



City of Biggs

Agenda Item for the
Next regular City Council Meeting
January 12, 2016 at 6:30pm

To: Honorable Mayor
And Members of the City Council

Date: January 7, 2016

From: Trin Campos, PE – City Engineer

Subject: Task Order No. 35 to the Engineering Services Agreement Dated June 11, 2011,
For the City's Safe Routes to Schools Project – Amendment # 1

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.

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.

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.

The project design PS&E has been completed. It is now time to advertise the contract for construction, so we are requesting that the Council authorize the City Administrator to advertise the construction contract and approve Task Order No. 35. This task request is in the amount of \$140,000.00.

Recommendation

It is recommended that the Council authorize the City Administrator to advertise the construction contract and authorize the City Administrator to execute the Task Order No. 35 in the amount of \$140,000.00.

Exhibit A: Scope of Services

To: TASK ORDER NO. 35

Client: City of Biggs

Consultant: Bennett Engineering Services Inc.

Project: Biggs Safe Routes to School (SRTS) Project – Amendment # 1

Date: January 7, 2016



TRUSTED ENGINEERING ADVISORS

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Engineering Services to include:

TASK 5. Bidding Support

Subtask 5.1 Contract Advertisement and Response to Bidder Inquiry

Advertise contract documents, respond to bidder inquiries, and prepare addendums if needed.

Subtask 5.2 Bid Analysis and Contract Award

Receive bids and evaluate for responsiveness, compliance with DBE requirements, and ranking of bids from lowest to highest. Prepare a summary of bid items for each contractor to facilitate the comparison of bids and discovering any irregularities. Prepare a council staff report including a recommendation to award. Notify Caltrans of the award and forward copies of bids received. Prepare contract documents and send to selected bidder for execution.

TASK 6. Construction Engineering

Subtask 6.1 Project Management and Contract Administration

Provide project management to maintain project delivery plan, schedule, and budget. Provide City with progress reports and invoices as needed. Track project costs and prepare request for reimbursement and assist City with processing of expenditure reimbursements to Caltrans.

Provide contract administrative, management and related services as required to coordinate the work for inspection, geotechnical testing, surveying, and environmental compliance to complete the project in accordance to contract documents. Establish and maintain project files to include the information and organization required in Section 16.8, Project files, of the Caltrans LAPM.

Conduct regular progress status meetings with the Contractor, City Staff, and others as needed. Prepare meetings notes and distribute to attendees.

Provide coordination with utility companies, CCC, Caltrans, and BCAG as needed.

Prepare quantity estimates and costs, including approved change order work, for monthly progress payments to the contractor. Prepare and certify to the City on a form documenting the quantities completed in prior periods, work completed in the current period and total work completed.

Prepare a Weekly Statement of Working Days to document the contract time requirements, time extensions, and factors which may affect the work. Submit a copy to the contractor for review and concurrence.

Monitor the Contractor's construction schedule, request updates as necessary, and track delays or accelerations based on actual Contractor operations. Work with the Contractor to maintain the project schedule to show current conditions and suggest revisions that may be required.

Receive, log and review claims for extra work and extra time. Evaluate the claims relative to the contract plans and specs. Consult with the City Administrator and issue a specific response of the merits of the claim. If a change is approved, prepare and process a change order with the contractor and City Administrator. The City Engineer and City Administrator must concur in the merits and may approve change orders that do not exceed \$25,000 in value, either individually or in aggregate without Council approval. The City Council must approve claims over \$25,000. Prepare staff reports for council consideration of change orders. Keep the City Council informed of all claims and their disposition.

Subtask 6.2 Respond to RFI and CCO Support

Provide design support for RFI and CCO details. Review contractor submittals for conformance with contract requirements.

Subtask 6.3 Construction Inspection

Schedule a pre-construction meeting with the Contractor, City, regulatory agencies, and utility companies. A record of attendance and items discussed will be prepared.

Inspect construction work to insure compliance with the contract and prepare inspection reports. Bring deviations to the contractor's attention. Coordinate material sampling for compliance testing. Prepare a record of the contractor's daily activities in accordance with Caltrans LAPM Chapter 16. Maintain a digital photographic history of the project, including pre-construction photographs and photographs documenting the construction progress and disputed work items.

Conduct sampling and testing of materials incorporated into the work to provide assurance that the materials are in conformance with the contract specifications. Comply with the City of Biggs Quality Assurance Program (QAP). Prepare a record of sampling and test results. Notify the contractor of test results. Prepare and submit to Caltrans a "Materials Certificate" in accordance with Biggs QAP.

Subtask 6.4 Prepare Project Asbuilts and Closeout Report

Prepare project asbuilt drawings. Maintain a record copy of drawings, specifications, addenda, change orders and other modifications, in good order and marked to record changes made during construction. Maintain shop drawings, product data sheets, samples, submittals, purchases, materials, equipment, applicable handbooks, maintenance and operating manuals and instructions, other related documents and revisions which are relevant to the contract work.

Prepare final report and copies of required documentation for transmittal to Caltrans for Caltrans closeout of project. This includes final certifications for materials, and environmental permits.

TASK 7. Community Outreach Plan & Project Evaluation

Subtask 7.1 Prepare Community Outreach Plan

Develop a plan for community education & encouragement regarding the SRTS project. Meet with City staff, school representatives, and local agencies for plan input and to coordinate community events. Prepare SRTS Project maps and informational handouts for public events.

Subtask 7.2 Conduct Community Outreach Events

Schedule, coordinate, and facilitate community SRTS education & encouragement events and activities. Reserve venue, schedule support staff, provide public notice, and coordinate with City staff and local community.

Subtask 7.3 Project Evaluation

Conduct before and after user surveys. Prepare a project performance evaluation summary.

