



# FAIRFAX TOWN COUNCIL MEETING STAFF REPORT

**MEETING DATE** March 6, 2024  
**PREPARED FOR** Mayor and Town Council  
**PREPARED BY** Loren Umbertis, Director of Public Works  
**SUBJECT** Adopt a Resolution Authorizing the Town Manager to execute an Amendment to Professional Services Agreement with CSW/ST2 for the Rehabilitation and Improvement Project on Park Road in an amount not to exceed \$32,280 for a project total of \$62,030

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## **RECOMMENDATION**

Authorize Town Manager to execute an Amendment to Professional Services Agreement with CSW/ST2 for the Rehabilitation and Improvement Project on Park Road in an amount not to exceed \$32,280 for a project total of \$62,030.

## **DISCUSSION**

On July 12, 2023, the Fairfax Town Council Authorized the Town Manager to execute a contract with CSW/ST2, a civil engineering firm, to design improvements to the stormwater system along Park Road between Spruce Road and School Street. CSW/ST2 has produced a schematic design associated with that work. Based upon the scope proposed to improve stormwater conveyance, the work would necessarily require trenching and excavation of Park Road. As a result of discussion between CSW/ST2 and staff, a request was made to CSW/ST2 to add rehabilitation of the roadway to the scope of services. The type of work that would be required to rehabilitate the roadway would also require improving and adding curb ramps at various locations along the length of Park Road. Staff also requested that CSW/ST2 include a review of the feasibility of widening the sidewalk along the northerly length of Park Road between the Community Center and the Women's Club. While the current width of the sidewalk is 48" and is compliant with ADA standards, the sidewalk still is narrow given the amount of pedestrian traffic and strollers that take advantage of the Peri Park Playground and for community members that access the Women's Club for Council meetings and other community events.

The agreements with CSW/ST2 will result in improved storm drainage per the original contract to reduce standing water along Park Road and the amendment will address and improve the roadway surface between the entire length between Spruce Road and Bolinas Road and improve the accessibility requirements of the sidewalk to meet current ADA requirements.

Park Road has been identified in the Five-Year Streets and Roads Improvement Program in 2025/26 for rehabilitation.

As CSW/ST2 has already performed work and is familiar with Park Road as part of the stormwater improvements, they are well suited and capable of providing the additional services to prepare plans and specifications for the roadway rehabilitation and associated improvements to curb ramps and the expanded sidewalk. CSW/ST2 has proposed an additional services amendment to Town staff to perform the added design work for an amount not to exceed \$32,280. The original contract to provide the stormwater design was in the amount of \$29,750.

**FISCAL IMPACT**

CSW/ST2's original contract to improve stormwater conveyance was in the amount of \$29,750. The First Amendment for design of plans and specifications for the rehabilitation of the length of Park Road and the sidewalks and curb ramps is not to exceed \$32,280 bringing the total commitment to \$62,030. Funds are available from the Street Rehabilitation and Resurfacing Fund 53-887. As the actual construction will involve elements of storm drainage improvements and road rehabilitation, constructions expenses will be shared between available ARPA funds and road improvement funding.

**ATTACHMENTS**

- A. AS01-2024-01-24 Park Road Rehabilitation from CSW/ST2 dated January 24, 2023
- B. Resolution
- C. First Amendment

Project Number: 2300142

January 24, 2024

Loren Umbertis, Public Works Director  
 Town of Fairfax  
 142 Bolinas Road  
 Fairfax, CA 94930

via email only  
[lumbertis@townoffairfax.org](mailto:lumbertis@townoffairfax.org)

**Subject: Park Road Rehabilitation**

Dear Mr. Umbertis

Thank you for the opportunity to continue supporting the Town for infrastructure improvements along Park Road. As you are aware, CSW|ST2 is preparing phased construction documents to extend the storm drainage system under Park Road. Given the moderate to high levels of roadway distress (cracking and potholing), this proposal includes additional civil design and survey services to rehabilitate Park Road from Spruce to Bolinas Road and to widen the sidewalk from 4 to 6 feet along Peri Park from the Community Center to the Women’s Club. As required by Title II of the Americans with Disabilities Act (ADA), curb ramps will be installed at roadway intersections to meet current regulatory standards. Our opinion of probable construction cost for these improvement is \$299,200.

ITEM	DESCRIPTION	QTY.	UNIT	UNIT COST	AMOUNT
<b>100</b>	<b>GENERAL CONDITIONS</b>				
101	Mobilization/ Demobilization (10%)	1	LS	\$ 27,200	\$27,200
102	Water Pollution Control	1	LS	\$ 4,000	\$4,000
103	Traffic Control	1	LS	\$ 35,000	\$35,000
104	Construction Layout	1	LS	\$ 6,000	\$6,000
<b>200</b>	<b>DEMOLITION</b>				
201	Asphaltic Concrete Grinding/Milling	3,000	SY	\$ 20	\$60,000
202	Remove Concrete Pavement	1,000	SF	\$ 9	\$9,000
203	Misc Removal/Relocations	1	LS	\$ 12,000	\$12,000
<b>300</b>	<b>SITE IMPROVEMENTS</b>				
301	Concrete Curb Ramp	10	EA	\$ 5,000	\$50,000
302	HMA Overlay (2-inch)	360	TN	\$ 200	\$72,000
303	Widen Concrete Sidewalk	960	SF	\$ 25	\$24,000
<b>Total Base Bid Construction Cost (2024 Dollars):</b>					<b>\$299,200</b>

Our scope of service includes topographic survey and phased construction documents. The following summarizes our proposed additional scope of work to support the design effort.

**SCOPE OF WORK**

1. Topographic Survey and Mapping. CSW will perform up to 16 hours of field survey services for new curb ramps and widening of the sidewalk. The topographic map will be developed using conventional surveying

techniques. The topographic survey will include back of sidewalk, curb/gutter, utilities (with surface evidence), and portions of the roadway. No boundary information will be collected. Following the field survey, we will updated the existing topographic base map in AutoCAD dwg format for use in design plans. Contour intervals will be 1-foot.

2. Construction Documents: CSW|ST2 will prepare Plans, Technical Specifications, and Estimate (PS&E) for Staff review at the 95% CD. We anticipate one (1) round of review and comment of the 95%CD level. We will refine these construction documents for bidding.
  - a. Construction Plans. The construction plan set will include the following:
    - Pavement Plans (including Striping Layout)
    - Curb Ramp Layout and Grading Plans
    - Typical Details
  - b. Project Specifications. We will prepare the technical specifications in a format acceptable to the Town. Additionally, we will assist the Town in preparation of the general specifications.
  - c. Estimate. We will prepare a line item estimate for each Town submittal.

**Deliverables**

We will provide the following documents in PDF and Word format.

- 95% and Final/Bid Set PS&E.

**FEES**

CSW|ST2 agrees to provide the services described above on a time and expense basis, in accordance with our current Hourly Rates and Billing Policy, a copy of which is enclosed. Invoices for services rendered will be issued on a monthly basis.

1. Topographic Survey and Mapping	\$	7,750
2. 95% Construction Documents		
a. Construction Plans (62 hrs)	\$	11,860
b. Specifications (6 hrs)	\$	1,440
c. Estimate (4 hrs)	\$	580
3. Bid Documents		
a. Construction Plans (42 hrs)	\$	9,350
b. Specifications (5 hrs)	\$	720
c. Estimate (4 hrs)	\$	580
<b>TOTAL</b>	<b>\$</b>	<b>32,280</b>

We will commence work immediately following your authorization to proceed. We anticipate 1-2 weeks to provide survey services. Following the field survey, we anticipate 2-3 weeks to provide 95% construction documents for staff review. We will refine the CD PS&Es to bid documents in approximately 2-week.

Sincerely,

Richard Souza, PE  
Project Manager

**RESOLUTION 24-\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX  
AUTHORIZING THE TOWN MANAGER TO EXECUTE AN AMENDMENT TO PROFESSIONAL  
SERVICES AGREEMENT WITH CSW/ST2 FOR THE REHABILITATION AND IMPROVEMENT  
PROJECT ON PARK ROAD IN AN AMOUNT NOT TO EXCEED \$32,280 FOR A PROJECT TOTAL  
OF \$62,030**

**WHEREAS**, On July 12, 2023, the Fairfax Town Council Authorized the Town Manager to execute a contract with CSW/ST2, a civil engineering firm, to design improvements to the stormwater system along Park Road between Spruce Road and School Street; and

**WHEREAS**, the improvements to the stormwater conveyance system will require excavation and trenching of Park Road and the current condition already warrants rehabilitation of the road surface; and

**WHEREAS**, repaving of the road will also require upgrades to meet current ADA accessibility standards including curb ramps and that the sidewalk along Peri Park Playground could be improved by widening from 48" to 60"; and

**WHEREAS**, CSW/ST2 has already performed work and is familiar with Park Road as part of the stormwater improvements, they are well suited and capable of providing the additional services to prepare plans and specifications for the roadway rehabilitation and associated improvements to curb ramps and the expanded sidewalk; and

**WHEREAS**, CSW/ST2 has provided an additional services proposal to Town staff to perform the added design work for an amount not to exceed \$32,280 and the original contract to provide stormwater design was in the amount of \$29,750 bringing the total commitment to an amount not to exceed \$62,030; and

**WHEREAS**, Park Road has been identified as a candidate for road improvement in the current Five Year Streets and Roads Improvement Program in FY2025/26; and

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Fairfax, California hereby authorizes the Town Manager to execute a First Amendment to Professional Services Agreement with CSW/ST2 for the Rehabilitation and Improvement Project on Park Road in an amount not to exceed \$32,280 for a project total of \$62,030

The foregoing resolution was duly passed and adopted by the Town Council of the Town of Fairfax at a duly noticed meeting held in said Town on the 6<sup>th</sup> Day of March 2024 by the following vote:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
Barbara Coler, Mayor

Attest: \_\_\_\_\_  
Christine Foster, Deputy Town Clerk

**FIRST AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES  
BETWEEN THE TOWN OF FAIRFAX AND CSW/ST2 FOR PARK ROAD  
REHABILITATION AND IMPROVEMENT PROJECT**

This First Amendment to the Agreement for Professional Services between the Town of Fairfax and CSW/ST2 is made on March 7, 2024 by and between the Town of Fairfax ("Town") and CSW/ST2 ("Consultant").

1. Section 1, Scope of Services, is hereby amended in its entirety to read as follows:

“Consultant shall furnish, in a professional manner, the services described in AS01-2024-1-24 to include additional civil design and survey services to rehabilitate Park Road from Spruce to Bolinas Road and to widen the sidewalk from 4 to 6 feet along Peri Park from the Community Center to the Women’s Club [and] As required by Title II of the American’s with Disabilities Act (ADA), curb ramps will be installed at roadway intersections to meet current regulatory standards.”

2. Section 2, Compensation, is hereby amended in its entirety to read as follows:

“Compensation to Consultant shall be in the amount not to exceed \$32,280 (Thirty Two Thousand, Two Hundred and Eighty Dollars)”

3. All other provisions of the Agreement and First Amendment to the Agreement shall remain in effect

IN WITNESS WHEREOF, the parties have caused this First Amendment to the Agreement for Professional Services to be executed on the date first written above.

TOWN OF FAIRFAX:

CONSULTANT:

\_\_\_\_\_  
Heather Abrams, Town Manager

By (signature): \_\_\_\_\_  
Name/Title: \_\_\_\_\_  
Business License #: \_\_\_\_\_

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Janet Coleson, Town Attorney

\_\_\_\_\_  
Deputy Town Clerk