



TOWN OF FAIRFAX

STAFF REPORT

April 2, 2014

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager *GT*

SUBJECT: Approve contract amendment with the California Infrastructure Consultancy for additional community outreach, survey/mapping, and environmental services work for the Fairfax Bridge projects

RECOMMENDATION

- 1) Authorize the Town Manager to prepare and execute an amendment to the agreement with California Infrastructure Consultancy (CIC) for additional community outreach and survey/mapping work for the Meadow Way bridge and environmental services work for the Fairfax BPMP bridges in an amount not to exceed \$27,250.
- 2) Appropriate \$27,250 into Fund 51 for the specific Bridge Projects.
- 3) Appropriate \$3,150 from General Fund reserves.

DISCUSSION

In October 2013, the Council awarded a contract to CIC to provide preliminary engineering, community outreach, environmental, and design services for five bridges in Fairfax. The project has progressed with community workshops conducted for all five bridges: Creek, Meadow, Marin, Spruce, and Canyon Road bridges. CIC has indicated that additional funding is required to augment the different aspects of the project. Attached is the proposed scope of work.

Specifically, this amendment will allow CIC to begin the environmental studies for the BPMP bridges (Spruce, Canyon, and Marin) sooner, rather than wait for Phase II funding. CIC indicates that their original proposal anticipated waiting for Phase II to begin the environmental work. However, they are ready to proceed now. The cost is \$25,925. CIC indicates that their original proposal did not maximize the Caltrans funding for Phase I. As a result, the Town can access the remaining balance from Caltrans to pay for these additional services.

Similarly, there is an additional \$1,325 available from Caltrans for the Meadow Way Bridge project. Based on input received from the residents of Meadow Way, staff directed CIC to reallocate services within the existing scope of work to focus more on public outreach and survey/mapping. The additional \$1,325 would be used to fund these services for the Meadow Way Bridge project.

FISCAL IMPACT

Approximately \$24,100 will be funded by grants under the Federal Bridge programs. The Town is required to provide an 11.5% match of approximately \$3,150 which will be funded from General Fund reserves.

ATTACHMENTS:

Proposed scope of work



TASK 1 - PROJECT MANAGEMENT AND ORGANIZATIONAL LOGISTICS

CIC will continue the support and management of the three project components, including the Bridge Preventive Maintenance Program (BPMP), Creek Road Bridge and Meadow Way Bridge, as follows:

Meadow Way Bridge – CIC will continue with project management, partial assessment of the exiting bridge, monitoring of the additional field surveys and right-of-way analysis and web site postings for public information. Funds from bridge architectural studies are partially diverted, and such studies are postponed, to perform these tasks. CIC will also respond to Caltrans questions and comments on the Exhibit 6-D and attachments submitted earlier for additional funds to perform the full bridge assessment, surveys and a second public workshop.

Creek Road Bridge – CIC will continue with project management, response to Caltrans questions and comments on the Retrofit Strategy Report submitted earlier for the exiting bridge and web site postings for public information. These tasks continue to be covered under the scope of services in the current Agreement between the Town of Fairfax and CIC.

BPMP - CIC will continue with project management, response to Caltrans questions and comments on the BPMP Assessment Report submitted earlier, and web site postings for public information. CIC will also respond to Caltrans questions and comments on the Exhibit 6-D and attachments submitted earlier for additional funds to perform the full Phase 2 tasks for the bridges.

TASK 2 - ENVIRONMENTAL STUDIES FOR BPMP

APE Development – WRA, in coordination with California Infrastructure Consultancy, Inc., will produce an Area of Potential Effect (APE) map for each of the three BPMP project bridges. The APE will need to include all areas subject to ground disturbance, including access or staging locations for the project. Both an Archeological APE, which includes areas of direct impact, and an Architectural APE, which includes the entirety of all parcels from which there will be a right-of-way acquisition or temporary easement, will be included. It will also include the full boundaries of any identified cultural sites, JRP and Far Western will assist in identifying these boundaries.

Noise and Vibration Technical Memorandum – Based on the Caltrans Preliminary Environmental Study (PES) form and that no pile driving is proposed, a Noise Report is not required and instead WRA will prepare a noise technical memorandum to address construction noise associated with each bridge included in the BPMP.

JRP will assist with the completion of documentation for historic resources. Compliance with Section 106 is being carried out with Caltrans' regulatory responsibilities. JRP will prepare documents for the project following Caltrans' guidelines and as identified in the completed PES form. With the possible exception of Spruce Road Bridge, none of the projects are anticipated to be considered screened (exempt) undertakings per the Caltrans Section 106 Programmatic Agreement (PA). Documentation will be used to support CEQA compliance and the BPMP project will require Section 106 documentation to be submitted to Caltrans. JRP will assist WRA in preparing the Area of Potential Effects (APE) maps. JRP would also assist Far Western with the production of Historic Property Survey Reports (HPSRs) through review of record searches and site visits.

Far Western will assist with the completion of documentation for archaeological resources. Far Western will request a records search including a review of site records, survey reports, National and California



EXHIBIT A – ADDITIONAL SERVICES FOR MEADOW WAY BR. ASSESSMENT, CREEK ROAD BR. OUTREACH & BPMP ENVIRONMENTAL

register listings, as well as other relevant documents from the Northwest Information Center of the California Historical Resources Information System, administered by Sonoma State University. The area of study will be the APE plus a one-quarter-mile buffer. The review will provide information on whether any portions of the project area have been recently surveyed, and whether any previously recorded resources exist within the study area. A report summarizing findings will be drafted. Far western would also assist with the development of the APE. Time has also been budgeted to include initial management time for project initiation.

TASK 3 - PUBLIC OUTREACH

Nelson Nygarrd will continue the support of the three project components by posting information regarding new project development, field work or other events on the projects' web site. Funds from Meadow Way Bridge architectural studies are partially diverted to perform these tasks for Meadow Way Bridge.

TASK 4 - TOPOGRAPHIC MAPPING, AERIAL PHOTOGRAMMETRY, SURVEYS AND ROW BASE MAPPING

Chaudhary and Associates will perform the following additional tasks for Meadow Way Bridge:

- Review the Preliminary Title Reports (PTR's)
- Based upon the analysis of the PTR's determine monument will need to be located and field-tied
- Notification shall be sent to all adjacent land owners/tenants (copy to CIC) at least two days in advance for those parcels for which access to parcel corners is needed
- The Right of Way survey analysis will be per Caltrans Right of Way determination procedures and is limited in scope to resolving the right of way only and will not analyze/resolve dividing lines between parcels.
- Upon completion off the analysis, final monuments (3/4" Iron Pipes with LS Cap) is typically set at right of way angle points and either a Corner Record or Record of Survey filed with the County of Marin per State Requirements and the Land Surveyor's Act.
- The ROW surveys may be a "best-fit" resolution based on the available evidence and the procedure and method for such best-fit will be documented

Funds from Meadow Way Bridge architectural studies are partially diverted to perform these tasks for this bridge.

Additional Fees – The fees requested for the work outlined in this supplemental scope of services is as follows:

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| Meadow Way Bridge additional fee: | \$1,325.00 |
| BPMP additional fee: | \$25,925.00 |
| Creek Road additional fee: | \$0 |
| Total additional fees: | \$27,250.00 |

It is noted that each of the fee additions requested fees have already been authorized by Caltrans and no new funding requests to Caltrans will be necessary for the tasks noted in this scope of services.