

Agenda Report Reviewed by:
City Manager: 

CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM

Meeting Date: April 6, 2021

To: Honorable Mayor and Honorable City Councilmembers

From: Joseph Gaffney, City Engineer

Subject: Approval of Amendment No. 4 to Master Agreement 2010-01-37 with Wood Rodgers for Bodega Avenue Bike Lanes and Pavement Rehabilitation Not to Exceed Amount \$250,805 and Adoption of Resolution Approving a Budget Amendment to Increase Adopted CIP Budget to \$270,000.

Recommendation: Adopt Minute Order authorizing City Manager to execute Amendment No 4 to Master Agreement 2010-01-37 with Wood Rogers for the Design and Construction documents for Bodega Avenue Reconstruction. Approve budget amendment for this project.

Funding: Currently Budgeted: Yes No N/A
 Net General Fund Cost: \$ none
 \$270,000 Estimated design cost and project management would be paid for with:
 Measure M: \$115,000
 Road Maintenance and Rehab (SB1): \$155,000
 (Note: This is a revision to the project funding and budget increase in the 2020-21 CIP)
 Capital Improvement Project Numbers 0516-85.00

Account Code/Costs authorized in City Approved Budget (if applicable) AK (verified by Administrative Services Department)

INTRODUCTION/PURPOSE:

This item is to request that i) the City Council authorize the City Manager to enter into an agreement with Wood Rogers for the Bodega Avenue Bike Lanes and Pavement Rehabilitation Design for \$250,805; and ii) approve a budget amendment to increase the adopted 2020-21 budget from \$196,500 to \$270,000 to account for the Design and an additional amount for project management tasks.

BACKGROUND:

In 2018, the City received a \$1.2 million OBAG 2 federal-aid grant for the construction of the Bodega Avenue Bike Lanes and Pavement Rehabilitation project. The construction estimate for the project is \$2.5 million. In order to meet OBAG 2 grant requirements, design and environmental review must be completed by November 2021. Although the grant cannot be used for the design, the City must still submit the design and environmental documents to Caltrans, the administering agency for the grant.

The recommended action also includes a request for a budget amendment for the design (includes environmental tasks) to be performed by Wood Rodgers and an additional amount of \$19,195 for project management tasks to be performed by the City Engineer and GHD. The additional project management activities will help assure that the grant requirements are met and that the project is successfully delivered.

DISCUSSION:

Staff released a Request for Proposals (RFP) for the design and preparation of the Plans, Specifications and Estimate (PSE) for the project. Only one proposal was received from Wood Rodgers. The proposal was reviewed by the City Engineer, City Superintendent of Public Works, and the (previous) Engineering Manager and was interviewed to discuss scope of work and timeline. The proposal review and interview process resulted in the selection of Wood Rodgers to move forward for recommendation of award.

Staff worked with Wood Rodgers to ensure that design and schedule requirements will be met for the subsequent submittal to Caltrans. Because this project involves a federal-aid grant, staff requested that Wood Rodgers include a NEPA review. The proposed scope assumes that the City will conduct the CEQA review. With the required NEPA review, Caltrans procedures requirements for the design work, and federal-aid project reporting requirements, the design cost increased substantially. The additional tasks resulted in an increased cost from \$196,500 to \$250,805. An additional amount of \$19,195 is requested for project management tasks to be performed by the City Engineer and GHD.

The City has previously worked with Wood Rodgers with the most recent experience being the reconstruction of Keating Avenue. Staff was pleased with the outcome of that project and considers their level of detail in the construction drawings helped to lead to that result. Wood Rodgers also has staff experienced in the design of federal-aid transportation projects and will be well suited to this project.

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, staff anticipates receiving public comment from interested parties following the publication and distribution of this staff report. Such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda item.

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

FISCAL IMPACT:

Funds have been appropriated in the FY20-21 CIP budget of \$196,500. The original funding sources were Traffic Impact Fee and CDBG. However, due to additional task resulted in an increased cost to design/engineering of the project, additional funding is requested in total of \$73,500. The revised funding sources will come from Measure M and the Road Maintenance and Rehab (SB1). There are sufficient fund balances in the two fund sources for the budget amendment. A summary of the proposed budget amendment is shown on the table that follows.

Adopted FY 2020-21 CIP Budget	
Fund Sources	Amount
CDBG	\$146,000.
Traffic Impact Fee	<u>\$50,000.</u>
Total - Original	\$196,500.
Proposed Amended Budget	
Fund Sources	Amount
Measure M	\$115,000.
Road Maintenance & Rehab SB 1	<u>\$155,000.</u>
Total – Proposed Amended Budget	\$270,000.

RECOMMENDATION:

Adopt Minute Order authorizing City Manager to execute Amendment No 4 to the Professional Services Agreement with Wood Rogers for the Design and Construction documents for Bodega Avenue Reconstruction and approving adoption of Resolution for the budget amendment for said design project to \$270,000.

Attachment(s):

Resolution for Budget Amendment
Wood Rodgers Scope of Work

RESOLUTION NUMBER: _____

CITY OF SEBASTOPOL

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL AUTHORIZING A BUDGET AMENDMENT FOR BODEGA AVENUE BIKE LANES AND PAVEMENT REHABILITATION DESIGN (CIP PROJECT #0516-85.00)

WHEREAS, the City Council supports the proposal of the Budget Amendment for the Bodega Avenue Bike Lanes and Pavement Rehabilitation Design (CIP Project #0516-85.00); and

WHEREAS, to account for increase in the Fiscal Year 2020-21 Capital Improvement Program (CIP) expenditures, a \$270,000 corresponding budget adjustment is necessary for design, engineering, and project management of the project; and

WHEREAS, the funding source for the CIP project in the adopted Fiscal Year 2020-21 CIP budget assumed \$146,000 from CDBG grant funds, and \$50,000 from Traffic Impact Fees fund for a total funding amount of \$196,500 and is insufficient; and

WHEREAS, the CDBG grant was not awarded to the City and therefore CDBG fund source is not available for this project; and

WHEREAS, as reviewed by the Administrative Services Director, the following funding sources were identified and available for the increased expenditures as shown on the table.

<i>Adopted FY 2020-21 CIP Budget</i>	
Fund Sources	Amount
CDBG	\$146,000.
Traffic Impact Fee	<u>\$50,000.</u>
Total - Original	\$196,500.
<i>Proposed Amended Budget</i>	
Fund Sources	Amount
Measure M	\$115,000.
Road Maintenance & Rehab SB 1	<u>\$155,000.</u>
Total – Proposed Amended Budget	\$270,000.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sebastopol does hereby approve a budget amendment for the Bodega Avenue Bike Lanes and Pavement Rehabilitation Design (CIP Project #0516-85.00) from \$196,500 to the amount of \$270,000 from the following fund sources: Measure M funds in the amount of \$115,000 and Road Maintenance & Rehabilitation SB 1 funds in the amount of 155,000.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 6th day of April 2021, by the following vote:

VOTE:
Ayes:
Noes:
Absent:
Abstain:

APPROVED: _____
Mayor Una Glass

ATTEST: _____
Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM: _____
Larry McLaughlin, City Attorney



SCOPE OF WORK

Task 1 | Project Management + Administration

Wood Rodgers will be responsible for overall project management, liaison with affected agencies, leading the Project Development Team as appropriate, progress monitoring, and maintenance of project files. Wood Rodgers will supervise, coordinate, monitor and review the project for City standards, policies and procedures.

Task 1.1 | Kick-Off Meeting + Project Development Team (PDT) Meetings

Upon receipt of the Notice to Proceed from the City a Project "Kick Off" meeting will be scheduled at the City offices with the Project Development Team (PDT) members. The primary meeting objectives will be to review the project scope of work, establish project communications protocol, establish the project baseline schedule, and identify key project issues and goals. It is recommended that this meeting also include a field review by the PDT.

Subsequent meetings will be held as needed to discuss project issues and work progress. Any subsequent PDT meetings will be held on an as-needed basis (typically monthly) to review project status and budget, to obtain input, make decisions, and discuss issues that have the potential of affecting the project objectives, budget, and/ or schedule. Wood Rodgers will prepare the meeting agendas in consultation with the City's Project Manager and distribute it prior to the meeting, arrange for appropriate Team members to attend, and prepare and distribute the meeting minutes within 5 days to the meeting participants.

Task 1.2 | Project Schedule

A detailed project schedule will be developed in consultation with the City at the Kick-Off Meeting. This schedule will be used to monitor project progress, keep critical tasks under way, and forecast project completion. The schedule will be reviewed at all subsequent PDT Meetings and updated as required by the project team (typically monthly). A proposed schedule is attached to this proposal and includes all required components as described in the RFP.

Task 1.3 | Progress Reporting

Wood Rodgers will prepare and submit monthly progress reports to the City. The monthly progress reports will include progress of work (including percent complete); updated project schedule; information/decisions required to maintain schedule and complete deliverables; problems encountered that may affect schedule, budget, or work products, and anticipated work for the following month.

Task 1.4 | Quality Assurance/Quality Control

Quality Assurance (QA) at Wood Rodgers is a project-wide approach that establishes and oversees policies, procedures, standards and guidelines aimed at producing an acceptable level of quality. Quality Control (QC) consists of task specific activities that apply the QA policies at each level to maintain an acceptable level of quality through the application of sound project management, guidance and review. Prior to the submittal of any draft or final document to the City, the Principal-in-Charge of the project will ensure a complete a QA/QC review occurs. Our general approach is that a Senior Level Staff Person will perform a formal review of all deliverables, note any concerns, and meet with the deliverable preparer to address any of these concerns prior to submittal. This approach ensures that project requirements are met, thus avoiding costly design iterations, contract addenda, and change orders.

Task 1.5 Caltrans Coordination (Hours in Fee Included in Various Other Tasks)

Project files will be maintained and turned over to City at the end of the project, for purposes of records retention requirements and subsequent audit of the City by FHWA for federal-aid projects. Wood Rodgers acknowledges that this project is a federal-aid project and coordination with Caltrans for project milestones and certifications under the Local Assistance Procedures will be followed. This task includes coordination with Caltrans, attending meetings, including field review meetings. Wood Rodgers will manage and design the project such that right-of-way and environmental issues are minimal or none. In this way right-of-way and environmental certifications may be completed quickly and the City's project schedule goals can be attained.

Deliverables:

- Meeting agendas, minutes, action items
- Progress reports
- Schedule
- QA documentation



Task 2 | Research, Review + Mapping

Task 2.1 | Project Research

Wood Rodgers will research all work performed to date in the project vicinity that impacts the design of the improvements such as existing plans, maps, and engineering reports.

Wood Rodgers will conduct a preliminary field investigation of the project location. We will do this by documenting existing conditions by photographic record and hand-written notes, measuring widths, slopes, obstructions, and clearances, and noting where further instrumented surveys are necessary. Wood Rodgers will take particular note of the pavement; striping and signage, pedestrian facilities, driveways, and on-street parking locations. We will be alert to needs and opportunities beyond those identified by the City, for discussion with City project staff.

Task 2.2 | Right-of-Way Base Map + Topographic Survey

Control + Topographic Survey

Wood Rodgers will provide project control and a topographic survey for the project site. Ground based Mobile LiDAR will be utilized, with the ground control points provided by Wood Rodgers. One (1) foot contour intervals and a digital terrain model (DTM) will be generated from the LiDAR data which will be collected within the City right of way. The horizontal datum shall be based on California State Plane Zone 2 (NAD 83) and Vertical shall be based on North American Vertical Datum of 1988 (NAVD 88). Data will be delivered in State Plane, California Zone 2, US feet coordinate projection.

ROW Mapping

Wood Rodgers will provide a base map that includes the existing centerline and right-of-way for Bodega Avenue between Pleasant Hill Road and North High Street. The base map will be based upon the location of centerline street monuments and recorded maps near and around the project site. It is assumed that preliminary title reports will not be required.

Deliverables:

- Right-of-Way base map
- 1-foot digital contour map in CAD file format.
- Digital Terrain Model: 5-foot grid point file with 3D break lines, in CAD file format.

Task 3 | Utility Coordination

Wood Rodgers will be responsible for coordination of all utility relocations, permanent or temporary, as applicable, on behalf of the City. All utility coordination and relocations will be performed in conformance with the Caltrans Right of Way Manual (Chapter 13, Utility Relocations) and the Caltrans Local Assistance Procedures Manual (Chapter 14, Utility Relocations).

3.1 | Utility Identification + Verification

Wood Rodgers will send draft project plans to owners with a request for owners' facility maps of any facility located within the project limits. Once the maps are received, all existing utilities will be plotted on the Utility Plan Sheet. Potential conflicts with proposed improvements will be identified. It is assumed that no potholing will be needed. Conflict maps will be prepared, as needed.

3.2 | Utility Conflict Resolution + Liability Determination

Wood Rodgers will contact and inform the owners of any conflict, request conflict resolution plans, request detailed cost estimates (as appropriate), and request owner's liability determination. Wood Rodgers will then work directly with the utility owners in their development of all of the above.

Wood Rodgers will recommend a liability determination to determine whether the City is legally liable for any portion or all of the relocation costs (consistent with Section 13.04.00.00 of the Caltrans Right of Way Manual). The City will then make a final determination. Wood Rodgers will then complete Exhibit 14-E: Report of Investigation (ROI) documenting this liability and a draft Utility Agreement.

Wood Rodgers will send a proposed copy of the ROI, Notice to Owner (NTO), and Utility Agreement to District Local Assistance Engineer (DLAE) and District Right of Way Utility Coordinator for review and approval, prior to sending these materials to the utility owners.

3.3 | Owner Notification + Final Coordination

After the conflict resolution plan is approved and liability is determined by the City, Wood Rodgers will seek concurrence from the owner in case the liability determination is different from owner's claim letter. Once the owner concurs with the liability



(this is referred to as Meeting of the Minds), the Utility Coordinator will issue the written NTO to the owner. The NTO will clearly define the impacted facility, owner's conflict resolution plan number and date, estimated completion date, and liabilities.

Wood Rodgers will work with the City to provide all necessary permits related to the relocation to the utility owner, including a separate Caltrans Encroachment Permit for work in the State ROW. The Utility Coordinator can request the permit through the District Right of Way Utility Coordinator.

If the City is liable for any portion of the relocation, the Utility Agreement will be sent to the owner along with the NTO. The City's liability portion and authority to pay for the relocation will be clearly cited in its Utility Agreement and in the liability section of the NTO.

Once all utility conflicts have been resolved, Wood Rodgers will issue a Utility Clearance Memo that clearly lists all conflicts, locations, the NTO numbers and issued date, liability, and estimated completion date. The information on this memo will be incorporated into the ROW Certification.

Wood Rodgers will prepare a certification of utility facilities, consistent with Chapter 13 of the Caltrans ROW Manual.

Deliverables:

- Maps of existing utilities
- Conflict maps with potholing data
- Utility Log Figures/maps documenting research results
- Contact letters and correspondence
- Conflict resolution plans
- Relocation cost estimates
- Reports of investigation
- Notices to owner
- Utility agreements
- Right-of-Way utility clearance memo
- Certification of utility facilities

Task 4 | Engineering Studies + Support

Task 4.1 + Storm Water Quality Requirements Memorandum

The City of Sebastopol has coverage under the Phase II NPDES General Permit for Small Municipalities. Wood Rodgers will evaluate and summarize applicable project storm water requirements. It is assumed that permanent BMP's will not be required for this project.

Deliverables:

- Draft + final storm water quality report

Task 4.2 | Geotechnical Design Report

Our investigation will be performed to explore subsurface conditions in the vicinity of planned project improvements and then provide design level geotechnical conclusions and recommendations based on the conditions encountered, laboratory test results and engineering analyses. The results of our geotechnical investigation will be presented in a formal report. We propose the following scope of services:

- Review preliminary design plans, as-built plans and other project information provided by WR.
- Perform a site reconnaissance to review project limits and site logistics, evaluate drill rig access and mark out exploratory boring locations in the field for subsequent utility clearance.
- Obtain an encroachment permit from the City of Sebastopol. We have assumed that a basic traffic control plan will be required with our encroachment permit application. Further, we have assumed there will be no fee or bond requirements for the permit.
- Notify subscribing utility companies via Underground Service Alert (USA) a minimum of 48 hours (as required by law) prior to performing exploratory excavations.



Bodega Avenue Corridor Reconstruction

- Provide a dedicated two-man traffic control crew to supply and manage cones, signage and other traffic control devices in conjunction with our drilling operations. We have made assumptions regarding the level of traffic control that will be required by the City.
- Retain the services of a California C-57 licensed driller to perform approximately 10 shallow borings to depths of approximately 5 feet or less along Bodega Avenue between High Street and Pleasant Hill Road. Our borings will be performed to observe existing pavement section components and sample subgrade soils for subsequent laboratory testing. We will also perform 2 to 3 soil borings to depths of approximately 15 to 20 feet behind the anticipated retaining walls at Luther Burbank Farm. We plan to use a conventional two-wheel-drive truck-mounted drill rig for our soil borings. We expect that drilling can be completed in a single workday, Monday through Friday, during daytime work hours. • Obtain representative soil samples using a driven California Modified sampler or Standard Penetration Test (SPT) sampler. Bulk samples of subgrade soil and pavement section components will also be collected.
- Log the soils conditions encountered in our borings and record pavement section thicknesses where borings are within roadway pavement areas.
- Upon completion, backfill the borings with compacted soil cuttings. Borings in pavement areas will be capped with quick-set concrete dyed black or compacted cold patch asphalt. We do not anticipate excess soil cuttings that will require special disposition.
- Perform laboratory tests to evaluate pertinent geotechnical parameters and support design recommendations. Laboratory testing assignments will depend on the soils conditions encountered in our borings but we anticipate testing for R-value, in-situ dry density and/or moisture content, gradation, plasticity, shear strength and/or unconfined compressive strength. We anticipate that full-depth reclamation (FDR) will be considered as a rehabilitation measure for the project. As such, we've assumed selected samples from our field investigation will be composited into two to three laboratory samples; various percentages of cement will then be added and the samples will be remolded and cured for unconfined compressive strength testing.
- Analyze field and laboratory data and perform engineering analyses to provide geotechnical recommendations for proposed project improvements, including pavement rehabilitation.
- Prepare a formal report with design-level conclusions and recommendations. The report will include (but not be limited to) the following:
 - Site vicinity map
 - Site plan showing the locations of our exploratory borings
 - Soil boring logs
 - Laboratory test results
 - Anticipated excavation characteristics
 - Geotechnical conclusions and recommendations for new pavements, pavement rehabilitation and flatwork
 - Foundation recommendations for the planned retaining walls, including confirmation of typical geotechnical parameters for Caltrans standard retaining walls or provision of site-specific geotechnical parameters, if applicable.
 - Recommended geotechnical parameters for retaining wall design, including effective soil unit weight and effective angle of friction for foundation and backfill soils.
 - Retaining wall drainage recommendations.
 - Caltrans *ARS Online* output relative to site seismicity.

Deliverables:

- Geotechnical Report and Laboratory Test Results in PDF format

Task 5 | Preliminary Design

Task 5.1 | Preliminary Plans + Estimate

Wood Rodgers will develop preliminary design plans and associated cost estimates for the various segments of work, including: pavement rehabilitation, roadway stabilization, roadway widening, sidewalk gap closures, roadway reconfiguration for bike lanes, and ADA improvements.



Deliverables:

- Preliminary plans

Task 5.2 | Project Sequencing

Wood Rodgers will prepare a detailed decision matrix for each of the project segments of work. The matrix will include an analysis of cost, available budget, and evaluation criteria for each segment. Special attention will be made regarding sequencing near the high school.

Wood Rodgers will then coordinate with the City to determine appropriate project sequencing, including the possible use of “Add Alternatives” in the bid document. The agreed approach to the project sequencing will be documented in a decision memo.

Deliverables:

- Project sequencing decision document

Task 6 | Final Design

Design will be in accordance with the current City Standards. Plans will be prepared at 1"=20' scale, on 24" x 36" improvement plan sheets. Plan sheets will likely include:

- Title Sheet
- Typical Section (3 sheets)
- Plan and Profile (includes layout, profile, drainage, utilities (10 sheets)
- Construction Details (3 sheets)
- Signing and Striping (3 sheets)
- Electrical (5 sheets)
- Stage Construction/Traffic Handling (20 sheets)
- Erosion Control (3 sheets)

Task 6.1 | 65% Plans + Estimate

Wood Rodgers will prepare a complete set of draft project plans and an estimate of cost, consistent with City standards. Any outstanding comments on the preliminary design submittal will be incorporated into this submittal.

Deliverables:

- 65% Plans + Estimate

Task 6.2 | 100% Plans, Specifications + Estimate

Wood Rodgers will update the project plans and estimate of cost based on comments from the City on the 65% submittal. Wood Rodgers will prepare technical provisions as part of this submittal. Wood Rodgers will work with the City to assemble the 100% plans complete with “front end” specifications and a complete bid package. The 100% PSEs will be submitted to Caltrans as part of the City’s Request for Authorization (RFA), including other certifications needed for the RFA.

Deliverables:

- 100% Plans, Specifications + Estimate

Task 6.3 | Final Plans, Specifications + Estimate

Wood Rodgers will finalize the plans, specifications, and estimate (PS&E) based on City comments on the 100% submittal, and comments from Caltrans for the final bid package that will be advertised and bid once E-76 approval is received.

Deliverables:

- Final Plans, Specifications + Estimate

Task 7 | Environmental Documentation - NEPA

Task 7.1 | Preliminary Environmental Study

Wood Rodgers will prepare a PES Form (using the most current Caltrans format) to outline the recommended federal environmental documentation, technical studies, surveys, approvals, and agency coordination required for the Bodega Avenue Corridor Reconstruction Project. The City will review and sign the PES form prior to Wood Rodgers submitting to Caltrans for approval. After the PES form has been submitted to Caltrans, Wood Rodgers will coordinate with Caltrans Local Assistance to determine if a field review meeting is necessary. Wood Rodgers will update the PES form based on Caltrans comments.



Deliverables:

- Preliminary Environmental Study Form

Task 7.2 | Environmental Technical Studies

7.2.1 Natural Environment Study (Minimal Impacts) - Wood Rodgers will conduct field surveys and literature research to assist in determining the existence or potential occurrence of sensitive plant and animal species on the project site or in the vicinity. Literature review will include federal and State lists of sensitive species and current database records, including the California Natural Diversity Data Base (CDFW, 2014) and the California Native Plant Society's Electronic Inventory of Rare and Endangered Vascular Plants of California (Skinner, et al., 2004). In accordance with Caltrans guidelines, a list of threatened and endangered species known in the project vicinity will be obtained from the USFWS.

A Wood Rodgers biologist will conduct fieldwork in order to assess the presence/absence of sensitive biological resources (e.g., species or habitats), and to determine the potential for occurrence of such resources that may not be detectable when the fieldwork is conducted. The location of any sensitive biological resources present onsite, including plants and plant communities, will be mapped. Based on an initial site visit, the project area is heavily disturbed and maintained and there is very little natural habitat present. For optimal results, Wood Rodgers will conduct fieldwork appropriate to the season and will conduct rare plant surveys during the blooming season. This will maximize our ability to detect and positively identify sensitive species.

Wood Rodgers will prepare a Natural Environment Study Minimal Impacts (NESMI) consistent with the Caltrans Standard Environmental Reference (SER) that will include a description of the field methods used and the results of the biological studies of the project area. The report will list plant and animal species present, along with a general description of the plant communities occurring within the project area. If any sensitive resources are found, Wood Rodgers will prepare an exhibit showing the location of the resource and include this exhibit in the NESMI. Avoidance, minimization and/or mitigation measures will be included as necessary. The NESMI is an abbreviated version of a full Natural Environment Study and typically has an expedited review and approval process with Caltrans.

7.2.2 Historic Property Survey Report/Archaeological Survey Report – The Wood Rodgers team will prepare documentation in accordance with Section 106 of the National Historic Preservation Act. This work shall include the efforts to record archaeological and historical resources identified within the study area. A Historic Property Survey Report (HPSR) and Archaeological Survey Report will be prepared to identify and evaluate each cultural resource in the project area and evaluate the potential for impacts this project could have on those resources. The report will include consultation with local Native American Tribes and will assess the potential for the project to disturb burials at the Sebastopol Memorial Lawn. This effort will include the following sub tasks:

- Cultural Records and Literature Search
- Native American Coordination
- Field Survey
- Area of Potential Effects Map
- Historic Property Survey Report
- Archaeological Survey Report

This scope of work assumes that Caltrans will not require evaluation of the cemetery or any other built environment resources by an architectural historian.

7.2.3 Extended Phase I (XPI) Soil Testing (Optional) - If required by Caltrans, the Wood Rodgers Team will conduct an Extended Phase I to test for the presence of historic or prehistoric materials. A qualified archaeologist will prepare a Caltrans formatted XPI Proposal for the City and Caltrans review. Upon approval by Caltrans, the archaeological presence/absence soil testing will be conducted, as detailed in the XPI Proposal. Upon completion, the Wood Rodgers Team will prepare the XPI Report documenting the field results and will submit to the City and Caltrans review and approval. This scope of work does not anticipate discovery of cultural resources from this testing and therefore evaluation of subsurface resources is not included.



7.2.4 Hazardous Waste Initial Site Assessment (ISA) – Wood Rodgers will prepare a hazardous waste initial site assessment to identify any potential hazards or hazardous waste within or nearby the project study area, as well as facilities located within the project study area that store, transfer, or utilize large quantities of hazardous materials. Wood Rodgers will conduct an agency records search to identify all hazardous waste sites located within ¼ mile of the project study area and classified as a hazardous waste site under state law. Wood Rodgers will conduct a visual survey of the project area via available public access to identify any obvious area of hazardous waste contamination. If hazardous waste or materials are identified within the project area, the ISA will identify subsequent procedures to determine the extent of contamination and remediation requirements.

7.2.5 Construction Noise Memorandum – Wood Rodgers will prepare a Construction Noise Memorandum to evaluate the noise impacts during construction activities for the proposed project. The construction noise analysis will determine if construction activities would result in a substantial increase in ambient noise levels in the project vicinity above levels during specific construction activities for sensitive receptors along Jefferson Avenue. Best management practices will be included to minimize construction vehicle noise and ensure consistency with the City’s noise ordinance.

Deliverables:

- Natural Environment Study (Minimal Impacts)
- Historic Property Survey Report/Archaeological Survey Report
- Extended Phase I Testing Report (Optional)
- Hazardous Waste Initial Site Assessment
- Construction Noise Memorandum

Task 7.3 | Environmental Document

Wood Rodgers has determined that a Categorical Exclusion (CE) under NEPA is the appropriate level of environmental document for the project. Wood Rodgers will coordinate with Caltrans to prepare the Categorical Exclusion document to summarize the findings, conclusions, and measures outlined in the above environmental technical studies. This scope of work assumes that the City will be responsible for all CEQA approvals for the project (anticipated to be a Categorical Exemption).

Deliverables:

- NEPA Categorical Exclusion

Staffing Worksheet

COMPANY: Wood Rodgers

DATE: 3/18/21

PROJECT: City of Sebastopol - Bodega Avenue Reconstruction

OVERALL PROJECT TEAM HOURS/COSTS



DESCRIPTION	Personnel:	WOOD RODGERS, INC.*		GEOCON*		DOKKEN*		TOTAL HOURS	TOTAL COST
		SUBTOTAL HOURS	SUBTOTAL COST	SUBTOTAL HOURS	SUBTOTAL COSTS	SUBTOTAL HOURS	SUBTOTAL COSTS		
TASK 1 - PROJECT MANAGEMENT & ADMINISTRATION		43	\$ 9,475.00	0	\$ -	0	\$ -	43	\$ 9,475.00
Task 1.1 - Kick-Off Meeting and Project Development Team (PDT) Meetings		20	\$ 4,770.00	0	\$ -	0	\$ -	20	\$ 4,770.00
Task 1.2 - Project Schedule		2	\$ 510.00	0	\$ -	0	\$ -	2	\$ 510.00
Task 1.3 - Progress Reporting		9	\$ 1,575.00	0	\$ -	0	\$ -	9	\$ 1,575.00
Task 1.4 - Quality Assurance/Quality Control		12	\$ 2,620.00	0	\$ -	0	\$ -	12	\$ 2,620.00
Task 1.5 - Caltrans Coordination (Hours included in various other tasks)		0	\$ -	0	\$ -	0	\$ -	0	\$ -
TASK 2 - RESEARCH, REVIEW, & MAPPING		139	\$ 28,230.00	0	\$ -	0	\$ -	139	\$ 28,230.00
Task 2.1 - Project Research		22	\$ 4,030.00	0	\$ -	0	\$ -	22	\$ 4,030.00
Task 2.2 - Right of Way Base Map & Topographic Survey		117	\$ 24,200.00	0	\$ -	0	\$ -	117	\$ 24,200.00
TASK 3 - UTILITY COORDINATION		86	\$ 15,670.00	0	\$ -	0	\$ -	86	\$ 15,670.00
Task 3.1 - Utility Identification and Verification		24	\$ 3,720.00	0	\$ -	0	\$ -	24	\$ 3,720.00
Task 3.2 - Utility Conflict Resolution & Liability Determination		30	\$ 5,030.00	0	\$ -	0	\$ -	30	\$ 5,030.00
Task 3.3 - Owner Notification and Final Coordination		32	\$ 6,920.00	0	\$ -	0	\$ -	32	\$ 6,920.00
TASK 4 - ENGINEERING STUDIES		26	\$ 5,360.00	126	\$ 17,490.00	0	\$ -	26	\$ 22,850.00
Task 4.1 - Storm Water Quality Report		14	\$ 2,740.00	0	\$ -	0	\$ -	14	\$ 2,740.00
Task 4.2 - Geotechnical Design Report		12	\$ 2,620.00	126	\$ 17,490.00	0	\$ -	12	\$ 20,110.00
TASK 5 - PRELIMINARY DESIGN		96	\$ 16,800.00	0	\$ -	0	\$ -	132	\$ 23,840.00
Task 5.1 - Preliminary Design		96	\$ 16,800.00	0	\$ -	0	\$ -	96	\$ 16,800.00
Task 5.2 - Project Sequencing		36	\$ 7,040.00	0	\$ -	0	\$ -	36	\$ 7,040.00
TASK 6 - FINAL DESIGN		456	\$ 82,325.00	0	\$ -	0	\$ -	456	\$ 82,325.00
Task 6.1 - 65% Plans and Estimate		150	\$ 26,330.00	0	\$ -	0	\$ -	150	\$ 26,330.00
Task 6.2 - 100% Plans, Specifications, and Estimate		188	\$ 34,425.00	0	\$ -	0	\$ -	188	\$ 34,425.00
Task 6.3 - Final Plans, Specifications, and Estimate		118	\$ 21,570.00	0	\$ -	0	\$ -	118	\$ 21,570.00
TASK 7 - ENVIRONMENTAL DOCUMENTATION		154	\$ 30,650.00	16	\$ 2,300.00	152	\$ 21,160.00	306	\$ 54,110.00
Task 7.1 - Preliminary Environmental Study		34	\$ 6,910.00	0	\$ -	0	\$ -	34	\$ 6,910.00
Task 7.2 - Environmental Technical Studies		-	-	0	\$ -	0	\$ -	0	\$ -
Task 7.2.1 - Natural Environment Study (Minimal Impacts)		60	\$ 11,520.00	0	\$ -	0	\$ -	60	\$ 11,520.00
Task 7.2.2 - Historic Property Survey Report/Archaeological Survey Report		12	\$ 2,620.00	0	\$ -	96	\$ 13,120.00	108	\$ 15,740.00
Task 7.2.3 - Extended Phase I Testing (OPTIONAL)		8	\$ 1,600.00	0	\$ -	56	\$ 8,040.00	64	\$ 9,640.00
Task 7.2.4 - Hazardous Waste Initial Site Assessment		8	\$ 1,600.00	16	\$ 2,300.00	0	\$ -	8	\$ 3,900.00
Task 7.4.5 - Construction Noise Memorandum		20	\$ 4,000.00	0	\$ -	0	\$ -	20	\$ 4,000.00
Task 7.3 - Environmental Document		12	\$ 2,400.00	0	\$ -	0	\$ -	12	\$ 2,400.00
SUBTOTAL HOURS		846		126		152		998	
SUBTOTAL FEE			\$188,510		\$ 17,490.00		\$ 21,160.00		\$ 227,160.00
OTHER DIRECT COSTS			\$900.00		\$21,745.00		\$1,000.00		\$ 23,645.00
GRAND SUBTOTALS			\$ 189,410.00		\$ 39,235.00		\$ 22,160.00		\$ 250,805.00

* See attached supporting spreadsheets

	TOTAL HOURS	TOTAL FEE	TOTAL ODCs	TOTAL COST
Wood Rodgers, Inc.	846	\$ 188,510.00	\$900.00	\$ 189,410.00
SUBCONSULTANTS				
Geocon	126	\$ 17,490.00	\$21,745.00	\$ 39,235.00
Dokken	152	\$ 21,160.00	\$1,000.00	\$ 22,160.00
Monument	0	\$ -	\$0.00	\$ -
GRAND TOTAL				\$ 250,805.00