



## City of Biggs

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

To: Honorable Mayor  
And Members of the City Council

Date: March 9, 2018

From: Trin Campos, PE – City Engineer

Subject: Task Order No. 12 to Engineering Services Agreement dated September 1, 2016

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**Regarding:** Safe Routes to School Project along E Street and 2<sup>nd</sup> Street

### **Background**

The City of Biggs has been awarded CMAQ funding in the amount of \$160,000 to generate the PS&E documents for this Safe Routes to School Project along E Street and 2<sup>nd</sup> Street. Due to the federal funds associated with this project, the City of Biggs will issue a Request for Proposal to select a design consultant. The consultant will generate the design PS&E construction documents for the project. BEN|EN is proposing the following task to manage and provide design oversight. The Scope of work includes:

- Create the Request for Proposal
- Bidding and Consultant Selection Process
- SRTS Project PS&E Reviews and Project Coordination
- ATP Cycle 4 Application Submittal

### **Budget**

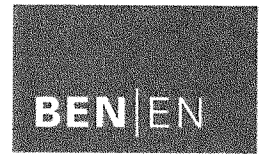
The total cost of Task Order No. 12 is estimated at \$23,360.

Funding for this Task Order will be from City funds.

### **Recommendation**

Staff recommends that the City Council authorize the City Administrator to execute Task Order No. 12 for Safe Routes to Schools Project along E Street and 2<sup>nd</sup> Street in the amount of \$23,360.

# Exhibit A: Scope of Services



TRUSTED ENGINEERING ADVISORS

Bennett Engineering Services  
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To: **City of Biggs**

Client: **City of Biggs**

Consultant: **Bennett Engineering Services Inc.**

Project: **Safe Routes to School Project along E Street.**

Date: **March 9, 2018**

## Engineering Services to include:

The City of Biggs has been awarded CMAQ funding in the amount of \$160,000 to generate the PS&E documents for this Safe Routes to School Project along E Street and 2<sup>nd</sup> Street. Due to the federal funds associated with this project, the City of Biggs will issue a Request for Proposal to select a design consultant. The consultant will generate the design PS&E construction documents for the project. BEN|EN is proposing the following task to manage and provide design oversight.

### TASK 1. **Manage the Safe Routes to School Project along E Street**

#### **Subtask 1.1 Create the Request for Proposal**

BEN|EN will create the Request for Proposal and perform all the Caltrans coordination required to set up the project for advertisement. Proposal, evaluation/scoring criteria will be generated in accordance with Exhibit 10-C of Caltrans Chapter 10 of the Local Assistance Procedures Manual.

#### **Subtask 1.2 Consultant Selection Process**

BEN|EN will coordinate the consultant selection process for this project. BEN|EN will notify the DIR about this A&E Contract. BEN|EN will facilitate the review process for recommending a consultant to city council.

#### **Subtask 1.3 Project Coordination and PS&E Review**

Once a Consultant has been selected to generate the PS&E documents, BEN|EN will coordinate the scope negotiations, kick off meeting, 60%, 90%, and Final submittal reviews with the consultant.

#### **Subtask 1.4 ATP Cycle 4 Application Submittal**

BEN|EN will re-package the ATP application and resubmit to Caltrans during the ATP Cycle 4 Call for Projects.

## DELIVERABLES:

- Task 1.1 – Request for Proposal for the Safe Routes to School Project
- Task 1.2 – Recommendation to City Council for selection of consultant
- Task 1.4 – Resubmittal of ATP application to Caltrans

## Exhibit B - Fee Estimate

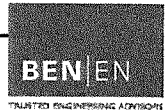
Task Order No. 12

Client: City of Biggs

Consultant: Bennett Engineering Services Inc

Project: SRTS Along E Street

Date: March 9, 2018



### Fee Estimate

	Project Manager III 140 \$/hr		Engineer II 140 \$/hr		Administrative 70 \$/hr		BEN EN Subtotal		MISC. EXPENSES	TOTAL
	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost		
<b>Task 1: Project Management, Funding and Programming</b>										
1.1 - Generate the Request for Proposal	8 hrs	\$1,120	20 hrs	\$2,800	4 hrs	\$280	32 hrs	\$4,200	\$140	\$4,340
1.2 - Consultant Selection Process	12 hrs	\$1,680	12 hrs	\$1,680	4 hrs	\$280	28 hrs	\$3,640	\$160	\$3,800
1.3 - Project Coordination and PS&E Review	12 hrs	\$1,680	28 hrs	\$3,920	hrs	\$0	40 hrs	\$5,600	\$160	\$5,760
1.4 - ATP Cycle 4 Application Submittal	16 hrs	\$2,240	32 hrs	\$4,480	32 hrs	\$2,240	80 hrs	\$8,960	\$500	\$9,460
<b>Subtotal</b>	<b>48 hrs</b>	<b>\$6,720</b>	<b>92 hrs</b>	<b>\$12,880</b>	<b>40 hrs</b>	<b>\$2,800</b>	<b>180 hrs</b>	<b>\$22,400</b>	<b>\$960</b>	<b>\$23,360</b>
<b>PROJECT TOTAL</b>	<b>48 hrs</b>	<b>\$6,720</b>	<b>92 hrs</b>	<b>\$12,880</b>	<b>40 hrs</b>	<b>\$2,800</b>	<b>180 hrs</b>	<b>\$22,400</b>	<b>\$960</b>	<b>\$23,360</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 BEN|EN 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.

INITIALS:

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