



March 5th, 2018

Rebecca Neves
City of Placerville
3101 Center Street
Placerville, CA 95667

Subject: Upper Broadway Bike Lanes CIP #41508 – Contract Amendment #1

Dear Mrs. Neves,

Thank you for the opportunity to work on the Upper Broadway Bike Lanes Project for the City of Placerville (City). As the project has progressed, the City has begun to explore the potential to repave a portion or all of Broadway within the project limits. This has led the City to evaluate their existing utilities closer to determine whether the potential new pavement would outlast the underground utilities. Over the past few months, R.E.Y. has been asked to assist with this effort via research, field meetings, and surveying to locate the existing underground facilities. In addition, the project, itself, is potentially relocating existing utility poles within a scenic corridor requiring additional coordination ahead of the utility relocation phase to ensure adequate research and coordination is performed ahead of time as to not negatively affect the overall project schedule.

The scope of work we propose to assist the City with evaluating the locations and conditions of their underground utilities and coordinating with outside utility purveyors to ensure a streamlined utility relocation process, is as follows:

IV. PA&ED IV

- **Project Management, Meetings, and Coordination**

Task includes project administration and coordination with City Staff, project development team (PDT), sub consultants, and other applicable agencies and utility purveyors. Coordination with City to ensure utilities are marked out prior to utility markings survey, utility condition assessment (CCTV) consultants to obtain quotes for CCTV'ing and evaluating condition of sewer services and storm drain system, and utility purveyors to prepare for the utility relocation phase of the project are included in this task. To assist with the CCTV quotes, prepare an exhibit displaying the existing utilities requiring condition assessment. Attend up to six (6) project meetings including a field walk to evaluate the existing utilities and up to three (3) monthly PDT meetings. Coordinate meetings and prepare meeting agendas and minutes for each meeting.

Deliverable(s): Meeting agendas and minutes for up to six (6) meetings and Utility Assessment Exhibit (.pdf format).

- **Supplemental Topographic Survey**

Task includes field survey to collect marked out underground utilities within the project limits. In addition, new improvements have been constructed along Broadway since our initial topographic survey in March of 2015. Specifically, a shooting range has constructed a new parking lot and a fire damaged building has begun rebuilding. For cost effectiveness, the field crew will be collect both the utility markings and additional topographic survey information at the same time. This information will be used to supplement our current topographic survey. The field crew's data will be processed and the digital Base Map will be updated. The CAD Base Map will continue to exhibit 1-foot contours, spot elevations, and pertinent surface and physical features.

Deliverable(s): Updated CAD Base Map (.dwg format).

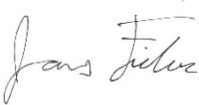
- **Utility Conflict Analysis**

Review the 35% preliminary design, identify utility conflicts, and prepare a conflict map for each impacted facility. It is assumed that two (2) street lights, four (4) utility boxes, and six (6) utility poles will need to be relocated and one (1) utility vault will need to be adjusted to grade.

Deliverable(s): Utility Conflict Map for each impacted facility.

If you have any questions or comments, please don't hesitate to contact me.

Sincerely,



Jim Fisher, PE, QSD/P

Attachments:

Contract Amendment #1 – Fee Estimate dated: March 5th, 2018

Exhibit 10-H1 dated: March 5th, 2018

Exhibit 10-K dated: March 5th, 2018

Upper Broadway Bike Lanes
City of Placerville
Contract Amendment #1 - Fee Estimate
 March 5th, 2018

R.E.Y. ENGINEERS, INC.
 Civil Engineers | Land Surveyors | LiDAR
 905 Sutter Street, Suite 200 Folsom, CA 95630
 Phone: (916) 366-3040 Fax: (916) 366-3303
 www.reyengineers.com



TASK DESCRIPTION	R.E.Y. Engineers								TOTALS	
	Assistant Engineer II	Associate Engineer II	Principal Engineer I	Chainman	Certified Party Chief	Associate Surveyor II	Principal Surveyor I	ODC's	TOTAL HOURS	TOTAL DOLLARS
Billing Rate	\$103.76	\$138.34	\$247.04	\$112.59	\$135.68	\$138.34	\$247.04			
IV. PA&ED IV										
1 Project Management, Meetings, and Coordination	8	68	36						112	\$ 19,131
2 Supplemental Topographic Survey	8	8	2	16	16	16	2		68	\$ 9,111
3 Utility Conflict Analysis	24	48	6						78	\$ 10,613
SUBTOTAL	40	124	44	16	16	16	2		258	\$ 38,855
TOTAL HOURS	40	124	44	16	16	16	2		258	
TOTAL DOLLARS	\$4,150	\$17,155	\$10,870	\$1,801	\$2,171	\$2,214	\$494			\$38,855

EXHIBIT 10-H1 COST PROPOSAL (Page 1 of 3)

ACTUAL COST-PLUS-FIXED FEE OR LUMP SUM (FIRM FIXED PRICE) CONTRACTS
(DESIGN, ENGINEERING, AND ENVIRONMENTAL STUDIES)

Note: Mark-ups are Not Allowed

Prime Consultant

Subconsultant

2nd Tier Subconsultant

Consultant R.E.Y. Engineers, Inc.

Project No. CIP #41508

Contract No. Amendment #1

Date 3/5/2018

DIRECT LABOR

Classification/Title	Name	Hours	Actual Hourly Rate	Total
Assistant Engineer II	Heather Landaeta	40.0	\$ 31.50	\$ 1,260.00
Associate Engineer II	Carlye Buchholz	124.0	\$ 42.00	\$ 5,208.00
Associate Engineer II	Veronica Garcia-McGrew	0.0	\$ 42.00	\$ -
Principal Engineer I	James Fisher	44.0	\$ 75.00	\$ 3,300.00
Chainman**	Cameron Orsi	16.0	\$ 34.18	\$ 546.88
Certified Party Chief**	Jason Harlow	16.0	\$ 41.19	\$ 659.04
Associate Surveyor II	Claudia Westerlund	16.0	\$ 42.00	\$ 672.00
Principal Surveyor I	Joseph Feyder	2.0	\$ 75.00	\$ 150.00
				\$ -
				\$ -
				\$ -

Total: 258.0 \$ 11,795.92

LABOR COSTS

a) Subtotal Direct Labor Costs	\$ 11,795.92
b) Anticipated Salary Increases (see page 2 for calculations)	\$ -
c) TOTAL DIRECT LABOR COSTS [(a) + (b)]	\$ 11,795.92

INDIRECT COSTS

d) Fringe Benefits	Rate: 57.60%	e) Total fringe benefits [(c) x (d)]	\$ 6,794.45
Overhead	Rate: 136.50%	g) Overhead [(c) x (f)]	\$ 16,101.43
h) General and Administrative	Rate:	i) Gen & Admin [(c) x (h)]	\$ -
		j) TOTAL INDIRECT COSTS [(e) + (g) + (i)]	\$ 22,895.88

FIXED FEE

k) TOTAL FIXED FEE [(c) + (j)] x fixed fee 12.00% \$ 4,163.02

l) CONSULTANT'S OTHER DIRECT COSTS (ODC) - ITEMIZE (Add additional pages if necessary)

Description of Item	Quantity	Unit	Unit Cost	Total
Mileage Costs				\$ -
Equipment Rental and Supplies				\$ -
Permit Fees				\$ -
Plan Sheets				\$ -
Test				\$ -

l) TOTAL OTHER DIRECT COSTS \$ -

m) SUBCONSULTANTS' COSTS (Add additional pages if necessary)

Subconsultant 1:	\$ -
Subconsultant 2:	\$ -
Subconsultant 3:	\$ -
Subconsultant 4:	\$ -

m) SUBCONSULTANTS' COSTS \$ -

n) TOTAL OTHER DIRECT COSTS INCLUDING SUBCONSULTANTS [(l) + (m)] \$ -

TOTAL COST [(c) + (j) + (k) + (n)] \$ **38,854.82**

NOTES:

- Key personnel **must** be marked with an asterisk (*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (**). All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals.
- The cost proposal format shall not be amended. Indirect cost rates shall be updated on an annual basis in accordance with the consultant's annual accounting period and established by a cognizant agency or accept by Caltrans.
- Anticipated salary increases calculations (page 2) must accompany.

EXHIBIT 10-H1 COST PROPOSAL (Page 2 of 3)

ACTUAL COST-PLUS-FIXED FEE OR LUMP SUM (FIRM FIXED PRICE) CONTRACTS
(CALCULATIONS FOR ANTICIPATED SALARY INCREASES)

1. Calculate Average Hourly Rate for 1st year of the contract (Direct Labor Subtotal divided by total hours)

Direct Labor Subtotal per Cost Proposal		Total Hours per Cost Proposal		Avg Hourly Rate	5 Year Contract Duration Year 1 Avg Hourly Rate
\$11,795.92	/	258.0	=	\$45.72	

2. Calculate hourly rate for all years (Increase the Average hourly rate for a year by proposed escalation %)

	Avg Hourly Rate		Proposed Escalation			
Year 1	\$45.72	+	5.0%	=	\$48.01	Year 2 Avg Hourly Rate
Year 2	\$48.01	+	5.0%	=	\$50.41	Year 3 Avg Hourly Rate
Year 3	\$50.41	+	5.0%	=	\$52.93	Year 4 Avg Hourly Rate
Year 4	\$52.93	+	5.0%	=	\$55.57	Year 5 Avg Hourly Rate

3. Calculate estimated hours per year (Multiply estimate % each year by total hours)

	Estimated % Completed Each Year		Total Hours per Cost Proposal		Total Hours per Year	
Year 1	100%	*	258.0	=	258.0	Estimated Hours Year 1
Year 2	0%	*	258.0	=	0.0	Estimated Hours Year 2
Year 3	0%	*	258.0	=	0.0	Estimated Hours Year 3
Year 4	0%	*	258.0	=	0.0	Estimated Hours Year 4
Year 5	0%	*	258.0	=	0.0	Estimated Hours Year 5
Total	100%		Total	=	258.0	

4. Calculate Total Costs including Escalation (Multiply Average Hourly Rate by the number of hours)

	Avg Hourly Rate (calculated above)		Estimated hours (calculated above)		Cost per Year	
Year 1	\$ 45.72	*	258.0	=	\$11,795.92	Estimated Hours Year 1
Year 2	\$ 48.01	*	0.0	=	\$0.00	Estimated Hours Year 2
Year 3	\$ 50.41	*	0.0	=	\$0.00	Estimated Hours Year 3
Year 4	\$ 52.93	*	0.0	=	\$0.00	Estimated Hours Year 4
Year 5	\$ 55.57	*	0.0	=	\$0.00	Estimated Hours Year 5
			Total Direct Labor Cost with Escalation	=	\$11,795.92	
			Direct Labor Subtotal before escalation	=	\$11,795.92	
			Estimated total of Direct Labor Salary Increase	=	\$0.00	Transfer to Page 1

NOTES:

1. This is not the only way to estimate salary increases. Other methods will be accepted if they clearly indicate the % increase, the # of years of the contract, and a breakdown of the labor to be performed each year.
2. An estimation that is based on direct labor multiplied by salary increase % multiplied by the # of years is not acceptable. (i.e. \$250,000 x 2% x 5 yrs = \$25,000 is not an acceptable methodology)
3. This assumes that one year will be worked at the rate on the cost proposal before salary increases are granted.
4. Calculations for anticipated salary escalation must be provided.

EXHIBIT 10-H1 COST PROPOSAL Page 3 of 3

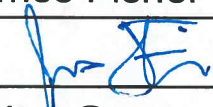
Certification of Direct Costs:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

1. Generally Accepted Accounting Principles (GAAP)
2. Terms and conditions of the contract
3. [Title 23 United States Code Section 112](#) - Letting of Contracts
4. [48 Code of Federal Regulations Part 31](#) - Contract Cost Principles and Procedures
5. [23 Code of Federal Regulations Part 172](#) - Procurement, Management, and Administration of Engineering and Design Related Service
6. [48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board](#) (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement. Local governments are responsible for applying only cognizant agency approved or Caltrans accepted Indirect Cost Rate(s).

Prime Consultant or Subconsultant Certifying:

Name: James Fisher Title *: Principal/Project Manager
 Signature :  Date of Certification (mm/dd/yyyy): 03/05/2018
 Email: jfisher@reyengineers.com Phone Number: (916) 363-3040
 Address: 905 Sutter Street, Suite 200, Folsom, CA 95630

*An individual executive or financial officer of the consultant’s or subconsultant’s organization at a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

List services the consultant is providing under the proposed contract:

Civil engineering and land surveying services.

**EXHIBIT 10-K CONSULTANT ANNUAL CERTIFICATION OF
INDIRECT COSTS AND FINANCIAL MANAGEMENT SYSTEM**

(Note: If a Safe Harbor Indirect Cost Rate is approved, this form is not required.)

Consultant's Full Legal Name: R.E.Y. Engineers, Inc.

Important: Consultant means the individual or consultant providing engineering and design related services as a party of a contract with a recipient or sub-recipient of Federal assistance. Therefore, the Indirect Cost Rate(s) shall not be combined with its parent' company or subsidiaries.

Indirect Cost Rate:

Indirect Cost Rate: Home Office Rate 194.10 % Field Office Rate (if applicable) N/A %, and Facility Capital Cost of Money 0.86 % (if applicable) for **fiscal period** *

* Fiscal period is the annual one year accounting period that our Indirect Cost Rate was developed and based on (not the contract period) and that our financial statements are based on.

I have reviewed the proposal to establish an Indirect Cost Rate(s) for the **fiscal period** as specified above and have determined that:

- All costs included in the cost proposal to establish the indirect cost rate(s) are allowable in accordance with the cost principles of the Federal Acquisition Regulation (FAR) 48, Code of Federal Regulations (CFR), Chapter 1, Part 31 (48 CFR Part 31);
- The cost proposal does not include any costs which are expressly unallowable under the cost principles of 48 CFR Part 31;
- The accounting treatment and billing of prevailing wage delta costs are consistent with our prevailing wage policy as either direct labor, indirect costs, or other direct costs on all federally-funded A&E Consultant Contracts.
- All known material transactions or events that have occurred affecting the consultant's ownership, organization, and indirect cost rates have been disclosed as of the date of this certification.

I am providing the required and applicable documents as instructed on Exhibit 10-A

Financial Management System:

Our labor charging, job costing, and accounting systems meet the standards for financial reporting, accounting records, and internal control adequate to demonstrate that costs claimed have been incurred, appropriately accounted for, are allocable to the contract, and comply with the federal requirements as set forth in [Title 23 United States Code \(U.S.C.\) Section 112\(b\)\(2\)](#); [48 CFR Part 31.201-2\(d\)](#); [23 CFR, Chapter 1, Part 172.11\(a\)\(2\)](#); and all applicable state and federal rules and regulations.

Our consultant's financial management system has the following attributes:

- Account numbers identifying allowable direct, indirect, and unallowable cost accounts;
- Ability to accumulate and segregate allowable direct, indirect, and unallowable costs into separate cost accounts;
- Ability to accumulate and segregate allowable direct costs by project, contract and type of cost;

- Internal controls to maintain integrity of financial management system;
- Ability to account and record costs consistently and to ensure costs billed are in compliance with FAR;
- Ability to ensure and demonstrate costs billed reconcile to general ledgers and job costing system; and
- Ability to ensure costs are in compliance with contract terms and federal and state requirements.

Cost Reimbursements on Contracts:

I also understand that failure to comply with 48 CFR Part 16.301-3 or knowingly charge unallowable costs to Federal-Aid Highway Program (FAHP) may result in possible penalties and sanctions as provided by the following:

- Sanctions and Penalties - [23 CFR Part 172.11\(c\)\(4\)](#)
- False Claims Act - [Title 31 U.S.C. Sections 3729-3733](#)
- Statements or entries generally - [Title 18 U.S.C. Section 1001](#)
- Major Fraud Act - [Title 18 U.S.C. Section 1031](#)

All A&E Contract Information:

- The approximate dollar amount \$ 9,000,000 of all California government contracts for Architectural & Engineering services, which are subject to the Federal regulations, that the consultant received in the last three fiscal periods in Federal awards.
- The number of states in which the consultant does business is 6.
- Years of consultant's experience with 48 CFR Part 31 is 8.
- Audit history of the consultant (Check all that apply)

<input type="checkbox"/> Cognizant ICR Audit	<input checked="" type="checkbox"/> CPA ICR Audit	<input type="checkbox"/> Federal Gov't ICR Audit
<input type="checkbox"/> Consultant's Internal ICR Audit	<input type="checkbox"/> Local Gov't ICR Audit	<input checked="" type="checkbox"/> Caltrans ICR Audit

I, the undersigned, certify all of the above to the best of my knowledge and belief and that I have reviewed the Standard Indirect Cost Rate Schedule to determine that any costs which are expressly unallowable under the Federal cost principles have been removed and comply with [Title 23 U.S.C. Section 112\(b\)\(2\)](#), [48 CFR Part 31](#), [23 CFR Part 172](#), and all applicable state and federal rules and regulations. I also certify that I understand that all documentation of compliance must be retained by the consultant. I hereby acknowledge that costs that are noncompliant with the federal and state requirements are not eligible for reimbursement and must be returned to Caltrans.

Name**: James Fisher, PE _____

Title**: Principal/Project Manager _____

Signature  _____

Date of Certification (mm/dd/yyyy): 03/05/2018

Email**: jfisher@reyengineers.com

Phone Number **: (916) 366-3040

**An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President, a Chief Financial Officer, or equivalent, who has authority to represent the financial information used to establish the indirect cost rate.

Note: **Both prime and subconsultants as parties of a contract must complete their own Exhibit 10-K forms. Caltrans will not process local agency's invoices until a complete Exhibit 10-K form is accepted and approved by Caltrans Audits and Investigations.**

- Distribution:**
- 1) Original - Local Agency Project File
 - 2) Copy - Consultant
 - 3) Copy - Caltrans Audits and Investigation