

November 1, 2001

Honorable Mayor and Members of  
the Hermosa Beach City Council

Regular Meeting of  
November 13, 2001

**PROJECT NO. CIP 01-168 MANHATTAN AVENUE STREET IMPROVEMENTS  
APPROVAL OF PROFESSIONAL SERVICES AGREEMENT FOR  
CONSTRUCTION MANAGEMENT/INSPECTION SERVICES**

**Recommendation:**

It is recommended that City Council:

1. Approve the attached Professional Services Agreement No. 01.007 between the City and Uniplan Engineering, Inc. for providing Construction Management/Inspection services for \$60,000; and
2. Authorize the City Clerk to attest and the Mayor to execute said agreement upon approval as to form by the City Attorney.

**Summary:**

Since this is a partially federally funded project requiring full-time construction management and inspection, Staff is requesting of an agreement between the City and Uniplan Engineering, Inc. for \$60,000 for construction management/inspection services to be performed on Project No. CIP 01-168 Manhattan Avenue Street Improvements. Please refer to the attached Project Location Map.

On September 11, 2001, Council awarded the construction contract for the project to Damon Construction for \$456,600. Construction is scheduled to begin in November 2001 and the anticipated completion of construction is February 2002.

The Manhattan Avenue Street Improvement Project is a continuation of the Hermosa Avenue Street Improvements Project that is funded with federal funds. The Federal Highway Administration (FHWA), the Federal Agency, and Caltrans, which acts as liaison between the City and FHWA, require that all federally funded projects be in compliance with Federal Labor Regulations. It is imperative that the City provide full-time inspection for construction not only for quality assurance purposes, but for keeping track of all construction workers' working hours, labor classifications and equipment as well.

Uniplan has demonstrated competency and provided management/inspection services to the satisfaction of the Director of Public Works on the other projects approved under the Professional Services Agreement, dated June 12, 2001. Therefore, Staff is requesting that the City retain Uniplan for Project No. CIP 01-168 Manhattan Avenue Street Improvements for construction management/inspection purposes.

**Fiscal Impact:**

Sufficient funds are available in the project budget, therefore, no additional appropriation is needed.

- Attachments: 1. Project Location Map  
2. 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 Burrell  
City Manager

## EXHIBIT A

### SCOPE OF WORK

Construction management/inspection services for Project No. CIP 01-168 Manhattan Avenue Street Improvements.

1. Coordinate and attend construction meetings.
2. Coordinate with Southern California Edison, Adelphia, Verizon, and other utility companies.
3. Provide construction inspection to ensure that the contractors are in full compliance with construction documents.
4. Provide plant inspection, if necessary.
5. Prepare daily inspection reports and progress photos with weekly summary reports. Submit to the City on a weekly basis.
6. Provide videography (visual documentation) of site conditions before, during and after the inspection.
7. Answer contractor's questions regarding community issues, design issues and review/monitor contractor's progress and schedule.
8. Handle processing of STPL/STIP Funding, Prop C Funding, Aid-to-Cities Funding, CDBG and AB2928 Grant.
9. Evaluate progress payments and change order requests. Make recommendation for approval.
10. Conduct final job walk and prepare "punch list".
11. Recommendation for final acceptance of projects.