

CITY OF CLOVERDALE  
CITY COUNCIL  
RESOLUTION NO. 066-2018

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVERDALE AMENDING THE 2018-19 BUDGET  
TO INCORPORATE THE SPECIAL INSPECTION SERVICES ASSOCIATED WITH ENCROACHMENT PERMIT  
EP 14-2018 IN THE AMOUNT OF \$30,590**

**WHEREAS**, on August 28, 2018 City Council authorized the City Manager to issue a purchase order in the amount of \$30,590 to Coastland Engineering for special inspection services associated with Encroachment Permit EP 14-2018; and

**WHEREAS**, special inspection services will be used to monitor work performed by PG&E on a gas transmission main that runs through the City; and

**WHEREAS**, the full cost of this contract is paid for by a deposit from PG&E; and

**WHEREAS**, any costs incurred above the deposit amount will be funded in advance by PG&E; and

**WHEREAS**, any unused portion of the deposit will be refunded to PG&E at the successful conclusion of the project; and

**WHEREAS**, there is no fiscal impact, as additional revenues in the general fund (deposit) will offset any expenditures in the Engineering budget.

**NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND** by the City Council of the City of Cloverdale, State of California, that the City of Cloverdale, Fiscal Year 2018-19, Budget will be amended as follows:

1. The general fund revenue account for Inspection Engineering (100-00-000-34143-000) will be increased by \$30,590.
2. The Engineering department, general fund, expenditure account for Inspection Services (100-40-601-42140-000) will be increased by \$30,590.

It is hereby certified that the foregoing Resolution No. 066-2018 was duly introduced and adopted by the City Council of the City of Cloverdale at its regular meeting held on the 25<sup>th</sup> day of September 2018, by the following roll call vote: (Ayes-5; Noes-0; Absent-0; Recuse-0).

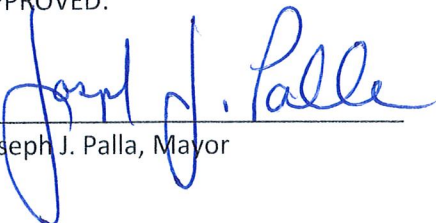
Ayes: Councilmember Bagby, Vice Mayor Russell, Councilmember Wolter, Councilmember Brigham, and Mayor Palla

Noes: None

Absent: None

Recuse: None

APPROVED:

  
\_\_\_\_\_  
Joseph J. Palla, Mayor

ATTESTED:

  
\_\_\_\_\_  
Linda Moore, Deputy City Clerk



**City Council/Successor  
Agency  
Agenda Item Summary**

Agenda Item: 5  
Meeting Date: September 25, 2018

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<b>Agenda Section</b> Consent	<b>Staff Contact</b> Susie Holmes/Finance Manager
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**Agenda Item Title**  
Consideration and Adoption of Resolution 066-2018, Amending the 2018-19 Budget to Incorporate Special Inspection Services Associated with Encroachment Permit EP 14-2018 in the Amount of \$30,590.00

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**Background:**  
On August 28, 2018, the City Council authorized the City Manager to issue a purchase order in the amount of \$30,590 to Coastland Engineering for special inspection services associated with Encroachment Permit EP 14-2018 and amend the FY 2018-19 budget to incorporate requested change. See attached Staff Report.  
  
The full cost of the contract will be paid for by PG&E and the City has received a cash deposit in the full amount of the Coastland quote from PG&E.  
  
This item is returning with a resolution to authorize amending the 2018-19 budget.

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**Options**

1. Adopt Resolution No. 066- 2018, approving the budget amendment.
2. Do not approve the resolution and provide other direction to staff.

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**Budget/Financial Impact**  
Amend the FY 18/19 Budget to include \$30,590 in general fund revenue (100-00-000-34143-000) and Engineering expenditure 100-40-601-42140-000). There is no fiscal impact, as additional revenues in the general fund (deposit) will offset any expenditures in the Engineering budget.

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**Subcommittee Recommendation**  
None.

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**Recommended Council Action**  
The City Engineer/Public Works Director recommends that the City Council approve the budget amendment support by resolution.

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**Attachments:**

1. Resolution 066-2018, Amending the 2018-19 Budget to Incorporate Special Inspection Services Associated with Encroachment Permit EP 14-2018 in the amount of \$30,590.00.”
2. Original Agenda Item Summary dated August 28, 2018.

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**City Council/ Successor Agency  
Agenda Item Summary**

Agenda Item: 6  
Meeting Date: August 28, 2018

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**Agenda Section**

Consent

**Staff Contact**

Eric Janzen, Senior Engineering Technician

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**Agenda Item Title**

Authorize the City Manager to issue a purchase order (PO) in the amount of \$30,590.00 to Coastland Engineering for special inspection services associated with Encroachment Permit EP 14-2018 and amend the FY 2018-19 budget to incorporate requested change.

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**Summary**

The Engineering Department would like to contract with Coastland Engineering (Coastland) for special inspection services associated with Encroachment Permit EP 14-2018. Special inspection services will be used to monitor work performed by PG&E on the gas transmission main that runs through the City. Coastland has provided a quote for their services in the not-to-exceed amount of \$30,590.00, which exceeds the City Manager's purchasing authority and requires City Council authorization.

The full cost of this contract will be paid for by PG&E and the City has received a cash deposit in the full amount of the Coastland quote from PG&E.

Any unused portion of the PO amount (if any) will be refunded to PG&E at the successful conclusion of the project. Additional expenditures, if any, will be funded in advance of incurring costs by PG&E under a separate encroachment permit.

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**Options**

1. By motion, authorize the City Manager to issue the purchase order (PO)
  2. Provide other direction to Staff.
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**Budget/Financial Impact**

No fiscal impact. Revenues will offset any expenditure.

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**Subcommittee Recommendation**

This item has not been presented to the Public Works sub-committee.

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**Recommended Council Actions**

Approve by motion.

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**Attachments:**

1. QUOTE: Coastland Engineering, Proposal to Provide Inspection Services
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# COASTLAND

CIVIL ENGINEERING - CONSTRUCTION MANAGEMENT - BUILDING DEPARTMENT SERVICES#

March 16, 2018

Mr. Eric Janzen  
Senior Engineering Technician  
City of Cloverdale  
124 N. Cloverdale Blvd.  
Cloverdale, CA  
Email: [ejanzen@ci.cloverdale.ca.us](mailto:ejanzen@ci.cloverdale.ca.us)

Subject: **Proposal to Provide Inspection Services for PG&E Gas Line Repair**

Dear Eric:

In response to your request, we are pleased to present this proposal for inspection services associated with the modifications of the PG&E gas main.

Coastland's Public Work Inspector will provide inspection for an estimated 19 days of the project with an estimated start date of April 5, 2018. He will participate in and provide oversight of the following:

- Meetings with applicant/contractor
- Pre-construction photo documentation
- Daily construction observation
- Traffic control
- Excavation
- Pedestrian control
- Shoring/Safety per Cal OSHA
- Bedding and backfill
- AC Paving and striping
- Witness compaction testing
- Conflicts/damage to City owned facilities

Our inspector will keep daily inspection logs of all activities. Copies of the daily reports will be provided to the City. Additionally, our inspector will log progress through taking photos of the construction activities, as necessary. Digital copies of the photos can be provided to the City as well.

## EXCLUSIONS

The following work is not included in our proposal:

- Construction Management services
- Inspection of PG&E piping and welding
- Inspection of temporary gas bypass facilities
- Inspection of gas line testing
- Inspection of off-site fabrication of PG&E pipe
- Reports for work while not on site

**Santa Rosa**  
1400 Neotomas Avenue  
Santa Rosa, CA 95405  
Tel: 707.571.8005

**Auburn**  
11865 Edgewood Road  
Auburn, CA 95603  
Tel: 530.888.9929

**Pleasant Hill**  
3478 Buskirk Avenue, Ste. 1000  
Pleasant Hill, CA 94523  
Tel: 925.233.5333  
[www.coastlandcivil.com](http://www.coastlandcivil.com)

Mr. Eric Janzen  
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March 16, 2018

Coastland shall not be responsible for the quality control of any work being done while Coastland's inspector is not on site.

## **PROPOSED FEE**

We propose to provide our services on a time-and-materials basis with an estimated not-to-exceed amount of \$30,590. This not-to-exceed amount includes, project start-up and documentation, 19 days of full-time construction observation (152 hours) and punchlist/project closeout at our inspector's rate of \$130 per hour, plus vehicle time of \$15/hour. We have also included an assumption of 10 hours of overtime that may be involved on some of the longer scheduled days. If the contract time extends beyond 19 working days, or the scope or level of services change, our costs may also change accordingly.

We appreciate this opportunity and look forward to working with you on this project. Please feel free to contact me should you have any questions on the proposal or are in need of additional information.

Sincerely,

COASTLAND CIVIL ENGINEERING, INC.

Mike Janet  
Construction Services Manager





# WORK ESTIMATE

PG&E Gas Main Repair (2018)		PROPOSAL FOR INSPECTION SERVICES			City of Cloverdale		
TASK INFORMATION					HOURS AND COST INFORMATION		
Task No.	Task Information	Inspector	Inspector OT	Direct Costs	Total Hours	Total Costs	Comments
		\$130	\$195				
1	Pre-Construction/Hand Off	2			2	\$260	Agendas / conduct meeting
2	Site Visit & Documentation	4			4	\$520	Job walk / photos
3	Project Start-Up	4			4	\$520	Assemble filing / CM program
4	Daily Field Inspections & Documentation	152	10		162	\$21,710	Based on 19 working days
5	Progress Meetings/Other Mtgs	3			3	\$390	Assume attendance @ 1 mtg
6	Status Reports & Documentation	15			15	\$1,950	Review progress/documentation
6a	Reports	4			4	\$520	Status
6b	Submittal Management	4			4	\$520	Review of Submittals
7	Agency Coordination	4			4	\$520	Notices
8	Post Construction Meeting	4			4	\$520	Walk Through
9	Project Closeout	6			6	\$780	As-builts / files
	Photographs & video			\$100		\$100	
	Vehicle/Equipment expenses			\$2,280		\$2,280	152 hours x \$15/hr= \$2,280
	<b>Total Hours</b>	202	10		212		
	<b>Subtotal</b>	\$26,260	\$1,950	\$2,380		<b>\$30,590</b>	

**NOTES: Coastland reserves the right to adjust estimated hours should the Contractor schedule additional crews or ov**

1 Based on 19 working days.

2 Based on part-time inspection at 8 hours a day-Not liable for work performed while Inspector is not on-site

3 Based on an estimated number of RFI's, change orders and submittals shown above.