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October 21, 2025

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action Authorizing the City Manager to Execute a Scope of Service with the City Engineer GHD for the Eel River Trail Accessible Ramp Project

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to execute the attached scope; or,

Take no action.

BACKGROUND AND DISCUSSION

On August 28, 2025 the California Wildlife Conservation Board awarded \$1,200,000 to the City of Rio Dell for the Eel River Trail Accessible Ramp Project. The ramp was originally part of the original scope of the Clean California Grant but had to be removed from the project for construction cost considerations. Because the plans for the project were completed, it became Rio Dell's most shovel ready project. If approved, GHD will prepare the existing plans to be compliant with WCB requirements (Clean California was a CalTrans initiative) and manage the bidding process for the project.

Attachments:

- Eel River Trail Accessible Ramp Project Scope

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**Scope of Services
For
City of Rio Dell
Eel River Trail Accessible Ramp Project
Bid Documents and Bidding Support Services
October 16, 2025**

UNDERSTANDING

This agreement for services relates to a prime agreement dated February 14, 2025. All provisions of the prime agreement apply to this scope of services unless specifically stated otherwise in this scope.

The City of Rio Dell (City) was awarded funding under the Clean California Local Grant Program (CCLGP) in May 2022 for the design and construction of the Eel River Trail project (Project). The project includes a new 1/4 mile, 10-foot-wide Class I shared-use path along the west bank of the Eel River in the City of Rio Dell.

GHD entered into a contract with the City in September 2022 to complete the environmental documentation, design the project, and perform construction management for the Project. The Project's CEQA environmental documentation, Initial Study / Mitigated Negative Declaration (ISMND), was completed in December 2023 and the associated CDFW and RWQCB environmental permits were completed and issued in February 2024.

At the completion of final design of the Project in March 2024, the engineer's estimate of probable construction cost suggested that the cost of construction would likely exceed the available CCLGP funding amount due to materials and labor cost inflation. GHD worked with the CCLGP to confirm it would be acceptable to bid the project with additive items such that the Project could be built in phases and completed within the CCLGP agreement amount. GHD worked with the City to select the accessible ramp at the northern terminus of the project that connects the trail to Davis Street as an additive item as this segment is likely highly competitive for funding under other grant programs.

The project was bid in April 2024 and due to inflation in materials and labor costs from the initial 2022 grant budget, the accessible ramp additive item could not be awarded and therefore needed to be constructed as a separate project under a new funding source. The City received a Wildlife Conservation Board General Grant to fund the Accessible Ramp portion as a 'bid-ready' project in October of 2025.

This scope includes the effort to prepare the Eel River Trail Accessible Ramp portion of the project as a new bid package based on the original design plans, as well as provide bidding support services, which will be completed through a series of project tasks as further described below. At the request of the City, GHD can provide a separate scope and fee for construction management services once contractor bid prices are received.

SCOPE OF SERVICES

The following describes GHD's scope of services:

Task 1 – Project Management and Grant Reporting Assistance

This task includes planning and coordinating the work of the project team, monitoring the project budget and schedule, conducting project team meetings, and implementing the Quality Assurance/Quality Control programs (QA/QC). GHD will also assist the City by providing GHD invoicing and progress information for grant reporting and grant administration by the City. City staff will review GHD supplied information and will prepare necessary supplemental documentation for all submittals as needed before final submittal to the funding agency.

Deliverables:

- Invoices and progress information to be provided in electronic format.

Assumptions:

- Grant reporting and administration will be performed by the City.

Task 2 – Prepare Bid Documentation

Under this task, GHD will develop a new bid package for just the Accessible Ramp elements suitable for use as a standalone biddable project. The current as-bid CCLGP-funded design plans and specifications bid package will be revised to comprise only the Accessible Ramp improvement elements for bidding clarity. The project contract documents, particularly the front-end specifications, will be updated to incorporate necessary funding requirements under the new grant agreement.

The previously completed CCLGP funded geotechnical investigation reports and structural calculations will be included as a supplement to the design package to support construction.

It is understood that the CDFW and RWQCB permits are still active and valid from the first phase of the project such that no new environmental permits are required. GHD will notify the CDFW and RWQCB permitting agencies of the anticipated construction schedule for the Accessible Ramp phase of the project.

Deliverables:

- Bid ready set of design plans, technical specifications, and contract front ends for the Accessible Ramp project to be provided in electronic format
- Project schedule to be provided in electronic format
- Cost estimate updated from previously completed cost estimates from design and bidding to be provided in electronic format

Assumptions:

- No new design will be performed
- No new environmental permits are required

Task 3 – Bidding Phase Services

This task is to perform Construction Bid and Award Phase Services, including the solicitation of construction contract bids and award of contract. The subtasks below outline the work that occurs under bid period services and these individual activities will not be billed separately.

Task 3.1 – Advertisement for Bid and Submission of Bid Documents to the Builders' Exchange

GHD will prepare the advertisement for bid for publication and will assist the City in advertising it in the local paper. GHD will also provide electronic copies of the bid documents to the desired local Builders' Exchange, and any other platforms the City is a part of. Contractors and the City will be responsible for printing their own copies of the documents if they wish to have hard copies.

Task 3.2 - Prebid Walkthrough

GHD will prepare an agenda for the prebid walk-through and conduct the walk-through with interested contractors to review the site and the project requirements. An attendance list will be compiled during the meeting. Questions raised during the walk-through will be responded to via a formal addendum which will include the attendance list following the walk-through.

Task 3.3 - Prepare Addenda

GHD will respond to technical inquiries during bidding via written addenda. This scope is based upon the preparation of up to five (5) written addenda related to interpretations of the Bid Documents. The addenda will be provided to the Builders' Exchange. Changes in the intent of the design requiring redesign work are not included in this scope.

Task 3.4 - Bid Opening and Award Support

GHD will lead (1) one virtual or in-person bid opening at the City or GHD office, assist the City with the evaluation of the bids, will prepare the award recommendation memorandum, and will work with the City to issue the Notice of Award, Contract, and Notice to Proceed.

Deliverables:

- Bid Advertisement to be published in local newspapers
- Bid Addenda
- Award Recommendation Memorandum
- Notice of Award
- Contract Agreement
- Notice to Proceed

Assumptions:

- City to pay any publishing and advertising fees directly
- Deliverables will be in electronic format only

GENERAL EXCLUSIONS AND ASSUMPTIONS

This scope of services is based on the tasks described above which are anticipated for the project. The City may need additional services during the process of the project due to increased regulatory issues, unusual public interest, and additional issues identified during the project.

This proposal is based on the following assumptions:

- This scope does not include anything not specifically described above.
- The scope of services does not include payment of any fees for applications or permits, or newspaper advertisement/notification fees.
- The scope of services does not include any changes to the design previously developed and approved by the City.
- The City will be responsible for overall grant management and reimbursement requests. GHD will provide limited support for project progress reporting.
- The project does not include any federal money, and work is not subject to the Local Assistance Procedures Manual nor the Local Assistance Procedures Guidelines.
- This scope of services does not include any construction management, inspection, or support services.

PROPOSED WORK SCHEDULE AND MILESTONES

Major Milestones	Tentative Date
Prepare Bid Documentation	November 2025
Bid Phase Services	November-December 2026
Anticipated Construction Start	February 2026
Grant Project Completion Date	January 31, 2027

Construction is scheduled to begin in February 2026 to avoid impacts from nesting bird season. Any delay beyond March 15th may require additional biological surveys and could result in schedule impacts.

The exact dates for the timeline will depend on the turnaround time on reviews by the City and other agencies. Because of the involvement (reviews) of third-party agencies, GHD cannot guarantee that the work will be completed per the above schedule. As GHD moves through the design process, GHD will work with the City and revise the schedule as necessary.

COMPENSATION

GHD will complete the above scope of services on a time and materials basis at the rates included in the Master Agreement effective January 2025, not to exceed an initial budgeted amount of \$25,011 without written authorization based on the approved grant for the project as summarized below:

Task	Grant Task	Compensation
Task 1 – Project Management	Project Management	\$1,550
Task 2 – Prepare Bid Documentation	Indirect Costs	\$15,061
Task 3 – Bidding Phase Services	Construction	\$8,400
Total		\$25,011

The level of effort to complete the services above may be different than identified in the task budget above and will depend on the involvement and requests by the City and other agencies. GHD reserves the right to move budget between tasks.

A future proposal will be provided for construction management services as the project progresses. This will outline responsibilities related to overseeing construction activities, compliance with construction documents, managing schedules, and coordinating with contractors and stakeholders.

AGREED

City of Rio Dell

GHD

Kyle Knopp, City Manager Date



Josh Wolf, Business Group Leader 10/16/2025
Date