



TOWN OF FAIRFAX

STAFF REPORT

December 1, 2021

TO: Mayor and Town Council

FROM: Jonathon Goldman, Interim Public Works Director

SUBJECT: Adopt a Resolution Authorizing a Professional Services Contract for Paving Project Design

RECOMMENDED MOTION

Adopt a Resolution Authorizing a Professional Services Contract for Paving Project Design

BACKGROUND

Council received a capital projects update under separate cover. Staff solicited proposals from three consultants either recommended by local contractors or identified based on the Interim Public Works Director's experience in prior assignments. The consultants were asked to review the Town's current SB-1 list (provided as an attachment to Staff's September 1, 2021 report), the Town's current Pavement Management Report document (<https://www.townoffairfax.org/pavement-management-report/>) and revisit both those reported pavement conditions as well as bicycle or pedestrian uses of the pavements and the adjacent sidewalks and other paths of travel used for non-motorized travel. A proposal from one of the other consultants for supplemental and further value-added services is expected shortly.

Staff intends to develop (with PEI, Miller-Pacific and potentially the third consultant) one or more bid packages for formal bidding of projects within the adopted budget in early January in order to have Council award contracts and authorize issuance of notice to proceed in February or March, 2022.

DISCUSSION

Staff respectfully recommends that the attached proposal submitted by Pavement Engineering, Inc. (PEI) to initiate that work be authorized in order that Staff can provide Council with recommendations as to road segment paving priorities following completion of that scope of services in conjunction with Town Staff, Miller-Pacific and potentially a second consultant.

FISCAL IMPACT

Funds for design, permitting and construction of the Town's pavement repair program, were appropriated in the Town's FY 20-21 budget.

ATTACHMENT

Resolution Authorizing Professional Services Contract for Paving Project Design

RESOLUTION 21-__

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX
AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH
PAVEMENT ENGINEERING, INC. FOR PAVING PROJECT DESIGN**

WHEREAS, the Town of Fairfax requires professional services in conjunction with development of its 2022 paving program; and

WHEREAS, Staff requested proposals from three firms either recommended by local contractors or identified based on the Interim Public Works Director's experience in prior assignments and asked that they review the Town's current SB-1 list, the Town's current Pavement Management Report document and revisit both those reported pavement conditions as well as bicycle or pedestrian uses of the pavements and the adjacent sidewalks and other paths of travel used for non-motorized travel; and

WHEREAS, following consultation with the Interim Public Works Director, Pavement Engineering, Inc. ("PEI") submitted a proposal to prepare a prioritized list of road segments and pavement treatments as part of bid documents to be developed subsequently for the Town's 2022 paving project(s) attached hereto and incorporated herein as Exhibit A; and

WHEREAS, the Town's current adopted budget appropriated \$178,050 for design and construction associated with the Project (51-810); and

WHEREAS, the proposed budget for PEI's services at this phase is \$18,720.

WHEREAS, the design work proposed is categorically exempt from the application of the California Environmental Quality Act ("CEQA") under Class 1 inasmuch as it involves the repair of existing facilities;

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Fairfax Town Council authorizes a standard form of consulting services agreement with Pavement Engineering, Inc. for the provision of the preparation of a prioritized list of road segments and pavement treatments as part of bid documents to be developed subsequently for the Town's 2022 paving project(s) with compensation on a time-and-materials reimbursable basis with a not to exceed budget of \$18,720 unless subsequently amended by Town Council.

The foregoing Resolution was duly passed and adopted at a regular meeting of the Town Council of the Town of Fairfax, at a regular meeting held on the 1st day of December 2021, by the following vote, to wit:

AYES:

NOES:

ABSENT:

Mayor

Attest: _____
Town Clerk



November 8, 2021

MP21-614

Jonathon Goldman, PE
Interim Public Works Director
Town of Fairfax
142 Bolinas Road
Fairfax, CA 94930

Subject: Provide Engineering Services to the Town of Fairfax to Identify and Recommend Street Lists for Pavement Improvement Projects

Dear Jonathon:

We appreciate the opportunity to respond to the Town's request to identify priority street lists for pavement improvement projects. This proposal outlines our scope of work, schedule and fees.

BACKGROUND

The Town of Fairfax is responsible for the maintenance of approximately 28 centerline miles of roadway. To assist them in managing their system the Town wants to identify potential street lists that they can consider for future paving projects. As part of the work, PEI will present their findings and recommendations to the Town Council.

SCOPE OF WORK

Our scope of work will be to develop project street lists to maintain and improve the Town's maintained road system. Our work will include working with the Town's StreetSaver® database and physically visually confirming treatments.

PEI has assisted in the development of many multi-year pavement maintenance and rehabilitation plans and understands that plan development is a dynamic process based on pavement needs, budget constraints, scheduled utility projects and public expectations. The effectiveness of the plan also depends on staff input. For this reason, PEI will be working closely with City staff throughout the process to capture their input and direction.

The following tasks are intended to provide an outline of the process required to develop and recommend accurate project street lists. Public input, utility schedules and other unknowns could cause the tasks to be modified.

Phase 1 – Field Review and Staff Coordination

During our discussions, the Town has expressed concern about the accuracy of the most recent PMP update submitted to the Town in December 2019. The field review will allow PEI engineers to visually observe the existing pavement conditions and

identify the next needed repair. Using an engineer with years of roadway design and construction experience to do the review will assist us to pick up more than just the visual conditions, we will be able to observe and note where additional work may be needed to address localized failures or drainage issues not picked up during a standard PMP update.

The following items will be visually reviewed during our field review:

A. Confirmation of Pavement Treatment

During our review, PEI Engineers will visually evaluate the pavement condition of each of the Town's maintained streets. PEI will compare our recommended action to the reported PMP action. The purpose of the review is to confirm the next needed treatment and potential timing.

B. Identify Needed Drainage Repairs

PEI Engineers will work to identify obvious areas where water drainage may be affecting pavement performance. Our assessment will be based on visual observations from the field such as scoured or overly oxidized pavement, base failures or evidence of underground seepage. Since drainage plays a major role in the longevity of asphalt pavement the needed repairs should be done prior to or part of the pavement repair project. Identifying these problems, quantifying and adding the needed repair and associated costs to the pavement plan will help the plans accuracy.

Included in our visual field review will be documenting any observed subsidence issues.

As part of this task, PEI will meet with Town staff to review and hear from them about current or ongoing pavement and drainage problems that should be considered. PEI will also work with the Town and interact with utility companies in an effort to conform their upcoming improvement projects with the identified pavement needs of the Town.

From this information, accurate treatments can be selected and accurate budgets can be developed. PEI will summarize our findings into a spreadsheet that can be used as a reference during the subsequent tasks.

Phase 2 – Analysis, Recommendations and Report

As part of our work, PEI will perform a review of the decision tree information in the Town's StreetSaver® database. The purpose of this task to utilize the powerful tools contained in the program to assist in the prioritization of street repairs and project selection. As part of this task, we also anticipate running various scenarios to gauge the effectiveness of the developed strategies.



PEI will combine the field information with the analysis to develop recommended pavement maintenance and rehabilitation projects for the Town's consideration. We will blend the analysis, field review, utility schedules and pavement goals of the Town with our knowledge of pavement maintenance and rehabilitation to develop a plan specific to the Town's needs. We anticipate the plan will consist of road lists, associated treatments and costs for each road in each plan year.

PEI will provide a report that summarizes our findings and documents the proposed multi-year pavement maintenance and rehabilitation expenditure plan.

Phase 3 – Council Presentation

At the Town's request, PEI will prepare and present our findings and recommendations at a Town Council Meeting.

Exclusions from the Scope of Work

Field testing such as coring and deflection testing, utility locating or potholing, documenting ADA compliance or preparing construction documents are not included in our scope of work.

PROPOSED WORK SCHEDULE

PEI proposes the following schedule:

Phase	Description	Est. Delivery Date
1	Complete Field Reviews and Staff Coordination	12/17/21
2	Complete Analysis, Recommendations and Report	1/21/22
3	Council Presentation	TBD

PROPOSAL FEE AND FEE BREAKDOWN

Our estimated level of effort and associated fees for performing the outlined work will be \$18,720. A breakdown of the fees is attached. PEI understands that public input, utility schedules and other unknowns may cause the objectives and tasks to be modified. Modifications to the scope of work may result in additional fees.


All fees and costs associated with this project are subject to final negotiation with the Town of Fairfax. The enclosed proposal conditions apply.



Jonathon Goldman PE
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We look forward to working with the Town of Fairfax on this important project. Please feel free to contact me at (805) 781-2265 with any questions.

Very truly yours,
PAVEMENT ENGINEERING INC.



Joseph L. Ririe, P.E.
Senior Principal Engineer

Enclosures: Estimated Fee Breakdown Schedule;
Proposal Conditions

pc: C File, M File, MP File S/P/R



**ESTIMATED FEE BREAKDOWN SCHEDULE
 FOR THE
 TOWN OF FAIRFAX
 IDENTIFY AND RECOMMEND PAVEMENT IMPROVEMENT PROJECTS**

PHASE 1 FIELD REVIEW AND STAFF COORDINATION				
Position	Rate	Hours	Total	
Senior Principal Engineer	\$240	24	\$5,760	
Senior Engineering Technician	\$150	8	\$1,200	
			Est. Total:	\$6,960
PHASE 2 ANALYSIS, RECOMMENDATIONS AND REPORT				
Senior Principal Engineer	\$240	16	\$3,840	
Senior Engineering Technician	\$150	32	\$4,800	
			Est. Total:	\$8,640
PHASE 3 COUNCIL PRESENTATION				
Senior Principal Engineer	\$240	8	\$1,920	
Senior Engineering Technician	\$150	8	\$1,200	
			Est. Total:	\$3,120
Total Estimated Project Fee:				\$18,720.00



PROPOSAL CONDITIONS

1. Proposal is valid for thirty days from the date of the proposal.
2. All work shall be performed utilizing common methods and practices of the civil engineering profession.
3. Fees for Lump Sum or Unit Price Proposals will be charged at the quoted price. Fees for Engineering and PMP Technical Services on a Time and Materials Basis will be charged at the applicable hourly rate.

