

December 10, 2019

BKF Job No. P20191036-01

Kevin McGowan, Director of Public Works  
City of Sausalito  
420 Litho Street  
Sausalito, CA 94965-1933  
*Transmitted Via Email*

## **Subject: Planning and Design Services for Sausalito Ferry Landside Improvements**

Dear Mr. McGowan:

BKF Engineers (BKF) welcomes the opportunity to submit this revised proposal for civil engineering and land surveying services associated with the Sausalito Ferry Landside Improvement project. We understand that the City has limited available funds tied to a grant that the City needs to satisfy within a relatively short timeframe. Based on our conversations and discussions, the City is requesting a revised proposal for a scope of work reflective of, and in general limited to the grant funding requirements. This proposal letter is intended to amend the proposal prepared by BKF for the above referenced project dated August 19, 2019. The scope revisions include, but are not limited to a significantly reduced public outreach process, reduced scope of the design to loosely match the "No-Change Alternative" site plan presented to the City Council on October 30, 2018. We also are adjusting the environmental permitting approach with a focus on a CEQA categorical exemption. The route to environmental permit issuance is not guaranteed, but due to the revised scope of work, LSA, the team's environmental consultant, has indicated that a categorical exemption might be possible. While the public outreach component will collect feedback from the general public in regards to overall site programming and future projects, the primary focus will be on presenting the project as limited by the available funding. To arrive at the estimated effort required by our office and consultant team 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.

### **I. BASIS OF DESIGN**

Our proposal is based on the following:

1. Request for Proposals dated June 7, 2019 and amendments 1-4 thereof
2. Slides from October 30, 2018 from City Council presentation

### **II. SCOPE OF SERVICES**

## TASK 1 – PROJECT MANAGEMENT

**Task 1.1. Monthly Reporting. Schedule and Budget Control.** BKF will manage the design and visioning team as well as track progress, our delivery schedule, and budget. BKF will document project decisions and keep a record of the project.

**Task 1.2. Quality Control/Assurance.** BKF will perform an independent quality control review of the team's deliverables prior to submittal. This fee is accounted for in individual tasks

**Task 1.3. Meetings.** BKF will facilitate regular bi-weekly team conference calls while activity is occurring during the design phase to update on project progress and answer questions. BKF will attend one (1) project kick-off meeting and up to one (1) meetings for coordination of after the 30% design milestone.

**Task 1.4 City Council Updates.** The BKF team will, at direction of the City, provide City Council Updates in the form of presentations at the Council and preparation of narratives for inclusion on City Staff Reports. This task assumes up to one (1) Council Meeting for the duration of the project.

### *Task 1 Deliverables:*

- Meeting agendas, minutes, and action logs for all meetings and/or conference calls
- Monthly reports
- Project Schedule, including updates

## TASK 2 – REVIEW PROJECT HISTORY

**Task 2.1. Records Review.** The BKF team will review all available existing reports and studies for project area, including historical studies. This task will include review and coordination of the waterside improvement PS&E and construction schedule.

**Task 2.2. Site Visit/Visual Assessment.** The BKF team will visit the project site to perform a visual assessment of the following as it will relate to our visioning and design:

- Adjacent properties and connectivity
- Views and unique site elements
- Maintenance issues
- Drainage patterns and infrastructure
- Potential stakeholder concerns
- Health of existing trees and landscaping
- Accessibility
- Sight distance
- Environmental sensitivities
- Internal circulation and operations (pedestrians, ferry embarkation/disembarkation,

parking, bicycles and staging, etc.)

### **TASK 3 – VISIONING OUTREACH & NEEDS ASSESSMENT**

**Task 3.1. Project Outreach Plan.** The BKF team will work with the City to develop an outreach approach for the development of a project vision for the site. The following sub tasks are envisioned for this task.

*a Identify Stakeholders.* We will work with City staff to compile a comprehensive list of project stakeholders which should be notified of the visioning and design effort underway for this project. The stakeholders will define the members of the Technical Advisory Committee and the Community Advisory Committee for this project.

*b Public Outreach Plan.* Our team will develop a Public Outreach Plan for each element or phase of the entire project. This plan will include details on quantity of meetings, the goals or objectives of those meetings, types of outreach approaches which should be employed (i.e. workshops, presentations, online engagement, etc.), and identification of appropriate stakeholder involvement for each meeting or workshop. The plan will also detail the level of notification which is expected to encourage stakeholder involvement in the outreach effort.

**Task 3.2. Facilitate Visioning Workshops.** The BKF team will prepare materials for and facilitate the public outreach workshops identified in the public outreach plan, which may include public notifications, sending of mailers, feedback surveys, and preparation of meeting and notification materials. We envision one visioning meeting with the community and key stakeholders. We aim our proposed scope at providing focused opportunities for meaningful input and decision-making to avoid conflicts as we advance the study of alternatives. BKF will document and record feedback received during the outreach process and meetings and will summarize what is learned. This task assumes up to three (3) total visioning outreach meetings for this phase of the project; Initial open outreach, lessons learned and define project limits, presentation of project.

**Task 3.3. Needs Assessment.** Upon completion of background research and assessment of the site, the BKF team will prepare a technical memorandum which evaluates the improvement needs for the project site. The memorandum will define the review and existing conditions, including information about utilities, structures, site operations, and multi-modal circulation. The memorandum will assess the existing conditions to identify the improvements required with respect to the funding requirements and general operational and sustainability needs for the ferry terminal. The memorandum shall assign priority to the recommendations for improvements as it relates to near-term, medium-term, and long-term needs.

**Task 3.4. Alternative Analysis.** Following Needs Assessment, the BKF team will develop up to two (2) alternatives to address the needs and priorities detailed in the Assessment Memorandum. A technical memorandum will be developed to detail the benefits and drawbacks, including rough order of magnitude cost estimates and construction timelines, of each alternative with respect to the needs of the site, the City, and the stakeholders and the funding requirements. The findings of the alternative analysis are not intended to be constructed within the current available funding, but can be used as the basis of design and funding for future projects at the site. The intent of this memorandum is to provide the City options to define the overall long term programming for the site.

## TASK 4 – PERMITTING RESEARCH & COORDINATION

**Task 4.1. Identify Agency Stakeholders.** Upon definition of the project scope, the BKF team will research the various Joint Aquatic Resource Permit Application (JARPA) and local agencies which will require permit applications for the project. We will contact each agency to inform them of the intent to improve the ferry terminal area, discuss the project scope, and determine if their agency will require applications for permits to perform the work during the construction phase. A comprehensive list of required applications (if separate from JARPA) will be compiled for City review to inform the permitting process during Phase 3 of the project.

## TASK 5 – VISIONING FINAL DOCUMENTATION

**Task 5.1. Final Vision Report.** The BKF team will compile the final Vision Report for the project, which will include the Needs Assessment and Project Definition as chapters, as well as final determination of the preferred alternative. The Final Report shall include the final scope of work, rough order of magnitude cost estimates, anticipated project timeline, anticipated permitting requirements, and documentation of the methodology used to make these determinations for the project.

**Task 5.2. Final Vision Presentation.** If requested by Staff, the BKF team can prepare a short PowerPoint presentation to accompany and summarize the report for presentation to the City Council. This presentation will be presented during one of the anticipated Council meetings detailed in Task 1.

### *Task 5 Deliverables:*

- Final Vision Report
- Final Vision Presentation

## TASK 6 – SITE INVESTIGATION & STUDIES

**Task 6.1. Utility Coordination.** BKF will notify utility agencies who may have infrastructure or facilities within the project area about the project and request facility information. Utility information received shall be compiled into a utility base drawing to be utilized for plan preparation and coordination. BKF will document responses received from utility agencies in the form of a notification matrix which may be provided at the City's request. In the event that relocations or modifications of facilities is required, BKF can coordinate with the affected utilities as part of an additional services agreement for services from coordination up to preparing the design.

**Task 6.3. Landscaping & Irrigation Assessment.** The BKF team will review the available existing arborist report, available landscaping and irrigation record plans, and perform an additional investigation of the existing landscaping and irrigation. We will document the findings of the investigation in a technical memorandum and provide appropriate recommendations for the landscape design for the Proposed Project. The assessment shall also include any updates to the existing arborist report if conditions have changed since that report was prepared.

**Task 6.4. Boundary/ROW Services.** BKF will prepare a right of way survey for the project area. BKF will prepare a "Record Map Inventory" index to identify where areas of the project site have been previously mapped. This preliminary inventory will be overlaid by the anticipated conceptual design to identify areas where right of way location may be critical to the design or to identify the need for right of way acquisition. Where right of way location is critical, BKF will perform a boundary analysis to locate the City right of way on the mapping. Upon completion of the survey, BKF will file a Record of Survey with the County Surveyor in order to fulfill our legal and professional obligation.

**Task 6.5. Topographic Survey.** BKF will prepare a design level topographic survey of the defined project area. The topographic mapping will include curbs, sidewalks, buildings, visible utility structures, trees greater than 6-inches in diameter, "dips" of gravity utility structures, pavement crown, striping and other significant topographic features relevant to the design of the improvements.

**Task 6.7. Lighting Analysis.** The BKF team will perform a lighting analysis of the existing parking lot and terminal lighting levels and provide recommendations for improvement of lighting based on industry standards. Analysis and recommendations will be documented in a technical memorandum.

**Task 6.8. Preliminary Environmental Compliance & Local Assistance Coordination.** The BKF team will provide the support documents to assist in receiving the project's approval and funding through Local Assistance once the project is defined.

*Assist with Permit Submittals with Joint Aquatic Resources Permit Agency and other relevant Agencies.* LSA can assist with preparing the JARPA and provide the supporting documentation required for the individual regulatory agencies. This scope of work assumes that an Administrative Permit from the San Francisco Bay Conservation and Development Commission (BCDC) would be required for work within BCDC's 100-foot shoreline band jurisdiction. Preparation of additional regulatory agency permits application documentation would require an amendment to the scope and fee.

*Preliminary Environmental Compliance & Local Assistance Coordination.* The BKF team will assist in receiving the project's approval and funding through Local Assistance once the project is defined. For the purpose of this scope, our team anticipates that a NEPA Categorical Exemption will be required for the project. BKF and LSA, in coordination with City staff, will prepare the environmental scoping documents for submittal to Caltrans' Local Assistance to support a Categorical Exclusion (CE) finding. This scope of work does not include preparation of any Caltrans-required technical studies. As described below, LSA will adjust the environmental scope and budget, as needed, once Caltrans has determined what technical studies are required. The following subtasks are anticipated:

*Prepare Preliminary Environmental Study (PES).* The BKF team will prepare a Preliminary Environmental Study (PES) as required under Caltrans Local Assistance Procedures Manual (Environmental Procedures), for federally funded projects.

*Field Review.* The BKF team will coordinate with the City of Sausalito and Caltrans Local Assistance to review the draft PES, discuss the proposed project and visit the project site (Field Review). Following the Field Review with Caltrans, the BKF team will meet with City staff to finalize the environmental scope of work based on input received from Caltrans on the PES. If needed, LSA will adjust the environmental scope and

budget in order to complete the Caltrans-required technical studies and the appropriate-level of environmental documentation in compliance with CEQA and NEPA.

## CEQA Categorical Exemption

Based on the revised project understanding, the project might be processed as a California Environmental Quality Act (CEQA) Categorical Exemption (CE), under Class 1, Existing Facilities (Section 15301 of the CEQA Guidelines). Pursuant to CEQA Section 15301(c), the project would be exempt because it consists of minor construction, repair and maintenance of existing facilities and does not introduce an expansion of use beyond existing conditions. Proposed improvements would include limited new paving, reconfigured parking, new striping, pedestrian walkways, bicycle parking areas, bus staging areas, new parking lighting and intersection improvements. Additionally, the project is not anticipated to result in a major disturbance to environmental resources, since the project would occur entirely within the existing City facility. The following subtasks would be conducted:

*Project Initiation.* Project initiation tasks will include a start-up teleconference with the project team, and collection and review of project plans and applicable background materials. LSA will also prepare a project description that includes all elements necessary to comply with CEQA, including, but not limited to, the purpose, physical elements, and phasing of the proposed project. LSA staff will rely on aerial imagery and applicable planning documents to assess the existing conditions. This scope assumes that all existing data, maps, utility information, and analyses applicable to the project site and vicinity will be collected by the engineering team and provided to LSA.

*Categorical Exemption.* LSA will prepare a technical memorandum to substantiate that the proposed project qualifies for a CE from CEQA under Section 15301. LSA will also describe the project's relationship to any exceptions or potential unusual circumstances listed in CEQA Section 15300.2 LSA will prepare an Administrative Draft Memorandum, and, based on receipt of one set of consolidated comments, will prepare a Screencheck Draft Memorandum and a Final Memorandum. This scope assumes all memorandum drafts would be provided electronically. The memorandum will provide staff with the basis for preparing the staff report to present to the City Council. The City would be responsible for payment of any filing fees associated with the Notice of Exemption.

## TASK 7 – PRELIMINARY DESIGN OUTREACH/PUBLIC INVOLVEMENT

**Task 7.1. Facilitate Workshops.** The BKF team will prepare materials for and facilitate the public outreach workshop identified in the public outreach plan, which may include public notifications, sending of mailers, feedback surveys, and preparation of meeting and notification materials. We envision a meeting with the community to discuss the limitations of the project budget, the feedback from the initial outreach meeting and possible "next steps". BKF will document and record feedback received during the outreach process and meetings and will summarize what is learned at each. This task assumes up to one (1) outreach meetings for this phase of the project.

### *Task 7 Deliverables:*

- Meeting Materials

## **TASK 8 – SCHEMATIC DESIGN / 30% PLANS, SPECIFICATIONS, & ESTIMATES (PS&E)**

**Task 8.1. 30% Plans.** The BKF team will prepare schematic design documents showing areas and features that will require improvements. Plans shall be prepared in AutoCAD 2018 on 22" by 34" sheets for scalable half size printing. Drawings shall be prepared at suitable scale for level the design element. The following are anticipated schematic design elements to be included:

- Demolition
- Lot 1 and Ferry Terminal/Plaza Civil and Accessibility Improvements
- City Utilities Improvements (water, storm, and sewer)
- Private Utility Improvements required for the design (i.e. PG&E)
- Landscape and Hardscape Improvements
- Lighting Improvements
- Erosion and Sediment Control Plans
- Mechanical/Electrical Improvements (if applicable)
- Offsite/Roadway Improvements (if applicable)

**Task 8.2. Outline Specifications.** The BKF team will prepare an outline of the expected special provisions for the project in a format consistent with the City's boiler plate documents.

**Task 8.3. Conceptual Opinion of Probable Cost.** The BKF team will prepare an Opinion of Probable Cost in Excel format which shall follow the format of the Project bid schedule. Backup data will be provided for lump sum items as necessary.

### *Task 8 Deliverables:*

- 30% Plans (four half-size sets and pdf format)
- 30% Specifications Outline (.doc and pdf formats)
- 30% Construction Opinion of Probable Cost (.xls and pdf formats)

## **TASK 9 – DESIGN DEVELOPMENT DOCUMENTS**

**Task 9.1. Design Development Memorandum.** We will prepare a technical memorandum which details any deviations the 90% design may have from the approved schematic design, including response to documented City comments.

**Task 9.2. Storm Management Plan.** The BKF team will prepare a draft storm management plan to accompany the design plans for City review and comment.

**Task 9.3. 90% Design Drawings.** The BKF team will advance the preliminary design drawings to a 90% design level and will provide the following additional details within the project drawings:

Lot 1 & Ferry Terminal/Plaza Improvements (if applicable) Improvement Drawings:

- Sections, elevations, details
- Parking layout, signage and striping

- Construction details (including for accessibility)
- Major component and equipment sizing and criteria
- Lighting layouts and details
- Utilities, including relocations and adjustments (City-owned)
- Landscaping and irrigation

**Task 9.4. Draft Technical Specifications.** In general, the project is anticipated to utilize Marin Uniform Construction standards or Caltrans 2018 standard plans and specifications. Where required to amend or supplement the standard specifications, the BKF team will prepare a draft of the special provisions for the project.

**Task 9.5. Draft Opinion of Probable Cost.** The BKF team will prepare an Opinion of Probable Cost in Excel format which shall follow the format of the Project bid schedule.

*Task 9 Deliverables:*

- Design Development Memorandum
- 90% Plans (four half-size sets and pdf format)
- Specifications (.doc and pdf formats)
- Draft Opinion of Probable Cost (.xls and pdf formats)

## **TASK 10 – DESIGN DEVELOPMENT OUTREACH/PUBLIC INVOLVEMENT**

**Task 10.1. Facilitate Workshops.** The BKF team will prepare materials for and facilitate the public outreach workshops identified in the public outreach plan, which may include public notifications, sending of mailers, feedback surveys, and preparation of meeting and notification materials. We envision a final meeting for each key group of stakeholders: the Public, Technical Advisory Committee, and Community Advisory Committee. The approach for each will be unique to the individual groups depending on their interest and the level to which the project affects them. We aim our proposed scope at providing focused opportunities for meaningful input and decision-making to avoid conflicts as we advance the study of alternatives. BKF will document and record feedback received during the outreach process and meetings and will summarize what is learned at each. This task assumes up to one (1) outreach meetings for this phase of the project.

*Task 10 Deliverables:*

- Meeting Materials

## **TASK 11 – BID DOCUMENTS**

**Task 11.1. Design Development Memorandum.** We will prepare a technical memorandum which details any deviations the bid-ready design may have from the approved design development, including response to documented City comments.

**Task 11.2. 100% Design Drawings (“Bid Set”).** The BKF team will advance the 90% design drawings to finalized, bid-ready construction documents suitable for advertisement. Drawings shall be signed and sealed by a licensed engineer and shall conform to applicable laws and requirements in effect at the time of preparation at the location of the Project.

**Task 11.3. Technical Specifications.** The BKF team will finalize the special provisions required for the project.

**Task 11.4. Bid Form, Bid Schedule, and Opinion of Probable Cost.** We will prepare the front-end Bid Form and the Bid Schedule for inclusion with the advertisement package. We will also finalize the Opinion of Probable Cost in Excel format which shall follow the format of the Project bid schedule. Backup data will be provided for lump sum items as necessary.

**Task 11.5. Project Background Documentation.** The BKF team will provide necessary backup information generated during design development. The following are anticipated background items:

- Engineering Calculations
- Updated Overall Project Schedule

**Task 11.6. Permitting Coordination.** Based on the information collected in Task 5, the BKF team will submit applications for permits to the applicable agencies. Permit Applications submittals shall occur when drawings are nearing completion. We will coordinate with the City on submittals for processing as necessary. This task assumes the City will pay all plan check and permitting fees necessary for these agency reviews.

**Task 11.7. Final Bid Documents.** Following final City approval of 100% design documents for advertisement, the BKF team will prepare final bid documents and provide in City-specified format.

*Task 11 Deliverables:*

- Design Development Memorandum
- 100% Plans (four half-size sets and pdf format)
- 100% Specifications (.doc and pdf formats)
- 100% Opinion of Probable Cost (.xls and pdf formats)
- Final Bid Documents
  - o Plans (two full-size sets, 1 mylar set, and pdf format)
  - o Specifications Outline (.doc and pdf formats)
  - o Opinion of Probable Cost (.xls and pdf formats)
  - o Bid List & Schedule (.xls/.doc and pdf formats)

## **PHASE FOUR – BID & CONSTRUCTION**

Not included.

### **III. SCOPE QUALIFICATIONS AND ASSUMPTIONS**

BKF's 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. Any participation in non-adversarial procedures or other right to repair items is considered as additional services. For the scope of work identified, we have assumed the following:

## 1) Basis of Design and Site Information

- a) **Geotechnical Report:** A geotechnical report for the project is not included in the BKF Team's scope of services.
- b) **Existing Utilities:** Unless otherwise indicated or provided by others, any existing utilities identified on BKF's drawings/plans are based on information obtained by BKF, or provided to BKF, and may not be accurately documented in their horizontal location or vertical profile. Other utilities may be present that were not disclosed.
- c) **Potholing:** Potholing services are not included in this proposal unless specifically identified.
- d) **Existing Utility Capacities:** Unless otherwise addressed, existing utilities have adequate capacity to serve the proposed improvements, that they are adjacent to the site frontage and do not require main extensions, and that utility system capacity studies are not required.
- e) **Site Plan:** At the completion of the Design Development phase, the site plan is final and only minor alterations will be made. Any significant changes from the may necessitate additional fees.
- f) **Title Report:** A current title report for the property will be provided by the owner.

## 2) Phasing, Delivery and Deliverables

- a) **Phasing:** The project will be permitted and constructed in one phase and that construction phasing plan(s), or interim condition plans, will not be required for this project. Proposal does not include preparing and processing split construction permits for demolition, rough grading, backbone utilities, etc.
- b) **Drawings:** All drawings will be prepared in AutoCAD format. We will submit copies of all drawings in both electronic and paper format. The signed and sealed documents will serve as the instrument of service, AutoCAD and other supporting documents will be provided as a courtesy.
- c) **Building Information Modeling (BIM):** We have not included time to convert civil 3D design or existing conditions AutoCAD files into BIM model files.

## IV. COMPENSATION

### 1. BASE SCOPE OF WORK

BKF proposes to provide the services on a time and materials basis not-to-exceed \$246,450. We will invoice for our services monthly based on the level of effort provided by the team. Please refer to the attached exhibit A for a breakdown of estimated level of effort. If the estimated fees and efforts are acceptable, we will provide appropriate 10-H forms for contract negotiations.

For tasks requested by the City 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.

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  
Vice President