



STAFF REPORT

TO: Board of Commissioners
FROM: Chris Munson, Facilities Manager
DATE: July 26, 2022
SUBJECT: Avila Pier Engineering Assistance

Recommendation / Proposed Motion

- **Motion:** Authorize Harbor Director, or her designee, to execute a contract, not to exceed \$20,000, with Moffatt & Nichol to provide engineering / consulting assistance for the Avila Pier Rehabilitation.

Policy Implications

3042.12 Consultants will be generally selected by the Board of Commissioners. The Harbor Manager may hire consultants for short term, “immediate need” projects, which costs are provided for in the budget and service costs are less than \$5,000. The Harbor Manager may also retain services of a consultant who has previously been approved by the Commission, provided that the Harbor Commission is notified in writing of such action. The Board of Commissioners will make its selection based on the consultant’s experience and qualifications. The consultant shall be required to make a cost estimate for his/her services that will be used in his/her evaluation in the selection process.

District Major Objective/Goal

None at this time

Fiscal Implications / Budget Status

The FY 2022/2023 budget includes \$1,845,000 for the Avila Pier Rehabilitation.

Alternatives Considered

The following actions were considered but are not recommended at this time:

- None

Discussion

Moffatt and Nichol have provided engineering and consulting services throughout the planning stages of the Avila Pier Rehabilitation Project. In January 2022, Moffatt and Nichol delivered the completed Avila Pier Repair Plan.

As the project moves into the construction phase, the Harbor District will require occasional engineering assistance on an as-needed basis. Types of assistance include: answering questions regarding the repair plan and other documents from staff and contractors, signing off on plan modifications, and aiding with unforeseen engineering needs. Utilizing Moffatt and Nichol will reduce costs and time due to their familiarity with the project. The open contract would allow District to use the services on an as-needed basis without returning to the Board for each separate occurrence.

Conclusion

Staff recommends the Board move with the proposed motion, authorizing the Harbor Director, or her designee, to execute a contract, not to exceed \$20,000, with Moffatt & Nichol to provide engineering / consulting assistance for the Avila Pier Rehabilitation.

Attachment(s): Moffatt & Nichol Proposal – Avila Pier Rehab Engineering Assistance-Construction



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Port San Luis Harbor District
3950 Avila Beach Drive P.O. Box 249
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Attn: Chris Munson, Facilities Manager

July 11, 2022

(Sent via email: chrism@portsanluis.com)

Subject: Proposal – Avila Pier Rehabilitation Engineering Assistance-Construction
M&N Ref 10338-07

Dear Chris,

We are writing to present our proposal for as needed engineering assistance during the construction of the rehabilitation of Avila Pier. Our understanding of the project is based upon our previous work preparing the design drawings for the rehabilitation and your email of July 8, 2022. We understand that the Port San Luis Harbor District (“the PSLHD”) is soliciting bids from construction contractors to perform the rehabilitation construction. The PSLHD will be managing the construction but may need engineering assistance during the construction phase. To assist the PSLHD we propose to provide the following services:

Scope of Work

1. Engineering Assistance

Services will be as needed and requested by the PSLHD and will likely include the following:

- Revisions to the construction drawings as needed

- Review of construction submittals

- Responses to requests for information and substitutions from the construction contractor.

Services will be requested from August through November, 2022.

Fee

We propose to provide the above services on a time and materials basis to be billed monthly per our standard rates, attached. We will not exceed a fee of \$20,000 without your prior written approval.

Thank you for the opportunity to further assist Port San Luis Harbor District and your continued confidence in our services. Please give me call with any questions.

Sincerely,

Brad Porter, PE

MOFFATT & NICHOL