

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Hugh R. Riley, Assistant City Manager 

DATE: June 9, 2008 (CC Meeting of 6/18/08)

SUBJECT: Consider Design for New Main Post Office on High Street

DISCUSSION

In April 2006 city Staff began working with representatives from the United States Postal Services to develop a new, Main Post Office in Downtown Moorpark. Post Office officials sought and obtained funding authorization for the new facility based on the Redevelopment Agency's October 12, 2006 offer to provide a site along West High Street.

The formal site evaluation and selection process began in January 2008 and on April 30, 2008 the City received a Summary Report of the Postal Service Community Meeting held on February 12. The Summary Report is attachment 1 to this report. Subsequently the Agency was advised that its offer of a leased site had been accepted and preliminary design planning began in May 2008.

An approximate 1-acre site (Shown on Attachment 2) would be provided by the Redevelopment Agency with a long term lease at a nominal cost. The lease would continue for so long as the Postal Service maintains the site as its main Moorpark Post Office including retail services. Staff will prepare a Health & Safety Code Section 33433 Summary Report, outlining the Agency's cost to acquire the property and terms of the lease, as required by California Community Redevelopment Law. The Council and the Redevelopment Agency will consider the lease agreement on July 2 after the required public hearing.

The Postal Service will construct the building, landscaping, driveways and truck/employee parking west of the building and their required public parking to the east of the building ending at the first median break providing approximately 20 public parking spaces with one van-accessible handicapped space and one auto handicapped space. The project will benefit from a 20 foot wide easement along the north side of the railroad tracks. Agency staff is preparing a

Honorable City Council
June 9, 2008
Page 2

Memorandum of Understanding with the Ventura County Transportation Commission to outline the uses and restrictions for the easement imposed by the Union Pacific Railroad.

The Redevelopment Agency will be supporting the project with street improvements including right-of-way acquisition, utility extensions as required, and storm drain relocation. The preliminary estimate for these costs including design, inspection and contingencies is \$1,281,664 (See Attachment 4). The Agency may also elect to complete the remainder of the parking area and landscaping east of the post office public parking to Moorpark Avenue to provide additional public parking for High Street at an additional cost of approximately \$150,000.

While the Postal Service is not required to adhere to the City's building and land use approval process, Postal officials have been fully cooperative in developing plans for the new facility considering the City's future Civic Center Master Plan and Downtown Specific Plan features in the design (Attachment 3).

The development of the facility is on a "fast track" with construction scheduled to begin before the end of the 2008 calendar year.

STAFF RECOMMENDATION

Approve concept design and schematic plans for new post office on High Street.

Attachments:

1. Summary Report of Community Meeting- Moorpark Main Post Office
2. Site Plan
3. Schematic Floor Plan and Elevations
4. Preliminary Cost Estimates- Offsite Improvements

MOORPARK MAIN POST OFFICE

Summary Report

Moorpark Community Meeting

February 12, 2008

United States Postal Service
Moorpark Main Post Office
215 West Los Angeles Avenue
Moorpark, California 93021-1136

Prepared by:

Tetra Tech EM Inc.
135 Main Street, Suite 1800
San Francisco, California 94105
Phone: 415/543-4880
Fax: 415/543-5480

March 24, 2008

CONTENTS

SECTION		PAGE
I	INTRODUCTION	1
	Background.....	1
	Site Selection Process	1
	Moorpark Community Meeting Format.....	1
II	SUMMARY OF COMMUNITY COMMENTS AND SUGGESTIONS	2
	Suggestions for Specific Locations.....	2
	General Suggestions and Concerns.....	4
III	SUMMARY AND CONCLUSIONS.....	5

APPENDICES

- A MEETING ANNOUNCEMENTS
- B POSTERS AND SIGN-IN SHEETS
- C WRITTEN COMMENTS
- D GRAPHIC MAP WITH RECORDED COMMUNITY COMMENTS

**SUMMARY REPORT
Moorpark Main Post Office
Community Meeting
February 12, 2008**

I. INTRODUCTION

On February 12, 2008, the United States Postal Service (Postal Service) convened a community meeting to discuss possible locations for the Moorpark Main Post Office. The meeting was held to solicit community input on issues, concerns, and opportunities related to the relocation of the current Moorpark Main Post Office. The meeting took place at 7:00 p.m. in the Moorpark Community Center. This report summarizes the verbal and written comments received at the meeting.

Background

The current location of the Moorpark Main Post Office has inadequate parking and limited access routes for the growing community and the carrier vehicles that service it. Therefore, a larger facility is needed. The Postal Service has concluded it needs a site that is approximately 27,770 square feet with a structure that has 5,000 square feet to house retail and distribution services. The existing facility is located within a shopping mall complex and cannot be expanded due to surrounding commercial developments. To ensure ongoing service to the community, the Postal Service is searching for a new facility or a new location to construct a facility before their lease expires at the current location in 2010.

Site Selection Process

The Postal Service is required to follow the site selection process for United States Post Offices published in the New Community Relations Policy and Procedures, Expansion Relocation, Construction of New Post Office, effective October 5, 1998 (Title 39 *Code of Federal Regulations* Part 241). This process involves an initial meeting with local elected officials, community meetings, advertising for sites, evaluating sites, selecting a preferred site, and finally, notifying public officials of the Postal Service's decision on site selection. There are many opportunities for public comment during the site selection process.

The community meeting is held to notify the public of the Postal Service's intent to provide a new post office and to offer an opportunity for community involvement in the site selection process. This meeting allows local residents to express their needs and concerns, identify issues, ask questions, and suggest potential locations for the new facility.

Moorpark Community Meeting Format

The community meeting to discuss potential locations for a new Moorpark Main Post Office was held at 7:00 p.m. on Tuesday, February 12, 2008, at the Moorpark Community Center, Apricot Room, 799 Moorpark Avenue, Moorpark, California 93021-1136. To announce the meetings and solicit comments, a public notice ran in the hard copy and the on-line version of the Ventura County Star on Wednesday, February 6, 2008 and in the Moorpark Acorn on Friday, February 8,

2008. The Postal Service also placed a notice on the Moorpark city website. Copies of the public notices are provided in Appendix A.

The community meeting was attended by eight community members. Postal Service representatives present at the meeting included Real Estate Specialist Laureen Yamakido, District Manager of Retail Michael Madrigal, and Moorpark Postmaster Richard Sigman. The meeting was facilitated by Tommie Jean Damrel and Carolyn Hunter of Tetra Tech EM Inc. (Tetra Tech).

Ms. Damrel opened the meeting by welcoming participants. She introduced Ms. Yamakido, Mr. Madrigal, Mr. Sigman, and Ms. Hunter. After the introductions, Ms. Yamakido reviewed a poster on the Postal Service's site selection criteria. Ms. Yamakido then reviewed a poster illustrating the step-by-step site selection process, and highlighted the additional opportunities for community input. Both posters were provided as handouts for attendees. Ms. Yamakido then turned over the meeting to Tetra Tech.

Ms. Damrel reviewed the objectives and format of the meeting as well as the guidelines for discussion. Ms. Damrel described the process for providing verbal comments, which Ms. Hunter recorded on a large wall graphic that displayed a map of the preferred relocation area within Moorpark. In addition to verbal comments, community members were encouraged to submit written comments to the Postal Service representatives at the end of the meeting, or to Mr. Sigman at the Moorpark Main Post Office by February 27, 2007. Comment sheets were provided so participants could submit comments in writing.

Copies of the posters and sign-in sheets are provided in Appendix B of this report. Copies of written comments received by the Postal Service during the public comment period are provided in Appendix C of this report. Copies of the wall graphic map with the community comments recorded at the meeting are provided in Appendix D of this report.

II. SUMMARY OF COMMUNITY COMMENTS AND SUGGESTIONS

This section summarizes both specific suggestions and general concerns about the post office location expressed during the public meeting. Three comment sheets were received from community members during the public comment period (see Appendix C).

Suggestions for Specific Locations

Suggestions were offered verbally during the meeting and within written comments received during the public comment period for specific areas or locations for the new Moorpark Main Post Office. The locations and their benefits or detriments are described below. In general, suggestions focused on a general preference for Los Angeles Avenue and desired characteristics of a new facility. All are described below beginning with specific site recommendations and moving onto general suggestions and concerns as shown on the Moorpark area map (see Appendix D) and within the written comments received (see Appendix C).

Los Angeles Avenue

Most respondents would like to see the new Moorpark Main Post Office located on or nearby Los Angeles Avenue. General reasons given to keep the post office on Los Angeles Avenue include:

- Los Angeles Avenue is the “heart” of the city.
- Most residents travel along Los Angeles Avenue, and it would not have to go out of their way to access a post office on that avenue.

West Los Angeles Avenue

Some respondents suggested relocation on or near West Los Angeles Avenue. Specific suggestions for a location on West Los Angeles Avenue in Moorpark include the following:

- 397 West Los Angeles Avenue: KMart facility
- Empty lot on Maureen Lane between Hertz Street and West Los Angeles Avenue

New Los Angeles Avenue/ Campus Park Area

One respondent further suggested the Campus Park Area. General reasons given to keep the post office within the Campus Park area include:

- A location near Highways 118 and 23 would be easily accessed by members of the community that commute daily on these roadways.
- The satellite post office located in Casino Self-Storage is already able to service central and western Moorpark residents. A location in the Campus Park Area would service the eastern portion of Moorpark.

Specific suggestions for a location within the Campus Park Area include the following:

- Shopping and industrial area near Home Depot.
- 800 New Los Angeles Avenue: industrial area across the street from Target or in the office buildings behind Target.

Alternative Locations

- One respondent suggested that the Moorpark Main Post Office relocate to the downtown area.
- One respondent did not favor relocation near the Staples Mini-Mall area due to inadequate parking and poor ingress and egress routes to the facility.

General Suggestions and Concerns

General concerns and suggestions regarding any new site were expressed at the meeting. The concerns and suggestions were as follows:

Ensure the Post Office is Accessible

Many community members were concerned that relocation of the Moorpark Main Post Office retail unit might cause the facility to become less accessible to the community.

- **Parking:** Community members value a site with adequate parking.
 - Residents would like the Postal Service to ensure enough parking for employees, customers, and carrier vehicles at the new facility.
 - Respondents requested that more disabled parking be provided.
 - Some respondents suggested dedicating a certain number of parking spots to Postal Service customers at the new facility or ensuring that there is an adequate amount of short-term parking nearby.
 - Some respondents suggested that relocation to an industrial area would provide better parking alternatives than that of a shopping or commercial district.

Increase Efficiency

Many respondents suggested new amenities and services that could be provided within the new facility to make transactions as efficient as possible.

- Many residents suggested the installation of a commercial window within the new facility.
- Some respondents suggested that an express lane be established for small, standard transactions.
- Respondents also requested that a drive-thru window be installed for short transactions, such as the purchase of stamps, similar to those found in Simi Valley and Thousand Oaks.
- It was suggested that a drop box should be placed in an area easily accessible by cars that would not block ingress and egress routes to the post office.
- Some respondents suggested that all retail windows be staffed during business hours to avoid long lines and delays.
- Respondents requested increased access to the Postmaster.
- Respondents suggested that a secured mail area be accessible from outside.

- Respondents suggested installing Automatic Postal Centers, which would save time for customers.
- Respondents requested a scale be placed in the lobby for customer use.
- It was suggested that placing ropes within the existing facility to direct large crowds within a confined space through the line to the window.

III. SUMMARY AND CONCLUSIONS

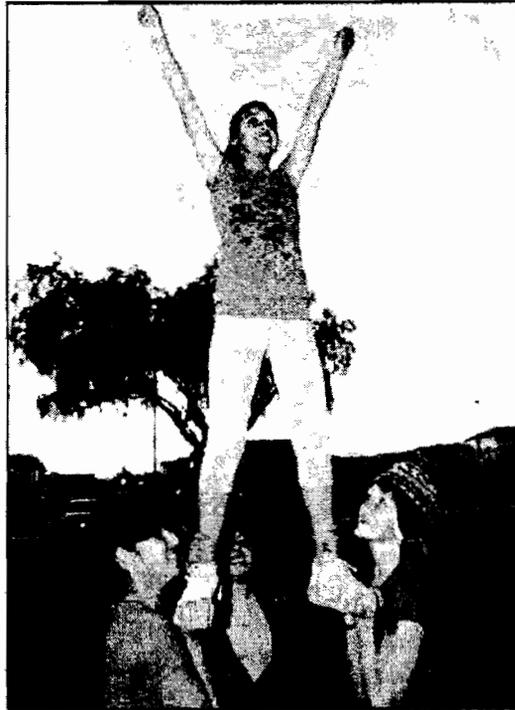
Customers of the Moorpark Main Post Office were notified by newspaper notices and within their city website of the Postal Service's intent to search for a new location for the Moorpark Main Post Office. These notifications also informed customers of a public meeting to be held on February 12, 2008. In total, eight community members attended the public meeting and provided verbal comments. Three written comments were received during the public comment period. Most of the community members who responded would prefer that the Postal Service keep the post office on or nearby Los Angeles Avenue to best serve the community. Community members value a location that allows accessibility to the post office and would like the Postal Service to increase the efficiency of service options provided at the new facility.

**APPENDIX A
MEETING ANNOUNCEMENTS**



Family

Get a leg up on the competition



CHEER UP— Moorpark resident Gisela De La Cruz, 12, is lifted into the air by her teammates during Moorpark Saints Cheerleading practice on Wednesday at Pinedexter Park in Moorpark. The competition squad made up of 12 to 14-year-old girls is preparing to go to the JAMZ National competition in Las Vegas.

WENDY PEREZ/ACORN PHOTOGRAPHERS

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909-537-7744

"We cannot tell the precise moment when friendship is formed. As in filling a vessel drop by drop, there is at least a drop which makes it run over; so in a series of kindnesses there is at last one which makes the heart run over."
—James Boswell



NOTICE OF PUBLIC MEETING

The United States Postal Service must relocate the Moorpark Main Post Office located at 215 W. Los Angeles Avenue. To assist us in our efforts, we are asking for community input early in the process. The Postal Service will host a public meeting to gather input on how best to meet the Moorpark community's current and future postal needs. We hope you will attend the meeting - your comments and suggestions are important to us.

PUBLIC MEETING INFORMATION

Date: Tuesday, February 12, 2008
Time: 7:00 p.m.
Location: Moorpark Community Center
Apricot Room
799 Moorpark Avenue
Moorpark, CA 93021-1136

If you are unable to attend this meeting but would like to provide input, please mail your written comments to the attention of Richard Sigman, Postmaster no later than February 27, 2008.

Comments may be mailed by February 27, 2008 to: Richard Sigman, Postmaster
215 W. Los Angeles Avenue
Moorpark, CA 93021-1824

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UNITED STATES
POSTAL SERVICE

NOTICE OF PUBLIC MEETING

The United States Postal Service must relocate the Moorpark Main Post Office, located at 215 W. Los Angeles Avenue. To assist us in our efforts, we are asking for community input early in the process. The Postal Service will host a public meeting to gather input on how best to meet the Moorpark community's current and future postal needs. We hope you will attend the meeting – your comments and suggestions are important to us.

PUBLIC MEETING INFORMATION

700156

Published on 2/6/2008

This ad for City and Public Notices in Ventura County may contain time-sensitive information and offers.

Please check with United States Postal Service to confirm availability.

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Attorney Alan Shapiro has more than
experience.
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00157

**APPENDIX B
POSTERS
AND SIGN-IN SHEETS**

The Process for Post Office Expansion or Relocation

We want to hear from the community as a project proceeds through its various stages. We have highlighted opportunities for community involvement below.

Step 1:

When we need more space, our real estate and local district personnel **meet with local officials to discuss the project**. Our first obvious choice is to expand the existing post office. When this is not possible, there are two other choices:

- Find another building that meets requirements in the same general area as the existing office or
- Find another site and build a new post office

Step 2:

We can thoroughly **discuss the project together at a public meeting** that takes place either as part of your regular town meeting or at one we conduct. This is the best time to express your needs. We'll make sure we publish the date, time, and place. We want to know if there is something we haven't thought of.

Step 3:

After considering all comments, we will then **make a decision on which of three options in Step 1 will work best**. If we decide to expand, we'll notify local officials and proceed with the project.

Step 4:

If the **decision is to relocate**, we'll *advise local officials and the general community* by posting a letter of decision at the post office. Fifteen days after the public meeting, we will advertise for available existing buildings or sites for constructions of a new post office.

Step 5:

Our **Site Review Committee will then review all sites offered**. This list is provided to your local officials and a copy is posted at the affected post office for a *30-day comment period*.

Step 6:

Based on studies and the site evaluation criteria, we'll **make a final decision on which site best meets the established goals**. The results are sent to local officials for one last *30-day comment period* before we actually acquire the selected property.

USPS Site Evaluation Criteria

- Post Office siting options
 - Expansion at current location
 - Relocation of Post Office within commercial area
- Post Office Design
- Accessibility
- Size
- Relationship to surroundings
- Environmental factors
- Community preferences
- Cost

United States Postal Service

Moorpark Community Meeting

Name	Affiliation (if any)	Street Address	City/State	Zip	Telephone
Kirklyn Hunter	FEMA	135 Main Street	San Francisco	94105	415 277-8087
Nicolette ALBER	Ventura County Star	1833 Harvest	Moorpark, CA	93021	805-908-5082
SALIE GOLDBERRY		1369 LAUREL HURST	MOORPARK	93021	
Lisa Neal	USPS	14744 LLOYD	Moorpark	93021	805 595 12799
ROBERT & GLENN HAMMERS	-	15650 F. CAMPUS PARK	MOORPARK	93021	805-572-1744

00163

**APPENDIX C
WRITTEN COMMENTS**

February 13, 2008

Richard Sigman
Postmaster
United States Postal Service
215 W. Los Angeles Avenue
Moorpark CA 93021

Subject: Relocation of the Moorpark Post Office

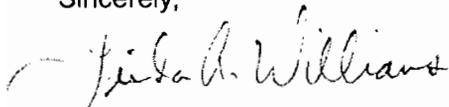
Dear Mr. Sigman:

I saw on the City of Moorpark's web page that comments were invited regarding the subject matter. I'm sorry I had to miss the public meeting, but as a resident of Moorpark for the past 15 years, and a regular visitor of the Moorpark Post Office, I'd like to offer the following suggestions:

1. I believe first consideration should be given to the interior of the new post office. The arrangement now is not sufficient. During busy times (which is the norm) the line spills out the door blocking any ingress or egress traffic. Ropes and a snake line (similar to how amusement parks handle large crowds) would suffice for now. Also, perhaps there could be an express line for individuals just purchasing stamps or any short transaction.;
2. A location on Los Angeles Avenue is best - this is the heart of the city. Although I realize that the city is trying to build up the downtown area, the fact is that most of Moorpark's traffic still travels along Los Angeles Avenue;
3. A drive-up window for purchasing stamps or dropping off mail would remove a great deal of foot traffic from inside and speed up transactions;
4. Last, but certainly not least important, is parking. Consideration should be given to customer parking for postal customers only. Perhaps have 4 or 5 stalls set aside for postal customers, if the new post office is in a development with other businesses.

I hope these suggestions will be given serious consideration. As an individual in the business of customer service, I once heard that if you get one complaint (or in this case, one suggestion) you can be sure that there are 25 others thinking the same thing but not taking the time to voice their concerns.

Sincerely,



Linda Williams
4158 Santa Rosa Drive
Moorpark, CA 93021

Krista Ames-Cook

14665 Logola Strzel - Moorpark, CA 93021-2557 - (805) 532-1176

February 25, 2008

Richard Sigman, Postmaster
215 W. Los Angeles Avenue
Moorpark, CA 93021-1824

Regarding: **Public Input / Relocating Moorpark Main Post Office**

Dear Richard Sigman, Postmaster:

Thank you for the opportunity to submit my suggestions/opinions for relocating the Moorpark Main Post Office. As you can see by my address, I live on the east side of Moorpark in the Campus Park area. I work in Simi Valley so rarely go into the center of Moorpark to do my shopping. However, I frequently go to the Target/Michael's shopping area of town since it is so close to the freeway.

I think some locations that should be pursued for relocating the Moorpark Main Post Office are: the new shopping/industrial area where Home Depot is being built *OR* the industrial area across the street from the Target/Michael's shopping area. Both of these areas are centrally located for all residents of Moorpark – especially anyone from the west end of town who goes to the 118 or 23 freeways on their daily commutes. Also, now that there is a satellite Post Office at the Casino Self-Storage business, the residents in the center/west-end of town would still have a Post Office location near to them. However, please do *not* consider anything in the Staples mini-mall area – that parking lot is not very convenient from all directions and has some confusing turns, angles, etc.

Another factor that should be considered is the amount of parking that is available for the new location. In that regard, an industrial area might be better than a shopping area – or an area with its own dedicated parking lot. If nothing else, please have ample 30 minute parking spots so patrons who simply have a quick letter or package to mail will have easily accessible parking.

Finally, I hope the plans for the new Post Office include at least one APC (Automatic Postal Center). I find these very convenient and frequently go to either the Mt. McCoy Simi Post Office or the Janss Mall Thousand Oaks Post Office to use the automated system since our current Moorpark Post Office does not have one yet. If possible, having two of the APC's would be great!

Thank you for your consideration of my suggestions/opinions.

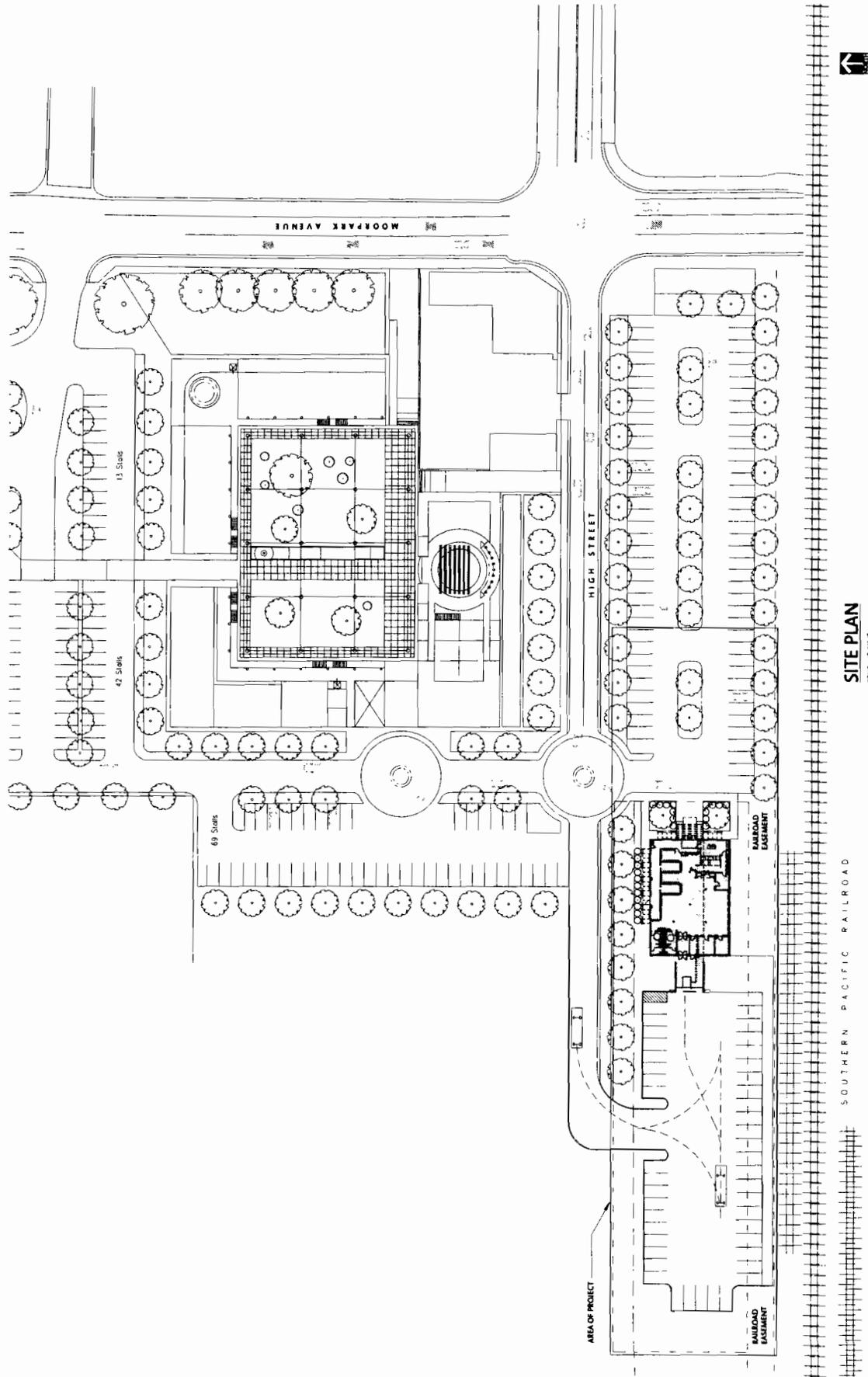
Sincerely,



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APPENDIX D
GRAPHIC MAP WITH RECORDED
COMMUNITY COMMENTS

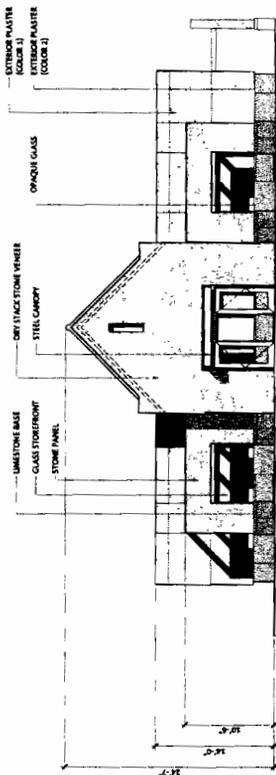
ATTACHMENT 2



SITE PLAN
SCALE 1/8" = 1'-0"

RACHLIN ARCHITECTS
224 SOUTH PACIFIC AVENUE
SUITE 200
MOORPARK, CA 93021
TEL: 805.325.1234
WWW.RACHLINARCHITECTS.COM

USPS MOORPARK POST OFFICE
MOORPARK, CA 93021



EAST ELEVATION

SCALE 3/8"=1'-0"

EXTERIOR PLASTER (COLOR 1)

EXTERIOR PLASTER (COLOR 2)

DRY STACK STONE VENEER

GLASS STOREFRONT

LIMESTONE BASE

OPAQUE GLASS

EXTERIOR PLASTER (COLOR 1)

EXTERIOR PLASTER (COLOR 2)

NORTH ELEVATION

SCALE 3/8"=1'-0"

EXTERIOR PLASTER (COLOR 1)

EXTERIOR PLASTER (COLOR 2)

DRY STACK STONE VENEER

EXTERIOR PLASTER (COLOR 1)

EXTERIOR PLASTER (COLOR 2)

EXTERIOR PLASTER (COLOR 1)

EXTERIOR PLASTER (COLOR 2)

SCALE 3/8"=1'-0"

EXTERIOR PLASTER (COLOR 1)

EXTERIOR PLASTER (COLOR 2)

DRY STACK STONE VENEER

EXTERIOR PLASTER (COLOR 1)

EXTERIOR PLASTER (COLOR 2)

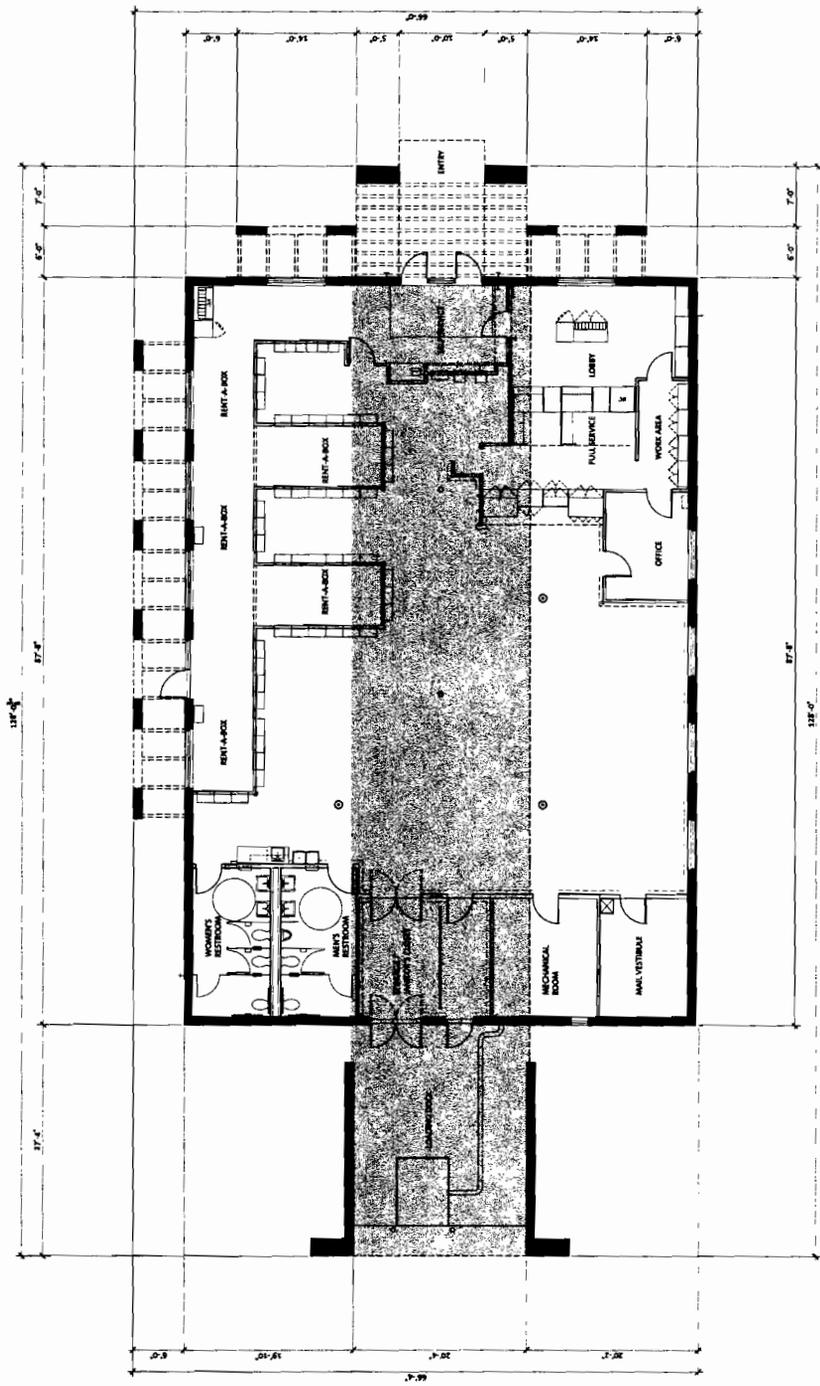
WEST ELEVATION

SCALE 3/8"=1'-0"

RACHLIN ARCHITECTS

10000 Moorpark Road, Suite 100
Moorpark, CA 93021
Tel: 805.321.1111
Fax: 805.321.1112

USPS MOORPARK POST OFFICE
MOORPARK, CA 93021



FLOOR PLAN
SCALE 1/8"=1'-0"



City of Moorpark
 Preliminary cost estimate for channel improvements at Post office
Extension of High street for post office

Prepared By YKLall

6/11/2008

Item	Description	Est Qty	Units	Engineer's Estimate	
				Unit Cost	Total Bid
1	Mobilization	1	LS	50,000	50,000.00
2	Traffic Control	1	LS	5,000.00	5,000.00
3	Clearing and Grubbing	1	LS	75,000.00	75,000.00
4	Stormwater SWPPP	1	LS	25,000.00	25,000.00
5	Abandonment of well	1	LS	5,800.00	5,800.00
6	Asphalt concrete	575	TN	90.00	51,750.00
7	Aggregate base	558	TN	30.00	16,740.00
8	PCC Curb and gutter 18"	700	LF	45.00	31,500.00
9	PCC Sidewalk	500	SF	10.00	5,000.00
10	Ramp	2	EA	1,500.00	3,000.00
11	84" RCP	375	LF	525.00	196,875.00
12	Manholes	3	EA	8,000.00	24,000.00
13	Junction Structure	2	EA	5,000.00	10,000.00
14	Utility Adjustments	6	EA	500.00	3,000.00
15	Fire Hydrant	1	EA	5,000.00	5,000.00
16	Demolition of existing structure	1	LS	100,000.00	100,000.00
17	Storm drain by pass	1	LS	150,000.00	150,000.00
18	Signing and striping	1	LS	8,000.00	8,000.00
19	Dewatering	1	LS	25,000.00	25,000.00
	Subtotal				790,665.00
	Contingencies 15%				118,599.75
	Design Engineering 10 %				40,000.00
	Right of way	32,800	SF	8.00	262,400.00
	Construction administration/Inspection				50,000.00
	Permitting/inspection				20,000.00
Total					1,281,664.75