



**CITY OF LARKSPUR
Staff Report**

May 15, 2019 City Council Meeting

DATE: May 6, 2019

TO: Honorable Mayor Morrison and the Larkspur City Council

FROM: Rita Schoch, Public Works Administrative Analyst
Julian Skinner, Director of Public Works

SUBJECT: AUTHORIZE A CONSULTING SERVICES AGREEMENT WITH TRC ENGINEERS, INC. TO PROVIDE PUBLIC WORKS PERMIT INSPECTION, CONSTRUCTION INSPECTION AND PROJECT MANAGEMENT SERVICES IN THE AMOUNT OF \$300,000

ACTION REQUESTED

Adopt a resolution authorizing a consulting services agreement with TRC Engineers, Inc. (formerly Vali Cooper & Associates Inc) for on-call inspection and project management services for the Public Works Department on a time and materials basis.

SUMMARY AND BACKGROUND

The City's Public Works Department has not included a budgeted position for Public Works Inspector and has traditionally relied on contract services to fulfill this need. The City has proposed a reorganization of the Public Works Department that includes the addition of an in-house Public Works Inspector. However, the recruitment to fill this position is anticipated to take months, and staff expects to rely on on-call contract inspector services from time-to-time when the in-house inspector is absent due to illness or vacation. In addition, there has been an open recruitment for a Senior Engineer for most of the current fiscal year that has yet to yield a viable candidate.

TRC Engineers (operating as Vali Cooper & Associates), has provided inspection services to the City since 2013 and maintains experienced and qualified staff that is available to provide these on-call services to support the City's Public Works staff.

These services help staff ensure that work done within the public right-of-way by utility companies and homeowners, work associated with new development, and the City's capital projects are undertaken in a safe and efficient manner in accordance with applicable Standards & Specifications.

With Vali Cooper's transition to TRC Engineers, staff is proposing a new contract for TRC as opposed to the annual amendments to the Vali Cooper contract.

AGENDA ITEM 4.8

DISCUSSION

Upcoming Measure B paving projects will be significantly larger than previous projects and private development work requiring Public Works inspections is still robust. In anticipation of these activities and based on past costs, a monthly average of \$19,000 or \$228,000 per fiscal year for inspection services is anticipated.

Staff recommends that Council authorize the City Manager to execute a consulting services agreement with TRC for a not-to-exceed \$300,000 per fiscal year. This amount includes an allowance of \$72,000 for project management services.

The contract will include provisions for a maximum of three one-year extensions at the same funding level. Prior to the end of each fiscal year, staff will evaluate staffing levels and capital project and private projects inspection demands prior to processing the following year contract.

FISCAL IMPACT

All inspection services provided by TRC are reimbursable through applicant fees or capital project cost recovery, and as such the contract expenses have no impact on the department's operating budget.

ENVIRONMENTAL STATUS

This agreement/ contract is for inspection services categorically exempt under California Environmental Quality Act ("CEQA") guidelines section 15309.

STAFF RECOMMENDATIONS

Staff recommends that Council authorize the City Manager to execute a consultant services agreement between the City of Larkspur and TRC Engineers, Inc. for an annual not-to-exceed amount of \$300,000.

Respectfully submitted,

Julian Skinner, Director of Public Works/ City Engineer

Attachments

1. Resolution
2. Draft Consultant Services Agreement

CITY OF LARKSPUR
RESOLUTION 30/19

**AUTHORIZE A CONSULTING SERVICES AGREEMENT WITH TRC ENGINEERS, INC. TO
PROVIDE PUBLIC WORKS PERMIT & CONSTRUCTION INSPECTION AND PROJECT
MANAGEMENT SERVICES IN THE AMOUNT OF \$300,000**

WHEREAS, Public Works Department does not include a budgeted position for Public Works Inspector and has traditionally relied on contract services to fulfill this need;

WHEREAS, there has been an open recruitment for a Senior Engineer in the Public Works Engineering Division;

WHEREAS, the PW department inspects and oversees work done within the public right-of-way by utility companies and homeowners, work associated with new development, and directs the City's capital projects.

WHEREAS, this work must be undertaken in a safe and efficient manner in accordance with applicable Standards & Specifications;

WHEREAS, since March 2013, TRC Engineers (formerly Vali Cooper & Associates) has contracted with the City's Public Works Department and has provided inspectors to assist Public Works staff with these services.

WHEREAS, TRC also has staffing to provide an engineer to handle project management tasks; and

WHEREAS, based on approved capital projects and private construction activity the need for inspection and construction oversight activities is anticipated to continue to be no less than the levels of previous years.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Larkspur authorizes the City Manager to execute a consulting services agreement with TRC Engineers, Inc. in the amount of \$300,000.

IT IS HEREBY CERTIFIED that the City Council of the City of Larkspur duly introduced and regularly adopted the foregoing resolution at a regular meeting held on May 15, 2019 by the following vote:

AYES: COUNCILMEMBER:

NOES: COUNCILMEMBER:

ABSENT: COUNCILMEMBER:

ABSTAIN: COUNCILMEMBER:

Ann Morrison, Mayor

ATTEST:

Jamie Kuryllo, City Clerk

May 2, 2019

Julian Skinner
Director of Public Works
City of Larkspur
325 Doherty Dr.
Larkspur, CA 94939

RE: On-Call Inspection and Project Management Services

Dear Mr. Skinner,

Please find attached our proposed Scope of Services and 2019 Fee Schedule for your review and incorporation into a new contract. TRC Engineers, Inc. (TRC), formerly Vali Cooper & Associates, Inc., provides a value analysis approach to our work to expedite project delivery, while maintaining a strict culture of safety. We also bring a proven track record for partnering through communication, which will be essential to successful completion of your upcoming projects. We will work collaboratively with the City and project stakeholders from project start-up to closeout to deliver each project safely, cost efficiently, and on time.

TRC is eager to continue assisting the City and will bring our well known “personal service” to the City – a proven willingness to exceed project needs and expectations, flexibility to rapidly deploy expert staff, and effective response to changing project demands. If you have any questions or comments, please feel free to contact me at our office, my cell phone (916.826.3038), or email at hdoll@trccompanies.com.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Hank Doll".

Hank Doll, PE, QSD
Vice President, Contract Manager

Exhibit A

Scope of Services

May 2, 2019

TRC Engineers, Inc.(TRC), shall perform Construction Inspection and Project Management Support Services on an as needed basis per the Rate Schedule attached in Exhibit B.

TASK 1- ON-CALL ENCROACHMENT PERMIT INSPECTION

TRC will provide a seasoned construction inspector to perform inspection of projects performed under a City issued Encroachment Permits. Our inspector will be responsible for inspecting the work as it pertains to the conditions outlined in the permit. This generally consists of reviewing Traffic Control devices and restoration of public facilities (e.g. roadways and sidewalks). Our inspector will photo document the work, pre and post construction when notice permits, and prepare a daily inspection report. Also included in this scope is Public Relations, TRC understands the value of providing personable and articulate inspectors and such will be the case on this important contract.

Excluded from this scope is inspection for workmanship of facilities installed by the Utility or Agency performing the work.

TASK 2-ON-CALL CIP CONSTRUCTION INSPECTION

TRC will provide a seasoned construction inspector to perform inspection of capital improvement projects at the City's request and direction. Our inspector will inspect the work for compliance with the project plans and specifications. This generally consists of reviewing workmanship for quality and quantities, traffic control measures and public safety. Our inspector will photo document the work, pre and post construction conditions when notice permits, prepare a daily inspection report and record constructed quantities.

TASK 3-ON-CALL Project Management

TRC will provide a project manager (PM) to perform management and oversight of various capital improvement projects at the City's request and direction. Our project manager will work with the Town's designers to complete the design, as well as assist the town with advertisement, bid, award and construction, if desired. This generally consists of reviewing other's deliverables for quality and budget, perform biddability reviews, conduct coordination meetings and provide reports to the Town.



1850 Gateway Blvd.
Suite 1000
Concord, CA 94520

T 510.446.8301
TRCcompanies.com

Exhibit B Schedule of Fees

May 2, 2019

As specific projects have not been identified for this On-Call contract an overall cost is not provided; however, TRC Engineers, Inc. will provide the above services on a Time & Material basis using our 2019 Fee Schedule.

| Classification | Hourly Bill Rate |
|---|------------------|
| Principal | \$200 - \$275 |
| Project Manager | \$175 - \$275 |
| Engineer | \$155 - 275 |
| Resident Engineer | \$150 - \$210 |
| Structures Representative | \$190 - \$200 |
| Construction Manager | \$125 - \$175 |
| Landscape Architect - Registered | \$185 - \$195 |
| Scheduler | \$300 - \$350 |
| Resident Engineer | \$150 - \$210 |
| Assistant Resident Engineer – Non-Prevailing Wage | \$100 - \$180 |
| Assistant Resident Engineer – Prevailing Wage | \$145 - \$208 |
| Construction Inspector – Non-Prevailing Wage | \$125 - \$175 |
| Construction Inspector – Prevailing Wage | \$150 - \$183 |
| Material Tester – Non-Prevailing Wage | \$125 - \$140 |
| Material Tester – Prevailing Wage | \$135 - \$175 |
| Estimator | \$135 - \$165 |
| Office Engineer / Contract Administrator | \$95 - \$155 |
| Office Technician | \$70 - \$110 |
| Administrative | \$55 - \$110 |
| Interns – Field & Office | \$50 - \$65 |

Explanation of Rates

1. Rates are valid through June 2020. Beyond June 2020, rates will be subject to Prevailing wage increases

and negotiated cost of living variations.

2. All rates are straight-time rates and subject to the nature of the assignment and experience of personnel.
3. Resident engineers may or may not be licensed engineers in the State of California, as required by the project.
4. Our employees are compensated in conformance with prevailing wage requirements and the California Labor Code. We bill for our services in the same manner.
5. Rates do not include Other Direct Costs required by the project such as Per Diems, Document Control and/or Scheduling Software and specialized equipment
6. Vehicles are invoiced as Other Direct Costs at \$7.00 per hour or \$1,200 monthly.
7. TRC is willing to Work with the Town of Larkspur on inspector rates to meet budget requirements.