

# ATTACHMENT B



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August 26, 2024

City of Newport Beach  
Public Works Department  
100 Civic Center Dr.  
Newport Beach, CA 92660

Adjustments herein per  
correspondence between Jerry  
Holcomb and Ellis Petersen 8/27/24

A handwritten signature in blue ink that reads 'Ellis Petersen', positioned above a solid red horizontal line.

Attn: Ellis Petersen, Associate Civil Engineer (Project Manager)

**Subject: Request for Proposals (RFP NO. 24-83) Ocean Piers Assessment and Design Services - Revision 01**

Dear Mr. Petersen:

Moffatt & Nichol (M&N) is pleased to submit this proposal to provide support to the City of Newport Beach (City) for the Open Ocean Piers Inspection and Repair Design Services project. This proposal includes revisions to our previously submitted proposal, dated July 31, 2024, in response to RFP NO. 24-83. The City has requested inclusion of additional scope of work and fee for final engineering design, bid, and construction support services related to the repairs of defects identified as part of this inspection and assessment project. The following scope of work and fee revisions is submitted for City review and approval.

## **Scope of Work**

### **Task 1 – Pre-Field Work (No Adjustments)**

### **Task 2 – Field Work (No Adjustments)**

### **Task 3 – Reports and Submittals (No Adjustments)**

### **Task 4 – Prepare Construction Documents**

This task includes preparation of plans, specifications, estimates of probable construction cost (PS&E), and necessary bidding documents for the repair improvements for the Newport and Balboa Piers. PS&E documents will be prepared with the purpose of issuing documents for competitive bid advertisement, by construction contractors for the repair of defects identified as part of the inspection and assessment program.

#### **Task 4.1 – Plans and Technical Specifications (60%, 100%, and Final)**

- Prepare plans to include general layouts, demolition plans, and structural sheets for the timber pier repair project elements. General performance and technical specification details will also be provided to accompany front-end standard specifications.
- It is difficult to understand the type, quantity, and location of defects prior to performing inspection and condition assessments. However, assumptions have been made based on typical pier defect types from similar open ocean pier repair design projects. Therefore, the drawing package is assumed to include the following plan sheets:
  - Cover Sheet (1)
  - General Notes and Project Requirements (1)
  - Demolition Notes, Plan, and Details (2)
  - Pier Overall Layout and Structural Repair Plan(s) (4)

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- Pier Structural Repair Sections and Details (4)
- Prepare Specifications and Bid Items List
  - It is assumed that all front-end boiler-plate General Provisions and Standard Agreements will be provided by the City as a MSWord file for editing as required; the only new documents created will be technical specifications for the timber pier repair improvements.

**Task 4.2 – Estimate of Probable Construction Costs**

- Prepare rough order-of-magnitude cost estimates to include an accuracy of -15% to +20% (Class 3) in accordance with American Association of Cost Estimating (AACE) International guidelines.
  - Estimates to include detailed design estimates for one (1) preferred improvement scenario.
  - A qualified and experienced M&N Professional Engineer with expertise in estimating construction costs for waterfront infrastructure will generate a construction cost estimate for the waterside project elements as addressed in this scope of work. The cost estimate will be produced in conformance with the Class 3 standards set by the AACE *International Recommended Practice No. 56R-08* (see Table 1).

**Table 1: AACE Estimate Classifications**

ESTIMATE CLASS	Primary Characteristic	Secondary Characteristic			
	LEVEL OF PROJECT DEFINITION Expressed as % of complete definition	END USAGE Typical purpose of estimate	METHODOLOGY Typical estimating method	EXPECTED ACCURACY RANGE Typical variation in low and high ranges [a]	PREPARATION EFFORT Typical degree of effort relative to least cost index of 1 [b]
Class 5	0% to 2%	Concept Screening	Capacity Factored, Parametric Models, Judgment, or Analogy	L: -20% to -50% H: +30% to +100%	1
Class 4	1% to 15%	Study or Feasibility	Equipment Factored or Parametric Models	L: -15% to -30% H: +20% to +50%	2 to 4
Class 3	10% to 40%	Budget, Authorization, or Control	Semi-Detailed Unit Costs with Assembly Level Line Items	L: -10% to -20% H: +10% to +30%	3 to 10
Class 2	30% to 70%	Control or Bid/Tender	Detailed Unit Cost with Forced Detailed Take-Off	L: -5% to -15% H: +5% to +20%	4 to 20
Class 1	50% to 100%	Check Estimate or Bid/Tender	Detailed Unit Cost with Detailed Take-Off	L: -3% to -10% H: +3% to +15%	5 to 100

**Task 4.3 – Engineering Design Calculations**

The calculation package will accompany the drawing and specifications as part of the construction documents package. The calculation package will include the following:

- Prepare Basis of Design Criteria. Reference relevant codes and provide a synthesis of engineering criteria for the site. Submit for City staff review at Draft and Final milestones.
- Prepare structural calculations for proposed timber pier repair designs to determine general order-of-magnitude size and quantity of members.
  - Provide quantity takeoffs for necessary timber members and estimate size for repair of timber structures.

To be an "if needed" service

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#### Task 4.4 – Meetings and Coordination

M&N will submit the construction document package and coordinate with the City for review and addressing comments. Meetings and coordination during the design include the following:

- Submit construction documents to City and address comments as needed for bid issuance. Assumes two (2) rounds of comments (60% Design and 100% Design).
- Attend meetings to clarify design intent and discuss recommendations, including:
  - Attending up-to three (3) design coordination meetings with City staff.
- Perform QA/QC reviews and procedures.
- General administration, management, and processing of monthly invoices.

#### Task 4 Deliverables

- PS&E Documents, including:
  - Calculations
  - Basis of Design
  - 60%, 100%, and Final PS&E of Probable Cost
  - Response to City Comments (two (2) rounds of comments)

#### Exclusions/Assumptions

The final design scope and fee presented in this proposal have been prepared with the assumptions outlined below. If these assumptions change during the design process, the scope/fee outlined in this proposal will need to be modified.

- The construction document package is assumed to include ‘in-kind’ replacement or repair of existing structural members as typically identified in similar timber pier repair design projects (piles, pile caps, stringers, decking, and cross bracing). A time-and-materials budget and quantity of plans and specifications was selected based on general layout and square footage of the Balboa and Newport Pier existing configurations. Should additional drawing sheets or specifications be needed beyond those assumed, additional budget may be required.
- Repair designs assume that the timber pier repairs are considered as maintenance/repair and in conformance with existing building codes. Therefore, it is not required to consider measures to meet current minimum building code (CBC 2022) requirements without the need to consider special seismic region considerations nor sea level rise height increase mandates. Furthermore, designs assume effects due to seismically-induced liquefaction do not apply.
- Design assumes topographic and bathymetric surveys are either available from City archives or not required for design of repairs, and additional surveys are not required.
- Proposal assumes geotechnical soils characterization and reports are either available from City archives or not required for design of repairs, and additional geotechnical evaluations are not required.
- Proposal assumes permitting through local agency (Community Development Department) are not required for the Public Works repair project.
- Proposal assumes regulatory permitting applications and coordination through local, state, and federal agencies is not required for a maintenance repair project, or will be provided by others.
- Design services for timber pier repair design improvements exclude the following:
  - Hazardous materials disposal for demolition material, if required.

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- Landside and above-deck improvements including landscaping, sidewalk, and buildings sitework.
- Parking lot improvements to provide ADA path of travel from parking lot, public street, and sidewalks.
- Excludes design for all utility systems including, but not excluded to, electrical, communications, lighting, and wet utilities (potable water, sewage, fire water, gas lines).

### **Task 5 – Bid and Construction Support Services**

Provide engineering support to the City during project bid and construction/installation. M&N will also provide Record Drawings based on the Contractor’s mark-up of the final construction documents.

#### **Task 5.1 – Engineering Support During Bidding**

Provide engineering support to City during project bidding to answer RFI’s and attend meetings as needed.

- Attend one (1) pre-bid teleconference meeting with the City and bidders.
- Respond to potential bidder requests for clarification on drawings or specifications. Assumes four (4) hours of support for answering Contractor requests for information (RFIs).
- Prepare final Conformed Contract Documents that reflect changes made during the bidding process.

#### **Task 5.2 – Engineering Support During Construction**

Provide engineering support to City during project construction/installation to review RFI’s and submittals and track construction progress.

- Attending construction kick-off teleconference meeting with City and Construction Team.
- Perform site visits to provide oversight that design intent is conducted in the field. Two (2) in-person site visits with two (2) staff attending are assumed based on anticipated construction scope.
- Review additional Contractor submittals and shop drawings for conformance with contract documents (Submittals). Assumes response to up to four (4) Submittals based on the anticipated construction scope, approximately four (4) hours per Submittal.
- Respond to Contractor’s Request for Information (RFIs). Assumes response to up to four (4) RFIs based on the anticipated construction scope, approximately two (2) hours per RFI.
- Prepare Record Drawings of the installation based on the bid documents and mark-ups from the Contractor As-Built submittals. Approximately ten (10) total hours.

#### **Task 5 Deliverables**

- Written responses to RFI’s and Submittals
- Final Record Drawings Package

#### **Exclusions/Assumptions**

- The level of effort required for assistance to City during construction assumes the following:
  - Site inspection by certified inspectors and laboratory testing is outside the scope of work. It is assumed these will be provided either by the City or Construction Team.
  - Proposal assumes City will act as Construction Administrator / Construction Manager to track and manage daily activities, RFI’s, and Submittals. M&N will provide responses, but will not monitor daily activities.

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- The scope of engineering support services during construction is based on available information prior to final design and permitting. It is assumed a change order will be issued for any efforts required in addition to those identified in this proposal.
- Monitoring, biological survey reports, and other regulatory permit agencies required environmental mitigation measures during construction are by others.

## Fee Estimate

Based upon the proposed scope of work including all optional tasks, M&N proposes to assist the City on a time and materials basis not to exceed for a total fee of \$283,377. The cost per task is shown in the table below. See attached fee spreadsheet for further breakdown of the proposed fee.

Task No.	Description	Fee
1	<b>Pre-Field Work (No Adjustments)</b>	\$20,178
2	<b>Field Work (No Adjustments)</b>	\$113,768
3	<b>Reports and Submittals (No Adjustments)</b>	\$42,162
4	<b>Prepare Construction Documents</b>	
4.1	Plans and Technical Specifications (60%, 100%, and Final)	\$57,504
<del>4.2</del>	<del>Estimate of Probable Construction Costs</del>	<del>\$8,480</del>
4.3	Engineering Design Calculations <b>If needed only</b>	\$9,397
4.4	Meetings and Coordination	\$9,450
5	<b>Bid and Construction Support Services</b>	
5.1	Engineering Support During Bidding	\$4,668
5.2	Engineering Support During Construction	\$17,770
<b>Total</b>		<del>\$283,377</del>

**\$265,500**

## Schedule

M&N anticipates completion of the site investigations deliverable (Task 1 – 3) within the timeline previously provided in proposal dated July 31, 2024.

The 60% Design Deliverable will be completed withing approximately 8 – 12 weeks following completion of the site investigations submission. The 100% and Final Design Deliverables will be completed within approximately 2 – 4 weeks after receipt of City comments.

Thank you for the opportunity to continue to assist the City with this effort. If you have any questions or require additional information, please contact me.

Sincerely,

MOFFATT & NICHOL



Jerry Holcomb, PE  
 Project Manager

ATTACHMENT: Detailed Fee Breakdown

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# FEE PROPOSAL

Request for Proposals (RFP NO. 24-83) Ocean Piers Assessment and Design Services

Project Tasks <sup>1,2</sup>	Moffatt & Nichol															Task Totals
	Principal Eng./Sci	Supervisor Eng./Sci	Senior Eng./Sci	Eng./Sci III	Eng./Sci II	Eng./Sci I	Staff Eng.	Senior Tech.	CADD Designer	CADD II	CADD I	Word Processor	General Clerical	Labor Subtotals	ODC <sup>3</sup>	
	P-9, P-8	P-7	P-6	P-5	P-4	P-3	P-1, P-2	T-5	T-4	T-3	T-2, T-1	A-4, A-3	A-1, A-2			
	\$354	\$338	\$315	\$297	\$261	\$235	\$189	\$255	\$240	\$206	\$153	\$120	\$100			
Task 1 - Pre-Field Work																
1.1 Attend Kickoff Meeting		2	4				2							\$2,314	\$2,314	
1.2 Data Collection & Review		4	12		16		16							\$12,332	\$12,332	
1.3 Develop Project Work Plan		2	8				8			4				\$5,532	\$5,532	
Task 2 - Field Work <sup>4,5</sup>																
2.1 MEWP Operator Training			8		8									\$4,608	\$4,608	
2.2 Field Inspection (ODCs: dive boat and snooper)			96		96		40	40		40				\$81,296	\$106,596	
2.3 Progress Meetings		2	4				2							\$2,314	\$2,564	
Task 3 - Reports and Submittals																
3.1 Condition Assessment Report		10	20		32		40		20	4				\$31,216	\$31,216	
3.2 Progress Meetings and Project Management	2	4	20				8			4				\$10,696	\$10,946	
Task 4 - Prepare Construction Documents																
4.1 Plans and Technical Specifications		4	22		32		60		120			4		\$57,254	\$57,504	
4.2 Estimate of Propable Construction Costs														\$8,480	\$8,480	
4.3 Engineering Design Calculations		2	5		10		24							\$9,397	\$9,397	
4.4 Meetings and Coordination			21				15							\$9,450	\$9,450	
Task 5 - Bid and Construction Support Services																
5.1 Engineering Support During Bidding			2		6		8		4					\$4,668	\$4,668	
5.2 Engineering Support During Construction			24				40		10					\$17,520	\$17,770	
<b>M&amp;N Total (Labor and ODC) \$283,377</b>																
<b>Total Project Estimate <del>\$283,377</del></b>																
<b>\$265,500</b>																
<i>Notes:</i>																
1. Tasks to be Billed on a Time-and-Materials and Reimbursable Expenses Not-to Exceed Basis																
2. Scope/fee assumes M&N attendance at one (1) kick-off meeting, two (2) progress meetings, and five (5) tele-conference meetings with City staff																
3. Other Direct Costs (ODC's) includes inspection equipment, repro, postage, reports, meeting materials, and mileage.																
4. Scope and Fee does not include Level III Inspection for destructive testing methods (core sampling). However, these services can be performed for an additional fee if recommended by inspection teams after initial inspections.																
5. Scope and Fee does not include stand-by allowance due to inclement weather or unforeseen conditions. In the event work is impacted by these conditions, we will work with the City to develop a fee for stand-by allowance.																