



City of Biggs

Agenda Item for the
Next regular City Council Meeting
October 14, 2014 at 6:30pm

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

Date: October 8, 2014

From: Brian Martin, PE – City Engineer

**Subject: Task Order No. 25 to the Engineering Services Agreement Dated June 11, 2011,
For the City's Safe Routes to Schools Project**

Background

In May of this year, the City of Biggs submitted an application to CalTrans through their Active Transportation Program for its Safe Routes to School Project (SRTS). Caltrans reviewed the projects submitted and forwarded a list to the California Transportation Commission (CTC) for projects recommended for funding. The City's SRTS was included in this list. In August, the CTC approved the funding of the recommended list including the City's SRTS project. The total dollar amount requested and funded is \$860,000. This is a 100 percent grant, but the City is required to upfront the costs and be reimbursed afterward.

This City of Biggs SRTS project proposes to construct new sidewalk to close existing gaps in street sidewalks along the main routes to school. The project includes sidewalk construction on Aleut Street, Bannock Street, 2nd Street, and 3rd Street within the central portion of the City.

In past years, the City has made infrastructure improvements along its streets to provide students a safe route to its area schools. This project will further the City's SRTS objective by closing gaps in existing sidewalk to provide students and pedestrians with a continuous sidewalk from area residences east to 2nd Street and then north along 2nd Street to B Street which leads students to and from Biggs Elementary School and Biggs High School.

The project work will consist of constructing new sidewalks, curb and gutters, ADA compliant ramps, intersection crosswalks and installing new signage. The project will also include the preparation of an SRTS Plan that is consistent with the City's General Plan to identify and prioritize future pedestrian improvements. In addition the project will include the development of an SRTS Education and Encouragement Program to provide local community awareness and outreach and a project evaluation.

It is now time to get started on this project, so we are requesting that the Council approve Task Order No. 25 to do the preliminary engineering work. This task request is in the amount of \$90,000.00. This work will include:

- Preparing the Request for Authorization to Caltrans for allocation for federal grant dollars for this project.
- Coordination with BCAG to add the project to the Federal Transportation Improvement Program (FTIP). This must be done at a regional level by BCAG to assure that our project is added to the regional project list for Federal approval.
- Preliminary engineering design of proposed project improvements and processing of Environmental Documentation (NEPA & CEQA) approvals.
- Final design engineering for preparation of the construction contract documents, including Plans, Specifications, and Estimate (PS&E).
- Prepare City's SRTS Plan which will identify and prioritize City's future pedestrian facility improvements.

Recommendation

It is recommended that the Council approve Task Order No. 25 in the amount of \$90,000.00 and authorize the City Administrator to execute the Task Order.



City of Biggs

465 C Street
P.O. Box 307
Biggs, California 95917
Telephone (530) 868-5493
www.biggs-ca.gov

Date: October 14, 2014

TASK ORDER No. 25

Bennett Engineering Services
1082 Sunrise Ave, Ste 100
Roseville, CA 95661

This Task Order authorizes you to provide the professional services described below. Services are to be performed in accordance with the Agreement dated June 21, 2011 between the City of Biggs and Bennett Engineering Services, as amended.

Project Name: City of Biggs Safe Routes to School Project

Budget: \$90,000. To be invoiced at Project Studies and Design Standard Rates per Agreement and Revised Compensation Schedule for Fiscal Year 2014/2015, effective July 1, 2014.

Scope of Work: Services include performing Preliminary Engineering duties for the City of Biggs Safe Routes to School Project as described in attached Exhibit A, Scope of Services dated October 8, 2014 and Exhibit B, Fee Estimate dated October 8, 2014.

City of Biggs

Approved: _____
Mark Sorensen, City Administrator

Date: _____

Bennett Engineering Services

Approved: _____
Orin N. Bennett, President

Date: _____

Exhibit A: Scope of Services

To: TASK ORDER NO. 25

Client: City of Biggs
Consultant: Bennett Engineering Services Inc.
Project: Biggs Safe Routes to School (SRTS) Project
Date: October 8, 2014



Engineering Services to include:

TASK 1. Project Management, Funding and Programming Support

Subtask 1.1 Project Management

Provide administrative, management and related services as required to coordinate the project work. Maintain project delivery plan, schedule, and budget management plan. Provide City with progress reports and invoices as needed. Assist City with processing of expenditure reimbursements to Caltrans.

Subtask 1.2 Prepare RFA Packages and Caltrans Coordination

Prepare Request for Authorization of Federal funds package for submittal to Caltrans. Coordinate with Caltrans Local Assistance Office (LAO) for State & Federal project delivery requirements and reviews, includes preparing and processing Caltrans approval for right of way and utility certification.

Subtask 1.3 Coordinate with BCAG

Coordinate with BCAG as needed for project programming in Regional Plan (RTIP) and the Federal Plan (FTIP). Prepare project descriptions, schedules, cost estimates and project status updates for the various programming phases as required.

TASK 2. Preliminary Engineering Design

Subtask 2.1 Preliminary Design Plans & Cost Estimate

Prepare preliminary design conceptual plans, engineering technical studies (review of drainage, right of way, traffic issues, and utility conflicts), and a cost estimate for the proposed project improvements. The project improvement plans and work limits will be developed in close coordination with City staff. Draft plans will be prepared and submitted for City's review and comment prior to initiating NEPA/CEQA documentation.

Once the project construction limits are determined, this task will include establishing the project survey control, existing right of way, and providing topographic survey & base mapping for use in final design.

Subtask 2.2 Environmental Review (NEPA / CEQA) Support

Prepare project description and limits map for use in processing environmental studies and review documentation by City. Provide City with project engineering data and support as needed. The City will complete the environmental review and process environmental documents (NEPA/CEQA) for project.

TASK 3. SRTS Plan

Subtask 3.1 Prepare SRTS Plan for City

Prepare SRTS plan for City that identifies the pedestrian facility improvement needs and priorities for future funding. This plan will be completed in close coordination the City Manager, Public Works Committee, schools, and Police Department.

TASK 4. Final Engineering Design (PS&E)

Subtask 4.1 Prepare Contract Plans and Cost Estimate (60%, 95%, Final)

Prepare documents for bidding the project for construction, includes preparing 60%, 95%, and Final design plan submittals for City review. The City review comments will be addressed and the revisions incorporated in subsequent submittals.

Subtask 4.2 Prepare Contract Specifications (95% and Final)

Prepare specifications for bidding the project for construction, includes preparing 95%, and Final specification submittals for City review. The City review comments will be addressed and the revisions incorporated in subsequent submittals.

Subtask 4.3 Right of Way Certification and Utility Coordination

Establish existing City right of way and resolve any right of way issues or construction easements with property owners.

Coordination with utility companies to locate existing utilities, resolve any project conflicts, and prepare agreements for utility adjustments or relocations.

Subtask 4.4 Prepare Final Contract Documents for Bidding

Prepare final contract documents for bidding the project for construction. This task includes placing an ad in the local paper, providing project documents for bidders, and reviewing Caltrans bidding checklist for compliance with Local Assistance projects.

EXHIBIT B: Fee Estimate

To TASK ORDER NO. 25

Client: City of Biggs

Consultant: Bennett Engineering Services Inc.

Project: City of Biggs Safe Routes To School Project

Date: October 8, 2014



Fee Estimate	Principal Engineer 188 \$/hr		Project Manager IV 175 \$/hr		Engineer IV 152 \$/hr		Engineer III 145 \$/hr		Engineering Tech II 105 \$/hr		Engineering Intern 60 \$/hr		CAD Tech III 110 \$/hr		Administrative 65 \$/hr		BEN EN Subtotal		MISC. EXPENSES	Survey (TDB) Contract		TOTAL
	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost		Qty	Cost	
Task 1: Project Management, Funding and Programming Support																						
1.1 - Project Management	2 hrs	\$376	32 hrs	\$5,600	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	12 hrs	\$780	46 hrs	\$6,756	\$340	\$0	\$0	\$7,096
1.2 - Prepare RFA Packages and Caltrans Coordination	hrs	\$0	8 hrs	\$1,400	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	8 hrs	\$1,400	\$70	\$0	\$0	\$1,470
1.3 - Coordinate with BCAG	hrs	\$0	4 hrs	\$700	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	4 hrs	\$700	\$40	\$0	\$0	\$740
Subtotal	2 hrs	\$376	44 hrs	\$7,700	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	12 hrs	\$780	58 hrs	\$8,856	\$450	\$0	\$0	\$9,306
Task 2: Preliminary Engineering Design																						
2.1 - Preliminary Design Plans & Cost Estimate	hrs	\$0	18 hrs	\$3,150	hrs	\$0	24 hrs	\$3,480	20 hrs	\$2,100	20 hrs	\$1,200	20 hrs	\$1,200	hrs	\$0	102 hrs	\$12,130	\$610	\$8,800	\$0	\$21,540
2.2 - Environmental Review (NEPA / CEQA) Support	hrs	\$0	2 hrs	\$350	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	2 hrs	\$350	\$20	\$0	\$0	\$370
Subtotal	hrs	\$0	20 hrs	\$3,500	hrs	\$0	24 hrs	\$3,480	20 hrs	\$2,100	20 hrs	\$1,200	20 hrs	\$1,200	hrs	\$0	104 hrs	\$12,480	\$630	\$8,800	\$0	\$21,910
Task 3: SRTS Plan																						
3.1 - Prepare SRTS Plan for City	hrs	\$0	14 hrs	\$2,450	16 hrs	\$2,432	16 hrs	\$2,320	16 hrs	\$1,680	16 hrs	\$480	8 hrs	\$480	hrs	\$0	70 hrs	\$9,362	\$470	\$0	\$0	\$9,832
Subtotal	hrs	\$0	14 hrs	\$2,450	16 hrs	\$2,432	16 hrs	\$2,320	16 hrs	\$1,680	16 hrs	\$480	8 hrs	\$480	hrs	\$0	70 hrs	\$9,362	\$470	\$0	\$0	\$9,832
Task 4: Final Engineering Design (PS&E)																						
4.1 - Prepare Contract Plans and Cost Estimate (60%, 95%, Final)	hrs	\$0	32 hrs	\$5,600	8 hrs	\$1,116	74 hrs	\$10,720	36 hrs	\$3,780	40 hrs	\$2,400	80 hrs	\$8,800	hrs	\$0	270 hrs	\$32,576	\$1,482	\$0	\$0	\$34,058
4.2 - Prepare Contract Specifications (95% and Final)	hrs	\$0	4 hrs	\$700	16 hrs	\$2,432	8 hrs	\$1,160	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	38 hrs	\$4,252	\$210	\$0	\$0	\$4,502
4.3 - Right of Way and Utility Coordination	hrs	\$0	16 hrs	\$2,800	2 hrs	\$304	20 hrs	\$2,900	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	38 hrs	\$6,004	\$0	\$0	\$0	\$6,004
4.4 - Prepare Final Contract Documents for Bidding	hrs	\$0	4 hrs	\$700	4 hrs	\$608	8 hrs	\$1,160	hrs	\$0	16 hrs	\$1,760	16 hrs	\$1,760	hrs	\$0	32 hrs	\$4,228	\$210	\$0	\$0	\$4,438
Subtotal	hrs	\$0	56 hrs	\$9,800	30 hrs	\$4,560	110 hrs	\$15,950	36 hrs	\$3,780	40 hrs	\$2,400	96 hrs	\$10,560	hrs	\$0	368 hrs	\$47,050	\$1,902	\$0	\$0	\$48,952
PROJECT TOTAL	2 hrs	\$376	134 hrs	\$23,450	46 hrs	\$6,992	150 hrs	\$21,750	72 hrs	\$7,560	68 hrs	\$4,080	116 hrs	\$12,760	12 hrs	\$780	600 hrs	\$77,748	\$3,452	\$8,800	\$0	\$90,000

* Rates are subject to change with 30-day notice.
 * This fee estimate is valid for 90 days.
 * This fee estimate contains an abbreviated list of staff classifications and does not restrict BEN|EN to those classifications. The Standard Rate Schedule with a full list of staff classifications is available upon request.

INITIALS: _____