

Emphasis on Quality Rochester's City Owner Contract Process

Presentation
June 16, 2016

City Owner Process

- ▶ Review of Issue / Task Force / Results
- ▶ Where are we at Today
- ▶ Outlook

City Council Charge

- ▶ Investigate opportunities to improve the overall quality of the privately constructed infrastructure built and then turned over to the City through the City Owner Contract process
- ▶ Goal: *“Improve the overall quality of public infrastructure to achieve expected life cycles”*

Common Problems

- ▶ Poor Soils
 - ▶ Clays, silts, poor limestone, perched water, wetlands, karst and fens
 - ▶ Minimal subgrade preparation
 - ▶ Limited pre-development investigation
 - ▶ Minimal field testing when placed
 - ▶ Subgrade corrections not always effective
- ▶ Poor Compaction
 - ▶ Trench settlement
 - ▶ Proper control of rock in backfill
 - ▶ Services
 - ▶ Around features/manholes
- ▶ Minimum Construction Observations / Inspection
 - ▶ Experience / training of Inspectors
- ▶ Variation in thickness of bituminous lifts
 - ▶ Quality of aggregate base preparedness

Pavement Failure



Street Settlement



Settlement at Sidewalk & Curb



RAB Task Force

- ▶ Task Force Membership
 - ▶ Developers
 - ▶ Engineers
 - ▶ Contractors
 - ▶ City Public Works staff
- ▶ Task Force Schedule
 - ▶ Met September - October 2015
 - ▶ Developed 20 pg report w/ recommended changes
 - ▶ Reported to RAB Membership in November 2015
 - ▶ Reported to City Council in December 2015

Task Force Report

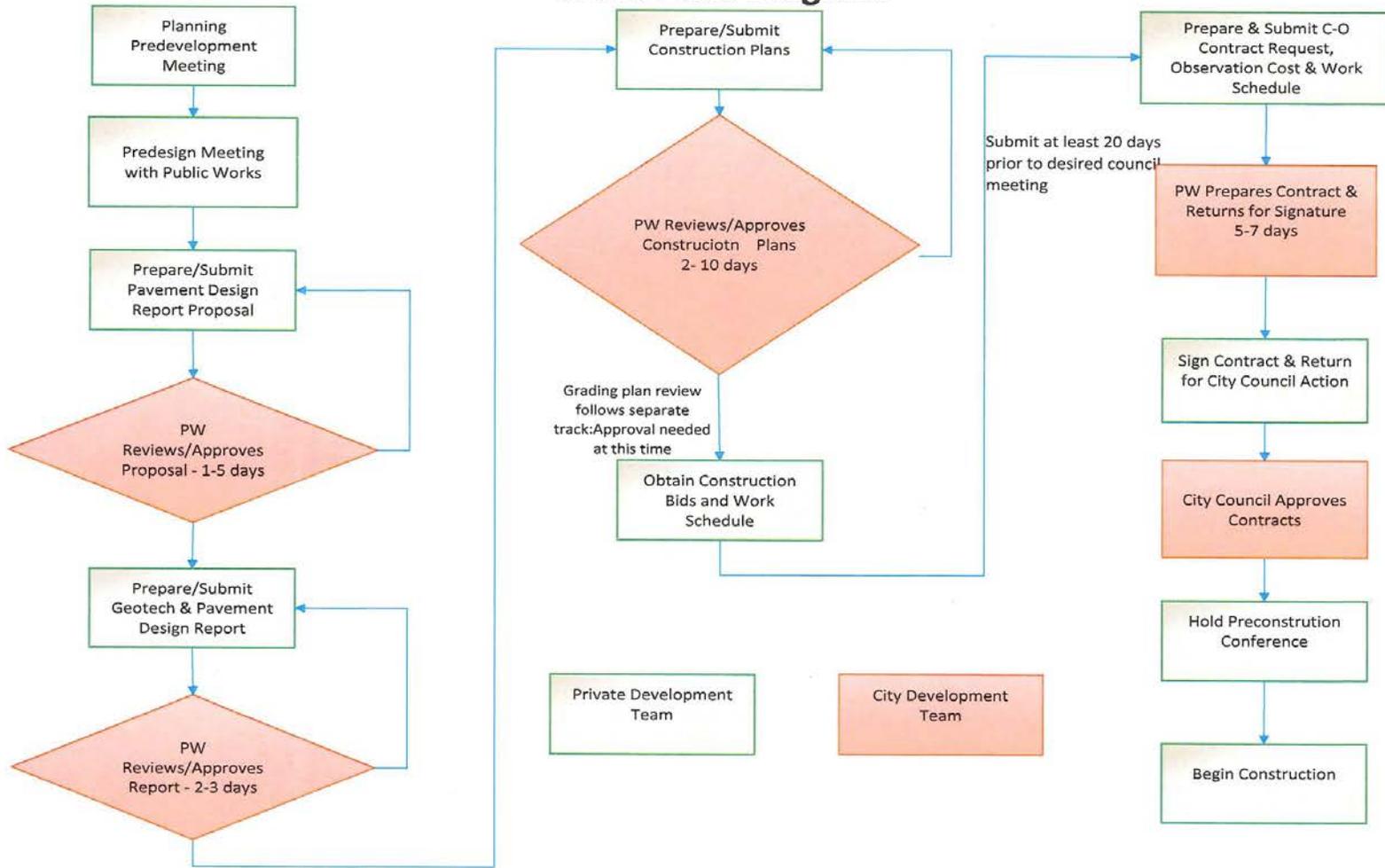
- ▶ Presented to City Council December 2015
- ▶ Recommended a 2 year Pilot Program
- ▶ Adopted / supported by Council January 2016
- ▶ Presented to Consultants / Contractor March 2016
- ▶ Fully Implemented March / April 2016
- ▶ Report and contract forms available on line (City web site)

Implementation -- Major Elements of Changes

- ▶ Requires Geotech report
- ▶ Requires Pavement Design report (city funded during Pilot program)
- ▶ Set up a Pre-design meeting w/ city, consultant, developer
- ▶ Requires a separate City Owner Construction Observation / Inspection contract (funded by developer); administered by City
- ▶ Requires Trained / Certified Inspectors
- ▶ 1-yr Warranty if Bituminous wear course placed in same year and before “development related construction”
- ▶ Enhanced Testing requirements

City -Owner Contract

Work Flow Diagram



Current Outlook

- ▶ Geotech Reports - a Positive
 - ▶ Format and info helpful to consultants and city
 - ▶ Test will be when field issues are encountered and geotech engineering interface with design and construction staff
 - ▶ 5 Reports Received thus far
- ▶ Pavement Design Reports - a Positive
 - ▶ Identified a need for City to standardize our Pavement analysis and section selection
 - ▶ Pavement Management Memo prepared
 - ▶ ADT input from Traffic Impact Report (TIR) and / or city staff
 - ▶ 6 Pavement Design Reports Authorized
 - ▶ Range: \$1000 to \$1500 / ea.

C-O Construction Observation Contract

- ▶ Standardized contract form (on City web site)
- ▶ Identifies inspection elements by construction tasks
- ▶ Requires a detailed public infrastructure construction schedule (usually prepared by Contractor)
- ▶ Requires identification of trained / certified inspectors
- ▶ Identifies construction completion dates
- ▶ Submitted to Council simultaneously with City-Owner Construction Contract
 - ▶ Similar elements / dates are part of both contracts

Observation / Inspection Contracts

- ▶ 10 Contracts processed and approved by Council
- ▶ Represent over \$2.3 Million in Public Infrastructure
- ▶ Observation Contracts Range: 5 to 16% of Construction Costs
- ▶ Average: 10%

SAMPLE
REQUEST FORM FOR PREPARATION OF CITY- OWNER CONTRACT (2016)

The information provided herein and within any associated attachments will be utilized by Rochester Public Works Staff in preparation of a City-Owner Contract for all public work elements related to the Project. Please print clearly (completed form can be scanned and emailed to mbaker@rochestermn.gov, or original completed form can be submitted to City Public Works, Room #108, City Hall.

1. Project Reference Name (please match civil construction plan title sheet):
Public Improvements to Serve Mellow Acres 9th
2. Summary of Public Improvements included as work elements:
Public sanitary sewer, watermain & hydrants, storm sewer and public streets
3. City J# **5999**.
4. Property Owner:
OWNER NAME / LEGAL ENTITY

Type of Entity: **CORPORATION, LLC, PARTNERSHIP, ETC.**

Domestic State of Entity: **HOME STATE THAT ENTITY IS REGISTERED**

Property Owner's Mailing Address, Phone Number, Email Address:
MAILING ADDRESS, PHONE NUMBER, EMAIL FOR OWNER
5. Owner's representative / Project Manager (name and contact info)
Jane Doe, Project Manager, company, phone #, email

6. If Project is related to a Planning Department development application, please identify the application type and reference #: **Final Plat #R2016-xxx**
7. Legal Description of Subject Property (attach separate sheet if necessary):
IDENTIFY THE COMPLETE LEGAL DESCRIPTION

8. Firm hired by Owner to perform Geotechnical Report:
ABC Geotech, Inc., a Minnesota corporation
9. Firm hired by Owner to prepare civil plans and record drawings:
XYZ consulting Engineers, a Minnesota corporation
10. Firm that will be providing Observation & Oversight **XYZ consulting Engineers, a Minnesota corporation**
11. Approved cost for Observation & Oversight that will be paid to City by Owner **\$ 18,360**
12. General Contractor of record for Contract: Mailing Address, Phone Number, Email Address for primary contact:
CONTRACTOR NAME, ADDRESS, PHONE # AND EMAIL

13. City approved Public Improvements Contractor (if General Contractor will not be performing construction of the public work elements within the Contract): Mailing Address, Phone Number, Email Address:
THIS ITEM IS ONLY APPLICABLE IF A GENERAL CONTRACTOR IS TO BE IDENTIFIED ON THE CONTRACT AND PROVIDING THE BONDS, AND A SUB-CONTRACTOR IS DOING THE ACTUAL WORK

14. Estimated Public Improvements Costs (to be used for determining the amount for Performance & Payment Bonds):
\$260,000.00_____
15. Bond Provider (Owner / General Contractor / Public Improvements Contractor)
CONTRACTOR NAME_____
16. Desired start date for public improvements (subject to plan approval and contract approval by Council): **START DATE IDENTIFIED SHOULD NOT BE BEFORE THE COUNCIL APPROVAL**
17. Estimated work days necessary to complete Project public work elements: **25**
18. Estimated schedule (#work days) for major elements within the Project (attach separate sheet).

19. Estimated completion date (excludes warranty items and record drawings): October 1, 2016

20. Is the Grading Plan approved ? YES In no, please provide the Status of Grading & Drainage Plan review and approval: _____

21. Are the Civil Construction Plans approved ? YES In no, please provide the Status of Civil Construction Plan review and approval: _____

22. Have all public easements necessary for construction and maintenance of the public work elements been platted or dedicated by separate easement document(s)? YES
In no, please include legal descriptions and an exhibit drawing for all necessary public easements. Execution of any necessary easements will be required as part of the Contract approval by the City.

23. Please attach a reproducible copy of the Civil Construction Plan cover sheet for the Project, for insertion as an Exhibit in the Contract. SEE ATTACHED

24. For Projects involving new bituminous streets, please complete the First Seal Coat Calculation form below (these calculations will be used by the City for calculation of the applicable First Seal Coat charge for the Project):

Square Yards of NEW Public Road Surface Area PROJECT SPECIFIC sq. yds

Specific Streets / Street Segments Covered in this Request:

IDENTIFY STREETS

25. Developable Area Calculations: Please round all calculations to two decimal places and include a reference drawing that shows the areas identified as non-developable) PROJECT SPECIFIC

TOTAL AREA OF THE PROPERTY _____ gross acres

Existing Public Right-of-Way Easement Area _____ acres

Outlots Dedicated to the Public / City: _____ acres

Wetlands and Floodway Remaining After Site Grading _____ acres

Natural (Ungraded) Slopes in excess of 18%, Remaining After Site Grading _____ acres

TOTAL DEVELOPABLE AREA _____ acres

Please attach a reference drawing / map, showing the non-developable areas in the calculations above.

Calculations Prepared By Rep of XYZ Consulting Phone# _____

26. This form was completed on Owner's behalf by Typically Rep of XYZ Consulting, phone # _____, email address _____

Once drafted by City, the Contracts will be provided to this party.

The City will prepare and provide a Contract to the Owner's representative, **within 7 business days** of the City's receipt of this completed form and applicable attachments. Owner's representative will be responsible to coordinate the execution of the Contract by the Owner, Contractor and Design Engineer, as well as, for furnishing the required project Performance & Payment Bonds from the designated party, a Project specific Certificate of Liability Insurance from the Contractor for the Project, and a completed Authorization of Signature Form for Owner, Contractor, Design Engineer.

The City will, upon receipt of the fully executed City - Owner Contracts and supporting documents (including the required bonds, insurance, and authorization of signature forms), schedule the Contract for review and approval by the City Council at the next available Council meeting subject to scheduling deadline limitations. Owner shall not authorize its Contractor to perform public work elements within the Project prior to the City Council's approval of the Contract, and not prior to the Civil Construction Plans and Grading & Drainage Plan being approved by the City.

Owner's Signature

Date:

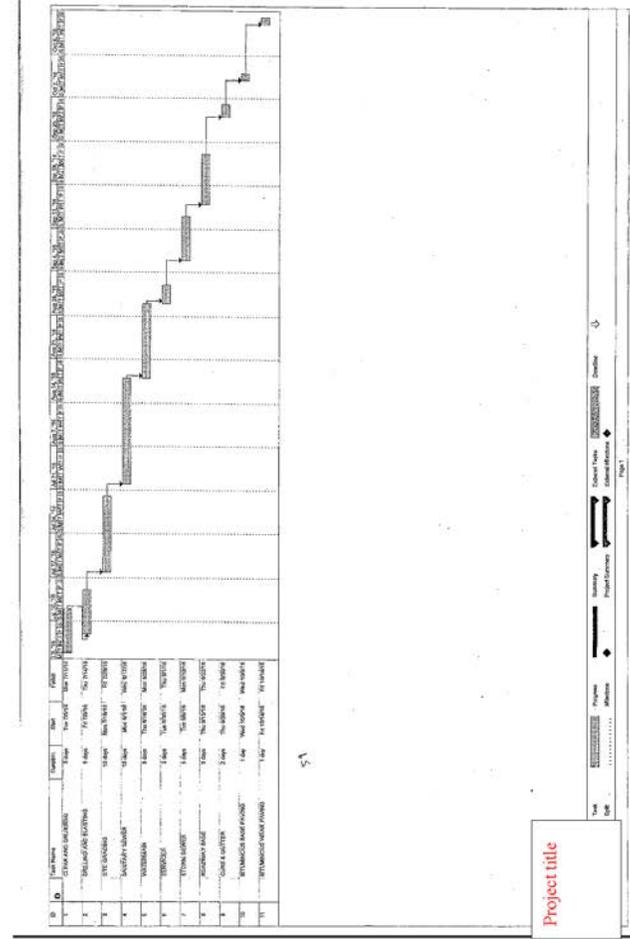
Date Received

for City Public Works

5/16 Version

The application would include a copy of the Construction Plan Title Sheet for Public Improvements to Serve Mellow Acres 9th - J5999

NOTE: THIS TABLE IS NOT SPECIFIC TO THE SAMPLE C-O CONTRACT BUT IS AN EXAMPLE OF WHAT PUBLIC WORKS WOULD LIKE TO SEE SUBMITTED FOR THE PROPOSED SCHEDULE OF PUBLIC IMPROVEMENT WORK ELEMENTS



Discussion / Feedback of Major Elements of Changes

- ▶ Geotech report - Is it Working?
- ▶ Pavement Design report - Is it Working?
- ▶ Pre-design meeting - Is it Working?
- ▶ Contracts; City Owner and Construction Observation - Is it Working?
- ▶ Trained / Certified Inspectors - Is it Working?
- ▶ 1-yr Warranty - Is it Working?
- ▶ Enhanced Testing - Is it Working?

Current Issues

- ▶ Getting detailed construction schedules from contractors
- ▶ Having sufficient trained / certified inspectors to support the contracts
- ▶ Getting information to city early to prepare contracts and get Council approval and meet schedule expectations of consultant's clients

Overall Outlook & Next Steps

- ▶ Very Positive
- ▶ Good Communication
- ▶ Lessons learned being used to make Process changes / improvements
- ▶ Public Works will seek feedback (via a survey form) at end of this season
- ▶ Gather metrics
- ▶ Report interim findings to you and City Council
- ▶ Make changes to process as necessary to improve efficiencies and **QUALITY**