



TOWN OF FAIRFAX

STAFF REPORT

May 6, 2015

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager *GT*

SUBJECT: Authorize the Town Manager to enter into an agreement with Parisi Transportation Consulting to design and provide construction management for the Fairfax Bicycle Spine Gap Completion Project in an amount not to exceed \$88,000

RECOMMENDATION

Authorize the Town Manager to everything necessary and appropriate to prepare and execute an agreement with Parisi Transportation Consulting to design and provide construction management for the Fairfax Bicycle Spine Gap Completion Project in an amount not to exceed \$88,000.

DISCUSSION

In March 2015, the Transportation Authority Marin (TAM) approved the Town's grant application for the Fairfax Bicycle Spine Gap Completion Project. The Bike Spine project completes the bike route from Glen Drive to the White Hill Middle School athletic field. The project is a Class I separated bike pathway for the final 700 ft. of the Bike Spine. The initial Bike Spine project entailed installing signage and street markings for identified bicycle routes to schools and was completed in October 2013. The Council may recall that the Town did not install bike route signs along Shemran Court instead, opting to wait until the project could be completed.

The TAM grant allows the Town to complete the Bike Spine project. Students would be able to travel back and forth to the school along the pathway. A high visibility crosswalk would be installed at Glen Drive to allow users to safely access the bike lane on the other side of Sir Francis Drake. The project is estimated to cost \$363,000 including design and construction. The grant is for \$350,000 and will require \$13,000 in matching funds.

Parisi Transportation Consulting (Parisi) prepared the preliminary design for the Class I bike lane for the TAM grant application. The design was also used for two other unsuccessful grant applications for regional funding. Parisi also designed the initial Bike Spine project for the Town. As the firm is very familiar with the Bike Spine Project, it would seem prudent to use Parisi to prepare the plans and specifications for the project. Staff would also like the flexibility to use the firm for construction management services. The possibility exist that staff may be able to perform the construction management with assistance from Parisi in which case the amount for construction management would be reduced. However, we'll have a better idea when the plans and specs are developed. The proposed cost for design and construction management are within the project's estimated budget.

FISCAL IMPACT

The Fairfax Bicycle Spine Gap Completion Project will be included in the Town's FY15-16 Capital Improvement Program budget which includes the source of the matching funds

ATTACHMENTS: Scope of work

AGENDA ITEM # 14

SCOPE OF WORK FOR DESIGN SERVICES FOR FAIRFAX BIKE SPINE GAP CLOSURE SAFE PATHWAY TO SCHOOL ENHANCEMENTS

TASK 1 – PROJECT MANAGEMENT AND SUPPORT

Parisi Transportation Consultants (Parisi) will provide project management services to assure delivery of the project on schedule, within budget, and according to the established project goals. The project is described as:

- Providing of a 10-foot wide pathway on Sir Francis Drake Boulevard between Glen Drive and White Hill Middle School
- Extending the curb on Sir Francis Drake Boulevard between Glen Drive and just west of Shemran Court
- Narrowing the entrances to Glen Drive and Shemran Court with curb extensions
- Adding a low retaining wall on the south side of the path between Shemran Court and White Hill Middle School
- Restriping and providing updated signage, as appropriate, in the project area

Project management shall also include the following:

- Active coordination with the Town
- Consultant will meet with the Town to review the project scope of work, schedule and submittals for the project. This initial meeting will also address project coordination and responsibilities and define key project issues and goals.
- Preparation for and attendance at up to two additional meetings will be provided.
- Supervise, coordinate, and monitor project design for conformance with standards and policies.
- Maintain project files.
- Prepare monthly invoices and reports of progress to the Town's Project Manager.
- Prepare correspondence and memos.
- Develop a final project schedule and work plan, based on the results of the initial data collection.
- Define survey requirements and incorporate provided survey into design

The scope of work does not include the provision of environmental studies, acquisition of permits, or community outreach. These services can be provided as additional tasks.

TASK 2 – UTILITY COORDINATION

Existing utility records drawings will be provided by the Town or the utility provider for any facilities to be relocated as part of this project. Parisi will map utilities within the project limits along Sir Francis Drake Boulevard, as appropriate, and identify potential utility conflicts and request the appropriate agency to verify the mapping for utilities within the project limits. Parisi will prepare utility relocation letters as needed for printing on Town letterhead.

TASK 3 – DATA COLLECTION / FIELD RECONNAISSANCE

Parisi staff will field review the project area and make notations and measurements for the following features:

- Pavement delineation and signs
- Pavement widths
- Assess curb, gutter and sidewalk condition and perform field measurements for curb ramps
- Utility features
- Lighting standards
- Bus stop features and dimensions
- Trees
- Fencing
- Pavement markings and signing

TASK 4 – TOPOGRAPHIC SURVEY AND MAPPING, RIGHT-OF-WAY

All topographic surveys and mapping will be provided by a registered land surveyor under subcontract to Parisi. The surveyor will create a digital, scaled topographic map utilizing the topographic mapping data from the field survey and record parcel/right-of-way data. The map will be prepared in AutoCAD. Stamped, signed original sheets of the topographic survey can be made available, however the main product will be electronic maps, field data and photos transmitted to Parisi. The surveyor will prepare one plat and legal description for right-of-way acquisition and temporary construction easements, if required.

TASK 5 – LANDSCAPE ARCHITECTURE

Parisi will subcontract with a landscape architect to prepare plans, specifications, and estimates for any necessary landscaping and irrigation work, generally expected to be for any landscaping required for the space between the proposed pathway and the extended curbline.

The work will include the preparation of three plan sheets for landscaping and irrigation. Concept drawings will be prepared at the 60% stage, comments addressed and then final plan submittal will be submitted with the 100% plans. A maximum budget allowance has been provided due to the limited nature of the work. If fees in addition to the allowance are required, these will be negotiated with the Town.

Deliverables: PDF of Concept drawings, 100% PS&E and final Bid Documents, including PDF of plans and an Electronic Transmittal of CAD files (2012 Version of AutoCAD), PDF of Engineers Estimate, and PDF and Word Version of Specifications.

TASK 6 – 60% PLANS AND COST ESTIMATE

The 60% plan submittal shall include title sheet, typical sections and layouts. Base maps will be prepared incorporating data from the field reconnaissance including locations of curb and gutter, pathway, and curb ramp replacement, any drainage repair, and proposed pavement markings and signing. A detailed estimate with appropriate contingency will included with submittal.

Plan sheets anticipated for 60% P&E, not including Landscape and Irrigation plan sheets covered in Task 5, include:

	<u>No. of Sheets</u>
Title Sheet	1
Typical Sections	1
Layout Plans (20 Scale)	2
Pavement Delineation & Signs (40 Scale)	1
Landscape Plans and Details	1
Curb Ramp Details	2
<u>Construction Details (including wall)</u>	<u>2</u>
Total	10

If plan sheets in addition to the above 10 sheets are required, the additional fee for preparing these will be negotiated with the Town.

Retaining walls and other project features that may require geotechnical recommendations will be designed in accordance with the applicable building code and County Standards.

Existing utility records drawings will be provided by the Town or the utility provider for any facilities to be relocated as part of this project. Field investigation needed to understand the layout or configuration of existing utilities will required an additional fee to be negotiated with the Town.

Deliverables: Electronic PDF Version of Submittal and an Electronic Transmittal of CAD files (2014 Version of AutoCAD).

TASK 7 – 100% & FINAL PLANS, SPECIFICATIONS AND COST ESTIMATE PACKAGE

The Final Plan submittal shall consist of plans, engineers estimate and special provisions that incorporate comments received on the 60% submittal and shall be complete plans and specifications ready for a final review prior to bidding. Once reviewed and approved, a final PDF of the plans will be submitted to the Town, along with the final estimate and Word document of the specifications.

Parisi will perform a thorough review of the contract documents prior to final plan submittal to ensure the project is constructible and biddable. The primary goal of these reviews is to identify and resolve ahead of time any construction issues that may result in claims and change orders down the line.

Parisi will develop a detailed design for the project. The plans will contain all necessary details required for the contractor to construct. Specifications shall contain all necessary sections arranged in current project format, covering all pay items. Estimates shall reflect proposed work and quantities shown on the plans.

Plan sheets anticipated for final submittal, in addition to the final Landscaping and Irrigation plans covered under Task 5, includes:

	<u>No. of Sheets</u>
Title Sheet	1
Typical Sections	1
Layout Plans (20 Scale)	2
Pavement Delineation & Signs (40 Scale)	1
Landscape Plans and Details	1
Curb Ramp Details	2
<u>Construction Details (including wall)</u>	<u>2</u>
Total	10

Deliverables: 100% PS&E and final Bid Documents, including PDF of plans and an Electronic Transmittal of CAD files (2014 Version of AutoCAD), PDF of Engineers Estimate, and PDF and Word Version of Specifications

OPTIONAL TASK – CONSTRUCTION MANAGEMENT SERVICES

As an optional task, Parisi can provide construction management services that may include, but not be limited to the following:

- Pre-construction:
 - Performing a constructability review

- Bid package management
- Developing a public information plan
- Conducting the pre-construction conference
- Coordinating with utility companies
- Construction:
 - Monitoring contractor's performance and enforcing requirements of applicable codes, specifications and contract drawings
 - Performing field inspections and other quality control activities
 - Monitoring construction schedules
 - Maintaining well-organized photographic/video records
 - Managing change orders and obtaining required local agency approval
 - Managing contractor's Request for Information
 - Supervising detours, lane closures, and staging plans
- Post-construction:
 - Completing all project documentation including, but not limited to, change order summary, final detail estimate, project acceptance documentation, and claims management/resolution
 - Preparing a final construction project report

Parisi has provided an estimated budget for this optional task. If the optional task is accepted by the Town, the actual scope of work and budget will be negotiated with the Town prior to commencement of this task.

SCHEDULE AND BUDGET

The 60% plans and cost estimate (Task 6) will be completed within 10 weeks of receipt of the topographical survey (Task 4). The 100% plan, specifications and cost estimate package will be completed within six weeks of receipt of comments from the Town on the 60% plans.

The estimated fee for performing Tasks 1 through 7, plus a preliminary budget for the optional task, is on the following page.

Fairfax Bike Spine Project --- Safe Pathways to School

Task	Parisi Hours				Costs		
	Principal \$195	Sen. Engr. \$165	Assoc. Engr. \$125	Tech./Admin. \$95	Labor	Expenses	Totals
1. Project Management and Support	16			4	\$3,500		\$3,500
2. Utility Coordination		2	8		\$1,330		\$1,330
3. Data Collection/Field Reconnaissance	2	4	12		\$2,550		\$2,550
4. Topographic Survey and Mapping, Right-of-Way		2	4		\$830	\$5,850	\$6,680
5. Landscape Architecture		2	4		\$830	\$2,000	\$2,830
6. 60% Plans and Cost Estimate	16	28	92	8	\$20,000	\$300	\$20,300
7. 100% and Final PS&E Package	12	20	76	6	\$15,710	\$700	\$16,410
Totals	46	58	196	18	\$44,750	\$8,850	\$53,600
Optional Task: Construction Management Services	28	132	36	24	\$34,020	\$300	\$34,320