

City of Biggs

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Steven C. Speights, PE, City Engineer

DATE: Sept 19, 2011 Council Meeting

SUBJECT: Activity Report and Project Updates

Activity Report

1. Sunwest site plans have been approved and site work is proceeding for Phase 1A, relocation of the scale building. Phase 1B plans were submitted 9/12/11 and will be reviewed in short order.
2. The Sunwest Lot Line Adjustment is not ready for council review because of some technical issues with the title documents. Sunwest and their engineer are working through those issues. The item will come to the council at a future meeting.
3. Environmental work on the 6th St Bridge Project is almost complete. Caltrans will take the submitted material and prepare the NEPA documents. Bennett is working on completing the plans and coordinating with utilities on relocation responsibilities.
4. Bennett met with Chico State Professor Oakley for him to prepare part of the technical documentation for the Phase 1 process at the waste water treatment plant. Bennett is finishing the revised Compliance Schedule the week of 9/12/11 and will meet with the Public Works Committee to review it before submittal to the Regional Water Quality Control Board.



CITY OF BIGGS

6TH STREET BRIDGE

**TO: HONORABLE MAYOR
AND MEMBERS OF THE CITY COUNCIL**

DATE: SEPT. 19, 2011

FROM: STEVE SPEIGHTS, PE – CITY ENGINEER

**RE: 6TH STREET BRIDGE
AMENDMENT TO BENNETT AGREEMENT**

Summary:

At the August Council meeting, staff presented the work program to complete the current phase of the 6th Street Bridge. The current phase includes coordination with environmental, Caltrans, utilities and the reclamation district. It also includes completion of the plans and specifications. The Public Works committee at their August meeting approved the work plan but their meeting date precluded having the item on the August Council meeting for approval, so it is included on this agenda for Council action.

Requested Action:

Approve the Bennett Amendment for \$27,021 by voice vote.

Background:

The 6th Street Bridge was begun under the previous city engineer, CEC, but not completed. Bennett Engineering Services is completing the current phase which includes coordination of environmental consultants, Caltrans, and utilities, along with completing the plans and specifications. The cost for Bennett to complete the current phase is \$27,021.

Part of that amount, \$15,000, was already budgeted but not spent by CEC. The Public works Committee authorized the City Manager to sign a Work Order with Bennett for the work with a limit of \$15,000. City Council needs to approve the full amount so Bennett can complete the current phase.

Bennett has received the Project Review request from Caltrans and will be increasing the Project Cost to include the Bennett Amendment and environmental costs. The City's share under the Bridge Replacement Program is 11.47%, so the City share of the current amendment will be \$3,100.

Attachments:

Bennett Amendment Exhibit A, Scope of Services and Exhibit B, Cost Estimate.

EXHIBIT A: Scope of Services



To CONSULTANT AGREEMENT

Client: City of Biggs
 Consultant: Bennett Engineering Services Inc
 Project: 6th Street Bridge Replacement
 Date: August 11, 2011

Bennett Engineering Services
 1001 North 2000th Street, Suite 100
 Invermere, Saskatchewan S0K 1A0
 T: 306 761-4100
 F: 306 761-3111
 www.bennet-en.com

To complete the construction design plans for the City of Biggs 6th Street Bridge Replacement project (as a supplement to the Standard Consultant Agreement), the Bennett Engineering Services (BEN|EN) Project Team will perform the following Scope of Work:

TASK 1. Project Management

Subtask 1.1. Meetings and Field Review

In coordination with City Environmental Coordinator, conduct meetings with representatives from Caltrans and appropriate City staff. Setup and facilitate interagency meetings, field review, and other project related meetings. Prepare all meeting agendas and meeting minutes and distribute these to the Project Team. We have anticipated and included a maximum of 4 meetings as part of this scope.

Subtask 1.2. Project Schedule

Provide a project schedule, using Microsoft Project, showing the activities and milestones outlined in our project scope. The activities will show begin and end dates, duration and dependency on other tasks. The schedule will be refined and maintained on a regular basis and as decisions are made throughout the life of the project. We will discuss issues that may affect the project design, budget or schedule.

Subtask 1.3. Agency Coordination

Coordinate with Caltrans, utility purveyors, City staff, and others. Inform the City Engineer of all coordination efforts with outside agencies prior to any meeting with an outside agency or organization.

Subtask 1.4. Request for Authorization

Coordinate with Caltrans Local Assistance and assist the City to prepare the request for authorization package during the final design stage. The request for authorization package will be consistent to procedures as outlined in the Caltrans Local Assistance Procedures Manual.

TASK 1. Deliverables	Documentation
Facilitate meetings	Meeting notices, agendas, minutes, and sign-in-sheets.
Project Schedule	Hardcopy and PDF of Project Schedules
Request for Authorization Package	Electronic copy of draft and final request for authorization package

Exhibit B: Cost Estimate

Client: City of Biggs
 Consultant: Bennett Engineering Services Inc
 Project: 6th Street Bridge
 Date: August 19, 2011



Fee Estimate	Principal Engineer Bennett, G. 165 \$/hr		Project Manager III Rubio, L. 155 \$/hr		Engineer IV Spighils, S 144 \$/hr		Engineer II Moore, S 128 \$/hr		Engineering Tech III Torado, R. 107 \$/hr		Engineering Tech II Micheal, B. 95 \$/hr		Administrative Capik, G. 56 \$/hr		MISC. EXPENSES	TOTAL
	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost		
Task 1 - Project Management																
1.1 - Meetings	2 hrs	\$330	16 hrs	\$2,400	8 hrs	\$1,152	50	50	hrs	50	hrs	50	4 hrs	\$224	\$210	\$4,396
Subtotal	2 hrs	\$330	16 hrs	\$2,400	8 hrs	\$1,152	50	50	hrs	50	hrs	50	4 hrs	\$224	\$210	\$4,396
Task 2 - Caltrans Environmental Coordination																
2.1 - Natural Environmental Study (NES)	hrs	50	1 hrs	\$155	hrs	50	50	hrs	50	hrs	50	hrs	hrs	50	\$10	\$165
2.2 - A Biological Assessment (BA)	hrs	50	1 hrs	\$155	hrs	50	50	hrs	50	hrs	50	hrs	hrs	50	\$10	\$165
2.3 - A Wetland Delineation	hrs	50	1 hrs	\$155	hrs	50	50	hrs	50	hrs	50	hrs	hrs	50	\$10	\$165
2.4 - Historic Preservation Study Report (HPSR)	hrs	50	1 hrs	\$155	hrs	50	50	hrs	50	hrs	50	hrs	hrs	50	\$10	\$165
2.5 - Archeological Study Report (ASR)	hrs	50	8 hrs	\$1,240	hrs	50	50	hrs	50	hrs	50	hrs	hrs	50	\$60	\$1,300
2.6 - Caltrans Coordination	hrs	50	13 hrs	\$2,015	hrs	50	50	hrs	50	hrs	50	hrs	hrs	50	\$110	\$2,125
Subtotal	hrs	50	13 hrs	\$2,015	hrs	50	50	hrs	50	hrs	50	hrs	hrs	50	\$110	\$2,125
Task 3 - Civil Engineering Plans																
3.1 - 90% Plans, Technical Specifications, and Estimates	hrs	50	16 hrs	\$2,480	2 hrs	\$288	24 hrs	\$3,072	48 hrs	\$5,136	4 hrs	\$380	8 hrs	\$448	\$3,000	\$10,732
3.2 - Final Plans, Technical Specifications, and Estimates	hrs	50	12 hrs	\$1,800	1 hrs	\$144	16 hrs	\$2,048	24 hrs	\$2,568	hrs	50	8 hrs	\$448	\$3,000	\$6,030
3.3 - Preliminary Utility & RW coordination	hrs	50	8 hrs	\$1,240	hrs	50	4 hrs	\$512	4 hrs	\$428	hrs	50	hrs	50	\$80	\$1,748
Subtotal	hrs	50	36 hrs	\$5,500	3 hrs	\$432	44 hrs	\$5,632	76 hrs	\$6,132	4 hrs	\$380	16 hrs	\$896	\$5,080	\$20,500
PHASE TOTAL	2 hrs	\$ 330	65 hrs	\$ 10,075	11 hrs	\$ 1,584	44 hrs	\$ 5,632	76 hrs	\$ 8,132	4 hrs	\$ 380	20 hrs	\$ 1,120	\$ 5,400	\$ 27,021

* Rates are subject to change with 30-day notice.
 * This fee estimate contains an abbreviated list of ASES classifications and does not reflect BFA (B) or these classifications. Please see the Standard Rate Schedule for a full list of classifications.
 * This fee estimate is valid for 90 days.