



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of January 27, 2026

TO: Mayor and Members of the City Council

VIA: Dante Hall, City Manager

SUBMITTED BY: Glenn Dombeck, Public Works Director

SUBJECT: Execute a Professional Services Agreement with BKF Engineers, Inc. to provide Construction Management, Inspection and Quality Assurance Testing Services for the Refugio and Foxboro Park Improvements Project

RECOMMENDED ACTION:

Adopt a Resolution authorizing the City Manager to execute a Professional Services Agreement with BKF Engineers, Inc. (BKF) to provide Construction Management, Inspection and Quality Assurance Testing Services for the Refugio and Foxboro Park Improvements Project for a Total Cost of \$193,070.

BACKGROUND:

The facility improvements included in this project will improve the public's experience in Refugio and Foxboro Parks, while extending the lifespan of key assets and reducing future maintenance costs. The work at Refugio Park includes installation of prefabricated shade structures provided by the City, paving and concrete work, new site furniture, accessible parking enhancements and new sod and landscape planting. An alternate bid item was included for provision of a Type II slurry seal on the parking lot and entrance road.

The work at the Foxboro Park basketball court includes new asphalt paving around the perimeter of the existing basketball court, seal coat and court striping of the entire basketball court and new basketball standards. The existing playground equipment and surfacing will be demolished and disposed, new drainage fill and resilient surfacing installed, and new playground structures provided by the City will be installed.

Bids for construction of the improvements were received on Tuesday, December 16, 2025, with Frontline General Engineering Construction, Inc. (Frontline) having submitted the low bid, including the alternate bid item to slurry seal the Refugio Valley Park parking lot, in the amount of \$895,814.00. At the January 13, 2026 City Council meeting, the construction contract for the project was awarded to Frontline and the City Council also determined that the Project was exempt from California Environmental Quality Act ("CEQA") review pursuant to CEQA Guidelines section 15301 for work related to existing facilities. Construction is anticipated to take approximately three months following notice to proceed.

Construction management for this project is needed to handle contract administration, invoicing, inspections, quality assurance testing services and management of the project through the closeout phase.

ANALYSIS:

To ensure uninterrupted support throughout construction of the Refugio and Foxboro Park Improvements Project, staff requested proposals from three firms on the pre-qualified engineering vendor list. Only one firm, BKF, provided a quote for the construction management services. BKF's proposal is based on a subconsultant, MNS Engineers, Inc. (MNS), providing the construction management services, with project management oversight by BKF. MNS is a multiservice infrastructure consulting firm with offices across California including a local Oakland office, specializing in planning, engineering, construction management, and land surveying services. BKF/MNS's scope of work includes:

- Construction Management
- Inspection Services
- Post-Construction Closeout
- Quality Assurance and Laboratory Testing (provided by Inspection Services, Inc.)

The professional services will be provided on an as-needed basis under a time-and-expense agreement, not to exceed \$193,070.00. MNS's services will include a part time Resident Engineer, full or part time inspector depending on the activity on the project, and material testing. Inspection Services, Inc (ISI), a testing firm based in Berkeley, will perform testing on an as-needed basis. MNS will report directly to the City of Hercules Project Manager, and will coordinate with the contractor, and City staff as needed. The City's Inspector will shadow the Consultant Inspectors on this project to facilitate their exposure to larger construction activities and provide training on the role and function of inspection services.

The project duration is approximately 70 working days for the Refugio Park improvements and 56 days for the Foxboro Park improvements. It is anticipated that the Inspector will conduct spot checks of benchmark items and full inspections of critical operations, including paving, concrete work, striping, and slurry seal treatments. The turf and plant establishment and maintenance periods associated with the project have been excluded from BKF/MNS's scope, as the City maintenance staff will oversee these items.

ENVIRONMENTAL REVIEW:

The City Council previously determined that the Project is exempt from CEQA review pursuant to CEQA Guidelines section 15301 which allows minor alterations to existing facilities without further review. Award of this professional services agreement for construction management services is within the scope of that Project and will not result in additional or new impacts as Frontline will be implementing the Project as approved.

FISCAL IMPACT:

The proposed budget for the Refugio and Foxboro Park Improvement Project is as follows:

Funding Sources:

General Fund/Capital Reserves	\$1,037,136.00
Community Development Tax	<u>\$170,000.00</u>
Total Revenue	\$1,207,136.00

Expenditures accounts:

Construction Contract	\$ 895,814.00
10% Contingency	\$ 89,581.40
Engineering Services During Construction	<u>\$193,070.00</u>
Total Expenditures	\$1,178,465.40

This project was identified in the 2025 Capital Improvement Program along with other Facilities and Parks improvements. In preparation for the anticipated cost, funding has been designated from the General Fund/Capital Reserves and Community Development Tax funds to secure the necessary financial resources. Due to this proactive financial strategy, adequate funding exists to cover the expenses associated with this contract, which is incorporated into the adopted budget for the FY 2025-26.

ATTACHMENTS:

Attachment 1 - Resolution

Attachment 2 – Professional Services Agreement with BKF Engineers for proposal for
Construction Management, Inspection and Materials Testing Services
for the Refugio and Foxboro Park Improvements Project