



# City of Biggs

Agenda Item for the  
Next regular City Council Meeting  
March 10, 2015 at 6:30pm

To: Honorable Mayor  
And Members of the City Council

Date: March 4, 2015

From: Brian Martin, PE – City Engineer

Subject: Task Order No. 30 to the Engineering Services Agreement dated June 11, 2011

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## Background

CalTrans, through the second cycle of the ATP (Active Transportation Program) for Safe Routes to Schools (SRTS) Projects, is accepting applications for funding on June 1, 2015. This year the program requires additional public outreach prior to submitting an application for funding. This requires more up front work and costs.

The attached Task Order No. 30 includes a scope of work to prepare and submit an application for funding. The work involves four major tasks; project management, public outreach, project concept plans and cost estimates and preparation and submittal of the ATP/SRTS application.

## Budget

The cost to prepare and submit the application is \$10,000. Funds for this application will come from the City Engineering Budget.

## Recommendation

Staff recommends that the City Council authorize submission of an application for Cycle 2 of the ATP/SRTS Program, approve Task Order No. 30 and authorize the City Administrator to execute the Task Order in the amount of \$10,000.



## CITY OF BIGGS

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Date: February 26, 2015

TASK ORDER No. 30

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:** ATP (Cycle 2) Safe Routes to School Program Application for Project Funding

**Budget:** \$10,000. To be invoiced at Special City Assignment Rates for the City Engineer per Agreement and Revised Compensation Schedule for Fiscal Year 2014/2015, effective July 1, 2014.

**Scope of Work:** Services include preparing and submitting to Caltrans an application for project funding under the Active Transportation Program (ATP) – Cycle 2, as described in attached Exhibit A - Scope of Services dated February 26, 2015 and Exhibit B - Fee Estimate dated February 26, 2015.

### City of Biggs

Approved: \_\_\_\_\_  
Mark Sorensen, City Administrator

Date: \_\_\_\_\_

### Bennett Engineering Services

Approved: \_\_\_\_\_  
Orin N. Bennett, President

Date: \_\_\_\_\_

# Exhibit A: Scope of Services

To PROFESSIONAL SERVICES AGREEMENT, Task Order 30

Client: City of Biggs  
Consultant: Bennett Engineering Services Inc.  
Project: ATP (Cycle 2) Safe Routes To School (SRTS) Program Application for Project Funding  
Date: February 26, 2015



TRUSTED ENGINEERING ADVISORS

Bennett Engineering Services  
1082 Sunrise Avenue, Suite 100  
Roseville, California 95661

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## TASK 1. Project Management

Bennett Engineering (BEN|EN) will coordinate with City staff throughout the application preparation process and submittal to Caltrans. This coordination includes two (2) meetings with City staff to discuss the project application and public outreach. Additional budget has been included for incidental coordination & meetings that may arise throughout the project, including funding requests and programming support with Caltrans and CTC.

### Subtask 1.1. Project Management

Project team coordination, schedule, and invoices to City.

### Subtask 1.2. Coordination Meetings

Project team meeting.

### Subtask 1.3. Funding and Programming Support

Prepare and submit the State-only Funds Request to Caltrans and the Funds Allocation request to CTC, including coordination with City and Caltrans.

## TASK 2. Public Outreach

### Subtask 2.1. Development of Public Outreach

BEN|EN will conduct one meeting and assist/represent the City with coordination and public outreach to educate stakeholders of the proposed ATP/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 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 ATP/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.

**TASK 3. Project Concept Plan and Cost Estimate**

BEN|EN will prepare the project concept plan and the cost estimate required with the application submittal, including coordination with City staff to confirm the project improvements and limits of work. This task includes field review of project limits to identify potential conflict with right of way, utilities, drainage system, and any other items that will need to be considered in the cost estimate.

**Subtask 3.1. Preliminary Design Plan**

**Subtask 3.2. Preliminary Cost Estimate**

**TASK 4. ATP/Safe Routes to School Application**

BEN|EN will complete the application with coordination and review by the City and submit it to Caltrans Office of Local Assistance Engineer.

**Subtask 4.1. DRAFT Application**

BEN|EN will prepare a draft application for review by BCAG staff. Comments will be incorporated in the final application.

**Subtask 4.2. FINAL Application**

BEN|EN will address draft review comments and prepare the final draft for City approval and submittal to Caltrans Local Assistance

**DELIVERABLES:**

- Application task schedule
- Draft ATP/Safe Routes to School Application for BCAG comment and review
- Final ATP/Safe Routes to School Application for City approval and Caltrans Submittal

INITIALS:

\_\_\_\_\_  
\_\_\_\_\_

# EXHIBIT B: Fee Estimate

To TASK ORDER NO. 30

Client: City of Biggs

Consultant: Bennett Engineering Services Inc.

Project: ATP Cycle 2 / Safe Routes To School Application for Project Funding

Date: February 26, 2015



Fee Estimate	Project Manager IV 120 \$/hr		Engineer III 120 \$/hr		CAD Tech III 110 \$/hr		Administrative 65 \$/hr		BEN EN Subtotal		MISC. EXPENSES	TOTAL
	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost		
<b>Task 1: Project Management</b>												
1.1 - Project Management	4 hrs	\$480	hrs	\$0	hrs	\$0	4 hrs	\$260	8 hrs	\$740	\$10	\$750
1.2 - Coordination Meetings	2 hrs	\$240	hrs	\$0	hrs	\$0	hrs	\$0	2 hrs	\$240	\$40	\$280
1.3 - Funding and Programming Support	2 hrs	\$240	hrs	\$0	hrs	\$0	hrs	\$0	2 hrs	\$240	\$0	\$240
<b>Subtotal</b>	<b>8 hrs</b>	<b>\$960</b>	<b>hrs</b>	<b>\$0</b>	<b>hrs</b>	<b>\$0</b>	<b>4 hrs</b>	<b>\$260</b>	<b>12 hrs</b>	<b>\$1,220</b>	<b>\$50</b>	<b>\$1,270</b>
<b>Task 2: Public Outreach</b>												
2.1 - Development of Public Outreach Plan	2 hrs	\$240	hrs	\$0	hrs	\$0	hrs	\$0	2 hrs	\$240	\$0	\$240
2.1 - Project Public Outreach	4 hrs	\$480	2 hrs	\$240	hrs	\$0	hrs	\$0	6 hrs	\$720	\$40	\$760
<b>Subtotal</b>	<b>6 hrs</b>	<b>\$720</b>	<b>2 hrs</b>	<b>\$240</b>	<b>hrs</b>	<b>\$0</b>	<b>hrs</b>	<b>\$0</b>	<b>8 hrs</b>	<b>\$960</b>	<b>\$40</b>	<b>\$1,000</b>
<b>Task 3: Project Concept Plan and Cost Estimate</b>												
3.1 - Preliminary Concept Plan	4 hrs	\$480	16 hrs	\$1,920	4 hrs	\$440	hrs	\$0	24 hrs	\$2,840	\$40	\$2,880
3.2 - Preliminary Cost Estimate	2 hrs	\$240	8 hrs	\$960	hrs	\$0	hrs	\$0	10 hrs	\$1,200	\$0	\$1,200
<b>Subtotal</b>	<b>6 hrs</b>	<b>\$720</b>	<b>24 hrs</b>	<b>\$2,880</b>	<b>4 hrs</b>	<b>\$440</b>	<b>hrs</b>	<b>\$0</b>	<b>34 hrs</b>	<b>\$4,040</b>	<b>\$40</b>	<b>\$4,080</b>
<b>Task 4: ATP / SRTS Application</b>												
4.1 - Draft Application	8 hrs	\$960	8 hrs	\$960	2 hrs	\$220	hrs	\$0	18 hrs	\$2,140	\$10	\$2,150
4.2 - Final Application	4 hrs	\$480	8 hrs	\$960	hrs	\$0	hrs	\$0	12 hrs	\$1,440	\$60	\$1,500
<b>Subtotal</b>	<b>12 hrs</b>	<b>\$1,440</b>	<b>16 hrs</b>	<b>\$1,920</b>	<b>2 hrs</b>	<b>\$220</b>	<b>hrs</b>	<b>\$0</b>	<b>30 hrs</b>	<b>\$3,580</b>	<b>\$70</b>	<b>\$3,650</b>
<b>PROJECT TOTAL</b>	<b>32 hrs</b>	<b>\$3,840</b>	<b>42 hrs</b>	<b>\$5,040</b>	<b>6 hrs</b>	<b>\$660</b>	<b>4 hrs</b>	<b>\$260</b>	<b>84 hrs</b>	<b>\$9,800</b>	<b>\$200</b>	<b>\$10,000</b>

\* 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: \_\_\_\_\_