

**CITY OF CLOVERDALE  
CITY COUNCIL**

Clerk's Note:

Due to a Scrivener's Error, a duplicate resolution number was issued for this item, adopted by the City Council on March 9, 2022. This item is now accurately depicted as Resolution No. 021-2022-B

**RESOLUTION NO. 021-2022-B**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVERDALE APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH MOE ENGINEERING, INC. TO PROVIDE THE PREPARATION OF THE NECESSARY DOCUMENTS AND INSPECTION SERVICES FOR THE PER CAPITA GRANT PROJECT INSTALLING NEW BASKETBALL COURTS AT CITY PARK AUTHORIZING THE CITY MANAGER TO EXECUTE SAID AGREEMENT AT A FEE ESTIMATE AND BUDGET CONTINGENCY OF \$53,086**

**WHEREAS**, the 2<sup>nd</sup> Street Park Basketball Courts were installed in the 1970's and have been in continuous use since its installation with minor on-going maintenance; and

**WHEREAS**, the 2<sup>nd</sup> Street Park Basketball Courts are in need of a complete reconstruction; and

**WHEREAS**, the City Council adopted Resolution 091-2020 authorizing the submission of a State Department of Parks and Recreation Per Capita Grant for the reconstruction of 2<sup>nd</sup> Street Basketball Courts; and

**WHEREAS**, the City was awarded a Per Capita Grant in the amount of \$186,610 with a local match of \$45,902; and

**WHEREAS**, pre-construction, inspection and construction management services associated with the project are necessary to carry out the project; and

**WHEREAS**, the consultant, Moe Engineering, proposes to provide the necessary services to complete the project in and amount not to exceed \$48,742.60; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Cloverdale that the City Council of the City of Cloverdale hereby approves a Professional Service Agreement with Moe Engineering for construction services for the City Plaza Restroom Project in the amount of \$48,742.60; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Cloverdale hereby authorizes the City Manager to execute a Professional Services Agreement in a form approved by the City Attorney on behalf of the City and established a ten percent (10%) contingency of \$4,826 for a total project budget authorization of \$53,086.

**REGULARLY PASSED AND ADOPTED** by the City Council of the City of Cloverdale on the 9th day of March, 2022 by the following vote:

**AYES: (5) Mayor Lands, Vice Mayor Wolter, and Councilmembers: Bagby, Cruz, Palla**  
**NOES: (0)**  
**ABSTAIN: (0)**  
**ABSENT: (0)**

APPROVED:

Todd Lands  
Todd Lands (Jun 15, 2022 09:42 PDT)

\_\_\_\_\_  
Todd Lands, Mayor

ATTEST:

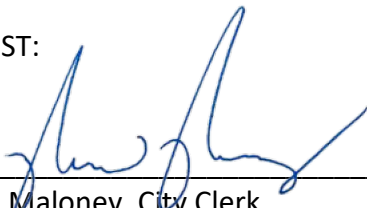
  
\_\_\_\_\_  
Mike Maloney, City Clerk

Exhibit A: Moe Engineering Proposal / Scope of Work



R.C.E. 48460  
2950 Montecito Avenue  
Santa Rosa, CA 95404  
Phone (707) 544 - 6274

February 11, 2022

Kevin Thompson, Asst. City Manager/Comm. Dev. Director  
City of Cloverdale  
124 N. Cloverdale Blvd.  
Cloverdale, CA 95425

Subject: Proposal for engineering services for 2<sup>nd</sup> Street Park Basketball Courts,  
City of Cloverdale

Dear Kevin:

We are pleased to provide this proposal for engineering services for the subject project. Thank you for meeting with us on January 20<sup>th</sup> and providing further details and scope of project. Based on the meeting, we understand the scope of work to be providing the services for the preparation of construction bid documents for the restoration or replacement of existing basketball courts with two full regulation size courts and surrounding fencing. As part of our scope we will prepare up to three options with cost estimates for the City to consider.

We offer the following cost proposal for achieving the above-described services. The services included in this proposal are provided as separate tasks (and detailed in the attached Estimated Level of Effort):

<b>Task 1</b>	<b>Project Setup</b> (Jan – Feb 2022)	<b>\$ 2,952.00</b>
	<ul style="list-style-type: none"><li>- Project Setup/Coordination</li><li>- Two Meetings estimated</li></ul>	
<b>Task 2</b>	<b>Alternatives Analysis &amp; Budget Estimates</b> (Feb 2022)	<b>\$ 11,786.00</b>
	<ul style="list-style-type: none"><li>- Preliminary alternative layout plans for basketball courts</li><li>- Preliminary budget estimates</li><li>- Site evaluation with City staff</li></ul>	

**Task 3      Develop Plans, Specifications, and Estimate (PS&E)      \$18,366.00**  
(March - April 2022)

- Design/Draft Plan Sheets, assumes 50%, 90% & 100% submittals
- Prepare Technical Specifications for Bid Documents
- Prepare Construction Cost Estimate

**Subtotal      Design - (PS&E)      \$33,104.00**  
(Tasks 1, 2 & 3)

**Task 4      Bid Process Management      \$ 3,378.00**  
(May 2022)

- Publishing an invitation in the City's official publication as well as local trade journals and builder's exchanges.
- Provide responses to Requests for Information during solicitation and prepare one addendum on City provided form.
- Assuming City staff open bids, Moe Engineering will compile bid results, analyze bids for responsiveness & responsibility and recommend award of a contract. This assumes City staff prepare City Council staff report and resolution.

**Task 5      Construction Management & Inspection      \$11,778.00**  
(June - July 2022)

- Scheduling and attend a pre-construction meeting
- Review contractor's submittals & RFIs
- Administer the construction contract
- Inspect contractor's work
- Project close out, including generating Record Drawings

**Subtotal      Bid Process Management, CM & Inspection      \$15,156.00**  
(Tasks 4 & 5)

**TOTAL ALL TASKS      \$48,260.00**

We propose to provide the above complete **Turnkey Engineering Services** based on time and materials as detailed in the attached Estimated Level of Effort and Fee Schedule for a Not to Exceed amount of **\$48,260.00**.

The following items are specifically excluded from this proposal:

- Environmental compliance services
- Geotechnical Engineering services
- Structural, Traffic, Electrical, Mechanical engineering services

Proposal for 2<sup>nd</sup> Street Park Basketball Courts  
February 11, 2022

- Coordination with any city hired consultants or sub-consultants
- Architectural and landscape architectural services
- Payment of any fees associated with the submittal or completion of this project.
- Irrigation and landscape inspection
- Right-of-way/temporary construction easement acquisition.
- Right-of-way survey and associated mapping

If you have any questions or would like clarification of the proposed services, please feel free to call.

Thank you for the opportunity to provide this proposal. We look forward to working with you on this project.

Sincerely,

A handwritten signature in blue ink that reads "John Moe". The signature is written in a cursive, flowing style.

John L. Moe, PE  
President  
Moe Engineering, Inc.  
Estimated Level of Effort  
2022 Fee Schedule

City of Cloverdale

2nd Street Park Basketball Court Reconstruction

Estimated Level of Effort

Moe Engineering, Inc.	
Date:	2/11/2022
Job No. 2022-005	

Category	Labor Cost					Task	Project
	Principal	Sr. Eng./LS	Assoc. Eng./Inspect	Assistant Engineer	Field Survey Crew (2-person)		
Rate	\$ 232.00	\$ 203.00	\$ 175.00	\$ 156.00	\$ 348.00	Amount	Total

**Task 1 - Project Setup**

1.1	Project Setup	Hours	2			6			
		Amount	\$ 464.00		\$ -	\$ 936.00		\$ -	\$ 1,400.00
1.2	Meetings - up to 2 each	Hours	4			4			
		Amount	\$ 928.00		\$ -	\$ 624.00		\$ -	\$ 1,552.00

Subtotal Task 1 \$ 2,952.00

**Task 2 - Alternatives Analysis - Prepare Alternative Layout Plans & Budget Estimates**

2.1	Preliminary Alternative Layout Plans - 3 total	Hours	2	8		24			
	(use existing topographic map from 2017)	Amount	\$ 464.00	\$ 1,624.00	\$ -	\$ 3,744.00	\$ -	\$ -	\$ 5,832.00
2.2	Preliminary Budget Estimates - 3 total	Hours	2	8		8			
		Amount	\$ 464.00	\$ 1,624.00	\$ -	\$ 1,248.00	\$ -	\$ -	\$ 3,336.00
2.3	Site evaluation/discussion for direction from staff	Hours	2	6		6			
		Amount	\$ 464.00	\$ 1,218.00	\$ -	\$ 936.00	\$ -	\$ -	\$ 2,618.00

Subtotal Task 2 \$ 11,786.00

**Task 3 - Develop Plans, Specifications & Estimate (PS&E) for Construction**

3.1	Design/Draft Plan Sheets	Hours	2	8		40			
		Amount	\$ 464.00	\$ 1,624.00	\$ -	\$ 6,240.00	\$ -	\$ -	\$ 8,328.00
3.2	Prepare Technical Specifications	Hours	4	12		24			
		Amount	\$ 928.00	\$ 2,436.00	\$ -	\$ 3,744.00	\$ -	\$ -	\$ 7,108.00
3.3	Prepare Construction Cost Estimate	Hours	2	6		8			
		Amount	\$ 464.00	\$ 1,218.00	\$ -	\$ 1,248.00	\$ -	\$ -	\$ 2,930.00

Subtotal Task 3 \$ 18,366.00

**PS&E Total \$ 33,104.00**

**Task 4 - Bid Process Management**

4.1	Advertising / Solicitation of Bids / RFI response	Hours	2	8					
		Amount	\$ 464.00	\$ -	\$ 1,400.00	\$ -	\$ -	\$ -	\$ 1,864.00
4.2	Bid Tabulation / Analysis / Award Recommendation	Hours	2	6					
		Amount	\$ 464.00	\$ -	\$ 1,050.00	\$ -	\$ -	\$ -	\$ 1,514.00

Subtotal Task 4 \$ 3,378.00

**Task 5 - Construction Management & Inspection**

5.1	Field review & Construction Management	Hours	2	8					
		Amount	\$ 464.00	\$ 1,624.00	\$ -	\$ -	\$ -	\$ -	\$ 2,088.00
5.2	Inspections (assume 4 weeks @ 10hrs/week)	Hours	2		40				
		Amount	\$ 464.00	\$ -	\$ 7,000.00	\$ -	\$ -	\$ -	\$ 7,464.00
5.3	Project close out	Hours	2	4		4			
		Amount	\$ 464.00	\$ 812.00	\$ 700.00	\$ -	\$ -	\$ -	\$ 1,976.00
5.4	Mileage & Reimbursables	Hours							
		Amount	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00

Subtotal Task 5 \$ 11,778.00

**Advertise & CM/InspectionTotal \$ 15,156.00**

**Total All Tasks \$ 48,260.00**



## FEE SCHEDULE

Effective 2022

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Principal	\$232.00/hour
Senior Engineer	\$203.00/hour
Land Surveyor	\$203.00/hour
Associate Engineer/Inspector	\$175.00/hour
Assistant Engineer	\$156.00/hour
Engineering/Survey Technician	\$145.00/hour
Drafting Technician	\$127.00/hour
Administrative Support	\$ 87.00/hour
Field Survey Crew (2-person)	\$348.00/hour

All charges and fees including subconsultant fees, cost of prints, copies, travel, telephone toll charges and other non-labor related expenses paid by this firm to others on behalf of the client shall be billed at the cost of the charge or fee plus 15% handling and accounting fee. All invoices are due within 30 days of the date of the invoice.

Annual rate escalation will be calculated at 3% on a calendar-year basis.

# 021-2022-B

Final Audit Report

2022-06-15

Created:	2022-06-15
By:	Mike Maloney (Mmaloney@ci.cloverdale.ca.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAh9VQMAyMiJGRizWfcUXg6qn3nl1yW5vA

## "021-2022-B" History

-  Document created by Mike Maloney (Mmaloney@ci.cloverdale.ca.us)  
2022-06-15 - 3:59:22 PM GMT
-  Document emailed to Todd Lands (tlands@ci.cloverdale.ca.us) for signature  
2022-06-15 - 4:00:30 PM GMT
-  Email viewed by Todd Lands (tlands@ci.cloverdale.ca.us)  
2022-06-15 - 4:41:34 PM GMT
-  Document e-signed by Todd Lands (tlands@ci.cloverdale.ca.us)  
Signature Date: 2022-06-15 - 4:42:23 PM GMT - Time Source: server
-  Agreement completed.  
2022-06-15 - 4:42:23 PM GMT