

**CITY OF FAIRFIELD
TASK ORDER**

Task Order No. 5

Contract: Agreement for On-Call Design Engineering Services
Dated April 22, 2019, pursuant to Resolution 2019-77

Consultant: COASTLAND CIVIL ENGINEERING, INC.

Project: **Engineering Support for the Citywide AB1600 & Northeast Fee
Update 2020**

Scope of Work: CONSULTANT shall provide to the CITY the services described in Exhibit "A," which consists of the proposal submitted by CONSULTANT. CONSULTANT shall provide said services at the time, place, and in the manner specified in Exhibit "A."

Exhibits:

A. Scope of Services and Fee Estimate dated December 11, 2019

Fee - Dollar Amount of Task Order: Not to exceed \$52,090.00

City Account Code: 252-99-205-9502

Bid Document Completion Date: December 31, 2020



COASTLAND

CIVIL ENGINEERING - CONSTRUCTION MANAGEMENT - BUILDING DEPARTMENT SERVICES

December 11, 2019

Mr. Paul Kaushal, P.E.
Director of Public Works
City of Fairfield
1000 Webster Street
Fairfield CA 94533

Subject: Task Proposal – Project Management for 2020 Ab1600 and Northeast Fee Update

Dear Paul:

Per your request, we have prepared this letter proposal to provide project management and engineering services to support the City's consulting team and assist the City in completing an update of the City's AB1600 and Northeast Fee Programs (Fee Programs). Based on our conversations and work on the recent preliminary study of these Fee Programs, we understand the City desires to update the Fee Programs to reflect anticipated changes in anticipated development as well as potential infrastructure changes.

Project Understanding

Some of these Fee Programs have not been updated in many years and elements of others have changed considerably since they were last reviewed. Due to these factors and the importance of these Fee Programs in ensuring functional infrastructure and services as the community grows, the City would like updates performed. There are six city-wide and an area-specific fee to be updated. All these fees are subject to the Mitigation Fee Act.

The City has strong but lean staff and is proposing to retain an experienced and capable consulting team lead by Economic Planning Services (EPS) and supported by Fehr & Peers (F&P) and Carlson, Barbee & Gibson (CBG). This team of consultants has performed prior fee work for the City and competed the update to the AB1600 Transportation, Parks and Northeast Fees in 2015. The consulting team expects that this update of the Fee Programs will take approximately twelve months to complete.

The update of the Fee Programs will be managed by the Public Works Department (PW) and require input from various staff in the Public Works, Community Development and Finance Departments as well as the City Attorney. Due to the City's staffing levels, the complexity of the project and the timeframe, the City would like to hire a qualified consultant to manage and perform some technical support work for the City on this project.

Based on this understanding of the project, we propose the following scope of service:

Project Approach and Scope of Services

The Project Management work associated with this Project will require close communication and extensive facilitation to ensure delivery of a timely and successful update to the Fee Programs. Coastland will play a key role in coordinating the work of the consulting team and helping to connect them to the appropriate City staff members. Our familiarity with the City staff, the

Santa Rosa
1400 Neotomas Avenue
Santa Rosa, CA 95405
Tel: 707.571.8005

Auburn
11641 Blocker Drive, Ste. 170
Auburn, CA 95603
Tel: 530.888.9929

Pleasant Hill
3478 Buskirk Avenue, Ste. 1000
Pleasant Hill, CA 94523
Tel: 925.233.5333

Fairfield
324 Campus Lane, Ste. A
Fairfield, CA 94534
Tel: 707.702.1961

consulting team and the City's Fee Programs will enable us to quickly identify City staff members who need to be involved in each step of the process, efficiently brief them and integrate them into the process, provide background on prior fee updates, and help guide the consulting team.

We envision starting the process with a kickoff meeting involving approximately fifteen City staff who will be involved in the process as well as representatives from EPS, F&P, CBG and Coastland. The purpose of this meeting will be to provide an overview of the project and outline the roles and tasks for the various City staff and the expected timeframes for their involvement. We will work with EPS to hold bi-weekly progress meetings with the City to discuss progress and plan/coordinate near-term work. We also propose to help facilitate quarterly status meetings with the entire team to review the overall project status and quarterly look-ahead schedule of upcoming tasks.

As part of our project management role, Coastland will also review and comment on the various elements of the project including inputs to the traffic model, traffic modeling results, recommended transportation improvements, cost estimates, financial modeling, various reports, and all other work performed by the consulting team.

Coastland will also provide Technical Support to the City and consulting team as part of our services. Our Technical work will include the following:

- Work with the Community Development Department (CD) to refine recent forecasts for residential and as well as perform ne forecasts for non-residential development which is expected to occur within the next twenty years,
- Work with the various departments to update the list of projects which are needed to mitigate the impacts of development and provide the required levels of service to the community as it grows,
- Work with the PW and CD staff to review the current standards for the improvement of the remaining portions of the Linear Park and revise these standards to reduce the overall cost while providing high service and value to the community,
- Provide planning-level cost estimates for the identified mitigation projects in consultation with the various departments (excluding NE Fee projects which will be performed by the consulting team),
- Help coordinate between the consulting team, PW and CD in the development of a revised traffic model and anticipated revisions to the transportation network warranted by reductions in anticipated development densities in the NE area,
- Assist the City staff in drafting revisions to the City's ordinances related to development impact fees to clarify the application of development impact fees to new in-fill development within the City.


Once the technical work is completed and a draft study outlining the proposed fee updates has been circulated, we will attend an estimated three public/stakeholder meetings and assist with the explanation of the studies. We will recommend any appropriate revisions to the draft reports and review final versions. We will prepare draft staff reports for the City outlining the background, process, analysis, and results of the studies, the options and recommendations, and financial implications of the proposed revisions to the Fee Programs. We will attend the City Council meetings at which these fee updates are considered and support the discussion and consideration of the recommendations.



We are proposing to have George Hicks serve as our project manager for these services. George has extensive experience with AB1600 fee programs and is very familiar with the City and its staff. George will be supported by various other Coastland staff as needed.

Project Fee

As outlined in the work estimate below, we anticipate that we will spend up to 280 total hours performing the work outlined in this proposal. We propose to provide these services on a time and materials basis with a not-to-exceed budget \$52,090. A current rate sheet is attached. If additional work is necessary that exceeds this amount or falls outside this scope of work, we can work with you to amend the budget.

 WORK ESTIMATE						
Fairfield 2020 AB1600 Fee Update			Project Management Services			City of Fairfield
Task Information			Classification & Rate			Hours & Cost
			Hicks	Asst.	Admin	TOTAL HOURS
			PM	Engineer		TOTAL FEE
			\$195	\$130	\$90	
1	Project Management					
1.1	Project Initiation/Kickoff		6		2	8
1.2	Regular progress calls/meetings (assume 1.0 hours bi-weekly)		20	4		24
1.3	Quarterly Team Status Meetings (4 @ 4hrs)		16	8		24
1.4	Miscellaneous Coordination between consultants and City (1 hrs./wk)		50			50
1.5	Review and comment on consultant submittals (8 at 4 hrs. each)		24	8		32
	Subtotal					138
2	Technical Support					
2.1	Assist City in updating 2040 development forecast		12			12
2.2	Assist City in updating AB1600 lists of projects (all 6 fee programs)		22			22
2.3	Work with City staff to revise cost estimates for non-NE AB1600 projects		24	16		40
2.4	Coordinate revisions to Linear Park design standards for NE		22			22
2.5	Support of traffic modeling and system revisions to NE network		8			8
2.6	Assist in revisions of City DIF Ordinance		8			8
	Subtotal					112
3	Approval Process					
3.1	Draft staff reports		16		2	18
3.2	Attend Public Meetings (assume 3)		12			12
	Subtotal					30
	Direct Costs (repro, mileage, etc.)		\$250			
	Total Phase One Cost		240	36	4	280
						\$52,090

We hope this proposal meets with your approval. If you have any questions regarding this proposal, please do not hesitate to contact us. We appreciate this opportunity and look forward to working with the City.

Sincerely,

John L. Wanger, PE
Principal

George Hicks, PE
Supervising Engineer

Cc: Ryan Panganiban, City Engineer

