

**CITY OF CLOVERDALE
CITY COUNCIL**

RESOLUTION NO. 022-2022

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 INSTALLATION OF A RESTROOM FACILITY AT CITY PLAZA AND AUTHORIZING THE CITY MANAGER TO EXECUTE SAID AGREEMENT AT A FEE ESTIMATE AND BUDGET CONTINGENCY OF \$42,512.80

WHEREAS, the City Council directed staff to install a restroom facility at City Plaza to provide much needed facilities for the public use; and

WHEREAS, the site chosen for the installation of the facility requires the installation of infrastructure necessary to accommodate the use; and

WHEREAS, the need for inspection and construction management services associated with the project are required; and

WHEREAS, City staff requested Moe engineering to provide a scope of work for the additional analysis required to complete the project; and

WHEREAS, the consultant, Moe Engineering, proposes to provide the necessary services to complete the project in and amount not to exceed \$38,648; and

NOW, THEREFORE, BE IT RESOLVED 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 \$38,648; and

BE IT FURTHER RESOLVED that the City Council of the City of Cloverdale authorizes the City Manager to execute a Professional Services Agreement in a form approved by the City Attorney on behalf of the City and establishes a 10% contingency of \$4,251 and total project budget authorization of \$42,512.

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 \(Jun 15, 2022 09:43 PDT\)](#)

Todd Lands, Mayor

ATTEST:



Mike Maloney, City Clerk



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 Cloverdale Plaza Restroom,
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 20th 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 site preparation for the installation of prefabricated restroom at Cloverdale Plaza.

Our scope includes performing a topographic survey of the proposed site and nearby utilities (water, sewer and electricity) needed for the restroom. Once the City has selected the manufacturer and model of prefabricated restroom, we will utilize their design/installation requirements in preparation of our bid package.

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):

Task 1	Project Setup (Jan – Feb 2022)	\$2,952.00
	- Project Setup/Coordination - Two Meetings estimated	
Task 2	Topographic Survey and Mapping (Feb 2022)	\$5,104.00
	- Field Topographic Survey of proposed site at Cloverdale Plaza.	

- Prepare topographic survey for use as base map for improvement plans. Map will include appropriate drainage and utility layout as identified on city utility maps and/or as evident from surface observation.

Task 3 Develop Plans, Specifications, and Estimate (PS&E) \$15,436.00
(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 \$23,492.00
(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 bids 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 \$38,648.00

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 **\$38,648.00**.

Proposal for Cloverdale Plaza Restroom
February 11, 2022

The following items are specifically excluded from this proposal:

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

Moe Engineering, Inc.		
Date:		2/1/2022
Job No. 2022-006		

Estimated Level of Effort

Category	Labor Cost				Field Survey Crew (2-person)	Task	Project
	Principal	Sr. Eng./LS	Assoc. Eng./Inspect	Assistant Engineer			
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
1.3								
		Amount	\$ -	\$ -	\$ -	\$ -		\$ -

Subtotal Task 1 \$ 2,952.00

Task 2 - Topographic Survey and Mapping as Base for Improvement Plans

2.1	Set up & Field Survey	Hours		2		4	6	
		Amount	\$ -	\$ 406.00	\$ -	\$ 624.00	\$ 936.00	\$ 1,966.00
2.2	Data Download & Mapping	Hours	1	2		8		
		Amount	\$ 232.00	\$ 406.00	\$ -	\$ 1,248.00	\$ -	\$ 1,886.00
2.3	Mileage & Reimbursables	Hours						
		Amount	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00

Subtotal Task 2 \$ 3,952.00

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	2	8		16		
		Amount	\$ 464.00	\$ 1,624.00	\$ -	\$ 2,496.00		\$ 4,584.00
3.3	Prepare Construction Cost Estimate	Hours	2	4		8		
		Amount	\$ 464.00	\$ 812.00	\$ -	\$ 1,248.00		\$ 2,524.00

Subtotal Task 3 \$ 15,436.00

Total PS&E \$ 22,340.00

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

Total Advertise, CM & Inspection \$ 15,156.00

Total - All Tasks \$ 37,496.00



FEE SCHEDULE

Effective 2022

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.







022-2022

Final Audit Report

2022-06-15

Created:	2022-06-15
By:	Mike Maloney (Mmaloney@ci.cloverdale.ca.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAxjLZNO-9jjo5-9G92r2vlhm5LGfDMO-q

"022-2022" History

-  Document created by Mike Maloney (Mmaloney@ci.cloverdale.ca.us)
2022-06-15 - 4:09:56 PM GMT
-  Document e-signed by Mike Maloney (Mmaloney@ci.cloverdale.ca.us)
Signature Date: 2022-06-15 - 4:11:13 PM GMT - Time Source: server
-  Document emailed to Todd Lands (tlands@ci.cloverdale.ca.us) for signature
2022-06-15 - 4:11:15 PM GMT
-  Email viewed by Todd Lands (tlands@ci.cloverdale.ca.us)
2022-06-15 - 4:42:42 PM GMT
-  Document e-signed by Todd Lands (tlands@ci.cloverdale.ca.us)
Signature Date: 2022-06-15 - 4:43:33 PM GMT - Time Source: server
-  Agreement completed.
2022-06-15 - 4:43:33 PM GMT