



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE

Award of a Purchase Order to W.R. Forde Associates for Budgeted Minor Public Work Sewer Repairs

RECOMMENDED MOTION

Adopt a Resolution of the City Council of the City of Sausalito Finding the Project Categorically Exempt from CEQA and Awarding a Purchase Order to W.R. Forde Associates for Budgeted Minor Public Work Sewer Repairs in an Amount not to Exceed \$22,565

SUMMARY

The following repair/replacement of a private side sewer lateral in the City of Sausalito has been identified as necessary by the Department of Public Works Director and the Sewer System Coordinator:

- Replace approximately 66' of recently installed 6" C-900 pipeline serving 1403 Bridgeway (formerly known as Peter Pan Doughnut Shop). Currently under construction to become Amy's Cafe
- Prior (Feb 01, 2006 City of Sausalito Construction Permit Application P11800 issued by Ms. Gayle Drake on behalf of CDD Director Paul Kermoyan) City of Sausalito inspection (Feb 27, 2006) allowed the line to be installed incorrectly creating a major reverse grade situation.
- Install 2 new manholes (approx 3' deep and 7 feet deep). 1 on Locust Street in the middle of the roadway between addresses 327 Locust Street and 1403 Bridgeway to improve the substandard grade affecting the existing private side sewer lateral.)
- One of the above cited manholes will create access to the sanitary sewer line on Locust between Caledonia Avenue and Bridgeway providing an accessible tie-in point for the 1403 Bridgeway lateral replacement. The Locust Street sanitary sewer line has never been maintained by City of Sausalito Crews. For all practical purposes it is in the public right of way and has no record of ever being maintained. The City of Sausalito should take the lead to maintain this sytem item
- The other man hole to be installed will be installed on 1403 Bridgeway property. This manhole will provide appropriate access to the pre-existing, active 6" and 4" sewer lines serving the 1403 Bridgeway commercial complex. This manhole will also be the point where the wastewater leaving the complex will be conveyed to the newly

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installed sanitary sewer manhole on Locust Street. The portion of to-be installed new 6" lateral and its connection to the Locust Street sanitary sewer (when the new sewer alignment and construction are complete) will be the responsibility of the 1403 Bridgeway property owner Mr. Kia Zandvakili.

Procurement by Purchase Order conforms with Sausalito Municipal Code section 3.30.320, "Negotiate contract or purchase order procedures." The code section is as follows: "(f) or those projects qualifying under subsection A of Section 3.30.310, the applicable department head shall obtain a cost estimate from the project engineer or architect prior to issuing a purchase order or negotiating a contract with a responsible contractor. For any City force account work, the department head shall first comply with the guidelines established by the California Uniform Construction Cost Accounting Commission in determining the cost of the public work. The City Manager shall have the authority to award and to execute any contract for the public work qualifying under subsection A of Section 3.30.310 in an amount up to and including \$15,000 and City Council approval shall be required for any contract exceeding \$15,000. The current limits for such procurements are provided in the attached document issued by the California State Controller as of April 29, 2005 – the limit for negotiated contract or purchase order is \$30,000¹.

Having estimated the value of the work at \$30,000, issued the attached request and having received responsible and responsive quotations from North Bay Construction, Inc., Linscott Engineering Contractors, Inc. and W.R. Forde Associates, Staff recommends that a purchase order be awarded to the lowest of those, W. R. Forde Associates for \$22,565. The next highest quotation received was \$26,790.

BACKGROUND

Much of the Sanitary Sewer System serving the City is old. From time to time deteriorated segments require repairs to prevent overflows and to eliminate obstructions limiting capacity and preventing routine maintenance. The City manages these problems by allocating resources for "STOP" repairs, manhole repairs and manhole installations. Sewer "STOP" damage can include but is not limited to specific forms of damage such as small collapsed sewer segments, sewer lateral intrusion, large obstructions, sewer segment joint offsets, sags resulting in excessive accumulation of sewage debris. The problems are generally small and isolated problems. Repairs of these problems are needed to prevent overflows (and resultant illegal discharges to waters of the State and waters of the U.S. waters) and to enable routine maintenance (rodding or jetting) to be performed.

¹ This amount is modified under section SMC§3.30.310 (D) as the State Public Contracts Code is adjusted, the most recent adjusted amount is \$30,000 (April 29, 2005, Office of the State Controller, Bid Limits) copy attached.

The subject item addresses a problem site as follows:

- Work to be conducted on Locust Street in the middle of the roadway between addresses 327 Locust Street and 1403 Bridgeway working from South to North toward 1403 Bridgeway.
- This project will improve the substandard grade affecting the existing private side sewer lateral serving 1403 Bridgeway that the City of Sausalito recently signed off on as appropriately configured.
- Additionally The project creates a window of opportunity for the City of Sausalito to replace 66' of pipe line and install integral manholes for on-going maintenance needs
- Lastly the previously installed, reverse grade sewer lateral will be disconnected from the sanitary sewer and appropriately abandoned

ISSUES

The recommended work will reduce the potential for public sewer overflows, and therefore reduce the potential for damage to public and private property or pollution of the waters of the US that are the subject of a November 24, 2008 Notice of Violation and Order for Compliance issued by the U.S. Environmental Protection Agency.

The proposed work is categorically exempt from CEQA² under Section 15301 of the State CEQA Guidelines,³ Existing Facilities, where the work consists of the, "...repair, maintenance, ...or minor alteration of the existing public structures, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination."

Because the project involves repair of existing facilities consistent with the manhole/line stop project found to conform to the General Plan in compliance with California Government Code section 65401 at the Planning Commission of the City of Sausalito's August 13, 2008 meeting, no further action on the part of the Planning Commission is warranted.

The quotations received were based on discussion of the problem by City Staff to the proposing contractors, a physical inspection of the repair sites and the contractors' experience with previous similar work. Because the work is underground, field conditions are not fully known. There is a potential to discover conditions not contemplated which could add costs to the work. As such, the bid is not a lump sum bid. It is a not to exceed without additional authorization quotation. The discovery of unexpected conditions could lead to the need for additional work. No such work will be performed without additional authorization

² California Public Resources Code Section 21000, *et seq.*² Title 14, California Code of Regulations, Chapter 3. Guidelines for Implementation of the California Environmental Quality Act, Article 19. Categorical Exemptions, Section 15301

³ Title 14, California Code of Regulations, Chapter 3. Guidelines for Implementation of the California Environmental Quality Act, Article 19. Categorical Exemptions, Section 15301

FISCAL IMPACT

The funding requested is \$22,565. Said funding is available in the adopted Sewer Fund budget, account number 110-550-400-450. As of July 1, 2009 \$968,200 was available in that account.

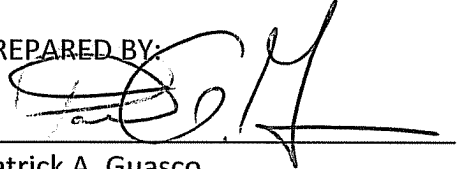
In conformance with Sausalito Municipal Code (SMC) section 3.30.310 (A), a Public Work project of \$30,000 or less may be performed by force account, negotiated contract or purchase order in conformance with Sausalito Municipal Code section 3.30.330, Council approval is required for any such contract exceeding \$15,000.

STAFF RECOMMENDATION

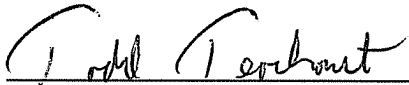
Adopt Resolution No. _____ of the City Council of the City of Sausalito Finding the Project Categorically Exempt from CEQA and Awarding a Purchase Order to W.R. Forde Associates for Budgeted Minor Public Work Sewer Repairs in an Amount not to Exceed \$22, 565.

ATTACHMENTS

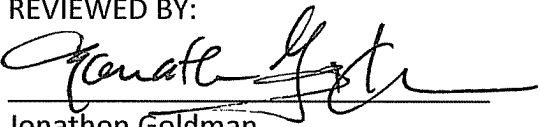
1. Resolution No. _____ of the City Council of the City of Sausalito Finding the Project Categorically Exempt from CEQA and Awarding a Purchase Order to W.R. Forde Associates for Budgeted Minor Public Work Sewer Repairs in an Amount not to Exceed \$22,565
2. Request for Quotations
3. April 29, 2005, Office of the State Controller, Bid Limits
4. Requisition No. with Quote from W. R. Forde Associates

PREPARED BY: 

 Patrick A. Guasco
 Sewer System Coordinator

REVIEWED BY: 

 Todd Teachout
 City Engineer

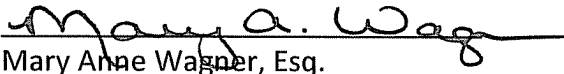
REVIEWED BY: 

 Jonathon Goldman
 Director of Public Works

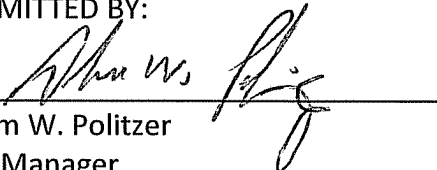
REVIEWED BY: 

 Charlie Francis
 Administrative Services Director/Treasurer

REVIEWED BY:


Mary Anne Wagner, Esq.
City Attorney

SUBMITTED BY:


Adam W. Politzer
City Manager

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAUSALITO AWARDING
A NEGOTIATED CONTRACT TO AND AUTHORIZING THE CITY MANAGER TO
EXECUTE A PURCHASE ORDER WITH W.R. FORDE ASSOCIATES FOR
IMMEDIATE NEEDS SEWER REPAIRS**

WHEREAS, with action of June 23, 2009 the City Council adopted the 2009-2010 Annual Budget which includes funding to construct Sewer Rehabilitation Capital Improvements in the amount of \$968,200; and

WHEREAS, the City Engineer and Sewer System Coordinator have identified and prioritized certain and Immediate Needs Sewer Repairs the details of which are described in the attached Staff Report; and

WHEREAS, such repairs are categorically exempt from the California Environmental Quality Act as provided for by Title 14, California Code of Regulations, Chapter 3, Article 19, Section 15301; and

WHEREAS, such repairs were found to conform to the Sausalito General Plan by Planning Commission action of August 13, 2008 in conformance with California Government Code section 65401; and

WHEREAS, in conformance with Article 3, Section 3.30.320 of the Sausalito Municipal Code the City Engineer has estimated the cost of said repairs at \$ 30,000; and

WHEREAS, in conformance with Article 3, Section 3.30.320 of the Sausalito Municipal Code the Sewer System Coordinator has solicited quotations from three responsible contractors for performance of said repairs, and

WHEREAS, the City received and the Director of Public Works evaluated three responses, and recommends award to W.R. Forde of Richmond, California for the lump sum of \$22,565.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sausalito:

1. Awards a Negotiated Contract to W.R. Forde for the services described on the attached for a lump sum of \$22,565.
2. Authorizes the City Manager to issue a Purchase Order to said effect on behalf of the City.

PASSED AND ADOPTED by the City Council of the City of Sausalito at a meeting held on the 21st day of July, 2009 by the following vote:

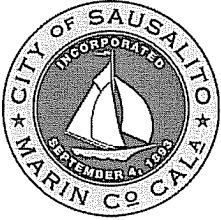
AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS

MAYOR OF THE CITY OF SAUSALITO

ATTEST:

CITY CLERK

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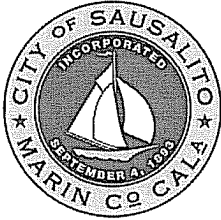
**CITY OF SAUSALITO
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
420 LITHO STREET
SAUSALITO, CA. 94965
(dept) 415-289-4106 (desk) 415-289-4192 (fax) 415-339-2256
www.ci.sausalito.ca.us**

June 16, 2009

**Immediate Repairs, for City of Sausalito Immediate Needs:
Spot Repairs, Manhole Installation and Lateral Replacement
06/16/2009**

- 1. Map No. S5 # 1403 Bridgeway Amy's Cafe**
Replace existing 66' x 6" C900 pipeline and install manhole at tie-in to 6" main
and a baby manhole on 1403 property

**Patrick A. Guasco
Sewer System Coordinator
City of Sausalito Community Development Department
420 Litho Street
Sausalito, CA. 94965
(415) 289-4192
pguasco@ci.sausalito.ca.us**



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Linscott Engineering Contractors, Inc.

397 Smith Ranch Road
San Rafael, CA 94903

California License No. 477476

415-479-6657

415-492-1755

Fax: 415-492-0301

Pat Guasco

City of Sausalito

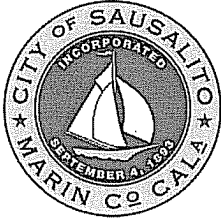
RE: City of Sausalito Spot Repairs

Proposal June 25, 2009

Map No. S5 1403 Bridgeway Amy's Cafe

1. Excavate under water and storm drain and around the sewer main to assure adequate fall.
 2. Excavate entire route, removing asphalt and concrete. Off-haul trench spoils. Plate for evening traffic.
Items 1 – 2: \$ 5,422.00
 3. Install pipe at maximum depth and minimum slope
 4. Excavate for manhole in Locust Avenue and for shallow manhole in the parking area
 5. Reconfigure 4" and 6" lines for continued flow
 6. Pour bases and finish
Items 3 – 6: \$ 5,122.00
 7. Place cones with frame and covers
 8. Connect the 4" and 6" lines to the new manhole in the parking area. Lower 6" pipe to match 4" pipe.
Remove portion of main in Locust Avenue manhole
Touch up channel and grout as needed
Items 7 – 8: \$ 4,714.00
 9. Backfill with Class 2 base rock and plate for evening traffic
 10. Remove previous connection to the main and replace with straight pipe
 11. Backfill with Class 2 base rock.
Items 9 – 11: \$ 6,100.00
 12. Replace concrete
 13. Pave per encroachment permit conditions
Items 12 -- 13: \$ 5,432.00
- Total: \$26,790.00**

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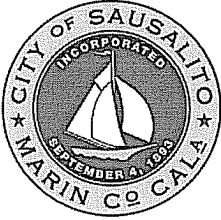
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NORTH BAY CONSTRUCTION, INC.
IMMEDIATE NEEDS REPAIRS
CITY OF SAUSALITO COMM. DEV. DEP'T

6/22/09
EST# MAR09SAUS

DESCRIPTION	QTY	UM	UP	TOTAL
1 *** 1403 BRIDGEWAY ***				
2 REPLACE EX 6" C900	66	LF	\$ 282.00	\$ 18,612.00
3 48" SSMH	1	EA	\$ 7,100.00	\$ 14,200.00
SUBTOTAL - 1403 BRIDGEWAY				\$ 32,812.00



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W. R. FORDE ASSOCIATES

984 HENSLEY STREET, RICHMOND, CA 94801
PHONE: (510) 215-9338 FAX: (510) 215-9867
CONTRACTOR'S LICENSE NO. 814744

**1403 Bridgeway
Manhole Installation & Lateral Replacement Proposal**

Attn: Pat Guasco
Tel: (415) 289-4192
Fax: (415) 339-2256

Scope of Work

All Work Based on RFQ Dated 06-16-09 &
City of Sausalito Cleaning Schedule for July 2007
~~Manhole at SE-41403 Bridgeway Am's Cafe~~
Replace Existing 66' x 6" C900 Pipeline & Install Manhole at Tie-In to 6" Main
Install Baby Manhole at Driveway of #1403 Bridgeway per PG's Verbal Instruction

WRF Can Mobilize for this Work with 24 hr. Notice, and Anticipate 4 Working Days for Completion

Total: \$ 22,565

Qualifications & Exclusions:
All new fencing & gates are excluded
Concrete stairs, ramps, & handrails
Temporary Fencing or Facilities
Electrical work, Wiring, or Terminations
Bonds, fees, permits, engineering, layout or testing
Grades to +/- .10 of a foot
Furnishing or Placement of any Topsoil, Irrigation, or Landscaping Item is NIC
Structural Excavation or Backfill
Utilities Stubbed to 5' of Buildings
Relocation of existing facilities or utilities
Underground obstructions (such as boulders, concrete, tanks)
Handling, testing or disposal of any hazardous soil or materials
Soil management program or any hazmat procedures
SWPPP - Winterization or erosion control plan
Utility Connection Fees
Any work not included in our scope is specifically excluded.

Accepted _____ Date _____

W.R. Forde Associates _____

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pgunsco

Requisitions Proof List

Date: 07/08/2009
Time: 13:30:07

<u>Req No</u>	<u>Req Date</u>	<u>Item Name</u>	<u>Vendor No</u>	<u>Appr Status</u>	<u>Account No</u>	<u>PM Task and Type</u>	<u>Quantity</u>	<u>Price</u>	<u>Amount</u>
Dept: 550 Employee No: GUASP 0000690	07/08/2009		WRFORDE	Approved	110-550-4067-450	- Const	1.00	22,565.00	22,565.00
								Employee Total:	22,565.00
								Dept Total:	22,565.00
								Grand Total:	22,565.00

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STEVE WESTLY
California State Controller

April 29, 2005

**TO ALL LOCAL GOVERNMENT ENTITIES WHO HAVE OPTED INTO THE
UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT:**

I am pleased to announce that the informal bid limits listed in Public Contract Code (PCC) sections 22032 and 22034 have been changed as follows:

- PCC section 22032 (a): Increase monetary limit from \$25,000 to \$30,000.
- PCC section 22032 (b): Increase monetary limit from \$100,000 to \$125,000.
- PCC section 22032 (c): Increase monetary limit from \$100,000 to \$125,000.
- PCC section 22034 (f): Increase monetary limit from \$100,000 to \$125,000 and the exclusion from \$110,000 to \$137,500.

Public Contract Code section 22020 states that any adjustment shall be effective beginning with the fiscal year which commences no less than 60 days following the Controller's notification to affected public agencies of the adjustment. Therefore, the above adjusted informal bid limits will be effective on July 1, 2005.

If you have any questions or comments, please call ~~Gary Marshall~~ or Bob Stonehouse of the Division of Accounting and Reporting at ~~(916) 324-0253~~ or (916) 327-2289, respectively.

Sincerely,

Original Signed By:

STEVE WESTLY
California State Controller