



TO THE HONORABLE MAYOR AND COUNCIL:

DATE: April 8, 2008

SUBJECT: APPROVAL OF AN AMENDMENT TO THE MASTER AGREEMENT WITH COLE MANAGEMENT & ENGINEERING, INC. BY INCREASING THE LIMIT BY \$55,000

Report in Brief

Cole Management & Engineering, Inc. (CME) has a FY 2007-08 Master Agreement with the City. CME is about to reach its Master Agreement limit of \$250,000. As discussed below, there is an immediate need for CME's engineering support services for at least three projects.

Staff recommends that the Council approve an amendment to the FY 2007-08 Master Agreement with Cole Management & Engineering, Inc. by increasing the limit by \$55,000. (Attachment 1)

Background

On June 27, 2006, the Council approved FY 2007-08 Master Agreements with a number of consultants for general engineering services related to the City's Capital Improvement Program (CIP) projects. One of those agreements was with Cole Management & Engineering, Inc. (CME). The agreement calls for CME providing project coordination, construction management, and other project related support services.

This fiscal year, CME continues to provide (or has provided) engineering services on ten CIP projects, which includes the following major projects: Ygnacio Valley Rd. Emergency Opening and Permanent Restoration, Concord Blvd. Sidewalk (Farm Bureau Rd. to Sattler Dr.), Clayton Rd. Pavement Restoration (Willcrest Dr. to LaTour Dr.), Galindo Creek Trail Gap Closure, and Commerce Ave. Roadway Extension and Bridge (over Pine Creek).

The intent of the Master Agreement is to streamline the process for delivering CIP projects. The Council, under the Master Agreement, has authorized staff to approve Task Orders for consultants with the following limits per Task Order - \$50,000 for Department Head and \$75,000 for City Manager. The Master Agreement has a not-to-exceed limit of \$250,000. Based on Task Orders issued to date this fiscal year, CME is now about to reach the Master Agreement limit of \$250,000.

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Discussion

A number of months ago, Caltrans embarked on an extensive effort to audit federally funded projects for project close out purposes. For Concord, Caltrans requested information and asked the City to address certain project close out issues on two projects that were completed a number of years ago – (1) Bancroft/Hookston Traffic Signal and Trail; and (2) Burnett Avenue and I-680 Ramps. Under separate agenda items in this meeting, the Council will consider requests for additional funding for these two projects, for project close out purposes. CME's technical support is needed on these two projects to respond in a timely manner to Caltrans audit requests.

CME's project coordination services are also needed on the Hillcrest Park Creek Repair project. Also under a separate agenda item in this meeting, the Council will consider the approval and adoption of plans for the project. Staff informed the Council, via the February 22nd Council Newsletter, that the Federal Emergency Services (FEMA) and the State Office of Emergency Services (OES) will fund the estimated \$300,000 project cost (fully loaded). CME's project coordination services mainly consist of coordinating the completion of the construction contract documents, bidding the project, and overseeing the construction. It also includes follow-up work with FEMA and OES to ensure that the appropriate paper works are processed in a timely manner.

As noted under the Background section, CME is about to reach its Master Agreement limit of \$250,000. Due to the need for engineering support services from CME as discussed, staff recommends that the Council approve an agreement amendment increasing the limit by \$55,000.

Fiscal Impact

Approval of the agreement amendment allows CME to provide timely engineering support services for the two projects under audit by Caltrans, thus allowing timely response to Caltrans audit requests. As noted under the Discussion section, the Council will consider additional funding requests for the two projects under audit by Caltrans. CME's support services on these two projects will be funded with the additional funds requested.

Approval of the agreement amendment also allows CME to provide timely engineering support services for the Hillcrest Park Creek Repair to ensure receipt of the estimated \$300,000 FEMA and OES grant. CME's cost is a reimbursable cost.

Public Contact

The Agenda item was posted

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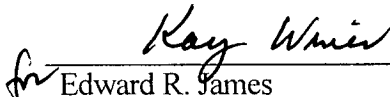
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Recommendation for Action

Approve the amendment to the FY 2007-08 Master Agreement with Cole Management & Engineering, Inc. by increasing the limit by \$55,000.

Reviewed by: Mark Boehme
Sr. Assistant City Attorney



Edward R. James
Interim City Manager

Prepared by: Alex Pascual, P.E.
Director, Building, Engineering &
Neighborhood Services

Attachments:

Attachment 1 – Amended Master Agreement

1 **IN WITNESS WHEREOF**, the parties hereto have accepted, made, and executed this Agreement
2 upon the terms, conditions, and provisions above stated, the day and year first above written.

3
4 CONSULTANT

CITY OF CONCORD

5 By: _____
6 Name: Richard I. Cole
7 Title: President

By: _____
Name: Alex Pascual,
Title: Director of Building, Engineering &
Neighborhood Services

8 Address: PO Box 94521
9 Concord, CA 94521
Telephone: (925) 609-8966

Address: 1950 Parkside Drive
Concord, CA 94519
Telephone: (925) 671-3361

10 APPROVED AS TO FORM:

ATTEST:

11 _____
12 City Attorney

City Clerk

13 FINANCE DIRECTOR'S CERTIFICATION:
14 Concord California

15 Date: _____, 2008

16 I HEREBY CERTIFY THAT ADEQUATE FUNDS EXIST OR WILL BE RECEIVED DURING
17 THE CURRENT FISCAL YEAR 2007/2008 TO PAY THE ANTICIPATED EXPENSES TO BE
18 INCURRED PURSUANT TO THIS CONTRACT. TO WIT: THE SUM OF \$55,000.

19 _____
Finance Director's Signature

Exhibit A

Pending Authorizations for Cole Management & Engineering Services

2102	Hillcrest Park Bank Stabilization	\$19,552
2103	Bancroft Hookston Federal Funding close out	\$ 7,010
2098	Mira Vista Subdrain	\$ 5,200
2101	Burnett/I680 Right of Way resolution	\$25,500
2012	Concord Boulevard	\$ 5,000

Services to include record research, analysis, funding application and assistance and coordination of project design, bidding and construction activities.



COLE
MANAGEMENT &
ENGINEERING, INC.