

*Rio Dell City Hall  
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cityofriodell.ca.gov*



April 18, 2023

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Presentation and Update from City Engineer GHD and Possible Authorization for the City Manager to Sign Three Scopes for Service Related to (1) Rio Dell Neighborhood Pedestrian Connectivity Improvements, (2) Douglas Tank and Water System Improvements, and the (3) Eel River Crossing Pipeline Seismic Retrofit Project, Phase 1A in a Total Amount of \$2,421,199.00

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive the presentation and discuss. Authorize the City Manager to execute scope(s) of service for:

- (1) Rio Dell Neighborhood Pedestrian Connectivity Improvements,
- (2) Douglas Tank and Water System Improvements,
- (3) Eel River Crossing Pipeline Seismic Retrofit Project, Phase 1A; or

Request additional information and continue the item to May 2<sup>nd</sup>.; or,

Take no action. This is not recommended.

BACKGROUND AND DISCUSSION

The City is in the final stages of transitioning from the grant award process to engineering work for three separate projects related to transportation and the water system. The City has been working on all three projects for several years now with GHD and the projects are ready to move further along in their respective process.

Transportation:

- Pedestrian Connectivity Improvements on Painter, Ireland, and Center Streets Contract for \$212,000. This project has programmed STIP funds and each task will get allocated as the project progresses.

Water:



# City Engineer Update



- **Transportation**
- **Drinking Water**
- **Wastewater**
- **Earthquake Engineering Support**
- **Future Funding Opportunities**

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## Transportation

### Active Projects



- 2019 Rio Dell Safe Routes to School Project
  - Construction completed at the end of 2022 following Caltrans inspection
  - ATP user count is needed to do final project closeout. Awaiting on Caltrans approval of user count methodology provided by GHD
- 2022 Eel River Trail Project
  - Pedestrian trail between Edwards Dr and Davis St along the Eel River
  - Design and environmental permitting is ongoing
  - Construction to start in 2024
- 2022 Pavement Condition Survey
  - County wide project being completed by NCE, funded through HCAOG
  - Final report provided Feb 2023

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# Transportation

## Upcoming Projects



- 2021 Neighborhood Pedestrian Connectivity Improvements
  - Rio Dell was programmed for \$857,000 to design and construct the Rio Dell Neighborhood Pedestrian Connectivity Improvement Project
    - New sidewalks/Curb Ramps/Crosswalks on Painter, Ireland, and Center Streets
    - \$819,000 programmed in RTIP funds anticipated to be allocated by July, 2025
    - \$41,000 of locally committed funds
  - Scope on City Council Agenda for Engineering and permitting support.
- Citywide Street Improvements
  - 2<sup>nd</sup> Street – road condition, drainage issues, complications of underground utilities
  - Elko Street – grind and repave
  - Oogle Ave – address drainage issues, drainage study partially completed
  - Projects depend on funding availability through HCAOG or other sources

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# Transportation



## Rio Dell Neighborhood Pedestrian Connectivity Improvement Project

- Missing sidewalk, curbs and ADA ramps
- Missing crosswalks at intersections
- Sidewalk terminates between driveways



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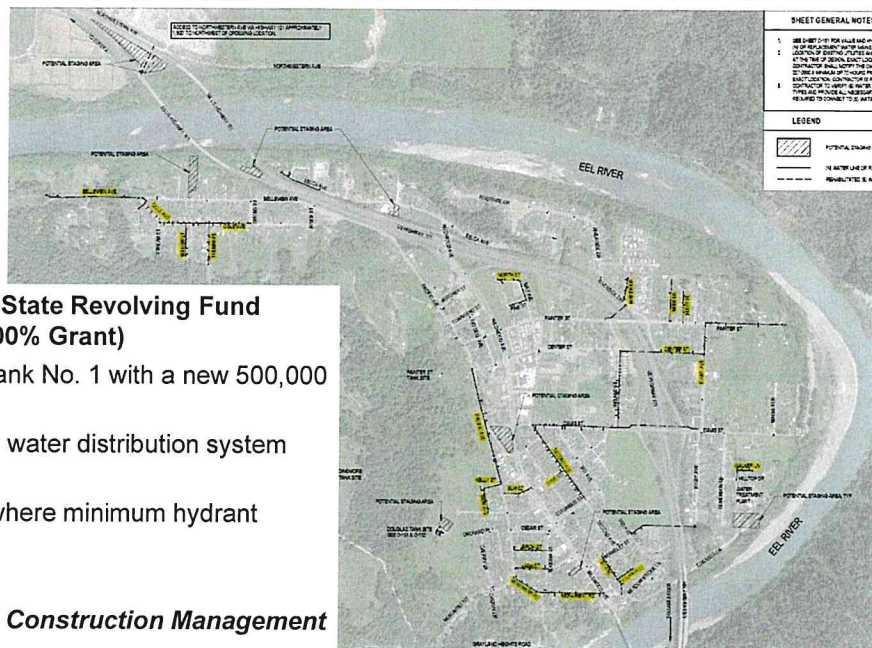


## Water Distribution System Upgrade Project

SWRCB Clean Water State Revolving Fund Grant \$12,862,989 (100% Grant)

- Replaces Douglas Tank No. 1 with a new 500,000 gallon tank
- Replace high-priority water distribution system lines and valves
- Install fire hydrants where minimum hydrant spacing is not met

*Scope for Design and Construction Management on Council Agenda*



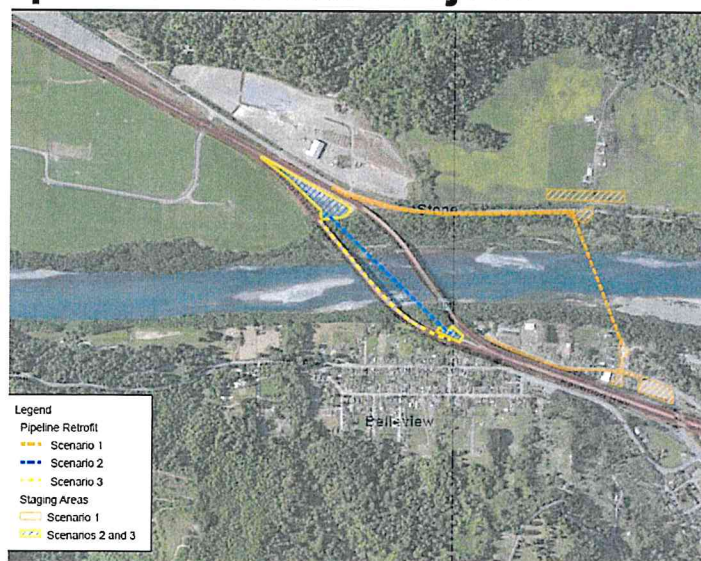
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## Water Eel River Crossing Pipeline Retrofit Project

FEMA Hazard Mitigation Grant Program Funding

- \$3,375,160 in Project Funds (75% Reimbursable)
- \$166,464 in Grant Management Budget (100% Reimbursable)
- Replaces the 8" Yellowmine pipe located in the Southbound Highway 101 Bridge, which is the only connection to the Metro Well Water System.

*Scope for Phase 1A Design and Environmental Work on Council Agenda*



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## Wastewater



- Sanitary Sewer Evaluation Study
  - Project continues to move forward
  - City has requested a funding and schedule amendment for additional camera inspection and for 90% Design
  - Disinfection Analysis and Testing to address Compliance Orders Continues



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## Wastewater Painter Line Upsizing



- Clean Water State Revolving Fund Application Submitted for final design and Construction for \$1,490,550



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## Earthquake Engineering Support

- Developing a scope of work to support the City in compiling data for damage reports which will eventually lead to project funding to address earthquake damage.

Areas of Particular Interest include:

Damages to the City's Chlorine Contact Basin

Damages to the Painter Street Tank

Water And sewer highway undercrossing

Wastewater Lift Stations

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## Future Funding Opportunities



- **Hazard Mitigation Grant Funding**
  - Notices of Interest (NOI) will be due to Cal OES by May 10th through the Cal OES Engage Portal.  
If eligible, you will then be invited to submit a subapplication by August 4th.
- **State Water Resources Control Board**
  - Clean Water State Revolving Fund
  - Drinking Water State Revolving Fund
- **Community Development Block Grant**
  - Target Areas for full road rehabilitation
- **Active Transportation Funding**
  - Next Cycle in 2025.

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- Rio Dell Douglas Tank and Water System Improvements Project Contract for \$1,815,399. This project is 100% funded by the State Water Resources Control Board and builds off of previously completed planning work.
- Eel River Crossing Pipeline Seismic Retrofit Project (Phase 1A) Contract for \$393,800. This project is 75% funded by a FEMA Hazard Mitigation Grant. The City and GHD are working on obtaining state matching funds for Phase 1B and Phase 2 of the Project.

The total amount of funds between the three scopes amounts to \$2,421,199.00 with potential exposure to the Water Fund of \$98,450 which is accounted for in the Water Rate study Adopted on May 3<sup>rd</sup>, 2022. The remaining funds are all non-city monies.

Attachments:

- Draft GHD Powerpoint Presentation
- Scope for Rio Dell Neighborhood Pedestrian Connectivity Improvements,
- Scope for Douglas Tank and Water System Improvements,
- Scope for Eel River Crossing Pipeline Seismic Retrofit Project, Phase 1A;

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**City of Rio Dell**  
**Scope of Services**  
**Rio Dell Neighborhood Pedestrian Connectivity Improvements**  
**Final Design and Construction Engineering**  
**April 13, 2023**

## **Introduction**

This Scope of Services adheres to the professional service agreement between the City of Rio Dell and GHD, extended in February 2022. All provisions of the professional service agreement apply to this agreement unless otherwise noted herein. This Scope of Services is limited to the Rio Dell Neighborhood Pedestrian Connectivity Improvements based on the Project Study Report (PSR), which was developed by GHD and approved on September 15, 2021 and as further described under Task 2.

## **Project Understanding**

The City would like to complete a sidewalk infill project that is envisioned to include construction and reconstruction of sidewalks, curb ramps, driveways, pavement reconstruction and other improvements primarily within the existing public right-of-way. This project is limited to Painter Street, Ireland Street, and Center Street as presented in the approved PSR and further described in Task 2. State Transportation Improvement Plan (STIP) funds for the approved PSR has been programmed by Caltrans and Humboldt County Association of Governments (HCAOG). Funds for each task will be allocated following completion of the previous task.

## **Scope of Services**

Based on our understanding of the project, GHD has developed the following scope of services for the project based on the following four tasks:

- Task 1 – Project Approval & Environmental Documentation (PA&ED)
- Task 2 – Plans, Specifications & Estimate (PS&E)
- Task 3 – Right of Way Engineering
- Task 4 – Construction Engineering

### **Task 1 – Project Approval & Environmental Document (PA&ED)**

The PA&ED phase will require a site environmental survey to assess the project areas within the scope of this sidewalk infill project and to evaluate the potential environmental impacts and the appropriate CEQA document for the project. The site environmental survey will consist of a plant survey and a wetland delineation, which will

serve as the basis for summarizing the anticipated environmental considerations to confirm the CEQA approach. Based on a preliminary review of the project and the site conditions, it is assumed under this scope that no further detailed environmental studies or evaluations will be required and that a Notice of Exemption (NOE) under CEQA Guidelines Section 15301 Existing Facilities is the appropriate CEQA document.

**Assumptions:**

- No further detailed environmental studies or evaluations will be required.
- A Notice of Exemption is the appropriate CEQA document.
- The 2019/2020 Rio Dell cultural and biological study done by GHD covers the project area and will not need to be updated. Cultural and biological studies are not included in this scope.
- No Preliminary Jurisdictional Delineation (PJD) is required.

**Deliverables:**

- Brief technical memo summarizing findings from the plant survey and wetland delineation.
- Draft and final NOE to City in electronic format.
- Final NOE to be posted to the State Clearinghouse.

## **Task 2 – Plans, Specifications & Estimate (PS&E)**

The primary objective of the PS&E phase is to develop a set of plans and specifications suitable for bidding and construction. The final design will be based on the Project Study Report (PSR), which was developed by GHD and approved on September 15, 2021.

GHD's understanding is that the City is interested in incorporating the following improvements:

- **Painter Street:** 5' wide sidewalk connectivity, ±1,250 ft in length from Wildwood Ave to Ireland St, curb ramps, curb and gutters, and enhanced crosswalk striping.
- **Ireland Street:** 5' wide sidewalk connectivity, ±1,180 ft in length from Painter St to Davis Street, curb ramps, curb and gutters, and standard crosswalk striping.
- **Center Street:** 5' wide sidewalk connectivity, ±550 ft in length adjacent to Rio Dell Elementary, curb ramps, curb and gutters, and enhanced crosswalk striping

The final design features will conform to applicable standards while within the City's right-of-way and conform to the Caltrans standards for the improvements within the State's right of way. The regulatory, advisory and directional signs and striping will be designed in accordance with the California MUTCD, NACTO guidelines and other appropriate sources.

### **Sub Task 2.1 - Project Management**

The PS&E phase will require regular communication and coordination with team members, the City, and Caltrans. Any communication with landowners within the project area will be conducted by the City. This task also includes reviewing the project status on a regular basis, providing progress updates to the City, managing project budgets and schedules, assisting the City in coordinating with the various agencies involved, and coordinating and performing quality control and quality assurance reviews.

### **Sub Task 2.2 - Plans, Specifications and Estimates**

GHD will work with the City to further develop the project in accordance with the scope, Local Assistance guidelines and available funding. The plans, specifications and estimates will be prepared based on the standards of practice in the industry.

GHD will utilize the topographic survey developed and utility information provided by the City to determine the approximate location of existing utilities within the project area. No surveying or utility locating services are included in this scope.

The design documents will be limited to sidewalk infill elements for non-motorized transportation. The Construction plans, specifications and estimate will make up the design set and will be submitted to the City for review at 60%, 90% and 100% completion stages. The City will have the opportunity to comment on the 60% and 90% design sets, and the 100% will be ready to issue for construction.

#### *Construction Plans*

The Construction Plans will be developed on 22" x 34" sheets that allow scaled reduction to 11" x 17" sheets. The project will be designed using English Standard units in AutoCAD at an appropriate scale utilizing AutoCAD standards, including project folder structures, layer names, line styles and font resources, color tables, etc. All plans will be stamped and signed by a professional engineer and will be used as part of the construction documents. Construction plans are expected to include the following types of sheets that GHD will adjust as required:

- Title Sheet
- General Notes, Symbols and Abbreviation Sheet
- Demolition Plans
- Layout Plans
- Typical Cross Sections
- Construction details
- Signage and Striping Plans
- Construction Area Signs Plan
- Survey Control Plan, and
- other sheets we deem necessary to convey the design intent

#### *Technical Specifications*

GHD will prepare technical specifications consisting of Special Provisions to amend and supplement the State of California Department of Transportation Standard Specifications (2022). Technical Specifications for this project will include information specific to the project and work items, such as order of work, testing and quality control, cast in place concrete, asphalt concrete, roadside signs, thermoplastic paving markings, etc. To the extent possible, references will be made to the 2022 Caltrans Standard Specifications.

#### *Construction Estimates*

The engineer's opinion of probable construction costs will be prepared using standard engineering estimate procedures for each design submittal. The opinion of cost will include the anticipated cost for the items of work included with the project based on bid results from previous projects or published unit costs available from Caltrans. Actual construction costs will vary, and the low bidder may be higher than the Opinion of Probably Construction Cost due to availability of labor, equipment, materials, market conditions, or other factors.

#### *Bidding Package*

GHD will assist the City in developing the bidding package including: advertisement for bid, bid schedule, bidding requirements, contract forms, special contract requirements, general conditions, and state requirements (EEO Certification, Non-Lobbying Certification, prevailing wage, etc.), technical specifications, and construction plans. Given that there is a fixed budget, the project may be structured with a base bid and additive bid items.



### **Subtask 2.3 – PS&E Allocation Request**

When the PA&D package is near completion, GHD will assist the City in preparing the PS&E allocation request for the California Transportation Commission (CTC). Once the PS&E funds have been allocated by the CTC, reimbursable PS&E work can begin. The project must be awarded within 6 months of construction allocation.

GHD will assist the City in the preparation of the following required forms for the PS&E allocation submittal:

- Exhibit 22-N - Allocation Checklist
- Exhibit 22-O - Allocation Request
- Exhibit 22-C - State Only Finance Letter

### **Sub Task 2.4 - Caltrans Encroachment Permit Application**

The project will require an encroachment permit from Caltrans for improvements constructed within the State right of way. GHD will prepare an encroachment permit application for the City to submit to Caltrans. GHD will also print and distribute preliminary plans to Caltrans to support the application, address questions, and provide supporting information. The City will directly pay any associated fees.

### **Sub Task 2.5 - Construction Allocation Request**

When the PS&E package is near completion, GHD will assist the City in preparing the construction allocation request for the California Transportation Commission (CTC). Once the construction funds have been allocated by the CTC, reimbursable construction and construction engineering work can begin. The project must be awarded within 6 months of construction allocation.

GHD will assist the City in the preparation of the following required forms for the construction allocation submittal:

- Exhibit 22-N - Allocation Checklist
- Exhibit 22-O - Allocation Request
- Exhibit 22-C - State Only Finance Letter

### **Assumptions:**

- No surveying or utility locating services are included in this scope.
- City to directly pay any fees.
- The project's estimated area of ground disturbance is less than 1-acre and assumes a formal SWPPP is not required.
- No geotechnical service are included in this scope.

### **Deliverables:**

- 60% PS&E Submittal: Plans, and Estimates
- 90% PS&E Submittal: Plans, Specifications, and Estimates
- 100% PS&E Submittal: Plans, Specifications, and Estimates
- Final Bidding Package
- Construction Allocation Request Submittals
- GHD will provide one (1) electronic PDF and up to five (5) hard copies for each of the above documents. In addition, final plans will be provided as AutoCAD Civil 3D files.

- Paper copies of plans will be provided in 11x17 format
- Other forms and documents related to Task 2, as required by Caltrans local assistance procedures will be provided as one (1) electronic PDF and one (1) hard copy (if requested).

## Task 3 – Right of Way Engineering

Although no additional right of way is anticipated for this project, the City must certify that work is completed in areas within existing rights of way. Using the topographic survey developed and information provided by the City, GHD will evaluate the location of City right of way relative to the proposed project improvements. Items such as fences, landscaping, and other private property which are found to be located within the City right of way may need to be relocated by the owner, or the City may need to issue an encroachment permit. In addition, driveway and sidewalk grade conforms will likely extend outside the City's right of way. To the extent practical, the project will be configured to avoid the need for temporary or permanent right of way. Where additional right of way is unavoidable, the right of way will need to be acquired consistent with the guidelines for right of way acquisition in the Local Assistance Procedures Manual. In this situation, GHD will assist the City by preparing a list of adjacent property owners, addresses and APN's. GHD will also prepare Permit's to Enter and Construct forms. The City shall be responsible for communicating with affected property owners and obtaining their permission to enter their property and construct improvements for the benefit of the public. Because the project will be utilizing State Only Funding (no federal participation), a formal Right of way Certification will not be required or prepared.

If existing utilities are found to conflict with planned improvements, GHD will contact the affected utility owner(s) to discuss any adjustments or relocations necessary as part of the project. GHD will also assist the City in preparing the relocation documentation to verify ownership, financial responsibility and relocation in accordance with the proposed construction schedule. Once completed, the documents (Notice to Owner, Utility Agreements, maps, etc.) will be provided to the City.

### Subtask 3.1 - Allocation Request

When the PS&E package is near completion, GHD will assist the City in preparing the Right of Way Engineering allocation request for the California Transportation Commission (CTC). Once the Right of Way Engineering funds have been allocated by the CTC, reimbursable Right of Way Engineering work can begin. The project must be awarded within 6 months of construction allocation.

GHD will assist the City in the preparation of the following required forms for the Right of Way Engineering allocation submittal:

- Exhibit 22-N - Allocation Checklist
- Exhibit 22-O - Allocation Request
- Exhibit 22-C - State Only Finance Letter

### Assumptions:

- City to communicate with property owners and obtain permission to enter and construct.
- Assumes City provided survey contains right of way boundaries.
- Right of way acquisition is not included in this scope.

### Deliverables:

- Permit to Enter and Construction Forms.
- All deliverables listed in the above task will be provided as electronic PDFs unless otherwise requested by the City.

## **Task 4 – Construction Engineering**

GHD will provide construction engineering services during the construction of the project. The following services will be provided:

- Bidding Assistance
- Pre-Construction Assistance
- Construction Management
- Periodic On-Site Construction Observation
- Project Closeout Assistance

### **Sub Task 4.1 - Bidding Assistance**

Bidding assistance by GHD will include the following:

- Print and distribute plans and specifications to contractors at cost (no cost to builders exchange or City)
- Respond to contractor questions
- Issue Addenda during bidding
- Organize and conduct a pre-bid meeting/conference
- Summarize the pre-bid conference and addressing questions from the conference for distribution to bidders
- Organize and conduct a public bid opening
- Prepare a bid summary and review contractor bids
- Work with selected contractor on obtaining and verifying bonds and insurance
- Work with City with preparing the contract documents for approval
- Notice of Award
- Contract/Agreement
- Notice to Proceed

### **Sub Task 4.2 - Pre-Construction Assistance**

Following the award of the project, but prior to the start of construction, GHD will provide the following pre-construction services:

- Review contractor's initial construction schedule for adherence to project requirements and ease of monitoring progress.
- Review contractor's preliminary traffic control plan.
- Review public noticing requirements and schedule with contractor.
- Review cost of lump sum items breakdowns provided by Contractor.
- Prepare and distribute the pre-construction meeting agenda, conduct meeting, compile meeting minutes and a task list, and distribute to the project team.
- Summarize work and expectations of the City at pre-construction meeting including: contract requirements and coordination required for the completion of the work, roles and responsibilities, schedule of work, submittals, work hours, notifications, safety, coordination with utilities, materials testing, equal employment opportunity and disadvantaged business enterprise requirements.

### **Sub Task 4.3 - Construction Management**



GHD's Construction Manager will coordinate communication between the Contractor, City, Caltrans, utility companies and other parties throughout the course of the project's construction. Many of the items below will involve the input and feedback of the City and others.

- Coordinate Materials Testing provided by the contractor and Contract Administration requirements through the course of the project;
- Record working days, non-working days, weather related days, and issue weekly statement of working days;
- Review Contractor monthly payment requests, review differences in payment quantities with contractor, and prepare and submit recommendations of payment requests to City;
- Maintain project records and files as needed for general compliance with Caltrans requirements;
- Attend project meetings and prepare agenda, and document meeting minutes;
- Coordinate and manage Submittal and Shop Drawing reviews and maintain tracking logs;
- At the request of the City, participate in preparation of public information bulletins and updates during construction (web site, emails, etc.);
- Review and respond to Contractor submittals, based upon the plans and specifications;
- Monitor the Contractor's construction schedule and progress for adherence to project schedule, coordinate with the Contractor on planned activities, notify Contractor, City and Caltrans of any schedule issues identified, review schedule revisions and negotiate time extensions if necessary;
- Coordinate with the Contractor so Contractor can provide City staff with notice for construction activities which may affect or require City resources or coordination.
- Manage Contractor correspondence including Request for Information (RFIs) and Contract Change Order (CCOs) – include technical / engineering assistance and review, maintain logs, prepare and transmit responses and coordinate with other parties to develop responses.
- Submit copy of CCO memorandum and CCOs to the City and Caltrans.
- Attend on-site meetings to address construction issues, prepare agenda and meeting minutes.

#### **Subtask 4.4 - Periodic On-site Construction Observation**

GHD will provide the following periodic onsite construction observation services:

- Provide periodic part-time on-site construction observation to review Contractor general conformance with the project plans and specifications.
- Prepare observation reports including digital photo logs of progress.
- Maintain a set of red line plans depicting changes noted by the construction observer.
- Review traffic control and Contractor daily activities.
- Review Contractor's erosion and sediment control BMPs.
- Collect and maintain material tags and testing tags/reports.
- Review Certificates of Compliance.
- Reject or Recommend deductions for materials not meeting the project requirements.

#### **Subtask 4.5 - Project Closeout**

Following final acceptance of the project by the City and Caltrans, GHD will prepare a Notice of Completion for approval by City and submittal to Humboldt County for Recording.

GHD will also prepare and transmit Record Drawings to the City (in electronic pdf format only), incorporating any noted changes, change orders or other changes deemed necessary by the Engineer.

**Assumptions:**

- Effort is based on conducting up to two project walkthroughs inclusive of substantial completion and final completion.
- GHD assumes a total construction period of 120 working days with a maximum of 160 working hours requiring inspection.
- On-site inspection will be paid at State prevailing wages.
- The contractor will be required to provide the services of an independent testing laboratory for necessary special inspections and materials testing. Contractor will perform all coordination and scheduling of special inspections and materials testing.
- The contractor will be responsible for construction staking.

**Deliverables:**

- Final project summary letter
- Project photo log
- Submittals
- Inspection and observation reports
- Materials testing and inspection records and final reports
- Meeting records
- All deliverables listed in the above task will be provided as electronic PDFs unless otherwise requested by the City.

**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:

- The project design will be based on the conceptual drawings that were included in the PSR.
- The scope of services does not include any applications, permits, or related fees (i.e. utility, agency, regulatory, encroachment). The City shall be responsible for preparing and securing any necessary permits and for paying all deposits and fees required for the project.
- The scope of services does not include any design changes following the completion of the 100% design submittal.
- The City will complete their review of the plans and prepare any comments they have in a timely manner and will deliver one set of rectified comments to GHD following each review.
- The City will be responsible for overall grant management and submittal of Caltrans Reimbursement and Allocation Requests to the District Local Assistance Engineer. GHD will provide support for project progress reporting.
- The scope of services does not include any design exceptions as none are anticipated for this project.

## Proposed Work Schedule and Milestones

Major Milestones	Tentative Date
Program Project	Dec 2021
Begin Environmental PA&ED Phase	Apr 2023
Complete Environmental Document	Jun 2023
End Environmental Phase	Jun 2023
Begin Design Phase	May 2023
End Design Phase	Dec 2023
Begin Right of Way Phase	May 2023
End Right of Way Phase	Dec 2023
Begin Construction Phase	Jun 2024
End Construction Phase	Dec 2024
Begin Closeout Phase	Jan 2025
End Closeout Phase	Jun 2025

The exact dates for the timeline will depend on the turnaround time on reviews by the City, Caltrans, and other agencies. Because of the involvement (reviews) of third party agencies, we cannot guarantee that the work will be completed per the above schedule. As we move through the design process, we 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, not to exceed the initial budgeted amount below. 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, the Caltrans, and other agencies. Additional services can be provided through a separate scope and budget amendment.

Task	Compensation
Task 1: Project Approval & Environmental Documentation (PA&ED)	\$38,000
Task 2: Plans, Specifications & Estimate (PS&E)	\$30,000
Task 3: Utility and Right of Way Engineering	\$23,000
Task 4: Construction Engineering	\$121,000
<b>Total</b>	<b>\$212,000</b>

## Approvals

City of Rio Dell

GHD

Kyle Knopp, City Manager

Date

Lindsey Van Parys, Principal

Date



718 Third Street,  
Eureka, California 95501  
United States  
www.ghd.com



Our ref: 8410747

April 13, 2023

Kyle Knopp  
General Manager  
City of Rio Dell  
675 Wildwood Avenue  
Rio Dell, CA 95562

**Scope of Work for City of Rio Dell Douglas Tank and Water System Improvements Project**

Dear Kyle,

GHD is pleased to submit this Final Draft Scope of Services (Scope) for the City of Rio Dell Douglas Tank and Water System Improvement Project. This scope of services covers the final design, construction management, and grant administration assistance for the Project and is based on the concept project and budget developed for the Drinking Water State Revolving Fund and awarded to the City of Rio Dell (City).

Regards

A handwritten signature in black ink that reads "Rebecca Crow".

**Rebecca Crow**  
Technical Director  
+1 707 497-9294  
rebecca.crow@ghd.com

Copy to: Michelle Davidson, GHD Project Manager  
Greg Watanabe, GHD Business Group Leader, Water Transmission

**Final Draft  
Scope of Services  
City of Rio Dell  
Douglas Tank and Water System Improvement Project**

Prepared by: GHD Inc.

This agreement for services relates to a prime agreement dated January 21, 2019. All provisions of the prime agreement apply to this scope of services unless specifically stated otherwise in this scope.

## **UNDERSTANDING**

The City of Rio Dell (City) was awarded a Drinking Water State Revolving Fund (DWSRF) Funding agreement through the Regional Water Quality Control Board. The scope of the funding is the final design and construction of the replacement of the existing redwood Douglas Tank No. 1 and the replacement of multiple sections of 8" water mains, 6" water mains, 4" water mains, CIPP under Highway 101, and other related appurtenances and repairs, based on the existing SWRCB project plans and as funds are available for construction. The 60% design of the Douglas Tank and the 95% design of the other water system improvements have been completed under a previous contract. The City's funding agreement is a total of \$12,862,989, of which \$11,047,590 is for the construction project and contingency, and the remainder is for engineering and administrative soft costs.

Under this scope of services, GHD will finalize the engineering design, prepare the plans and specifications package for bidding, provide bid period services, provide inspection and management services during construction, and assist the City with grant administration and project closeout. GHD will prepare one bid package that incorporates both the replacement Douglas Tank and the water system improvements.

Based on our understanding of the project and the typical project execution approach, GHD has developed this scope of services based on the following major permitting and design items:

- Task 1: Project Management and Grant Reporting Assistance
- Task 2: Engineering Design Finalization
- Task 3: Bid Period Services
- Task 4: Construction Inspection and Management

These items will be completed through a series of project tasks as further described below.

## **Task 1. Project Management and Grant Reporting Assistance**

### **1.1 Project Management and Coordination**

This task consists of the project management performed by the team to coordinate GHD team member and subcontractors and to coordinate technical and managerial aspects of the project with the City, State Board, and Regulatory Agencies. This includes regular project updates, responses to Requests for Information relating to technical design or environmental data, and project updates to City Council and staff.

#### ***Task 1.1 Deliverables:***

- Project Kick off meeting minutes
- Up to 4 council presentations

## **1.2 Grant Reporting Assistance**

GHD will provide the City support with grant reporting tasks. GHD will prepare monthly invoices for services based on the approved grant requirements to be provided to the City. The City will complete reimbursement requests for SWRCB Division of Financial Assistance. GHD will support with preparation of quarterly grant progress reports.

### ***Task 1.2 Deliverables:***

- Monthly GHD invoices
- Quarterly Progress Reports

### ***Assumptions:***

- The project duration will be approximately 9 months for the design phase, and 10 months for the construction phase, and a total of 26 months from start until project closeout.

## **2. Task 2. Engineering Design Finalization**

The engineering design under this scope builds off the design documentation and analyses completed to date and consists of additional engineering work necessary to incorporate the findings from the previously completed geotechnical report, and to develop the final design plans, technical specifications, and opinion of probable construction cost in preparation for bidding.

### **2.1 Geotechnical Report Review and Incorporation**

A site specific geotechnical report has previously been completed for the proposed replacement water tank. Under this task construction requirements resulting from the geotechnical investigation will be incorporated into the design and included on the plans and specifications for the tank.

#### ***Task 2.1 Deliverables:***

- No deliverables for this task. Geotechnical information to be included in the final plans and specifications.

### **2.2 Develop 95% Design Plans, Technical Specifications and Opinion of Probable Construction Cost for the Tank Replacement**

GHD previously prepared 60% plans and specifications and estimate for the Douglas Tank replacement. After comments are received from the 60% design submittal, the project team will prepare 95% design plans and technical specifications for Douglas Tank. The intent of the 95% plans is to address comments from the 65% submittal and provide a complete set of design and revegetation plans. The 95% plans will be reviewed with the City and comments will be incorporated into the 100% bid ready plans and specifications. Technical specifications will follow Construction Specifications Institute (CSI) format. An Opinion of Probable Construction costs (AACE Class 2) will be submitted with the 95% design plans.

#### ***Task 2.2 Deliverables:***

- 90% Design Plans
- 90% Technical Specifications
- Opinion of Probable Construction Cost

***Assumptions:***

- GHD's CAD standards will be utilized.
- City of Rio Dell or County of Humboldt Standard Details will be utilized as applicable.
- City will provide one compiled set of comments
- Plans will be provided in electronic format (.pdf) with page size 22x34
- Specifications will be in electronic (Microsoft Word) format

## **2.3 Develop Draft and Final 100% Design Plans, Technical Specifications and Opinion of Probable Construction Cost for the Tank Replacement and Water System Improvements**

GHD previously prepared 95% plans and specifications and estimate for the water system improvements. GHD will review the work completed previously and will refine and finalize the plans for bidding. GHD will begin with a review of the 95% draft plans and comments with City staff and discuss any questions or comments on the existing concepts of both the Douglas Tank and water system improvements. Based on feedback on the draft plans, GHD will prepare a final 100% design set of plans, specifications, and estimate for bidding that incorporates the tank replacement and the water system improvements into a single bid package. Working with City Staff, GHD will establish dates for bidding and a timeframe for construction. The General Conditions will be updated with the agreed upon dates and bidding information. The technical specifications will be updated, and the design plans will be updated and finalized for bidding and construction.

GHD will update the previously prepared Opinion of Probable Cost for the bid ready drawings submittal, identifying quantities, unit costs, and total construction costs for major construction items. The opinion shall be based on the final Bid Schedule and Measurement and Payment sections of the specifications. All labor costs estimated shall be based upon State prevailing wage rates.

Given the recent bidding environment, GHD will develop the contract as a base bid project, plus additive bid items to allow the City to choose project components to construct within the available budget based on the actual bids.

***Task 2.3 Deliverables:***

- 100% Design Plans
- 100% Specifications
- Opinion of Probable Construction Cost

***Assumptions:***

- GHD's CAD standards will be utilized.
- City of Rio Dell or County of Humboldt Standard Details will be utilized as applicable.
- City will provide one compiled set of comments
- Plans will be provided in electronic format (.pdf) with page size 22x34
- Specifications will be in electronic (Microsoft Word) format

## **Task 3. Bid Period Services**

The project be publicly let out for bid, and a construction contractor will be selected per a bid process in conformance with State and Federal requirements. Bid period services include advertising bids, responding to contractor questions and comments, conducting site visits, conducting the bid opening, reviewing contractor bids, and preparing the letter of recommendation for award, once all the Contractor certification have been checked.



GHD will provide the following bid period services:

- Compile bid package including CEQA/permit conditions and front-end contract.
- Prepare Advertisement for Bid
- Provide bid documents in electronic format to Builder's Exchanges for distribution to contractors
- Issue Addenda in electronic format to Builder's Exchanges as warranted during bidding to address written Contractor questions submitted as well as other project clarifications.
- Plan and conduct a pre-bid site meeting
- Plan and participate in bid opening
- Review Contractor bids
- Review the apparent low bid Contractor provided bonds and insurance
- Prepare recommendation for award and work with the City on preparing the contract documents for Board approval and execution

***Task 3 Deliverables:***

- Advertisement for Bid
- Addenda (up to 5)
- Notice of Award
- Contract Documents
- Notice to Proceed
- All deliverables will be in electronic format

***Assumptions:***

- Does not include redesign of project elements during bidding
- City to post advertisement for bid in local publication
- All fees to be paid directly by the City

## **Task 4. Construction Inspection and Management**

GHD will provide construction engineering services throughout the construction of the project. The following construction engineering services will be provided:

- Pre-Construction Assistance
- Construction Management
- Periodic On-Site Construction Observation
- Construction Project Closeout

### **4.1 Pre-Construction Assistance**

Following the award of the project, but prior to the start of construction, GHD will provide the following pre-construction services:

- Review contractor's initial construction schedule for adherence to project requirements and ease of monitoring progress.
- Review contractor's preliminary traffic control plan.
- Review cost of lump sum items breakdowns provided by Contractor.
- Prepare and distribute the pre-construction meeting agenda, conduct meeting, compile meeting minutes and a task list, and distribute to the project team.
- Summarize work and expectations of the City at pre-construction meeting including: contract requirements and coordination required for the completion of the work, roles and responsibilities, schedule of work, submittals, work hours, notifications, Contractor safety responsibilities, coordination with utilities, materials testing, labor and employment compliance.

**Task 4.1 Deliverables:**

- Email correspondence regarding preconstruction issues addressed

**Assumptions:**

- All correspondence in electronic format
- Legal review and support, if needed, by others

## 4.2 Construction Management

GHD will provide overall coordination of communication between the Contractor, the City, and other parties throughout the course of the project's construction. Many of the items below will involve the input and feedback of the City and others.

- Coordinate Materials Testing and Contract Administration requirements through the course of the project;
- Record working days, non-working days, weather related days, and issue weekly statement of working days;
- Review Contractor monthly payment requests, review differences in payment quantities with contractor, and prepare and submit recommendations of payment requests to City;
- Review labor compliance
- Maintain project records and files as needed for general compliance with funding requirements;
- Attend project meetings and prepare agenda, and document meeting minutes;
- Coordinate and manage Submittal and Shop Drawing reviews and maintain tracking logs;
- Review and respond to Contractor submittals, based upon the plans and specifications;
- Monitor the Contractor's construction schedule and progress for adherence to project schedule, coordinate with the Contractor on planned activities, notify Contractor, and City of any schedule issues identified, review schedule revisions and negotiate time extensions if necessary;
- Coordinate with the Contractor so Contractor can provide City staff with notice for construction activities which may affect or require City resources or coordination.
- Manage Contractor correspondence including Request for Information (RFIs) and Contract Change Order (CCOs) – include technical / engineering assistance and review, maintain logs, prepare and transmit responses and coordinate with other parties to develop responses.
- Review encroachment permit requirements with Contractor.
- Submit copy of CCO memorandum and CCOs to the City.
- Attend on-site meetings to address construction issues, prepare agenda and meeting minutes.

**Task 4.2 Deliverables:**

- Email correspondence regarding construction issues
- Labor compliance review
- Written responses to RFI's and Submittals
- Change orders
- Progress pay reviews

**Assumptions:**

- All correspondence in electronic format
- Deliverables will be provided throughout construction as warranted
- Project documentation will be delivered at the completion of the project

## 4.3 Periodic On-site Construction Observation

GHD will provide the following on-site construction observation services:

- Provide periodic part-time on-site construction observation to review Contractor general conformance with the project plans and specifications.

- Prepare observation reports including digital photo logs of progress.
- Maintain a set of red line plans depicting changes noted by the construction observer.
- Review traffic control and Contractor activities.
- Review Contractor's erosion and sediment control BMPs.
- Collect and maintain material tags and testing tags/reports.
- Review Certificates of Compliance and test reports.
- Reject or Recommend deductions for materials not meeting the project requirements.

**Task 4.3 Deliverables:**

- Field observation reports
- Construction photographs

**Assumptions:**

- All correspondence in electronic format
- Deliverables will be provided throughout construction as warranted
- Project documentation will be delivered at the completion of the project

## 4.4 Construction Project Closeout

GHD will complete the following project closeout activities:

- Final walkthrough and punch list
- Prepare and record Notice of Completion
- Prepare Record Drawings from construction red lines provided by the Contractor
- Compile and provide to the City in electronic format:
  - Project photographs
  - Submittals
  - Inspection and observation reports
  - Materials testing and inspection records and final reports
  - Meeting records
  - Record Drawings
  - Other relevant project information

**Task 4.4 Deliverables:**

- All deliverables will be in electronic format
- Final project documentation

## 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 project design will be finalized based on the drawings previously completed.
- GHD does not control equipment and materials prices, which continue to increase. GHD will include bid alternates and specific cost escalation provisions in the project bid documents. Construction supply lead times have also increased which may increase the project construction timeline, which is outside GHD and the City's control.
- The scope does not include any pavement or material testing, or construction staking.
- The Contractor will prepare the erosion and sediment management plan.

- 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 design changes following the completion of the 100% design submittal.
- The City will complete their review of the plans and prepare any comments they have in a timely manner and will deliver one set of rectified comments to GHD following review.
- The project environmental documentation was completed previously and no new field surveys are included. The previously identified mitigation measures will be incorporated into the project plans and specifications.

## PROPOSED WORK SCHEDULE AND MILESTONES

Major Submittal Milestones	Grant Due Date
<b>Additional Submittal to Division</b>	
Final Plans and Specifications	1/31/2024
Final Budget Approval Package	4/30/2024
Advertise Project for Construction	2/15/2024
Bid Opening	3/30/2024
Start Construction	5/15/2024
Construction Completion	3/15/2025
<b>Reports</b>	
Progress Reports	Quarterly
Final Inspection and Certification	3/15/2025
Project Completion Report	5/31/2025

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, we cannot guarantee that the work will be completed per the above schedule. As we move through the design process, we 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, not to exceed an initial budgeted amount of \$1,815,399 without written authorization based on the approved grant for the project as summarized below:

Task	Compensation
Task 1-Project Management	\$50,000
Task 2 Final Survey and Design	\$761,140
Task 3- Bid Period Services	\$30,000
Task 4- Construction Inspection and Management	\$974,259
<b>Total</b>	<b>\$1,815,399</b>

GHD will use the most current US Charge out rates by class for this work, including annual increases. The level of effort to complete the services above may be different than identified in the task budgets above and will depend on the involvement and requests by the City, Caltrans, and other agencies. GHD reserves the right to move budget between tasks.

## AGREED

City of Rio Dell

GHD

\_\_\_\_\_  
Kyle Knopp, City Manager                      Date

\_\_\_\_\_  
Greg Watanabe, Business Group Leader      Date

Our ref: 12609125

April 13, 2023

Kyle Knopp  
City Manager  
City of Rio Dell  
675 Wildwood Ave.  
Rio Dell, CA 95562

**Proposal for Eel River Crossing Pipeline Seismic Retrofit Project**

Dear Mr. Knopp:

GHD Inc. (GHD) is pleased to provide this final draft proposal for professional engineering, environmental and permitting services for the Eel River Crossing Pipeline Seismic Retrofit Project, Phase 1A (Project) the City of Rio Dell (City). The project is being 75% funded by the City's Hazard Mitigation Grant Program Funding, administered by the California Office of Emergency Services, and which were awarded to the City in January 2023.

Phase 1A of the Project consists of selection of final pipeline alignment, easement evaluation, an environmental site assessment/corridor study, and other administrative tasks. GHD's proposal is based on the preliminary concept design developed as part of the State Board Planning Grant and the HMGP grant support services previously completed by GHD and discussions with City staff.

Regards



**Rebecca Crow, PE**  
Technical Director  
+1 707-267-2244  
Rebecca.crow@ghd.com

Copy to: Gregory Felter, GHD Project Manager  
Greg Watanabe, GHD Business Group Leader, Water Transmission

Attachments:

1. Draft Schedule

**Final Draft  
Scope of Services  
City of Rio Dell  
Eel River Crossing Pipeline Seismic Retrofit Project, Phase 1A**

Prepared by: GHD Inc.

This agreement for services relates to a prime agreement dated January 21, 2019. All provisions of the prime agreement apply to this scope of services unless specifically stated otherwise in this scope.

## **Understanding**

The City of Rio Dell (City) was awarded Hazard Mitigation Grant Program (HMGP) funding through the Federal Emergency Management Agency (FEMA) administered by the California Office of Emergency Services (Cal OES) for the Eel River Crossing Pipeline Seismic Retrofit Project, Phase 1A. The total FEMA HMGP Project budget, which is 75% reimbursable, is \$3,375,160, and Phase 1A is \$378,800. In addition, the City was allocated a separate grant management budget which is 100% reimbursable through FEMA estimated at \$166,464, and includes \$20,815.00 for Phase 1A.

The Project will replace the existing vulnerable water pipeline routed across the California Highway 101 South Bridge over the Eel River with a resilient pipeline under the Eel River to address seismic hazards in Rio Dell, California. The Eel River Pipeline serves as the only connection between the Metro Wells water source and most of the City's customers. The Eel River Pipeline is susceptible to seismic damage. It was bonded with glue and is resting unrestrained on pipe stands. The Highway 101 southbound bridge is owned and maintained by the California Department of Transportation (Caltrans). The City has an easement for the pipeline, but access is difficult and the City has no control over maintenance of the Bridge. Damage to the bridge or the Eel River Pipeline would result in the City losing the connection between the Metro Wells and most of the City's water customers.

## **Scope of Services**

The scope of services for Phase 1A of this project will include project coordination, engineering design, NEPA Support, and preliminary permitting. In addition, a Project Management Task is included to facilitate coordination with Cal OES and quarterly reporting. Phase 1A will consist of preliminary design and environmental investigations sufficient to allow FEMA to perform NEPA prior to releasing full project funding. The Phase 1A project tasks as further described below.

### **Phase 1A**

#### **Task 1. Surveying, Geotechnical Evaluation, and Preliminary Design**

##### **1.1. Final Topographic Survey**

GHD will oversee completion of a topographic survey at the project site. The preliminary engineering design requires an analysis of the drilling alignment, a survey of the drilling site, and confirmation of right of way

boundaries which will inform both the final design and the environmental permitting process for construction of the pipeline using horizontal directional drilling.

Topographic survey information at the locations of open trenching, Horizontal Directional Drilling (HDD) receiving and drill pits on either side of the Eel River, and points of connection to the existing transmission and distribution system will be collected. A topographic survey giving elevation contours and locations of structures and other relevant features will be required to allow for design of the project. Ground features including grade breaks and ground shots sufficient to create a digital terrain model will be determined. Topographic survey will include structures, paved areas, underground utilities, fences, trees 12" and larger, and other miscellaneous topographic items will also be shown on the survey. The survey will be used to create a base map suitable for development of the 65% and designs.

Temporary construction easements will likely be required and additional permanent easements may be required, which will be confirmed during preliminary design. While no impacts to local private property owners are anticipated, this will also be confirmed at the preliminary stage of the design process.

**Deliverables:**

- Draft and final topographic and boundary survey (electronic PDF and DWG)

**Assumptions:**

- The proposed alignment, along with the associated lay down areas will be surveyed.
- City staff will provide support site access.

## **1.2. Preliminary Geotechnical Investigation**

A site-specific geotechnical report will be initiated for the pipeline crossing to develop appropriate parameters for conceptual design and to determine the final locations for geotechnical borings. GHD will contract with Crawford & Associates, Inc. (Crawford) to complete a geotechnical investigation at the project site. While ground disturbing activities typically are not allowed until FEMA completes their NEPA review of the project. The locations of the proposed geotechnical borings will be established and specifically cleared as part of the NEPA/CEQA Special Studies task.

Crawford will complete a desktop study of existing geologic and geotechnical data, including review of regional geologic maps, water well drilling logs, groundwater monitoring data from the State's Geotracker website, existing subsurface exploration from previous nearby geotechnical and other relevant data. Historic topographic maps and aerial photos of the project area will also be reviewed to document potential variations at the crossing location (e.g. changes in land use, surface topography, creek channel migration etc.).

**Deliverables:**

- Draft and Final Preliminary Geotechnical Memorandum (electronic PDF)

**Assumptions:**

- Encroachment permits are not required.
- City will provide existing geotechnical information and data.

## **1.3. 65% Engineering Design**



Under this task, the project 65% design will be developed to the level needed for NEPA analysis and permit development. The design documents will include final alignment for the HDD pipeline. A drilling profile will be developed based on the size of the pipe and the topographic survey to ensure sufficient cover and acceptable bend radii on the pipe. This will also establish the locations of the entry and exit pits for the drilling. The data from the Geotechnical Report will be incorporated into the design. The City has existing right-of-way to be leveraged for the new pipeline, and the design will attempt to remain within the existing City right-of-way. Temporary construction easements will likely be required, which will be established in the 65% Design.

**1.3.1. Basis of Design Technical Memorandum:** GHD will prepare a Basis of Design (BOD) Technical Memorandum (TM) for the design of the selected alternative with the intent of conveying the overall design concept to the City and associated stakeholders. At this stage, the deliverables will consist of high-level assessments of the Project alternatives and design considerations and decisions. The BOD TM will summarize and provide an overview of the basic design elements including pipeline alignment, trenchless sections, and additional assessments and analyses required at final design. The BOD TM will also identify the tie-in locations to ensure constructability. An updated preliminary design will also be provided at this stage with a rough layout of the pipeline and the expected construction methods. The BOD TM will also include strategies to address the impacts of HDD including the excavated materials, water disposal procedure, truck trips, noise, and vibration, among other aspects.

#### **1.3.2. 65% Plans**

GHD will prepare the 65% design submittal for the Eel River transmission pipeline. The intent at this stage is to provide the City with a moderately detailed design that includes drawings and specifications. Drawings will be developed to depict the proposed HDD alignment and the tie in locations to the existing main. The drawings will show the surveyed boundaries, topography/bathymetric, existing utilities, detail in areas with vegetative cover, areas under which the HDD will occur, Eel River bottom, and other key features. The drawings will show the plan and profile of the Eel River crossing but will not include details at this stage.

#### **1.3.3. 65% Specifications and Opinion of Probable Cost**

An index listing all technical specifications applicable to the design will be provided. The specifications will indicate all of the appropriate sections for the project, including those specific to HDD and the City's Front End specifications. A Class V opinion of probable cost will be developed at this stage.

#### **Deliverables**

- Draft and Final Basis of Design Technical Memorandum (electronic PDF)
- 65% Plans (electronic DWG and PDF)
- 65% Specifications and Opinion of Probable Cost (electronic PDF)

#### **Assumptions:**

- The City will provide one set of consolidated comments for the drawings and specifications.

## **Task 2. NEPA, Wetlands Delineation, and Preliminary Permitting Support**

### **2.1. NEPA Support**

Under this task, the Project Team will work with CalOES and FEMA to supply supporting environmental documents for the NEPA process. This task also includes one site visit to show the project to the FEMA NEPA team. Once the wetland delineation is completed it will also be provided to the FEMA Environmental Team.

#### Deliverables:

- Draft and Final APE Map (electronic PDF)
- Draft and Final Cultural Resources Study (electronic PDF)

#### Assumptions:

- Impacts to special-status species can be avoided through the use of work windows, pre-construction surveys, or other appropriate means. No Biological Assessment, in support of Formal Section 7 Consultation, will be required.
- No Restoration/Revegetation Plan will be required, other than reseeding of temporarily disturbed areas and implementation of standard BMPs. Any project impacts to waters or wetlands are assumed to be able to be avoided.

### **2.2. Wetlands Delineation**

A qualified wetlands team will conduct a wetlands delineation focused on identifying wetlands that meet the definition of the U.S. Army Corp of Engineers (USACE) criteria. Specifically, the wetlands team will conduct a formal wetland delineation at areas that would be affected by the Project and that are considered "possible wetlands" or "probable wetlands." The field effort and approach will follow the requirements of the USACE, including the routine determination methodology published in the 1987 USACE Wetland Delineation Manual (1987 Manual), Regional Supplement to the USACE Wetland Delineation Manual: Arid West Region (Version 2.0), and A Field Guide to the Identification of the Ordinary High Water Mark (OHWM) in the Arid West Region of the Western U.S. Final areas to be surveyed will be based on the final Eel River Pipeline Alignment and needed staging areas finalized in the 65% design. Once wetland and upland characteristics are determined, the wetland boundaries will be mapped. The results will be compiled into a Wetlands delineation report.

#### Deliverables:

- Draft and Final Wetlands Delineation Report (electronic PDF)

#### Assumptions:

- No protocol-level surveys will be required.

### **2.3. Preliminary Permitting Analysis**

Under this task initial discussions with Permit Agency will be held and integrated into the 65% designs. Effort under this task included meetings with regulatory agencies, provision of initial environmental and design documents, and summaries of initial findings. Potential permits for the proposed project include:

- Clean Water Act Section 404 (if wetlands and/or the Eel River may be impacted)
- North Coast Regional Water Board Clean Water Act Section 401 certification (if wetlands and/or the Eel River may be impacted)
- State Lands Commission Lease or Permit
- California Department of Fish and Wildlife 1600 Permit
- Caltrans Encroachment Permit
- Humboldt County Encroachment Permit

A summary memo documenting the preliminary permitting analysis and likely required permits will be prepared.

#### Deliverables:

- Draft and Final Preliminary Permitting Analysis Memorandum (electronic PDF)

#### Assumptions:

- GHD will identify permit and CEQA approach only; this scope does not include obtaining permits.
- No special-status species or their habitat exist within the Project footprint.
- No protocol-level surveys will be required.

### **2.4. Easement Evaluation**

Easement support is anticipated as the alternative HDD alignment staging areas cross private property. This item represents the engineering and surveying support needed to investigate the Project's easements locations and continue discussions with landowners.

#### Deliverables:

- Easement Evaluation Memorandum (electronic PDF)

#### Assumptions:

- This task does not include any surveying work, which will take place under a separate item.

### **2.5. Environmental Site Assessment / Corridor Study**

A qualified environmental team will review available database information including historical topographic maps and aerial photographs of the parcels and adjacent areas in general conformance with the most recent American Society for Testing and Materials (ASTM) E1527 13 Standard (Standard). The team will obtain and review Environmental Data Resources, Inc. (EDR) reports and perform a desk based GeoTracker review of the Project boundary with a focused search distance of 1/8th mile radius of the identified study area. The team will then produce a preliminary hazardous

materials constraints map template. The map template, EDR data and data from the client will be loaded into a handheld GPS unit, which the field team will utilize to conduct field reconnaissance throughout the study area and surrounding properties focusing on surface/near surface potential environmental impacts to Project design.

**Deliverables:**

- Draft and Final Environmental Site Assessment (electronic PDF)

**Assumptions:**

- No additional data will be required for input into the GPS unit other than those specified above.

## **Grant Management**

### **Task A Phase 1A Project Coordination**

This task is for overall project management, team coordination, progress meetings, project administration, health and safety, and related managerial items related to Phase 1A. It also includes quality assurance and quality control (QA/QC), and project invoicing. GHD will provide effective project management so that quality documents are prepared on time and within budget.

GHD will also maintain regular contact with the City via phone calls and email to make sure communication remains open and consistent during project design. This includes monthly check in calls with the GHD and City project managers.

**Assumptions:**

- Phase 1A will be completed by November 2024.
- Monthly invoices will be provided in the same format as previous invoices submitted as part of the master services contract.
- City staff will make available the appropriate staff for project meetings and site visits.

## **General Assumptions and Exclusions**

This proposal is based on the following assumptions and exclusions:

1. Materials testing or quality assurance for materials testing is excluded.
2. All fees will be paid for by the City.

## **Schedule**

GHD will commence the project upon receipt of NTP. A draft schedule for the Project has been developed by GHD and estimates a Phase 1A Project duration of 19 months. The current project schedule is detailed in Attachment 1, and includes both Phase 1A as well as the future project phases.

## COMPENSATION

GHD will complete the above scope of services on a time and materials basis, not to exceed an initial budgeted amount of \$393,800 without written authorization based on the approved grant Phase 1A funding for the project as summarized below:

Task	Compensation
Task 1. Surveying, Geotechnical Evaluation, and Preliminary Design	\$327,000
Task 2. NEPA , Wetlands Delineation, and Preliminary Permitting Support	\$51,800
Task A. Phase 1A Project Coordination	\$15,000
<b>Total</b>	<b>\$393,800</b>

GHD will use the most current US Charge out rates by class for this work, including annual increases. The level of effort to complete the services above may be different than identified in the task budgets above and will depend on the involvement and requests by the City, Caltrans, and other agencies. GHD reserves the right to move budget between tasks.

**AGREED**

City of Rio Dell

GHD

Kyle Knopp, City Manager Date

Greg Watanabe, Business Group Leader      Date



# **Attachment 1**

**Draft Schedule**



**Attachment 1**  
PROJECT NO.: 11223479  
DATE UPDATED: 4/4/2023

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