



**CITY OF LARKSPUR
Staff Report**

February 6, 2019 City Council Meeting

DATE: January 28, 2019
TO: Honorable Mayor Morrison and the Larkspur City Council
FROM: Julian Skinner, Public Works Director
SUBJECT: CONSULTANT SERVICES AGREEMENT AMENDMENT WITH MOE ENGINEERING INC FOR THE MEASURE B AMERICANS WITH DISABILITIES ACT (ADA) IMPROVEMENTS PROJECT (CIP 19-302)

ACTION REQUESTED

That Council adopt attached resolution authorizing the City Manager to execute a Consultant Services Agreement amendment as follows:

1. The 2nd amendment with Moe Engineering Inc. for Consulting Services related to the Measure B ADA Improvements Project (CIP 19-302), through June 30, 2020 in an amount not to exceed \$250,000.

SUMMARY AND BACKGROUND

The Measure B ADA Improvements project proposes to install new Americans with Disabilities Act (ADA) curb ramps on all City streets included in the Measure B Street Repair Plan. The Plan, adopted by the City Council in May 2018, includes paving approximately 25 miles of City streets over the next five years. Street paving triggers federally mandated ADA improvements within the work limits, most notable of which is curb ramps.

Curb ramps are typically installed where sidewalks meet streets at crosswalks. They provide a means for persons with mobility disabilities to travel from the sidewalk to the crosswalk and vice versa without having to negotiate a typical curb-height change in elevation.

Staff is proposing two consultant contracts to implement the ADA project this year as proposed in the adopted Capital Improvement Program (CIP.) The first contract is with Certified Access Consultant, Craig Williams, and is anticipated to be \$35,000. Mr. Williams' role will be to identify curb ramp locations and document any exceptions to ADA standards regarding location or design/ installation of ramps.

AGENDA ITEM 4.6

Based on current Public Works staffing levels, it is necessary to augment the on-call engineering services contract the city has with Moe Engineering Inc. to include the project management services for the ADA work. While Mr. Williams will provide the expert ADA analysis to scope the project, Moe will provide engineering consulting services to prepare public bid documents for the work including detail engineering design of ramps as may be necessary, field inspections and construction management.

The City has a current CSA with Moe; however, it is appropriate to amend the agreement to include the specific tasks related to the ADA work and increase the compensation cap and expiration date of the agreement accordingly.

The estimated not-to-exceed value of the subject engineering work is \$250,000, which requires City Council authorization.

More information on the City's Measure B Street Repair Plan is available on the City's website at <http://www.cityoflarkspur.org/FixingOurRoads>.

DISCUSSION

The City's pavement is in poor condition, overall, evidenced by a Pavement Condition Index (PCI) score of 39 on a scale on 0 to 100. In part to address the lack of funds needed to improve pavement condition throughout the City in a timely manner, in November of 2017, Larkspur residents passed the 'Larkspur Street Repair and Essential Services Measure.' After passage of the measure, staff developed a plan to pave all Larkspur streets that had not been recently paved within the next five years. A draft Measure B Street Repair Plan was developed by the City and shared with the public prior to being formally adopted by the City Council on May 2, 2018.

The Plan includes paving of approximately 25 miles of the City's 33 miles of streets at an estimated cost of \$26 million. In developing the Plan and the associated cost estimates, staff evaluated all the appurtenant improvements that would be required along with the paving. These improvements include signing and striping, curbing, crosswalks, drainage structures and ADA curb ramps. The City adopted Measure B Expenditure Policy lists such improvements as eligible for the Measure B funding, as they would either be mandated by the paving work or be most efficiently and cost effectively completed with the paving work. Installation of ADA compliant curb ramps is mandated by federal law for all paving projects similar to those proposed in the Measure B Street Repair Plan.

A strategy of the Plan was to separate the concrete work (mostly ADA ramps) from the paving work to simplify the construction contracts. This strategy should not only reduce overall Plan implementation costs, but also allow staff to better manage the construction work for public convenience. The paving work was split into nine projects over four years and the concrete work is being bundled into one contract city-wide. There is no requirement for the ramps to be constructed under the same contract as the paving work triggering the need for the ramp, but a ramp should be complete before the City accepts the contract work that paved the immediately adjacent street.

To accomplish this, the City scheduled paving for only streets with no ADA ramp needs for the first year of the Plan. These streets either already have compliant ramps or do not have sidewalks requiring ramps. Under the Plan, all the required ADA ramps throughout the City on the 25 miles of streets included in the Plan are constructed in year one and completed before the second-year paving project starts. The second-year paving project has streets that trigger ADA ramps. Ideally, all ramps are completed before paving work starts on year 2 streets so that there is no potential for two contractors to be in the same place holding each other up or impacting each other's work.

AGENDA ITEM 4.6

Staff estimates there are 200 ADA ramps needed to meet the federal ADA requirements and is engaging a Certified Access Specialist (CASP) to verify that the project will fulfill the Plan's ADA compliance needs. In addition to the CASP, staff has identified a need for assistance in preparing documents to publicly bid the construction work, typically identified as Plans, Specifications and Estimate (PS&E), and management of the ensuing construction contract.

The City has an existing Consultant Service Agreement (CSA) with Moe Engineering Inc. (Moe) for on-call engineering services similar to those needed. Moe has provided engineering assistance to the City since mid-2017 including PS&E for ADA path improvements and construction management (CM) and inspection for the East Sir Frances Drake Improvements last year. In addition, Moe performed PS&E and CM services for a very similar scope ADA ramp project in Cotati in 2016.

An amendment to Moe's contract is required to accommodate the ADA work, as the anticipated reimbursement and timeline for the work exceeds those of the existing contract. Moe's initial 2017 contract included a cap of \$120,000 on fees, which was amended by an increase of \$110,000 for 2018 work. There has been no amendment to date for 2019 work, although the contract has an expiration date of June 30, 2019.

The exact number, location and configuration of required ramps will not be known until the CASP completes his evaluation; however, much of the PS&E work can be completed concurrently with the CASP work and as such it is appropriate to proceed with both the CASP and the PS&E work at this time in order to have construction start this summer and finish prior to year 2 paving in spring of 2020.

Moe has provided a fee proposal for the work, which includes an allowance of \$50,000 for the PS&E work and \$200,000 for the CM and inspection. The cost of the CM work is highly dependent on the configuration of ramps. Should most ramps conform to a Caltrans standard installation, this cost will be far less than the \$200,000. However, if there are numerous ramps that cannot be constructed per a standard detail, and surveying and custom field engineering is required, the CM costs will approach the \$200,000 estimate. Moe will invoice the City only for actual hours spent.

An extension of the contract through June 30, 2020 is appropriate as it is anticipated that the construction of the ramps will extend into 2020 and Moe's services are needed through construction completion.

FISCAL IMPACT

The Measure B ADA Improvement Project is included in the adopted Capital Improvement Program with sufficient funding for the work included in the subject contract amendment. While the construction of all improvements in the Measure B Pavement Repair Plan- including the ADA ramps- is to be paid for with Measure B funds, it has been the City's policy to pay for staff and consultant costs with non-Measure B funds. As such the adopted budget for the project identifies Vehicle Impact Fees (VIF), as the funding source to pay for consultant fees including those under the proposed contract amendment.

ENVIRONMENTAL STATUS

The project's environmental review will occur as part of the PS&E work and is specifically itemized as a task in Moe's proposal. The project's CEQA determination will be made prior to the advertisement for construction bids. The requested Council action of amending the Consultant's contract is not a project under CEQA and does not require environmental review.

STAFF RECOMMENDATIONS

Staff recommends the City Council authorize the City Manager to execute the Consultant Services Agreement Amendment.

Respectfully submitted,

Julian Skinner, Public Works Director

Attachments

1. Resolution
2. Proposal
3. CIP Budget Sheet

CITY OF LARKSPUR
RESOLUTION 08/19

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LARKSPUR
AMENDING A CONSULTANT SERVICES CONTRACT WITH MOE
ENGINEERING INC. IN THE AMOUNT OF \$250,000 FOR THE MEASURE B
ADA IMPROVEMENTS PROJECT (CIP 19-302)**

WHEREAS, the City of Larkspur entered into a Consultant Services Agreement (CSA) with Moe Engineering Inc. (Moe) for general engineering support services;

WHEREAS, the adopted Fiscal Year 2018/19 Capital Improvement Program includes the Measure B ADA Improvements project (CIP 19-302) to construct federally mandated curb ramps throughout the City as will be triggered by implementation of the City's Measure B Pavement Repair Plan;

WHEREAS, engineering work to prepare the bid documents and manage the construction of ADA project are beyond current staff capacity and suitable for assignment to Moe;

WHEREAS, the anticipated scope and scheduled of the project is such that staff anticipated an amendment to Moe's CSA would be required for both fee and time;

WHEREAS, Moe provided a proposal for scope and fee, which scope has been reviewed and found reasonable by the City Engineer;

WHEREAS, the estimated not-to-exceed fee for the required additional work subject of the proposed CSA amendment is \$250,000;

WHEREAS, the Public Works Director recommends the City execute a contract amendment in the amount of \$250,000 to incorporate the required changes; and,

WHEREAS, City Council authorization is required for the City Manager to execute an amendment to the Consultant Services Agreement with Moe for the total additional amount estimated to be \$250,000.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Larkspur hereby resolve, declare, determine and order as follows:

- 1 The City of Larkspur is authorized to expend the sums necessary to complete said design and construction bid document work, and to draw said sums from the City's current fiscal year CIP budget in an amount not to exceed \$250,000.
- 2 The City Manager and/or his designee is authorized and directed to execute an amendment to the Consultant Services Agreement with Moe for an amount estimated to be \$250,000 and take all other action necessary to consummate said transactions.

IT IS HEREBY CERTIFIED that the City Council of the City of Larkspur duly introduced and regularly adopted the foregoing resolution at a regular meeting held on February 6, 2019 by the following vote:

AYES: COUNCILMEMBER:

NOES: COUNCILMEMBER:

ABSENT: COUNCILMEMBER:

ABSTAIN: COUNCILMEMBER:

Ann Morrison, Mayor

ATTEST:

Jamie Kuryllo, City Clerk

City of Larkspur

LARKSPUR ACCESSIBILITY IMPROVEMENTS

Estimated Level of Effort

Moe Engineering, Inc.	
Date:	1/10/2019
Job No. 2019-003	

Category	Labor Cost					Task Amount	Project Total
	Principal Rate	Sr. Eng./PM/LS	Assoc. Eng.	Assist. Eng.	Eng. Tech		
	\$ 206.00	\$ 180.00	\$ 165.00	\$ 139.00	\$ 129.00		

CONSTRUCTION OF 200 ADA CURB RAMPS, MISC. CONCRETE CURB & GUTTER REPAIR

Task 1 - Project Setup /Field Review/Scoping coordination

Item	Description	Hours	Principal	Sr. Eng./PM/LS	Assoc. Eng.	Assist. Eng.	Eng. Tech	Task Amount	Project Total
1.1	Project Setup, coord w/ City staff	2	412.00	720.00	990.00	-	-	2,122.00	
1.2	Meetings - up to 2 each	4	824.00	720.00	990.00	-	-	2,534.00	
1.3	Field review	4	824.00	720.00	990.00	-	-	2,534.00	
1.4	Scoping Complete - review related CIP projects, Master Plans, Complete Street Ordinance, etc.	4	824.00	1,080.00	2,640.00	-	-	4,544.00	
1.5	Coordinate w/ utilities	2	412.00	720.00	1,320.00	-	-	2,452.00	
Subtotal hours		16.0		22.0	42.0	0.0	0.0		
Subtotal Task 1									\$ 14,186.00

Task 2 - Environmental Certification

2.1	CEQA Environmental Document - Assume Categorical Exclusion - 15301C	Hours	1		4				
		Amount	\$ 206.00	\$ -	\$ 660.00	\$ -	\$ -	\$ 866.00	
Subtotal hours		1.0		0.0	4.0	0.0	0.0		
Subtotal Task 2									\$ 866.00

Task 4 - 60% SUBMITTAL: Assemble Plans, Specifications & Estimate (PS&E) for Construction

4.1	Base sheet prep - coord. GIS parcel data and aerial photo exhibits	Hours	2	4	20		20		
		Amount	\$ 412.00	\$ 720.00	\$ 3,300.00	\$ -	\$ 2,580.00	\$ 7,012.00	
4.2	Design Schematic, Draft Exhibits & Details	Hours	2	4	20		20		
		Amount	\$ 412.00	\$ 720.00	\$ 3,300.00	\$ -	\$ 2,580.00	\$ 7,012.00	
4.3	Prepare Bid Document Package: General Provisions from Larkspur "Boilerplate" template Develop Bid Schedule	Hours	2	4	16				
		Amount	\$ 412.00	\$ 720.00	\$ 2,640.00	\$ -	\$ -	\$ 3,772.00	
4.4	Prepare Preliminary Construction Cost Estimate	Hours	2		8	4	4		
		Amount	\$ 412.00	\$ -	\$ 1,320.00	\$ 556.00	\$ 516.00	\$ 2,804.00	
4.5	QA/QC review	Hours	2	4	4				
		Amount	\$ 412.00	\$ 720.00	\$ 660.00	\$ -	\$ -	\$ 1,792.00	
4.6	Meetings - estimated at 1 each	Hours	2	2	6				
		Amount	\$ 412.00	\$ 360.00	\$ 990.00	\$ -	\$ -	\$ 1,762.00	
Subtotal hours		12.0		18.0	74.0	4.0	44.0		
Subtotal Task 3									\$ 24,154.00

Task 4 - 90% SUBMITTAL: Plans, Specification & Estimate (PS&E) Submittal and Review

4.1	Plan Revisions	Hours	2	2	4		8		
		Amount	\$ 412.00	\$ 360.00	\$ 660.00	\$ -	\$ 1,032.00	\$ 2,464.00	
4.2	Bid Document revisions	Hours	2	2	4		8		
		Amount	\$ 412.00	\$ 360.00	\$ 660.00	\$ -	\$ 1,032.00	\$ 2,464.00	
4.3	QA/QC review	Hours	2	2					
		Amount	\$ 412.00	\$ 360.00	\$ -	\$ -	\$ -	\$ 772.00	
4.4	Meetings - estimated at 2 each	Hours	2	2	6				
		Amount	\$ 412.00	\$ 360.00	\$ 990.00	\$ -	\$ -	\$ 1,762.00	
Subtotal hours		8.0		8.0	14.0	0.0	16.0		
Subtotal Task 4									\$ 7,462.00

Task 5 - 100% SUBMITTAL: Plans, Specification & Estimate (PS&E) Submittal and Review

5.1	Final PS&E Revisions	Hours	2	2	4		8		
		Amount	\$ 412.00	\$ 360.00	\$ 660.00	\$ -	\$ 1,032.00	\$ 2,464.00	
5.2	Provide final electronic format	Hours			2		4		
		Amount	\$ -	\$ -	\$ 330.00	\$ -	\$ 516.00	\$ 846.00	
Subtotal hours		2.0		2.0	6.0	0.0	12.0		
Subtotal Task 5									\$ 3,310.00
Total hours		39.0		50.0	140.0	4.0	72.0		
								TOTAL PS&E	\$ 49,978.00

Task 6 - Bid Process Management

6.1	Advertising / Solicitation of Bids / RFI response	Hours	2	2	6				
		Amount	\$ 412.00	\$ 360.00	\$ 990.00	\$ -	\$ -	\$ 1,762.00	
6.2	Attend pre-bid conference, project coord.	Hours			4				
		Amount	\$ -	\$ -	\$ 660.00	\$ -	\$ -	\$ 660.00	
6.3	Bid Analysis / Award Recommendation	Hours		2	4				
		Amount	\$ -	\$ 360.00	\$ 660.00	\$ -	\$ -	\$ 1,020.00	
Subtotal Task 5									\$ 3,442.00

Task 7 - Construction Support, CM & Inspections

7.1	Project setup/agreements/permits, pre-construction prep	Hours	2	6	8				
		Amount	\$ 412.00	\$ 1,080.00	\$ 1,320.00	\$ -	\$ -	\$ 2,812.00	
7.2	Pre-construction meeting	Hours	2	2	8				
		Amount	\$ 412.00	\$ 360.00	\$ 1,320.00	\$ -	\$ -	\$ 2,092.00	
7.3	Review of Submittals	Hours	2	4	8				
		Amount	\$ 412.00	\$ 720.00	\$ 1,320.00	\$ -	\$ -	\$ 2,452.00	
7.4	Design Services During Construction - 20 +/- ramps	Hours	2	40	8		8		
	- Field survey ramps	Amount	\$ 412.00	\$ 7,200.00	\$ 1,320.00	\$ -	\$ 1,032.00	\$ 9,964.00	
		Hours	2	8	8		40		
	- Base sheet mapping for ramp details	Amount	\$ 412.00	\$ 1,440.00	\$ 1,320.00	\$ -	\$ 5,160.00	\$ 8,332.00	
		Hours	32	32	100		160		
	- Ramp design and construction exhibits	Amount	\$ 6,592.00	\$ 5,760.00	\$ 16,500.00	\$ -	\$ 20,640.00	\$ 49,492.00	
7.5	Construction Management	Hours	16	16	160				
	(assume 40 weeks @ 4 hrs/week - Associate Eng)	Amount	\$ 3,296.00	\$ 2,880.00	\$ 26,400.00	\$ -	\$ -	\$ 32,576.00	
7.6	Inspections	Hours			480				
	(assume 40 weeks @ 12 hrs/week - Assistant Eng)	Amount	\$ -	\$ -	\$ 79,200.00	\$ -	\$ -	\$ 79,200.00	
7.7	Project close out	Hours	4	6	8	16	4		
		Amount	\$ 824.00	\$ 1,080.00	\$ 1,320.00	\$ 2,224.00	\$ 516.00	\$ 5,964.00	
7.8	Mileage & Reimbursables	Hours							
		Amount	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500.00	

Subtotal Task 6

\$ 196,384.00

TOTAL ALL PAVEMENT REHAB TASKS \$ 249,804.00

Project Name

Measure B Accessibility Improvements

CIP #:

19-302

Category: Streets

Location: various streets in Larkspur

Project Status: active

Start Date: estimated construction winter 18/19

Project Description

Construction of all estimated 200 ADA curb ramps and misc. conc curb and gutter repairs where required on all Measure B streets.

Project is: under funded

fully funded

Justification/Objective

ADA curb ramps are required in conjunction with pavement rehabilitation

PROJECT EXPENDITURE:		FY 2017/18 & prior	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Total
Design Engineering	D&E	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Improvements	IMP	-	1,000,000	500,000	-	-	-	1,500,000
Construction Mgt	CM	-	100,000	50,000	-	-	-	150,000
Total Design/Construction Costs:		\$ -	\$ 1,200,000	\$ 550,000	\$ -	\$ -	\$ -	\$ 1,750,000

FUNDING SOURCES		FY 2017/18 & prior	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Total
Measure B	IMP	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
VIF	D&E	-	100,000	-	-	-	-	100,000
VIF	CM	-	150,000	-	-	-	-	150,000
Total Funding:		\$ -	\$ 1,750,000	\$ -	\$ -	\$ -	\$ -	\$ 1,750,000
<i>Carryover</i>		<i>\$ -</i>	<i>\$ 550,000</i>					<i>\$ -</i>

Notes:

Approval Mechanism (Reso # & Date)	Reso#	Date	Notes

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