



Item No. 1 Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

THROUGH: MICHAEL KASHIWAGI, COMMUNITY SERVICES DIRECTOR

FROM: MARTY HANNEMAN, CITY ENGINEER

DATE: NOVEMBER 1, 2017

SUBJECT: AUTHORIZE THE CITY ATTORNEY TO PREPARE AND THE CITY MANAGER TO EXECUTE A CONSULTANT SERVICES AGREEMENT WITH TETRA TECH INC. FOR PRELIMINARY ENGINEERING DESIGN SERVICES FOR THE HOLBROOK-PALMER PARK WATER CAPTURE FACILITY; AND APPROVE A TASK ORDER FOR INTERWEST CONSULTING GROUP FOR PROJECT MANAGEMENT SERVICES

RECOMMENDATION

1. Authorize the City Attorney to prepare and the City Manager to execute a professional services agreement with Tetra Tech Inc., for a not to exceed fee of \$550,000 to prepare only Phase I - Preliminary Engineering Concept Design and estimate services necessary for the Holbrook-Palmer Park Water Capture Facility;
2. Approve a Task Order for Interwest Consulting Group to provide Project Management Services through Preliminary Engineering Concept Design for a not to exceed fee of \$136,200; and
3. Authorize the City Attorney to prepare and the City Manager to execute any necessary amendments thereto.

BACKGROUND

The Town of Atherton is a member of the San Mateo Countywide Water Pollution Prevention Program (SMCWPPP), a program of the City/County Association of Governments of San Mateo County (C/CAG). C/CAG is a joint powers agency whose members are the County and the 20 incorporated cities and towns in San Mateo County. SMCWPPP supports C/CAG's member agencies in complying with requirements contained in the second five-year term of the Municipal Regional Permit (MRP) issued by the San Francisco Bay Regional Water Board. There are four important programs of the SMCWPPP to assist member agencies to implement green

infrastructure planning, storm water resource planning, mercury/PCBs load reduction, and trash load reductions.

The MRP requires San Mateo County permittees to reduce PCBs by 370 grams per year by June 30, 2020, with an interim reduction of 60 grams per year required by June 30, 2018, and with a minimum of 15 grams per year of the total to be achieved via green infrastructure. San Mateo County permittees also need to demonstrate they have reduced mercury by six grams per year via green infrastructure by June 30, 2020. These reduction rates are required by the MRP as part of the process to achieve compliance with the Mercury and PCBs TMDLs for San Francisco Bay. San Mateo County permittees are also required to reduce trash discharges to the Bay from municipal storm drain systems. This requirement began with the issuance of the first MRP in 2009, with a 40% reduction required in 2014. Under the current MRP term, 70% reduction is required in 2017, 80% reduction in 2019, and zero impact on receiving waters from trash by 2022.

These reductions will largely be accomplished through the implementation of green infrastructure, and storm water capture and use and/or infiltration to groundwater. SMCWPPP developed a countywide Storm Water Resource Plan (SWRP) that focuses primarily on storm water capture with a multi-benefit approach to overall water resources planning, including water quality. The Water Capture Facility is being developed to help the Town of Atherton comply with the TMDLs in the MRP.

Proposed Project

The water capture facility is proposed to be located near the southwest corner of the Holbrook–Palmer Park in a lawn area beyond an existing baseball diamond. However, the exact location may change based on design needs and Park requirements. For example, the site may be moved closer to the Park entry if it meets the needs of engineering and design solutions. City Council will ultimately make the final location decision.

The project would include a diversion structure to re-direct all dry-weather urban runoff and the first flush of wet-weather runoff from the Atherton Channel through a pre-treatment device to remove trash, debris, and sediment before conveying the water into a buried multi-chambered storage/infiltration facility with a targeted storage capacity of eight (8) to ten (10) acre-feet. Depending on the results of a geotechnical analysis, engineered dry well(s) on the bottom of the storage chamber or nearby are proposed to be constructed to facilitate infiltration. The density, depth, and diameter of these drains (dry wells) will be determined during the site evaluation stage of project design.

The proposed project will initially involve an evaluation of how to best achieve the multiple objectives of 1) capturing dry weather runoff in order to eliminate the transport of mercury, PCBs, trash and other pollutants to San Francisco Bay during dry weather; 2) capturing at least the first flush of wet-weather runoff to reduce the load of pollutants transported downstream to the Bay during wet weather, 3) diverting potential flood flows from the Atherton Channel that flows parallel to the park, 4) minimizing the on-going operations and maintenance costs, and 5) Using storm water for park irrigation, i.e., purple pipe systems.

The project involves initial engineering and geotechnical assessments, detailed design, environmental compliance, permitting, construction of a diversion structure and piping, construction of a pre-treatment facility, excavation and construction of a high void underground storage/infiltration chamber), disposal of excavated soil, and reconstruction of disturbed portions of the site. Details of the diversion structure will be determined during the design phase through coordination with the San Mateo County Flood Control District.

Proposed Budget

• Construction Management (CM)	\$450,000
• Project Management	\$350,000
• Tetra Tech Agreement – All Phases	\$1,300,000
• Permitting	\$100,000
• <u>Contingency</u>	<u>\$300,000</u>

SubTotal: \$2,500,000

• Construction	\$9,200,000
• <u>Contingency</u>	<u>\$1,900,000</u>

SubTotal: \$11,100,000

Project Total: \$13,600,000

Preliminary Schedule

These dates are subject to refinement as the project gets underway.

• Release of Engineering Design RFQ	09/07/17
• Council Award of Engineering Consultant Agreement	11/01/17
• Begin Preliminary Engineering Design	11/2017
• Begin CEQA Process	01/2018
• Council approval of Phase I Preliminary Engineering Concept Design	04/2018
• Complete CEQA Process	08/2018
• Purchase Project Components	10/2018
• Complete Construction Documents (CD)	10/2018
• Request for Bids	12/2018
• Award Construction Contract	02/2019
• Begin Construction (16 months)	03/2019
• Complete Construction	07/2020

The Town has entered into a CIA with Caltrans, and through this CIA has agreed to a funding encumbrance schedule for the \$13.6M in state funds. For FY16/17 - \$5.6M has already be encumbered by Caltrans and the Town must spend these funds by April 30/2019. This encumbrance schedule, which has not changed, was originally based on the project being

located at the Las Lomas School site. For a project of this size and magnitude having less than three years to spend these funds will be challenging. Thus, it is imperative that City Council approve staff's recommendations today to begin this project.

ANALYSIS

On September 6, 2017 Council authorized staff to issue a Request for Qualifications (RFQ) to prepare all necessary geotechnical investigations, assist with the environmental review process, community outreach, permitting, preliminary and final designs, and construction management for the Water Capture Facility with construction of the project expected to begin in early 2019 and be completed in the spring of 2020. The RFP was advertised on the Town's website, in local newspapers and through direct solicitation to firms providing services from similar projects. Proposals were due on October 5, 2017. The following four consulting engineering firms submitted proposals:

- TetraTech Inc.
- Geosyntec Consultants
- Brown & Caldwell
- WRECO

A selection panel consisting of Marty Hanneman (City Engineer), David Huynh (Associate Engineer), Richard Watson (Richard Watson & Associates Stormwater Quality Consultants) and Rick Smelser (Interwest Consulting Engineer), evaluated the four proposals ranking them according to the RFP's evaluation criteria. According to their ranking, the following three consulting engineering firms were interviewed on October 18 and 19, 2017:

- TetraTech Inc.
- Geosyntec Consultants
- Brown & Caldwell

Based upon the proposals and interviews, the panel selected Tetra Tech Inc. as the top ranked firm. Staff contacted references Tetra Tech Inc. submitted, and all rated them very highly. No negative feedback was received.

As part of the SOQ, Tetra Tech Inc. was required to provide a preliminary cost estimate that was broken down into the following three phases and cost:

- Phase I– Preliminary Engineering Concept Design – \$473,780
- Phase II – Construction Documents, CEQA and Bid & Award - \$726,581
- Phase III – Construction Support - \$96,800

The total for all three phases is currently estimated \$1,297,161. The Phase I cost estimate above does not include community outreach effort costs. Staff is currently negotiating with Tetra Tech Inc. to include this.

Council action is required to authorize the City Attorney to draft and the City Manager to execute a consulting services agreement with Tetra Tech Inc. for a fee not to exceed \$550,000 to prepare only Phase I - Preliminary Engineering Concept Design and estimate services necessary the Water

Capture Project. Staff will return to Council for authorization on subsequent phases as needed.

Project Management Services

Since October 2016, Interwest Consulting Group (Interwest) has been providing Project Management (PM) services to: retain the consulting services of Richard Watson & Associates to provide technical water capture project expertise, negotiated with Las Lomas School District a memorandum of Understanding (MOU) to place the water capture project at their elementary school, negotiated with Caltrans a \$13.6M Cooperative Implementation Agreement (CIA) to fund a water capture project initially at Las Lomas Elementary School and now at Holbrook-Palmer Park, released a request for qualifications (RFQ) per Council direction to retain the services of an engineering design consultant, held interviews with three engineering design consultants, and currently negotiating a consultant service design agreement with the top firm: Tetra Tech Inc. for City Council consideration. Interwest now proposes (Attachment) to continue providing PM services through Preliminary Engineering Concept Design for a not to exceed fee of \$136,200. All Interwest costs will be fully reimbursable through the Caltrans CIA.

Council action is required to approve the City Manager to execute a Task Order with Interwest Consulting to Provide Project Management services for Phase I for a fee not to exceed \$136,200 for the Water Capture Project.

POLICY FOCUS

The Holbrook-Palmer Park site will capture discharges from a tributary area of approximately 2,875 acres split between four jurisdictions: Atherton, Menlo Park, Woodside, and Unincorporated San Mateo County. A water capture facility at this site could greatly assist Caltrans and the municipalities to come into compliance with the Mercury and PCBs TMDLs by reducing the transport of these pollutants downstream to San Francisco Bay. It will also help Caltrans comply with Part 2 of Attachment V of the Caltrans Statewide MS4 Permit by capturing discharges from approximately 14 acres of I-280 drainage and 10 acres of El Camino Real (SR 82). Since the Water Capture Facility has regional impacts and will benefit many of the other C/CAG's member agencies there is potential for a Memorandum of Understanding (MOU) among these agencies to share in the costs for the long-term operation and maintenance of the constructed Water Capture Facility at Holbrook-Palmer Park.

FISCAL IMPACT

The Water Capture Facility will be funded through a Caltrans CIA in which Caltrans has agreed to contribute an amount not to exceed Thirteen million six hundred thousand Dollars (\$13,600,000) to the Town of Atherton to construct the Water Capture Facility at Holbrook-Palmer Park.

The project design, construction and all consultant and Town staff costs will be 100 percent funded with the \$13,600,000 Caltrans funds. No additional Town funds will be used for this project. Caltrans and the Town of Atherton have agreed upon an encumbrance schedule for the \$13.6M in state funds of: for FY16/17 - \$5.6M, FY17/18 - \$1.9M, FY18/19- \$3.0M, and FY19/20-\$3.1M. Each FY funds must be expended within three (3) Fiscal Years (FY), including the year of

encumbrance. Any funds not expended by the end of the project will be deducted from the not to exceed amount.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

ATTACHMENT

Interwest Project Management Services Task Order dated October 25, 2017

October 25, 2017



Town of Atherton Task Order

WATER CAPTURE PROJECT AT HOLBROOK-PALMER PARK

Through Preliminary Engineering Concept Design

PROJECT MANAGEMENT

Interwest proposes to continue providing Project Management (PM) services for the Atherton Water Capture Project. Since October 2016, Interwest has been providing Project Management services to: retain the consulting services of Richard Watson & Associates to provide technical water capture project expertise, negotiated with Las Lomas School District a memorandum of Understanding to place the water capture project at the elementary school, negotiated with Caltrans a \$13.6M Cooperative Implementation Agreement (CIA) to fund a water capture project initially at Las Lomas Elementary School and now at Holbrook-Palmer Park, released a request for qualifications (RFQ) per Council direction to retain the services of an engineering design consultant, held interviews with three engineering design consultants, and currently negotiating a consultant service design agreement with the top firm: Tetra Tech Inc. for City Council consideration.

To continue providing PM services for the Water Capture Project, Interwest will perform the following through completion of Phase 1 – Preliminary Engineering Concept Design:

Phase 1 – Preliminary Engineering Concept Design

- Negotiate and recommend a Consulting Services Agreement for Engineering Design services for Tetra Tech Inc.
- Coordinate with City Attorney to prepare Tetra Tech Inc. Consulting Services Agreement.
- Hold kick-off meeting with Tetra Tech Inc.
- Prepare updates to Town Website for the Civic Center Project, as needed
- Coordinate with other local agencies (i.e., San Mateo County) as needed.
- Review consultant invoices and recommend for payment as needed.
- Prepare and present monthly updates for City Council agendas for the Water Capture Project.
- Manage work performed by Tetra Tech Inc. in accordance with their approved agreement.
- Oversee all community outreach efforts with Holbrook-Park Committee, park users, and adjacent home owners.
- Manage and oversee all meetings with Consultants.
- Oversee, document, and provide all required reimbursement CIA correspondence with Caltrans.
- Review and authorize invoices from the project consultants.
- Prepare agendas and attend meetings with the Parks & Recreation committee.
- Post updated design graphics in City Hall and other public locations as needed.
- Coordinate staff reviews of design documents and provide comments to design team
- Oversee review of design documents for compliance with Town direction and building codes.
- Other tasks as needed.

Staffing will be provided by Rick Smelser, P.E. in coordination with Marty Hanneman, City Engineer

Proposed Fee

Interwest proposes continuing performing the PM services for the Water Capture Project at the Holbrook-Palmer Park on the hourly fee basis at its' agreed upon rates. Based on the preliminary project schedule, completion for Phase I – Engineering Design Concept will be by end of April 2018, our not to exceed fee is \$136,200.

Approved:

George Rodericks
City Manager

Date