CONSENT CALENDAR

Agenda Item # 4

AGENDA REPORT SUMMARY

Meeting Date: December 14, 2021

Subject: Design Contract Award: Structural Reach Replacement, Project WW-01002 to Bellecci & Associates, Inc.

Prepared by: Andrea Trese, Associate Civil Engineer
Reviewed by: Aida Fairman, Engineering Services Manager
James Sandoval, Engineering Services Director
Approved by: Gabriel Engeland, City Manager

Attachment:
1. Consultant's Proposal

Initiated by:
Capital Improvement Plan – Project WW-01002

Previous Council Consideration:
None

Fiscal Impact:
$194,231 (Includes 10% design and construction support contingency.) For FY 2021-2022, $800,000 has been allocated to this Project Budget.

Funding Source: *Sewer Enterprise Fund*

Project: Annual Structural Reach Replacement	**WW-01002**
Project balance from prior Years	1,117,369
Current Year Budget	800,000
Expended / Encumbered to date	-
Current request	**(194,231)**
Balance Available	**$ 1,723,138**

Environmental Review:
Categorically Exempt pursuant to CEQA Section 15301 (b), involving the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public sewerage involving negligible or no expansion of existing or former use.

Reviewed By:

City Manager	City Attorney	Finance Director
GE	JH	JF

Subject: Design Contract Award: Structural Reach Replacement Program, Project WW-01002 to Bellecci & Associates, Inc.

Policy Question(s) for Council Consideration:
Does the City Council wish to continue the Sanitary Sewer Master Plan improvements and repairs as required to ensure proper functioning of the City's Sanitary Sewer System?

Summary:

- Council awarded the design contract to Mott MacDonald Group on September 14, 2021; however, the consultant proposed multiple changes to the City's standard contract language that were not acceptable to the City and an agreement was not reached
- Staff then requested a proposal from Bellecci & Associates, Inc. for the design of the Structural Reach Replacement project
- The Structural Reach Replacement Program, Project WW-01002 will consist of replacement of eight sewer main segments as identified in the Sanitary Sewer Master Plan, which are owned by the City of Los Altos and located within the unincorporated area in Santa Clara County

Staff Recommendation:
Authorize the City Manager to execute an agreement on behalf of the City with Bellecci & Associates, Inc. in the not-to-exceed amount of $176,574 and up to a 10% design and construction support contingency amount of $17,657 for a total of up to $194,231 to provide design and consulting services for the Structural Reach Replacement Project WW-01002

Subject: Design Contract Award: Structural Reach Replacement Program, Project WW-01002 to Bellecci & Associates, Inc.

Purpose

Authorize the City Manager to execute an agreement with Bellecci & Associates, Inc. for design and consulting services for the Structural Reach Replacement Project WW-01002.

Background

The 2013 Sanitary Sewer Master Plan Update recommended replacement of segments of pipes in the City's system that have structural defects. This project consists of replacement of eight sewer segments that range in size from 6 to 8 inches in diameter. The pipes are owned by the City of Los Altos, but they are located within the unincorporated area of Santa Clara County. These lines will be replaced with 8-inch HDPE pipe, and where feasible, will be replaced using trenchless methods.

On September 14, 2021, the City Council authorized the City Manager to execute an agreement for design and consulting services for the Structural Reach Replacement Project WW-01002. However, the consultant (Mott MacDonald) then requested several changes to the City's standard contract language which were not acceptable to the City, and an agreement was not reached. Then, City staff requested a proposal from another firm on the short-list, Bellecci & Associates, Inc.

Discussion/Analysis

It is recommended that the award of the design contract be made to Bellecci & Associates, Inc. in the amount of $176,574 and up to 10% contingency in the amount of $17,657 for a total of up to $194,231. Through the Request for Statements of Qualifications (SOQ) process in 2020, the City created a shortlist of firms for design and construction support services for sanitary sewer projects; Bellecci & Associates Inc. was on the City's shortlist of firms. Bellecci & Associates Inc. has been in business for more than 30 years and has completed similar projects for the City of Los Altos and other municipalities in the Bay Area.

Recommendation

Authorize the City Manager to execute an agreement on behalf of the City with Bellecci & Associates, Inc. in the not-to-exceed amount of $176,574 and up to a 10% design and construction support contingency amount of $17,657 for a total of up to $194,231 to provide design and consulting services for the Structural Reach Replacement Project WW-01002.

Exhibit A: Scope of Work

UNDERSTANDING

The City of Los Altos seeks engineering services for the project administration, analysis, plans, specifications and estimate (PS&E), preparation of the bid documents and bidding and construction support for the **Structural Reach Replacement, Project WW0100222**. Upon award of the contract we are prepared to immediately begin work on the project and complete the contract documents for construction bids in 2022. Bellecci & Associates (Bellecci) has assisted numerous cities in the Bay Area with the planning, design, construction management and construction inspection on sewer main replacement and/or rehabilitation projects, including the design for the City's last three sewer replacement projects. We understand that this year's projects includes the following sewer segments listed below.

TRENCHLESS (6" to 8")
Prepare plans and specifications to replace and upsize existing sewer lines to an 8-inch sewer pipe using the pipe reaming construction method (where Feasible):

1. 6" VCP MH J4S-414 to MH J4S-407 (Length: 239 feet) – Nandell Lane (Easement)
2. 6" VCP MH J3S-513 to MH J3S-512 (Length: 179 feet) – Plateau Avenue
3. 6" VCP MH K4S-202 to K4S-207 (Length: 200 feet) – Country Club Drive
4. 6" VCP MH K3S-309 to MH K3S-307 (Length: 189 feet) – Whitham Avenue
5. 6" VCP MH K4S-503 to MH K4S-502 (Length: 316 feet) – Esberg Road (Easement)
6. 6" VCP MH K4S-602 to MH K4S-603 (Length: 64 feet) – Mora Court (Easement)
7. 6" VCP L4S-107 to MH K4S-411 (Length: 155 feet) – Oakridge Drive

Total = 1,342 feet

TRENCHLESS (8" to 8")
Prepare plans and specifications to replace the existing 8" sewer lines to an 8-inch sewer pipe using the pipe reaming construction method (where Feasible):

8. 8" VCP MH J3S-604 to MH J3S-605 (Length: 233 feet) – Fairway Drive

Total = 233 feet

TECHNICAL APPROACH AND SCOPE OF WORK

Our overall goal is to provide the City of Los Altos a superior project with minimal complaints and long lasting durability. To achieve this goal, the first order of work will be a meeting with the City to discuss the project in detail and to obtain all existing information on the project. After our meeting with the City, the Bellecci design team will evaluate the sewer videos to identify the locations of the active sewer lateral locations.

The success of this project is dependent on the creation of a detailed project topographic base map which depicts the location of known existing utilities that could be encountered during construction. We will do an investigation of the locations of the existing utilities by obtaining utility maps from the utility companies and City record maps. Known utility locations will be shown on the base map used for the replacement of the sewer mains.

Exhibit A: Scope of Work

Bellecci will have our subconsultant 360 Aerial Surveys prepare an aerial planimetric topographic survey for the project streets. The planimetric topographic survey site base maps will be supplemented with relevant ground shot survey information from the Bellecci survey crew. The survey work will be performed and tied into the NAD 1983 HARN State Plane system survey control network. Sewer manholes will be surveyed and information on the inverts will be obtained. Survey shots and visible utility locations will be added to the drawing file to complete the base information for the designers.

In addition, as part of the project investigation phase, our subconsultant, Cleary Consultants, Inc. will prepare a geotechnical investigation of the existing soil at each of the project sites. The geotechnical field investigation will include one (1) soil boring at each site. The investigation will identify the different types of soil that the contractor probably will encounter during construction so they can account for the soil conditions in their bid.

Plans and specifications for the project will be prepared for the sewer repair at each of the project sites. Plans and specifications will be prepared and customized to the City's requirements and will contain information necessary to obtain comprehensive contractor bids.

After the project is out for bid, Bellecci will respond to all questions regarding the plans and specifications and prepare any addendums to the plans and specifications necessary to clarify the design. In addition we will attend the pre-bid meeting for the project.

Bellecci will attend the preconstruction meeting with the contractor, City staff and utility companies. We will review the contractor submittals for compliance with the specifications and respond within ten days. We will also respond to questions regarding the plans (RFIs), perform two (2) site visits during construction and provide a write up of our observations to the City and review change order requests from the contractor.
SPECIFIC SCOPE OF WORK

Task I 65% Submittal

ATTEND FIELD MEETING

Bellecci will attend a field meeting with the City within ten (10) days from the notice to proceed. The field meeting will include visiting each of the proposed sewer replacement locations and discussing the pipe maintenance history, possible issues and concerns at each site.

SEWER VIDEO INVESTIGATION

Bellecci will review the City provided sewer line inspection videos for the sections of sewer lines to be replaced. The video review will be used to determine the distances from the manholes to the sewer laterals to be reconnected. The information obtained from our review will be shown on the plans.

Exhibit A: Scope of Work

COORDINATION WITH UTILITIES

Bellecci will coordinate with owners of the utilities (including City owned facilities) in the project areas to obtain their utility base maps for use in developing the plans. Utility locations will be shown on the base map used for the replacement of the sewer mains.

GEOTECHNICAL STUDY

Bellecci's subconsultant, Cleary Consultants, Inc. will prepare a geotechnical investigation of the existing soil at each of the project sites. The geotechnical field investigation will include one (1) soil boring at each site. The investigation will identify the different types of soil that the contractor probably will encounter during construction

TOPOGRAPHIC SURVEY

Our survey crews will set control points for the planimetric survey and collect necessary field topographic information, visible utility locations and street elevations to supplement and complete the base information. The aerial planimetric survey will be performed by our subconsultant 360 Aerial Surveys. The survey work will be performed and tied into the NAD 1983 HARN State Plane system. Sewer manholes, storm drain inlets and storm drain manholes will be surveyed and information on the inverts will be obtained.

COORDINATION OF ENCROACHMENT PERMITS WITH OTHER AGENCIES

Bellecci will use the current LAFCO map for Santa Clara County to identify the sewer segments located outside of the City limits. The sewer segments located in other jurisdictions will be noted on the plans and the jurisdictions will be contacted. Encroachment permit applications will be submitted and coordinated with the agency so their requirements can be added to the contract documents.

65% BASIS OF DESIGN REPORT

Bellecci will use existing project information, the results of discussions with the City and the proposed design solution to produce a Basis of Design Report. The Basis of Design Report will include the definition of the project, a description of the proposed design and an evaluation of the proposed sewer replacement.

65% PLANS AND ESTIMATE

The plans will be prepared in ACAD and use the aerial planimetric survey as the site base maps supplemented with relevant ground shot survey information. The plans will be at a 1"= 20' scale and will include a profile of the existing sewer line to be replaced showing the approximate locations of the utility crossings.

The engineer's estimate will be prepared in a format showing the anticipated bid items for the construction of the project and the estimated quantity and unit price for that item.

Exhibit A: Scope of Work

Deliverable: Four (4) sets of the 65% design plans, basis of design report and construction cost estimate and an electronic PDF copy of each. Plus an electronic PDF copy of the geotechnical study

Schedule: The submittal of the 65% design will be provided within the sixty (60) calendar days (if not sooner) following the Notice to Proceed.

Task II 100% Submittal

100% PLANS, SPECIFICATIONS AND ESTIMATE

The plans, specifications, contract documents and bid items will be compiled in standard City format providing sufficient information to obtain comprehensive contractor bids and to construct the project. The 100% plans will incorporate the City's 65% design review comments. The specifications will utilize the City's Technical Specifications supported by the American Public Works Association Standard Specifications for Public works for construction (Green Book). The specifications will contain the testing and submittal requirements to be provided by the contractor.

The 100% engineer's estimate will fine tune the 65% estimate to include the items and quantities anticipated in the construction of the project.

100% BASIS OF DESIGN REPORT

The Basis of Design Report will be edited to discuss any changes to the design elements provided in the 65% Basis of Design Report. The 100% Basis of Design Report will include calculations used in the design.

Deliverable: Four (4) full size sets of 100% plans, project specifications, Basis of Design Report, and construction cost estimate and an electronic PDF copy of each.

Schedule: Submittal shall be within sixty (60) calendar days following Notice to Proceed.

Task III Final Design Submittal of Construction Drawings

FINAL PLANS, SPECIFICATIONS AND ESTIMATE

The final construction drawings, specifications, contract documents and bid items will incorporate the City's 100% design review comments. The final bid documents will include the final adjustments to the project as approved by the City.

The final engineer's estimate will include the bid items and quantities anticipated in the construction of the project.

Deliverable: One (1) set of 24" X 36" original reproducible vellum or bond copy of plans signed and sealed by the appropriate design engineer(s). Provide electronic copy of plans in a format readable by AutoCAD Map 3D 2015, 2017, or 2020 for personal computers. Provide one (1) hard copy of the final specification, list of project submittals and cost estimate, and an electronic copy of the final specifications, list of project submittals and cost estimate in a Word compatible format.

Exhibit A: Scope of Work

Schedule: Submittal shall be within twenty-one (21) calendar days following receipt of 100% design review comments.

Task IV Bidding Phase

During the bidding phase, Bellecci will assist the City with the bidding process, attend the prebid meeting (if a meeting is held) and provide the City with assistance to answer any Contractor questions pertaining to the plans and specifications. We will prepare and issue contract addenda, as needed.

Deliverable: Copies of all addenda and correspondence

Task V Construction Phase

Bellecci will attend the preconstruction meeting as required. We will review the contractor submittals for compliance with the specifications and respond within ten days. We will also clarify questions regarding the plans (RFIs), review change order requests from the contractor and prepare as-needed plan modifications for the change orders. In addition, we will perform two (2) site visits during construction and provide a write up of our observations to the City.

Deliverable: Copies of all correspondence, change order plan & specification modifications, submittal reviews and site visit reports.

COORDINATION

It is our preference to have web conference meetings with the City's project manager to review the project schedule, identify current project challenges, and discuss possible solutions to pending issues. The frequency of the conference call will be as determined by the City's project manager. In addition we will provide the City's project manager with monthly written project status, included with the invoice. The monthly project status will provide a current project budget update and identify the tasks completed over the last month and the tasks scheduled to be completed over the next month.

QUALITY ASSURANCE/QUALITY CONTROL

Prior to each submittal, the plan set will go through QA/QC to insure the submittal package includes the appropriate information. In addition the QA/QC process will check for conflicts in the design and errors in the information presented. With each progressive submittal the QA/QC process will become more rigorous in searches for conflicts and/or gaps in information as well as searching for inadvertent errors in information depicted.

The QA/QC review is performed by a senior registered civil engineer not directly involved in the design process. This enables a "fresh look" at issues and design solutions and helps insure necessary information and details are provided to enable the implementation of the design.

EXHIBIT C - FEE SCHEDULE

CITY OF LOS ALTOS

Structural Reach Replacement, Project WW0100222

November 16, 2021

PROJECT BUDGET ESTIMATE

TASK #	RATE / TASKS DESCRIPTION	240 PIC*	206 PROJ. MNGR.	198 PROF. ENGR.	146 ASSNT. ENGR.	206 PROF. SURVEYR	294 SURVEY CREW	138 SURVEY TECH	74 CLER.	1.1 GEOTECH (Cleary)	1.1 Potholing Sub-Contractor	1.1 Aerial Mapping 360 Aerial Survey	HRS. /TASK	DIRECT COST	TOTAL COST
Task I - 65% Submittal															**$108,918.00**
1	Project Meetings		4	4									8		$1,616.00
2	Project Administration		12										12		$2,472.00
	Sub-Total	0	16	4	0	0	0	0	0	$0	$0		20		**$4,088.00**
Task 2 - Site Investigation, Data Collection, Record Research															
1	Field meeting with City		2	8	8								18		$3,164.00
2	Record Data Collection/Review Sewer Videos		2	4	24								30		$4,708.00
3	Utility Research & Coordination (PG&E, Comcast, AT&T, City, etc.)		2	4	8								14		$2,372.00
4	Geotechnical Investigation									$28,000			0		$30,800.00
5	Aerial Topographic Mapping					2	8					$8,200	10		$11,784.00
6	Potholing - Allowance												0		$0.00
	Sub-Total	0	4	8	32	2	8	0		$28,000	$0	$8,200	54		**$49,664.00**
Task 3 - Develop Design Base Map															
1	Base Map Preparation				32								32		$4,672.00
2	Supplemental Topographic Mapping		2			2	28	24					56		$12,368.00
3	Right of Way & Easement Determinations from Record Data					6		12					18		$2,892.00
	Sub-Total	0	2	0	32	8	28	36	0	0	0	$0	106	0	**$19,932.00**
Task 4 - Other Jurisdiction Coordination															
1	Coordination and Encroachment Permit		2	24	8								34		$6,332.00
	Sub-Total	0	2	24	8	0	0	0		$0			34		**$6,332.00**
Task 5 - Prepare Bid Documents															
1	65% Plans & Estimate (PS&E)		4	12	120								136		$20,720.00
2	Preliminary Cost Estimate		2	2	16								20		$3,144.00
3	Basis of Design Report for 65% PS&E		2	12									14	$250	$3,038.00
															$26,902.00
Task - II 100% Submittal															**$28,806.00**
1	Project Meetings		4	4									8		$1,616.00
2	Project Administration		4										4		$824.00
4	100% Draft Final Design - Plans, Specifications & Estimate (PS&E)		2	40	100								142		$22,932.00
5	Detailed Preliminary Cost Estimate			8									8		$1,584.00
6	Basis of Design Report for 100% PS&E		2	6									8	$250	$1,850.00
															$28,806.00
Task III - Final Design Submittal of Construction Drawings															**$18,942.00**
1	Project Meetings		4	4									8		$1,616.00
2	Project Administration		4										4		$824.00
7	100% Final Design Bid Documents (PS&E)		2	40	40								82		$14,172.00
8	QA/QC			10									10	$350	$2,330.00
	Sub-Total	0	30	138	276	0	0	0		$0			444		**$18,942.00**
Task IV- Bidding Phase															**$3,576.00**
1	Bid Support		4	8	8								20		$3,576.00
Task V - Construction Phase															**$16,332.00**
1	Respond to RFI's		2	8	12								22		$3,748
2	Submittal Review			8	24								32		$5,088
3	Pre-Construction and Other Site Meetings		4	16	24								44		$7,496
	Sub-Total	0	10	40	68	0	0	0		$0			118		**$16,332**
1	Miscellaneous Expenses (Mileage, Prints, Postage, etc.)												0	$0	**$0**
	PROJECT TOTAL	**0**	**64**	**214**	**416**	**10**	**36**	**36**	**0**	**$28,000**	**$0**	**$8,200**	**776**	**$850**	**$176,574.00**
														Design Contingency 10%	**$17,657**
														Design Total with Contingency	**$194,231.40**

Bellecci & Associates