



MEMORANDUM

To: NCRA Board of Directors
From: Executive Director Stogner
Date: October 14, 2019
Subject: **Agenda Item E.1 – Discussion and Possible Action Regarding Update on Competitive Bid Activity for Ukiah Depot**

As the Board will recall, the completion of the work set forth in the Offsite Improvement Agreement with the Judicial Council of California (JCC) is dependent upon putting the remainder of the work out to public bid. Preparation for the advertising and bidding requires a careful modification of the existing construction drawings and related documents both for the accuracy and effectiveness of the process, and to ensure that the NCRA's exposure to potential contractor claims and disputes is minimized. The reality is that finishing a partially completed work scope presents challenges to all parties and deserves careful attention.

A key element of effective bid documents in this instance will be the Technical Specifications and Bid Summary. The Technical Specifications will spell out the various details, standards, work remaining and similar aspects to be included in the bids, notably aligning the work with the City of Ukiah Standards. The Bid Summary will clarify and identify for exclusion from the bids that work that is already complete.

The Engineer for the project from its inception to date has been George Rau of Rau Engineering, who has now retired and is thus unavailable to provide further services. The files, personnel and most aspects of the Rau operation have been transferred to Munselle Engineering, who has conferred with Rau and myself, and proposed to produce the needed specifications as set forth in the attached agreement for the sum of \$10,000.00

The proposed Munselle work scope is understood to be the minimum required from the engineering discipline leading up to the bid opening. Additional services and assistance to complete the legal, administrative and purchasing components have been offered by Elizabeth Coleman (NCRA legal counsel) and the City of Ukiah.

The proposed engineering fees of \$10,000 is absolutely required to move forward and is a one-time expenditure. There are no funds available at this time from the JCC or other source. If we are to proceed, the NCRA must provide the engineering funds with the intention of recovering same from the \$1,690,000 JCC share of costs. The dedicated NCRA account has already been

exhausted in paying for completed engineering, underground utility, road construction and bridge construction.

Staff Recommendation:

Approve the one-time use of \$10,000 in NCRA agency funds to prepare bid specifications for the remainder of work required for Ukiah Depot site improvements.