



## CITY COUNCIL AGENDA REPORT

**Meeting Date:** June 1, 2023  
**From:** Director of Public Works/City Engineer  
**Subject:** Construction Management Services for 25 Park Remodel

### **Community Goal/Result**

Fiscally Prudent

### **Purpose**

To obtain construction management (CM) services to oversee the construction contract for the remodel of Brisbane Administrative Offices (Project No. 922A). Hiring a construction management professional on a project-by-project basis is the most cost-effective method of ensuring infrequent, high-dollar projects are completed to the city's standards.

### **Recommendation**

Authorize the Mayor to sign a Task Order in the amount of \$314,104.40 to JMW Consulting Engineers, and to also sign any revised Professional Services Agreement deemed necessary by the City Attorney.

### **Discussion**

James Wilcenski is the Principal of JMW Consulting Engineers. Mr. Wilcenski first provided CM services to the city as part of a team overseeing the construction of Tunnel Avenue Bridge in the early 2000s. Subsequently, he served as CM for the City Hall Remodel and the construction of the New Brisbane Library.

Based on the long and satisfactory relationship between JMW and the city, staff has determined that it is appropriate to sole source this request for the provision of professional services.

### **Fiscal Impact**

Funds for this project are anticipated to be received from a bond issuance, which is a staff report preceding this item on this agenda.

### **Measure of Success**

A remodel completed per the approved plans and specifications and within the general contractor's bid amount.

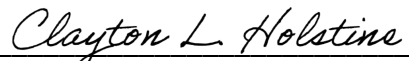
**Attachments**

1. JMW Consulting Engineers 4/2/23 Cost Proposal



---

Randy Breault, Public Works Director



---

Clay Holstine, City Manager

April 2, 2023

## COST PROPOSAL CM SERVICES FOR BRISBANE ADMINISTRATIVE OFFICES

	2023 (6 Months)			2024 (6 Months)		
ANTICIPATED WORK	Project Startup: Submittals, Site Demo, Utilities, Framing			Building and Site Improvements; HVAC, Electrical/Low Voltage, Project Closeout		
Team Member	Est. Hrs.	Rate	Cost	Est. Hrs.	Rate	Cost
Construction Manager	672	\$190.00	\$127,680.00	744	\$197.60	\$147,014.40
Office Assistant		\$55.00			\$55.00	
Yearly Subtotals			\$131,040.00			\$147,014.40

Labor from Above	\$278,054.40
Materials Testing (est. billed at current rates)	\$30,000.00
Other Direct Costs	\$5,000.00
3% Markup on Materials Testing and Directs	\$1,050.00
<b>TOTAL</b>	<b>\$314,104.40</b>

**Notes:**

1. The above estimate is based on a 12-month construction duration and 1-month closeout, as provided by the project design team and owner, at 24 hrs per week.
2. The above rates include salary, overhead, cell phone, and vehicle for each employee. These rates can be broken out if requested.
3. A 4% per year increase in rates is included to account for labor inflation.
4. City to provide office space, including utilities and office incidentals for CM staff of project files.
5. Other Direct Costs include reimbursable project costs including office supplies, copies and reproduction, postage and shipping.
6. This proposal is valid for 90 days from the date of submission.

**OPTIONAL PROPOSAL**

City may elect to utilize experienced city staff to assist in Construction Management, at the agreement of both parties, to minimize some of the above proposed labor costs.