



**Agenda Item No. 6g.**

### **Staff Report**

**Date:** May 6, 2024

**To:** Mayor Kircher and Council Members

**From:** Richard Simonitch, Public Works Director

**Subject:** Contract Amendment #1 for Harrison Engineering Inc. for additional consulting services required for the Bolinas Avenue Storm Drain Improvements Phase 2 Project.

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#### **Recommendation:**

It is recommended that Town Council authorize the Town Manager to execute Contract Amendment #1 with Harrison Engineering Inc. in the amount of \$62,693.75 for costs associated with additional tasks related to Environmental Testing and Monitoring for the Bolinas Avenue Storm Drain Improvements Phase 2 Project. (the Project).

#### **Background and discussion:**

On April 13, 2023, the Town Council authorized the Town Manager to execute a Professional Consulting Services Agreement (CSA) with Harrison Engineering Inc. for \$237,500 to provide engineering design, regulatory permitting, and environmental services for the Bolinas Avenue Storm Drain Improvements Phase 2 project. The Town subsequently entered into a Professional Services Agreement with Harrison Engineering on April 27, 2023.

During preliminary field meetings involving the Town Engineer and the project consultants in December 2023 it was determined that certain pre-project environmental testing would be required in the area of work near the storm drain outfall at the creek and, depending on the findings, a monitoring plan prepared to ensure the completeness of the CEQA certification for the project. These tasks were not anticipated in the original CSA and will require additional compensation for the Consultant to cover the costs associated with the change of project scope.

**Fiscal, resource and timeline impacts:**

With Amendment #1, the total contract fee is now \$300,193.75. The “Bolinas-SFD Drainage” project was originally included in the adopted FY 22-23 Capital Improvement Program (CIP) and is funded by the Drainage Fund. The construction of this project is expected to begin in the Fall of 2024 at an estimated cost of \$500,000. The final 5-year CIP for FY 24-25 and the FY 24-25 budget will be updated to incorporate these figures.

**Attachments:**

1. Amendment #1 signed by consultant.
2. Original Consulting Services Agreement

**FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT  
BY AND BETWEEN THE TOWN OF ROSS AND  
HARRISON ENGINEERING INC. RELATIVE TO  
BOLINAS AVENUE STORM DRAIN IMPROVEMENTS PHASE 2**

This First Amendment to Professional Services Agreement, ("**Amendment #1**"), is entered into this \_\_\_\_ day of \_\_\_\_\_, 2024 (the "**Effective Date**"), by and between the TOWN OF ROSS, a municipal corporation, ("**Town**"), and HARRISON ENGINEERING INC, ("**Consultant**"), who agree as follows.

**RECITALS**

A. Town and Consultant entered into a Professional Services Agreement for Engineering Design and Environmental Services for the Bolinas Avenue Storm Drain Project Phase 2 in the Town of Ross, ("**Agreement**"), on April 27, 2023.

B. Various added scope of work items that have been discussed with the Town and other tasks that will require added effort outside of the original scope of work related to "Environmental Testing and Monitoring" require additional compensation for the Consultant to cover the costs associated with the change of project scope.

C. Town and Consultant agree that Consultant will continue providing Engineering Design and Environmental Services for the Bolinas Avenue Storm Drain Improvements Phase 2 Project.

D. The Town now desires to amend the Agreement as set forth in this Amendment.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, the parties hereby agree to amend the Agreement as follows:

**AGREEMENT**

1. Terms. Unless otherwise defined in this Amendment, all terms used in this Amendment shall have the same meaning as set forth in the Agreement.

2. Term, Delays and Extensions. There is no amendment to the Term, Delays and Extensions in the Agreement as a result of this Amendment.

3. Compensation. The existing Contract amount is \$237,500. With the addition of Amendment #1 in the amount of \$62,693.75, the new Contract amount is \$300,193.75.

4. Ratification. Except as modified by this Amendment, the Agreement is ratified, affirmed, in full force and effect, and incorporated herein by this reference.

5. Counterparts. This Amendment may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument.

6. Effective Date. This Amendment shall be effective as of the Effective Date.

7. Exhibits. Exhibit "A" attached describing the need for additional compensation.

**"TOWN"**

Town of Ross,  
a municipal corporation

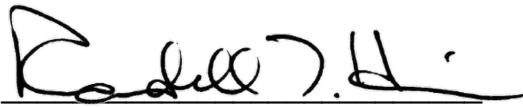
By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

**"CONSULTANT"**

Harrison Engineering Inc

By:  \_\_\_\_\_

Name: Randell Taylor Harrison

Its: President

**CONSULTANT SERVICES AGREEMENT**

THIS AGREEMENT is made at Town of Ross, California, as of 4-27-23, 2023, by and between the Town of Ross, a municipal corporation (the "CITY") and Harrison Engineering Inc. ("CONSULTANT"), who agree as follows:

1) SERVICES. Subject to the terms and conditions set forth in this Agreement, 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" or as may be mutually agreed upon between CITY and CONSULTANT.

2) PAYMENT. CITY shall pay CONSULTANT for services rendered pursuant to this Agreement at the times and in the manner set forth in Exhibit "B." The payments specified in Exhibit "B" shall be the only payments to be made to CONSULTANT for services rendered pursuant to this Agreement. CONSULTANT shall submit all billings for said services to the CITY in the manner specified in Exhibit "B."

3) FACILITIES AND EQUIPMENT. CONSULTANT shall, at its sole cost and expense, furnish all facilities and equipment which may be required for furnishing services pursuant to this Agreement.

4) GENERAL PROVISIONS. The general provisions set forth in Exhibit "C" are part of this Agreement. In the event of any inconsistency between said general provisions and any other terms or conditions of this Agreement, the provisions set forth in Exhibit "C" shall control.

5) INSURANCE REQUIREMENTS. The insurance requirements set forth in Exhibit "D" are part of this Agreement. In the event of any inconsistency between said general provisions and any other terms or conditions of this Agreement, the requirements set forth in Exhibit "D" shall control.

6) EXHIBITS. All exhibits referred to herein are attached hereto and are by this reference incorporated herein.

EXECUTED as of the day first above-stated.

Town of Ross, a municipal corporation

By: \_\_\_\_\_

CONSULTANT

By: \_\_\_\_\_

**Exhibit A**

**SCOPE OF SERVICES**

**See Consultant Proposal, attached as Exhibit "A".-**

## EXHIBIT B

### PAYMENT SCHEDULE

1) The total contract price for services rendered by CONSULTANT under this Agreement shall be as specified below:

**Time and Materials per attached Exhibit "A" total in the amount not to exceed \$237,500**

2) Payment shall be made to CONSULTANT on a time and materials basis, and CONTRACTOR shall submit monthly invoices to the City for the same.

3) Any additional meetings or work required beyond that set forth in Exhibit "A" shall be mutually agreed to by the CITY and CONSULTANT and shall be billed on a time and materials basis to the CITY.

## EXHIBIT C

### GENERAL PROVISIONS

1) INDEPENDENT CONSULTANT. At all times during the term of this Agreement, CONSULTANT shall be an independent CONSULTANT and shall not be an employee of CITY. CITY shall have the right to control CONSULTANT only insofar as the results of CONSULTANT's services rendered pursuant to this Agreement; however, CITY shall not have the right to control the means by which CONSULTANT accomplishes services rendered pursuant to this Agreement.

2) LICENSES; PERMITS; ETC. CONSULTANT represents and warrants to CITY that CONSULTANT has all licenses, permits, qualifications, and approvals of whatsoever nature which are legally required for CONSULTANT to practice CONSULTANT's profession. CONSULTANT represents and warrants to CITY that CONSULTANT shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement, any licenses, permits, and approvals which are legally required for CONSULTANT to practice his profession.

3) TIME. CONSULTANT shall devote such services pursuant to this Agreement as may be reasonably necessary for satisfactory performance of CONSULTANT's obligations pursuant to this Agreement. CONSULTANT shall adhere to the Schedule of Activities as described in their Executive Summary.

4) CONSULTANT NOT AN AGENT. Except as CITY may specify in writing, CONSULTANT shall have no authority, express or implied, to act on behalf of CITY in any capacity whatsoever as an agent. CONSULTANT shall have no authority, express or implied, pursuant to this Agreement, to bind CITY to any obligation whatsoever.

5) ASSIGNMENT PROHIBITED. No party to this Agreement may assign any right or obligation pursuant to this Agreement. Any attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

6) PERSONNEL. CONSULTANT shall assign only competent personnel to perform services pursuant to this Agreement. In the event that CITY, in its sole discretion, at anytime during the term of this Agreement, desires the removal of any person or persons assigned by CONSULTANT to perform services pursuant to this Agreement, CONSULTANT shall remove any such person immediately upon receiving notice from CITY of the desire of CITY for the removal of such person or persons.

7) STANDARD OF PERFORMANCE. CONSULTANT shall perform all services required pursuant to this Agreement. Services shall be performed in the manner and according to the standards observed by a competent practitioner of the profession in which CONSULTANT is engaged in the geographical area in which CONSULTANT practices his profession. All products which CONSULTANT delivers to CITY pursuant to this Agreement shall be prepared in a workmanlike manner and conform to the standards of quality normally observed by a person practicing in CONSULTANT's profession. CITY shall be the sole judge as to whether the product of the CONSULTANT is satisfactory.

8) CANCELLATION OF AGREEMENT. This Agreement may be canceled at any time by the CITY at its discretion upon written notification to CONSULTANT. CONSULTANT is entitled to



receive full payment for all services performed and all costs incurred up to and including the date of receipt of written notice to cease work on the project. CONSULTANT shall be entitled to no further compensation for work performed after the date of receipt of written notice to cease work. All completed and incomplete products up to the date of receipt of written notice to cease work shall become the property of CITY.

9) PRODUCTS OF CONSULTING. All products of the CONSULTANT provided under this Agreement shall be the property of the CITY.

10) INDEMNIFY AND HOLD HARMLESS.

a) To the fullest extent allowed by law (including without limitation California Civil Code Sections 2782 and 2782.8), CONSULTANT shall defend, indemnify, and hold harmless CITY, its officers, directors, officials, agents, employees, and volunteers (collectively, “**Indemnitees**”) from and against any and all claims, suits, expenses, liability, cause of action, loss, cost, damage, injury (including, without limitation, economic harm, injury to or death of any person, including an employee of CONSULTANT or its Subconsultants), of every kind, nature, and description, at law or equity, (including without limitation, incidental and consequential damages, court costs, attorneys’ fees, litigation expenses and fees of expert consultants or expert witnesses incurred in connection therewith and costs of investigation) (collectively “**Liabilities**”), that arise out of, pertain to, or relate to any negligence, recklessness, or willful misconduct of CONSULTANT, any Subconsultant, anyone directly or indirectly employed or retained by them, or anyone that they control. CONSULTANT’s obligations to indemnify, defend, hold harmless the Indemnitees shall not apply to the extent that such Liabilities are caused in whole or in part by the sole negligence, active negligence, or willful misconduct of such Indemnitee but shall apply to all other Liabilities.

b) If CONSULTANT is a “design professional,” as defined in California Civil Code Section 2782.8(c), CONSULTANT shall indemnify, defend, and hold the Indemnitees harmless against Liability only to the extent such Liability arises out of, pertains to, or relates to CONSULTANT’s negligence, recklessness, or willful misconduct. In such an event, the cost to defend charged to CONSULTANT shall not exceed CONSULTANT’s proportionate percentage of fault.

c) Intellectual Property Indemnification. CONSULTANT represents that the professional services provided by CONSULTANT pursuant to this Agreement do not infringe on any other copyrighted work or intellectual property owned by others. CONSULTANT shall defend, indemnify and hold harmless CITY from all Liabilities, that may at any time arise for any infringement of the patent rights, copyright, trade secret, trade name, trademark, service mark or any other proprietary right of any person or persons in arising from or relating to CONSULTANT’s services provided to CITY under this Agreement.

It is understood that the duty of CONSULTANT to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code.

Acceptance of insurance certificates and endorsements required under this Agreement does not relieve CONSULTANT from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply whether or not such insurance policies are determined to be applicable to any such damages or claims for damages.

11) PROHIBITED INTERESTS. No employee of the CITY shall have any direct financial interest in this agreement. This agreement shall be voidable at the option of the CITY if this provision is violated.

12) LOCAL EMPLOYMENT POLICY. The CITY desires wherever possible, to hire qualified local residents to work on city projects. Local resident is defined as a person who resides in Marin County. The CITY encourages an active affirmative action program on the part of its CONSULTANTS, consultants, and developers. When local projects require, subconsultants, CONSULTANTS, consultants and developers will solicit proposals from qualified local firms where possible.

As a way of responding to the provisions of the Davis-Bacon Act and this program, CONSULTANT, consultants, and developers will be asked, to provide no more frequently than monthly, a report which lists the employee's name, job class, hours worked, salary paid, city of residence, and ethnic origin.

13) CONSULTANT NOT A PUBLIC OFFICIAL. CONSULTANT is not a "public official" for purposes of Government Code §§ 87200 et seq. CONSULTANT conducts research and arrives at his or her conclusions, advice, recommendation, or counsel independent of the control and direction of the CITY or any CITY official, other than normal contract monitoring. In addition, CONSULTANT possesses no authority with respect to any CITY decision beyond these conclusions, advice, recommendation, or counsel.

14) GOVERNING LAW. This AGREEMENT shall be deemed to have been executed in the County of Marin, California. The formation, interpretation and performance of this AGREEMENT shall be governed by the laws of the State of California, excluding its conflict of laws rules. Any suit or action initiated by either party shall be brought in the County of Marin, California unless the parties agree otherwise in a written amendment to this AGREEMENT.

15) TERM OF THIS AGREEMENT. The term of this agreement shall be for a period of THREE years from the date this agreement was executed.

## EXHIBIT D

### INSURANCE REQUIREMENTS

CONSULTANT shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the CONSULTANT, his agents, representatives, or employees.

#### 1) MINIMUM SCOPE AND LIMITS OF INSURANCE

a) Commercial General Liability coverage (occurrence Form CG 00 01) with minimum limits of \$1,000,000 per occurrence for bodily injury, personal injury, products and completed operations, and property damage. If Commercial General Liability or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

b) Automobile Liability coverage (Form CA 00 01 with Code 1 – any auto) with minimum limits of \$1,000,000 per accident for bodily injury and property damage.

c) Workers' Compensation insurance as required by the State of California and Employers' Liability insurance, each in the amount of \$1,000,000 per accident for bodily injury or disease.

#### 2) INDUSTRY SPECIFIC COVERAGES

If checked below, the following insurance is also required.

- Professional Liability Insurance / Errors and Omissions Liability in the minimum amount of \$1,000,000 per occurrence.
- Pollution Liability Insurance in the minimum amount of \$1,000,000 per occurrence
- Garage Keepers Insurance in the minimum amount of \$1,000,000 per occurrence
- Fidelity / Crime / Dishonesty Bond in the minimum amount of \$\_\_\_\_\_
- MCS-90 Endorsement to Business Automobile insurance for transportation of hazardous materials and pollutants
- Builder's Risk / Course of Construction Insurance in the minimum amount of \$\_\_\_\_\_.

#### 3) INSURANCE PROVISIONS

a) DEDUCTIBLES AND SELF-INSURED RETENTIONS. Any deductibles or self-insured retentions must be declared to and approved by the CITY. At the option of the CITY, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the CITY, its officers, officials, employees and volunteers; or the CONSULTANT shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense

expenses.

b) The general and automobile liability policies (and if applicable, pollution liability, garage keepers liability and builder's risk policies) are to contain, or be endorsed to contain, the following provisions:

- i) The CITY, its officers, officials, employees, and volunteers are to be covered as additional insured as respects: liability arising out of work or operations performed by or on behalf of the CONSULTANT; products and completed operations of the CONSULTANT; premises owned, occupied or used by the CONSULTANT; or automobiles owned, leased, hired or borrowed by the CONSULTANT. The coverage shall contain no special limitations on the scope of protection afforded to the CITY, its officers, officials, employees, or volunteers.
- ii) For any claims related to this project, the CONSULTANT's insurance coverage shall be primary insurance as respects the CITY, its officers, officials, employees, and volunteers. Any insurance or self-insured maintained by the CITY, its officers, officials, employees, or volunteers shall be excess of the CONSULTANT's insurance and shall not contribute with it.
- iii) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the CITY, its officers, officials, employees, or volunteers.
- iv) The CONSULTANT's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- v) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the CITY.
- vi) The policy limits of coverage shall be made available to the full limits of the policy. The minimum limits stated above shall not serve to reduce the CONSULTANT's policy limits of coverage.

c) ACCEPTABILITY OF INSURER. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the CITY.

d) VERIFICATION OF COVERAGE. CONSULTANT shall furnish the CITY with original endorsements effecting coverage required by this Exhibit D. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms provided by the CITY or on forms equivalent to CG 20 10 11 85 subject to CITY approval. All insurance certificates and endorsements are to be received and approved by the CITY before work commences. At the request of the CITY, CONSULTANT shall provide complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications.

e) SUBCONSULTANTS. CONSULTANT shall require all subconsultants to procure and maintain insurance policies subject to the requirements of Exhibit D. Failure of CONSULTANT to verify existence of subconsultant's insurance shall not relieve CONSULTANT from any claim arising from subconsultant's work on behalf of CONSULTANT.

March 8, 2023

## EXHIBIT "A" - PROPOSAL LETTER

Mr. Richard Simonitch  
Public Works Director/Town Engineer  
Town of Ross  
P.O. Box 320  
Ross, CA 94957

### RE: Final Design Services Proposal for Phase 2 Bolinas Avenue Drain Project

Dear Mr. Simonitch,

Harrison Engineering Inc. (HEI) is pleased to submit this proposal for preparation of Bid Ready PS&E for the storm drain system design for the Phase 2 portion of the Bolinas Avenue Storm Drain Project, as well as utility potholing, environmental and permitting services. HEI had completed the 35% design, which has established the alignment for the storm drain pipeline.

The project will continue with the design and complete bid documents (PS&E) for phase two of the project on Sir Francis Drake (SFD) Boulevard from Bolinas Avenue south to San Anselmo Creek. The Phase 2 project will design a new storm drain line to the south along SFD Blvd to San Anselmo Creek. The Phase 2 portion of the project is approximately 640 feet long.

This project will require regulatory agency permits and a CEQA document. Area West Environmental (AWE) will assist HEI with these tasks. AWE already completed the wetland delineation report in compliance with the US Army Corps of Engineers requirements for the project.

Bess TestLabs, Inc. will perform GPR and vacuum excavation potholing of the utility crossings for accurate design of the project and to identify utilities that will need to relocate prior to construction.

The schedule for the project will seek to complete the PS&E, MND, and permitting for the Phase 2 project by January 2024, for a construction start date in May 2024.

We will perform this work on a time and materials basis with an estimated not to exceed fee of \$237,500; based on the attached scope of work and fee estimate.

If you have any questions as you review our proposal, please contact me directly.

Sincerely,  
**HARRISON ENGINEERING INC.**



Randell T. Harrison, PE  
President

Enclosures: AWE Proposal, BTL Proposal

## Work Scope

### Task 1 – Project Management

HEI shall provide project management services to assure delivery of the project on schedule, within budget, and according to the established project goals.

Project management shall also include active coordination with the Town.

- ◆ Consultant will meet with the Town to review the project scope of work, schedule and submittals for the project.
- ◆ Additional meetings will be on an as needed basis to clarify items or review plan submittals.
- ◆ Supervise, coordinate, and monitor project design for conformance with standards and policies.
- ◆ Maintain project files.
- ◆ Prepare monthly invoices.
- ◆ Prepare correspondence and memos. HEI will provide reports of progress to the Town Project Manager on a monthly basis.

In order to maintain and manage the project, the lines of communication must be well established. All project communications shall be directed through HEI's project manager so that project progress can be monitored at all times.

HEI will schedule Coordination Meetings to meet with the Town to discuss key project issues on an as-needed basis. Project meetings will address the project schedules, cost estimates and design issues.

### Task 2 - Utility Coordination

HEI will coordinate with operating utilities in the Town to determine potential utility conflicts with the project. Previous mapping from the Phase 1 project will be used to the extent possible.

HEI will map, and identify potential utility conflicts and request record information from the appropriate agency to verify the mapping. Potential conflicts will be identified. HEI will prepare utility relocation letters for printing on Town letterhead.

HEI will work with the Town to request relocations and assist in coordination as the budget allows.

### Task 3 – Utility Potholing (BTL)

- Bess TestLabs, Inc. (BTL) will perform utility potholing services for the project. The budget is based on the utilities crossing the storm drain alignment as shown on the 35% Plans. BTL's detailed scope is attached, but includes the following tasks:
  1. Mark out boundaries, notify USA and coordinate with utilities.
  2. Prepare Traffic Control Drawings 'Standard' (none engineer stamped).
  3. Obtain Encroachment Permits (no fee permits assumed).
  4. Implement Traffic Control – lane closure, shift traffic & shoulder work
  5. Perform Ground Penetrating Radar (GPR) to locate utilities for potholing and “clear” or identify unknown utilities along the entire storm drain alignment.
  6. Vacuum excavate up to 16 potholes to confirm underground utilities.
  7. Backfill with class II in pavement areas and native material in dirt areas.

8. Repair asphalt with hot mix asphalt paving.
9. Repair sidewalk score mark to score mark (1 standard panel).
10. Provide vertical and horizontal location of utilities referenced to existing infrastructure.
11. Report of finding with depths, utility sizes, and photo documentation in PDF format.

**Task 4, 5, 6– Plans, Specifications and Estimate Preparation**

Based on the completed 35% design, HEI will continue to develop the 65% P&E, which will be a relatively complete geometric submittal, confirming and enhancing the detail shown in the 35% Plans. Most construction details will be included in this submittal. All potential utility conflicts will be identified by potholing and notated on the project plans.

The 95% PS&E will be complete plans incorporating Town comments received and provides the Town a final opportunity to back-check the drawings and specification prior to bidding. Final Plans, Specifications and Estimates will be a complete plan package ready to bid.

Plan sheets anticipated for this project include:

<u>Description</u>	<u>Phase 2 Sheets</u>
Title Sheet	1
Typical Sections	1
Layout and Profiles	2
Construction Details	2
<u>Drainage details</u>	<u>2</u>
Total	8

The 100% PS&E will incorporate any final comments received on the 95% PS&E and generate the final Bid Documents for the project.

*Deliverables: Electronic submittals of P&E at 65%, 95% and 100% PS&E (Bid Documents)*

**Task 7 – CEQA and Permitting (AWE)**

Area West Environmental, Inc. (AWE) will perform the following scope of services includes California Environmental Quality Act (CEQA) documentation and regulatory agency permitting, which will include the following:

1. Environmental Technical Reports
  - *Biological Assessment*
  - *Cultural Resources Study*
2. CEQA Initial Study/Mitigated Negative Declaration
3. Regulatory Permits
  - *USACE Section 404 Nationwide Permit Authorization*
  - *RWQCB Section 401 Water Quality Certification*
  - *CDFW Section 1602 Streambed Alteration Agreement*

AWE’s detailed work scope is included as an attachment to this proposal.

**Task 8 – Bid and Construction Assistance**

HEI will provide the Town with support services during the bidding and construction phase of the project. HEI has budgeted for up to 32 person hours for these services including review and respond to RFI’s and review of contractor submittals for compliance with the contract documents.



## **Harrison Engineering Inc. 2023 Charge Rate Schedule**

Effective January 1 through December 31, 2023

### **Hourly Charge Rates**

<u>Position/Title</u>	<u>Hourly Rate</u>
Principal/Senior Project Manager II	\$293.00
Senior Project Manager I	\$257.00
Project Manager II	\$227.00
Project Manager I	\$215.00
Senior Project Engineer II	\$209.00
Senior Project Engineer I	\$197.00
Construction Inspector	\$170.00
Project Engineer II	\$179.00
Project Engineer I	\$161.48
Senior Design Engineer II	\$149.50
Senior Design Engineer I	\$137.50
Design Engineer II	\$125.60
Design Engineer I	\$113.60
Design Technician II	\$101.60
Design Technician I	\$89.70
Administrative	\$92.00

### **Other Expenses**

Automobile Mileage	\$0.60 per mile
Plotting	
Monochrome Drawings (Bond or Vellum)	\$1.50 per square foot
Color Plots	\$5.00 per square foot
Plots on Mylar	\$5.00 per square foot
Subconsultant Fees	Cost plus 10%
Reimbursable Costs (Printing, Copying, Parking, Mail/Shipping, Film/Developing, etc.)	Cost plus 10%

Note: Rates are subject to an increase based on SF Bay Area Consumer Price Index, published annually in November.

		ESTIMATED HOURS										ESTIMATED FEE											
TASK	HARRISON ENGINEERING										HARRISON ENGINEERING										TOTAL for HEI	TASK TOTAL for Subconsultant	TEAM TOTAL
	SPM	SDE-II	DT-I	ADM	HE LABOR HOURS	SPM	SDE-II	DT-I	ADM	Reim.	SPM	SDE-II	DT-I	ADM	Reim.								
1 Project Management	70			8	78	20,510	0	0	706		293.00	149.50	89.70	88.23							21,216		\$ 21,216
2 Utility Coordination		8	40		48	0	1,196	3,588	0												4,784		\$ 4,784
3 Utility Pot-holing (Allowance)																						34,818	\$ 34,818
4 65% P&E	32	24	40		96	9,376	3,588	3,588	0												16,552		\$ 16,552
5 95% PS&E	50	24	40		114	14,650	3,588	3,588	0												21,826		\$ 21,826
6 100% PS&E	24	16	24		64	7,032	2,392	2,153	0												11,577		\$ 11,577
7 CEOA and Permitting (AWE)																						86,680	\$ 86,680
8 Bid and Construction Assistance	16	16			32	4,688	2,392	0	0												7,080		\$ 7,080
9 Contingency																							\$ 20,000
10 Reimbursible Expenses															818						818		\$ 818
11 Markup (10%)															12,150						12,150		\$ 12,150
<b>Total</b>	192	88	144	8	432	56,256	13,156	12,917	706						12,968						96,002	121,498	\$ 237,500

March 8, 2023

Randell Harrison  
Harrison Engineering, Inc.  
1987 Bonifacio Street  
Concord, CA 94520  
Via email: [randell@harrison-engineering.com](mailto:randell@harrison-engineering.com)

**SUBJECT: Environmental Services for the Bolinas Avenue Storm Drain Outfall in the Town of Ross**

Dear Mr. Harrison,

Area West Environmental, Inc. (AWE) is pleased to provide the following scope of services to Harrison Engineering Inc. (HEI) for the Town of Ross (Town) Bolinas Avenue Storm Drain Outfall Project (Project). The following scope of services includes California Environmental Quality Act (CEQA) documentation and regulatory permitting.

### **PROJECT UNDERSTANDING**

The Town has proposed improvements to the storm drain system to alleviate flooding issues at the Bolinas Avenue and Richmond Road intersection. The existing storm drain system runs from the Richmond Road intersection to the outfall under the Winship Avenue Bridge at San Anselmo Creek. The proposed improvements include a new parallel HDPE pipe from Bolinas Avenue to a new outfall on San Anselmo Creek immediately downstream of the Sir Francis Drake Boulevard Bridge. The new creek outfall would be a rock rip-rap apron. The Project would be funded with local funds.

### **SCOPE OF ENVIRONMENTAL SERVICES**

The environmental compliance for the Project would need to address the new creek outfall on San Anselmo Creek. Installation of the new parallel storm water pipe within the existing paved roadways would have only minor temporary impacts on roadway users and adjacent properties. Those construction-related impacts on traffic, noise and dust would be addressed with standard construction site Best Management Practices (BMPs). San Anselmo Creek provides important riparian and aquatic habitat for sensitive species, including listed steelhead. Construction and operation of the new outfall would trigger regulatory permits for work within the creek corridor.

### **Task E1: Environmental Technical Reports**

AWE will begin work by conducting background research, and scheduling field work. AWE completed an Aquatic Resources Delineation Report for the Project in November 2022; the field work from the ARDR will inform the biological assessment. Additionally, to assist in the cultural and biological resources evaluation, AWE will reference technical studies and permits issued for the Winship Avenue Bridge over San Anselmo Creek Replacement Project (Bridge No. 27C0074). Relevant technical studies include the Natural Environment Study and Historic

Property Survey Report/ Archaeological Survey Report, both prepared by Garcia and Associates in 2019, and the Hydraulic Study Reports prepared by Stetson Engineers in 2019. Relevant permits and consultations include the Biological Opinion or Letter of Concurrence from USFWS and/or NMFS, Streambed Alteration Agreement from the California Department of Fish and Wildlife (CDFW), Water Quality Certification from the Regional Water Quality Control Board (RWQCB), and Nationwide Permit authorization from the U.S. Army Corps of Engineers (USACE), if available.

For the Bolinas Avenue Storm Drain Outfall, would prepare a biological assessment and cultural resources study to support the permitting requirements and CEQA documentation. The USACE would serve as the federal lead agency for consultation under the Endangered Species Act and with the State Historic Preservation Officer (SHPO) under Section 106 of the National Historic Preservation Act.

For each study listed below, AWE will provide electronic files (Word and PDF) of an Administrative Draft to HEI, a Draft to Town staff, and a Final report for transmittal to permitting authorities.

### ***E1.1 Biological Assessment***

AWE will prepare a draft Biological Assessment (BA) for use by the USACE in consultation with the USFWS and NMFS under Section 7 of the federal Endangered Species Act. The BA will describe Project effects on federally listed species, identify if the Project will result in the destruction or adverse modification of critical habitat, and determine the effect on species using Section 7 consultation language (i.e., no effect, not likely to adversely affect, etc.). All federally listed species with the potential to be directly or indirectly affected by the Project will be evaluated in the BA. AWE will conduct database searches and request species lists from the CDFW California Natural Diversity Database, USFWS, NMFS, and California Native Plant Society (CNPS) Inventory of Rare and Endangered Plants. AWE will conduct a field survey of the site to map suitable habitat for special-status plant and wildlife species and identify trees (greater than 4 inches in diameter) within the project footprint to be removed during construction. The BA will include avoidance, minimization, and compensation measures to mitigate for potential effects on federally listed species. These measures will be developed in coordination with the Town, consistent with measures adopted for nearby Town projects (e.g., Winship Avenue Bridge Replacement). The Biological Assessment report will be submitted to the Town for review. Once all comments have been incorporated, a final report will be prepared for submittal to the USACE with the Section 404 Preconstruction Notification (see Task E3.1 below) for use in Section 7 consultation.

### ***E1.3 Cultural Resources Study***

AWE qualified archaeologist will conduct a cultural resources study and report to support the Town's CEQA compliance and the USACE's compliance with Section 106 of the National Historic Preservation Act. The report will include an Area of Potential Effect (APE) map, defining the limits of proposed work and cultural study. The study will include a review of site records, survey reports, National Register listings, and other relevant documents on file at the Northwest Information Center (NWIC) of the California Historical Resources Information System, housed at Sonoma State University in Sacramento, California. The review will

encompass the project limits and a one-quarter mile radius buffer around the Project and will determine whether any portion of the project area has been surveyed for cultural resources and whether there are known archaeological or historic-era resources in the immediate area. From the Winship Avenue Bridge Project, we know that portions of the nearby area have been surveyed, there are known prehistoric sites within a one-quarter-mile radius of the nearby Winship Avenue Bridge, and archaeological site sensitivity along the creek is Moderate to High.

AWE will coordinate consultation efforts with the Native American Heritage Commission and all Native American groups/interested parties identified by the Commission and Town, including letters and maps describing the project, and follow-up calls, consistent with CEQA (Assembly Bill 52) and Section 106 requirements.

Following the records search, the archaeologist will conduct an intensive pedestrian survey of the outfall location that will include an inspection of all exposed ground for the presence of archaeological materials. Any resources identified will be documented on California Department of Parks and Recreation 523 site record forms and these forms will be included in the final report. This scope assumes no more than one resource would require recordation.

AWE will prepare a Cultural Resources Study Report. The report will develop environmental and cultural contexts for the project region; document records search findings and consultation efforts with the Heritage Commission and local Native American groups/individuals; and describe field methods and results. The report will include an evaluation of potential project effects on cultural resources, as well as avoidance and minimization measures to reduce potential impacts to a less-than-significant level. This scope of work assumes that no potential cultural resources will be found on the Project site and no subsurface investigations will be required.

## **Task E2. CEQA Initial Study/Mitigated Negative Declaration**

AWE will prepare a focused Initial Study/Mitigated Negative Declaration (IS/MND) to comply with CEQA for the Project. Although the project is a repair and replacement of an existing storm drain, the Project would not qualify under a CEQA Class 2 Categorical Exemption because the stream supports endangered species, triggering an exception to the exemption. The draft IS/MND will include a Project Description describing the project, its location, the project objectives, any responsible agencies who may rely upon the IS/MND, and a list of permits and other approvals required to implement the project. The IS/MND would address the proposed Project and the No-Project Alternative; multiple build alternatives would not be evaluated. The IS/MND will describe the affected environment, environmental consequences, and avoidance, minimization, and/or mitigation measures for project impacts. The consequences of the project will be analyzed for both the construction and operational phases. Cumulative impacts, i.e. the effects of the project in combination with other likely projects, will be assessed. Feasible mitigation measures will be identified, and the significance of the impact after incorporating mitigation measures will be discussed. In addition, a Mitigation Monitoring and Reporting Program (MMRP) will be prepared as an attachment to the IS/MND. AWE will prepare an Administrative Draft IS/MND for Town review, a Screen Check Draft IS/MND, and a Public Draft IS/MND for circulation and website posting.

AWE will prepare a draft Mitigated Negative Declaration (MND), notice of completion (NOC), and notice of intent (NOI) to adopt an MND for use by Town staff. The Town will be responsible for all noticing costs, will post the report on their website, and will submit the required documents to the State Clearinghouse and Marin County Clerk Recorder for circulation. If requested, AWE can complete noticing and filing under added scope and cost.

As required by CEQA, the IS/MND will be circulated among public agencies and the general public, as well as specific individuals, organizations, and agencies expressing an interest in receiving the document, for 30 days. AWE environmental project manager will attend one virtual (online) public hearing during the comment period, if requested. Following the close of the 30-day public comment period, AWE provide up to 16 hours of assistance to the Town in preparing written responses to all comments submitted on the draft IS/MND and errata to the IS/MND. AWE will prepare the Response to Comments memo with errata for Town staff use during Town Council consideration of the Project.

### **Task E3. Regulatory Permits**

AWE will assist in preparing and submitting applications for the following permit issuance:

- Preconstruction Notification (PCN) package to the USACE for Clean Water Act Section 404;
- Water Quality Certification to the RWQCB under Section 401 of the Clean Water Act; and
- Streambed Alteration Agreement (SAA) to CDFW under Section 1602 of the California Fish and Game Code.

AWE will request a preapplication meeting with the USACE, RWQCB, USFWS, NMFS, and CDFW to discuss the preliminary project design, temporary and permanent impacts, and avoidance and minimization measures before permit applications are submitted.

#### ***E3.1 USACE Section 404 Nationwide Permit Authorization***

AWE will prepare a PCN to be submitted to the Corps requesting concurrence that the Project qualifies for authorization under Nationwide Permit 43 – Stormwater Management Facilities. The PCN will include a project description, design drawings, and a mitigation plan to describe how the Project will offset impact to Waters of the U.S. As part of this task, AWE will submit the Aquatic Resources Delineation Report (prepared by AWE in November 2022) with a request for a Preliminary Jurisdictional Determination, Biological Assessment (Task E1.2) and Cultural Resources Study (E1.3) with the PCN. AWE assumes that if compensatory mitigation is required, the USACE would accept in lieu fees or mitigation bank credits, and the Town would pay all mitigation costs. for submittal to the USACE. This task includes a half-day field verification site visit with the USACE to verify waters of the U.S., including wetlands, mapped for the project limits, if requested.

### ***E3.2. RWQCB Section 401 Water Quality Certification***

A Clean Water Act Section 401 permit is required to certify all Section 404 permits. AWE will prepare a Water Quality Certification (WQC) application to be submitted to the San Francisco RWQCB. The permit package will include a project location map, design plans, a mitigation plan to compensate for losses of waters to the State, and evidence of CEQA approval. AWE will incorporate best management practices (BMPs) to avoid and minimize effects on water quality. If the RWQCB requires compensatory mitigation, AWE will work with the Town, HEI, and other stakeholders to identify appropriate stream enhancement elements to the project. This scope of services does not include a revegetation plan or off-site or onsite mitigation plan. Those services could be provided under separate scope and cost.

### ***E3.3. CDFW Section 1602 Streambed Alteration Agreement***

AWE will prepare a Notification of Lake or Streambed Alteration to be submitted to CDFW. In addition to the items listed for the Section 401 permit above, the permit package will include results of the tree inventory and recommended mitigation to address impacts to streambed and riparian vegetation.

## **Scope of Work Assumptions**

The scope of work for environmental services is based on a number of assumptions (listed below).

- The Town will obtain rights of entry for fieldwork, if needed.
- HEI will prepare a preliminary project description for use in the technical studies.
- The Town will provide copies of environmental technical reports from the Winship Avenue Bridge Replacement Project.
- HEI will provide the surveyor's CAD or GIS shapefiles with existing topography, structures, and tree locations for the outfall location.
- No Native American consultation beyond notification will be required.
- No more than one cultural resource or isolate would require recordation on DPR site forms.
- If evidence of significant cultural resources is located within an Area of Direct Impact (ADI), or within the designated APE, during field surveys, additional cultural resource studies or investigations will be completed under additional scope and cost. Extended Phase I or Phase II work to formally evaluate National Register significance is not included.
- No quantitative air quality, greenhouse gas, or noise analysis will be required for the IS/MND. The IS/MND will qualitatively describe construction-related air quality and noise impacts.

- Town will be responsible for all noticing costs, will post the report on their website, and will submit the required documents to the State Clearinghouse and Marin County Clerk Recorder for circulation.
- IS/MND comments would not require substantial project description revisions or new quantitative analyses.
- The Town will pay all permit application fees and mitigation costs; AWE will provide back-up documentation for the permit and mitigation costs.
- This scope of services does not include a revegetation plan or off- or on-site mitigation plan. If required, those services could be provided under separate scope and cost.
- The Project will qualify for a Nationwide Permit.

#### COST ESTIMATE

Cost for the above scope of services is provided in the attached excel cost estimate.

Please call or email me at (916) 987-3362, [adour-smith@areawest.net](mailto:adour-smith@areawest.net), with any questions.

Sincerely,



Aimee Dour-Smith  
Environmental Project Manager

Enclosure: Cost Proposal

AWE Ref# P21-058, 22-017



Date: March 8, 2023

Harrison Engineering Inc.  
Town of Ross: Bolinas Avenue Storm Drain Outfall



Name: Firm: Title:	Dour-Smith, Aimee A.		Rozumowicz- Kodsuntie, Becky		AWE		AWE		AWE		AWE		AWE		Total Hours	Total Dollars
	Env'l Project Manager	Principal	Archaeologist III/Cultural Resources Specialist	Planner III/ Permit Specialist	Biologist II	Technician/ Biologist I/ Archaeologist I	GIS Analyst II	Project Accountant I	AWE	AWE	AWE	AWE	AWE	AWE		
	\$ 180.00	\$ 195.00	\$ 125.00	\$ 145.00	\$ 95.00	\$ 85.00	\$ 95.00	\$ 90.00								
Environmental Technical Reports																\$ -
Biological Assessment	14	8			44	6				10		2		84	\$ 9,900.00	
Cultural Resources Study	20	6	62			16				10		2		116	\$ 15,010.00	
CEQA Initial Study/Mitigated Negative Declaration															\$ -	
Admin Draft IS/MND	32	8		66		10				16		4		136	\$ 19,620.00	
Public Draft IS/MND, NOI, NOC	12	2		18		8				4		2		46	\$ 6,400.00	
Circulation and Responses to Comments	20													20	\$ 3,600.00	
Regulatory Permits															\$ -	
USACE Section 404	10	6		34		8				8		2		68	\$ 9,520.00	
RWQCB Section 401	14	6		36		6				6		2		70	\$ 10,170.00	
CDFW Section 1602 SAA	12	6		36		6				6		2		68	\$ 9,810.00	
															\$ -	
															\$ -	
															\$ -	
															\$ -	
															\$ -	
															\$ -	
<b>Total Labor Hours</b>	<b>134</b>	<b>42</b>	<b>62</b>	<b>190</b>	<b>44</b>	<b>60</b>	<b>60</b>	<b>16</b>	<b>608</b>						<b>\$ 84,030.00</b>	
<b>Total Labor Costs</b>	<b>\$ 24,120</b>	<b>\$ 8,190</b>	<b>\$ 7,750</b>	<b>\$ 27,550</b>	<b>\$ 4,180</b>	<b>\$ 5,100</b>	<b>\$ 5,700</b>	<b>\$ 1,440</b>	<b>\$ 84,030.00</b>						<b>\$ 84,030.00</b>	
<b>Direct Costs:</b>																
Travel: mileage costs (at federal travel rate)															\$ 275.00	
Travel: lodging, meals (at state travel rate)															\$ 195.00	
Cultural Resource Record Search															\$ 950.00	
Permit Fees - Paid by Town of Ross															\$ -	
Insurance 30-day cancellation (per additional insured)															\$ 105.00	
Printing/Reproduction/Postage															\$ 1,125.00	
<b>Total Direct Costs</b>															<b>\$ 2,650.00</b>	
<b>Total Estimated Fee</b>															<b>\$ 86,680.00</b>	

**2023 Rate Sheet**

<b>Personnel Classification</b>	<b>Hourly Rate</b>
Principal	\$195
Senior Conservation Specialist	\$185
Project Manager	\$180
Field Monitor Supervisor	\$110
CEQA/NEPA Specialist	\$180
Permit Specialist	\$145
Planner 3/Senior Land Use Planner	\$130
Planner 2/Project Coordinator	\$110
Planner 1	\$75
Biological Resources Lead	\$125
Biologist 3	\$120
Biologist 2	\$95
Biologist 1/Biological Monitor	\$85
Environmental Scientist 3/Senior Scientist	\$135
Environmental Scientist 2	\$115
Environmental Scientist 1	\$95
Water Quality Specialist (QSD/QSP)	\$115
Water Quality Monitor	\$90
Archaeologist 3/Senior Cultural Resources Specialist	\$125
Archaeologist 2	\$100
Archaeologist 1	\$85
GIS Specialist	\$155
GIS 2	\$95
GIS 1	\$85
Admin. Assistant 2	\$75
Admin. Assistant 1	\$65
Editor	\$85
Project Accountant	\$90
Senior Technical Writer	\$125
Technician	\$85

**Direct Expenses**

Mileage	at current IRS Standard Mileage Rate
Per Diem	at current Federal Rates
Web Based Wetland Delineation Data Collection Form	at cost/form
In House Printing/Reproductions	\$0.50/page
Electronic Field Data Forms	\$38/user
GPS and Laser Range Finder	\$150/day
Jon Boat - nonmotorized	\$40/day
ATV	\$150/day

Costs for outside services (e.g. services by associate firms, print house printing/reprographics) postage, cultural resource record searches, permit fees, insurance certificates (where client requires 30-day advance notification of cancellation) are billed at cost plus 10%. Rates escalate at 5% annually.

**Confidential Business Information**



Hayward (Corporate) | Fresno | Los Angeles | T. (408) 988-0101 | F. (408) 988-0103  
 Utility Locating - Ground Penetrating Radar (GPR) - Electromagnetic Pipe Locators  
 Structural Concrete Scanning - Potholing Vacuum Excavation - CCTV Pipe Inspection  
 Mobile LiDAR Scanning - 3D Scanning - 3D Utility Mapping - [www.besstestlab.com](http://www.besstestlab.com)

**Date:** March 1, 2023 **Quote No.:** AD-3-1-2023-1  
**Customer:** Harrison Engineering Inc.  
**Site:** Bolinas Ave & Sir Frances Drake Blvd **City:** Ross  
**Ref. No.:** **County:** Marine  
**Requestor:** Randell Harrison **Phone No.:** 925-525-9555  
**Email:** [randell@harrison-engineering.com](mailto:randell@harrison-engineering.com) **Fee Rate:** Prevailing Wage

**Project Description:**  
 Schedule & coordinate USA markings. Bess to perform 16 potholes per attached exhibit. Bess to provide their own traffic control, surface removal, backfill and surface restoration per city standards. Bess to provide pothole report in PDF Format. **Per Client their will be a NO fee encroachment permit costs, added 2 extra potholes for contingency purposes for area where BESS will use GPR to verify clear of utilities.** If we finish the project in 2 days we will only bill the actuals.

Code	Service Description	Qty	Unit	Unit Price	Sub-Total
PM-100	Project Manager	2	HR	185.00	\$ 370.00
PM-101	Project Coordination	2	HR	145.00	\$ 290.00
P-124	Utility Field Foreman	8	HR	185.50	\$ 1,484.00
P-109	2 Man- Potholing Hydro	3	DAY	3,438.00	\$ 10,314.00
P-103	2 Person Surface Restoration /Backfill	3	DAY	2,722.50	\$ 8,167.50
P-132	Special Backfill Material (Class II, Slurry, Etc.)	15	EA	135.00	\$ 2,025.00
P-129	Special Surface Restoration (Concrete Flag)	1	EA	395.00	\$ 395.00
T-107	2 Person Traffic Control w/ arrow truck	3	DAY	2,196.00	\$ 6,588.00
T-110	Traffic Control Plans - Standard	1	SHEET	400.00	\$ 400.00
P-117	POTHOLING - Disposal Fee	3	EA	1,100.00	\$ 3,300.00
L-100	1 Person Utility Designation W/GPR& EM Pipe Locator	8	HR	185.50	\$ 1,484.00
<b>TOTAL \$</b>					<b>34,817.50</b>

**Rates and Reimbursable Expenses:**

- Overtime applies after 8 hours of work and weekends.
- Hourly rates are portal to portal from our nearest office with in 50 miles. Travel rates apply over 50 miles
- Hourly rates apply to day shift (typical BESS day shift hours are 7:00 AM to 4:30 PM).
- Prevailing wage and night rates will apply when necessary.
- Mileage expenses, if applicable, shall not exceed the rate established by the IRS for the current year.
- Lodging and meals, when necessary, will be charged at cost plus 10%, unless specified otherwise.
- Outside reproductions, shipping, services and consultants will be charged at cost plus 10%.
- Cost of normal field supplies are included in the hourly rates.
- CDF, Slurry, asphalt, concrete, class II bed rock, certified traffic control plans, core bits & saw blades, other materials/supplies will be charged at cost plus 10%.

I, the undersigned, have read, reviewed and accept the attached proposal, including attachments, and authorize Bess Testlab, Inc. to proceed with the work described above as witnessed and attested by my signature below.

By: \_\_\_\_\_

Title: \_\_\_\_\_

---

(Print or Type Name)

---

(Print or Type Title)

---

(Signature)

---

(Date)

# TOWN OF ROSS

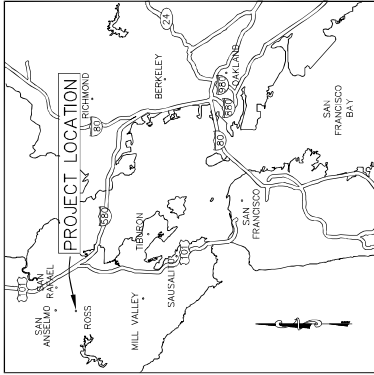
## MARIN COUNTY, CALIFORNIA

### BOLINAS AVENUE STORM DRAIN IMPROVEMENTS PHASE 2

#### TOWN PROJECT NO. 9205-65

TO BE SUPPLEMENTED BY THE "UNIFORM CONSTRUCTION STANDARDS ALL CITIES AND COUNTY OF MARIN" DATED 2018 AND THE CALTRANS STANDARD PLANS DATED 2015.

SHEET INDEX	SHEET	DESCRIPTION
	1	Title Sheet
	2-3	Pothole Map



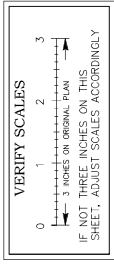
**VICINITY MAP**  
NOT TO SCALE



**LOCATION MAP AND KEY**  
SCALE: 1" = 100'

LEGEND	
[Symbol]	RIGHT OF WAY
[Symbol]	STORM DRAIN CONTROL (STATION) LINE
[Symbol]	FLOWLINE
[Symbol]	EXISTING FENCE
[Symbol]	EXISTING SANITARY SEWER LINE
[Symbol]	EXISTING STORM DRAIN LINE
[Symbol]	EXISTING WATER LINE
[Symbol]	EXISTING GAS LINE
[Symbol]	EXISTING UNDERGROUND ELECTRIC LINE
[Symbol]	EXISTING UNDERGROUND TELEPHONE LINE
[Symbol]	CONSTRUCTION AREA SIGN
[Symbol]	STORM DRAIN MANHOLE
[Symbol]	EX ROADSIDE SIGN

35% PROGRESS PRINTS  
NOT FOR CONSTRUCTION



1-800-227-2600 OR 811

# Utility Pothole Plan

**NOTES:**

- THE CONTRACTOR SHALL INSPECT THE PROJECT SITE PRIOR TO SUBMITTING A BID IN ORDER TO OBSERVE AND DETERMINE THE EXISTING JOB SITE CONDITIONS.
- THE CONTRACTOR AGREES THAT IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, CONTRACTOR SHALL ASSUME COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT. THESE PLANS DO NOT INCLUDE THE CONTRACTOR'S OBLIGATION TO VERIFY THE EXISTING UTILITIES OR ANY OTHER UTILITY TO PROVIDE FOR THE SAFETY OF ALL PERSONS AND PROPERTY DURING THE COURSE OF THE PROJECT AND TO COMPLY WITH CONSTRUCTION SAFETY ORDERS AND CAL/OSHA REQUIREMENTS. THESE REQUIREMENTS SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS.
- EXISTING UNDERGROUND UTILITIES AND IMPROVEMENTS ARE BASED ON SCHEMATIC MAPPING PROVIDED BY THE UTILITY COMPANIES. NO GUARANTEE IS MADE AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION SHOWN. CONTRACTOR SHALL NOTIFY UNDERGROUND SERVICE ALERT (U.S.A.) AT (800) 227-2600 OR 811 A MINIMUM OF 48 HOURS IN ADVANCE OF ANY CONSTRUCTION ACTIVITIES TO LOCATE AND MARK EXISTING UTILITIES PRIOR TO BEGINNING CONSTRUCTION. THESE REQUIREMENTS SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS.
- TRAFFIC CONTROL DURING CONSTRUCTION SHALL BE THE CONTRACTOR'S RESPONSIBILITY. ALL TRAFFIC CONTROL SHALL BE PERFORMED IN ACCORDANCE WITH THE "CALIFORNIA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES" (MUTCD) ISSUED BY THE STATE OF CALIFORNIA, DEPARTMENT OF TRANSPORTATION.
- THE CONTRACTOR SHALL PROVIDE FOR CONTINUOUS VEHICULAR AND PEDESTRIAN INGRESS AND EGRESS THROUGHOUT THE PERIOD OF CONSTRUCTION UNLESS APPROVED IN ADVANCE BY THE ENGINEER.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGES TO THE SITE OR THE SURROUNDING AREA AS A RESULT OF THE CONTRACTOR'S WORK OR OPERATIONS. EXISTING MATERIALS SHALL BE REPAIRED OR REPLACED BY THE CONTRACTOR PRIOR TO RECONSTRUCTION. MATERIALS TO BE REMOVED OR REPLACED AT THE CONTRACTOR'S EXPENSE.
- IF, DURING THE COURSE OF THE WORK, THE CONTRACTOR ENCOUNTERS ANY SURFACE OR SUBSURFACE MATERIALS THAT THEY BELIEVE ARE HAZARDOUS (AS DEFINED IN SEC. 25117 OF THE CALIFORNIA LABOR CODE), THE CONTRACTOR SHALL IMMEDIATELY STOP WORK AND REPORT TO THE LOCAL HEALTH OFFICER AND TO THE LOCAL ENVIRONMENTAL AGENCY. THE CONTRACTOR SHALL IMMEDIATELY REPORT TO THE LOCAL HEALTH OFFICER AND TO THE LOCAL ENVIRONMENTAL AGENCY THE LOCATION, NATURE AND EXTENT OF THE HAZARDOUS MATERIALS TO BE REMOVED AND/OR DISPOSAL OF HAZARDOUS MATERIALS IS NOT PART OF THE SCOPE OF WORK.
- THE PRIME CONTRACTOR AND ALL SUBCONTRACTORS SHALL BE APPROPRIATELY LICENSED BY THE CALIFORNIA CONTRACTORS STATE LICENSE BOARD.
- THE CONTRACTOR SHALL OBTAIN ROSS AND SAN ANSELMO ENFORCEMENT PERMITS FOR THE WORK WITHIN THE TOWN OF ROSS AND SAN ANSELMO.
- THE CONTRACTOR SHALL OBTAIN A TOWN OF ROSS BUSINESS LICENSE BEFORE BEGINNING WORK.

NO.	DATE	BY	REVISION	SCALE:	AS SHOWN
				DATE:	DESIGNED BY: M.V.
					DRAWN BY: M.V.
					CHECKED BY: ... RTH

ACCEPTED	2022	TOWN ENGINEER
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<b>HEI</b> HARRISON ENGINEERING INC.	<b>TOWN OF ROSS</b>
2500 DUBLIN AVENUE, SUITE 200, DUBLIN, CA 94568	31 SIR FRANCIS DRAKE BOULEVARD, ROSS, CA 94957
PHONE: (415) 453-1453	PHONE: (415) 453-1453

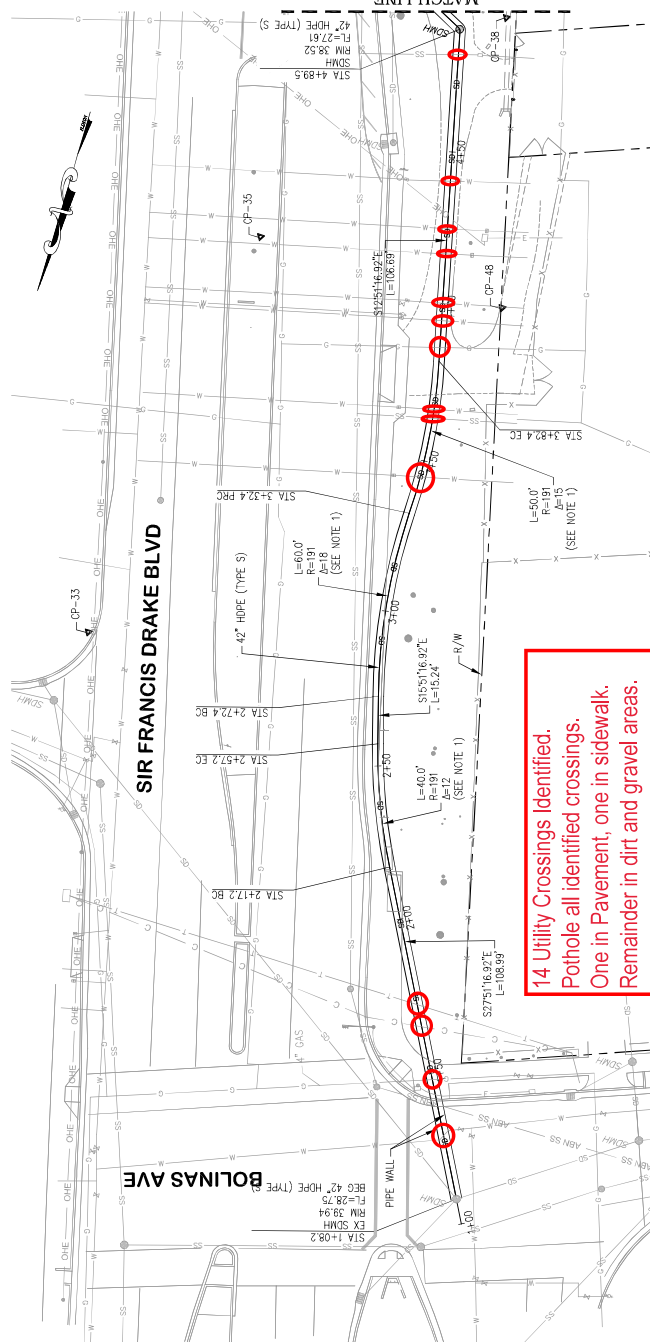
TITLE SHEET	SHEET
BOLINAS AVENUE - STORM DRAIN IMPROVEMENTS PHASE 2	T-1

TITLE SHEET	1 OF 9
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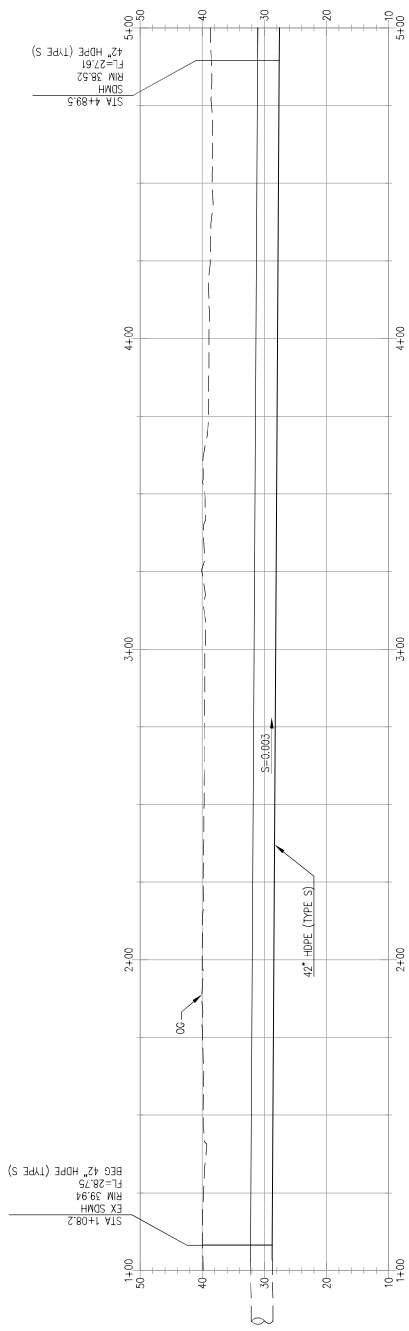
NOTES:  
 1. CURVES ARE 10' LINE SEGMENTS WITH 3" OF DEFLECTION.

DESIGNATION	STA. OFFSET	NORTHING	EASTING	ELEVATION (FT)	DESCRIPTION
CP-33	2+85.5, 94.26' LT	218786.61027	5967815.25547	38.95	SET OUT X
CP-34	6+50.1, 46.82' LT	2181646.68822	5967884.20088	40.07	SET M+S
CP-35	4+18.7, 59.93' LT	2181746.88720	5967788.14572	39.51	SET SPK
CP-38	4+89.4, 15.35' RT	2181656.67312	5967742.23229	38.07	SET SPK
CP-48	4+100.7, 19.07' RT	2181746.83404	5967711.10254	37.43	SET SPK



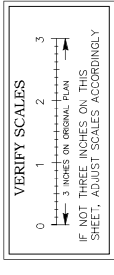
14 Utility Crossings Identified.  
 Pothole all identified crossings.  
 One in Pavement, one in sidewalk.  
 Remainder in dirt and gravel areas.

PLAN  
 SCALE 1"=20'



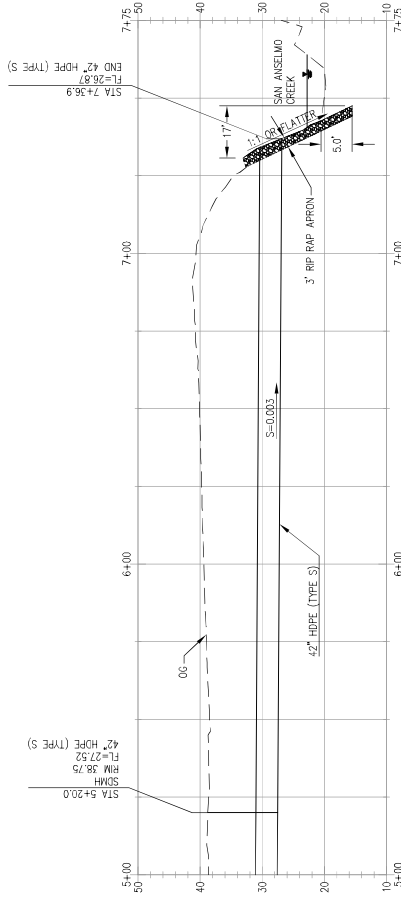
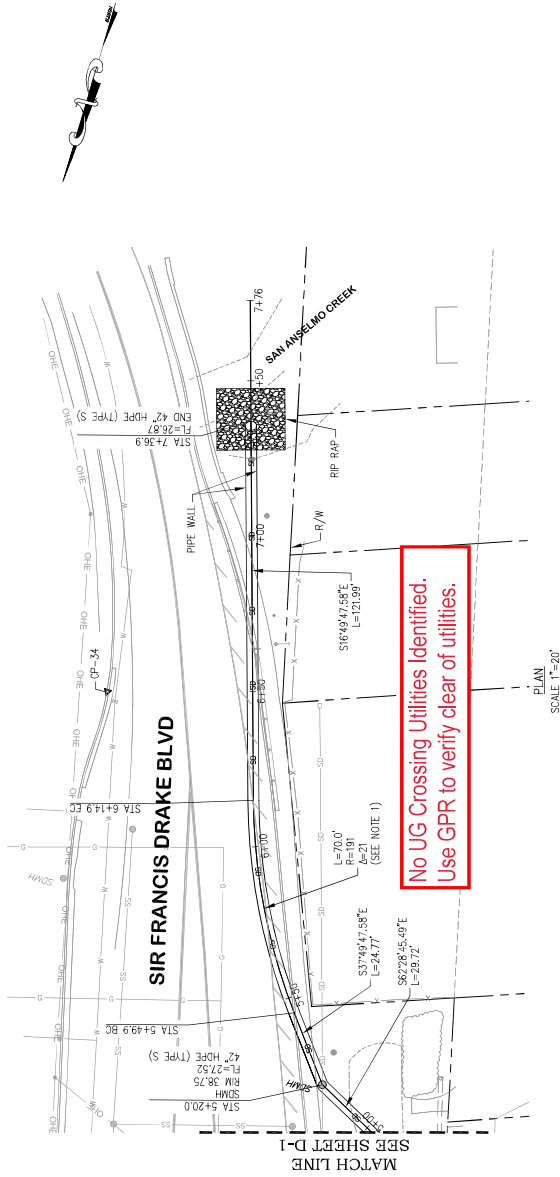
PROFILE  
 SCALE 1"=20' HORIZ  
 1"=10' VERT

35% PROGRESS PRINTS  
 NOT FOR CONSTRUCTION

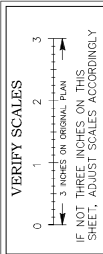


NO. DATE BY	REVISION	SCALE: AS SHOWN	ACCEPTED: 2022	TOWN ENGINEER	 <b>TOWN OF ROSS</b> 31 SIR FRANCIS DRAKE BOULEVARD ROSS, CA 94957 PHONE: (415) 453-1453	<b>DRAINAGE PLAN</b> BOLINAS AVENUE STORM DRAIN IMPROVEMENTS PHASE 2	SHEET D-1 4 OF 9
		DESIGNED BY: MV	DESIGNED BY: MV				

NOTES:  
 1. CURVES ARE 10' LINE SEGMENTS WITH 3" OF DEFLECTION.



35% PROGRESS PRINTS  
 NOT FOR CONSTRUCTION



NO.	DATE	BY	REVISION

SCALE: AS SHOWN  
 DATE:                        
 DESIGNED BY:              
 DRAWN BY:                  
 CHECKED BY:             

ACCEPTED:                      2022  
 TOWN ENGINEER

**HEI** HARRISON ENGINEERING INC.  
 10000 S. HARRISON AVENUE, SUITE 100  
 HARRISON, CA 94503

TOWN OF ROSS  
 31 SIR FRANCIS DRAKE BOULEVARD  
 ROSS, CA 94957  
 PHONE: (415) 453-1453

**DRAINAGE PLAN**

**SHEET D-2**

BOLINAS AVENUE STORM DRAIN IMPROVEMENTS PHASE 2

5 OF 9