

April 17, 2023
BKF No C20220377-10



Jennifer Blackman, General Manager
Bolin Community Public Utility District
270 Elm Road
Bolin, California 94924
Transmitted Via Email

**Subject: Multi-Use Pathway – Mesa/Olema-Bolin Rd Project
Additional Service Request No. 1
Pathway Survey and Design**

Dear Jennifer:

BKF Engineers (BKF) is pleased to present the enclosed proposal for civil engineering and land surveying services associated with the improvement of the existing multi-use pathway over the Bolin Community Public Utility District (BCPUD) properties adjacent to Mesa Rd and Olema-Bolin Rd in Bolin, California. To arrive at the estimated effort required by our office for this project, we have outlined a proposed scope of services, identified assumptions, and determined a level of effort fee based on our understanding of the project.

PROJECT UNDERSTANDING



Based on our site visit with representatives from BCPUD and WRA environmental consultants, we understand the project as:

The project proposes to pave a previously constructed gravel path generally following the highlighted alignments above. The gravel path was constructed in 2008 and since that time, vegetation has encroached onto the pathway alignment and reducing its usable width. At the time of original construction, the community encouraged the pathway to be of a gravel type surface, but now,

considering the maintenance challenges and longevity of the path system, the community and BCPUD are seeking to provide a more durable surface (anticipated to be asphalt concrete) over the existing path and potentially to extend the pathway network towards downtown Bolinas.

The project has been funded by California State Parks grant funds. Based on initial planning and cost estimating efforts completed by BKF, we believe that the funds will not be sufficient to cover costs associated with improving the entire length of the primary pathway, and will not be able to support any proposed pathway extensions. At this time, it is expected that the project may need to be designed and/or constructed in phases. However, the project may qualify for additional grant funding sources that can support further improvements and expansions.

II. SCOPE OF SERVICES

TASK 1: DATA COLLECTION AND BASE MAPPING

1. **Topographic Survey:** BKF will prepare topographic base mapping of the project site and immediate surroundings. The topographic mapping will consist of:
 - a. The mapping will identify visible site features, significant structures, curbs, gutters, edges of pavement, walkways, significant landscape features, striping, signage, fences, trees measuring 6-inches at chest height and larger, walls, significant drainage features, creek geometry, driveway cuts and visual utility infrastructure. We will obtain a succession of spot elevations to define the general terrain of the parking lot and immediately adjacent improvements.
 - b. The mapping is anticipated to be compiled at 1" = 20', and will also indicate individual spot elevations at various locations throughout the site.
 - c. The vertical control for the survey will be tied to the North American Vertical Datum of 1988 (NAVD88), unless otherwise agreed upon in writing prior to commencement of the survey.
 - d. The horizontal location and rotation of the mapping is anticipated to be on an "assumed" coordinate system and will include survey ties to control established for previous phases of the project, prepared by other consultants, or otherwise agreed upon in writing prior to commencement of the survey.

BKF is not proposing to conduct subsurface utility exploration as part of this work. Underground information shown on the base mapping will be identified based on visual observation of surface improvements and available record data. If record information is non-conclusive, and subsurface utilities become critical to the design in terms of routing, size or potential construction conflicts, further exploratory methods and services may become necessary, and can be provided as an additional service.

TASK 2: CONSTRUCTION DOCUMENTS PHASE

1. **Concept Design and Permit Approach Confirmation:** BKF will prepare a conceptual design based on the data collected as part of our prior preliminary design and cost estimating work. The conceptual design will identify general locations of typical sections and the anticipated pathway alignment. Upon completion of the conceptual plan, BKF will participate in one (1) meeting with BCPUD and County of Marin staff to review the scope of the project and confirm that the work can be completed without additional permits, due to the project being repair and maintenance work.
2. **30% Construction Documents:** BKF will prepare construction documents to 30% level of completion. During this task the general cross sections, horizontal and vertical alignments will be confirmed.



Preliminary quantities and approximate engineer's opinion of probable construction costs will be developed.

Project specifications, detailed cost estimates, phasing plans or right of way acquisitions are **not** anticipated to be prepared during this phase. It is assumed that the project will be exempt from stormwater quality features, such as those set forth in the BASMAA design guidelines, therefore no stormwater quality programming or design is anticipated.

3. **75% Construction Documents:** BKF will incorporate comments from the 30% Construction Document submittal and will prepare construction documents to 75% level of completion for review and comment by BCPUD. During this task, the following documents are anticipated to be compiled:
 - a. **Drawings:** We will prepare the following drawings:
 - Civil Cover Sheet
 - Notes & Legend
 - Existing Conditions
 - Demolition Plan
 - Horizontal Control Plan
 - Grading and Drainage Plan
 - Construction Details
 - Sedimentation and Erosion Control Plan
 - b. **Specifications:** BKF will prepare final technical specifications in CSI format for elements included in our scope of work. BKF will consider "front end" specifications in its development of the technical specifications, however preparation of these provisions is not included. The scope of any and all specifications to be prepared in this proposal are limited to technical specifications or reference to standard, locally accepted specifications.
 - c. **Submittal:** It is assumed that this package will be reviewed by BCPUD and submitted as the first submittal to the County to accompany approval of the project as a maintenance project covered under the existing Coastal Permit.
4. **100% Construction Documents:** BKF will incorporate comments from the 75% Construction Document submittal and will prepare construction documents to 100% level of completion. During this phase, the documents will be further developed for bid and construction of the project. Final Project Additive Alternates will be delineated as well as the completion of the Bid Item list and Opinion of Probable Construction Costs. The 100% Construction Document package will be submitted to BCPUD for final review and comment.
5. **Bid Documents:** BKF will incorporate comments from the 100% Construction Document submittal and will generate signed and sealed documents for Bid and Construction of the project.
6. **Meetings, Project Management and Coordination:** BKF will conduct on-going project support with BCPUD and the environmental consultant throughout the project. We have assumed that project coordination will be in the form of phone calls, email correspondence and occasional web-based virtual meetings as needed to address specific action items. BKF has also included time to meet in-person with BCPUD to receive comments on each submittal package. Coordination and meetings are limited to those explicitly described herein. Daily, weekly or other regularly occurring meetings, or meetings occurring with other agencies, are not anticipated.



III. OPTIONAL SERVICES

OPTIONAL TASK 1: BOUNDARY SURVEY

1. **Boundary Survey:** BKF Engineers (BKF) will perform a survey of the BCPUD property lines and County right of way within the project vicinity. These boundary surveying services will include:
 - a. Public Records Research – BKF will obtain and assemble the available maps and deeds for the subject property and its adjoining property owners. We may consult with the Marin County Surveyor’s Office to review any existing or pending records that may be available.
 - b. Private Records Research – BKF will obtain private unrecorded survey maps and field notes for the subject property and surrounding areas as necessary to perform the formal boundary analysis. Monuments which are not “of record” have been shown on surrounding recorded surveys indicating that at least one private archive will need to be accessed. Custodians of these private archives charge an access and research fee for this information which will be invoiced separately from the fees for professional services herein. Services under this task include inquiry and research at the “Oglesby” archive currently stored in the County’s Anne T. Kent Library room.
 - c. Reconnaissance – BKF will conduct field research for primary monumentation and relevant evidence to establish boundary resolution, including survey markers, fences, hubs, iron pipes, etc.
 - d. Boundary Determination – Once the research and field reconnaissance has been completed, BKF will perform a final boundary determination, which includes an analysis of the assembled evidence with respect to its relationship to the Title and other documentary evidence.
 - e. Record of Survey – Based on the requirements of Section 8762 of the Professional Land Surveyors Act of the State of California, BKF will prepare a Record of Survey to fulfill our legal and professional obligation. The Survey will be prepared in accordance with the requirements of the California State Professional Land Surveyor’s Act. The Record of Survey will be submitted to the Marin County Surveyor for checking and ultimate recording.
2. **Geotechnical Investigation:** BKF, through a subconsultant will perform limited field investigations of the project site to observe soil and geologic conditions. The field investigation is anticipated to be limited to seven (7) locations consisting of shallow pits or hand auger investigations. No drilling services are anticipated. Based on the field data collected and the contemplated project, the geotechnical engineer will develop a memorandum summarizing findings and proposed design elements.
3. **Funding Opportunity Support:** BKF’s grant writing team can provide support to BCPUD to help the District identify and apply for additional grant funding opportunities to supplement the pathway construction or to support the future expansion of the pathway network.
4. **Bid and Construction Support Services:** If requested, BKF can provide services to support the contractor and BCPUD during the bid and construction phase of the project. Anticipated services include written response to requests for information (RFI’s), submittal reviews, substitution requests, informational bulletins, addendums, attending pre-construction meetings, site visits to provide clarification of the consultant’s design intent for the contractor, architect or owner, stormwater facility construction observations, punch list walks, and record drawings.

IV. SCOPE QUALIFICATIONS AND ASSUMPTIONS

BKF Engineers’ services are limited to those expressly set forth in the scope. We understand that BKF will have no other obligations or responsibilities for the project except as provided in this proposal letter, or as otherwise



agreed to in writing. BKF will provide the scope of services consistent with, and limited to, the standard of care applicable to such services. For the scope of work identified, we have assumed the following:

V. COMPENSATION

1. **BASE SCOPE OF WORK:**

BKF proposes to provide the services on a time and materials basis in accordance with the attached rate sheet.

ITEM	DESCRIPTION	FEE
1	TOPOGRAPHIC SURVEY	\$18,000
2	CONSTRUCTION DOCUMENTS	\$57,000
TOTAL		\$75,000

2. **OPTIONAL SERVICES:**

At your request, BKF can provide the following optional services on a time and materials not to exceed basis in accordance with the attached rate schedule. The optional fees shown are based on the assumption that they will be authorized and provided at the same time as the base scope of services. ***Efficiencies anticipated will not occur if authorized subsequently to the base scope or work, and in particular Optional Task 1.1 could see a significant increase in costs if the work is performed at a later time due to requests by the BCPUD, the County or BCDC whom may all require that a property line be show on the drawings.***

ITEM	DESCRIPTION	FEE
1.1	BOUNDARY SURVEY	\$16,000
1.2	GEOTECHNICAL INVESTIGATION	\$12,500
1.3	FUNDING OPPORTUNITY SUPPORT	TBD
1.4	BID AND CONSTRUCTION SUPPORT	TBD
TOTAL		\$28,500

In addition, please budget **\$2,000** for reimbursable expenses. Reimbursable expenses are anticipated for County Surveyor Fees, reproduction, mileage, express and messenger deliveries, and computer deliverable plots. Reimbursable expenses will be billed on a cost plus 10-percent markup basis.

For tasks requested by the owner or architect not defined in this scope of services, BKF will identify them as potential extra work. We can provide a scope and fee for these items or they may be tracked separately as extra work and billed on a time and materials per our attached rate schedule.

Thank you for the opportunity to present this proposal. We look forward to assisting in developing this project. Please contact me at 415-930-7964 if you have any questions regarding our scope of services.

Respectfully,
BKF Engineers

Jason Kirchmann, PE, PLS, QSD/P
 Vice President

