



STAFF REPORT

CITY COUNCIL OF THE CITY OF SAUSALITO

AGENDA TITLE

ADOPTING GENERAL CONDITIONS FOR PUBLIC CONSTRUCTION WORK AND AMENDING CITY COUNCIL POLICY REGARDING CONTRACT CHANGE ORDERS

RECOMMENDED ACTIONS

ADOPT A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAUSALITO ADOPTING GENERAL CONDITIONS FOR PUBLIC CONSTRUCTION WORK AND AMENDING COUNCIL POLICY REGARDING CONTRACT CHANGE ORDERS

SUMMARY

In anticipation of the award of a number of construction contracts for Public Works projects, Staff has evaluated the City's standard forms of agreement for such work and identified the need for updates for cleanup, compliance with State laws and regulations, and to improve the efficiency of project delivery when compared with customized contracts for each project. Similarly, changes to the current Council Policy regarding Contract Change Orders are warranted for consistency with the contemplated General Conditions as well as the efficient delivery of such project. The City Engineer, City Attorney and Director of Public Works of the City of Sausalito recommend that the General Conditions and the revised Council Policy be adopted by the City of Sausalito.

The substance of the recommended revisions to the Change Order Policy is to allow for timely approval of contractually binding change orders within the adopted budget for significant capital projects without exposing the City to delay costs while Council approval is acquired. The Department Head and City Manager retain the responsibility for reporting such approvals monthly, and for acquiring express Council approval to appropriate funds not budgeted before they can be expended.

ISSUES

None identified.

FISCAL IMPACT

Intended to reduce Staff time and improve City's risk management status with respect to orderly, efficient, equitable, environmentally-responsible management of Public Works

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Contracts in compliance with applicable laws and regulations. Expected to decrease City's costs on significant capital projects by reducing delays.

STAFF RECOMMENDATION

ADOPT GENERAL CONDITIONS FOR PUBLIC CONSTRUCTION WORK AND AMEND COUNCIL POLICY REGARDING CONTRACT CHANGE ORDERS

ATTACHMENTS

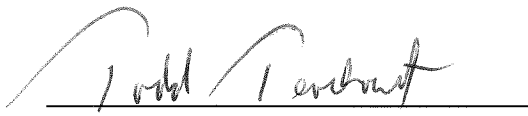
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAUSALITO ADOPTING GENERAL CONDITIONS FOR PUBLIC CONSTRUCTION WORK AND AMENDING COUNCIL POLICY REGARDING CONTRACT CHANGE ORDERS

PREPARED BY:



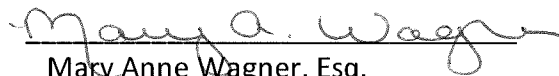
Jonathon Goldman
Director of Public Works

REVIEWED BY:



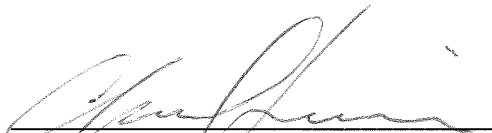
Todd Teachout
City Engineer

REVIEWED BY:



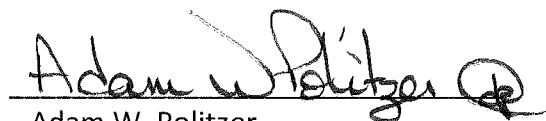
Mary Anne Wagner, Esq.
City Attorney

REVIEWED BY:



Charlie Francis
Administrative Services Director/Treasurer

SUBMITTED BY:



Adam W. Politzer
City Manager

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RESOLUTION No. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAUSALITO
ADOPTING GENERAL CONDITIONS FOR PUBLIC CONSTRUCTION WORK AND
AMENDING COUNCIL POLICY REGARDING CONTRACT CHANGE ORDERS**

WHEREAS, the City of Sausalito adopted a Contract Change Order Policy with Resolution No. 4657 of July 15, 2003; and

WHEREAS, the City of Sausalito amended said Contract Change Order Policy with Resolution No. 4979 of October 21, 2008; and

WHEREAS, in the handling of normal course of business, experience with delivery of Public Safety Facilities Project construction, and consideration of General Conditions for Public Works contracts, the City has become aware of the need to further amend said Contract Change Order Policy; and

WHEREAS, in order to construct public works and capital improvement projects and to accomplish normal maintenance work, the City from time to time awards contracts to companies for construction, services, supplies and/or equipment for which funds were allocated by the City Council, in a total amount based on written job specifications; and

WHEREAS, such written job specifications warrant the adoption of certain General Conditions for Public Construction Work that remain consistent from project to project and ensure the City's continued compliance with State laws and regulations in such matters; and

WHEREAS, in the normal course of business, unforeseen circumstances arise which require a change in the original scope of the project; and

WHEREAS, the City Council desires to provide both consistent General Conditions as well as guidelines that allow flexibility in administering Contract Change Orders and provide efficiency in the completion of projects within reasonable timelines; and

WHEREAS, the City Council desires to adopt General Conditions for Public Construction Work; and

WHEREAS, the City Council desires to amend its Contract Change Order policy that provides for City Council approval of change orders consistent with said General Conditions.

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NOW, THEREFORE, the City of Sausalito does hereby resolve as follows:

1. General Conditions for Public Construction Work dated April 2010 attached hereto and incorporated by reference herein are adopted.
2. Amended Contract Change Order Policy CD-2 dated April 20, 2010 attached hereto and incorporated by reference herein is adopted.
3. City Staff is directed to implement said amended policy immediately and retroactively.
4. City Staff is further directed that a copy of this Resolution and its attachments shall be made available on file in the Office of the City Clerk of the City of Sausalito.

PASSED AND ADOPTED by the City Council of the City of Sausalito at a regular meeting held on the 20th day of April, 2010 by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSTAIN: Councilmembers:
ABSENT: Councilmembers:

MAYOR OF THE CITY OF SAUSALITO

ATTEST:

CITY CLERK

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