

City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Dan Takasugi, Public Works Director/City Engineer
DATE: August 3, 2010
SUBJECT: Consideration of a Resolution Authorizing a Purchase Order in the Amount of \$7,200 for West Yost Associates to Perform a Constructability Review on the Mt. Washington Water Storage Tank Construction Plans

APPROVAL FOR FORWARDING:


William C. Norton, Interim City Manager

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ISSUE: Consideration of a Resolution authorizing a Purchase Order in the amount of \$7,200 for West Yost Associates to perform a constructability review on the Mt. Washington Water Storage Tank construction plans.

RECOMMENDATION: Adopt Resolution.

BACKGROUND/DISCUSSION:

The City is required to provide adequate water storage to meet the daily demands of existing customers, satisfy peak fire flow rates, and provide emergency reserve in the event of an interruption in supply or transmission of potable water. Although the City maintains a 1 million gallon storage tank at Fiege Canyon, this tank does not provide enough capacity to meet the City's storage requirements. Further, the existing Fiege Canyon water tank needs to be taken out of service for cleaning and rehabilitation without disrupting service, which requires an alternative location for potable water storage to accomplish this work.

In recognition of these issues, the State Department of Health Services has required the City to design and construct a new water tank to address the City's water storage needs and to upgrade the Fiege Canyon tank. In response, the City Council directed staff to pursue development of a 1.5 million storage tank to accommodate both the current storage needs and provide additional storage capacity for future development consistent with the limited growth anticipated in the General Plan.

In 2006, the City acquired the Mt. Washington parcel for the purpose of constructing this water tank. That same year, the City contracted with Tetra Tech, Inc. for engineering design services for the project. The design work is now essentially complete. In late 2009 a \$3.7 million low-interest loan was secured through the U. S. Department of Agriculture. With

Date: August 3, 2010

Subject: Consideration of a Resolution Authorizing a Purchase Order to West Yost Associates for Constructability Review of the Mt. Washington Storage Tank Improvement Plans

Page 2 of 2

29 other critical project priorities, staff had not been able to bring this project to design
30 completion and bid.

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32 On a project of this size and importance, it is recommended that a constructability review of
33 the improvement plans, specifications, and other design related and contract documents be
34 conducted. The recent departure of the City's Senior Civil Engineer has resulted in a loss of
35 specific project design knowledge. A constructability review will help the City become better
36 aware of the risks on the project and make design adjustments before they become critical
37 during construction.

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39 Staff requested and received a proposal from West Yost Associates in the amount of \$7,200
40 to complete this constructability review of the Mt. Washington Water Storage Tank project.

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42 The scope of services to be performed include, but are not limited to, the following:

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- 44 1. Review geotechnical engineering reports.
- 45 2. Review survey data.
- 46 3. Review environmental documents.
- 47 4. Review permit requirements especially related to new stormwater regulations
48 that went into effect on July 1, 2010.
- 49 5. Review earthwork and concrete specifications.
- 50 6. Review specifications for completeness and consistency with plans.
- 51 7. Review City's Standard Division specifications.
- 52 8. Review bid documents.
- 53 9. Review bid schedule.

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55 Staff is requesting authorization to issue a purchase order in the amount of \$7,200
56 contingent upon receipt of the required insurance documents.

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58 **GENERAL PLAN CONFORMANCE:**

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60 This project conforms to the General Plan Section 7-I – Water Facilities Services, Objectives
61 I-1.1 and I-1.2.

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63 This project has fully complied with CEQA. A Final Environmental Impact Report (EIR) was
64 circulated for public review in May 2002 and the City Council took action to certify the Final
65 EIR on June 18, 2002.

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67 **FISCAL IMPACT:**

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69 Funds are available in the Capital Water Distribution account no. 02-5232-4901.

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71 **ATTACHMENTS:**

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- 73 1. Resolution
- 74 2. West Yost Associates Proposal

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RESOLUTION 2010- _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA,
COUNTY OF NAPA, STATE OF CALIFORNIA,
AUTHORIZING A PURCHASE ORDER IN THE AMOUNT OF \$7,200
TO WEST YOST ASSOCIATES TO PERFORM A CONSTRUCTABILITY
REVIEW OF THE MT. WASHINGTON WATER STORAGE TANK
IMPROVEMENT PLANS**

WHEREAS, the City is required to provide adequate water storage to meet the daily demands of existing customers, satisfy peak fire flow rates, and provide emergency reserve in the event of an interruption in supply or transmission of potable water; and

WHEREAS, the State Department of Health Services has required the City to design and construct a new water tank to address the City's water storage needs; and

WHEREAS, the City has developed and completed a Water Facilities Master Plan, which was formally adopted by the City Council in 2000, that found and determined that the City of Calistoga requires additional potable water storage capacity; and

WHEREAS, the City completed CEQA process for the Mt. Washington Water Storage Tank in June, 2002, by means of certifying an Environmental Impact Report; and

WHEREAS, the City acquired the Mt. Washington property in 2006 for the purpose of constructing a water storage tank; and

WHEREAS, the City Council entered into a Professional Services Agreement with Tetra Tech, Inc. in February 2006 for design of the water tank project; and

WHEREAS, the design of the project is essentially complete, and the City Engineer has approved said plans; and

WHEREAS, staff recommends that a constructability review of the improvement plans, specifications, and other design related and contract documents be performed; and

WHEREAS, staff requested and received a proposal from West Yost Associates in the amount of \$7,200 to perform the constructability review (attached).

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Calistoga authorizes a purchase order in the amount of \$7,200 to West Yost Associates to complete a constructability review of the Mt. Washington Water Storage Tank improvement plans, specifications, and other design related and contract documents contingent upon receipt of the required insurance documents.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calistoga at its regular meeting held this 3rd day of August, 2010 by the following vote:

AYES:

NOES:

ABSTAIN/ABSENT:

MICHAEL DUNSFORD, Vice Mayor

ATTEST:

SUSAN SNEDDON, City Clerk



July 7, 2010

Mr. Dan Takasugi, P.E.
Public Works Director
City of Calistoga
414 Washington Street
Calistoga CA 94515

SUBJECT: Proposal for Constructability Review of the Mt. Washington Reservoir Project

Dear Dan:

West Yost Associates (West Yost) is pleased to submit this proposal to perform a constructability review of the Mt. Washington Reservoir project plans, specifications, and other design related and contract documents.

Scope of Services

Our services will include a review of the latest version available of the project plans, specifications, contract documents, geotechnical engineering report, permits, and the City standard specifications. The City will need to furnish these documents to West Yost to conduct the review.

Our constructability review will focus on the following areas and we will develop opinions and recommendations for the City and design engineer to consider before finalizing the contract documents and advertising the project for bid.

- Review the Geotechnical Engineering Report for consistency and quantity of information related to the reservoir excavation and reservoir foundation base.
- Review survey data and drawings to confirm consistency with elevations and reasonableness of earthwork export and import quantity estimates.
- Review environmental documents for constraints to identify potential construction sequencing challenges.
- Review permit requirements and especially how the new stormwater regulations that went into affect on July 1, 2010 are addressed.
- Review potential haul routes and construction traffic patterns that may affect project schedule and costs.
- Review the earthwork and concrete specs to confirm clarity of excavation plan requirements, backfill requirements, concrete mix designs and acceptable curing methods.

Mr. Dan Takasugi, P.E.
July 7, 2010
Page 2

- Review potential site lay-down areas, construction water availability, excavation ingress and egress, and site office location.
- Review construction equipment space requirements to confirm adequacy of site space.
- Review specifications for completeness and consistency with plans and plan notes.
- Review the City's Standard Division 0 specifications for the potential need to develop supplemental conditions.
- Review bid documents for content and items to include such as Escrow Bid Documents, Site Visit Affidavit, general contractor and electrical subcontractor qualifications, and other forms to present a complete bid package to minimize potential protests.
- Review bid schedule for potential unit priced bid items to include such as rock excavations and over-excavation of unsuitable material for the reservoir foundation, access road, and pipeline trenches.
- Review concrete components to confirm that rebar requirements are clearly shown.
- Confirm that piping materials are consistent between the plans and specs.
- Confirm that testing and disinfection requirements are clearly identified, that sources of water for testing are known and available, and that disposal requirements are identified.

We will prepare a draft summary report and copies of marked-up plans, specifications and other associated contract documents that summarize and depict our review comments and opinions for consideration by the City and design engineer. We will participate in a telephone conference call with the City and design engineer to discuss our findings and recommendations. We will then finalize our summary report making the appropriate revisions.

Note: The constructability review does not include the structural and electrical portions of the project. However, West Yost can provide a review of these two disciplines of the design if requested by the City.

Compensation

West Yost proposes to perform all work on an hourly basis at standard charge rates according to the attached rate schedule as presented in Attachment A. We estimate that this work will take up to 36 hours to perform the services identified above. The services will be performed by various staff members with different billing rates; however, West Yost will not exceed a maximum billing of \$7,200 without written authorization from the City.

For contracting purposes and because West Yost will be performing general review of work by other licensed professionals, we will not be liable for work that is signed and stamped by others. West Yost proposes that its fees are contingent upon the Limit of Liability related to professional services as presented in Attachment B.

Mr. Dan Takasugi, P.E.
July 7, 2010
Page 3

Schedule

If this scope and fee is acceptable to the City and West Yost receives written authorization to proceed with performing the review, West Yost will commence the review with the expectation that the documents identified in the Scope of Services is provided by the City to West Yost. Once received, West Yost will complete and provide the details of the review to the City within two (2) weeks of receipt of the necessary documents.

We are very enthusiastic to assist the City of Calistoga on this important project, and look forward to developing a long-term working relationship with the City. Please call me or Kevin Swazas at (916) 787-9614 if you have any questions or require additional information.

Sincerely,

WEST YOST ASSOCIATES



Steven R. Dalrymple
President

SRD:KJS:nmp

Attachment



WEST YOST ASSOCIATES, INC.
2010 Billing Rate Schedule

(Effective January 1, 2010 through December 31, 2010)*

Position	Labor Charges (dollars per hr)
Principal/Vice President	206
Engineering Manager	196
Principal Engineer/Scientist	179
Senior Engineer/Scientist/GIS Analyst	161
Associate Engineer/Scientist	144
GIS Analyst	144
Engineer II/Scientist II	127
Engineer I/Scientist I	110
Construction Manager III	156
Construction Manager II	144
Construction Manager I	133
Resident Inspector III	121
Resident Inspector II	112
Resident Inspector I	98
Sr. Designer/Sr. CAD Operator	104
Designer/CAD Operator	92
Technical Specialist II	90
Technical Specialist I	78
Engineering Aide	65
Administrative IV	92
Administrative III	81
Administrative II	69
Administrative I	58

Outside Services such as vendor reproductions, prints, shipping, and major West Yost reproduction efforts, as well as Engineering Supplies, Travel, etc. will be billed at actual cost plus 15%.

Direct Costs including general computers, system charges, telephone, fax, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses will be billed at 5% of West Yost labor charges.

Mileage will be billed at the current Federal Rate.

Subconsultants will be billed at actual cost plus 10%.

Computers are billed at \$25 per hour for specialty models and AutoCAD.

A Finance Charge of 1.5 percent per month (an Annual Rate of 18 percent) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

Billing rates apply to all computers and equipment, whether owned or rented by West Yost, and to all employment categories including regular full-time, part-time, limited term and contract personnel as defined in West Yost's Employee Handbook.

*This schedule will be updated annually



WEST YOST ASSOCIATES, INC.
2010 Billing Rate Schedule
(Cont'd.)

(Effective January 1, 2010 through December 31, 2010)*

SURVEYING AND EQUIPMENT CHARGES

Position	Labor Charges (dollars per hr)
GPS, 3-Person	317
GPS, 2-Person	271
GPS, 1-Person	213
Survey Crew, 2-Person	230
Survey Crew, 1-Person	173

EQUIPMENT CHARGES

Equipment	Billing Rate (dollars per day)	Billing Rate (dollars per week)
DO Meter	16	77
pH Meter	5	24
Automatic Sampler	120	658
Transducer/Data Logger	38	190
Hydrant Pressure Gage	11	47
Hydrant Pressure Recorder (HPR)	—	190
Hydrant Wrench	5	30
Pitot Diffuser	27	124
Well Sounder	27	124
Ultrasonic Flow Meter	—	249
Vehicle	82	412
Velocity Meter	11	60
Water Quality Multimeter	163	891
Thickness Gage	—	66

*This schedule will be updated annually

ATTACHMENT B LIMIT OF LIABILITY

The CITY agrees that, to the fullest extent permitted by law, CONSULTANT'S total liability to the CITY for any and all injuries, claims, liabilities, losses, costs, expenses, or damages whatsoever rising out of or relating to the project of this Agreement for any cause or causes shall not exceed the total compensation received by CONSULTANT under this agreement, or \$250,000, whichever is greater. This limitation of liability shall apply to the CITY'S claims for damages as well as the CITY'S claims for contribution, and an indemnity with respect to the third party claims. Furthermore, the CITY agrees to indemnify, defend, and hold the CONSULTANT harmless from and against any and all claims, liabilities, suits, demands, losses, costs and expenses, including, not limited to, reasonable attorney's fees and all legal expenses and fees occurred through appeal, occurring or resulting to any and all persons, firms, or any other legal entities on account of damages or losses except where CONSULTANT is found to be solely liable as between the parties hereto as well as between other persons, firms, or any other legal entities for such damages or losses by a court or forum of confidential jurisdiction.