



**Item No. 17
Town of Atherton**

CITY COUNCIL STAFF REPORT - CONSENT AGENDA

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

THROUGH: MICHAEL KASHIWAGI, COMMUNITY SERVICES DIRECTOR

FROM: MARTY HANNEMAN, CITY ENGINEER

DATE: JANUARY 18, 2017

**SUBJECT: APPROVE AN AMENDMENT TO THE PROFESSIONAL SERVICES
AGREEMENT WITH CALLANDER ASSOCIATES FOR CONSULTANT
SERVICES OF THE LAS LOMITAS SCHOOL STORMWATER
DETENTION FACILITY**

RECOMMENDATION

Authorize the City Manager to execute an amendment to the professional services agreement with Callander Associates to prepare additional conceptual level plans, cross-sections, and cost estimates for a stormwater detention facility at Las Lomas School for a not to exceed fee of \$15,700.

BACKGROUND

On March 16, 2016 Council authorize the City Manager to execute a professional services agreement with Callander Associates for a feasibility study for a stormwater detention facility at Las Lomas School for a not to exceed fee of \$46,137.

The 2015 Town-wide Drainage Study Update conceptually analyzed three possible detention facilities to reduce peak stormwater flows in the Atherton Channel, which would reduce the incidence of flooding. One of these, a facility in Atherton at 299 Alameda de las Pulgas, Las Lomas Elementary School, could be constructed in cooperation with the Las Lomas Elementary School District (District) as they make improvements on campus. In order to construct the detention facility, a cooperative development and funding agreement with the District would be required.

Currently, the District's improvement and drainage plans do not require a detention basin. The District has developed plans to adequately control and direct their drainage to approved drainage

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courses. Nevertheless, the District recognizes that the detention basin would benefit the Town and is agreeable to the discussion.

For the purposes of design, the District stipulated that their design team should perform the analysis on the Town's behalf so that there would be a coordinated effort. To that end, a proposal for professional services was solicited pursuant to Municipal Code provisions allowing for piggyback purchasing. The proposal team includes a landscape architect in the lead, to analyze School uses of the field, a civil engineer to analyze hydraulics and the campus architect to analyze the detention basin project for consistency with future District expansion plans.

Since developing schematic plans for a detention basin at the Las Lomas School, the Town has identified a potential project funding source for design and construction. These funds are administered by the State of California Transportation Department (Caltrans) and are available to projects that help reduce the total maximum daily load (TMDL: is a regulatory term in the U.S. Clean Water Act, describing a value of the maximum amount of a pollutant that a body of water can receive while still meeting water quality standards) and mercury that comes off the roadways from reaching the bay.

This goal is different from the original design intent, which was to mitigate peak storm events and help with the flooding that happens along the Atherton channel. To qualify for funding, the plan must include an infiltration component and substantially greater volumes of water would need to be captured. Additionally, the geographic limits of the project are expanded to include the parking lot along Alameda de las Pulgas in addition to the turf ball field.

On November 16, 2016 staff met on the school site with a District representative, consultants, City staff and Constantine Kontaxis P.E., Watershed Manager, Division of Environmental Analysis, Caltrans to discuss the merits of the proposed project to compete for the State funding. Mr. Kontaxis stated the proposed Town project in partnership with the District is a viable project that may be eligible for the funding pending additional analysis that would be required.

The additional analysis will include a conceptual schematic plan, an order of magnitude cost estimate, a suggested implementation schedule and a short project description. These documents will be sufficient to determine the likelihood that the project would receive funding and will, in effect, be used to make a 'go – no go' decision with respect to pursuing this option further. Once this additional analysis is submitted to Caltrans in early February 2017, Caltrans expects to be able to provide a response by spring 2017. Confidence is high that this grant is something that Caltrans would support.

If successful in receiving these State funds, the Town would be required to enter into a Cooperative Implementation Agreement (CIA) with Caltrans. There are no matching funds

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required for this CIA. However, the Town, through the Atherton Drainage District, would be responsible for all ongoing operations and maintenance. The costs of this would be based on what is ultimately constructed and are not known at this time.

ANALYSIS

The original Council approved agreement was for \$46,137. With the additional services required in order to determine if the Town would be able to receive State funding (\$15,700) the total consultant agreement would change to a not to exceed cost of \$61,837.

POLICY ISSUES

The 2015 Townwide Drainage Study Update included a list of approximately \$40 million (2015 dollars) for projects to mitigate existing stormwater flows. The three detention basins, which would reduce potential flooding were not included. However, it was noted during review of the Drainage Master Plan that the Town should investigate the feasibility of a detention basin at Las Lomas. Engaging in a feasibility analysis was the first step in that process. The grant funding opportunity presented during this analysis. Without the grant funding opportunity, however expanded under the Caltrans guidelines, the feasibility of a detention basin is remote.

FISCAL IMPACT

If this amendment is approved by Council, the total financial impact at this point is \$61,837. Should the project be funded by the State, and the project determined to be mutually beneficial between the Town and School District, there may be additional design and project management costs, as well as construction and easement costs. These costs would need to be programmed into the Town's 5-Year Capital Improvement Plan. There are sufficient funds within the current year Capital Improvement Plan to fund the additional analysis. For long-term perspective, the estimated cost of a detention basin project is approximately \$15 million, including design and project management. If the project is funded by the State and constructed, annual operating and maintenance costs would be allocated in the Atherton Drainage District budget. It is estimated that the Caltrans funding opportunity would allocated approximately _____ percent toward the overall design and construction costs.

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 item 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

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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

Callander Associates Proposal dated 12-19-16

Via E-mail Only

December 19, 2016

650-752-0532

Cell: 916-804-0336

mhanneman@ci.atherton.ca.us

Mr. Marty Hanneman, Acting City Engineer
Town of Atherton
91 Ashfield Rd.
Atherton, CA 94027

RE: DETENTION BASIN FEASIBILITY STUDY / proposal of services

Dear Mr. Hanneman,

Since developing schematic plans for a detention basin at the Las Lomas School, the Town has identified a potential project funding source. The funds are administered by Caltrans and are available to projects that help reduce loads of TMDL's and mercury that comes off the roadways from reaching the bay. This goal is different from the original design intent, which was to mitigate peak storm events and help with the flooding that happens along the Atherton channel. To qualify for funding it is thought that the plan must include an infiltration component and that substantially greater volumes of water would need to be captured. Additionally, the geographic limits of the project are expanded to include the parking lot along Alameda de las Pulgas in addition to the turf field. A quick study is required to show and quantify this new concept. The documents are to be used by the Town's agent for this project to assess the likelihood of acquiring the Caltrans administered funds. The study will include a simple plan (similar in complexity to what was prepared previously), an order of magnitude cost estimate, a suggested implementation schedule and a short (1-2 page) project description. It is thought that these documents will be sufficient to determine the likelihood that the project would receive funding and will, in effect, be used to make a 'go – no go' decision with respect to pursuing this option further. Elements of the project that are beyond the scope of this proposal are any outreach, environmental assessment or development of more sophisticated plans for these improvements.

Our proposed scope of services is as follows. Items shown in ***boldface italics*** are deliverables:

1.0 Conceptual Design

- 1.01 ***Scoping Meeting***: Meet with Town and District staff to discuss the project parameters, schedule and objectives. Identify deliverables.
- 1.02 ***Draft Concept Development***: Prepare a conceptual level plan and sections showing in schematic fashion, the stormwater storage areas and depths. Show piping and other any other provisions for stormwater capture and conveyance.

- 1.03 **Cost Estimate:** Prepare an estimate of probable construction costs. Costs to be given as a range to reflect uncertainties related to subsurface conditions and the novelty of the design.
- 1.04 **Project Description:** Prepare a project description, noting design intent, system capacity, and potential for phasing and other basic parameters.
- 1.05 **Implementation Schedule:** Prepare a suggested implementation schedule. Schedule to show anticipated dates of construction for campuswide improvements and school years(s). Schedule may include phases where phasing would better suit the project.
- 1.06 **Concept Presentation:** Meet with Town and District staff to present the materials and discuss any revisions before materials are shared with Caltrans.
- 1.07 **Final Concept Development:** Revise and resubmit the documents to the Town.
- 1.08 **Supplemental Meetings:** Allowance for one (1) additional meeting.
- 1.09 **Supplemental Document Refinements:** Allowance for one further round of revisions and document refinement.

6.0 Additional Services

6.01 All tasks not specifically noted above could be performed as additional services. These tasks would include, but not be limited to, expansion of the scope of services to include documentation other than as specified in this proposal, additional meetings, additional deliverables, the services of other design professional other than those specifically noted, permitting, environmental documentation, or other tasks not specifically noted in the foregoing. These services would be billed hourly or on a lump sum fee basis to be documented in a written amendment to this agreement.

7.0 Reimbursable Expenses

7.01 In addition to the above fees, we would bill for all printing and reproduction, delivery, the communication and insurance surcharge, and other reimbursable expenses as noted in the attached Standard Schedule of Compensation. The allowance established below is an estimate. These costs will be itemized on our invoice and compared monthly with the total allowances to assist you in monitoring these costs.

8.0 Proposed Compensation

	<u>Callander</u>	<u>BKF</u>
1.0 Conceptual Design (hourly with suggested budget of)	\$8,700	\$6,500
Reimbursable Expenses (estimated allowance)	\$500	

TOTAL ESTIMATE OF FEES \$15,700

Mr. Mart Hanneman, Acting City Engineer, Town of Atherton

RE: DETENTION BASIN FEASIBILITY STUDY / ASA #1

December 19, 2016

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Should this proposal be acceptable to you, please countersign this amendment or provide other form of authorization and return a copy for our records. We are prepared to start immediately upon receipt of this authorization. We look forward to working with you.

Sincerely,



A. Mark Slichter, ASLA, Principal 12/19/16
Callander Associates Landscape Architecture, Inc.

Attachments: BKF Proposal for Civil Engineering Services, dated (date), totaling 4 pages

Notice: Landscape architects are licensed by the State of California.
Terms and conditions are subject to change after ninety days.

December 20, 2016
BKF No. 20150251-12

Callander Associates
Mark Schlicter
311 Seventh Avenue
San Mateo, Ca 94401

Subject: Percolation Facility
at Las Lomas Elementary School

Dear Mark,

Per your request, BKF Engineers is pleased to offer this proposal for civil engineering services for the above referenced project. We understand the scope of the project includes the evaluation of stormwater percolation and harvesting at the Las Lomas Elementary School (LLS) for the purpose of a cooperative agreement with Caltrans. The work is requested by the Town of Atherton.

Phase 1: Develop Concept-level Site Designs and Associated Costs

Task 1a: Research, collect, and review existing Caltrans applications material.

Task 1b: Review one preliminary design prepared for the LLS in the vicinity of potential stormwater multi-use facilities on the LLS site. Includes two facilities, one under the play field and one under the parking area. BKF will discuss the Project with the Geotechnical Engineer to put a range on costs. No in-situ testing or site bore holes are proposed at this time.

Task 1c. Conduct hydraulic modeling to evaluate the percent of annual runoff that can be captured and reused for a range of site percolation rates. Participate in three meetings with the LLESD team to review proposed facilities and their impacts on LLESD needs and requirements.

Task 1d. Make minor refinements to the existing plan to adjust to site conditions. BKF will evaluate the preferred alternative to provide a range of costs

Task 1f. Analyze compliance with NPDES water quality requirements. No permitting or biologic studies are proposed at this phase.

Task 1g. Assist Callander with a presentation to Atherton staff.

Task 1h. Prepare and make a presentation to the LLESD.

Phase 2 – Design Development

Task 2a – Prepare Design Drawings

Based on the direction from LLESD and the Town, the team will refine the selected Conceptual Design. Upon approval by both the LLESD and the Town, prepare plans, specifications and cost estimate for the detention basin and all appurtenant facilities at LLES.

- Separate Phase, Not Included in this Agreement

Phase 3 – Construction Administration and Support

- Separate Phase, Not Included in this Agreement

Exclusions

The following are excluded from BKF's scope of services:

1. Attending meetings in addition to the one listed in Tasks 1c and 1g. Additional meetings will be charged as an additional service on a time and materials basis.
2. Services not traditionally performed by BKF Engineers or Callander Architects are excluded. This includes Structural, Electrical and Geotechnical Engineering.

3. The project includes the sports fields. Facilities that may adjoin the Sports Field such as lighting, grandstands, dugouts, seating, restrooms, snack bars, etc. are excluded from this scope of services.
4. The Scope of Services is based on the Town of Atherton and LLESD being the only approval authority. If other approvals are needed, obtaining of any such approvals will be an additional service.
5. Depositions and court appearances related to materials presented in this report, if they should be required, will be billed as additional service in accordance with BKF's expert witness fee.

Project Fees

Phase 1: Concept-level Site Designs and Costs	\$6,500
Phase 2: Design Development	Future Task
Phase 3: Construction Administration and Support	Future Task

These figures are based on January 1, 2017, to December 31, 2017, billing rates and may be escalated on January 1, 2018, for any incomplete portion of the work. Rate escalation will be in general conformance with the cost of living index for the San Francisco Bay Area. Reimbursable expenses (i.e. Property Ownership Review (RealQuest), Agency fees, photographic/printing work, express or messenger deliveries, computer fees, plotting fees, etc.) will be billed at cost plus 10 percent. We propose to bill you on a time and materials basis for engineering services and reimbursable fees not to exceed \$6,500 for engineering fees. We will notify you in advance of work on issues that are outside the scope of work, thus not covered by this agreement.

Please contact Ed Boscacci at (650) 482-6334 if you have any questions. Please provide a purchase order if this is acceptable.

Very truly yours,
BKF ENGINEERS

Edward Boscacci, Jr.

Edward Boscacci, Jr. PE

Project Manager