

CITY OF ELK GROVE



Request for Proposals

For

Professional Engineering Consulting Services

**North Laguna Creek Area Big Horn Blvd and Franklin Blvd
Improvements Project (WTR083)**

**City Clerk's Office
City of Elk Grove
8401 Laguna Palms Way
Elk Grove, CA 95758**

Proposals Due by February 21, 2023 4:00 PM PST

Introduction:

The City of Elk Grove (City) is accepting proposals from qualified Consultants (Consultant(s)) for Professional Engineering Consulting Services for the North Laguna Creek Area Big Horn Blvd and Franklin Blvd Improvements Project (WTR083) to provide engineering services necessary for the preparation of plans, technical specifications and estimate including bid, award phase services, and design services during construction in accordance with the included specifications, terms, and conditions shown in this Request for Proposals (RFP). Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

One signed original, three (3) copies, and one USB Flash Drive copy of the proposal must be submitted to the Office of the City Clerk by 4:00 PM PST on February 21, 2023. Proposal shall be submitted in a sealed envelope clearly marked Professional Engineering Consulting Services for the North Laguna Creek Area Big Horn Blvd and Franklin Blvd Improvements Project (WTR083) and addressed to:

**OFFICE OF THE CITY CLERK
CITY OF ELK GROVE
8401 Laguna Palms Way
Elk Grove, CA 95758**

Upon receipt of this proposal, send an email to the contact's name below to acknowledge the Consultant interest and provide a contact name and email for any communications during the RFP process.

Questions regarding this RFP are to be directed by e-mail to: Michael Karoly, Senior Project Manager, mkaroly@elkgrovecity.org with a copy to Andrea Koerner, Administrative Analyst, akoerner@elkgrovecity.org. Such contact shall be for clarification purposes only. The City must receive all questions no later than February 6, 2023. Material changes, if any, to the scope of services or proposal procedures shall only be transmitted by written addendum and posted to the City website. Addendums and answers to submitted questions will be available via the City of Elk Grove website under "Notice" for the RFP announcement. Addendum shall be acknowledged, signed, and submitted with the proposal.

Proposals shall not be accepted by fax or electronically.

Late Proposals:

Proposals arriving after the specified date and time shall not be considered, nor shall late proposals be opened. Each Consultant assumes responsibility for timely submission of its proposal.

Withdrawal or Modifications of Proposals:

Any proposal may be withdrawn or modified by a written request signed by the

Consultant and received by the City Clerk prior to the final time and date for the receipt of proposals. Once the deadline is past, Consultants are obligated to fulfill the terms of their proposal for a period of 90 days after the due date for the proposal.

Proposal Acceptance and Rejection:

The City reserves the right to accept any proposal, to reject any and all proposals, and to call for new proposals, or dispense with the proposal process in accordance with the Elk Grove Municipal Code.

Proposal Evaluation and Award:

Evaluation shall be made based on the criteria noted in Attachment A: Evaluation and Selection Criteria. A contract may be awarded to the responsible Consultant who best meets the City's needs by demonstrating the competence and professional qualifications necessary for the satisfactory performance of the required services, and shall not necessarily be based on the lowest priced proposal, except as otherwise provided by law, taking into consideration adherence to the included specifications. A contract may be awarded to the next responsible Consultant if the successful Consultant refuses or fails to execute the contract. All Consultants that were not selected by the City shall be notified in writing. Nothing herein shall obligate the City to award a contract to any responding Consultant. Any contract awarded will be non-exclusive, and the City reserves the right to seek services from other sources, in the City's sole discretion.

Register with the California Secretary of State:

Unless Consultant is a sole proprietorship, Consultant must be registered and in good standing with the California Secretary of State within 14 days following notification of the City's intent to award a contract to Consultant and prior to execution of a final contract. Failure to timely register with the Secretary of State may result in the City awarding the contract to another Consultant. Additional information regarding the registration process may be found on the Secretary of State's website at: <https://bizfileonline.sos.ca.gov/>.

Disclosure of Submitted Materials:

After selection and execution of the contract(s), (or prior thereto if required by law) all information and materials provided in each submittal received is subject to disclosure through a public records request pursuant to the California Public Records Act, or otherwise as may be required by law. The City, in its sole discretion, may release any submitted materials, regardless of whether such materials are marked by respondents as confidential or otherwise as protected.

Waiver of Irregularities:

The City retains the right, in its sole discretion, to waive any irregularities in proposals that do not comply with the strict requirements of this RFP, and the City reserves the right to award a contract to a Consultant submitting any such non-compliant proposal, all in the City's sole discretion.

Validity of Pricing:

Consultants are required to provide a fee structure including the hourly rate of the principals to be assigned to the matter, and proposed cost (line item descriptions and pricing), and expense reimbursements levels, and total costs. No cost increases shall be passed onto the City after the proposal has been submitted. No attempt shall be made to tie any item or items contained in this RFP with any other business with the City; each proposal must stand on its own.

No Guarantee of Usage:

Any quantities listed in this RFP are estimated or projected and are provided for tabulation and information purposes only. No guarantee of quantities is given or implied by the City. Consultant must furnish the City's needs as they arise.

Qualification/Inspection:

Proposals will only be considered from Consultants normally engaged in providing the types of services specified herein. By responding to this RFP, the Consultant consents to the City's right to inspect the Consultant's facilities, personnel, and organization at any time, or to take any other action necessary to determine Consultant's ability to perform. The City reserves the right to reject proposals where evidence or evaluation is determined to indicate inability to perform. The City reserves the right to interview any or all responding Consultants and/or to award a contract without conducting interviews.

Other Governmental Entities:

If the Consultant is awarded a contract as a result of this RFP, the Consultant shall, if the Consultant has sufficient capacity, provide to other governmental agencies, so requesting, the services awarded in accordance with the terms and conditions of the RFP.

State Requirements:

Should any portion of these services require the use of State funds, all State requirements shall apply and all Consultants must consent to each certification and assurance, which will be incorporated into the contract.

Payment Terms:

Payment shall be made as set forth in the contract attached hereto as Attachment B.

Performance:

It is the intention of the City to acquire services as specified herein from a Consultant that will give prompt and convenient service.

Term of Contract:

The term of the contract will be for a specific period of time, commencing upon execution. The City anticipates the contract to be for a term of three years with two

one-year extensions, at the option of the City. The City reserves the right to set the term for a period deemed to be in the best interest of the City, and terminate the contract as set forth therein.

Amendments:

If, in the course of the performance of the contract, Consultant or the City proposes changes to the services provided, and informal consultation with the other party indicates that a change in the terms and conditions of the contract may be warranted, Consultant or the City may request a change in the contract. The parties to the contract will meet to discuss and negotiate the required documents. Upon completion of those negotiations, the negotiated documents will be submitted to the City for approval. Upon approval by the City, an amendment to the contract will be approved by all parties for the change to be implemented. An amendment shall not render ineffective or invalidate any unaffected portions of the Contract. Nothing in this section obligates the City to agree to any change order or other amendment, and the City may withhold such agreement in its sole discretion.

Records:

The Consultant shall maintain complete and accurate records with respect to labor costs, material expenses, and other such information required by City that relates to the performance of services under the contract. The Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of the services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible and in a form acceptable to the City, which the City may specify and change from time to time. The Consultant shall provide free access to the representatives of City or its designees, at reasonable times, to such books and records, shall give City the right to examine and audit said books and records, shall permit City to make transcripts there from as necessary, and shall allow inspection of all work, data, documents, proceedings, and activities related to the contract. Such records, together with supporting documents, shall be maintained for City's inspection for a period of at least three (3) years after receipt of final payment.

(See next page for Guidelines for Proposal)

Guidelines for Proposal

The following guidelines are provided for standardizing the preparation and submission of proposals. The intent is to assist respondents in the preparation of their submissions and to assist the City by simplifying the review process providing standards for comparison of submissions.

Statements submitted in response to this RFP shall include a complete response to the requirements in this section in the order presented. Statements should be a straightforward delineation of the respondent's capability to satisfy the intent and requirements of this RFP, and should not contain redundancies and conflicting statements.

Proposals shall be printed double sided, submitted on 8-1/2" x 11" recycled paper, with easy to read font size and style. Pages shall be numbered, tabbed, and bound (spiral / comb / three ring binder). Tabbed dividers should separate and identify the response items described below.

One signed original, three (3) copies, and one USB Flash Drive copy of the proposal must be submitted to the Office of the City Clerk by 4:00 PM PST on February 21, 2023. Proposal shall be submitted in a sealed envelope clearly marked Professional Engineering Consulting Services for the North Laguna Creek Area Big Horn Blvd and Franklin Blvd Improvements Project (WTR083) and addressed to:

**OFFICE OF THE CITY CLERK
CITY OF ELK GROVE
8401 Laguna Palms Way
Elk Grove, CA 95758**

Proposals shall contain the following information in the order listed:

1. Introductory letter

The introductory letter should be addressed to:

Michael Karoly, PE
CIP Division
City of Elk Grove Public Works Department
8401 Laguna Palms Way
Elk Grove, CA 95758

The letter shall include the Consultant's name submitting the proposal, their mailing address, telephone number, and contact name. The letter shall address the Consultant's understanding of the project based on this RFP and any other information the Consultant has gathered. Include a statement discussing the Consultant's interest and qualifications for this type of work. A principal of the firm authorized to legally bind the firm shall sign the letter.

2. Table of Contents

The Consultant shall insert a comprehensive table of contents denoting sections three through eleven of the proposal as indicated below.

3. Qualifications and Experience

Describe the Consultant's capability for undertaking and performing the work, including any professional licenses and certificates held by the Consultant. List types and locations of similar work performed by the Consultant in the last five (5) years that best characterizes the quality and past performance. Include names and current phone numbers for contact on work quality and performance. References may be contacted as part of the selection Process.

4. Staffing Plan

Provide a Staffing Plan that lists the team members (consultant employees and sub-consultants, if any) and their respective roles. Provide one-page resumes for the primary individuals plus sub-consultant primary staff responsible for managing and executing the work. An additional page may be included for each sub-consultant to provide details on their company skills, knowledge, and experience

5. Consultant Project Approach and Scope of Work

Describe the consultant's approach to meeting the City's needs for the project: topographic field surveys, preliminary and final design, mapping services for right of way acquisition and/or rights of entry, utility coordination, bid documents (plans, technical specifications, and estimate), bidding/award phase services, any required grant documentation, and construction phase services. City staff will prepare the final bid documents incorporating the consultant's technical specifications and manage the bidding and advertisement. Provide a draft scope of work based on the attached project scope updating and revising based on the consultant's experience managing similar projects for public agencies. The draft scope of work shall form the basis for the task orders and will be subject to further negotiation of scope and fee after selection of a consultant to perform the work. The fee schedule shall be based on the draft scope of work.

6. Draft Schedule

Provide a draft schedule that lists proposed tasks and sub-tasks, relationship between tasks, and approximate durations, based on an assumed notice to proceed date of August 1, 2023.

7. Conflict of Interest Statement

Any activities or relationships of the Consultant that might create a conflict of interest for the Consultant or the City, and, if such activities or relationships exist, a description of the facts, legal implications, and possible effects sufficient to permit the City to appreciate the significance of the conflict and to grant any conflict waiver, if appropriate and necessary.

8. Project Examples

Provide a minimum of 3 and up to 5 project examples of similar work performed for other agencies, including; consultant services and role, proposed team members (for

this proposal) that worked on these other projects and their roles, schedule information, budget/cost information for consultant and project, and an agency representative.

9. Fee Proposal

Provide a separate sealed envelope with the proposed fee for services based on the draft scope of work. The City reserves the right to negotiate final details of the scope of services and fee.

10. Secretary of State

Consultant shall acknowledge their understanding of needing to be registered with the California Secretary of State as noted in the RFP language above.

11. Professional Services Contract:

Attached to the RFP (Attachment B) is a copy of the City’s standard Professional Services Contract (Contract). The City’s standard Contract may be modified, in the City’s sole discretion, to address the specific provisions of this RFP and Consultants should note that any specifications or other requirements specific to this RFP shall be included in the Contract and Contract’s exhibits following an award of the Contract. Please review the Contract carefully and note in your proposal any exceptions or alterations to the Contract. Alterations or changes to the Contract that are not in the Consultant’s response shall not be allowed after the selection of the Consultant. This includes alterations, exceptions, or changes to the insurance and indemnity provisions. By requiring these requests up front, the City can compare all respondents on an equal basis. However, the City reserves the right, in its sole discretion, to accept or reject any and all proposed changes to the City’s standard Contract. For reference, the insurance amounts that appear in the attached Contract are summarized below.

TYPE	SINGLE LIMIT / OCCURRENCE	AGGREGATE	ENDORSEMENTS***
General Liability	\$1,000,000	\$1,000,000	Additional Insured Waiver of Subrogation Primary Non-Contributory
Auto Liability	Non-Commercial Acceptable		
Work Comp Employer’s Liability	Statutory \$1,000,000 each		Waiver of Subrogation
Professional Liability/Errors and Omissions	\$1,000,000	\$1,000,000	Requirement extends 2 years past contract expiration

*****Must be actual endorsements. Typed statements on Certificates of Liability are unacceptable.**

This is a summary only. Please refer to the insurance section and/or exhibit of this contract for specific requirements.

(See next page for for Scope of Work)

SCOPE OF WORK

Project Description

WTR083 (SAC25307) – North Laguna Creek Area Big Horn Blvd and Franklin Blvd Improvements (Project)

This Project is located on Big Horn Blvd. from Franklin Blvd. to Laguna Creek High School (Vicino Dr.) and Franklin Blvd. from Big Horn Blvd. to Laguna Blvd.

The Project will result in the extension of the existing one-way class IV bikeways or cycle track on Franklin Blvd. from Big Horn Blvd. to Laguna Blvd, including adding green pavement markings in high conflict areas. The Project will also result in pavement maintenance and rehabilitation on Big Horn Blvd. with the creation of buffered bike lanes, added green pavement markings in bike-vehicle conflict areas, and upgraded curb ramps.

The Project will use State grant funds (STIP) and local funds. The City's CIP Project budget sheets are provided in Attachment C. For additional Project information, the complete grant application package is provided in Attachment D.

The Harvest Water Project, managed by Sacramento Regional County Sanitation District, will traverse portions of the project site. The selected consultant shall coordinate the design and schedule for WTR083 with the Harvest Water Project. The project schedule and scope may need to be adjusted to reduce conflict between the projects and allow for a reasonable progression of each project's respective work. See website for latest information <https://www.regionalsan.com/harvest-water>.

Consultant Scope of Work

The selected consultant will base their proposal on providing the following engineering services and may add, expand or more fully define any steps necessary to achieve the Project goals:

1. Perform all work in compliance with Caltrans Local Assistance Procedures Manual (LAPM) and Local Assistance Programs Guide (LAPG) for STIP funds.
2. Likely CEQA determination - Categorical Exemption (by other consultant under separate on-call environmental services contract)
3. Utility relocation services per latest edition of Caltrans LAPM
4. Right of way services:
 - a. Mapping and surveying services sufficient to create a Project base map indicating all properties, existing encumbrances, ownerships, and other legal information required to obtain any needed easements, PTEs, TCEs, or similar.

5. Plans, Specifications and Estimates for construction of the improvements, including:
 - a. Contact USA underground service alert to capture and locate underground utilities
 - b. Perform field survey work to develop base mapping, as needed for design
 - c. Provide Utility Coordination services with private and public utilities for the Project including A,B,C letters and coordination on any needed relocations
 - d. Prepare 35% Conceptual Plan submittal including Quality Control (QC) documentation and design fact sheet(s), as needed, and provide to City for review. See Attachment E for Sample QC minimum documentation.
 - e. Incorporate City and other agency/entity review comments from 35% review and prepare 95% Plans, Specifications (Technical only) and updated Estimate (PSE) submittal including QC documentation, and response to comments matrix.
 - i. Submit preliminary 95% PSE documents with Quality Control (QC) documentation for Quality Assurance (QA) review by City Project Manager (City PM).
 - ii. City PM will review and will provide comments on completeness of the 95% QC submittal.
 - iii. Revise 95% PSE submittal per QA review comments and submit to City for review along with any updates to QC documentation.
 - f. Incorporate City and other agency/entity review comments from 95% review and prepare 100% PSE submittal including QC documentation, and response to comments matrix, including final signatures on PSE.
 - i. Submit preliminary 100% PSE submittal with QC documentations for QA review by City PM.
 - ii. City PM will review and will provide comments on completeness of the 100% QC submittal.
 - iii. Revise 100% PSE submittal per QA review comments and submit to City for review along with any updates to QC documentation.
 - g. City prepares final version of bid documents based on consultant 100% PSE submittal and routes for final City reviews and approval.
 - h. Modifications to PSE as requested by City during final review and approval of bid documents.
 - i. Provide Resident Engineer (RE) file for use by City CM staff. File to contain pertinent background information useful for reference by CM staff during construction.

- j. Provide early engagement with the City's Construction Management team for design reviews, constructability reviews. Include constructability review as part of the Critical Path Schedule.
6. Bidding and Award Services
- a. Advertisement
 - b. After advertisement:
 - i. Prepare responses to bidder requests for information (RFI)
 - ii. Prepare Addendums, if needed, to address any need for clarifications of the Plans and Technical Specifications.
 - iii. City will issue RFI responses and Addendums based on consultant responses as appropriate. City may also issue Addendums to address other non-design issues in the bid documents without the consultant's input.
 - iv. After bid opening, review and provide an opinion of reasonableness of bids whether above or below the Engineer's Estimate. It is especially important to provide an opinion and recommendation for any lower bids that vary by more than 10% above the Engineer's Estimate.
 - v. Assist the City with post-bid review of required LAPM documentation.
7. Design Services during Construction
- a. Attend transition meeting with City construction management (CM) team (staff and consultant).
 - b. Attend Pre-construction kick-off meeting with Contractor and CM staff.
 - c. Review contractor submittals as requested.
 - d. Provide design clarifications in response to contractor and/or City requests.
 - e. Be available for occasional phone/remote attendance on weekly construction progress meeting.
 - f. Site visits as needed for the Project during construction to review and provide recommendations for work items.
 - g. Prepare record drawings based on CM provided red-lined plans. Provide Record Drawings in pdf and native file formats (AutoCAD 2018).
 - h. Assist with project close-out documentation.

Attachments:

- A. Evaluation and Selection Criteria
- B. Sample Professional Services Contract
- C. CIP Project budget sheets
- D. Grant Application Documents
- E. Sample QC Documentation

Attachment A: Evaluation and Selection Criteria

<u>CONSULTANT/FIRM NAME:</u>		
WRITTEN PROPOSAL	Maximum Points	Reviewer Score
Expertise of Project Team – Project Manager with a proven history of successful delivery of projects of similar size/complexity, who is highly organized, effective, collaborative, good communicator, responsive, pro-active in identifying issues and who is willing to explore innovative strategies. Qualifications and technical expertise of the design team that demonstrates it is staffed with team members with appropriate experience and technical skills that will be needed to deliver quality products and requested services.	30	
Project Approach and Understanding the Required Scope of Work – Description of proposer’s approach to meeting the Project needs for various deliverables for environmental, design, right of way, utility relocation, and design support during the construction phase. Approach should also include task assignments, organization of tasks, understanding of interrelationship of critical tasks and commitment of resources to each task and deliverable. Comprehensive understanding of the Project scope of work, ability to identify critical issues with appropriate solutions and a thorough understanding of the delivery process, including providing a detailed Project schedule.	25	
Related Project Experience – Example of projects delivered for other agencies that are similar in scope and complexity to the Project, including details of roles and responsibilities of the proposed team that worked on such projects. Recent and relevant experience with Caltrans projects and familiarity with Caltrans policies and procedures for projects within the state right of way.	25	
Professional Capacity – Key personnel are available, committed to the project.	10	
SUBTOTAL FOR SHORTLISTING	90	
References – Project Manager and the design team’s commitment to deliver quality project, timely communication of issues, ability to complete tasks and milestones on schedule and within budget.	10	
SUBTOTAL OF WRITTEN PROPOSAL	100	
INTERVIEW (if applicable)		
Presentation by the Project Manager – Project understanding, communication abilities, critical issues, innovation and solutions.	10	
Presentation by the Team – Experience, roles and responsibilities, communication and coordination between team members, agencies, and City.	10	
Questions & Answers – Response to panel’s questions.	10	
SUBTOTAL OF WRITTEN PROPOSAL WITH INTERVIEW (if applicable)	30	
TOTAL *	130*	
RANKING OF CONSULTANT FIRM (assigned after completion of scoring)		

* The City intends to develop a shortlist of at least three (3) Consultants with the highest total percentage excluding References. The City reserves the right to shortlist more or less than three (3) Consultants. References of shortlisted firms will then be evaluated and the Consultant with the highest total percentage may be selected.

* If interviews are not performed, the “**Subtotal Of Written Proposal**” with 100 points maximum represents the total scoring for the proposal and rankings will be based off of this score.

Evaluator

Print Name: _____

Signature: _____

Date: _____

Attachment B: Sample Professional Services Contract

CITY OF ELK GROVE



CONSULTANT CONTRACT FOR

Consultant's Name

Professional Engineering Consulting Services

North Laguna Creek Area Big Horn Blvd and Franklin Blvd Improvements
Project (WTR083)

CONTRACT FOR SERVICES

THIS CONTRACT is made on _____, 20____, by and between City of Elk Grove, a municipal corporation (the “City”) and _____ (the “Consultant”), collectively referred to as the “Parties.”

WITNESSETH

WHEREAS, Consultant has presented a proposal to provide services, which services are identified in the Scope of Work attached hereto and incorporated herein by this reference as **Exhibit A**, and by reason of its qualifications, experience, and facilities, is duly authorized to perform the type of services contemplated herein; and,

WHEREAS, City desires to hire Consultant to perform the Scope of Work pursuant to the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, City and Consultant agree to as follows:

1. SCOPE OF SERVICES

A. Consultant shall do all work, attend all meetings, produce all reports and carry out all activities necessary to complete the services described in the Scope of Work. This Contract and its exhibits shall be known as the “Contract Documents.” Terms set forth in any exhibits shall be deemed to be incorporated in all Contract Documents as if set forth in full therein. In the event of conflict between terms contained in these Contract Documents, the more specific term shall control.

B. Consultant agrees it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Contract is based on such independent investigation and research.

2. TERM OF CONTRACT

A. This Contract shall be effective as of the date executed by the Parties and approved as to form by the City Attorney and shall terminate at 11:59 p.m. on _____, unless earlier terminated pursuant to Section 11 of this Contract. Notwithstanding any other provision of this Contract, the City Manager shall be authorized to modify the Scope of Work and/or extend the termination date of this Contract (including, as necessary, modification of the Scope of Work and/or Schedule of Performance as to time of performance) by a writing signed by the City Manager and the Consultant prior to the initial termination or any extended termination date.

3. SCHEDULE FOR PERFORMANCE

City and Consultant agree that time is of the essence and Consultant agrees that services shall be undertaken and completed in accordance with the schedule of performance (the “Schedule of Performance”), attached hereto and incorporated herein by reference as **Exhibit B**. Deviations from the time schedule stated in the Schedule of Performance may be made with the written approval of City



Manager, or his/her authorized representative. Consultant's failure to complete work in accordance with the Schedule of Performance may result in delayed compensation as described in Section 4.

4. COMPENSATION

A. Consultant shall be paid monthly as set forth in **Exhibit C**, "Compensation and Method of Payment," attached hereto and incorporated herein by reference, for the actual fees, costs and expenses for the time and materials required and expended, and approved by City, but in no event shall total compensation under this Contract exceed [redacted] (**\$00.00**), without City's prior written approval. Said amount shall be paid upon submittal of a monthly invoice showing completion of the tasks that month, including the services rendered, the costs incurred for materials, the person(s) rendering performed services, the amount of time spent by such person(s), and the applicable hourly rate.

B. If Consultant's performance is not in conformity with the Scope of Work or Schedule of Performance, payments may be delayed or denied, unless otherwise agreed to by City in writing.

C. If the work is halted at the request of City, compensation shall be based upon the proportion that the work performed bears to the total work required by this Contract, subject to Section 11.

5. NOTICES

A. Consultant shall transmit invoices and any notices to City, with copy (excepting invoices) to City Attorney, as follows:

City of Elk Grove
Attn: Finance Department
8401 Laguna Palms Way
Elk Grove, California 95758

City of Elk Grove
Attn: City Attorney's Office
8401 Laguna Palms Way
Elk Grove, California 95758

B. City shall transmit payments on invoiced amounts, and any notices required by this Contract to Consultant as follows:

[redacted]

6. PROFESSIONAL SERVICES

Consultant 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 Consultant and its subcontractors or agents are engaged. Consultant shall not, either during or after the term of this Contract, make public any reports or articles, or disclose to any third party any information, confidential



or otherwise, relative to the work of City or the operations or procedures of City without the prior written consent of City.

Consultant further agrees that it shall not, during the term of this Contract, take any action that would affect its impartiality or professionalism due to City whether perceived or actual.

7. INDEPENDENT CONTRACTOR

A. It is understood and agreed that Consultant (including Consultant's employees) is an independent contractor, and that no relationship of employer-employee exists between the Parties hereto.

B. Consultant's assigned personnel shall not be entitled to any benefits payable to employees of City.

C. City is not required to make any deductions or withholdings from the compensation payable to Consultant under the provisions of the Contract and is not required to issue W-2 Forms for income and employment tax purposes for any of Consultant's assigned personnel.

D. Consultant, in the performance of its obligation hereunder, is only subject to the control or direction of City as to the designation of tasks to be performed and the results to be accomplished.

E. Any third-party person(s) employed by Consultant shall be entirely and exclusively under the direction, supervision, and control of Consultant.

F. Consultant hereby indemnifies and holds City harmless from any and all claims that may be made against City based upon any contention by any third party that an employer-employee relationship exists by reason of this Contract.

8. AUTHORITY OF CONSULTANT

Consultant shall possess no authority with respect to any City decision and no right to act on behalf of City in any capacity whatsoever as agent, or to bind City to any obligations whatsoever.

9. CONFLICT OF INTEREST

Consultant certifies that it has disclosed to City any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided pursuant to this Contract. Consultant agrees to advise City of any actual, apparent or potential conflicts of interest that may develop subsequent to the date of execution of this Contract. Consultant further agrees to complete any statements of economic interest if required by either City ordinance or State law.



10. AMENDMENTS, CHANGES OR MODIFICATIONS

Amendments, changes or modifications in the terms of this Contract may be made at any time by mutual written agreement between the Parties hereto and shall be signed by the persons authorized to bind the Parties.

11. TERMINATION

A. This Contract may be terminated by City, provided that City gives not less than thirty (30) calendar days' written notice (delivered by certified mail, return receipt requested) of intent to terminate. Upon termination, City shall be entitled to all work, including but not limited to, reports, investigations, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date, whether completed or not, and in accordance with Section 15, Property of City.

B. City may temporarily suspend this Contract, at no additional cost to City, provided that Consultant is given written notice (delivered by certified mail, return receipt requested) of temporary suspension. If City gives such notice of temporary suspension, Consultant shall immediately suspend its activities under this Contract. A temporary suspension may be issued concurrent with the notice of termination provided for in subsection A of this section.

C. Notwithstanding any provisions of this Contract, Consultant shall not be relieved of liability to City for damages sustained by City by virtue of any breach of this Contract by Consultant, and City may withhold any payments due to Consultant until such time as the exact amount of damages, if any, due City from Consultant is determined.

D. In the event of termination, Consultant shall be compensated as provided for in this Contract, except as provided in Section 11C. Upon termination, City shall be entitled to all work, including but not limited to, reports, investigations, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date, whether completed or not, and in accordance with Section 15, Property of City.

12. FUNDING

Consultant agrees and understands that renewal of this Contract in subsequent years is contingent upon action by City Council consistent with the appropriations limits of Article XIII B of the California Constitution and that the City Council may determine not to fund this Contract in subsequent years.

13. NOTICE TO PROCEED

Prior to commencing work under this Contract, Consultant shall receive a written "Notice to Proceed" from City. A Notice to Proceed shall not be issued until all necessary bonds and insurances have been received. City shall not be obligated to pay Consultant for any services prior to issuance of the Notice to Proceed.



14. EXTENSIONS OF TIME

Consultant may, for good cause, request extensions of time to perform the services required hereunder. Such extensions must be authorized in advance by City, in writing, and at City's sole discretion. Such extensions, if authorized, shall be incorporated in written amendments to this Contract or the attached Scope of Work in the manner provided in Section 10.

15. PROPERTY OF CITY

A. It is mutually agreed that all materials prepared by Consultant under this Contract shall become the property of City, and Consultant shall have no property right therein whatsoever. Immediately upon termination, City shall be entitled to, and Consultant shall deliver to City, 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 Consultant in performing this Contract which is not Consultant's privileged information, as defined by law, or Consultant's personnel information, along with all other property belonging exclusively to City which is in Consultant's possession. Publication of the information derived from work performed or data obtained in connection with services rendered under this Contract must be approved in writing by City.

B. Additionally, it is agreed that the Parties intend this to be a contract for services and each considers the products and results of the services to be rendered by Consultant hereunder to be work made for hire. Consultant acknowledges and agrees that the work (and all rights therein, including, without limitation, copyright) belongs to and shall be the sole and exclusive property of City without restriction or limitation upon its use or dissemination by City.

C. Nothing herein shall constitute or be construed to be any representation by Consultant that the work product is suitable in any way for any other project except the one detailed in this Contract. Any reuse by City for another project or project location shall be at City's sole risk.

16. COMPLIANCE WITH LAW

Consultant shall comply with all applicable laws, ordinances, and codes of federal, State and local governments, and shall commit no trespass on any public or private property in performing any of the work authorized by this Contract.

17. REPRESENTATIONS

A. Consultant agrees and represents that it is qualified to properly provide the services set forth herein, in a manner which is consistent with the generally accepted standards of Consultant's profession.

B. Consultant agrees and represents that the work performed under this Contract shall be in accordance with applicable federal, State and local law.



C. Consultant shall designate a project manager who at all times shall represent Consultant before City on all matters relating to this Contract. The project manager shall continue in such capacity unless and until he or she is removed at the request of City, is no longer employed by Consultant, or is replaced with the written approval of City, which approval shall not be unreasonably withheld.

D. Consultant shall provide corrective services without charge to City for services which fail to meet the above professional and legal standards, and which are reported to Consultant in writing within sixty (60) calendar days of discovery. Should Consultant fail or refuse to perform promptly its obligations, City may render or undertake performance thereof and Consultant shall be liable for any expenses thereby incurred.

18. APPROVAL OF STAFF MEMBERS

A. Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the services required under this Contract. Consultant shall notify City of any changes in Consultant's staff to be assigned to perform the services required under this Contract and shall obtain the approval of the City Manager of a list of all proposed staff members who are to be assigned to perform services under this Contract prior to any such performance.

19. ASSIGNMENT AND SUBCONTRACTING

A. Except as expressly authorized herein, Consultant's obligations under this Contract are not assignable or transferable, and Consultant shall not subcontract any work, without the prior written approval of City. However, claims for money due or which become due to Consultant from City under this Contract may be assigned to a financial institution or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to City.

B. Consultant shall be as fully responsible to City for the negligent acts and omissions of its contractors and subcontractors, and of persons either directly or indirectly employed by them, in the same manner as persons directly employed by Consultant.

20. MATERIALS CONFIDENTIAL

All of the materials prepared or assembled by Consultant pursuant to performance of this Contract are confidential and Consultant agrees that they shall not be made available to any individual or organization without the prior written approval of City or except by court order. If Consultant or any of its officers, employees, or subcontractors does voluntarily provide information in violation of this Contract, City has the right to reimbursement and indemnity from Consultant for any damages caused by Consultant releasing the information, including, but not limited to, City's attorney's fees and disbursements, including without limitation experts' fees and disbursements.



21. LIABILITY OF CONSULTANT—NEGLIGENCE

Consultant shall be responsible for performing the work under this Contract in a manner which is consistent with the generally-accepted standards of Consultant's profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors and subcontractors. City shall have no right of control over the manner in which the work is to be done but only as to its outcome and shall not be charged with the responsibility of preventing risk to Consultant or its employees, agents, contractors or subcontractors.

22. INDEMNITY AND LITIGATION COSTS

To the fullest extent permitted by law, Consultant shall indemnify, protect, defend, and hold harmless City, its officers, officials, agents, employees and volunteers from and against any and all claims, damages, demands, liability, costs, losses and expenses, including without limitation, court costs and reasonable attorneys' and expert witness fees, arising out of any failure to comply with applicable law, any injury to or death of any person(s), damage to property, loss of use of property, economic loss or otherwise arising out of the performance of the work described herein, to the extent caused by a negligent act or negligent failure to act, errors, omissions, recklessness or willful misconduct incident to the performance of this Contract on the part of Consultant, except such loss or damage which was caused by the sole negligence, or willful misconduct of City, as determined by a Court of competent jurisdiction. Unless and until such judicial determination is made, or as otherwise agreed by the parties, Consultant shall remain obligated to defend, indemnify, and hold harmless City, its officers, officials, employees, volunteers, and agents pursuant to this Contract. The provisions of this section shall survive termination or suspension of this Contract.

In any contract that Consultant enters into with any subcontractor in any capacity related to any and all duties under this Contract, there must be an indemnification provision identical to the one provided in this Section applicable to the subcontractor requiring the subcontractor to assume the defense, indemnify and save harmless City to the same extent as Consultant. Consultant's failure to include such an indemnification provision in any contract with a subcontractor shall constitute a material breach of this Contract. In the event Consultant fails to obtain such indemnity obligations from others as required herein, Consultant agrees to be fully responsible and indemnify, and save harmless City as prescribed under this Section.

23. EVIDENCE OF INSURANCE COVERAGE

Prior to commencement of any work under this Contract, Consultant shall provide and maintain in effect during the term of this Contract evidence of insurance coverage as set forth in **Exhibit D**, attached hereto and incorporated herein by reference. These insurance requirements are summarized as follows:



TYPE	SINGLE LIMIT / OCCURRENCE	AGGREGATE	ENDORSEMENTS***
General Liability	\$1,000,000	\$1,000,000	Additional Insured Waiver of Subrogation Primary Non-Contributory
Auto Liability	Non-Commercial Acceptable		
Work Comp Employer's Liability	Statutory \$1,000,000 each		Waiver of Subrogation
Professional Liability/Errors and Omissions	\$1,000,000	\$1,000,000	Requirement extends 2 years past contract expiration

***Must be actual endorsements. Typed statements on Certificates of Liability are unacceptable.

This is a summary only. Please refer to the insurance section and/or exhibit of this contract for specific requirements.

Furthermore, Consultant shall certify its compliance with Labor Code Section 3700 in the form attached hereto and incorporated by reference, as Exhibit E.

24. EVIDENCE OF INSURANCE COMPLIANCE

Consultant or its insurance broker shall deliver the required proof of insurance compliance, consisting of Insurance Services Office (ISO) endorsement forms or their equivalent and the ACORD form 25-S certificate of insurance (or its equivalent), evidencing all required coverage to City. City may designate an insurance certificate processor ("Processor") to accept and process Consultant's proof of insurance. Consultant shall deliver copies of the actual insurance policies, renewals, or replacements directly to City or Processor upon their request.

25. EMPLOYMENT PRACTICES

Consultant, by execution of this Contract, certifies that it does not discriminate against any person upon the basis of race, color, creed, national origin, age, sex, disability or marital status in its employment practices.

26. UNAUTHORIZED ALIENS

Consultant hereby promises and agrees to comply with all of the provisions of the federal immigration and nationality act (8 U.S.C.A. § 1101 et seq.), as amended; and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Consultant so employ such unauthorized aliens for the performance of work and/or services covered by this Contract, and should the federal government impose sanctions against City for such use of unauthorized aliens, Consultant hereby agrees



to, and shall, reimburse City for the cost of all such sanctions imposed, together with any and all costs, including attorneys' fees, incurred by City in connection therewith.

27. LICENSES, PERMITS, AND OTHER APPROVALS

Consultant represents and warrants to City that it has all licenses, permits, qualifications and approvals of whatsoever nature legally required for Consultant to practice its profession and perform the work described herein. Consultant represents and warrants to City that Consultant shall, at its sole cost and expense, obtain and/or keep in effect at all times during the term of this Contract any licenses, permits, and approvals which are legally required for Consultant to practice its profession at the time the services are performed.

28. RECORDS AND INSPECTION

Consultant shall maintain records, books, documents and other evidence directly pertinent to the performance of work under this Contract in accordance with generally accepted accounting principles and practices. City shall have the right to access and examine such records, without charge, during normal business hours. City shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

29. MISCELLANEOUS PROVISIONS

A. Attorneys' Fees: In the event an action or proceeding is instituted by either party for the breach or enforcement of any provision of this Contract, the prevailing party shall be entitled to reasonable attorneys' fees and all litigation expenses, including, but not limited to expert's fees and disbursements.

B. Venue: This Contract shall be deemed to be made in, and the rights and liabilities of the Parties, and the interpretation and construction of the Contract governed by and construed in accordance with the laws of the State of California. Any legal action arising out of this Contract shall be filed in and adjudicated by a court of competent jurisdiction in the County of Sacramento, State of California.

C. Enforceability: If any term or provision of this Contract is found to be void, voidable, invalid or unenforceable by a court of competent jurisdiction under the laws of the State of California, any and all of the remaining terms and provisions of this Contract shall remain binding.

D. Time: All times stated herein or in any other Contract Documents are of the essence.

E. Binding: This Contract shall bind and inure to the heirs, devisees, assignees and successors in interest of Consultant and to the successors in interest of City in the same manner as if such parties had been expressly named herein.

F. Survivorship: Any responsibility of Consultant for warranties, insurance, indemnity, record-keeping or compliance with laws with respect to this Contract shall not be invalidated due to the expiration, termination or cancellation of this Contract.



G. Construction and Interpretation: Consultant and City agree and acknowledge that the provisions of this Contract have been arrived at through negotiation and that each party has had a full and fair opportunity to revise the provisions of this Contract and to have such provisions reviewed by legal counsel. Therefore, any ambiguities in construing or interpreting this Contract shall not be resolved against the drafting party. The titles of the various sections are merely informational and shall not be construed as a substantive portion of this Contract.

H. 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 Contract shall not be deemed a waiver with respect to any subsequent default or other matter.

I. Severability: The invalidity, illegality or unenforceability, of any provision of this Contract shall not render the other provisions invalid, illegal or unenforceable.

J. No Third-Party Beneficiary: It is expressly understood and agreed that the enforcement of these terms and conditions shall be reserved to City and Consultant. Nothing contained in the agreement shall give or allow any claim or right of action whatsoever by any third party. It is the express intent of City and Consultant that any such person or entity, other than City or Consultant, receiving benefits or services under this agreement shall be deemed as incidental beneficiary.

K. Non-Discrimination/Non-Preferential Treatment Statement: In performing this Contract, the parties shall not discriminate or grant preferential treatment on the basis of race, sex, color, age, religion, sexual orientation, disability, ethnicity, or national origin, and shall comply to the fullest extent allowed by law, with all applicable local, state, and federal laws relating to nondiscrimination.

L. Authority to Execute: The person or persons executing this Contract on behalf of Consultant warrant and represent that they have the authority to execute this Contract on behalf of their agency and further warrant and represent that they have the authority to bind Consultant to the performance of its obligations hereunder.

M. Dispute Resolution: Prior to either party commencing any legal action under this Contract, the parties agree to try in good faith, to settle any dispute amicably between them. If a dispute has not been settled after forty-five (45) days of good-faith negotiations and as may be otherwise provided herein, then either party may pursue available legal and equitable remedies against the other.

N. Force Majeure: Neither party shall be in default by reason of any failure in the performance of this Contract if such failure arises out of causes beyond its reasonable control. Such causes may include, but are not limited to, acts of God, acts of the public enemy, acts of government in either its sovereign or contractual capacity, acts of the party whose performance is not sought to be excused, fires, flood, weather, epidemics, quarantine restrictions, strikes, freight embargoes, failure of transmission or power supply, mechanical difficulties with equipment which could not have been reasonably forecasted or provided for, or other causes beyond its sole control. The party so affected will resume performance as soon as practicable after the force majeure event terminates.



30. ENTIRE AGREEMENT

This instrument and any attachments hereto constitute the entire Contract 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.

AGREED to this _____ day of _____, 20__, by the Parties as follows:

Approved to as form:

CONSULTANT

By: _____
Attorney for Consultant

By: _____
Name, Title

Approved as to form:

CITY OF ELK GROVE

By: _____
Jonathan P. Hobbs, City Attorney

By: _____
Jason Behrmann, City Manager

Attest to:

By: _____
Jason Lindgren, City Clerk

Dated: _____

City of Elk Grove

Consultant's Name

North Laguna Creek Area Big Horn Blvd and Franklin Blvd Improvements Project (WTR083)



EXHIBIT A

Scope of Work

City of Elk Grove

Consultant's Name

North Laguna Creek Area Big Horn Blvd and Franklin Blvd Improvements Project (WTR083)



EXHIBIT B

Schedule of Performance

City of Elk Grove

Consultant's Name

North Laguna Creek Area Big Horn Blvd and Franklin Blvd Improvements Project (WTR083)



EXHIBIT C

Compensation and Method of Payment

Under no circumstances shall the aggregate amount paid under this Contract exceed the amount specified in Section 4A above and if the Contract is approved by the City Manager, all compensation paid to Consultant each year shall meet the cost limitation set forth in City of Elk Grove Municipal Code Chapter 3.42.



EXHIBIT D

Insurance Requirements

Prior to commencement of any work under this Contract, Consultant shall provide to the City proof of, and maintain in full force and effect at all times during the term of the Contract, at its sole cost and expense, policies of insurance as set forth herein. Consultant shall comply with all reporting and other provisions of the policies of insurance as set forth herein including, but not limited to, timely reporting of claims and suits. Further, should Consultant maintain any programs of self-insurance, Consultant shall comply with the applicable fulfillment of any self-insured retentions.

1. General Liability:

- a. Comprehensive general liability insurance including, but not limited to, protection for claims of bodily injury, property damage, and personal and advertising injury liability.
- b. Coverage shall be at least as broad as Insurance Services Office Commercial General Liability coverage form CG 0001 (occurrence).
- c. Claims-made coverage is not acceptable.
- d. The limits of liability shall not be less than:

Each occurrence:	One Million Dollars (\$1,000,000)
Aggregate:	One Million Dollars (\$1,000,000)
- e. The City, its officials, employees, agents and authorized volunteers shall be covered and specifically named as additional insured as respects liability arising out of activities performed by or on behalf of Consultant, products and completed operations of Consultant, premises owned, occupied, or used by Consultant, or automobiles leased, hired, or borrowed by Consultant on a separate endorsement acceptable to the City.
- f. The insurer shall agree to waive all rights of subrogation against the City, its officials, employees, agents, and authorized volunteers for losses arising from work performed by Consultant.
- g. The policy shall contain no special limitations on the scope of coverage afforded to the City, its officials, employees, agents, or authorized volunteers.
- h. Provision or endorsement stating that for any claims related to this contract, Consultant's insurance coverage shall be primary insurance as respects the City, its officials, employees, agents, and authorized volunteers to the extent the City is an additional insured. Any insurance or self-insurance maintained by the City, its officials, employees, agents, or authorized volunteers shall be in excess of Consultant's insurance and shall not contribute with it, to the payment or satisfaction of any defense expenses, loss or judgment.

2. Automobile Liability:



- a. Automobile liability insurance providing protection against claims of bodily injury and property damage arising out of ownership, operation, maintenance, or use of automobiles.
 - b. Non-commercial policies are acceptable.
3. Worker's Compensation:
- a. Worker's Compensation Insurance, with coverage as required by the State of California (unless Consultant is a qualified self-insurer with the State of California or is not required by California law to carry workers' compensation coverage), and Employers Liability coverage. Consultant shall execute a certificate in compliance with Labor Code Section 1861, on the form provided in Exhibit E.
 - b. Employer's Liability Coverage shall not be less than the statutory requirements.
 - c. If an injury occurs to any employee of Consultant for which the employee or his dependents, in the event of his death, may be entitled to compensation from the City under the provisions of the Acts, for which compensation is claimed from the City, there will be retained out of the sums due Consultant under this Contract, an amount sufficient to cover such compensation as fixed by the Acts, until such compensation is paid or it is determined that no compensation is due. If the City is required to pay such compensation, the amount so paid will be deducted and retained from such sums due, or to become due to Consultant.
 - d. The insurer shall agree to waive all rights of subrogation against the City, its officials, employees, agents, and authorized volunteers for losses arising from work performed by Consultant.
4. Errors and Omissions; Malpractice; Professional Liability:
- a. Errors and omissions, malpractice, or professional liability insurance sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this Contract.
 - b. The limits of liability shall not be less than:

Each occurrence or claim:	One Million Dollars (\$1,000,000)
Aggregate:	One Million Dollars (\$1,000,000)
 - c. Both occurrence and claims-made policies are acceptable. Upon termination of this Contract the same insurance requirements in this section will apply for a two (2) year period following such termination. A "tail" policy may be purchased as an alternative to satisfy this requirement.
5. Acceptability of Insurers: Insurance is to be placed with insurers with a **Bests' rating of no less than A:VII**.
6. Any deductibles, aggregate limits, pending claims or lawsuits that may diminish the



aggregate limits, or self-insured retention(s), must be declared to, and approved by, the City.

7. Consultant shall furnish the City with certificates of insurance and original endorsements or insurance binders, signed by a person authorized by the insurer to bind coverage on its behalf, evidencing the coverage required by this Contract. At the written request of the City, Consultant agrees to furnish a duplicate original or certified copy of each required policy including the declaration pages, conditions, provisions, endorsements, and exclusions.
8. The City, due to unforeseen risk or exhaustion, failure, or dilution of Consultant's insurance coverage, at its discretion, may increase the amounts and types of insurance coverage required hereunder at any time during the term of the contract by giving 30 days written notice.
9. Consultant shall serve the City notice, in writing by certified mail, within 2 days of any notices received from any insurance carriers providing insurance coverage under this Agreement that concern the suspension, voidance, cancellation, termination, reduction in coverage or limits, non-renewal, or material changes of coverage proposed or otherwise.
10. If Consultant fails to procure or maintain insurance as required by this section, and any Supplementary Conditions, or fails to furnish the City with proof of such insurance, the City, at its discretion, may procure any or all such insurance. Premiums for such insurance procured by the City shall be deducted and retained from any sums due Consultant under the contract.
11. Failure of the City to obtain such insurance shall in no way relieve Consultant from any of its responsibilities under the contract.
12. The making of progress payments to Consultant shall not be construed as relieving Consultant or its Sub-Consultants or agents of responsibility for loss or direct physical loss, damage, or destruction occurring prior to final acceptance by the City.
13. The failure of the City to enforce in a timely manner any of the provisions of this section shall not act as a waiver to enforcement of any of these provisions at any time during the term of the contract.
14. The requirement as to types, limits, and the City's approval of insurance coverage to be maintained by Consultant are not intended to, and shall not in any manner, limit or qualify the liabilities and obligations assumed by Consultant under the Contract.



EXHIBIT E

Certificate of Compliance With Labor Code § 3700, Release and Indemnification

The undersigned, on behalf of and as the duly certified representative of Consultant, certifies as follows:

1. Consultant is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and Consultant has complied or will comply with such provisions before commencing the performance of the work of this contract. (Cal. Labor Code §§1860, 1861.)

2. Should Consultant fail to secure Workers' Compensation coverage as required by the State of California, Consultant shall release, hold harmless, defend and indemnify City of Elk Grove from and against any damage, liability, claim, cause of action and any other loss, including without limitation, court costs, reasonable attorney's fees and costs resulting from any failure to take and/or maintain Workers' Compensation insurance as required by law. The provisions of this Exhibit shall survive termination, suspension and/or completion of this Contract. It is further understood and agreed that this release and assumption of risk is to be binding on Consultant's successors, heirs and assigns.

CONSULTANT

By: _____

Date: _____

Name: _____

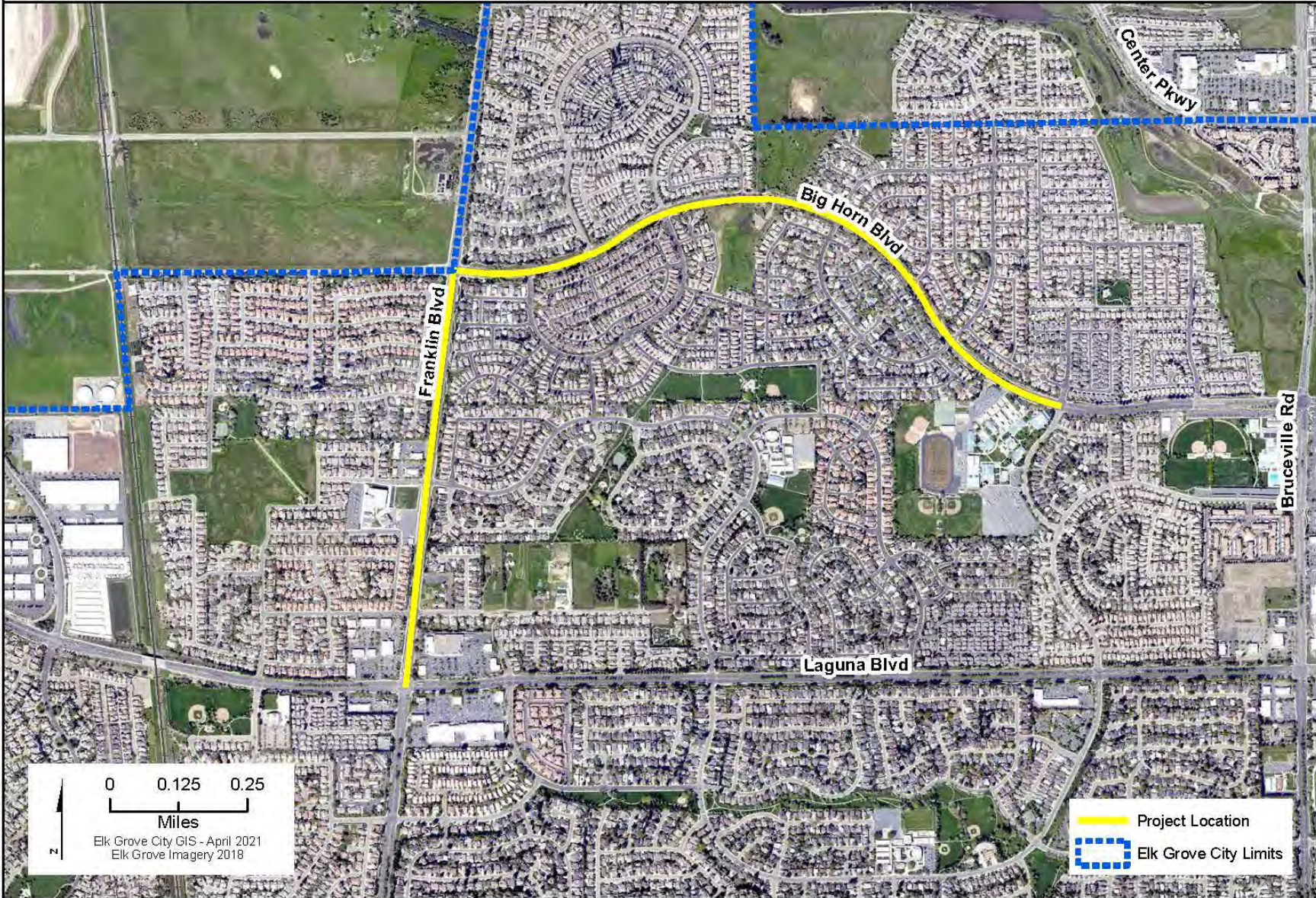
Title: _____

Attachment C: CIP Project Budget Sheets



North Laguna Creek Area Big Horn Blvd & Franklin Blvd Improvements - WTR083

Project Location Map



North Laguna Creek Area Big Horn Blvd and Franklin Blvd Improvements								Project #:	WTR083
Section 1 Description									
<p>The Project will result in the extension of the existing one-way class IV bikeways or cycle track on Franklin Blvd. and add green pavement markings in high conflict areas. The Project will also result in pavement maintenance and rehabilitation on Big Horn Blvd. with the creation of buffered bike lanes, added green pavement markings in high conflict areas, and upgraded curb ramps.</p> <p>This project is located on Big Horn Blvd. from Franklin Blvd.to Laguna Creek High School (Vicino Dr.) and Franklin Blvd. from Big Horn Blvd. to Laguna Blvd.</p>									
Project Justification									
-									
Notes									
-									
Section 2 Impact to Annual Operating Budget									
-									
Section 3 Estimated Project Costs									
Type of Expenditure	Expenses Prior to FY 21/22	Revised Budget FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	Future \$	Total
Preliminary Engineering	-	-	-	177,000	-	-	-	-	177,000
Other Capital Improvement	-	-	100,000	-	-	-	-	-	100,000
Environmental	-	-	90,000	-	-	-	-	-	90,000
Construction Engineering	-	-	-	-	266,000	-	-	-	266,000
Construction Contract	-	-	-	-	2,042,000	-	-	-	2,042,000
									-
Total Capital Costs	-	-	190,000	177,000	2,308,000	-	-	-	2,675,000
Section 4 Method(s) of Financing									
Funding Source(s)	Expenses Prior to FY 21/22	Revised Budget FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	Future \$	Total
294 Measure A Maintenance	-	-	100,000	-	-	-	-	-	100,000
301 Federal Capital Grants 1	-	-	90,000	177,000	2,308,000	-	-	-	2,575,000
									-
Total Program Financing	-	-	190,000	177,000	2,308,000	-	-	-	2,675,000

Attachment D: Grant Application Documents

2021 REGIONAL PROGRAM MAINTENANCE & MODERNIZATION CATEGORY APPLICATION

Project Background

Project Title	North Laguna Creek Area Big Horn Blvd and Franklin Blvd Improvements
Lead Agency	City of Elk Grove
SACOG ID number (if available)	TBD, fits lump sum group listing in MTP/SCS
Is this a phase of a larger project? If so, which project?	N/A

Project Description

Provide a 1-2 sentence description of your project, following the guideline instructions.

Franklin Boulevard from Big Horn Boulevard to Laguna Boulevard. Work includes replace the existing class II bike lanes with one-way class IV bikeways or cycle track for completion of the Franklin Boulevard Cycle Track Phase 2 and adding green pavement markings in high conflict areas. Big Horn Boulevard from Franklin Boulevard to Laguna Creek High School (Vicino Drive). Work includes pavement maintenance and rehabilitation, creation of buffered bike lanes, adding green pavement markings in high conflict areas, and upgrading curb ramps.

Lead Agency Contact Information

Name	Kevin Bewsey
Position	Capital Programs Manager
Agency	City of Elk Grove
Phone	(916) 478-2243
E-mail	kbewsey@elkgrovecity.org

Partner Agencies (if applicable)

Agency Name	None
-------------	------

Project Funding Request (*round costs to the nearest thousand dollars*)

SACOG funding request	\$2,575,000
Total project cost	\$2,575,000

Sacramento Area Council of Governments 2021 Regional Program
Maintenance & Modernization Application

Project Screening Criteria	Yes	No
Is your project listed in the 2020 MTP/SCS project list or in a lump sum project category?	X	
Is your project a non- vehicle expansion transportation project that is exempt from a regional air quality conformity analysis?	X	
Is your project federal-aid eligible and able to use CMAQ, RSTP, and/or STIP funding?	X	
If you are a special district (e.g., air districts, JPAs, transportation management associations), have you coordinated with a local jurisdiction during the consultation phase and in setting priority rankings?	N/A	
Does your funding request include a minimum of 11.47% match in non-federal funds?		X
If yes to the above question, leave this checkbox blank. If no to the above question, does the project serve a disadvantaged community and are you are requesting to waive the match requirement? (if so, please remember to include the supplemental match waiver section as part of your application packet)		
Is the project’s construction phase (or transit vehicle procurement) in an exempt group listing or ready to be programmed into the MTIP to occur no later than June 2025?	X	
If you are applying for construction funding, can you demonstrate that the environmental, engineering, and right-of-way phases are reasonably estimated in the application materials?	X	
If you are applying for construction funding, can you demonstrate financial ability for ongoing operations and maintenance and the ability to cover cost overruns?	X	
If you are requesting project development funding, can you demonstrate that the project is listed in the 2020 MTP/SCS (or included in a lump-sum project category) for completion within the next 10 years?	N/A	

Evaluation & Performance Selection Criteria

Project Sponsor Priorities

Please be sure you include the Sponsor Priority Ranking Table (application element #6) either in the submittal of your highest ranked application or directly to the SACOG program coordinator (i.e., you do not need to include the table with every application, just once). The program guidelines give more information on how to fill out this exhibit.

Asset Condition and Use (State of Good Repair)

Maintenance Needs

- If your project consists of road rehab/operations or bike/ped elements but not transit vehicle replacement, only answer the following road rehabilitation data indicators and questions.
- If your project request is exclusively for transit vehicle replacement, only answer the following transit replacement vehicle data indicators and questions.
- If your project includes both road rehabilitation and transit replacement vehicle elements, answer both sets of questions.

Table 1: Road Rehabilitation Needs & Narrative

Data

What is the Pavement Condition Index (PCI) of the road segment proposed for funding? If you have different PCIs for different segments, use your best estimate of average PCI.	65
What is the average daily traffic (ADT) on the road segment proposed for funding?	18,000
What is the average multimodal daily volumes on the segment proposed for funding? (optional indicator)	N/A
What is the age of the ITS infrastructure requested for replacement? (optional indicator)	N/A

Table 2: Transit Replacement Vehicle Replacement Needs & Narrative

Data

What percentage of your agency's fleet exceeds the FTA's default useful life benchmark?	N/A
What is the average mileage of the vehicles you are requesting to replace?	N/A

Narrative Question for a funding request involving a construction phase or transit vehicle purchase:

For Roadway or Bike/Ped Facility: How are the proposed design elements/treatments the best treatments to preserve and extend the life of the facility? (Suggested length: 2-3 paragraphs.)

or

For Transit Replacement Vehicles: How did you define your vehicle replacement funding request? Please describe factors such as ridership over the last five years, anticipated future transit service, and/or amount of agency reserves available for capital expenditures that led to your request. (Suggested length: 2-3 paragraphs.)

The City has selected a treatment that is appropriate for the general pavement condition as represented by the Pavement Condition Index (PCI) for Big Horn Boulevard. A 60 PCI roadway segment or slightly higher will require microsurfacing to improve pavement condition and return it to a better-quality ride and PCI above 90. Additionally, a 3” grind and inlay of HMA will be used at certain locations to address cracking prior to microsurfacing.

While the City’s average PCI is higher than most agencies in the SACOG region, this roadway is one of our lower PCI segments that is on the Federal-Aid system. In addition, by addressing these roadway segments prior to the PCI getting below 60, the City can improve the pavement condition much more cost efficiently.

The project will also replace ADA non-conforming ramps with new ramps meeting ADA requirements. Buffered Bike lanes, green pavement markings in in conflict areas, and other striping/delineation will be placed upon completion of pavement rehabilitation and resurfacing.

Narrative Question for a funding request involving a Project Development (Environmental, Design, ROW) phase

How will this award help complete a phase of technical work? (e.g., completes environmental, preliminary engineering, etc.) What funding sources (e.g., local/ regional/state/federal) have you identified as a promising strategy to fund the construction phase of your project? (Suggested length: 2-3 paragraphs)

The City is requesting full funding for all phases: Environmental, Preliminary Engineering, Construction, and Construction Engineering. The City has identified local match funding from the City’s pavement management program including Measure A Maintenance Funds, Street Maintenance Districts, and Senate Bill 1 funding which can be used as the local match. This project also qualifies for a Local Match Waiver due to its location within and serving a disadvantaged community. The City is open to either approach to the local match but has showed the match as a local match at this time.

Cost-Effectiveness

Bring in the cost effectiveness calculation completed as part of application element #5. In preparing the inputs, use your best available estimates. We recognize the level of estimates may vary based on the project’s stage. Planning level estimates are acceptable. Section 2.5 of the program guidelines gives more information on the cost effectiveness calculation.

Table 3: Project Cost-Effectiveness Inputs

Daily Travel (ADT)	18,000
Annualization Factor	365
Project Cost	\$2,575,000
Useful Life Estimate (years)	8 years

Table 4: Project Cost-Effectiveness Calculation

Cost Effectiveness Calculation = (daily travel x annualization factor) / (project cost/ useful life estimate)
20

Modernization Benefits

Describe the project modernization benefits in the context of **up to two** of the following outcomes (i.e., choose to respond to one or two of the following outcomes):

- 1. Reduce regional vehicle miles travelled (VMT) and/or greenhouse gases (GHG)
- 2. Increase multi-modal travel/alternative travel/choice of transportation options
- 3. Provide long-term economic benefit within the region
- 4. Improve goods movement
- 5. Improve safety and security

Projects will be evaluated on the selected outcome(s). The PPA data table will give quantitative indicators for the outcome(s). (Suggested length: 4-5 paragraphs.)

<p><u>Improve multi-modal travel/alternative travel methods</u> On Franklin Boulevard, the project will replace the existing class II bike lanes with one-way class IV bikeways or cycle track to create a continuous inter-regional cycle track from the City of Sacramento at Cosumnes River Boulevard and associated light rail station down to Laguna Boulevard. The City of Elk Grove received grant funding for the Phase 1 project from the SB1 Congested Corridors Program. The funding would allow for completion of the Franklin Boulevard Cycle Track Phase 2.</p> <p>On Big Horn Boulevard, the project will replace the existing class II bike lanes with class II buffered bike lanes and create a continuous buffered facility for cyclists from Franklin Boulevard to Laguna Creek High School (Vicino Drive). ADA non-conforming ramps will be replaced with new ramps to meet ADA requirements. ADA ramp improvements will provide an improved accessible path.</p> <p>The PPA identifies an increase in multi-modal travel through two indicators. The multi-modal indicator 1: Street connectivity shows a intersections per acre of 0.24, which is double the amount for similar community types and 24 times the region level. Secondly, the multi-modal indicator 3: Transit activity shows 1.25 transit vehicle stops per acre which is more than double the amount of similar community types and more than 17 times the regional level. The PPA shows that the project has good potential to increase multi-modal travel due to its tight intersection grid and the numerous transit stops on Big Horn Boulevard and Franklin Boulevard. There is also both a local and a commute transit routed on Big Horn Boulevard and Franklin Boulevard.</p> <p><u>Improve safety and security:</u> By constructing the improvements, safety and security will be improved since the Project provides continuous facilities for pedestrians of all types as well as for bicyclists. The PPA under Safety Indicator 2, indicates a relatively high percentage of collisions per 100 million VMT as compared to similar community types. The PPA under Safety Indicator 3 shows a high percentage of bike/ped collisions when compared to similar community types and the region. The PPA also shows under</p>
--

Safety Indicator 4 that there are 5.4 bike + ped collisions per project centerline mile which is more than double the amount for similar community types and more than 3 times the region level. The City anticipates this project resulting in a reduction in collisions involving cyclists and pedestrians with the buffered bike lane improvements and one-way class IV bikeways or cycle tracks.

Project Deliverability & Readiness

(1) Describe any project delivery risks and how you will resolve them; (2) Describe community and policy body support for the project; (3) Discuss the O&M commitment and resources for the capital improvement once it is completed, or for the requested transit asset improvements. (Suggested length: 2-3 paragraphs.)

As with any grant funded project, the grant requirements drive certain features of the process, such as environmental and right-of-way. These phases will be less cumbersome since the environmental determination is anticipated to be a categorical exemption (CE) with limited technical studies. The City has successfully managed similar grant funded projects by developing a comprehensive schedule that accounts for all significant phases, such as, Requests for Authorizations (PA&ED, PS&E, CON), environmental process (NEPA & CEQA), right-of-way/utility process, project alternatives analysis and design, bidding/award and construction. All of the work on this project will be performed within the existing right-of-way so the City does not anticipate any significant issues that will drive the schedule. There are no utility relocations/disturbances anticipated with this project. The design elements are within the existing roadway between the existing curb lines.

Elk Grove adopted a Bicycle, Pedestrian, and Trails Master (BPTMP) in 2014 after soliciting community input on proposed alternative transportation features. The bike path facility improvements are consistent with the BPTMP.

The City of Elk Grove's Operation and Maintenance Division has a Pavement Maintenance Program that guides the planning for future street maintenance activities. The PCI is updated on a rotating basis every two (2) years.

Application exhibit checklist

The submittal to the Maintenance & Modernization program category requires several associated exhibits as part of the full application packet (in addition to this completed application form). The program guidelines describe each of these exhibits in greater detail. Application elements 1-5 are required for each project. Element 6 only needs to be included in one application, and elements 7 and 8 are optional. Use the checklist below to make sure your application includes the necessary exhibits. Include the application and each exhibit as separate attachments when you submit your electronic application packet.

Required element

- 1. Project application
- 2. Project Programming Request
- 3. Engineers Cost Estimate
- 4a. Project Performance Assessment Data Table **or**
- 4b. Transit Asset Management Data Table (for transit vehicle replacement and equipment projects)
- 5. Cost-Effectiveness Calculation

Additional elements

- 6. Sponsor priority ranking table (only needed once per sponsor, not in every application) NOTE: **One ranking table has been prepared and submitted separately for additional projects.**
- 7. Supplemental section for local match waiver (Optional. Only for projects serving a disadvantaged community that are requesting a match waive)
- 8. Optional additional exhibits (graphics, letters of support, etc.)

Application Element #2. SACOG Funding Program - Project Programming Request (PPR)

Derived from the State of California Department of Transportation PPR

Project Title			
North Laguna Creek Area Big Horn Blvd and Franklin Blvd Improvements			
Location (Project Limits), Description (Scope of Work)			
Franklin Boulevard from Big Horn Boulevard to Laguna Boulevard. Work includes replace the existing class II bike lanes with one-way class IV bikeways or cycle track for completion of the Franklin Boulevard Cycle Track Phase 2 and adding green pavement markings in high conflict areas.			
Big Horn Boulevard from Franklin Boulevard to Laguna Creek High School (Vicino Drive). Work includes pavement maintenance and rehabilitation, creation of buffered bike lanes, adding green pavement markings in high conflict areas, and upgrading curb ramps.			
Lead Project Sponsor		Project Partner (if applicable)	
Elk Grove		N/A	
County			
Sacramento			
Project Manager Name		Phone	E-mail Address
Kevin Bewsey		(916) 478-2243	kbewsey@elkgrovecity.org
Component	Implementing Agency		
PA&ED	City of Elk Grove		
PS&E	City of Elk Grove		
Right of Way	City of Elk Grove		
Construction	City of Elk Grove		
Project Milestone		Completed	Planned
Project Study Report Approved			10/01/22
Begin Environmental (PA&ED) Phase			12/01/22
Circulate Draft Environmental Document		Document Type	CEQA/NEPA CE
Draft Project Report			03/01/23
End Environmental Phase (PA&ED Milestone)			03/15/23
Begin Design (PS&E) Phase			07/01/23
End Design Phase (Ready to List for Advertisement Milestone)			04/01/24
Begin Right of Way Phase			07/01/23
End Right of Way Phase (Right of Way Certification Milestone)			03/01/24
Begin Construction Phase (Contract Award Milestone)			07/01/24
End Construction Phase (Construction Contract Acceptance Milestone)			10/01/24
Begin Closeout Phase			01/01/25
End Closeout Phase (Closeout Report)			04/01/25

SACOG has simplified the state Project Programming Request (PPR) form for the regional funding round.

If your project is selected for funding, you may need to fill out additional information in the state-issued PPR.

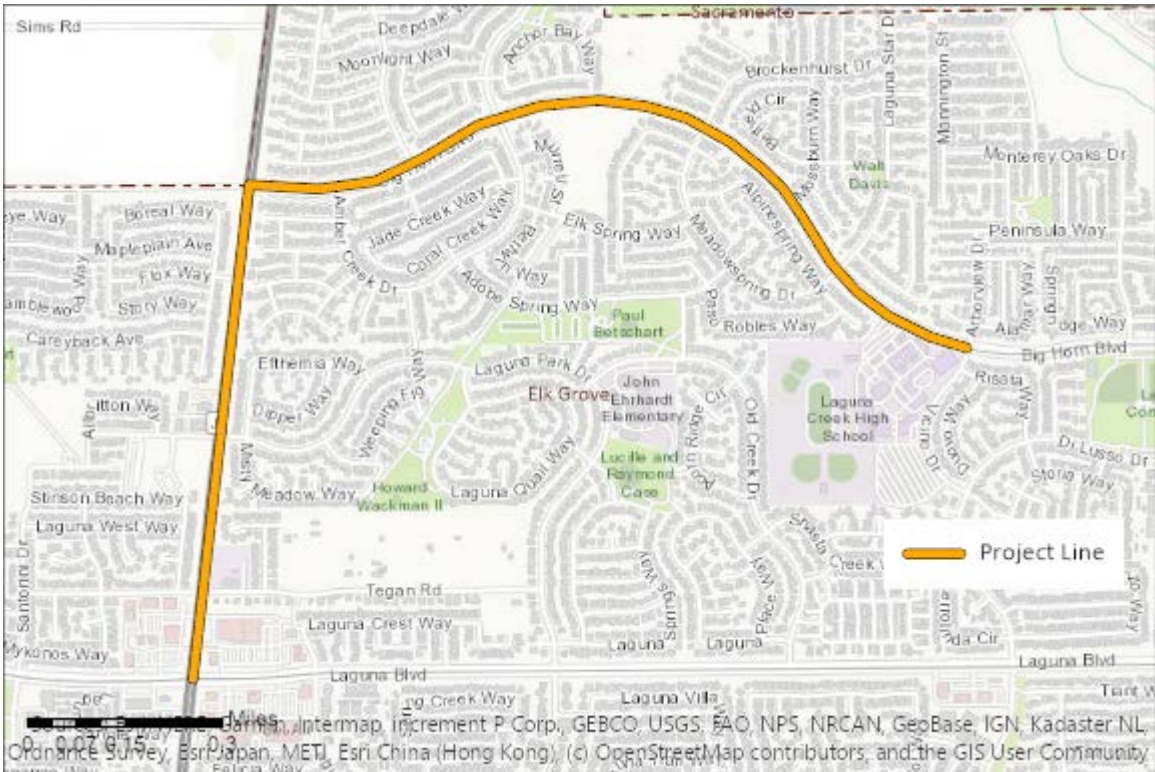
SACOG Funding Program - Project Programming Request (PPR)

Derived from the State of California Department of Transportation PPR

Project Title:	North Laguna Creek Area Big Horn Blvd and Franklin Blvd Improvements							
Location (Project Limits), Description (Scope of Work)	Franklin Boulevard from Big Horn Boulevard to Laguna Boulevard. Work includes replace the existing class II bike lanes with one-way class IV bikeways or cycle track for completion of the Franklin Boulevard Cycle Track Phase 2 and adding green pavement markings in high conflict areas.							
	Big Horn Boulevard from Franklin Boulevard to Laguna Creek High School (Vicino Drive). Work includes pavement maintenance and rehabilitation, creation of buffered bike lanes, adding green pavement markings in high conflict areas, and upgrading curb ramps.							
District	County	Lead Project Sponsor			SACOG ID	Project Partner		
03	Sacramento	Elk Grove				N/A		
Total Project Cost (\$1,000s)								
Component	Prior	19-20	20-21	21-22	22-23	23-24	24-25+	Total
E&P (PA&ED)					90			90
PS&E					177			177
R/W SUP (CT)								
CON SUP (CT)								
R/W								
CON						2,308		2,308
TOTAL					267	2,308		2,575
Fund No. 1:	2021 SACOG Funding Round Request							
Requested Funding (\$1,000s)								
Component	Prior	19-20	20-21	21-22	22-23	23-24	24-25+	Total
E&P (PA&ED)					90			90
PS&E					177			177
R/W SUP (CT)								
CON SUP (CT)								
R/W								
CON						2,308		2,308
TOTAL					267	2,308		2,575
Fund No. 2:	Local Fund or the Local Match Waiver							
Other Funding (\$1,000s)					<i>note funding status here</i>			
Component	Prior	19-20	20-21	21-22	22-23	23-24	24-25+	Total
E&P (PA&ED)								
PS&E								
R/W SUP (CT)								
CON SUP (CT)								
R/W								
CON								
TOTAL								

SACOG 2021 Funding Program - Engineer's Estimate (application element #3)						Fill out cells in blue			
PROJECT NAME: North Laguna Creek Area Big Horn Blvd and Franklin Blvd Improvements									
SPONSOR: City of Elk Grove									
Item No.	Item Description	Unit	Qty	Unit price	Amount (\$)	Participating costs	Non-part. costs	RSTP-Eligible	CMAQ-Eligible
1	Mobilization	LS	1	\$120,000.00	\$120,000	\$120,000	\$0	120,000	120,000
2	Water Pollution Control Program & Implementation	LS	1	\$15,000.00	\$15,000	\$15,000	\$0	15,000	15,000
3	Traffic Control System and Public Safety	LS	1	\$100,000.00	\$100,000	\$100,000	\$0	100,000	100,000
4	Public Notification	LS	1	\$15,000.00	\$15,000	\$15,000	\$0	15,000	15,000
5	Crosswalk Marking Yellow/White Thermoplastic	SF	4,200	\$8.00	\$33,600	\$33,600	\$0	33,600	33,600
6	Limit Line White Thermoplastic	SF	1,500	\$8.00	\$12,000	\$12,000	\$0	12,000	12,000
7	'BUS ONLY' Thermoplastic Marking	EA	9	\$450.00	\$4,050	\$4,050	\$0	4,050	4,050
8	'KEEP CLEAR' Thermoplastic Marking	EA	4	\$450.00	\$1,800	\$1,800	\$0	1,800	1,800
9	Type I Arrow	EA	18	\$200.00	\$3,600	\$3,600	\$0	3,600	3,600
10	Type III (L/R) Arrow	EA	12	\$250.00	\$3,000	\$3,000	\$0	3,000	3,000
11	Type IV (L/R) Arrow	EA	20	\$250.00	\$5,000	\$5,000	\$0	5,000	5,000
12	Bike Lane Symbol with Person and Arrow (Painted)	EA	52	\$150.00	\$7,800	\$7,800	\$0	7,800	7,800
13	Bicycle Loop Detector Symbol	EA	2	\$75.00	\$150	\$150	\$0	150	150
14	Buffered Bicycle Double Line with Chevron Striping	LF	6,000	\$6.00	\$36,000	\$36,000	\$0	36,000	36,000
15	Green Bike Lane (MMA)	SF	2,500	\$15.00	\$37,500	\$37,500	\$0	37,500	37,500
16	Detail 9 - Stripe	LF	32,000	\$2.00	\$64,000	\$64,000	\$0	64,000	64,000
17	Detail 26 - One Way Yellow Retroreflective	LF	32,000	\$1.50	\$48,000	\$48,000	\$0	48,000	48,000
18	Detail 38 - Stripe	LF	5,000	\$1.50	\$7,500	\$7,500	\$0	7,500	7,500
19	Detail 38A - Stripe	LF	10,000	\$1.50	\$15,000	\$15,000	\$0	15,000	15,000
20	Detail 39 - Stripe	LF	70,000	\$1.20	\$84,000	\$84,000	\$0	84,000	84,000
21	Detail 39A - Stripe	LF	5,000	\$1.20	\$6,000	\$6,000	\$0	6,000	6,000
22	Remove & Replace Curb Ramp Dual Perpendicular	EA	16	\$12,000.00	\$192,000	\$192,000	\$0	192,000	192,000
23	Remove & Replace Curb Ramp Single Perpendicular	EA	6	\$8,000.00	\$48,000	\$48,000	\$0	48,000	48,000
24	Surface Preparation (Sweeping, Pavem't Mark'g Removal	LS	1	\$90,000.00	\$90,000	\$90,000	\$0	90,000	90,000
25	Cold Plane Asphalt Concrete (3" depth)	SF	148,095	\$0.70	\$103,667	\$103,667	\$0	103,667	103,667
26	Asphalt Concrete, Type A (3" thick)	TONS	2,684	\$131.00	\$351,604	\$351,604	\$0	351,604	351,604
27	Microsurfacing	SF	516,000	\$0.70	\$361,200	\$361,200	\$0	361,200	361,200
28	Delineators	LS	75	\$140.00	\$10,500	\$10,500	\$0	10,500	10,500
SUBTOTAL					\$1,775,971	\$1,775,971	\$0	\$1,775,971	\$1,775,971
					<i>Total</i>	<i>Participating</i>	<i>Non-part</i>	<i>RSTP-elig.</i>	<i>CMAQ-elig.</i>
Construction Contingency				15%	\$266,396	\$266,396	\$0	\$266,396	\$266,396
5%	Construction Engineering				\$88,799	\$88,799	\$0	\$88,799	\$88,799
10%	Construction Management/Contract Administration				\$177,597	\$177,597	\$0	\$177,597	\$177,597
Total construction costs					\$2,308,762	\$2,308,762	\$0	\$2,308,762	\$2,308,762
Please indicate current status of project: PSR									
<i>(e.g., Feasibility Study, PSR, Environmental, 30% Design, 60% Design, 90% Design, 100% Design)</i>									

Project Performance Assessment Report: N. Laguna Creek CS Rehab



Project Summary

Project name	N. Laguna Creek CS Rehab
Jurisdiction	City of Elk Grove
Project type	Arterial or Transit Expansion
Project AADT	18,000
Project Pavement Condition Index (PCI)	60
Posted Speed Limit	45
Project Length (Centerline Miles)	2.0
Project Community Type	Established Communities

Report generated:
01-06-2021 12:18

Using This Report

What this report does

This report provides base year data from 2016-2018 and, where not observed data are not available, on base-year modeled data. It aims to provide rich, quantitative contextual information about each project to aid reviewers in deciding which projects most align with program goals.

For example, if a sponsor states that a project's goal is to reduce congestion, the report provides data on how congested the project corridor is under current conditions along with expected job and housing growth in the corridor. Such data, along with any supplemental application narrative provided by the sponsor, are provided to help reviewers decide if the project has potential to be an effective congestion reduction tool.

What this report does NOT do

This report does not in any way model the effects that the proposed project would have if it were built. Any future-year data shown is based on SACOG's travel demand model and MTP-SCS land use forecast and does not necessarily factor in the effects of the proposed project.

Future-year data are included to show how well the project aligns with the MTP's vision of the project area, but not to show the effects that the project itself will have. For example, the future-year population and job growth around a road capacity project answers the question "how many people is this road expected to serve in the future?", not "how much growth will this road project cause?".

Similarly, for performance outcomes like safety or congestion reduction, the report tells the reviewer if there currently is a problem with congestion or safety (e.g., high collision rate), but it does not say whether the proposed project will improve the issue, e.g., it won't say whether widening a congested segment will reduce its congestion, nor will it say whether a proposed safety project will address the root cause of the safety issue.

Increase multi-modal travel

Multi-modal indicator 1: Street connectivity (total 3- and 4-way intersections per acre):

Intersections per acre

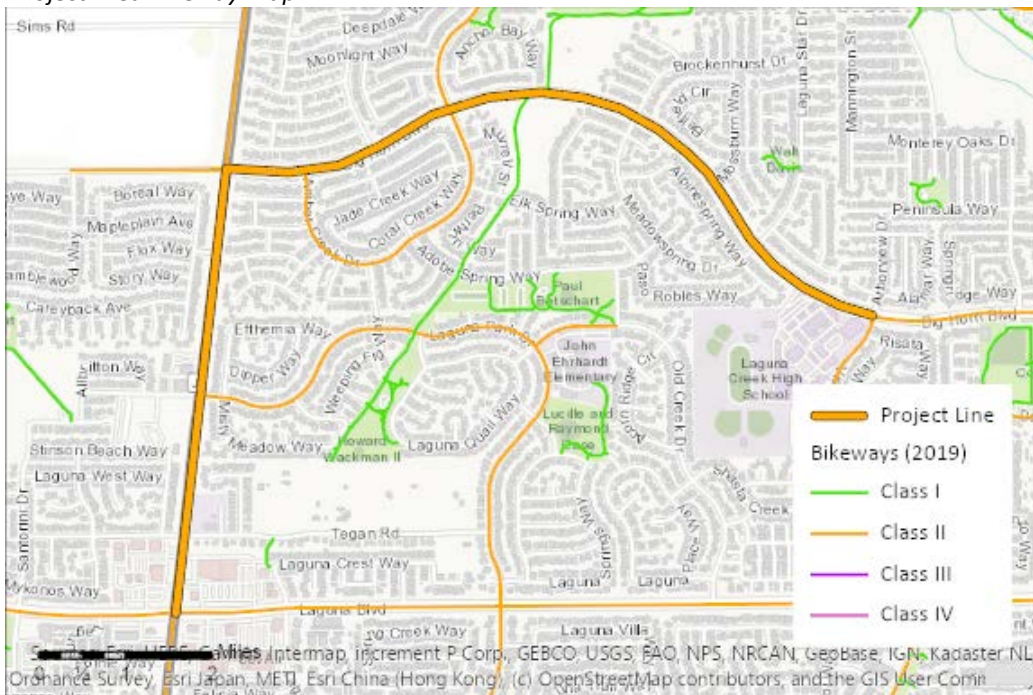
Within 0.25mi of project	Within community type	Within region
0.24	0.12	0.01

Multi-modal indicator 2: Percent of total network centerline miles that are either off-street bike paths or streets with bike lanes:

Bike lanes and paths as share of total road miles

Within 0.25mi of project	Within community type	Within region
10%	19%	11%

Project Area Bikeway Map

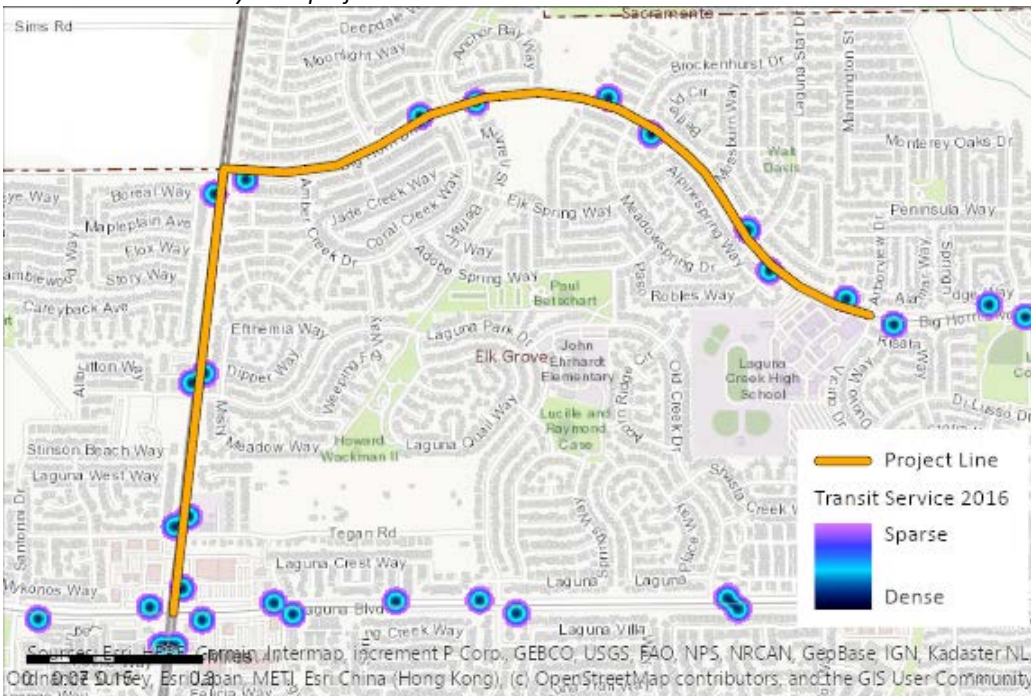


Multi-modal indicator 3: Transit activity:

Transit vehicle stops per acre

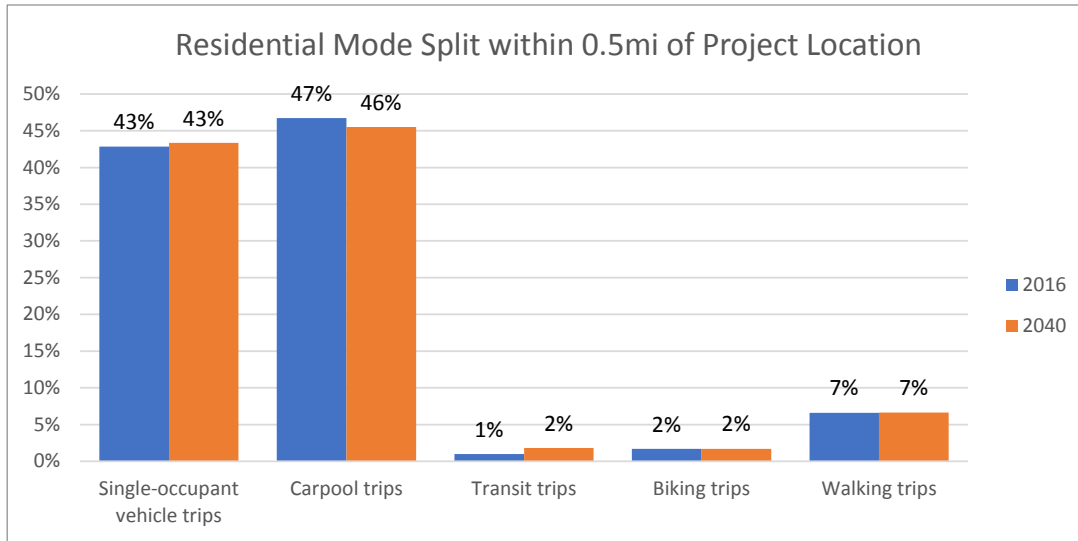
Within 0.25mi of project	Within community type	Within region
1.25	0.53	0.07

Transit service density near project area



Multi-modal indicator 4: Residential Mode Split:

NOTE - The 2040 mode split shown below is based on modeled values estimated for SACOG's 2020 MTP-SCS. As with all other 2040 values in this report, they do NOT factor in the potential effects of the project for which this report was generated.



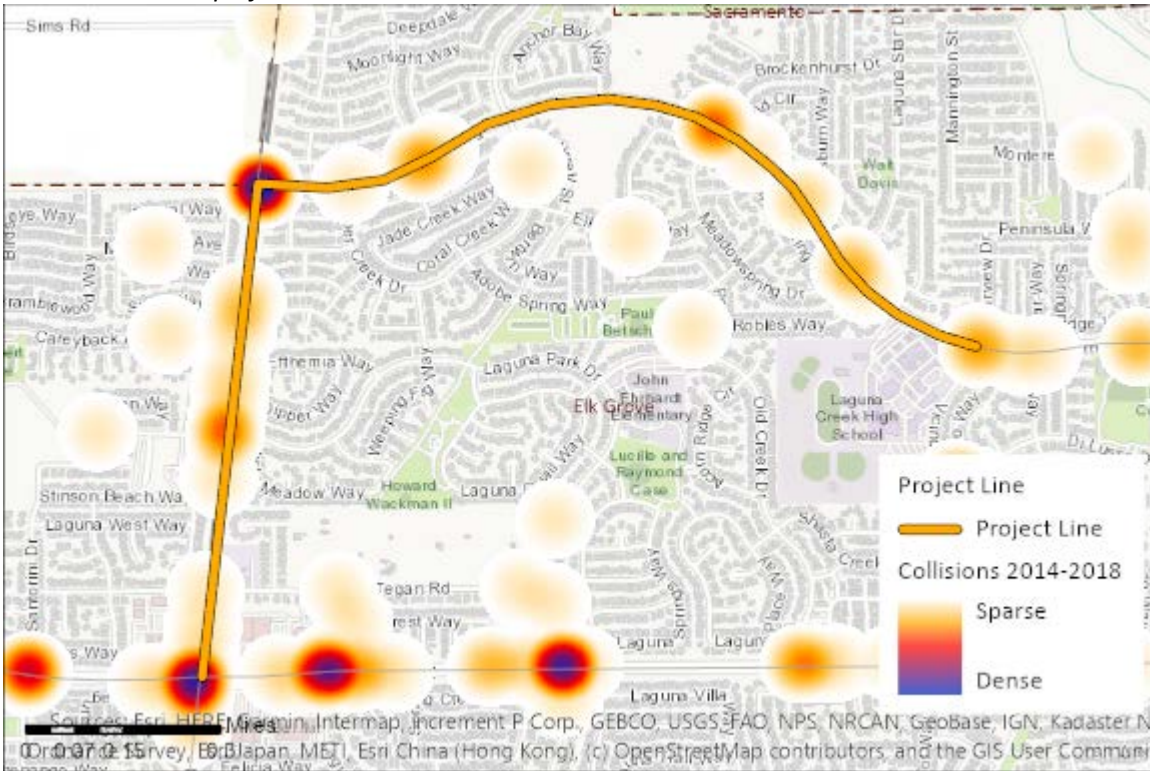
Make a safer transportation system

Note: Collision data only include collisions involving an injury or fatality and are from UC Berkeley's Transportation Injury Mapping System (TIMS)

Safety Indicator 1: Total collisions (2014-2018)

62

Collision heat map of corridor



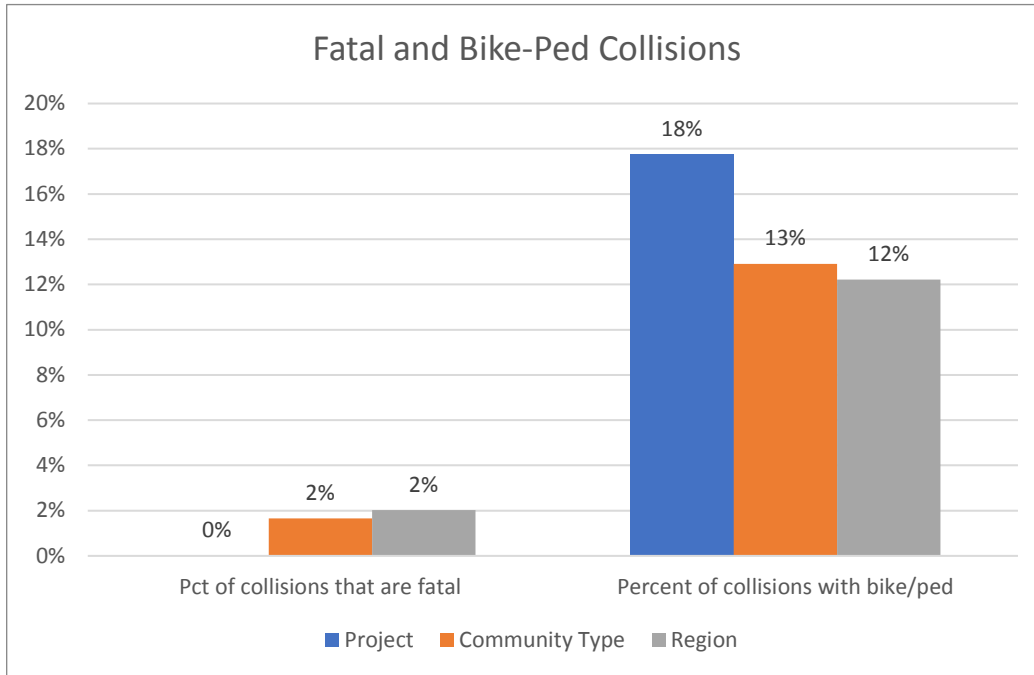
Safety Indicator 2: Collisions per 100 million VMT

Collisions per 100M VMT

On project segment*	Within community type	Within region
105.5	67.7	63.4

*The on-project collision rate will be -1.0 if the user did not provide an average daily traffic value.

Safety Indicator 3: Fatalities and bike/pedestrian involvement



Safety Indicator 4: Bike + Ped Collisions per Project Centerline Mile

Bike/ped collisions per road centerline mile

Project	Community Type	Region
5.4	2.5	1.6

Project name: N. Laguna Creek CS Rehab
Project community type: Established Communities

Maintain a state of good repair

State of good repair indicator 1: PCI

60

State of good repair indicator 2: AADT

18,000

Promote Socioeconomic Equity

Equity Indicator 1: Population within 0.5mi of project living in designated Environmental justice (EJ) community

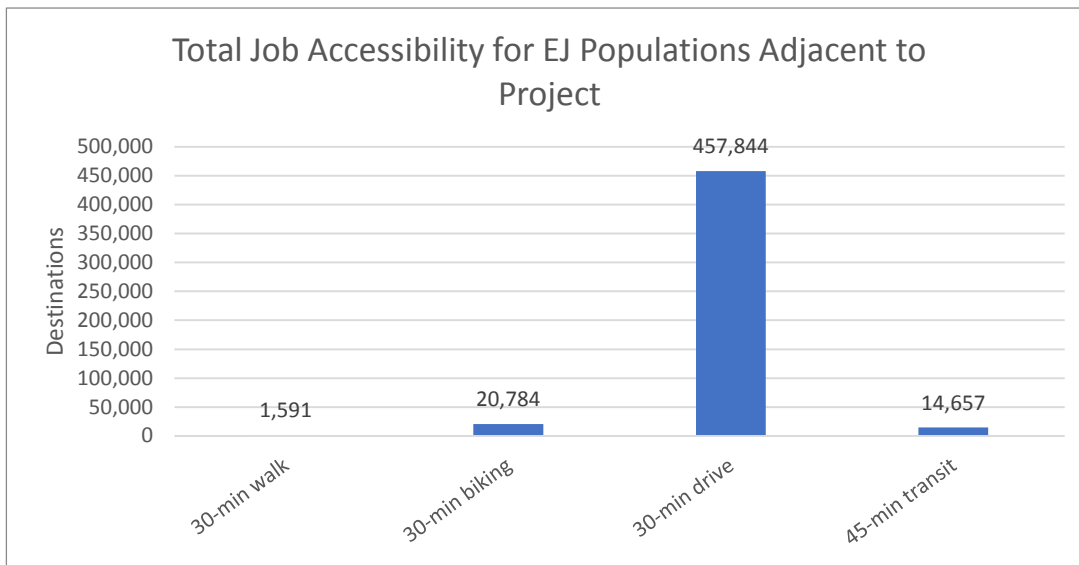
14,700

Equity Indicator 2: Share of population living in EJ community

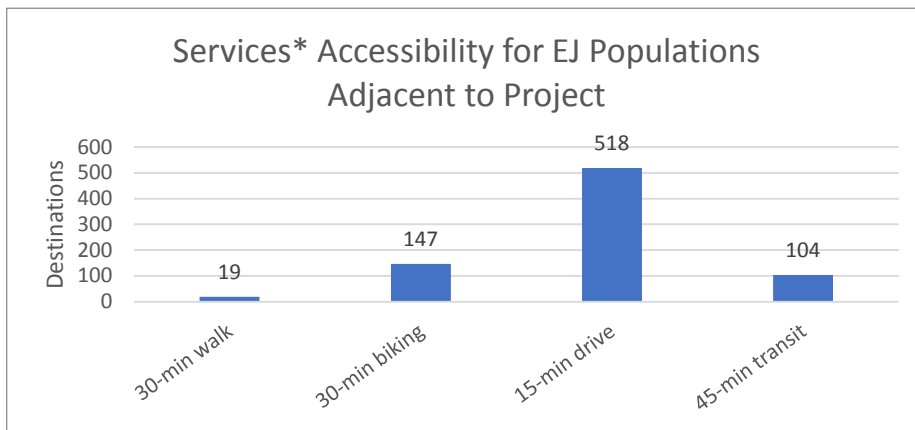
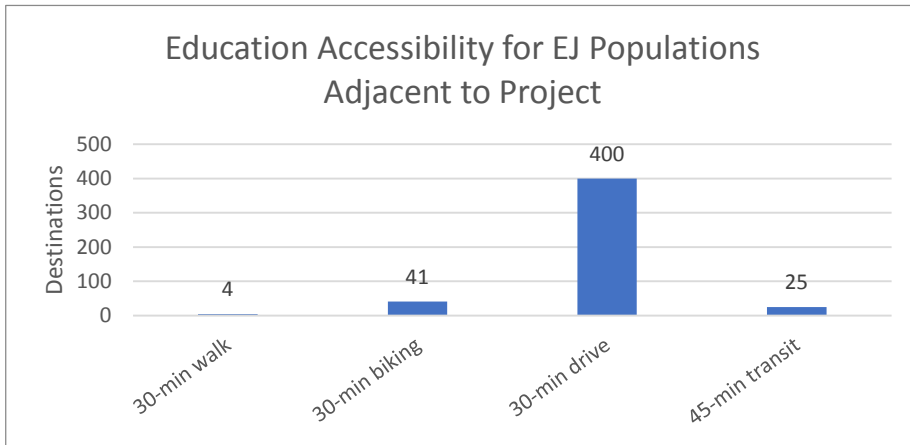
Within 0.5mi of project location	Within community type	Within region
70%	37%	37%

*EJ Categories include: <insert categories here>

Equity Indicator 3: Accessibility for people in EJ communities that are near project segment*



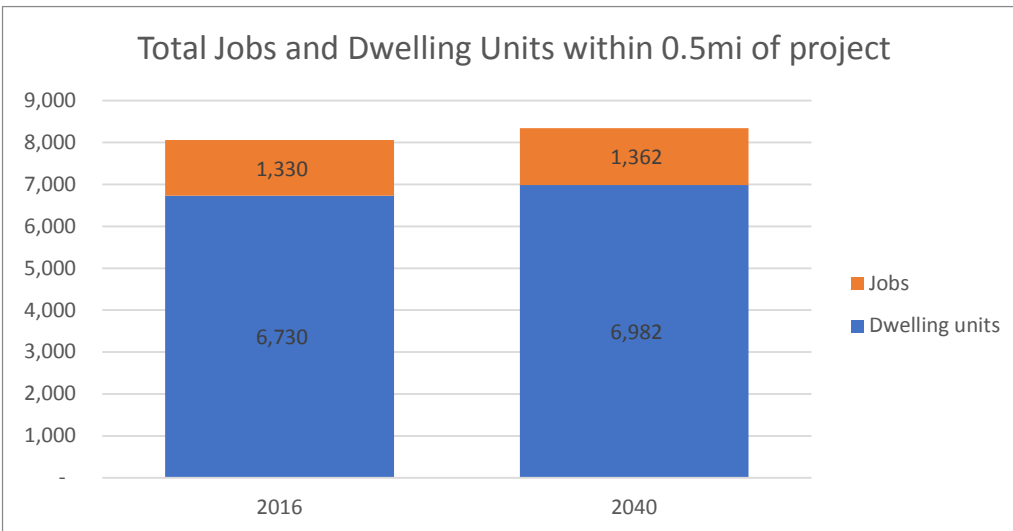
*Weighted based on population that lives both within 0.5mi of project segment and within an EJ area.



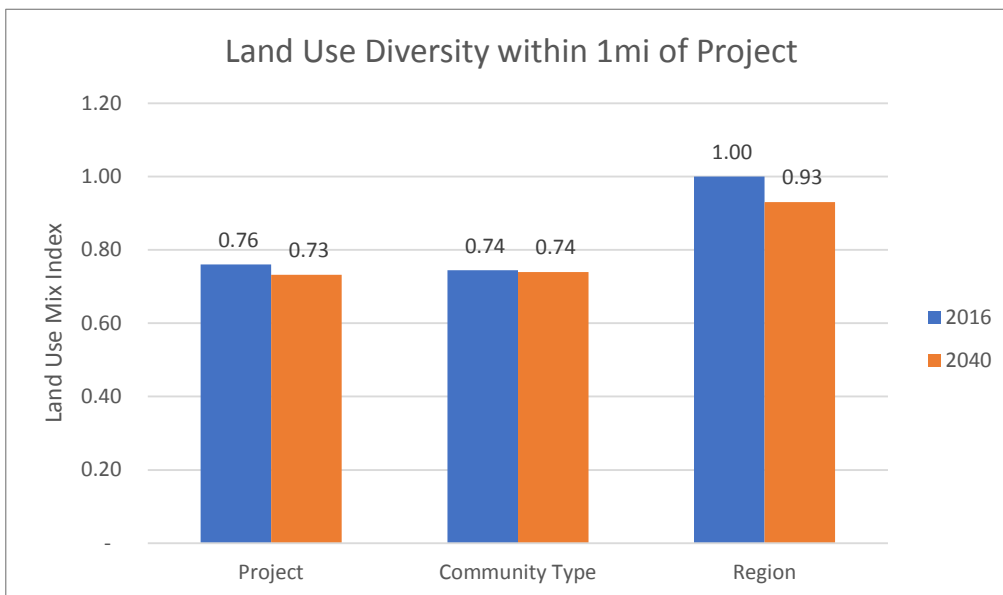
*"Services" include parks, K-12 schools, higher education facilities, libraries, hospitals, other medical service facilities, grocery stores, pharmacies, clothing stores, and banks.

Reduce Vehicle Miles Traveled (VMT) per Capita

VM Indicator 1: Total change in jobs and dwelling units within 0.5mi of project:

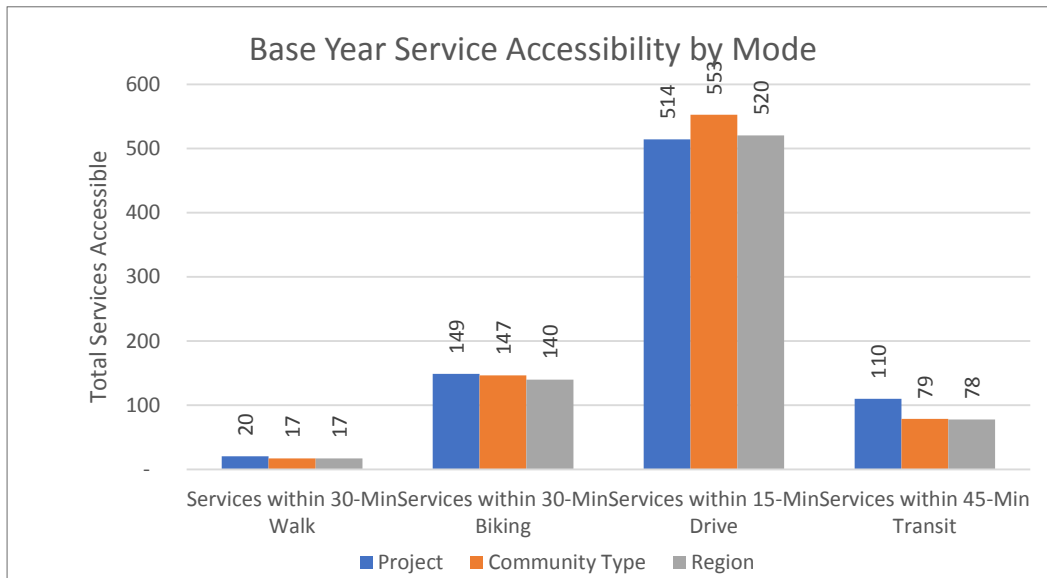


VM Indicator 2: Land use diversity index*



*The land use diversity index ranges from 0 to 1 and measures an area's ratio of households to K-12 student enrollment, park acreage, and employment in the retail, service, and food sectors. A score of 1 indicates an "ideal" ratio of households to amenities that people use on a daily basis like shopping, restaurants, schools, etc. that in turn increases the likelihood that people living in those households will either walk or bike to these destinations, or drive a shorter distance.

VMT Indicator 3: Access to services*:



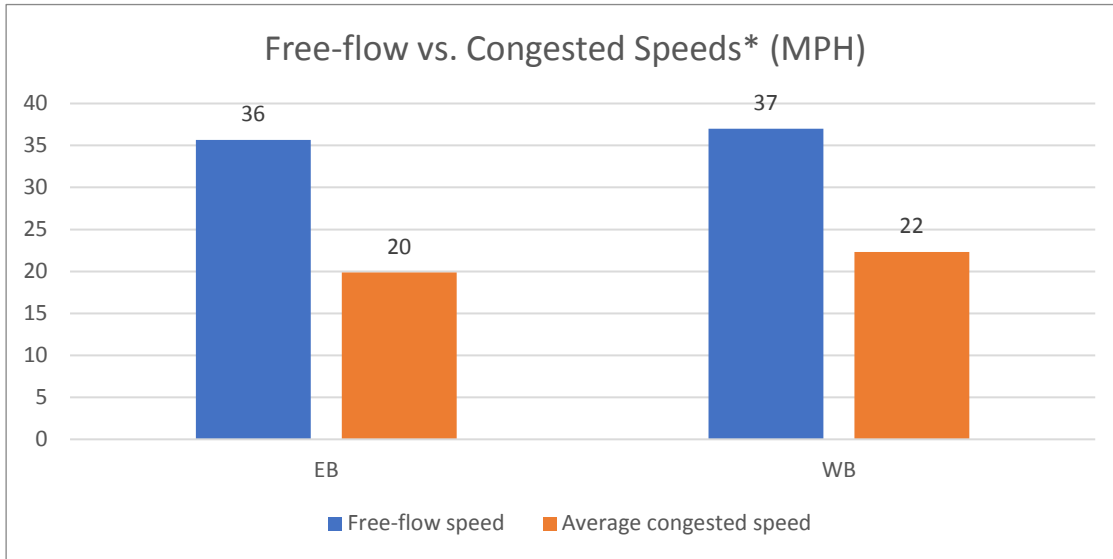
*"Services" include parks, K-12 schools, higher education facilities, libraries, hospitals, other medical service facilities, grocery stores, pharmacies, clothing stores, and banks.

Similar to the land use diversity index, if a project has more of these types of services within a feasible biking distance or shorter (15min) driving distance, then people who live or work near the project segment will on average generate less VMT in order to access these services.

And in contrast to the diversity index, which shows services as a ratio of households to services, this indicator gives a better sense of the total amount of services available.

Reduce congestion

Congestion indicator 1: Traffic congestion severity on project segment



<i>Congestion Ratio</i>	EB	WB
Congested speed / Free-flow speed	0.56	0.60

Project AADT

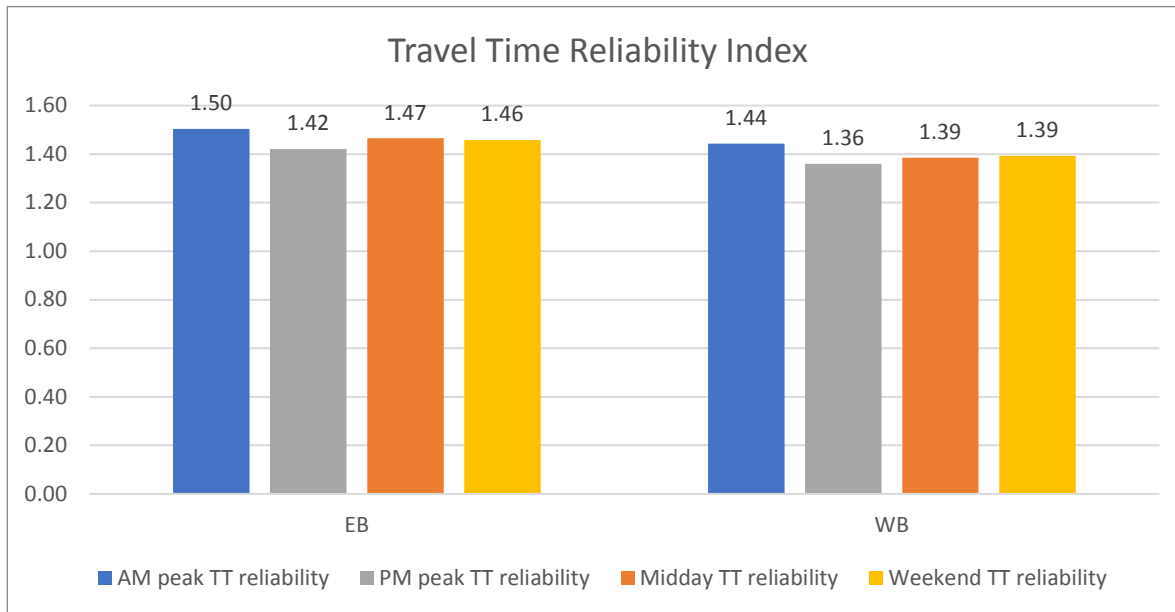
18,000

For arterials, the free-flow speed is the 60th percentile speed from 8pm-6am. It is supposed to approximate uncongested travel speed while excluding signal delay (i.e., delay not caused by demand exceeding supply).

Congested speed is the average speed during the slowest four hours of a typical weekday and for most project segments is during the AM and PM peak periods.

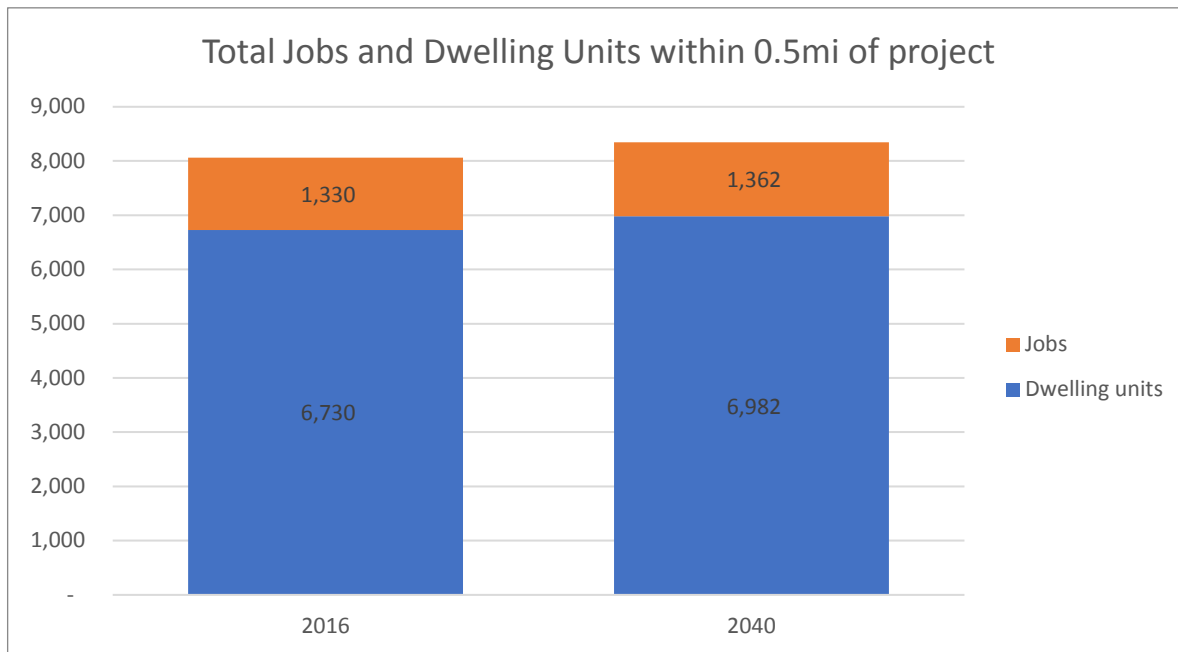
NOTE: If only zeroes appear for congestion and reliability charts, it means no data were available for the project segment.

Congestion indicator 2: Travel time reliability* on project segment



*Travel time reliability (TTR) = 80th percentile travel time / 50th percentile travel time. Per 2017 MAP-21 performance criteria, a TTR score greater than 1.5 is considered "unreliable" for the indicated time period. A TTR of 1.00 corresponds to perfect reliability (i.e., it always takes the same amount of time to travel the project segment).

Congestion indicator 3: Total change in jobs plus dwelling units within 0.5mi of project :



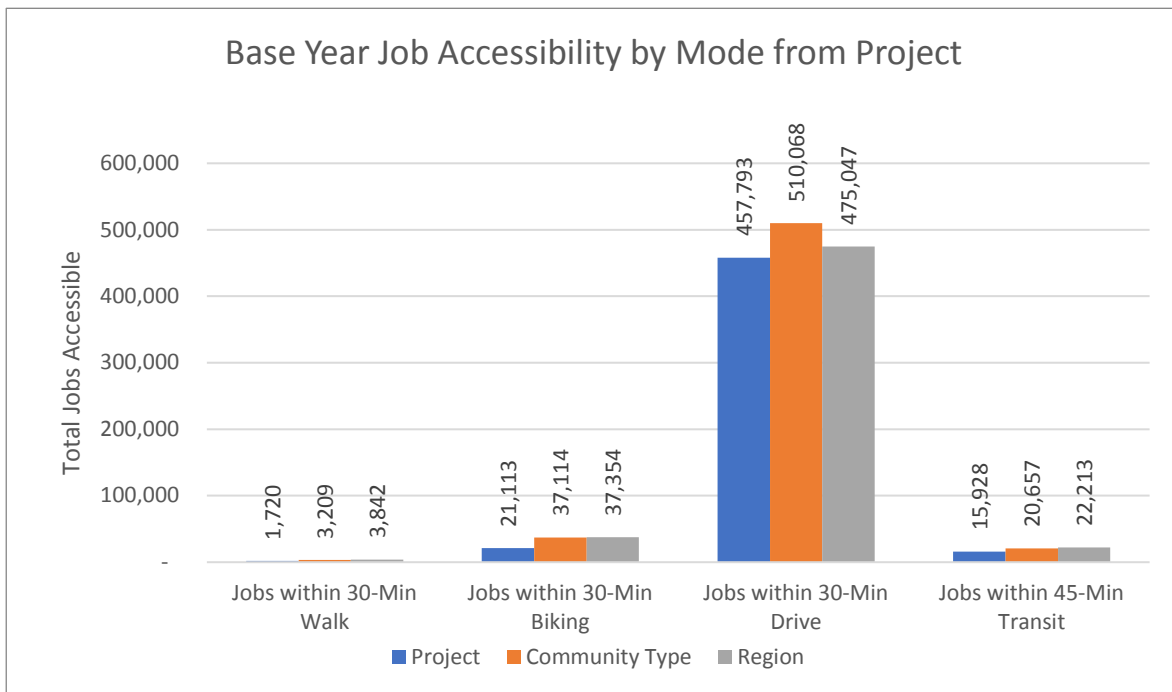
NOTE: If only zeroes appear for congestion and reliability charts, it means no data were available for the project segment.

Promote Economic Prosperity

The Promote Economic Prosperity performance outcome includes three suboutcomes: job access, school access, and supporting the agricultural economy. Each of these suboutcomes has its own set of performance indicators. In your application you can choose which of these suboutcomes you want to be evaluated on. You can choose to be evaluated on one, two, or all three .

Increase Job Access

Economic Prosperity Indicator 1: Access to jobs in all sectors by mode



Economic Prosperity Indicator 2: Total new jobs added within 0.5mi of project area by 2040

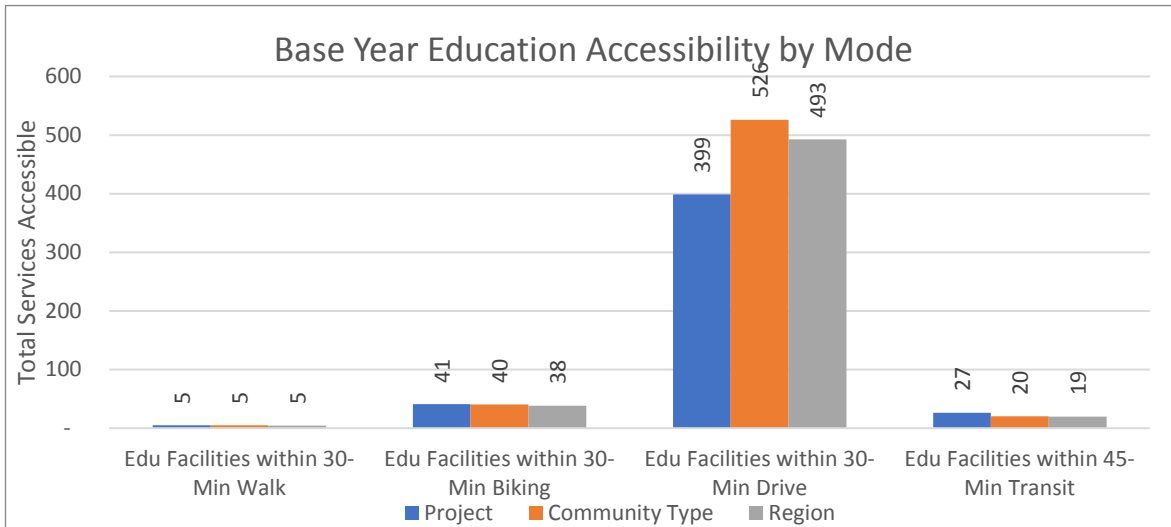
32

Increase School Access

Economic Prosperity Indicator 3: K-12 Enrollment within 0.5mi of project location:

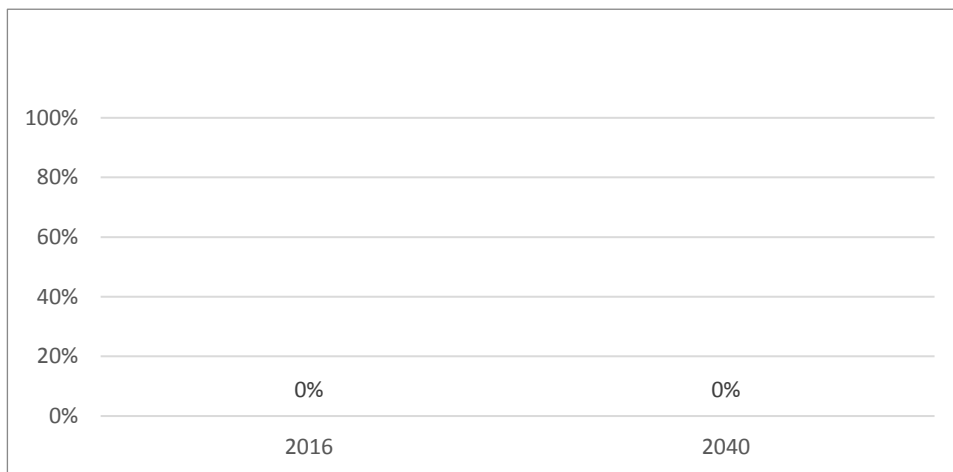
3390

Economic Prosperity Indicator 4: Education Facility (K12 schools and higher education) Access



Support Ag Economy

Economic Prosperity Indicator 5: Change in Ag acreage share within 0.5mi of project location



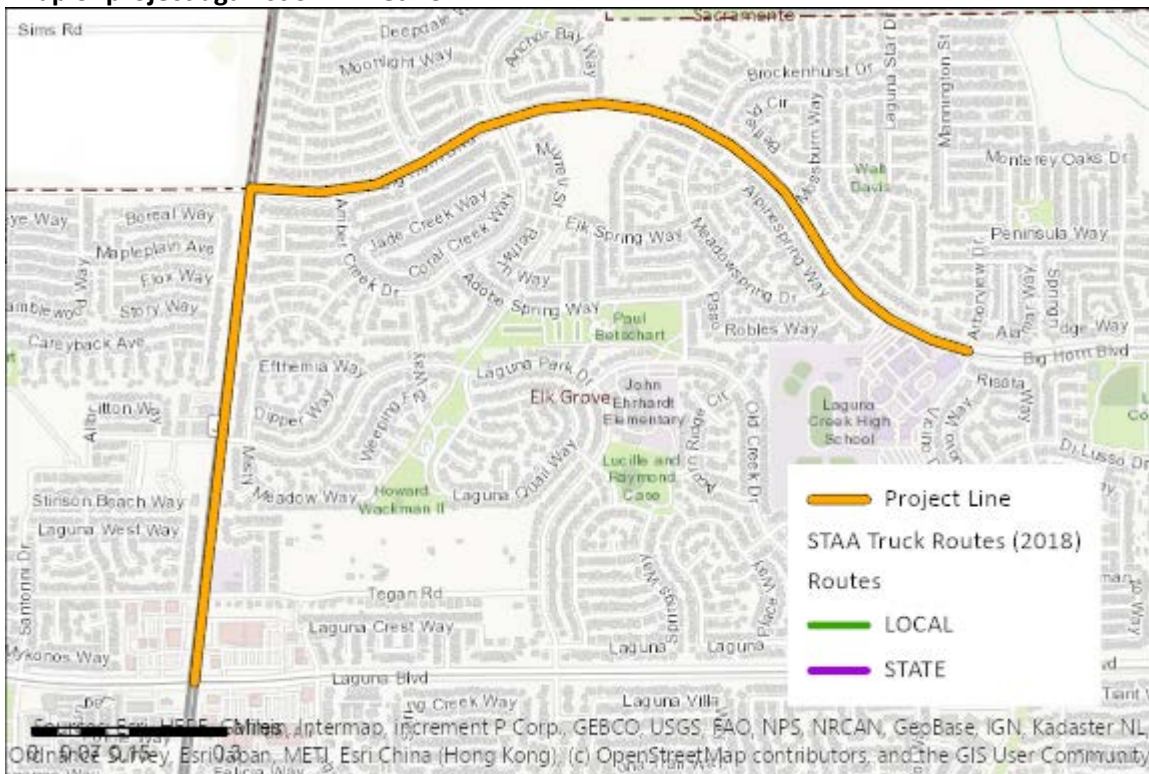
Improve Freight Movement

Freight Performance Indicator 1: Percent of project that is on federally-recognized STAA truck route*:

0%

*STAA = Surface Transportation Assistance Act. Under this act, designated STAA truck routes must meet federal design guidelines to safely accommodate large trucks.

Map of project against STAA network



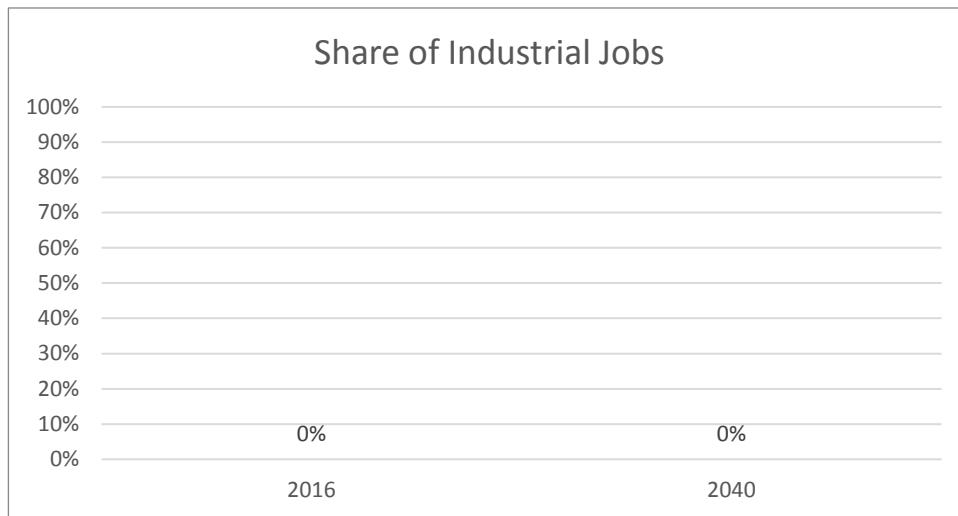
Project name: N. Laguna Creek CS Rehab
Project community type: Established Communities

Freight Performance Indicator 2: Share of jobs within industrial sectors

Share of jobs in industrial sectors

Within 0.5mi of project	Within community type	Within region
0%	16%	13%

Freight Performance Indicator 3: Change in share of industrial jobs within 0.5mi of project location



Input values in blue cells

SPONSOR INPUTS ON COST EFFECTIVENESS

Daily Travel (ADT or boardings)	18,000
Annualization Factor	365
Project Cost (\$)	\$ 2,575,000
Useful Life Estimate (years)	8

COST EFFECTIVENESS CALCULATION

20

(will auto calculate once above inputs are complete)

Formula = (daily travel x annualization factor) / (project cost/ useful life estimate)

Application Element #7. Supplemental Section for Local Match Waiver

Answer the following questions if you are requesting to waive the 2021 Maintenance & Modernization category's 11.47% match requirement. If your project includes at least a 11.47% match, you do not need to include this additional section in your application.

Does your project fall within SACOG’s Environmental Justice geography? (see map or go to https://arcg.is/OCDGfK)	Yes	No
	X	

How does your project respond to the needs of disadvantaged community residents? What outreach have you conducted in the community or will conduct as part of the grant? If you are not using SACOG’s Environmental Justice definition, how are you defining disadvantaged communities? (Suggested length: 1-2 paragraphs)

The project is within the minority geographic area category. The current high vehicle speed limits may deter cyclists from using the bike lanes. The addition of the bike lane buffer zone between the vehicles and cyclists should improve rider comfort and therefore, may increase rider volume. The improved bike path provides alternative modes to workplaces and commercial facilities. The project improves safety for alternative transportation users between homes, schools (2 ES, 1 HS), a commercial center (at Laguna/Franklin), and bus/transit stops along the Big Horn Blvd., and Franklin Blvd.

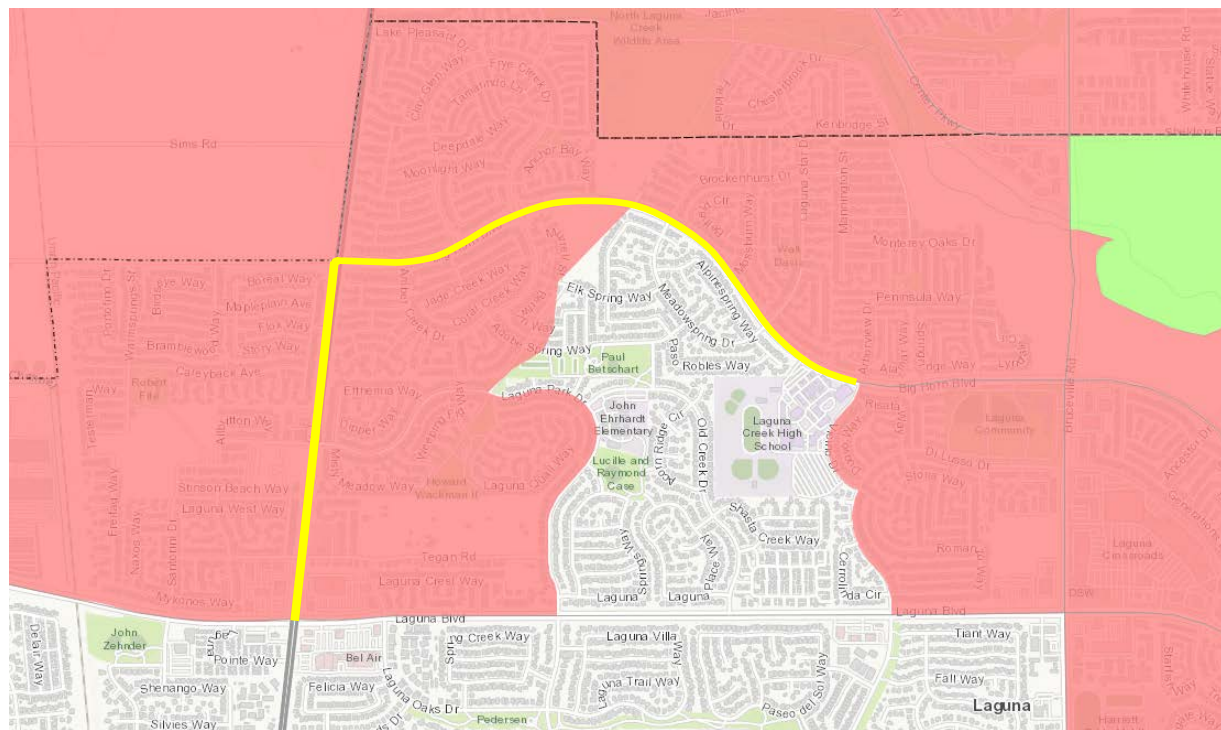
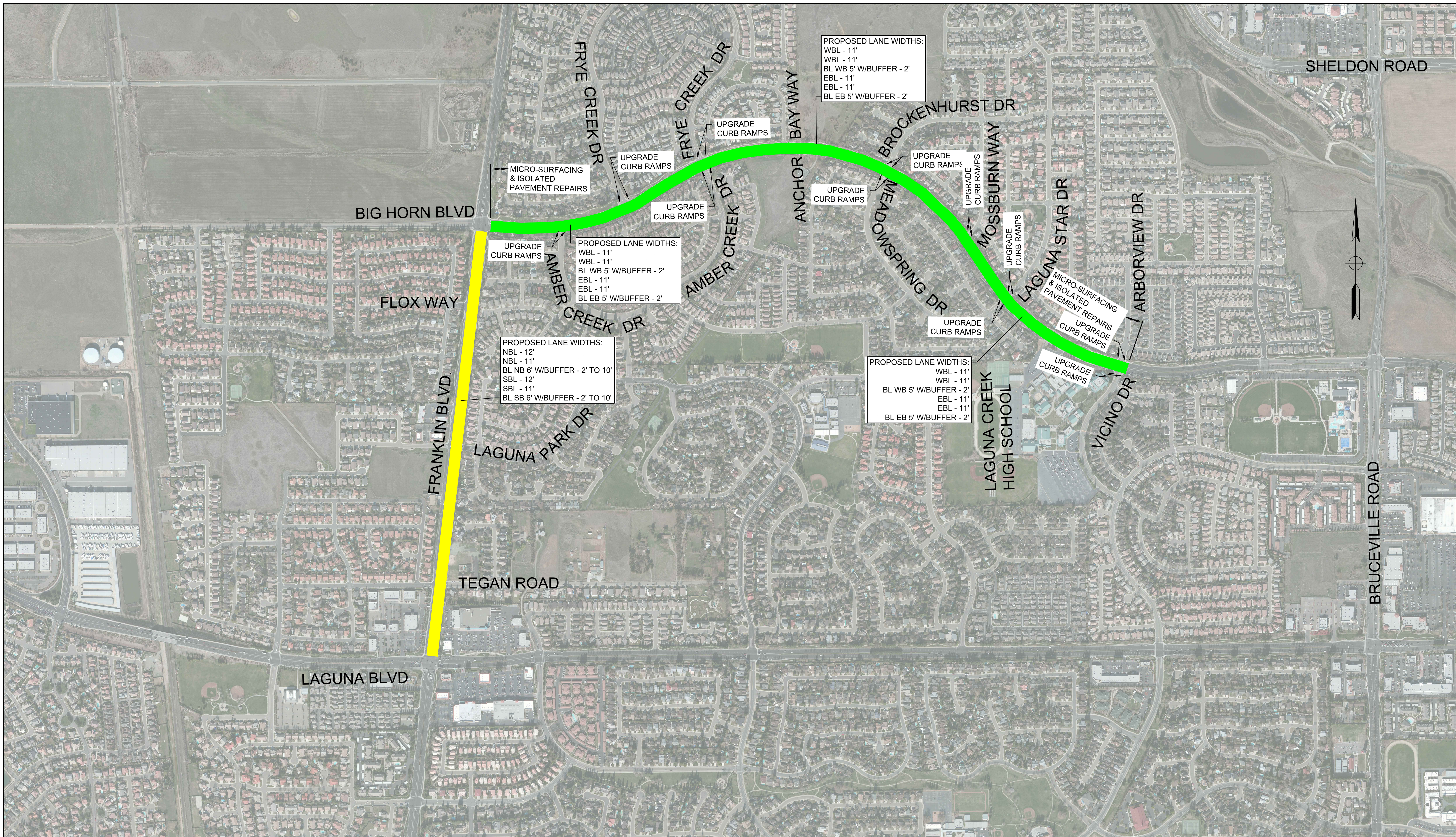


Figure 1 – SACOG’s Environmental Justice Map of the Project Location



NO.	REVISION	BY	DATE

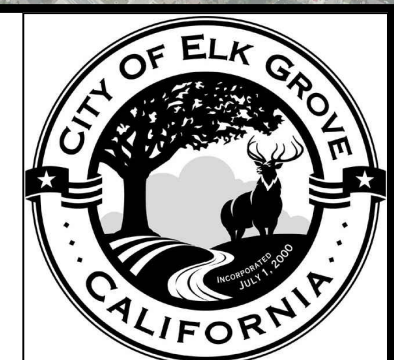
WILLDAN
Engineering

9281 Office Park Circle ~ Suite 100
Elk Grove, CA 95758 916.478.6002

DESIGNED: XXX
DRAWN: XXX
CHECKED: XXX

PRELIMINARY
NOT FOR
CONSTRUCTION

CITY OF ELK GROVE
DEPARTMENT OF PUBLIC WORKS
8401 LAGUNA PALMS WAY
ELK GROVE, CALIFORNIA 95758
916.683.7111



SACOG 2021 REGIONAL FUNDING GRANT APPLICATION
NORTH LAGUNA CREEK AREA
BIG HORN BOULEVARD AND FRANKLIN BOULEVARD
IMPROVEMENTS

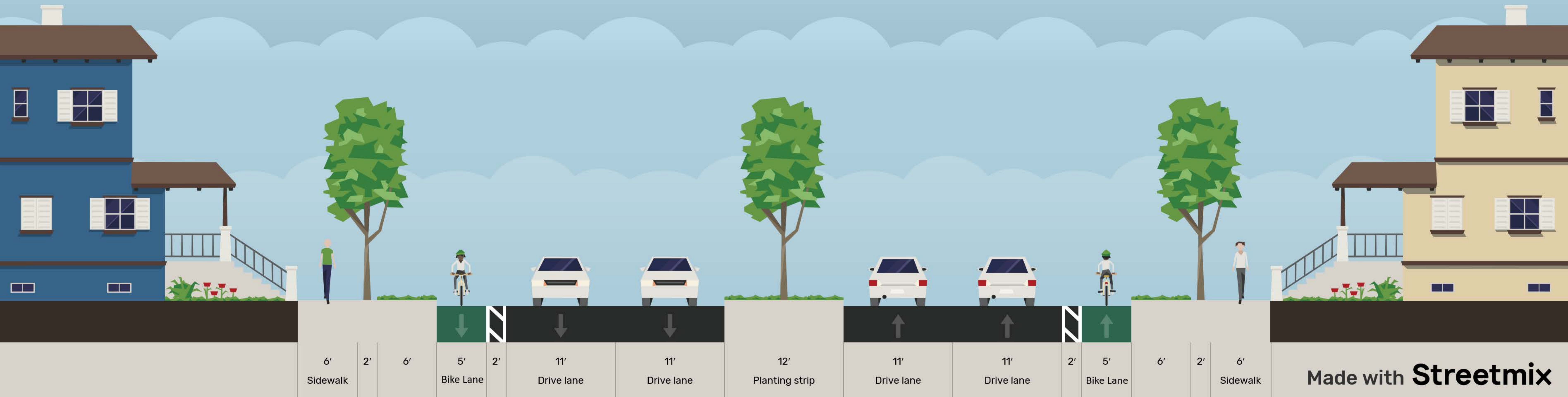
DATE:
JANUARY 11, 2021

SCALE:
1"=50'

PROJECT No.:
TBD

SHEET:
1
OF
1

Big Horn Boulevard



Made with **Streetmix**

Franklin Boulevard



6'	2'	6'	6'	10'	11'	12'	14'	12'	11'	10'	6'	6'	2'	6'
Sidewalk			Cycle Track	Buffer	Drive lane	Drive lane	Planting strip	Drive lane	Drive lane	Buffer	Cycle Track			Sidewalk

Made with **Streetmix**



CITY OF ELK GROVE TRAILS COMMITTEE



Committee Members:

Mark Mendenhall, Chair | Sharon Anderson, Vice Chair
Erika Smith | Mark Doty | Deana Donahue

Jason Behrmann
City Manager
City of Elk Grove
8401 Laguna Palms Way
Elk Grove, CA 95758

January 11, 2021

RE: Support for a SACOG 2020 Regional Funding Round Grant Application to fund the North Laguna Creek Area Big Horn Blvd and Franklin Blvd Project, Maintenance and Modernization Category for the City of Elk Grove

Dear Mr. Behrmann:

As the second largest City in the Sacramento region, it is crucial for Elk Grove to execute projects that not only promote an active lifestyle for residents, but also encourage alternate modes of transportation for shorter commutes. Funding this project will improve the on-street bicycle facilities along sections of Big Horn Boulevard and Franklin Boulevard for the purposes of improving bicycle safety. The improvements along Franklin Boulevard will extend the recently completed on-street Class IV bike facility from Big Horn Boulevard north into Sacramento by reducing vehicle lanes from 3 lanes to 2 lanes.

These types of projects are so important as they promote increased connectivity and assist in the creation of a more robust bicycle and transit system throughout the Sacramento region. This project fills gaps in Elk Grove's approved Bicycle, Pedestrian, and Trails Master Plan and aligns with the goals of the SACOG Regional Bicycle, Pedestrian, and Trails Master Plan.

The Trails Committee supports the City's application for SACOG's 2020 Funding Round Maintenance and Modernization Category grant application for the North Laguna Creek Area Big Horn Blvd and Franklin Blvd Project. Working together, we can ensure a safer and better quality of life for residents throughout the region.

Sincerely,

A handwritten signature in cursive script that reads "Mark Mendenhall".

Mark Mendenhall
Chair, Trails Committee
City of Elk Grove

Attachment E: Sample QC Documentation

PS&E QUALITY ASSURANCE/QUALITY CONTROL (QA/QC) COVER SHEET

- Attached completed "Response To Comments" Form
- Attached completed PS&E Submittal Checklist Form
- Attached completed PS&E Cross Check Form
- Pay Limits
 - Pay limits are clearly shown on the plans and/or specifications
- Attached Environmental Commitments Record (ECR) Form.
- Project Coordination (as applicable) with:
 - EGUSD
 - Utilities (water, sewer, etc.)
 - City Department – O&M
 - City Department – Planning
 - City Department – Building
 - CSD
- Advertise/Bid/Award Project Schedule includes:
 - City Reviews:
 - 2-weeks or
 - 3-weeks for complex projects; or
 - 1-week for Construction Cost <\$500k or WAC, or WPR annual projects
 - Advertise Schedule:
 - 7-weeks from 100% Complete to Advertise (or 8-weeks for complex projects)
 - Bid Opening Schedule:
 - Any Bid Opening that is scheduled after the 2nd Council Meeting in any given month **MUST** occur at 10 am in lieu of 2 pm
 - Advertise/Bid/Award Schedule: 5-months
- Approved Design Exceptions
- Attached completed Caltrans Plans Preparation Manual (PPM) Checklists – Done at 95% Sub.
- There are sufficient construction details on the plans for items not covered by Standard Plans.
- Utilities conform to the Caltrans Policy on High & Low Priority Facilities
 - High and low priority facilities are properly identified in plan and elevation.
 - Utilities shown (plan view and depth where necessary) and owners identified.
- There are sufficient summaries of quantities; and similar specialty items are grouped accordingly.
- Survey references and datum shown on the Plans.
- Applicable Standard Plans identified.
- Work shown on plans are complete, biddable and buildable.
- All work covered by either Bid Items or Agency furnished.
- All agency furnished materials listed in special provisions.
- Standard contract items are used from Caltrans BEES Coded Contract Item List.
- Standard units of measure are used.
- Quantity calculations and unit prices independently checked and verified by originator.
 - Originator and checker have signed and dated quantity calculations.
- Quantities summarized on appropriate quantity summary sheet on the plans (if applicable).
- Estimated quantities are appropriately rounded to agree with quantities on plans
- Reviewed the approved Task Order to verify deliverables

PS&E QUALITY ASSURANCE/QUALITY CONTROL (QA/QC) COVER SHEET

- Verified project location(s) in relationship to Council Member / Planning Commissioner Properties based on the Map of Properties located at
O:\3 CAPITAL PROJECTS\2 General\Project Management\00_City_Direction\20170424_Council_Commissioner_Properties_20170419.pdf
 - Is the project within a 500' radius of the property? **YES or NO (circle one)**
 - If yes, is the Project on CC or PC agenda for consent? **YES or NO (circle one)**
 - If yes to either, Andrea must be informed before the Staff Report is uploaded to Elknet
 - If yes to the above, has the CAO been informed?
- Obtain "New Address" from the Building Department for any new electrical service connections for City facilities (signals, pumps, buildings, etc.)

- Obtained City approval of street closures
- Acknowledge the R.E. File Checklist will be submitted to City at or prior to Advertise
- Included the "Pre-boilerplate Information for the 95% Technical Specifications" to the 95% Technical Specifications between the "Table of Contents" just before Section 1 of the specifications

ALL PS&E REQUIREMENTS HAVE BEEN MET:

PROJECT ENGINEER / DESIGNER DATE

QC REVIEWER DATE

QA REVIEWER DATE

PS&E Submittal Checklist

35% P&E SUBMITTAL

- 35% Plans (as applicable)**
 - Horizontal and Vertical Datums shown
 - Title Sheet
 - Legend, Abbreviations and Details
 - Typical Sections
 - Demolition Plan
 - Plan, Profile and Superelevation
- 35% Engineer's Estimate**
 - Independently Checked (item name, quantities, unit of measurement, unit prices, and contingency)
- Utility Coordination**
 - "A" Letters have been sent to utility owners and their utilities are shown on the plans
- Basis of Design Memorandum completed**

65% P&E SUBMITTAL

- 35% Responses to Comments completed and comments incorporated into the 65% P&E**
- Received comments or responses from all parties solicited for comments.**
- 65% Plans (as applicable)**
 - Horizontal and Vertical Datums shown
 - Title Sheet
 - Legend, Abbreviations and Details
 - Project Control
 - Typical Sections
 - Demolition Plan
 - Plan, Profile and Superelevation
 - Construction Details
 - Contour Grading
 - Erosion Control Plans, Details and Quantities
 - Drainage Plans, Profiles, Details and Quantities
 - Utility Plans, Profiles, Details and Quantities
 - Construction Area Signs
 - Stage Construction & Traffic Handling Plans, Details and Quantities
 - Detour Plans

- Signing and Striping Plans, Details and Quantities**
 - To enhance safety, for projects involving striping conforms/tie-ins, consider extending the striping an additional 50' or 100' outside the paving/striping limits to ensure any existing striping that might have been damaged gets replaced.
- Summary of Quantities**
- Landscaping & Irrigation Plans, Details and Quantities**
- Electrical Plans**
- Structure Plans**

65% Engineer's Estimate

- Independently Checked (item name, quantities, unit of measurement, unit prices, and contingency)**
- Utility Coordination**
 - Potholed all known underground utilities to verify conflicts with proposed improvements
 - Pothole information is shown on the plans
 - "B" Letters have been sent to utility owners
 - Reviewed as-builts for identifying existing irrigation, signal interconnect cables, etc. and show them on the plans
- O&M Coordination**
 - Submitted plans to O&M for review

95% PS&E SUBMITTAL

- 65% Response to Comments completed and comments incorporated into the 95% PS&E**
- Received comments or responses from all parties solicited for comments.**
- 95% Plans (as applicable)**
 - Horizontal and Vertical Datums shown
 - Title Sheet
 - Legend, Abbreviations and Details
 - Project Control
 - Typical Sections
 - Demolition Plan
 - Plan, Profile and Superelevation
 - Construction Details
 - Contour Grading
 - Erosion Control Plans, Details and Quantities
 - Drainage Plans, Profiles, Details and Quantities
 - Utility Plans, Profiles, Details and Quantities
 - Construction Area Signs

PS&E Submittal Checklist

- Stage Construction & Traffic Handling Plans, Details and Quantities
- Detour Plans
- Signing and Striping Plans, Details and Quantities
- Summary of Quantities
- Landscaping & Irrigation Plans, Details and Quantities
- Electrical Plans
- Structure Plans

- 95% Engineer's Estimate**
 - Independently Checked (item name, quantities, unit of measurement, unit prices, and contingency)

- 95% Draft Technical Specifications**
 - Order of the technical specifications follows the City of Elk Grove Standard Construction Specifications (*City Standard Specs are located at http://www.elkgrovecity.org/city_hall/departments_divisions/public_works/standards_plans_and_specs*)
 - Included the "Pre-boilerplate Information for the 95% Technical Specifications" to the 95% Technical Specifications between the "Table of Contents" just before Section 1 of the specifications (*located at O:\3 CAPITAL PROJECTS\2 General\QA QC\01_Forms*)
 - Working Days (WD) reviewed or developed by ESD Construction Management staff
 - If 90 WDs or more and electrical equipment (street lights, signal poles, electrical cabinets, etc.) is a bid item, include language in Order of Work per:
O:\3 CAPITAL PROJECTS\2 General\QA QC\01_Forms/ Order of Work - Electrical Equipment.doc
 - If less than 90 WDs and electrical equipment (street lights, signal poles, electrical cabinets, etc.) is a bid item, include in Order of Work two Order of Work clauses - for ordering equipment and to start on-site construction per:
O:\3 CAPITAL PROJECTS\2 General\QA QC\01_Forms/ Order of Work - Electrical Equipment.doc

- Utility Coordination (if not done at 65%)**
 - Potholed all known underground utilities to verify conflicts with proposed improvements

- Reviewed as-builts for identifying existing irrigation, signal interconnect cables, etc. and show them on the plans
- O&M Coordination**
 - Submitted plans to O&M for review

- 100% PS&E SUBMITTAL**
 - 95% Response to Comments completed and comments incorporated into the 100% PS&E**
 - Received comments or responses from all parties solicited for comments.**
 - Environment Commitments Record (ECR) completed, if applicable.** (*ECR Template: O:\3 CAPITAL PROJECTS\2 General\QA QC\01_Forms\PS&E ECR Form.xlsx*)
 - 100% Plans (as applicable)**
 - Horizontal and Vertical Datums shown
 - Title Sheet
 - Legend, Abbreviations and Details
 - Project Control
 - Typical Sections
 - Demolition Plan
 - Plan, Profile and Superelevation
 - Construction Details
 - Contour Grading
 - Erosion Control Plans, Details and Quantities
 - Drainage Plans, Profiles, Details and Quantities
 - Utility Plans, Profiles, Details and Quantities
 - Construction Area Signs
 - Stage Construction & Traffic Handling Plans, Details and Quantities
 - Detour Plans
 - Signing and Striping Plans, Details and Quantities
 - Summary of Quantities
 - Landscaping & Irrigation Plans, Details and Quantities
 - Electrical Plans
 - Structure Plans
 - 100% Engineer's Estimate**
 - Independently Checked (item name, quantities, unit of measurement, unit prices, and contingency)

PS&E Submittal Checklist

100% Technical Specifications

- Verified that the checklist items in the 95% Draft Tech Specs are confirmed with the 100% Tech Specs.

Utility Coordination

- Report of Investigations completed (for federally funded projects)
- “C” Letters, Notice To Owners (NTO), and Utility Agreements have been sent to utility owners.
- Advertise & Bid Process Checklist** *(located at O:\3 CAPITAL PROJECTS\2 General\QA QC\01_Forms)*

ALL PS&E REQUIREMENTS HAVE BEEN MET:

PROJECT ENGINEER _____ DATE _____

PROJECT MANAGER _____ DATE _____

QA REVIEWER _____ DATE _____

PSE Cross Check Form

Project No.:
 Submittal:
 Project Engineer:
 QC Reviewer:
 Date:

Additional Instructions:

- * QC Reviewer reviews the Environmental Document, Geotech Report(s), Hydraulics/Drainage Report, etc. and identifies any requirements not provided in the PS&E.
- * Project Manager is the confirm that all comments and responses have been addressed

Project Engineer/Designer completes this section before submitting to the QC Reviewer				QC Reviewer completes this section					Designer completes this section after QC Reviewer is done		QC Reviewer complies with the response?
QC Reviewer prepares an independent bid item list from his/her review of the plans to confirm.											
Item No.	Plans	Document	Bid Item	Unit	Specification Section	Is there a Pay Clause?	Bid Item Name on the Plans match Specs and Estimate?	Bid Item Unit matches plans, specifications, and estimate?	Comments	Type	Response
DESIGNER LISTS ALL BID ITEMS. QC REVIEWER TO INDEPENDENTLY CONFIRM.											
1											
2											
3											
4											
5											
QC REVIEWER LISTS ITEMS TO BE ADDED TO THE BID ITEMS THAT ARE MISSING											
6											
7											
DESIGNER LISTS ALL FULL COMP'S ITEMS. QC REVIEWER TO CONFIRM INDEPENDENTLY.											
8											
9											

TYPE: F – MUST BE REVISED.
 S – NEEDS TO BE ADDRESSED
 C – COORDINATION PROBLEM, DISCIPLINES NEED TO TALK.
 N – NOTE TO DESIGNER, ITEM, NOT SERIOUS, BUT COULD RESULT IN A BETTER PRODUCT.

ALL REVIEW COMMENTS HAVE BEEN ADEQUATELY ADDRESSED

PROJECT ENGINEER / DESIGNER _____ DATE _____

QC REVIEWER _____ DATE _____

PROJECT MANAGER _____ DATE _____

last revised 01/31/18

Date:
Project Manager:

ENVIRONMENTAL COMMITMENTS RECORD
(ECR)
Page 1 of 2

Project No:
Project Description

The purpose of the Environmental Commitments Record (ECR) is to ensure that the City of Elk Grove meets its environmental commitments for the project by: (1) Identifying each environmental commitment and PLACs (Permits, Licences, Agreements, and Certifications) made for the project; (2) Specifying how each commitment will be met; (3) Specifying when each commitment will be met; and (4) Documenting the completion of each commitment. Please ensure that a copy of the completed ECR is placed in the RE File.

	Description	Document/ Reference	Page	Responsible Party	Action(s) Taken to Comply					City Certification of Completion	
					Plans	Specs	Estimate	Timing/Phase	Remarks	Initial	Date
PERMITS											
LICENCES											
AGREEMENTS											
CERTIFICATIONS											



Date:
Project Manager:

ENVIRONMENTAL COMMITMENTS RECORD
(ECR)
Page 2 of 2

Project No:
Project Description

	Description	Document/ Reference	Page	Responsible Party	Action(s) Taken to Comply					City Certification of Completion	
					Plans	Specs	Estimate	Timing/Phase	Remarks	Initial	Date
ENVIRONMENTAL COMMITMENTS											
MITIGATION MEASURES											

PRE-BOILERPLATE INFORMATION FOR THE 95% DRAFT TECHNICAL SPECIFICATIONS

The following shall be added on a separate sheet to the “95% Draft Technical Specifications” between the “Table of Contents” just before Section 1 of the specifications:

This form provides information to be used by City staff/
other consultants to create bid documents for project

Project Information that will be incorporated in the Boilerplate Specifications:

Brief Project Description

[Add a brief project description]

Sample:

The project includes the reconstruction of Kent Street and Dino Drive (both located off of Waterman Road), and pavement rehabilitation at the intersection of Big Horn Blvd and Bruceville Road.

Bid Schedule

Please see the Construction Estimate included with this 95% Submittal

Does the Engineer’s Estimate exceed \$500,000? If so, it is subject to pre-qualification requirements.

[If yes, state the EE dollar amount and state “Pre-Qualification will be needed.” If no, state the EE dollar amount and state “No pre-qualification will be needed”.]

Sample:

Yes, the Opinion of Probable Cost is \$2,200,000. Pre-Qualification will be needed.

Project Funding Sources (Local/Federal/CDBG/State/Other)

[List the funding source(s)]

Sample:

Funding Sources are Fund 221 Gas Tax and Fund 294 Measure A Maintenance.

Total Working Days

[State the number of working days]

Sample:

60 working days

Liquidated Damages (use Caltrans formula to calculate)

[State the amount of liquidated damages per LAPM Chap 12, page 18]

Sample:

Using the formula in Caltrans LAPM Chapter 12 (p. 18), liquidated damages for this project are \$6,000 per working day.

ADVERTISEMENT AND BID PROCESS CHECKLIST

The Project Manager will provide the following information via email for the Project Coordinator (PC) to use for the development of the project boilerplate specifications and will serve as notification that a project is preparing to enter the bid process and completes the 100% (Complete) Milestone:

Bid Advertisement Schedule:

- Potential Council Dates (to award Project);
- Bid Opening Date (typically done every Tuesday or Thursday at 2:00pm; this is flexible);
- Pre-Bid Meeting Date (if applicable; at the discretion of Project Manager; if so is it optional or mandatory; date, time and location of meeting);
- Advertisement Date (Wednesdays or Fridays)

Information the Project Coordinator needs to complete the boilerplate specifications:

- Project Name and Number
- Brief Project Description
- Cost of Plans and Specifications (for vendor to purchase) [*Admin obtains quotes from PIP/ARC or uses data from similar projects*]
- Licensing Requirements
- Bid schedule (i.e. bid items, unit of measurement, and quantities)
- Recommended Insurance Requirements [*PC will request from Risk*]
- Engineer's Estimate / Opinion of Probable Cost (OPC)
- Is there special funding (Federal /CDBG/State/other)?
- Total Working Days
- Liquidated Damages
- Technical Specifications
- Supplemental Information
- Additional Information
 - Permits
 - Maps
 - As-builts
 - Other (e.g. SASD requirements, etc.)

ALL REQUIREMENTS HAVE BEEN MET:

PROJECT MANAGER

DATE



Comment Disposition: (ID = Initial Disposition FD = Final Disposition)

- A = Will Comply
- B = Needs Further Investigation/Coordination with disciplines
- C = Comment Noted – Not required to incorporate
- D = Comment Resolved
- E = Will Not Comply

Project No.: _____ Project Name: _____

Submittal: _____ Project Manager: _____

REVIEW COMMENTS AND RESPONSES

Date: _____

#	COMMENTOR	PAGE / SHEET Ref.	COMMENT	ID	RESPONSE	FD	Verified By:

ALL REVIEW COMMENTS HAVE BEEN ADEQUATELY ADDRESSED

PROJECT MANAGER

DATE

Plans Checklist – Title Sheet

- | | |
|---|---|
| <input type="checkbox"/> Elk Grove Standard Border | <input type="checkbox"/> Location Map using City GIS map, project location outlined or otherwise indicated (north arrow, NTS) |
| <input type="checkbox"/> Willdan Logo, address, etc. | <input type="checkbox"/> Utility & project contacts, names, phone numbers, entities, etc. |
| <input type="checkbox"/> Designed by: | <input type="checkbox"/> Approval Blocks; City, Project Manager, PW 'Owner', Project RCE, Other Agency names/titles |
| <input type="checkbox"/> Drawn by: | <input type="checkbox"/> Interim Submittals only: |
| <input type="checkbox"/> COEG PW info, address, etc. | <input type="checkbox"/> "NOT FOR CONSTRUCTION" across RCE stamp |
| <input type="checkbox"/> Sheet Title, Project Name, CIP # | <input type="checkbox"/> 100% Submittal, date |
| <input type="checkbox"/> Date, Scales, Proj #, Sheet 1 of xx | <input type="checkbox"/> Final – RCE signature across or above stamp |
| <input type="checkbox"/> Project Name, CIP #, Fed/State grant number(s) as applicable | |
| <input type="checkbox"/> Sheet Index | |
| <input type="checkbox"/> Utility Contacts, names, phone numbers, company | |
| <input type="checkbox"/> Vicinity Map, project site indicated (north arrow, NTS) | |

RCE = Registered Civil Engineer or other registered Engineer or Architect

Plans Preparation Manual (U.S. Customary Units)



Section 2 – Project Plans

January 2008

CHECKLIST FOR DRAINAGE PLAN SHEETS

(Page 1 of 2)

District, county and route TX=7.0, FT=3, WT=1, LV=10 (upper right corner of sheet)

Post Miles TX=7.0, FT=3, WT=1, LV=10 (upper right corner of sheet)

CU No. and EA No. (lower right corner of sheet) TX=7.0, FT=3, WT=1, LV=10

Signature only included on Level 63. Date of signature and current registration seal information included on Level 10, (lower right corner of sheet). Drafting reviewers will attach signatures when project goes to PS&E. Text height should be 7, but the width can be squeezed to fit the area using element selection. If both names are long, the first name can be above the last name. FT=3, WT=1

Standard north arrow (AC = NARR)

Scale horizontal (TX=8.75, FT=3, WT=2, LV=10)

Information inserted in plan sheet development name block spaces in left margin of sheet. See Figures 2-10 and 2-11 in Section 2-1.6 of this manual for additional instructions.

The following note shall be shown on each drainage plan sheet that shows right of way and easement lines: "For complete right of way and accurate access data, see right of way record maps at district office." In the case of a conventional highway, omit the words "and accurate access." Include this note on any other plan view sheet that shows right of way lines.

Temporary construction easement (TCE) lines shown for drainage work if TCE required

First sheet of drainage plan sheets contains notes, legends, symbols, and a list of abbreviations (do not include standard plan abbreviations as part of the listed abbreviations)

Drainage work separated into groupings of interconnected drainage items

Drainage system numbers and drainage units identified by symbol and coding as provided under "Drainage Plans" of this section of the manual

Drainage items of work labeled generically (Culv, DI, etc.)

Type of work on existing facilities indicated (Remove, Abandon, Adjust, etc.). Words such as "Construct, "Place," etc. not used for new construction.

CHECKLIST FOR DRAINAGE PLAN SHEETS
(Page 2 of 2)

- Alignment lines used for referencing of drainage facilities shown
- The station reference for each drainage system shown (the point at which the culvert crosses or intersects the roadway station line or profile grade)
- Where a culvert does not cross or intersect the roadway station line or profile grade, the culvert is referenced to the nearest roadway station line by station pluses and station offset distances.
- Direction of flow identified for ditches, channels, etc.
- Waterways (stream, creek, river, etc.) and direction of flow shown
- Subsurface drain locations, including types of outlets, vents and cleanouts shown, if subsurface drains not shown on project layouts. If sufficient space is not available on drainage plans, subsurface drains may be shown on separate subsurface drain plans.



**CHECKLIST FOR DRAINAGE
PROFILE SHEETS
(Page 1 of 2)**

- ~~District, county and route TX=7.0, FT=3, WT=1, LV=10 (upper right corner of sheet)~~
- ~~Post Miles TX=7.0, FT=3, WT=1, LV=10 (upper right corner of sheet)~~
- ~~CU No. and EA No. (lower right corner of sheet) TX=7.0, FT=3, WT=1, LV=10~~
- ~~Signature only included on Level 63. Date of signature and current registration seal information included on Level 10, (lower right corner of sheet). Drafting reviewers will attach signatures when project goes to PS&E. Text height should be 7, but the width can be squeezed to fit the area using element selection. If both names are long, the first name can be above the last name. FT=3, WT=1~~
- ~~Information inserted in plan sheet development name block spaces in left margin of sheet. See Figures 2-10 and 2-11 in Section 2-1.6 of this manual for additional instructions.~~
- Scale – vertical and horizontal
- Drainage System No. shown with station reference of system
- Drainage unit designations shown for each item of the system (headwalls, wingwalls, drainage inlets, flared end sections, inlet and outlet structures)
- Location of each item of each system identified by station and offset distances from station

- Profile line of drainage facility with percent or decimal grade shown
- Inlet and outlet elevations of drainage facilities
- Existing groundline profile (dashed line) and finished grade (solid line) shown and labeled
- Datum elevations at both edges of sheet (on top of the horizontal grid line)

Pipe Culverts

- Corrugated metal pipe culvert (steel or aluminum) and circular reinforced concrete pipe shown by diameter and length
- Oval shaped reinforced concrete pipe and reinforced concrete pipe arch shown by span, height and length
- Alternative pipe culvert shown by diameter and length
- Inlet and outlet elevations of pipe culvert shown
- Inlet and outlet facility, if any, attached to ends of pipe culvert shown (flared end section, headwall, endwall, drainage inlet, etc.)

Concrete Drainage Inlets, Pipe Inlets and Risers

- Pipe inlets shown by size, type and length (pay length equals "H" dimension expressed to tenth of a foot), concrete bases for pipe inlets shown

**CHECKLIST FOR DRAINAGE
PROFILE SHEETS**
(Page 2 of 2)

- Pipe inlet with grate – Type of grate, inlet elevation of top of grate and outlet elevation of inlet shown
- Pipe inlet with side opening(s) and cover on top of inlet – Type of cover, inlet elevation of side opening(s) and outlet elevation of inlet shown
- Concrete drainage inlets shown by type (G1, GO, SO, OL-7, GT1, etc.) and "H" dimension expressed to tenth of a foot
- Concrete drainage inlets with grate – Type of grate, inlet elevation of top of grate and outlet elevation of inlet shown
- Concrete drainage inlets with side opening(s) and cover on top of inlet – Type of cover, inlet elevation of side opening(s) and outlet elevation of inlet shown
- Pipe risers shown by size, type and length (pay length equals "H" dimension expressed to tenth of a foot)

Box Culverts

- Reinforced concrete box culvert shown by span, height and length. Number of cells shown: single, double, etc.
- Inlet and outlet elevations of box culvert shown
- Type of wingwalls for each end of box culvert shown ("A," "B," "C," "D," "E," warped)

- Wingwall "H" dimensions shown
- Elevation "a" shown for warped wingwalls

Ditches and Channels

- Profile line of facility with percent or decimal grade shown, if profile not shown on roadway profile sheets
- Typical cross section of facility shown, if not shown on roadway profile sheets or drainage details. Where facility is lined, show type of lining, thickness of lining, and details of construction joints, cut-off stubs and end return.
- Inlet and outlet facility, if any, shown and dimensioned

Slope Protection

- Type, length and arrangement of slope protection shown
- Typical cross section of facility shown, if not shown on roadway profile sheets or drainage details. Where facility is lined, show type of lining, thickness of lining, and details of construction joints, cut-off stubs and end return. Where rock slope protection (RSP) is used, show RSP fabric, thickness of rock layers, and classification of rock layers.

**CHECKLIST FOR ELECTRICAL
PLAN VIEW SHEETS**

- ~~District, county and route~~
- ~~Post miles~~
- ~~Unit and Project Number and Phase~~
- Signature, date of signature, license number, printed name, and license renewal date. (Signature is added as the last step before the project goes to PS&E)
- Standard roadway north arrow
- Scale centered below sheet name
- Information on plan sheet development name blocks ~~in left margin of border sheet. See Figures 2-10 and 2-11 in Section 2-1.6 for additional instructions~~
- Correct sheet approval statement centered at bottom of sheet (example: "APPROVED FOR ELECTRICAL WORK ONLY")
- Right of way and easements shown on;
 - all electrical systems plan view sheets on electrical systems only projects
 - each electrical systems spot location where no other coextensive plan view sheets shows R/W

Following statement shown on each plan sheet where determinate right of way is shown: "FOR ACCURATE RIGHT OF WAY DATA, CONTACT ~~RIGHT OF WAY ENGINEERING~~ AT THE DISTRICT OFFICE"
DEVELOPMENT SERVICES CITY HALL
- Standard abbreviations conform to those listed in the Standard Plans

- The first sheet of each electrical plan shall contain project specific notes, legends, symbols, and nonstandard abbreviations that are not included in the Standard Plans
- Identify routes within the project limits. Line designations and routes must be identified and are typically placed above the alignment line. Do not use route shields.
- Plan view sheet name must match the bid item description for the work shown
- Modifiers such as location number, city, county, intersection of local streets, stage construction, etc. near the at bottom center of sheet
- Limit of roadbed shown
- Environmentally sensitive area (ESA) limits shown
- Alignment line and stationing are shown solid. Stationing matches roadway layout sheets
- Fences, city and county limits are shown
- Utility plans signed by a registered civil engineer
- Road approaches, street names, and on/off ramps are shown and labeled
- Bridge name and number (Show bridge limits only when work is to be performed on the bridge)
- For conduit runs in sidewalks, show limits of sidewalk, driveways and curb ramps along the entire conduit

- Verify that locations of irrigation controllers are at the same locations as shown on the landscape plans
- Verify that locations of standards, poles, posts, APS are compatible with final roadway configuration shown on the roadway layout plans
- Show existing electrical systems dropped out
- Cross-references to electrical systems details
- Cross-references to SES sheets

**CHECKLIST FOR ELECTRICAL
DETAIL PLAN SHEETS**

- Acronyms, symbols, and abbreviations are defined and consistent with those shown in the legend for any local agency requested details

- Cross-references and detail designations consistent with electrical systems plan view sheets

**CHECKLIST FOR ELECTRICAL
QUANTITY SHEETS**

- Name of quantity table for lump sum bid item matches bid item description and plan view sheet name where work is shown
- Quantity tables for lump sum bid items have note "FOR INFORMATION ONLY. ELECTRICAL SYSTEMS QUANTITY TABLES SUMMARIZE SIGNIFICANT COMPONENTS. SEE ELECTRICAL SYSTEMS PLANS AND SPECIFICATIONS TO DETERMINE ALL MATERIALS NEEDED FOR EACH SYSTEM" placed below table
- Bid items that are not lump sum are summarized in quantity tables



Plans Preparation Manual (U.S. Customary Units)

Section 2 – Project Plans

September 2016

CHECKLIST FOR EROSION CONTROL PLAN SHEETS

- ~~District, county and route~~
- ~~Post-Miles~~
- ~~Unit and Project Number and Phase~~
- Signature, date of signature, license number, printed name, and license renewal date. Signature is added as the last step before the project goes to PS&E
- Standard roadway north arrow
- Scale centered below sheet name
- Information on plan sheet development name blocks in left margin of border sheet. ~~See Figures 2-10 and 2-11 in Section 2-1.6 of this manual for additional instructions~~
- Correct sheet approval statement centered at bottom of sheet ("APPROVED FOR EROSION CONTROL WORK ONLY")
- The following statement must be shown on each plan sheet where determinate right of way is shown: "FOR ACCURATE RIGHT OF WAY DATA, CONTACT ~~RIGHT OF WAY ENGINEERING AT THE DISTRICT OFFICE~~"
DEVELOPMENT SERVICES CITY HALL
- Standard abbreviations are to conform to those listed in the Standard Plans
- The first sheet of erosion control plans shall contain project specific notes, legends, symbols and

nonstandard abbreviations that are not included in the Standard Plans

- Symbols and abbreviations are consistent on all plan sheets and with those shown in the erosion control legend
- Identify routes within the project limits. Line designations and routes must be identified and are typically placed above the alignment line. Do not use route shields
- Show existing fences and gates dropped out
- City and county limit lines shown
- Utilities are shown on utility plan sheets
- Waterways (stream, creek, river, etc.) and direction of flow
- Do not show extraneous topography (See Section 2-1.1)
- Alignment line and stationing shown solid
- Limit of roadbed shown
- Existing planting is dropped out
- Water source, if used, is identified and labeled as recycled or potable
- Each erosion control area is identified by a call out or location number



CHECKLIST FOR EROSION CONTROL LEGEND

- Erosion control types and bid item names are consistent on legend and plan sheets
- Erosion control type table included for each combination of erosion control materials, fiber rolls, and compost socks
- Item column must identify the applicable bid items
- Item description for each step in the application must match the bid item description
- Material column must identify the applicable materials for each bid item
- Type column must identify the type of each material
- Application rate column must identify the application rate for each item or material
- Depth column must indicate the depth in inches for incorporate materials
- Seed mix table must describe the seed mixtures used. Include seed botanical name, common name, minimum percent germination, and application rate measured in pounds of live seed per acre

CHECKLIST FOR EROSION CONTROL DETAILS

- Details are project specific and/or modified Standard Plan Details
- Label sheet(s) “No Scale” but draw details proportionally

CHECKLIST FOR QUANTITY SHEET(S)

- Summarize erosion control quantities with associated locations
- If the quantity tables do not warrant an entire sheet then they may be shown on the erosion control plan sheets

Plans Preparation Manual (U.S. Customary Units)



Section 2 – Project Plans

November 2016

CHECKLIST FOR PLAN SHEETS

~~District, county and route~~

~~Post Miles~~

~~Unit and Project Number and Phase~~

Signature, date of signature, license number, printed name, and license renewal date. (Signature is added as the last step before the project goes to PS&E)

Standard roadway north arrow

Scale centered below sheet name

Information on plan sheet development name blocks in left margin of border sheet. See Figures 2-10 and 2-11 in Section 2-1.6 of this manual for additional instructions

Correct sheet approval statement centered at bottom of sheet (example: "APPROVED FOR PLANTING WORK ONLY")

On landscape only projects at least one type of plan view sheet must show right of way. The following statement must be shown on each plan sheet where determinate right of way is shown: "FOR ACCURATE RIGHT OF WAY DATA, CONTACT ~~RIGHT OF WAY ENGINEERING~~ ^{DEVELOPMENT SERVICES} AT THE ~~DISTRICT OFFICE~~ ^{CITY HALL}"

Standard abbreviations conform to those listed in the Standard Plans

The first sheet of each landscape layout, irrigation and or planting plan

shall contain project specific notes, legends, and symbols, and nonstandard abbreviations that are not included in the Standard Plans

Identify routes within the project limits. Line designations and routes must be identified and are typically placed above the alignment line. Do not use route shields

Show existing fences and gates dropped out

Show new gates with size and type

City and county limit lines shown

Utility plans signed by a registered civil engineer

Waterways (stream, creek, river, etc.) and direction of flow

Do not show extraneous topography (See Section 2-1.1)

Environmentally sensitive area (ESA) limits shown. Use hatched area as shown on Standard Plan A10B

Alignment line and stationing shown solid

Limit of roadbed shown

CHECKLIST FOR IRRIGATION PLAN

- Symbols and abbreviations are consistent on all plan sheets and with those shown in the irrigation legend
- Pipe appropriately labeled (size) or provided for in Pipe Sizing Chart on detail sheet
- Connect to existing system symbol shown at all points of connection between existing and new irrigation facilities
- Existing irrigation component symbols per Standard Plan symbols
- Verify that locations of irrigation controllers are at the same locations as shown on the electrical systems plans
- New planting dropped out if shown
- Water meter labeled with size and as recycled or potable

CHECKLIST FOR PLANTING PLAN

- Symbols and abbreviations are consistent on all plan sheets including botanical names
- Each plant group has appropriate symbol or pattern and quantity as per the plant legend
- Symbols used for plant types match throughout plans and on the plant legend

- Each planting area is provided with one quantity call out for each plant symbol or massed area
- Specify wood mulch areas in cubic yards
- Specify cultivation areas in square yards
- Show existing planting dropped out

CHECKLIST FOR IRRIGATION SPRINKLER SCHEDULE

- Numbered notes shown in appropriate columns are applicable when circled in notes list
- Sprinkler symbols correspond with irrigation plan

CHECKLIST FOR PLANT LEGEND

- Symbols and abbreviations are consistent on all plan sheets including botanical names
- Underlined portions of Botanical Names correspond with abbreviations on the planting plans
- Numbered notes shown in appropriate columns are applicable when circled in notes list
- Plant Sizes shown conform to standard American Nursery and Landscape Association (ANLA) container size descriptions
- Appropriate basin type(s)

- Hole size is shown and large enough to accommodate plant container size, root protectors and or amendments
- Planting limits filled out completely
- Number of plants shown are to total to the amount shown on planting quantity table
- Provide staking, foliage protectors, root protectors, and or root barriers if needed

LANDSCAPE + IRRIGATION

CHECKLIST FOR QUANTITY SHEET

- Quantity tables for hardscape items such as rock blanket, gravel mulch, minor concrete, decomposed granite, and edging shall be shown on landscape quantities table as subtotals if the grand total is shown on another quantity table used elsewhere in the project
- Irrigation quantity summaries shall be shown on irrigation quantities sheets. For projects using large number of valves and controllers, split quantities into two tables; quantities downstream of control valves, and quantities on the supply side of control valves
- Planting quantities table may be shown on planting plan or plant legend
- Ensure that all project work shown on the plans is either identified as a bid item or is paid for under another bid item



Plans Preparation Manual (U.S. Customary Units)

Section 2 – Project Plans

November 2011

CHECKLIST FOR LAYOUT SHEET (Page 1 of 3)

- District, county and route ~~TX=7.0, FT=3, WT=1, LV=10~~ (upper right corner of sheet)
- Post Miles ~~TX=7.0, FT=3, WT=1, LV=10~~ (upper right corner of sheet)
- Unit and Project Number and Phase (lower right corner of sheet) ~~TX=7.0, FT=3, WT=1, LV=10~~
- Signature and date of signature are included ~~on Level 63~~. Current registration seal information is to be included ~~on Level 10~~, (upper right corner of sheet). ~~The signature is added as the last step before the project goes to PS&E. The text size for the date and information inside the seal is to be TH=7.0, TW=5.0, FT=3, WT=1, but the width can be squeezed to fit the area. If both names are long, the first name can be above the last name~~
- Standard north arrow (AC = NARR)
- Scale (TX=8.75, FT=3, WT=2, LV=10) place below the sheet name (centered)
- Information inserted in plan sheet development name block spaces in left margin of border sheet. ~~See Figures 2-10 and 2-11 in Section 2-1.6 of this manual for additional instructions~~
- Right of way must be shown on all layout sheets unless it is indeterminate. The following note must be shown on each layout sheet where right of way is shown: "FOR ACCURATE RIGHT OF WAY DATA, CONTACT ~~RIGHT OF WAY ENGINEERING~~ AT THE

~~CITY HALL~~

~~DISTRICT OFFICE.~~" Include this note on any other plan view sheet that shows right of way lines

If right of way is indeterminate, the following note must be shown on each plan view sheet where there is indeterminate right of way: "RIGHT OF WAY LIMITS ARE INDETERMINATE, AND ARE NOT SHOWN. THE CONTRACTOR MUST CONTACT ~~RIGHT OF WAY ENGINEERING~~ AT THE ~~DISTRICT OFFICE~~ FOR CONDITIONS OF USE PRIOR TO COMMENCING WORK."

DEVELOPMENT SERVICES

CITY HALL

- First sheet of layouts contains notes, legends, symbols, and a list of abbreviations (do not include standard plan abbreviations as part of the listed abbreviations)
- Bearing and distance of tangent sections must be identified on all stationed lines and are typically placed above the alignment line
- Station equations
- Identify routes within the project limits. Line designations and routes must be identified and are typically placed above the alignment line. Do not use route shields. The following typically applies to route identification where work is performed: TX=8.75, FT=3, WT=2, LV=16. On routes where no work is being performed, the following may apply: TX=7.0, FT=3, WT=1, LV=16. On very complex projects, where the layouts contain a large amount of information, the following may apply to identify routes where work is performed: TX=10.0, FT=43, WT=0, LV=16

DEVELOPMENT SERVICES ?

**CHECKLIST FOR LAYOUT SHEET
(Page 2 of 3)**

- Curve data (all curve data numbers must be consecutive “for each station line” throughout the layout sheets). Northing and easting values for BCs and ECs are optional, but if shown, the basis of the horizontal control used must be identified on the first layout sheet
- Edge of traveled way and shoulders
- Edge of pavement (EP) is to be shown as a thicker weight line (usually WT=2) to more clearly define the EP
- Dimension the total width of traveled way for each direction plus the shoulders (not necessary to dimension each lane, reserve that for the pavement delineation sheets)
- Access control lines that have access control tick marks are not to appear on the contract plans. Access control lines belong on right of way record maps
- Fences and gates
- Township, range and section lines and corners, state and national parks, swampland and tideland surveys but only when it is of benefit and assists in the construction of the project
- City and county limit lines labeled appropriately
- Guard railing, barriers and crash cushions
- Drainage, striping, and signing, (unless shown on separate sheets)
- Utilities are to be shown on utility plan sheets, unless the project is small and all information can clearly be shown on the layouts
- Bridge names and numbers (show bridge number only when work is to be performed on bridge and bridge plans are included) TX=8.75, FT=3, WT=2, LV=23
- Waterways (stream, creek, river, etc.) and direction of flow TX=7.0, FT=3 at 25° slant, WT=1, LV=23 upper/lower case text
- Retaining walls and sound walls shown and labeled on layouts for length and layout line offset from highway alignment line
- Mandatory material and disposal sites (use of mandatory sites is to be avoided where possible). If the sites are not within project limits, include in Materials Handout and not on the layouts
- Road approaches
- As an option, Northing and Easting value of a fixed, known object that physically can be located in the field. Shown for referencing to the correct location and zone in the California Coordinate System

**CHECKLIST FOR LAYOUT SHEET
(Page 3 of 3)**

- For grade separations, most of the features associated with the underneath roadbed (usually depicted by some type of line) should be clipped for that portion directly underneath the above route. For the options of what should be clipped (or in some cases dashed), see the examples for Layouts “Generic Plan View Sheet for Grade Separations.” These options only apply to that portion of the route (or stream/river) that is directly underneath the above route
- Stage construction, traffic handling or detours (unless shown on separate sheets)
- Limits of pavement removal
- Existing pavements
- Curbs and dikes
- Sidewalks, driveways, curb ramps (type)
- Grinding, cold planing, and replace asphalt concrete surfacing, etc. Thickness of existing pavement must be identified on the typical cross sections
- Monument points when the contractor is required to perpetuate monumentation
- Topography (when pertinent)
- Cut and fill lines
- Easement and permits
- Environmentally sensitive area (ESA) limits shown
- Edge drain locations, including types of outlets, vents and cleanouts. If layouts are cluttered edge drains can be shown on drainage plans. If drainage plans are also cluttered, edge drains can be shown on separate edge drain plans.

CHECKLIST FOR PROFILE
(Page 1 of 2)

- Original ground lines labeled as “OG”. Original ground line should extend a few stations beyond the beginning and end of profiles on the first and last sheet
 - Future grade lines (used for staged contracts) shown as short dashed lines and labeled
 - Profile grade line labeled as “PG” with the grade percent. Use 2 decimal places for new profiles and 3 decimal places when matching existing profile
 - Line designation and route identified in the title
 - Vertical curve lengths labeled (in feet). Grade tangents must be shown at point of reverse vertical curvature (PRVC) or point of compound vertical curvature (PCVC)
 - Elevations - shown at BVCs, EVCs, PRVCs, and PCVCs, equations, broken profiles for datum changes, VPIs, and conforms at existing pavement. No additional elevations need be shown on vertical curves
 - Earthwork quantities (listed by station, or individual cuts and fills) – sheet total
 - Top rail elevation (railroad)
 - Station and elevation of begin and end bridge. Identify offset if not on “PG”
 - Label bridge name and number (show bridge number only when work is to be performed on bridge and bridge plans are included)
 - Street or road alignment line and identify the stationing where it crosses the main profile grade line
 - Road and driveways identified where they connect to the affected route
 - Elevation at both edges of sheet (on top of the horizontal grid line)
 - Plus station for points
 - Station equations
 - Benchmarks (showing an elevation is optional)
- Where the profile and superelevation diagram are shown together do the following:*
- It is a Caltrans best practice to show the superelevation diagram with the corresponding profile. The superelevation diagram must be placed directly above the profile so that the stationing lines up
 - Stationing is to be shown directly below the superelevation diagram. Station and earthwork quantities are to be shown below the profile
 - When the superelevation diagram and profile are on the same sheet, the sheet title is to be “PROFILE AND SUPERELEVATION DIAGRAM.” The sheet Identification is “PS”
 - For specific superelevation diagram elements to be shown, see “Checklist for Superelevation Diagram”

CHECKLIST FOR PROFILE

(Page 2 of 2)

Where the profile is shown by itself or if both profile and superelevation diagram are shown together, include the following information on those sheets:

- ~~District, county and route TX=7.0, FT=3, WT=1, LV=10 (upper right corner of sheet)~~
- ~~Post Miles TX=7.0, FT=3, WT=1, LV=10 (upper right corner of sheet)~~
- ~~Unit and Project Number and Phase (lower right corner of sheet) TX=7.0, FT=3, WT=1, LV=10~~
- Signature and date of signature are included ~~on Level 63.~~ Current registration seal information is to be included ~~on Level 10,~~ (upper right corner of sheet). The signature is added as the last step before the project goes to PS&E. The text size for the date and information inside the seal is to be TH=7.0, TW=5.0, FT=3, WT=1, but the width can be squeezed to fit the area. If both names are long, the first name can be above the last name
- Information inserted in plan sheet development name block spaces ~~in left margin of border sheet. See Figures 2-10 and 2-11 in Section 2-1.6 of this manual for additional instructions~~
- Scale – vertical and horizontal (TX=8.75, FT=3, WT=2, LV=10). Place below the sheet name (centered)



CHECKLIST FOR SUPERELEVATION DIAGRAM
(Page 1 of 1)

Where the superelevation diagrams are shown on their own separate sheets, include the following information on those sheets:

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Axis of rotation line (0%). Label as “Axis of Rotation” along with the line designation of the PG line and offset to the PG line (if applicable – see generic example 2 of 5) <input type="checkbox"/> Each traveled way and shoulder plane shown and labeled. DO NOT abbreviate traveled way or shoulder <input type="checkbox"/> Stationing below diagram (each diagram if stacked) <input type="checkbox"/> Location of horizontal BCs and ECs indicated with vertical lines. Label radius and direction of curvature above the full superelevation portion of the diagram. A dimension line connects the BC to the EC (see generic example 5 of 5) <input type="checkbox"/> Percent at both edges of sheet (on top of the horizontal grid line) <input type="checkbox"/> Station equations <input type="checkbox"/> Identify (with a triangle) the points of transition (as shown in the Highway Design manual) with the plus stations below the diagram. Do not label these points (see generic example 5 of 5) <input type="checkbox"/> Identify (with a triangle) and label those rare occurrences such as, “compound curves”, “reversing curves” and “broken back curves” | <ul style="list-style-type: none"> <input type="checkbox"/> District, county and route TX=7.0, FT=3, WT=1, LV=10 (upper right corner of sheet) <input type="checkbox"/> Post Miles TX=7.0, FT=3, WT=1, LV=10 (upper right corner of sheet) <input type="checkbox"/> Unit and Project Number and Phase (lower right corner of sheet) TX=7.0, FT=3, WT=1, LV=10 <input type="checkbox"/> Signature and date of signature are included on Level 63. Current registration seal information is to be included on Level 10, (upper right corner of sheet). The signature is added as the last step before the project goes to PS&E. The text size for the date and information inside the seal is to be TH=7, TW=5, FT=3, WT=1, but the width can be squeezed to fit the area. If both names are long, the first name can be above the last name <input type="checkbox"/> Information inserted in plan sheet development name block spaces in left margin of border sheet. See Figures 2-10 and 2-11 in Section 2-1.6 of this manual for additional instructions <input type="checkbox"/> Scale – horizontal (TX=8.75, FT=3, WT=2, LV=10). Place below the sheet name (centered) |
|---|---|

CHECKLIST FOR TYPICAL CROSS SECTIONS

(Page 1 of 2)

District, county and route TX=7.0, FT=3, WT=1, LV=10 (upper right corner of sheet).

Post Miles TX=7.0, FT=3, WT=1, LV=10 (upper right corner of sheet).

Unit and Project Number and Phase (lower right corner of sheet) TX=7.0, FT=3, WT=1, LV=10.

Signature and date of signature release are included on Level 63. Current registration seal information is to be included on Level 10, (upper right corner of sheet). The signature is added as the last step before the project goes to PS&E. The text size for the date and information inside the seal is to be TH=7, TW=5, FT=3, WT=1 but the width can be squeezed to fit the area. If both names are long, the first name can be above the last name.

Information inserted in plan sheet development name block spaces in left margin of border sheet. See Figures 2-10 and 2-11 in Section 2-1.6 of this manual for additional instructions.

Label sheet(s) "NO SCALE" (TX=8.75, FT=3, WT=2, LV=10). Draw sections proportionally.

Label the profile grade line "PG" and identify the line designation (example: "A1" LINE).

The following note is required on the first sheet of the Typical Cross Sections, if a pavement structure is to be constructed:

1. DIMENSIONS OF THE PAVEMENT STRUCTURES (STRUCTURAL SECTIONS) ARE SUBJECT TO TOLERANCES SPECIFIED IN THE STANDARD SPECIFICATIONS.

The following note is required on the first sheet of the Typical Cross Sections when superelevation diagrams are included as part of the contract plans.

2. SUPERELEVATIONS ARE SHOWN ON THE SUPERELEVATION DIAGRAMS.

Design designation– Show on first sheet of Typical Cross Sections only. For additional instructions refer to the Typical Cross Sections example sheet, "Generic Project Typical Cross Section, Basic Required Information."

Legend and list of abbreviations, on first sheet of Typical Cross Sections (do not include standard plans abbreviations as part of the listed abbreviations).

Alignment line or station line and layout line for walls and barriers.

Stationing limits below each section, sections with lowest stationing limits of each route at bottom of sheet with greater stationing sections stacked above.

CHECKLIST FOR TYPICAL CROSS SECTIONS

(Page 2 of 2)

- Typical Cross Sections for route, ramp, and local roads grouped separately.
- Pavement width transitions shown where necessary to clearly show how the roadbed transitions.
- Profile grade point, widths of lanes, shoulders, medians, sidewalk, gutter, ditches, etc. Show variable dimensions with limits.
- Percent of cross slopes, traveled way, shoulders, paved median, gutter, etc. with an arrow showing downward direction of slope.
- Slope rounding (where applicable). May be shown as a detail.
- Benching and strutting (where applicable).
- Right of way lines: Show as applicable to the specific project. Refer to the text of this section for instructions.
- Type, class and thickness of pavement, base and subbase.
- Pertinent existing features, including existing pavement structures, barrier, railing, ditches, shoulder backing etc.
- Seal coats, except fog seals.
- Dike with type identification if only one type, otherwise use generic (example: HMA DIKE).
- Curb types with type identification if only one type, otherwise use generic (example: CONCRETE CURB). Do not show dimensions, even for modified curbs or curb details from a local agency. Dimensions are to be shown on Construction Detail sheets.
- Subsurface drains (where applicable).