City of Biggs

Agenda Item Staff Report
For Regular City Council Meeting:
May 14, 2013 6:30PM

To: Honorable Mayor
and Members of the City Council

Date: May 8, 2013

From: Steve Speights, PE – City Engineer

Re: WWTP Upgrade Project Phase 2 Funding Applications
Bennett Amendment

Summary:
The design and funding applications for Phase 1 are underway and predesign, environmental and property acquisition for Phase 2, are proceeding. It is now timely to start the funding process for Phase 2. The attached Bennett Scope of Services and Fee Estimate authorizes preparation of the applications to SRF and USDA. Submittal of the applications will require a separate council action after the draft applications are completed.

Requested Action:
Approve the Bennett Amendment for $16,220 to prepare Phase 2 funding applications, by voice vote.

Background:
It is now timely to prepare the phase 2 applications to SRF and USDA Rural Development so that funding availability coincides with property acquisition, environmental review, and construction. The environmental process being conducted by PMC needs an application to the funding agencies to identify a project funding request. Otherwise they have no reason to be involved. There is already coordination between SRF and USDA on lead agency status for the environmental process. These discussions need to be tied to an application.
Phase 2 includes the land acquisition for treated effluent disposal and facilities to transport and store the treated effluent for use in the irrigation season. Estimated cost for phase 2 is $5,325,000.

Attachments:

Bennett Amendment Exhibit A, Scope of Services and Exhibit B, Fee Estimate for SRF Application Phase 2

EXHIBIT A: Scope of Services

To **TASK ORDER NO. ____**

Client:	City of Biggs
Consultant:	Bennett Engineering Services Inc
Project:	SRF Application – Phase 2
Date:	May 6, 2013

BEN|EN
TRUSTED ENGINEERING ADVISORS
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1082 Sunrise Avenue, Suite 100
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With the decision to split the project into two phases an additional application for the California State Revolving Fund loan is required for the second phase. A portion of the documentation has already been collected from the City but still requires it to be compiled and submitted again under the new application for Phase 2. Task Order No. ____ addresses the Phase 2 application.

TASK 1. Phase 2 California State Revolving Fund Application

Subtask 1.1. Gather information from City staff needed for application including legal authority document, applicant authorization resolution, legal descriptions, and documentation on source of net revenues.

Subtask 1.2. Prepare application package for submission to SRF including project report, exhibits, ROW documents, project schedule, legal opinions, credit review package, and budget documentation.

Subtask 1.3. Process the application through SRF

Subtask 1.4. Meetings

Subtask 1.4.a Meeting and correspondence with City staff to gather information for application

Subtask 1.4.b Meetings and correspondence with SRF

Subtask 1.4.c Meetings with City staff and Council

DELIVERABLES

- Phase 2 Application package filed with SRF

TASK 2. Phase 2 California State Revolving Fund and USDA Funding Coordination

Subtask 2.1. Project Coordination with SRF and USDA for determination of funding components. Coordinate project elements and allocations that will be funded by either SRF or USDA.

Subtask 2.2. Meetings

Subtask 2.2.a Meeting and correspondence with SRF and USDA to identify elements of funding and allocations.

DELIVERABLES:

- Phase 2 Funding allocation from SRF and USDA

EXHIBIT B: Fee Estimate

To **TASK ORDER NO.**

Client: City of Biggs

Consultant: Bennett Engineering Services, Inc.

Project: SRF Application - Phase 2

Date: May 6, 2013

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Fee Estimate		Principal Engineer Bennett, O. 170 $/hr		Project Manager III Ainsworth, S. 160 $/hr		Engineer IV Speights, S. 148 $/hr		Engineer II Bennett, S. 132 $/hr		Engineering Tech II Michel, B. 98 $/hr		Administrative Staff 56 $/hr		BES Subtotal		MISC. EXPENSES	TOTAL
		Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost		
Task 1 - California State Revolving Fund Application																	
1.1	Gather information from City staff	2 hrs	$340	hrs	$0	8 hrs	$1,184	8 hrs	$1,056	hrs	$0	hrs	$0	18 hrs	$2,580	$130	$2,710
1.2	Prepare Application Package	1 hrs	$170	4 hrs	$640	1 hrs	$148	16 hrs	$2,112	4 hrs	$392	8 hrs	$448	34 hrs	$3,910	$200	$4,110
1.3	Process Application Through SRF	2 hrs	$340	1 hrs	$160	hrs	$0	8 hrs	$1,056	hrs	$0	hrs	$0	11 hrs	$1,556	$80	$1,636
1.4	Meetings	2 hrs	$340	4 hrs	$640	2 hrs	$296	8 hrs	$1,056	hrs	$0	hrs	$0	16 hrs	$2,332	$120	$2,452
	Subtotal	**7 hrs**	**$1,190**	**9 hrs**	**$1,440**	**11 hrs**	**$1,628**	**40 hrs**	**$5,280**	**4 hrs**	**$392**	**8 hrs**	**$448**	**79 hrs**	**$10,378**	**$400**	**$10,778**
Task 2 - TASK 2. Phase 2 California SRF and USDA Funding Coordination																	
2.1	Coordination beween SRF and USDA	2 hrs	$340	8 hrs	$1,280	4 hrs	$592	4 hrs	$528	hrs	$0	2 hrs	$112	20 hrs	$2,852	$140	$2,992
2.2	Meetings	2 hrs	$340	4 hrs	$640	2 hrs	$296	8 hrs	$1,056	hrs	$0	hrs	$0	16 hrs	$2,332	$120	$2,452
	Subtotal	**4 hrs**	**$680**	**12 hrs**	**$1,920**	**6 hrs**	**$888**	**12 hrs**	**$1,584**	**hrs**	**$0**	**2 hrs**	**$112**	**36 hrs**	**$5,184**	**$260**	**$5,444**
	PROJECT TOTAL	**7 hrs**	**$1,870**	**9 hrs**	**$3,360**	**11 hrs**	**$2,516**	**40 hrs**	**$6,864**	**4 hrs**	**$392**	**8 hrs**	**$560**	**79 hrs**	**$15,562**	**$660**	**$16,222**

* Rates shown adhere to our current rate schedule. Rates are subject to change with 30-day notice.

* Budgeted fees beyond the current year may be amended by an increase relative to annual rate increases.