

NCE Project No. CD501.25 2310

August 4, 2023

Vickie Sanders
 Parks Manager
 El Dorado County Chief Administrative Office
 El Dorado County, CA

RE: Preliminary Scope of Work and Fee Estimate - **DRAFT**

Forebay Community Park - Phase I Infrastructure Engineering Services Support

NCE has prepared the following scope of work and fee estimate for El Dorado County (County) to provide schematic site planning and civil engineering design services associated with Phase I of the Forebay Community Park Renovations. Phase I of the Forebay Community Park project includes site civil improvements related to access roads, parking lots, and utilities including electrical, lighting, and domestic water connection. Initial tasks will include assisting the County with:

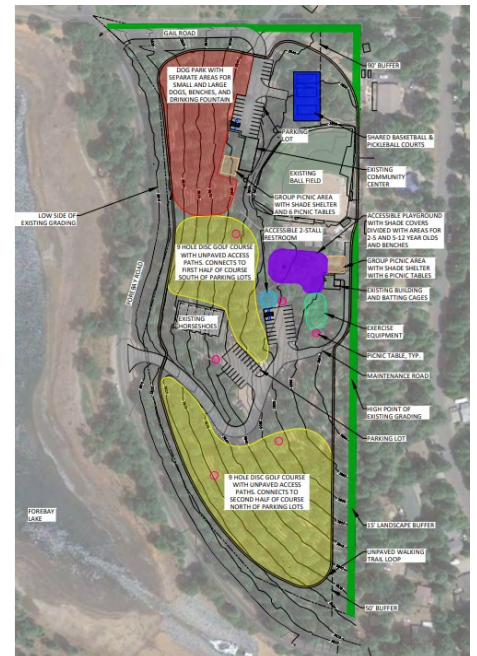
Phase IA - refinement of the current site master plan, pavement design, stormwater, civil engineering design, and electrical engineering to construct the Phase I infrastructure upgrades, and

Phase IB - additional services to support construction including bidding and construction support, permitting assistance, environmental compliance, and SWPPP.

The scope of work and associated estimated fees provided in this proposal address the Phase IA & Phase IB schematic site planning and engineering design services only. The scope of work and estimated costs are provided separately for Phase IA and Phase IB. Design efforts associated with the future park amenities will be addressed by the County in a future Phase II.

Project Understanding

The County proposes to improve the existing Forebay Community Park at 5581 Gail Drive north of Pollock Pines, El Dorado County. The 16.9-acre park currently has a range of recreational facilities including a Little League ballfield, walking trails, a community building, horseshoe facilities, parking areas and restrooms which are located within a rolling, forested site. A Conceptual Master Plan (see picture to the right) has been approved by the County Board of Supervisors with \$3 million in funding available for improvements which is currently under CEQA review. Upon completion of CEQA review, the County would like to commence the construction of the Phase I site improvements in spring 2024.



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Based on our discussions and site visit with county staff NCE understands that the Phase I will include the following site improvements.

- Paved parking areas, driveways, and walkways (dark pink area in the picture to the right)
- Drainage and stormwater quality elements
- Entry gate at both driveways
- Undergrounding of overhead electrical utilities
- Parking lot lighting
- Domestic water service

Per the conceptual master plan future park amenities may include as listed below but will be subject to the Phase 2 design that is not included in this scope of work.

- Disc golf course
- Unpaved pedestrian paths
- Nature themed play area
- Outdoor workout area with exercise equipment
- Picnic areas
- Dog park
- Maintenance access
- Ballfield improvements
- Privacy perimeter fencing
- Patio with seating adjacent to the Community Building

Due to the existing woodlands, natural character, adjacent residential areas and engaged stakeholders the park design efforts will have to be carefully considered with an emphasis on integrating the improvements sensitively into the site and effectively engaging stakeholders.

Key Assumptions

NCE has made the following key assumptions in preparation of the scope:

- The County will provide the topographic survey of the site.
 - The design, detailing and permitting of the new restroom facilities and septic system will be by others.
 - Only electrical utilities will be undergrounded.
 - The existing propane tank shall remain.
 - Existing trees shall be preserved as possible.
 - Community outreach and stakeholder engagement will not be required during Phase 1.
 - No traffic engineering studies will be required.
- All interior improvements to the Community Building will be by others.



SCOPE OF SERVICES

PHASE IA – Planning & PS&E

Task 1 – Project Management & Meetings

NCE’s Project Manager will arrange a Kick-Off Meeting with the County to initiate work on the project. The objectives of the Kick-Off Meeting will be to:

- Review of the Scope of Work
- Establish Lines of Communication
- Confirm Deadlines
- Establish Project Schedule and Milestones

It is critical to establish effective lines of communication with, and coordination amongst, the various stakeholders from the start to ensure the delivery of a high-quality project within budget and on schedule. Throughout the project NCE staff will be available to attend regularly scheduled progress meetings with the County if needed to maintain good communications. The purpose of the progress meetings will be continuing coordination with project stakeholders as necessary.

Deliverables

- Kick-off/Progress Meeting Agendas and Summaries

Task 2 – Background Review and Research

NCE will review existing site data, use patterns, conditions of facilities and requirements of proposed improvements. Upon completion of the research process NCE will identify additional information that will be required for the design. Specific information NCE will review and research include-

- Topographic survey
- Utility requirements
- Existing site master plan
- CEQA documents
- Local, state and federal permitting agency requirements
- Operational requirements of proposed and existing uses
- County maintenance standards
- Arborist report and existing vegetation
- Existing slopes, drainage patterns and storm drain infrastructure
- Emergency access requirements
- ADA compliance
- Parking needs during special events
- Service and maintenance access
- Vehicular, pedestrian and bicycle circulation
- Play area sizes and features

Deliverables:

- Memorandum with results of background review/research and a list of additional information required for the design process.

Task 3 – Schematic Site Planning

3A) Draft Schematic Site Plan

Based on the data and information collected during Task 2, NCE will prepare a draft Schematic Site Plan which will indicate the location, size, and details of the proposed improvements. The Plan will identify the precise location of parking areas, number of parking spaces, the location of pedestrian paths, a diagrammatic layout of a disc golf course and dog park, play area size and potential play equipment, the location of utilities to be undergrounded and new services, stormwater treatment areas, existing and proposed site furnishings. The Plan will include sections or visualizations to convey the design intent. Upon completion of the Plan NCE will present the Plan to County staff and record staff's comments.

Deliverables:

- Draft Schematic Site Plan drawn to scale, prepared in ACAD 2022 in print and digital formats.
- Memo summarizing staff's comments and design direction.

3B) Final Schematic Site Plan

Based on the staff's comments and design direction NCE will prepare the Final Schematic Site Plan which be used for the preparation of construction documents, specifically civil engineering plans for the parking lots and utilities.

Deliverables:

- Schematic Site Plan drawn to scale, prepared in ACAD in print and digital formats.

Task 4 – Civil Engineering Design

4A) 35% Plans and Estimate of Probable Construction Cost

For this task, NCE will prepare the 35% plans and estimate of probable construction cost for the Phase I improvements. The 35% design will be based on the topographic survey provided by the County and the schematic site plan prepared under Task 3. The plans will be prepared on 24"x36" plan sheets at a scale appropriate to show the improvements in a biddable and constructible manner.

The plans will show the proposed roadway and parking lot improvements, utility alignments for domestic water, parking lot lighting, and undergrounding plans for site overhead electrical lines. We anticipate that the following plan sheets will be included in the 35% design phase:

- Title Sheet
- Notes, Legend, and Abbreviations
- Site and Removal Plan
- Site Improvement Plan – Access Road and Parking Lots
- Site Grading and Drainage Plan – Access Road and Parking Lot
- Water Service Plan

- Civil Details
- Lighting and Undergrounding Plan
- Electrical Details

NCE will take up to 4 pavement cores from the existing paved access roads and parking areas. In addition, we will take up to 4 bulk samples of the subgrade for soils laboratory testing. The soils testing will include the analysis of moisture content, plasticity index, and R-value. The soil testing results will be used to prepare a pavement design for the project. NCE will summarize the results of the testing program in a brief technical memorandum.

The 35% design package will be submitted to the County for review and comment. NCE assumes that the County will need 10 to 15 days to review the design documents. After the County's review, NCE proposes to have a design review meeting where more significant comments can be discussed, and possible solutions identified. NCE will prepare the 65% PS&E from the comments and discussion received from the County. All deliverables will undergo a thorough QA/QC review prior to submission to the County. The QA/QC process will be documented on QA/QC forms that are included in NCE's QAMP.

Deliverables:

- 35% plans
- 35% estimate of probable construction cost
- Technical memorandum of pavement design

4B) 65% Plans, Technical Specifications, and Estimate of Probable Construction Cost

For this task, NCE will prepare the 65% plans and estimate of probable construction cost for the Phase I improvements. The 65% design will be based on the 35% design and comments received from the County.

The plans will show in more detail the proposed roadway and parking lot improvements, and utility alignments for domestic water, parking lot lighting, and undergrounding plans for site overhead electrical lines. The access road plans will include profiles and cross sections as necessary to depict the design. During the preparation of the 65% PS&E, NCE's senior inspector will conduct a constructability review of the design in the field. The comments from the constructability review will be incorporated into the 65% plans prior to internal QA/QC review.

The 65% design package will be submitted to the County for review and comment. NCE assumes that the County will need 10 to 15 days to review the design documents. Subsequent to the County's review, NCE proposes to have a design review meeting where more significant comments can be discussed, and possible solutions identified. NCE will prepare the 95% PS&E from the comments and discussion received from the County. All deliverables will undergo a thorough QA/QC review prior to submission to the County. The QA/QC process will be documented on QA/QC forms that are included in NCE's QAMP.

Deliverables:

- 65% plans
- 65% estimate of probable construction cost
- TOC of the technical specifications

Assumptions:

- Upfront specifications will be provided by the County for review and editing by NCE

4C) 95% Plans, Technical Specifications, and Estimate of Probable Construction Cost (PS&E)

For this task, NCE will prepare the 95% PS&E for the Phase I improvements. The 95% design will be based on the 65% design and comments received from the County.

The plans will show the proposed roadway and parking lot improvements, and utility alignments for domestic water, parking lot lighting, and undergrounding plans for site overhead electrical lines in detail as expected at this completion level. The access road plans, profiles, and cross sections will be refined.

The 95% design package will be submitted to the County for review and comment. NCE assumes that the County will need 10 to 15 days to review the design documents. Subsequent to the County's review, NCE proposes to have a design review meeting where more significant comments can be discussed, and possible solutions identified. NCE will prepare the Final PS&E from the comments and discussion received from the County. All deliverables will undergo a thorough QA/QC review prior to submission to the County. The QA/QC process will be documented on QA/QC forms that are included in NCE's QAMP.

Deliverables:

- 95% plans
- 95% estimate of probable construction cost
- 95% technical specifications

4D) Final PS&E and Bid Documents

For this task, NCE will prepare the Final PS&E for the Phase I improvements. The Final PS&E will be based on the 95% design and comments received from the County. The Final PS&E will be stamped and signed by the engineer in responsible charge. The Final PS&E will be submitted to the County for one final round for review and comment. NCE assumes that the County will need 5 days to review the design documents. Subsequently, NCE will prepare the Final PS&E for bidding and submit them to the County. All deliverables will undergo a thorough QA/QC review prior to submission to the County. The QA/QC process will be documented on QA/QC forms that are included in NCE's QAMP.

Deliverables:

- Final PS&E and issued for bidding (IFB) PS&E
- Final Bid Schedule

PHASE IB – Environmental, Permitting, & Construction Support

Task 5 – Environmental and SWPPP Support

NCE will provide pre-construction and regulatory compliance support to El Dorado County in support of the Forebay Park Improvement Project. The environmental tasks are focused on mitigation measures presented in the Project Initial Study/Mitigated Negative Declaration, May 2023 (Project Environmental Document). El Dorado County is planning to adopt the environmental document in August 2023.

The following mitigation measures, presented in the Project Environmental Document, are the basis for our scope of work:

- **BIO-1 – Conduct pre-construction surveys.** Conduct pre-construction surveys for California red-legged frog, western pond turtle, northern goshawk, bald eagle, and nesting migratory birds and raptors (during the nesting season [February 1 through August 31]) 14 days prior to the initiation of construction or ground disturbing activities. If construction or ground disturbing activities do not commence within 14 days, or halt for more than seven days, additional surveys are required prior to resuming or starting work.
- **BIO-2 – Environmental Awareness Training.** A qualified biologist shall conduct environmental awareness training for all construction personnel prior to the initiation of work. The training shall include identification of California red-legged frog, western pond turtles, special status birds, and nesting birds; required practices to be implemented prior to and during construction; general measures that are being implemented to conserve the species as they relate to the project; penalties for non-compliance, boundaries of the non-disturbance buffer zones; and what to do/whom to contact should sensitive wildlife or plant species, or nesting birds be observed on-site during construction. Upon completion of the training, all construction personnel shall sign a form stating that they have attended the training and understand all the measures. Proof of this instruction shall be kept on file with the project proponent.
- **BIO-3 – Oak Woodland Removal Permit.** The project proponent will obtain an oak woodland removal permit. Required mitigation will be implemented on-site and integrated into the landscape plan. If on-site mitigation is not feasible, then mitigation will be completed through off-site mitigation or payment of in-lieu fees in accordance with the ORMP.
- **CUL-1 – Worker Awareness Training Program.** All construction personnel involved in ground disturbing activities shall be trained in the recognition of possible cultural resources and protection of such resources. The training will inform all construction personnel of the procedures to be followed upon the discovery of archaeological materials, including Native American burials. Construction personnel will be instructed that cultural resources must be avoided and that all travel and construction activity must be confined to designated roads and areas. The training will include a review of the local, state, and federal laws and regulations related to cultural resources, as well as instructions on the procedures to be implemented should unanticipated resources be encountered during construction, including stopping work in the vicinity of the find and contacting the appropriate environmental compliance specialist.
- **CUL-2 – Accidental Discovery of Cultural Resources.** If cultural resources are exposed during ground-disturbing activities, construction activities should be halted within 100 feet of the discovery. Cultural resources could consist of but are not limited to stone, bone, wood, or shell artifacts, or features including hearths, structural remains, or historic dumpsites. If the resources cannot be avoided during the remainder of construction, an archaeologist who meets the Secretary of the Interior’s Professional Qualifications Standards should then be retained, in coordination with the County to assess the resource and provide appropriate management recommendations. If the discovery proves to be CRHR- or NRHP-eligible, additional work, such as data recovery excavation, may be warranted and should be discussed in consultation with the County.

5A) Bio Pre-construction Survey

NCE will conduct relevant background research to obtain current survey and occurrence data from regulatory agencies and land managers for special status species listed in the Project Environmental Document including the following target species: California red-legged frog, western pond turtle, northern goshawk, bald eagle, and nesting migratory birds and raptors.

NCE will conduct one pre-construction, presence/absence survey for the target species listed above. The pre-construction survey will include an area slightly larger than the proposed construction footprint to

account for species movement. The survey will be conducted by a qualified biologist during the nesting season (February 1 through August 31) and no more than 14 days prior to the initiation of construction or ground disturbing activities.

Following the pre-construction survey, NCE will send a summary email of the survey results to the El Dorado County's project manager. In addition, within one week of the pre-construction survey, NCE will prepare and submit a letter report that summarizes the results of the pre-construction survey. This letter report will document the survey approach, findings, and recommendations.

Deliverables

- One summary email.
- One pre-construction letter report.

5B) Environmental Awareness Training (Biological and Cultural)

NCE will prepare for and conduct Environmental Awareness Training for persons employed or otherwise working on the Project, prior to the contractor performing work on site. NCE assumes the training will last up to thirty minutes and will be delivered by one biologist and one archaeologist. The biological training will include the following topics:

- Identification of California red-legged frog, western pond turtles, special status birds, and nesting birds.
- Required practices to be implemented prior to and during construction.
- General measures that are being implemented to conserve the species as they relate to the project.
- Penalties for non-compliance, boundaries of the non-disturbance buffer zones.
- What to do and whom to contact should sensitive wildlife or plant species, or nesting birds be observed on-site during construction.

The cultural training will include the following topics:

- All construction personnel involved in ground disturbing activities shall be trained in the recognition of possible cultural resources and protection of such resources.
- The training will inform all construction personnel of the procedures to be followed upon the discovery of archaeological materials, including Native American burials.
- Construction personnel will be instructed that cultural resources must be avoided and that all travel and construction activity must be confined to designated roads and areas.
- The training will include a review of the local, state, and federal laws and regulations related to cultural resources, as well as instructions on the procedures to be implemented should unanticipated resources be encountered during construction, including stopping work in the vicinity of the find and contacting the appropriate environmental compliance specialist.

Upon completion of the biological and cultural training, all construction personnel will sign a form stating that they have attended the training and understand all the measures. Proof of this instruction shall be kept on file with the County's project manager.

Deliverables

- One environmental awareness training.

5C) Oak Woodland Removal Permit

NCE will support the County with obtaining the Oak Wood Removal Permit including the following steps:

1. **Cover Letter and permit application**
 - a. NCE will develop a cover letter describing the reason for the request, presenting the specific impacts to oak species, based on the design NCE prepares, and other project information necessary to support the permit approval process
 - b. NCE will fill out an El Dorado County Administrative Permit Application and set and participate in a planning department meeting, as required by the approval process.
2. **Mapping**
 - a. NCE will prepare a basic vicinity site map and project-specific oak species impact map using the GIS data collected by Helix Environmental Planning
3. **Mitigation**
 - a. NCE will discuss and agree on a strategy for mitigating impacts to oak species. This strategy will be described within the permit application and discussed during the meeting with the County.

Deliverables

- Permit application, cover letter, and participate in permit approval meeting.
- Up to three maps including a vicinity site map, oak species impact map, and up to one other map, as necessary to support the approval process.

5D) Stormwater Pollution Prevention Plan

If the Project includes more than 1 acre of disturbance, the County will be required to apply for coverage under the California Construction General Permit (Order 2012-0006-DWQ). NCE can support the County by providing a Qualified SWPPP Developer (QSD) to conduct the risk level determination, support the County with State of California's Storm Water Multiple Application and Report Tracking System (SMARTS) online reporting, and preparing a stormwater pollution prevention plan (SWPPP) for the project. This task does not include conducting SWPPP inspections, but we can provide a Qualified SWPPP Practitioner, if desired.

Conduct Risk Level Determination – The risk level of a project is determined by calculating the project's sediment risk and receiving water risk. Depending on risk level, projects can have different monitoring requirements (visual, non-visible pollutant, effluent, and receiving water) per the Construction General Permit (CGP). This task includes the completion of the risk level determination.

SMARTS Reporting and Coordination – This task will include the online reporting and coordination necessary for the project, submitting documents to SMARTS, and coordinating the closeout reports once the project is completed. The SMARTS coordination will involve assisting the County with identifying the Legally Responsible Person (LRP), setting up the project, and linking all accounts, including NCE as the Data Submitter, to the project. In addition, this work will involve uploading Permit Registration Documents and filling out and submitting the Notice of Intent (NOI).

Preliminary SWPPP – The SWPPP will include a narrative and site plan. The narrative will include an introduction and discussion of the SWPPP team; project information; a description of best management practices; the approach to inspection, maintenance, and Rain Event Action Plans (REAPs); and the Construction Site Monitoring Plan. The site plan will visually present the location and type of temporary best management practices (BMPs).

NCE will prepare a preliminary SWPPP for the project that will conform to the requirements of the California CGP. A Draft will be provided to the County for review and comment. The County will provide one consolidated set of comments. NCE will then prepare the Final SWPPP. The County will need to provide NCE contractor information and LRP and contractor signatures. The Final SWPPP will be uploaded to SMARTS.

Deliverables

- Draft and Final Preliminary SWPPP

Assumptions

- All permitting fees will be paid by El Dorado County.
- Deed restrictions for the subject parcel will be handled by El Dorado County.
- Property owner letters of authorization will be obtained by El Dorado County
- The existing Forebay Park Oak Resources Technical Report will meet the County's requirement to provide an Oak Resources Technical Report Checklist
- No protocol-level surveys will be required.
- Regulatory agency coordination will be handled by the County.

Task 6 – Bidding and Construction Support

NCE will be available to assist during the advertisement and bidding period of the project. This will include attendance at the pre-bid meeting, preparation of verbal and written responses to questions received about the project design, and preparation of one bid addendum and/or clarifications to the PS&E that are deemed necessary. NCE can also assist the County in determining the responsiveness of the received bids, by checking and tabulating bid results, and with developing recommendations for the award of a construction contract to the County. We have included up to 20 hours of staff time for assistance during bidding. Any requested effort beyond that will be performed as authorized by the County on a time and materials basis at an additional cost.

NCE will provide support services to the County during construction of the project. At a minimum, these services are anticipated to include attendance at the pre-construction conference, reviewing Contractor submittals and responding to Contractor requests for information, providing recommendations for any necessary construction changes due to unforeseen field conditions, assisting with the review of Contract Change Orders, and reviewing construction for acceptance. This task does not provide any field inspection services and we understand that all construction inspection will be provided by the County. We have allocated approximately 80 staff hours for support during construction. If additional effort is required beyond these estimated staff hours, we will notify the County.

Deliverables:

- During bidding: participate in the pre-bid meeting; response to Request for Information (RFIs), preparation of up to one addendum.
- During Construction: participate in the pre-construction meeting, review contractor submittals, respond to RFIs, prepare design clarifications, participate in punch list walk.

Assumptions:

- Construction management to be provided by others.
- Punch list to be prepared by resident engineer.

- NCE will be available on short notice to visit the site.

SCHEDULE

We have assumed that the notice to proceed and kick-off meeting will occur in September 2023. Once we have conducted the kick-off meeting and project objectives are clear, we will develop a detailed project design schedule.

FEE ESTIMATE

NCE will provide the defined scope of work on a time-and-materials basis for the estimated fees provided below:

Phase IA – Planning & PS&E	\$141,835.00
Phase IB – Environmental, Permitting, & Construction Support	\$61,085.00

The price breakdown by task is attached. Total compensation will not exceed the amounts set forth without receipt of prior written authorization from the County.

Sincerely,



Gregory L. Fasiano, PG, CEM
Vice President



Franz Haidinger, PE
Principal and Chief Engineer



Matthew Gaber, RSLA
Principal Landscape Architect

NCE

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Attachments:

A – Fee Estimate

Attachment A
Fee Estimate

CLIENT PRICE BREAKDOWN ALL TASKS

Project Number: _____ 0

Project Name: _____ Forebay Park Design Phase I _____

TASK	Labor Hours	Labor \$	In-House Recoverables	ODCs	Subcontractor Cost	Travel	FEE	Total
Task 1A / - Planning & PS&E								
Task 1 / - Project Management & Meetings	26.00	5,740.00	172.20	0.00	0.00	0.00	0.00	5,912.20
Task 2 / - Background Review and Research	32.00	6,760.00	202.80	0.00	0.00	0.00	0.00	6,962.80
Task 3 / - Schematic Site Planning								
Task 3A / - Draft Schematic Site Plan	48.00	10,200.00	536.00	0.00	0.00	0.00	0.00	10,736.00
Task 3B / - Final Schematic Site Plan	48.00	10,200.00	421.00	0.00	0.00	0.00	0.00	10,621.00
Task 4 / - Civil Engineering Design								
Task 4A / - 35% Plans and Estimate of Probable Construction Cost	130.00	25,410.00	3,377.30	0.00	11,695.50	0.00	0.00	40,482.80
Task 4B / - 65% Plans, Technical Specifications, and Estimate of Probable Construction Cost	120.00	23,590.00	822.70	0.00	5,589.00	0.00	0.00	30,001.70
Task 4C / - 95% Plans, Technical Specifications, and Estimate of Probable Construction Cost (PS&E)	110.00	21,600.00	763.00	0.00	5,589.00	0.00	0.00	27,952.00
Task 4D / - Final PS&E and Bid Documents	40.00	7,995.00	239.85	0.00	931.50	0.00	0.00	9,166.35
Total Phase 1A - Planning & PS&E	554.00	111,495.00	6,534.85	0.00	23,805.00	0.00	0.00	141,834.85
Task 1B / - Environmental, Permitting, & Construction Support								
Task 5 / - Environmental and SWPPP Support								
Task 5A / - Bio Pre-construction Survey	43.00	6,505.00	310.15	0.00	0.00	0.00	0.00	6,815.15
Task 5B / - Environmental Awareness Training (Biological and Cultural)	33.00	5,195.00	155.85	0.00	0.00	0.00	0.00	5,350.85
Task 5C / - Oak Woodland Removal Permit	83.00	13,935.00	418.05	0.00	0.00	0.00	0.00	14,353.05
Task 5D / - Stormwater Pollution Prevention Plan	72.00	11,280.00	338.40	0.00	0.00	0.00	0.00	11,618.40
Task 6 / - Bidding and Construction Support	100.00	19,600.00	588.00	0.00	2,760.00	0.00	0.00	22,948.00
Total Phase 1B - Environmental, Permitting & Construction Support	331.00	56,515.00	1,810.45	0.00	2,760.00	0.00	0.00	61,085.45