

June 27, 2002

Honorable Mayor and Members of
the Hermosa Beach City Council

Regular Meeting of
July 9, 2002

**PROJECT NO. CIP 95-507 VALLEY PARK IMPROVEMENTS - APPROVAL OF
PROFESSIONAL SERVICES AGREEMENT FOR CONSTRUCTION
MANAGEMENT/INSPECTION**

Recommendation:

It is recommended that the City Council:

1. Approve the attached Professional Services Agreement for construction management/inspection services between the City of Hermosa Beach and HY-COM & Associates, Inc. for a fee of \$113,160;
2. Authorize the City Clerk to attest and the Mayor to execute said agreement upon approval as to form by the City Attorney; and
3. Authorize the Director of Public Works to make changes to the contract amount not-to-exceed \$11,320.

Summary:

The services of a construction management/inspection firm are needed to augment the construction management and inspection capacity of the Public Works Department. On March 25, 2002 the City of Hermosa Beach Public Works Department received four proposals to provide construction management/inspection services for Project No. CIP 95-507 Valley Park Improvements. The proposals are available in the Department of Public Works for review.

The responding project teams were as follow:

FIRM

- 1) CBM Consulting
- 2) Quantum Consulting
- 3) CMTS, Inc.
- 4) HY-COM & Associates, Inc.

LOCATION

- Gardena, CA
- Hawthorne, CA
- Culver City, CA
- Newport Beach, CA

Analysis:

Staff evaluated each proposal on the basis of the scope of services, similar projects and resumes of key personnel, and the firms are ranked accordingly below.

FIRM	SCOPE OF WORK	SIMILAR PROJECT EXPERIENCE	WORK SCHEDULE	FEE
1. CBM Consulting, Inc.	Strong	Strong	Strong	\$171,325
2. Quantum Consulting	Adequate	Strong	Strong	\$ 81,280
3. CMTS, Inc.	Adequate	Strong	Strong	\$300,960
4. HY-COM & Associates	Strong	Adequate	Adequate	\$113,160

After reviewing both the proposals and fee proposals, Staff has selected HY-COM & Associates to provide construction management/inspection for this project. Their proposed fee is approximately 9% of the approved construction contract amount of \$1,264,154,20. Typically, construction management/inspection fee ranges from ten to fifteen percent of construction cost.

The following benefits will be gained with the services of construction management/inspection:

- Allows Staff to stay on other projects
- Able to monitor construction activities
- Able to address the different trades involved
- Inspect the work for compliance with plans and specifications
- Maintain daily record
- Minimize overrun of construction cost
- Check for material qualities and quantities
- Complete construction on timely manner

Below is an outline of scope of services for construction management/inspection. The detailed scope of work is attached in the Professional Services Agreement as Exhibit A – Scope of Work.

- Monitor and coordinate construction activities
- Conduct weekly or bi-weekly meetings with contractor
- Develop and monitor an effective system of project cost control
- Review and process Change Orders.
- Answer to Request for Information
- Represent the City in meetings
- Maintain daily log and record progress of the project
- Prepare punchlist
- Coordinate with other agencies
- Review quantities, unit costs, retention and claims
- Project close out

Under the contract, the contractor is given 180 working days, which equates to approximately 9 months in calendar days, to complete the construction.

Fiscal Impact:

The proposed construction management/inspection contract for \$113,160 plus \$11,320 to make minor changes to the contract by the Director of Public Works brings the total to \$124,480.

Below is a breakdown of project funding for FY 02-03:

Project Budget	\$2,215,214.00
Approved Construction Contract	(1,264,154.20)
Proposed Construction Management/Inspection	<u>(124,480.00)</u>
Remaining Project Budget	\$826,579.80

Sufficient funds are available; therefore, no additional appropriation is needed.

Attachment: Professional Services Agreement

Respectfully submitted,

Concur:

Kenneth Kim
Assistant Engineer

Harold C. Williams, P.E.
Director of Public Works/City Engineer

Noted for Fiscal Impact:

Concur:

Viki Copeland
Finance Director

Stephen R. Burrell
City Manager