

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: October 18, 2023

Submitted By:

Staff

Agenda Item:

Discussion and possible action to grant the Mayor authority to negotiate a contract for Construction Oversight of the Water CIP Bond Program Packages 1-4 and drainage projects as selected by the City Council

Description:

When the construction of the Water CIP bond program and the drainage projects commence in the coming months, there is a need for the city to obtain Construction Oversight services. These services will provide the city with quality assurance, road reconstruction expertise and staff augmentation during the construction process. These services would include:

- **Construction Observation/Inspection** – Visits to the site to observe the construction in progress, materials, equipment and construction work for ascertaining that the work is in substantial conformance with the contract documents and the design intent. Reports will be generated after site visits to document progress and issues encountered throughout the construction process. If construction deficiencies are noted during site observations, the Construction Oversight provider will attempt to resolve the issues through consulting with the contractor and project Engineer.
- **Construction Materials Testing** – Ensuring that quality control testing meets specifications.
- **Construction Phase Project Meetings** – Attendance at meetings related to project activities during construction, as required. This includes pre-construction meetings, periodic progress meetings, on-site troubleshooting meetings, punch list and final walkthroughs and other necessary construction related meetings.
- **Project Close-Out** – Provide all necessary assistance in closing out the project such as punch list compilation and follow up, as-built review and close-out document review.

This would not be a full-time person on site at all time, but rather a trained professional that would be there at key points throughout construction. This position will work closely with senior public works staff to coordinate the Construction Oversight provider's attendance.

Action Requested:

To grant the Mayor authority to negotiate a contract for Construction Oversight of the Water CIP Bond Program Packages 1-4 and drainage projects as selected by the City Council

Fiscal Impacts:

Though there will be an up-front cost to hire a professional for these services, it will provide assurance that water system and drainage infrastructure is installed correctly. This will save the city money in the long run as future corrective action will be minimized.

Additionally, investing in proper street remediation and repair at this time has the potential to yield significant long-term savings by avoiding the need for future repairs.

Attachments:

None.