



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and City Council **DATE:** March 5, 2018

FROM: Matthew Bronson, City Manager

PREPARED BY: Gregory A. Ray, Public Works Director/City Engineer
Erin Wiggin, Capital Improvement Project Manager

SUBJECT: Award of Design Services for Ramona Square Parking Lot
Rehabilitation (CIP 3393)

RECOMMENDATION

Adopt the Resolution authorizing the City to enter into a Consulting Services Agreement with Praxis Engineering for the Ramona Square Parking Lot Rehabilitation (CIP 3393) in an amount not to exceed \$46,720 for the Phase 1 design services and authorize the Mayor to execute the agreement on behalf of the City.

BACKGROUND

The Ramona Square parking lot is located in the block bounded by West Grand Avenue, Ramona Avenue, North 9th Street and North 10th Street. The lot currently provides 62 regular parking spaces and 6 accessible spaces that are available to the general public and the businesses surrounding the lot. The City owns a parcel within the parking lot that is situated east of the North 9th Street entrance and has improvements including a driveway and a portion of two rows of parking. The City-owned parcel is approximately 8,600 square feet which staff has determined is 23 percent of the total parking lot area. The remainder of the parking lot area consists of twelve private parcels with easements granted for parking to the City. The City has identified a general public benefit associated with the parking lot as it provides parking for visitors to City events located at the Ramona Garden Park.

In the last twenty years, only minor maintenance has been performed on the parking lot. The City has performed periodic pothole filling and has provided limited landscape maintenance throughout the lot. After many years of insufficient maintenance, the existing pavement is fully deteriorated and concrete curbs and sidewalks have been damaged by roots from trees. Based on field inspection by staff, portions of the irrigation system, most of the landscaping and many of the trees will require removal and replacement. In addition, staff has determined that the lot no longer complies with current California Building Code accessibility standards.

Based on a consulting engineer's cost estimate and analysis and consultation with the City's contract building inspection firm JAS Pacific, staff has developed a comprehensive estimate that includes substantial ADA upgrades to both the parking lot and the adjacent walkways to businesses surrounding the lot. The total cost estimate including design and construction management costs is \$722,000. Staff has previously presented options to the City Council for funding the necessary improvements. If the improvements were funded based on lot area and ownership, the City's share would be \$166,000 based on the City's 23% ownership of the lot.

The City's actual contribution would be a policy decision to be determined by the City Council. The proposed upgrades would have an estimated lifespan of 40 years.

Staff also identified a lower-cost routine maintenance option with an estimated three-year lifespan that is estimated to cost \$160,000 with the City's share equaling \$38,000 based on lot ownership percentage. This option would address immediate pavement condition needs but would not improve landscaping or walkways. A long-term solution would still need to be identified for future improvements after this three-year period.

DISCUSSION

City staff has been working with affected property owners to inform them of this project and the need to work together in contributing public and private funds to carry out the work. Staff has proposed that a reimbursement agreement be drafted with each property owner in an amount based on percentage of lot ownership with a multi-year payback period at 2% interest. Staff convened a meeting with affected property owners on October 11, 2017 with half of the 10 property owners attending representing approximately 54% of the property square footage with Mayor Shoals also in attendance. Attendees provided general concurrence in the public/private cost-sharing arrangement proposed by the City though raised questions and concerns about the cost estimates, construction impacts, and other topics. On October 16, 2017, staff presented an update on the parking lot improvements to the Council and the Council provided direction to proceed with the project design and update the project cost estimates.

In order to move the project forward and provide more accurate cost estimates, staff issued a Request for Proposals (RFP) for the parking lot design. Staff structured the RFP to prepare the design in two phases. In Phase 1 the Consultant will prepare a preliminary design for the parking lot which incorporates all relevant codes and standards and define the extent of necessary ADA improvements and will provide an initial cost estimate based on the preliminary design. Once the preliminary design has been reviewed and approved, staff will return to the City Council for direction on whether to proceed with Phase 2 which is the detailed design, preparation of construction documents, and provision of bidding and construction phase services.

Staff has evaluated proposals from two consulting engineering firms and has selected Praxis Engineering as the most qualified to perform the work. Staff is recommending award of a contract in the amount of \$46,720 to Praxis Engineering. Their scope of work is included in Attachment 2 to this report.

ALTERNATIVES

The Council has the following alternatives to consider:

1. Adopt the Resolution authorizing the City to enter into a Consulting Services Agreement with Praxis Engineering for the Ramona Square Parking Lot Rehabilitation (CIP 3393) in an amount not to exceed \$46,720 for the Phase 1 design services and authorize the Mayor to execute the agreement on behalf of the City; or
2. Provide direction to staff to reject all proposals and to advertise for new proposals; or
3. Provide staff with additional direction.

FISCAL IMPACT

Funding is available in the City's operating budget as the budget for design services identified in the adopted Capital Improvement Program is approximately \$50,000.

PUBLIC NOTIFICATION

The agenda was posted in accordance with the Brown Act. A copy of this staff report (without attachments) and the meeting agenda were sent to Praxis Engineering.

ATTACHMENTS

1. Resolution authorizing the City to enter into a Consulting Services Agreement with Praxis Engineering in an amount not to exceed \$46,720 for Phase 1 design services.
2. Praxis Engineering Scope of Services and Fee Proposal.

RESOLUTION NO. 18-_____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVER BEACH, CALIFORNIA, AUTHORIZING THE CITY TO ENTER INTO A CONSULTANT SERVICES AGREEMENT WITH PRAXIS ENGINEERING TO PROVIDE PROFESSIONAL DESIGN ENGINEERING SERVICES ON THE RAMONA SQUARE PARKING LOT REHABILITATION PROJECT (CIP 3393)

WHEREAS, the City received qualification-based proposals and separate sealed cost proposals from two firms; and

WHEREAS, Praxis Engineering submitted a Scope of Work and Schedule of Costs to perform engineering design services on Ramona Square Parking Lot Rehabilitation Phase 1 Design (CIP 3393); and

WHEREAS, City Staff reviewed the qualifications provided by the two firms who submitted proposals and found Praxis Engineering to be the most qualified; and

WHEREAS, City staff has evaluated the proposed costs for services and found them to be appropriate and within budget and therefore recommended an award of the contract to Praxis Engineering.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Grover Beach, California, does hereby:

1. Authorize the City to enter into a Consultant Services Agreement, in the amount of \$46,720.00 with Praxis Engineering to provide engineering services on the Ramona Square Parking Lot Rehabilitation Design (Phase 1); and
2. Authorize the Mayor to execute the Agreement on behalf of the City.

Upon motion by Council Member _____, second by Council Member _____ and on the following roll call vote:

AYES:	Council Members -
NOES:	Council Members -
ABSENT:	Council Member -
ABSTAIN:	Council Members -

the foregoing Resolution was PASSED, APPROVED, and ADOPTED at a regular meeting of the City Council of the City of Grover Beach, California, this 5th day of March, 2018.

**** D R A F T ****

JOHN P. SHOALS, MAYOR

Attest:

DONNA L. McMAHON, CITY CLERK



PROJECT UNDERSTANDING & APPROACH

PROJECT UNDERSTANDING

Based on our review of the Request for Proposal, we understand that the City of Grover Beach is seeking to retain the services of a consultant to provide engineering services required to design and prepare construction documents for the rehabilitation of the Ramona Square Parking Lot. The parking lot is bounded by Ramona street to the north, Grand Avenue to the south, 10th Street to the east and 9th Street to the west. The parking lot serves several commercial/retail buildings and is currently in disrepair, showing signs of pavement deterioration throughout. In addition, a visual inspection of the parking lot indicated adverse grades along pedestrian walkways and parking areas which exceed maximum accessibility standards. We understand the new improvements must meet ADA requirements while matching existing building entryway and public street elevations. The project must also meet storm water post construction design elements as required by the City's MS4 permit.

We also understand the impact that construction will have on the existing businesses being served by this parking lot and that final design should accommodate each tenant as best as practicable.

We believe that in order to adequately assess existing site conditions including design constraints, points of conform to existing, drainage issues, subsurface conditions, tree conditions and disposition thereof, barriers to accessibility, and prepare a conceptual design that adequately addresses all issues, we propose to perform the following tasks during Phase 1:

- Geotechnical Investigation
- Evaluation of existing trees
- Site accessibility investigation
- Boundary and topographic mapping
- Utility research and mapping

We understand the project will consists of two work phases:

Phase 1

- Analyze the project and confirm base scope of work with the City.
- Inspect the site and adjacent properties to review and evaluate existing conditions and identify development constraints.
- Perform an site accessibility investigation and prepare a report detailing accessibility barriers.
- Research and compile record utility information available from the City and utility companies.
- Perform geotechnical investigation; review report and assess pavement subsurface conditions.

- Perform boundary and topographic surveys.
- Perform utility mapping.
- Prepare a conceptual design plans including grading and drainage, landscaping, irrigation and lighting.
- Prepare a conceptual construction cost estimate.

Once the City reviews the conceptual design with the property owners, the City will determine whether to proceed with Phase 2.

Phase 2

- Prepare detailed design drawings, calculations, technical specifications.
- Prepare a detailed construction cost estimate.
- Complete camera-ready construction contract bidding documents.
- Provide project management and coordination services during the final design phase.
- Provide bid phase support service; modify construction documents, if necessary, to incorporate changes documented during the bidding process.
- Provide support services during the construction phase.
- Prepare record drawings at project completion to incorporate changes made during construction.

APPROACH

We expect to work closely with the City's project manager to arrive at a design that seeks to meet the needs of the existing businesses and minimizes costs while demonstrating conformance with disabled access requirements and existing physical constraints. We expect that this project will require a great amount of creativity while respecting industry standards. We will use our diverse project experience and knowledge including design standards from various public agencies as supplemental resources to the City's standards. We will also employ quality assurance measures including performing detailed topographic field surveys and constructability review of plans and specifications prior to bidding.

We anticipate that a detailed discussion of the City's goals and objectives during the kick-off meeting will result in clear and concise design direction.

Accordingly, the following would represent our general approach to accomplishing the scope of services for the project:

- Confirm project goals and objectives with City and assess operations and traffic circulation patterns of the various users of the parking lot.
- Collect and review pertinent project record information provided by City.
- Perform topographic field surveys, boundary mapping and utility mapping.
- Assess existing conditions with respect to ADA requirements; identify issues, design constraints, and acceptable design standards.
- Develop a conceptual design for City review.
- Confirm project schedule with the City.
- Prepare final designs of City-approved conceptual design.
- Perform in-house quality assurance review of construction documents utilizing our Q/A checklists.

- Assist with bidding procedures
- Observe construction, make recommendation to the City, and monitor schedule.
- Review construction for conformance with ADA requirements.
- File Record Drawings of completed work with the City.

CLIENT: City of Grover Beach
PROJECT: Ramona Square Parking Lot Rehabilitation
JOB NO.: P2017-280
DATE: 1/10/2018; Revised 2/14/208

CONSULTANT: Praxis Engineering
 205 Suburban Road, Suite 1
 San Luis Obispo, CA 93401

COST PROPOSAL

PHASE 1

Task 1 - Initial Investigation

CLASS	Category	A	B	C	D	E	F	HOURS	TOTAL
A	Principal Engineer (\$160/hr)	16						16	\$ 2,560
B	Engineering Associate II (\$95/hr)		12					12	\$ 1,140
C	Principal Surveyor (\$160/hr)								\$ -
D	Surveying Associate III (\$105/hr)								\$ -
E	Two-Man Field Crew (\$190/hr)								\$ -
F	Subconsultants						5700	N/A	\$ 5,700
								SUBTOTAL	\$ 9,400

Task 2 - Survey Mapping

CLASS	Category	A	B	C	D	E	F	HOURS	TOTAL
A	Principal Engineer (\$160/hr)								\$ -
B	Engineering Associate II (\$95/hr)								\$ -
C	Principal Surveyor (\$160/hr)			10				10	\$ 1,600
D	Surveying Associate III (\$105/hr)				48			48	\$ 5,040
E	Two-Man Field Crew (\$310/hr)					48		48	\$ 14,880
F	Subconsultants							N/A	\$ -
								SUBTOTAL	\$ 21,520

Task 3 - Conceptual Design

CLASS	Category	A	B	C	D	E	F	HOURS	TOTAL
A	Principal Engineer (\$160/hr)	40						40	\$ 6,400
B	Engineering Associate II (\$95/hr)		40					40	\$ 3,800
C	Engineering Associate 1 (\$80/hr)							0	\$ -
D	Surveying Associate III (\$105/hr)								\$ -
E	Two-Man Field Crew (\$190/hr)								\$ -
F	Subconsultants						5600	N/A	\$ 5,600
								SUBTOTAL	\$ 15,800

TOTAL (PHASE 1) \$ 46,720

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 205 Suburban Road, Suite 1
 San Luis Obispo, CA 93401

COST PROPOSAL

PHASE 2

Task 1 - Construction Documents

CLASS	Category	A	B	C	D	E	F	HOURS	TOTAL
A	Principal Engineer (\$160/hr)	40						40	\$ 6,400
B	Engineering Associate II (\$95/hr)		72					72	\$ 6,840
C	Engineering Associate I (\$80/hr)			40				40	\$ 3,200
D	Surveying Associate III (\$105/hr)								\$ -
E	Two-Man Field Crew (\$190/hr)								\$ -
F	Subconsultants						8500	N/A	\$ 8,500
SUBTOTAL									\$ 24,940

Task 2 - Project Management & Coordination

CLASS	Category	A	B	C	D	E	F	HOURS	TOTAL
A	Principal Engineer (\$160/hr)	40						40	\$ 6,400
B	Engineering Associate II (\$95/hr)								\$ -
C	Principal Surveyor (\$160/hr)								\$ -
D	Surveying Associate III (\$105/hr)								\$ -
E	Two-Man Field Crew (\$190/hr)								\$ -
F	Subconsultants						3100	N/A	\$ 3,100
SUBTOTAL									\$ 9,500

Task 3 - Bid Phase Services

CLASS	Category	A	B	C	D	E	F	HOURS	TOTAL
A	Principal Engineer (\$160/hr)	8						8	\$ 1,280
B	Engineering Associate II (\$95/hr)		16					16	\$ 1,520
C	Principal Surveyor (\$160/hr)								\$ -
D	Surveying Associate III (\$105/hr)								\$ -
E	Two-Man Field Crew (\$190/hr)								\$ -
F	Subconsultants						500	N/A	\$ 500
SUBTOTAL									\$ 3,300

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PROJECT: Ramona Square Parking Lot Rehabilitation
JOB NO.: P2017-280
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 205 Suburban Road, Suite 1
 San Luis Obispo, CA 93401

COST PROPOSAL

Task 4 - Construction Phase Services

CLASS	Category	A	B	C	D	E	F	HOURS	TOTAL
A	Principal Engineer (\$160/hr)	40						40	\$ 6,400
B	Engineering Associate II (\$95/hr)		40					40	\$ 3,800
C	Principal Surveyor (\$160/hr)								\$ -
D	Surveying Associate III (\$105/hr)								\$ -
E	Two-Man Field Crew (\$190/hr)								\$ -
F	Subconsultants						1500	N/A	\$ 1,500
SUBTOTAL									\$ 11,700
TOTAL (PHASE 2)									\$ 49,440

Conditions:

- Client agrees to require its contractor and subcontractors to review the plans, specifications and documents prepared by Consultant prior to the commencement of construction-phase work. If the contractor and/or subcontractors determine there are deficiencies, conflicts, errors, omissions, code violations, improper uses of materials, or other deficiencies in the plans, specifications and documents prepared by Consultant, contractors and subcontractors shall notify Client so those deficiencies may be corrected by Consultant (at Consultant's expense) prior to the commencement of construction-phase work.
- Client understands that there may be minor errors and omissions in any set of construction documents. Should such errors or omissions arise, during construction our goal will be to find the problems and fix them quickly.
- The Client and Consultant agree that certain increased costs and changes may be required because of possible omissions, ambiguities or inconsistencies in the drawings and specifications prepared by Consultant and, therefore, that the final construction cost of the Project may exceed the estimated construction cost. The Client agrees to set aside a reserve amount of a percentage of the Project construction costs as a contingency to be used, as required, to pay for any such increased costs and changes.
- This cost proposal assumes that Prevailing Wage Law does not apply to this Project.
- This estimated cost proposal is subject to changed based on final contract negotiations with the City.