



DATE: October 21, 2019

TO: Mayor and Members of the City Council

VIA: Jeff Moneda, City Manager

FROM: Norm Dorais, Public Works Director/City Engineer

SUBJECT: REQUEST FOR PROPOSAL FOR CONSTRUCTION MANAGEMENT AND SUPPORT SERVICES – LEVEE PROTECTION PLANNING AND IMPROVEMENTS PROJECT (CIP 301-657)

RECOMMENDATION

It is recommended that the City Council adopt the attached resolution authorizing staff to issue the attached Request for Proposal (RFP) for Construction Management (CM) and Support Services for the Levee Protection Planning and Improvements Project (CIP 301-657).

EXECUTIVE SUMMARY

The City Council recognizes that the complexity of the construction project to raise the levee system surrounding the City of Foster City requires a dedicated, experienced, and expert team to manage the construction project on behalf of the City. The City Council directed staff to issue a request for proposal for construction support and oversight services as part of the City Council's Fiscal Years 2019-2021 Foster City Strategic Focus Area Plan (Council Focus Area #1, Item No. 5). Approving the attached resolution will allow staff to implement that part of the City Council's Strategic Focus Area Plan. Funding for these services will be provided by the budget established for the Levee Protection Planning and Improvements (CIP 301-657) project.

BACKGROUND

Raising the levee system surrounding the City of Foster City will be generally located within the footprint of the approximately 34,000 linear feet (6.5 miles) of existing levee

system with slight deviations. The City's consultant engineer, Schaaf and Wheeler, estimates construction to be approximately ninety million dollars. The City Council recognized the complexity of the construction project to raise the levee system requires a dedicated, experienced, and expert team to provide full-time project construction oversight to manage the construction project on behalf of the City.

With the project moving toward the final design phase, it is appropriate to consider the formal creation of a project management team to carry the project through final design and construction. A step in this direction is the procurement of consultant services to supplement staff expertise by hiring a CM firm. CM services will involve services associated with the review of the design for constructability, assistance in developing contract and bid strategies, and full-time on-site construction oversight with the responsibility for assuring contractual compliance with the plans and specifications by the contractor. In addition, various materials testing and specialty inspection services are required to ensure quality compliance with the contract documents. Approving the RFP and authorizing the issuance of the RFP is the first step in selecting a consultant with experienced and expert staff to manage the project on behalf of the City.

ANALYSIS

Due to the size and complexity of the project, an experienced, dedicated, full-time team of experts is required to manage the project on behalf of the City. The existing Public Works staff currently handles multiple small to medium-sized projects and does not have the availability to work on the project with their current workloads. The organization's structure and staffing resources are not adequate to support a project of this size. In addition, staff does not have the requisite experience or expertise to manage and administer this large and complex project.

Subsequent to the CM selection, it is recommended an individual be brought in to help oversee the project and serve as the Project Manager (PM), providing overall project oversight and coordination between the City and CM team. In addition to the City's Public Works Engineering Division, the PM will be supported by consultants hired to fulfill specific roles: preparation of plans and specifications (Schaaf & Wheeler), oversight of contractor compliance with plans and specifications (CM services that are the subject of the attached RFP), and other specialty consultants to be hired by the City at a later date as necessary.

The process for selecting a CM firm will be initiated with the issuance of the attached request for proposal. The anticipated schedule for selecting a CM firm is as follows:

- RFPs due to City 11/21/2019
- Evaluate and interview firms 12/16/2019
- Negotiate and prepare agreement 1/6/2020

- Council approval of agreement 2/3/2020

FISCAL IMPACT

The City Council has approved funding in the amounts of \$1,577,465 in FY 2015/2016, \$2,500,000 in FY 2016/2017, \$2,000,000 in FY 2017/2018, and \$31,790,330 in FY 2018/2019 for CIP 301-657 (total: \$37,867,795).

The project account, Account No. 301-0910-657-4251, has sufficient unencumbered funds to fully-fund the agreement.

Attachments:

- Attachment 1 - Resolution
- Attachment 2 - Request for Proposal