

City of Needles, California

Employee Report

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☒ CITY COUNCIL

☒ Regular ☐ Special

Meeting Date: January 9, 2024

Title: Accept Minagar and Associates, Inc. Proposal to Provide Engineering Services for the Design and Project Management of the Active Transportation Plan Cycle 6 - City of Needles Schools and Seniors Sidewalk Project for a not to exceed amount of \$215,940.

Background:

The City has identified the need for sidewalk improvements in the area to provide a safer and more inviting bicycling and walking experience, especially for those students commuting to nearby schools using active forms of transportation.

The City was awarded \$1,565,000 in Active Transportation Plan (ATP) Cycle 6 Metropolitan Planning Organization (MPO) funds for its Schools and Seniors Sidewalk Project, with an estimated total project cost of \$1,658,000. The City desires to retain an engineering consultant to complete preliminary engineering, environmental clearance, right-of-way exhibits, plans & specifications, cost estimates, and project management services for the proposed project.

More specifically, the project scope includes design of curb, gutter, sidewalk, driveway, access ramps, and AC pavement improvements along various streets close to schools, senior center and senior housing as listed below:

- Collins Street - Orange Avenue to Park Avenue
- Park Avenue - Collins Street to Washington Street
- Washington Street - Park Avenue to Fairmont Street
- Fairmont Street - Washington Street to Highland Avenue
- J Street - Coronado Avenue to Bailey Avenue
- Coronado Avenue - J Street to Erin Drive
- Erin Drive - Coronado Avenue to Earl Court
- Bailey Avenue - Lily Hill Drive to South of J Street
- Lily Hill Drive - Bailey Avenue to East of Casa Linda Street
- Clary Drive - Feliz to Lily Hill Drive

Request for Proposals for the project were posted on November 11, 2023, with proposals due on Dec. 6, 2023. Three proposals were received from the following firms:

TKE Engineering
Minagar & Associates, Inc.
Valued Engineering, Inc.

Staff evaluated the proposals based on the criteria in the RFP and checked references of firms based on similar projects performed. Minagar and Associates, Inc. was selected as the most qualified firm to perform the work within the allowable budget.

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Fiscal Impact: The City was awarded state funding under the ATP Cycle 6 MPO funding being administered by Caltrans in the amount of \$1,565,000 with a City match of \$93,000 to be funded by General Fund Infrastructure fund.

Environmental: None at this time. Minagar & Associates is required to make an Environmental Determination during the Planning and Environmental (PA & ED) phase of the project.

Recommendation: Accept Minagar and Associates, Inc. Proposal to Provide Engineering Services for the Design and Project Management of the Active Transportation Plan Cycle 6 - City of Needles Schools and Seniors Sidewalk Project for a not to exceed amount of \$215,940 and authorize staff to execute the Professional Services Agreement and issue a Notice to Proceed.

Submitted By: Kathy Raasch, Interim Development Services Director

City Management Review:

Patricia May

Date:

1/5/24

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 9