



TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

Town Council Meeting
November 2, 2016
Agenda Item:

AI-2

STAFF REPORT

To: Mayor and Members of the Town Council
From: Office of the Department of Public Works
Subject: New Morning Café Frontage Design Award and Budget Modification
Reviewed By: 

BACKGROUND

Resolution No. 2015-08 of the Town of Tiburon Planning Commission approved a conditional use permit to construct a mixed-use commercial/residential building intended for eventual condominium-type ownership located at 1694-1696 Tiburon Boulevard, the current site of the New Morning Café. The conditions of approval for the project include:

Applicants agree to financially contribute to a future Town project to improve the Tiburon Boulevard frontage and reduce pedestrian congestion as identified in General Plan Policy DT-30 and Program DT-r. Said contribution amount shall be finalized prior to issuance of a building permit for this project.

The owner's design team anticipates construction on the New Morning Café building will begin summer next year. Staff has not yet received a building permit submittal for the project. Ideally, the frontage work would happen during construction to avoid construction on the frontage after the new building is opened.

The project is complicated by the following factors:

1. Half the area is in the Caltrans right of way and half on a privately-owned land.
2. The exiting area slopes away from the building and then meets a raised area before the driveway for the parking area. When the raised area is removed it will be difficult to properly separate the driving area from the walkway, maintain drainage and match the building entrance height.
3. There are utility boxes in the frontage at the curb ramp. Guidelines for access ramps state that Gratings, access covers, and other appurtenances shall not be located on curb ramps, landings, blended transitions, and gutters within the pedestrian access route. Therefore, as part of the frontage improvement project we will likely need to relocate:
 - a. Two water meter boxes

- b. A PG&E box
 - c. An AT&T vault
4. It will be difficult to fit any aesthetic features into the frontage width, and still provide proper width for pedestrian travel, but there is a desire to include aesthetics if possible. If this involves planting, irrigation lines and a meter may be required.

Given the complexity of the design and the need for formal drawings both for bidding and for the Caltrans encroachment permit, staff solicited requests for proposals from four design consultants.

ANALYSIS

Consultants are busy and three consultants decided they could not properly staff the project at this time. A typical response was, "Once we looked at the project it was not as straightforward as we thought and we do not have staff availability to support it." Staff ultimately received one proposal.

The cost of completing the work as set forth in the proposal is \$56,300 and includes 406 hours of engineering time. There is an optional item for an additional \$6,380 for a survey if needed. If the New Morning Café building plan survey is sufficient an additional survey will not be needed. project. Nonetheless, staff believes it is wise to fund the entire cost of the design including survey in order to keep the project on track.

The cost seems reasonable, but staff notes that this only assumes one response to comments from Caltrans, which, in our experience, is optimistic. The consultant's schedule has the bid opening occurring in early April.

The 2016/17 CIP included \$30,000 for this project as a placeholder. The design cost is \$62,680. At this time, there are so many variables in the project that staff cannot confidently provide even a preliminary estimate of total project cost. We can provide a cost estimate at 60% design once the issues are a better defined. Staff considered starting this project with a pre-design study (similar to what was done with Mckegney Green) to determine issues, approaches and costs, but the schedule will not allow that if we are going to build next summer.

FINANCIAL IMPACT

At this time, there is not a definitive agreement with the owners of New Morning Café regarding the sharing of costs for this project. Staff recommends beginning the necessary design work, and then approaching the property owners once we have a preliminary cost estimate for the work.

The 2016/17 CIP included \$30,000 for this project as a placeholder. This funding came from the Street Frontage Improvement Fund and essentially emptied that fund.

The total proposed design cost is \$62,680 (less \$6,380 if no survey is required). The FY 2016-2017 Budget included \$30,000 for this project, therefore, an additional \$32,680 is needed for the design work as proposed. Additional funds would come from Gas Tax Reserve Fund, which staff estimates will have a \$1.2M balance as of 6/30/17. Staff notes that there is another project being considered by Council today (curb ramps) that would utilize \$120,000 from the Gas Tax Reserve

Fund. If both of these are funded, staff estimates the balance in the Gas Tax Reserve Fund as of 6/30/17 would be approximately \$1.05M.

RECOMMENDATION

Staff recommends that the Town Council:

1. Move to increase the CIP budget for the New Morning Café Frontage Project by \$32,680 to a total of \$62,680.
2. Move to allow the Town Manager to enter into a contract for the design of the New Morning Café Frontage Project to Harris and Associates in an amount not to exceed \$62,680.

Exhibits: Proposal

Prepared by: Patrick Barnes, Director of Public Works

TOWN OF **TIBURON**

New Morning Cafe Frontage
Improvements Project No. 17-ST-02

September 29, 2016



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Resumes





September 29, 2016

Patrick Barnes
Town Engineer
Town of Tiburon Public Works
1505 Tiburon Blvd.
Tiburon, CA 94920

Town of Tiburon Public Works Request for Proposals New Morning Café Frontage Improvements

Dear Mr. Barnes

Thank you for inviting Harris & Associates (Harris) to propose on civil engineering design services for the New Morning Café Frontage Improvements Project. The Town of Tiburon (Town) exemplifies all of the best characteristics of a small town. Residents and visitors alike value the open space, breathtaking views, and natural beauty offered by this Town. This sidewalk reconstruction project will provide a wider path of travel to pedestrians that will enhance service and improve safety, but preserve the Town's valued characteristics. Harris has the experience, ability, and professional excellence to help make your project a reality.

Harris has been serving the professional service needs of public agencies, institutions, and private clients for more than 42 years. Harris has served the Town of Tiburon for many years in various capacities. Some of our work for the Town include:

- Pine Terrace Path project that involved obtaining encroachment permit from Caltrans
- The Lyford Drive Right Turn Lane Project that also involved obtaining an encroachment permit
- Multiple Street rehabilitation and drainage projects that also included sidewalk improvements
- Providing staff augmentation service as Deputy Town Director
- On-call services that involved speaking with residents to resolve drainage issues

Harris brings an integrated one-team approach, joining the City's team to efficiently design the desired sidewalk improvements. Harris will be your extension of staff. Project Manager Siva Natarajan (925.969.8030 Siva.Natarajan@WeAreHarris.com) has more than 12 years of experience with public works improvement projects.

One of the important keys to a successful project includes proactive, early and continuous coordination with the various agencies and stakeholders involved, to avoid and minimize delays. We bring current working relationships with PG&E, expertise coordinating with utilities, and a successful history of community outreach. Together, Harris and the Town, working with property owners can make New Morning Café Frontage Improvements project a success.

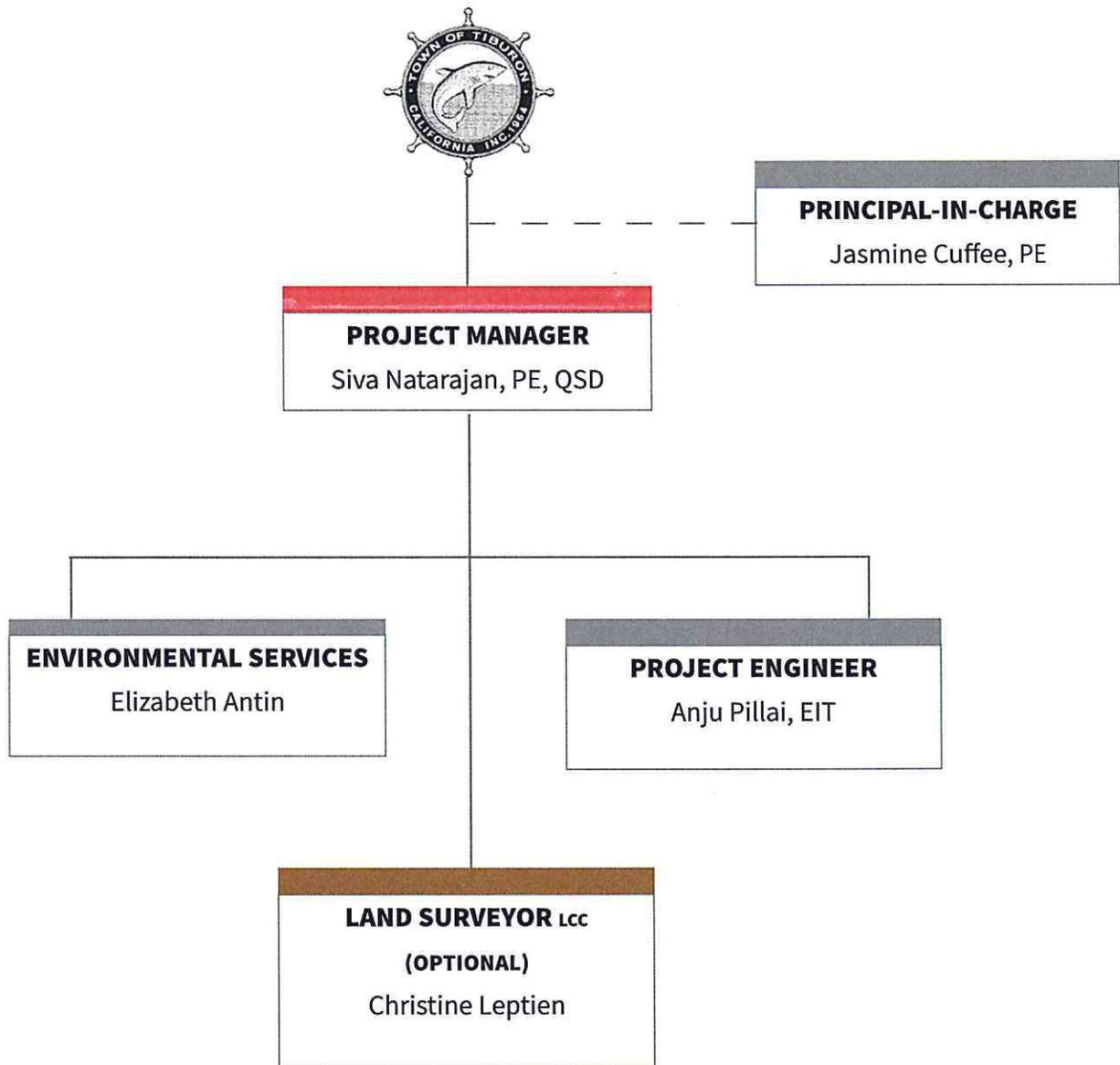
We look forward to working with the Town of Tiburon again.

Sincerely,
Harris & Associates, Inc

Jasmine Cuffee, PE, QSD
Director, Engineering Services
925-969-8024
Email@WeAreHarris.com

Section 2. Key Personnel

Harris & Associates (Harris) brings an integrated one-team approach, joining the Town's team to efficiently design the desired sidewalk improvements.



Section 3. Subcontractors

LCC Engineering & Surveying, Inc. (LCC) has provided land surveying services since 1954. LCC's licensed surveyors are well known and regarded for surveying expertise across Alameda, Contra Costa, and Solano Counties. LCC's projects typically involve improvements to existing city streets or other infrastructure including pavement, sidewalks, bikeways, pathways and grading. They are proficient in the use of current state and local agency Standards.

Key Staff	Professional Background/ Qualifications
Christine Leptien-Parks, PE, PLS	BS, Civil Engineering
Professional Civil Engineer, CA	62 years
Additional Resources	
Andrew Lam, PE	BS, Civil Engineering
Professional Civil Engineer, CA	
Survey Chief of Party	
Peter Wollman, LS	Professional Land Surveyor, CA
Noel Crisolo, EIT	BS, Civil Engineering
Engineer in Training, CA	

Office Providing Services:	930 Estudillo St Martinez, CA 94553 925.228.4218
Firm Size:	9 employees 5 registered professionals
Years in Business:	62 years

Section 4. Project Work Plan



Project Understanding

The Town of Tiburon, in coordination with the property owner of New Morning Café is planning to reconstruct the sidewalk in front of the Café, on Tiburon Boulevard side, in order to improve pedestrian access by creating a wider path of travel. Based on visiting the project site, reviewing the survey information provided for reference and as noted in the RFP, few important project elements to consider are:

- Existing grades between the Café and adjacent curb are very flat, which will require special attention to drainage
- Presence of a large AT&T vault, a PG&E box and two water meter box that will have to be relocated
- Obtaining encroachment permit from Caltrans
- Coordination with private property improvements
- Obtaining CEQA clearance

The completed project must meet Town, Caltrans and utility agency standards. In addition, due to working with a private property owner, the design should take the Café construction into consideration. Harris is well suited to assist the Town with this project because our team has successfully designed various projects that involve obtaining encroachment permits from Caltrans, coordinating utility relocation efforts with various utility agencies and coordinating with property owners for many agencies including Tiburon.

Project Approach & Methodology

The successful completion of a project lies in the planning and management of often complex process. Harris understands the importance of working with the property owner and various stakeholders in order to have a successful project.

PROJECT MANAGEMENT:

Project Manager Siva Natarajan will be responsible for managing the project and the project team from inception through preparing final construction documents; assisting Town staff during the public bid process, provide design support to Town's construction manager and/or inspector during construction.

Siva's project management tasks include:

- Serving as primary point-of-contact with the Town
- Managing in-house staff and subconsultants
- Coordinating efforts with various stakeholders
- Monitoring progress of individual tasks and coordinating completion of work products
- Monitoring task budgets and project schedule
- Performing day-to-day administration

Every month, a brief progress report will accompany each Harris invoice. It will include current budget and schedule status, any design issues and next steps.

Deliverable: Progress reports and invoices.

KICK-OFF MEETING:

The Harris team will meet with Town staff to discuss project details, confirm the scope of work and review the project schedule and budget. This is a good opportunity to establish goals, discuss availability of existing project documents, conceptual designs, format of deliverables and clarify responsibilities of each party. Following the meeting, we will prepare meeting notes that will include project team's contact information, action items and an updated tentative schedule.

Deliverable: Meeting notes, contact list and tentative schedule.

PRELIMINARY ENGINEERING:

Information Gathering:

The Harris team will gather available existing background information of the project site, such as:

- Existing topographic map and survey data
- Preliminary design data including any conceptual design
- Existing record maps and as-built plans
- Right of way and property data
- Town contract documents

This activity will require assistance from Town staff in researching documents and resolving design parameters and project issues. Harris will prepare a list of requested documents and coordinate with Town staff to obtain information.

We understand that existing topographic and right of way data will be provided by Town for use in design. We will use the information provided by Town but cannot be responsible for errors or omissions in the data. If there is any difficulty for Town in acquiring/using the available survey data for this project, our subconsultant LCC Engineering & Surveying can prepare the topographic base map and right of way as an optional service.

Deliverable: List of requested documents.

Field Investigation: The Harris team will perform a detailed site reconnaissance to review/verify existing conditions such as sidewalk features, utilities, and drainage conditions. Existing curb ramp located in front of New Morning Café will be evaluated to address any necessary safety or accessibility upgrades to bring the facility to current design standards. We will also review existing traffic conditions to determine how pedestrian traffic should be handled during construction.

Environmental Permits: It is anticipated that the project will qualify for a Class 2 Categorical Exemption (CE) from the California Environmental Quality Act (CEQA). Harris will prepare a memorandum documenting the rationale for the Town's administrative record. The memorandum will include a brief project description, the qualifications for a CE, and the project findings in support of a CE. Harris will prepare the Notice of Exemption (NOE)

to file with the Marin County Clerk and the State Clearinghouse.

Deliverable: Project memo and Notice of Exemption.

Utility Coordination: Town staff have already contacted the three utilities that serve this area. Harris will continue the coordination efforts by:

- Sending utility notices to all three agencies to inform about the project
- Request their facility maps to verify existing vaults/boxes and service mains
- Provide tentative project schedule and anticipated time of construction

Harris will identify locations to relocate the utility vault and boxes. The preliminary locations will be coordinated with the respective utilities to gather their input. New meters may be required due to potential relocation of the water laterals. In that case, we will include notes in the drawings and specifications that will require the contractor to coordinate the effort with MMWD and at the request of Town, provide a plumber to tie into the new service.

Deliverable: Preliminary utility letter and Notice to owner.



PRELIMINARY DESIGN (60% SUBMITTAL):

Design Memo: Harris will prepare a design memo based on input gathered during the kick-off meeting and information gathered during preliminary engineering phase. The memo will briefly summarize the approach taken to arrive at the preferred design and if any alternate options were considered.

60% PS&E: Harris will prepare 60% Design plans, preliminary estimate of probable construction costs

and outline specifications. Harris will obtain the latest version of the Town's specifications to use in this project. This level of plans will include the Title sheet and Site Plan that will show the extent of proposed improvements and conceptual layout of the sidewalk and curb ramp. The locations to relocate existing utilities that were identified during the preliminary engineering phase will also be shown on the plans.

The PS&E and design memo will be submitted for review by Town. Prior to each submittal, all plans and documents will be reviewed internally by Harris' Quality Manager, **Jasmine Cuffee**. Following review, we will meet with Town staff to discuss comments on the preliminary design. Final design will not proceed until the concept is approved by the Town.

Access Easement: We understand that Town is already in discussion with the Café owner and that the owner is a partner in the project. Harris will assist the Town to obtain temporary Rights of Entry to perform work within the limits of private property. Harris will identify the limits of impact to private property and prepare the necessary forms and exhibit showing the area of work. This will allow Town staff to negotiate with the property owner and obtain signatures from all parties involved.

Utility Coordination and Environmental Clearance: Harris will coordinate with all three utilities by submitting the 60% plans for their review along with a 'Notice to Owner' letter to each utility agency requesting their facilities be relocated per design and in accordance with the franchise agreement.

We expect that all environmental permitting would be complete by this time.

Deliverable: Design Memo, Three (3) sets of plans (34"x22") and preliminary opinion of construction costs along with a one copy of outline technical specifications. Plans will include:

- Title Sheet
- Demo Plan
- Site Plan (Grading and utility relocation)
- Construction Details

DETAILED DESIGN (90% SUBMITTAL):

Once Town has had an opportunity to review the 60% submittal, Harris design team will meet with Town staff to review the comments. We will then prepare the

90% submittal after resolving and incorporating any comments based on the meeting. All comments from the 60% submittal will be resolved prior to submitting the 90% plans.

The 90% submittal will be submitted to Caltrans towards obtaining an encroachment permit to perform work within the right of way. Harris will complete all necessary applications and coordinate with Caltrans staff to secure the encroachment permit.

Deliverable: Three (3) sets of plans (34"x22") and opinion of construction costs along with a one copy of technical specifications (6) sets of plans to Caltrans Encroachment Permit.



FINAL SUBMITTAL:

After review of the 90% PS&E by Town staff, we will meet to resolve any comments. Once all the comments have been resolved, Harris will prepare the Final stamped and signed bid documents ready to advertise.

Deliverable: Stamped and Signed Mylar plans (34"x22") and technical specifications. Electronic copy of the Drawings, Specifications and Opinion of Probable Construction costs.

BID PERIOD SERVICES:

Siva will assist the Town by preparing a draft staff report that will be used by Town staff to receive authorization from Town Council. We will also assist the Town by bidding the project and work with Town's reproduction firm to distribute bidding documents to prospective bidders. Siva will also assist the Town during pre-bid meeting and answer any design related questions. We will log the questions and provide the

Town with documented responses. Any addenda that were issued during the bid period will be incorporated in to the plans and specifications, following Town standards.

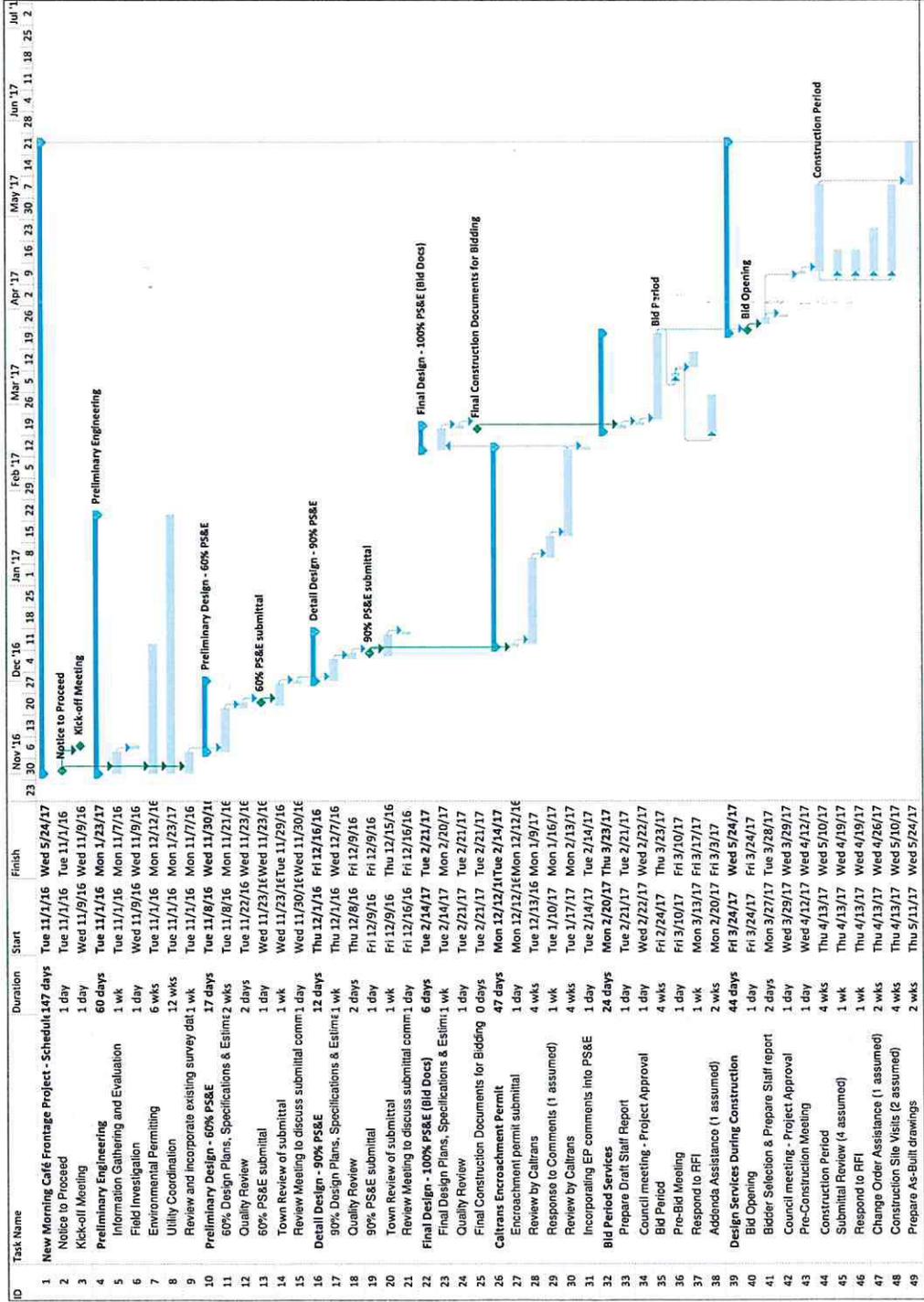
DESIGN SERVICES DURING CONSTRUCTION:

Harris team will perform the following tasks to support the Town during construction:

- Analyze the bids received for conformance with the Contract and bid requirements,
- Identify the lowest bidder and prepare a bid table
- Prepare staff report to submit to Town Council
- Review product and material submittals from contractor
- Review RFIs or change order requests form contractor and provide responses
- Visit construction site during major construction activities and when requested by Town
- After completion of project, prepare record drawings per Town standards, based on marked up set of plans from contractor



Section 5. Project Schedule



Section 6. Fee Information

NEW MORNING CAFE FRONTAGE PROJECT

9/28/2016

Level of Effort Fee

TASK, PHASE, DESCRIPTION	STAFF	HARRIS & ASSOCIATES			TOTALS
		PD HOURS	PM HOURS	PE HOURS	
1.0 PROJECT MANAGEMENT					
1.1 Project Management			12		
1.2 Kick-off Meeting		2	2	4	
SUBTOTAL HOURS		2	14	4	20
SUBTOTAL DOLLARS		\$440	\$2,380	\$440	\$3,260.00
2.0 Preliminary Engineering					
2.1 Information Gathering and Evaluation			2	4	
2.2 Field Investigation			6	6	
2.3 Environmental Permitting		4	12		
2.4 Utility Coordination			8	12	
2.5 Review and incorporate existing survey data			2	8	
SUBTOTAL HOURS		4	30	30	64
SUBTOTAL DOLLARS		\$880	\$5,100	\$3,300	\$9,280.00
3.0 PRELIMINARY DESIGN (60% PS&E)					
3.1 60% Design Plans			8	24	
3.2 60% Engineer's Estimate			2	4	
3.3 Outline Technical Specifications			12	4	
3.4 Quality Review		2	2	4	
3.5 Design Memo			2	6	
3.6 Review Meeting to discuss submittal comments			2	2	
SUBTOTAL HOURS		2	28	44	74
SUBTOTAL DOLLARS		\$440	\$4,760	\$4,840	\$10,040.00
4.0 DETAILED DESIGN (90% PS&E)					
4.1 90% Design Plans			8	16	
4.2 90% Engineer's Estimate			2	4	
4.3 90% Technical Specifications			8	4	
4.4 Temporary Rights-Of-Entry			4	12	
4.5 Quality Review		2	2	4	
4.6 Review Meeting to discuss submittal comments			2	2	
SUBTOTAL HOURS		2	26	42	70
SUBTOTAL DOLLARS		\$440	\$4,420	\$4,620	\$9,480.00
5.0 FINAL DESIGN					
5.1 Final Design Plans			4	12	
5.2 Final Engineer's Estimate			2	2	
5.3 Final Technical Specifications			4	2	
5.4 Quality Review		2	2	2	
SUBTOTAL HOURS		2	12	18	32
SUBTOTAL DOLLARS		\$440	\$2,040	\$1,980	\$4,460.00
6.0 CALTRANS ENCROACHMENT PERMIT ASSISTANCE					
6.1 Encroachment permit application			4	4	
6.2 PS&E Submittal for EP			2	8	
6.3 Response to Comments (1 assumed)			4	8	
6.4 PS&E Re-submittal for permit (1 assumed)			2	4	
6.5 Incorporating EP comments into PS&E			2	2	
SUBTOTAL HOURS			14	26	40
SUBTOTAL DOLLARS			\$2,380	\$2,860	\$5,240.00
7.0 BID PERIOD SERVICES					
7.1 Prepare Draft Staff Report			4		
7.2 Project Bidding			4	4	
7.3 Pre-Bid Meeting			2	4	
7.4 Respond to RFI			4	4	
7.5 Addenda Assistance (1 assumed)			4	6	
SUBTOTAL HOURS			18	18	36
SUBTOTAL DOLLARS			\$3,060	\$1,980	\$5,040.00

NEW MORNING CAFE FRONTAGE PROJECT

9/28/2016

Level of Effort Fee

TASK, PHASE, DESCRIPTION	STAFF	HARRIS & ASSOCIATES			TOTALS
		PD HOURS	PM HOURS	PE HOURS	
8.0 DESIGN SERVICES DURING CONSTRUCTION					
8.1 Bid analysis and lowest bidder selection			2		2
8.2 Prepare Staff report			4		2
8.3 Pre-Construction Meeting			2		2
8.4 Submittal Review (4 assumed)			4		10
8.5 Respond to RFI			4		4
8.6 Change Order Assistance (1 assumed)			4		4
8.7 Construction Site Visits (2 assumed)			6		4
8.8 Prepare As-Built drawings			4		12
SUBTOTAL HOURS			30		70
SUBTOTAL DOLLARS			\$5,100		\$4,400
A. HARRIS HOURS AND COST					
HOURS PER POSITION		12	172		222
HOURLY RATE (TYPICAL)		\$220.00	\$170.00		\$110.00
HARRIS SUBTOTAL COST		\$2,640.00	\$29,240.00		\$24,420.00
TOTAL COST FOR TEAM (NOT-TO-EXCEED BASIS):					56,300.00
B. OPTIONAL SERVICES					
LCC Engineering & Surveying			Survey and Right of Way		\$5,800.00
TOTAL COST FOR OPTIONAL SERVICES (INCLUDING 10% MARKUP):					6,380.00
ASSUMPTIONS UPON WHICH COST PROPOSAL IS BASED:					
<ol style="list-style-type: none"> 1 Staff Abbreviations PD Project Director PM Project Manager PE Project Engineer 2 Hours and fee are subject to adjustment during scoping session with agency. 3 Hours and fee for individual tasks are a guide; the total hours and cost for the project takes precedence. 4 Hours and fee may be renegotiated if the project is delayed by factors beyond Harris' control. 5 Town will perform the following tasks: -Access to any available drawings or information relevant to the project. -Right of Way and Property Line information in AutoCAD format -Final "front-end" specifications 6 No traffic study is included. 7 The number of budgeted meetings is indicated on the spreadsheet. Additional meetings not identified in the scope will be charged at the hourly rates noted in Section A. 8 All submittals will be made as described in the proposal. Printing of additional hardcopies will be by agency (or Harris at cost+10%) 9 Agency comments at each review stage will be presented to Harris on one consolidated set of marked up documents 10 Redesign required due to changes made by Agency after 90% design approval are subject to additional fee to Harris & Associates 11 No public meetings will be required. 12 Town to provide permissions to enter private property for Harris and Subs. 					

Jasmine Cuffee, PE, QSD

PRINCIPAL-IN-CHARGE

Jasmine Cuffee has over 24 years of experience in the design of various public works improvement projects specializing in roadway design, pavement rehabilitation, site design, storm drain, water, reclaimed water, and sanitary sewers. Her pipeline experience consists of various projects using current trenchless technology methods. Her responsibilities have included design of drainage, grading, and horizontal and vertical alignments for both roadway and pipeline; preparation of specifications and cost estimates; budget analysis; community relations; coordination with various agencies; processing of federal funding documents; and project management.

RELEVANT EXPERIENCE

- **Town of Tiburon, 2004 Capital Improvements.** Project Manager. Jasmine was responsible for overall project oversight for various improvements throughout the Town of Tiburon. The project included construction of roadway and storm drain improvements in public ROW and private properties with limited access. Improvements include new sidewalk, curb and gutter, asphalt berms, and hillside slope stability improvements. Involvement and input from residents, Caltrans, City of Belvedere, and other agencies were required for approval of proposed work.
- **Town of Tiburon, Pine Terrace Pathways.** Project Manager. Jasmine is leading the team that is preparing construction documents for the reconstruction of two pedestrian paths, including design of retaining walls (approximately 3-4 FT high). Tasks include site inspection, coordination with Town staff; preparation of plans, specifications, and cost estimate; and bidding and design services during construction.
- **Town of Tiburon, Mar West Street Rehabilitation.** Project Manager. Jasmine managed a team of design engineers, geotechnical engineers, and surveyors for design services starting from preliminary design through construction for the Mar West Street Rehabilitation project. This federally funded project included: rehabilitation of street pavement along Mar West between Tiburon Boulevard and Paradise Drive; remediation of approximately 240 LF of hillside settlement located along Mar West; construction of a four-foot-wide asphalt concrete path that will run parallel with and adjacent to Mar West Street; and adjustment of the street grades at the Tiburon Peninsula Club to conform to the recently constructed curb and gutter. This project also included drainage improvements, such as installation of storm drain pipes, inlets, headwall, trash rack, and a rip-rap v-ditch.
- **Town of Tiburon, 2004 Capital Improvements.** Project Manager.
 - Jasmine was responsible for overall project oversight for various improvements throughout the Town of Tiburon. The project included construction of roadway and storm drain improvements in public ROW and private properties with limited access. Improvements include new sidewalk, curb and gutter, asphalt berms, and hillside slope stability improvements. Involvement and input from residents, Caltrans, City of Belvedere, and other agencies were required for approval of proposed work.

EDUCATION

BS, Civil Engineering

REGISTRATIONS

Professional Civil Engineer, CA

CERTIFICATIONS

State Water Resources Control Board, Qualified SWPPP Developer (QSD)

TRAINING

American Public Works Association (APWA), Management Training, 2004

American Public Works Association, QSD Workshop Training, 2015

Association of Bay Area Governments (ABAG), Overflow and Backup Prevention and Response, 2010

Association of Bay Area Governments (ABAG), Sanitary Sewer, 2010

Association of Bay Area Governments (ABAG), Sewer Response Workshop, 2010

Envision Sustainability Professionals (ENV SP) Training

AFFILIATIONS

Bay Area Water Works Association (BAWWA)

North Bay Engineers Club (NBEC), Secretary, 2016

SPEAKING ENGAGEMENTS

“Pipe Bursting,” Monterey BWWA Annual Vendor Show, 2014

“Pipeline Rehabilitation Near High-Risk Utilities - Meadow Lane Collection Sewer Upgrade,” City of Concord, North American Society for Trenchless Technology (NASTT) No-Dig Conference, 2007

- **Town of Tiburon, 2006 Street Rehabilitation.** Project Manager. For this \$1.2 million project, Jasmine was responsible for leading a team in the preparation of construction documents for pavement rehabilitation of streets located in various areas throughout the town. The treatments used for rehabilitating the streets included mill and overlay, asphalt concrete overlay, and slurry seal. Construction of sidewalk, driveway, retaining walls, and curb ramps was also included with this project.
- **Town of Tiburon, 2005 Street Rehabilitation.** Project Manager. For this \$400,000 project, Jasmine led a team in the preparation of construction documents. Prior to the design phase, she prepared a cost analysis of the proposed street rehabilitation improvements recommended by the pavement management software program. The cost analysis was completed in order to verify that the costs for the necessary improvements were within the Town's available budget for construction and design. The treatments used for rehabilitating the streets included mill and overlay, asphalt concrete overlay, and pulverize-in-place AC overlay. Project challenges included working along narrow, curved streets, and conforming to existing steep driveways.
- **City of El Cerrito, 2004 Storm Drain Rehabilitation Program.** Project Manager. Jasmine directed staff in preparing construction documents for storm drain improvements to alleviate flooding at private properties. The project includes installation of large reinforced concrete boxes and pipes through private properties and along public right-of-way. The project also utilized horizontal directional drilling methods to install new pipe between existing properties, which had limited access for construction. This technique avoided impact to existing facilities and landscape features in the project site during construction, such as fences, ponds, trees, and paths. A drainage study was also performed to evaluate causes of flooding in a residential area located near an existing creek. Conceptual solution alternatives were presented to address the drainage issues. This study required field investigations, obtaining input from residents that were impacted from previous flooding, evaluation of pipeline TV inspection, coordination with properties contributing to runoff, and hydraulic calculations.
- **City of San Rafael, Fourth Street/West End Revitalization.** Project Manager.
 - Managed design services to revitalize San Rafael's West End Village neighborhood and improve the safety of children, pedestrians, and bicyclists on 5th Avenue
 - Included: roadway resurfacing and street widening; removal and replacement of all curb, gutter, and sidewalk; street trees; 1,350 LF Caltrans Class III bicycle/pedestrian pathway; bike pavement delineation; shoulder striping and signage; evaluation and upgrade of the storm drainage surface and underground system; joint trench for power for public entertainment functions, streetlights, tree lighting, and fiber optic communications
 - Harris' design increased accessibility to businesses, efficiency for public transit, and the overall safety of the San Rafael community
 - Served as the manager and day-to-day contact for the City, directing the project team and subconsultants and coordinating the work with other agencies and stakeholders
 - Performed public outreach by attending public workshop meetings and meeting with merchants and residents one-on-one
- **City of San Rafael, Fifth Avenue Bicycle/Pedestrian Pathway.** Project Director.
 - Improvements to 1,350 feet of Fifth Avenue, between Happy Lane and California Avenue, in San Rafael
 - Improvements included street widening, new sidewalk serving as a bicycle/pedestrian pathway, bike pavement delineation, ADA-compliant curb ramps, and additional signage.
 - The project increased safety for children, pedestrians, and bicyclists along this two-lane residential street that serves as a major route for an elementary school and a future residential development
 - Oversaw preparation of preliminary plans and a cost estimate to determine if the project costs were within the City's budget.
 - Worked with the City to coordinate with residents on front yard impacts and modifications.

Siva Natarajan, PE, QSD

PROJECT MANAGER

Siva Natarajan is a detail-oriented and results driven civil engineer with more than 12 years of transportation, public works improvement, and land development experience. Siva has worked on a variety of transportation projects for Caltrans and various local agencies including interchange design, roadway widening, safety improvements, streetscape improvements, intersection improvements, pedestrian and bicycle trail design, parking lot improvements, utility undergrounding, and stormwater treatment design. His primary duties include managing multiple projects, keeping track of budgets and schedules; preparing construction documents, delegating work within the project team; coordinating with subconsultants and various agencies; providing design support during construction and acting as the client's primary project contact.

RELEVANT EXPERIENCE

- **Town of Danville, *Various Streets and Roads Preservation*.** Project Manager.
 - Town of Danville, *Various Streets and Roads Preservation*. Project Manager. This \$1.7 million federally-funded OBAG project includes rehabilitation of two major arterials designed to Town of Danville and Caltrans Standards. Work involves restoring pavement to serviceable condition, and upgrading curb ramps and pedestrian push buttons to current standards. Harris is responsible for preparing PS&E, as well as providing bid services, for rehabilitating existing pavement on portions of El Cerro Boulevard and Sycamore Valley Road. The project also involves developing Caltrans submittals for funding authorizations and encroachment permit. The accelerated design schedule required close coordination with the Town and four specialty subconsultants. Duration: October 2014 - October 2015
- **City of Gonzales, *Gonzales Old Town Low Impact Development*.** Project Manager.
 - This \$500,000 project retrofits existing curb and gutter to install stormwater treatment basins in new curb bulb-out extensions to capture and infiltrate stormwater run-off. Siva assisted the City with project administration and reporting; planning, design, and engineering; construction contracting; monitoring and performance; and public outreach tasks.
- **City of Capitola, *Park Avenue Sidewalk*.** Project Manager.
 - This project included the addition of new curb, gutter, and sidewalk on a 0.5-mile stretch of Park Avenue. New and existing curb ramps were constructed and modified to comply with ADA standards. Siva was responsible for client coordination, utility coordination, and geometric design.
- **Pacific Gas & Electric, *Edenvale Service Center*.** Project Engineer.
 - This project involved the reconstruction of approximately 11 acres of pavement, which includes a parking lot with approximately 370 spaces. Siva was responsible for coordinating with PG&E staff and the environmental consultant on design and preparation of notice-of-inspection, SWPPP, Stormwater Control Plan, pavement design, stormwater treatment, ADA improvements, and grading of the site to create positive drainage. The project also provided replacement and

EDUCATION

MS, Civil Engineering
BS, Civil Engineering

REGISTRATION

Professional Civil Engineer,
CA

CERTIFICATE

Geographic Information
Systems (GIS)

TRAINING

ASCE, Pedestrian Safety at
Uncontrolled Intersection

Caltrans Utility Process for
Local Agencies

Envision Sustainability
Professionals (ENV SP)
Training

Institute of Transportation
Engineers, ADA Accessibility
Workshop

Institute of Transportation
Studies, University of
California Extension,
Geometric Design

Rehabilitation Asphalt
Pavements for Long Term
Serviceability

AFFILIATIONS

American Public Works
Association (APWA), Member,
2016

East Bay Municipal Engineers
(EBME)

realignment of the sewer and storm drain lines, parking lot planter island modifications, and low impact development (LID) features including bioinfiltration and an overflow system. Dates: March 2014 – ongoing

- **Pacific Gas & Electric, Oakland Service Center.** Project Engineer.
 - This \$4 million project included the reconstruction of approximately 12 acres of pavement, which includes a parking lot with approximately 500 spaces. Siva was responsible for coordinating with PG&E staff and the environmental consultant on design and preparation of notice-of-inspection, SWPPP, Stormwater Control Plan, pavement design, stormwater treatment, ADA improvements, and grading of the site to create positive drainage. The project also provided replacement and realignment of storm drain lines, and LID features including bioinfiltration and an overflow system. Dates: March 2014 – ongoing
- **East Bay Regional Park District, San Francisco Bay Trail Project.** Senior Engineer.
 - \$5.5M, 1.7-mile recreation trail on Carquinez Scenic Drive that was closed since 1983 due to landslides
 - Project includes stabilizing slopes and embankments with retaining walls and debris walls, installing new and repairing existing drainage facilities, and rehabilitating the existing roadway to a multi-use pedestrian/bicycle trail
 - Responsible for preparing geometric design including layout of the retaining/debris walls, preparing construction documents and providing support during construction
- **Contra Costa County, Walnut Boulevard Pedestrian and Bicycle Improvements.** Designed 2400 feet long pedestrian access path along Walnut Boulevard. Project includes pavement widening, ADA accessible curb ramps, driveways and sidewalk improvements, retaining walls, curb & gutter, striping and storm drain modifications. Estimated project cost is \$0.5 million.
- **Contra Costa County, Vasco Road Safety Improvements Phase I.** Associate Engineer. This \$8 million project was implemented to improve safety along Vasco Road corridor. Project consists of constructing concrete median barrier, roadway widening, bridge widening, pavement overlay, wildlife crossings, wildlife exclusion fencing, mechanically stabilized earth (MSE) retaining walls and drainage improvements along 1 mile of Vasco Road South of Brentwood. Conducted preliminary safety and widening studies, geometric design, prepared construction documents for the PS&E phase and provided support during construction.
- **City of Oakley, Main Street SR-4 Widening.** Associate Engineer.
 - 1,400-foot-long pavement widening; frontage improvements including curb, gutter and sidewalk; storm drainage, street lighting, and traffic signal improvements.
 - Developed geometric design project plans that included design conforming to existing properties and planned for future driveways.
 - •All improvements conformed to ADA requirements.
 - Project Cost: \$1 million
- **Town of Danville, Hartz Avenue Beautification.** Senior Engineer. This project included the \$1.9 million renovation and enhancement of a 1,300 LF section of streetscape between Railroad Avenue and Diablo Road to match historic Hartz Avenue, including the extension of an existing parking lot. The project was designed to meet C.3 requirements by constructing various curb bulb outs along Hartz Avenue. The project also included improvements to pavement; addition and reconstruction of curb, gutter, sidewalk, and driveways; utility relocations; and new storm drain, designed in accordance with Town of Danville and Caltrans Standards. Plans also included demolition.

Anju Pillai, EIT

PROJECT ENGINEER

Anju Pillai has seven years of experience in civil design. She was previously an employee of the City of Modesto, thus has a great depth of understanding for the particular challenges faced by public agencies. Her most recent experience includes performing design, preparation of plans and quantity take-offs for a variety of locally and federally funded projects including street preservation, sidewalks, and street lighting.

RELEVANT EXPERIENCE

- **Town of Tiburon, *Base Map for Tiburon Blvd.*** Undergrounding. Project Engineer.
 - Harris prepared the base map for the Rule 20A/B undergrounding project on Tiburon Blvd.
- **Town of Danville, *Various Streets and Roads Preservation Project.*** Project Engineer.
 - This \$1.7 million federally-funded OBAG project includes rehabilitation of two major arterials designed to Town of Danville and Caltrans Standards. Work involves restoring pavement to serviceable condition, and upgrading curb ramps and pedestrian push buttons to current standards. Harris is responsible for preparing PS&E, as well as providing bid services, for rehabilitating existing pavement on portions of El Cerro Boulevard and Sycamore Valley Road. The project also involves developing Caltrans submittals for funding authorizations and encroachment permit. The accelerated design schedule required close coordination with the Town and four specialty subconsultants.
- **City of Capitola, *Park Ave Sidewalks.*** Project Engineer.
 - Installation of new sidewalks for approximately one third of a mile
 - Federally funded
 - Responsible for field investigation, assisting with design, preparation of plans and quantity take-offs
- **Marin County, *Civic Center Drive Improvements and Veterans' Memorial Auditorium (VMA) Parking Lot.***
 - Project Engineer. The project consists of streetscape and widening work on Civic Center Drive and rehabilitation of the Veteran's Memorial Auditorium parking lot. Harris is responsible for the preparation of a 35% design package and working to coordinate a variety of subconsultants including landscape, traffic, environmental, and survey.
- **City of Cotati, *Pavement Rehabilitation.*** Project Engineer.
 - Harris provided pavement rehabilitation design based on Harris' previous pavement management plan assessments. Anju was responsible for field work and collecting street data (utility cover quantities, lengths, widths, striping, and digouts) and transferring the data to detailed spreadsheets.
- **City of Gonzales, *CDBG Project.*** Project Engineer. Harris provided pavement rehabilitation design based on Harris' previous pavement management plan

EDUCATION

MS, Civil Engineering
B.Tech, Civil Engineering

CERTIFICATIONS

Engineer-in-Training (EIT)

TRAININGS

AutoCAD Civil 3D 2015
Bi-Trans
Primavera Project Planner (P6)
QuickNet
Sim Traffic
Synchro

assessments. Anju was responsible for field work and collecting street data (utility cover quantities, lengths, widths, striping, and digouts) and transferring the data to detailed spreadsheets.

- **City of Modesto, Assistant Traffic Engineer.**
 - Responsible for implementing Traffic Engineering projects for the efficient functioning of the City's Traffic Signal System Network. Responsible for implementing ITS technologies and administering CMAQ, HES and CEC funded projects, preparing federal grant applications, providing input to City's operating budget, performing engineering design of traffic signals and roundabouts, i.e. preparing plans, specifications and estimates based on Caltrans Standards, Highway Design Manual and Federal MUTCD Standards.

Key Projects

- Modesto Signal Modification and Retiming Project, including State Routes 108, SR 132 and Interstate 99
- Briggsmore/Sisk/Hwy 99 Right –turn Lane and Signal Modification Project
- Extension of Left-turn Lanes on Briggsmore Avenue at SR 108
- Expansion of ATMS (Advanced Traffic Management System) on College Ave, Modesto
- City of Modesto Closed Circuit Television System Project
- Briggsmore Avenue Breakaway Streetlight Modifications Project
- Street Improvements and Traffic Signal Modifications on Woodland Avenue at Carpenter Road
- Installation of Collector Roundabouts at the intersections of Kodiak/Lincoln Oak Kodiak/Temescal, Hillglen/Roselle, College/Bowen, and Kodiak/Roselle
- Installation of Lighted Crosswalks on Major and Minor Collector Streets
- **City of Santa Clara, El Camino Real Street Lighting Improvements.** Project Engineer.
 - Improving street lighting on El Camino road in Santa Clara from Sunnyvale to San Jose
 - Responsible for providing utility base maps

Christine M. Leptien-Parks, P.E., P.L.S.

PROJECT SURVEYOR (SUBCONSULTANT)

Christine began working part-time for LCC in 1992 and joined the firm full-time in May of 1996 upon completion of her undergraduate education. She obtained her license to practice civil engineering in February 1999. Since then, she has been directly responsible for the preparation of plans, specifications and estimates for streets, parking lots, parks, utilities, storm drains, and wastewater facilities. Christine has also had extensive field experience as a both a Chainman and a Party Chief on our survey crews over the years, leading her to obtain a license to practice land surveying in August 2003. Christine became a Principal in the firm in February 2008. Christine has been involved in most of LCC's major projects over the last eighteen years, and in recent years has led design teams and survey teams as Project Manager on numerous projects.

RELEVANT EXPERIENCE

- **City of Martinez, Berrellesa Street Bay Trails Project.** Project Surveyor.
 - Christine was responsible for furnishing plans, specifications and estimates (PS&E) for the construction of a section of the Bay Trail from the UPRR right of way, along Berrellesa Street to the existing Bay Trail at the end of Berrellesa Street. The project consisted of approximately 500 lineal feet of 8 foot wide asphalt concrete path. Design included topographic surveys, conform grading earthwork calculations, plans, sections, specifications, estimates, and Construction staking.
- **City of Martinez, Hidden Valley/Hidden Lakes Parks.** Project Surveyor.
 - LCC provided aerial and supplemental topographic surveys and mapping for the entire park limits (over 17 acres). Christine worked with a local landscape architect to prepare civil plans (grading, utilities, and drainage), specifications and estimates for the improvement project of these two major parks in the City of Martinez. This work included over 4800 linear feet of pathways within the park. She also coordinated with the Architect and oversaw the preparation a PS&E package for construction. LCC also performed all construction staking for the project.
- **City of Pleasant Hill, Lisa Lane Sidewalk & Bikeway, Safe Routes to School Project.** Project Surveyor.
 - This project was a Safe Routes to Schools project. The work consisted of the construction of concrete sidewalks, curb ramps, curb and gutter, new driveways and driveway approaches, concrete walls, ac dike, pavement, striping, signing, grading, various storm drain improvements, landscaping, and all other related work. This also including street improvements for a Class II Bikeway on both sides of the street. Christine oversaw the preparation of the topographic base map, right of way surveys and mapping, and PS&E design documents including submittals to Caltrans. LCC also provided construction staking for this project.

EDUCATION

BS, Civil Engineering
San Jose State University, San Jose, CA

REGISTRATIONS

Professional Civil Engineer,
CA
#59061
Licensed Professional Land Surveyor, CA #7893

AFFILIATIONS

California Land Surveyor Association
East Bay Municipal Engineers
American Society of Civil Engineers
American Council of Engineering