager to negotiate and enter into a professional services agreement with Coastland Civil Engineering, Inc. for construction management, inspections, testing, and environmental compliance services related to the Rotary Manor Culvert Replacement Project, in the amount of \$335,035.