



# TOWN OF FAIRFAX

## STAFF REPORT

### June 6, 2018

**TO:** Mayor and Town Council

**FROM:** Garrett Toy, Town Manager *GT*

**SUBJECT:** Approve Conservation Corps North Bay ("CCNB") proposal for the completion of the Cascade-Pine staircase in a total not-to-exceed amount of \$15,000

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#### **RECOMMENDATION**

Authorize the Town Manager to contract with CCNB in an amount not to exceed \$15,000 to complete the work on the Cascade-Pine staircase

#### **DISCUSSION**

In 2015, the Town contracted with Conservation Corps North Bay (CCNB) to improve the Cypress to Cypress and Tamalpais to Tamalpais pedestrian trails. In 2017, the Town contracted with CCNB to perform work on the Tamalpais to Scenic trail (Tam to Scenic) and the "Midway" trail that connects to it, for a not-to-exceed \$15,000, under the Town Manager's contract authority.

In December 2018, to maintain the momentum and allow CCNB to continue working on other trails without a delay for funding approval, the Council authorized the Town Manager approve up to an additional \$75,000 to continue work on the listed trails, subject to review by Councilmembers Coler and Reed (Councilmembers assigned to ad-hoc Trail Committee). The entire \$90,000 budgeted for trail improvements in FY17-18 has been spent. CCNB has completed the Scenic to Scenic, Midway, Park Lane, and Frustuck to Manzanita trails (see attached pictures).

The Cascade-Pine trail is one of the nine trails on the Trail List (see attachment A). CCNB indicates that their crew has completed about 60% of the trail. However, they will require additional funds as per the proposal (attachment B). Staff is seeking a slightly higher amount than the proposal to provide a contingency fund for potential cost overruns caused by unforeseen field conditions. The approval of the agreement will allow CCNB to complete the project without significant delay. CCNB indicates their current schedule in June has been booked up for quite some time, but they will continue the project in July.

#### **FISCAL IMPACT**

The FY18-19 proposed budget allocates \$80,000 for trail improvements using a combination of Measure A Park funding (\$20,000) and the Measure J funding (\$60,000). The expenses will be applied against the FY18-19 budget.

#### **ATTACHMENTS**

- A. Trail list
- B. CCNB proposal

Midway



Frustuck- Manzanita



Cascade to Pine



## AD-HOC TRAIL COMMITTEE

### Members

Mayor Reed

Councilmember Coler

Volunteer Board members: Marcia Custer and Holly Bragman

Town Manager

### Trail List

(as of November 28, 2017)

- 1) Tamalpais to Scenic
- 2) Midway of Tamalpais to Scenic trail
- 3) Redwood to Upper Scenic
- 4) Upper Scenic to Park Lane
- 5) Frustuck to Manzanita
- 6) Bay to Acacia
- 7) Mountain View to Manzanita to Wreden
- 8) Forrest Terrace steps
- 9) Cascade to Pine

**ATTACHMENT \_\_\_\_\_**

**PROPOSAL**

May 17, 2018

**CONSERVATION CORPS NORTH BAY**

CONTRACTORS LIC. #690064  
27 Larkspur Street, San Rafael, CA 94901  
and

**Town of Fairfax**

142 Bolinas Rd, Fairfax, CA 94930  
Garrett Toy - gtoy@townoffairfax.org - 415-458-2345

**Scope of Work**

Conservation Corps North Bay (CCNB) will supply to **Town of Fairfax** a supervised crew of 8 Corpsmembers to complete the in-progress staircase on the "Cascade-Pine" trail running between Cascade Dr. and Pine Dr. in Fairfax, CA.

Crews will use pressure treated 6"x8" timbers using rebar reinforcements to create "L-step" and "front step" stairs along the trail, based upon localized soil and landscape conditions.

Labor (4 days @ \$2,534.00 per day )	\$10,136.00
Materials (lumber, rebar, hardware, etc.)	<u>\$ 1,000.00</u>
<b>Subtotal:</b>	<b>\$11,136.00</b>

**Invoice Terms**

Invoices will be sent monthly, based on the following labor and materials rates: Dump truck \$300; Bobcat \$200; Extra vehicle \$150 per day; Chipper \$350. Disposal costs and materials are billed at cost plus 10% handling. The hourly labor rate for 2018 is \$31.75 per Corpsmember hour and \$ 62.75 per Supervisor hour. The overtime labor rate for 2018 is \$47.63 per Corpsmember hour and \$94.13 per Supervisor hour. A typical crew of 8 Corpsmembers and 1 Supervisor is \$2534.00 per day plus expenses. Billing includes travel time to and from the CCNB Center.

Rates are subject to an annual 3.5% cost of living adjustment and may increase if the project spans multiple years.

Labor and services will be provided until total costs equal contract total or the scope of the work is completed, whichever comes first. Actual daily costs may vary due to attendance. This proposal is valid for two months.