



# City of Biggs

**Agenda Item Staff Report for the  
next regular City Council Meeting  
February 27, 2012, 6:00pm**

**To: Honorable Mayor  
And Members of the City Council**

**Date: February 21, 2012**

**From: Steve Speights, PE – City Engineer**

**Subject: Safe Routes to School Application for Project Funding**

---

## **Requested Action**

Request Council approve the attached Scope and Fee for Bennett Engineering Services to prepare and submit an application for funding a sidewalk and other miscellaneous improvements project to Caltrans for funding under the Safe Routes to School Program (SR2S) cycle 10.

## **Background**

Caltrans has requested submittal of project applications for funding under the SR2S program. The City's previous application was not approved, but Leo Rubio of Bennett Engineering Services has discussed the program and previous application with Caltrans staff and staff of City of Lincoln, which did not get approved last cycle. Leo has identified some areas that will make this application score better than previous applications.

The program allows for projects of up to \$500,000 in cost with \$45,000 of that being a local share.

## **Fiscal Impact**

Expend \$6,500 of City funds for use in preparation of application.

Attachments: Bennett Engineering Services proposed Scope and Fee Estimate

# Scope of Services

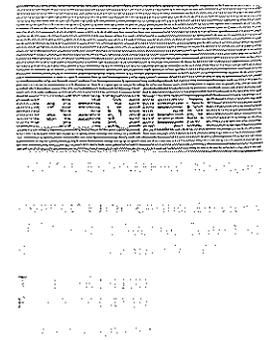
## To PROFESSIONAL SERVICES AGREEMENT

Client: City of Biggs

Consultant: Bennett Engineering Services Inc

Project: State-Legislated Safe Routes To School (SR2S) Program Cycle 10

Date: February 14, 2012



### TASK 1. Project Management

Bennett Engineering (BEN|EN) will coordinate with City staff throughout the application and Safe Routes to School Project. This coordination includes two (2) meetings with City staff to discuss the project application and public outreach should the grant be awarded. Additional budget has been included for coordination of incidental articles that arise throughout the project. This task includes information gathering and a site visit to obtain photographs of the site and details of the project.

### TASK 2. Public Outreach

#### Subtask 2.1. Project Development Public Outreach

BEN|EN will conduct one meeting and assist/represent the City with coordination and public outreach to educate stakeholders of the proposed Safe Routes to School Program. The goal of this program will be the following:

- Inform the public about the process and present the proposed project locations.
- Solicit support and opposition of the proposed project.
- Gain numeric confirmation of current students that walk or bike to school.

#### Subtask 2.2. Project Benchmark Public Outreach

BEN|EN will conduct one meeting and assist/represent the City with coordination and public outreach to demonstrate forward progress to the stakeholders (including PTAs, police, and school administration) regarding the proposed Safe Routes to School Program. The goal of this program will be the following:

- Inform the stakeholders regarding the outcome or status of the grant process.
- Demonstrate the project specifics and proposed costs.
- Solicit public input and devise alternative approaches via City staff direction.
- Obtain public support letters.

#### Subtask 2.3. Project Completion Public Outreach

BEN|EN will conduct one meeting and assist/represent the City with coordination and public outreach to receive feedback from the stakeholders regarding the proposed Safe Routes to School Program. The goal of this program will be the following:

- Inform the stakeholders of the challenges and highlight the pluses and minuses that have occurred through the process.
- Demonstrate that the project did or did not fall within budget and schedule.
- Solicit public input and issue a satisfaction survey to obtain feedback on effectiveness of the program/improvements.



# Fee Estimate

To PROFESSIONAL SERVICES AGREEMENT

Client: City of Biggs

Consultant: Bennett Engineering Services Inc

Project: State-Legislated Safe Routes To School (SR2S) Program Cycle 10

Date: February 16, 2012



Fee Estimate	Project Manager III 90 \$/hr		Engineer IV 90 \$/hr		Engineer II 90 \$/hr		Engineering Tech II 90 \$/hr		Administrative 56 \$/hr		BEN EN Subtotal		MISC. EXPENSES	TOTAL
	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost		
<b>Task</b>														
<b>1. Project Management</b>	4 hrs	\$360	hrs	\$0	8 hrs	\$720	hrs	\$0	hrs	\$0	12 hrs	\$1,080	\$50	\$1,130
<b>2. Public Outreach</b>														
2.1 - Project Development Public Outreach	4 hrs	\$360	hrs	\$0	4 hrs	\$360	2 hrs	\$180	1 hrs	\$56	11 hrs	\$956	\$50	\$1,006
2.2 - Project Benchmark Public Outreach	4 hrs	\$360	hrs	\$0	4 hrs	\$360	2 hrs	\$180	hrs	\$0	10 hrs	\$900	\$50	\$950
2.3 - Project Completion Public Outreach	2 hrs	\$180	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	2 hrs	\$180	\$10	\$190
<b>3. Safe Route to School Application</b>														
3.1 - Draft Application	2 hrs	\$180	1 hrs	\$90	16 hrs	\$1,440	4 hrs	\$360	1 hrs	\$56	24 hrs	\$2,126	\$50	\$2,176
3.2 - Final Application	2 hrs	\$180	1 hrs	\$90	6 hrs	\$540	2 hrs	\$180	hrs	\$0	11 hrs	\$990	\$25	\$1,015
<b>PROJECT TOTAL</b>	<b>18 hrs</b>	<b>\$1,620</b>	<b>2 hrs</b>	<b>\$180</b>	<b>38 hrs</b>	<b>\$3,420</b>	<b>10 hrs</b>	<b>\$900</b>	<b>2 hrs</b>	<b>\$112</b>	<b>70 hrs</b>	<b>\$6,232</b>	<b>\$235</b>	<b>\$6,467</b>

\* Rates are subject to change with 30-day notice.

\* This fee estimate contains an abbreviated list of staff classifications and does not include BEN|EN's travel or per diem charges. Please refer to the fee schedule for a full list of staff classifications.

\* This fee estimate is valid for 90 days.