

## Staff Report

### July 11, 2023

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**TO:** Honorable Mayor and Members of the Town Council  
**FROM:** Merrill Buck, Town Engineer  
**RE:** Approval of a Contract with Bellecci for Professional Civil Engineering Design Services for the Surface Transportation Block Grant Program (STBG) Paving Project

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#### **Recommendation**

Staff recommends that the Town Council adopt a resolution authorizing the Town Manager to execute a contract for professional civil engineering design services with Bellecci in the amount of \$134,732, and authorizing the Town Manager to approve contract amendments for up to 10% of the contract amount, if necessary, to accommodate changes or modifications in scope.

#### **Issue Statement and Discussion**

On August 24, 2022, the Placer County Transportation Planning Agency (PCTPA) Board of Directors approved future funding estimates for the Surface Transportation Block Grant Program (STBG), providing funding for eligible local projects in Placer County to be implemented in Fiscal Years 2026 and 2027. The board also established program guidelines and instructed staff to release a competitive Call for Projects based on the adopted guidelines and funding estimates.

In response to the Call for Projects, the Town submitted an application for paving work to occur on Brace Road (from Sierra College Boulevard to Stone Road) and King Road (from Taylor Road to Boyington Road). The application was evaluated by the Sacramento Area Council of Governments (SACOG) and PCTPA staff, who collaborated in assessing the Town's request for funding. On March 22, 2023, the PCTPA Board of Directors approved the staff recommended list of projects including the STBG Paving Project in the Town of Loomis. The project will receive \$318,000 in Federal Grant funding, based loosely upon its percentage of population and road miles relative to the County as a whole.

In May 2023, the Public Works Department issued a Request for Proposals (RFP) seeking professional civil engineering services for the STBG Paving Project design. The scope of work included preparation of design drawings, a bid summary, estimate, technical specifications, and all other required documents necessary to get the project ready for advertisement.

On June 22, 2022, the Town received one (1) proposal from Bellecci based in Concord, California. Following a review of the proposal, Bellecci was selected as being qualified to meet the Town's needs based upon their technical qualifications, familiarity with providing similar services, strength of their staff, and understanding of the work to be done. Bellecci has been providing civil engineering services to public agencies for 40 years including over 30 years of public sector paving project design.

The contract with Bellecci will be drafted using the Town's standard "Consultant Contract for Services" agreement template. Their Work Plan and Cost Estimate are included as Attachment B.

### **CEQA Requirements**

The proposed design contract is not subject to review under CEQA pursuant to Section 15061(b)(3), which exempts administrative items since they will not result in any direct or indirect physical change in the environment. Construction work will be exempt from CEQA pursuant to Section 15301(c), repair and maintenance of existing facilities.

The project does include a task for completing all necessary National Environmental Policy Act (NEPA) requirements since the project is federally funded. It is expected that the project will qualify for a Categorical Exclusion under NEPA per CFR 771.117(c)(26), modernization of highway by resurfacing, restoration, rehabilitation, or reconstruction.

### **Financial and/or Policy Implications**

Funding for the recommended contract, along with authorizing the Town Manager to approve contract amendments for up to 10% of the contract amount, is available from the Town's General Fund Capital Reserves (Fund 110).

### **Attachment**

- A. Resolution
- B. Work Plan and Cost Estimate

TOWN OF LOOMIS

RESOLUTION NO. 23 - \_\_\_\_\_

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS AUTHORIZING THE TOWN MANAGER TO EXECUTE A CONTRACT FOR PROFESSIONAL SERVICES WITH BELLECCI IN THE AMOUNT OF \$134,732

WHEREAS, the Public Works Department requires a qualified firm to provide civil engineering design services and design support during construction, for a paving project on Brace Road and King Road; and

WHEREAS, in May 2023, the Town released a Request for Proposals (RFP) for Professional Civil Engineering Services and one (1) proposal was received; and

WHEREAS, following a review of the proposal, Bellecci based in Concord, California was determined by staff to be qualified for the professional services contract based upon their technical qualifications, familiarity with providing similar services, strength of staff, and understanding of the work to be done; and

WHEREAS, the Town has negotiated a scope of services with Bellecci in the amount of \$134,732 and is recommending a contract award, along with authorization for the Town Manager to approve contract amendments for up to 10% of the approved contract amount; and

WHEREAS, the Town’s General Fund Capital Reserves (Fund 110) has sufficient funds to cover the cost of the proposed contract amount; and

WHEREAS, the Town Manager recommends that it is in the Town’s best interest to enter into a professional services agreement with Bellecci to perform the required services.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Town Council of the Town of Loomis hereby authorizes the Town Manager to execute a contract for professional services with Bellecci in the amount of \$134,732; and be it

FURTHER RESOLVED that the Town Manager is authorized to approve contract amendments for up to 10% of the approved contract amount; and be it

FURTHER RESOLVED that the on-call contract will be drafted using the Town’s standard “Consultant Contract for Services” agreement template.

PASSED AND ADOPTED this 11<sup>th</sup> day of July, 2023 by the following vote:

- AYES:
NOES:
ABSENT:
ABSTAINED:

\_\_\_\_\_  
Mayor

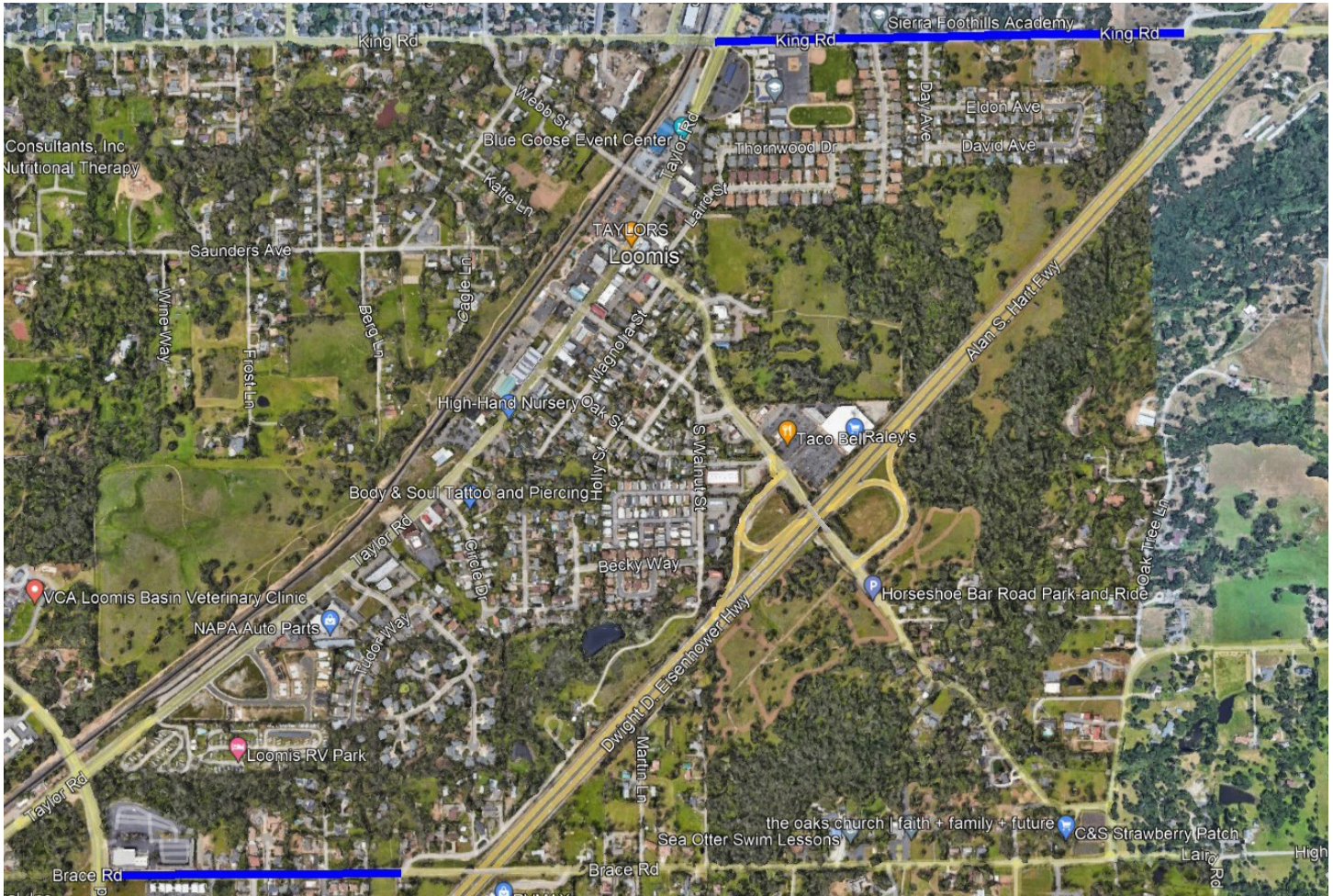
ATTEST:

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

## Project Understanding

The Town of Loomis seeks surveying and engineering services for the project administration, plans specifications and estimate (PS&E), preparation of the bid documents, bidding and construction support for the Town of Loomis's Brace Road and King Road Pavement Rehabilitation Project. The construction of this Project will be funded by federal-aid, Surface Transportation (STBG). The federal aid funding requires the plans and specifications to include federal-aid provisions and forms.

The proposed limits of the project are shown below. In general, the work includes AC pavement repairs, grinding and replacement of the asphalt concrete pavement section and replacing the pavement striping/markings. In addition, we will check for ADA compliance and identify other road deficiencies that the Town may want to address with this project.



## Methodology

Our overall goal is to provide the Town of Loomis with a superior project with minimal complaints and long-lasting durability. To achieve this goal, the first order of work will be a meeting with the Town to discuss the project in detail and to obtain all existing information on the project.

After our meeting with the Town, we will schedule and perform detailed site inspection of the sections of Brace Road and King Road proposed for pavement rehabilitation. Areas of pavement failures will be identified and quantified for cost estimation and design. We will review the project sites for non-compliant ADA facilities and identify them for replacement.

Pavement coring and R-value testing will be performed by KC Engineering Company. The asphalt concrete overlay and/or mill & fill pavement section will be designed using Caltrans design criteria based on the results of the R-value tests, traffic index (TI), and existing pavement section.

We plan to use aerial images as the site base maps and supplement them with relevant ground shot survey information from the Bellecci survey crew. The survey work will be performed and tied into the NAD 1983 State Plane system and/or Town datum. Curb returns listed to receive ADA ramps will be surveyed in detail for the design of the ADA compliant improvements. The survey ground shots and visible utility locations will be added to the drawing file to complete the base information for the designers.

The plans, specifications and bid items will be compiled in standard Town format providing detailed information to obtain comprehensive contractor bids and to construct the project. The plans will be prepared at a 1" = 20' scale on 22"x 34" plan sheets. The project is a federal aid funded project so the plans, specifications and bid items will follow the Caltrans Local Assistance Programs Guidelines/Manual (LAPG/LAPM) and include the documents necessary for Federally funded projects. The construction specifications will include construction staging and traffic control requirements. Drawings will also include mapping of existing striping and pavement markings and show any proposed striping changes or additions. ADA ramps will be designed using the detailed topographic survey information collected by the survey crew. Bellecci will provide the Town with 50% and 90% design submittals, and the 100% final bid set. Engineer's estimates will be provided with each submittal.

Our environmental subconsultant, Rincon Consultants, will provide the environmental documentation for the project. Rincon will coordinate with Caltrans and do a field visit to verify the existing conditions for the completion of the NEPA environmental documentation and the Preliminary Environmental Study (PES).

### *ADA Ramp Design*

There are several key factors that are necessary for successful ADA ramp replacements. It is very important to begin with a detailed topographic survey. If the topographic survey does not collect the necessary information there are usually issues conforming to the existing driveways, sidewalk, store fronts and front yards during construction. In addition, items missed in the topographic survey such as water meters, sewer cleanouts, utility poles, fire hydrants, trees, mailboxes, etc., do not get addressed in the design and could end up as a construction contract extra cost.

Bellecci reviews the existing slopes, locations and constraints for every ADA curb ramp and provides an ADA ramp design with proposed grades for construction. We do not rely solely on the Caltrans Details for replacement of the curb ramps because we know those details need to be adjusted to fit real world conditions.

After the project is out for bid, Bellecci will respond to all questions regarding the plans and specifications and prepare any addendums to the plans and specifications necessary to clarify the design. In addition, we will attend the pre-bid meeting, prepare the bid summary to determine the lowest responsible bidder, and attend the preconstruction meeting.

During construction, Bellecci will attend the preconstruction meeting with the contractor, Town staff and applicable utility companies. We will review the contractor submittals for compliance with the specifications and respond within five days. We will also clarify questions regarding the plans (RFIs), review change order requests from the contractor and prepare change orders recommendations for the Town.

## **Scope of Work**

### **Task 1 Project Administration**

#### *1.0 Project Management*

Bellecci will be responsible for managing both the technical and non-technical, organization-related administrative work to deliver a successful project to the Town. The key project management tasks that will be implemented by Bellecci include monitoring the project scope of work and cost proposal, establishing, and updating the project schedule, monitoring, and updating the Town's overall project budget, scheduling coordination meetings with key parties, subconsultant coordination, creation of status reports, and organizing the Public Outreach Meetings. More details on the key Project Management tasks are summarized below.

## 1.1 Kick-off Meeting:

Bellecci will participate in a virtual (Teams, Zoom, etc.) kick-off meeting. This meeting will accomplish the following key tasks in the initialization of the project:



- Review project goals
- Confirm scope schedule and budget
- Establish contacts and lines of communication to initiate effective communication
- Discuss conceptual ideas and identify potential problems
- Discuss format of deliverables
- Share available information for the project

## 1.2 Meetings:

Attend virtual meetings with Town staff, and project stakeholders. The meetings will include:

- Attend a minimum of 3 design review meetings with the Town staff and appropriate entities
- Public Outreach Meeting (As Needed): Bellecci will attend one (1) in person meeting with the Town. We will provide the presentation materials and present at the meeting.

## 1.3 Schedule:

The project schedule will be created in MS Project and submitted to the Town for review and approval. The schedule will be monitored and updated throughout the project to reflect the changed conditions encountered during design.

## 1.4 Project Status Reports:

Bellecci will provide project progress updates with the project engineer on a biweekly basis by phone or email. In addition, we will provide a project status report with our invoice monthly. The report will include accomplishments, anticipated problems or issues and schedule of upcoming events. In addition, we will provide design budget cost reports with every invoice that highlights the approved budget, budget remaining, and amount spent for the invoicing period and an estimate of the percent complete.

## 1.5 QA/QC Plan:

As part of overall design integrity, Bellecci will perform a QA/QC review to check the following:

- Plan and specification checks
- Quantity Checks
- Comparison of Bid Form and Pay Clauses

## Task 2 Site Investigation Data Collection & Survey

### 2.1 Gather Existing Background Documents:

Bellecci will send out utility letters to utility companies to request utility maps from Comcast, AT&T, PG&E, PCWA, SPMUD, etc. In the letter utility companies will be asked to identify any projects they propose in the near future which might impact the newly improved streets. Utility companies will be requested to complete their projects (if any) prior to the start of this project.

Bellecci will also review the available Town 's utility maps for the existing storm drainage. Once the mapping is received by Bellecci from various utility companies, Bellecci will record the utility maps on the base topographic survey file. In addition, we will review available Town project documents and electronic files, including Construction Plans for nearby work, Master Utility Plans, As-built Subdivision plans and Traffic Studies. We will use the available traffic count information from the Town to determine the Traffic Index (T.I.). If traffic counts are not available an applicable T.I. can be assumed.



### 2.2 Survey for Base Map:

Bellecci will provide surveying services by a licensed Professional Land Surveyor for development of topographic maps. We use an aerial photograph supplemented with ground shot information by the Bellecci survey crews. The topographic survey will include the following activities:

- Establish survey control using GPS coordinates (NAD 83, NAVD 88, Epoch 2010, Zone 3) or use Town survey control datum.
- Provide supplemental ground shot topographic survey for the areas at the site scheduled to receive new improvements. Supplemental survey to include the following:
  - Curbs, gutters, sidewalks, driveways, and existing improvements at curb returns
  - Sewer manhole rim and clean-outs
  - Storm drain manhole rim elevations and catch basin grate elevations
  - Water valve boxes, meter boxes and fire hydrants
  - Gas valves and boxes
  - Electrical boxes, street light boxes, utility vaults
  - Communication boxes



### **2.3 Right of Way Research:**

Bellecci will obtain the record information from the on-line parcel quest service to establish the approximate location of the Town right of way along the project street. This item of work does not include any survey field crew work. The record property line information will be shown on the plans to identify if any of the proposed improvements will be impacted. A right of way survey can be conducted as needed as approved optional services.

### **2.4 Detailed Field Review/Site Investigation:**

Bellecci will visually inspect the project street to assess and accomplish the following:

- Determine the existing geometric constraints, including the severity/lack of existing cross slopes
- Evaluate the condition of the pavement & curb and gutter
- Determine the limits of work and identify possible conform issues
- Assess the sidewalk for ADA compliance
- Identify areas that may require drainage improvements
- Quantify areas of pavement repair
- Identify visible utilities (valves, manholes, monuments, etc.)
- Identify areas of damp subgrade.

### **2.5 Geotechnical Investigation:**

Bellecci's subconsultant, KC Engineering Company, pavement coring and subgrade R-Value testing services. The work will include structural section measurement (coring), R-value testing of the subgrade material and providing rehabilitation recommendations for the project street. KC Engineering Company will provide a report to Bellecci that shows the make-up of the existing pavement section and the R-Value of the subgrade. The report will also provide geotechnical recommendations for the pavement rehabilitation.

### **2.6 Environmental Study and NEPA**

Bellecci's subconsultant, Rincon Consultants will provide the environmental documentation on the project for the Town to file with the County Clerk. Rincon will coordinate with Caltrans, do a field visit and complete the PES, along with technical memos and studies. A NEPA and CEQA for existing facilities highways and streets, sidewalks, gutters, etc.. will be prepared for the project.



## Task 3 Plans, Specifications, & Estimate (PS&E)

### 3.1 Plans, Specifications & Estimate:

Bellecci will produce a set of plans at the 50% & 90% design stage, along with the technical specifications and a corresponding opinion of probable construction costs. The plans will be prepared at a 1" = 20' scale on 22"x34" plan sheets. Technical specifications shall be written consistent with the Town 's standard specifications (Caltrans 2018 edition). The project is a federal aid funded project so the plans, specifications and bid items will follow the Caltrans Local Assistance Programs Guidelines/Manual (LAPG/LAPM) and include the documents necessary for Federally funded projects. The cost estimate will be based on the plans and the proposed project limits and will include a summary breakdown of the anticipated project cost. The cost estimate will be set up with the same item of work as will be shown for the schedule of bid item.

Generally, the plans will include the following plans:

1. Cover Sheet
2. Street Location Map
3. Typical Sections
4. Pavement repair/rehabilitation plans
5. ADA Ramp improvement details
6. Signing & Striping Plans
7. Detail sheets

Submittals shall include two (2) sets of hard copies of plans, specifications and engineer's estimates (PS&E) and a copy of the plans and specifications and estimate in an electronic PDF format. Each subsequent submittal will include the review comments from the previous submittal with a written response to each comment.

### 3.2 Final Bid (100%) Plans, Specifications & Estimate:

We will develop and submit final PS&E. The final PS&E will include final plans, specifications, estimate of probable construction costs, and contract documents ready for bid. The final construction drawings, specifications, contract documents and bid items will incorporate the Town 's 90% design review comments. The final bid documents will include the final adjustments to the project as approved by the Town. The final engineer's estimate will include the bid items and quantities anticipated in the construction of the project.

Final approved drawing submittals shall include the following: A reproducible set of the final construction documents are to be submitted along with electronic files for all work products. Construction drawings shall be in .pdf and AutoCAD formats. Technical specifications shall be in .pdf and in MS Word formats. The estimate shall be in .pdf and in MS Excel formats.

## Task 4 Bid Period Services

### 4.1 Bid Period Services:

During the bidding phase, Bellecci will assist the Town with the bidding process and provide the Town with assistance to answer any Contractor questions pertaining to the plans and specifications. We will prepare and issue contract addenda, as needed.

## Task 5 Construction Phase

### 5.1 Construction Phase:

Bellecci will attend the preconstruction meeting as required. We will review the contractor submittals for compliance with the specifications and respond within ten days. We will also clarify questions regarding the plans (RFIs), review change order requests from the contractor and prepare as-needed plan modifications for the change orders. We will also participate in the final walk through of constructed project and the preparation of "punch list" of deficient work.

In addition, Bellecci will prepare as-built plans for the Town's records. As-built changes will be based on the red line mark-ups from the Contractor and the Construction Manager.

**COST PROPOSAL**

**Town of Loomis  
STBG Paving Project Design**

June 28, 2023

**PROJECT BUDGET ESTIMATE**

TASK #	RATE	240	210	164	150	220	174	174	110	96	106	1.1	1.1			
TASK #	TASKS DESCRIPTION	Principal Engineer I	Professional Engineer II	Engineer I	Assistant Engineer II	Professional Surveyor	Survey Technician III	Survey Chief of Party	Survey Rodman	Survey Apprentice III	Administration	Geotechnical	Environmental	HRS. /TASK	DIRECT COST	TOTAL COST
<b>Task 1 - Project Administration</b>																
1	Project Administration (Includes Project Status Reports & Schedule Updates)	20									4			20		\$5,224.00
2	Kick-off Meeting	2	2											4		\$900.00
3	Project Meetings (City Staff)	6	6											12		\$2,700.00
4	Public Outreach Meetings (1-Public Outreach)	6	6											12		\$2,700.00
5	QA/QC	4	4											8		\$1,800.00
	<b>Sub-Total</b>	38	18	0	0	0	0	0	0	0	4	\$0	\$0	56		<b>\$13,324.00</b>
<b>Task 2 - Site Investigation, Data Collection, &amp; Survey</b>																
1	Utility Research & Coordination (PG&E, Comcast, AT&T, City, etc.)	2	2		6									10		\$1,800.00
2	Detailed Site Investigation & Mark Pavement Repairs	2	12		12									26		\$4,800.00
3	Topographic Survey Base Map		2			2	16	24	24					68		\$10,460.00
4	Right of Way Research		2			4	12							18		\$3,388.00
5	Geotechnical Investigation (KC)	2	4									\$15,040.00		6		\$17,864.00
6	Environmental Documentation (To be completed by the Town)										0			0		\$0.00
	<b>Sub-Total</b>	6	22	0	18	6	28	24	24	0	0	\$15,040	\$0	128		<b>\$38,312.00</b>
<b>Task 3 - Plans, Specifications &amp; Estimate</b>																
1	Plans, Specifications & Estimate (50% & 90%)	12	76		200						4		\$0	288		\$49,264.00
2	Final Plans, Specifications & Estimate (100%)	4	24		80						4			108		\$18,424.00
	<b>Sub-Total</b>	16	100	0	280	0	0	0	0	0	8	\$0	\$0	396		<b>\$67,688.00</b>
<b>Task 4 - Bid Period Services</b>																
1	Bid Period Services	2	8		4						4			14		\$3,184.00
	<b>Sub-Total</b>	2	8	0	4	0	0	0	0	0	4	\$0	\$0	14	0	<b>\$3,184.00</b>
<b>Task 5 - Construction Phase</b>																
1	Construction Phase	4	24		32						4			60		\$11,224.00
	<b>Sub-Total</b>	4	24	0	32	0	0	0	0	0	4	\$0	\$0	60	0	<b>\$11,224.00</b>
1	Miscellaneous Expenses (Mileage, Prints, Postage, etc.)														\$1,000	\$1,000.00
<b>PROJECT TOTAL</b>		<b>66</b>	<b>172</b>	<b>0</b>	<b>334</b>	<b>6</b>	<b>28</b>	<b>24</b>	<b>24</b>	<b>0</b>	<b>20</b>	<b>\$15,040.00</b>	<b>\$0.00</b>	<b>654</b>	<b>\$1,000</b>	<b>\$134,732.00</b>

**Design Contingency 10% \$13,473.20**

**Design Total with Contingency \$148,205.20**

**Project Assumptions**

- Distribution of hours shown on the budget are for estimating purposes and the invoicing hours can vary as long as the total approved budget is not exceeded.
- Miscellaneous expenses include mileage, postage, photocopies, computer plotting/printing for internal use, UPS/FedEx, etc.
- Project plans, specifications and estimate (PS&E) submittals to the Town for review will be at the 50%, 90%, and 100%/Final bid stages.
- Right of way research is from available on-line Parcel Quest information and does not include any survey field work or acquiring any preliminary title reports.
- Easement and right of way plats and legal descriptions are not included and if needed all property owner negotiations will be done by the Town.
- Environmental studies will be completed by the Town
- Town will provide the boiler plate for the front end specifications in Word for Bellecci to modify to be project specific.
- Utility plans from the various utility companies are readily available, accurate and current and if needed utility relocations will be designed by others.
- Geotechnical borings may be performed in Town right of way
- Town encroachment permit fees for geotechnical work will be waived.
- Town pays for all outside agency fees (Caltrans and utility companies).
- Town will print and distribute all bid documents.

**Engineering Design Fee (Not including Geotechnical fee, construction services and bid services)**

**\$105,284**

