CITY OF SUSANVILLE

66 North Lassen Street ◆ Susanville CA

Brian R. Wilson, Mayor

Nicholas B. McBride, Mayor pro tem

Lino P. Callegari Rod E. De Boer Kathie Garnier

SUSANVILLE COMMUNITY DEVELOPMENT AGENCY SUSANVILLE MUNICIPAL ENERGY CORPORATION SUSANVILLE PUBLIC FINANCING AUTHORITY

Susanville City Council
Regular Meeting ◆ City Council Chambers
March 16, 2016 * 6:00 p.m.

Call meeting to order
Roll call of Councilmembers present

Next Resolution No. 16-5272
Next Ordinance No. 16-1005

1 **APPROVAL OF AGENDA**: (Additions and/or Deletions)

2 **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS** (if any): Any person may address the Council at this time upon any subject for discussion during Closed Session.

3 **CLOSED SESSION**:

A PUBLIC EMPLOYMENT – pursuant to Government Code §54957:

1. All Employees
2. **Agency Negotiator: Jared G. Hancock**
   Bargaining Unit: Fire Fighters

4 **RETURN TO OPEN SESSION**: (recess if necessary)

- *Reconvene in open session at 7:00 p.m.*
- *Pledge of allegiance*
- *Report any changes to agenda*
- *Report any action out of Closed Session*
- *Moment of Silence or Thought for the Day: Dan Newton*
- *Proclamations, awards or presentations by the City Council*
  1. **CA Society of Municipal Finance Officers CAFR Award**

5 **BUSINESS FROM THE FLOOR**:

Any person may address the Council at this time upon any subject **not on the agenda** within the jurisdiction of the City Council. However, any matter that requires action will be referred to staff for a report and action at a subsequent meeting. Presentations are subject to a five-minute limit.

6 **CONSENT CALENDAR**:

All matters listed under the Consent Calendar are considered to be routine by the City Council. There will be no separate discussion on these items. Any member of the public or the City Council may request removal of an item from the Consent Calendar to be considered separately.

A Receive and file minutes from City Council's February 17, 2016 meeting

B Approve vendor warrants numbered 96573 through 96662 for a total of $357,401.47 including $100,187.64 in payroll warrants

C Receive and file monthly Finance Reports: February 2016

7 **PUBLIC HEARINGS**: No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS**:
Commission/Committee Reports:

9 **NEW BUSINESS**:

A Consider **Resolution No. 16-5266** authorizing application for grant for funding the preparation of Hazardous Mitigation Plan

B Consider **Resolution No. 16-5269** approving contract with R.E.Y. Engineers, Inc. to prepare the Project Approval and Environmental Document (PA&ED) for the Susanville Gateway Project

C Consider **Resolution No. 16-5270** authorizing Mayor to execute agreement with the Lassen High School District for use of Diamond Mountain Golf Course

D Consider **Resolution No. 16-5271** authorizing Agreement for Administrative Staff Services for the Honey Lake Valley Recreation Authority

10 **SUSANVILLE COMMUNITY DEVELOPMENT AGENCY**: No business.

11 **SUSANVILLE MUNICIPAL ENERGY CORPORATION**: No business.

12 **CONTINUING BUSINESS**:

A Consider **Resolution No. 16-5267** authorizing execution of contract with Dig It, Construction for completion of Project No. 15-03, 2015 STIP Pavement Project 'SC'

B Consider **Resolution No. 16-5268** authorizing execution of contract with Dig It, Construction for completion of Project No. 15-04, 2015 STIP Pavement Project 'SC-1"

C Consider 2016 Community Development Block Grant (CDBG) Program Application

13 **CITY ADMINISTRATOR'S REPORTS**:

A Golf Course Update

14 **COUNCIL ITEMS**:

A AB1234 travel reports:

15 **ADJOURNMENT**:

- ***The next regular City Council meeting will be held on April 6, 2016 at 6:00 p.m.***

Reports and documents relating to each agenda item are on file in the Office of the City Clerk and are available for public inspection during normal business hours and at the meeting. These reports and documents are also available at the City's website www.cityofsusanville.org, unless there were systems problems posting to the website.

Accessibility: An interpreter for the hearing-impaired may be made available upon request to the City Clerk seventy-two hours prior to a meeting. A reader for the vision-impaired for purposes of reviewing the agenda may be made available upon request to the City Clerk. The location of this meeting is wheelchair-accessible.

REVISED

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for March 16, 2016 in the areas designated on March 11, 2016.

Gwenna MacDonald, City Clerk

AGENDA ITEM NO. 4-1

Reviewed by: XGH City Administrator
____ City Attorney

___ Motion only
___ Public Hearing
___ Resolution
___ Ordinance
X Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: March 16, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Award for Outstanding Financial Reporting Fiscal Year 2014/2015

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The City of Susanville received an award on its Comprehensive Annual Financial Report (CAFR) for outstanding financial reporting. The California Society of Municipal Finance Officers (CSMFO) has reviewed the City's annual financial report for fiscal year 2014/2015 and found that the report meets all the criteria set by the award program.

To get the award, the CAFR must be prepared in conformance with generally accepted accounting principles in all material respects, be audited in accordance with generally accepted auditing standards by an independent accountant, and include certain statistical information. This is the 11th year in a row that the City has received this award.

FISCAL IMPACT: None

ACTION REQUESTED: Information only.

ATTACHMENTS: Certificate of Award

AGENDA ITEM NO. 6A

Reviewed by: KH City Administrator
____ City Attorney

X Motion Only
____ Public Hearing
____ Resolution
____ Ordinance
____ Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: March 16, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's February 17, 2016 meeting

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's February 17, 2016 meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's February 17, 2016 meeting.

ATTACHMENTS: Minutes: February 17, 2016

SUSANVILLE CITY COUNCIL
SUSANVILLE COMMUNITY DEVELOPMENT AGENCY
SUSANVILLE MUNICIPAL ENERGY CORPORATION
SUSANVILLE PUBLIC FINANCING AUTHORITY
Regular Meeting Minutes
February 17, 2016 – 6:00 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130

Meeting was called to order at 6:00 p.m. by Mayor pro tem McBride.

Roll call of Councilmembers present: Kathie Garnier, Rod E. De Boer, Lino P. Callegari and Nicholas McBride. Absent: Brian R. Wilson.

Staff present: Jared G. Hancock, City Administrator; Jessica Ryan, City Attorney; and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

Mr. Hancock reported that attachments had been provided for reference only on Item 12A and Item 12B, and the information contained therein was already summarized in the respective staff reports.

Motion by Councilmember Garnier, second by Councilmember Callegari, to approve the agenda with the addition of attachments to Items 12A and 12B; motion carried. Ayes: Garnier, De Boer, Callegari and McBride. Absent: Wilson.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

3 CLOSED SESSION: At 6:02 p.m. the Council recessed to Closed Session to discuss the following:
A PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
All Employees

Closed Session recessed at 6:59 p.m.

4 RETURN TO OPEN SESSION: At 7:05 p.m. the City Council reconvened in Open Session.
Staff present: Jared G. Hancock, City Administrator; Jessica Ryan, City Attorney; Thomas Downing, Police Chief; James Moore, Fire Chief; Dan Newton, Public Works Director; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk.

Mr. Hancock reported that prior to Closed Session, the City Council approved the agenda with the addition of attachments to Items 12A and 12B. During Closed Session, the City Council gave direction to staff but there was no reportable action taken.

Jared Hancock provided the Thought of the Day.

5 BUSINESS FROM THE FLOOR:

Raymond Stout discussed concerns regarding traffic speeds and safety for the children at the McKinley School. He requested that the City Council take action to reduce the speed limit to 15 mph, and install a blinking yellow light to ensure the safety of the students.

Councilmember De Boer stated that he was in complete agreement with Mr. Stout.

Mayor pro tem McBride commented that the speed limit in Reno for all school zones is 15 mph.

Councilmember Garnier added that the reduced speed limits and flashing yellow lights in school zones is very effective.

Mr. Hancock suggested bringing the item back at the next meeting to discuss the process for reducing the speed limit.

Mayor pro tem McBride requested that staff also contact the School regarding the discussions.

Councilmember Garnier requested separate discussion of Item 6A.

Mayor pro tem McBride requested separate discussion of Item 6D.

6 **CONSENT CALENDAR**: Mayor pro tem McBride reviewed the items on the Consent Calendar:

- A Receive and file minutes from City Council's January 6 and 20, 2016 meetings
- B Approve vendor warrants numbered 96371 through 96478 for a total of $259,363.00 including $100,259.19 in payroll warrants
- C Receive and file Finance Reports: January 2016
- D Receive and file Quarterly TOT report

Motion by Councilmember De Boer, second by Councilmember Callegari, to approve Item 6B and Item 6C; motion carried. Ayes: Garnier, De Boer, Callegari and McBride. Absent: Wilson.

Councilmember Garnier pointed out a discrepancy in the election filing deadline date on Item 9A of the January 6, 2016 minutes. Ms. MacDonald clarified that it was a typographical error and clarified the filing deadline is March 11, 2016 with a five-day extension to March 16th if any of the incumbents choose not to run for office.

Motion by Councilmember Callegari, second by Councilmember Garnier, to approve Item 6A; motion carried with Councilmember De Boer abstaining. Ayes: Garnier, Callegari and McBride. Abstain: De Boer. Absent: Wilson.

Mayor pro tem McBride requested that a report be brought to the City Council summarizing the collection of Transient Occupancy Tax, the use of the tax, and any agreements or discussions regarding the commitment of funding.

Motion by Councilmember Callegari, second by Councilmember Garnier, to approve Item 6D; motion carried. Ayes: Garnier, De Boer, Callegari and McBride. Absent: Wilson.

7 **PUBLIC HEARINGS**: No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS**: None.
Commission/Committee Reports:

9 **NEW BUSINESS**:

9A Consider Resolution No. 16-5255 authorizing Mayor to execute Annual Certification of Army Materiel Status for the GPF M1917/18 Series Gun, Serial Number 884, located at Susanville Memorial Park Mr. Hancock explained that the City is in possession of equipment that is currently on display at the Memorial Park and as part of the agreement with the U.S. Army, must update the agreement every year and certify that the equipment is being maintained in its original condition.

There were no comments or questions.

Motion by Councilmember De Boer, second by Councilmember Garnier, to approve Resolution No. 16-5255; motion carried. Ayes: Garnier, De Boer, Callegari and McBride. Absent: Wilson.

9B Consider Resolution No. 16-5256 authorizing annual Certificate of Materiel status for UH-1 Huey Helicopter and AH-1 Cobra Helicopter on static display at Susanville Municipal Airport Mr. Hancock explained that the item is related to the helicopters on display at the Susanville Municipal Airport. An annual certification is required per the terms of the agreement with the U.S. Army to ensure that the City is in possession of the equipment and that it is displayed and maintained in the appropriate manner.

There were no comments or questions.

Motion by Councilmember Garnier, second by Councilmember De Boer, to approve Resolution No. 16-5256; motion carried. Ayes: Garnier, De Boer, Callegari and McBride. Absent: Wilson.

9C Consider Resolution No. 16-5257 authorizing loan agreement with National Museum of the US Air Force for static display at Susanville Municipal Airport Mr. Hancock explained that a similar agreement is required with the U.S. Air Force for the Phantom Jet on display at the Susanville Municipal Airport. Mr. Hancock also expressed his appreciation for staff's initiative and commitment in keeping the equipment clean and working with the Army and Air Force to properly maintain the equipment for display.

There were no questions or comments.

Motion by Councilmember De Boer, second by Councilmember Garnier, to approve Resolution No. 16-5257; motion carried. Ayes: Garnier, De Boer, Callegari and McBride. Absent: Wilson.

9D Consider Resolution No. 16-5258 authorizing sale of Fire Department SCBA surplus equipment Chief Moore explained that when the City was awarded the Assistance to Firefighters Grant from Federal Emergency Management Agency (FEMA) the Department was able to purchase new SCBA packs, bottles and masks. The new packs, bottles and masks have been received and are in service and now staff is requesting authorization to declare the old equipment that has been replaced as surplus, and authorize its sale. The Department has 31 SCBA backpacks, 52 face masks and 59 4,500 psi air bottles available. The air bottles still have a market value and staff proposes to offer these for sale on Western Chiefs and the Fire Trader sites prior to auction. The face masks have no market value, however the Lassen College Fire Science program is interested in using them for training purposes only, so staff is proposing

to sell the lot of masks to the College for $1.00. Chief Moore added that the Susan River Fire Department has expressed interest in obtaining he fill compressor.

There were no questions or comments.

Motion by Councilmember Callegari, second by Councilmember Garnier, to approve Resolution No. 16-5258; motion carried with Mayor pro tem McBride abstaining. Ayes: Garnier, De Boer and Callegari. Abstain: McBride. Absent: Wilson.

9E Consider Resolution No. 16-5259 accepting the City of Susanville's Single Audit Report for Fiscal Year Ending June 30, 2015 Ms. Savage reported that as a recipient of Federal funding in excess of $500,000 in one fiscal year, the City of Susanville is required to have a Single Audit performed. The City has been audited for compliance requirements as described in the OMB Circular A-133 in the areas of internal controls, compliance with requirements of laws, regulations, contracts and grants applicable to its Federal programs by the firm of Badawi and Associates. The City has received an unmodified opinion on the report. The report must be completed and accepted by the City in order to maintain eligibility for Federal funding.

There were no questions or comments.

Motion by Councilmember Garnier, second by Councilmember De Boer, to approve Resolution No. 16-5259; motion carried. Ayes: Garnier, De Boer, Callegari and McBride. Absent: Wilson.

9F Consider Resolution No. 16-5260 granting authority to advertise bids for PN 16-03 Water Main Replacement and City Clerk to execute the notice of inviting bids and authorize funding for PN 16-03. Mr. Newton explained that as a result of research related to the water study, the Public Works Department has identified additional sections of water main that may be at risk and require replacement. City staff has prepared plans, specifications and an engineer's estimate for the installation of new water mains in select areas of the City where leaks continue to be problematic and place the water system at further risk. The streets identified are included in the street rehabilitation projects that will be completed this year. The City Engineer's cost for these project locations is currently estimated at $292,000 for the base bid plus five percent in contingencies and five percent for construction engineering for a total project cost of approximately $366,000. This cost is based upon the installation of new 6" PVC water main installed at locations on Fifth Street from Ash to Spruce Street and on North Union Street from Nevada to North Street. If the bids received are lower than anticipated, locations on Third Street from Cedar to Park Street and Third Street from Ash to Hall Street would also be considered. Funding for the project would be from the Water Capital Improvement Fund 7114, which currently has a balance in excess of $600,000 identified for the purpose of replacing the City's water infrastructure system.

There were no comments or questions.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve Resolution No. 16-5260; motion carried. Ayes: Garnier, De Boer, Callegari and McBride. Absent: Wilson.

9G Consider Resolution No. 16-5262 authorizing agreement with Adams Ashby for 2016 CDBG consulting services Mr. Hancock explained that the Department of Housing has announced that the Notice of Funding Availability will be released in the next few weeks, with the application for CDBG funding to be available soon after. The City has been working to ensure that all of the required documents

are in place, including the Housing Element that will be coming to City Council for action. Staff is proposing to contract services to assist in the preparation of the grant application. The firm of Adams Ashby Group, Inc. has a proven track record of success and a significant amount of insight into the program to allow the City to put together the most competitive application possible. In addition, they had the most competitive cost proposal in an amount not to exceed $4,500 which will be funded from Program Income as an eligible General Administrative cost. Staff is requesting authorization to contract with Adams Ashby Group, Inc. to assist with public workshops and preparation of the 2016 Community Development Block Grant application.

Mayor pro tem McBride asked if staff is expecting a better outcome by utilizing the services of Adams Ashby Group, Inc.

Mr. Hancock responded that while staff will still be very involved in the application process, the firm has extensive knowledge of the criteria required, areas in the community that would be most competitive, and the ability to assist in presenting the most competitive application for funding as possible. The first application workshop is scheduled for Friday, February 19th, and they would be assisting in sharing program information and receiving input from the public regarding community priorities and funding goals.

Motion by Councilmember Garnier, second by Councilmember Callegari, to approve Resolution No. 16-5262; motion carried. Ayes: Garnier, De Boer, Callegari and McBride. Absent: Wilson.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS:

12A Consider Resolution No. 16-5251 Notice to Award and execute agreement for STIP Overlay Project 15-03 Mr. Newton explained that Public Works staff has prepared plans and specifications for the installation of 2.5" thick Type B asphalt pavement over existing City streets at various locations. The project includes additional work including making localized repairs to sub-grade, re-establishing proper street profiles and cross slopes, the required upgrading of existing American with Disabilities Act (ADA) access ramps at adjacent street intersections and the repair of isolated areas to replace damaged curb, gutter and sidewalk.

The following streets are included in Project No. 15-03:

i. Fifth Street from Grand Avenue to Ash Street;
ii. North Union Street between Main and North Streets;
iii. Carroll Street between Lassen and Mill Streets;
iv. Hill Street west of North Roop Street;
v. Inspiration Drive east of Harris Drive;
vi. Long and Lovell Alleys north of Hill and west of North Roop Street;

The locations selected have been revised from previous lists submitted to the City Council and were based upon locations that require the least amount of additional work related to ADA ramp replacement and include utility relocation and right of way acquisition.

The City Engineer's estimate for the project was $777,069 for the base bid excluding any contingencies, and the lowest responsible bid from Dig-It Construction Inc. was $694,017.00, which is 11.97 percent lower than estimated. Change orders and construction engineering estimated at less than 10 percent and 15 percent respectively result in a total estimated project cost of $867,522. The funding allotted for the project from the State Transportation Improvement Program (STIP) is set at $963,000. With the estimated costs to the project, this leaves approximately $95,478 for additional work.

The City also received additive bids for Brookwood, Meadowood and Oakridge east of Cherry Terrace as part of this project and the low additive bid on these locations from Dig-It was $187,791 for a total of $234,739 including estimated increases for change orders and construction engineering. Staff will be pursuing opportunities for cost savings during the course of the project to free up programmed funds for the additive street locations. If staff is successful with its request for permission from Caltrans, and funds are available within the allocation including additional locations, staff will be making subsequent presentations to the City Council regarding additional funding.

Mayor pro tem McBride observed that Fifth Street has very heavy use, and asked if an overlay would be adequate considering the high traffic volume.

Mr. Newton responded that some streets will require more extensive rehabilitation than others, depending on the usage.

There was a discussion regarding options to obtain more funding from users who cause more wear and tear on the pavement.

Motion by Councilmember Callegari, second by Councilmember Garnier, to approve Resolution No. 16-5251; motion carried. Ayes: Garnier, De Boer, Callegari and McBride. Absent: Wilson.

Mr. Hancock added that he wanted to publicly thank Director Newton for providing the update and wanted to acknowledge his time and staff's time that has been dedicated to bringing these projects forward. It is a relatively short process to get the resolution and City Council approval, but improvement of City streets has been something that the City Council has made a priority and it takes years to put these projects together and it is important for the public to be aware of that process. The City receives funding through gas taxes for street repairs and it is a very small amount of money that does not go far. The utilization of STIP funding is a rigorous process that includes defining the project, including it on the Regional Transportation Plan, on the STIP funding plan, and making annual adjustments as the State revises the requirements of the program. It takes hundreds of hours to get a project developed and repaving projects are not a priority with the State, and are often one of the first things to get dropped as funding is reprioritized. Other communities are losing projects due to that reprioritization, but by developing relationships with State level staff and keeping the process on track, Susanville has been able to keep projects moving forward to retain that funding. The City will be receiving close to $10 million in project funding in the next five years from Regional and State resources, and it is not funding that is received automatically. Mr. Hancock explained that it translates into safer streets and improved neighborhoods, and as people notice the newer streets it will increase the pride people have in their property which in turn improves the community as a whole. He acknowledged the work that Director Newton and his department contribute in that process.

Councilmember Garnier agreed, stating that it is one more amenity that keeps people in Susanville.

Mr. Newton thanked Mr. Hancock and the Council for their support, adding that it would not be possible without the hard work and dedication of Mr. Gibbs and the Engineering staff.

12B Consider Resolution No. 16-5252 notice to award and execute agreement for STIP Overlay Project 15-04 Mr. Newton explained that this project is very similar, however relates to different streets in the following locations:

i. Quarry Street (includes extending);
ii. South Pine Street from Court to Cottage Street;
iii. South Roop Street Extension adjacent to the cemetery;
iv. South Union Street between Cottage and Main Street;
v. View Drive north of Pine Street;
vi. Shasta Street from Modoc to Tehama Street;
vii. Sierra Street from Modoc to Tehama Street;
viii. Tehama Street between Sierra and Shasta Streets;
ix. Wall Street east of Richmond Street;
x. Shawn Way east of Paiute Road

Dig It Construction, Inc. is again the lowest responsible bidder, with a base bid of $664,371.00. With the City Engineer's estimate of $666,030.00 for the base bid, the lowest responsible bid was 0.25 percent lower than estimated. With change orders and construction engineering, the total estimated project cost is $830,464. Funding is allotted from the STIP program and is set at $866,000. Based upon the estimated project costs this leaves approximately $35,536 for additional work.

The City received additive bids for Third Street between Ash and Oak Street at the location of the recent water main replacement project. The low additive bid on these locations from Dig-It Construction was $238,886 for a total of $298,607, including estimated increases for change orders and construction engineering. Mr. Newton explained that staff will be pursuing opportunities for cost savings during the course of the project to free up programmed funds for the additive street locations. These include implementing the projects simultaneously which allows savings in staffing and testing costs. He added that the project will be entirely funded by the STIP program.

Motion by Councilmember Garnier, second by Councilmember Callegari, to approve Resolution No. 16-5252; motion carried. Ayes: Garnier, De Boer, Callegari and McBride. Absent: Wilson.

An unidentified member of the audience requested clarification on the action taken in regards to the project total.

Mr. Newton responded that the action was to award the project to Dig-it Construction for the base bid only.

Mayor pro tem McBride asked if the gas taxes for funding the STIP program were from taxes paid in the region only, or if they are collected from gas sales throughout the State.

Mr. Newton explained that the funding calculation is a fairly complicated formula utilized by the State that is based upon who is buying the most gas, so it is not necessarily based upon taxes paid in the northern region only.

13 CITY ADMINISTRATOR'S REPORTS:

13A Report on SB 876 (Liu) Homeless 'Right to Rest' Mr. Hancock reported that as the legislative session at the State progresses, there are a lot of bills that are introduced, and staff monitors and receives periodic updates on those which have the potential to cause significant impact on small cities and counties. Senator Liu has introduced Senate Bill 876 which is being referred to as the Homeless Right to Rest, and if passed, the bill would prohibit any regulation or prohibitions related to camping, resting, or setting up space on public properties or plazas. It would go against laws that the City of Susanville has on the books related to camping on public properties, and it is staff's recommendation to write opposition letters to the respective Senate Committee members in order to allow local agencies, cities and counties the ability to be able to regulate and address the issue on a local level.

Councilmember Garnier expressed support of sending opposition letters, and commended Mr. Hancock on staying on top of the issues that could impact the City.

It was the consensus of the City Council to send a letter of opposition regarding Senate Bill 876.

13B Rob's Way Update Mr. Hancock explained that another project that is nearing completion is the dedication of a memorial on the street that was formerly referred to as River Street. With the development of the Tractor Supply and other businesses in the area the street was repaved, reconfigured and it was deemed appropriate to rename the street. The City Council voted to name the street in memory of Officer Rob McElrath, and as part of the renaming an area was identified to install a small memorial for him. The area is approximately half way up the block towards Tractor Supply, it is off Main Street, and is a quiet area with a view of the Diamond Mountains and the new Court House. The area will be approximately three feet by six feet, with stamped concrete that is set back from the sidewalk with a metal bench and two retractable vases where the family can put flowers during events. The vases can recess back into the concrete when not in use. In addition, there will be a plaque attached to the back of the bench recognizing Rob's service to the community. Staff has been working with the family to finalize the language that will be on the plaque, and are hoping to formalize the dedication sometime in the spring.

14 COUNCIL ITEMS: No business.

14A AB1234 travel reports:

15 ADJOURNMENT:

Motion by Councilmember De Boer, second by Councilmember Callegari, to adjourn; motion carried unanimously. Ayes: Garnier, McBride, De Boer and Callegari. Absent: Wilson.

Meeting adjourned at 7:52 p.m.

Respectfully submitted by

_____

Nicholas McBride, Mayor pro tem

*Approved on:*_____

_____

Gwenna MacDonald, City Clerk

AGENDA ITEM NO. 6B

Reviewed by: JCH City Administrator
___ City Attorney

X Motion only
___ Public Hearing
___ Resolution
___ Ordinance
___ Information

Submitted by: Deborah Savage, Finance Manager

Action Date: March 16, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated February 25th through March 9th numbered 96573 through 96662

FISCAL IMPACT: Accounts Payable vendor warrants totaling $ 257,213.83 plus $ 100,187.64 in payroll warrants, for a total of $357,401.47

ACTION REQUESTED: Motion to receive and file.

ATTACHMENTS: Payments by vendor and transmittal check registers.

Report Criteria:
Report type: GL detail
Check.Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
02/16	02/25/2016	96573	53		RETIREMENT INCENTIVE 3/16	022316	1	7610-2239-007	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 022316:										930.00	930.00
02/16	02/25/2016	96574	8438		LCAPD WOODSTOVE REBATE	022316	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 022316:										1,500.00	1,500.00
02/16	02/25/2016	96575	68	BECKWITH MD, DAVID R	DMV PHYSICAL-FIRE	022216	1	1000-422-10-43	PROFESSIONAL SVCS	180.00	180.00
Total 022216:										180.00	180.00
02/16	02/25/2016	96576	76	BILLINGTON ACE HARD	ELECTRICAL BOX PARTS-GAS	349824	1	7401-430-62-46	SUPPLIES-GENERAL	32.41	32.41
Total 349824:										32.41	32.41
02/16	02/25/2016	96576	76	BILLINGTON ACE HARD	SPRAY PAINT-GAS	350005	1	7401-430-62-46	SUPPLIES-GENERAL	18.11	18.11
02/16	02/25/2016	96576	76	BILLINGTON ACE HARD	SPRAY PAINT-WATER	350005	2	7110-430-42-46	SUPPLIES-GENERAL	18.11	18.11
Total 350005:										36.22	36.22
02/16	02/25/2016	96576	76	BILLINGTON ACE HARD	BUSHINGS-GAS	350014	1	7401-430-62-46	SUPPLIES-GENERAL	10.33	10.33
Total 350014:										10.33	10.33
02/16	02/25/2016	96576	76	BILLINGTON ACE HARD	LOCK MEM PARK BATHROOM-	350804	1	1000-452-20-46	SUPPLIES-GENERAL	15.15	15.15
Total 350804:										15.15	15.15
02/16	02/25/2016	96577	110		REIMBURSE HEALTH INS	022316	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	431.50	431.50
Total 022316:										431.50	431.50
02/16	02/25/2016	96578	1354	CENTRAL JANITOR'S SU	PAPER TOWELS-FIRE	680838	1	1000-422-10-46	SUPPLIES-JANITORIAL	445.99	445.99

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 680838:										445.99	445.99
02/16	02/25/2016	96579	1530	CHAMPION CHEVROLET	TRANSMISSION REPAIR #61-G	293964	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	5,666.86	5,666.86
Total 293964:										5,666.86	5,666.86
02/16	02/25/2016	96580	174	DATEMA, STEVEN K.	AIRPORT MANAGER 7/1/15 - 2/2	022316	1	7201-430-81-43	TECHNICAL SVCS	1,889.31	1,889.31
Total 022316:										1,889.31	1,889.31
02/16	02/25/2016	96581	1261	DIAMOND TRUCK AND A	SEAT BELT REPAIR #E621-FIRE	3060	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	177.50	177.50
Total 3060:										177.50	177.50
02/16	02/25/2016	96582	8440		REFUND WATER DEPOSIT	10429100026	1	7110-2228-000	DEPOSITS-CUSTOMER	33.09	33.09
Total 10429100026:										33.09	33.09
02/16	02/25/2016	96583	1433	DOYLE TOWING AND RE	FLAT/TOW REPAIR #86-PD	10041196	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	145.00	145.00
Total 10041196:										145.00	145.00
02/16	02/25/2016	96584	219	ED STAUB & SONS PETR	209.72 GAL PROPANE-AIRPOR	0217963	1	7201-430-81-46	PROPANE	299.41	299.41
Total 0217963:										299.41	299.41
02/16	02/25/2016	96585	238	FASTENAL COMPANY	MISC. PARTS FOR ENGINES-FI	69553	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	253.12	253.12
Total 69553:										253.12	253.12
02/16	02/25/2016	96586	241	FEATHER PUBLISHING C	USE PERMIT HEARING PO#773	PO#7735	1	1000-419-10-45	ADVERTISING	51.45	51.45
Total PO#7735:										51.45	51.45
02/16	02/25/2016	96586	241	FEATHER PUBLISHING C	CDBG HEARING PO#7736	PO#7736	1	1000-419-10-45	ADVERTISING	39.20	39.20
Total PO#7736:										39.20	39.20

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
02/16	02/25/2016	96587	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	579385A	1	7112-430-42-43	TECHNICAL SERVICES	27.00	27.00
Total 579385A:										27.00	27.00
02/16	02/25/2016	96587	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	670227A	1	7110-430-42-43	TECHNICAL SVCS	133.00	133.00
Total 670227A:										133.00	133.00
02/16	02/25/2016	96587	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	670232A	1	7110-430-42-43	TECHNICAL SVCS	85.00	85.00
Total 670232A:										85.00	85.00
02/16	02/25/2016	96587	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	670233A	1	7112-430-42-43	TECHNICAL SERVICES	27.00	27.00
Total 670233A:										27.00	27.00
02/16	02/25/2016	96588	825	FIRENET LASSEN	DISPATCHING SER 2015-FIRE	SUS201501	1	1000-422-10-45	DISPATCH CONTRACT	13,225.00	13,225.00
Total SUS201501:										13,225.00	13,225.00
02/16	02/25/2016	96589	257	FOREST OFFICE EQUIP	COPY PAPER	491	1	1000-417-10-46	SUPPLIES-GENERAL	202.10	202.10
Total 491:										202.10	202.10
02/16	02/25/2016	96590	265	FRONTIER	257-0315 AWOS AIRPORT	0315 021516	1	7201-430-81-45	COMMUNICATIONS	42.64	42.64
Total 0315 021516:										42.64	42.64
02/16	02/25/2016	96590	265	FRONTIER	257-1045 P/W ENGINEERING	1045 021516	1	7620-430-10-45	COMMUNICATIONS	50.86	50.86
Total 1045 021516:										50.86	50.86
02/16	02/25/2016	96590	265	FRONTIER	257-1182 NAT GAS TELEMETRY	1182 021016	1	7401-430-62-45	COMMUNICATIONS	35.32	35.32
Total 1182 021016:										35.32	35.32
02/16	02/25/2016	96590	265	FRONTIER	252-4247 LASSEN CO AIR POLL	24247 021016	1	7620-430-11-45	COMMUNICATIONS	169.50	169.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 24247 021016:										169.50	169.50
02/16	02/25/2016	96590	265	FRONTIER	257-2845 DEBI'SROLL OVER	2845 021516	1	7620-430-10-45	COMMUNICATIONS	64.51	64.51
Total 2845 021516:										64.51	64.51
02/16	02/25/2016	96590	265	FRONTIER	257-4725 CITY HALL FAX	4725 021516	1	1000-415-10-45	COMMUNICATIONS	36.76	36.76
02/16	02/25/2016	96590	265	FRONTIER	257-4725 CITY HALL FAX	4725 021516	2	1000-419-10-45	COMMUNICATIONS	36.76	36.76
Total 4725 021516:										73.52	73.52
02/16	02/25/2016	96590	265	FRONTIER	257-5152 FIRE	5152 021016	1	1000-422-10-45	COMMUNICATIONS	492.72	492.72
Total 5152 021016:										492.72	492.72
02/16	02/25/2016	96590	265	FRONTIER	257-5603 POLICE	5603 021016	1	1000-421-10-45	COMMUNICATIONS	893.95	893.95
Total 5603 021016:										893.95	893.95
02/16	02/25/2016	96591	8437		LCAP WOODSTOVE REBATE	021616	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 021616:										1,500.00	1,500.00
02/16	02/25/2016	96592	298	HAT CREEK CONSTRUC	WATER MAIN PROJECT 15-507-	020916	1	7114-430-43-44	CONSTRUCTION	41,379.00	41,379.00
Total 020916:										41,379.00	41,379.00
02/16	02/25/2016	96593	7282		TUITION REIM 2016-PD	022416	1	1000-421-10-42	TUITION REIMBURSEMENTS	700.00	700.00
Total 022416:										700.00	700.00
02/16	02/25/2016	96594	326	IIMC	G MACDONALD 2016 MEMBER	020916	1	1000-411-40-48	DUES AND MEMBERSHIPS	155.00	155.00
Total 020916:										155.00	155.00
02/16	02/25/2016	96595	8439		REFUND GAS DEPOSIT	10408206804	1	7401-2228-000	DEPOSITS-CUSTOMER	110.70	110.70

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 10408206804:										110.70	110.70
02/16	02/25/2016	96596	431	LEXIPOL LLC	3/16 - 2/17 MANUAL UPDATE SU	15923	1	1000-1430-105	PREPAID - OTHER	2,500.00	2,500.00
02/16	02/25/2016	96596	431	LEXIPOL LLC	3/16 - 2/17 MANUAL UPDATE SU	15923	2	1000-422-10-48	DUES AND MEMBERSHIPS	1,250.00	1,250.00
Total 15923:										3,750.00	3,750.00
02/16	02/25/2016	96597	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 021716	1	1000-452-30-46	ELECTRICITY	19.67	19.67
Total 10262 021716:										19.67	19.67
02/16	02/25/2016	96597	437	LMUD	SKYLINE DR WELL 4-WATER	29931 021016	1	7110-430-42-46	ELECTRICITY	24.75	24.75
Total 29931 021016:										24.75	24.75
02/16	02/25/2016	96597	437	LMUD	472-105 JOHNSTONVILLE WAT	350161 021716	1	7112-430-42-46	ELECTRICITY	261.43	261.43
Total 350161 021716:										261.43	261.43
02/16	02/25/2016	96597	437	LMUD	GLENN & CHERRY TR SCADA-	44298 021016	1	7110-430-42-46	ELECTRICITY	20.83	20.83
Total 44298 021016:										20.83	20.83
02/16	02/25/2016	96597	437	LMUD	PAIUTE LN SCADA-WATER	44316 021016	1	7110-430-42-46	ELECTRICITY	18.80	18.80
Total 44316 021016:										18.80	18.80
02/16	02/25/2016	96597	437	LMUD	BAGWELL SPRINGS SCADA-W	45542 021016	1	7110-430-42-46	ELECTRICITY	46.40	46.40
Total 45542 021016:										46.40	46.40
02/16	02/25/2016	96597	437	LMUD	WELL #3-WATER	4559 021716	1	7110-430-42-46	ELECTRICITY	53.35	53.35
Total 4559 021716:										53.35	53.35
02/16	02/25/2016	96598	8442		REFUND COMM CENTER DEPO	021816	1	1000-2228-009	DEPOSITS-COMM CENTER RE	50.00	50.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 021816:										50.00	50.00
02/16	02/25/2016	96599	445		RETIREMENT INCENTIVE 3/16	022316	1	7610-2239-007	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 022316:										930.00	930.00
02/16	02/25/2016	96600	1416		VOLUNTEER SHIFT 2/20/16-FIR	022216	1	1000-422-10-43	VOLUNTEERS	25.00	25.00
Total 022216:										25.00	25.00
02/16	02/25/2016	96601	473		REFUND CURB DEP 25 RUSSE	022216	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	880.00	880.00
Total 022216:										880.00	880.00
02/16	02/25/2016	96602	572	QUILL CORPORATION	MESSAGE BOOK, TISSUE-PW	3036053	1	7620-430-10-46	SUPPLIES-GENERAL	32.21	32.21
Total 3036053:										32.21	32.21
02/16	02/25/2016	96602	572	QUILL CORPORATION	HOOKS-PW	3128416	1	7620-430-10-46	SUPPLIES-GENERAL	18.26	18.26
Total 3128416:										18.26	18.26
02/16	02/25/2016	96603	1076	SIERRA COFFEE AND BE	BOTTLED WATER 2/23/16-PW	45733	1	7620-430-10-46	SUPPLIES-GENERAL	21.75	21.75
Total 45733:										21.75	21.75
02/16	02/25/2016	96604	8441		REFUND GAS DEPOSIT	10120651426	1	7401-2228-000	DEPOSITS-CUSTOMER	176.11	176.11
Total 10120651426:										176.11	176.11
02/16	02/25/2016	96605	1549	TEC EQUIPMENT, INC	FUEL PUMP #239-STREETS	716057R	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	1,419.55	1,419.55
02/16	02/25/2016	96605	1549	TEC EQUIPMENT, INC	FUEL PUMP #239-STREETS	716057R	2	2006-431-25-44	REPAIR & MAINT - VEHICLE	1,419.54	1,419.54
Total 716057R:										2,839.09	2,839.09
02/16	02/25/2016	96606	713		RETIREMENT INCENTIVE 3/16	022316	1	7610-2239-007	EARLY RETIREMENT INCENTIV	930.00	930.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 022316:										930.00	930.00
02/16	02/25/2016	96607	530	U.S. BANK EQUIPMENT F	COPIER - FIRE	297620726	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	160.96	160.96
Total 297620726:										160.96	160.96
02/16	02/25/2016	96608	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9759710932	1	7620-430-10-45	COMMUNICATIONS	362.24	362.24
02/16	02/25/2016	96608	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9759710932	2	1000-452-20-45	COMMUNICATIONS	.22	.22
02/16	02/25/2016	96608	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9759710932	3	1000-424-20-45	COMMUNICATIONS	3.02	3.02
02/16	02/25/2016	96608	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9759710932	4	7620-430-11-45	COMMUNICATIONS	54.44	54.44
Total 9759710932:										419.92	419.92
02/16	02/25/2016	96608	749	VERIZON WIRELESS	CELLULAR PHONES - FIRE	9759711319	1	1000-422-10-45	COMMUNICATIONS	76.02	76.02
Total 9759711319:										76.02	76.02
02/16	02/25/2016	96609	1398	WAGE WORKS	ADMIN FEE	125AIO447273	1	8403-2239-002	SECTION 125 - CITY	50.00	50.00
Total 125AIO447273:										50.00	50.00
02/16	02/25/2016	96610	8443		REFUND GAS DEPOSIT	10524450114	1	7401-2228-000	DEPOSITS-CUSTOMER	158.45	158.45
Total 10524450114:										158.45	158.45
Grand Totals:										82,466.36	82,466.36

Report Criteria:
Report type: GL detail
Check.Voided = False

Report Criteria:
Report type: GL detail
Check.Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
02/16	02/29/2016	96611	728	U S POSTMASTER	UB BILLING WATER	022916	1	7110-430-42-46	POSTAGE	542.28	542.28
02/16	02/29/2016	96611	728	U S POSTMASTER	UB BILLING GAS	022916	2	7401-430-62-46	POSTAGE	279.36	279.36
Total 022916:										821.64	821.64
Grand Totals:										821.64	821.64

Report Criteria:
Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
02/26/2016	CDPT	03/01/2016	484	CITY OF SUSANVILLE PA	1	7650-2203-1	6,566.63-
02/26/2016	CDPT	03/01/2016	484	CITY OF SUSANVILLE PA	1	7650-2203-1	6,458.08-
02/26/2016	CDPT	03/01/2016	484	CITY OF SUSANVILLE PA	1	7650-2203-1	2,083.13-
02/26/2016	CDPT	03/01/2016	484	CITY OF SUSANVILLE PA	1	7650-2203-1	2,083.13-
02/26/2016	CDPT	03/01/2016	484	CITY OF SUSANVILLE PA	1	7650-2203-1	16,658.48-
02/26/2016	CDPT	03/01/2016	485	P.E.R.S.	8	7650-2203-1	723.75-
02/26/2016	CDPT	03/01/2016	485	P.E.R.S.	8	7650-2203-1	5,641.76-
02/26/2016	CDPT	03/01/2016	485	P.E.R.S.	8	7650-2203-1	1,702.18-
02/26/2016	CDPT	03/01/2016	485	P.E.R.S.	8	7650-2203-1	3,082.50-
02/26/2016	CDPT	03/01/2016	485	P.E.R.S.	8	7650-2203-1	560.30-
02/26/2016	CDPT	03/01/2016	485	P.E.R.S.	8	7650-2203-1	1,646.98-
02/26/2016	CDPT	03/01/2016	485	P.E.R.S.	8	7650-2203-1	153.96-
02/26/2016	CDPT	03/01/2016	485	P.E.R.S.	8	7650-2203-1	79.56-
02/26/2016	CDPT	03/01/2016	485	P.E.R.S.	8	7650-2203-1	98.54-
02/26/2016	CDPT	03/01/2016	485	P.E.R.S.	8	7650-2203-1	1,066.29-
02/26/2016	CDPT	03/01/2016	485	P.E.R.S.	8	7650-2203-1	1,064.05-
02/26/2016	CDPT	03/01/2016	485	P.E.R.S.	8	7650-2203-1	1,245.32-
02/26/2016	CDPT	03/01/2016	485	P.E.R.S.	8	7650-2203-1	1,207.75-
02/26/2016	CDPT	03/01/2016	485	P.E.R.S.	8	7650-2203-1	371.69-
02/26/2016	CDPT	03/01/2016	485	P.E.R.S.	8	7650-2203-1	360.47-
02/26/2016	CDPT	03/01/2016	485	P.E.R.S.	8	7650-2203-1	16.00-
02/26/2016	CDPT	03/01/2016	485	P.E.R.S.	8	7650-2203-1	4,164.40-
02/26/2016	CDPT	03/01/2016	485	P.E.R.S.	8	7650-2203-1	1,044.97-
02/26/2016	CDPT	03/01/2016	485	P.E.R.S.	8	7650-2203-1	2,324.66-
02/26/2016	CDPT	03/01/2016	486	EMPLOYMENT DEV. DEP	6	7650-2203-1	4,709.92-
02/26/2016	CDPT	03/01/2016	487	EMPLOYMENT DEV DEP	7	7650-2203-1	1,204.86-
02/26/2016	CDPT	03/01/2016	96613		40	7650-2203-0	348.46-
02/26/2016	CDPT	03/01/2016	96614	CA STATE DISBURSEME	35	7650-2203-0	155.07-
02/26/2016	CDPT	03/01/2016	96615	CA STATE DISBURSEME	36	7650-2203-0	103.84-
02/26/2016	CDPT	03/01/2016	96616	CA STATE DISBURSEME	37	7650-2203-0	69.23-
02/26/2016	CDPT	03/01/2016	96617	NATIONWIDE RETIREME	5	7650-2203-0	1,125.00-
02/26/2016	CDPT	03/01/2016	96618	VALIC	4	7650-2203-0	1,863.78-
02/26/2016	CDPT	03/01/2016	96619	VANTAGEPOINT TRANS.	3	7650-2203-0	62.00-
Grand Totals:			33				70,046.74-

Report Criteria:
Report type: GL detail
Check.Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/16	03/03/2016	96620	21	AIRGAS USA, LLC	AACETYLENE/ARGON//OXYGE	9933472483	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	78.44	78.44
03/16	03/03/2016	96620	21	AIRGAS USA, LLC	AACETYLENE/ARGON//OXYGE	9933472483	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	104.26	104.26
03/16	03/03/2016	96620	21	AIRGAS USA, LLC	AACETYLENE/ARGON//OXYGE	9933472483	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	60.90	60.90
03/16	03/03/2016	96620	21	AIRGAS USA, LLC	AACETYLENE/ARGON//OXYGE	9933472483	4	7110-430-42-46	SUPPLIES-GENERAL	72.23	72.23
03/16	03/03/2016	96620	21	AIRGAS USA, LLC	AACETYLENE/ARGON//OXYGE	9933472483	5	7401-430-62-46	SUPPLIES-GENERAL	41.54	41.54
Total 9933472483:										357.37	357.37
03/16	03/03/2016	96621	40	AMPS ELECTRIC	INSTALL ELECTRICAL BOX-PW	2663	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	133.74	133.74
Total 2663:										133.74	133.74
03/16	03/03/2016	96622	1390	APGA SECURITY & INTE	SUBSCRIPTION SOFTWARE-GA	10800	1	7401-430-62-47	SOFTWARE	395.00	395.00
Total 10800:										395.00	395.00
03/16	03/03/2016	96623	7952		TR EX SAN MATEO 3/27/16-PD	022616	1	1000-421-10-45	TRAINING	241.50	241.50
Total 022616:										241.50	241.50
03/16	03/03/2016	96624	67	BEAR'S REPAIR	MIRROR REPAIR #84-PD	2884	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	245.03	245.03
Total 2884:										245.03	245.03
03/16	03/03/2016	96625	76	BILLINGTON ACE HARD	ICE MELT-FIRE	349270	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	49.31	49.31
Total 349270:										49.31	49.31
03/16	03/03/2016	96625	76	BILLINGTON ACE HARD	SAW-STREETS	349497	1	2007-431-20-46	SUPPLIES-GENERAL	8.21	8.21
Total 349497:										8.21	8.21
03/16	03/03/2016	96625	76	BILLINGTON ACE HARD	FASTENERS, PLIERS #31-STRE	349499	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	27.55	27.55

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 349499:										27.55	27.55
03/16	03/03/2016	96625	76	BILLINGTON ACE HARD	RETURNED SAW-STREETS	349514	1	2007-431-20-46	SUPPLIES-GENERAL	8.21-	8.21-
Total 349514:										8.21-	8.21-
03/16	03/03/2016	96625	76	BILLINGTON ACE HARD	TOILET SEAT-PW	349518	1	7620-430-10-44	REPAIR AND MAINTENANCE-MI	11.60	11.60
Total 349518:										11.60	11.60
03/16	03/03/2016	96625	76	BILLINGTON ACE HARD	TOILET SEAT-PW	349529	1	7620-430-10-44	REPAIR AND MAINTENANCE-MI	21.27	21.27
Total 349529:										21.27	21.27
03/16	03/03/2016	96625	76	BILLINGTON ACE HARD	CONNECTORS #334-STREETS	350484	1	2007-431-20-46	SUPPLIES-GENERAL	2.89	2.89
Total 350484:										2.89	2.89
03/16	03/03/2016	96625	76	BILLINGTON ACE HARD	GLOVES-GAS	350485	1	7401-430-62-46	SUPPLIES-GENERAL	7.73	7.73
03/16	03/03/2016	96625	76	BILLINGTON ACE HARD	GLOVES-WATER	350485	2	7110-430-42-46	SUPPLIES-GENERAL	7.74	7.74
Total 350485:										15.47	15.47
03/16	03/03/2016	96625	76	BILLINGTON ACE HARD	FASTENERS #334-STREETS	350494	1	2007-431-20-46	SUPPLIES-GENERAL	4.88	4.88
Total 350494:										4.88	4.88
03/16	03/03/2016	96625	76	BILLINGTON ACE HARD	PLUGS, CAPS, FASTENERS-WA	350524	1	7110-430-42-46	SUPPLIES-GENERAL	177.48	177.48
Total 350524:										177.48	177.48
03/16	03/03/2016	96625	76	BILLINGTON ACE HARD	FASTENERS-STREETS	350546	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	4.62	4.62
Total 350546:										4.62	4.62
03/16	03/03/2016	96625	76	BILLINGTON ACE HARD	PVC GLUE-STREETS	350587	1	2007-431-20-46	SUPPLIES-GENERAL	8.21	8.21

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Total 350587:										8.21	8.21
03/16	03/03/2016	96625	76	BILLINGTON ACE HARD	PAINT-STREETS	350683	1	2007-431-20-46	SUPPLIES-GENERAL	14.48	14.48
Total 350683:										14.48	14.48
03/16	03/03/2016	96625	76	BILLINGTON ACE HARD	PRIMER-STREETS	350693	1	2007-431-20-46	SUPPLIES-GENERAL	4.83	4.83
Total 350693:										4.83	4.83
03/16	03/03/2016	96625	76	BILLINGTON ACE HARD	COMPRESSOR PARTS-WATER	350757	1	7110-430-42-46	SUPPLIES-GENERAL	21.26	21.26
Total 350757:										21.26	21.26
03/16	03/03/2016	96625	76	BILLINGTON ACE HARD	PAINT-STREETS	350764	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	5.32	5.32
Total 350764:										5.32	5.32
03/16	03/03/2016	96625	76	BILLINGTON ACE HARD	REPAIR SPRAYER-STREETS	350779	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	5.88	5.88
Total 350779:										5.88	5.88
03/16	03/03/2016	96625	76	BILLINGTON ACE HARD	SPRAY PAINT-WATER	350791	1	7110-430-42-46	SUPPLIES-GENERAL	19.31	19.31
Total 350791:										19.31	19.31
03/16	03/03/2016	96625	76	BILLINGTON ACE HARD	REPAIR SPRAYER-STREETS	350795	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	4.61	4.61
Total 350795:										4.61	4.61
03/16	03/03/2016	96625	76	BILLINGTON ACE HARD	PAINT-WATER	350828	1	7110-430-42-46	SUPPLIES-GENERAL	9.65	9.65
Total 350828:										9.65	9.65
03/16	03/03/2016	96626	7622		TR EX L.A. -PD	022616	1	1000-421-10-45	TRAINING	224.00	224.00
Total 022616:										224.00	224.00

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03/16	03/03/2016	96627	116	CASHMAN EQUIPMENT	ELECTRICAL REPAIR #340-SNO	00910310	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	878.32	878.32
03/16	03/03/2016	96627	116	CASHMAN EQUIPMENT	ELECTRICAL REPAIR #340-STR	00910310	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	878.32	878.32
Total 00910310:										1,756.64	1,756.64
03/16	03/03/2016	96628	194	DIAMOND SAW SHOP IN	CHAINSAW OIL-STREETS	14341	1	2007-431-20-46	SUPPLIES-GENERAL	18.96	18.96
Total 14341:										18.96	18.96
03/16	03/03/2016	96629	8178	DOWNTOWN FORD SALE	PURCHASE 1 TON FORD PICKU	022516	1	7401-430-63-47	VEHICLES	47,799.00	47,799.00
Total 022516:										47,799.00	47,799.00
03/16	03/03/2016	96630	1484	EDGES ELECTRICAL GR	STREET LIGHT-STREETS	S3671218002	1	2007-431-24-47	IMPROVEMENT OTHER THAN B	1,730.75	1,730.75
Total S3671218002:										1,730.75	1,730.75
03/16	03/03/2016	96631	1356		TR EX REDDING 3/8/1	022616	1	7620-430-11-45	TRAVEL/TRAINING	160.00	160.00
Total 022616:										160.00	160.00
03/16	03/03/2016	96632	257	FOREST OFFICE EQUIP	PAPER-PW	10743	1	7620-430-10-46	SUPPLIES-GENERAL	69.23	69.23
Total 10743:										69.23	69.23
03/16	03/03/2016	96632	257	FOREST OFFICE EQUIP	KYOCERA COPIER 1/16-PW	7134	1	7620-430-10-43	TECHNICAL SVCS	399.05	399.05
Total 7134:										399.05	399.05
03/16	03/03/2016	96632	257	FOREST OFFICE EQUIP	MAINT CONTRACT FOLD MACH	7185	1	7110-430-42-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
03/16	03/03/2016	96632	257	FOREST OFFICE EQUIP	MAINT CONTRACT FOLD MACH	7185	2	7401-430-62-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
Total 7185:										84.00	84.00
03/16	03/03/2016	96633	265	FRONTIER	257-1056 P/W SHOP	1056 022016	1	7620-430-10-45	COMMUNICATIONS	48.70	48.70
Total 1056 022016:										48.70	48.70
03/16	03/03/2016	96633	265	FRONTIER	257-1057 FAX-PW	1057 022016	1	7620-430-10-45	COMMUNICATIONS	192.97	192.97

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Total 1057 022016:										192.97	192.97
03/16	03/03/2016	96633	265	FRONTIER	257-7236 NAT GAS	7236 022016	1	7620-430-10-45	COMMUNICATIONS	198.52	198.52
Total 7236 022016:										198.52	198.52
03/16	03/03/2016	96633	265	FRONTIER	257-7237 NAT GAS	7237 022016	1	7620-430-10-45	COMMUNICATIONS	54.74	54.74
Total 7237 022016:										54.74	54.74
03/16	03/03/2016	96634	1142	GEARY PACIFIC SUPPLY	MOTOR INDUCER-GAS	3126330	1	7401-430-62-46	SUPPLIES-GENERAL	192.04	192.04
Total 3126330:										192.04	192.04
03/16	03/03/2016	96635	1148	GREATAMERICA FINANC	COPIER LEASE 2/16-PW	18365771	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	364.78	364.78
Total 18365771:										364.78	364.78
03/16	03/03/2016	96636	335	J.W. WOOD CO INC	TEES, ELLS, VALVES-GAS	S086769	1	7401-430-62-46	SUPPLIES-GENERAL	53.75	53.75
Total S086769:										53.75	53.75
03/16	03/03/2016	96637	1504	JESSICA ANN RYAN	PROFESSIONAL SERVICES 2/1	022916	1	1000-412-10-43	PROFESSIONAL SVCS	2,187.50	2,187.50
Total 022916:										2,187.50	2,187.50
03/16	03/03/2016	96638	911	JOHNSTONE SUPPLY	VALVES-GAS	415S2084086001	1	7401-430-62-46	SUPPLIES-GENERAL	661.84	661.84
Total 415S2084086001:										661.84	661.84
03/16	03/03/2016	96638	911	JOHNSTONE SUPPLY	SWITCH, CONTROL KIT-GAS	415S2086053001	1	7401-430-62-46	SUPPLIES-GENERAL	136.12	136.12
Total 415S2086053001:										136.12	136.12
03/16	03/03/2016	96639	362	KAUFFMAN, BILL	CUSTODIAL SVCS 2/2016	705142	1	1000-417-10-44	CUSTODIAL	650.00	650.00
Total 705142:										650.00	650.00

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03/16	03/03/2016	96639	362	KAUFFMAN, BILL	CUSTODIAL SVCS 2/2016 - PW	705143	1	7620-430-10-44	CUSTODIAL	250.00	250.00
Total 705143:										250.00	250.00
03/16	03/03/2016	96640	411	LASSEN MOTOR PARTS	HEADLIGHTS #237-SNOW	236567	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	18.86	18.86
Total 236567:										18.86	18.86
03/16	03/03/2016	96640	411	LASSEN MOTOR PARTS	OIL-STREETS	241992	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	21.76	21.76
03/16	03/03/2016	96640	411	LASSEN MOTOR PARTS	OIL-WATER	241992	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	37.22	37.22
03/16	03/03/2016	96640	411	LASSEN MOTOR PARTS	OIL-GAS	241992	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	28.08	28.08
Total 241992:										87.06	87.06
03/16	03/03/2016	96640	411	LASSEN MOTOR PARTS	INPACT WRENCH-STREETS	242074	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	27.46	27.46
03/16	03/03/2016	96640	411	LASSEN MOTOR PARTS	INPACT WRENCH-WATER	242074	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	47.00	47.00
03/16	03/03/2016	96640	411	LASSEN MOTOR PARTS	INPACT WRENCH-GAS	242074	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	35.37	35.37
Total 242074:										109.83	109.83
03/16	03/03/2016	96640	411	LASSEN MOTOR PARTS	LINKS-SNOW	242709	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	61.49	61.49
Total 242709:										61.49	61.49
03/16	03/03/2016	96640	411	LASSEN MOTOR PARTS	FUSE #334-STREETS	242840	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	4.33	4.33
Total 242840:										4.33	4.33
03/16	03/03/2016	96640	411	LASSEN MOTOR PARTS	IGNITION COILS, SPARK PLUG	243211	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	449.22	449.22
Total 243211:										449.22	449.22
03/16	03/03/2016	96640	411	LASSEN MOTOR PARTS	CLAMPS, FUSES #50-WATER	243249	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	22.63	22.63
Total 243249:										22.63	22.63
03/16	03/03/2016	96640	411	LASSEN MOTOR PARTS	FUSES #50-WATER	243263	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	3.25	3.25

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Total 243263:										3.25	3.25
03/16	03/03/2016	96640	411	LASSEN MOTOR PARTS	IGNITION COIL #51-WATER	243274	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	57.90	57.90
Total 243274:										57.90	57.90
03/16	03/03/2016	96641	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	768626	1	2007-431-20-44	DISPOSAL	10.70	10.70
Total 768626:										10.70	10.70
03/16	03/03/2016	96641	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	768644	1	2007-431-20-44	DISPOSAL	10.70	10.70
Total 768644:										10.70	10.70
03/16	03/03/2016	96641	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	768688	1	2007-431-20-44	DISPOSAL	10.36	10.36
Total 768688:										10.36	10.36
03/16	03/03/2016	96641	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	768708	1	2007-431-20-44	DISPOSAL	10.38	10.38
Total 768708:										10.38	10.38
03/16	03/03/2016	96641	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	769449	1	2007-431-20-44	DISPOSAL	9.49	9.49
Total 769449:										9.49	9.49
03/16	03/03/2016	96641	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	769454	1	2007-431-20-44	DISPOSAL	6.00	6.00
Total 769454:										6.00	6.00
03/16	03/03/2016	96642	413	LASSEN TIRE	TIRE #343-STREETS	47959	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	66.50	66.50
Total 47959:										66.50	66.50
03/16	03/03/2016	96642	413	LASSEN TIRE	TIRES #331-STREETS	47975	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	470.53	470.53
Total 47975:										470.53	470.53

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03/16	03/03/2016	96643	437	LMUD	AIRPORT VASI LIGHTS	10108 022316	1	7201-430-81-46	ELECTRICITY	14.00	14.00
Total 10108 022316:										14.00	14.00
03/16	03/03/2016	96643	437	LMUD	N WEATHERLOW ST SIGNALS-	3651 022316	1	2007-431-60-46	ELECTRICITY	126.07	126.07
Total 3651 022316:										126.07	126.07
03/16	03/03/2016	96643	437	LMUD	MAIN & ALEXANDER SIGNALS-	49496 022316	1	2007-431-60-46	ELECTRICITY	106.84	106.84
Total 49496 022316:										106.84	106.84
03/16	03/03/2016	96643	437	LMUD	MAIN & FAIRFIELD-STREETS	49497 022316	1	2007-431-60-46	ELECTRICITY	103.73	103.73
Total 49497 022316:										103.73	103.73
03/16	03/03/2016	96643	437	LMUD	MAIN & JOHNSTNVLE SIGNALS	49498 022316	1	2007-431-60-46	ELECTRICITY	129.79	129.79
Total 49498 022316:										129.79	129.79
03/16	03/03/2016	96643	437	LMUD	RIVERSIDE & MAIN LIGHTS-ST	49499 022316	1	2007-431-60-46	ELECTRICITY	209.34	209.34
Total 49499 022316:										209.34	209.34
03/16	03/03/2016	96643	437	LMUD	AIRPORT LOT 5	51908 022316	1	7201-430-81-46	ELECTRICITY	14.29	14.29
Total 51908 022316:										14.29	14.29
03/16	03/03/2016	96643	437	LMUD	AIRPORT HANGER 6	54333 022316	1	7201-430-81-46	ELECTRICITY	14.00	14.00
Total 54333 022316:										14.00	14.00
03/16	03/03/2016	96643	437	LMUD	AIRPORT OFFICE	7146 022316	1	7201-430-81-46	ELECTRICITY	481.40	481.40
Total 7146 022316:										481.40	481.40
03/16	03/03/2016	96643	437	LMUD	AIRPORT GAS PUMP	7154 022316	1	7201-430-81-46	ELECTRICITY	22.73	22.73

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 7154 022316:										22.73	22.73
03/16	03/03/2016	96643	437	LMUD	WELL 1-WATER	7714 022316	1	7110-430-42-46	ELECTRICITY	86.94	86.94
Total 7714 022316:										86.94	86.94
03/16	03/03/2016	96643	437	LMUD	1801 MAIN ST	8314 022316	1	1000-421-10-46	ELECTRICITY	798.57	798.57
Total 8314 022316:										798.57	798.57
03/16	03/03/2016	96644	1416		VOLUNTEER SHIFT COVERAGE	030316	1	1000-422-10-43	VOLUNTEERS	25.00	25.00
Total 030316:										25.00	25.00
03/16	03/03/2016	96645	1367	MELTON DESIGN GROU	PROP 13 TIME AND MATERIALS	1579	1	2013-452-10-43	PROFESSIONAL SVCS	3,077.10	3,077.10
Total 1579:										3,077.10	3,077.10
03/16	03/03/2016	96646	467	METER VALVE & CONTR	PURCHASE METERS-GAS	10257	1	7401-430-63-47	MACHINERY & EQUIPMENT	27,424.82	27,424.82
Total 10257:										27,424.82	27,424.82
03/16	03/03/2016	96646	467	METER VALVE & CONTR	RADIOS-GAS	10288	1	7401-430-62-46	SUPPLIES-GENERAL	1,847.49	1,847.49
Total 10288:										1,847.49	1,847.49
03/16	03/03/2016	96647	1463	MILLER CLEANING SERV	CUSTODIAL 2/16-PD	MCS1603	1	1000-421-10-44	CUSTODIAL	360.00	360.00
Total MCS1603:										360.00	360.00
03/16	03/03/2016	96648	480	MINERS & PISANI INC	NATURAL GAS KIT-GAS	17795	1	7401-430-62-46	SUPPLIES-GENERAL	46.10	46.10
Total 17795:										46.10	46.10
03/16	03/03/2016	96649	510	NATIONAL METER & AUT	WATER METERS-WATER	S1064790002	1	7110-430-42-46	SUPPLIES-GENERAL	2,402.63	2,402.63
Total S1064790002:										2,402.63	2,402.63

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03/16	03/03/2016	96650	931		TR EX REDDING 3/8/1	022616	1	7620-430-11-45	TRAVEL/TRAINING	160.00	160.00
Total 022616:										160.00	160.00
03/16	03/03/2016	96651	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE 1/	693196	1	7110-430-42-43	TECHNICAL SVCS	53.70	53.70
03/16	03/03/2016	96651	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE 1/	693196	2	7401-430-62-43	TECHNICAL SVCS	53.70	53.70
Total 693196:										107.40	107.40
03/16	03/03/2016	96652	546	PAYLESS BUILDING SUP	CONCRETE-STREETS	2476028	1	2007-431-20-46	SUPPLIES-GENERAL	9.35	9.35
Total 2476028:										9.35	9.35
03/16	03/03/2016	96652	546	PAYLESS BUILDING SUP	CONCRETE-STREETS	2476100	1	2007-431-20-46	SUPPLIES-GENERAL	8.06	8.06
Total 2476100:										8.06	8.06
03/16	03/03/2016	96653	572	QUILL CORPORATION	POST ITS, SD CARD-PW	3200214	1	7620-430-10-46	SUPPLIES-GENERAL	29.36	29.36
Total 3200214:										29.36	29.36
03/16	03/03/2016	96653	572	QUILL CORPORATION	CARDSTOCK-PW	3212857	1	7620-430-10-46	SUPPLIES-GENERAL	11.22	11.22
Total 3212857:										11.22	11.22
03/16	03/03/2016	96654	689	SWRCB FEES	LARGE WATER SYS FEE 7/1/15-	1003486	1	7110-430-42-48	DUES AND MEMBERSHIPS	456.00	456.00
Total 1003486:										456.00	456.00
03/16	03/03/2016	96655	696	TECH SERVICES	MONTHLY AWOS MAINT.	1630	1	7201-430-81-43	TECHNICAL SVCS	575.00	575.00
Total 1630:										575.00	575.00
03/16	03/03/2016	96656	1419	UNITED LABORATORIES	OIL-STREETS	144280	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	73.15	73.15
03/16	03/03/2016	96656	1419	UNITED LABORATORIES	OIL-WATER	144280	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	125.23	125.23
03/16	03/03/2016	96656	1419	UNITED LABORATORIES	OIL-GAS	144280	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	94.21	94.21
Total 144280:										292.59	292.59

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03/16	03/03/2016	96657	737	UNITED RENTALS INC	SHORE BOX REPAIR-WATER	135166476001	1	7110-430-42-46	SUPPLIES-GENERAL	403.67	403.67
03/16	03/03/2016	96657	737	UNITED RENTALS INC	SHORE BOX REPAIR-GAS	135166476001	2	7401-430-62-46	SUPPLIES-GENERAL	403.66	403.66
Total 135166476001:										807.33	807.33
03/16	03/03/2016	96658	770	WESTERN NEVADA SUP	GASKETS-WATER	16523129	1	7110-430-42-46	SUPPLIES-GENERAL	48.38	48.38
Total 16523129:										48.38	48.38
03/16	03/03/2016	96658	770	WESTERN NEVADA SUP	REPAIR BAND-WATER	66511578	1	7110-430-42-46	SUPPLIES-GENERAL	764.56	764.56
Total 66511578:										764.56	764.56
03/16	03/03/2016	96658	770	WESTERN NEVADA SUP	REPAIR BAND-WATER	66512196	1	7110-430-42-46	SUPPLIES-GENERAL	348.32	348.32
Total 66512196:										348.32	348.32
03/16	03/03/2016	96658	770	WESTERN NEVADA SUP	PIPING SUPPLIES-GAS	66512451	1	7401-430-62-46	SUPPLIES-GENERAL	108.55	108.55
Total 66512451:										108.55	108.55
03/16	03/03/2016	96658	770	WESTERN NEVADA SUP	ELBOWS-GAS	66512462	1	7401-430-62-46	SUPPLIES-GENERAL	122.71	122.71
Total 66512462:										122.71	122.71
03/16	03/03/2016	96658	770	WESTERN NEVADA SUP	REPAIR BAND-WATER	66515284	1	7110-430-42-46	SUPPLIES-GENERAL	106.02	106.02
Total 66515284:										106.02	106.02
03/16	03/03/2016	96658	770	WESTERN NEVADA SUP	PIPE CLAMP-GAS	66517693	1	7401-430-62-46	SUPPLIES-GENERAL	52.89	52.89
Total 66517693:										52.89	52.89
03/16	03/03/2016	96658	770	WESTERN NEVADA SUP	BOLTS-WATER	66518270	1	7110-430-42-46	SUPPLIES-GENERAL	173.12	173.12
Total 66518270:										173.12	173.12
03/16	03/03/2016	96658	770	WESTERN NEVADA SUP	CAP-GAS	66518885	1	7401-430-62-46	SUPPLIES-GENERAL	3.90	3.90

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 66518885:										3.90	3.90
03/16	03/03/2016	96658	770	WESTERN NEVADA SUP	BLOWER MOTOR-GAS	66519328	1	7401-430-62-46	SUPPLIES-GENERAL	71.63	71.63
Total 66519328:										71.63	71.63
03/16	03/03/2016	96658	770	WESTERN NEVADA SUP	IGNITION CONTROL-GAS	66520195	1	7401-430-62-46	SUPPLIES-GENERAL	416.24	416.24
Total 66520195:										416.24	416.24
03/16	03/03/2016	96658	770	WESTERN NEVADA SUP	BLOWER PARTS-GAS	66521460	1	7401-430-62-46	SUPPLIES-GENERAL	139.01	139.01
Total 66521460:										139.01	139.01
03/16	03/03/2016	96658	770	WESTERN NEVADA SUP	TRANSFORMER-GAS	66522831	1	7401-430-62-46	SUPPLIES-GENERAL	32.41	32.41
Total 66522831:										32.41	32.41
03/16	03/03/2016	96658	770	WESTERN NEVADA SUP	IGNITION CONTROL-GAS	66522915	1	7401-430-62-46	SUPPLIES-GENERAL	124.71	124.71
Total 66522915:										124.71	124.71
03/16	03/03/2016	96658	770	WESTERN NEVADA SUP	TEFLON TAPE-GAS	66524549	1	7401-430-62-46	SUPPLIES-GENERAL	69.34	69.34
Total 66524549:										69.34	69.34
03/16	03/03/2016	96658	770	WESTERN NEVADA SUP	METER BOX-WATER	66531905	1	7110-430-42-46	SUPPLIES-GENERAL	33.76	33.76
Total 66531905:										33.76	33.76
03/16	03/03/2016	96658	770	WESTERN NEVADA SUP	BUSHINGS, HOSES, VALVES-S	66531996	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	58.33	58.33
Total 66531996:										58.33	58.33
03/16	03/03/2016	96659	1418	WURTH INC.	GENERAL SUPPLIES-STREETS	95273003	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	69.65	69.65
03/16	03/03/2016	96659	1418	WURTH INC.	GENERAL SUPPLIES-WATER	95273003	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	119.24	119.24
03/16	03/03/2016	96659	1418	WURTH INC.	GENERAL SUPPLIES-GAS	95273003	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	89.71	89.71

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 95273003:										278.60	278.60
03/16	03/03/2016	96660	6345		TR EX FOLSOM 3/20/16	022616	1	1000-419-10-45	TRAVEL	332.90	332.90
Total 022616:										332.90	332.90
03/16	03/03/2016	96661	1378	ZITO MEDIA	CABLE-FIRE	356225062 022716	1	1000-422-10-45	COMMUNICATIONS	119.42	119.42
Total 356225062 022716:										119.42	119.42
Grand Totals:										103,575.03	103,575.03

Report Criteria:
Report type: GL detail
Check.Voided = False

Report Criteria:
Report type: GL detail
Check.Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/16	03/09/2016	96662	728	U S POSTMASTER	UB BILLING WATER	030916	1	7110-430-42-46	POSTAGE	200.68	200.68
03/16	03/09/2016	96662	728	U S POSTMASTER	UB BILLING GAS	030916	2	7401-430-62-46	POSTAGE	103.38	103.38
Total 030916:										304.06	304.06
Grand Totals:										304.06	304.06

AGENDA ITEM NO. 6C

Reviewed by: ___ City Administrator
___ City Attorney

X Motion only
___ Public Hearing
___ Resolution
___ Ordinance
___ Information

Submitted By: Deborah Savage, Finance Manager

Action Date: March 16, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Monthly Finance Reports

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Attached for the Council's review is the cash and investment report and the summary report of revenues, expenditures and projected fund balances for the month of February 2016.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to receive and file monthly finance report.

ATTACHMENTS:
Pooled cash and investments report
Caselle cash report
Receipts and disbursements report
Revenues, expenses and fund balances report

POOLED CASH & INVESTMENTS

	February 28, 2016
POOLED CASH FUND	
Bank of America - Checking	273,909
LAIF	12,976,778
Total Cash & Investments	13,250,687

Pooled Cash Allocation:	
General	1,172,996
General - Restricted	1,093,076
Special Revenue	1,540,795
Capital Projects	(134,221)
Debt Service	583,866
Enterprise	
Airport	5,591
Geothermal	311,173
Golf Course	(19,234)
Natural Gas	4,085,621
Water	3,659,814
Internal Service	492,412
Trust & Agency	458,797
Total Cash & Inv. Allocations	13,250,687

CASH WITH FISCAL AGENTS

	February 28, 2016
General	
Special Revenue	
Capital Projects	
Debt Service	150,015
Enterprise	2,445,939
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	2,595,953
GRAND TOTAL	15,846,640

S:/Finance/Debi/Council Cash & Investments Report
3/9/2016 15:40
Totals may not add due to rounding

CITY OF SUSANVILLE
COMBINED CASH AND INVESTMENTS
FEBRUARY 29, 2016

COMBINED ACCOUNTS

9999-1011-001	B OF A # 08038-80200	273,908.53
9999-1030-001	LAIF	12,976,778.41
	TOTAL COMBINED CASH AND INVESTMENTS	13,250,686.94
9999-1000-000	CLAIM ON CASH	(13,250,686.94)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	130,009.84
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,433.26
1004	ALLOCATION TO GF-PANCERA	18,219.39
1005	ALLOCATION TO GF-RESERVE ACCOUNT	853,683.71
1006	ALLOCATION TO POLICE FACILITIES & EQUIP FUND	29,014.34
1007	ALLOCATION TO FIRE FACILITIES & EQUIP FUND	31,884.63
1008	ALLOCATION TO ADMIN SVCS FACILITIES & EQUIP	26,831.13
2002	ALLOCATION TO STATE COPS	23,987.01
2006	ALLOCATION TO SNOW REMOVAL	86,550.31
2007	ALLOCATION TO STREETS & HIGHWAYS	136,633.31
2010	ALLOCATION TO STREET MITIGATION	53,571.76
2011	ALLOCATION TO POLICE MITIGATION	29,261.63
2012	ALLOCATION TO FIRE MITIGATION	106,330.35
2013	ALLOCATION TO PARK DEDICATION FUND	170,519.88
2014	ALLOCATION TO STATE OF CA - PROP 30/AB 109	42,839.00
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	163,223.79
2017	ALLOCATION TO STATE ECONOMIC REV FD	277,623.32
2018	ALLOCATION TO HOME REVOLVING FUND	274,085.74
2030	ALLOCATION TO TRAFFIC SAFETY	72,241.88
2035	ALLOCATION TO TRAFFIC SIGNALS FUND	96,425.70
2037	ALLOCATION TO SKYLINE BICYCLE LANE	7,511.64
3019	ALLOCATION TO STIP REHABILITATION PROJECT	(148,069.01)
4001	ALLOCATION TO MARK ROOS SERIES B/92	109,820.28
4003	ALLOCATION TO CITY HALL	6,692.33
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	430,760.40
4005	ALLOCATION TO COMMUNITY POOL DEBT SERVICE	36,592.67
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	628,678.19
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	31,223.82
7630	ALLOCATION TO RISK MANAGEMENT FUND	144,642.25
7650	ALLOCATION TO PAYROLL	238,794.38
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	5,908.55
8402	ALLOCATION TO LAFCO	35,364.66
8403	ALLOCATION TO SEC 125 & AFLAC	3,072.71
8404	ALLOCATION TO AIR POLLUTION	251,264.91
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	163,186.00
	ALLOCATIONS TO RESTRICTED FUNDS	9,378,888.76

CITY OF SUSANVILLE
COMBINED CASH AND INVESTMENTS
FEBRUARY 29, 2016

UNRESTRICTED FUNDS

1000	ALLOCATION TO GENERAL FUND	1,172,996.47
3015	ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
7110	ALLOCATION TO WATER SYSTEM	18,572.55
7112	ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	12,563.54
7201	ALLOCATION TO AIRPORT	5,590.80
7301	ALLOCATION TO GEOTHERMAL UTILITY	311,172.87
7401	ALLOCATION TO NATURAL GAS	2,278,545.64
7530	ALLOCATION TO GOLF COURSE	(19,233.54)
7620	ALLOCATION TO PW ADMIN & ENGINEERING FUND	77,741.88
	ALLOCATIONS TO UNRESTRICTED FUNDS	3,871,798.18
	TOTAL ALLOCATIONS TO OTHER FUNDS	13,250,686.94
	ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	(13,250,686.94)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
				$137,539.44
2/1/2016			$127,434.21	$264,973.65
2/1/2016			$1,057.81	$266,031.46
2/1/2016			$35,819.00	$301,850.46
2/1/2016			$11,984.63	$313,835.09
2/1/2016		-$744.83		$313,090.26
2/2/2016		-$97,423.68		$215,666.58
2/2/2016		-$2,835.51		$212,831.07
2/2/2016		-$33,471.42		$179,359.65
2/2/2016		-$4,532.05		$174,827.60
2/2/2016		-$1,201.99		$173,625.61
2/2/2016		-$26,568.65		$147,056.96
2/2/2016		-$3,587.38		$143,469.58
2/2/2016			$75,286.20	$218,755.78
2/2/2016			$2,005.52	$220,761.30
2/2/2016			$55.23	$220,816.53
2/2/2016			$1,444.79	$222,261.32
2/2/2016		-$57.40		$222,203.92
2/2/2016		-$2,980.32		$219,223.60
2/2/2016			$11,072.76	$230,296.36
2/2/2016			$67,106.67	$297,403.03
2/3/2016			$46,361.07	$343,764.10
2/3/2016			$6,763.51	$350,527.61
2/3/2016		-$424.54		$350,103.07
2/4/2016			$32,736.28	$382,839.35
2/4/2016			$3,360.23	$386,199.58
2/4/2016			$1,032.79	$387,232.37
2/4/2016			$5,439.00	$392,671.37
2/4/2016			$10,001.00	$402,672.37
2/4/2016		-$291.00		$402,381.37
2/4/2016		-$246.86		$402,134.51
2/4/2016		-$14.23		$402,120.28
2/4/2016		-$9,926.04		$392,194.24
2/4/2016			$6,459.55	$398,653.79
2/5/2016			$36,929.44	$435,583.23
2/5/2016			$7,183.32	$442,766.55
2/5/2016			$1,026.33	$443,792.88
2/8/2016			$186,530.28	$630,323.16
2/8/2016			$858.41	$631,181.57
2/8/2016		-$10,447.93		$620,733.64
2/8/2016		-$0.38		$620,733.26
2/8/2016		-$11.86		$620,721.40
2/8/2016		-$14.00		$620,707.40
2/8/2016			$7,105.04	$627,812.44
2/8/2016		-$36,262.49		$591,549.95
2/9/2016			$23,190.05	$614,740.00
2/9/2016			$1,811.91	$616,551.91
2/9/2016			$11,977.61	$628,529.52
2/9/2016		-$160,356.03		$468,173.49
2/9/2016			$9,634.57	$477,808.06
2/9/2016		-$300.84		$477,507.22
2/10/2016			$19,460.41	$496,967.63
2/10/2016			$317.46	$497,285.09
2/10/2016			$31.93	$497,317.02
2/10/2016		-$300,000.00		$197,317.02
2/10/2016			$12,774.45	$210,091.47
2/11/2016		-$41,068.68		$169,022.79
2/11/2016			$2,135.00	$171,157.79
2/11/2016			$37,049.66	$208,207.45
2/11/2016			$41.24	$208,248.69
2/11/2016			$2,558.49	$210,807.18
2/11/2016			$6,692.39	$217,499.57
2/12/2016		-$2,135.00		$215,364.57
2/12/2016			$33,480.54	$248,845.11
2/12/2016			$641.22	$249,486.33

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
2/12/2016			$3,032.84	$252,519.17
2/12/2016		-$67,305.28		$185,213.89
2/12/2016			$7,436.02	$192,649.91
2/16/2016			$83,304.68	$275,954.59
2/16/2016			$786.27	$276,740.86
2/16/2016		-$1,384.00		$275,356.86
2/16/2016			$9,381.37	$284,738.23
2/17/2016			$10,113.82	$294,852.05
2/17/2016		-$101,650.96		$193,201.09
2/17/2016		-$2,252.94		$190,948.15
2/17/2016		-$34,114.97		$156,833.18
2/17/2016		-$4,678.95		$152,154.23
2/17/2016		-$1,222.65		$150,931.58
2/17/2016		-$26,722.33		$124,209.25
2/17/2016		-$9,916.29		$114,292.96
2/17/2016		-$72,215.00		$42,077.96
2/17/2016			$599.28	$42,677.24
2/17/2016			$14,560.00	$57,237.24
2/17/2016			$115,800.00	$173,037.24
2/17/2016			$6,270.42	$179,307.66
2/18/2016		-$33,149.41		$146,158.25
2/18/2016			$311.62	$146,469.87
2/18/2016			$35,193.18	$181,663.05
2/18/2016			$551.78	$182,214.83
2/18/2016			$7,089.21	$189,304.04
2/18/2016			$252.00	$189,556.04
2/19/2016			$51,902.31	$241,458.35
2/19/2016			$62.27	$241,520.62
2/19/2016			$350.00	$241,870.62
2/19/2016		-$17,963.33		$223,907.29
2/19/2016			$10,081.32	$233,988.61
2/22/2016			$25,036.31	$259,024.92
2/22/2016			$434.13	$259,459.05
2/22/2016		-$20.00		$259,439.05
2/22/2016		-$20.00		$259,419.05
2/22/2016		-$100,000.00		$159,419.05
2/22/2016			$5,771.99	$165,191.04
2/23/2016			$18,819.49	$184,010.53
2/23/2016			$2,389.55	$186,400.08
2/23/2016			$3,576.24	$189,976.32
2/24/2016			$7,455.74	$197,432.06
2/24/2016			$3,405.56	$200,837.62
2/25/2016		-$82,466.36		$118,371.26
2/25/2016			$12,055.91	$130,427.17
2/25/2016			$6,780.11	$137,207.28
2/26/2015			$12,261.13	$149,468.41
2/26/2015			$7,413.86	$156,882.27
2/26/2015			$587.76	$157,470.03
2/26/2015			$419.02	$157,889.05
2/26/2015			$55.85	$157,944.90
2/26/2015			$1,207.89	$159,152.79
2/29/2016		-$821.64	$99,402.19	$257,733.34
2/29/2016			$12,814.50	$270,547.84
2/29/2016			$354.15	$270,901.99
2/29/2016			$17.70	$270,919.69
2/29/2016			$254.61	$271,174.30
2/29/2016			$569.82	$271,744.12
2/29/2016			$907.94	$272,652.06
2/29/2016			$937.90	$273,589.96
2/29/2016			$1,270.76	$274,860.72
2/29/2016		-$2.00	$90.00	$274,948.72
2/29/2016		-$39.44		$274,909.28
2/29/2016		-$38.19		$274,871.09
2/29/2016		-$32.56		$274,838.53
2/29/2016		-$930.00		$273,908.53

s:/Debi/fund Balances Report

Fund #	Fund Title	Audited 6/30/15 Fund Balance	YTD Revenue	YTD Expenditures	Unaudited **February** Fund Balance 2/29/16
100X	General Fund	2,506,284	3,164,616	3,727,179	1,943,721
2002	State COPS	44,850	53,907	74,770	23,986
2006	Snow Removal	120,224	8,509	33,819	94,915
2007	Streets	394,867	538,542	743,015	190,394
2010	Street Mitigation	118,267	18,556	83,251	53,572
2011	Police Mitigation	36,419	23,916	31,073	29,262
2012	Fire Mitigation	84,547	21,783	0	106,330
2013	Park Dedication	170,283	250	13	170,519
2014	State of CA - Prop 30/AB 109	38,725	20,562	16,448	42,839
2016	State Comm. Dev. Rev.FD	1,008,295	33,383	161,235	880,443
2017	State Economic Rev. FD	422,956	18,913	0	441,870
2018	Home Revolving Fund	765,821	747	112	766,456
2030	Traffic Safety	72,413	3,391	3,562	72,242
2035	Traffic Signals Fund	96,304	122	0	96,426
2037	Skyline Bicycle Lane	7,502	10	0	7,512
3015	City Hall Parking Lot	13,848	0	0	13,848
4001	Miller Fletcher	711,573	(32,292)	148,821	530,460
4003	City Hall Debt Service	52,239	91,104	136,651	6,692
4004	2013 CalPERS Refunding Loan	359,210	291,368	219,818	430,760
4005	Community Pool Debt Service	0	1,200,000	1,163,407	36,593
711X	Water Funds	2,631,732	1,284,760	2,337,069	1,579,424
7201	Airport	2,324,034	111,993	177,970	2,258,057
7301	Geothermal	564,208	57,824	54,404	567,628
740X	Natural Gas	(541,540)	2,678,998	2,764,226	(626,769)
7530	Golf Course	2,448,304	230,675	230,797	2,448,182
7610	OPEB	(85,064)	29,760	0	(55,304)
7620	PW Admin/Engineering	1,696	159,173	97,564	63,306
7630	Risk Management	273,723	350,786	479,741	144,767
8402	LAFCO	34,100	32,480	31,214	35,365
8404	Air Pollution	375,162	133,231	246,031	262,362
8405	Air Pollution - Carl Moyer	302,611	180,498	319,842	163,267
	TOTALS	15,353,591	10,707,563	13,282,031	12,779,123

9A - Consider **Resolution No. 16-5265** approving and adopting Budget Policies

RW

AGENDA ITEM NO. 9A

Reviewed by: ✓ City Administrator
___ City Attorney

___ Motion only
___ Public Hearing
___ Resolution
___ Ordinance
___ Information

Submitted by: Craig Sanders, City Planner

Action Date: March 16, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 16-5266**, authorizing application for grant funding to update the Lassen County Multi-Jurisdictional Hazard Mitigation Plan and enter into an MOU with Lassen County and the Susanville Indian Rancheria to equally divide the required 25% local match.

PRESENTED BY: Craig Sanders, City Planner

SUMMARY: In March of 2011 the US Department of Homeland Security gave final approval to the Lassen County Multi-jurisdictional Hazard Mitigation Plan which was a joint project between the City, Lassen County and the Susanville Indian Rancheria. The plan is required by FEMA if the City, County, or Rancheria want to be eligible for certain disaster assistance and mitigation funding, including pre-disaster mitigation funding.

The plan identifies potential natural and man-made hazards or disasters which may occur within each jurisdiction. It also asses the probability and frequency of each hazard as well as the potential effects and the required emergency response. The mitigations in the document are measures that should be taken to reduce the effects of disaster impacts to the community.

The preparation of the Plan must meet a very specific FEMA process and contain certain information and sections. After approval the Plan has a 5-year lifespan at which time it is required to be updated. The update process essentially follows the same FEMA processes as was required for the original plan.

For preparation of the original plan the City, County and Rancheria retained the services of Risk Management Professional Inc. to prepare the document and guide the process. Funding was available from FEMA through the California Department of Emergency Services which required a 25% local match. The local match was evenly split between the three jurisdictions.

The same grant funding is now available to prepare an updated document and the City submitted a Notice of Intent (NOI) to request grant funding on March 4, 2016. They NOI submittal was for a $128,000 grant which includes $28,000 as the local match. The local match will be split between the three jurisdictions for $9,333 from each agency. For the City and County the match amount may be achieved by in-kind services or work on the project.

The attached Resolution authorizes City staff to apply for the grant funding, administer the grant, and enter into an MOU with the County and Rancheria to complete the update which will include preparing a Request for Proposals from qualified consultants and hiring a consultant to assist with

the update of the document. James Moore, Fire Chief will be designated as the primary grant administrator with Craig Sanders, City Planner and Ian Sims, Project Manager, as back-ups. It is expected that the entire process will take up to 1 year.

FISCAL IMPACT: Staff time and supplies in lieu of $9,333.33, City's portion of grant match.

ACTION REQUESTED: Motion to approve **Resolution No. 16-5266** authorizing City staff to apply for and administer a grant to update the Lassen County Multi-jurisdictional Hazard Mitigation Plan and enter into an MOU to cooperatively work with Lassen County and the Susanville Indian Rancheria.

ATTACHMENTS: Resolution No. 16-5266
Draft Memorandum of Understanding

RESOLUTION NO. 16-5266

A RESOLUTION OF THE SUSANVILLE CITY COUNCIL AUTHORIZING CITY STAFF TO APPLY FOR AND ADMINISTER GRANT FUNDING TO PREPARE AN UPDATE OF THE LASSEN COUNTY MULTI-JURISDICTIONAL HAZARD AND APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE A MEMORANDUM OF UNDERSTANDING BETWEEN SUSANVILLE INDIAN RANCHERIA, CITY OF SUSANVILLE AND LASSEN COUNTY

WHEREAS, as part of the Disaster Mitigation Act of 2000, FEMA requirements for receiving Federal Grants for improving a locality's resistance to disasters requires each local agency or tribal entity to determine its existing vulnerabilities to natural or man-made hazards and to develop a plan to reduce or eliminate these vulnerabilities; and

WHEREAS, the City of Susanville, Lassen County and the Susanville Indian Rancheria jointly prepared a multi-jurisdictional Hazard Mitigation Plan which addressed the hazards for all three entities and which was approved and adopted in March of 2011; and

WHEREAS, the Hazard Mitigation Plan needs to be updated every 5 years in order for each entity to remain eligible to apply for federal hazard mitigation grant funding; and

WHEREAS, there is currently grant funding available through FEMA for the preparation of an update to the 2011 Hazard Mitigation Plan and all participants of the original plan have stated they wish to jointly pursue funding to prepare the update.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville:

A. Hereby authorizes participation in and execution of the attached "Memorandum of Understanding to apply for grant application for City of Susanville, County of Lassen and the Susanville Indian Rancheria in the State of California," attached as Exhibit A.

B. Hereby designates James Moore, City Fire Chief, as the designated grant and project coordinator with Craig Sanders, City Planner and Ian Simms and back-up staff.

C. Authorizes designated staff to:

1. Apply for grant funding from the California Office of Emergency Services for the preparation of an update to the Lassen County Multi-jurisdictional Hazard Mitigation Plan for a total amount of $112,000, 25% of which is required to be a local matching funds. The local matching fund requirement of $28,000 shall be split evenly between the City, Lassen County and the Susanville Indian Rancheria. The City's $9,333.33 portion may be met by in kind services and materials.

2. Administer the grant funds, including RFP preparation and contracting with the chosen consultant, if the grant is successfully obtained.

APPROVED: _____
Brian R. Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 16-5266 was adopted at a regular meeting of the City Council of the City of Susanville held on the 16th day of March, 2016 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

_____
Jessica Ryan, City Attorney

MEMORANDUM OF UNDERSTANDING TO APPLY
FOR GRANT APPLICATION FOR CITY OF SUSANVILLE, COUNTY OF LASSEN
AND THE SUSANVILLE INDIAN RANCHERIA IN THE STATE OF CALIFORNIA

This Memorandum of Understanding is by and between the City of Susanville, a municipal law corporation and general law city of the State of California ("City"), County of Lassen, a political subdivision of the State of California ("County") and Susanville Indian Rancheria, a federally recognized tribe ("Rancheria").

The City, County and Rancheria are each responsible for comprehensive hazard mitigation planning in their respective jurisdictions, for the health, safety, welfare and benefit of the public. Accordingly, they are each vitally interested in the completing the required 5-year update of the 2011 Lassen County Multi-jurisdictional Hazard Mitigation Plan for each of their respective jurisdictions. In furtherance of said responsibilities and interests, they are interested in obtaining grant funding for preparation of an update of the existing hazard mitigation plan for their agencies, which project shall be known as the Lassen County Multi-Jurisdictional Local Hazard Mitigation Plan Update; and

Since natural disaster hazards, including but not limited to floods, wildfire, earthquake, storms, and security matters, can generate impacts on local agency resources and administration by direct and indirect effects and by creating demand for such things as flood and fire prevention programs, earthquake readiness and emergency shelters, the City, County and Rancheria will need to confer with each other regarding the update of the existing plan as required by FEMA for a multi-jurisdictional hazard mitigation plan; and since the lack of advance coordination and full understanding can result in differences which inconvenience the public and are costly and time consuming to reconcile during and after the occurrence of a hazardous event; and therefore

It is desirable to establish procedures for coordinating the update of the hazard mitigation plan to:

a. Ensure that the identified hazards have not changed in either their expected frequency, duration or intensity and that the identified mitigation measures contained in the plan are the most effective for reducing or eliminating the loss of life and property, human suffering, economic disruption and disaster assistance costs resulting from natural disasters; and

b. Ensure the continued functionality of critical services and facilities after a natural disaster;

Inasmuch as there currently exists grant funding available for agencies such as the City, County and Rancheria, for assistance in obtaining outside consultants to prepare a Hazard Mitigation Plan update that pertains to the City, County and Rancheria; and

In recognition of the matters set forth above, as well as the mutual benefits of maintaining a FEMA approved Hazard Mitigation Plan for the jurisdictions of the parties hereto, the application for and receipt of grant funding for preparation of such a plan for the parties hereto, acting in coordination:

Now, therefore the City, County and Rancheria mutually agree as follows:

I. Coordination

The City, County and Rancheria shall each designate by Resolution a coordinator who will represent their respective agencies on matters of: (1) conducting the bid process for selection of a consultant to prepare said plan update and recommending a consultant to their respective agencies; (2) working with the consultant to provide information and assistance to enable the consultant to prepare an updated plan that will meet all of FEMA requirements. As the application for grant funding requires that there be a single applicant the City, County of Lassen and Susanville Indian Rancheria agree that the City of Susanville be the designated grant applicant and administrator for the update of the existing Hazard Mitigation Plan.

II. Consultant

If grant funding is obtained, the consultant shall be obtained through the required procedures. In selecting a consultant, the coordinators shall work together to recommend to their respective agencies a mutually agreeable consultant who will prepare the update to the 2011 Hazard Mitigation Plan for the City, County and Rancheria. Upon approval by the designated coordinator of the City Council, Board of Supervisors and Tribal Business Council of the Rancheria, the consultant so selected will be paid with the grant funds so obtained to prepare the update to the 2011 Hazard Mitigation Plan for the City, County and Rancheria.

III. Environmental Planning

The City, County and Rancheria will emphasize cooperative consultation in the development of any environmental documents, if required, for update to the 2011 Hazard Mitigation Plan rather than submission of adversary comments on a completed document. The City, County and Rancheria will mutually make available existing reports, records, inventories, or other supportive data necessary for assessing the effects of the proposed updated Hazard Mitigation Plan.

IV. General Provisions

A. This memorandum may be amended or supplemented by mutual agreement by the signers or their successors. Participations in this memorandum may be terminated by any party hereto upon giving thirty days written notice to the other parties.

B. The City, County and Rancheria shall not be bound to make any expenditure under the terms of this memorandum except as the necessary funds are appropriated by their respective agencies.

C. Nothing in this agreement is to be construed as conflicting with existing laws, regulations, and prescribed responsibilities applicable to the respective parties hereto.

Each of the Parties hereto is responsible for contribution of up to $9,333.00 As follows:

City of Susanville – in kind contribution

County of Lassen – in kind contribution

Susanville Indian Rancheria – upon all parties executing this Agreement, Rancheria shall pay the sum of $9,333 to the City of Susanville, to be kept in an interest bearing account until the grant identified herein is awarded and the work completed and the updated Hazard Mitigation Plan is approved by FEMA/U.S. Department of Homeland Security. At such time as the Plan is approved the final cost share shall be computed and a refund of any balance and interest shall be returned to the Rancheria. In the event the grant is not, awarded, said sum shall and any interest earned thereon shall be refunded to the Rancheria within 20 days.

Dated: _____, 2016

City of Susanville

_____

Mayor

Attest:

_____

City Clerk

County of Lassen

_____

County Administrative Officer

Attest:

_____

County Clerk

Approved as to Form:

_____

City Attorney

_____

County Counsel

Susanville Indian Rancheria

Attest:

_____

Tribal Chairman

_____

Secretary/Treasurer

AGENDA ITEM NO. 9B

Reviewed by: JGH City Administrator
____City Attorney

____ Motion only
____ Public Hearing
X Resolution
____ Ordinance
____ Information

Submitted by: Ian Sims, Project Manager

Action Date: March 16, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 16-5269** authorizing Mayor to execute contract with R.E.Y. Engineers, Inc. to prepare the Project Approval and Environmental Document (PA&ED) for the Susanville Southeast Gateway Project, in an amount not to exceed $128,865.

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The Susanville Southeast Gateway Project is programmed through its design phase in the State Transportation Improvement Program (STIP). As part of the STIP process, a Mini-Preliminary Environmental Analysis Report (mini-PEAR) was completed in November 2013. The mini-PEAR was approved by Caltrans and authority was given to proceed with all appropriate project design documentation. The Project Approval and Environmental Document (PA&ED) is that next step described below. After the PA&ED is complete and approved by Caltrans the City can move onto the next design phase of Plans, Specifications, and Estimate (PS&E) to be completed next year. Construction dollars are anticipated to be programmed for this project within the STIP once design studies have been finalized.

The City of Susanville is proposing to enhance the main street southeast entrance into the City by installing gateway enhancements in a context-sensitive manner, provide a complete street, by completing the pedestrian network and providing additional widening to accommodate a class III bicycle facility, through the project limits, and improve economic vitality by identifying a sense of place to travelers entering the southern City limit. New curb gutter, and sidewalk, Americans with Disabilities Act (ADA) compliant ramps will be constructed; pedestrian and intersection lighting will be installed. Existing substandard pedestrian facilities within the project limits will be replaced.

The final Project is anticipated to provide new pedestrian pathways to connect existing commercial areas. The addition of pedestrian safety rail on an existing bridge, lighting enhancements, and landscaping design are also anticipated to improve safety, pedestrian use, and aesthetics for this area of the City. Finally, the Project will include shoulder widening of State Route 36 and enhancement of the existing chain-up area.

These improvements are the goals identified in the Susanville Gateway Project and the next step in bringing this Project to reality is the PA&ED process. The PA&ED process will consist of performing appropriate technical studies, preliminary engineering alternatives analysis, and completing environmental compliance documents, all of which is required for this federally funded transportation project. In order to ensure the project is positioned for final design and construction, the PA&ED process must include all permitting and compliance requirements associated with both Caltrans and the Federal Highway Administration (FHWA).

On January 19, 2016, staff released a Request For Proposals (RFP) for PA&ED services. On February 11th, six proposals were received from the following firms:

1. Dyer Engineering Consultants, Inc. Reno, Nevada
2. Echelon Transportation Group, Sacramento, California
3. Hauge Brueck Associates, LLC, South Lake Tahoe California
4. NCE, Reno Nevada
5. Remedy Engineering, Inc., Redding California
6. REY Engineers, Inc., Folsom, California

Procedures set forth in the California Department of Transportation Local Assistance Procedures, Chapter 10, consultant selection, were followed to prepare the RFP. The proposals were evaluated by the review committee using the criteria and scoring outlined in the RFP.

The criteria and weighting were as follows:

1. Experience with similar projects 25%
2. Project approach 25%
3. Qualifications of the firm 20%
4. Familiarity with State and Federal procedures 20%
5. References 10%

REY Engineers, Inc. was determined to be the most responsive firm that is capable of completing all work on time and within their contract cost of $128,865.

FISCAL IMPACT: $160,000 in Federal and State funding through the State Transportation Improvement Program is allocated for this project. City has met all program requirements and is eligible for reimbursement for project costs.

ACTION REQUESTED: Motion to approve Resolution No. 16-5269 authorizing Mayor to execute Agreement and authorize the Finance Division to amend the budget in the amount of $160,000 for this project.

ATTACHMENTS:
Resolution 16-5269
Agreement
Caltrans STIP PA&ED Funding Letter
REY Proposal

RESOLUTION NUMBER 16-5269
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING MAYOR TO EXECUTE AGREEMENT WITH REY ENGINEERS, INC. TO PREPARE THE PROJECT APPROVAL AND ENVIRONMENTAL DOCUMENT (PA&ED) FOR THE SUSANVILLE GATEWAY PROJECT, AMOUNT NOT TO EXCEED $128,865

WHEREAS, the City of Susanville has been allocated funding, in the amount of $160,000, through the State Transportation Improvement Program to complete the Project Approval and Environmental Document (PA&ED) to enhance the main southern entrance into the City along State Route 36; and

WHEREAS, the technical nature of the work required to complete the PA&ED services is best provided by an outside consultant; and

WHEREAS, the allocated funding, in the amount of $160,000, is available to hire a professional firm to complete the PA&ED services; and

WHEREAS, the City has followed the appropriate procurement procedures to solicit and evaluate proposals per federal and state requirements; and

WHEREAS, six proposals have been received; and

WHEREAS, REY Engineers, Inc. has been determined to be the most responsive; and

WHEREAS, REY Engineers, Inc. has proposed a price not to exceed $128,865 to complete the project scope as outlined within the PA&ED for the Susanville Gateway Project.

NOW THEREFORE BE IT RESOLVED, By the City Council of the City of Susanville that the Mayor of the City of Susanville is hereby authorized to execute Agreement with REY Engineers, Inc. for PA&ED service for the Susanville Gateway Project, and authorize the Finance Division to amend the budget in the amount of $160,000 for this project.

Dated: March 16, 2016

APPROVED: _____
Brian R. Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 16-5269 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 16th day of March, 2016, by the following vote:

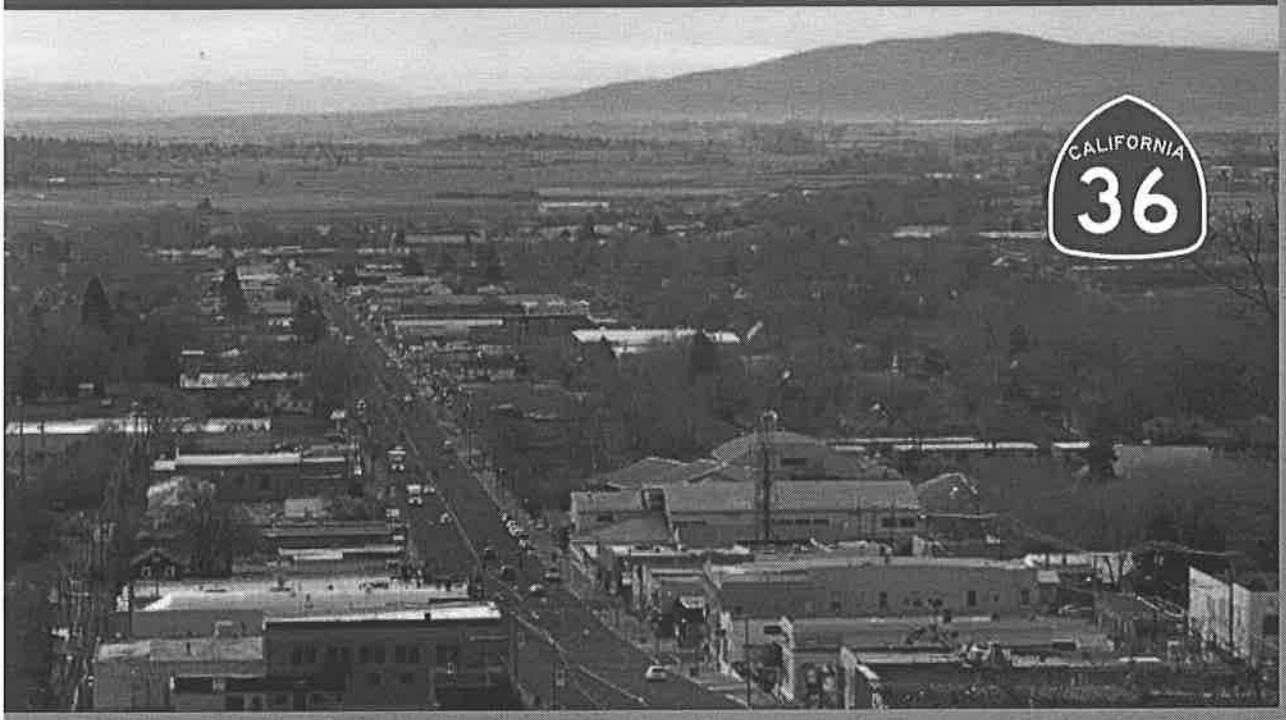
AYES:
NOES:
ABSENT:
ABSTAINING:

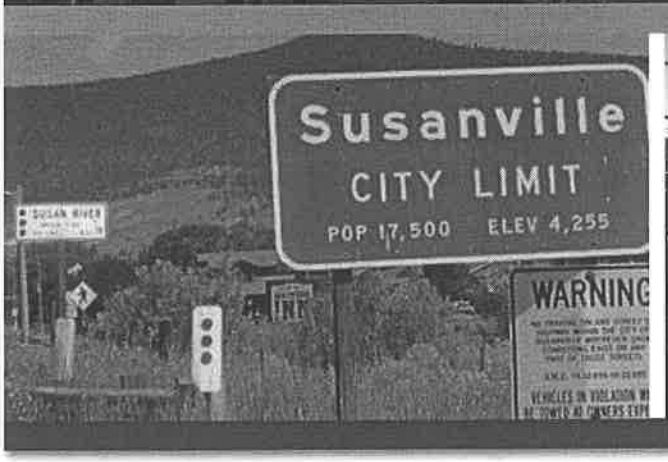
_____
Gwenna MacDonald, City Clerk

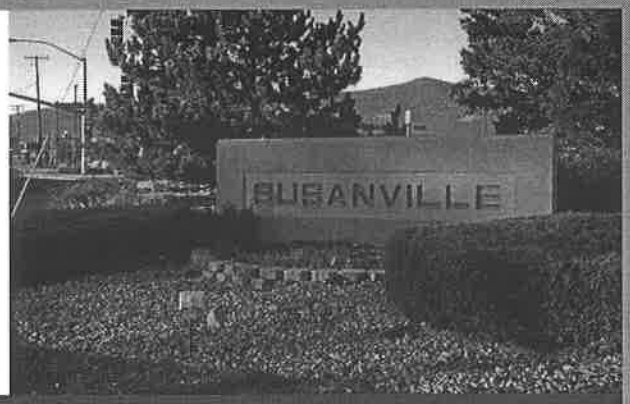
APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

PROPOSAL

Project Approval/Environmental Document for the Susanville Gateway Project







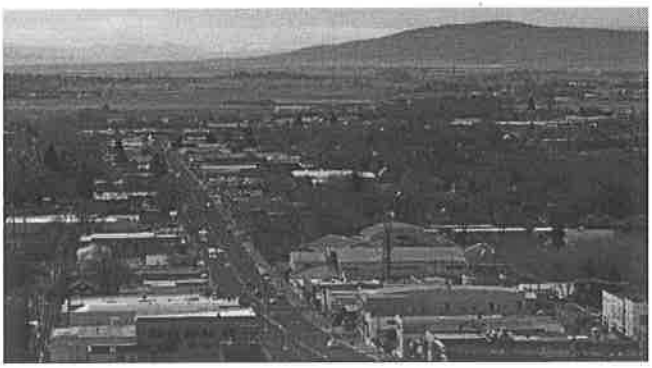
R.E.Y. ENGINEERS, INC.
CIVIL ENGINEERS LAND SURVEYORS LiDAR

Submitted by:
R.E.Y. ENGINEERS, INC.
905 SUTTER STREET, SUITE 200
FOLSOM, CA 95630
T 916.366.3040 | F 916.366.3303

Submitted to:
CITY OF SUSANVILLE
66 N. LASSEN STREET
SUSANVILLE, CA 96130
530. 252.5115 T

February 11, 2016

1. Transmittal Letter & Statement of Certification



R.E.Y. ENGINEERS, INC.

Civil Engineers I Land Surveyors I LiDAR

R.E.Y. ENGINEERS, INC.
Civil Engineers | Land Surveyors | LiDAR

February 11, 2016

Mr. Ian Sims, Project Manager
City of Susanville
66 N. Lassen Street
Susanville, CA 96130

RE: PROPOSAL – Project Approval and Environmental Document for the Susanville Gateway Project

Dear Mr. Sims:

R.E.Y. Engineers, Inc. (R.E.Y.) is excited to submit the attached proposal to prepare the Project Approval and Environmental Document (PA&ED) for the Susanville Gateway Project.

THE R.E.Y. TEAM

The R.E.Y. team provides the City with experience, knowledge, and seamless continuity from the Project Study Report – Project Development Support (PSR-PDS) phase of the State Route 36 Susanville Gateway Project.

- ***Matt Boyer*** was the Project Transportation Planner for the PSR-PDS working with Mr. Jeff Schwein of GreenDOT Transportation Solutions. Matt is a "hands on" and highly-sought transportation Project Manager with an extensive résumé of success, ***including six (6) American Public Works Association "Project of the Year" awards***.

  Matt is also well-known for delivering transportation projects within Caltrans right-of-way on fast-track project schedules, including the State Route 29 Trancas Transit Center which completed PA/ED and PS&E in 75 days for a 3-acre facility.

  Mr. Boyer is also a transportation financing expert that is proposing to assist the City in developing ***financing for the construction phase at no additional expense***.

- ***Loren Chilson of Traffic Works*** was the Project Engineer during the PSR-PDS phase and is very knowledgeable about the traffic engineering challenges and opportunities associated with the project. Moreover, Traffic Works possesses the type of project experience, as well as the requisite professional and technical skills, to properly execute the prescribed program of background work and report production with a multi-modal safety and "complete street" focus.

Mr. Boyer has added three frequent and long-time collaborators to complete our team.

- ***Melissa Logue and GPA Consulting*** is an experienced, environmental firm that has teamed with Mr. Boyer on more than fifteen (15) transportation projects. Sacramento-based staff at GPA will provide environmental technical studies, CEQA/NEPA documents, and permitting (if needed). R.E.Y. and GPA are currently engaged in three (3) other projects together.

- ***Steve Noll and Design Workshop*** will provide conceptual landscape architecture for signs, special paving, landscaping, and other aesthetic considerations. Matt has worked with Steve for over 10 years and we are currently working together on two other contracts.

- ***Cole Przbyla and Cole Video*** will prepare a state-of-the-art – ***and VERY inexpensive*** – digital video that will be invaluable as part of the community engagement process, and will be critical in attracting innovative financing opportunities for the construction phase. R.E.Y. and Cole have an on-going contractual relationship and are currently working together on several projects.

STATEMENT OF CERTIFICATION

- Section 2 includes a complete but concise statement of the services proposed.
- R.E.Y. will provide the services as described in the proposal within the time frames as outlined in the RFP. ***R.E.Y. will complete all work for the Project Approval/Environmental Document (PA/ED) phase by October 31, 2016.***
- All aspects of the proposal, including cost, have been determined independently, without consultation with any other prospective Consultant or competitor for the purpose of restricting competition.
- R.E.Y. agrees that aspects of the RFP and the proposed submittal shall be binding if the proposal is selected and the contract awarded.
- R.E.Y. agrees to provide the City with any other information determined necessary for an accurate determination of the Consultant's ability to perform services as proposed.
- R.E.Y., if selected, can and will comply with terms and details of the attached standard City of Susanville consultant agreement as shown in Attachment C of the Request for Proposals.
- R.E.Y., if selected, will comply with all applicable rules, laws, and regulations.

WHY SELECT THE R.E.Y. TEAM?

- We provide seamless continuity from the PSR-PDS phase with our team lead by Matt Boyer and Loren Chilson of Traffic Works.
- We are specialists in Caltrans processes with a ***proven track record of fast-track delivery***.
- We will provide up to 50 hours of no-cost services (Matt Boyer) to assist the City in obtaining construction phase funding.
- We have provided a detailed Scope of Work, Budget, and Schedule for our contract with the City. Our subconsultants all will have sub-agreements with a similar level of detail.
- Our monthly progress reports and invoices will identify work completed in the prior month, work anticipated in the upcoming month, and any issues requiring resolution, and will be thoroughly checked prior to submittal for easy processing by the City.
- Quality... every R.E.Y. work product is subjected to an extensive internal quality assurance/quality control review, including the work of our subconsultants.
- You will enjoy our standard "no surprises" approach to working with our clients – if an issue arises I will immediately determine a corrective action and contact the City of Susanville.

The R.E.Y. team has the resources and availability to begin work immediately and to complete our work on time and within budget. Further, I pledge my personal commitment to delivering services that exceed the City's goals. If you have any questions or would like additional information, please contact me at (916) 759-2268 (cell) or mboyer@reyengineers.com.

We also promise to have a little fun along the way!

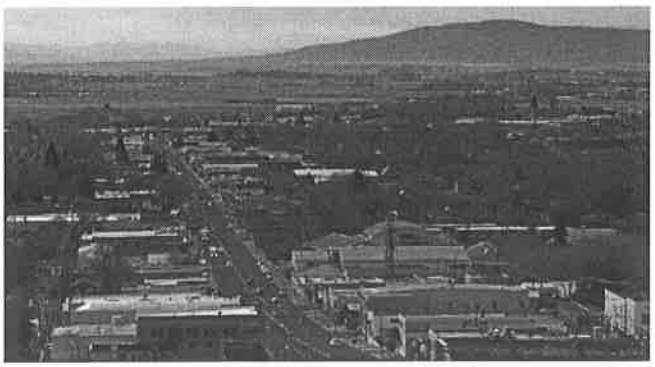
Sincerely,

R.E.Y. ENGINEERS, INC.

Matthew C. Boyer
Project Manager & Transportation Division Manager

Robert J. Huun, PE
President & Principal in Charge

2. Proposal Description



This section describes the R.E.Y. understanding, approach, and methods for providing the "Consultant services for the Project Approval and Environmental Document phase of the Susanville Gateway Project, City of Susanville, California."

2. Proposal Description

Project Understanding

The City of Susanville is advancing a high priority project near the southern gateway to town. The project is located along the State Route 36 corridor and will occur primarily within the existing State Highway right-of-way. Key features that will be designed and constructed as part of the project include the following.

- Shoulder widening
- Disability access compliant sidewalks, and related curb and gutter improvements
- Replace existing standard street lighting with decorative safety lighting (where possible)
- Install pedestrian safety railing on the existing bridge over Jensen Slough
- New gateway sign at the southern edge of the City
- Additional aesthetic and landscaping improvements

The project will also remove the existing gateway sign near the northern project limit.

The project area is within a mostly developed, commercial area; however, there are trees and vegetation adjacent to the road shoulders and on either side of Jensen Slough. Jensen Slough flows under SR-36 in the project area; however, no work would be required within the slough.

The project is on the State Highway System, and the environmental documentation will be processed through the California Department of Transportation (Caltrans) Division of Environmental Analysis. The project would utilize federal funds, and is therefore subject to the requirements of both the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA). A Preliminary Environmental Assessment Report (PEAR) was completed in 2013 for the project by Caltrans as part of the PSR-PDS process. The PEAR indicated that the appropriate level of documentation under NEPA will be a Categorical Exclusion (CE), and that a Categorical Exemption (CE) will be the appropriate level of documentation under the CEQA.

The City currently is procuring consultant services to complete the Project Approval and Environmental Document (PA/ED) phase of the Caltrans project delivery process for capital projects. The Plans, Specifications, and Estimates phase - which is fully funded – is expected to commence shortly after completion of the PA/ED phase.

Construction is estimated to be in the $1 - $2 million range. Construction funding has not yet been developed.

Approach

The R.E.Y. team members all have extensive experience delivering projects on the State Highway System and through Caltrans project development process.

The R.E.Y. team will follow Caltrans requirements and processes including those in Appendix K of the Project Development Procedures Manual (Gold Book) and all other requirements that relate to traffic, environmental, right-of-way, utility, and other requirements.

In attempt at brevity, any detail of the required Project Report and PA/ED process in Appendix K that is not explicitly identified is hereby incorporated by reference.

The R.E.Y. team will follow Caltrans requirements and processes including those in the Project Development Procedures Manual (Gold Book) and all other requirements that relate to traffic, environmental, right-of-way, utility, and other mandates.

Key technical elements of our approach are as follows.

- Avoid encroachment into the slough during construction – which supports the CE/CE approach and minimizes technical studies and permits
- Work with Caltrans to apply their Context Sensitive design considerations
- Front load community outreach to develop a single, formal project alternative in keeping with a Categorical Exemption
- Anticipate and disclose to the City and Caltrans potential maintenance costs associated with each element of the project
- Consider all drought-related factors in concepts for landscaping and aesthetic improvements
- Support from our Project Manager (Matt Boyer) to develop financing for construction.

- Although the project funding will flow through Local Assistance the project will follow the capital project process in accordance with the Project Development Procedures Manual.

Moreover, R.E.Y. enjoys strong relationships with our clients that is based upon the following key management and organization principals.

- Detailed scope of work and budgets in our contracts and our subconsultant agreements.
- Monthly progress reports and invoices that identify work completed in the prior month, work anticipated in the upcoming month, and any issues requiring resolution, and that will be thoroughly checked prior to submittal for easy processing by the City.
- Quality... every R.E.Y. work product is subjected to an extensive internal quality assurance/quality control review, including the work of our subconsultants.
- A standard "no surprises" relationship – if an issue arises we will immediately determine a corrective action and contact the City of Susanville.

R.E.Y. does not charge for reasonable or necessary reproduction costs to ensure the City is successful. All deliverables will be provided in hard copy and electronic formats, in the quantities necessary for Caltrans and the City to complete its work, including effective public participation.

Finally, each member of the R.E.Y. team was invited for both their technical competence and their history of success working with R.E.Y. Each team member will assign the appropriate resources and do the necessary due diligence to maximize our professional, technical, and creative abilities in all aspects of the work described below.

Scope of Work

R.E.Y. has followed the task list and task descriptions from the RFP for easy review.

1. Project Management

R.E.Y. will provide project management including managing sub-consultant contracts, preparing reports, maintaining the project schedule, preparing monthly progress reports, invoicing, inter-agency coordination and any other work that leads to the successful and timely delivery of the PA&ED component of this project.

R.E.Y. will maintain communication with the City, Caltrans, and our consultant team, including regular status checks to ensure all tasks are on schedule and within budget.

A cumulative action items list will be maintained throughout the project.

Task 1.1 Project Administration

R.E.Y. will follow Caltrans requirements and processes including those in the Project Development Procedures Manual and all other requirements that relate to traffic, environmental, right-of-way, utility, and other requirements. defined in other regulatory guidance.

R.E.Y. will maintain electronic and other records in conformance with the Caltrans Uniform Filing System, and with requirements of the project development process, i.e. the Right-of-Way Manual.

R.E.Y. will prepare a monthly progress report that will be submitted with each invoice, and that includes the progress of each task, new and ongoing issues, proposed resolutions, and estimated impact on the schedule.

Task 1.2 Project Implementation Plan

At the initial Project Development Team meeting several key items will be discussed, including the necessary environmental technical studies that will be necessary. Although the project funding will flow through Local Assistance the project will follow the capital project process.

There are several other important elements to the Caltrans capital project process that will be discussed, including the following.

- Project charter
- Risk management plan
- Public information plan
- Quality management plan
- Conflict resolution plan

- Members of the Project Development Team, and their respective roles and responsibilities

All of these elements will be documented in a Project Implementation Plan that describes the overall project methodology, assumptions and roles of various entities involved in the PA&ED process.

Task 1.3. Project QA/QC

All deliverables will undergo strict quality assurance and quality control (QA/QC) protocols, in accordance with standard R.E.Y. policy, and Caltrans requirements, and consistent with the quality management plan.

Task 1.4. Project Progress Meeting and Reporting

Monthly Project Development Team (PDT) meetings will be held with the City, Caltrans, and the consultant team. R.E.Y. will prepare meeting agendas in advance and minutes will be prepared and distributed within 1 week of each meeting identifying decisions and action items. Each action item will be assigned to a specific person and will have a specific deadline.

Standing items for each PDT meeting will include review of prior action items, progress on deliverables, and project schedule.

As above, R.E.Y. will prepare a monthly progress report that will be submitted with each invoice, and that includes the progress of each task, new and ongoing issues, proposed resolutions, and estimated impact on the schedule. An emphasis will be given to critical path milestones and deliverables.

As needed, additional meetings and phone conferences will be held between the consultant team and the City or Caltrans, as needed to ensure on-time, on-budget completion of all tasks.

Task 1.5. Presentations to City Council/Public

R.E.Y. will be available for presentations to the City Council, and the community, to ensure effective and transparent communication throughout the duration of the PA/ED phase.

R.E.Y. will prepare exhibits and other information that supports clear communication and will also assist City staff in preparing staff reports and other information needed to keep project stakeholders and City leaders informed.

Task 1.6. Project Meetings

As above, R.E.Y. will hold monthly project meetings with the PDT. Additional meetings will be held "off line" to ensure completion of the project by October 31, 2016.

Some of these meetings may be held by conference call or other remote method. R.E.Y. uses a number of web-based tools to make virtual meetings successful, including GoToMeeting and Smartsheet.

2. Traffic Studies

R.E.Y. will document all of the work performed in Task 2, including the findings and recommended traffic engineering alternatives, in a "Traffic Report". This deliverable will be completed with the intention of supporting a Project Report, CEQA Categorical Exemption, and NEPA Categorical Exclusion

This task will also guide the selection of design alternatives that will improve pedestrian and bicycle safety without significantly hindering the operation of any travel mode within the project limits.

R.E.Y. will also work with the City and PDT investigate the feasibility of a mid-block crosswalk and other traffic controls on SR 36 at or near the commercial driveway location, as a stand-alone item or as part of a complete streets concept encompassing the entire project limits. If this is feasible, and desired, R.E.Y. will work with the City to evaluate options to reallocate sufficient project budget to include these elements into the project.

Task 2.1. Data Collection

In conducting its data collection, R.E.Y. will perform the following activities.

- Count peak-hour traffic and turning movements, count pedestrian crossings and measure pedestrian movement durations, take sight triangle measurements and identify any landscape or streetscape features impairing lines of sight at the two signalized intersections and at the mid-block commercial driveway location.
- Inventory existing pedestrian facilities throughout the project limits by identifying their locations, dimensions, and height or grade above the roadway surface.
- Measure the shoulders on both sides of SR 36 in terms of changes in their width dimensions.
- Count daily/hourly use by trucks, pedestrians, and bicyclists of the wide shoulder area, northbound side of SR 36.

- Gather historical traffic count and crash data from the PSR-PDS document, as well as from other sources.

All data gathered will be used to conduct the existing conditions analysis and to develop traffic engineering design alternatives and recommendations for the Traffic Report.

Task 2.2. Existing Conditions Analysis

RE.Y. will utilize the gathered data and fully analyze existing traffic conditions in order to justify design alternatives in the Traffic Report deliverable. Any data gaps will be identified and addressed in the beginning of this effort.

The four areas of focus for this analysis will be:

- the two signalized intersections;
- the un-signalized, mid-block commercial driveway; and,
- the wide shoulder area on the northbound side of SR 36.

Qualitatively, R.E.Y. will analyze and discuss the existing "user-friendliness" and potential dangers throughout the project limits in terms of the interactions between automobiles, trucks, pedestrians, and bicyclists. And all of the pedestrian facilities inventoried during data collection will be analyzed in terms of what will be needed to gain full compliance with the American Disabilities Act.

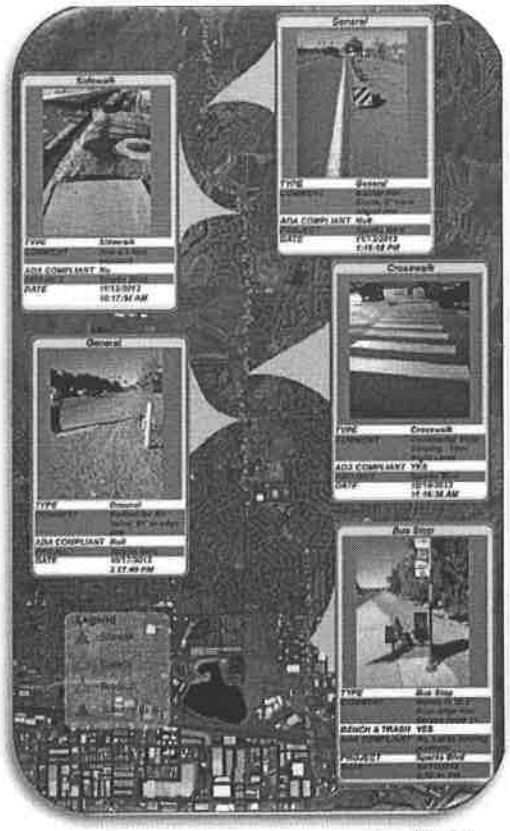


Figure 1. Example of Existing Conditions Geodatabase developed by Traffic Works.

Figure 2. Existing pedestrian dirt path on the west side of SR 36.

For the two signalized intersections, the analysis will focus on the new traffic counts, the pedestrian crossing lengths, and measured pedestrian crossing times. For both peak hours, Traffic Works will determine the signal phase timing and associated level of service, and document signal cycle failures/delays and automobile/pedestrian/bicycle volumes in each direction of travel. The team will also identify any existing actuator and signal head deficiencies.

For the wide shoulder on the northbound side of SR 36, the team will closely examine and document the existing uses of this area, including by pedestrians and bicyclists. The analysis will also look at how parked trucks sometimes pose possible risks to roadway user safety with reduced sightlines and little separation from traffic.

At the mid-block commercial driveway, the team will focus on pedestrian visibility, automobile driver behavior in the four different turning movements, the existing roadway striping and traffic configuration, and any other factors affecting the interactions between the modes at this location. The level of informal pedestrian and bicyclist crossings of SR 36 at this location will be noted in order to assess the relative demand for a potential mid-block crosswalk at this location.

Task 2.3. Traffic Report

The Traffic Report will be developed to support the 35% engineering design for the project. Travel demand forecasts in association with the Report's findings and recommended alternatives will be consistent with the projections developed in the 2012 Lassen County Regional Transportation Plan. The Traffic report will document the results and findings of the following six (6) recommended and two (2) optional traffic engineering-related evaluations, and summarize the supporting data and existing conditions analysis. The following narrative describes the intended approach to conducting and documenting each of these traffic engineering-related evaluations to be included within the Traffic Report.

1. ***PDS-AM & PM Peak-hour intersection Level of Service analysis for the SR 36/Riverside Drive and SR 36/Johnstonville Road signalized intersections, demonstrating the effects of additional pedestrian phases.***

Additional/extended pedestrian phase and signal timing scenarios will be created and analyzed using the traffic volume and pedestrian crossing time data. Computerized "micro-simulation" of the two signalized intersections will enable the most accurate demonstration of the roadway level of service effects at both signalized intersections. For each intersection, at least one optimal pedestrian phase and signal timing scenario under observed peak traffic conditions will be demonstrated using a computer simulation. The scenario demonstration and associated Traffic Report tables will describe the operation of the intersections when the additional or extended phases are actuated and detected or simply run on a cycle. The Traffic Report will provide pedestrian phase timing and associated Traffic Management Center signal timing/operations recommendations for each intersection in peak and off-peak conditions.

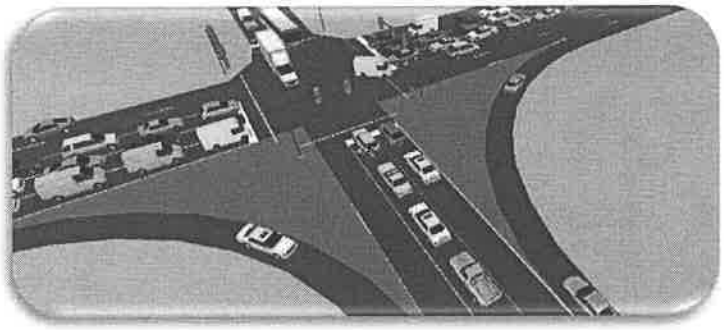


Figure 3. Example of "Micro-Simulations" prepared by Traffic Works.

2. **Determine the scope and probable construction cost of traffic signal modifications necessary to add the pedestrian phases, push button detection, and pedestrian signal indications.**

In accordance with the desired signal timing and pedestrian phase capabilities, Traffic Works will use its highly-developed project and industry knowledge to develop the scope and cost estimates for installing the most up-to-date technology for the desired traffic signal modifications to add pedestrian phases at the two signalized intersections. The scope document will identify the appropriate technology and specify compatible brands of push button detection and pedestrian signal indicator equipment. Installation costs will be broken down to the individual unit costs, as well as rolled up into total costs for each technology/equipment type. Anticipated maintenance costs will also be included.

3. **Identify the most appropriate location for a pedestrian crossing of the commercial driveway located approximately 550 feet north of Riverside Drive.**

This evaluation is a good opportunity to identify design opportunities to improve pedestrian and bicyclist safety, as well as intersection geometry and function to the benefit of all modes. The site observations, pedestrian movement data and measurements, and turning movement volumes will justify the recommended location for a pedestrian crossing of the commercial driveway approximately 550 feet north of Riverside Drive. The graphic below depicts a possible future configuration including continuous sidewalks, barrier-free ramps, crosswalks and buffered bicycle lanes. Such a design would be compatible with a traffic signal at this location should it ever become warranted.

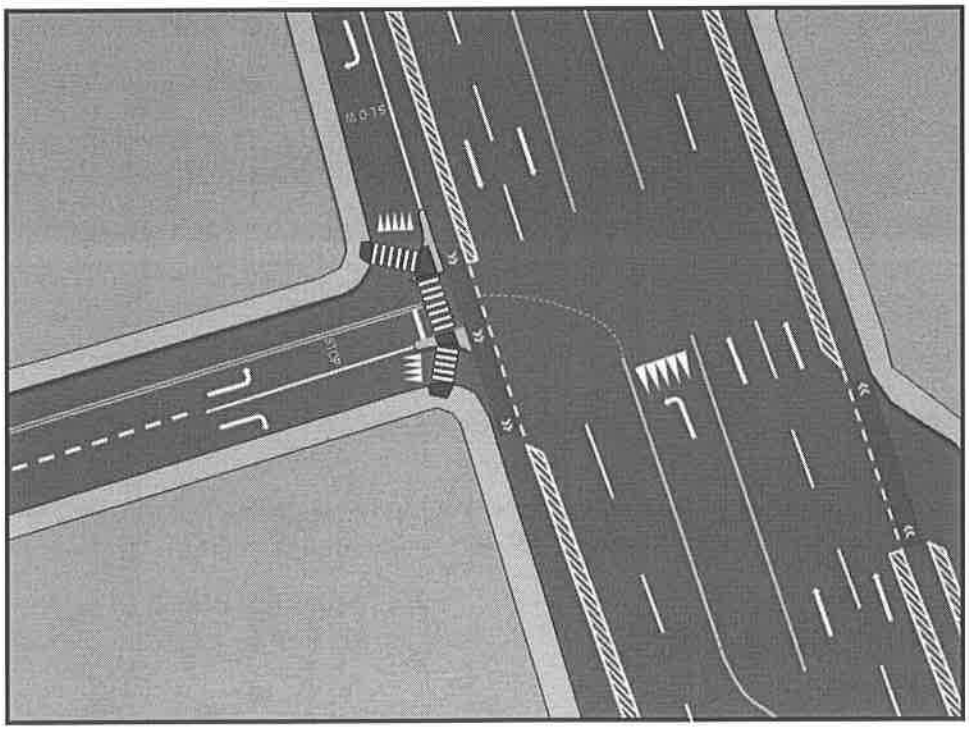


Figure 4. Possible location of pedestrian crossing of commercial driveway, 550 ft. North of Riverside Drive.

4. Discuss any special requirements for the wide shoulder area related to chain-up activities.

This evaluation will utilize precise measurements of the width of the paved shoulder area on this segment of northbound side of SR 36, and the team's observations and analysis of existing truck parking/chain-up, pedestrian, and bicyclist use. To formalize the shoulder area as a safe and official truck parking and chain-up location, Traffic Works will study roadway striping, surface treatment, and MUTCD signing alternatives. These measures will help guide truckers to the safest truck chain-up location within the shoulder, and allow bicyclists a designated space to operate. One possible solution is a "buffered bike lane", which would effectively serve as a buffer not only for bicyclists between themselves and automobile traffic, but also between automobile traffic and parked trucks (see **Figure 4**, above). In that case, the team will determine the most appropriate FHWA striping and markings for where trucks will need to cross over the bike lane to enter and exit the chain-up area.

5. Provide the sight triangle requirements and/or exhibits for proper placement/setback of landscape and streetscape features.

In this evaluation, the sight triangle requirements will be proposed by mapping the existing and proposed locations of landscape and streetscape features, and by showing the resulting changes in and/or preservation of minimum acceptable sight triangle angles. This task will be performed according to commonly accepted safety standards, especially those found in the MUTCD. The final product will include recommendations for the proper placement and setback of landscape and streetscape features throughout the project limits, but with a special emphasis on the two signalized intersections and the mid-block commercial driveway.

6. Prepare a pedestrian detour plan as requested by Caltrans in the Transportation Management Plan Data Sheet dated 11/21/13.

The pedestrian detour plan will be developed with the main requirement from the Data Sheet at the forefront: the shoulder on only one side of the SR 36 roadway may be closed to pedestrians and bicyclists during construction work. Traffic Works will prepare a detailed pedestrian detour plan to show the routes and exact placement of detours in various phases over the planned thirty (30) days of construction. The plan will also identify equipment, materials, and signing needs.

3. Preliminary Engineering

R.E.Y. will develop project concepts to allow for City, Caltrans and community evaluation leading to a single, formal project alternative in the Project Report.

Concepts and the project alternative will be developed sufficiently to make a determination of a preferred alternative for the purposes of satisfying CEQA and NEPA.

R.E.Y.'s work will build upon, not revisit, the work completed in the PSR/PDS as a foundation and will only develop additional alternatives should they be determined necessary.

This task will including will include requests for information for utilities, right of way, and permits, defining and refining the study alternatives, preparing base mapping, developing preliminary utility and right of way impacts, preparing an 11-page preliminary cost estimate, preparing a drainage study and preparing alternative designs sufficient to satisfy NEPA and CEQA.

R.E.Y. will use a "complete street" approach for the project conceptual design for the two signalized intersections, the mid-block commercial driveway area, and the segment of SR 36 within the project limits. Possible modifications at the intersections would include enhanced crosswalks and additional refuge areas for pedestrians, and bike lane extension treatments.

R.E.Y. will informally investigate the possibility of a minor "diet" for the width of the center turning lane and the travel lanes in order to accommodate bike lanes on the sides of SR 36 along the project limits. The study would also look for opportunities along the right-of-way for potential widening of planned sidewalks and/or narrowing the wide shoulder in some areas, in order to accommodate street furniture or even a bus stop in addition to a clear walkway. The full integration of a safe chain-up area for trucks within a portion of the wide shoulder area would be a mandatory element within such a concept design.

Figure 5. Complete Street Designs help accommodate all users.

Task 3.1 Data Collection and Review

R.E.Y. will collect all background information, conduct field visits, and perform research necessary to develop conceptual designs, prepare 35% design of the project alternative, and produce a standard Caltrans-format Project Report.

Because of the sensitive nature of designing accessibility-compliant paths of travel, and given the strong desire to avoid potentially sensitive environmental areas, R.E.Y. is proposing to collect survey data at this phase.

Task 3.2 Base mapping

All work will be done in accordance with standard Caltrans requirements and in Caltrans formats.

Project Control Survey (R.E.Y.)
R.E.Y. will research horizontal and vertical control information with the City and Caltrans.

Based on the acquired survey control information, field surveys will be conducted to establish project control. Horizontal control will be tied to State Plane Coordinates.

Established survey control points will be exhibited on a "Survey Control Data Sheet" and will be semi-permanent in nature so as to serve as project control during the construction of the project.

Topographic Survey (R.E.Y.)
R.E.Y will obtain conventional survey, as-needed, to support development of alternatives that are ADA compliant.

Preliminary Right of Way Studies and Base Map (R.E.Y.)
Records Research
R.E.Y. has already performed a significant amount of research. Additional effort will include review of right-of-way maps, record maps, deeds, easements and other available information.

Field Surveys
Based on the information disclosed in the research materials, survey monuments will be searched for and located, using sound land surveying methods. Found monuments will be used to "anchor" the lands shown on recorded maps and deeds. As property boundaries are developed, using coordinate geometry software, it may be necessary to send field crews back into the field with monument "search" information in an attempt to find additional boundary controlling survey monuments.

Boundary and Easement Resolution
Analysis of the surveyed monumentation, with record maps and deeds, will be performed to resolve the existing land net, right-of-way and easement configurations. The results will be used to develop a base map, which will be the basis of determining where new right of way or easements will be required.

Task 3.3 Develop Alternatives

To meet the City's schedule and budget, and in keeping with the intent of the Categorical Exclusion and Categorical Exemption processes R.E.Y. will complete conceptual alternatives, including the City selection of a project alternative (based upon strong community input) prior to the environmental studies.

Alternatives will be based on the alternatives identified in the PSR/PDS. Should the preferred alternative not be sufficient to satisfy environmental requirements, additional alternatives will be developed for inclusion in the preferred alternative selection process. Again, this would be completed prior to the environmental studies. The Categorical Exclusion and Categorical Exemption would only show the project alternative.

3.4. Preliminary Engineering Drawings

R.E.Y. will complete engineering drawings the project alternative in accordance with Caltrans Project Development Procedures Manual (Appendix K).

The purpose of the preliminary engineering drawings is to depict the project in sufficient detail so that potential impacts to environmental resources can be identified, and to develop an accurate cost estimate.

Some element may require additional engineering to ensure that the preliminary design is feasible and fully comprehends potential issues. For example, R.E.Y. will advance the design of the pedestrian safety fencing/railings to understand how that will be constructed so that potential, temporary impacts to the slough can be identified.

Task 3.5 Preliminary Cost Estimate

R.E.Y. will develop a preliminary cost estimate for each conceptual alternative. Costs will be escalated to reflect year of construction costs.

A standard 11-page Caltrans Cost Estimate will be prepared for the project alternative, and included in the Project Report.

Task 3.6. R/W Documentation

R.E.Y. will use the Right-of-Way base mapping to determine any need for new temporary or permanent rights for the project alternative. This information will be used to prepare a standard Right-of-Way Data Sheet for the Project Report.

Task 3.7. Draft Project Report

R.E.Y. will prepare a Draft Project Report in accordance with Appendix K of the Project Development Procedures Manual.

The Project Report will include the following mandatory elements.

- A signed Categorical Exemption/Categorical Exclusion Determination Form
- Location map
- Project detail maps to show existing conditions and proposed improvements
- Typical sections
- Cost estimate
- Right-of-way data sheet
- Appendix K – Preparation Guidelines for Project Report

The Project Report will include additional attachments to help convey the project components in general and specific to each Caltrans discipline. These will include the following.

- Photographs
- Concepts for landscape architecture
- Traffic flow diagrams (as necessary)
- List of Design Exceptions

The Draft Project Report will consolidate traffic studies, right of way, design alternatives and related engineering work for use in the environmental documentation, developing accurate project cost estimates and to support future final design of the preferred alternative.

The draft project report will be circulated to the City of Susanville and Caltrans for review and comment.

Task 3.8 Final Project Report

Comments from the PDT will be reviewed and used to prepare a Final Project Report.

The conclusions and findings from the Final Project Report will be presented to the Susanville City Council.

4. Environmental Technical Studies

Throughout Tasks 4 and 5 R.E.Y. will work in close coordination with the City and Caltrans on preliminary/conceptual alternatives to ensure that the environmental technical studies are adequate for project and environmental approval.

Care will be made to correctly frame elements of conceptual alternatives to ensure that they are consistent with the envisioned Categorical Exemption and Categorical Exclusion processes.

If any element of a preliminary/conceptual alternative has the potential to elevate the level of environmental document under either CEQA or NEPA, R.E.Y. will inform the City and a decision will be made regarding whether to proceed with a more-involved environmental study process, or to eliminate the complicating element from the project.

R.E.Y. assumes the following

- Focused surveys for special-status species and/or agency consultation will not be required.
- Work will be conducted completely outside of Jenson Slough, and a wetland delineation and regulatory permits will not be required.
- A Categorical Exclusion will be the appropriate level of documentation to satisfy the requirements of NEPA, and a Categorical Exemption will be the appropriate level of documentation to satisfy the requirements of CEQA. If Caltrans requires a greater level of documentation, the City will be notified immediately and additional scope and budget will be required.
- The project will meet the requirements of a screened undertaking under Caltrans' Section 106 Programmatic Agreement, and archaeological studies would not be required.

Task 4.1 Natural Environment Study (Minimal Impacts)

Database Research and Biological Study Area Delineation

GPA will review available data on biological resources recorded on and within the vicinity of the project area, including all plant and animal species with the potential to be in the area. This review will include conducting searches in databases such as the California Natural Diversity Database (CNDDB). Additionally, a list of threatened and endangered species with the potential to be within the project area will be requested from the United States Fish and Wildlife Service. GPA will delineate an appropriate

Biological Study Area (BSA) that will cover the direct and indirect impact areas for the project, including temporary construction areas, and create a BSA map to be used for the biological analysis.

Field Surveys

GPA will survey the BSA for plant species and wildlife, their signs, and/or potential habitat. GPA will inventory all botanical, and wildlife resources observed in the BSA, and will identify and record all existing vegetation communities in this area. Special attention will be given to tree and vegetation species that would be impacted (e.g. trimmed or removed) during construction. Field surveys will be conducted during the appropriate blooming period for special-status plant species with potential to be in the project area (July), to the extent feasible. Based on preliminary site investigations performed using Google Earth, Jensen Slough connects to Susan River downstream of the project area and is a jurisdictional waterway; however, work within the slough is not anticipated.

As part of the development of this scope of work, GPA completed a preliminary CNDDB search for special-status species recorded within the vicinity of the project area (Susanville Quad and eight surrounding quads). The search identified several federally and/or state threatened, endangered, or special-status species that have been recorded within the Susanville and surrounding quads; however, there have been no recorded observations of special-status species within the project area. The project area is mostly developed; however, it is at the southern city limits and there is undeveloped land within approximately 0.25 mile from the project area. GPA will confirm the potential for special-status species to be in the BSA during field surveys, paying particular attention to native plant species.

Natural Environment Study (Minimal Impacts)

Following completion of the background research, site investigations, and field surveys, GPA will summarize the results of these studies in a Natural Environment Study (Minimal Impacts) (NES(MI)). The NES(MI) will include a discussion of the existing biological resources in the BSA, applicable regulations, potential project impacts, and proposed avoidance, minimization, and mitigation measures to minimize and/or mitigate these impacts to the extent feasible. The NES(MI) will also include a discussion of any consultation required with other agencies to obtain project approvals and environmental permits, if necessary. GPA will coordinate with the City and Caltrans for review and approval of the NES(MI).

Task 4.2 Water Quality Assessment Memorandum

GPA will prepare a Water Quality Assessment Memorandum (WQ Memo) for the project. Background information for the project vicinity, including other studies completed, will be reviewed. GPA will refer to the Location Hydraulic Study and Storm Water Data Report for supporting data, if available. GPA will identify and describe existing waterways and watersheds, identify specific water quality concerns in the area, evaluate the potential for project impacts, and identify appropriate measures to minimize these impacts. Construction-related impacts and long-term impacts to water quality will be qualitatively evaluated, and both direct and cumulative impacts related to the project will be described. The WQ Memo will address regulatory compliance, including conformance with the Caltrans Statewide National Pollutant Discharge Elimination System (NPDES), and identify applicable best management practices to be included in the project design. GPA will coordinate with the City and Caltrans for review and approval of the WQ Memo.

Task 4.3 Phase I Initial Site Assessment

R.E.Y. will complete a Phase I Initial Site Assessment (ISA) for the project. The ISA will follow requirements included in ASTM Standard E1527-13, as required by Caltrans. R.E.Y. will conduct a site reconnaissance for visual evidence of surface contamination and potential sources of subsurface contamination and conduct a visual inspection of the adjoining properties from publicly accessible areas for evidence of recognized environmental concerns (REC). R.E.Y. will conduct interviews with the key site manager; major occupants; past and present owners and operators; and government and/or agency personnel, as available. Inquiries conducted at abandoned sites may include interviews with owners or occupants of neighboring or nearby properties.

R.E.Y. will conduct a records review, which will include physical setting documents to determine regional geology, general soil information, and local and regional groundwater conditions; historical information, including but not limited to, Sanborn maps, topographic maps, aerial photographs, ownership records, building department records, local street directories, zoning and land use records, and prior assessments, as available; environmental records, including federal, state, tribal, and City regulatory agency lists that will help identify RECs in the project area and the adjoining properties; and, based on the outcome of the database search, review of specific regulatory agency files for identified contaminated facilities in order to evaluate whether the listed facilities are hazardous materials threats to the area.

R.E.Y. will review the completed ASTM E1527-13 User Questionnaire (Questionnaire) regarding Recorded Environmental Liens, Activity and Use Limitations (AUL), relationship of the purchase price to the fair market value of the project area, and any specialized knowledge of the project area. R.E.Y. will review Recorded Environmental Liens and AULs reports, as provided; and

prepare a final report of the results of the ISA. R.E.Y. will coordinate with the City and Caltrans for review and approval of the ISA.

5. Prepare Environmental Document

R.E.Y. will maintain both electronic and hard copies of the complete environmental record, and will provide the City with a copy of all final documentation.

R.E.Y. will work closely with the PDT to define a complete and detailed project description and delineate a project study area that will meet the needs of technical analyses. The project description will identify the project purpose and need, project objectives, project components, project location, and timing of the project. R.E.Y. will perform a review of available information to ensure that all pertinent information related to the existing site is considered.

Task 5.1. Public Outreach

The envisioned CE/CE doesn't have a public circulation requirement. Moreover, typically a project with a CE/CE does not have more than 1 formal project alternative.

R.E.Y. will advance the development and evaluation of alternative to the beginning of the PA/ED phase, including public review.

R.E.Y. is proposing up to 3 community meetings to ensure maximum community understanding, participation, and support.

- Meeting #1 will happen shortly after Notice to Proceed. The purpose of the first meeting is to inform the public about the project, and seek input regarding "hopes and dreams" for the project, particularly the gateway and aesthetic features. "Fears and potential concerns" will also be identified
- Meeting #2 will allow the R.E.Y. team to bring concept alternatives to the community for input and consideration that are informed by the input from Meeting #1.
- Based upon community input at Meeting #2 a final concept will be developed. If needed, a third community meeting will be held to present the 'project alternative'.

R.E.Y. will use on-line survey tools to supplement, or in lieu of meetings, as desired by the City.

Finally, R.E.Y. will utilize Cole Video to prepare a high quality promotional video for the project that will be suitable for both community engagement as well as to obtain funding for the construction phase.

Task 5.2. Categorical Exemption/Categorical Exclusion (Draft)

Following Caltrans approval of the technical analysis for the project, R.E.Y. will coordinate with the City and Caltrans to obtain a Categorical Exclusion (CE)/Categorical Exemption (CE) determination and signed CE/CE form from Caltrans.

Task 5.3. Circulation of CE/CE

The Draft CE/CE will be circulated to Caltrans and City of Susanville for comment and a final, revised CE/CE will be prepared.

Task 5.4. CE/CE Final

R.E.Y. will provide the final Categorical Exemption and Project Report to the City for posting of a Notice of Exemption with Lassen County and the State Office of Research and Planning.

The final Categorical Exclusion will be provided to the Federal Highway Administration through Caltrans.

Additional Services

Construction funding is the most important part of any project. R.E.Y. Project Manager Matt Boyer will personally assist the City of Susanville in preparing applications for discretionary funding, as needed, including Highway Safety Improvement Program, and Active Transportation Program funding.

R.E.Y. also will develop a crowd funding site for the gateway enhancement elements of the project to solicit community contributions, if desired.

6. Environmental Permitting

The proposed project will not require permitting as identified in the R.E.Y. approach.

If permits are needed, R.E.Y. will work with the City to obtain them. However, it is recommended that this work be deferred to the latter half of the PS&E process, in accordance with Caltrans procedures, to ensure final coordination with plans and specifications.

Summary of Milestones and Deliverables

ID	TASK	DELIVERABLES
1	1. Project Management	• Project Implementation Plan (and related elements, as needed, including a project charter, conflict resolution plan, etc.) • QA/QC Reporting • Progress Reports with monthly invoices • Meeting Summaries • Meeting Agendas • Meeting Minutes
2	Traffic Studies	• Traffic Report
3	Preliminary Engineering	• Project alternative descriptions and narrative comparisons • Preliminary engineering drawing • Right-of-Way Base Mapping • Utility Base Mapping • Topographic Base Mapping • 11-Page Preliminary cost estimate • Draft Project Report • Final Project Report
4	Environmental Technical Studies	• Memo defining technical study requirements • Electronic copy of the Project Description, including mapping • *Initial Site Assessment* • Water Quality Memo • Natural Environment Study (Minimal Impact)
5	Prepare Environmental Document	• Draft CE/CE • Final CE/CE • Complete environmental record for preliminary environmental compliance phase
6	Environmental Permitting	Permits, if needed (see discussion above)

Timeline

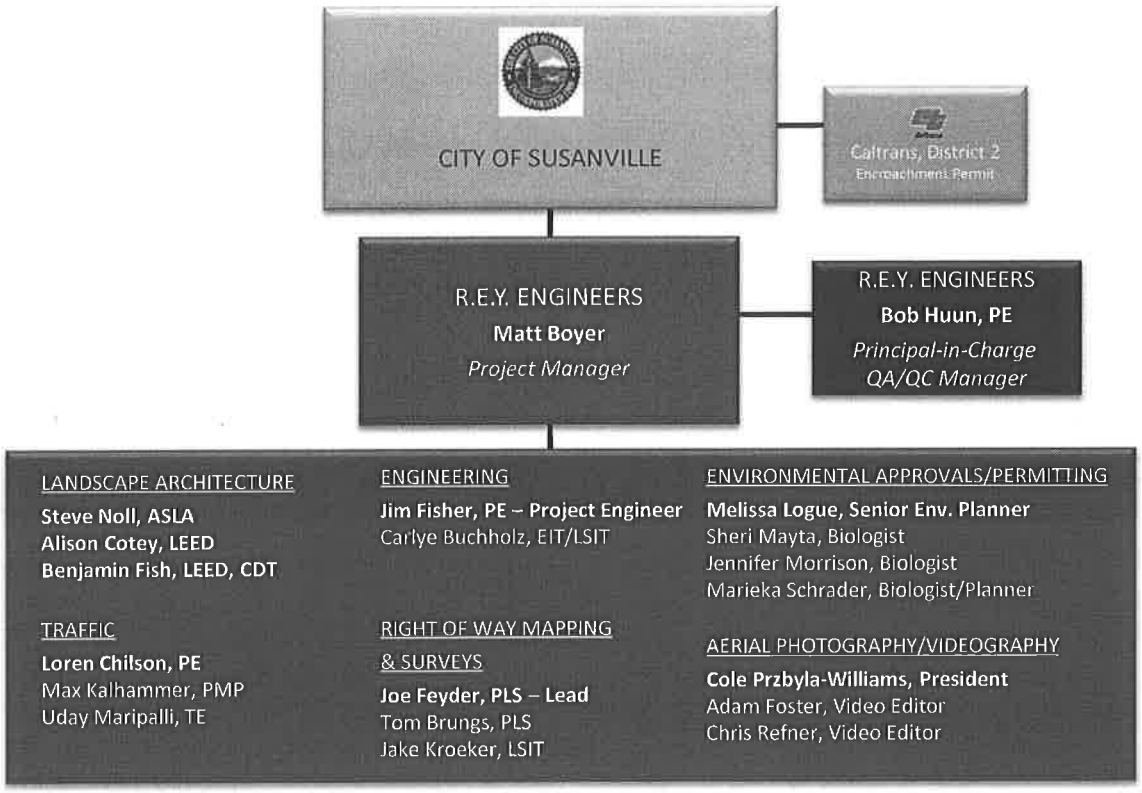
R.E.Y. is proposing to complete the Project Approval/Environmental Document phase by ***October 31, 2016***.

A detailed schedule is included in Section 7 (Schedule).

Staffing and Assignment of Key Personnel

FIRM	KEY PERSONNEL	RESPONSIBILITIES	REGISTRATION	YRS EXP
R.E.Y.	Matt Boyer	Project Manager & Outreach	N/A	27
	Bob Huun, PE	Principal in Charge & QA/QC Manager	CA, PE #49213	32
	Jim FIsher, PE	Design Engineer	CA, PE #73197, QSD #944	12
	Joe Feyder, PLS	Surveying, Topographic Mapping, and Right-of-Way Base Mapping	CA, PLS #5901	35
GPA	Melissa Logue	Environmental Manager	N/A	14
	Marieka Schrader	Biologist	Various – See Resume	15
Traffic Works	Loren Chilson, PE	Traffic Studies	CA, PE #61425	18
	Max Kalhammer, PMP	Traffic Planning	Project Management Professional (PMP)	17
	Uday Marpalli, TE	Traffic Engineering	CA, TE	8
Design Workshop	Steve Noll	Landscape Architecture	CA, LA#3300	33
	Benjamin Fish	Landscape Architecture	CA, LA#4926	16
	Alison Cotey	Landscape Architecture	CDT	11
The Cole Video	Cole Przbyla	Project Video	N/A	4

The R.E.Y team is organized as follows.



Resumes of key personnel are included on the following pages.

MATTHEW BOYER - PROJECT MANAGER / OUTREACH / FUNDING

EDUCATION:
BS, Political Science, Minor Mathematics, California State University, Stanislaus

YEARS OF EXPERIENCE:
27

YEARS WITH REY:
<1

PREVIOUS FIRMS/AGENCIES:
- Matthew C. Boyer & Associates
- Dokken Engineering
- El Dorado County

PROFESSIONAL AFFILIATIONS:
American Planning Association
American Public Works Association
Sacramento Area Creeks Council
Sacramento Area Bicycle Advocates
American Leadership Forum
El Dorado County Board of Education (2003-2014)
Motherlode Rehabilitation (MORE) Board Member
Center for Violence Free Relationships, Board Member
United Way California Capitol Region Board of Director (2008-2012)
United Way California Capitol Region Board of Directors (2008-2012), Education Impact Council (2011-present)

AREAS OF EXPERTISE:
- State/Federal Project Delivery
- Project Management
- Planning & Funding
- Public Outreach
- Stakeholder Coordination
- Streetscape Design

As R.E.Y.'s Transportation Division Manager, Matthew (Matt) Boyer manages a wide variety of public agency projects throughout Northern California. He has 28 years of proven expertise in:

- Project management (transportation projects, facilities, etc.);
- Transportation planning and performance measurement;
- Executive management and training; and,
- Interim Executive staffing.

PROJECT MANAGEMENT: As the responsible project manager Matt has:
- Delivered 45 projects with a combined value of more than $475 million;
- Been recognized with six (6) APWA "Project of the Year" awards; and,
- Specialized in projects funded by the Federal Highway Administration and/or the Federal Transit Administration and projects administered by Caltrans Local Assistance.

Matt also specializes in projects in the Sierra Nevada region of Northern California, and in particular El Dorado, Amador, and Calaveras Counties.

His transportation vision, ability to build partnerships and secure financing, and tenacity in delivering projects has been demonstrated on projects through Northern California, and in particular in the Central Valley and Gold Country.

COMMUNITY OUTREACH: He has designed and facilitated more than 275 successful community meetings, including meetings for transportation plans and controversial transportation projects, all of which were subsequently built!

FUNDING: Mr. Boyer has successfully obtained more than $330 million in discretionary funds for projects, including successful applications for Active Transportation Program, Congestion Mitigation/Air Quality, Regional Surface Transportation, and Highway Safety Improvement Program funds.

CONSTRUCTION MANAGEMENT: Over the last seven (7) years, Matt has expanded his expertise into the construction phase of projects having successfully managed nine projects to successful conclusions, with no contractor claims or disallowed grant funding costs!

"I just have to say you are doing a (heck) of a job managing the public process! I am very impressed ... Thank you for managing a potentially volatile project so professionally. Your calm, compassionate and respectful posture is making a real difference."

Wendy Thomas, Placerville City Councilmember, regarding Main Street Rehabilitation/Streetscape Project

State Highway Projects

State Route 12/26 Intersection improvements
State Route 36 Susanville Gateway Improvements
State Route 49 Hulbert Way Widening and Signalization
State Route 49 Oro Lane/Koki Lane Re-Alignment and Signalization
State Route 99 Pelandale Avenue Interchange Reconstruction
State Route 104 Ione Bypass
U.S. Highway 50 through Placerville Operational Improvements
U.S. Highway 50 Camino Interchange
U.S. Highway 50 Carpool Lanes (El Dorado Hills to Rancho Cordova)
U.S. Highway 50 Carpool Lanes (Ponderosa Road to El Dorado Hills)
U.S. Highway 50 Ponderosa Road Interchange Reconstruction
U.S. Highway 50 Bass Lake Climbing Lane

ADDITIONAL PROJECT EXPERIENCE (MATT BOYER)

Trail Projects / Park Projects

El Dorado Trail – Clay Street to Mosquito Road Extension
El Dorado Trail – Jacquier Road Trailhead
El Dorado Trail – Mosquito Road to Dimity Lane Extension
El Dorado Trail – Eastern Extension (Jacquier Road to Highway 50)
El Dorado Trail – U.S. Highway 50 Overcrossing
Sacramento-Placerville Transportation Corridor Master Plan
Sutter Hill Transit Center – Phase V – City Park

Streetscape Projects

Latrobe Road Widening (El Dorado Hills, CA)
Lompoc Downtown Transit Center
Main Street Placerville Streetscape Improvements
Mariposa Transit Center
Spencer Avenue Streetscape Project (Oroville, CA)
State Route 36 Susanville Gateway Improvements
U.S. Highway 50 through Placerville
Upper Broadway (Placerville) Bicycle Lanes and Sidewalks
West Capitol Avenue Streetscape (West Sacramento)

Local Road Projects

Golden Valley Road Widening (Santa Clarita)
Latrobe Road Widening
Main Street Placerville Pedestrian Safety Improvements
McBean Parkway Widening (Santa Clarita)
Missouri Flat Road Widening
Placerville Drive Sidewalk Gap Closure and Cycle Tracks
Ridge Road Safety Improvements (Sutter Creek)
Upper Broadway (Placerville) Bicycle Lanes
West Capitol Avenue Road Narrowing and Streetscape

Park-and-Ride / Transfer Center Projects

Central Transit Transfer Center
County Line Transit Center (El Dorado Hills, CA)
El Dorado Transit Design Guidelines
El Dorado Transit Park-and-Ride Master Plan
Ione Downtown Park-and-Ride
Lompoc Transit Center
Placerville Main Street Transit Plaza Concept Evaluation
Placerville Station – Phase I and Phase II Expansion
San Luis Obispo Transit Transfer Center
Sutter Hill Transit Center
U.S. Highway 50 Cambridge Road Park-and-Ride Expansion
U.S. Highway 50 Ponderosa Road Park-and-Ride ADA Retrofit

I worked on the SR-99/Pelandale Interchange reconstruction project with Matt. Matt and his team were able to develop a design alternative that met the purpose and need even though ten previously studied alternatives were not viable. He worked with Caltrans to develop this project as a strong partner in the process instead of imposing his will on the project team. Matt, as a leader, can naturally switch back and forth from the big-picture to being a problem-solver in the project team. Matt knows that relationships and communication are a key to success and I highly recommend him."

Jess Padda
Caltrans Project Manager

"In overseeing the Sutter Hill Transit Center Project, Matt Boyer went beyond magic, he performed outright wizardry with his ability to combine twelve separate grants, eight different funding sources, and build our four-part transit center within our budget and ahead of schedule."

Charles Field, Executive Director, Amador County Transportation Commission (Retired 2015)

"Matt Boyer has a unique ability to elicit ideas and considerations from members of the public no matter how complex or controversial the proposal. Most importantly, he has the professional knowledge of appropriate funding streams to turn the publics' best ideas into real, on-the-ground projects. The full set of Placerville's Highway 50 Improvements, El Dorado County's HOV lanes, Highway 50 Climbing Lanes, and numerous recreational trail projects have all been accomplished due to Matt's skill and persistence. Few others could have accomplished those achievements..."

Marian Washburn, Former Chairperson, El Dorado Transportation Commission and City of Placerville Mayor

ROBERT HUUN, PE - PRINCIPAL IN CHARGE & QA/QC MANAGER

EDUCATION:
BS, Civil Engineering, University of the Pacific

BS, Biological Science, University of California, Davis

REGISTRATION:
Professional Civil Engineer, California, #49213

YEARS OF EXPERIENCE:
33

YEARS WITH R.E.Y.:
30

PROFESSIONAL AFFILIATIONS:
American Society of Civil Engineers (ASCE)

AREAS OF EXPERTISE:
- Project Management
- Project Planning & Feasibility
- Streetscape and Corridor Renovation
- Roadway & Site Design
- PS&E
- Quality Assurance
- Quality Control
- Construction Support

Robert (Bob) Huun is a California registered professional engineer with 33 years of civil engineering experience in the management, approval, design and delivery of residential, commercial, and public infrastructure projects. As Principal and Project Manager, he will be responsible for the management and oversight of all services, adherence to schedule and budget, and ensuring that our teams' work meets or exceeds the City's standards, needs, and expectations. He will also ensure the all the necessary firm resources are available for this project.

SAMPLE PROJECT EXPERIENCE

Historic Main Street Streetscape, Placerville, CA – Principal in Charge and Project Manager for the rehabilitation of Historic Main Street Placerville. This project will rehabilitate and repave Main Street Placerville from Bedford Avenue to Sacramento Street, provide necessary utility infrastructure improvements, and improve pedestrian safety in this busy downtown area. Services include stakeholder coordination, public outreach, surveys, right of way engineering, pavement rehabilitation, drainage improvements, ADA improvements, and on-street parking and public parking lot improvements.

Historic District/Sutter Street Streetscape, Folsom, CA - Principal in Charge for the redevelopment and restoration of Sutter Street, Folsom's historic main street. Services included PS&E for roadway and pedestrian improvements and utility upgrades, surveys, and construction management.

Historic Folsom Station, Folsom, CA - Principal in Charge for this seven-acre, transit-oriented, public plaza, private building project. Coordinated with City of Folsom staff and the developer, represented the City at public meetings and coordinated extensive utility relocations and additions.

Upper Broadway Streetscape, Placerville, CA – Principal in Charge for the widening of approximately 1.25 miles of Upper Broadway from Schnell School Road to Point View Drive. Funded through the Congestion Mitigation and Air Quality Program (CMAQ), the project will add Class II bike lanes and a Class III bike route designation through the project. The project is bordered by Caltrans right of way to the north, and multiple residences, businesses, and Hangtown Creek to the south. Careful consideration is being given to preserving the rural look and feel of the corridor and minimizing impacts to Hangtown Creek.

Green Valley Road Widening and Bike Lane Improvements, Folsom, CA - Project Manager for the design of this approximately one-mile-long roadway widening and improvement project. Developed improvement plans, specifications and estimates and provided bidding assistance.

West Valley (Blackstone) Major Roadways, El Dorado Hills – Principal in Charge responsible for improvement plans for the major roadways (Clubview Drive, Blackstone Parkway, and Royal Oaks Drive) of this development project. Services included oversight of Facility Plan Reports, master plans, tentative maps, site layouts, preliminary and final grading, drainage and utility plans, improvement plans, erosion control plans, drainage reports, cost estimates, specifications and dry utility coordination.

JAMES FISHER, PE - PROJECT ENGINEER

EDUCATION & TRAINING:
BS, Civil Engineering, University of California, Davis

REGISTRATION:
Professional Civil Engineer, California, #73197

Qualified SWPPP Developer and Practitioner, #00944

YEARS OF EXPERIENCE:
12

YEARS WITH R.E.Y.:
12

PROFESSIONAL AFFILIATIONS:
American Society of Civil Engineers (ASCE)

AREAS OF EXPERTISE:
- Preliminary Design & Cost Estimates
- Water, Sewer & Drainage Studies
- Roadway & Drainage Design
- ADA Compliance
- Improvement & Grading Plans
- PS&E
- General Permit Compliance

James (Jim) Fisher is a California registered Professional Civil Engineer with 12 years of experience in the design and delivery of civil engineering projects. As Project Engineer, he's responsible for preliminary exhibits and cost estimates; water, sewer and drainage studies; improvement plans, specifications, and estimates; General Permit compliance; and construction management.

SAMPLE PROJECT EXPERIENCE

Historic Main Street Streetscape, Placerville, CA – Project Engineer for the rehabilitation of Historic Main Street Placerville. This project will rehabilitate and repave Main Street Placerville from Bedford Avenue to Sacramento Street, provide necessary utility infrastructure improvements, and improve pedestrian safety. Services include stakeholder coordination, public outreach, surveys, right of way engineering, utility condition evaluations, pavement rehabilitation, drainage improvements, ADA improvements, and on-street parking and public parking lot improvements.

Historic District/Sutter Street Streetscape, Folsom, CA - Project Engineer for the redevelopment and restoration of Sutter Street, Folsom's historic main street. Services included PS&E for roadway and pedestrian improvements and utility upgrades, topographic surveys, and construction management.

Upper Broadway Streetscape, Placerville, CA – Project Manager for the widening of approximately 1.25 miles of Upper Broadway from Schnell School Road to Point View Drive. Funded through the Congestion Mitigation and Air Quality Program (CMAQ), the project will add Class II bike lanes and a Class III bike route designation through the project. The project is bordered by Caltrans right of way to the north, and multiple residences, businesses, and Hangtown Creek to the south.

State Route 49 Widening & Intersection Improvements, Plymouth, CA – Project Manager for widening approximately one half mile of SR 49 and improvements to adjacent roadways. Highway improvements include widening for a new northbound left turn lane and dedicated southbound right turn lane to increase safety and operations, as well as accommodate new development. Adjacent improvements to local roads include major roadway improvements, new intersections, and four new roundabouts.

West Valley (Blackstone) Major Roadways, El Dorado Hills - Project Engineer responsible for improvement plans for the major roadways (Clubview Drive, Blackstone Parkway, and Royal Oaks Drive) of this development project. Typical duties included Facility Plan Reports, master plans, tentative maps, site layouts, preliminary and final grading, drainage and utility plans, improvement plans, erosion control plans, drainage reports, cost estimates, specifications and dry utility coordination.

Serrano Community Parks and Trails, El Dorado Hills, CA – Project Engineer for multiple community parks and trails in the Serrano Specific Plan Development. Work includes tentative maps, facility plan reports, drainage reports, site layouts, preliminary and final improvement and grading plans, drainage and utility plans, erosion control plans, cost estimates, specifications, and dry utility coordination. Work includes design of the trails and park features that follow creeks and traverse the open space.

JOSEPH FEYDER, PLS - SURVEY PROJECT MANAGER

REGISTRATION:
Professional Land Surveyor, California, #5901

Professional Land Surveyor, Oregon, #2692

Professional Land Surveyor, Washington, #33650

Professional Land Surveyor, Idaho, #7158

YEARS OF EXPERIENCE:
35

YEARS WITH R.E.Y.:
6

PROFESSIONAL AFFILIATIONS:
California Land Surveyors Association (CLSA)

American Council of Engineering Companies (ACEC)

AREAS OF EXPERTISE:
- Project Management
- Quality Assurance
- Quality Control
- Right of Way Engineering
- Plats and Legal Descriptions
- Records Research
- Boundary Resolution
- Topographic Mapping
- Parcel Mapping
- Record of Surveys
- Photogrammetric Mapping
- LiDAR

Joseph (Joe) Feyder, PLS has 34 years of comprehensive experience in all aspects of professional land surveying. He is an expert at providing practical and resourceful survey approaches to complex projects, while providing strong leadership. As Survey Manager, Joe is responsible for project administration, technical quality, scheduling, and coordination of field and office surveys. His experience includes LiDAR, aerial mapping, control surveys, and extensive topographical mapping projects using electronic data collection methods, right of way, and construction staking surveys.

SAMPLE PROJECT EXPERIENCE

SR 4 Wagon Trail Realignment, Calaveras County, CA – Survey Manager for this project to improve approximately six miles of SR 4 between Copperopolis and Angels Camp. Responsibilities include managing field surveys and coordinated acquisition of new aerial imagery for this ongoing project.

Historic Main Street Rehabilitation, Placerville, CA – Survey and Right of Way Engineering Task Manager for the rehabilitation of Historic Main Street, Placerville. This project will rehabilitate and repave Main Street Placerville from Bedford Avenue to Sacramento Street, provide necessary utility infrastructure improvements, and improve pedestrian safety in this busy downtown area. Services include stakeholder coordination, public outreach, surveys, right of way engineering, utility condition evaluations, pavement rehabilitation, drainage improvements, ADA improvements, and on-street parking and public parking lot improvements.

Upper Broadway Streetscape, Placerville, CA – Survey and Right of Way Engineering Task Manager for the widening of approximately 1.25 miles of Upper Broadway from Schnell School Road to Point View Drive. The project borders Caltrans right of way along US Highway 50, as well as multiple local businesses and residents. R.E.Y. survey services include right of way engineering and topographic mapping using mobile LiDAR technology.

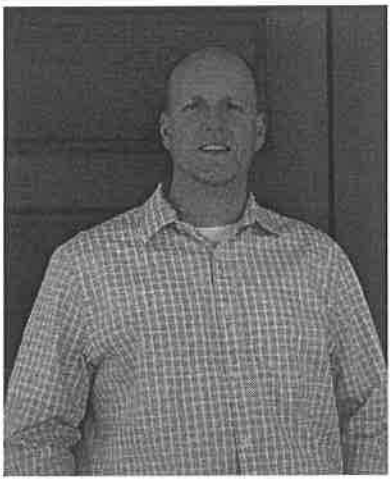
Johnny Cash Trail & Overcrossing, Folsom, CA – Survey Manager providing topographic surveys on this City of Folsom project to provide 2.5 miles of Class I bike/pedestrian trail from the Historic Truss Bridge to Green Valley Road. The project included several over-and-undercrossings of major roadways, including a signature overcrossing of Folsom Lake Crossing incorporating a Johnny Cash/Folsom Prison theme.

Calaveritas Road Bridge and Monge Ranch Road Bridge Replacements, Calaveras County, CA - Survey Manager for the replacement of the 110-foot-long, structurally deficient, functionally obsolete bridge over Calaveritas Creek and the 60-foot-long, functionally obsolete bridge over Coyote Creek. These projects involve replacing the bridges to current structural and hydraulic standards and realigning the roadway approaches in accordance with AASHTO and Caltrans reimbursement requirements.

Caltrans North Region, Districts 1, 2 & 3, Contracts 01A0834, 01A0993, 02A0693 & 03A1128, On-Call Surveying Services, Northern CA - Project Manager on these four on-call contracts, providing services on multiple projects. Services include construction, cadastral, boundary, control, topographic, GPS and geodetic surveying, crew augmentation, and 3D laser scanning (HDS).

Loren Chilson, PE

Principal



Core Expertise

- Project Management
- Safety Evaluations/Safety Improvements
- Roundabouts/Intersection Reconfigurations
- Traffic Operations & Circulation

Loren Chilson is the founder and principal engineer of Traffic Works, a traffic engineering and transportation planning specialty firm. Mr. Chilson has over 18 years of experience offering a great breadth and depth of traffic engineering and transportation planning services including traffic impact studies, environmental impact reports, corridor studies, intersection alternatives studies, concept planning, traffic engineering design, construction support, and peer review. He has outstanding expertise in traffic signal design, roundabouts, safety evaluations, and "complete streets" application. He is also highly skilled in traffic operations analysis and has spent substantial time in the field gaining the real world experience necessary to plan, analyze, and design complex projects. Mr. Chilson is a creative problem solver by nature, has a hard working and positive attitude, and is a trusted advisor to agency staff throughout California and Nevada.

Safety Evaluations/Safety Improvements

- Skyway HSIP Project, Town of Paradise, CA (2014)
- Carson City School Zone Evaluations, City of Carson City, NV (2013)
- School Zone Audit & Circulation Study, Del Norte County, CA (2013)
- Sparks Boulevard Clear Zone Analysis, City of Sparks, NV (2012)
- La Posada/Cordoba Signal Warrant Analysis, City of Sparks, NV (2012)
- La Posada Clear Zone Study, City of Sparks, NV (2012)
- Pioneer Trail Crosswalk Study, South Lake Tahoe, CA (2012)
- Carson City Intersection Safety Studies, City of Carson City, NV (2010)

Roundabouts/Intersection Reconfigurations

- Township 9, North 6th, Cannery, and Chill Improvements Roundabout – Sacramento, CA (2014)
- Mayberry / Hunter Lake Rehabilitation Project, Reno, NV (2014)
- Brickelltown Streetscape Improvements Project, Town of Truckee, CA (2014)
- Quarry Heights / Petaluma Blvd Roundabout – Petaluma, CA (2010)
- Donner Pass Road / Pioneer Trail Roundabout – Town of Truckee, CA (2009)
- Civic Center Way Streetscape Improvements, City of Malibu, CA (2008)
- Idaho/Maryland/Brunswick Roundabout Concepts – Nevada County, CA (2008)

Traffic Signal System Design

- Downtown Paradise Safety Project (3 signal mods & coordination), Town of Paradise, CA (2014)
- Pearson / Recreation Signal Timing, Town of Paradise, CA (2013)
- SR 89 South Donner Pass Road Signal & Intersection Modifications, Town of Truckee, CA (2010)
- TE Spot 3 Traffic Signal Modifications (6 intersections), Reno/Sparks, NV (2014)
- Liberty & Ryland Signal Modifications (2 Intersections), City of Reno, NV (2013)
- Signal Battery Back-up Project (4 intersections), City of Elko, NV (2013)
- 4th St./Prater Way 30% Design Signal Modifications (14 intersections), Reno & Sparks, NV (2013)

Corridor Studies/Multi-modal Improvements

- Oroville SR 162 Corridor Plan – BCAG, Oroville, CA (2015)
- Sparks Blvd Multi-Modal Corridor Study, Sparks, NV (2015)
- Sutro Complete Street Project – City of Reno, NV (2012)
- 4th Street/Prater Way Corridor Study, Reno & Sparks, NV (2011)
- Nevada Way Streetscape Project – City of Boulder City, NV (2010)

Total Experience: 18 Years

Education

Walla Walla University
BS Civil Engineering (1997)

FHWA Road Safety Audit
2010

Professional Registration

Licensed Civil Engineer
State of California (61425)

Licensed Civil Engineer
State of Nevada (15619)

ATSSA Traffic Control Supervisor

TRAFFIC WORKS LLC

Max Kalhammer, PMP

Associate Transportation Planner

Core Expertise

- Project Management
- Transportation Planning
- Complete Streets Design

Max Kalhammer is an Associate Planner at Traffic Works and has over 17 years in transportation planning and managing large-scale transportation projects. Max is a certified Project Management Professional (PMP) and is highly skilled at helping public and private organizations engage with their stakeholders, identify and prioritize needs, and develop new and effective products, capabilities and services. Max has extensive experience in identifying multi-modal solutions for communities of all sizes. Max previously worked as the Senior Transportation Planner of Dallas, TX and was instrumental in the development of the Citywide Bicycle Plan in 2011 and the Dallas Complete Streets Design Manual. Max has a wealth of experience providing organizational leadership and high level strategies while delivering results in various urban planning and infrastructure program management roles.

Highlighted Experience:

Senior Transportation Planner and Bike Coordinator for the City of Dallas, Texas
Max worked with City staff, City officials, stakeholders, and the public to expand the number of bicycle facilities and improve overall bicycling conditions across the City of Dallas. Throughout his time at the City, Max worked extensively to develop policy documents which continue to guide bicycle facility planning efforts in the City. Max was instrumental in developing the ***2011 Bike Plan for the City, which included over 1,100 miles of potential bicycle facilities, signage and marking specifications, ordinance recommendations, and an implementation schedule.*** This was the first Bike Plan for the City since 1985 and it continues to lead bicycle policy decisions and implementation throughout the City. In addition to developing this landmark Bike Plan in the City of Dallas, ***Max helped to create the Dallas Bicycle Facility Design Standards and the Dallas Complete Streets Design Manual.***

Additional Relevant Experience:

Complete Streets Design

- Project Manager, 2011 Dallas Bicycle Plan
- Dallas Complete Streets Design Manual
- Dallas Bicycle Facility Design Standards
- Bishop Avenue Complete Street Design and Reconstruction, 2010-2012
- Fort Worth Avenue Complete Street Design
- "Central Core Connector", 2011 Dallas Bike Plan Early Implementation
- Northaven Trail Mid-Block Crossings
- "UP Link", City of University Park to Forest Lane Complete Street Design for Boedeker Lane
- Medical District Drive Complete Street Design and Reconstruction Project (in cooperation with Dallas County)

ITS Plans

- Sierra Nevada ITS Strategic Deployment Plan, Caltrans
- ITS Evaluations, Minnesota Department of Transportation
- Traffic Impact Study, Facility Multi-Modal Master Plan, International Trade Processing Center, McLain County, Oklahoma

Total Experience: 17 Years

Education
University of Pennsylvania
Masters of City and Regional Planning (1997)

Haverford College,
BA Growth and Structure of Cities (1994)

Professional Registration
Project Management Professional (PMP)

Professional Affiliations
American Planning Association (APA)
Project Management Institute (PMI)

Software Proficiency
TRANSCAD

TRAFFIC WORKS LLC

Uday Maripalli, TE

Senior Engineer

Core Expertise

- Traffic Operations / Traffic Forecasting
- Micro-Simulation (VISSIM, CORSIM, SimTraffic, Paramics)
- Long Range Planning

Uday Maripalli is a highly motivated traffic engineer and transportation planner specializing in traffic operations, micro-simulation, traffic forecasting, and long range planning projects. He has over eight years of professional experience working on diverse projects ranging from large scale freeway projects and environmental impact statements to local traffic impact analyses. Uday also has experience including interchange justification studies, freeway and ramps analysis, multi-modal transportation studies, macro analysis, microscopic modeling, traffic operations, and corridor studies.

Traffic Operations Projects

- Meriam Park Phase 3A Traffic Thresholds Analysis, Chico, CA (2014)
- Signal Warrant Analysis, Elko, NV (2014)
- Transportation and Safety Study, Town of Paradise, CA (2013)
- Claiborne Corridor Analysis, Regional Planning Commission, LA (2013)
- Myrtle Bank Development Traffic Impact Study, New Orleans, LA (2013)
- St. Bernard Port Transportation & Land Use Access Study, St. Bernard, LA (2013)
- Lafayette Roundabouts Stage 0 Study, City of Lafayette, LA (2013)
- Holy Cross Development Traffic Impact Study, New Orleans, LA (2013)
- Severn Avenue Traffic Operations Study, Regional Planning Commission, LA (2013)
- Lawson Hills Master Plan Development, City of Black Diamond, WA (2010/2011)
- The Villages Master Plan Development, City of Black Diamond, WA (2010/2011)
- Concurrency Analysis Report Preparation, City of Federal Way, WA (2007-2011)
- Jamestown S'Klallam Transportation Plan, Jamestown S'Klallam Tribe, WA (2009)
- Signal Coordination on Western Blvd, Raleigh, NC (2007

Complete Streets/Corridor Studies

- Skyway HSIP Project, Paradise, CA (2014)
- Sparks Blvd Corridor Study, RTC, Sparks, NV (2013/2014)
- Sun Valley Blvd Corridor Study, RTC, Reno, NV (2013/2014)
- LA 1 Corridor Study, LADOTD, LA (2013)
- LA 73 Corridor Study, LADOTD, LA (2012)
- LA 415 Stage 0 Study, LADOTD, LA (2012)
- River Road Corridor Study, City of Puyallup, WA (2011)
- US 101 Corridor Study, Jamestown S'Klallam Tribe, WA (2011)
- SR 169 Corridor Study, WSDOT, WA (2010)
- SR 302 Corridor Study, WSDOT, WA (2008/2009

Long Range Planning Projects and Micro-Simulation

- RTA Rampart Street Car Extension, Regional Transit Authority, LA (2011)
- RTA Loyola Street Car Extension, Regional Transit Authority, LA (2011)
- Mukilteo Multimodal Project, Washington State Ferries, WA (2010/2011)
- West Olympia Access Study, City of Olympia, WA (2009/2010)
- SRDS Waste Transfer Facility, King County, WA (2010)
- SR 520 Bridge Replacement Project, WSDOT, WA (2007-2011)

Total Experience: 8 Years

Education

North Carolina State University
MS Civil Engineering (2007)

LADOTD
HSM Training Camp (2013)

Professional Registration

Traffic Engineer, State of California

Professional Affiliations

American Public Works Association (APWA)

Software Proficiency

CORSIM | VISSIM | Paramics
Synchro/SimTraffic | HCS
SIDRA | Vistro | VISSUM

TRAFFIC WORKS LLC

MELISSA LOGUE RESUME

G | P | A

MELISSA LOGUE, a Senior Environmental Planner and Project Manager at GPA, is a respected professional with broad experience working with local, state, and federal regulatory agencies to move projects from initiation through final design and construction. Throughout her career, Melissa has specialized in transportation-related projects, including new highway interchange construction and highway interchange reconstruction; bridge widening and bridge replacement; roadway widening, intersection improvements, and transit and multi-modal station construction. She has expertise in directing, researching, writing, and editing environmental documents pursuant to both NEPA and CEQA, with a focus on compliance with Caltrans' Standard Environmental Reference (SER) and Local Assistance Procedures Manual (LAPM) requirements. Her experience also includes working with the US Army Corps of Engineers, California Department of Fish and Wildlife, Regional Water Quality Control Board, and US Fish and Wildlife Service to obtain environmental permits and approvals that are commonly required for transportation and roadway projects, including Nationwide and Individual 404 Permits, 1602 Streambed Alteration Agreements, 401 Water Quality Certifications, and Section 7 Biological Opinions.

Melissa's comprehensive experience in managing the environmental process for Public Works projects gives her the knowledge to identify potential environmental issues early in the project development process, advise clients of opportunities for avoidance and minimization, and move the project through the environmental process in the most time- and cost-efficient manner possible. In addition to her comprehensive public works project experience, Melissa is experienced in environmental documentation and compliance requirements for development projects, and served as the overall Environmental Coordinator for the City of Elk Grove, CA.

Educational Background:

- B.A., History, California State University Sacramento, 1999

Professional Experience:

- GPA Consulting, Senior Environmental Planner and Project Manager, 2013-Present
- PMC, Senior Environmental Planner and Project Manager, 2002-2012

Affiliations:

- American Public Works Association
- WTS International (Sacramento Chapter Board Member/Recognitions Committee Co-chair)

Selected Projects:

- Ione Downtown Park-and-Ride
- Spencer Avenue Transit Center
- Front Street Catalyst and Coastal Trail
- Lake Road Shoulders Widening Initial Study/Categorical Exclusion, Merced County, 2013-2014
- Dry Creek Rd. Bridge Replacement over Dry Creek, MND and CE, Napa County, 2015-Ongoing
- Chiles-Pope Bridge Replacement over Chiles Creek, MND and CE, Napa County, 2015-Ongoing
- Front Street Catalyst and Coastal Trail Project, Categorical Exclusion, Crescent City, 2014
- Starfish Way Coastal Trail Segment Project, Categorical Exclusion, Crescent City, 2014
- Six Cities Sidewalks In-fill Project, Categorical Exclusion, Merced County, 2014-2015
- M Street and G Street Bridge Rehabilitation Initial Study and Categorical Exclusion, Merced, 2013-2015
- Kibby Road Bridge Rehabilitation and Widening Project Initial Study and Categorical Exclusion, Merced County, 2013-Ongoing
- Moraga Road Bridge Rehabilitation and Widening Project Initial Study and Categorical Exclusion, Merced County, 2014
- Planada Sidewalks In-fill Project, Categorical Exclusion, Merced County, 2014 - 2015
- Winton Way/Gertrude Avenue Signal Project, Categorical Exclusion, Merced County, 2014

MARIEKA SCHRADER RESUME

G | P | A

MARIEKA SCHRADER, a Senior Biologist and Environmental Planner at GPA, has been managing the environmental process for projects since 2000. At GPA, Marieka manages the biology group. She also conducts a variety of technical analyses, prepares environmental documents and permit applications, performs quality-control reviews, and conducts public outreach efforts and construction monitoring. Her expertise includes environmental compliance pursuant to the National Environmental Policy Act (NEPA), California Environmental Quality Act (CEQA), Section 106 of the National Historic Preservation Act (Section 106), Section 4(f) of the US Department of Transportation Act (Section 4(f)), the federal and state Endangered Species Acts (ESA), Clean Water Act (CWA), and other environmental laws.

Marieka manages completion of the environmental process for projects from initiation through final design, permitting, and construction. She has worked with a number of federal, state, and local lead agencies throughout California, including the Federal Transit Administration (FTA), Federal Highway Administration (FHWA), US Department of Housing and Urban Development (HUD), the California Department of Transportation (Caltrans), and the Los Angeles County Metropolitan Transportation Authority (Metro). Marieka previously worked as a project manager at an environmental firm, where she managed the environmental process for a number of capital improvement projects in California. Marieka also worked at Caltrans (District 7), where she managed the environmental process for multiple highway projects.

Educational Background:

- B.A., Environmental Studies, University of California, Santa Cruz, 1999

Professional Experience/Affiliations:

- GPA Consulting, Senior Environmental Planner/Senior Biologist, 2008-Present
- PMC, Associate Environmental Planner and Project Manager, 2004-2008
- Caltrans Department of Transportation (District 7), Environmental Planner, 2000-2004
- Association of Environmental Professionals

Training/Certifications:

- Bat Capture Techniques, Bat Conservation and Management Workshop at Lava Beds National Monument, California, 2015
- Bat Capture Techniques, Bat Conservation and Management Workshop at Chiricahua Mountains, Arizona, 2013
- Fifty Plant Families in the Field: Introduction to Keying, Friends of the Jepson Herbarium Workshop, 2013
- Mastering the Second Edition of the Jepson Manual, Friends of the Jepson Herbarium Workshop, 2013
- Western Pond Turtle Workshop, Elkhorn Slough National Estuarine Research Reserve Coastal Training Program, 2012
- Wetland Delineation Training, San Francisco State University Romberg Tiburon Center, 2012

Selected Projects:

- West Main Street Shoulder Improvements, Biological Surveys, Natural Environment Study and NEPA/CEQA, Stanislaus County, 2014
- Lake Road Shoulder Improvements, Natural Environment Study and CEQA/NEPA, Stanislaus County, 2014
- River Road Shoulder Improvements, Natural Environment Study and CEQA/NEPA, Stanislaus County, 2014
- Santa Rosa Road Widening, CEQA/NEPA, Technical Analysis and Mitigation Monitoring, Camarillo, 2014
- Lewis Road Landscaping Project, Natural Environment Study, Camarillo, 2013
- ADA Sidewalk and Curb Improvements, CEQA/NEPA and Technical Analysis, Yuba City, 2007
- I-5/Oasis Road Interchange, PEAR and Technical Analysis, Redding, 2008
- Grant Line Road/State Route 99 Interchange Reconstruction, Wetland Delineation, Biological Assessment and Environmental Permitting, Elk Grove, 2008
- East San Fernando Valley Transit Corridor, Visual and Aesthetic Impacts Reports and NEPA/CEQA, Los Angeles, 2011-15
- Admiralty Drive Bridge CEQA/NEPA, Biology and Regulatory Permitting, Huntington Beach, 2014
- Mineral King Road Bridge, CEQA/NEPA and Technical Analysis, Tulare County, 2014-15
- Sepulveda Blvd. Bridge Widening, Biology Studies and Visual Issues Memorandum, Manhattan Beach, 2013

JENNIFER MORRISON RESUME

G P A

JENNIFER MORRISON, an Associate Biologist at GPA, prepares environmental documents, Section 404, Section 401, and Section 1602 permit applications, assists with technical analyses, and performs biological surveys, including nest bird and bat surveys, and performs construction monitoring. Her experience includes working with local and state agencies, including Caltrans, the Los Angeles Metropolitan Transportation Authority, and several counties and cities throughout California. Jennifer has experience coordinating with regulatory agencies including the U.S. Army Corps of Engineers, the California Department of Fish and Wildlife, and the Regional Water Quality Control Board. Prior to working for GPA, Jennifer was a contracting biologist for the National Marine Fisheries Service and assisted with Endangered Species Act listing decisions and critical habitat designations for endangered species, including green sturgeon and black abalone.

Educational Background:

- B.S., Marine Biology, California State University, Long Beach, 2008

Professional Experience:

- GPA Consulting, Associate Biologist, 2011-Present
- National Marine Fisheries Service; Protected Resources Division, Southwest Region, Contracting Biologist, 2008-2011

Training/Certifications:

- Biology and management of the California tiger salamander (Ambystoma californiense) through the Elkhorn Slough Coastal Training Program, 2014
- Certified Caulerpa taxifolia surveyor under the Caulerpa Control Protocol, 2013
- Biology, ecology, and habitat management of the Western Burrowing Owl (Athene cunicularia hypugea) through the Elkhorn Slough Coastal Training Program, 2013

Selected Projects:

- River Road Shoulder Improvements, Biological Surveys and Documentation, Stanislaus County, 2014 – Ongoing
- West Main Street Shoulder Improvements, Biological Surveys and Documentation, Stanislaus County, 2014 – Ongoing
- Lake Road Shoulder Improvements, Biological Surveys and Documentation, Stanislaus County, 2014 – Ongoing
- Kibby Road Bridge over Bear Creek Bridge Replacement, Natural Environment Study and Water Quality Assessment Report, Merced County, 2013 - Ongoing
- Moraga Road over Outside Canal, Natural Environment Study and Water Quality Technical Memo, Merced County, 2013
- Higuera Street Bridge Improvement, NES(MI), Visual Impact Memo and Water Quality Assessment Report, Culver City, 2013
- Rice Avenue/E. Channel Islands Boulevard Intersection Improvements, Biological Surveys and Memo, Ventura County, 2011
- M and G Street Bridge Repair, Natural Environment Study, Merced County, 2014 – Ongoing
- Sepulveda Boulevard Bridge Widening, NES(MI) and Visual Impact Memo, Manhattan Beach, 2013
- Admiralty Drive Bridge over Queen Elizabeth Passage, Natural Environment Study and Permit Applications, Huntington Beach, 2013 – Ongoing
- Lost Canyon Road Bridge Widening, Natural Environment Study, IS/MND and Environmental Permits, Santa Clarita, 2013
- Atwater Jordan Road at Atwater Canal Bridge, Water Quality Technical Memo, Merced County, 2014
- Cottonwood Road over Outside Canal Bridge, Water Quality Technical Memo, Merced County, 2014
- Merced Avenue at Lateral #6 Canal Bridge, Water Quality Technical Memo, Merced County, 2014
- Brookhurst Street Bridge, Water Quality Technical Memo, Huntington Beach, 2014

SHERI MAYTA RESUME

G | P | A

SHERI MAYTA is an associate biologist at GPA. Over the past several years, she has worked on a diverse array of projects involving protected plant and animal species. Sheri has extensive experience supervising and coordinating upland, riparian and wetland habitat restoration projects. At GPA, Sheri conducts construction monitoring, mitigation site monitoring, data analyses, biological and botanical surveys, threatened and endangered species surveys, GIS mapping and analyses, vegetation classification, assists in wetland delineations and prepares environmental reports. Having worked with protected species in both the public and private sector throughout her career, Sheri's wide ranging survey experience enables her to provide the capability to carry out both habitat and detailed botanical surveys throughout California.

Sheri has also managed all aspects of native plant restoration, including seed collection, propagation, restoration projects, and has managed field crews implementing native plant restoration projects. Sheri has an extensive knowledge of plant taxonomy and plant community ecology and classification, and plant identification. She has extensive experience conducting botanical surveys and is trained in rare plant survey protocols. She has monitored and maintained experimental populations of the endangered Ventura marsh milkvetch.

Sheri has also been trained in vegetation classification and monitoring of plant communities and GIS mapping using the latest GIS-based software. In addition to her botanical experience, Sheri has extensive experience conducting bird surveys, including breeding and nesting surveys. Sheri is trained in protocol-level surveys for southwestern willow flycatcher. Sheri has also assisted with identification and surveys of protected wildlife species, including least Bell's vireo, and California red-legged frog.

Educational Background:

- GIS Certificate, Ventura Community College, CA, 2007
- B.S., Ecology and Evolution, University of California, Santa Barbara, 2004
- Equine Studies, Southern Seminary College, Buena Vista, VA, 1989-1991

Professional Experience:

- GPA Consulting, Associate Biologist, 2012-Present
- Senior Restoration Ecologist, Coastal Restoration Consultants Inc., 2007-2012
- Restoration Project Coordinator/GIS Specialist, Ojai Valley Land Conservancy, 2004-2008
- Scientific Aide/Rare Plant Specialist California Department of Fish and Game, 2006-2008

Training/Certifications:

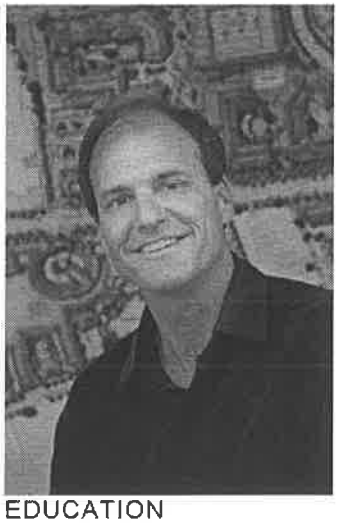
- Southwestern Willow Flycatcher Survey Training
- Rare Plant Survey Protocol Training
- Vegetation Sampling and Classification Training
- CNPS Vegetation Rapid Assessment/ Releve' Training

Selected Projects:

- River Road Shoulder Improvements, Botanical and Biological Surveys, GIS Mapping and (MI)NES, Stanislaus County, 2014
- W. Main St. Shoulder Improvements, Botanical and Biological Survey, GIS Mapping, Stanislaus County, 2014
- Lake Rd. Shoulder Improvements, Botanical/Biological Survey, GIS Mapping, Stanislaus County, 2014
- Lake Road Shoulder Widening, Botanical and Biological Surveys, GIS Mapping and Wetland Delineation, Merced County, 2014
- M and G Street Bridge Repair, Botanical and Biological Surveys, GIS Mapping, Merced County, 2014
- Winton Way and Gertrude Avenue Signal, GIS Mapping, Merced County, 2014
- Kibby Road Bridge Rehabilitation and Widening, Botanical and Biological Surveys, GIS Mapping and Wetland Delineation, Merced County, 2013
- Sidewalks In-fill, GIS Mapping, Merced County, 2013
- Mission Oaks Boulevard Bridge Repair, Regulatory Permitting, Merced County, 2014
- Bear Creek Bridge Replacement, Botanical and Biological Surveys, GIS Mapping and Wetland Delineation, Merced County, 2013
- Moraga Road Bridge Replacement, Botanical and Biological Surveys, GIS Mapping and Wetland Delineation, Merced County, 2013
- Oakdale Bridge Project, Vegetation Monitoring and GIS Mapping, Merced County, 2013

STEVE NOLL, PLA, AICP

PRINCIPAL IN CHARGE



EDUCATION

Bachelor of Science, Landscape Architecture, California Polytechnic State University

Study Abroad, European Gardens, Ecole des Deux Arts, Fountainbleu, France

PROFESSIONAL LICENSURE

Registered Landscape Architect: Nevada #510, California #3300

Council of Landscape Architectural Regulatory Boards (CLARB), #1153

PROFESSIONAL AFFILIATIONS

South Shore Lake Tahoe Chamber of Commerce Chair Elect

American Society of Landscape Architects California Chapter

National Ski Area Association (NSAA) National level

Urban Land Institute (ULI) Associate Member

Sierra Business Council Board Member, Truckee, California

South Shore Lake Tahoe Recreation Master Plan Steering Committee

Steve Noll has been practicing landscape architecture and land

Steve's first 14 years of practice were spent in San Francisco developing awareness of the physical and social aspects important for "great" urban spaces. The nationally and internationally successful projects Steve has been involved with reflect his understanding of these aspects. In 1997, Steve moved to South Lake Tahoe to open and oversee the development of the office. As Principal of the Tahoe office, Steve has been fortunate to be involved with several land planning, redevelopment projects and resort master plans that have reshaped and helped define the surrounding communities.

Because of the strict regulatory environment and difficult economic challenges associated with many of his projects, Steve has developed the respect and trust of public agencies while navigating his clients through the complex permitting and implementation process. In addition, he is involved with many community-based organizations where he provides guidance in areas of mixed-use planning, recreation and design planning, community design, and main street improvement plans.

SELECTED PROJECT EXPERIENCE

Angels Camp SR 4 & 49 Gateway Corridor Study, Calaveras Council of Governments

Front Street Streetscape Improvement and Gateway Plans, Crescent City

Kings Beach Commercial Core Improvements, Placer County

Downtown Carson City Streetscape and Wayfinding, Carson City

June Lake Community Enhancement and Gateway Plan

Eastern Sierra Corridor Enhancement Plan, Mono County

"Steve's ability to grasp complex site constraints and through his creativity and collaborative approach has resulted in exciting and innovative design solutions for several projects we have worked closely together on."

- Mark Neuffer, Principal/Owner - Alta Consulting and Development Services

ALISON COTEY, LEED GA, PLA

PROJECT SUPPORT

EDUCATION

Bachelor of Arts, Landscape Architecture, The University of Illinois - Champaign, 2004

Masters of Urban Design, The University of Colorado - Denver, 2012

PROFESSIONAL LICENSURE

Certified Construction Document Technologist (CDT)

LEED GA

PROFESSIONAL AFFILIATIONS

American Society of Landscape Architects (ASLA) - Secretary Nevada Chapter

Tahoe Regional Young Professionals

HONORS/AWARDS

2014: ASLA Nevada Merit Award - Campus Planning, UNR Mid-District Plan

2010: ASLA Colorado, Merit Award - Ball Field Design, Infinity Park

2006: Parade of Homes Landscape Design Award

2004: Ryerson Travelling Fellowship

2004: Chalet Nursery Award for Design in Landscape

Alison is an urban designer and landscape designer who joined the Design Workshop Tahoe office in 2012. With seven years prior professional experience, she is driven from the belief that designers have the responsibility to influence the dynamic between space and people as a way of creating better places for everyday life. Alison has Bachelors of Arts in Landscape Architecture with a concentration in planning from The University of Illinois and Masters in Urban Design from the University of Colorado -Denver. She loves to better understand the places we live through travel, studying how cultural patterns influence design in social spaces of Spain with the Ryerson Fellowship and participating in international urban design studio in Nanjing. She is actively involved in the community as the secretary for Nevada ASLA.

Her broad understanding of place, from planning scale to detailed design, allows her the capacity to creatively problem solves while maintaining the vision and integrity of projects. Utilizing skills ranging from large scale master planning to detailed site design, she is well versed in illustrative graphics, construction documentation, and project management. She strives to enhance the vitality of place through the advancement of healthy living and uniting communities in every project. Her passion for planning and project management was recently noted for her work on the Cadence Community Master Plan which won Project of the Year for Nevada ASLA.

SELECTED PROJECT EXPERIENCE

Angels Camp SR4 and SR49 Gateway and Corridor Study — Angels Camp, California

Redding Transportation Plan — Redding, California

Cadence Streetscapes Design — Henderson, Nevada

Cadence Community Plan — Henderson, Nevada

Chateau Streetscape at Heavenly Village - South Lake Tahoe, California

Harrison Avenue Improvement Project — South Lake Tahoe, California

Kings Beach Community Vision Plan — Kings Beach, California

South Shore Area Plan Design Guidelines — Douglas County, Nevada

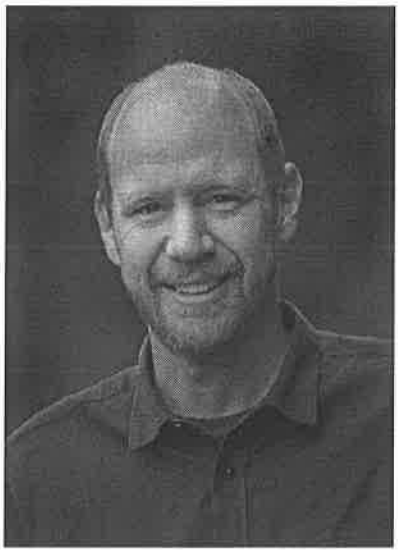
UNR Mid-campus Master Plan — Reno, Nevada

Alison was amazing! Her enthusiasm, creativity and thoughtfulness were much appreciated, and she was particularly adept at facilitating a difficult group."

- Sally Sheridan, National Park Service

BENJAMIN J. FISH, LEED AP, CDT, PLA

PROJECT MANAGER



EDUCATION

Bachelor of Science Landscape Architecture University of Massachusetts-Amherst, 2000

PROFESSIONAL LICENSURE

Registered Landscape Architect, State of California, LA 4926
State of Connecticut, 967

LEED v.2 Accredited Professional

Certified Construction Document Technologist (CDT)

PROFESSIONAL AFFILIATIONS

Associate, American Society of Landscape Architects

Member, ASLA Sierra Chapter

Council of Landscape Architectural Regulatory Boards (CLARB)

HONORS/AWARDS

2012 Presidents Award- Sierra ASLA-NDOT Landscape and Aesthetics Corridor Plan

2012 Project of the Year and Honor Award for Planning and Analysis- Nevada ASLA- South Shore Vision Plan

2012 Honor Award for Parks- Nevada ASLA- Heritage Park Campus

2008 Best in the Basin Tahoe Fish Hatchery Renovation

2007 Best in the Basin for Heritage Plaza, Tahoe Regional Planning Agency

Benjamin Fish, ASLA, has been an integral part of the Design Workshop team since moving to Tahoe over 10 years ago. Prior to joining the Tahoe office he worked at a large architecture firm in Connecticut, where he gained a strong knowledge of design and construction on a broad range of projects. He is a talented project manager, skilled in working collaboratively across disciplines and on a variety of project types. Recently he has been involved in a number of park, plaza, resorts and streetscape projects. His experience includes many award winning built works ranging from the Northstar Village in Tahoe to the highly designed plaza at the Palm Springs Convention Center. Ben is currently a registered landscape architect and holds a state license in California and is also a LEED accredited professional and Construction Document Technologist. He spends his free time volunteering as President for the nonprofit Tahoe Area Mountain Biking Association. With successful design and management skills gained over the years, Benjamin will apply his knowledge to encourage collaborative design, communication and a process that runs smoothly.

SELECTED PROJECT EXPERIENCE

Carson City Downtown Revitalization – Carson City, Nevada

Harrison Avenue Business Enhancement Plan – South Lake Tahoe, California

Trails End Park, Mammoth Lakes, California

Kings Beach Streetscape Improvements - Kings Beach, CA

Front Street Streetscape Improvement and Gateway Plans, Crescent City

Old Mammoth Road Street and Pedestrian Improvements

Elk Grove Blvd Streetscape Plan, Elk Grove

West Fourth Street Streetcape, Hollister

Cadence Community Plan and Gateway Improvements, Henderson, NV

"Ben is fantastic. You have a real winner. He comes across so believable and relevant...It is always a joy to have him at stakeholder meetings."
- Brian Stephenson, PE, Dokken Engineering

Cole Przybyla-Williams

1 E. Linoberg St.
Sonora, CA 95370

email: cole@thecolevideo.com
phone: 209.288.2675

Award-winning entrepreneur, cinematographer, and producer developing into a business oriented community leader.

Qualifications:

- Owner of an award-winning marketing business in Sonora, CA with over 3-years of 100% financial growth
- Successfully assisted over 50 clients for the Small Business Development Center in taking control of their own successful Digital Marketing Campaigns

Professional Background:

Cole Video- Sonora, CA (March 28, 2012- Present) – Founder & Owner

- Developed a 3-year business plan with financial projections to launch growth of a startup
- Assisted over 90 Sierra Nevada Foothill, Central Valley and Los Angeles businesses in creating original, targeted Video Marketing and Digital Marketing campaigns.
- Awarded 2013 Tuolumne County Small Business of the Year
- Awarded 2014 Small Business Administration's Region 10 "Rising Star of the Year – 2014"
- Managed 5 employees and 3 subcontractors

Small Business Development Center- Modesto, CA (July 2013-Present) - Digital Media Consultant

- Provide professional consulting for start-up and existing small businesses
- Assist businesses in the research of business marketing, development, and digital marketing

Tuolumne County Planning Commissioner- Sonora, CA (January 2015-Present) – District 1

- Hear and serve on proposed land use, General Plan amendments and zoning changes
- Serve with a focus on smart economic development for a healthy, walkable community

Career and Marketing Highlights:

- Received the SBA's "Rising Star of the Year Business Award" in 2014
- 2013 Small Business of the Year for community involvement and business achievements
- The only business in Sonora to receive funding from the City of Sonora with their MicroEnterprise Program for continued growth and success in Downtown Sonora.

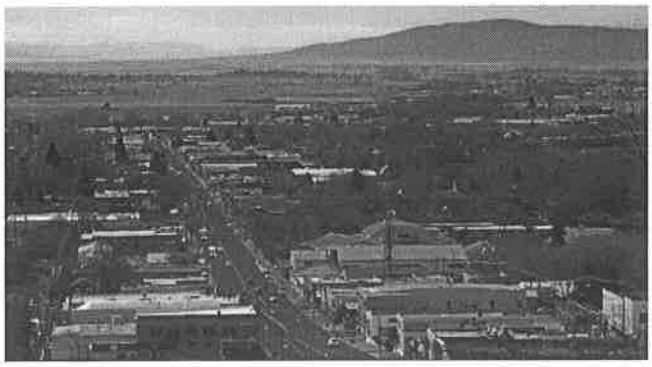
Board/Committees:

- **Tuolumne County Business Council Executive Member**
  Serve as an Executive Board Member to advocate for Tuolumne County businesses
- **Mother Lode Community Center Board of Director**
  Communication Chair to promote the future development of the community center
- **Central Sierra Connect Committee Member**
  Serve as business community member advocating for rural broadband development

Education:

- **September 2008- March 2012, University of California Santa Cruz, Santa Cruz, CA**
  Graduated with Bachelors of Arts in Film and Digital Media with a Film Production Concentration

3. Statement of Experience



R.E.Y. ENGINEERS, INC.

Civil Engineers | Land Surveyors | LiDAR

3. STATEMENT OF EXPERIENCE

A. Overview

Address:
905 Sutter Street, Ste. 200
Folsom, CA 95630
(916) 366-3040 Phone
(916) 366-3306 Fax

Project Contact:
Matthew Boyer, Project Manager
(916) 366-3040
mboyer@reyengineers.com

Years in Business: 30

Status: CA Corporation #C1956402

Certification:
California Department of General Services Certified Small Business Enterprise (SBE)

Established in 1985 by Robert E. Young, R.E.Y. Engineers, Inc. has been providing quality professional consulting services to local agencies for over 30 years. Headquartered in Folsom, CA, with additional offices in Oakland and Mountain View, R.E.Y. provides a wide variety of solutions to public agencies for projects in all phases, from planning and feasibility through construction and project closeout.

Headquartered in historic downtown Folsom, CA, R.E.Y. Engineers has been providing quality engineering and survey services to California local agency clients for 30 years.

Our 50+ professional staff includes planners, engineers, surveyors, outreach specialists and support staff.

The Transportation Division within R.E.Y. is led by Mr. Matt Boyer, and includes seven professional staff. Matt's significant expertise, project experience, and long-standing clients have benefitted from his substantial expertise in transportation corridor planning, strategic transportation financing, outreach and stakeholder coordination, and delivery of complex transportation projects.

R.E.Y. Provides the following services in house from our Folsom headquarters.

Planning & Feasibility Studies
- Streetscape Concepts and Design
- Feasibility Studies
- Project Study Reports
- Alternatives Analyses
- Preliminary Engineering & Site Design

Project Financing
- Evaluation of Financing Alternatives
- Exploratory studies
- Grant applications
- Expenditure Plans
- Financing District Engineering Reports and Studies
- Funding/Phasing Strategies
- Project Financing/Grant Applications

Community Outreach
- Meeting Facilitation
- Walking Tours
- Stakeholder Management
- Websites and Social Media

Project Management
- Budget Control
- Schedule Development and Control
- Identify and obtain necessary permits
- Prepare inter-agency agreements
- Review and comply with complex agency requirements
- Caltrans Local Assistance Forms and Submittals

Project Approvals/Government Liaison
- Encroachment Permits
- CEQA/NEPA Approvals
- Inter-Agency Coordination/Facilitation
- Entitlements

Engineering Plans, Calculations, & Reports
- Transportation Planning & Design
- Roadway Design
- Utility Design & Coordination
- Hydrology Reports & Drainage Analysis
- Visual Impact Analysis
- Plans, Specifications, & Estimates

Subconsultants

Commitment letters are included in Section 11.

GPA

GPA Consulting, a California certified Disadvantaged Business Enterprise (DBE), specializes in environmental planning, historic preservation, biology studies, and multi-media. GPA Consulting is dedicated to delivering quality, personalized, multi-disciplinary services to a variety of municipalities, private-sector clients, and state and federal agencies. Their project experience includes adaptive reuse building, bridge and historic bridge, interchange and highways, roadways and intersections, parks and trails, and building rehabilitation projects. Their mission is to help clients reach their project goals in the most professional, fun, environmentally responsible, and efficient manner.

Traffic Works

Traffic Works, LLC is a small business enterprise (SBE) founded in 2010 to provide clients exceptional service and value in transportation planning and traffic engineering. Traffic Works has quickly become recognized as a leading transportation planning and traffic engineering specialty firm in Northern California and Northern Nevada, with extensive local knowledge and agency relationships, outstanding skills, expertise, and flexibility. Their active involvement with numerous local agencies throughout Northern California and Nevada is clear evidence of their strong reputation and quality services. Traffic Works specializes in all facets of traffic engineering and transportation planning. Their experienced staff is skilled at combining complex analysis, and agency goals, with public input, to successfully prepare transportation plans which jurisdictions can rely on to guide future growth and be best positioned to obtain funding.

Design Workshop

Design Workshop is a firm born in the pursuit of ideas. Their experience ranges from master plans for counties, planned communities, urban centers and resorts, to detailed design for public parks, residences and roadways. They have continuously honed the collaborative dynamics of their workshops and the pursuit of the ideas and ideals that result in the best solutions for every assignment. This approach is the hallmark of their firm.

The Cole Video

Cole Video is an award-winning team multimedia specialists that produce high-quality video website services. They have successfully assisted clients throughout the Central Valley, and Sierra Nevada region in achieving their business and marketing objectives. They understand the synergies between all elements of the marketing mix, and provide the advantage of an all in-house video production studio.

To increase community participation and support for local priority projects, and to help attract discretionary funding, Cole Video provides a cost effective, comprehensive range of services. Bringing extensive expertise to each project, they are results-focused and work closely with you to understand your business goals and assist you in meeting your strategic objectives. They deliver top quality work with strict attention to detail and accuracy, and complete projects on time and within budgets.

A partial list of their clients include: Tuolumne County Transportation Council; Calaveras Council of Governments; Explore Yosemite Adventures; Sierra Business Council; Modesto Unified School District; International Culinary Center; Sonora Regional Medical Center, and Tuolumne County Economic Development Center.

B. Years in Business

R.E.Y. Engineers, Inc. has been in business for 30 years.

C. Demonstrated Capacity

R.E.Y. Engineers, Inc. and our assigned team of personnel have the demonstrated capacity to perform the proposed work.

D. Applicable Licenses and Permits

The following table lists the key project personnel, and their applicable licenses and qualifications to prepare the deliverables in the Request for Proposals and our proposed Scope of Work.

FIRM	KEY PERSONNEL	RESPONSIBILITIES	REGISTRATION	YRS EXP
R.E.Y.	Matt Boyer	Project Manager & Outreach	N/A	27
	Bob Huun, PE	Principal in Charge & QA/QC Manager	CA, PE #49213	32
	Jim Fisher, PE	Design Engineer	CA, PE #73197, QSD #944	12
	Joe Feyder, PLS	Surveying, Topographic Mapping, and Right-of-Way Base Mapping	CA, PLS #5901	35
GPA	Melissa Logue	Environmental Manager	N/A	14
	Marieka Schrader	Biologist	Various – See Resume	15
Traffic Works	Loren Chilson, PE	Traffic Studies	CA, PE #61425	18
	Max Kalhammer, PMP	Traffic Planning	Project Management Professional (PMP)	17
	Uday Marpalli, TE	Traffic Engineering	CA, TE	8
Design Workshop	Steve Noll	Landscape Architecture	CA, LA#3300	33
	Benjamin Fish	Landscape Architecture	CA, LA#4926	16
	Alison Cotey	Landscape Architecture	CDT	11
The Cole Video	Cole Przbyla	Project Video	N/A	4

E. Organizational Adequacy

R.E.Y. has annual revenues of more than $8 million. Our professional staff includes 6 registered engineers (California PE) and 13 professional land surveyors (California LS).

Although R.E.Y. will not substitute key personnel, we have sufficient organizational depth to perform the work for the City. Similarly, each of our subconsultants (except Cole Video) has similar organizational size and depth to respond to any contingencies.

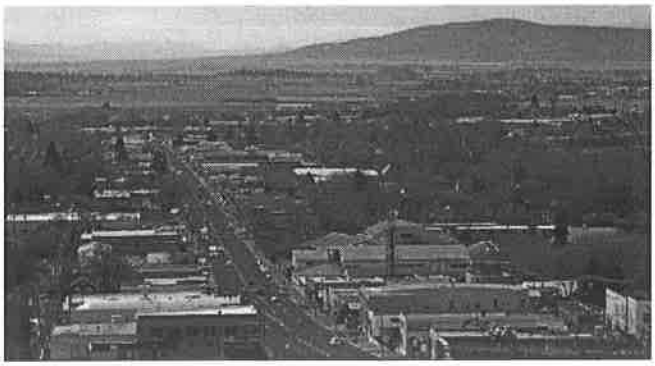
F. Statement of Qualifications

R.E.Y. is highly qualified to perform the proposed services. Our firm, our subconsultants, and the key staff assigned to this project each have substantial experience working for the State of California and/or on Caltrans projects.

Moreover, our assigned personnel have substantial experience completing Project Reports, and State and Federal environmental documents through Caltrans.

For more details, see personnel resumes, project experience, and references in sections 2, 3 and 5 of this proposal.

4. Similar Contracts



4. SIMILAR CONTRACTS *a) Recent Contracts/Similar Projects*

Project & Location	Description	Client Contact/Reference	Services	Key Staff & Subcontractors	Status	Photo
Upper Broadway Bicycle & Pedestrian Improvements Placerville, CA 	R.E.Y. Engineers is providing a full range of professional services for the widening of approximately 1.25 miles of Upper Broadway from Schnell School Road to Point View Drive. Funded through the Congestion Mitigation and Air Quality Program (CMAQ), the project will add Class II bike lanes and a Class III bike route designation throughout the project. The project is bordered by Caltrans right of way to the north, and multiple residences, businesses, and Hangtown Creek to the south. Careful consideration is being given to preserving the rural look and feel of the corridor and minimizing impacts to the creek. R.E.Y. obtained $1.99 million in Active Transportation Program and matching funds to fully fund construction.	City of Placerville Katy Reierson Associate Civil Engineer (530) 642-5557 kreierson@cityofplacerville.org **$2 Million Obtained** *Active Transportation Program Grant (2015)*	• Project Management • Environmental Documentation, Approval, & Permitting • Stakeholder Coordination • Community Outreach • Finance Strategies/Grant Applications • Surveys & Right of Way • Hydrology & Drainage • PS&E • Construction Management	• Bob Huun, PE (R.E.Y.) • Matthew Boyer (R.E.Y.) • Jim Fisher, PE (R.E.Y.) • Carlye Buchholz (R.E.Y.) • Joe Feyder, PLS (R.E.Y.)	Currently in Design	
Historic Main Street Rehabilitation & Pedestrian Safety Improvement Project Placerville, CA *2016 APWA Project of the Year Nominee* 	As the lead consultant for this project, R.E.Y. is providing a full range of professional services for the rehabilitation of Placerville's historic Main Street - a busy commercial center, community gathering place, and popular tourist destination. Improvements include sidewalk, pedestrian and ADA, improvements, parking lot reconfiguration, water line and service replacement, pavement rehabilitation, circulation and aesthetic enhancements. Special consideration is being given to minimizing disruption to businesses, accommodating the multiple seasonal events, and the preservation of historic resources.	City of Placerville Rebecca Neves, PE City Engineer (530) 642-5250 rneves@cityofplacerville.org	• Project Management • Preliminary Engineering • Public Outreach • Stakeholder Coordination • PS&E • Utility and Drainage Studies • Construction Specifications • Utility Surveys • Design Surveys • Construction Surveys • Construction Management	• Bob Huun, PE (R.E.Y.) • Matthew Boyer (R.E.Y.) • Jim Fisher, PE (R.E.Y.) • Carlye Buchholz (R.E.Y.) • Joe Feyder, PLS (R.E.Y.)	Phase I Construction Completed 2015 Phase II Completed 2015 Phase III – Under Construction	
SR 49 Widening & Intersection Improvements Plymouth, CA 	R.E.Y. Engineers is providing a full range of engineering and surveying services for the widening of SR 49 and construction of a new public road intersection. The highway improvements include widening for a new northbound left turn lane and creating a dedicated southbound right turn lane which will increase safety and operations, as well as accommodate a new development planned in the area. R.E.Y.'s services include the design grade topographic survey; preparation of alternatives and exhibits; preparation of drainage, portable water, and sanitary sewer studies; and design and preparation of the widening and intersection improvement plans. R.E.Y. is the lead consultant coordinating these improvements directly with Caltrans and applying for a Caltrans Encroachment Permit for improvements on the State Highway system.	Caltrans District 10 Paul Cavanaugh Encroachment Permit Engineer (209) 942-6018 paul.cavanaugh@dot.ca.gov	• Project Management • Preliminary Engineering • Drainage and Utility Studies • PS&E • Caltrans Coordination • Caltrans Encroachment Permit	• Bob Huun, PE (R.E.Y.) • Jim Fisher, PE (R.E.Y.)	Construction Beginning March 2016	
Sutter Street Streetscape *APWA "Project of the Year"* Folsom, CA 	R.E.Y. Engineers provided a full range of engineering, design, survey and construction management services for the redevelopment of historic Sutter Street, Folsom's "main" street since the 1850's. R.E.Y. was the project lead during the design and construction phases of the project, providing complete civil design, engineering, and stakeholder coordination services, along with inspection and construction administration services on behalf of the City. The project included a complete overhaul of the district's infrastructure, including modernization of all underground utility systems, ADA compliance and pedestrian-friendly improvements, updated landscape and hardscape features, and aesthetics and historic documentation and education features.	City of Folsom Dave Nugen Capital Improvements Section Manager dnugen@folsom.ca.us	• Project Management • Stakeholder Coordination • Public Outreach • Consultant Coordination • ADA Compliance • Topographic Surveys • Utility and Drainage Studies • Grading & Improvement Plans • Cost Estimates • Construction Specifications • Construction Staking • Construction Management • QSD & QSP Services (SWPPP) • Mapping	• Bob Huun, PE (R.E.Y.) • Jim Fisher, PE (R.E.Y.)	Constructed 2011	

Project & Location	Description	Client Contact/Reference	Services	Key Staff & Subcontractors	Status	Photo
SR 36 Susanville Gateway Project Study Report (PSR) Susanville, CA	The City of Susanville (City) is planning to construct gateway enhancements on State Route 36 (SR-36) from approximately 0.1 mile north of Riverside Drive to the north side of the Johnstonville Road intersection in Susanville, Lassen County. The gateway enhancements would include widening existing road shoulders; constructing new American Disabilities Act (ADA) compliant curbs, gutters, and sidewalks; installing decorative safety lighting and removing standard 'cobra head' lighting, where possible; constructing pedestrian safety rails on the existing bridge over Jensen Slough; constructing a new gateway sign and removing the existing gateway sign; and installing additional landscaping.	Jeff Schwein, Owner GreenDOT Transportation 117 Meyers St., Ste. 120 Chico, CA 95928 Jeff@greendottransportation.com 530-895-1109	• Transportation Planning	• Matt Boyer, Project Planner • Loren Chilson, Project Engineer	Complete	
State Route 99 Pelandale Interchange Modesto, CA	Matt Boyer, was the Project Manager for a $50 million interchange reconstruction project with substantial technical issues. Project included: • Widen the Pelandale Avenue overcrossing from three to six lanes, and realign it with Salida Boulevard to the southwest of the overcrossing's current location. • Modify the intersections at Pelandale Avenue and Sisk Road, Pelandale Avenue and Salida Boulevard, and the northbound State Route 99 ramps at Sisk Road, and the southbound State Route 99 ramps at Salida Boulevard to increase operational efficiency • Build new on- and off-ramps • Construct north and southbound auxiliary lanes	Caltrans, District 10 Jes Padda, Project Manager (209) 948-7765 Jes.Padda@dot.ca.gov	• Project Management • Project Report (PA/ED Phase) • CEQA/NEPA • Funding Development • Caltrans Project Development Procedures Manual Compliance	• Matt Boyer, Project Manager	Under Construction	
Downtown Transit Center Ione, CA 	Matt Boyer, was the Project Manager for environmental, design and construction. Project design was complicated by challenging drainage and storm water issues, and the adjacent creek. Other design issues included maximizing use of a small site, and accommodating safe transit vehicle access with a minimal frontage. The project necessitated complete reconstruction of the frontage arterial street.	City of Ione Kim Kerr City Manager (former) (209) 256-5077 kerrmaurer@gmail	• Project Management • Funding Development • Caltrans Local Assistance • Construction Management	• Matthew Boyer • Melissa Logue (GPA) • Andrea Galvin (GPA)	Complete	
Spencer Ave Transit Center Oroville, CA 	Matt Boyer, was the Project Manager for environmental, design and construction. The project converted a two-lane collector street with prefabricated fiberglass shelters into a four bus bay transfer point with a modern transit shelter. Project was accomplished significantly under the design and construction budgets, and *in under three years.* • Reconstruction of the complete street from building face to building face including sidewalks and landscaping. • No cost right-of-way clearances using mutual benefit rights-of-entry. • PG&E replacement of underground gas main in 2 months.	Butte County Association of Governments Andy Newsum Deputy Director (530) 879-2468 anewsum@bcag.org	• Project Management • Funding Development • Caltrans Local Assistance • Construction Management	• Matthew Boyer • Melissa Logue (GPA)	Complete	

"I worked on the SR-99/Pelandale Interchange reconstruction project with Matt. Matt and his team were able to develop a design alternative that met the purpose and need even though ten previously studied alternatives were not viable. He worked with Caltrans to develop this project as a strong partner in the process instead of imposing his will on the project team. Matt, as a leader, can naturally switch back and forth from the big-picture to being a problem-solver in the project team. Matt knows that relationships and communication are a key to success and I highly recommend him."

Jes Padda
Caltrans Project Manager

b) Early Terminations

R.E.Y. does not have any contracts that were terminated prior to the original termination date during the last five years.

c) Related contracts currently in effect

R.E.Y.'s Transportation Division currently has the following contracts in effect.

Client	Project	Services	Contract Complete Date	Total Contract Amount	Contract Administrator
City of Placerville	Upper Broadway Bicycle Lanes	Project Management Stakeholder Coordination Public Outreach Preliminary Engineering Environmental Approval Utility Surveys ADA Compliance Mobile LiDAR Mapping & Topographic Surveys Utility and Drainage Studies Final Plans, Specifications and Estimates Construction Specifications Construction Management	Current	$651,143	Katy Webster Associate Civil Engineer 3101 Center Street Placerville, CA 95667 (530) 642-5557 kreierson@cityofplacerville.org
City of Placerville	Broadway Sidewalk Gap Closure (pending)	Preliminary Engineering Final Plans, Specifications and Estimates	Pending		Rebecca Neves, City Engineer 3101 Center Street Placerville, CA 95667 530) 642-5250 rneves@cityofplacerville.org
City of Placerville	Main Street Streetscape	Project Management Stakeholder Coordination Public Outreach Preliminary Engineering Utility Surveys ADA Compliance Mobile LiDAR Mapping & Topographic Surveys Utility and Drainage Studies Grading & Improvement Plans Cost Estimates Construction Specifications Construction Management	Current	$545,473	Rebecca Neves City Engineer 3101 Center Street Placerville, CA 95667 (530) 642-5250 rneves@cityofplacerville.org
Calaveras Council of Governments / Sub to Design Workshop	Angels Camp Main Street Plan	Transportation Planning Community Outreach Stakeholder Management	Current	$10,000	Amber Collins, Project Manager Calaveras Council of Governments 444 East St. Charles St./Highway 49 P.O. Box 280 San Andreas, CA 95249 209.754.2094 acollins@calacog.org
Lake County and Cities Area Planning Council / Sub to LSC	Lake Transit Hub Site Selection	Transportation Planning Community Outreach Stakeholder Management	Current	$10,000	Gordon Shaw, Principal LSC Transportation Post Office Box 5875 Tahoe City, California 96145-5875 (530) 583-4053 gordonshaw@lsctahoe.com

Caltrans, District 1	On-Call Survey Services	Project Management Geodetic Control Topographic Mapping Mobile LiDAR Mapping Field Surveys Right of Way Engineering Right of Way Monumentation Updated Control Surveys Land Net Retracement Boundary Resolution to Deeds Record of Survey Recordation Roadway Pavement Surveys Control Verifications Records of Survey Final Monumentation Construction Staking Crew Augmentation	Current	$2.0M	Dave Thibeault Chief of Office Surveys Caltrans North Region Office of Surveys (530) 741-5305
Caltrans, District 2	On-Call Survey Services		Current	$1.5M	
Caltrans, District 3	On-Call Survey Services		Current	$2.0M	
Caltrans, District 4	On-Call Survey Services		Current	$4.0M	Nelson Aguilar, P.L.S. District Office Chief, District 4 Supervising Surveyor (510) 286-5002 nelson.aguilar@dot.ca.gov

d) References.

Please feel free to contact any of the following references regarding the projects noted. Also – please also feel free to contact any of the references listed on the table of 'similar contracts.'

Agency & Address	Client Contact	Project Name	Services Performed
CITY OF PLACERVILLE Development Services 3101 Center Street Placerville, CA 95667	Pierre Rivas Director (530) 642-5569 privas@cityofplacerville.org Rebecca Neves City Engineer (530) 642-5250 rneves@cityofplacerville.org	• Main Street Rehabilitation • As-Needed Surveying Services • Upper Broadway Bicycle Lanes and Sidewalks Widening • Placerville Drive Cycle Tracks CMAQ Application	• Project Management • Stakeholder Coordination • Public Outreach • Preliminary Engineering • PS&E • ADA Compliance • Utility and Drainage Studies • Topographic Mapping • LiDAR Surveys • Construction Management
CALTRANS DISTRICT 10 1976 E. Dr. Martin Luther King Jr., Blvd. Stockton, CA 95205	Paul Cavanaugh Permit Engineer, District 10 (209) 942-6018 paul.cavanaugh@dot.ca.gov	• SR 49 Widening and Intersection Improvements	• Project Management • Stakeholder Coordination • Preliminary Engineering • PS&E- Highway Improvements • Drainage Studies • Topographic Mapping
CALTRANS NORTH REGION 4300 Caterpillar Road Redding, CA 96003	Bob Cunningham Senior Transportation Surveyor, District 10 (209) 610-0666 robert.cunningham@dot.ca.gov Dave Thibeault Chief, North Region Office of Surveys (530) 741-5305 dave.thibeault@dot.ca.gov	• On-Call Survey Services, Contract District 10 • On-Call Survey Services Contracts for Districts 1, 2, and 3	• Topographic Mapping • Mobile LiDAR Mapping • Right of Way Engineering • Right of Way Monumentation • Updated Control Surveys • Land Net Retracement • Boundary Resolution to Deeds • Control Data Sheets • Record of Survey Recordation • Roadway Pavement Surveys • Control Verifications • Records of Survey • Final Monumentation • Construction Staking • Crew Augmentation

e) Controlling Interests Other Firms

R.E.Y. does not have any controlling interests in other firms providing similor other services.

f) Financial Interest in Other Lines of Business

R.E.Y. does not have any financial interest in other line of business.

g) Pending Litigation

Neither R.E.Y., nor any officers, employees, and/or consultants of, have any pending litigation with respect to existing or previous contracts.

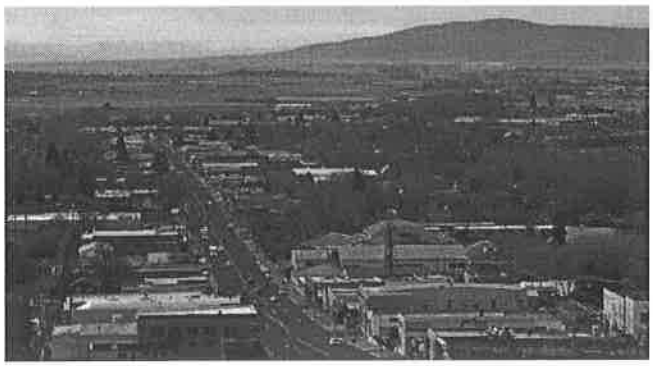
h) Commitments and Potential Commitments

R.E.Y. does not have any commitments or potential commitments which may negatively impact our ability to perform the proposed services.

i) Financial Conflicts of Interest

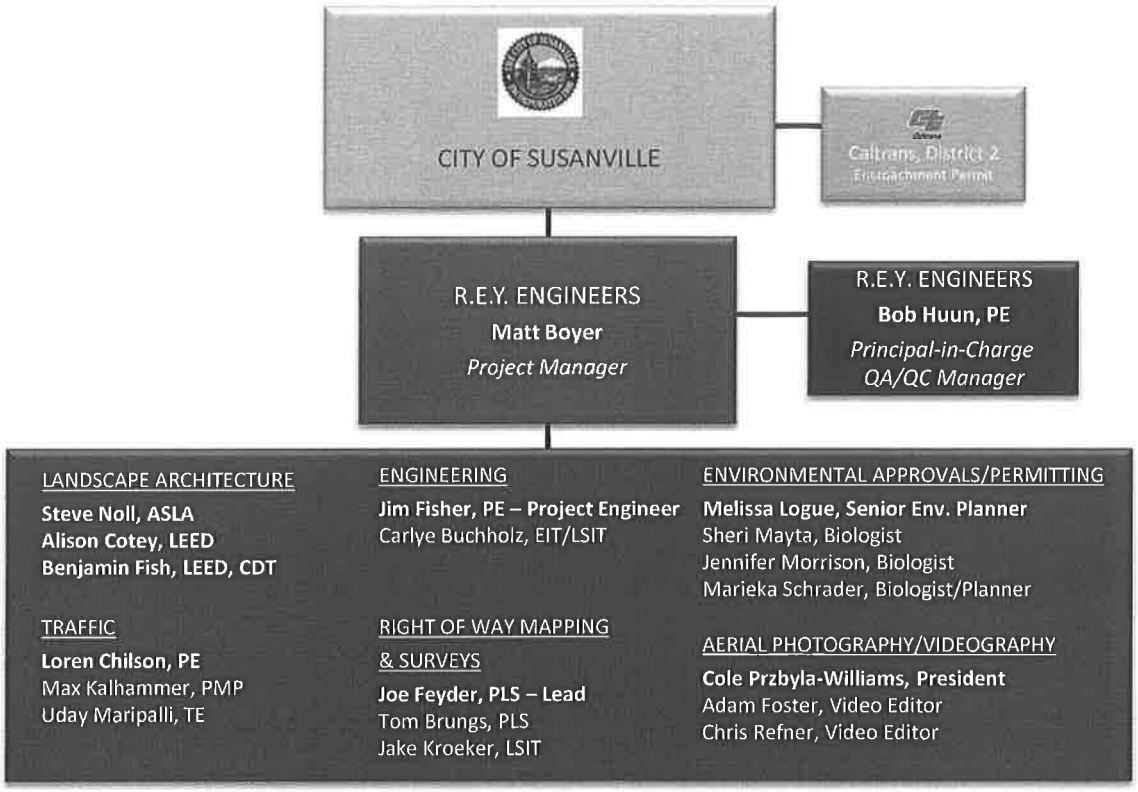
Neither R.E.Y., nor any officers, employees, and/or consultants of, have any actual perceived conflicts of interest with the City of Susanville.

5. Staffing



5. STAFFING

The R.E.Y team is organized as follows:



a) Experience

The following table identifies the key staff that will manage and perform the proposed services. ***Detailed personnel résumés and project summaries for most of the following projects are included in Section 2.***

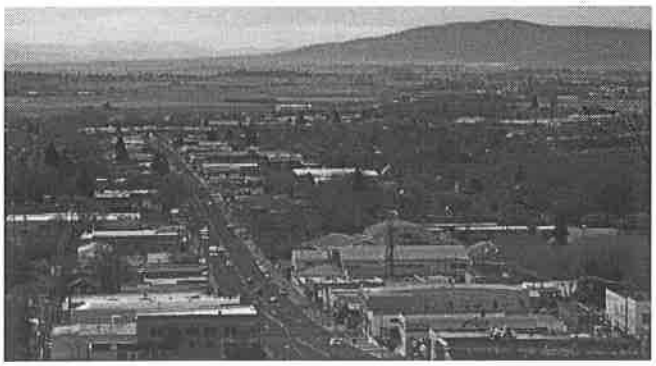
FIRM	KEY PERSONNEL	RESPONSIBILITIES	SIMILAR PROJECTS	YRS OF EXP
R.E.Y.	Matt Boyer	Project Manager, Outreach & Funding	▶ SR 36 Gateway PSR-PDS ▶ SR 99 Pelandale Interchange and Gateway Monument (Modesto) ▶ Upper Broadway Bike Lanes and Sidewalks (Placerville) ▶ Spencer Avenue Streetscape, and Transit Center ▶ Ione Downtown Park-and-Ride	27
	Bob Huun, PE	Principal in Charge & QA/QC Manager	▶ Upper Broadway Bike Lanes and Sidewalks (Placerville) ▶ Main Street ADA Improvements and Streetscape (Placerville) ▶ Sutter Street ADA Improvements and Streetscape (Folsom)	32
	Jim Fisher, PE, QSD/P	Project Engineer & Drainage	▶ State Route 49 Plymouth Widening ▶ Upper Broadway Bike Lanes and Sidewalks (Placerville) ▶ Main Street ADA Improvements and Streetscape (Placerville) ▶ Sutter Street ADA Improvements and Streetscape (Folsom)	12
	Joe Feyder, PLS	Surveying, Topographic Mapping, and Right-of-Way Base Mapping	▶ Upper Broadway Bike Lanes and Sidewalks (Placerville) ▶ Main Street ADA Improvements and Streetscape (Placerville)	35
Traffic Works	Loren Chilson, PE	Traffic Studies - Manager	▶ SR 36 Gateway PSR-PDS ▶ Lassen County Park & Ride Study	18
Design Workshop	Steve Noll	Landscape Architecture - Manager	▶ Angels Camp SR 4/49 Gateway ▶ SR 28 Kings Beach Streetscape Improvements	33
	Alison Cotey	Landscape Design / Concepts	▶ Angels Camp SR 4/49 Gateway	11
GPA	Melissa Logue	Environmental Manager	▶ Spencer Avenue Streetscape, and Transit Center ▶ Ione Downtown Park-and-Ride	14
	Marieka Schrader	Biologist	▶ Spencer Avenue Streetscape, and Transit Center ▶ Ione Downtown Park-and-Ride	15
Cole Video	Cole Przbyla	Videographer	▶ Angels Camp SR 4/49 Gateway ▶ Vision Sonora	4

b) Subconsultants

The table below summarizes the R.E.Y. and subconsultant roles. ***Additional information on these firms, and their personnel are included in Section 2.***

FIRM	ROLE	% OF WORK (HOURS)
R.E.Y. Engineers	▸ Project Management ▸ Caltrans Coordination ▸ Surveying ▸ Base Mapping (Right-of-Way, Utilities, and Topographic) ▸ Community Outreach ▸ Funding Development	38%
GPA Consulting	▸ Environmental Studies ▸ California Environmental Quality Act approvals ▸ National Environmental Policy Act approvals ▸ Permitting *(if needed)*	26%
Traffic Works	▸ Traffic Data Collection ▸ Existing Conditions Analysis ▸ Traffic Report	18%
Design Workshop	▸ Gateway Concepts ▸ Landscape Architecture Concepts	14%
The Cole Video	▸ Outreach Video	4%
	Total	100%

6. Insurance



6. INSURANCE

R.E.Y. has and maintains coverages with limits that meet or exceed all stated requirements in the Request for Proposals.

A sample copy of our Accord Insurance Certificate detailing our standard coverage is provided in the following pages.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/29/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Dealey, Renton & Associates
P. O. Box 12675
Oakland CA 94604-2675

CONTACT NAME: Elise Fisher
PHONE (A/C, No, Ext): 510-465-3090 FAX (A/C, No): 510-452-2193
E-MAIL ADDRESS: efisher@dealeyrenton.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Travelers Indemnity Co. of Connecti	25682
INSURER B : Travelers Property Casualty Co of A	25674
INSURER C : Catlin Insurance Company, Inc.	19518
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
REYENGINE
R.E.Y. Engineers, Inc.
905 Sutter Street, Ste. 200
Folsom CA 95630

COVERAGES CERTIFICATE NUMBER: 18284672 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	Y	Y	6803E587902	10/1/2015	10/1/2016	EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$1,000,000
							MED EXP (Any one person)	$10,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$2,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$2,000,000
	OTHER:							$
B	AUTOMOBILE LIABILITY	Y	Y	BA3E517727	10/1/2015	10/1/2016	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS / X NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		Y	UB7351Y847	10/1/2015	10/1/2016	X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) Y/N: N / N/A						E.L. EACH ACCIDENT	$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000
C	Professional Liability Claims-Made			AED6730111216	12/29/2015	12/29/2016	$2,000,000 each claim $4,000,000 aggregate	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

General Liability Policy excludes claims arising out of the performance of professional services.
All Operations of the Named Insured. 2538 Telegraph Ave, LLC, J. Douglas Ross, DR 26th Street, LLC, Etta Bacharach Testamentary A Trust, Barbara Jean Borsuk, Surviving Trustee; Etta Bacharach Testamentary B Trust, Barbara Jean Borsuk, Trustee; Sheila Siegel Trust, Sheila Siegel Trustee; and Sidbar Properties, LLC, a California Limited Liability Company, Mark Borsuk Manager are named as Additional Insured as respects General Liability coverage. Insurance is Primary/Non-Contributory per policy form wording. Waiver of Subrogation applies.

CERTIFICATE HOLDER

SAMPLE

CANCELLATION 30 Day NOC/10 Day for NonPay of Prem

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
GARAGE COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions ofthe Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who Is An Insured Provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Endorsement Effective: 12/29/2015	Countersigned By:
Named Insured: R.E.Y. Engineers, Inc.	(Authorized Representative)

SCHEDULE

Name of Person(s) or Organization(s): SAMPLE

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to the endorsement.)

Each person or organization shown in the Schedule is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in **Section II** of the Coverage Form.

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POLICY NUMBER: 6803E587902

COMMERICAL GENERAL LIABILITY
ISSUE DATE: 12/29/2015

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED (ARCHITECTS, ENGINEERS AND SURVEYORS)

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

NAME OF PERSON(S) OR ORGANIZATION(S):
SAMPLE

PROJECT/LOCATION OF COVERED OPERATIONS:
SAMPLE

PROVISIONS

A. The following is added to WHO IS AN INSURED (Section II):
The person or organization shown in the Schedule above is an additional insured on this Coverage Part, but only with respect to liability for bodily injury", 'property damage" or 'personal injury caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

a. In the performance of your ongoing operations;

b. In connection with premises owned by or rented to you; or

C. In connection with your work and included within the "products-completed operations hazard."

Such person or organization does not qualify as an additional insured for "bodily injury", "property damage" or "personal injury' for which that person or organization has assumed liability in a contract or agreement.

The insurance provided to such additional insured is limited as follows:

d. This insurance does not apply to the rendering of or failure to render any "professional services".

e. The limits of insurance afforded to the additional insured shall be the limits which you agreed in that 'contract or agreement requiring insurance" to provide for that additional insured, or the limits shown in the Declarations for this Coverage Part, whichever are less. This endorsement does not increase the limits of insurance stated in the LIMITS OF INSURANCE (Section III) for this Coverage Part.

B. The following is added to Paragraph a. of 4. Other Insurance in COMMERCIAL GENERAL LIABILITY CONDITIONS (Section IV):
However, if you specifically agree in a contract or agreement requiring insurance that, for the additional insured shown in the Schedule, the insurance provided to that additional insured under this

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Coverage Part must apply on a primary basis, or a primary and non-contributory basis, this insurance is primary to other insurance that is available to such additional insured which covers such additional insured as a named insured, and we will not share with the other insurance, provided that:

(1) The "bodily injury" or "property damage" for which coverage is sought occurs; and

(2) The "personal injury" for which coverage is sought arises out of an offense committed;

after you have entered into that "contract or agreement requiring insurance" for such additional insured. But this insurance still is excess over valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to the additional insured when the additional insured is also an additional insured under any other insurance.

C. The following is added to Paragraph 8. Transfer Of Rights Of Recovery Against Others To Us in COMMERCIAL GENERAL LIABILITY CONDITIONS (Section IV):

We waive any rights of recovery we may have against the additional insured shown in the Schedule above because of payments we make for "bodily injury", "property damage" or "personal injury" arising out of "your work" on or for the project, or at the location, shown in the Schedule above, performed by you, or on your behalf, under a "contract or agreement requiring insurance" with that additional insured. We waive these rights only where you have agreed to do so as part of the "contract or agreement requiring insurance" with that additional insured entered into by you before, and in effect when, the "bodily injury" or "property damage" occurs, or the "personal injury" offense is committed.

D. The following definition is added to DEFINITIONS (Section V):

"Contract or agreement requiring insurance" means that part of any contract or agreement under which you are required to include the person or organization shown in the Schedule as an additional insured on this Coverage Part, provided that the "bodily injury" and "property damage" occurs, and the "personal injury" is caused by an offense committed:

a. After you have entered into that contract or agreement;

b. While that part of the contract or agreement is in effect; and

c. Before the end of the policy period.

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TRAVELERS

WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY

ENDORSEMENT WC 99 03 76(00) — 001

POLICY NUMBER: UB7351Y847

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT CALIFORNIA (BLANKET WAIVER)

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule.

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 3.00 % of the California workers' compensation premium otherwise due on such remuneration.

Schedule

Person or Organization	Job Description
SAMPLE	SAMPLE

DATE OF ISSUE: 12/29/2015 **ST ASSIGN:** CA

017106

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

BLANKET WAIVER OF SUBROGATION

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
GARAGE COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

Paragraph **5. Transfer of Right Of Recovery Against Others To Us** of the CONDITIONS section is replaced by the following:

5. Transfer Of Rights Of Recovery Against Others To Us

We waive any right of recovery we may have against any person or organization to the extent required of you by a written contract executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of the operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.

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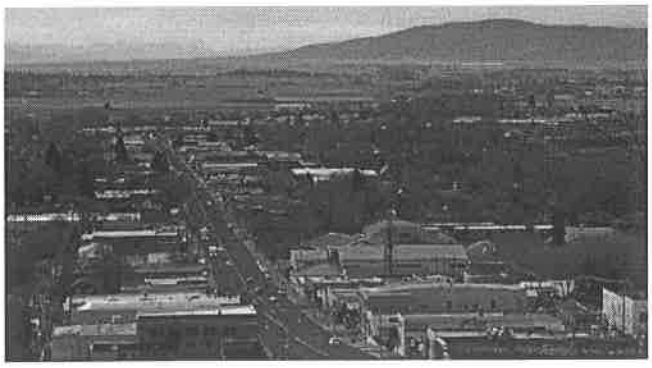
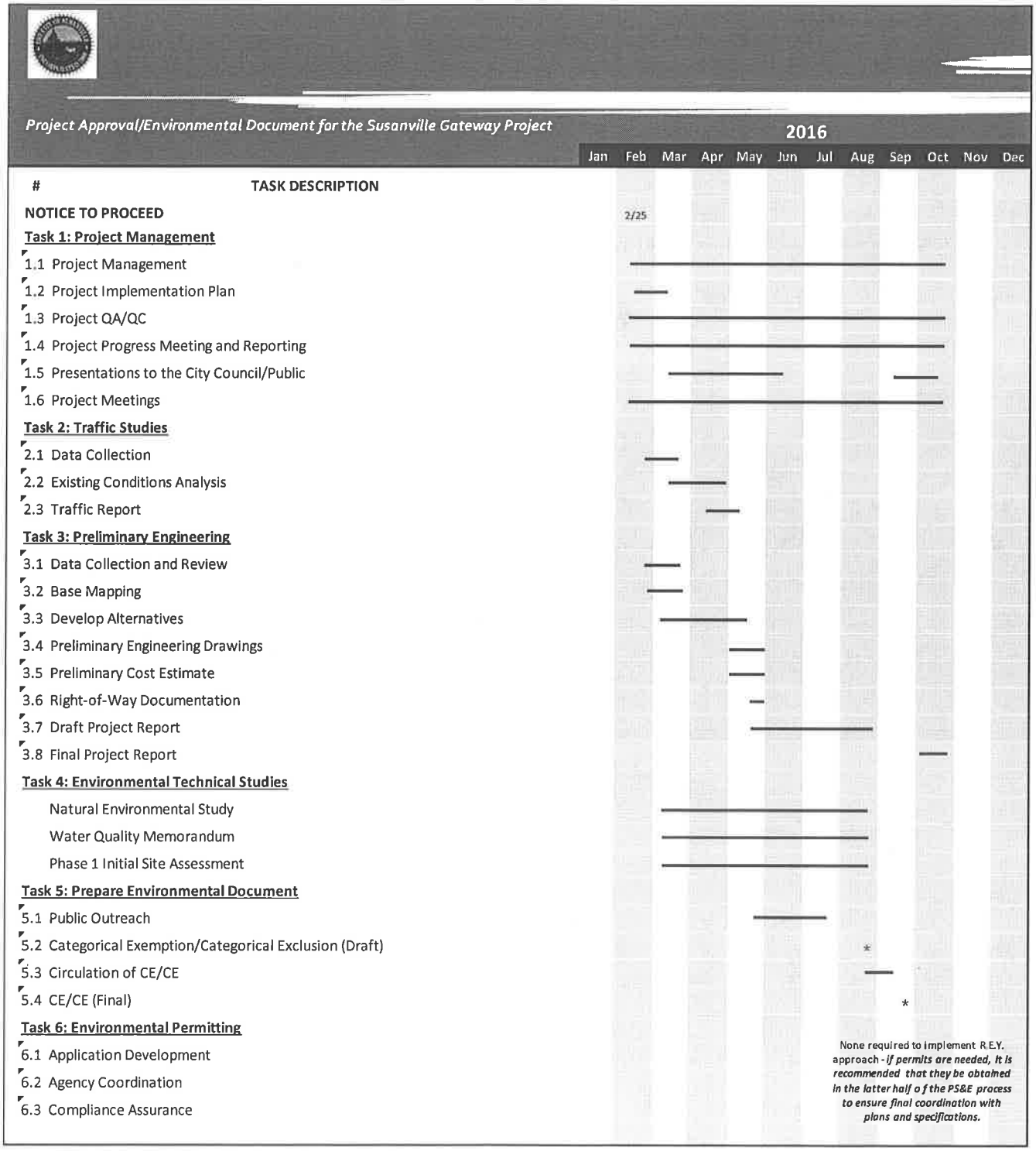
7. Schedule

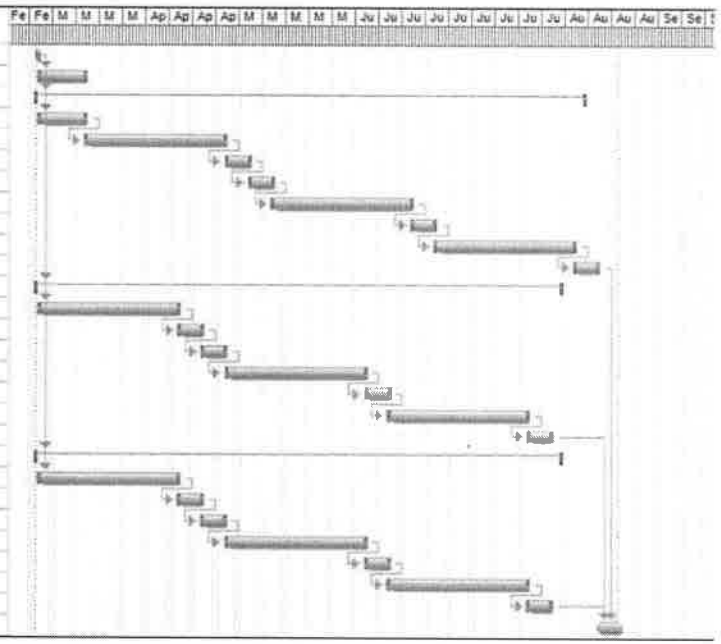


7. SCHEDULE

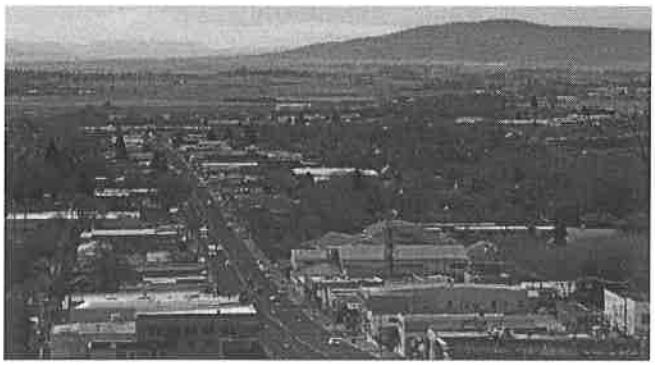
R.E.Y. recognizes the City of Susanville's strong desire to complete the project as expeditiously as possible. Our team has worked closely to review each item of work and to propose a schedule that completes all work by **October 31, 2016**. A proposed Project Schedule is provided below. For ease of review, the task descriptions and numbers follow the "Scope of Services" identified in pages 4 through 8 of the Request for Proposals. A detailed schedule of the environmental studies and approvals is provided on the following page.



	Indica	Task Mod	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1		Auto	Notice to Proceed	1 day	Tue 3/1/16	Tue 3/1/16		
2		Manual	Project Initiation	10 days	Wed 3/2/16	Tue 3/15/1	1	
3		**Manual**	**Natural Environmental Study**	**119 days**	**Tue 3/1/16**	**Fri 8/12/16**	**1**	
4		Manual	Field Surveys	10 days	Wed 3/2/16	Tue 3/15/1	1	
5		Manual	Draft NES	30 days	Wed 3/16/1	Tue 4/26/1	4	
6		Manual	City Review	5 days	Wed 4/27/1	Tue 5/3/16	5	
7		Manual	Revise NES	5 days	Wed 5/4/16	Tue 5/10/1	6	
8		Manual	Caltrans Review	30 days	Wed 5/11/1	Tue 6/21/1	7	
9		Manual	Revise NES	5 days	Wed 6/22/1	Tue 6/28/1	8	
10		Manual	2nd Caltrans Review	30 days	Wed 6/29/1	Tue 8/9/16	9	
11		Manual	Finalize NES	5 days	Wed 8/10/1	Tue 8/16/1	10	
12		**Manual**	**Water Quality Memorandu**	**114 days**	**Tue 3/1/16**	**Fri 8/5/16**	**1**	
13		Manual	Draft Water Quality Mem	30 days	Wed 3/2/16	Tue 4/12/1	1	
14		Manual	City Review	5 days	Wed 4/13/1	Tue 4/19/1	13	
15		Manual	Revise WQ Memo	5 days	Wed 4/20/1	Tue 4/26/1	14	
16		Manual	Caltrans Review	30 days	Wed 4/27/1	Tue 6/7/16	15	
17		Manual	Revise WQ Memo	5 days	Wed 6/8/16	Tue 6/14/1	16	
18		Manual	2nd Caltrans Review	30 days	Wed 6/15/1	Tue 7/26/1	17	
19		Manual	Finalize WQ Memo	5 days	Wed 7/27/1	Tue 8/2/16	18	
20		**Manual**	**Phase I Initial Site Assessm**	**114 days**	**Tue 3/1/16**	**Fri 8/5/16**	**1**	
21		Manual	Draft ISA	30 days	Wed 3/2/16	Tue 4/12/1	1	
22		Manual	City Review	5 days	Wed 4/13/1	Tue 4/19/1	21	
23		Manual	Revise ISA	5 days	Wed 4/20/1	Tue 4/26/1	22	
24		Manual	Caltrans Review	30 days	Wed 4/27/1	Tue 6/7/16	23	
25		Manual	Revise ISA	5 days	Wed 6/8/16	Tue 6/14/1	24	
26		Manual	2nd Caltrans Review	30 days	Wed 6/15/1	Tue 7/26/1	25	
27		Manual	Finalize ISA	5 days	Wed 7/27/1	Tue 8/2/16	26	
28		**Auto**	**Categorical Exclusion/Cate**	**5 days**	**Wed 8/17/**	**Tue 8/23/1**	**27,11,19**	



8. Required Forms



R.E.Y. ENGINEERS, INC.
Civil Engineers | Land Surveyors | LiDAR

8. Required Forms

R.E.Y. has provided the following required forms in the following pages:

- Exhibit 10-O1, Consultant Proposal DBE Commitment – from the Caltrans Local Assistance Procedures Manual
- Non-Lobbying Certification For Federal-Aid Contracts – included in the Request for Proposals as Attachment C
- Exhibit 10-Q, Disclosure of Lobbying Activities – from the Caltrans Local Assistance Procedures Manual

EXHIBIT 10-O1 CONSULTANT PROPOSAL DBE COMMITMENT

1. Local Agency: City of Susanville
2. Contract DBE Goal: 12%
3. Project Description: PA&ED for the Susanville Gateway Project
4. Project Location: SR 36, 0.1 mile south of Riverside Dr to Johnstonville Road, Lassen County
5. Consultant's Name: R.E.Y. Engineers, Inc.
6. Prime Certified DBE: ☐

7. Description of Work, Service, or Materials Supplied	8. DBE Certification Number	9. DBE Contact Information	10. DBE %
GPA Consulting	36278	Andrea Galvin (310) 792-2690	21.8%

Local Agency to Complete this Section

17. Local Agency Contract Number:
18. Federal-Aid Project Number:
19. Proposed Contract Execution Date:

Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.

20. Local Agency Representative's Signature
21. Date
22. Local Agency Representative's Name
23. Phone
24. Local Agency Representative's Title

11. TOTAL CLAIMED DBE PARTICIPATION 21.8%

IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required.

12. Preparer's Signature
13. Date: 2/11/2016
14. Preparer's Name: Matthew Boyer
15. Phone: (916) 366-3040
16. Preparer's Title: Transportation Division Manager

DISTRIBUTION: Original – Included with consultant's proposal to local agency.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

Attachment C-
Non lobbying Certification For Federal-Aid Contracts

The prospective participant certifies by signing and submitting this Non Lobbing Certification for Federal-Aid Contracts to the best of his or her knowledge and belief that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The prospective participant also agrees by submitting his/her proposal/bid that he/she shall require that the language of this certification be included in all lower-tier subcontracts which exceed $100,000 and that all such sub-recipients shall certify and disclose accordingly.

Date: February 11, 2016

Transportation Division Manager

Signature and Title of Proposer

EXHIBIT 10-Q DISCLOSURE OF LOBBYING ACTIVITIES

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT TO 31 U.S.C. 1352

1. Type of Federal Action:

☐ a. contract
b. grant
c. cooperative agreement
d. loan
e. loan guarantee
f. loan insurance

2. Status of Federal Action:

☐ a. bid/offer/application
b. initial award
c. post-award

3. Report Type:

☐ a. initial
b. material change

For Material Change Only:
year ____ quarter _____
date of last report _____

4. Name and Address of Reporting Entity

☐ Prime ☐ Subawardee
Tier_____, if known

Congressional District, if known

5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:

Congressional District, if known

6. Federal Department/Agency:

7. Federal Program Name/Description:

CFDA Number, if applicable _____

8. Federal Action Number, if known:

9. Award Amount, if known:

10. Name and Address of Lobby Entity

11. Individuals Performing Services

R.E.Y. has no lobbying activity to disclose.

(attach Continuation Sheet(s) if necessary)

12. Amount of Payment (check all that apply)

$_____ ☐ actual ☐ planned

13. Form of Payment (check all that apply):

☐ a. cash
☐ b. in-kind; specify: nature _____
Value_____

14. Type of Payment (check all that apply)

☐ a. retainer
☐ b. one-time fee
☐ c. commission
☐ d. contingent fee
☐ e deferred
☐ f. other, specify _____

15. Brief Description of Services Performed or to be performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted, for Payment Indicated in Item 11:

16. Continuation Sheet(s) attached: Yes ☐ No ☐ (attach Continuation Sheet(s) if necessary)

17. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying reliance was placed by the tier above when his transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature: _____

Print Name: Matthew Boyer

Title: Transportation Division Manager

Telephone No.: 916-366-3040 Date: 2/11/16

Authorized for Local Reproduction

Standard Form - LLL

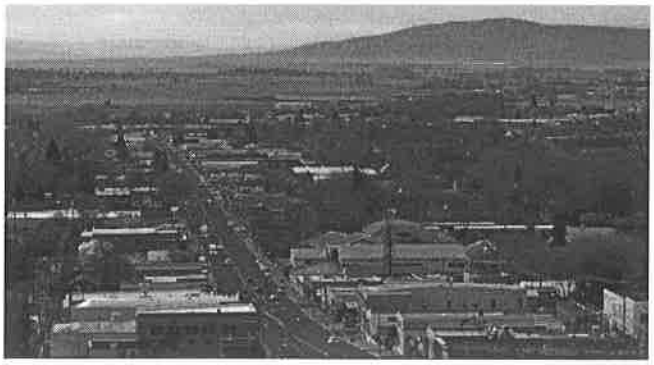
Federal Use Only:

Standard Form LLL Rev. 04-28-06

PA&ED for the Susanville Gateway Project

Distribution: Orig- Local Agency Project Files

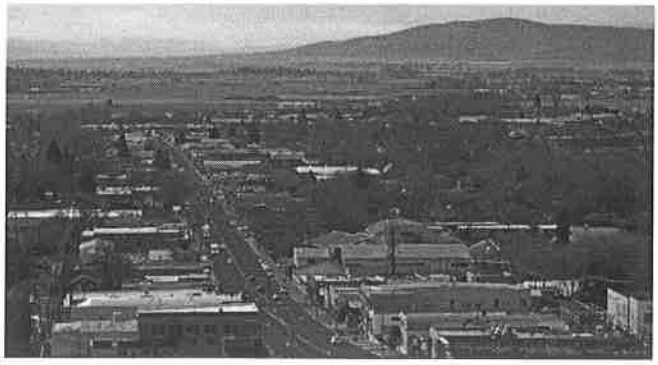
9. Standard Contract Review



9. Standard Contract Review

R.E.Y. has reviewed the City of Susanville's Professional Services Agreement contract and can comply with the items therein. R.E.Y. is prepared to sign the standard agreement without exception or modification.

10. Prevailing Wage Agreement



10. Prevailing Wage Agreement

R.E.Y. is a signatory to Operating Engineers Union Local No. 3. We are very familiar with, able, and willing to comply with California Labor Code Section 1770 regarding prevailing wage requirements.

R.E.Y. will also comply with Federal, State, and local laws and ordinances applicable to our proposed work.

R.E.Y. will include appropriate requirements in our subconsultant agreements, as needed.

R.E.Y. will ensure that all transportation, subsistence and related costs are reimbursed at the minimum rates set by the Department of Industrial Relations, and as outlined in the applicable Prevailing Wage Determination.

11. Commitment Letters

R.E.Y. ENGINEERS, INC.

Civil Engineers | Land Surveyors | LiDAR

CONSULTING

GPA

February 2, 2016

Mr. Matthew Boyer, Project Manager
R.E.Y. Engineers, Inc.
905 Sutter Street, Suite 200
Oakland, CA 94612

Subject: Susanville Gateway, Project Approval and Environmental Document Project

Dear Mr. Boyer:

This letter of commitment confirms that GPA Consulting agrees to be a subconsultant to R.E.Y. Engineers on the above referenced proposed project for the City of Susanville. GPA Consulting will support R.E.Y. Engineers by providing environmental and biology services including but not limited to NEPA/CEQA documentation and associated technical analysis (biology, water quality, and hazardous materials).

I certify that I am authorized to sign and obligate GPA Consulting for this contract.

Sincerely,

Richard Galvin

GPA Consulting
Richard Galvin, Vice President

TRAFFIC WORKS

Traffic Engineering & Transportation Planning

February 2, 2016

Mr. Matthew Boyer, Project Manager
R.E.Y. Engineers, Inc.
905 Sutter Street, Suite 200
Oakland, CA 94612

Subject: Susanville Gateway, Project Approval and Environmental Document Project

Dear Mr. Boyer:

This letter of commitment confirms that Traffic Works, LLC agrees to be a subconsultant to R.E.Y. Engineers on the above referenced proposed project for the City of Susanville. Traffic Works, LLC will support R.E.Y. Engineers by providing traffic engineering services.

I certify that I am authorized to sign and obligate Traffic Works, LLC for this contract.

Sincerely,

Loren Chilson, P.E.
Principal

Traffic Works, LLC
6170 Ridgeview Court, Suite B
Reno, NV 89519
775.322.4300
www.Traffic-Works.com

Design Workshop, Inc.
Landscape Architecture
Planning
Urban Design

PO Box 5666 /
128 Market Street
Suite 3E
Stateline, NV 89449
775-588-5929
775-588-1559 fax

Asheville
Aspen
Austin
Chicago
Denver
Dubai
Houston
Lake Tahoe
Los Angeles
Shanghai

designworkshop.com

To whom it may concern,

This letter of commitment confirms that Design Workshop agrees to be a subconsultant to R.E.Y. Engineers on the above referenced proposed project for the City of Susanville. Design Workshop will support R.E.Y. Engineers by providing conceptual design and preliminary landscape architecture services.

I certify that I am authorized to sign and obligate Design Workshop for this contract.

Sincerely,

Steve Noll, PIC
Design Workshop, Inc.

ColeVideo

STORYTELLING VISUALS
& SOCIAL MARKETING SERVICES

February 2, 2016

Mr. Matthew Boyer, Project Manager
R.E.Y. Engineers, Inc.
905 Sutter Street, Suite 200
Oakland, CA 94612

Subject: Susanville Gateway, Project Approval and Environmental Document Project

Dear Mr. Boyer:

This letter of commitment confirms that Cole Video agrees to be a subconsultant to R.E.Y. Engineers on the above referenced proposed project for the City of Susanville. Cole Video will support R.E.Y. Engineers by providing a promotional video and all related services

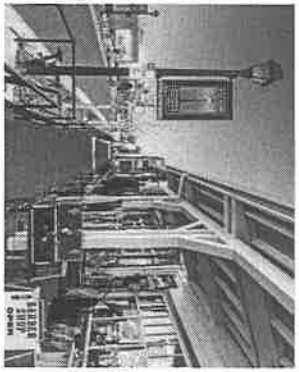
I certify that I am authorized to sign and obligate Cole Video for this contract.

Sincerely,

Cole Przybyla

R.E.Y. ENGINEERS, INC.

CIVIL ENGINEERS LAND SURVEYORS LiDAR



CITY OF SUSANVILLE

STIP PROJECT NO. 3492 - SUSANVILLE SOUTHEAST GATEWAY PROJECT

ENHANCEMENTS TO THE STATE ROUTE 36 CORRIDOR FROM SOUTH OF RIVERSIDE DRIVE TO THE JOHNSTONVILLE ROAD INTERSECTION

DESIGN SERVICES AGREEMENT for PA & ED

ADMINISTRATING AGENT:

CITY OF SUSANVILLE
66 NORTH LASSEN STREET
SUSANVILLE, CA 96130
TELEPHONE NUMBER (530) 257-1050

March 2016

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ARTICLE I INTRODUCTION

A. This contract is between the following named, hereinafter referred to as, CONSULTANT and the following named, hereinafter referred to as, LOCAL AGENCY:

The name of the "CONSULTANT" is as follows:

R.E.Y. Engineers Inc.

Incorporated in the State of (California)
The Project Manager for the "CONSULTANT" will be **Matt Boyer**

The name of the "LOCAL AGENCY" is as follows:

City of Susanville

The Contract Administrator for LOCAL AGENCY will **be Jared Hancock**

B. The work to be performed under this contract is described in Article II entitled Statement of Work and the approved CONSULTANT's Cost Proposal dated **March 10, 2016**. The approved CONSULTANT's Cost Proposal is attached hereto (Attachment B) and incorporated by reference. If there is any conflict between the approvedCost Proposal and this contract, this contract shall take precedence.

C. CONSULTANT agrees to indemnify and hold harmless LOCAL AGENCY, its officers, agents, and employees from any and all claims, demands, costs, or liability arising from or connected with the services provided hereunder due to negligent acts, errors, or omissions of CONSULTANT. CONSULTANT will reimburse LOCAL AGENCY for any expenditure, including reasonable attorney fees, incurred by LOCAL AGENCY in defending against claims ultimately determined to be due to negligent acts, errors, or omissions of CONSULTANT.

D. CONSULTANT and the agents and employees of CONSULTANT, in the performance of this contract, shall act in an independent capacity and not as officers or employees or agents of LOCAL AGENCY.

E. Without the written consent of LOCAL AGENCY, this contract is not assignable by CONSULTANT either in whole or in part.

F. No alteration or variation of the terms of this contract shall be valid, unless made in writing and signed by the parties hereto; and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.

G. The consideration to be paid to CONSULTANT as provided herein, shall be in compensation for all of CONSULTANT's expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.

ARTICLE II STATEMENT OF WORK

Scope of Services are outlined in Request for Proposals (Attachment A, Section 5).

A. Consultant Services

The CONSULTANT shall develop an approach to the scope of work outlined in the Request for Proposals (Attachment A). The work shall be performed in accordance with the guidelines established by Caltrans and the Federal Highway Administration, including the Standard Environmental Reference, Local Assistance Procedures Manual, Project Development Procedures Manual, Highway Design Manual, Highway Capacity

Manual and other required or accepted documents. Environmental documents are not considered complete until signed by appropriate Caltrans official.

B. Right of Way

Right of Way requirements are to be determined and shown by CONSULTANT, This includes sufficient right of way investigations to determine the extent of right of way needs for the programming purposes. See Attachment A, Section 5, 3.1.

C. Surveys

Construction Surveys will not be required. See Attachment A, Section 5, 3.1.

D. Subsurface Investigations

It is not anticipated that subsurface investigations will be required by the CONSULTANT. However, should the CONSULTANT recommend otherwise based on their findings and in accordance with the Standard Environmental Reference, a contract amendment will be created to address the additional scope of work. See Attachment A, Section5, 4.

E. Local Agency Obligations

Applicable data to the project is available to CONSULTANT in Attachment A.

F. Conferences, Visits to Site, Inspection of Work

CONSULTANT shall hold regular meetings with the LOCAL AGENCY to discuss tasks, schedule and coordination efforts. CONSULTANT shall submit monthly progress reports with invoices defining work that was completed during the month as well as anticipated upcoming tasks. Report shall also include updated project milestones and critical path targets. Should modifications be needed for milestones or critical path, explanation should be included in the monthly report. Costs incurred by CONSULTANT for meetings, subsequent to the initial meeting shall be included in the fee. See Attachment A, Section 5, 1.4.

G. Consultant Services During Construction

No construction drawings will be prepared by the CONSULTANT during the course of this contract.

H. Documentation and Schedules

CONSULTANT will document the results of the work to the satisfaction of LOCAL AGENCY, and the State and FHWA. See Attachment A, Section 5, 1.4 and 1.6.

I. Deliverables and Number of Copies

All deliverables shall include 3 hard copies and 1 electronic copy. See Attachment A, Section 5.

ARTICLE III CONSULTANT'S REPORTS OR MEETINGS

A. CONSULTANT shall submit progress reports at least once a month. The report should be sufficiently detailed for the Contract Administrator to determine, if CONSULTANT is performing to expectations, or is on schedule; to provide communication of interim findings, and to sufficiently address any difficulties or special problems encountered, so remedies can be developed.

B. CONSULTANT's Project Manager shall meet with LOCAL AGENCY's Contract Administrator, as needed, to discuss progress on the contract.

ARTICLE IV PERFORMANCE PERIOD

A. This contract shall go into effect on **March 16, 2016,** contingent upon approval by LOCAL AGENCY, and CONSULTANT shall commence work after notification to proceed by LOCAL AGENCY'S Contract Administrator. The contract shall end on **December 31, 2016**, unless extended

by contract amendment.

B. CONSULTANT is advised that any recommendation for contract award is not binding on LOCAL AGENCY until the contract is fully executed and approved by LOCAL AGENCY.

ARTICLE V ALLOWABLE COSTS AND PAYMENTS

A. The method of payment for this contract will be based on actual cost plus a fixed fee. LOCAL AGENCY will reimburse CONSULTANT for actual costs (including labor costs, employee benefits, travel, equipment rental costs, overhead and other direct costs) incurred by CONSULTANT in performance of the work

CONSULTANT will not be reimbursed for actual costs that exceed the estimated wage rates, employee benefits, travel, equipment rental, overhead, and other estimated costs set forth in the approved CONSULTANT'S Cost Proposal, unless additional reimbursement is provided for by contract amendment. In no event, will CONSULTANT be reimbursed for overhead costs at a rate that exceeds LOCAL AGENCY's approved overhead rate set forth in the Cost Proposal. In the event, that LOCAL AGENCY determines that a change to the work from that specified in the Cost Proposal and contract is required, the contract time or actual costs reimbursable by LOCAL AGENCY shall be adjusted by contract amendment to accommodate the changed work. The maximum total cost as specified in Paragraph "H" shall not be exceeded, unless authorized by contract amendment.

B. In addition to the allowable incurred costs, LOCAL AGENCY will pay CONSULTANT a fixed fee of **$128,865.00**. The fixed fee is nonadjustable for the term of the contract, except in the event of a significant change in the scope of work and such adjustment is made by contract amendment.

C. Reimbursement for transportation and subsistence costs shall not exceed the rates specified in the approved Cost Proposal (Attachment B).

D. When milestone cost estimates are included in the approved Cost Proposal, CONSULTANT shall obtain prior written approval for a revised milestone cost estimate from the Contract Administrator before exceeding such cost estimate.

E. Progress payments will be made monthly in arrears based on services provided and allowable incurred costs. A pro rata portion of CONSULTANT's fixed fee will be included in the monthly progress payments. If CONSULTANT fails to submit the required deliverable items according to the schedule set forth in the Statement of Work, LOCAL AGENCY shall have the right to delay payment or terminate this Contract in accordance with the provisions of Article VI Termination.

F. No payment will be made prior to approval of any work, nor for any work performed prior to approval of this contract.

G. CONSULTANT will be reimbursed, as promptly as fiscal procedures will permit upon receipt by LOCAL AGENCY's Contract Administrator of itemized invoices in triplicate. Invoices shall be submitted no later than 45 calendar days after the performance of work for which CONSULTANT is billing. Invoices shall detail the work performed on each milestone and each project as applicable. Invoices shall follow the format stipulated for the approved Cost Proposal and shall reference this contract number and project title. Final invoice must contain the final cost and all credits due LOCAL AGENCY including any equipment purchased under the provisions of Article XI Equipment Purchase of this contract. The final invoice should be submitted within 60 calendar days after completion of CONSULTANT's work. Invoices shall be mailed to LOCAL AGENCY's Contract Administrator at the following address:

City of Susanville

Jared Hancock, City Administrator,

Attn: Ian Sims – Project Manager

66 N. Lassen Street, Susanville CA 96130

H. The total amount payable by LOCAL AGENCY including the fixed fee shall not exceed **$128,865.00.**

I. Salary increases will be reimbursable if the new salary is within the salary range identified in the approved Cost Proposal and is approved by LOCAL AGENCY's Contract Administrator.

For personnel subject to prevailing wage rates as described in the California Labor Code, all salary increases, which are the direct result of changes in the prevailing wage rates are reimbursable.

J. All subcontracts in excess of $25,000 shall contain the above provisions.

ARTICLE VI TERMINATION

A. LOCAL AGENCY reserves the right to terminate this contract upon thirty (30) calendar days written notice to CONSULTANT with the reasons for termination stated in the notice.

B. LOCAL AGENCY may terminate this contract with CONSULTANT should CONSULTANT fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, LOCAL AGENCY may proceed with the work in any manner deemed proper by LOCAL AGENCY. If LOCAL AGENCY terminates this contract with CONSULTANT, LOCAL AGENCY shall pay CONSULTANT the sum due to CONSULTANT under this contract prior to termination, unless the cost of completion to LOCAL AGENCY exceeds the funds remaining in the contract. In which case the overage shall be deducted from any sum due CONSULTANT under this contract and the balance, if any, shall be paid to CONSULTANT upon demand.

ARTICLE VII COST PRINCIPLES AND ADMINISTRATIVE REQUIREMENTS

A. CONSULTANT agrees that the Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., shall be used to determine the cost allowability of individual items.

B. CONSULTANT also agrees to comply with federal procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

C. Any costs for which payment has been made to CONSULTANT that are determined by subsequent audit to be unallowable under 49 CFR, Part 18 and 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., are subject to repayment by CONSULTANT to LOCAL AGENCY.

D. All subcontracts in excess of $25,000 shall contain the above provisions.

ARTICLE VIII RETENTION OF RECORDS/AUDIT

For the purpose of determining compliance with Public Contract Code 10115, et seq. and Title 21, California Code of Regulations, Chapter 21, Section 2500 et seq., when applicable and other matters connected with the performance of the contract pursuant to Government Code 8546.7; CONSULTANT, subconsultants, and LOCAL AGENCY shall maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of the contract, including but not limited to, the costs of administering the contract. All parties shall make such materials available at their respective offices at all reasonable times during the contract period and for three years from the date of final payment under the contract. The state, State Auditor, LOCAL AGENCY, FHWA, or any duly authorized representative of the Federal Government shall have access to any books, records, and documents of CONSULTANT and it's certified public accountants (CPA) work papers that are pertinent to the contract and indirect cost rates (ICR) for audit, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested. Subcontracts in excess of $25,000 shall contain this provision.

ARTICLE IX AUDIT REVIEW PROCEDURES

A. Any dispute concerning a question of fact arising under an interim or post audit of this contract that is not disposed of by agreement, shall be reviewed by LOCAL AGENCY'S Chief Financial Officer.

B. Not later than 30 days after issuance of the final audit report, CONSULTANT may request a review by LOCAL AGENCY'S Chief Financial Officer of unresolved audit issues. The request for review will be submitted in writing.

C. Neither the pendency of a dispute nor its consideration by LOCAL AGENCY will excuse CONSULTANT from full and timely performance, in accordance with the terms of this contract.

ARTICLE X SUBCONTRACTING

A. Nothing contained in this contract or otherwise, shall create any contractual relation between LOCAL AGENCY and any subconsultant(s), and no subcontract shall relieve CONSULTANT of its responsibilities and obligations hereunder. CONSULTANT agrees to be as fully responsible to LOCAL AGENCY for the acts and omissions of its subconsultant(s) and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by CONSULTANT. CONSULTANT's obligation to pay its subconsultant(s) is an independent obligation from LOCAL AGENCY'S obligation to make payments to the CONSULTANT.

B. CONSULTANT shall perform the work contemplated with resources available within its own organization and no portion of the work pertinent to this contract shall be subcontracted without written authorization by LOCAL AGENCY's Contract Administrator, except that, which is expressly identified in the approved Cost Proposal.

C. CONSULTANT shall pay its subconsultants within ten (10) calendar days from receipt of each payment made to CONSULTANT by LOCAL AGENCY.

D. Any subcontract in excess of $25,000 entered into as a result of this contract shall contain all the provisions stipulated in this contract to be applicable to subconsultants.

E. Any substitution of subconsultant(s) must be approved in writing by LOCAL AGENCY's Contract Administrator prior to the start of work by the subconsultant(s).

ARTICLE XI EQUIPMENT PURCHASE

A. Prior authorization in writing, by LOCAL AGENCY's Contract Administrator shall be required before CONSULTANT enters into any unbudgeted purchase order, or subcontract exceeding $5,000 for supplies, equipment, or CONSULTANT services. CONSULTANT shall provide an evaluation of the necessity or desirability of incurring such costs.

B. For purchase of any item, service or consulting work not covered in CONSULTANT's Cost Proposal and exceeding $5,000 prior authorization by LOCAL AGENCY's Contract Administrator; three competitive quotations must be submitted with the request, or the absence of bidding must be adequately justified.

C. Any equipment purchased as a result of this contract is subject to the following: "CONSULTANT shall maintain an inventory of all nonexpendable property. Nonexpendable property is defined as having a useful life of at least two years and an acquisition cost of $5,000 or more. If the purchased equipment needs replacement and is sold or traded in, LOCAL AGENCY shall receive a proper refund or credit at the conclusion of the contract, or if the contract is terminated, CONSULTANT may either keep the equipment and credit LOCAL AGENCY in an amount equal to its fair market value, or sell such equipment at the best price obtainable at a public or private sale, in accordance with established LOCAL AGENCY procedures; and credit LOCAL AGENCY in an amount equal to the sales price. If CONSULTANT elects to keep the equipment, fair market value shall be determined at CONSULTANT's expense, on the basis of a competent independent appraisal of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable to by LOCAL AGENCY and CONSULTANT, if it is determined to sell the equipment, the terms and

conditions of such sale must be approved in advance by LOCAL AGENCY." 49 CFR, Part 18 requires a credit to Federal funds when participating equipment with a fair market value greater than $5,000 is credited to the project.

D. All subcontracts in excess $25,000 shall contain the above provisions.

ARTICLE XII STATE PREVAILING WAGE RATES

A. CONSULTANT shall comply with the State of California's General Prevailing Wage Rate requirements in accordance with California Labor Code, Section 1770, and all Federal, State, and local laws and ordinances applicable to the work.

B. Any subcontract entered into as a result of this contract, if for more than $25,000 for public works construction or more than $15,000 for the alteration, demolition, repair, or maintenance of public works, shall contain all of the provisions of this Article.

C. When prevailing wages apply to the services described in the scope of work, transportation and subsistence costs shall be reimbursed at the minimum rates set by the Department of Industrial Relations (DIR) as outlined in the applicable Prevailing Wage Determination. See: http://www.dir.ca.gov.

ARTICLE XIII CONFLICT OF INTEREST

A. CONSULTANT shall disclose any financial, business, or other relationship with LOCAL AGENCY that may have an impact upon the outcome of this contract, or any ensuing LOCAL AGENCY construction project. CONSULTANT shall also list current clients who may have a financial interest in the outcome of this contract, or any ensuing LOCAL AGENCY construction project, which will follow.

B. CONSULTANT hereby certifies that it does not now have, nor shall it acquire any financial or business interest that would conflict with the performance of services under this contract.

C. Any subcontract in excess of $25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.

D. CONSULTANT hereby certifies that neither CONSULTANT, nor any firm affiliated with CONSULTANT will bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this contract. An affiliated firm is one, which is subject to the control of the same persons through joint-ownership, or otherwise.

E. Except for subconsultants whose services are limited to providing surveying or materials testing information, no subconsultant who has provided design services in connection with this contract shall be eligible to bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this contract.

ARTICLE XIV REBATES, KICKBACKS OR OTHER UNLAWFUL CONSIDERATION

CONSULTANT warrants that this contract was not obtained or secured through rebates kickbacks or other unlawful consideration, either promised or paid to any LOCAL AGENCY employee. For breach or violation of this warranty, LOCAL AGENCY shall have the right in its discretion; to terminate the contract without liability; to pay only for the value of the work actually performed; or to deduct from the contract price; or otherwise recover the full amount of such rebate, kickback or other unlawful consideration.

ARTICLE XVI STATEMENT OF COMPLIANCE

A. CONSULTANT's signature affixed herein, and dated, shall constitute a certification under penalty of perjury under the laws of the State of California that CONSULTANT has, unless exempt, complied with, the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California

Administrative Code, Section 8103.

B. During the performance of this Contract, Consultant and its subconsultants shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Consultant and subconsultants shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Consultant and subconsultants shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Contract by reference and made a part hereof as if set forth in full. Consultant and its subconsultants shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

C. The Consultant shall comply with regulations relative to Title VI (nondiscrimination in federally-assisted programs of the Department of Transportation – Title 49 Code of Federal Regulations, Part 21 - Effectuation of Title VI of the 1964 Civil Rights Act). Title VI provides that the recipients of federal assistance will implement and maintain a policy of nondiscrimination in which no person in the state of California shall, on the basis of race, color, national origin, religion, sex, age, disability, be excluded from participation in, denied the benefits of or subject to discrimination under any program or activity by the recipients of federal assistance or their assignees and successors in interest.

D. The Consultant, with regard to the work performed by it during the Agreement shall act in accordance with Title VI. Specifically, the Consultant shall not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in the selection and retention of Subconsultants, including procurement of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the U.S. DOT's Regulations, including employment practices when the Agreement covers a program whose goal is employment.

ARTICLE XVII DEBARMENT AND SUSPENSION CERTIFICATION

A. CONSULTANT's signature affixed herein, shall constitute a certification under penalty of perjury under the laws of the State of California, that CONSULTANT has complied with Title 2 CFR, Part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (nonprocurement)", which certifies that he/she or any person associated therewith in the capacity of owner, partner, director, officer, or manager, is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three (3) years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years. Any exceptions to this certification must be disclosed to LOCAL AGENCY.

B. Exceptions will not necessarily result in denial of recommendation for award, but will be considered in determining CONSULTANT responsibility. Disclosures must indicate to whom exceptions apply, initiating agency, and dates of action.

C. Exceptions to the Federal Government Excluded Parties List System maintained by the General Services Administration are to be determined by the Federal highway Administration.

ARTICLE XVIII FUNDING REQUIREMENTS

A. It is mutually understood between the parties that this contract may have been written before ascertaining the availability of funds or appropriation of funds, for the mutual benefit of both parties, in order to avoid

program and fiscal delays that would occur if the contract were executed after that determination was made.

B. This contract is valid and enforceable only, if sufficient funds are made available to LOCAL AGENCY for the purpose of this contract. In addition, this contract is subject to any additional restrictions, limitations, conditions, or any statute enacted by the Congress, State Legislature, or LOCAL AGENCY governing board that may affect the provisions, terms, or funding of this contract in any manner.

C. It is mutually agreed that if sufficient funds are not appropriated, this contract may be amended to reflect any reduction in funds.

D. LOCAL AGENCY has the option to void the contract under the 30-day termination clause pursuant to Article VI, or by mutual agreement to amend the contract to reflect any reduction of funds.

ARTICLE XIX CHANGE IN TERMS

A. This contract may be amended or modified only by mutual written agreement of the parties.

B. CONSULTANT shall only commence work covered by an amendment after the amendment is executed and notification to proceed has been provided by LOCAL AGENCY's Contract Administrator.

C. There shall be no change in CONSULTANT's Project Manager or members of the project team, as listed in the approved Cost Proposal, which is a part of this contract without prior written approval by LOCAL AGENCY's Contract Administrator.

ARTICLE XX DISADVANTAGED BUSINESS ENTERPRISES (DBE) PARTICIPATION

A. This contract is subject to 49 CFR, Part 26 entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs". Consultants who obtain DBE participation on this contract will assist Caltrans in meeting its federally mandated statewide overall DBE goal.

B. The goal for DBE participation for this contract is 12%. Participation by DBE consultant or subconsultants shall be in accordance with information contained in the Consultant Proposal DBE Commitment (Exhibit 10-O1), or in the Consultant Contract DBE Information (Exhibit 10-O2) attached hereto and incorporated as part of the Contract. If a DBE subconsultant is unable to perform, CONSULTANT must make a good faith effort to replace him/her with another DBE subconsultant, if the goal is not otherwise met.

C. DBEs and other small businesses, as defined in 49 CFR, Part 26 are encouraged to participate in the performance of contracts financed in whole or in part with federal funds. CONSULTANT or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. CONSULTANT shall carry out applicable requirements of 49 CFR, Part 26 in the award and administration of US DOT-assisted agreements. Failure by CONSULTANT to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as LOCAL AGENCY deems appropriate.

D. Any subcontract entered into as a result of this contract shall contain all of the provisions of this section.

E. A DBE firm may be terminated only with prior written approval from LOCAL AGENCY and only for the reasons specified in 49 CFR 26.53(f). Prior to requesting LOCAL AGENCY consent for the termination, CONSULTANT must meet the procedural requirements specified in 49 CFR 26.53(f).

F. A DBE performs a Commercially Useful Function (CUF) when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a CUF, the DBE must also be responsible with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself. To determine whether a DBE is performing a CUF, evaluate the amount of work subcontracted, industry practices, whether the amount the firm is to be paid under the, contract is commensurate with the work it is actually performing, and other relevant factors.

G. A DBE does not perform a CUF if its role is limited to that of an extra participant in a transaction, contract, or

project through which funds are passed in order to obtain the appearance of DBE participation. In determining whether a DBE is such an extra participant, examine similar transactions, particularly those in which DBEs do not participate.

H. If a DBE does not perform or exercise responsibility for at least thirty percent (30%) of the total cost of its contract with its own work force, or the DBE subcontracts a greater portion of the work of the contract than would be expected on the basis of normal industry practice for the type of work involved, it will be presumed that it is not performing a CUF.

I. CONSULTANT shall maintain records of materials purchased or supplied from all subcontracts entered into with certified DBEs. The records shall show the name and business address of each DBE or vendor and the total dollar amount actually paid each DBE or vendor, regardless of tier. The records shall show the date of payment and the total dollar figure paid to all firms. DBE prime consultants shall also show the date of work performed by their own forces along with the corresponding dollar value of the work.

J. Upon completion of the Contract, a summary of these records shall be prepared and submitted on the form entitled, "Final Report-Utilization of Disadvantaged Business Enterprise (DBE), First-Tier Subconsultants" CEM-2402F [Exhibit 17-F, of the LAPM], certified correct by CONSULTANT or CONSULTANT's authorized representative and shall be furnished to the Contract Administrator with the final invoice. Failure to provide the summary of DBE payments with the final invoice will result in twenty-five percent (25%) of the dollar value of the invoice being withheld from payment until the form is submitted. The amount will be returned to CONSULTANT when a satisfactory "Final Report-Utilization of Disadvantaged Business Enterprises (DBE), First-Tier Subconsultants" is submitted to the Contract Administrator.

K. If a DBE subconsultant is decertified during the life of the contract, the decertified subconsultant shall notify CONSULTANT in writing with the date of decertification. If a subconsultant becomes a certified DBE during the life of the Contract, the subconsultant shall notify CONSULTANT in writing with the date of certification. Any changes should be reported to LOCAL AGENCY's Contract Administrator within 30 days.

ARTICLE XXI CONTINGENT FEE

CONSULTANT warrants, by execution of this contract that no person or selling agency has been employed, or retained, to solicit or secure this contract upon an agreement or understanding, for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees, or bona fide established commercial or selling agencies maintained by CONSULTANT for the purpose of securing business. For breach or violation of this warranty, LOCAL AGENCY has the right to annul this contract without liability; pay only for the value of the work actually performed, or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

ARTICLE XXII DISPUTES

A. Any dispute, other than audit, concerning a question of fact arising under this contract that is not disposed of by agreement shall be decided by a committee consisting of LOCAL AGENCY's Contract Administrator: Jared Hancock, City Administrator and the Director of Public Works or as assigned by the City Council, who may consider written or verbal information submitted by CONSULTANT.

B. B. Not later than 30 days after completion of all deliverables necessary to complete the plans, specifications and estimate, CONSULTANT may request review by LOCAL AGENCY Governing Board of unresolved claims or disputes, other than audit. The request for review will be submitted in writing.

C. Neither the pendency of a dispute, nor its consideration by the committee will excuse CONSULTANT from full and timely performance in accordance with the terms of this contract.

ARTICLE XXIII INSPECTION OF WORK

CONSULTANT and any subconsultant shall permit LOCAL AGENCY, the state, and the FHWA if federal participating funds are used in this contract; to review and inspect the project activities and files at all reasonable times during the performance period of this contract including review and inspection on a daily basis.

ARTICLE XXIV SAFETY

A. CONSULTANT shall comply with OSHA regulations applicable to CONSULTANT regarding necessary safety equipment or procedures. CONSULTANT shall comply with safety instructions issued by LOCAL AGENCY Safety Officer and other LOCAL AGENCY representatives. CONSULTANT personnel shall wear hard hats and safety vests at all times while working on the construction project site.

B. Pursuant to the authority contained in Section 591 of the Vehicle Code, LOCAL AGENCY has determined that such areas are within the limits of the project and are open to public traffic. CONSULTANT shall comply with all of the requirements set forth in Divisions 11, 12, 13, 14, and 15 of the Vehicle Code. CONSULTANT shall take all reasonably necessary precautions for safe operation of its vehicles and the protection of the traveling public from injury and damage from such vehicles.

C. Any subcontract entered into as a result of this contract, shall contain all of the provisions of this Article.

D. CONSULTANT must have a Division of Occupational Safety and Health (CAL-OSHA) permit(s), as outlined in California Labor Code Sections 6500 and 6705, prior to the initiation of any practices, work, method, operation, or process related to the construction or excavation of trenches which are five feet or deeper.

ARTICLE XXV INSURANCE

A. Prior to commencement of the work described herein, CONSULTANT shall furnish LOCAL AGENCY a Certificate of Insurance stating that there is general comprehensive liability insurance presently in effect for CONSULTANT with a combined single limit (CSL) of not less than one million dollars ($1,000,000) per occurrence.

B. The Certificate of Insurance will provide:

   1. That the insurer will not cancel the insured's coverage without 30 days prior written notice to LOCAL AGENCY.

   2. That LOCAL AGENCY, its officers, agents, employees, and servants are included as additional insureds, but only insofar as the operations under this contract are concerned.

   3. That LOCAL AGENCY will not be responsible for any premiums or assessments on the policy.

C. CONSULTANT agrees that the bodily injury liability insurance herein provided for, shall be in effect at all times during the term of this contract. In the event said insurance coverage expires at any time or times during the term of this contract, CONSULTANT agrees to provide at least thirty (30) days prior notice to said expiration date; and a new Certificate of Insurance evidencing insurance coverage as provided for herein, for not less than either the remainder of the term of the contract, or for a period of not less than one (1) year. New Certificates of Insurance are subject to the approval of LOCAL AGENCY. In the event CONSULTANT fails to keep in effect at all times insurance coverage as herein provided, LOCAL AGENCY may, in addition to any other remedies it may have, terminate this contract upon occurrence of such event.

ARTICLE XXVI OWNERSHIP OF DATA

A. Upon completion of all work under this contract, ownership and title to all reports, documents, plans, specifications, and estimates produce as part of this contract will automatically be vested in LOCAL AGENCY; and no further agreement will be necessary to transfer ownership to LOCAL AGENCY.

CONSULTANT shall furnish LOCAL AGENCY all necessary copies of data needed to complete the review and approval process.

B. It is understood and agreed that all calculations, drawings and specifications, whether in hard copy or machine-readable form, are intended for one-time use in the construction of the project for which this contract has been entered into.

C. CONSULTANT is not liable for claims, liabilities, or losses arising out of, or connected with the modification, or misuse by LOCAL AGENCY of the machine-readable information and data provided by CONSULTANT under this contract; further, CONSULTANT is not liable for claims, liabilities, or losses arising out of, or connected with any use by LOCAL AGENCY of the project documentation on other projects for additions to this project, or for the completion of this project by others, except only such use as many be authorized in writing by CONSULTANT.

D. Applicable patent rights provisions regarding rights to inventions shall be included in the contracts as appropriate (48 CFR 27, Subpart 27.3 - Patent Rights under Government Contracts for federal-aid contracts).

E. LOCAL AGENCY may permit copyrighting reports or other agreement products. If copyrights are permitted; the agreement shall provide that the FHWA shall have the royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use; and to authorize others to use, the work for government purposes.

F. Any subcontract in excess of $25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.

ARTICLE XXVII CLAIMS FILED BY LOCAL AGENCY's CONSTRUCTION CONTRACTOR

A. If claims are filed by LOCAL AGENCY's construction contractor relating to work performed by CONSULTANT's personnel, and additional information or assistance from CONSULTANT's personnel is required in order to evaluate or defend against such claims; CONSULTANT agrees to make its personnel available for consultation with LOCAL AGENCY'S construction contract administration and legal staff and for testimony, if necessary, at depositions and at trial or arbitration proceedings.

B. CONSULTANT's personnel that LOCAL AGENCY considers essential to assist in defending against construction contractor claims will be made available on reasonable notice from LOCAL AGENCY. Consultation or testimony will be reimbursed at the same rates, including travel costs that are being paid for CONSULTANT's personnel services under this contract.

C. Services of CONSULTANT's personnel in connection with LOCAL AGENCY's construction contractor claims will be performed pursuant to a written contract amendment, if necessary, extending the termination date of this contract in order to resolve the construction claims.

D. Any subcontract in excess of $25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.

ARTICLE XXVIII CONFIDENTIALITY OF DATA

A. All financial, statistical, personal, technical, or other data and information relative to LOCAL AGENCY's operations, which are designated confidential by LOCAL AGENCY and made available to CONSULTANT in order to carry out this contract, shall be protected by CONSULTANT from unauthorized use and disclosure.

B. Permission to disclose information on one occasion, or public hearing held by LOCAL AGENCY relating to the contract, shall not authorize CONSULTANT to further disclose such information, or disseminate the same on any other occasion.

C. CONSULTANT shall not comment publicly to the press or any other media regarding the contract or LOCAL AGENCY's actions on the same, except to LOCAL AGENCY's staff, CONSULTANT's own personnel involved in the performance of this contract, at public hearings or in response to questions from a Legislative

committee.

D. CONSULTANT shall not issue any news release or public relations item of any nature, whatsoever, regarding work performed or to be performed under this contract without prior review of the contents thereof by LOCAL AGENCY, and receipt of LOCAL AGENCY'S written permission.

E. Any subcontract entered into as a result of this contract shall contain all of the provisions of this Article.

F. All information related to the construction estimate is confidential, and shall not be disclosed by CONSULTANT to any entity other than LOCAL AGENCY.

ARTICLE XXIX NATIONAL LABOR RELATIONS BOARD CERTIFICATION

In accordance with Public Contract Code Section 10296, CONSULTANT hereby states under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against CONSULTANT within the immediately preceding two-year period, because of CONSULTANT's failure to comply with an order of a federal court that orders CONSULTANT to comply with an order of the National Labor Relations Board.

ARTICLE XXX EVALUATION OF CONSULTANT

CONSULTANT's performance will be evaluated by LOCAL AGENCY. A copy of the evaluation will be sent to CONSULTANT for comments. The evaluation together with the comments shall be retained as part of the contract record.

ARTICLE XXXI RETENTION OF FUNDS

A. Any subcontract entered into as a result of this Contract shall contain all of the provisions of this section.

B. No retainage will be withheld by the Agency from progress payments due the prime consultant. Retainage by the prime consultant or subconsultants is prohibited, and no retainage will be held by the prime consultant from progress due subconsultants. Any violation of this provision shall subject the violating prime consultant or subconsultants to the penalties, sanctions, and other remedies specified in Section 7108.5 of the California Business and Professions Code. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the prime consultant or subconsultant in the event of a dispute involving late payment or nonpayment by the prime consultant or deficient subconsultant performance, or noncompliance by a subconsultant. This provision applies to both DBE and non-DBE prime consultants and subconsultants.

ARTICLE XXXII NOTIFICATION

All notices hereunder and communications regarding interpretation of the terms of this contract and changes thereto, shall be effected by the mailing thereof by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

CONSULTANT:

R.E. Y. Engineers Inc.
Matt Boyer, Project Manager
905 Sutter Street, Suite 200, Folsom, CA 95630

LOCAL AGENCY:

City of Susanville
Jared Hancock , City Administrator
66 N. Lassen Street, Susanville, CA 96130

ARTICLE XXXIII CONTRACT

The two parties to this contract, who are the before named CONSULTANT and the before named LOCAL AGENCY, hereby agree that this contract constitutes the entire agreement which is made and concluded in duplicate between the two parties. Both of these parties for and in consideration of the payments to be made, conditions mentioned, and work to be performed; each agree to diligently perform in accordance with the terms and conditions of this contract as evidenced by the signatures below.

ARTICLE XXXIV SIGNATURES

R.E.Y. Engineers Inc.

Robert J. Hunn, President

DATE: 3/10/16

City of Susanville)

Brian Wilson, Mayor

Attachment A
Request for Proposals

CITY OF SUSANVILLE

Request for Proposals (#RFP16-01)
Project Approval and Environmental Document for the Susanville Gateway Project

Submittal Information

Project Name: Project Approval and Environmental Document for the Susanville Gateway Project
Due Date/Time: February 4, 2016; 3:00pm
Contact: Ian Simms, Project Manager
isimms@cityofsusanville.org (530) 252-5110
Delivery Location: 66 N. Lassen St., Susanville Ca, 96130

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1. Introduction

The City of Susanville is soliciting proposals for professional consulting services for the Project Approval and Environmental Documentation (PA&ED) process for the Susanville Gateway Project, located in the City of Susanville in Lassen County. The consultant must prepare appropriate technical studies, preliminary engineering and environmental compliance documents that satisfy NEPA and CEQA for federally funded transportation projects. Additionally, the process must include all the permitting and compliance with Caltrans and the Federal Highway Administration processes that position the project for final design, right of way and construction. The project is located on State Highway 36 near the southern city limits with goals of improving multi-modal facilities, vehicle conflicts, and the aesthetic nature of this commercial corridor. The City of Susanville will act as the lead agency for the project with the exception of the NEPA environmental process and documentation. Caltrans will be the lead agency with items pertaining to NEPA.

2. Correspondence

All questions and inquiries should be directed to:

Ian Simms, Project Manager
City of Susanville
66 N. Lassen St.
Susanville, CA 96130
(530) 252-5110
isimms@cityofsusanville.org

3. Proposal Submittal Deadline

All proposals must be received at the address listed above prior to **3:00 pm, February 4, 2016**. Three (3) paper copies and one (1) electronic copy (CD) of the proposal are required. Postmarks will not be accepted in lieu of actual receipt. All proposals shall be in a sealed envelope clearly marked **"PROPOSAL FOR SUSANVILLE GATEWAY PROJECT PA&ED – BID # RFP16-01."** A separate cost proposal shall be submitted in a sealed envelope clearly marked **"COST PROPOSAL-SUSANVILLE GATEWAY PROJECT PA&ED – BID #RFP 16-01"**. Late or incomplete proposals will not be considered.

4. Project Description

See Attachment A-PSR/PDS for concept design and other pertinent information.
"Project" is defined for the purposes of this RFP as the PA&ED component of the Susanville Gateway Project.

In Lassen County, in the City of Susanville, on State Route 36, from 0.1 mile south of Riverside Drive north to the north side of the Johnstonville Road intersection. The project will ultimately construct gateway enhancements including widening existing road shoulders; construct new A

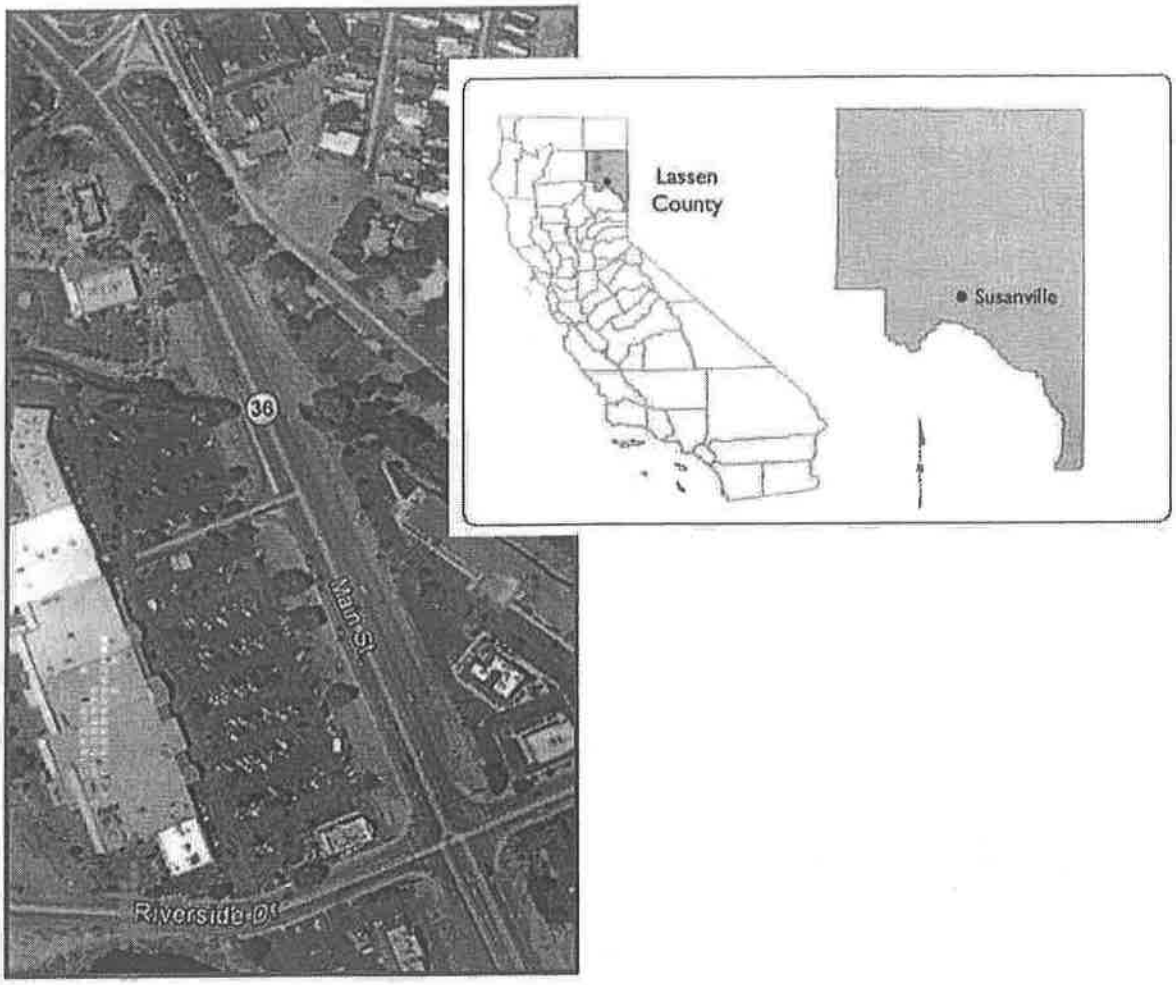
DA compliant curb, gutter, and sidewalk; install decorative safety lighting and remove standard 'cobra head' lighting, where possible; construct pedestrian safety rail on existing bridge over drainage ditch; construct new gateway sign and remove existing gateway sign; and install additional landscaping.

The project has an approved Project Study Report/Project Development Support (PSR/PDS) document (Attachment A) and funding is programmed through design in the State Transportation Improvement Program. As part of the PSR/PDS, a Mini-Preliminary Environmental Analysis Report (mini-PEAR) was completed (PSR/PDS - Attachment A) and should be used as a foundation for the PA&ED project component. The mini-PEAR identifies that a Categorical Exemption will likely meet the requirements for CEQA and a Categorical Exclusion will likely fulfill the NEPA requirements. It will be the responsibility of the selected project consultant to gain an understanding of the project through preliminary engineering and discovery to define the level of environmental documentation required.

This project is being implemented by the City of Susanville in cooperation with Caltrans providing independent quality assurance. The selected consultant will work cooperatively with the City of Susanville and Caltrans throughout the process to ensure efficiency of final approvals.

For the purposes of preparing a proposal, consultant will assume work to be completed in accordance with section, scope of services. However, consultant will need to be prepared to respond to requests for additional work, i.e. additional technical studies or more extensive environmental documents. Costs for additional work will be agreed upon by City and Consultant and a revised DBE goal will be established. Consultant's fee schedule, provided with the proposal, will be used to calculate costs for additional work, where applicable.

Project Location



5. Scope of Services

The consultant shall develop an approach to the following scope of work. The work shall be performed in accordance with the guidelines established by Caltrans and the Federal Highway Administration, including the Standard Environmental Reference, Local Assistance Procedures Manual, Project Development Procedures Manual, Highway Design Manual, Highway Capacity Manual and other required or accepted documents. Should the consultant wish to modify the project scope, please include justification and/or reasoning for the modification.

All deliverables shall include 3 hard copies and 1 electronic copy.

1. Project Management

The consultant shall provide project management for the work proposed. This includes managing sub-consultant contracts, preparing reports, maintaining project schedule, preparing monthly progress reports, invoicing, inter-agency coordination and any other work that leads to the successful and timely delivery of the PA&ED component of this project.

1.1. Project Administration

The consultant will administer the project following Local Assistance Procedures and procedures defined in other regulatory guidance that pertains to the specific task at hand. Consultant will maintain a filing system in conformance with the Caltrans Uniform Filing System as defined by 48 CFR Part 16.301-3, 49 CFR Part 18, and 48 CFR Part 31.

1.2. Project Implementation Plan

A critical early activity will be to reach consensus with Caltrans on appropriate technical studies required to complete the PA&ED. The Consultant shall prepare a Project Implementation Plan that describes the overall project methodology, assumptions and roles of various entities involved in the PA&ED process. The project implementation plan shall include the development of a Project Delivery Team (PDT) and identify roles and responsibilities of the members.

1.3. Project QA/QC

Quality Assurance and Quality Control measures shall be included in the Project Implementation Plan and be maintained throughout the length of the project.

1.4. Project Progress Meeting and Reporting

Consultant shall hold regular meetings with the Project Development Team to discuss tasks, schedule and coordination efforts. Consultant shall submit monthly progress reports with invoices defining work that was completed during the month as well as anticipated upcoming tasks. Report shall also include updated project milestones and critical path targets. Should modifications be needed for milestones or critical path, explanation should be included in the monthly report. Additional, required meetings shall be identified in the proposal.

1.5. Presentations to City Council/Public

Consultant will be available for presentations of project alternatives to the public and to the Susanville City Council and assist with the technical components of project selection in an open and transparent format.

1.6. Project Meetings

The Consultant will hold, at a minimum, monthly project meetings with the PDT. Some of these meetings may be held by conference call or other remote method.

TASK 1 Deliverables

1A. Project Implementation Plan
1B. QA/QC Reporting
1C. Progress Reports
1D. Meeting Summaries

2. Traffic Studies

In order to develop design alternatives for the project, the consultant shall assess and analyze traffic conditions in the project area. A Traffic Engineering Performance Assessment (TEPA) was prepared as part of the PSR/PDS and should be used as a foundation for additional traffic studies (Attachment A). Consultant shall address items defined in the TEPA. The project has a goal of improving bicycle and pedestrian accessibility and safety and therefore traffic engineers should be cognizant of all modes of travel on the corridor.

2.1. Data Collection

Traffic count data exists for the project area, but turning movement data will assist in the development of design alternatives. Counts will be necessary for the intersection that provides access to the Safeway commercial complex. Additionally, existing pedestrian facilities should be inventoried and described.

2.2. Existing Conditions Analysis

The consultant shall utilize gathered data and assess the existing conditions to identify data gaps and areas of focus for the analysis and traffic report. All pedestrian facilities are required to be compliant with the American Disabilities Act and the analysis should reflect findings from intersection crossing length data, actuator and signal head deficiencies.

2.3. Traffic Report

The traffic report should be developed to support the development of engineering design for the project and assist in selecting the appropriate project alternative for NEPA. The report should include forecasts consistent with the projections developed in the 2012 Lassen County Regional Transportation Plan.

Task 2 Deliverables

2A. Traffic Report

3. Preliminary Engineering

Preliminary Engineering shall consist of developing project alternatives sufficiently to make a determination of a preferred alternative for the purposes of satisfying CEQA and NEPA. This task shall utilize the project alternatives identified in the PSR/PDS as a foundation and develop additional alternatives should they be determined necessary. Preliminary engineering will include requests for information for utilities, right of way, and permits, defining and refining the study alternatives, preparing base mapping, developing preliminary utility and right of way impacts, preparing preliminary cost estimate, preparing a drainage study and preparing alternative designs sufficient to satisfy NEPA and CEQA.

3.1. Data Collection and Review

Collection of data to prepare preliminary engineering alternative designs and project report. This includes sufficient right of way investigations to determine the extent of right of way needs for the programming purposes. This does not include final surveying which will be performed in

the PS&E phase of the project. Construction surveys will be completed in a later phase of the project.

3.2. Base mapping
Base mapping should be developed to support engineering, design work and right of way determination.

3.3. Develop Alternatives
Alternatives should be developed based on the alternatives identified in the PSR/PDS. Should the preferred alternative not be sufficient to satisfy environmental requirements, additional alternatives must be developed for inclusion in the preferred alternative selection process.

3.4. Preliminary Engineering Drawings
Engineering drawings shall be developed for each alternative to the point that allows the project team to understand the impacts to environmental resources and to develop accurate cost estimates. This includes utility and right of way requirements. Additional engineering may be required for the pedestrian safety fencing that may be required adjacent to the sidewalk on the box culvert spanning the drainage ditch in the middle of the project area.

3.5. Preliminary Cost Estimate
Consultant will develop cost estimates for the appropriate design alternatives. Costs shall be escalated to reflect year of construction costs.

3.6. R/W Documentation
Part of the preliminary engineering will include documentation of impacts to right of way for each alternative considered. The PSR/PDS identified alternatives that had little to no impact on right of way outside the existing State facility right of way. However, right of way impacts must be identified and defined in the preliminary engineering task to assist with the environmental documentation and project cost estimates.

3.7. Draft Project Report
The project report will evaluate the alternatives defined in the PSR/PDS and additional alternatives should they develop during the PA&ED process based on engineering or environmental opportunities and constraints. The draft report will consolidate traffic studies, right of way, design alternatives and related engineering work for use in the environmental documentation, developing accurate project cost estimates and to support future final design of the preferred alternative. The draft project report will be circulated to the City of Susanville and Caltrans for review and comment.

3.8. Final Project Report
Any comments received will be addressed in the final project report. The findings from the final project report will be presented to the Susanville City Council.

Task 3 Deliverables

3A. Project alternative descriptions and narrative comparison
3B. Preliminary engineering drawings
3C. Preliminary cost estimate
3D. Draft project report
3E. Final project report

4. Environmental Technical Studies

The project is not expected to have any significant impacts to the environment based on findings in the PSR/PDS and associated Mini-PEAR documents. To support this expectation, the consultant shall consider the special considerations identified in the Mini-PEAR and conduct the recommended 4 technical studies. These include:

- Biological
- Archaeological
  It is not anticipated that subsurface investigations will be required. However, should the consultant recommend otherwise based on their understanding of the project and in accordance with the Standard Environmental Reference, they shall include this in the proposal.
- Hazardous Waste
- Water Quality

Should the consultant identify a need for technical studies beyond these, they shall submit a scope and schedule in their proposal that defines the study and need.

Task 4 Deliverables

4A. Memo defining technical study requirements
4B. Technical studies

5. Prepare Environmental Document

Caltrans prepared a mini-Preliminary Environmental Analysis Report for the PSR/PDS and it was anticipated that a Categorical Exemption will fulfill the CEQA requirements and a Categorical Exclusion will fulfill the NEPA requirements. The consultant will use this and the information identified in the preliminary engineering and technical environmental studies as a platform for determination. The consultant shall prepare the required analysis and documentation for a CE/CE. The environmental documentation should be developed following environmental protocols set forth by Caltrans and the Federal Highway Administration and use project information from the preliminary engineering task and environmental discussion from the PSR/PDS Mini-PEAR.

5.1. Public Outreach
The consultant will foster the appropriate public outreach campaign that ensures the project alternatives are made publically available and provides adequate public comment forums. The City of Susanville will assist with the consultant team with facilitating public outreach efforts.

5.2. Categorical Exemption/Categorical Exclusion (Draft)
A CE/CE shall be prepared that meets the requirements for compliance with CEQA and NEPA. This document should be developed following the appropriate procedures defined by Caltrans.

5.3. Circulation of CE/CE
The CE/CE shall be circulated to Caltrans and City of Susanville for comment.

5.4. CE/CE Final
The delivery of the final CE/CE and project report from the preliminary engineering task will allow the posting of a Notice of Exemption with Lassen County and the State Office of Research and Planning and submittal to FHWA and position the Susanville Gateway Project for the next project stage of developing the final design. Additionally, the completion of the PA&ED project

component will define a preferred project alternative with sufficient design to estimate costs and pursue additional funding for programming.

Consultant will need to be prepared to address potential expansion of the required environmental documents. Discovery, during the preparation of the environmental and/or scope changes may necessitate expansion of the environmental document. These may include:

CEQA: Initial Study/Neg Dec ; Initial Study / Mitigated Neg Dec
NEPA: EA / FONSI

Task 5 Deliverables

5A. Draft CE/CE
5B. Final CE/CE

6. Environmental Permitting

The consultant will assist the City with environmental permitting and agency coordination.

6.1. Application Development
Consultant will prepare required permit applications and submit to the City for review and distribution.

6.2. Agency Coordination
Consultant will coordinate with resource agencies to ensure timely permit issuance.

6.3. Compliance Assurance
The consultant will ensure the City of Susanville meets all environmental requirements for the successful completion of the Susanville Gateway Project.

Task 6 Deliverables

6A. Environmental permitting and compliance assurance plan
6B. Permit applications
6C. Coordination documentation

6. Project Schedule

The PSR/PDS was approved by Caltrans on December 13, 2013 and funding for PA&ED and PS&E was programmed in the 2014 STIP. Authorization for PA&ED was approved on May 1, 2015. PS&E is being reprogrammed in the 2016 STIP to FY 16/17. The consultant shall submit a detailed project schedule, including milestones that display this project phase being complete by December 31, 2016. Should the consultant feel this is not achievable, an alternative project schedule should be proposed for consideration. Right of Way and construction funding have not been secured yet.

7. Proposal Format and Required Contents

A. General

1. All interested and qualified Consultants are invited to submit a proposal for consideration. Submittal of a proposal indicates that the Consultant has read and understands this entire RFP, to include all appendices, attachments, exhibits, schedules, addenda (as applicable) and all concerns regarding this RFP.

2. Proposals must be submitted in the format described below. Proposals shall be prepared in such a way as to provide a straight forward, concise description of capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.
3. Proposals must be complete in all respects as required in this section. At the City's discretion, a proposal may not be considered if it is conditional or incomplete.
4. In developing the proposal the Consultant should carefully review this proposal to take into consideration the rights, obligations, and costs associated therewith. Consultants are encouraged to prepare a scope of work based on their understanding of the project and the required process. Should that differ from any language recommended in this RFP, please explain the recommended approach and why it differs from the RFP.

a. Consultant Services Proposal Contents

(3) Copies of the written proposals and one electronic copy are required to be submitted. An individual authorized to bind the Consultant firm shall sign the original cover page and cost proposal.

A separate cost proposal must accompany the Consultant services proposal. The cost proposal shall indicate the expected total fee for the work described in the Consultant services proposal. The total fee shall also be itemized by task, including time and hourly rates, and other direct costs such as printing and travel. Additional services and options may be included in the proposal, but must be clearly indicated as "additional services."

1. **Statement of Certification** – Include the following in the proposal:
   a) A concise statement of the services proposed, clearly labeled "Consultant services for the Project Approval and Environmental Document phase of the Susanville Gateway Project, City of Susanville, California;"
   b) A statement that the Consultant will provide the services as described in the proposal within the time frames as outlined in the RFP or recommended as part of the Consultant services proposal;
   c) A statement that all aspects of the proposal, including cost, have been determined independently, without consultation with any other prospective Consultant or competitor for the purpose of restricting competition;
   d) A statement that the Consultant agrees that aspects of the RFP and the proposed submittal shall be binding if the proposal is selected and the contract awarded;
   e) A statement that the Consultant agrees to provide the City with any other information determined necessary for an accurate determination of the Consultant's ability to perform services as proposed;
   f) A statement that the prospective consultant, if selected, can comply with terms and details of the attached standard City of Susanville consultant agreement (Attachment C);
   g) A statement that the prospective Consultant, if selected, will comply with all applicable rules, laws, and regulations.

2. **Proposal Description** - A detailed description of the proposal being made, to include the following:

a) Brief synopsis of the Consultant's understanding of the project and the project objectives;
b) Narrative description of the proposed approach to achieve the project objectives and meet requirements;
c) Detailed scope of work;
d) Milestones and deliverable charts;
e) Proposed timeline taking note that the City is very interested in an expedited process.
f) Staffing and assignment of key personnel;

3. **Statement of Experience** – Include the following in the proposal:
   a) Business name, address, and phone/fax numbers of the prospective Environmental Review Consultant and legal entity such as corporation, partnership, etc.
   b) Number of years the prospective Environmental Review Consultant has been in business under the present business name, as well as related prior business names;
   c) A statement that the prospective Environmental Review Consultant has a demonstrated capacity to perform the required services;
   d) List any applicable licenses or permits presently held and indicate ability to complete the required services;
   e) A statement that the Consultant has an organization that is adequate to perform the required services.
   f) A statement of qualifications for the proposed project highlighting the firm's specific experience with projects similar to this.

4. **Similar Contracts** – Recent contracts involving similar projects.
   a) For each contract show:
      i. Date of completion and duration of each contract
      ii. Type of service
      iii. Total dollar amount
      iv. Name, address, and phone/fax number of agency with which contracted and agency contact person administering the contract. If none, so state.

   b) If any contract was terminated prior to the original termination date during the last five years, please explain the reasons for the contract termination.

   c) Related contracts currently in effect – show the following for each contract:
      i. Date due for completion and duration of contract;
      ii. Type of service
      iii. Total contract amount
      iv. Name, address, and phone/fax or e-mail numbers of agency with which the organization is currently contracting and agency contact person administering the contract. If none, so state.

d) References. Provide a minimum of three (3) professional references for similar contracts, either in progress or completed within the past five (5) years. Please provide the name, address, and telephone number for each of these references and a brief description of the contract(s) for which the Consultant provided services.

e) Describe controlling interests held in any other firms providing equivalent or similar services. If none, so state.

f) Describe financial interest in other lines of business. If none, so state.

g) Describe any pending litigation involving prospective Consultant or any officers, employees, and/or Consultants thereof, in connection with contracts. If none, so state.

h) A statement that the Consultant does not have any commitments or potential commitments which may impact on the Consultant's ability to perform the contract services.

i) Statement that the Consultant does not have any financial conflicts of interest with City of Susanville or its representatives.

5. **Staffing** – Key Personnel and Consultant Information

a) Describe the experience, qualifications, and other vital information, including relevant experience on previous similar projects, of all key individuals who may be assigned to the project. Key personnel include partners, managers, associates and other professional staff that will perform work and/or services in this project. This information shall include functions to be performed by the key individuals.

b) If the Consultant plans to subcontract any portion of the service delivery described in the RFP, the Consultant must include a written summary of proposed subcontractors. Attach a statement from each subcontracted consultant that includes the name and address of that organization/firm, type of work to be performed and percentage of the total work of the proposal. The statement must also affirm that the sub-contracted consultant will perform all work indicated and will comply with all items as indicated above.

6. **Insurance** – the 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, its agents, representatives, employees, or sub consultants.

Minimum Scope of Insurance. Coverage shall be at least as broad as:

a) Insurance Services Offices Commercial General Liability coverage (occurrence form CG0001).

b) Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
c) Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
d) Errors and Omissions Liability insurance as appropriate to the consultant's profession.

Minimum Limits of Insurance. Consultant shall maintain limits no less than:

a) General Liability: $1,000,000 per occurrence for bodily injury, personal injury 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: $1,000,000 per accident for bodily injury and property damage.
c) Employer's Liability: $1,000,000 per accident for bodily injury or disease.
d) Errors and Omissions Liability: $1,000,000 per occurrence.

Deductibles and Self-Insurance 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.

7) Schedule:

Proposal shall include a schedule for work proposed.

8) DBE Forms:

Firms are required to submit Exhibit 10-O1 *Consultant Proposal DBE Commitment* with their proposal. Exhibit 10-O2 will be developed prior to any negotiations with the top ranked firm. See section 11 for further information on the DBE requirements.

9) Non Lobbying Certification:

Firms are required to sign Non Lobbying Certification for Federal-Aid Contracts that is included as Attachment C and submit it with their proposals.

10) Standard Contract Review

Firms shall include a statement in their proposal that confirms they have reviewed the City of Susanville Professional Services Agreement contract and can comply with the items therein. Should any items in the contract be unacceptable to the consultant, a statement explaining the reason for anticipated modifications to the contract prior to execution.

11) Prevailing Wage Agreement

Consultant shall provide a statement of willingness to comply with California Labor Code, Section 1770 regarding prevailing wage requirements. The consultant is responsible for determining required components of the project that fall into the prevailing wage requirements. The requirements are as follows:

A. Consultant shall comply with the State of California's General Prevailing Wage Rate requirements in accordance with the California Labor Code, Section 1770, and all Federal, State, and local laws and ordinances applicable to the work.
B. Any subcontract entered into as a result of this contract, if for more than $25,000 for public works construction or more than $15,000 for the alteration, demolition, repair or maintenance of public works, shall contain all the provisions of this Article.
C. When prevailing wages apply to the services described in the scope of work, transportation and subsistence costs shall be reimbursed at the minimum rates set by the Department of Industrial Relations as outlined in the applicable Prevailing Wage Determination.

b. Cost Proposal Content

Cost proposal to be submitted in separate, sealed envelope.

Consultants must prepare a detailed cost estimate for the proposed scope of services. The cost estimate must include a breakdown of tasks, sub-consultant costs, all hourly rates, markups, and direct costs. The estimate must include a "not to exceed" cost for each task. In addition, the City will be using an actual cost payment methodology as defined in Section 10.2 of the LAPM. **Consultants must submit LAPM Exhibit 10-H** with their cost proposal. The project cost estimate shall be submitted in a separate, sealed envelope and clearly marked **"COST PROPOSAL-SUSANVILLE GATEWAY PROJECT PA&ED – BID # RFP16-01"**.

8. Federal Aid Contracting Requirements

The consultant must comply with federal and state contracting requirements and include 3 required forms with their proposal. These include a non-lobbying certification (Attachment C), a cost proposal breakdown (LAPM Exhibit 10-H) and Disadvantaged Business form 10-01 as defined in section 13.

9. Proposal Evaluation and Selection

All proposals will be reviewed by City staff with the primary consideration being the Consultant's experience with similar projects, ability to perform proposed work, understanding of work to be completed. Interviews may be conducted with the most qualified firms based on the proposals submitted. The City will negotiate a contract with the highest ranked firm based on the submitted Cost Proposal. Should negotiations fail to result in a contract, the next highest ranked and qualified firm will be asked to negotiate with the City.

Proposals will be ranked using the following scoring criteria:

Experience with similar projects	25%
Project approach	25%
Qualifications of the firm	20%
Familiarity with State and Federal procedures	20%
References	10%
Total	100%

10. Disadvantaged Business Enterprise – DBE

The most recent DBE form 10-O1 from the Local Assistance Procedures Manual can be downloaded from the Caltrans Local Assistance website linked below and must be completed and included in the Consultants proposal.

http://www.dot.ca.gov/hq/LocalPrograms/lam/forms/lapmforms.htm

The City of Susanville has established a DBE goal for Task 1 at **12%**.

The City of Susanville will revise the DBE goal in the event that additional technical studies, or expanded environmental documents are required.

1. TERMS AS USED IN THIS DOCUMENT

- The term "Disadvantaged Business Enterprise" or "DBE" means a for-profit small business concern owned and controlled by a socially and economically disadvantaged person(s) as defined in Title 49, Code of Federal Regulations (CFR), Part 26.5.
- The term "Agreement" also means "Contract."
- Agency also means the local entity entering into this contract with the Contractor or Consultant.
- The term "Small Business" or "SB" is as defined in 49 CFR 26.65.

2. AUTHORITY AND RESPONSIBILITY

A. DBEs and other small businesses are strongly encouraged to participate in the performance of Contracts financed in whole or in part with federal funds (See 49 CFR 26, "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs"). The Consultant must ensure that DBEs and other small businesses have the opportunity to participate in the performance of the work that is the subject of this solicitation and should take all necessary and reasonable steps for this assurance. The proposer must not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.

B. Proposers are encouraged to use services offered by financial institutions owned and controlled by DBEs.

3. SUBMISSION OF DBE INFORMATION

LAPM Exhibit 10-O1 *Consultant Proposal DBE Commitment* must be included in the proposal. In order for a proposer to be considered responsible and responsive, the proposer must make good faith efforts to meet the goal established for the contract. If the goal is not met, the proposer must document adequate good faith efforts. All DBE participation will be counted towards the contract goal; therefore, all DBE participation shall be collected and reported.

LAPM Exhibit 10-O2 *Consultant Contract DBE Information* should not be included in the proposal. This form shall be requested from the top ranking consultant prior to entering contract negotiations.

4. DBE PARTICIPATION GENERAL INFORMATION

It is the proposer's responsibility to be fully informed regarding the requirements of 49 CFR, Part 26, and the Department's DBE program developed pursuant to the regulations. Particular attention is directed to the following:

A. A DBE must be a small business firm defined pursuant to 13 CFR 121 and be certified through the California Unified Certification Program (CUCP).

B. A certified DBE may participate as a prime consultant, sub consultant, joint venture partner, as a vendor of material or supplies, or as a trucking company.

C. A DBE proposer not proposing as a joint venture with a non-DBE, will be required to document one or a combination of the following:

   1. The proposer is a DBE and will meet the goal by performing work with its own forces.
   2. The proposer will meet the goal through work performed by DBE sub consultants, suppliers or trucking companies.
   3. The proposer, prior to proposing, made adequate good faith efforts to meet the goal.

D. A DBE joint venture partner must be responsible for specific contract items of work or clearly defined portions thereof. Responsibility means actually performing, managing, and supervising the work with its own forces. The DBE joint venture partner must share in the capital contribution, control, management, risks and profits of the joint venture commensurate with its ownership interest.

E. A DBE must perform a commercially useful function pursuant to 49 CFR 26.55, that is, a DBE firm must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing and supervising the work.

F. The proposer shall list only one sub consultant for each portion of work as defined in their proposal and all DBE sub consultants should be listed in the bid/cost proposal list of sub consultants.

G. A prime consultant who is a certified DBE is eligible to claim all of the work in the Contract toward the DBE participation except that portion of the work to be performed by non-DBE sub consultants.

5. RESOURCES

A. The CUCP database includes the certified DBEs from all certifying agencies participating in the CUCP. If you believe a firm is certified that cannot be located on the database, please contact the Caltrans Office of Certification toll free number 1-866-810-6346 for assistance.

B. Access the CUCP database from the Department of Transportation, Office of Business and Economic Opportunity Web site at: http://www.dot.ca.gov/hq/bep/.

1. Click on the link in the left menu titled *Disadvantaged Business Enterprise*;
2. Click on Search for a DBE Firm link;
3. Click on *Access to the DBE Query Form* located on the first line in the center of the page.

Searches can be performed by one or more criteria. Follow instructions on the screen.

6. MATERIALS OR SUPPLIES PURCHASED FROM DBES COUNT TOWARDS THE DBE GOAL UNDER THE FOLLOWING CONDITIONS:

A. If the materials or supplies are obtained from a DBE manufacturer, count 100 percent of the cost of the materials or supplies. A DBE manufacturer is a firm that operates or maintains a factory, or establishment that produces on the premises the materials, supplies, articles, or equipment required under the Contract and of the general character described by the specifications.

B. If the materials or supplies purchased from a DBE regular dealer, count 60 percent of the cost of the materials or supplies. A DBE regular dealer is a firm that owns, operates or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the Contract are bought, kept in stock, and regularly sold or leased to the public in the usual course of business. To be a DBE regular dealer, the firm must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question. A person may be a DBE regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone or asphalt without owning, operating or maintaining a place of business provided in this section.

C. If the person both owns and operates distribution equipment for the products, any supplementing of regular dealers' own distribution equipment shall be, by a long-term lease agreement and not an ad hoc or Agreement-by-Agreement basis. Packagers, brokers, manufacturers' representatives, or other persons who arrange or expedite transactions are not DBE regular dealers within the meaning of this section.

D. Materials or supplies purchased from a DBE, which is neither a manufacturer nor a regular dealer, will be limited to the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on the job site, provided the fees are reasonable and not excessive as compared with fees charged for similar services.

ATTACHMENT A-

Project Study Report-Project Development Support Document

02 - Las - 36 - PM 26.2/26.5
4F360
December 2013

Project Study Report-Project Development Support (PSR-PDS)

To

Request Programming for Capital Support in the 2014 STIP for the Southeast Susanville Gateway Project

On Route 36
Between Johnstonville Road
And East Riverside Drive

APPROVAL RECOMMENDED:

Dan Newton, *City of Susanville*

APPROVAL RECOMMENDED:

Dave Moore, STIP Manager
Deputy District Director of Planning and Local Assistance

APPROVED:

John Bulinski, P.E., District 2 Director

12/13/13
DATE

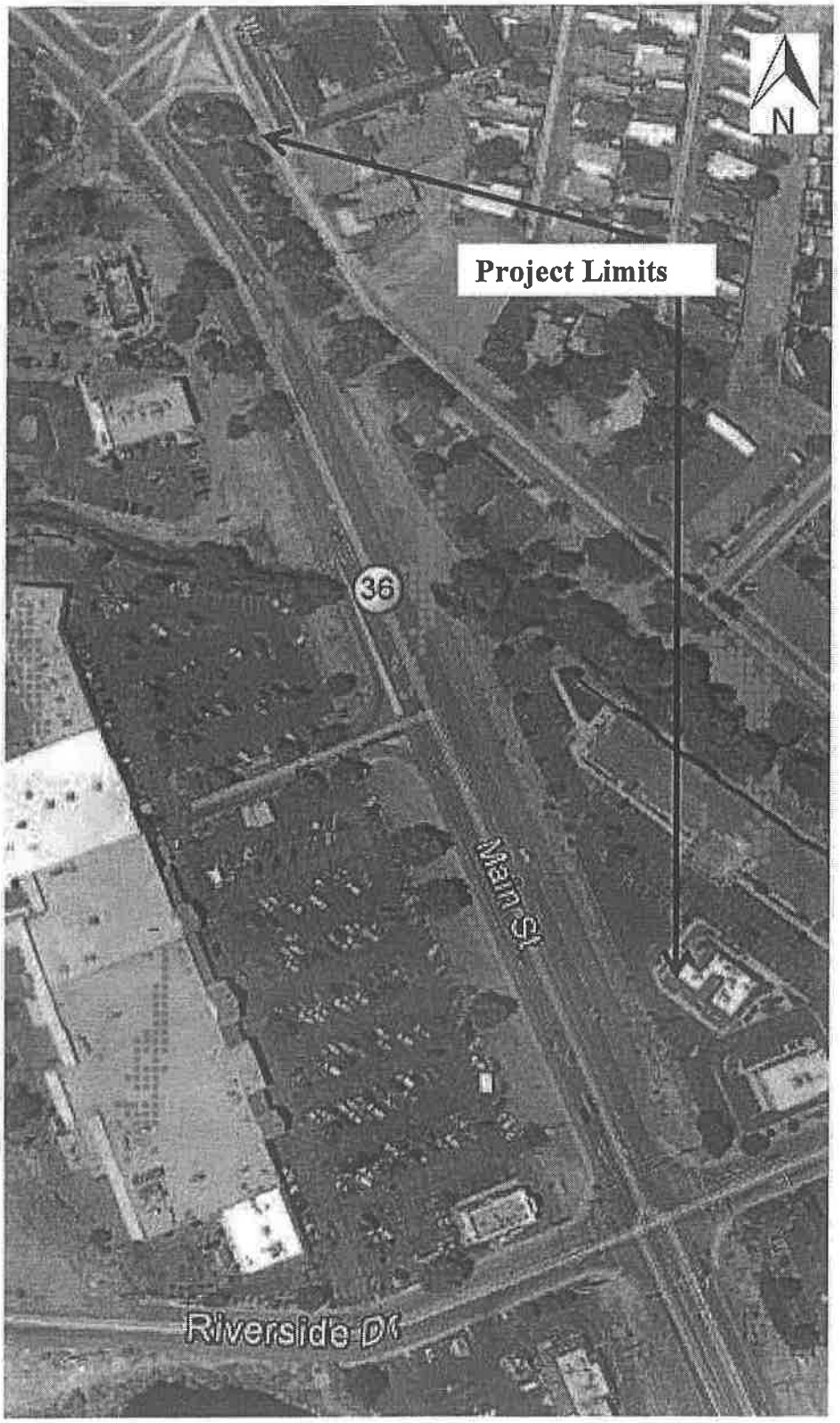
This project study report-project development support has been prepared under the direction of the following registered civil engineer. The registered civil engineer attests to the technical information contained herein and the engineering data upon which recommendations, conclusions, and decisions are based.

12/12/13

REGISTERED CIVIL ENGINEER *DATE*

REGISTERED PROFESSIONAL ENGINEER
DAN A. NEWTON
C74132
EXP. 6/30/15
CIVIL
STATE OF CALIFORNIA

Vicinity Map



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1. INTRODUCTION

Project Description:

This State Transportation Improvement Program (STIP) PSR-PDS proposes to improve continuity of pedestrian access in Lassen County, in the City of Susanville, on State Route 36 from PM 26.2 to 26.5. This area is access controlled and no new connections are associated with this project. New curb gutter, and sidewalk, Americans with Disabilities Act (ADA) compliant ramps and widened shoulders will be constructed; pedestrian and intersection lighting will be installed. Existing substandard pedestrian facilities within the project limits will be replaced. Design exceptions may be needed based on existing topography or other physical limitations. The potential for design exceptions is included in the risk assessment. All new and existing curb ramps will be constructed or replaced to comply with DIB 82-05. Improved gateway sign will be constructed and landscaping improvements made.

Project Limits	02-Las-36 26.2/26.5
Number of Alternatives	1build alternative plus no project
Current Capital Outlay Support Estimate for PA&ED/PS&E	$160,000 PA&ED / $120,000 PS&E
Current Capital Outlay Construction Cost Range	$1million - $2 million
Current Capital Outlay Right-of-Way Cost Range	$10,000
Funding Source	STIP/Other funding sources
Type of Facility	4 lane conventional hwy with left turn pockets
Number of Structures	1
Anticipated Environmental Determination or Document	CEQA: Cat Ex, NEPA: CE
Legal Description	In Lassen County in and near Susanville from Johnstonville Road to East Riverside Drive
Project Development Category	*N/A*

Programming is proposed for the PA&ED and PS&E components of the project. ($160,000 PA&ED for FY 14/15 and $120,000 PS&E for FY 15/16). The remaining capital outlay support, right-of-way, and construction components of the project are preliminary estimates and are not suitable for programming purposes. A Project Report will serve as the programming document for the remaining components of the project. A Project Report will serve as approval of the "selected" alternative. If any design exceptions are needed they will be reviewed and approved at the Project Approval & Environmental Document (PA&ED) phase. A drainage study will be prepared during the PA&ED phase of the project.

A maintenance agreement between the City of Susanville and Caltrans will be executed showing the City of Susanville will be responsible for upkeep of the facilities and landscaping within the State right-of-way.

The City of Susanville is the Implementing Agency for the project. Caltrans has Independent Quality Assurance (IQA) responsibilities as owner/operator of the facility. As the implementing Agency the City will assume the primary role in project administration, construction, and closeout. There will be multiple check-ins and reviews on the project with Caltrans District and HQ staff throughout the development of the project.

2. BACKGROUND

State Route 36 is an important interregional route that serves local, regional, and interregional traffic. SR 36 passes through a diverse range of topography and climate regions as it crosses northern California across six counties (Humboldt, Trinity, Shasta, Tehama, Plumas and Lassen) between the Pacific Ocean to US 395 in Lassen County, and serves as a major connector for both truck and automobile traffic.

Through the project limits State Route 36 is on the National Highway System and is included in the Interregional Road System. This section of State Route 36 is also a High Emphasis Route, and an Interregional Transportation Strategic Plan Focus Route.

State Route 36, at the southern edge of the City of Susanville, through the project limits is a four-lane conventional highway with left-turn pockets at signalized intersections and major commercial driveways. This segment of SR 36 is within "access control" limits.

The project proposes to install gateway enhancements in a context-sensitive manner, provide a complete street, by completing the pedestrian network and providing additional widening to accommodate a class III bicycle facility, through the project limits, and improve economic vitality by identifying a sense of place to travelers entering the southern City limit.

The project is sponsored by the City of Susanville and is supported by the Lassen County Transportation Commission (LCTC) which has prioritized the project for programming in the 2014 State Transportation Improvement Program. This project has been included in the 2014 Regional Transportation Improvement Program.

The City and the LCTC participated in the project description, concept, and purpose and need statements.

3. PURPOSE AND NEED

Purpose:

The purpose of the proposed project is to improve pedestrian safety and contribute to economic vitality of the City of Susanville.

Need:

Within the project limits there is a lack of pedestrian facility continuity limiting pedestrian access and visual cues to the traveling public that encourage commerce.

4. TRAFFIC ENGINEERING PERFORMANCE ASSESSMENT

The Susanville South Gateway Enhancement project is almost entirely a sidewalk and landscaping improvement project intended to improve pedestrian safety and circulation and revitalize the south end of Susanville. No changes will be made regarding the number or width of travel lanes. Existing lane configurations and traffic controls will be maintained at all intersections, and all driveways/access points to SR 36 "Main Street" will remain in their current state.

At this time, it appears the proposed project would have the potential to affect roadway operations with slight changes in signal timing.

A cooperative agreement will be required for work requested of Caltrans. This PSR-PDS serves as a cooperative agreement report.

<u>Preliminary Assessment Findings</u>

The project would improve pedestrian safety and circulation opportunities, consistent with complete street goals, by providing walkways elevated and separated from the roadway using standard curb and gutter. Pedestrians must currently walk on the shoulder of a roadway with a posted 45 mph speed limit.

The project should, and proposes to, evaluate and reconnect marked crosswalks at the signalized intersections in locations that will provide shorter crossing distances and better visibility from driver's perspectives. The newest style pushbuttons must be located in accordance with ADA requirements and some sidewalk/curb ramp or traffic signal modifications could be necessary to accomplish that. In addition, existing curb ramps will be brought up to ADA standards.

Similarly, the project will identify the best location for the unsignalized/uncontrolled pedestrian crossing of the commercial driveway located on the west side of SR 36 approximately 550 feet north of Riverside Drive.

The project includes adding standard pedestrian signal features (push buttons and pedestrian signal heads) at both the Riverside Drive and Johnstonville Road intersections to provide pedestrian crossings on all legs of the intersections. No other traffic control system revisions or additions are proposed at this time.

The project is not anticipated to cause any significant operational issues. A slight increase in vehicular delay could potentially result at the Riverside Drive and Johnstonville Road intersections with SR 36 associated with additional pedestrian phases. However, the pedestrian crossing volumes are expected to be low and the potential delay increases also very low.

All landscape features will be designed and located in a manner that provides appropriate sight lines in accordance with Caltrans design standards.

The project proposes shoulder widening in areas. These areas are for maintenance use.

Scope of Future Traffic Engineering Studies, Activities, & Tasks

Based on the proposed project elements and preliminary findings, it seems prudent that the PA&ED phase for this project include the following traffic engineering related evaluations:

- AM & PM Peak hour intersection Level of Service analysis for the SR 36/Riverside Drive and SR 36/Johnstonville Road intersections demonstrating the affects of adding additional pedestrian phases at these two existing signalized intersections.

- Determine the scope and probable construction cost of traffic signal modifications necessary to add the pedestrian phases, push button detection, and pedestrian signal indications.

- Identify the most appropriate location for a pedestrian crossing of the commercial driveway located approximately 550 feet north of Riverside Drive.

- Discuss any special requirements for the wide shoulder area related to chain-up activities.

- Provide the sight triangle requirements and/or exhibits for proper placement/setback of landscape and streetscape features.

- Prepare a pedestrian detour plan as requested by Caltrans in the Transportation Management Plan Data Sheet dated 11/21/13.

- Provide a Transportation Management Plan (TMP), to be prepared by Caltrans or by others.

5. DEFICIENCIES

No significant non-standard roadway features are identified. The primary transportation system deficiency is the lack of a pedestrian facility through the project limit. The project will install sidewalks in both the eastbound and westbound directions.

6. CORRIDOR AND SYSTEM COORDINATION

The project is consistent with the January 2012 State Route 36 Transportation Concept Report. The project will also be coordinating with the CAPM project which is scheduled for construction in FY 16/17.

7. ALTERNATIVES

There are two alternatives identified in this report: a Build Alternative and a No Project alternative. Exhibits showing the Build Alternative are included in Attachment B.

Design Standards Risk Assessment			
Alternative	Design Standard from Highway Design Manual Tables 82.1A & 82.1B	Probability of Design Exception Approval (None, Low, Medium, High,)	Justification for Probability Rating
Build	*Non-standard design features are not anticipated.*		

8. RIGHT-OF-WAY

It is anticipated that the project can be constructed within the state right of way, however, during the PA&ED phase it may be determined that temporary construction easements or permits to enter and construct are necessary. Also during PA/ED it may be determined that a utility easement is needed to bring electrical service to City-maintained landscaping and lighting. The cost and level of effort/involvement of Right of Way will be determined during PA&ED.

Utilities: When work in cities is performed utility relocation is often required. Although it is not anticipated that utility relocations will be necessary, a risk exists that there may be utilities identified during PA&ED.

Railroad: No railroad is involved in the project.

9. STAKEHOLDER INVOLVEMENT

The project has a high degree of community support and has been previously identified, reviewed by the public, and given a high regional priority in the 2012 Lassen County Regional Transportation Plan. The Lassen County Transportation Commission is supportive of the project and will be involved throughout the project development.

Area residents that walk along the unimproved shoulder of the State Route 36 support the construction of the project.

Caltrans will be involved as owner/operator of the state facility and have schedules of deliverables and provide approvals as required.

Area business fully support the project for its benefits to gateway aesthetics and the related economic vitality objectives of the project.

10. ENVIRONMENTAL DETERMINATION/DOCUMENT

In order to identify environmental issues, constraints, costs and resource needs, a mini-PEAR (Preliminary Environmental Analysis Report) was prepared for the project. It is important to note that all technical studies will be deferred to the Capital phases of the project. In addition, during the project development, proposed staging areas, disposal sites, utility relocation plans, and construction site access requirements will be needed to be included as part of this project. For environmental engineering, resources and time were estimated to meet an aggressive schedule. With regard to the conceptual plans being presented at this stage, it is anticipated that a Categorical Exemption will fulfill CEQA requirements and that a Categorical Exclusion would fulfill the NEPA requirement. Based on existing workload and available resources, it is estimated to take 10-12 months to complete the environmental process through PA&ED. If permits will be required for drainage improvements, at least 6 months will be needed between PA&ED and PS&E. If possible, Environmental Planning would like to receive the ESR for environmental clearance for this project no later than February of a given year in order to complete any required surveys during the spring.

11. FUNDING

It has been determined that this project is eligible for federal-aid funding.

Capital Outlay Project Estimate (all figures x $1,000)

	Range of Estimate		STIP Funds		
	Construction	Right-of-Way	Construction	Support Costs	Right-of-Way
Alternative 1	$1,000-2,000	10	1,100	280	10

Capital Outlay Support Estimate

Capital outlay support estimate for programming PA&ED in the 2014 STIP for this project: $160,000. Programming for PS&E in the 2014 STIP for this project: $120,000.

12. SCHEDULE

Project Milestones		Scheduled Delivery Date (Month/Day/Year)
PROGRAM PROJECT	M015	3/20/2014
BEGIN ENVIRONMENTAL	M020	7/1/2014
PA & ED	M200	6/30/16

The anticipated funding fiscal year for construction is 2017/18.

13. RISKS

Issues that would normally be resolved before completion of the PID will not be addressed and could lead to higher costs, delays, and less than optimal results.

The overall potential for risks to project budget and schedule are minimal as the project will be within the existing State Highway right-of-way.

Additional potential risks include design exception potential and any utility relocation needs. These will be determined during the PA&ED phase.

Additional partnering opportunities may be recognized.

14. FHWA COORDINATION

This project is considered to be an Assigned Project in accordance with the current Federal Highway Administration (FHWA) and Department of Transportation (Caltrans) Joint Stewardship and Oversight Agreement.

15. PROJECT REVIEWS (CT WILL DO)

Formal reviews will occur during the project development phase.

16. PROJECT PERSONNEL

Jared Hancock Susanville City Administrator	(530) 252-5100
Dan Newton City Engineer	(530) 252-5100
Craig Sanders Susanville City Planner	(530) 252-5104
Larry Millar, Lassen County Transportation Commission	(530)-251-8299
Jeff Schwein Consultant Project Manager	(530) 895-1109
Matt Boyer Consultant Project Transportation Planner	(916) 221-2688
Loren Chilson, PE Consultant Project Engineer	(530) 897-0199

17. ATTACHMENTS

A. Location and/or vicinity map
B. Schematic maps of the study area or alternatives
C. Capital Outlay Project Estimate
D. Typical Cross Sections
E. Preliminary Environmental Analysis Report (PEAR)
F. Transportation Planning Scoping Information Sheet
G. Right-of-Way Conceptual Cost Estimate Component
H. Risk Register
I. Traffic Engineering Performance Assessment
J. Data Sheets

ATTACHMENT B-

City of Susanville Professional Services Agreement

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ARTICLE I INTRODUCTION

A. This contract is between the following named, hereinafter referred to as, CONSULTANT and the following named, hereinafter referred to as, LOCAL AGENCY:

The name of the "CONSULTANT" is as follows:

_____

Incorporated in the State of (*NAME OF STATE*)
The Project Manager for the "CONSULTANT" will be *(NAME)*

The name of the "LOCAL AGENCY" is as follows:

City of Susanville

The Contract Administrator for LOCAL AGENCY will be (NAME)

B. The work to be performed under this contract is described in Article II entitled Statement of Work and the approved CONSULTANT's Cost Proposal dated *(DATE)*. The approved CONSULTANT's Cost Proposal is attached hereto (Attachment B) and incorporated by reference. If there is any conflict between the approved Cost Proposal and this contract, this contract shall take precedence.

C. CONSULTANT agrees to indemnify and hold harmless LOCAL AGENCY, its officers, agents, and employees from any and all claims, demands, costs, or liability arising from or connected with the services provided hereunder due to negligent acts, errors, or omissions of CONSULTANT. CONSULTANT will reimburse LOCAL AGENCY for any expenditure, including reasonable attorney fees, incurred by LOCAL AGENCY in defending against claims ultimately determined to be due to negligent acts, errors, or omissions of CONSULTANT.

D. CONSULTANT and the agents and employees of CONSULTANT, in the performance of this contract, shall act in an independent capacity and not as officers or employees or agents of LOCAL AGENCY.

E. Without the written consent of LOCAL AGENCY, this contract is not assignable by CONSULTANT either in whole or in part.

F. No alteration or variation of the terms of this contract shall be valid, unless made in writing and signed by the parties hereto; and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.

G. The consideration to be paid to CONSULTANT as provided herein, shall be in compensation for all of CONSULTANT's expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.

ARTICLE II STATEMENT OF WORK

Scope of Services are outlined in Request for Proposals (Attachment A, Section 5).

A. Consultant Services

The CONSULTANT shall develop an approach to the scope of work outlined in the Request for Proposals (Attachment A). The work shall be performed in accordance with the guidelines established by Caltrans and the Federal Highway Administration, including the Standard Environmental Reference, Local Assistance Procedures Manual, Project Development Procedures Manual, Highway Design Manual, Highway Capacity Manual and other required or accepted documents. Environmental documents are not considered complete until

signed by appropriate Caltrans official.

B. Right of Way

Right of Way requirements are to be determined and shown by CONSULTANT, This includes sufficient right of way investigations to determine the extent of right of way needs for the programming purposes. See Attachment A, Section 5, 3.1.

C. Surveys

Construction Surveys will not be required. See Attachment A, Section 5, 3.1.

D. Subsurface Investigations

It is not anticipated that subsurface investigations will be required by the CONSULTANT. However, should the CONSULTANT recommend otherwise based on their findings and in accordance with the Standard Environmental Reference, a contract amendment will be created to address the additional scope of work. See Attachment A, Section5, 4.

E. Local Agency Obligations

Applicable data to the project is available to CONSULTANT in Attachment A.

F. Conferences, Visits to Site, Inspection of Work

CONSULTANT shall hold regular meetings with the LOCAL AGENCY to discuss tasks, schedule and coordination efforts. CONSULTANT shall submit monthly progress reports with invoices defining work that was completed during the month as well as anticipated upcoming tasks. Report shall also include updated project milestones and critical path targets. Should modifications be needed for milestones or critical path, explanation should be included in the monthly report. Costs incurred by CONSULTANT for meetings, subsequent to the initial meeting shall be included in the fee. See Attachment A, Section 5, 1.4.

G. Consultant Services During Construction

No construction drawings will be prepared by the CONSULTANT during the course of this contract.

H. Documentation and Schedules

CONSULTANT will document the results of the work to the satisfaction of LOCAL AGENCY, and the State and FHWA. See Attachment A, Section 5, 1.4 and 1.6.

I. Deliverables and Number of Copies

All deliverables shall include 3 hard copies and 1 electronic copy. See Attachment A, Section 5.

ARTICLE III CONSULTANT'S REPORTS OR MEETINGS

A. CONSULTANT shall submit progress reports at least once a month. The report should be sufficiently detailed for the Contract Administrator to determine, if CONSULTANT is performing to expectations, or is on schedule; to provide communication of interim findings, and to sufficiently address any difficulties or special problems encountered, so remedies can be developed.

B. CONSULTANT's Project Manager shall meet with LOCAL AGENCY's Contract Administrator, as needed, to discuss progress on the contract.

ARTICLE IV PERFORMANCE PERIOD

A. This contract shall go into effect on (DATE), contingent upon approval by LOCAL AGENCY, and CONSULTANT shall commence work after notification to proceed by LOCAL AGENCY'S Contract Administrator. The contract shall end on (DATE), unless extended by contract amendment.

B. CONSULTANT is advised that any recommendation for contract award is not binding on LOCAL AGENCY

until the contract is fully executed and approved by LOCAL AGENCY.

ARTICLE V ALLOWABLE COSTS AND PAYMENTS

A. The method of payment for this contract will be based on actual cost plus a fixed fee. LOCAL AGENCY will reimburse CONSULTANT for actual costs (including labor costs, employee benefits, travel, equipment rental costs, overhead and other direct costs) incurred by CONSULTANT in performance of the work

CONSULTANT will not be reimbursed for actual costs that exceed the estimated wage rates, employee benefits, travel, equipment rental, overhead, and other estimated costs set forth in the approved CONSULTANT'S Cost Proposal, unless additional reimbursement is provided for by contract amendment. In no event, will CONSULTANT be reimbursed for overhead costs at a rate that exceeds LOCAL AGENCY's approved overhead rate set forth in the Cost Proposal. In the event, that LOCAL AGENCY determines that a change to the work from that specified in the Cost Proposal and contract is required, the contract time or actual costs reimbursable by LOCAL AGENCY shall be adjusted by contract amendment to accommodate the changed work. The maximum total cost as specified in Paragraph "H" shall not be exceeded, unless authorized by contract amendment.

B. In addition to the allowable incurred costs, LOCAL AGENCY will pay CONSULTANT a fixed fee of $(AMOUNT). The fixed fee is nonadjustable for the term of the contract, except in the event of a significant change in the scope of work and such adjustment is made by contract amendment.

C. Reimbursement for transportation and subsistence costs shall not exceed the rates specified in the approved Cost Proposal (Attachment B).

D. When milestone cost estimates are included in the approved Cost Proposal, CONSULTANT shall obtain prior written approval for a revised milestone cost estimate from the Contract Administrator before exceeding such cost estimate.

E. Progress payments will be made monthly in arrears based on services provided and allowable incurred costs. A pro rata portion of CONSULTANT's fixed fee will be included in the monthly progress payments. If CONSULTANT fails to submit the required deliverable items according to the schedule set forth in the Statement of Work, LOCAL AGENCY shall have the right to delay payment or terminate this Contract in accordance with the provisions of Article VI Termination.

F. No payment will be made prior to approval of any work, nor for any work performed prior to approval of this contract.

G. CONSULTANT will be reimbursed, as promptly as fiscal procedures will permit upon receipt by LOCAL AGENCY's Contract Administrator of itemized invoices in triplicate. Invoices shall be submitted no later than 45 calendar days after the performance of work for which CONSULTANT is billing. Invoices shall detail the work performed on each milestone and each project as applicable. Invoices shall follow the format stipulated for the approved Cost Proposal and shall reference this contract number and project title. Final invoice must contain the final cost and all credits due LOCAL AGENCY including any equipment purchased under the provisions of Article XI Equipment Purchase of this contract. The final invoice should be submitted within 60 calendar days after completion of CONSULTANT's work. Invoices shall be mailed to LOCAL AGENCY's Contract Administrator at the following address:

(LOCAL AGENCY/NAME OF CONTRACT ADMINISTRATOR)

(ADDRESS)

H. The total amount payable by LOCAL AGENCY including the fixed fee shall not exceed $(Amount).

I. Salary increases will be reimbursable if the new salary is within the salary range identified in the approved Cost Proposal and is approved by LOCAL AGENCY's Contract Administrator.

For personnel subject to prevailing wage rates as described in the California Labor Code, all salary increases, which are the direct result of changes in the prevailing wage rates are reimbursable.

J. All subcontracts in excess of $25,000 shall contain the above provisions.

ARTICLE VI TERMINATION

A. LOCAL AGENCY reserves the right to terminate this contract upon thirty (30) calendar days written notice to CONSULTANT with the reasons for termination stated in the notice.

B. LOCAL AGENCY may terminate this contract with CONSULTANT should CONSULTANT fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, LOCAL AGENCY may proceed with the work in any manner deemed proper by LOCAL AGENCY. If LOCAL AGENCY terminates this contract with CONSULTANT, LOCAL AGENCY shall pay CONSULTANT the sum due to CONSULTANT under this contract prior to termination, unless the cost of completion to LOCAL AGENCY exceeds the funds remaining in the contract. In which case the overage shall be deducted from any sum due CONSULTANT under this contract and the balance, if any, shall be paid to CONSULTANT upon demand.

C. The maximum amount for which the Government shall be liable if this contract is terminated is_____dollars.

ARTICLE VII COST PRINCIPLES AND ADMINISTRATIVE REQUIREMENTS

A. CONSULTANT agrees that the Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., shall be used to determine the cost allowability of individual items.

B. CONSULTANT also agrees to comply with federal procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

C. Any costs for which payment has been made to CONSULTANT that are determined by subsequent audit to be unallowable under 49 CFR, Part 18 and 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., are subject to repayment by CONSULTANT to LOCAL AGENCY.

D. All subcontracts in excess of $25,000 shall contain the above provisions.

ARTICLE VIII RETENTION OF RECORDS/AUDIT

For the purpose of determining compliance with Public Contract Code 10115, et seq. and Title 21, California Code of Regulations, Chapter 21, Section 2500 et seq., when applicable and other matters connected with the performance of the contract pursuant to Government Code 8546.7; CONSULTANT, subconsultants, and LOCAL AGENCY shall maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of the contract, including but not limited to, the costs of administering the contract. All parties shall make such materials available at their respective offices at all reasonable times during the contract period and for three years from the date of final payment under the contract. The state, State Auditor, LOCAL AGENCY, FHWA, or any duly authorized representative of the Federal Government shall have access to any books, records, and documents of CONSULTANT and it's certified public accountants (CPA) work papers that are pertinent to the contract and indirect cost rates (ICR) for audit, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested. Subcontracts in excess of $25,000 shall contain this provision.

ARTICLE IX AUDIT REVIEW PROCEDURES

A. Any dispute concerning a question of fact arising under an interim or post audit of this contract that is not disposed of by agreement, shall be reviewed by LOCAL AGENCY'S Chief Financial Officer.

B. Not later than 30 days after issuance of the final audit report, CONSULTANT may request a review by

LOCAL AGENCY'S Chief Financial Officer of unresolved audit issues. The request for review will be submitted in writing.

C. Neither the pendency of a dispute nor its consideration by LOCAL AGENCY will excuse CONSULTANT from full and timely performance, in accordance with the terms of this contract.

ARTICLE X SUBCONTRACTING

A. Nothing contained in this contract or otherwise, shall create any contractual relation between LOCAL AGENCY and any subconsultant(s), and no subcontract shall relieve CONSULTANT of its responsibilities and obligations hereunder. CONSULTANT agrees to be as fully responsible to LOCAL AGENCY for the acts and omissions of its subconsultant(s) and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by CONSULTANT. CONSULTANT's obligation to pay its subconsultant(s) is an independent obligation from LOCAL AGENCY'S obligation to make payments to the CONSULTANT.

B. CONSULTANT shall perform the work contemplated with resources available within its own organization and no portion of the work pertinent to this contract shall be subcontracted without written authorization by LOCAL AGENCY's Contract Administrator, except that, which is expressly identified in the approved Cost Proposal.

C. CONSULTANT shall pay its subconsultants within ten (10) calendar days from receipt of each payment made to CONSULTANT by LOCAL AGENCY.

D. Any subcontract in excess of $25,000 entered into as a result of this contract shall contain all the provisions stipulated in this contract to be applicable to subconsultants.

E. Any substitution of subconsultant(s) must be approved in writing by LOCAL AGENCY's Contract Administrator prior to the start of work by the subconsultant(s).

ARTICLE XI EQUIPMENT PURCHASE

A. Prior authorization in writing, by LOCAL AGENCY's Contract Administrator shall be required before CONSULTANT enters into any unbudgeted purchase order, or subcontract exceeding $5,000 for supplies, equipment, or CONSULTANT services. CONSULTANT shall provide an evaluation of the necessity or desirability of incurring such costs.

B. For purchase of any item, service or consulting work not covered in CONSULTANT's Cost Proposal and exceeding $5,000 prior authorization by LOCAL AGENCY's Contract Administrator; three competitive quotations must be submitted with the request, or the absence of bidding must be adequately justified.

C. Any equipment purchased as a result of this contract is subject to the following: "CONSULTANT shall maintain an inventory of all nonexpendable property. Nonexpendable property is defined as having a useful life of at least two years and an acquisition cost of $5,000 or more. If the purchased equipment needs replacement and is sold or traded in, LOCAL AGENCY shall receive a proper refund or credit at the conclusion of the contract, or if the contract is terminated, CONSULTANT may either keep the equipment and credit LOCAL AGENCY in an amount equal to its fair market value, or sell such equipment at the best price obtainable at a public or private sale, in accordance with established LOCAL AGENCY procedures; and credit LOCAL AGENCY in an amount equal to the sales price. If CONSULTANT elects to keep the equipment, fair market value shall be determined at CONSULTANT's expense, on the basis of a competent independent appraisal of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable to by LOCAL AGENCY and CONSULTANT, if it is determined to sell the equipment, the terms and conditions of such sale must be approved in advance by LOCAL AGENCY." 49 CFR, Part 18 requires a credit to Federal funds when participating equipment with a fair market value greater than $5,000 is credited to the project.

D. All subcontracts in excess $25,000 shall contain the above provisions.

ARTICLE XII STATE PREVAILING WAGE RATES

A. CONSULTANT shall comply with the State of California's General Prevailing Wage Rate requirements in accordance with California Labor Code, Section 1770, and all Federal, State, and local laws and ordinances applicable to the work.

B. Any subcontract entered into as a result of this contract, if for more than $25,000 for public works construction or more than $15,000 for the alteration, demolition, repair, or maintenance of public works, shall contain all of the provisions of this Article.

C. When prevailing wages apply to the services described in the scope of work, transportation and subsistence costs shall be reimbursed at the minimum rates set by the Department of Industrial Relations (DIR) as outlined in the applicable Prevailing Wage Determination. See: http://www.dir.ca.gov.

ARTICLE XIII CONFLICT OF INTEREST

A. CONSULTANT shall disclose any financial, business, or other relationship with LOCAL AGENCY that may have an impact upon the outcome of this contract, or any ensuing LOCAL AGENCY construction project. CONSULTANT shall also list current clients who may have a financial interest in the outcome of this contract, or any ensuing LOCAL AGENCY construction project, which will follow.

B. CONSULTANT hereby certifies that it does not now have, nor shall it acquire any financial or business interest that would conflict with the performance of services under this contract.

C. Any subcontract in excess of $25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.

D. CONSULTANT hereby certifies that neither CONSULTANT, nor any firm affiliated with CONSULTANT will bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this contract. An affiliated firm is one, which is subject to the control of the same persons through joint-ownership, or otherwise.

E. Except for subconsultants whose services are limited to providing surveying or materials testing information, no subconsultant who has provided design services in connection with this contract shall be eligible to bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this contract.

ARTICLE XIV REBATES, KICKBACKS OR OTHER UNLAWFUL CONSIDERATION

CONSULTANT warrants that this contract was not obtained or secured through rebates kickbacks or other unlawful consideration, either promised or paid to any LOCAL AGENCY employee. For breach or violation of this warranty, LOCAL AGENCY shall have the right in its discretion; to terminate the contract without liability; to pay only for the value of the work actually performed; or to deduct from the contract price; or otherwise recover the full amount of such rebate, kickback or other unlawful consideration.

ARTICLE XVI STATEMENT OF COMPLIANCE

A. CONSULTANT's signature affixed herein, and dated, shall constitute a certification under penalty of perjury under the laws of the State of California that CONSULTANT has, unless exempt, complied with, the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Administrative Code, Section 8103.

B. During the performance of this Contract, Consultant and its subconsultants shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color,

ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Consultant and subconsultants shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Consultant and subconsultants shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Contract by reference and made a part hereof as if set forth in full. Consultant and its subconsultants shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

C. The Consultant shall comply with regulations relative to Title VI (nondiscrimination in federally-assisted programs of the Department of Transportation – Title 49 Code of Federal Regulations, Part 21 - Effectuation of Title VI of the 1964 Civil Rights Act). Title VI provides that the recipients of federal assistance will implement and maintain a policy of nondiscrimination in which no person in the state of California shall, on the basis of race, color, national origin, religion, sex, age, disability, be excluded from participation in, denied the benefits of or subject to discrimination under any program or activity by the recipients of federal assistance or their assignees and successors in interest.

D. The Consultant, with regard to the work performed by it during the Agreement shall act in accordance with Title VI. Specifically, the Consultant shall not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in the selection and retention of Subconsultants, including procurement of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the U.S. DOT's Regulations, including employment practices when the Agreement covers a program whose goal is employment.

ARTICLE XVII DEBARMENT AND SUSPENSION CERTIFICATION

A. CONSULTANT's signature affixed herein, shall constitute a certification under penalty of perjury under the laws of the State of California, that CONSULTANT has complied with Title 2 CFR, Part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (nonprocurement)", which certifies that he/she or any person associated therewith in the capacity of owner, partner, director, officer, or manager, is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three (3) years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years. Any exceptions to this certification must be disclosed to LOCAL AGENCY.

B. Exceptions will not necessarily result in denial of recommendation for award, but will be considered in determining CONSULTANT responsibility. Disclosures must indicate to whom exceptions apply, initiating agency, and dates of action.

C. Exceptions to the Federal Government Excluded Parties List System maintained by the General Services Administration are to be determined by the Federal highway Administration.

ARTICLE XVIII FUNDING REQUIREMENTS

A. It is mutually understood between the parties that this contract may have been written before ascertaining the availability of funds or appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays that would occur if the contract were executed after that determination was made.

B. This contract is valid and enforceable only, if sufficient funds are made available to LOCAL AGENCY for the purpose of this contract. In addition, this contract is subject to any additional restrictions, limitations,

conditions, or any statute enacted by the Congress, State Legislature, or LOCAL AGENCY governing board that may affect the provisions, terms, or funding of this contract in any manner.

C. It is mutually agreed that if sufficient funds are not appropriated, this contract may be amended to reflect any reduction in funds.

D. LOCAL AGENCY has the option to void the contract under the 30-day termination clause pursuant to Article VI, or by mutual agreement to amend the contract to reflect any reduction of funds.

ARTICLE XIX CHANGE IN TERMS

A. This contract may be amended or modified only by mutual written agreement of the parties.

B. CONSULTANT shall only commence work covered by an amendment after the amendment is executed and notification to proceed has been provided by LOCAL AGENCY's Contract Administrator.

C. There shall be no change in CONSULTANT's Project Manager or members of the project team, as listed in the approved Cost Proposal, which is a part of this contract without prior written approval by LOCAL AGENCY's Contract Administrator.

ARTICLE XX DISADVANTAGED BUSINESS ENTERPRISES (DBE) PARTICIPATION

A. This contract is subject to 49 CFR, Part 26 entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs". Consultants who obtain DBE participation on this contract will assist Caltrans in meeting its federally mandated statewide overall DBE goal.

B. The goal for DBE participation for this contract is 12%. Participation by DBE consultant or subconsultants shall be in accordance with information contained in the Consultant Proposal DBE Commitment (Exhibit 10-O1), or in the Consultant Contract DBE Information (Exhibit 10-O2) attached hereto and incorporated as part of the Contract. If a DBE subconsultant is unable to perform, CONSULTANT must make a good faith effort to replace him/her with another DBE subconsultant, if the goal is not otherwise met.

C. DBEs and other small businesses, as defined in 49 CFR, Part 26 are encouraged to participate in the performance of contracts financed in whole or in part with federal funds. CONSULTANT or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. CONSULTANT shall carry out applicable requirements of 49 CFR, Part 26 in the award and administration of US DOT-assisted agreements. Failure by CONSULTANT to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as LOCAL AGENCY deems appropriate.

D. Any subcontract entered into as a result of this contract shall contain all of the provisions of this section.

E. A DBE firm may be terminated only with prior written approval from LOCAL AGENCY and only for the reasons specified in 49 CFR 26.53(f). Prior to requesting LOCAL AGENCY consent for the termination, CONSULTANT must meet the procedural requirements specified in 49 CFR 26.53(f).

F. A DBE performs a Commercially Useful Function (CUF) when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a CUF, the DBE must also be responsible with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself. To determine whether a DBE is performing a CUF, evaluate the amount of work subcontracted, industry practices, whether the amount the firm is to be paid under the, contract is commensurate with the work it is actually performing, and other relevant factors.

G. A DBE does not perform a CUF if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DBE participation. In determining whether a DBE is such an extra participant, examine similar transactions, particularly those in which DBEs do not participate.

H. If a DBE does not perform or exercise responsibility for at least thirty percent (30%) of the total cost of its contract with its own work force, or the DBE subcontracts a greater portion of the work of the contract than would be expected on the basis of normal industry practice for the type of work involved, it will be presumed that it is not performing a CUF.

I. CONSULTANT shall maintain records of materials purchased or supplied from all subcontracts entered into with certified DBEs. The records shall show the name and business address of each DBE or vendor and the total dollar amount actually paid each DBE or vendor, regardless of tier. The records shall show the date of payment and the total dollar figure paid to all firms. DBE prime consultants shall also show the date of work performed by their own forces along with the corresponding dollar value of the work.

J. Upon completion of the Contract, a summary of these records shall be prepared and submitted on the form entitled, "Final Report-Utilization of Disadvantaged Business Enterprise (DBE), First-Tier Subconsultants" CEM-2402F [Exhibit 17-F, of the LAPM], certified correct by CONSULTANT or CONSULTANT's authorized representative and shall be furnished to the Contract Administrator with the final invoice. Failure to provide the summary of DBE payments with the final invoice will result in twenty-five percent (25%) of the dollar value of the invoice being withheld from payment until the form is submitted. The amount will be returned to CONSULTANT when a satisfactory "Final Report-Utilization of Disadvantaged Business Enterprises (DBE), First-Tier Subconsultants" is submitted to the Contract Administrator.

K. If a DBE subconsultant is decertified during the life of the contract, the decertified subconsultant shall notify CONSULTANT in writing with the date of decertification. If a subconsultant becomes a certified DBE during the life of the Contract, the subconsultant shall notify CONSULTANT in writing with the date of certification. Any changes should be reported to LOCAL AGENCY's Contract Administrator within 30 days.

ARTICLE XXI CONTINGENT FEE

CONSULTANT warrants, by execution of this contract that no person or selling agency has been employed, or retained, to solicit or secure this contract upon an agreement or understanding, for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees, or bona fide established commercial or selling agencies maintained by CONSULTANT for the purpose of securing business. For breach or violation of this warranty, LOCAL AGENCY has the right to annul this contract without liability; pay only for the value of the work actually performed, or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

ARTICLE XXII DISPUTES

A. Any dispute, other than audit, concerning a question of fact arising under this contract that is not disposed of by agreement shall be decided by a committee consisting of LOCAL AGENCY's Contract Administrator and (Insert Department Head or Official), who may consider written or verbal information submitted by CONSULTANT.

B. B. Not later than 30 days after completion of all deliverables necessary to complete the plans, specifications and estimate, CONSULTANT may request review by LOCAL AGENCY Governing Board of unresolved claims or disputes, other than audit. The request for review will be submitted in writing.

C. Neither the pendency of a dispute, nor its consideration by the committee will excuse CONSULTANT from full and timely performance in accordance with the terms of this contract.

ARTICLE XXIII INSPECTION OF WORK

CONSULTANT and any subconsultant shall permit LOCAL AGENCY, the state, and the FHWA if federal participating funds are used in this contract; to review and inspect the project activities and files at all reasonable times during the performance period of this contract including review and inspection on a daily basis.

ARTICLE XXIV SAFETY

A. CONSULTANT shall comply with OSHA regulations applicable to CONSULTANT regarding necessary safety equipment or procedures. CONSULTANT shall comply with safety instructions issued by LOCAL AGENCY Safety Officer and other LOCAL AGENCY representatives. CONSULTANT personnel shall wear hard hats and safety vests at all times while working on the construction project site.

B. Pursuant to the authority contained in Section 591 of the Vehicle Code, LOCAL AGENCY has determined that such areas are within the limits of the project and are open to public traffic. CONSULTANT shall comply with all of the requirements set forth in Divisions 11, 12, 13, 14, and 15 of the Vehicle Code. CONSULTANT shall take all reasonably necessary precautions for safe operation of its vehicles and the protection of the traveling public from injury and damage from such vehicles.

C. Any subcontract entered into as a result of this contract, shall contain all of the provisions of this Article.

D. CONSULTANT must have a Division of Occupational Safety and Health (CAL-OSHA) permit(s), as outlined in California Labor Code Sections 6500 and 6705, prior to the initiation of any practices, work, method, operation, or process related to the construction or excavation of trenches which are five feet or deeper.

ARTICLE XXV INSURANCE

A. Prior to commencement of the work described herein, CONSULTANT shall furnish LOCAL AGENCY a Certificate of Insurance stating that there is general comprehensive liability insurance presently in effect for CONSULTANT with a combined single limit (CSL) of not less than one million dollars ($1,000,000) per occurrence.

B. The Certificate of Insurance will provide:

   1. That the insurer will not cancel the insured's coverage without 30 days prior written notice to LOCAL AGENCY.

   2. That LOCAL AGENCY, its officers, agents, employees, and servants are included as additional insureds, but only insofar as the operations under this contract are concerned.

   3. That LOCAL AGENCY will not be responsible for any premiums or assessments on the policy.

C. CONSULTANT agrees that the bodily injury liability insurance herein provided for, shall be in effect at all times during the term of this contract. In the event said insurance coverage expires at any time or times during the term of this contract, CONSULTANT agrees to provide at least thirty (30) days prior notice to said expiration date; and a new Certificate of Insurance evidencing insurance coverage as provided for herein, for not less than either the remainder of the term of the contract, or for a period of not less than one (1) year. New Certificates of Insurance are subject to the approval of LOCAL AGENCY. In the event CONSULTANT fails to keep in effect at all times insurance coverage as herein provided, LOCAL AGENCY may, in addition to any other remedies it may have, terminate this contract upon occurrence of such event.

ARTICLE XXVI OWNERSHIP OF DATA

A. Upon completion of all work under this contract, ownership and title to all reports, documents, plans, specifications, and estimates produce as part of this contract will automatically be vested in LOCAL AGENCY; and no further agreement will be necessary to transfer ownership to LOCAL AGENCY. CONSULTANT shall furnish LOCAL AGENCY all necessary copies of data needed to complete the review and approval process.

B. It is understood and agreed that all calculations, drawings and specifications, whether in hard copy or machine-readable form, are intended for one-time use in the construction of the project for which this contract has been entered into.

C. CONSULTANT is not liable for claims, liabilities, or losses arising out of, or connected with the modification, or misuse by LOCAL AGENCY of the machine-readable information and data provided by CONSULTANT under this contract; further, CONSULTANT is not liable for claims, liabilities, or losses arising out of, or connected with any use by LOCAL AGENCY of the project documentation on other projects for additions to this project, or for the completion of this project by others, except only such use as many be authorized in writing by CONSULTANT.

D. Applicable patent rights provisions regarding rights to inventions shall be included in the contracts as appropriate (48 CFR 27, Subpart 27.3 - Patent Rights under Government Contracts for federal-aid contracts).

E. LOCAL AGENCY may permit copyrighting reports or other agreement products. If copyrights are permitted; the agreement shall provide that the FHWA shall have the royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use; and to authorize others to use, the work for government purposes.

F. Any subcontract in excess of $25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.

ARTICLE XXVII CLAIMS FILED BY LOCAL AGENCY's CONSTRUCTION CONTRACTOR

A. If claims are filed by LOCAL AGENCY's construction contractor relating to work performed by CONSULTANT's personnel, and additional information or assistance from CONSULTANT's personnel is required in order to evaluate or defend against such claims; CONSULTANT agrees to make its personnel available for consultation with LOCAL AGENCY'S construction contract administration and legal staff and for testimony, if necessary, at depositions and at trial or arbitration proceedings.

B. CONSULTANT's personnel that LOCAL AGENCY considers essential to assist in defending against construction contractor claims will be made available on reasonable notice from LOCAL AGENCY. Consultation or testimony will be reimbursed at the same rates, including travel costs that are being paid for CONSULTANT's personnel services under this contract.

C. Services of CONSULTANT's personnel in connection with LOCAL AGENCY's construction contractor claims will be performed pursuant to a written contract amendment, if necessary, extending the termination date of this contract in order to resolve the construction claims.

D. Any subcontract in excess of $25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.

ARTICLE XXVIII CONFIDENTIALITY OF DATA

A. All financial, statistical, personal, technical, or other data and information relative to LOCAL AGENCY's operations, which are designated confidential by LOCAL AGENCY and made available to CONSULTANT in order to carry out this contract, shall be protected by CONSULTANT from unauthorized use and disclosure.

B. Permission to disclose information on one occasion, or public hearing held by LOCAL AGENCY relating to the contract, shall not authorize CONSULTANT to further disclose such information, or disseminate the same on any other occasion.

C. CONSULTANT shall not comment publicly to the press or any other media regarding the contract or LOCAL AGENCY's actions on the same, except to LOCAL AGENCY's staff, CONSULTANT's own personnel involved in the performance of this contract, at public hearings or in response to questions from a Legislative committee.

D. CONSULTANT shall not issue any news release or public relations item of any nature, whatsoever, regarding work performed or to be performed under this contract without prior review of the contents thereof by LOCAL AGENCY, and receipt of LOCAL AGENCY'S written permission.

E. Any subcontract entered into as a result of this contract shall contain all of the provisions of this Article.

F. All information related to the construction estimate is confidential, and shall not be disclosed by CONSULTANT to any entity other than LOCAL AGENCY.

ARTICLE XXIX NATIONAL LABOR RELATIONS BOARD CERTIFICATION

In accordance with Public Contract Code Section 10296, CONSULTANT hereby states under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against CONSULTANT within the immediately preceding two-year period, because of CONSULTANT's failure to comply with an order of a federal court that orders CONSULTANT to comply with an order of the National Labor Relations Board.

ARTICLE XXX EVALUATION OF CONSULTANT

CONSULTANT's performance will be evaluated by LOCAL AGENCY. A copy of the evaluation will be sent to CONSULTANT for comments. The evaluation together with the comments shall be retained as part of the contract record.

ARTICLE XXXI RETENTION OF FUNDS

A. Any subcontract entered into as a result of this Contract shall contain all of the provisions of this section.

B. No retainage will be withheld by the Agency from progress payments due the prime consultant. Retainage by the prime consultant or subconsultants is prohibited, and no retainage will be held by the prime consultant from progress due subconsultants. Any violation of this provision shall subject the violating prime consultant or subconsultants to the penalties, sanctions, and other remedies specified in Section 7108.5 of the California Business and Professions Code. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the prime consultant or subconsultant in the event of a dispute involving late payment or nonpayment by the prime consultant or deficient subconsultant performance, or noncompliance by a subconsultant. This provision applies to both DBE and non-DBE prime consultants and subconsultants.

ARTICLE XXXII NOTIFICATION

All notices hereunder and communications regarding interpretation of the terms of this contract and changes thereto, shall be effected by the mailing thereof by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

CONSULTANT:

(CONSULTANT)
(NAME) , Project Manager
(ADDRESS)

LOCAL AGENCY:

(LOCAL AGENCY)
(NAME) , Contract Administrator
(ADDRESS)

ARTICLE XXXIII CONTRACT

The two parties to this contract, who are the before named CONSULTANT and the before named LOCAL AGENCY, hereby agree that this contract constitutes the entire agreement which is made and concluded in duplicate between the two parties. Both of these parties for and in consideration of the payments to be made, conditions mentioned, and work to be performed; each agree to diligently perform in accordance with the terms and conditions of this contract as evidenced by the signatures below.

ARTICLE XXXIV SIGNATURES

(Name of CONSULTANT)	(Name of LOCAL AGENCY)
_____	_____
(Name of Signer)	(Name of Signer)

DATE:_____

Attachment A
Request for Proposals

Attachment B
Cost Proposal

Attachment C-
Non lobbying Certification For Federal-Aid Contracts

The prospective participant certifies by signing and submitting this Non Lobbing Certification for Federal-Aid Contracts to the best of his or her knowledge and belief that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The prospective participant also agrees by submitting his/her proposal/bid that he/she shall require that the language of this certification be included in all lower-tier subcontracts which exceed $100,000 and that all such sub-recipients shall certify and disclose accordingly.

Date: _____

_____

_____

Signature and Title of Proposer

Attachment B
Cost Proposal, Scope of Work, and Project Schedule

City of Susanville

Project Approval/Environmental Document for the Susanville Gateway Project

Revised March 10, 2016

Task	R.E.Y.									Traffic Works						
	Bob Hunn, Principal-in-Charge	Matt Boyer, Project Manager	Jim Fisher, PE Project Engineer	Carlye Buchholz, EIT, LSIT	Tom Brungs, Survey Principal	Union Party Chief	Union Chain Man	Joe Flynder, LS Principal	Jake Kroeker, LS Associate Surveyor	Loren Chilson, PE	Max Kalhammer	Uday Maripalli	Jose Montenegro	Stacey Chilson, Admin		
Indirect/Fringe	$ 130.63	$ 148.48	$ 122.56	$ 76.11	$ 188.93	$ 87.78	$ 72.31	$ 180.40	$ 81.66	$ 98.48	$ 71.43	$ 65.87	$ 62.34	$ 38.10		
Direct	$ 81.88	$ 87.25	$ 60.00	$ 54.50	$ 76.72	$ 38.79	$ 32.76	$ 72.71	$ 41.60	$ 92.25	$ 64.54	$ 63.81	$ 47.62	$ 34.83		
Profit	$ 38.26	$ 21.68	$ 19.24	$ 11.06	$ 22.88	$ 12.76	$ 10.81	$ 23.31	$ 13.30	$ 17.27	$ 13.54	$ 12.73	$ 10.00	$ 7.27		
Total	$ 250.76	$ 257.38	$ 211.80	$ 121.67	$ 248.44	$ 140.23	$ 115.86	$ 252.42	$ 146.38	$ 195.00	$ 150.00	$ 140.00	$ 110.00	$ 80.00		
1. Project Management																
Task 1.1: Project Management																
Task 1.2: Project Implementation Plan		1														
Task 1.3: Project QA/QC	2	3														
Task 1.4: Project Progress Meeting and Reporting		2														
Task 1.5: Presentations to the City Council/Public		4														
Task 1.6: Project Meetings		8	12													
Sub-Total Hours	2	18	12	0	0	0	0	0	0	0	0	0	0	0		
Sub-Total Cost	$ 579	$ 4,573	$ 2,539	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -		
2. Traffic Studies																
Task 2.1: Data Collection											25		25			
Task 2.2: Existing Conditions Analysis										2	25	15				
Task 2.3: Traffic Report		2								0	25	35		6		
Sub-Total Hours	0	2	0	0	0	0	0	0	0	2	75	50	25	6		
Sub-Total Cost	$ -	$ 476	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,950	$ 11,250	$ 7,000	$ 2,750	$ 480		
3. Preliminary Engineering																
Task 3.1: Data Collection and Review			8	8	4	16	16									
Task 3.2: Base Mapping			8	12	8	8	8	8	28							
Task 3.3: Develop Alternatives		4	8	16												
Task 3.4: Preliminary Engineering Drawings		2	8	60												
Task 3.5: Preliminary Cost Estimate		2	4	8												
Task 3.6: Right-of-Way Documentation			2	8		8	8	2	4							
Task 3.7: Draft Project Report		8	8	16												
Task 3.8: Final Project Report		4	2	12												
Sub-Total Hours	0	20	42	140	12	32	32	10	32	0	0	0	0	0		
Sub-Total Cost	$ -	$ 4,760	$ 8,887	$ 17,013	$ 2,903	$ 4,480	$ 3,680	$ 2,564	$ 4,683	$ -	$ -	$ -		$ -		
4. Environmental Technical Studies																
Natural Environmental Study		1														
Water Quality Memorandum		1														
Phase I Initial Site Assessment		1														
Sub-Total Hours	0	3	0	0	0	0	0	0	0	0	0	0	0	0		
Sub-Total Cost	$ -	$ 717	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -		
5. Prepare Environmental Document																
Task 5.1: Public Outreach		8		16												
Task 5.2: Categorical Exemption/Categorical Exclusion (Draft)		1														
Task 5.3: Circulation of CE/CE																
Task 5.4: CE/CE (Final)		1														
Sub-Total Hours	0	10	0	16	0	0	0	0	0	0	0	0	0	0		
Sub-Total Cost	$ -	$ 2,374	$ -	$ 1,347	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -		
6. Environmental Permitting																
Task 6.1: Application Development																
Task 6.2: Agency Coordination																
Task 6.3: Compliance Assurance																
Sub-Total Hours	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Sub-Total Cost	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -		
TOTAL HOURS	2	53	54	156	12	32	32	10	32	2	75	50	25	6		
TOTAL COST	$ 577.52	$ 12,880.38	$ 11,426.18	$ 19,358.18	$ 2,903.24	$ 4,480.23	$ 3,599.36	$ 2,564.42	$ 4,683.22	$ 1,950.00	$ 11,250.00	$ 7,000.00	$ 2,750.00	$ 480.00		

COST PROPOSAL

GPA					Design Workshop			Cole Video					
Richard Gabbe	Melissa Lepore	Marieka Schrader	Jennifer Morrison	Sheri Mayta	Steve Noll, PIC	Benjamin Fish	Alison Coley	Cole Przbyla	Adam Foster	Chris Reiner	Direct Costs	Total	Notes
$ 112.05	$ 42.51	$ 27.24	$ 47.34	$ 37.28	$ 95.24	$ 61.91	$ 42.86	$ 36.85	$ 36.85	$ 36.85			
$ 78.24	$ 43.30	$ 52.80	$ 32.08	$ 36.00	$ 86.58	$ 60.28	$ 38.85	$ 28.14	$ 28.14	$ 28.14			
$ 19.19	$ 18.64	$ 13.11	$ 8.63	$ 8.22	$ 16.12	$ 11.82	$ 8.16	$ 5.51	$ 5.51	$ 5.51			
$ 211.12	$ 115.35	$ 144.20	$ 88.07	$ 69.62	$ 200.00	$ 133.61	$ 90.00	$ 65.00	$ 65.00	$ 65.00			
											$ 500.00		Travel
	30												
0	20	0	0	0	0	0	0	0	0	0			
$ -	$ 2,310	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 500	$ 10,260	
											$ 540.00		Travel
0	0	0	0	0	0	0	0	0	0	0			
$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 540	$ 24,015	
					4	4	2				$ 500		Travel
											$ 800		Travel
											$ 500.00		Travel
					4	8	10				$ 540.00		Travel
					2	4							
0	0	0	0	0	10	16	12	0	0	0			
$ -	$ -	$ -	$ -	$ -	$ 2,000	$ 2,880	$ 1,920	$ -	$ -	$ -	$ 3,340	$ 56,595	
	8	52		95							$ 850		Travel
	8	0	56								$ 800		Travel
	8										$ 4,000		Wallace and Kuhl (UA)
0	24	40	56	95	0	0	0	0	0	0			
$ -	$ 2,782	$ 5,463	$ 4,848	$ 6,494	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,450	$ 34,208	
	8						12						
2	8										$ 250.00		Travel
1													
1	4												
4	20	0	0	0	0	0	12	0	0	0			
$ 944	$ 2,311	$ -	$ -	$ -	$ -	$ -	$ 1,080	$ -	$ -	$ -	$ 850	$ 9,814	
-	-	-	-	-	-	-	-	-	-	-			
$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
4	84	60	64	95	10	16	24	-	-	-		877	
$ 944.42	$ 7,430.83	$ 9,852.70	$ 4,948.55	$ 6,632.39	$ 1,289.30	$ 2,880.13	$ 3,189.50	$ -	$ -	$ -	$ 9,600.00	$ 136,865	

Project Understanding

The City of Susanville is advancing a high priority project near the southern gateway to town. The project is located along the State Route 36 corridor and will occur primarily within the existing State Highway right-of-way. Key features that will be designed and constructed as part of the project include the following.

- Shoulder widening
- Disability access compliant sidewalks, and related curb and gutter improvements
- Replace existing standard street lighting with decorative safety lighting (where possible)
- Install pedestrian safety railing on the existing bridge over Jensen Slough
- New gateway sign at the southern edge of the City
- Additional aesthetic and landscaping improvements

The project will also remove the existing gateway sign near the northern project limit.

The project area is within a mostly developed, commercial area; however, there are trees and vegetation adjacent to the road shoulders and on either side of Jensen Slough. Jensen Slough flows under SR-36 in the project area; however, no work would be required within the slough.

The project is on the State Highway System, and the environmental documentation will be processed through the California Department of Transportation (Caltrans) Division of Environmental Analysis. The project would utilize federal funds, and is therefore subject to the requirements of both the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA). A Preliminary Environmental Assessment Report (PEAR) was completed in 2013 for the project by Caltrans as part of the PSR-PDS process. The PEAR indicated that the appropriate level of documentation under NEPA will be a Categorical Exclusion (CE), and that a Categorical Exemption (CE) will be the appropriate level of documentation under the CEQA.

The City currently is procuring consultant services to complete the Project Approval and Environmental Document (PA/ED) phase of the Caltrans project delivery process for capital projects. The Plans, Specifications, and Estimates phase - which is fully funded – is expected to commence shortly after completion of the PA/ED phase.

Construction is estimated to be in the $1 - $2 million range. Construction funding has not yet been developed.

Approach

The R.E.Y. team members all have extensive experience delivering projects on the State Highway System and through Caltrans project development process.

R.E.Y. is assuming that Caltrans will follow the scope and assumptions in the Project Study Report and Preliminary Environmental Assessment Report. Examples include that proposed improvements can be constructed within the existing width of the bridge over Jenson Slu and that the project will meet the requirements of a screened undertaking under Caltrans' Section 106 Programmatic Agreement, and archaeological studies would not be required. The R.E.Y. team continues to believe this is the correct and feasible approach.

The R.E.Y. team will follow Caltrans requirements and processes including those in Appendix K of the Project Development Procedures Manual (Gold Book) and all other requirements that relate to traffic, environmental, right-of-way, utility, and other requirements.

In attempt at brevity, any detail of the required Project Report and PA/ED process in Appendix K that is not explicitly identified is hereby incorporated by reference.

The R.E.Y. team will follow Caltrans requirements and processes including those in the Project Development Procedures Manual (Gold Book) and all other requirements that relate to traffic, environmental, right-of-way, utility, and other mandates.

Key technical elements of our approach are as follows.

- Avoid encroachment into the slough during construction – which supports the CE/CE approach and minimizes technical studies and permits
- Work with Caltrans to apply their Context Sensitive design considerations
- Advance a single, formal project alternative in keeping with a Categorical Exemption through use of conceptual alternatives for preliminary discussions with the City and Caltrans
- Anticipate and disclose to the City and Caltrans potential maintenance costs associated with each project element

- Consider all drought-related factors in concepts for landscaping and aesthetic improvements
- Support from our Project Manager (Matt Boyer) to develop financing for construction
- Although the project funding will flow through Local Assistance the project will follow the capital project process in accordance with the Project Development Procedures Manual.

Moreover, R.E.Y. enjoys strong relationships with our clients that are based upon the following key management and organization principals.

- Detailed scope of work and budgets in our contracts and our subconsultant agreements.
- Monthly progress reports and invoices that identify work completed in the prior month, work anticipated in the upcoming month, and any issues requiring resolution, and that will be thoroughly checked prior to submittal for easy processing by the City.
- Quality... every R.E.Y. work product is subjected to an extensive internal quality assurance/quality control review, including the work of our subconsultants.
- A standard "no surprises" relationship – if an issue arises we will immediately determine a corrective action and contact the City of Susanville.

R.E.Y. does not charge for reasonable or necessary reproduction costs to ensure the City is successful. All deliverables will be provided in hard copy and electronic formats, in the quantities necessary for Caltrans and the City to complete its work, including effective public participation.

Finally, each member of the R.E.Y. team was invited for both their technical competence and their history of success working with R.E.Y. Each team member will assign the appropriate resources and do the necessary due diligence to maximize our professional, technical, and creative abilities in all aspects of the work described below.

Scope of Work

R.E.Y. has followed the task list and task descriptions from the RFP for easy review.

1.Project Management

R.E.Y. will provide project management including managing sub-consultant contracts, preparing reports, maintaining the project schedule, preparing monthly progress reports, invoicing, inter-agency coordination and any other work that leads to the successful and timely delivery of the PA&ED component of this project.

R.E.Y. will maintain communication with the City, Caltrans, and our consultant team, including regular status checks to ensure all tasks are on schedule and within budget.

A cumulative action items list will be maintained throughout the project.

Task 1.1 Project Administration

R.E.Y. will follow Caltrans requirements and processes including those in the Project Development Procedures Manual and all other requirements that relate to traffic, environmental, right-of-way, utility, and other requirements. defined in other regulatory guidance.

R.E.Y. will maintain electronic and other records in conformance with the Caltrans Uniform Filing System, and with requirements of the project development process, i.e. the Right-of-Way Manual.

R.E.Y. will prepare a monthly progress report that will be submitted with each invoice, and that includes the progress of each task, new and ongoing issues, proposed resolutions, and estimated impact on the schedule.

Task 1.2 Project Implementation Plan

At the initial Project Development Team meeting several key items will be discussed, including the necessary environmental technical studies that will be necessary. Although the project funding will flow through Local Assistance the project will follow the capital project process.

There are several other important elements to the Caltrans capital project process that will be discussed, including the following.

- Project charter
- Risk management plan
- Public information plan
- Quality management plan

- Conflict resolution plan
- Members of the Project Development Team, and their respective roles and responsibilities

All of these elements will be documented in a Project Implementation Plan that describes the overall project methodology, assumptions and roles of various entities involved in the PA&ED process.

Task 1.3. Project QA/QC

All deliverables will undergo strict quality assurance and quality control (QA/QC) protocols, in accordance with standard R.E.Y. policy, and Caltrans requirements, and consistent with the quality management plan.

Task 1.4. Project Progress Meeting and Reporting

Monthly Project Development Team (PDT) meetings will be held with the City, Caltrans, and the consultant team. R.E.Y. will prepare meeting agendas in advance and minutes will be prepared and distributed within 1 week of each meeting identifying decisions and action items. Each action item will be assigned to a specific person and will have a specific deadline.

Standing items for each PDT meeting will include review of prior action items, progress on deliverables, and project schedule.

As above, R.E.Y. will prepare a monthly progress report that will be submitted with each invoice, and that includes the progress of each task, new and ongoing issues, proposed resolutions, and estimated impact on the schedule. An emphasis will be given to critical path milestones and deliverables.

As needed, additional meetings and phone conferences will be held between the consultant team and the City or Caltrans, as needed to ensure on-time, on-budget completion of all tasks.

Task 1.5. Presentations to City Council/Public

R.E.Y. will be available for presentations to the City Council, and the community, to ensure effective and transparent communication throughout the duration of the PA/ED phase.

R.E.Y. will prepare exhibits and other information that supports clear communication and will also assist City staff in preparing staff reports and other information needed to keep project stakeholders and City leaders informed.

Task 1.6. Project Meetings

As above, R.E.Y. will hold monthly project meetings with the PDT. Additional meetings will be held "off line" to ensure completion of the project by October 31, 2016.

Some of these meetings may be held by conference call or other remote method. R.E.Y. uses a number of web-based tools to make virtual meetings successful, including GoToMeeting and Smartsheet.

2.Traffic Studies

R.E.Y. will document all of the work performed in Task 2, including the findings and recommended traffic engineering alternatives, in a "Traffic Report". This deliverable will be completed with the intention of supporting a Project Report, CEQA Categorical Exemption, and NEPA Categorical Exclusion

This task will also guide the selection of design alternatives that will improve pedestrian and bicycle safety without significantly hindering the operation of any travel mode within the project limits.

R.E.Y. will also work with the City and PDT investigate the feasibility of a mid-block crosswalk and other traffic controls on SR 36 at or near the commercial driveway location, as a stand-alone item or as part of a complete streets concept encompassing the entire project limits. If this is feasible, and desired, R.E.Y. will work with the City to evaluate options to reallocate sufficient project budget to include these elements into the project.

Task 2.1. Data Collection

In conducting its data collection, R.E.Y. will perform the following activities.

- Count peak-hour traffic and turning movements, count pedestrian crossings and measure pedestrian movement durations, take sight triangle measurements and identify any landscape or streetscape features impairing lines of sight at the two signalized intersections and at the mid-block commercial driveway location.
- Inventory existing pedestrian facilities throughout the project limits by identifying their locations, dimensions, and height or grade above the roadway surface.
- Measure the shoulders on both sides of SR 36 in terms of changes in their width dimensions.
- Count daily/hourly use by trucks, pedestrians, and bicyclists of the wide shoulder area, northbound side of SR 36.
- Gather historical traffic count and crash data from the PSR-PDS document, as well as from other sources.

All data gathered will be used to conduct the existing conditions analysis and to develop traffic engineering design

alternatives and recommendations for the Traffic Report. Before collecting new data R.E.Y. will coordinate with Caltrans on existing, acceptable data that might already exist.

Task 2.2. Existing Conditions Analysis

RE.Y. will utilize the gathered data and fully analyze existing traffic conditions in order to justify design alternatives in the Traffic Report deliverable. Any data gaps will be identified and addressed in the beginning of this effort.

The areas of focus for this analysis will be:

- the two signalized intersections;
- the un-signalized, mid-block commercial driveway; and,
- the wide shoulder area on the northbound side of SR 36.

Qualitatively, R.E.Y. will analyze and discuss the existing "user- friendliness" and potential dangers throughout the project limits in terms of the interactions between automobiles, trucks, pedestrians, and bicyclists. And all of the pedestrian facilities inventoried during data collection will be analyzed in terms of what will be needed to gain full compliance with the American Disabilities Act.

For the two signalized intersections, the analysis will focus on the new traffic counts, the pedestrian crossing lengths, and measured pedestrian crossing times. For both peak hours, Traffic Works will determine the signal phase timing and associated level of service, and document signal cycle failures/delays and automobile/pedestrian/bicycle volumes in each direction of travel. The team will also identify any existing actuator and signal head deficiencies.

For the wide shoulder on the northbound side of SR 36, the team will closely examine and document the existing uses of this area, including by pedestrians and bicyclists. The analysis will also look at how parked trucks sometimes pose possible risks to roadway user safety with reduced sightlines and little separation from traffic.

At the mid-block commercial driveway, the team will focus on pedestrian visibility, automobile driver behavior in the four different turning movements, the existing roadway striping and traffic configuration, and any other factors affecting the interactions between the modes at this location. The level of informal pedestrian and bicyclist crossings of SR 36 at this location will be noted in order to assess the relative demand for a potential mid-block crosswalk at this location.

Task 2.3. Traffic Report

The Traffic Report will be developed to support the 35% engineering design for the project. Travel demand forecasts in association with the Report's findings and recommended alternatives will be consistent with the projections developed in the 2012 Lassen County Regional Transportation Plan. The Traffic report will document the results and findings of the following six (6) recommended and two (2) optional traffic engineering-related evaluations, and summarize the supporting data and existing conditions analysis. The following narrative describes the intended approach to conducting and documenting each of these traffic engineering-related evaluations to be included within the Traffic Report.

1. ***PDS-AM & PM Peak-hour intersection Level of Service analysis for the SR 36/Riverside Drive and SR 36/Johnstonville Road signalized intersections, demonstrating the effects of additional pedestrian phases.***

   Additional/extended pedestrian phase and signal timing scenarios will be created and analyzed using the traffic volume and pedestrian crossing time data. Computerized "micro-simulation" of the two signalized intersections will enable the most accurate demonstration of the roadway level of service effects at both signalized intersections. For each intersection, at least one optimal pedestrian phase and signal timing scenario under observed peak traffic conditions will be demonstrated using a computer simulation. The scenario demonstration and associated Traffic Report tables will describe the operation of the intersections when the additional or extended phases are actuated and detected or simply run on a cycle. The Traffic Report will provide pedestrian phase timing and associated Traffic Management Center signal timing/operations recommendations for each intersection in peak and off-peak conditions.

2. **Determine the scope and probable construction cost of traffic signal modifications necessary to add the pedestrian phases, push button detection, and pedestrian signal indications.**
   In accordance with the desired signal timing and pedestrian phase capabilities, Traffic Works will use its highly-developed project and industry knowledge to develop the scope and cost estimates for installing the most up-to-date technology for the desired traffic signal modifications to add pedestrian phases at the two signalized intersections. The scope document will identify the appropriate technology and specify compatible brands of push button detection and pedestrian signal indicator equipment. Installation costs will be broken down to the individual unit costs, as well as rolled up into total costs for each technology/equipment type. Anticipated maintenance costs will also be included.

3. **Identify the most appropriate location for a pedestrian crossing of the commercial driveway located approximately 550 feet north of Riverside Drive.**

This evaluation is a good opportunity to identify design opportunities to improve pedestrian and bicyclist safety, as well as intersection geometry and function to the benefit of all modes. The site observations, pedestrian movement data and measurements, and turning movement volumes will justify the recommended location for a pedestrian crossing of the commercial driveway approximately 550 feet north of Riverside Drive. The graphic below depicts a possible future configuration including continuous sidewalks, barrier-free ramps, crosswalks and buffered bicycle lanes. Such a design would be compatible with a traffic signal at this location should it ever become warranted.

4. **Discuss any special requirements for the wide shoulder area related to chain-up activities.**

This evaluation will utilize precise measurements of the width of the paved shoulder area on this segment of northbound side of SR 36, and the team's observations and analysis of existing truck parking/chain-up, pedestrian, and bicyclist use. To formalize the shoulder area as a safe and official truck parking and chain-up location, Traffic Works will study roadway striping, surface treatment, and MUTCD signing alternatives. These measures will help guide truckers to the safest truck chain-up location within the shoulder, and allow bicyclists a designated space to operate. One possible solution is a "buffered bike lane", which would effectively serve as a buffer not only for bicyclists between themselves and automobile traffic, but also between automobile traffic and parked trucks (see **Figure 4**, above). In that case, the team will determine the most appropriate FHWA striping and markings for where trucks will need to cross over the bike lane to enter and exit the chain-up area.

5. **Provide the sight triangle requirements and/or exhibits for proper placement/setback of landscape and streetscape features.**

In this evaluation, the sight triangle requirements will be proposed by mapping the existing and proposed locations of landscape and streetscape features, and by showing the resulting changes in and/or preservation of minimum acceptable sight triangle angles. This task will be performed according to commonly accepted safety standards, especially those found in the MUTCD. The final product will include recommendations for the proper placement and setback of landscape and streetscape features throughout the project limits, but with a special emphasis on the two signalized intersections and the mid-block commercial driveway.

6. **Prepare a pedestrian detour plan as requested by Caltrans in the Transportation Management Plan Data Sheet dated 11/21/13.**

The pedestrian detour plan will be developed with the main requirement from the Data Sheet at the forefront: the shoulder on only one side of the SR 36 roadway may be closed to pedestrians and bicyclists during construction work. Traffic Works will prepare a detailed pedestrian detour plan to show the routes and exact placement of detours in various phases over the planned thirty (30) days of construction. The plan will also identify equipment, materials, and signing needs.

3.Preliminary Engineering

R.E.Y. will develop project concepts to allow for City, Caltrans and community evaluation leading to a single, formal project alternative in the Project Report. Concepts and the project alternative will be developed sufficiently to make a determination of a preferred alternative for the purposes of satisfying CEQA and NEPA. R.E.Y.'s work will build upon, not revisit, the work completed in the PSR/PDS as a foundation and will only develop additional alternatives should they be determined necessary.

This task will including will include requests for information for utilities, right of way, and permits, defining and refining the study alternatives, preparing base mapping, developing preliminary utility and right of way impacts, preparing an 11-page preliminary cost estimate, preparing a drainage study and preparing alternative designs sufficient to satisfy NEPA and CEQA.

R.E.Y. will use a "complete street" approach for the project conceptual design for the two signalized intersections, the mid-block commercial driveway area, and the segment of SR 36 within the project limits. Possible modifications at the intersections would include enhanced crosswalks and additional refuge areas for pedestrians, and bike lane extension treatments. R.E.Y. will informally investigate the possibility of a minor "diet" for the width of the center turning lane and the travel lanes in order to accommodate bike lanes on the sides of SR 36 along the project limits. The study would also look for opportunities along the right-of-way for potential widening of planned sidewalks and/or narrowing the wide shoulder in some areas, in order to accommodate street furniture or even a bus stop in addition to a clear walkway. The full integration of a safe chain-up area for trucks within a portion of the wide shoulder area would be a mandatory element within such a concept design.

Task 3.1 Data Collection and Review

R.E.Y. will collect all background information, conduct field visits, and perform research necessary to develop conceptual designs, prepare 35% design of the project alternative, and produce a standard Caltrans-format Project Report.

Task 3.2 Base mapping

All work will be done in accordance with standard Caltrans requirements and in Caltrans formats.

Project Control Survey (R.E.Y.)
R.E.Y. will research horizontal and vertical control information with the City and Caltrans.

Based on the acquired survey control information, field surveys will be conducted to establish project control. Horizontal control will be tied to State Plane Coordinates.

Established survey control points will be exhibited on a "Survey Control Data Sheet" and will be semi-permanent in nature so as to serve as project control during the construction of the project.

Topographic Survey (R.E.Y.)
R.E.Y will obtain conventional survey, as-needed, to support development of alternatives that are ADA compliant.

Preliminary Right of Way Studies and Base Map (R.E.Y.)
Records Research
R.E.Y. has already performed a significant amount of research. Additional effort will include review of right-of-way maps, record maps, deeds, easements and other available information.

Field Surveys
Based on the information disclosed in the research materials, survey monuments will be searched for and located, using sound land surveying methods. Found monuments will be used to "anchor" the lands shown on recorded maps and deeds. As property boundaries are developed, using coordinate geometry software, it may be necessary to send field crews back into the field with monument "search" information in an attempt to find additional boundary controlling survey monuments.

Boundary and Easement Resolution
Analysis of the surveyed monumentation, with record maps and deeds, will be performed to resolve the existing land net, right-of-way and easement configurations. The results will be used to develop a base map, which will be the basis of determining where new right of way or easements will be required.

Task 3.3 Develop Alternatives

To meet the City's schedule and budget, and in keeping with the intent of the Categorical Exclusion and Categorical Exemption processes R.E.Y. will complete conceptual alternatives, including the City selection of a project alternative (based upon community input) prior to the environmental studies. It is assumed 2 full alternatives will be developed. A third site-specific alternative might be prepared for specific locations requiring additional options for consideration by the City and/or Caltrans.

Alternatives will be based on the alternatives identified in the PSR/PDS. Should the preferred alternative not be sufficient to satisfy environmental requirements, additional alternatives will be developed for inclusion in the preferred alternative selection process. Again, this would be completed prior to the environmental studies. The Categorical Exclusion and Categorical Exemption would only show the project alternative.

3.4. Preliminary Engineering Drawings

R.E.Y. will complete engineering drawings the project alternative in accordance with Caltrans Project Development Procedures Manual (Appendix K).

The purpose of the preliminary engineering drawings is to depict the project in sufficient detail so that potential impacts to environmental resources can be identified, and to develop an accurate cost estimate.

Some element may require additional engineering to ensure that the preliminary design is feasible and fully comprehends potential issues. For example, R.E.Y. will advance the design of the pedestrian safety fencing/railings to understand how that will be constructed so that potential, temporary impacts to the slough can be identified.

Task 3.5 Preliminary Cost Estimate

R.E.Y. will develop a preliminary cost estimate for each conceptual alternative. Costs will be escalated to reflect year of construction costs.

A standard 11-page Caltrans Cost Estimate will be prepared for the project alternative, and included in the Project Report.

Task 3.6. R/W Documentation

R.E.Y. will use the Right-of-Way base mapping to determine any need for new temporary or permanent rights for the project alternative. This information will be used to prepare a standard Right-of-Way Data Sheet for the Project Report.

Task 3.7. Draft Project Report

R.E.Y. will prepare a Draft Project Report in accordance with Appendix K of the Project Development Procedures Manual.

The Project Report will include the following mandatory elements.

- A signed Categorical Exemption/Categorical Exclusion Determination Form
- Location map
- Project detail maps to show existing conditions and proposed improvements
- Typical sections
- Cost estimate
- Right-of-way data sheet
- Appendix K – Preparation Guidelines for Project Report

The Project Report will include additional attachments to help convey the project components in general and specific to each Caltrans discipline. These will include the following.

- Photographs
- Concepts for landscape architecture
- Traffic flow diagrams (as necessary)
- List of Design Exceptions

The Draft Project Report will consolidate traffic studies, right of way, design alternatives and related engineering work for use in the environmental documentation, developing accurate project cost estimates and to support future final design of the preferred alternative.

The draft project report will be circulated to the City of Susanville and Caltrans for review and comment.

Task 3.8 Final Project Report

Comments from the PDT will be reviewed and used to prepare a Final Project Report.

The conclusions and findings from the Final Project Report will be presented to the Susanville City Council.

4.Environmental Technical Studies

Throughout Tasks 4 and 5 R.E.Y. will work in close coordination with the City and Caltrans on preliminary/conceptual alternatives to ensure that the environmental technical studies are adequate for project and environmental approval.

Care will be made to correctly frame elements of conceptual alternatives to ensure that they are consistent with the envisioned Categorical Exemption and Categorical Exclusion processes.

If any element of a preliminary/conceptual alternative has the potential to elevate the level of environmental document under either CEQA or NEPA, R.E.Y. will inform the City and a decision will be made regarding whether to proceed with a more-involved environmental study process, or to eliminate the complicating element from the project.

R.E.Y. assumes the following

- Focused surveys for special-status species and/or agency consultation will not be required.
- Work will be conducted completely outside of Jenson Slough, and a wetland delineation and regulatory permits will not be required.
- A Categorical Exclusion will be the appropriate level of documentation to satisfy the requirements of NEPA, and a Categorical Exemption will be the appropriate level of documentation to satisfy the requirements of CEQA. If Caltrans requires a greater level of documentation, the City will be notified immediately and additional scope and budget will be required.
- The project will meet the requirements of a screened undertaking under Caltrans' Section 106 Programmatic Agreement, and archaeological studies would not be required.

Task 4.1 Natural Environment Study (Minimal Impacts)

Database Research and Biological Study Area Delineation

GPA will review available data on biological resources recorded on and within the vicinity of the project area, including all plant and animal species with the potential to be in the area. This review will include conducting searches in databases such as the California Natural Diversity Database (CNDDB). Additionally, a list of threatened and endangered species with the potential to be within the project area will be requested from the United States Fish and Wildlife Service. GPA will delineate an appropriate

Biological Study Area (BSA) that will cover the direct and indirect impact areas for the project, including temporary construction areas, and create a BSA map to be used for the biological analysis.

Field Surveys

GPA will survey the BSA for plant species and wildlife, their signs, and/or potential habitat. GPA will inventory all botanical, and wildlife resources observed in the BSA, and will identify and record all existing vegetation communities in this area. Special attention will be given to tree and vegetation species that would be impacted (e.g. trimmed or removed) during construction. Field surveys will be conducted during the appropriate blooming period for special-status plant species with potential to be in the project area (July), to the extent feasible. Based on preliminary site investigations performed using Google Earth, Jensen Slough connects to Susan River downstream of the project area and is a jurisdictional waterway; however, work within the slough is not anticipated.

As part of the development of this scope of work, GPA completed a preliminary CNDDB search for special-status species recorded within the vicinity of the project area (Susanville Quad and eight surrounding quads). The search identified several federally and/or state threatened, endangered, or special-status species that have been recorded within the Susanville and surrounding quads; however, there have been no recorded observations of special-status species within the project area. The project area is mostly developed; however, it is at the southern city limits and there is undeveloped land within approximately 0.25 mile from the project area. GPA will confirm the potential for special-status species to be in the BSA during field surveys, paying particular attention to native plant species.

Natural Environment Study (Minimal Impacts)

Following completion of the background research, site investigations, and field surveys, GPA will summarize the results of these studies in a Natural Environment Study (Minimal Impacts) (NES(MI)). The NES(MI) will include a discussion of the existing biological resources in the BSA, applicable regulations, potential project impacts, and proposed avoidance, minimization, and mitigation measures to minimize and/or mitigate these impacts to the extent feasible. The NES(MI) will also include a discussion of any consultation required with other agencies to obtain project approvals and environmental permits, if necessary. GPA will coordinate with the City and Caltrans for review and approval of the NES(MI).

Task 4.2 Water Quality Assessment Memorandum

GPA will prepare a Water Quality Assessment Memorandum (WQ Memo) for the project. Background information for the project vicinity, including other studies completed, will be reviewed. GPA will refer to the Location Hydraulic Study and Storm Water Data Report for supporting data, if available. GPA will identify and describe existing waterways and watersheds, identify specific water quality concerns in the area, evaluate the potential for project impacts, and identify appropriate measures to minimize these impacts. Construction-related impacts and long-term impacts to water quality will be qualitatively evaluated, and both direct and cumulative impacts related to the project will be described. The WQ Memo will address regulatory compliance, including conformance with the Caltrans Statewide National Pollutant Discharge Elimination System (NPDES), and identify applicable best management practices to be included in the project design. GPA will coordinate with the City and Caltrans for review and approval of the WQ Memo.

Task 4.3 Phase I Initial Site Assessment

R.E.Y. will complete a Phase I Initial Site Assessment (ISA) for the project. The ISA will follow requirements included in ASTM Standard E1527-13, as required by Caltrans. R.E.Y. will conduct a site reconnaissance for visual evidence of surface contamination and potential sources of subsurface contamination and conduct a visual inspection of the adjoining properties from publicly accessible areas for evidence of recognized environmental concerns (REC). R.E.Y. will conduct interviews with the key site manager; major occupants; past and present owners and operators; and government and/or agency personnel, as available. Inquiries conducted at abandoned sites may include interviews with owners or occupants of neighboring or nearby properties.

R.E.Y. will conduct a records review, which will include physical setting documents to determine regional geology, general soil information, and local and regional groundwater conditions; historical information, including but not limited to, Sanborn maps, topographic maps, aerial photographs, ownership records, building department records, local street directories, zoning and land use records, and prior assessments, as available; environmental records, including federal, state, tribal, and City regulatory agency lists that will help identify RECs in the project area and the adjoining properties; and, based on the outcome of the database search, review of specific regulatory agency files for identified contaminated facilities in order to evaluate whether the listed facilities are hazardous materials threats to the area.

R.E.Y. will review the completed ASTM E1527-13 User Questionnaire (Questionnaire) regarding Recorded Environmental Liens, Activity and Use Limitations (AUL), relationship of the purchase price to the fair market value of the project area, and any specialized knowledge of the project area. R.E.Y. will review Recorded Environmental Liens and AULs reports, as provided; and

prepare a final report of the results of the ISA. R.E.Y. will coordinate with the City and Caltrans for review and approval of the ISA.

5.Prepare Environmental Document

R.E.Y. will maintain both electronic and hard copies of the complete environmental record, and will provide the City with a copy of all final documentation.

R.E.Y. will work closely with the PDT to define a complete and detailed project description and delineate a project study area that will meet the needs of technical analyses. The project description will identify the project purpose and need, project objectives, project components, project location, and timing of the project. R.E.Y. will perform a review of available information to ensure that all pertinent information related to the existing site is considered.

Task 5.1. Public Outreach

The envisioned CE/CE doesn't have a public circulation requirement. Moreover, typically a project with a CE/CE does not have more than 1 formal project alternative.

R.E.Y. will advance the development and evaluation of alternative to the beginning of the PA/ED phase, including public review.

R.E.Y. is proposing 1 community meeting to discuss previous conceptual exhibits supplemented with additional details to ensure maximum community understanding, participation, and support.

R.E.Y. will use on-line survey tools to supplement, or in lieu of meetings, as desired by the City.

Task 5.2. Categorical Exemption/Categorical Exclusion (Draft)

Following Caltrans approval of the technical analysis for the project, R.E.Y. will coordinate with the City and Caltrans to obtain a Categorical Exclusion (CE)/Categorical Exemption (CE) determination and signed CE/CE form from Caltrans.

Task 5.3. Circulation of CE/CE

The Draft CE/CE will be circulated to Caltrans and City of Susanville for comment and a final, revised CE/CE will be prepared.

Task 5.4. CE/CE Final

R.E.Y. will provide the final Categorical Exemption and Project Report to the City for posting of a Notice of Exemption with Lassen County and the State Office of Research and Planning.

The final Categorical Exclusion will be provided to the Federal Highway Administration through Caltrans.

Additional Services

Construction funding is the most important part of any project. R.E.Y. Project Manager Matt Boyer will personally assist the City of Susanville in preparing applications for discretionary funding, as needed, including Highway Safety Improvement Program, and Active Transportation Program funding.

R.E.Y. also will develop a crowd funding site for the gateway enhancement elements of the project to solicit community contributions, if desired.

6.Environmental Permitting

The proposed project will not require permitting as identified in the R.E.Y. approach.

If permits are needed, R.E.Y. will work with the City to obtain them. However, it is recommended that this work be deferred to the latter half of the PS&E process, in accordance with Caltrans procedures, to ensure final coordination with plans and specifications.

Summary of Milestones and Deliverables

ID	TASK	DELIVERABLES
1	1. Project Management	• Project Implementation Plan (and related elements, as needed, including a project charter, conflict resolution plan, etc.) • QA/QC Reporting • Progress Reports with monthly invoices • Meeting Summaries • Meeting Agendas • Meeting Minutes
2	Traffic Studies	• Traffic Report
3	Preliminary Engineering	• Project alternative descriptions and narrative comparisons • Preliminary engineering drawing • Right-of-Way Base Mapping • Utility Base Mapping • Topographic Base Mapping • 11-Page Preliminary cost estimate • Draft Project Report • Final Project Report
4	Environmental Technical Studies	• Memo defining technical study requirements • Electronic copy of the Project Description, including mapping • *Initial Site Assessment* • Water Quality Memo • Natural Environment Study (Minimal Impact)
5	Prepare Environmental Document	• Draft CE/CE • Final CE/CE • Complete environmental record for preliminary environmental compliance phase
6	Environmental Permitting	Permits, if needed (see discussion above)

SCHEDULE (Rev 3/20/16)

City of Susanville

Project Approval/Environmental Document for the Susanville Gateway Project

2016

#	TASK DESCRIPTION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	NOTICE TO PROCEED												
	Task 1: Project Management												
1.1	Project Management												
1.2	Project Implementation Plan												
1.3	Project QA/QC												
1.4	Project Progress Meeting and Reporting												
1.5	Presentations to the City Council/Public												
1.6	Project Meetings												
	Task 2: Traffic Studies												
2.1	Data Collection												
2.2	Existing Conditions Analysis												
2.3	Traffic Report												
	Task 3: Preliminary Engineering												
3.1	Data Collection and Review												
3.2	Base Mapping												
3.3	Develop Alternatives												
3.4	Preliminary Engineering Drawings												
3.5	Preliminary Cost Estimate												
3.6	Right-of-Way Documentation												
3.7	Draft Project Report												
3.8	Final Project Report												
	Task 4: Environmental Technical Studies												
	Natural Environmental Study												
	Water Quality Memorandum												
	Phase 1 Initial Site Assessment												
	Task 5: Prepare Environmental Document												
5.1	Public Outreach												
5.2	Categorical Exemption/Categorical Exclusion (Draft)												
5.3	Circulation of CE/CE												
5.4	CE/CE (Final)												
	Task 6: Environmental Permitting												
6.1	Application Development												
6.2	Agency Coordination												
6.3	Compliance Assurance												

None required to implement R.L.T. approach - if permits are needed, it is recommended that they be obtained in the latter half of the PS&E process to ensure final coordination with plans and specifications.

DEPARTMENT OF TRANSPORTATION
DISTRICT 2
DIVISION OF PLANNING AND LOCAL ASSISTANCE
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www.dot.ca.gov

Susanville Public Works Dept.
DEC 08 2015
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Severe drought. Help save water!

December 1, 2015

Mr. Dan Newton
Public Works Director
City of Susanville
720 South Street
Susanville, CA 96130

Dear Mr. Newton:

The Susanville Gateway project (PPNO 02-3492) is a local capital outlay project on State Route (SR) 36 in the City of Susanville. The project is currently programmed in the 2014 State Transportation Improvement System (STIP) for two phases of work: project approval and environmental document (PA&ED) and plans, specifications and estimate (PS&E). Both phases of work are programmed with 100% federal funds utilizing toll. PA&ED in the amount of $160,000 was allocated by the California Transportation Commission (CTC) at their January 23, 2015 meeting. These funds were subsequently authorized by the Federal Highway Administration (FHWA) on May 1, 2015 with the issuance of an E-76.

All project specific work is eligible for reimbursement as of May 1, 2015, in accordance with the issuance of the E-76 by FHWA.

If you have any questions or would like to discuss further, please feel free to contact Kelly Zolotoff at (530) 225-4671 or me at the number above.

Sincerely,

TOM BALKOW
Acting Deputy District Director Planning and Local Assistance

Enclosure

AUTHORIZATION / AGREEMENT SUMMARY - (E-76)

FEDERAL AID PROGRAM | **CALIFORNIA DEPARTMENT OF TRANSPORTATION**

DLA LOCATOR:
PREFIX: ACSTP-NH
PROJECT NO: P036(100)
SEQ NO: 1
STATE PROJ NO: 0212000097S-0
AGENCY: SUSANVILLE
ROUTE:
TIP DATA
MPO: NON-MPO
FSTIP YR: 14/15
STIP REF: 130-0000-2587
DISASTER NO:
BRIDGE NO'S:

PROJECT LOCATION:
IN LASSEN CO IN SUSANVILLE FROM JOHNSTONVILLE RD TO 0.1 MI E OF E RIVERSIDE DR
TYPE OF WORK:
CONSTRUCT CURB GUTTER, SIDEWALK, ADA RAMP (TC)
FED RR NO'S:
PUC CODES:
PROJ OVERSIGHT: DELEGATED/LOCAL ADMIN
ENV STATUS / DT:
RW STATUS / DT:
INV RTE: 000000003601
BEG MP: 26.164
END MP: 26.564

PREV AUTH / AGREE DATES:
PE:
R/W:
CON:
SPR:
MCS:
OTH:

PROG CODE	LINE NO	IMPV TYPE	FUNC SYS	URBAN AREA	URB/RURAL	DEMO ID
M2E1	10	15	P		URBAN	

FUNDING SUMMARY

PHASE		PROJECT COST	FEDERAL COST	AC COST
PE	PREV. OBLIGATION	$0.00	$0.00	$0.00
	THIS REQUEST	$160,000.00	$160,000.00	$0.00
	SUBTOTAL	$160,000.00	$160,000.00	$0.00
R/W	PREV. OBLIGATION	$0.00	$0.00	$0.00
	THIS REQUEST	$0.00	$0.00	$0.00
	SUBTOTAL	$0.00	$0.00	$0.00
CON	PREV. OBLIGATION	$0.00	$0.00	$0.00
	THIS REQUEST	$0.00	$0.00	$0.00
	SUBTOTAL	$0.00	$0.00	$0.00
	TOTAL:	$160,000.00	$160,000.00	$0.00

STATE REMARKS

03/24/2015 STATE DELEGATED REVIEW AND OVERSIGHT 23 USC Sec. 106(c)(2)
03/24/2015 This is just for PA&ED; $160,000
03/24/2015 Agreement End Date is 6/30/2021
04/24/2015 04/24/15: Authorization for PA&ED (Phase 0). This is a delegated review and oversight project. The final PS&E for the project shall be developed after completion and approval of the NEPA document. This project will be advertised, awarded and administered (AAA) by the City of Susanville, under Caltrans Dist 01 oversight, per Cooperative Agreement No. 02-0143, dated 11/05/2014, with Caltrans. The CTC allocated the required funds for the project on January 22, 2015.

FEDERAL REMARKS

AUTHORIZATION

AUTHORIZATION TO PROCEED WITH REQUEST: PRE
FOR: PRELIM ENGINEERING
DOCUMENT TYPE: AAGR

PREPARED IN FADS BY: CLARK, CHERIE ON 03/24/2015 225-3290
REVIEWED IN FADS BY: LERMA, RAUL ON 04/24/2015 654-2452
SUBMITTED IN FADS BY: LERMA, RAUL ON 04/24/2015 FOR CALTRANS
PROCESSED IN FADS BY: HUEY, SHUN ON 04/28/2015 FOR FHWA
APPROVED IN FMIS BY: TASIA PAPAJOHN ON 05/01/2015

AGENDA ITEM NO. 9C

Reviewed by: JGH City Administrator
____ City Attorney

____ Motion Only
____ Public Hearing
X Resolution
____ Ordinance
____ Information

Submitted By: Heidi Whitlock, Assistant to the City Administrator

Action Date: March 16, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 16-5270** authorizing the mayor to execute an agreement with the Lassen Union High School District for the use of the Diamond Mountain Golf Course.

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The City has traditionally accommodated the use of the Diamond Mountain Golf Course by the District and the Parties now wish to formalize this agreement. In exchange for cost-free use of the course, for scheduled practice and matches, the District will secure individuals to organize and provide labor for projects and improvements at the Course facilities and grounds.

FISCAL IMPACT: None.

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: Resolution No. 16-5270
MOU between Lassen Union High School and City of Susanville.

RESOLUTION NUMBER 16-5270
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH THE LASSEN UNION HIGH SCHOOL DISTRICT FOR THE USE OF THE DIAMOND MOUNTAIN GOLF COURSE

WHEREAS, the City of Susanville has accommodated the use of the Diamond Mountain Golf Course by the Lassen Union High School District; and

WHEREAS, the Parties wish to formalize this agreement; and

WHEREAS, in exchange for cost-free use of the course, for scheduled practices and matches, the District will secure individuals to organize and provide labor for projects and improvements at the Course facilities and grounds.

NOW THEREFORE BE IT RESOLVED, By the City Council of the City of Susanville that the Mayor is hereby authorized to execute an Agreement with the Lassen Union High School District for the use of the Diamond Mountain Golf Course.

Dated: March 16, 2016

APPROVED: _____
Brian R. Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 16-5270 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 16th day of March, 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

MEMORANDUM OF UNDERSTANDING BETWEEN
LASSEN UNION HIGH SCHOOL DISTRICT
AND THE
CITY OF SUSANVILLE

This Memorandum of Understanding ("MOU") is made and entered into by and between the Lassen Union High School District ("District") and the City of Susanville ("City"), collectively the "Parties."

RECITALS

A. The City has traditionally accommodated use of the Diamond Mountain Golf Course ("Course") by the District and the Parties now wish to formalize the agreement. In exchange for cost-free use of the course, for scheduled practice and matches, the District will secure individuals to organize and provide labor for projects and improvements at the Course facilities and grounds.

B. This MOU constitutes the full understanding of the Parties relative to the agreement at the time of execution.

MUTUAL UNDERSTANDING

1. Access: District agrees to provide to the City a list of names of Lassen High School golf teams' members and coaches who shall be entitled to access the Course free of charge during scheduled practices and matches for District sponsored educational activities during normal golf course hours of operation (when the course is open to the public) during the school year, beginning with the 2015-2016 school year, including summer sessions. Limited access may be granted prior to course opening for boys' tryouts and practices with City approval. District will ensure that this list is routinely and regularly updated on a per season basis. Fall Girls golf by September 1st and Spring Boys golf by March 1st. District will provide a schedule of practices and events at least two (2) weeks prior, August 15th and February 15th, respectively.

The City hereby provides a non-exclusive limited license granting access to the District for use of the Course by those persons whose names are stated on the District provided list during scheduled practices and events. Those on the list are granted limited cost-free access to the course for the purpose of matches, District sponsored practice (when practice does not interfere with regular play) and the use of the driving range (students must retrieve and return all used golf balls upon completion). This agreement does not allow free play to students not accompanied by a District instructor. Those entering the Course under the terms of this agreement must agree to abide by the Course's operating rules and procedures as established by the City. In exchange for such license, the District agrees to secure individuals to organize and assist with projects at the Course facilities and grounds as directed by the City or Course officials and administrators, and as agreed to by the District.

2. Term and Termination: This MOU shall be effective upon execution by both parties and upon approval by the District governing board and will continue indefinitely, renewing annually thereafter on July 1 of each calendar year, while the City operates the Course. In the event that the City contracts with a private operator to manage course operations, this MOU shall immediately terminate.

Either party may terminate this MOU at any time on ninety (90) days written notice. However,

both parties shall make good faith efforts to avoid terminating the MOU during any school year in which those on the District provided list are exercising the rights granted in this MOU in order to avoid any disruption to their educational experience.

3. Non-Assignability: This MOU and the rights hereunder may not be assigned.

4. Liaisons: District and City shall each designate a person to be that party's liaison for communications with the other party with respect to the operation of this agreement. Each party shall notify the other party as soon as reasonably possible in the event that the designated liaison for that party changes.

a. District Liaison
   i. _____

b. City Liaison
   i. Golf Course Manager
   ii. City Administrator

5. Entire Agreement: This MOU constitutes the sole and entire agreement between the parties with respect to the subject matter dealt with in this MOU, and all understandings, oral or written, with respect to the subject matter of this MOU are hereby superseded.

6. Amendment of Agreement: No modification of, deletion from, or addition to this MOU shall be effective unless made in writing and executed by the governing board of both parties.

7. General Liability Insurance: Both parties shall obtain and maintain, at their own expense throughout the term of this MOU, general liability insurance that provides coverage for bodily injury, property damage, and personal injury arising out of the actual or alleged acts, omissions, or negligence of either party and/or its employees, agents, subcontractors, and representatives while performing services under this MOU. Such insurance coverage shall be no less than $1,000,000 per occurrence for bodily injury, property damage and personal injury. District to list City as additionally insured.

8. Mutual Indemnification: District agrees to indemnify City, its agents, directors, officers and employees for, and hold City and its agents, directors, officers and employees harmless from, all liabilities, obligations, losses, damages, penalties, actions, judgments, suits, claims, costs, expenses and disbursements of any kind (including, without limitation, reasonable fees and disbursements of counsel for City) which may be imposed on, incurred by, or asserted against City or such other party at any time by reason of its performance of or in connection with the MOU, or any of the transactions contemplated under the MOU, unless due to the willful misconduct of City, its agents, directors, officers and employees. The provisions of this section shall survive the termination of the MOU.

9. Severability: It is expressly agreed and understood by the parties hereto that if any provision of this MOU is held to be invalid under any applicable statute or rule of law, it is deemed to that extent to be omitted. However, the balance of the MOU shall remain in full force and effect.

10. Board Approval; Ratification: The effectiveness of this Agreement shall be contingent upon approval or ratification by the District governing board and the City Council of the City of Susanville.

11. Notices: Any notice required or desired to be given pursuant to this MOU shall be in writing, duly addressed to the parties below. By written notice in conformance herewith, either party may change the address to which notices to said party must be delivered. Any notice deposited with the United States Postal Service shall be deemed to have been duly given when so deposited certified or registered, postage prepaid, addressed as set forth below or as changed as set forth herein. Notice sent by any other manner shall be effective only upon actual receipt thereof.

District:	City:
Lassen Union High School District 1000 Main Street Susanville, CA 96130	City of Susanville 66 N. Lassen Street Susanville, CA 96130
Attention: Bill McCabe Telephone: (530) 257-5134	Attention: Jared G. Hancock Telephone: (530) 252-5100

AGREED:

LASSEN UNION HIGH SCHOOL DISTRICT

By: _____ _____
Bill McCabe Date
Superintendent

CITY OF SUSANVILLE

By: _____ _____
Jared G. Hancock Date
City Administrator

AGENDA ITEM NO. 9D

Reviewed by: JGH City Administrator
____ City Attorney

____ Motion Only
____ Public Hearing
X Resolution
____ Ordinance
____ Information

Submitted By: Heidi Whitlock, Assistant to the City Administrator

Action Date: March 16, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 16-5271** authorizing an Agreement for City staff to provide Administrative Services to the Honey Lake Valley Recreation Authority.

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The Honey Lake Valley Recreation Authority (HLVRA) began utilizing City staff resources on December 10, 2013. The HLVRA approved the attached Agreement on February 2, 2016 formalizing this arrangement.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to approve Resolution No. 16-5271 authorizing Agreement for City Staff to provide Administrative Services to the Honey Lake Valley Recreation Authority

ATTACHMENTS: Resolution No. 16-5271
MOU between Lassen Union High School and City of Susanville.

RESOLUTION NUMBER 16-5271
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT FOR CITY STAFF TO PROVIDE ADMINISTRATIVE SERVICES TO THE HONEY LAKE VALLEY RECREATION AUTHORITY

WHEREAS, the City of Susanville began providing management and administrative services to the Honey Lake Valley Recreation Authority since December 2013; and

WHEREAS, the Parties wish to formalize this agreement; and

WHEREAS, the Honey Lake Valley Recreation Authority agrees to reimburse the City of Susanville for Administrative Services and direct costs based on the terms of the Agreement.

NOW THEREFORE BE IT RESOLVED, By the City Council of the City of Susanville that the Mayor is hereby authorized to execute an Agreement for City staff to provide Administrative Services to the Honey Lake Valley Recreation Authority.

Dated: March 16, 2016

APPROVED: _____
Brian R. Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 16-5271 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 16th day of March, 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

AGREEMENT FOR ADMINISTRATIVE SERVICES
FOR THE HONEY LAKE VALLEY RECREATION AUTHORITY

THIS AGREEMENT is entered into as of this _____day of _____ 2016, by and between the CITY OF SUSANVILLE (hereinafter "CITY"), and the HONEY LAKE VALLEY RECREATION AUTHORITY (hereinafter "HLVRA"), a joint powers agency formed pursuant to the Joint Powers Exercise of Powers Act, Government Code Section §6500 et seq., by the City of Susanville and the County of Lassen.

RECITALS

WHEREAS, pursuant to Government Code Section §6500 et seq. and the Joint Powers Agreement Between the City of Susanville and the County of Lassen for the creation and operation of a Joint Powers Authority for the purpose of constructing a Community Swimming Pool (hereinafter "JPA Agreement"), HLVRA is authorized to enter into an agreement with the CITY for Management and Administrative Services; and

WHEREAS, on December 10, 2013, the City of Susanville began providing Management and Administrative Services to the Honey Lake Valley Recreation Authority; and

NOW THEREFORE, in consideration of the foregoing and the mutual promises hereinafter expressed, the parties mutually agree as follows:

TERMS

1. **TERM.** This Agreement shall become effective on the date it is approved by the respective agencies and shall continue until terminated by either party.

2. **MANAGEMENT AND ADMINISTRATIVE SERVICES TO BE PROVIDED BY CITY.** CITY shall provide the following Management and Administrative Services to the HLVRA.

   a) Overseeing all aspects of the project including: planning, financing, property acquisition, site preparation, design, permitting and construction.
   b) Administer operational and governmental compliance Functions of the Authority
   c) Administer and oversee Board correspondence and reports
   d) Preparation of agendas and minute keeping
   e) Contract management
   f) Additional administrative duties as needed

3. **REIMBURSEMENT RATES.** In consideration of CITY's fulfillment of the promised services, HLVRA shall reimburse CITY for personnel and direct costs incurred by CITY in providing Management and Administrative Services to the HLVRA. The hourly rates are included in "Appendix A" and will be updated annually and becomes effective upon Board approval.

4. **METHOD OF REIMBURSEMENT.** Reimbursement requests for services and direct costs incurred by CITY after the execution of this Agreement shall be presented to the HLVRA Board for approval and

shall include a description of time and services provided. CITY shall submit such invoices to the Board for review and approval. Such invoices shall be paid to CITY within thirty (30) days of approval.

5. **SERVICE STANDARDS.**

CITY agrees that services shall be performed and completed in the manner and according to the professional standards observed by a competent practitioner of the profession in which CITY is engaged. CITY shall not, either during or after the term of this Contract, make public any reports or articles, or disclose to any third party any confidential information relative to the work of HLVRA or the operations or procedures of HLVRA without the prior written consent of HLVRA.

CITY shall make every reasonable effort to maintain the stability and continuity of CITY's staff assigned to perform the services required under this Agreement. CITY shall notify HLVRA of any changes in CITY's staff to be assigned to perform the services required under this Agreement. HLVRA reserves the right in its sole discretion to reject any staff assigned by the CITY.

6. **INDEPENDENT AGENCY.**

A. It is understood and agreed that CITY (including CITY's employees) is an independent agency and that no relationship of employer-employee exists between the Parties, or their employees, hereto.

B. CITY's assigned personnel shall not be entitled to any benefits payable to employees of HLVRA, and CITY shall be responsible to ensure necessary labor compliance for the provision of work under this Agreement. CITY shall provide all worker's compensation insurance coverage for all employees performing work under this Agreement .In the event an injury occurs to any employee of the CITY for which the employee or his dependents, in the event of his death, may be entitled to compensation from HLVRA under the provisions of California worker's compensation laws, for which compensation is claimed from HLVRA, there will be retained out of the sums due the CITY under this Agreement, an amount sufficient to cover such compensation, until such compensation is paid or it is determined that no compensation is due. If the HLVRA is required to pay such compensation, the amount so paid will be deducted and retained from such sums due, or to become due to the CITY. The CITY's worker's compensation insurer shall agree to waive all rights of subrogation against the HLVRA, its officers, officials, and employees for losses arising from work performed by the CITY.

C. HLVRA is not required to make any deductions or withholdings from the compensation payable to CITY under the provisions of the Agreement, and is not required to issue W-2 Forms for income and employment tax purposes for any of CITY's assigned personnel.

D. CITY, in the performance of its obligations hereunder, is only subject to the control or direction of HLVRA as to the designation of tasks to be performed and the results to be accomplished.

E. Any third party person(s) employed by CITY shall be entirely and exclusively under the direction, supervision, and control of CITY.

F. CITY hereby indemnifies and holds HLVRA harmless from any and all claims that may be made against HLVRA based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

G. It is mutually agreed that all materials prepared by CITY or its employees under this Agreement shall become the property of HLVRA, and CITY shall have no property right therein whatsoever. Immediately upon termination, HLVRA shall be entitled to, and CITY shall deliver to HLVRA, reports, investigations, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date, whether completed or not, and other such materials as may have been prepared or accumulated to date by CITY in performing this Agreement which is not CITY's privileged information, as defined by law, or CITY's personnel information, along with all other property belonging exclusively to HLVRA which is in CITY's possession.

7. **ACCESS TO RECORDS/RETENTION.** All non-privileged books, documents, papers and records of HLVRA that are directly pertinent to the subject matter of this Agreement shall be available to either party for the purpose of making audit, examination, excerpts and transcriptions. Except where longer retention is required by any federal or state law, or duly adopted records retention schedule, CITY shall retain records until after HLVRA makes final reimbursement for any of the services provided hereunder and all pending matters are closed, whichever is later. HLVRA shall cooperate with CITY and CITY shall cooperate with HLVRA in providing all necessary data in a timely and responsive manner to comply with all reporting and record retention requirements.

8. **ASSETS.** The parties recognize that furniture, equipment, office supplies, vehicles and other personal property will be required by the CITY to carry out its duties under this Agreement. All such personal property which is purchased or otherwise acquired by the CITY shall be the sole property of the CITY and shall remain CITY property upon the termination of this Agreement. If HLVRA purchases or otherwise acquires any personal property for use by the CITY in carrying out the duties of the CITY under this Agreement, such property shall remain the sole property of HLVRA at all times and shall be promptly returned to HLVRA by the CITY upon termination of this Agreement.

9. **INDEMNIFICATION.**

HLVRA shall hold harmless, defend and indemnify CITY from and against any and all claims, suits, actions, costs, attorney's fees (including the reasonable costs of representation by the HLVRA Counsel), expenses, liabilities, damages, judgments, or decrees arising from the aforementioned employee's performance or non-performance of the duties or responsibilities of the HLVRA Administrative Services staff, including, but not limited to, any actions or conduct of the employee(s) arising in the course and scope of the employee(s) service.

CITY shall hold harmless, defend, and indemnify HLVRA form and against any and all claims, suits, actions, costs, attorney's fees (including the reasonable costs of representation by in-house counsel), expenses, liabilities, damages, judgments, or decrees arising from the aforementioned employee's performance or non-performance of any official City duties or responsibilities other than those of the HLVRA Administrative Services staff, including, but not limited to, any actions or conduct of the employee(s) arising outside the course and scope of the employee(s) service, but within the employee's course and scope of employment with CITY.

10. **NOTICES.** All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by mail. Such notices shall be addressed as noted below, in accordance with the mode of communication selected.

HLVRA	CITY
Honey Lake Valley Recreation Authority c/o City of Susanville 66 North Lassen Street Susanville, CA 96130	City of Susanville 66 North Lassen Street Susanville, CA 96130

11. **AMENDMENT/MODIFICATION.** Except as otherwise provided herein, this Agreement may be modified or amended only in writing and with the prior written consent of both parties.

12. **TERMINATION.** This Agreement may be terminated by either HLVRA or CITY upon sixty (60) days written notice.

13. **SEVERABILITY.** If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

14. **WAIVER.** The waiver at any time by any party of any of its rights with respect to a default or other matter arising in connection with this Agreement shall not be deemed a wavier with respect to any subsequent default or other matter.

15. **VENUE**. This Agreement shall be deemed to be made in, and the rights and liabilities of the Parties, and the interpretation and construction of the Agreement governed by and construed in accordance with the laws of the State of California. Any legal action arising out of this Agreement shall be filed in and adjudicated by a court of competent jurisdiction in the County of Lassen, State of California.

16. **ENTIRE AGREEMENT**. This instrument and any attachments hereto constitute the entire Agreement between City and Consultant concerning the subject matter hereof and supersedes any and all prior oral and written communications between the Parties regarding the subject matter hereof.

IN WITNESS WHEREOF, this Agreement was executed by the parties hereto as of the date first above written.

"HLVRA" Honey Lake Valley Recreation Authority	"CITY" City of Susanville
By_____	By_____

APPROVED AS TO FORM:
HLVRA Legal Counsel

By_____

Appendix A

City Administrator	$80.06 per hour
Assistant to the City Administrator	$47.93 per hour
Project Manager	$39.66 per hour
City Engineer	$60.69 per hour
City Planner	$49.82 per hour

AGENDA ITEM NO. 12A

Reviewed by: _____ City Administrator
_____ City Attorney

_____ Motion only
_____ Public Hearing
__X__ Resolution
_____ Ordinance
_____ Information

Submitted by: Daniel Gibbs, City Engineer

Action Date: March 16, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 16-5267** authorizing the Mayor to execute a contract with Dig it Construction Inc. for Project No. 15-03, 2015 STIP Pavement Project 'SC' in the amount of $ 694,017.00.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: On February 17, 2016, City Council adopted Resolution No. 16-5251, which awarded the STIP Pavement Project 'SC' to Dig-It Construction Inc. and authorized the Public Works Director to execute change orders up to 10 percent of the project costs. Upon notification of award, Dig it Construction Inc. obtained the required bonds and insurance required to execute the project agreement. Resolution No. 16-5267 authorizes the Mayor to execute the project agreement.

A preconstruction meeting, tentatively scheduled for March 21, 2016, will occur as soon as possible after contract execution. The contract has been allotted 60 working days and should end approximately in June 2016, weather permitting. Work will commence with a Notice to Proceed the latter weeks of March 2016 or as soon as feasible for the Contractor to mobilize and acquire the appropriate resources.

FISCAL IMPACT: Funding allotted for the project from the State Transportation Improvement Program (STIP) is set at $963,000. The total project cost to be contracted is less than $763,419 including construction engineering and project contingency. The City will bear no cost for this project as it is funded entirely through the STIP program.

ACTION REQUESTED: Motion to adopt Resolution No. 16-5267, authorizing the Mayor to execute the contract for construction of Project No. 15-03 STIP Pavement Project 'SC', with Dig-It Construction Inc. in the amount of $ 694,017.00.

ATTACHMENTS: Resolution No. 16-5267
Agreement - Contract Number 15-03
Executed Notice of Award 15-03

RESOLUTION NUMBER 16-5267
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE MAYOR TO EXECUTE CONTRACT WITH DIG IT CONSTRUCTION INC. FOR COMPLETION OF PROJECT NO. 15-03, 2015 STIP PAVEMENT PROJECT 'SC'

WHEREAS, the City has been allocated funding through the State Transportation Improvement Program to rehabilitate roadway, construct drainage improvements and construct pedestrian facilities in an amount not to exceed $963,000 including construction engineering; and

WHEREAS, the project contract documents require submittal of acceptable performance and payment bonds and suitable amounts of insurance to protect the City and its constituents during the course of construction; and

WHEREAS, suitable bonds and insurance certifications were received by Dig-It Construction Inc. and found to be in good order and meeting the intent of requirements of the contract documents.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville as follows:

1. The Mayor is authorized to execute a contract and enter into an agreement on behalf of the City for the implementation of City of Susanville Project 15-03 'SC' in the amount of the base bid of $694,017.00 and including up to 10 percent for contingencies.

APPROVED:_____
Brian R. Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 16th day of March 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

NOTICE OF AWARD

To: Dig It Construction Inc
PO Box 494
Chester, CA 96020
ATTN: Caleb Holland

Project: P/N 15-03 STIP PAVEMENT PROJECT 'SC'

The City has considered the Bid submitted by you on January 27, 2016 for the above described Work in response to its Notice Inviting Sealed Bids dated December 30th, 2015, and Information for Bidders.

You are hereby notified that you have been selected as the Contractor to complete the 2015 STIP Pavement Project 'SC', PROJECT NUMBER 15-03 for items in the amount of $694,017.00, or as shown in the Bid Schedule.

You are required by the Information for Bidders to execute the Agreement and furnish the required Contractor's Performance Bond, Payment Bond and certificates of insurance within ten (10) calendar days from the date this Notice is delivered to you.

If you fail to execute said Agreement and to furnish said Bonds within ten (10) days from the date of this Notice, City will be entitled to consider all your rights arising from the City's acceptance of your Bid as abandoned and as a forfeiture of your Bid Bond. The City will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this Notice of Award to the City.

Dated this 8th day of March of 2016.

By: DC Wilson, P.E.

Title: City Engineer

Date: 3/8/16

ACCEPTANCE OF AWARD

Receipt of the above Notice of Award is hereby acknowledged by:

Contractor: Dig It Construction, Inc

Project Name and No.: _____

Awarded Bid Amount: _____

Dated this 8 day of 3, 20 16.

By: Caleb Holland President

Title: Caleb Holland President Dig It Const

Address: P.O. Box 494, Chester CA 96020

ATTACH NOTARY

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT **CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Lassen)

On March 8, 2016 before me, Krystle Hollandsworth, Notary Public,
Date *Here Insert Name and Title of the Officer*

personally appeared Caleb Holland
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

KRYSTLE HOLLANDSWORTH
Commission # 2082236
Notary Public - California
Lassen County
My Comm. Expires Sep 19, 2018

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document
Title or Type of Document: Notice of Award 15-03 Document Date: 3/8/16
Number of Pages: 2 Signer(s) Other Than Named Above:

Capacity(ies) Claimed by Signer(s)

Signer's Name: Caleb Holland	Signer's Name:
☐ Corporate Officer — Title(s):	☐ Corporate Officer — Title(s):
☐ Partner — ☐ Limited ☐ General	☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact	☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator	☐ Trustee ☐ Guardian or Conservator
☐ Other:	☐ Other:
Signer Is Representing: Dig It Construction, Inc	Signer Is Representing:

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AGREEMENT

CITY OF SUSANVILLE
DEPARTMENT OF PUBLIC WORKS

CONTRACT NO. 15-03

THIS AGREEMENT, made and concluded, in duplicate, on March 16, 2016 between the City of Susanville thereof, (herein after referred to as "City"), and Dig it Construction Inc., (herein after referred to as "Contractor").

ARTICLE I.--WITNESSETH, That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the Contractor, and under the conditions expressed in the two (2) bonds, bearing even date with these presents, and hereunto annexed, the Contractor agrees with the City, at his own proper cost and expense, to do all the work and furnish all the materials, necessary to construct and complete in a good, workmanlike and substantial manner and to the satisfaction of the City, free from any and all liens and claims of mechanics, materialmen, teamsters, subcontractors, artisans, machinists and laborers, the work described in the project specifications and the project plans described below, including any addenda thereto, which said project specifications, project plans, are hereby specially referred to and by such reference made a part hereof.

The project plans and specifications for the work to be done are dated December 30, 2015 and are entitled:

CITY OF SUSANVILLE;
DEPARTMENT OF PUBLIC WORKS

Specifications for the CITY OF SUSANVILLE 2015 STIP PAVEMENT PROJECT 'SC'

And

Project Plans for the CITY OF SUSANVILLE 2015 STIP PAVEMENT PROJECT 'SC'

IN
SUSANVILLE, CA

ARTICLE II.--The Contractor and City agree that the Advertisement (Notice to Bidders), the wage scale (prevailing wage), the specifications (including special provisions), plans, addendums (if any), and proposal together with this agreement make up the whole and entire contract for delivery of this project, complete and in place, fully functioning in a safe, clean and reasonable condition.

All portions of the City of Susanville Standard Drawings remain in full force, whether specified or not and an applicable Standard Specifications as published by Caltrans and dated 2010 except as indicated in the project documents, which are not in conflict with this contract shall be deemed a part of the specifications as though fully set forth. No part of said special provisions which is in conflict with any portion of this agreement, or which is not actually descriptive of the work to be done thereunder, or in a manner in which said work is to be executed shall be considered as part of this agreement but shall be utterly null and void.

AGREEMENT, CONT'D

ARTICLE III.--The City hereby promises and agrees with the said Contractor to pay in current funds for the performance of the contract thee sum amount of **$ 694,017.00** in United States currency dollars and cents for an understood price based upon materials set forth in the proposal as indicated in the accepted bid documents and any agreed to revisions or addendums. Material quantities are estimated quantities and, except where provisions allow in the specifications, are considered final contract price, unless revised by common agreement under a contract change order, where necessary to reflect true quantities, either more or less than those estimated.

The Contractor agrees to provide the materials and to do the work, complete and in place, according to the terms and conditions herein contained and referred to, for the prices hereinafter set forth, and hereby contracts to pay the same at the time, in the manner and upon the conditions herein set forth; and the said parties for themselves, their heirs, executors, administrators, successors and assigns, do hereby agree to the full performance of the covenants herein contained.

ARTICLE IV. – If the Contractor should be adjudged a bankrupt or if he should make a general assignment for the benefit of creditors or if a receiver be appointed on account of any insolvency or if he or his subcontractors should violate any provisions of this contract or refuse, or fail to supply proper skilled workman or materials or should he fail to make prompt payment to subcontractors for material or labor or disregard laws, ordinances or the instructions of the City, the City may cause to justify action, serve written notice to the Contractor and his surety of the intention to terminate unless the contractor, within five (5) days after serving such notice and such violations shall cease and satisfactory arrangements for corrections are made the contract shall expire after five days and be considered ceased and terminated.

Upon such unfortunate termination, the City shall serve notice to the surety and Contractor with the surety have the right to take over all terms and conditions entered into and perform (complete) the contract to the satisfaction of the City. However, if within ten (10) days of written notice , the surety does not elect to take over said contract, the City has the right to take over the contract and complete the project or under any other means it deems advisable including but not limited to retaining other contractors to complete the project. All additional costs incurred by the City in the effort to complete the original contract shall be the responsibility of the Contractor and his surety and the City shall not be liable for any additional costs over the original agreed to amount as contracted . This includes any and all materials delivered to the project site but not placed or ordered specifically for the project yet remain outside the Citys' possession. All work paid for yet having failed to be completed shall be deemed at the expense of the original contractor or his surety regardless that in the event a substitute contractor completes the work.

ARTICLE V.--The State general prevailing wage rates determined by the Director of Industrial Relations are hereby made a part of this contract. It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument and the bid or bid of said Contractor, then this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said bid conflicting herewith.

ARTICLE VI.—The Contractor shall furnish in duplicate, a faithful performance and payment bond in amounts equal to one hundred percent (100%), of the contract price and have both bonds written by a surety company acceptable to the

AGREEMENT, CONT'D

City, as prescribed by law and authorized to perform business for this purpose in the State of California. Said surety shall maintain a permanent and fully functioning office and licensed to reside within the boundaries of California. Payment bonds shall contain provisions that if the Contractor or his subcontractors fail to make payments for amount due under the Unemployment Insurance Code, al deductions, withholds and taxes shall be paid to the Employment Development Department and to the Franchise Tax Board pursuant to Section 13020 of the Unemployment Insurance Code. Where the Contractor is unable or unwilling to make such payments, the surety shall be made to pay these amounts. Any suit brought forth to comply will result in payment of reasonable attorney's fees by the surety.

ARTICLE VII.--By my signature hereunder, as Contractor, I certify that I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self insurance in conformance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

ARTICLE VIII.--As Contractor I agree to commence the work required by the Contract Documents within (15 Calendar Days after the date of the Notice to Proceed and will complete the same within **60 Working Days** unless the period of completion is extended otherwise by the Contract Documents.

ARTICLE IX.--As Contractor I agree to receive and accept the following prices as full compensation for furnishing all materials and for doing all the work contemplated and embraced in this agreement; also for all loss or damage, arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of the work until its acceptance by the CITY OF SUSANVILLE, DEPARTMENT OF PUBLIC WORKS, and for all risks of every description connected with the work; also for all expenses incurred by or in consequence of the suspension or discontinuance of work and for well and faithfully completing the work, and the whole thereof, in the manner and according to the plans and specifications, and the requirements of the City Engineer under them, to wit:

CITY OF SUSANVILLE (SEAL)

By : _____

Name : _____

Title : _____

Date : _____

APPROVED AS TO FORM:

By : _____

Name: _____

Title : _____

Date : _____

ATTEST:

By : _____

Name : _____

Title : _____

Date : _____

CONTRACTOR

By : Caleb Holland President

Name: [illegible]

Address : P.O. Box 494 Chester, CA 96020

Date : 3-8-16

ATTACH NOTARY
ATTACHMENT - BID & SCHEDULE

(Because some colored inks will not reproduce in copy machines, please use black ink to complete this bid.)

(DO NOT DETACH)

BID TO THE CITY OF SUSANVILLE DEPARTMENT OF PUBLIC WORKS

CONTRACT NO. - 15-03

NAME OF BIDDER Dig It Construction Inc.

BUSINESS P.O. BOX PO Box 494

CITY, STATE, ZIP Chester CA 96020

BUSINESS STREET ADDRESS 503 Lorraine Drive
(Please include even if P.O. Box used)

CITY, STATE, ZIP Chester CA 96020

TELEPHONE NO: AREA CODE (530) 258-3306

FAX NO: AREA CODE (530) 258-4246

CONTRACTOR LICENSE NO. Class A 747715

DIR Reg. # 1000002300

The work for which this bid is submitted is for construction in conformance with the special provisions (including the payment of not less than the State general prevailing wage rates or Federal minimum wage rates), the project plans described below, including any addenda thereto, the contract annexed hereto, and also in conformance with the California Department of Transportation Standard Plans, dated 2010, the Standard Specifications, dated 2010, and the Labor Surcharge and Equipment Rental Rates in effect on the date the work is accomplished.

The special provisions for the work to be done are dated (Insert advertisement date) and are entitled:

CITY OF SUSANVILLE
DEPARTMENT OF PUBLIC WORKS
PROJECT PLANS FOR

2015 STIP PAVEMENT PROJECT 'SC'
IN
SUSANVILLE, CA

The project plans for the work to be done were approved December 30, 2015 and are entitled:

CITY OF SUSANVILLE
DEPARTMENT OF PUBLIC WORKS
NOTICE TO BIDDERS AND SPECIAL PROVISIONS FOR

2015 STIP PAVEMENT PROJECT 'SC'
IN
SUSANVILLE, CA

Bids are to be submitted for the entire work. The amount of the bid for comparison purposes will be the total of all items.

The bidder shall set forth for each unit basis item of work a unit price and a total for the item, and for each lump sum item a total for the item, all in clearly legible figures in the respective spaces provided for that purpose. In the case of unit basis

items, the amount set forth under the "Item Total" column shall be the product of the unit price bid and the estimated quantity for the item.

In case of discrepancy between the unit price and the total set forth for a unit basis item, the unit price shall prevail, except as provided in (a) or (b), as follows:

(a) If the amount set forth as a unit price is unreadable or otherwise unclear, or is omitted, or is the same as the amount as the entry in the item total column, then the amount set forth in the item total column for the item shall prevail and shall be divided by the estimated quantity for the item and the price thus obtained shall be the unit price;

(b) (Decimal Errors) If the product of the entered unit price and the estimated quantity is exactly off by a factor of ten, one hundred, etc., or one-tenth, or one-hundredth, etc. from the entered total, the discrepancy will be resolved by using the entered unit price or item total, whichever most closely approximates percentage-wise the unit price or item total in the CITY OF SUSANVILLE's Final Estimate of cost.

If both the unit price and the item total are unreadable or otherwise unclear, or are omitted, the bid may be deemed irregular. Likewise if the item total for a lump sum item is unreadable or otherwise unclear, or is omitted, the bid may be deemed irregular unless the project being bid has only a single item and a clear, readable total bid is provided.

Symbols such as commas and dollar signs will be ignored and have no mathematical significance in establishing any unit price or item total or lump sums. Written unit prices, item totals and lump sums will be interpreted according to the number of digits and, if applicable, decimal placement. Cents symbols also have no significance in establishing any unit price or item total since all figures are assumed to be expressed in dollars and/or decimal fractions of a dollar. Bids on lump sum items shall be item totals only; if any unit price for a lump sum item is included in a bid and it differs from the item total, the items total shall prevail.

The foregoing provisions for the resolution of specific irregularities cannot be so comprehensive as to cover every omission, inconsistency, error or other irregularity which may occur in a bid. Any situation not specifically provided for will be determined in the discretion of the *CITY OF SUSANVILE* , and that discretion will be exercised in the manner deemed by the *CITY OF SUSANVILLE* to best protect the public interest in the prompt and economical completion of the work. The decision of the *CITY OF SUSANVILLE* respecting the amount of a bid, or the existence or treatment of an irregularity in a bid, shall be final.

If this bid shall be accepted and the undersigned shall fail to enter into the contract and furnish the 2 bonds in the sums required by the State Contract Act, with surety satisfactory to the *CITY OF SUSANVILLE* within 8 days, not including Saturdays, Sundays and legal holidays, after the bidder has received notice from the *CITY OF SUSANVILLE* that the contract has been awarded, the *CITY OF SUSANVILLE* may, at its option, determine that the bidder has abandoned the contract, and thereupon this bid and the acceptance thereof shall be null and void and the forfeiture of the security accompanying this bid shall operate and the same shall be the property of the *CITY OF SUSANVILLE* .

THE CITY RESERVES THE RIGHT TO REJECT ALL OR PART OF ANY BIDS AND/OR DECLINE TO AWARD THIS CONTRACT FOR CONSTRUCTION, INCLUSIVE OF INDIVIDUAL LOCATIONS AS IDENTIFIED IN THE BID SCHEDULE OR IN RESPONSE TO UNEXPECTED LACK OF FUNDING PROVIDED BY THE STATE CALIFORNIA

The undersigned, as bidder, declares that the only persons or parties interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm, or corporation; that he has carefully examined the location of the proposed work, the annexed proposed form of contract, and the plans therein referred to; and he proposes, and agrees if this bid is accepted, that he will contract with the *CITY OF SUSANVILLE*, in the form of the copy of the contract annexed hereto, to provide all necessary machinery, tools, apparatus and other means of construction, and to do all the work and furnish all the materials specified in the contract, in the manner and time therein prescribed, and according to the requirements of the Engineer as therein set forth, and that he will take in full payment therefore the following prices, to wit:

BID SCHEDULE

TO: THE HONORABLE MAYOR AND MEMBERS OF THE COUNCIL OF SUSANVILLE

In compliance with the annexed Notice to Bidders, the undersigned proposes and agrees to perform all the work and improvements therein described, and to furnish all labor, material, equipment and incident insurance necessary therefore, in accordance with the Plans and Specifications therefore which are on file in the Office of the City Representative of the City of Susanville; and the undersigned agrees to perform the work and improvements therein mentioned to the satisfaction of and under the supervision of the City of Susanville duly appointed representative; and further agrees to enter into a Contract therefore in the time, form and manner provided by law at the following prices with the understanding that the time within which the aforementioned work must be completed by the undersigned within

60 WORKING DAYS (add 20 working days if additive bid awarded).

Note: Bids shall include sales tax and all other applicable taxes and fees.

ENGINEER'S ESTIMATE - BASE BID:	**$ 777,069.00**
ENGINEER'S ESTIMATE - ADDITIVE BID:	**$ 171,820.00**
ENGINEER'S ESTIMATE - BASE & ADDITIVE BID:	**$ 948,889.00**

BID SUMMARY

BASE BID (Fifth Street):	$ 198 870.00
BASE BID (N. Union Street):	$ 119,925.00
BASE BID (Carroll Street):	$ 110,064.00
BASE BID (Cook Street):	$ 84935.00
BASE BID (Hill Street):	$ 90110.00
BASE BID (Inspiration Drive):	$ 35720.00
BASE BID (Long Alley):	$ 20715.00
BASE BID (Lovell Alley):	$ 34770.00
Subtotal All Base Bids =	$ 694 017.00

****

ADDITIVE BID (Brookwood Drive):	$ 130233.00
ADDITIVE BID (Meadowood Way):	$ 31158.00
ADDITIVE BID (Oakridge Way):	$ 26400.00
Subtotal Additive Bids =	$ 187 791.00

TOTAL BASE & ADDITIVE BIDS = $ 881,808.00

BASE BID (Bid prices for all items are to be prepared as complete and in place unless otherwise specified):

FIFTH STREET

NO.	ITEM	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1	MOBILIZATION, NOT TO EXCEED 5%	LS	1	$8000.00	$8000.00
2	TRAFFIC CONTROL, NOT TO EXCEED 2.5%	LS	1	$4000.00	$4000.00
3	2.5" THICK HMA TYPE 'B' ASPHALT	TON	966	$98.00	$94668.00
4	CLASS II AGGREGATE BASE MATERIAL	CY	250	$30.00	$7500.00
5	SUB-GRADE REPAIRS (DIG OUTS)	SY	500	$31.00	$15500.00
6	PCC CURB AND GUTTER	LF	150	$29.00	$4350.00
7	4' WIDE PCC SIDEWALK	SF			$
8	PCC CURB RAMPS - TYP.	EA	3	$2200.00	$6600.00
9	TYPE 'E' ASPHALT DIKE	LF	730	$8.00	$5840.00
10	COLD PLANE (INCLUDES EDGE GRIND)	SY	1800	$5.50	$9900.00
11	REMOVE MISC. CONCRETE (ALL TYPES)	SF	700	$5.00	$3500.00
12	RAISE MANHOLES/VALVE CLUSTERS	EA	5	$1200.00	$6000.00
13	PULVERIZE PAVEMENT (INCLUDES GRADING)	SY			$
14	RAISE UTILITIES, VALVES, METERS (TYP.)	EA	8	$1100.00	$8800.00
15	2" THICK ASPHALT PATH, 4' WIDE	LF			$
16	MINOR ASPHALT, DRIVEWAYS	SF			$
17	PCC VALLEY GUTTER (SWALE)	SF	424	$38.00	$16112.00
18	SHOULDER BACKING	CY	80	$65.00	$5200.00
19	PREPARE STORMWATER POLLUTION PREVENTION PLAN	LS	1	$200.00	$200.00
20	IMPLEMENT STORMWATER POLLUTION PREVENTION PLAN	LS	1	$1500.00	$1500.00
SUBTOTAL BASE BID THIS PAGE (Items 1-20). Indicate Bid Price in words: one hundred nine thousand eight hundred seventy dollars and no cents DOLLARS and CENTS				SUBTOTAL: $109870.00	

BASE BID (Bid prices for all items are to be prepared as complete and in place unless otherwise specified).

N. UNION STREET

NO.	ITEM	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1	MOBILIZATION, NOT TO EXCEED 5%	LS	1	$9900.00	$9900.00
2	TRAFFIC CONTROL, NOT TO EXCEED 2.5%	LS	1	$2600.00	$2600.00
3	2.5" THICK HMA TYPE 'B' ASPHALT	TON	475	$103.00	$48925.00
4	CLASS II AGGREGATE BASE MATERIAL	CY			$
5	SUB-GRADE REPAIRS (DIG OUTS)	SY	230	$25.00	$5750.00
6	PCC CURB AND GUTTER	LF	180	$29.00	$5220.00
7	4' WIDE PCC SIDEWALK	SF	150	$15.00	$2250.00
8	PCC CURB RAMPS - TYP.	EA	6	$1950.00	$11700.00
9	TYPE 'E' ASPHALT DIKE	LF			$
10	COLD PLANE (INCLUDES EDGE GRIND)	SY			$
11	REMOVE MISC. CONCRETE (ALL TYPES)	SF	1400	$5.00	$7000.00
12	RAISE MANHOLES/VALVE CLUSTERS	EA	1	$1200.00	$1200.00
13	PULVERIZE PAVEMENT (INCLUDES GRADING)	SY	3600	$4.25	$15300.00
14	RAISE UTILITIES, VALVES, METERS (TYP.)	EA	1	$1100.00	$1100.00
15	2" THICK ASPHALT PATH, 4' WIDE	LF			$
16	MINOR ASPHALT, DRIVEWAYS	SF			$
17	PCC VALLEY GUTTER (SWALE)	SF	220	$34.00	$7480.00
18	SHOULDER BACKING	CY			$
19	PREPARE STORMWATER POLLUTION PREVENTION PLAN	LS	1	$200.00	$200.00
20	IMPLEMENT STORMWATER POLLUTION PREVENTION PLAN	LS	1	$1300.00	$1300.00
SUBTOTAL BASE BID THIS PAGE (Items 1-20). Indicate Bid Price in words: one hundred nineteen thousand nine hundred twenty five DOLLARS and CENTS dollars and no cents				SUBTOTAL: $119925.00	

BASE BID (Bid prices for all items are to be prepared as complete and in place unless otherwise specified):

CARROLL STREET

NO.	ITEM	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1	MOBILIZATION, NOT TO EXCEED 5%	LS	1	$6000.00	$6000.00
2	TRAFFIC CONTROL, NOT TO EXCEED 2.5%	LS	1	$2700.00	$2700.00
3	2.5" THICK HMA TYPE 'B' ASPHALT	TON	696	$99.00	$68904.00
4	CLASS II AGGREGATE BASE MATERIAL	CY			$
5	SUB-GRADE REPAIRS (DIG OUTS)	SY	100	$45.00	$4500.00
6	PCC CURB AND GUTTER	LF	20	$50.00	$1000.00
7	4' WIDE PCC SIDEWALK	SF	250	$13.00	$3250.00
8	PCC CURB RAMPS - TYP.	EA	5	$2200.00	$11000.00
9	TYPE 'E' ASPHALT DIKE	LF			$
10	COLD PLANE (INCLUDES EDGE GRIND)	SY	1450	$6.00	$8700.00
11	REMOVE MISC. CONCRETE (ALL TYPES)	SF	650	$5.00	$3250.00
12	RAISE MANHOLES/VALVE CLUSTERS	EA	3	$1200.00	$3600.00
13	PULVERIZE PAVEMENT (INCLUDES GRADING)	SY			$
14	RAISE UTILITIES, VALVES, METERS (TYP.)	EA	4	$990.00	$3960.00
15	2" THICK ASPHALT PATH, 4' WIDE	LF			$
16	MINOR ASPHALT, DRIVEWAYS	SF			$
17	PCC VALLEY GUTTER (SWALE)	SF			$
18	SHOULDER BACKING	CY			$
19	PREPARE STORMWATER POLLUTION PREVENTION PLAN	LS	1	$200.00	$200.00
20	IMPLEMENT STORMWATER POLLUTION PREVENTION PLAN	LS	1	$1200.00	$1200.00
SUBTOTAL BASE BID THIS PAGE (Items 1-20). Indicate Bid Price in words: one hundred eighteen thousand sixty four dollars and no cents DOLLARS and CENTS				SUBTOTAL:	$118064.00

BASE BID (Bid prices for all items are to be prepared as complete and in place unless otherwise specified):

COOK STREET

NO.	ITEM	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1	MOBILIZATION, NOT TO EXCEED 5%	LS	1	$4100.00	$4100.00
2	TRAFFIC CONTROL, NOT TO EXCEED 2.5%	LS	1	$2000.00	$2000.00
3	2" THICK HMA TYPE 'B' ASPHALT	TON	325	$115.00	$37375.00
4	CLASS II AGGREGATE BASE MATERIAL	CY			$
5	SUB-GRADE REPAIRS (DIG OUTS)	SY	1200	$14.60	$17400.00
6	PCC CURB AND GUTTER	LF	120	$22.00	$2640.00
7	4' WIDE PCC SIDEWALK	SF			$
8	PCC CURB RAMPS - TYP.	EA			$
9	TYPE 'E' ASPHALT DIKE	LF	680	$8.00	$5440.00
10	COLD PLANE (INCLUDES EDGE GRIND)	SY	820	$4.50	$3690.00
11	REMOVE MISC. CONCRETE (ALL TYPES)	SF	240	$5.00	$1200.00
12	RAISE MANHOLES/VALVE CLUSTERS	EA	3	$1200.00	$3600.00
13	PULVERIZE PAVEMENT (INCLUDES GRADING)	SY			$
14	RAISE UTILITIES, VALVES, METERS (TYP.)	EA	2	$1100.00	$2200.00
15	2" THICK ASPHALT PATH, 4' WIDE	LF			$
16	MINOR ASPHALT, DRIVEWAYS	SF			$
17	PCC VALLEY GUTTER (SWALE)	SF			$
18	SHOULDER BACKING	CY	25	$60.00	$1500.00
19	PREPARE STORMWATER POLLUTION PREVENTION PLAN	LS	1	$200.00	$200.00
20	IMPLEMENT STORMWATER POLLUTION PREVENTION PLAN	LS	1	$3400.00	$3400.00
SUBTOTAL BASE BID THIS PAGE (Items 1-20). Indicate Bid Price in words: Eighty four thousand eight hundred thirty five dollars and no cents DOLLARS and CENTS				SUBTOTAL:	$84,835.00

BASE BID (Bid prices for all items are to be prepared as complete and in place unless otherwise specified):

HILL STREET

NO.	ITEM	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1	MOBILIZATION, NOT TO EXCEED 5%	LS	1	$3500.00	$3500.00
2	TRAFFIC CONTROL, NOT TO EXCEED 2.5%	LS	1	$1750.00	$1750.00
3	2" THICK HMA TYPE 'B' ASPHALT	TON	155	$120.00	$18000.00
4	CLASS II AGGREGATE BASE MATERIAL	CY			$
5	SUB-GRADE REPAIRS (DIG OUTS)	SY	750	$30.00	$22500.00
6	PCC CURB AND GUTTER	LF	100	$13.00	$1300.00
7	4' WIDE PCC SIDEWALK	SF	240	$12.00	$2880.00
8	PCC CURB RAMPS - TYP.	EA	4	$2200.00	$8800.00
9	TYPE 'E' ASPHALT DIKE	LF	120	$9.00	$1080.00
10	COLD PLANE (INCLUDES EDGE GRIND)	SY	400	$12.00	$4800.00
11	REMOVE MISC. CONCRETE (ALL TYPES)	SF	900	$5.00	$4500.00
12	RAISE MANHOLES/VALVE CLUSTERS	EA			$
13	PULVERIZE PAVEMENT (INCLUDES GRADING)	SY			$
14	RAISE UTILITIES, VALVES, METERS (TYP.)	EA	1	$1100.00	$1100.00
15	2" THICK ASPHALT PATH, 4' WIDE	LF			$
16	MINOR ASPHALT, DRIVEWAYS	SF			$
17	PCC VALLEY GUTTER (SWALE)	SF	186	$28.00	$5208.00
18	SHOULDER BACKING	CY			$
19	PREPARE STORMWATER POLLUTION PREVENTION PLAN	LS	1	$200.00	$200.00
20	IMPLEMENT STORMWATER POLLUTION PREVENTION PLAN	LS	1	$4900.00	$4900.00
SUBTOTAL BASE BID THIS PAGE (Items 1-20). Indicate Bid Price in words: eighty one thousand one hundred eighteen dollars and no cents DOLLARS and CENTS				SUBTOTAL:	$81118.00

BASE BID (Bid prices for all items are to be prepared as complete and in place unless otherwise specified):

INSPIRATION DRIVE

NO.	ITEM	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1	MOBILIZATION, NOT TO EXCEED 5%	LS	1	$1600.00	$ 1600.00
2	TRAFFIC CONTROL, NOT TO EXCEED 2.5%	LS	1	$800.00	$ 800.00
3	2" THICK HMA TYPE 'B' ASPHALT	TON	95	$132.50	$ 12625.00
4	CLASS II AGGREGATE BASE MATERIAL	CY			$
5	SUB-GRADE REPAIRS (DIG OUTS)	SY	18	$75.00	$ 1350.00
6	PCC CURB AND GUTTER	LF			$
7	4' WIDE PCC SIDEWALK	SF			$
8	PCC CURB RAMPS - TYP.	EA			$
9	TYPE 'E' ASPHALT DIKE	LF	450	$9.00	$ 4050.00
10	COLD PLANE (INCLUDES EDGE GRIND)	SY	110	$9.00	$ 990.00
11	REMOVE MISC. CONCRETE (ALL TYPES)	SF			$
12	RAISE MANHOLES/VALVE CLUSTERS	EA			$
13	PULVERIZE PAVEMENT (INCLUDES GRADING)	SY			$
14	RAISE UTILITIES, VALVES, METERS (TYP.)	EA			$
15	2" THICK ASPHALT PATH, 4' WIDE	LF			$
16	MINOR ASPHALT, DRIVEWAYS	SF	840	$4.50	$ 3780.00
17	PCC VALLEY GUTTER (SWALE)	SF			$
18	SHOULDER BACKING	CY	75	$55.00	$ 4125.00
19	PREPARE STORMWATER POLLUTION PREVENTION PLAN	LS	1	$200.00	$ 200.00
20	IMPLEMENT STORMWATER POLLUTION PREVENTION PLAN	LS	1	$6000.00	$ 6000.00
SUBTOTAL BASE BID THIS PAGE (Items 1-20). Indicate Bid Price in words: Thirty five thousand seven hundred twenty dollars and no cents DOLLARS and CENTS				SUBTOTAL:	$ 35720.00

BASE BID (Bid prices for all items are to be prepared as complete and in place unless otherwise specified):

LONG ALLEY

NO.	ITEM	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1	MOBILIZATION, NOT TO EXCEED 5%	LS	1	$1000.00	$1000.00
2	TRAFFIC CONTROL, NOT TO EXCEED 2.5%	LS	1	$500.00	$500.00
3	2" THICK HMA TYPE 'B' ASPHALT	TON	69	$150.00	$10350.00
4	CLASS II AGGREGATE BASE MATERIAL	CY			$
5	SUB-GRADE REPAIRS (DIG OUTS)	SY			$
6	PCC CURB AND GUTTER	LF			$
7	4' WIDE PCC SIDEWALK	SF			$
8	PCC CURB RAMPS - TYP. deleted	EA			$
9	TYPE 'E' ASPHALT DIKE	LF	300	$9.00	$2700.00
10	COLD PLANE (INCLUDES EDGE GRIND)	SY			$
11	REMOVE MISC. CONCRETE (ALL TYPES)	SF			$
12	RAISE MANHOLES/VALVE CLUSTERS	EA			$
13	PULVERIZE PAVEMENT (INCLUDES GRADING)	SY			$
14	RAISE UTILITIES, VALVES, METERS (TYP.)	EA			$
15	2" THICK ASPHALT PATH, 4' WIDE	SF			$
16	MINOR ASPHALT, SPEED HUMPS	SF	72	$20.00	$1440.00
17	PCC VALLEY GUTTER (SWALE)	SF			$
18	SHOULDER BACKING	CY	25	$65.00	$1625.00
19	PREPARE STORMWATER POLLUTION PREVENTION PLAN	LS	1	$200.00	$200.00
20	IMPLEMENT STORMWATER POLLUTION PREVENTION PLAN	LS	1	$2900.00	$2900.00
SUBTOTAL BASE BID THIS PAGE (Items 1-20). Indicate Bid Price in words: twenty thousand seven hundred fifteen dollars DOLLARS and CENTS and no cents				SUBTOTAL:	$20715.00

BASE BID (Bid prices for all items are to be prepared as complete and in place unless otherwise specified):

LOVELL ALLEY

NO.	ITEM	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1	MOBILIZATION, NOT TO EXCEED 5%	LS	1	$1750.00	$1750.00
2	TRAFFIC CONTROL, NOT TO EXCEED 2.5%	LS	1	$875.00	$875.00
3	2" THICK HMA TYPE 'B' ASPHALT	TON	99	$130.00	$12870.00
4	CLASS II AGGREGATE BASE MATERIAL	CY			$
5	SUB-GRADE REPAIRS (DIG OUTS)	SY	90	$51.00	$4590.00
6	PCC CURB AND GUTTER	LF			$
7	4' WIDE PCC SIDEWALK	SF			$
8	PCC CURB RAMPS - TYP. deleted	EA	~~3~~	—	$
9	TYPE 'E' ASPHALT DIKE	LF	490	$8.50	$4165.00
10	COLD PLANE (INCLUDES EDGE GRIND)	SY			$
11	REMOVE MISC. CONCRETE (ALL TYPES)	SF			$
12	RAISE MANHOLES/VALVE CLUSTERS	EA	1	$1200.00	$1200.00
13	PULVERIZE PAVEMENT (INCLUDES GRADING)	SY			$
14	RAISE UTILITIES, VALVES, METERS (TYP.)	EA	2	$1200.00	$2400.00
15	2" THICK ASPHALT PATH, 4' WIDE	SF			$
16	MINOR ASPHALT, SPEED BUMPS	SF	64	$20.00	$1280.00
17	PCC VALLEY GUTTER (SWALE)	SF			$
18	SHOULDER BACKING	CY	54	$60.00	$3240.00
19	PREPARE STORMWATER POLLUTION PREVENTION PLAN	LS	1	$200.00	$200.00
20	IMPLEMENT STORMWATER POLLUTION PREVENTION PLAN	LS	1	$2200.00	$2200.00
SUBTOTAL BASE BID THIS PAGE (Items 1-20). Indicate Bid Price in words: thirty four thousand seven hundred seventy DOLLARS and CENTS dollars and no cents				SUBTOTAL:	$ 34770.00

ADDITIVE BID (Bid prices for all items are to be prepared as complete and in place unless otherwise specified):

BROOKWOOD DRIVE

NO.	ITEM	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1A	MOBILIZATION, NOT TO EXCEED 5%	LS	1	$5900.00	$5900.00
2A	TRAFFIC CONTROL, NOT TO EXCEED 2.5%	LS	1	$2700.00	$2700.00
3A	2" THICK HMA TYPE 'B' ASPHALT	TON	568	$100.00	$56800.00
4A	3/8" TYPE 'B' HMA LEVELING COURSE, 0.08'	SY	2150	$7.50	$16125.00
5A	SUB-GRADE REPAIRS (DIG OUTS)	SY	597	$19.00	$11343.00
6A	PCC CURB AND GUTTER	LF	45	$25.00	$1125.00
7A	4' WIDE PCC SIDEWALK	SF			$
8A	PCC CURB RAMPS - TYP.	EA	4	$2200.00	$8800.00
9A	TYPE 'E' ASPHALT DIKE	LF			$
10A	COLD PLANE (INCLUDES EDGE GRIND)	SY	1050	$16.00	$16800.00
11A	REMOVE MISC. CONCRETE (ALL TYPES)	SF	2000	$5.00	$10000.00
12A	RAISE MANHOLES/VALVE CLUSTERS	EA	4	$1200.00	$4800.00
13A	PULVERIZE PAVEMENT (INCLUDES GRADING)	SY			$
14A	RAISE UTILITIES, VALVES, METERS (TYP.)	LS	1	$1100.00	$1100.00
15A	2" THICK ASPHALT PATH, 4' WIDE	LF			$
16A	MINOR ASPHALT, DRIVEWAYS	SF			$
17A	PCC VALLEY GUTTER (SWALE)	SF	192	$20.00	$3840.00
18A	SHOULDER BACKING	CY			$
19A	PREPARE STORMWATER POLLUTION PREVENTION PLAN	LS	1	$200.00	$200.00
20A	IMPLEMENT STORMWATER POLLUTION PREVENTION PLAN	LS	1	$1200.00	$1200.00
SUBTOTAL ADDITIVE BID THIS PAGE (Items 1A-20A). Indicate Price in words: one hundred thirty thousand two hundred thirty DOLLARS and CENTS three dollars and no cents				SUBTOTAL: $130233.00	

ADDITIVE BID (Bid prices for all items are to be prepared as complete and in place unless otherwise specified):

MEADOWOOD DRIVE

NO.	ITEM	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1A	MOBILIZATION, NOT TO EXCEED 5%	LS	1	$1500.00	$1500.00
2A	TRAFFIC CONTROL, NOT TO EXCEED 2.5%	LS	1	$700.00	$700.00
3A	2" THICK HMA TYPE 'B' ASPHALT	TON	174	$99.00	$17226.00
4A	CLASS II AGGREGATE BASE MATERIAL	CY			$
5A	SUB-GRADE REPAIRS (DIG OUTS)	SY	56	$32.00	$1792.00
6A	PCC CURB AND GUTTER	LF			$
7A	4' WIDE PCC SIDEWALK	SF			$
8A	PCC CURB RAMPS - TYP. deleted	EA	~~3~~	—	$
9A	TYPE 'E' ASPHALT DIKE	LF			$
10A	COLD PLANE (INCLUDES EDGE GRIND)	SY	345	$12.00	$4140.00
11A	REMOVE MISC. CONCRETE (ALL TYPES)	SF			$
12A	RAISE MANHOLES/VALVE CLUSTERS	EA			$
13A	PULVERIZE PAVEMENT (INCLUDES GRADING)	SY			$
14A	RAISE UTILITIES, VALVES, METERS (TYP.)	EA	1	$1100.00	$1100.00
15A	2" THICK ASPHALT PATH, 4' WIDE	LF			$
16A	MINOR ASPHALT, DRIVEWAYS	SF			$
17A	PCC VALLEY GUTTER (SWALE)	SF			$
18A	SHOULDER BACKING	CY			$
19A	PREPARE STORMWATER POLLUTION PREVENTION PLAN	LS	1	$200.00	$200.00
20A	IMPLEMENT STORMWATER POLLUTION PREVENTION PLAN	LS	1	$4500.00	$4500.00
SUBTOTAL ADDITIVE BID THIS PAGE (Items 1A-20A). Indicate Price in words: thirty one thousand one hundred fifty eight dollars DOLLARS and CENTS and no cents				SUBTOTAL: $31,158.00	

ADDITIVE BID (Bid prices for all items are to be prepared as complete and in pace unless otherwise specified):

OAKRIDGE WAY

NO.	ITEM	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1A	MOBILIZATION, NOT TO EXCEED 5%	LS	1	$1150.00	$1150.00
2A	TRAFFIC CONTROL, NOT TO EXCEED 2.5%	LS	1	$600.00	$ 600.00
3A	2" THICK HMA TYPE 'B' ASPHALT	TON	148	$100.00	$14800.00
4A	CLASS II AGGREGATE BASE MATERIAL	CY			$
5A	SUB-GRADE REPAIRS (DIG OUTS)	SY			$
6A	PCC CURB AND GUTTER	LF			$
7A	4' WIDE PCC SIDEWALK	SF			$
8A	PCC CURB RAMPS - TYP.	EA			$
9A	TYPE 'E' ASPHALT DIKE	LF			$
10A	COLD PLANE (INCLUDES EDGE GRIND)	SY	350	$13.00	$4550.00
11A	REMOVE MISC. CONCRETE (ALL TYPES)	SF			$
12A	RAISE MANHOLES/VALVE CLUSTERS	EA	1	$1200.00	$1200.00
13A	PULVERIZE PAVEMENT (INCLUDES GRADING)	SY			$
14A	RAISE UTILITIES, VALVES, METERS (TYP.)	EA	1	$1100.00	$ 1100.00
15A	2" THICK ASPHALT PATH, 4' WIDE	LF			$
16A	MINOR ASPHALT, DRIVEWAYS	SF			$
17A	PCC VALLEY GUTTER (SWALE)	SF			$
18A	SHOULDER BACKING	CY			$
19A	PREPARE STORMWATER POLLUTION PREVENTION PLAN	LS	1	$200.00	$ 200.00
20A	IMPLEMENT STORMWATER POLLUTION PREVENTION PLAN	LS	1	$2400.00	$2400.00

SUBTOTAL ADDITIVE BID THIS PAGE (Items 1A-20A). Indicate Price in words:	SUBTOTAL:
twenty six thousand four hundred dollars and no cents DOLLARS and CENTS	$ 26400.00

TOTAL BASE BID (All Items). **Indicate Bid Price in words:** six hundred ninety four thousand seventeen dollars and no cents **DOLLARS AND CENTS**	**TOTAL:** $694,017.00

TOTAL ADDITIVE BID (All Items). **Indicate Bid Price in words:** one hundred eighty seven thousand seven hundred ninety one dollars and **DOLLARS AND CENTS** no cents	**TOTAL:** $187,791.00

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT **CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Lassen)

On March 8, 2016 before me, Krystle Hollandsworth, Notary Public,
Date *Here Insert Name and Title of the Officer*

personally appeared Caleb Holland
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature
Signature of Notary Public

KRYSTLE HOLLANDSWORTH
Commission # 2082236
Notary Public - California
Lassen County
My Comm. Expires Sep 19, 2018

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document
Title or Type of Document: Agreement 15-03 Document Date: 3/8/16
Number of Pages: 3 Signer(s) Other Than Named Above:

Capacity(ies) Claimed by Signer(s)

Signer's Name: Caleb Holland	Signer's Name:
☐ Corporate Officer — Title(s):	☐ Corporate Officer — Title(s):
☐ Partner — ☐ Limited ☐ General	☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact	☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator	☐ Trustee ☐ Guardian or Conservator
☐ Other:	☐ Other:
Signer Is Representing: Dig It Construction Inc	Signer Is Representing:

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AGENDA ITEM NO. 12B

Reviewed by: JGH City Administrator
_____ City Attorney

_____ Motion only
_____ Public Hearing
X Resolution
_____ Ordinance
_____ Information

Submitted by: Daniel Gibbs, City Engineer

Action Date: March 16, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 16-5268** authorizing the Mayor to execute contract with Dig it Construction Inc. for Project No. 15-04, 2015 STIP Pavement Project 'SC'-1 in the amount of $ 664,371.00.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: On February 17, 2016, City Council adopted Resolution 16-5252, which awarded the STIP Pavement Project 'SC-1' to Dig-It Construction Inc. and authorized the Public Works Director to execute change orders up to 10 percent of the project costs. Upon award, Dig it Construction Inc. obtained the required bonds and insurance required to execute the project agreement. Resolution No. 16-5268 authorizes the Mayor to execute the project agreement.

A preconstruction meeting, tentatively scheduled for March 21, 2016, will occur as soon as possible after contract execution. The contract has been allotted 60 working days and should end approximately in the month of June 2016, weather permitting. Work will commence with a Notice to Proceed the latter weeks of March 2016 or as soon as feasible for the Contractor to mobilize and acquire the appropriate resources.

FISCAL IMPACT: Funding allotted for the project from the State Transportation Improvement Program (STIP) is set at $866,000. The total project cost to be contracted is less than $730,808 including construction engineering and project contingency. The City will bear no cost for this project as it is funded entirely through the STIP program.

ACTION REQUESTED: Motion to adopt Resolution No. 16-5268, authorizing the Mayor to execute the contract for construction of Project No. 15-04 STIP Pavement Project 'SC-1', with Dig-It Construction Inc. in the amount of $ 664,371.00.

ATTACHMENTS: Resolution No. 16-5268
Agreement Contract Number 15-04
Executed Notice of Award

RESOLUTION NO. 16-5268
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE MAYOR TO EXECUTE CONTRACT WITH DIG IT CONSTRUCTION INC. FOR COMPLETION OF PROJECT NO. 15-04, 2015 STIP PAVEMENT PROJECT 'SC-1'

WHEREAS, the City has been allocated funding through the State Transportation Improvement Program to rehabilitate roadway, construct drainage improvements and construct pedestrian facilities in an amount not to exceed $866,000 including construction engineering, and

WHEREAS, the project contract documents require submittal of acceptable performance and payment bonds and suitable amounts of insurance to protect the City and its constituents during the course of construction; and

WHEREAS, suitable bonds and insurance certifications were received by Dig-It Construction Inc. and found to be in good order and meeting the intent of requirements of the contract documents.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville as follows:

1. The Mayor is authorized to execute a contract and enter into an agreement on behalf of the City for the implementation of City of Susanville Project 15-04 'SC-1' in the amount of the base bid of $664,371.00 and including up to 10 percent for contingencies.

APPROVED:_____
Brian R. Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 16th day of March, 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

NOTICE OF AWARD

To: Dig It Construction Inc
PO Box 494
Chester, CA 96020
ATTN: Caleb Holland

Project: P/N 15-04 STIP PAVMENT PROJECT 'SC-1'

The City has considered the Bid submitted by you on January 27, 2016 for the above described Work in response to its Notice Inviting Sealed Bids dated December 30th, 2015, and Information for Bidders.

You are hereby notified that you have been selected as the Contractor to complete the 2015 STIP Pavement Project 'SC-1', PROJECT NUMBER 15-04 for items in the amount of $664,371.00, or as shown in the Bid Schedule.

You are required by the Information for Bidders to execute the Agreement and furnish the required Contractor's Performance Bond, Payment Bond and certificates of insurance within ten (10) calendar days from the date this Notice is delivered to you.

If you fail to execute said Agreement and to furnish said Bonds within ten (10) days from the date of this Notice, City will be entitled to consider all your rights arising from the City's acceptance of your Bid as abandoned and as a forfeiture of your Bid Bond. The City will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this Notice of Award to the City.

Dated this 8th of March, 2016.

By: DC Gilbert, P.E.

Title: City Engineer

Date: 3/8/16

ACCEPTANCE OF AWARD

Receipt of the above Notice of Award is hereby acknowledged by:

Contractor: _____

Project Name and No.: _____

Awarded Bid Amount: _____

Dated this 8 day of 3, 20 16.

By: Caleb Holland Caleb Holland

Title: President Dig It Const.

Address: P.O. Box 499 Chester, CA 96020

ATTACH NOTARY

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT **CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Lassen)

On March 8, 2016 before me, Krystle Hollandsworth, Notary Public,
Date *Here Insert Name and Title of the Officer*

personally appeared Caleb Holland
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature
Signature of Notary Public

KRYSTLE HOLLANDSWORTH
Commission # 2082236
Notary Public - California
Lassen County
My Comm. Expires Sep 19, 2018

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document
Title or Type of Document: Notice of Award 15-04 Document Date: 3/8/16
Number of Pages: 2 Signer(s) Other Than Named Above:

Capacity(ies) Claimed by Signer(s)

Signer's Name: Caleb Holland
☐ Corporate Officer — Title(s):
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other:
Signer Is Representing: Dig It Construction, Inc.

Signer's Name:
☐ Corporate Officer — Title(s):
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other:
Signer Is Representing:

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AGREEMENT

CITY OF SUSANVILLE
DEPARTMENT OF PUBLIC WORKS

CONTRACT NO. 15-04

THIS AGREEMENT, made and concluded, in duplicate, on March 16, 2016 between the City of Susanville thereof, (herein after referred to as "City"), and Dig it Construction Inc., (herein after referred to as "Contractor").

ARTICLE I.--WITNESSETH, That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the Contractor, and under the conditions expressed in the two (2) bonds, bearing even date with these presents, and hereunto annexed, the Contractor agrees with the City, at his own proper cost and expense, to do all the work and furnish all the materials, necessary to construct and complete in a good, workmanlike and substantial manner and to the satisfaction of the City, free from any and all liens and claims of mechanics, materialmen, teamsters, subcontractors, artisans, machinists and laborers, the work described in the project specifications and the project plans described below, including any addenda thereto, which said project specifications, project plans, are hereby specially referred to and by such reference made a part hereof.

The project plans and specifications for the work to be done are dated December 30, 2015 and are entitled:

CITY OF SUSANVILLE;
DEPARTMENT OF PUBLIC WORKS

Specifications for the CITY OF SUSANVILLE 2015 STIP PAVEMENT PROJECT 'SC-1'

And

Project Plans for the CITY OF SUSANVILLE 2015 STIP PAVEMENT PROJECT 'SC-1'

IN
SUSANVILLE, CA

ARTICLE II.--The Contractor and City agree that the Advertisement (Notice to Bidders), the wage scale (prevailing wage), the specifications (including special provisions), plans, addendums (if any), and proposal together with this agreement make up the whole and entire contract for delivery of this project, complete and in place, fully functioning in a safe, clean and reasonable condition.

All portions of the City of Susanville Standard Drawings remain in full force, whether specified or not and an applicable Standard Specifications as published by Caltrans and dated 2010, except as otherwise indicated in the project documents, which are not in conflict with this contract shall be deemed a part of the specifications as though fully set forth. No part of said special provisions which is in conflict with any portion of this agreement, or which is not actually descriptive of the work to be done thereunder, or in a manner in which said work is to be executed shall be considered as part of this agreement but shall be utterly null and void.

AGREEMENT, CONT'D

ARTICLE III.--The City hereby promises and agrees with the said Contractor to pay in current funds for the performance of the contract thee sum amount of **$ 664,371.00** in United States currency dollars and cents for an understood price based upon materials set forth in the proposal as indicated in the accepted bid documents and any agreed to revisions or addendums. Material quantities are estimated quantities and, except where provisions allow in the specifications, are considered final contract price, unless revised by common agreement under a contract change order, where necessary to reflect true quantities, either more or less than those estimated.

The Contractor agrees to provide the materials and to do the work, complete and in place, according to the terms and conditions herein contained and referred to, for the prices hereinafter set forth, and hereby contracts to pay the same at the time, in the manner and upon the conditions herein set forth; and the said parties for themselves, their heirs, executors, administrators, successors and assigns, do hereby agree to the full performance of the covenants herein contained.

ARTICLE IV. – If the Contractor should be adjudged a bankrupt or if he should make a general assignment for the benefit of creditors or if a receiver be appointed on account of any insolvency or if he or his subcontractors should violate any provisions of this contract or refuse, or fail to supply proper skilled workman or materials or should he fail to make prompt payment to subcontractors for material or labor or disregard laws, ordinances or the instructions of the City, the City may cause to justify action, serve written notice to the Contractor and his surety of the intention to terminate unless the contractor, within five (5) days after serving such notice and such violations shall cease and satisfactory arrangements for corrections are made the contract shall expire after five days and be considered ceased and terminated.

Upon such unfortunate termination, the City shall serve notice to the surety and Contractor with the surety have the right to take over all terms and conditions entered into and perform (complete) the contract to the satisfaction of the City. However, if within ten (10) days of written notice, the surety does not elect to take over said contract, the City has the right to take over the contract and complete the project or under any other means it deems advisable including but not limited to retaining other contractors to complete the project. All additional costs incurred by the City in the effort to complete the original contract shall be the responsibility of the Contractor and his surety and the City shall not be liable for any additional costs over the original agreed to amount as contracted . This includes any and all materials delivered to the project site but not placed or ordered specifically for the project yet remain outside the Citys' possession. All work paid for yet having failed to be completed shall be deemed at the expense of the original contractor or his surety regardless that in the event a substitute contractor completes the work.

ARTICLE V.--The State general prevailing wage rates determined by the Director of Industrial Relations are hereby made a part of this contract. It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument and the bid or bid of said Contractor, then this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said bid conflicting herewith.

ARTICLE VI.—The Contractor shall furnish in duplicate, a faithful performance and payment bond in amounts equal to one hundred percent (100%), of the contract price and have both bonds written by a surety company acceptable to the

AGREEMENT, CONT'D

City, as prescribed by law and authorized to perform business for this purpose in the State of California. Said surety shall maintain a permanent and fully functioning office and licensed to reside within the boundaries of California. Payment bonds shall contain provisions that if the Contractor or his subcontractors fail to make payments for amount due under the Unemployment Insurance Code, al deductions, withholds and taxes shall be paid to the Employment Development Department and to the Franchise Tax Board pursuant to Section 13020 of the Unemployment Insurance Code. Where the Contractor is unable or unwilling to make such payments, the surety shall be made to pay these amounts. Any suit brought forth to comply will result in payment of reasonable attorney's fees by the surety.

ARTICLE VII.--By my signature hereunder, as Contractor, I certify that I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self insurance in conformance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

ARTICLE VIII.--As Contractor I agree to commence the work required by the Contract Documents within (15 Calendar Days after the date of the Notice to Proceed and will complete the same within **60 Working Days** unless the period of completion is extended otherwise by the Contract Documents.

ARTICLE IX.--As Contractor I agree to receive and accept the following prices as full compensation for furnishing all materials and for doing all the work contemplated and embraced in this agreement; also for all loss or damage, arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of the work until its acceptance by the CITY OF SUSANVILLE, DEPARTMENT OF PUBLIC WORKS, and for all risks of every description connected with the work; also for all expenses incurred by or in consequence of the suspension or discontinuance of work and for well and faithfully completing the work, and the whole thereof, in the manner and according to the plans and specifications, and the requirements of the City Engineer under them, to wit:

CITY OF SUSANVILLE (SEAL)

By : _____

Name : _____

Title : _____

Date : _____

APPROVED AS TO FORM:

By : _____

Name: _____

Title : _____

Date : _____

ATTEST:

By : _____

Name : _____

Title : _____

Date : _____

CONTRACTOR

By : Caleb Holland President

Name: Caleb Holland

Address : P.O. Box 497 Chester CA, 96020

Date : 3-8-16

ATTACH NOTARY
ATTACHMENT - BID & SCHEDULE

(Because some colored inks will not reproduce in copy machines, please use black ink to complete this bid.)

(DO NOT DETACH)

BID TO THE CITY OF SUSANVILLE DEPARTMENT OF PUBLIC WORKS

CONTRACT NO. - 15-04

NAME OF BIDDER Dig It Construction Inc.

BUSINESS P.O. BOX PO BOX 1491

CITY, STATE, ZIP Chester CA 96020

BUSINESS STREET ADDRESS 818 Lorraine Drive.
(Please include even if P.O. Box used)

CITY, STATE, ZIP Chester CA 96020

TELEPHONE NO: AREA CODE ( ) 530 · 258 · 3306

FAX NO: AREA CODE ( ) 530 · 258 · 4246

CONTRACTOR LICENSE NO. 747715

DIR Reg. # 1000002300

The work for which this bid is submitted is for construction in conformance with the special provisions (including the payment of not less than the State general prevailing wage rates or Federal minimum wage rates), the project plans described below, including any addenda thereto, the contract annexed hereto, and also in conformance with the California Department of Transportation Standard Plans, dated 2010, the Standard Specifications, dated 2010, and the Labor Surcharge and Equipment Rental Rates in effect on the date the work is accomplished.

The special provisions for the work to be done are dated (Insert advertisement date) and are entitled:

CITY OF SUSANVILLE
DEPARTMENT OF PUBLIC WORKS
PROJECT PLANS FOR

2015 STIP PAVEMENT PROJECT 'SC-1'
IN
SUSANVILLE, CA

The project plans for the work to be done were approved December 30, 2015 and are entitled:

CITY OF SUSANVILLE
DEPARTMENT OF PUBLIC WORKS
NOTICE TO BIDDERS AND SPECIAL PROVISIONS FOR

2015 STIP PAVEMENT PROJECT 'SC-1'
IN
SUSANVILLE, CA

Bids are to be submitted for the entire work. The amount of the bid for comparison purposes will be the total of all items.

The bidder shall set forth for each unit basis item of work a unit price and a total for the item, and for each lump sum item a total for the item, all in clearly legible figures in the respective spaces provided for that purpose. In the case of unit basis

items, the amount set forth under the "Item Total" column shall be the product of the unit price bid and the estimated quantity for the item.

In case of discrepancy between the unit price and the total set forth for a unit basis item, the unit price shall prevail, except as provided in (a) or (b), as follows:

(a) If the amount set forth as a unit price is unreadable or otherwise unclear, or is omitted, or is the same as the amount as the entry in the item total column, then the amount set forth in the item total column for the item shall prevail and shall be divided by the estimated quantity for the item and the price thus obtained shall be the unit price;
(b) (Decimal Errors) If the product of the entered unit price and the estimated quantity is exactly off by a factor of ten, one hundred, etc., or one-tenth, or one-hundredth, etc. from the entered total, the discrepancy will be resolved by using the entered unit price or item total, whichever most closely approximates percentage-wise the unit price or item total in the CITY OF SUSANVILLE's Final Estimate of cost.

If both the unit price and the item total are unreadable or otherwise unclear, or are omitted, the bid may be deemed irregular. Likewise if the item total for a lump sum item is unreadable or otherwise unclear, or is omitted, the bid may be deemed irregular unless the project being bid has only a single item and a clear, readable total bid is provided.

Symbols such as commas and dollar signs will be ignored and have no mathematical significance in establishing any unit price or item total or lump sums. Written unit prices, item totals and lump sums will be interpreted according to the number of digits and, if applicable, decimal placement. Cents symbols also have no significance in establishing any unit price or item total since all figures are assumed to be expressed in dollars and/or decimal fractions of a dollar. Bids on lump sum items shall be item totals only; if any unit price for a lump sum item is included in a bid and it differs from the item total, the items total shall prevail.

The foregoing provisions for the resolution of specific irregularities cannot be so comprehensive as to cover every omission, inconsistency, error or other irregularity which may occur in a bid. Any situation not specifically provided for will be determined in the discretion of the *CITY OF SUSANVILE* , and that discretion will be exercised in the manner deemed by the *CITY OF SUSANVILLE* to best protect the public interest in the prompt and economical completion of the work. The decision of the *CITY OF SUSANVILLE* respecting the amount of a bid, or the existence or treatment of an irregularity in a bid, shall be final.

If this bid shall be accepted and the undersigned shall fail to enter into the contract and furnish the 2 bonds in the sums required by the State Contract Act, with surety satisfactory to the *CITY OF SUSANVILLE* within 8 days, not including Saturdays, Sundays and legal holidays, after the bidder has received notice from the *CITY OF SUSANVILLE* that the contract has been awarded, the *CITY OF SUSANVILLE* may, at its option, determine that the bidder has abandoned the contract, and thereupon this bid and the acceptance thereof shall be null and void and the forfeiture of the security accompanying this bid shall operate and the same shall be the property of the *CITY OF SUSANVILLE* .

THE CITY RESERVES THE RIGHT TO REJECT ALL OR PART OF ANY BIDS AND/OR DECLINE TO AWARD THIS CONTRACT FOR CONSTRUCTION, INCLUSIVE OF INDIVIDUAL LOCATIONS AS IDENTIFIED IN THE BID SCHEDULE OR IN RESPONSE TO UNEXPECTED LACK OF FUNDING PROVIDED BY THE STATE CALIFORNIA

The undersigned, as bidder, declares that the only persons or parties interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm, or corporation; that he has carefully examined the location of the proposed work, the annexed proposed form of contract, and the plans therein referred to; and he proposes, and agrees if this bid is accepted, that he will contract with the *CITY OF SUSANVILLE*, in the form of the copy of the contract annexed hereto, to provide all necessary machinery, tools, apparatus and other means of construction, and to do all the work and furnish all the materials specified in the contract, in the manner and time therein prescribed, and according to the requirements of the Engineer as therein set forth, and that he will take in full payment therefore the following prices, to wit:

BID SCHEDULE

TO: THE HONORABLE MAYOR AND MEMBERS OF THE COUNCIL OF SUSANVILLE

In compliance with the annexed Notice to Bidders, the undersigned proposes and agrees to perform all the work and improvements therein described, and to furnish all labor, material, equipment and incident insurance necessary therefore, in accordance with the Plans and Specifications therefore which are on file in the Office of the City Representative of the City of Susanville; and the undersigned agrees to perform the work and improvements therein mentioned to the satisfaction of and under the supervision of the City of Susanville duly appointed representative; and further agrees to enter into a Contract therefore in the time, form and manner provided by law at the following prices with the understanding that the time within which the aforementioned work must be completed by the undersigned within

60 WORKING DAYS (add 20 working days if additive bid awarded)

Note: Bids shall include sales tax and all other applicable taxes and fees.

ENGINEER'S ESTIMATE - BASE BID:	**$ 666,030.00**
ENGINEER'S ESTIMATE - ADDITIVE BID:	**$ 191,666.00**
ENGINEER'S ESTIMATE - BASE & ADDITIVE BID:	**$ 857,696.00**

BID SUMMARY

BASE BID (Quarry Street):	$ 38,219.00
BASE BID (S. Pine Street):	$ 72,706.00
BASE BID (S. Roop Street):	$ 23,867.00
BASE BID (S. Union Street):	$ 66,387.00
BASE BID (View Drive):	$ 54,313.00
BASE BID (Shasta Street):	$ 72,350.00
BASE BID (Sierra Street):	$ 69,082.00
BASE BID (Tehama Street):	$ 61,942.00
BASE BID (Wall Street):	$ 49,046.00
BASE BID (Shawn Street):	$ 155,053.00
Subtotal All Base Bids =	$ 664,371.00

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ADDITIVE BID (Third Street):	$ 238,886.00
Subtotal All Additive Bids =	$ 238,886.00

TOTAL BASE & ADDITIVE BIDS = $ 903,257.00

BASE BID (Bid prices for all items are to be prepared as complete and in place unless otherwise specified):

QUARRY STREET

NO.	ITEM	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1	MOBILIZATION, NOT TO EXCEED 10%	LS	1	$3400.00	$3400.00
2	TRAFFIC CONTROL, NOT TO EXCEED 5%	LS	1	$1,600.00	$1,600.00
3	2.5" THICK HMA TYPE 'B' ASPHALT	TON	108	$133.00	$14,364.00
4	CLASS II AGGREGATE BASE MATERIAL	CY	40	$36.00	$1,440.00
5	SUB-GRADE REPAIRS (DIG OUTS)	SY			$
6	PCC CURB AND GUTTER	LF			$
7	4' WIDE PCC SIDEWALK	SF			$
8	PCC CURB RAMPS - TYP.	EA			$
9	TYPE 'E' ASPHALT DIKE	LF	240	$10.00	$2,400.00
10	COLD PLANE (INCLUDES EDGE GRIND)	SY	75	$29.00	$2,175.00
11	REMOVE MISC. CONCRETE (ALL TYPES)	SF			$
12	RELOCATE ROADSIDE SIGNS	EA			$
13	PULVERIZE PAVEMENT (INCLUDES GRADING)	CY	656	$15.00	$9840.00
14	RAISE UTILITIES (TYP.)	EA	1	$950.00	$950.00
15	2" THICK ASPHALT PATH, 4' WIDE	SF			$
16	MINOR ASPHALT, DRIVEWAYS	SF	120	$6.50	$780.00
17	PCC VALLEY GUTTER (SWALE)	SF			$
18	SHOULDER BACKING	CY	6	$95.00	$570.00
19	PREPARE STORMWATER POLLUTION PREVENTION PLAN	LS	1	$350.00	$350.00
20	IMPLEMENT STORMWATER POLLUTION PREVENTION PLAN	LS	1	$350.00	$350.00
SUBTOTAL BASE BID THIS PAGE (Items 1-20). Indicate Bid Price in words: thirty-eight thousand two hundred nineteen dollars and no cents DOLLARS and CENTS				SUBTOTAL:	$38,219.00

BASE BID (Bid prices for all items are to be prepared as complete and in place unless otherwise specified):

S. PINE STREET

NO.	ITEM	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1	MOBILIZATION, NOT TO EXCEED 10%	LS	1	$5900.00	$5900.00
2	TRAFFIC CONTROL, NOT TO EXCEED 5%	LS	1	$3000.00	$3,000.00
3	2.5" THICK HMA TYPE 'B' ASPHALT	TON	334	$119.00	$39,746.00
4	CLASS II AGGREGATE BASE MATERIAL	CY			$
5	SUB-GRADE REPAIRS (DIG OUTS)	SY	9	$80.00	$720.00
6	PCC CURB AND GUTTER	LF			$
7	4' PCC WALK w/ 6" TRANSITION CURB	SF	370	$15.50	$5735.00
8	PCC CURB RAMPS - TYP.	EA	4	$2000.00	$8,000.00
9	TYPE 'E' ASPHALT DIKE	LF			$
10	COLD PLANE (INCLUDES EDGE GRIND)	SY	630	$9.50	$5985.00
11	REMOVE MISC. CONCRETE (ALL TYPES)	SF	454	$5.00	$2,270.00
12	RELOCATE ROADSIDE SIGNS	EA			$
13	PULVERIZE PAVEMENT (INCLUDES GRADING)	SY			$
14	RAISE UTILITIES (TYP.)	EA	1	$950.00	$950.00
15	2" THICK ASPHALT PATH, 4' WIDE	LF			$
16	MINOR ASPHALT, DRIVEWAYS	SF			$
17	PCC VALLEY GUTTER (SWALE)	SF			$
18	SHOULDER BACKING	CY			$
19	PREPARE STORMWATER POLLUTION PREVENTION PLAN	LS	1	$200.00	$200.00
20	IMPLEMENT STORMWATER POLLUTION PREVENTION PLAN	LS	1	$200.00	$200.00
SUBTOTAL BASE BID THIS PAGE (Items 1-20). Indicate Bid Price in words: seventy two thousand seven hundred and six dollars and no cents DOLLARS and CENTS				SUBTOTAL:	$72,706.-

BASE BID (Bid prices for all items are to be prepared as complete and in place unless otherwise specified):

S. ROOP STREET EXTENSION

NO.	ITEM	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1	MOBILIZATION, NOT TO EXCEED 10%	LS	1	$1950.00	$1950.00
2	TRAFFIC CONTROL, NOT TO EXCEED 5%	LS	1	$900.00	$900.00
3	2.0" THICK HMA TYPE 'B' ASPHALT	TON	49	$166.00	$8134.00
4	CLASS II AGGREGATE BASE MATERIAL	CY			$
5	SUB-GRADE REPAIRS (DIG OUTS)	SY	6	$84.00	$504.00
6	PCC CURB AND GUTTER	LF			$
7	4' PCC WALK w/ 6" TRANSITION CURB	SF			$
8	PCC CURB RAMPS - TYP.	EA			$
9	TYPE 'E' ASPHALT DIKE	LF	262	$10.00	$2620.00
10	COLD PLANE (INCLUDES EDGE GRIND)	SY	73	$33.00	$2409.00
11	REMOVE MISC. CONCRETE (ALL TYPES)	SF			$
12	RAISE MANHOLES/VALVE CLUSTERS	EA			$
13	PULVERIZE PAVEMENT (INCLUDES GRADING)	CY			$
14	RAISE UTILITIES (TYP.)	EA	1	$1000.00	$1000.00
15	2" THICK ASPHALT PATH, 4' WIDE	LF			$
16	MINOR ASPHALT, DRIVEWAYS	SF			$
17	PCC VALLEY GUTTER (SWALE)	SF			$
18	SHOULDER BACKING	CY	42	$75.00	$3150.00
19	PREPARE STORMWATER POLLUTION PREVENTION PLAN	LS	1	$1200.00	$1200.00
20	IMPLEMENT STORMWATER POLLUTION PREVENTION PLAN	LS	1	$2000.00	$2000.00
SUBTOTAL BASE BID THIS PAGE (Items 1-20). Indicate Bid Price in words: twenty three thousand eight hundred sixty seven dollars and no cents DOLLARS and CENTS				SUBTOTAL:	$ 23,867.00

BASE BID (Bid prices for all items are to be prepared as complete and in place unless otherwise specified):

S. UNION STREET

NO.	ITEM	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1	MOBILIZATION, NOT TO EXCEED 10%	LS	1	$5600.00	$5600.00
2	TRAFFIC CONTROL, NOT TO EXCEED 5%	LS	1	$2800.00	$2800.00
3	2.5" THICK HMA TYPE 'B' ASPHALT	TON	233	$125.00	$29,125.00
4	CLASS II AGGREGATE BASE MATERIAL	CY			$
5	SUB-GRADE REPAIRS (DIG OUTS)	SY	231	$29.00	$6,699.00
6	PCC CURB AND GUTTER	LF			$
7	4' PCC WALK w/ 6" TRANSITION CURB	SF	336	$16.00	$5376.00
8	PCC CURB RAMPS - TYP.	EA	2	$2200.00	$4400.00
9	TYPE 'E' ASPHALT DIKE	LF			$
10	COLD PLANE (INCLUDES EDGE GRIND)	SY	521	$12.00	$6252.00
11	REMOVE MISC. CONCRETE (ALL TYPES)	SF	527	$5.00	$2635.00
12	RAISE MANHOLES/VALVE CLUSTERS	EA			$
13	PULVERIZE PAVEMENT (INCLUDES GRADING)	CY			$
14	RAISE UTILITIES (TYP.)	EA	1	$1100.00	$1,100.00
15	2" THICK ASPHALT PATH, 4' WIDE	LF			$
16	MINOR ASPHALT, DRIVEWAYS	SF			$
17	PCC VALLEY GUTTER (SWALE)	SF			$
18	SHOULDER BACKING	CY			$
19	PREPARE STORMWATER POLLUTION PREVENTION PLAN	LS	1	$1200.00	$1200.00
20	IMPLEMENT STORMWATER POLLUTION PREVENTION PLAN	LS	1	$1200.00	$1200.00
SUBTOTAL BASE BID THIS PAGE (Items 1-20). Indicate Bid Price in words: sixty six thousand three hundred eighty seven dollars and no cents DOLLARS and CENTS				SUBTOTAL:	$66,387.00

BASE BID (Bid prices for all items are to be prepared as complete and in place unless otherwise specified):

VIEW DRIVE

NO.	ITEM	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1	MOBILIZATION, NOT TO EXCEED 10%	LS	1	$4790.00	$4,790.00
2	TRAFFIC CONTROL, NOT TO EXCEED 5%	LS	1	$1600.00	$1600.00
3	2.5" THICK HMA TYPE 'B' ASPHALT	TON	254	$113.00	$28,702.00
4	CLASS II AGGREGATE BASE MATERIAL	CY	20	$35.00	$700.00
5	SUB-GRADE REPAIRS (DIG OUTS)	SY			$
6	PCC CURB AND GUTTER	LF	121	$28.00	$3388.00
7	4' PCC WALK w/ 6" TRANSITION CURB	SF			$
8	PCC CURB RAMPS - TYP.	EA			$
9	TYPE 'E' ASPHALT DIKE	LF	521	$7.00	$3647.00
10	COLD PLANE (INCLUDES EDGE GRIND)	SY			$
11	REMOVE MISC. CONCRETE (ALL TYPES)	SF			$
12	RAISE MANHOLES/VALVE CLUSTERS	EA	1	$1600.00	$1600.00
13	PULVERIZE PAVEMENT (INCLUDES GRADING)	CY	1932	$3.00	$5796.00
14	RAISE UTILITIES (TYP.)	EA	1	$1100.00	$1,100.00
15	2" THICK ASPHALT PATH, 4' WIDE	LF			$
16	MINOR ASPHALT, DRIVEWAYS	SF	165	$6.00	$990.00
17	VALLEY GUTTER (SWALE)	SF			$
18	SHOULDER BACKING	CY	18	$75.00	$1350.00
19	PREPARE STORMWATER POLLUTION PREVENTION PLAN	LS	1	$250.00	$250.00
20	IMPLEMENT STORMWATER POLLUTION PREVENTION PLAN	LS	1	$500.00	$500.00
SUBTOTAL BASE BID THIS PAGE (Items 1-20). Indicate Bid Price in words: fifty four thousand three hundred thirteen dollars and no cents DOLLARS and CENTS				SUBTOTAL: $ 54313.00	

BASE BID (Bid prices for all items are to be prepared as complete and in place unless otherwise specified):

SHASTA STREET

NO.	ITEM	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1	MOBILIZATION, NOT TO EXCEED 10%	LS	1	$5800.00	$5800.00
2	TRAFFIC CONTROL, NOT TO EXCEED 5%	LS	1	$5000.00	$5,000.00
3	2.5" THICK HMA TYPE 'B' ASPHALT	TON	282	$100.00	$28450.00
4	CLASS II AGGREGATE BASE MATERIAL	CY			$
5	SUB-GRADE REPAIRS (DIG OUTS)	SY	35	$40.00	$1,400.00
6	PCC CURB AND GUTTER	LF			$
7	4' PCC WALK w/ 6" TRANSITION CURB	SF	60	$30.00	$1800.00
8	PCC CURB RAMPS - TYP.	EA	2	$2,200.00	$4,400.00
9	TYPE 'E' ASPHALT DIKE	LF	1177	$8.00	$9416.00
10	COLD PLANE (INCLUDES EDGE GRIND)	SY	730	$8.00	$5840.00
11	REMOVE MISC. CONCRETE (ALL TYPES)	SF	430	$6.00	$2580.00
12	RAISE MANHOLES/VALVE CLUSTERS	EA			$
13	PULVERIZE PAVEMENT (INCLUDES GRADING)	CY			$
14	RAISE UTILITIES (TYP.)	EA	1	$1100.00	$1100.00
15	2" THICK ASPHALT PATH, 4' WIDE	LF			$
16	MINOR ASPHALT, DRIVEWAYS	SF			$
17	PCC VALLEY GUTTER (SWALE)	SF			$
18	SHOULDER BACKING	CY	62	$72.00	$4464.00
19	PREPARE STORMWATER POLLUTION PREVENTION PLAN	LS	1	$200.00	$200.00
20	IMPLEMENT STORMWATER POLLUTION PREVENTION PLAN	LS	1	$1900.00	$1900.00
SUBTOTAL BASE BID THIS PAGE (Items 1-20). Indicate Bid Price in words: seventy two thousand three hundred fifty six dollars and no cents DOLLARS and CENTS				SUBTOTAL:	$72,356.00

BASE BID (Bid prices for all items are to be prepared as complete and in place unless otherwise specified).

SIERRA STREET

NO.	ITEM	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1	MOBILIZATION, NOT TO EXCEED 10%	LS	1	$4000.00	$4000.00
2	TRAFFIC CONTROL, NOT TO EXCEED 5%	LS	1	$5000.00	$5000.00
3	2.5" THICK HMA TYPE 'B' ASPHALT	TON	268	$123.00	$32964.00
4	CLASS II AGGREGATE BASE MATERIAL	CY			$
5	SUB-GRADE REPAIRS (DIG OUTS)	SY			$
6	PCC CURB AND GUTTER	LF			$
7	4' PCC WALK w/ 6" TRANSITION CURB	SF			$
8	PCC CURB RAMPS - TYP.	EA	1	$2200.00	$2200.00
9	TYPE 'E' ASPHALT DIKE	LF	280	$10.00	$2800.00
10	COLD PLANE (INCLUDES EDGE GRIND)	SY			$
11	REMOVE MISC. CONCRETE (ALL TYPES)	SF	151	$6.00	$906.00
12	RAISE MANHOLES/VALVE CLUSTERS	EA	2	$1300.00	$2600.00
13	PULVERIZE PAVEMENT (INCLUDES GRADING)	SY	2042	$3.50	$7147.00
14	RAISE UTILITIES (TYP.)	EA	1	$1200.00	$1200.00
15	2" THICK ASPHALT PATH, 4' WIDE	SF	1140	$6.50	$7410.00
16	MINOR ASPHALT, DRIVEWAYS	SF			$
17	PCC VALLEY GUTTER (SWALE)	SF			$
18	SHOULDER BACKING	CY	43	$85.00	$3655.00
19	PREPARE STORMWATER POLLUTION PREVENTION PLAN	LS	1	$200.00	$200.00
20	IMPLEMENT STORMWATER POLLUTION PREVENTION PLAN	LS	1	$1200.00	$1200.00
SUBTOTAL BASE BID THIS PAGE (Items 1-20). Indicate Bid Price in words: Six-nine thousand eight hundred eighty two dollars and no cents DOLLARS and CENTS				SUBTOTAL:	$ 69882.00

BASE BID (Bid prices for all items are to be prepared as complete and in place unless otherwise specified):

TEHAMA STREET

NO.	ITEM	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1	MOBILIZATION, NOT TO EXCEED 10%	LS	1	$4900.00	$4900.00
2	TRAFFIC CONTROL, NOT TO EXCEED 5%	LS	1	$4710.00	$4710.00
3	2.5" THICK HMA TYPE 'B' ASPHALT	TON	172	$119.00	$20,468.00
4	CLASS II AGGREGATE BASE MATERIAL	CY			$
5	SUB-GRADE REPAIRS (DIG OUTS)	SY	37	$37.00	$1369.00
6	PCC CURB AND GUTTER	LF			$
7	4' PCC WALK w/ 6" TRANSITION CURB	SF	80	$25.00	$2000.00
8	PCC CURB RAMPS - TYP.	EA	1	$2400.00	$2400.00
9	TYPE 'E' ASPHALT DIKE	LF	511	$8.00	$4088.00
10	COLD PLANE (INCLUDES EDGE GRIND)	SY	321	$16.00	$5136.00
11	REMOVE MISC. CONCRETE (ALL TYPES)	SF	338	$6.00	$2028.00
12	RAISE MANHOLES/VALVE CLUSTERS	EA	1	$1400.00	$1400.00
13	PULVERIZE PAVEMENT (INCLUDES GRADING)	CY			$
14	RAISE UTILITIES (TYP.)	EA	2	$1100.00	$2200.00
15	2" THICK ASPHALT PATH, 4' WIDE	LF			$
16	MINOR ASPHALT, DRIVEWAYS	SF			$
17	PCC VALLEY GUTTER (SWALE)	SF	200	$38.00	$7600.00
18	SHOULDER BACKING	CY	29	$67.00	$1943.00
19	PREPARE STORMWATER POLLUTION PREVENTION PLAN	LS	1	$200.00	$200.00
20	IMPLEMENT STORMWATER POLLUTION PREVENTION PLAN	LS	1	$1900.00	$1900.00
SUBTOTAL BASE BID THIS PAGE (Items 1-20). Indicate Bid Price in words: sixty one thousand nine hundred forty two dollars and no cents DOLLARS and CENTS				SUBTOTAL: $ 61,942.00	

BASE BID (Bid prices for all items are to be prepared as complete and in place unless otherwise specified):

WALL STREET

NO.	ITEM	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1	MOBILIZATION, NOT TO EXCEED 10%	LS	1	$4300.00	$4300.00
2	TRAFFIC CONTROL, NOT TO EXCEED 5%	LS	1	$2100.00	$2100.00
3	2.0" THICK HMA TYPE 'B' ASPHALT	TON	102	$134.00	$13668.00
4	CLASS II AGGREGATE BASE MATERIAL	CY	21	$30.00	$630.00
5	SUB-GRADE REPAIRS (DIG OUTS)	SY	78	$31.00	$2418.00
6	PCC CURB AND GUTTER	LF			$
7	4' PCC WALK w/ 6" TRANSITION CURB	SF			$
8	PCC CURB RAMPS - TYP.	EA	2	$2200.00	$4400.00
9	TYPE 'E' ASPHALT DIKE	LF	330	$8.00	$2640.00
10	COLD PLANE (INCLUDES EDGE GRIND)	SY	161	$26.00	$4186.00
11	REMOVE MISC. CONCRETE (ALL TYPES)	SF	314	$6.00	$1884.00
12	RAISE MANHOLES/VALVE CLUSTERS	EA			$
13	PULVERIZE PAVEMENT (INCLUDES GRADING)	CY			$
14	RAISE UTILITIES (TYP.)	LS			$
15	2" THICK ASPHALT PATH, 4' WIDE	LF			$
16	MINOR ASPHALT, DRIVEWAYS	SF			$
17	PCC VALLEY GUTTER (SWALE)	SF	110	$45.00	$5000.00
18	SHOULDER BACKING	CY	38	$70.00	$2660.00
19	PREPARE STORMWATER POLLUTION PREVENTION PLAN	LS	1	$200.00	$200.00
20	IMPLEMENT STORMWATER POLLUTION PREVENTION PLAN	LS	1	$4400.00	$4400.00
SUBTOTAL BASE BID THIS PAGE (Items 1-20). Indicate Bid Price in words: forty nine thousand forty six dollars and no cents DOLLARS and CENTS				SUBTOTAL: $49,046.00	

BASE BID (Bid prices for all items are to be prepared as complete and in place unless otherwise specified):

SHAWN STREET

NO.	ITEM	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1	MOBILIZATION, NOT TO EXCEED 10%	LS	1	$12000.00	$12000.00
2	TRAFFIC CONTROL, NOT TO EXCEED 5%	LS	1	$5625.00	$5625.00
3	2.5" THICK HMA TYPE 'B' ASPHALT	TON	634	$107.00	$67838.00
4	CLASS II AGGREGATE BASE MATERIAL	CY			$
5	SUB-GRADE REPAIRS (DIG OUTS)	SY	85	$50.00	$4250.00
6	PCC CURB AND GUTTER	LF			$
7	4' PCC WALK w/ 6" TRANSITION CURB	SF	108	$25.00	$2700.00
8	PCC CURB RAMPS - TYP.	EA	10	$2200.00	$22000.00
9	TYPE 'E' ASPHALT DIKE	LF			$
10	COLD PLANE (INCLUDES EDGE GRIND)	SY	1840	$6.50	$11960.00
11	REMOVE MISC. CONCRETE (ALL TYPES)	SF	1410	$6.00	$8460.00
12	RAISE MANHOLES/VALVE CLUSTERS	EA	3	$1200.00	$3600.00
13	PULVERIZE PAVEMENT (INCLUDES GRADING)	CY			$
14	RAISE UTILITIES (TYP.)	EA	4	$1100.00	$4400.00
15	INSTALL MEDIAN CURB	LF			$
16	MINOR ASPHALT, DRIVEWAYS	SF			$
17	PCC VALLEY GUTTER (SWALE)	SF	290	$38.00	$11020.00
18	SHOULDER BACKING	CY			$
19	PREPARE STORMWATER POLLUTION PREVENTION PLAN	LS	1	$2000.00	$2000.00
20	IMPLEMENT STORMWATER POLLUTION PREVENTION PLAN	LS	1	$1000.00	$1000.00
SUBTOTAL BASE BID THIS PAGE (Items 1-20). Indicate Bid Price in words: one hundred fifty five thousand six hundred fifty three dollars and no cents DOLLARS and CENTS				SUBTOTAL:	$155,653.00

ADDITIVE BID (Bid prices for all items are to be prepared as complete and in place unless otherwise specified):

THIRD STREET

NO.	ITEM	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1A	MOBILIZATION, NOT TO EXCEED 10%	LS	1	$22,000.00	$22,000.00
2A	TRAFFIC CONTROL, NOT TO EXCEED 5%	LS	1	$11000.00	$11000.00
3A	2.5" THICK HMA TYPE 'B' ASPHALT	TON	800	$102.00	$81600.00
4A	3/8" TYPE 'B' HMA LEVELING COURSE, 0.08'	SY	1900	$12.00	$22800.00
5A	SUB-GRADE REPAIRS (DIG OUTS)	SY	1514	$17.50	$26495.00
6A	PCC CURB AND GUTTER	LF	132	$28.00	$3696.00
7A	4' WIDE PCC SIDEWALK	SF	120	$17.00	$2040.00
8A	PCC CURB RAMPS - TYP.	EA	5	$2200.00	$11000.00
9A	TYPE 'E' ASPHALT DIKE	LF			$
10A	COLD PLANE (INCLUDES EDGE GRIND)	SY	1865	$7.00	$13055.00
11A	REMOVE MISC. CONCRETE (ALL TYPES)	SF	1500	$6.00	$9000.00
12A	RAISE MANHOLES/VALVE CLUSTERS	EA	10	$1200.00	$12000.00
13A	PULVERIZE PAVEMENT (INCLUDES GRADING)	SY			$
14A	RAISE UTILITIES, VALVES, METERS (TYP.)	EA	1	$1100.00	$1100.00
15A	2" THICK ASPHALT PATH, 4' WIDE	LF			$
16A	MINOR ASPHALT, DRIVEWAYS	SF			$
17A	PCC VALLEY GUTTER (SWALE)	SF	500	$40.00	$20000.00
18A	SHOULDER BACKING	CY	20	$70.00	$1400.00
19A	PREPARE STORMWATER POLLUTION PREVENTION PLAN	LS	1	$200.00	$200.00
20A	IMPLEMENT STORMWATER POLLUTION PREVENTION PLAN	LS	1	$1500.00	$1500.00
SUBTOTAL ADDITIVE BID THIS PAGE (Items 1A-20A). Indicate Price in words: two hundred thirty eight thousand eight hundred eighty DOLLARS and CENTS six dollars and no cents				SUBTOTAL: $238,886.00	

TOTAL BASE BID (All Items). Indicate Bid Price in words: Six hundred sixty four thousand - three hundred seventy one + 00/100 — DOLLARS AND CENTS	TOTAL: $ 664,371.00

TOTAL ADDITIVE BID (All Items). Indicate Bid Price in words: two hundred thirty eight thousand - eight hundred eighty six + 00/100 — DOLLARS AND CENTS	TOTAL: $ 238,886 --

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT **CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Lassen)

On March 8, 2016 before me, Krystle Hollandsworth, Notary Public,
Date *Here Insert Name and Title of the Officer*

personally appeared Caleb Holland
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

KRYSTLE HOLLANDSWORTH
Commission # 2082236
Notary Public - California
Lassen County
My Comm. Expires Sep 19, 2018

Signature
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document
Title or Type of Document: Agreement 15-04 Document Date: 3/8/16
Number of Pages: 3 Signer(s) Other Than Named Above:

Capacity(ies) Claimed by Signer(s)

Signer's Name: Caleb Holland	Signer's Name:
☐ Corporate Officer — Title(s):	☐ Corporate Officer — Title(s):
☐ Partner — ☐ Limited ☐ General	☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact	☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator	☐ Trustee ☐ Guardian or Conservator
☐ Other:	☐ Other:
Signer Is Representing: Dig It Construction, Inc.	Signer Is Representing:

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AGENDA ITEM NO. 12C

Reviewed by: JGH City Administrator
_____ City Attorney

X Motion only
_____ Public Hearing
_____ Resolution
_____ Ordinance
_____ Information

Submitted by: Ian Sims, Project Manager

Action Date: March 16, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: 2016 Community Development Block Grant (CDBG) Program Application

PRESENTED BY: Jared G. Hancock, City Administrator

BACKGROUND: The Department of Housing and Community Development has indicated that they will announce the availability of funds and release an application for the Community Development Block Grant (CDBG) Program allocated to the State from HUD at the end of March. It is expected that the amount available to non-entitlement jurisdictions will be approximately $27 million. The funding will be available by application to rural jurisdictions, not entitlement jurisdictions that receive direct allocations. The City intends to apply for funding during this round and is on target to meet the required application thresholds which include a compliant Housing Element (scheduled for City Council on April 6th) and the Single Audit (OMB A-133).

The City has procured the services of the Adams Ashby Group to assist in the development of the application and to help determine the most appropriate programs and competitive projects. Ms. Adams has also shared several changes that have occurred in CDBG that are advantageous to the City which include the following:

- New 50% expenditure rule:
  The State now requires all Grantees to expend at least 50% of the previously awarded funding prior to applying for new funding under the current application process. This has resulted in fewer applicants being eligible to apply than in previous years. At a recent Advisory Committee Meeting (where Ms. Adams is a member), it was announced that less than 6 applicants have met this standard for award in 2012 and no applicants have met this standard for award in 2013, 2014 or 2015. This results in approximately 50 applicants not being eligible to apply for this funding round.

- Program Income expenditure requirements:
  The State is required to ensure that 100% of Program Income is expended prior to expending grant funding. This has resulted in a number of communities not being eligible

to apply for new funding as their Program Income accounts near or exceed $1,000,000 which further reduces the pool of applicants.

It should also be noted that the 2015 funding round was non-competitive and all eligible applications were funded.

Potential Projects/Program Discussion: *Program vs. Project Funding*
Staff reviewed the eligible activities for funding and various examples were discussed. A clear delineation was identified between Program and Projects and how the funding could be used in the City of Susanville.

CDBG Project funding is contingent upon having at least a 51% Low-Mod benefit, those who are at or below 80% of the County Median Income as published annually by the HCD. This year, two areas within the City were identified as meeting this requirement, one at 55% and another at 75% (see attached map). The higher the percentage the more competitive the project will be in the CDBG Application process.

For a Program funded by CDBG the process is simplified as the use of funds are subject to the individual qualifying. This process is completed by collecting an application, verifying income and results in 100% of the funds being expended on eligible individuals (at or below 80% of the County Median Income as published).

A Public Workshop was held on February 19, 2016 with Ms. Adams, to review recent funding and program income changes as well as potential projects. Staff discussed a range of community vitality opportunities throughout the entire City and narrowed the list to those in the eligible areas as listed below:

- Riverside Park Rehabilitation Project
- Riverside Trail Project
- Riverside Water Main Line Rehabilitation Project
- Housing Combination Program - Housing Rehabilitation/Homebuyer Program

FISCAL IMPACT: Up to $2,000,000 in grant funding. Funds for CDBG NOFA Application Preparation costs will be charged to the CDBG General Administration Fund, presently $141,839 fund balance.

ACTION REQUESTED: Direct Staff to proceed with preparing an application under the 2016 CDBG Program and identify / recommend projects.

ATTACHMENTS: Activity Category List
Funding Limits
CDBG Funding Chart
Census Tract Map

AGENDA ITEM NO. 13A

Reviewed by: ___ City Administrator
___ City Attorney

___ Motion Only
___ Public Hearing
___ Resolution
___ Ordinance
___ Information

Submitted By: Heidi Whitlock, Assistant to the City Administrator

Action Date: March 16, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Update on the Diamond Mountain Golf Course

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: Preparations are being made to ensure the Diamond Mountain Golf Course is ready for the upcoming 2016 golf season. Projects have been identified and many will be completed prior to opening day, scheduled for March 26, 2016. As of March 11, 2016, $2,622 has been collected for winter play with additional revenue collected from the sale of 29 annual memberships to date. The Fee Schedule for the 2016 golf season is also attached.

FISCAL IMPACT: None

ACTION REQUESTED: Information only.

ATTACHMENTS: 2016 Fee Schedule
2015 Fee Schedule

DIAMOND MOUNTAIN
golf course

Green Fees

18 Holes	$20	$25
9 Holes	$15	$18
Junior (17 & Under)		
18 Holes	$15	$15
9 Holes	$10	$10

Cart Fees per person

9 Holes	$7
18 Holes	$10
Twilight	$7 return by 7pm
Spectator	$5
Trail Fee	$5
Pull Carts	$5 per round

Driving Range

Small (1 Token) $4
Large (2 Tokens) $7
Unlimited Monthly $50

Memberships

Individual	$1,200
Individual w/cart	1,500
Couple	1,750
Couple w/cart	2,050
Unlimited Range	$ 250

Private Carts

Trail Fee	$200
Trail Fee w/storage (elect)	$400
Trail Fee w/storage (gas)	$350

Specials

10 Play Cards

18 Hole Rounds w/Cart	$250
18 Hole Rounds	$180
9 Hole Rounds w/Cart	$185
9 Hole Rounds	$130

18 Twlight (after 4pm) $ 15

Senior (over 60) Tuesday & Thursday
18 Holes $15 9 Holes $10

Monthly Unlimited w/Cart $300

Gift Certificates Available

Rentals

Club Rentals per person (return by 7pm)
9 Holes $5 18 Holes $10

Wingfield Road Club House

1/2 Day (up to 4 hours)	$100
Full Day (4+ hours)	$175
Deposit	$100

Call Today 530-257-2520

Diamond Mountain Golf Club
470-835 Circle Drive
Susanville, CA 96130

DIAMOND MOUNTAIN
golf course

Green Fees

18 Holes	$20	$25
9 Holes	$15	$18
Junior (17 & Under)		
18 Holes	$15	$15
9 Holes	$10	$10

Cart Fees per person

9 Holes	$10
18 Holes	$15
Spectator	$5
Trail Fee	$5
Pull Carts	$5 per round

Driving Range

Small (1 Token) $5
Large (2 Tokens) $8
Unlimited Monthly $50

Memberships

Individual	$1,200
Individual w/cart	1,500
Couple	1,750
Couple w/cart	2,050

Unlimited Range $ 250

Private Carts

Trail Fee	$200
Trail Fee w/storage (elect)	$400
Trail Fee w/storage (gas)	$350

Specials

10 Play Cards

18 Hole Rounds w/Cart	$250
18 Hole Rounds	$180
9 Hole Rounds w/Cart	$185
9 Hole Rounds	$130
18 Twlight (after 1pm)	$ 15
18 Twlight (after 4pm)	$ 12

Senior (over 60) Tuesday & Thursday
18 Holes $15 9 Holes $10

Monthly Unlimited w/Cart $300

Gift Certificates Available

Rentals

Club Rentals per person (return by 7pm)
9 Holes $10 18 Holes $20

Wingfield Road Club House

1/2 Day (up to 4 hours)	$100
Full Day (4+ hours)	$175
Deposit	$100

Call Today 530-257-2520

Diamond Mountain Golf Club
470-835 Circle Drive
Susanville, CA 96130

THE CITY OF SUSANVILLE INCORPORATED 1900

2016 Fee Schedule