



Building A Better Long Beach

August 30, 2010

REDEVELOPMENT AGENCY BOARD MEMBERS

City of Long Beach
California

RECOMMENDATION:

Approve and authorize the Executive Director to enter into a contract with PSOMAS in the amount of \$118,885 to provide construction management services for the Bikestation in Downtown Long Beach. (Downtown – District 2)

DISCUSSION

Redevelopment Agency (Agency) staff has been working cooperatively with the Department of Public Works (Public Works) to finalize design and plans and specifications for a new Bikestation located at Long Beach Boulevard and First Street in the Downtown Redevelopment Project Area (Exhibit A – Bikestation Rendering).

The Agency proposes to enter into an agreement with PSOMAS to provide construction management services for Bikestation Long Beach. Given the complexity and duration of this project, City staff is unable to provide the required construction management services. The proposed services by PSOMAS will increase financial and logistic efficiencies as set forth in the attached scope of work (Exhibit B – Scope of Work). The proposed contract amount of \$118,885 includes the proposal amount of \$103,379 plus a 15-percent contingency to cover any additional work that may be necessary during the course of construction (Exhibit C – Schedule of Fees). In the event that additional work is necessary, the contract will provide that the Executive Director may authorize change orders not to exceed the 15-percent contingency. Although not anticipated, any contract change orders that would exceed the 15-percent contingency will be brought before the Agency for further consideration.

SUGGESTED ACTION:

Approve recommendation.

REDEVELOPMENT AGENCY BOARD MEMBERS

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Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Amy J. Bodek", with a long horizontal flourish extending to the right.

AMY J. BODEK
EXECUTIVE DIRECTOR

AJB:SR:dc

Attachments: Exhibit A – Bikestation Rendering
Exhibit B – Scope of Work
Exhibit C – Schedule of Fees

Exhibit A

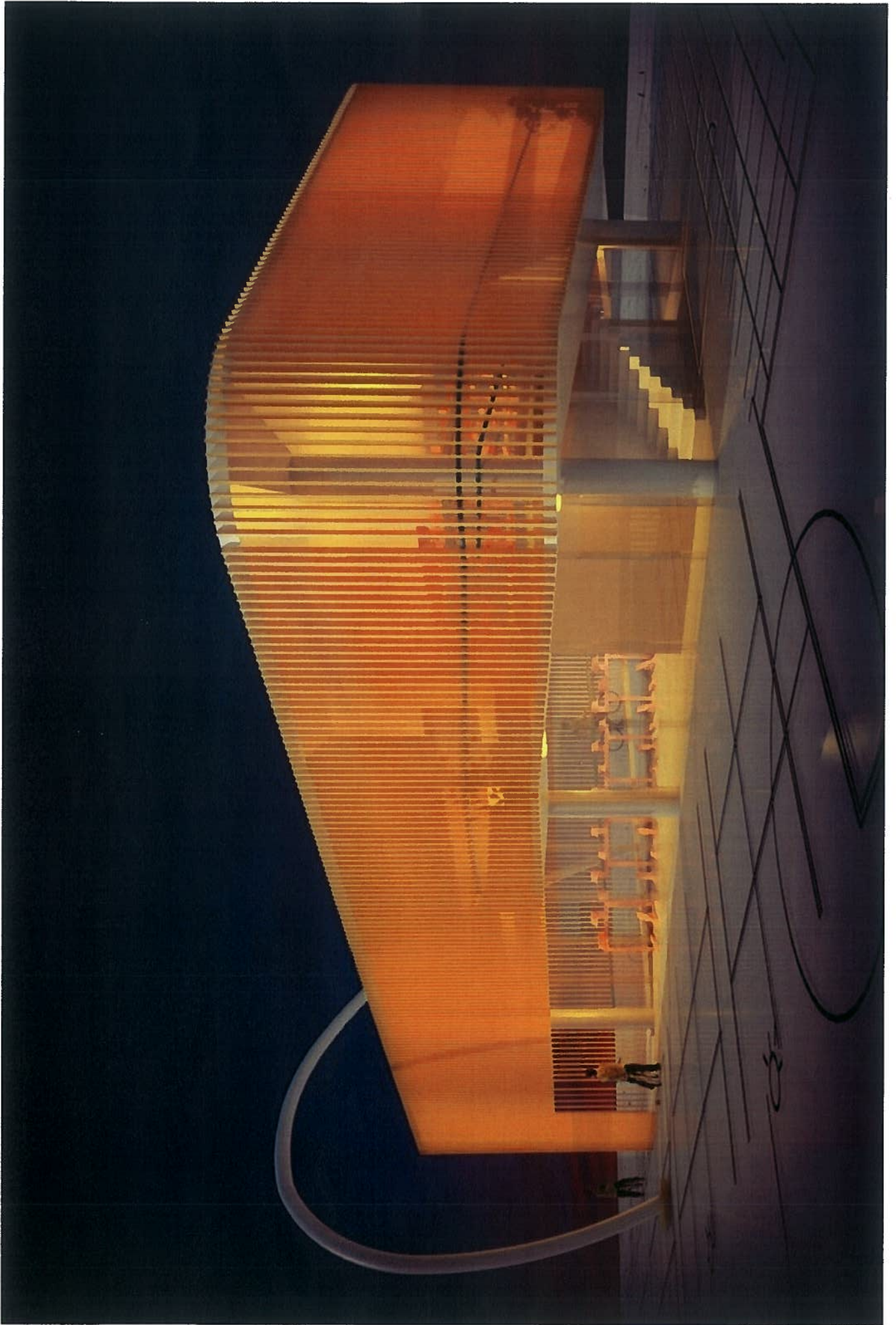


Exhibit B
Scope of Work

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Scope of Services

1) Assistance in the management of other consultants

The Psomas Construction Management (CM) approach starts with the end in mind, the end being a quality project delivered on time and within budget. The process begins with the development of the main project elements: master project schedule, master project budget and the comprehensive scope of work. These elements are not developed in a vacuum, but rather with all project stakeholders to ensure that no surprises are encountered during the project. This provides a sense of order among project stakeholders and the project team such that the entire team is focused on the same goals.

2) Pre-construction Meeting (Pre-Construction Phase)

Psomas will coordinate and conduct the Pre-Construction Meeting including notification of contractor, utility agencies, and other stakeholders, and will prepare the meeting agenda and minutes. The agenda and minutes will include the following items, at a minimum:

- Introductions of key personnel
- Safety
- City responsibilities
- Project overview
- Confirmation of fully executed Contract Documents and Notice to Proceed
- Establishment of contract time and completion date
- Review of working day definition and holiday schedule
- Identification of common overall project goals
- Chain of communication and key contacts
- Traffic control
- Public relations
- Discussion and definition of scope
- Discussion of critical design elements, schedule and cost factors
- Discussion of Master Schedule
- Integration of utility coordination activities into schedule
- Documentation and tracking controls
- Change order procedures
- Submittal and RFI process
- Identification of long lead and any substitution and/or equal items and testing
- review call-out requirements and deputy/special and testing requirements
- Progress payment procedures
- Labor compliance
- Rights-of-way
- Placement of signs

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- Questions and answers
- Action item assignments

3) Daily progress reports and periodic reports of construction activities compiled upon request.

Psomas will compile daily observation reports documenting the contractor's workforce, material and equipment used, a summary of construction activities, field problems, disputes or claims, resolutions of issues and directions given to the contractor.

4) Coordination of quality assurance program.

Psomas will enforce the quality assurance plan, in conformance with the City's Quality Assurance Manual, or as developed by Psomas and the City for the specific needs of the project. Psomas will perform and/or coordinate QA/QC activities on a daily basis and review activities as they happen, to make sure that QA/QC procedures are followed and deficiencies are resolved in a timely and efficient manner. The Construction Manager will maintain a chronological log of all records.

5) Utility and agency coordination

Our Construction Manager will take the lead role in providing a proactive approach to working with and monitoring the location, protection, installation and relocation of all required utilities and existing facilities. In order to coordinate and to assist in the safe and timely execution of operations associated with the affected utilities, Psomas will work very closely with the Contractor and utility representatives of Southern California Edison Company, and any others affected by the construction activities.

Utility companies' commitments to providing project-related services involve the cooperation and coordination of numerous individuals not to mention long-lead times in procuring specialized equipment and materials necessary to complete the work. Verifying that the City has appropriate cooperative agreements in place, the Contractor has completed required preparatory activities, and has provided proper work site access to the utility companies will be paramount to the successful completion of the project without delays.

6) Prepare agenda and minutes for the progress and supplemental coordination meetings

Periodic Progress Meetings with agencies will be held on site and will include design team and staff to discuss all data included in the monthly progress reports and focus on progress during the period, major decisions made, planned vs. actual schedule, upcoming work schedule, current or unresolved problems, anticipated or pending change orders, impacts of problems or change

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orders on schedule and budget, discussion of new goals, planned vs. actual budget analysis, and scheduled concurrent with a weekly meeting to save time and cost. Weekly progress meetings will be mandatory for the contractor and staff, and optional, or on an as needed basis, for City and Design Team staff. All parties are always invited to attend in person or via remote. Meeting minutes are distributed to all team members whether in attendance or not. Discussions will focus on the following items:

- Contractor's detailed three-week-look-ahead-schedule
- Progress and major decisions during the past week
- Update of unresolved items from previous meetings
- Status of submittals and change orders
- Special meetings will be scheduled as needed to discuss important issues or which require detailed discussion or review of plans and specifications. These meetings will follow the weekly meeting to reduce trips, if issues are not urgent.

- 7) Review the initial Contractor's schedule and revisions, provide comments and recommend corrections and/or approval

Psomas is intimately familiar with all of the mainstream scheduling software utilized by the public works contracting industry, including, but not limited to, Primavera P3®, Suretrak® and Microsoft Project®. The Psomas Team will review the baseline construction schedule, including activity sequences and duration, schedule of submittals and schedule of delivery for products with long lead times. The schedule will not be approved as the baseline until all discrepancies are resolved. During the progress of construction, the Psomas Team will compare the contractor's monthly schedule updates to the baseline schedule and any approved time extensions, note any shortcomings, and monitor and track corrections by the contractor to keep the project schedule on track. A three-week-look-ahead-schedule will be required from the contractor, updated weekly and presented at the weekly construction progress meetings.

- 8) Analyze and negotiate change orders and make recommendations for claims avoidance as needed

Psomas will establish, implement and coordinate systems for processing all contract change orders. Each issue, identified as a potential change to the design, scope, cost or contract time will generate a change notice. The Psomas Construction Manager will determine whether or not a change notice should be considered. The plans and specifications will be reviewed against the change notice. Psomas will prepare independent cost estimates as required for contract change orders. Upon approval by the City, the Psomas Construction Manager will prepare, log and process change orders for full execution, and administer their implementation. Once fully executed, the Psomas Team will review the timely completion of the work and coordinate inclusion of the change order in the appropriate payment application.

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- 9) Receive, log and track Requests for Information, process same to the appropriate parties for review and response, and transmit responses

Upon receipt, the CM team will log, distribute and respond to each Request for Information (RFI) as required. It is anticipated that most will be handled upon receipt.

- 10) Assist in coordinating and expediting submittal approvals

Psomas will process and track Contractor submittals using Construction Management Data Tracking System. At the City's request, Psomas can provide submittal review services using its own engineers. The project team includes registered civil engineers experienced in the review of submittals.

- 11) Prepare punch lists and final inspection reports

The Construction Manager and Inspector will perform the final job walk and prepare the punchlist (deficiency list). Psomas will coordinate and observe completion of required corrections. Should the contractor lag on a portion of the completion of project work, Psomas will estimate the value of the incomplete items and recommend specific retainage in accordance with the contract to preserve the City's interest. All corrections must be made before Psomas recommends processing of the Notice-of-Completion. Psomas is noted for our attention to detail. Upon completion of the punchlist and final sign-off by all project stakeholders, Psomas will make recommendations to the City regarding the contractor's final progress payment request and prepare a final progress payment report for submission to the City.

- 12) Review Contractor pay requests and coordinate required revisions and/or recommend approval for payment to be process by the Redevelopment Agency. Maintain spreadsheet to track contract payments and retention.

A progress payment system, based on the Contractor's schedule of values, approved change orders and the contract amount will be developed and implemented to monitor progress costs. Monthly cost reports will be submitted to the City as a component of the Monthly Progress Report. Psomas will review the payment applications submitted by the contractor and determine whether the amount requested reflects the progress of the contractor's work.

- 13) Documents Control

Complete and current project files will be kept at the job site, or at a location agreeable to the City, and will be available to the City at all times. These files will consist of the contract, correspondence relating to or modifying the contract, proposal requests, clarifications, permits, logs, reports, RFIs, field orders, change orders, claims inspection reports, test reports, etc. The Psomas CMDTS system is offered as a powerful contract administration database customized for public works agency construction management. This detailed tracking system will enable us to

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provide an accurate assessment of the progress to the City with recommendations to maintain or improve adherence to the approved project schedule.

14) Photographic Record

The Psomas team will prepare and maintain an electronic photo journal documenting the construction progress. Photos will be taken before construction begins, during construction and upon completion of the project as required.

15) Safe Conditions

First and foremost, Psomas always considers safety the most important issue on any construction project. Psomas managers and inspectors have a minimum 10 hour OSHA certification. Our team will monitor safety provisions requiring the contractor to have competent safety personnel and site specific safety programs employed on the project at all times and will verify the Contractor's operations for compliance with the project safety requirements and requisite provisions of State and Federal Law.

16) SWPPP

Psomas will enforce all provisions of the Storm Water Pollution Prevention Plan and/or other requisite requirements set forth in the specifications. Psomas CM staff are well versed in SWPPP monitoring through provision of dedicated services for oversight of developers and contractors on behalf of several public agencies.

17) Weekly Statement of Working Days

Psomas will prepare a weekly statement of working days documenting the construction progress, time of completion, delays and time extensions.

18) Problems and Solutions

The Psomas proactive approach serves to anticipate and expeditiously resolve field problems. Our team is well trained in problem solving. All issues are processed with a sense of urgency and presented to the City with suggested alternatives, cost and schedule impacts and recommended solutions.

19) Plans, Specs and As-Builts Review

Psomas will review "as-constructed" plans and prepare "as-constructed" reports. Psomas will assist the contractor in maintaining a field set of "as-constructed" plans to be updated daily and delivered to the City upon project completion. Psomas will continually document changed field conditions and not rely on the contractor to document "as-constructed" conditions. Psomas will

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report and photograph field condition changes. The Psomas Construction Manager will document and keep these “as-constructed” conditions on plans in his office. Psomas will review the contractor’s submittal of “as-constructed” conditions and compare this submittal to Psomas’ own documentation. Discrepancies will be discussed, resolved and recorded. Completed “as-constructed” plans will be submitted to the City.

20) Coordination with Long Beach Transit

Psomas is providing construction management services to Long Beach Transit for the Transit Mall Improvement Project. This specific involvement will allow us to work closely with LB Transit to ensure that Long Beach RDA’s needs are met. Timely and concise communications are essential to the successful completion of any construction project. Protocol will be determined as appropriate for each project and maintained for the project duration. Communications and correspondence will be handled in a professional and respectful manner.

21) Labor Compliance I Section 3

Psomas will enter into a subcontract agreement with Casamar Group, LLC for Labor Compliance Services, a detailed scope of work is included with their attached fee proposal.

22) Materials Testing

Psomas will enter into a subcontract agreement with Group Delta Consultants for Materials Testing, a detailed scope of work is included with their attached fee proposal.

Exhibit C
Schedule of Fees



P S O M A S

**ESTIMATED FEE SCHEDULE
BIKESTATION LONG BEACH
CONSTRUCTION MANAGEMENT SERVICES**

CONSTRUCTION MANAGEMENT			
TITLE	ESTIMATED HOURS	RATE/HR	AMOUNT
Principal In Charge	100	\$170	\$17,000
Construction Manager/Inspector	400	\$120	\$48,000
SUBTOTAL			\$65,000
SOILS AND MATERIALS TESTING/INSPECTION			
			ESTIMATED COST
Group Delta Consultants			\$25,150
SUBTOTAL			\$25,150
LABOR COMPLIANCE			
			LUMP SUM
Casamar Group			\$10,449
SUBTOTAL			\$10,449
REIMBURSABLE EXPENSES			
			ALLOWANCE
Field office expenses, delivery, and reprographics allowance.			\$1,000
SUBTOTAL			\$1,000
5% SUBCONSULTANT MARKUP:			\$1,780
TOTAL ESTIMATED FEE:			\$103,379

NOTES:

1. The estimated fees allows for part time coverage spanning 100 working days. Please note that these fees are subject to change upon receipt of the contractor's actual construction schedule.
2. Psomas shall not be responsible for construction means, methods and techniques, or for safety measures, precautions or programs at the project site.
3. Construction delays or additional services caused by factors outside the control of Psomas may require additional fees.
4. Rates include miscellaneous related costs: vehicle, cell phone, digital camera and standard tools and equipment. All other direct expenses will be billed at cost.