

MENDOCINO CITY COMMUNITY SERVICES DISTRICT
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Minutes of March 7, 2013

Special meeting was called to order at 8:30 a.m. in the business office of the Wastewater Treatment Plant. Present were Directors Kraynek, Stubbs, Waldman, Hauck and Schwartz. Also present were Superintendent Steve Acker, Mike Kelley and Jodi Mitchell.

1. Public Comment

2. Communications

3. Pond Liner Project – Treatment Plant

a. Approval of Notice Inviting Bids for Construction of the Pond Liner Project

The Board reviewed the Notice of Invitation to Bid to perform the construction of MCCSD Overflow Pond Lining Project. The Notice of Invitation to Bid was planned to be published in the Mendocino Beacon, Fort Bragg Advocate, Ukiah Daily Journal, and the North Coast Builders Exchange, which was a Construction Association serving Sonoma, Lake and Mendocino Counties.

Director Hauck inquired if the District was allowing enough time for contractors to prepare their bid, and additionally, allowing only 2 days for MCCSD to evaluate the bids. He thought the bid response should be at least two weeks, giving the MCCSD one week for evaluation. The Proposed Timeline for Request for Proposal Process was changed to move the pre-site visit forward a week to April 8th, and close the bidding process on April 23rd. The bids would be opened at a special meeting on April 24th. The Resolution awarding the Construction Documents would be adopted at the regular meeting scheduled for April 29th. The execution of contract documents would be scheduled for May 10, Notice to Proceed on May 13, and the pre-construction meeting on May 23rd. With the changes, construction would start on June 3, 2013. Harold Hauck and Jeffry Stubbs were appointed as the Ad-Hoc Bid Review Committee at the January 25th regular meeting.

MOTION Kraynek/Waldman To approve the Notice of Invitation to Bid for the Construction of MCCSD Overflow Pond Lining Project, as amended.

ROLL CALL VOTE AYES: Directors Kraynek, Stubbs, Waldman, Hauck and Schwartz
NOES: None
ABSENT: None

b. Approval of Project Plans and Manual, which outlines the Construction Details, Requirements and the Contract Award Schedule and Process

Superintendent Acker reported that the liquidated damages clause was added to the documents in the amount of \$250 per day. He said it was difficult to tie the amount to a discharge violation fee, because that type of penalty could range from zero to \$10,000 or more, depending on the situation. The \$250 per day liquidated damages seemed like a reasonable amount to Attorney Jackson, and Kennedy/Jenks, and it was the same amount that was used when the dryer building was constructed.

MOTION Hauck/Stubbs To accept the Project Plans and Manual for the Pond Liner Project.

ROLL CALL VOTE AYES: Directors Kraynek, Stubbs, Waldman, Hauck and Schwartz
NOES: None
ABSENT: None

c. Approval of Bidding and Construction Support Services

The Board reviewed the Overflow Pond Lining Project – Bidding and Construction support Services as provided by Kennedy/Jenks Consultants, dated February 25, 2013. The scope of services proposed related specifically to Subtask 2.2 (Bidding Support) and Subtask 2.4 (Out-of-Scope Activities/Construction Support) as originally presented in their November 21, 2011 original proposal. The cost to perform the bidding and construction support services was \$35,000.00

Director Schwartz inquired about Task II Section 3.2 Construction Field support. Kennedy Jenks proposal did not include Testing and Special Inspections and Construction Quality Assurance and they suggested MCCSD could hire a company that did construction quality assurance and special inspections during the construction. Mike Kelley noted when the dryer building was constructed, the County Planning Department assumed that role, but since no County Permit was required for this project, the District would need to hire someone. It would be too expensive for Kennedy Jenks to perform the field support for Quality Assurance.

Director Stubbs was concerned that Subtask 2.3 stated that Kennedy/Jenks would assist MCCSD with evaluating bids and qualifications and would provide MCCSD with their recommendation for selecting a contractor. He thought it was important that the sentence translate that Kennedy/Jenks would evaluate bids and qualifications and would provide MCCSD with their recommendation for selecting a contractor. The document was changed to reflect the change.

MOTION Kraynek/Waldman: To approve the Overflow Pond Lining Project – Bidding and Construction Support Services as amended.

ROLL CALL VOTE	AYES:	Directors Kraynek, Stubbs, Waldman, Hauck and Schwartz
	NOES:	None
	ABSENT:	None

The meeting adjourned.

Respectfully submitted,

Jodi Mitchell
Secretary