



TOWN OF FAIRFAX

STAFF REPORT

April 7, 2021

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager

SUBJECT: Authorize the Town Manager to contract with Oberkamper & Associates Civil Engineer, Inc. in an amount not-to-exceed \$50,000 to design the Sir Francis Drake/Azalea Ave crosswalk intersection project.

RECOMMENDATION

Authorize the Town Manager to contract with Oberkamper & Associates Civil Engineer, Inc. in an amount not-to-exceed \$50,000 to design the Sir Francis Drake/Azalea Ave crosswalk intersection project.

DISCUSSION

The Town's FY20-21 Capital Improvement Program (CIP) Budget lists the Sir Francis Drake/Azalea Ave crosswalk intersection Project (Fund 53-830). The Project received a grant from Transportation Authority of Main (TAM) under the Safe Pathways to Schools Program. The Project is entitled the "Azalea Ave Safe Route Crosswalks and Expanded Bike Spine Route" and includes the following improvements:

- 1) Install high visibility crosswalks at Azalea Ave/Sir Francis Drake Blvd and Azalea Ave./Broadway Blvd. intersections,
- 2) Add a new rectangular rapid flashing beacon system (RRFB) at the Azalea/Sir Francis Drake (SFD) intersection,
- 3) Construct a new sidewalk along Azalea Ave. to connect the crosswalks from Sir Francis Drake Blvd. to Broadway Blvd.,
- 4) Install ADA compliant curb ramps, and
- 5) Install signage and bike sharrows along Broadway from Azalea to the County Library to expand the existing Bike Spine.

Parisi Transportation Consultants (Parisi) prepared the preliminary project design and grant application for the TAM funding. Typically, we contract with Parisi for the construction design of TAM funded projects because they are the most familiar with the project. In this instance, Parisi has partnered with a civil engineering firm, Oberkamper & Associates, to design the project.

FISCAL IMPACT

The TAM grant is for \$253,000, which is the estimated total cost for design and construction. The CIP schedule anticipates beginning design this current fiscal year (FY20-21) with Project construction to be completed in FY21-22. The engineer estimates design will take 5-6 months and construction 3-4 months.

ATTACHMENTS

Proposal

OBERKAMPER & ASSOCIATES

CIVIL ENGINEERS, INC.

7200 REDWOOD BOULEVARD, SUITE 308 • NOVATO, CA 94945 • (415) 897-2800 • FAX (415) 897-2020

February 4, 2021

Town of Fairfax
Public Works Department
142 Bolinas Road
Fairfax, CA 94930
ATTN: Garrett Toy, Public Works Director

**RE: Town of Fairfax Safe Pathways to School – Sir Francis Drake Blvd / Azalea Ave
Civil and Traffic Design Proposal**

Dear Mr. Toy,

We appreciate the opportunity to provide you with this proposal. Based on our communications with Andrew Lee of Parisi Transportation Consulting and our experience on similar projects, our proposed scope of work and costs are as summarized below. Please see the attached fee estimate spreadsheet and subconsultant proposal from Parisi for additional task/hour/cost detail.

Anticipated tasks

Civil Design:

• Task 1 – Project Kick-Off and Topographic Survey	\$7,355
• Task 2 – 50% Construction Documents	\$5,310
• Task 3 – 70% Construction Documents	\$8,375
• Task 4 – 95% Construction Documents	\$5,380
• Task 5 – 100% Construction Documents	\$3,510
• Task 6 – Issue for Bid	\$1,295
• Task 7 – Bid Support	\$1,365
• Design Phase Reimbursable Expenses	\$200
• Task 8 – Construction Administration	\$1,980

Total Civil Design Fee: \$34,770

Traffic Design:

From attached Parisi proposal

Total Traffic Design Fee \$15,125

Combined Fee \$49,895

We propose to perform the work summarized above on an hourly basis per our standard hourly rates, with the combined total cost not to exceed **\$49,895**.

Scope of Work

- Traffic Engineering: as defined in the attached proposal from Parisi.

- Civil Design:
 - At the Azalea Avenue / Sir Francis Drake intersection the anticipated Civil improvements will be as follows:
 - North curb – New curb ramp per current Caltrans Standard Plans
 - SE corner – New curb ramp per current Caltrans Standard Plans
 - New sidewalk on the east side of Azalea Avenue between Sir Francis Drake and Broadway Boulevard
 - At the Azalea Avenue / Broadway Boulevard intersection the anticipated Civil improvements will be as follows:
 - NE corner – New curb ramp per current Caltrans Standard Plans
 - SE corner – New curb ramp per current Caltrans Standard Plans

Schedule of Deliverables

To be agreed upon with the Town of Fairfax.

Assumptions/Exclusions:

1. Any agency fees will be paid by the Client and are not included in the above fee estimate.
2. Changes to the scope of work as defined herein and accepted by the owner will require negotiation as an extra.

Deliverable Products:

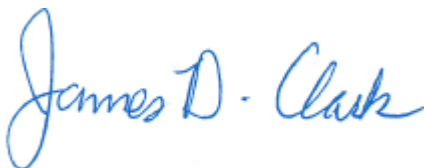
- PDFs and AutoCAD e-transmit file of completed plans
- Microsoft Word copy of completed specifications
- Paper copies as requested

Schedule:

We can begin project coordination immediately upon receipt of your signed authorization.

We appreciate the opportunity to provide you with this proposal. Please feel free to contact me with any questions.

Sincerely,



James D. Clark, P.E.
President

Attached:

- Fee Estimate spreadsheet
- Hourly billing rates
- Subconsultant proposal

TOWN OF FAIRFAX - SAFE PATHWAYS TO SCHOOL - AZALEA AVENUE IMPROVEMENTS
 CIVIL ENGINEERING AND TRAFFIC ENGINEERING SERVICES - OBERKAMPER AND PARISI
 Fee Estimate

4/2/2021

TASKS	Oberkamper & Associates								Oberkamper Civil Sum by Task	Parisi Transportation Sum by Task	Sum by Task	Sum by Task	Sum by Task	Totals by Task
	Principal Engineer	Civil Engineer	CAD Technician	Civil Designer	Senior Engineer	Senior Land Surveyor	2-Man Survey Crew	1-Man Survey Crew						
	\$205.00	\$170.00	\$140.00	\$120.00	\$200.00	\$180.00	\$260.00	\$175.00						
Task 1 - Project Kick-Off and Topographic Survey	\$1,435	\$680	\$2,800	\$0	\$0	\$360	\$2,080	\$0	\$7,355	\$1,250				\$8,605
1.1 Site visit	2	2												
1.2 Topographic survey and mapping	1		20			2	8							
1.3 Prepare Preliminary Engineer's Estimate	1	2												
1.4 Coordination with Town and Parisi	2													
1.5 Project management / administration	1													
subtotal of hours	7	4	20	0	0	2	8	0	41					
Task 2 - 50% Construction Documents - Progress Submittal to City	\$1,230	\$4,080	\$0	\$0	\$0	\$0	\$0	\$0	\$5,310	\$335				\$5,645
2.1 Prepare 50% CD plans	4	24												
2.2 Coordination with Town and Parisi	2													
subtotal of hours	6	24	0	0	0	0	0	0	30					
Task 3 - 70% Construction Documents	\$2,255	\$6,120	\$0	\$0	\$0	\$0	\$0	\$0	\$8,375	\$3,805				\$12,180
3.1 Prepare 70% CD plan set, incorporating Project Team input on 50% CD submittal.	6	32												
3.2 Coordination with Town and Parisi	3													
3.3 Prepare Draft specifications	1	2												
3.4 Prepare Draft Engineer's Estimate	1	2												
subtotal of hours	11	36	0	0	0	0	0	0	47					
Task 4 - 95% Construction Documents	\$1,640	\$3,740	\$0	\$0	\$0	\$0	\$0	\$0	\$5,380	\$3,805				\$9,185
4.1 Prepare 95% CD plan set, incorporating Project Team input on 50% CD submittal.	4	16												
4.2 Coordination with Town and Parisi	2													
4.3 Prepare 95% specifications	1	4												
4.4 Prepare 95% Engineer's Estimate	1	2												
subtotal of hours	8	22	0	0	0	0	0	0	30					
Task 5 - 100% Construction Documents	\$1,640	\$1,870	\$0	\$0	\$0	\$0	\$0	\$0	\$3,510	\$4,095				\$7,605
5.1 Prepare 100% CD plan set, incorporating Project Team input on 95% CD submittal.	2	8												
5.2 Coordination with Town and Parisi	2													
5.3 Prepare final specifications	1	1												
5.4 Prepare final Engineer's Estimate	1	2												
5.5 Project management / administration	2													
subtotal of hours	8	11	0	0	0	0	0	0	19					
Task 6 - Issue for Bid	\$615	\$680	\$0	\$0	\$0	\$0	\$0	\$0	\$1,295	\$585				\$1,880
6.1 Prepare Issue for Bid set, incorporating Project Team input on 100% CD submittal.	1	2												
6.2 Coordination with City and Parisi	1													
6.3 Revise specifications if needed	1	1												
6.4 Revise Engineer's Estimate if needed	1	1												
subtotal of hours	3	4	0	0	0	0	0	0	7					
Task 7 - Bid Support	\$1,025	\$340	\$0	\$0	\$0	\$0	\$0	\$0	\$1,365	\$210				\$1,575
7.1 Respond to Contractor questions during Bid phase	2													
7.2 Update plans if required as a result of Contractor input	1	2												
7.3 Coordination with Town staff	2													
subtotal of hours	5	2	0	0	0	0	0	0	7					
Total Professional Fees for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32,590	\$14,085	\$0	\$0	\$0	\$46,675
Design Phase Reimbursable Expenses									\$200	\$200				\$400
Misc. Copy/Messenger/Tape/Supplies									\$200					
Total Professional Fees and Expenses									\$32,790	\$14,285	\$0	\$0	\$0	\$47,075
Construction Phase Services														
Task 8 - Construction Administration	\$1,640	\$340	\$0	\$0	\$0	\$0	\$0	\$0	\$1,980	\$840	\$0	\$0	\$0	\$2,820
8.1 RFIs and material submittals review	4													
8.2 Construction consultation as required	4	2												
subtotal of hours	8	2	0	0	0	0	0	0	0	0	0	0	0	0
Total Construction Phase Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$840	\$0	\$0	\$0	\$2,820
Consultant Administration Fees (assume 10% max)										\$84	\$0	\$0	\$0	
Reimbursable Expenses									\$0	\$0	\$0	\$0	\$0	\$0
Total Optional Professional Fees and Expenses									\$1,980	\$840	\$0	\$0	\$0	\$2,820
GRAND TOTAL									\$34,770	\$15,125	\$0	\$0	\$0	\$49,895

NOTE: For assumptions/exclusions, please see proposal attached

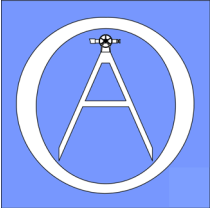
% of total fees % of total fees 70.2% 29.8% 0.0% 0.0% 0.0%

TOWN OF FAIRFAX - SAFE PATHWAYS TO SCHOOL - AZALEA AVENUE IMPROVEMENTS
 CIVIL ENGINEERING AND TRAFFIC ENGINEERING SERVICES - OBERKAMPER AND PARISI
 Fee Estimate

4/2/2021

TASKS	Parisi Transportation Consulting				Parisi Traffic Sum by Task	Sum by Task	Sum by Task	Sum by Task	Sum by Task	Totals by Task
	Principal Consultant	Managing Consultant	Associate Consultant	Administrative Consultant						
Current hourly billing rates -->	\$290.00	\$210.00	\$125.00	\$145.00						
Task 1 - Project Kick-Off and Topographic Survey	\$0	\$420	\$250	\$580	\$1,250					\$1,250
1.1 Site visit		1	1							
1.2 Topographic survey and mapping										
1.3 Prepare Preliminary Engineer's Estimate										
1.4 Coordination with Town and Oberkamper		1	1							
1.5 Project management / administration				4						
subtotal of hours	0	2	2	4	8					
Task 2 - 50% Construction Documents - Progress Submittal to	\$0	\$210	\$125	\$0	\$335					\$335
2.1 Prepare 50% CD plans			1	1						
2.2 Coordination with Town and Parisi		1								
subtotal of hours	0	1	1	0	2					
Task 3 - 70% Construction Documents	\$0	\$1,680	\$2,125	\$0	\$3,805					\$3,805
3.1 Prepare 70% CD plan set, incorporating Project Team input on 50% CD submittal.		4	8							
3.2 Coordination with Town and Parisi		1	1							
3.3 Prepare Draft specifications		2	4							
3.4 Prepare Draft Engineer's Estimate		1	4							
subtotal of hours	0	8	17	0	25					
Task 4 - 95% Construction Documents	\$0	\$1,680	\$2,125	\$0	\$3,805					\$3,805
4.1 Prepare 70% CD plan set, incorporating Project Team input on 50% CD submittal.		4	8							
4.2 Coordination with Town and Parisi		1	1							
4.3 Prepare 95% specifications		2	4							
4.4 Prepare 95% Engineer's Estimate		1	4							
subtotal of hours	0	8	17	0	25					
Task 5 - 100% Construction Documents	\$290	\$1,680	\$2,125	\$0	\$4,095					\$4,095
5.1 Prepare 100% CD plan set, incorporating Project Team input on 95% CD submittal.		4	8							
5.2 Coordination with Town and Parisi		1	1							
5.3 Prepare final specifications		2	4							
5.4 Prepare final Engineer's Estimate		1	4							
5.5 Project management / administration	1									
subtotal of hours	1	8	17	0	26					
Task 6 - Issue for Bid	\$0	\$210	\$375	\$0	\$585					\$585
6.1 Prepare Issue for Bid set, incorporating Project Team input on 100% CD submittal.			1							
6.2 Coordination with City and Parisi		1	1							
6.3 Revise specifications if needed			1							
6.4 Revise Engineer's Estimate if needed			1							
subtotal of hours	0	1	3	0	4					
Task 7 - Bid Support	\$0	\$210	\$0	\$0	\$210					\$210
7.1 Respond to Contractor questions during Bid phase										
7.2 Update plans if required as a result of Contractor input										
7.3 Coordination with Town staff		1								
subtotal of hours	0	1	0	0	1					
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
subtotal of hours	0	0	0	0	0					
Total Professional Fees for Services					\$14,085	\$0	\$0	\$0	\$0	\$14,085
Design Phase Reimbursable Expenses					\$200					\$200
Travel & Copies					\$200					
					\$0	\$0	\$0	\$0	\$0	
Total Professional Fees and Expenses					\$14,285	\$0	\$0	\$0	\$0	\$14,285
Construction Phase Services										
Task 8 - Construction Administration	\$0	\$840	\$0	\$0	\$840	\$0	\$0	\$0	\$0	\$840
8.1 RFIs and material submittals review		2								
8.2 Construction consultation as required		2								
subtotal of hours	0	4	0	0	0	0	0	0	0	0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
subtotal of hours	0	0	0	0	0	0	0	0	0	0
Total Construction Phase Services					\$840	\$0	\$0	\$0	\$0	\$840
Consultant Administration Fees (assume 10% max)					\$0	\$0	\$0	\$0	\$0	
Reimbursable Expenses					\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0	\$0	\$0	\$0	
Total Optional Professional Fees and Expenses					\$840	\$0	\$0	\$0	\$0	\$840
GRAND TOTAL					\$15,125	\$0	\$0	\$0	\$0	\$15,125

NOTE: For assumptions/exclusions, please see proposal attached



OBERKAMPER & ASSOCIATES CIVIL ENGINEERS, INC.

RATE SCHEDULE

CIVIL ENGINEERING

PRINCIPAL CIVIL ENGINEER	\$205.00/Hour
SENIOR CIVIL ENGINEER	\$200.00/Hour
CIVIL ENGINEER	\$170.00/Hour
CIVIL DESIGNER	\$140.00/Hour
CAD TECHNICIAN	\$120.00/Hour
CLERICAL / DRAFTING TECHNICIAN	\$ 60.00/Hour
CIVIL ENGINEER – EXPERT WITNESS	\$350.00/Hour

LAND SURVEYING

LICENSED LAND SURVEYOR	\$180.00/Hour
SURVEY TECHNICIAN	\$140.00/Hour
1 MAN SURVEY CREW	\$175.00/ Hour
2 MAN SURVEY CREW	\$260.00/Hour
3 MAN SURVEY CREW WITH APPRENTICE	\$280.00/Hour
3 MAN SURVEY CREW	\$340.00/Hour
FIELD TECHNICIAN	\$120.00/Hour
LAND SURVEYOR – EXPERT WITNESS	\$350.00/Hour

February 3, 2020

Mr. James D. Clark, PE
Oberkamper & Associates
7200 Redwood Blvd., Suite 308
Novato, CA 94945

**Subject: Town of Fairfax Safe Pathways to School – Sir Francis Drake Blvd / Azalea Ave;
Pavement Delineation, Signage and Construction Documents**

Dear Mr. Clark,

Parisi Transportation Consulting (Parisi) is pleased to submit this proposal to Oberkamper & Associates to prepare the pavement delineation, signage and rectangular rapid flashing beacon (RRFB) construction documents for the Town of Fairfax Safe Pathways to School project. The project location is bounded by Sir Francis Drake Boulevard at Azalea Avenue, Broadway at Azalea Avenue and Broadway at Marinda Drive / Sir Francis Drake Boulevard.

The design scope will be consistent with the project scope in the Town's Safe Pathways to School funding request from June 2019.

Our proposed scope of work includes the following tasks:

Task 1. Project Management. Parisi will meet with Town staff and Oberkamper & Associates via online conference on an as-needed basis. We will provide, at minimum, monthly updates on project status via email for the duration of the Project.

Task 1 Deliverables: Monthly status reports by email or phone that include tracking of project deliverable due dates. Monthly invoices

Task 2. Draft Construction Documents (70% & 95% Project Plans, Specifications and Estimates).

Parisi will prepare construction documents for the pavement delineation, signage and RRFB improvements. Construction standards and specifications will be consistent with the latest version of Marin County Uniform Construction Standards (UCS) and State (Caltrans) construction standards. All drawings will be prepared using AutoCAD. Plans will be submitted to the Town in PDF at the 70% and 95% level of completeness.

The pavement delineation plan will reference Caltrans standard striping details. The signage plan will reference California Manual on Uniform Traffic Control Devices sign chart codes. The RRFB electrical plan will assume a solar-powered installation without a service connection.

Cost estimates will follow the recommended practice of the AACE International, or Town approved equivalent format, with the 75% and 95% draft submittals.

Responses to Town comments will be tracked and discussed in-person with Town staff after review of the 70% and 95% submittals and evaluated whether additional submittals will be required or whether comments can be incorporated into the next submittal. Parisi will provide completed QA/QC forms with the 95% draft submittals.

Each submittal will contain the following:

- Pavement marking demolition in coordination with Oberkamper civil demolition work
- Pavement delineation and signage for the full project extents at the improved Azalea Avenue crossings at Broadway and Sir Francis Drake Boulevard, and for the Bike Spine expansion to the County library
- Pavement delineation and sign details, as needed
- RRFB improvement plan and equipment schedule
- Electrical details

Parisi will prepare technical specifications, a bid schedule, and a cost estimate for items in the scope of work. The cost estimate will include calculation summaries for the basis of quantities. Attendance at a Town Council meeting is not assumed as part of this scope but may be provided at additional cost, if requested by the Town.

Task 2 Deliverables:

1. Pavement delineation, signage and RRFB plans submitted in PDF format (all draft submittals).
2. Construction bid schedule, with estimated quantities and cost estimate in MS Excel format.
3. Technical specifications provided in MS Word format.
4. QA/QC certification at 95% submittals.

Task 3. 100% PS&E & Bid Documents. Parisi will integrate one set of non-conflicting comments compiled by the Town relating to the design and will prepare a 100% final bid set. The budget for this task assumes that the Town's comments from the 95% phase will cover all substantive design issues. Parisi will make additional plan edits to the 100% PS&E, as needed, to produce a Project Bid set of construction documents.

February 3, 2021

Comments received on the 100% Plans concerning design issues not previously identified and discussed at the 95% or prior submittal stage that trigger an additional submittal may be subject to additional cost. Elements related to the project General Provisions and bidder's proposal are assumed as the responsibility of the Town.

Task 3 Deliverables: Plans in PDF and DWG format. Technical specifications and engineer's estimate in PDF and MS Excel format. QA/QC certification.

Task 4. Bid Support. Parisi will provide support to the Town in responding to bidder questions during the pre-bid and bid stage. Parisi will issue plan addendums if necessary, based on information received during the project bid stage.

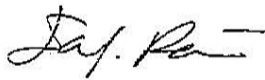
Task 4. Deliverables. Response to questions received from potential bidders during the pre-bid process. Preparation of plan addenda. Review of bids for cost data.

Task 5. Construction Support. Parisi will review contractor material submittals and respond to Requests for Information (RFI) that arise during construction.

Agreement. Parisi will invoice monthly in accordance with the Town's requirements. Payments are to be received within 30 days of receipt. To accept the above proposal and terms, please sign below and return an original copy.

Sincerely,

Acceptance of Proposal



David Parisi, PE, TE
Principal

James D. Clark, PE
Principal
Oberkamper & Associates

Date

cc: Andrew Lee, PE, TE