



TOWN OF FAIRFAX

STAFF REPORT

November 6, 2013

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager *GT*

SUBJECT: Approval of the Notice of Completion for the Sir Francis Drake Bike Lane Striping Project

RECOMMENDATION

Authorize the Town Manager to issue a Notice of Completion for the Sir Francis Drake Bike Lane Striping Project.

DISCUSSION

The Sir Francis Drake Bike Lane Striping Project (Project) extends from roughly Bank Street to Olema Road along Sir Francis Drake Blvd. On August 7, 2013, the Council awarded the contract to the Chrisp Company for both the base bid and alternate bid amounts in a not-to-exceed amount of \$49,704.60. Staff did approve a balancing change order from the contractor for an additional \$1,135.40 to account for minor increases in some quantities from the estimates on the bid schedule versus actual installed.

The Town is required to file a Notice of Completion (Notice) with the Marin County Recorder's office. The project engineer/construction manager, Coastland, confirms that Chrisp has completed the project and recommends issuance of the Notice of Completion. Upon the recordation of the Notice, staff will release the 5% retention to the contractor.

FISCAL IMPACT

The Council approved a project contingency reserve of \$5,000 to be used by the Town Manager to cover unforeseen project costs. The project experienced additional change orders of \$1,135.40. The total construction cost is \$50,840. The Project is budgeted in Fund 51-CIP-Grants (Project #51-891-821).

The Project was initially funded with \$80,000 in federal Nonmotorized Transportation Pilot Program (NMTTP) funds. We had previously spent approximately \$20,000 for design costs of which \$12,000 was reimbursable under the grant. As a result, there was \$68,000 in NMTTP funds remaining for construction and bid preparation/construction management (CM) costs.

The combined costs of construction and CM services are \$74,840 of which \$68,000 will be reimbursed by the NMTTP grant. The difference of \$6,840 will be covered by the Capital Project fund (Fund 51).

ATTACHMENTS

Notice of Completion

AGENDA ITEM # 4

WHEN RECORDED RETURN TO
Department of Public Works
Town of Fairfax
142 Bolinas Road
Fairfax, CA 94930

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN that the undersigned Town of Fairfax, 142 Bolinas Road, owners, caused certain construction work to be performed within the County of Marin, which work is generally described as follows (including address):

Sir Francis Drake Blvd. Bike Lane Striping project on Sir Francis Drake Blvd. between Olema Rd. and Bank St.

That the contract for the performance of such work was awarded to Chrisp Company that said work was completed on the 25th day of September 2013, and that said Chrisp Company was the contractor.

This notice is given pursuant to Section 3094 and 3129 of the Civil Code of the State of California.

This is to certify that the Notice of Completion above is hereby authorized by order of the Council of the Town of Fairfax pursuant to Council Resolution No. ____ dated _____, and owner consents to recordation thereof by its duly authorized officer.	<p style="text-align: center;">TOWN OF FAIRFAX A MUNICIPAL CORPORATION</p> I declare under penalty of perjury that the information is true and correct. BY _____ Garrett Toy Town Manager Dated: _____
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