



## **City of Biggs**

**Agenda Item for the  
Next regular City Council Meeting  
February 13, 2018 at 6:30pm**

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

**Date: February 7, 2018**

**From: Trin Campos, PE – City Engineer**

**Subject: Task Order No. 11 to Engineering Services Agreement dated September 1, 2016**

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**Regarding:** Water Meter Design and SRF Funding

### **Background**

This Task order is for the design and funding application submittal for the installation of the remaining water meters for services in the City (approximately 240).

### **Budget**

The total cost of Task Order No. 11 is estimated at \$47,025.

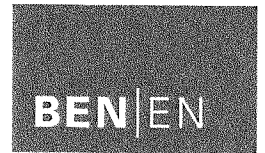
The source of funds for this task order will be in reimbursable under DWSRF upon approval of SRF funding

### **Recommendation**

Staff recommends that the City Council authorize the City Administrator to execute Task Order No. 11 for Water Meters Design and SRF Funding Assistance in the amount of \$47,025.

# Exhibit A: Scope of Services

## To PROFESSIONAL SERVICES AGREEMENT



TRUSTED ENGINEERING ADVISORS

Bennett Engineering Services  
1062 Sunrise Avenue, Suite 100  
Roseville, California 95661

T 916.783.4100

F 916.783.4110

www.ben-en.com

Client: City of Biggs

Consultant: Bennett Engineering Services Inc.

Project: Water Meters – Funding Application and Design

Date: February 7, 2018

### TASK 1. Project Management

#### Subtask 1.1. Project Administration

Bennett Engineering (BEN|EN) will submit monthly project status updates and invoicing. BEN|EN will also manage the project schedule and integrate deliverables.

#### Subtask 1.2. Project Meetings

BEN|EN's Project Manager will coordinate and attend regular progress and design review meetings as needed (assumes 3), provide agenda and minutes, document design decisions, and track changes in scope and budget.

#### Subtask 1.3. Quality Control

BEN|EN's Quality Control Program will be implemented and constructability reviews will be conducted by senior BEN|EN staff prior to each submittal.

### TASK 2. Prepare and Submit SRF Application Package

BEN|EN will prepare re-submit the application package for funding through the SRF. BEN|EN will coordinate with City staff to gather information as needed. We will prepare all required Resolutions for Council Approval. We will manage and organize all of the information. The application and all attachments will be submitted SWRCB Division of Financial Assistance through their FFAST website.

#### Subtask 2.1. Gather Information

Collect and review project information.

#### Subtask 2.2. Preliminary Engineering

Prepare preliminary design for use in funding application.

#### Subtask 2.3. Prepare SRF Application Package

Prepare the SRF Application package including

- Detailed project description
- Estimated cost break down
- Evaluation of existing rate structure to cover project costs
- Verification that the Proposition 218 rate increase process was followed, if necessary
- Operating budget information
- Financial audits from previous years
- Required financial forms
- California Environmental Quality Act (CEQA) document
- Other required environmental forms
- Various resolutions to be approved by the City Council
- Bond counsel opinion

- Water rights documentation
- Proof of land ownership or public R/W documentation
- Water conservation compliance
- Exemption request for Urban Water Management Plan documentation requirement

**Subtask 2.4. Submit SRF Application Package**

Submit the SRF application package via FAAST and respond to questions from the Division of Financial Assistance staff. Attend meetings with SRF as necessary.

**TASK 3. Construction Document Preparation**

**Subtask 3.1. Plans, Specifications, and Estimate**

BEN|EN prepare a complete set of project Plans, Specifications, and Engineer's Opinion of Probable Construction Cost (Estimate), to be used for project bidding and construction. Improvement plans will include a minimum of cover sheet, notes sheet, site plan, and standard details. Improvement plans will be prepared in AutoCAD. Specifications will be prepared in the Construction Specifications Institute (CSI) MasterFormat format. BEN|EN will submit one electronic (PDF format) copy and five 24"x36" hardcopy sets of plans, one hardcopy set of specifications, and one hardcopy estimate at 90% and 100% and final design completion. BEN|EN will include with each submittal a written response to comments matrix in response to the comments provided on the previous submittal. Plans specifications and estimates will be stamped and signed by a California Registered Engineer. BEN|EN will also provide to City Staff all drawing files in ACAD, the specifications in Word format, and the cost estimate in Excel format on a USB drive.

**DELIVERABLES:**

- SRF Funding Application Package
- Meeting Agendas and Minutes (Assume 3)
- One electronic (PDF format) copy and five 24"x36" hardcopy sets of plans, one hardcopy set of specifications, and one hardcopy estimate at the 50%, 90%, and final design completion
- All drawing files in ACAD, the specifications in Word format, and the cost estimate in Excel format on a USB drive.

**ASSUMPTIONS:**

- City will provide answers to questions regarding financial statements by Division of Financial Assistance.
- City will provide environmental document for this project (Assumed Categorical Exemption or Negative Declaration)
- City staff will contract with Bond Council separately from this contract
- This scope does not include Bidding or Construction Management Support Services
- All work will be done within the City ROW
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**Fee Estimate**

Client: City of Biggs

Consultant: Bennett Engineering Services Inc

Project: Water Meter Funding and Design

Date: February 7, 2018



Fee Estimate	Project Manager III 185 \$/hr		Engineer IV 185 \$/hr		Engineer II 160 \$/hr		Engineering Intern 75 \$/hr		Designer III 150 \$/hr		Administrative 75 \$/hr		BENJEN Subtotal	MISC. EXPENSES	TOTAL	
	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty			Cost
<b>Task 1 Project Management</b>																
1.1 - Project Administration	8 hrs	\$1,480	1 hrs	\$185	hrs	\$0	hrs	\$0	hrs	\$0	4 hrs	\$300	13 hrs	\$1,965	\$100	\$2,065
1.2 - Project Meetings	8 hrs	\$1,480	1 hrs	\$185	8 hrs	\$1,280	hrs	\$0	hrs	\$0	2 hrs	\$150	19 hrs	\$3,095	\$150	\$3,245
1.3 - Quality Control	hrs	\$0	8 hrs	\$1,480	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	8 hrs	\$1,480	\$70	\$1,550
<b>Subtotal</b>	<b>16 hrs</b>	<b>\$2,960</b>	<b>10 hrs</b>	<b>\$1,850</b>	<b>8 hrs</b>	<b>\$1,280</b>	<b>hrs</b>	<b>\$0</b>	<b>hrs</b>	<b>\$0</b>	<b>6 hrs</b>	<b>\$450</b>	<b>40 hrs</b>	<b>\$6,540</b>	<b>\$320</b>	<b>\$6,860</b>
<b>Task 2 Prepare and Submit SRF Application</b>																
2.1 - Gather Info	6 hrs	\$1,110	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	6 hrs	\$1,110	\$60	\$1,170
2.2 - Preliminary Engineering	8 hrs	\$1,480	1 hrs	\$185	8 hrs	\$1,280	6 hrs	\$450	8 hrs	\$1,200	hrs	\$0	31 hrs	\$4,595	\$230	\$4,825
2.3 - Prepare SRF Application	24 hrs	\$4,440	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	6 hrs	\$450	30 hrs	\$4,890	\$240	\$5,130
2.4 - Submit SRF Application	6 hrs	\$1,110	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	hrs	\$0	6 hrs	\$1,110	\$60	\$1,170
<b>Subtotal</b>	<b>44 hrs</b>	<b>\$8,140</b>	<b>1 hrs</b>	<b>\$185</b>	<b>8 hrs</b>	<b>\$1,280</b>	<b>6 hrs</b>	<b>\$450</b>	<b>8 hrs</b>	<b>\$1,200</b>	<b>6 hrs</b>	<b>\$450</b>	<b>73 hrs</b>	<b>\$11,705</b>	<b>\$590</b>	<b>\$12,295</b>
<b>Task 3 Construction Document Preparation</b>																
3.1 - PS&E	30 hrs	\$5,550	14 hrs	\$2,590	40 hrs	\$6,400	44 hrs	\$3,300	54 hrs	\$8,100	8 hrs	\$600	190 hrs	\$26,540	\$1,330	\$27,870
<b>Subtotal</b>	<b>30 hrs</b>	<b>\$5,550</b>	<b>14 hrs</b>	<b>\$2,590</b>	<b>40 hrs</b>	<b>\$6,400</b>	<b>44 hrs</b>	<b>\$3,300</b>	<b>54 hrs</b>	<b>\$8,100</b>	<b>8 hrs</b>	<b>\$600</b>	<b>190 hrs</b>	<b>\$26,540</b>	<b>\$1,330</b>	<b>\$27,870</b>
<b>PROJECT TOTAL</b>	<b>90 hrs</b>	<b>\$16,650</b>	<b>25 hrs</b>	<b>\$4,625</b>	<b>56 hrs</b>	<b>\$8,960</b>	<b>50 hrs</b>	<b>\$3,750</b>	<b>62 hrs</b>	<b>\$9,300</b>	<b>20 hrs</b>	<b>\$1,500</b>	<b>303 hrs</b>	<b>\$44,785</b>	<b>\$2,240</b>	<b>\$47,025</b>

Additional Fee Information

- ▶ This fee estimate is valid for 90 days.
- ▶ This fee estimate contains an abbreviated list of staff classifications and does not restrict BENJEN to those classifications. The Standard Rate Schedule with a full list of staff classifications is available upon request.
- ▶ Standard hourly rates do not apply to a demand to perform work during an overtime period. Work required to be performed during an overtime period (as mandated by California law) will be charged at a 50% premium.
- ▶ Substantial changes in the required scope of work or schedule may result in the revision of the proposed fees and total contract amount.
- ▶ Rates are subject to change annually effective July 1st.

INITIALS:

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