

STAFF REPORT
COUNCIL MEETING DATE:
October 22, 2012

ITEMS FOR COUNCIL CONSIDERATION:

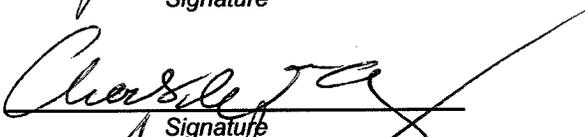
Contract amendment with COM3 Consulting for project management assistance in the Preliminary Engineering Phase of the Carpinteria Avenue Bridge Project

Report prepared by: Cyndi Vestal, Management Analyst
Department: Public Works



Signature

**Reviewed by
Public Works
Director:**



Signature

**Reviewed by
City Manager:**



Signature

ACTION NON-ACTION STAFF RECOMMENDATION:

Recommendation: That the City Council authorize execution of a contract amendment for project management assistance with COM3 Consulting for the scope and cost of work in Attachment A.

Sample Motion: I move to authorize the Mayor to sign the contract amendment for project management assistance with COM3 Consulting for the Carpinteria Avenue Bridge Project.

I. BACKGROUND:

In 2010, the City of Carpinteria secured Federal funding through the Highway Bridge Program (HBP) to address structural deficiencies of the 1937 Carpinteria Avenue Bridge over Carpinteria Creek. The City's Department of Public Works has been working closely with the California Department of Transportation (Caltrans) District 5 Local Assistance Department on proceeding with the Preliminary Engineering (PE) phase of this project. The PE phase includes all

preliminary engineering, environmental and final design work. At the beginning of 2012, the Public Works Department met with Caltrans representatives to perform a Field Review of the project and complete the Preliminary Environmental Study (PES) form. Following the Field Review and completion of the PES, the Hydraulics and Hydrology Study for the bridge project was completed. The Department is now in the process of selecting the consulting team for the PE phase of the project.

II. DISCUSSION:

The City entered into an agreement with COM3 Consulting on December 5, 2011 for project management assistance. The scope of work in the agreement included managing the early activities related to coordination with Caltrans Local Assistance and managing the selection process of a qualified consultant team to perform the necessary environmental and design services required to deliver the project. The total agreed compensation for these activities was \$26,200. At this time, the scope of work has been completed or is near completion and the compensation has been expended.

The Preliminary Engineering (PE) phase of the Carpinteria Avenue Bridge Project includes environmental, design, right of way and permitting activities. COM3 Consulting submitted a scope and cost proposal entitled Amendment No.1 (Attachment A) to the current project management assistance contract for the PE phase of the Carpinteria Avenue Bridge Project.

The continued project management assistance will consist of final consultant selection support for the PE phase, continued collaboration with Caltrans, and assistance with federal grant management.

III. POLICY:

The Carpinteria Avenue Bridge Project is included in the Bridges and Interchanges section of the current City of Carpinteria Development Impact Fee/Capital Improvement Program. This project has also been included in the Department of Public Works Annual Work Plan and Budget since 2010. This project also addresses the goals, objectives and policies of the City of Carpinteria General Plan Circulation Element.

IV. FINANCIAL CONSIDERATIONS:

The negotiated contract fee for managing the PE phase of the Carpinteria Avenue Bridge Project is \$24,750 (Attachment B). The contract total amount, including expenses, is \$50,950, which exceeds the City Manager's spending threshold limit. Therefore, the Department requests that the City Council authorize execution of a contract amendment with COM3 Consulting for the scope and cost of work in Attachment A. The City has secured Highway Bridge Program (HBP) funding for this work on the Carpinteria Avenue Bridge Project. All the subject expenses are anticipated as a part of the adopted City budget.

V. ATTACHMENTS:

Attachment A – Scope of Work
Attachment B – Payment Schedule

ATTACHMENT A

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Mr. Charles W. Ebeling P.E., T.E.
August 31, 2012
Carpinteria Avenue Bridge Project

**ATTACHMENT A-1 – SCOPE OF WORK
AMENDMENT No.1.**

Introduction

The City of Carpinteria has secured Highway Bridge Program (HBP) funding for work on the Carpinteria Avenue Bridge and has secured the services of COM3 Consulting to assist in the management of this important project. COM3 Consulting is please to propose the following scope of work:

Scope of Work

- A. Project Verification/Initial Project Development Activities: Complete (under Original Contract).**
- B. Consultant Team Selection: Partially Complete (under Original Contract).**

Amendment No.1

- C. PE Phase:**
 - 1. Develop and maintain project PE phase detailed schedule.
 - 2. Coordination with Planning Department regarding City Planning approval process.
 - 3. Ensure compliance with State and Federal requirements related to HBP funded projects.
 - 4. Assist in the management and technical oversight of Hydraulics/Hydrology consultant and PE consultant.
 - 5. Ensure compliance with Federal DBE requirements.
 - 6. Provide interface with Caltrans District 5 as required.
 - 7. Prepare HBP programming and allocation documents.

Schedule

Execution of the scope of work related to Amendment No.1 will begin in September 2012.

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ATTACHMENT B

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**ATTACHMENT B-1 - COST
AMENDMENT No.1**

Mr. Charles W. Ebeling P.E., T.E.
Public Works Director
City of Carpinteria
5775 Carpinteria Avenue
Carpinteria, CA 93013



August 31, 2012

Payments Rates and Schedule

Project: Carpinteria Avenue Bridge Project

Labor:		Name	Hourly Rate	Total Hours	Labor Cost		
					Original contract	Amendment No.1	Total
Task			\$/hr	hrs	\$	\$	\$
A	Project Verification/Initial Project Development Activities	Gerald Comati	160	80	12,800		\$12,800
B	Consultant Team Selection	Gerald Comati	160	80	12,800		\$12,800
C	PE Phase	Gerald Comati	165	150		24,750	\$24,750
Total				310	\$25,600	\$24,750	\$50,350

Expenses:

Description		Comments	Original contract	Amendment No.1	Total
1.	Reproduction	Includes cost for all copying	\$200	\$0	\$200
2.	Travel	Includes all cost related to travel. Car mileage reimbursement rate of 0.5 \$/mile.	\$200	\$0	\$200
3.	Miscellaneous	Includes cost for miscellaneous expenses	\$200	\$0	\$200
Total - Expenses			\$600	\$0	\$600

Total Contract Budget	\$50,950
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Consultant Payment Rates		
Name	\$/Hr	Title
Gerald Comati	165	President

