



Item No. 17 Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

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

**FROM: LISA COSTA SANDERS, TOWN PLANNER
NEAL MARTIN, PLANNING CONSULTANT**

DATE: SEPTEMBER 19, 2018

**SUBJECT: AUTHORIZATION TO RELEASE REQUEST FOR PROPOSALS FOR
ENVIRONMENTAL DOCUMENTATION FOR A PROPOSED
STORMWATER CAPTURE FACILITY PROJECT AT CARTAN FIELD**

RECOMMENDATION

The City Council authorize Planning Department Staff to release a Request for Proposals (RFP) to qualified environmental consulting firms for the preparation of an Initial Study and Mitigated Negative Declaration (IS/MND) for a proposed Stormwater Capture Facility Project at Cartan Field.

BACKGROUND

The City Manager, with City Council direction, has been exploring alternatives for a Stormwater Capture Facility Project at locations other than Holbrook-Palmer Park. One of the alternate locations under review is at Cartan Field, the approximate 15-acre private schools recreation facility at the northwest corner of Alejandra Avenue and El Camino Real. The property is owned jointly by Menlo School and Menlo College under a separate entity. The land and real property are owned by an entity called “Menlo School and Menlo College, a California Nonprofit Public Benefit Corporation” governed by a Board of Trustees composed of representatives from both the school and college. This corporation is also known as the “Supporting Charity”.

The Public Works Department has developed several alternative conceptual designs for a Facility at Cartan Field. Prior to selecting one of the alternatives and proceeding to the full design phase of the project, an environmental document complying with the provisions of the California Environmental Quality Act (CEQA) must be prepared and certified. Staff recommends that the Town retain the services of a qualified environmental consulting firm to prepare an Initial Study and Mitigated Negative Declaration for the proposed Stormwater Capture Facility Project at Cartan Field.

ANALYSIS

A draft RFP is attached for the Council's consideration. The cost for the IS/MND and consultant services for assistance in facilitating the approval process is unknown, but expected to exceed the amount that the City Manager is authorized to approve for professional services.

Planning Staff has contacted the environmental consulting firms listed below concerning their interest and availability to submit a proposal.

- Lamphier-Gregory
- LSA
- MIG|TRA
- PlaceWorks
- Michael Baker International
- ICF International

The deadline to submit proposals will be October 2, 2018. That will allow sufficient time for Staff review and recommendation to the City Council for selection and contact approval at the regular October 17, 2018 City Council meeting.

POLICY FOCUS

The California Environmental Quality Act, California Public Resources Code §21000 et seq requires the preparation and adoption of an environmental document (i.e. EIR, Initial Study and Negative Declaration or Mitigated Negative Declaration, or Exemption) prior to a local agency or State agency approving or carrying out a project subject to its jurisdiction. A Stormwater Capture Facility is a project under the CEQA definition and it is under the jurisdiction of the Town and other State and Federal agencies. The City Council retains the authority to approve, modify or reject the project subsequent to adoption of the CEQA document.

FISCAL IMPACT

All costs associated with this project are paid for by the Town of Atherton from the Stormwater Capture Project budget that may be reimbursed by the State of California.

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.

COMMISSION/COMMITTEE FEEDBACK/REFERRAL

This item ____ has or X has not been before a Town Committee or Commission.

- Audit/Finance Committee (meets every other month)
- Bicycle/Pedestrian Committee (meets as needed)
- PMC - Civic Center Advisory Committee (meets as needed)
- Environmental Programs Committee (meets every other month)
- Park and Recreation Committee (meets each month)
- Planning Commission (meets each month)
- Rail Committee (meets every other month)

ATTACHMENTS

1. Request for Proposals



**Planning Department
Town of Atherton**

**91 Ashfield Road
Atherton, California 94027
Phone: (650) 752-0500
Fax: (650) 614-1212**

September 20, 2018

SUBJECT: Draft RFP for Cartan Field Stormwater Capture Project

TO: Environmental Consultants

FROM: Lisa Costa Sanders, Town Planner

Project Description

The Town of Atherton is proposing to construct a Stormwater Capture Facility at Cartan Field; an approximate 15-acre sports complex located on El Camino Real at the northwest corner of Alejandra Avenue. Cartan Field is owned jointly by Menlo College and Menlo School. The sports fields are used primarily by the two private educational institutions.

The need for a stormwater detention facility to reduce flooding potential was identified in the 2015 Town-wide Drainage Study Update as a Tier 1 project. The Town is also required to improve the quality of stormwater discharges from its municipal stormwater drainage system as part of its Municipal Regional Stormwater Permit. The proposed Stormwater Capture Facility would provide co-benefits of both water quality improvement and flood management.

The proposed project would consist of the components listed below:

- Installation of a new, Atherton Channel in-stream stormwater diversion structure,
- Installation of structures and equipment to remove trash and debris,
- Construction of a 6 – 10 acre-foot capacity underground storage tank,
- Installation of structures and equipment to filter and remove PCB's (Polychlorinated biphenyls), mercury and other pollutants from the stormwater,
- Facilities to return the cleaner water to the Atherton Channel.
- There may also be structures and equipment installed to treat a portion of the residual water for irrigation use and human contact.

The proposed project would also include adoption of a Development Agreement providing for the dedication of an easement, construction, installation and operation of the above described facilities. The parties to the agreement would be the Town of Atherton, Menlo School and Menlo College. Menlo School and Menlo College are the land owners. The Development Agreement would contain

the deal points associated with development and operation of the project.

The design and implementation of a storm water capture project at the Cartan Field is driven by multiple objectives:

1. Contribute towards the Town's water quality load reduction requirements per the Municipal Regional Stormwater Permit of Mercury and PCB Total Maximum Daily Loads,
2. Alleviate local and/or downstream flooding through storm water detention, and
3. Minimize impacts to Cartan Field activities and circulation both during construction and following completion.

Several alternative conceptual plans for a Facility at Cartan Field have been prepared by Tetra Tech, an engineering services company.

It is expected that 20% complete design drawings will be available for use in preparing the IS/MND shortly after the contract is approved.

The Town is requesting proposals from qualified environmental consultants to prepare an Initial Study/Mitigated Negative Declaration (IS/MND) based on CEQA requirements and Guidelines, and any applicable guidance and procedures set by the Town. The IS/MND will be an informational document to be used in the local planning and decision-making process. The IS/MND should describe the Project and its environmental setting including a discussion of each environmental impact category and supported by adequate documentation, including the Project area's existing conditions and applicable regulatory requirements.

A resource document, *Draft Environmental Impact Report, Cartan Field Upgrade Project*, September 2013, is available on-line at the Town of Atherton website www.ci.atherton.ca.us under Town Government > Planning Department > Current Projects > Menlo College & Menlo School > Cartan Field Improvement Project.

Potential environmental issues are listed below. The consultant will be expected to address each Initial Study topic in detail during the analysis. However, certain topics such as agricultural resources, mineral resources, population and housing, etc. could be "screened out" if it is determined that there would be no possible impact.

- Air Quality: An air quality analysis should assess the potential air quality impacts that may arise from the implementation of the project, in compliance with the Bay Air Quality Management District (BAAQMD) CEQA Air Quality Guidelines.
- Biological Resources: Data regarding sensitive habitats and special-status species should be reviewed to determine if those protected resources occur or have the potential to occur within the project site.
- Cultural Resources: A Draft Cultural Resources Assessment Report was prepared for a different project by William Self Associates in May 2013. That report is available for use in the Cultural Resources evaluation for the IS/MND.

- Greenhouse Gas Emissions: Greenhouse Gas Emissions (GHGs) from construction and operation activities should be estimated and analyzed in compliance with the BAAQMD CEQA Guidelines.
- Noise: Potential Noise and vibration impacts associated with the construction and operations activities of the project should be assessed.
- Any other issue where a potentially significant or less-than-significant with mitigation impact is identified in the Initial Study.

As part of the CEQA process, a wetlands specialist should perform a wetland delineation to determine the extents of the Waters of the U.S. and Waters of the State and prepare a report for submittal to the Army Corps of Engineers for verification in support of federal permitting. Because this project may result in a discharge of dredged and/or fill materials into waters of the United States, a Department of the Army Nationwide Permit may be required pursuant to Section 404 of the Clean Water Act (33 USC 1244; 33 CFR parts 323 and 330).

Additionally, the Federal Clean Water Act, in Section 401, specifies that states must certify that any activity subject to a permit issued by a federal agency, such as the Corps, meet all state water quality standards. In California, the State Board and the regional boards are responsible for taking certification actions for activities subject to any permit issued by the Corps pursuant to Section 404. As a non-discretionary special condition of a Nationwide Permit, a Section 401 Water Quality Certification may be required by the Regional Water Quality Control Board, San Francisco Bay Region, pursuant to Section 401 of the Clean Water Act and the Porter-Cologne Water Quality Control Act.

In general, the proposed scope of work should include or address the items listed below:

- Completion of appropriate notices of preparation (if required) along with a recommended mailing list to appropriate persons and agencies other than local residents and property owners.
- Completion of a draft Initial Study/Mitigated Negative Declaration for the Project.
- Since most of the traffic impacts will likely be associated with construction and occur in off peak hours, it is expected that new traffic counts and a full traffic analysis will not be necessary. The Town has some recent traffic counts (ADT and selected intersection peak hour counts) that are available. The proposal should, however, contain an analysis and evaluation of the adequacy of intersection turning radii to accommodate dirt-haul and other construction vehicles.
- Completion of a Mitigation Monitoring and Reporting Program addressing the individual and agency responsible for and the timing of reporting and/or monitoring of each recommended mitigation measure.
- Assistance to Town Staff with the circulation of any draft environmental document.
- Preparation of Response to Comments when required and any final environmental document.
- Printing of 50 copies each of the draft and final environmental documents.
- Attendance at up to two public meetings or hearings to present the environmental documents and answer questions. Please provide an hourly rate for additional meetings if required.

- Any other item that the consultant deems appropriate.

Please submit five (5) hard copies and one electronic copy of your qualifications, proposal and an approximate cost for the scope of work to me at the above address by 5:00 p.m. October 2, 2018. Should you have any questions please call Neal Martin at (650) 799-8466 or e-mail vmartin5@pacbell.net.

Agency Permitting Requirements

- United States Army Corps of Engineers
- California Regional Water Quality Control Board, San Francisco
- Bay Area Air Quality Management District
- State Water Resources Control Board
- California Department of Fish and Wildlife
- Town of Atherton Construction Permits

Attachments:

1. Tetra Tech, Conceptual Plans
2. Draft Schedule

Stormwater Capture Facility at Cartan Field - Schedule

Project is Water Capture Facility and Development Agreement, IS/MND is Environmental Document

Revised 9/4/2018

Jun-18 Jul-18 Aug-18 Sep-18 Oct-18 Nov-18 Dec-18 Jan-19 Feb-19 Mar-19 Apr-19 May-19 Jun-19 Jul-19 Aug-19 Sep-19

	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19
Negotiation																
City Manager negotiates Development Agreement with Sch./Col.																
Project Design																
Town contracts for SWCF design coordinated with sports fields design																
Master Plans																
Sch. Revises MP to include SWCF																
Col. includes SWCF in MP																
Development Agreement Ordinance																
City Council introduces enabling Ord.																
City Council adopts enabling Ord.																
Ordinance becomes effective																
IS/MND																
City Council auth. release of RFP																
City Council approves Consultant contract, issue notice to proceed																
Start-up meeting																
Prepare project description																
Prepare/issue Notice of Preparation																
NOP review period																
Scoping meeting for public input																
Prepare Admin. Draft IS/MND																
City review of Draft IS/MND																
Publish Draft IS/MND - circulate																
Draft IS/MND 30-day review period																
PC public hearing (comments on IS/MND)																
Prepare response to comments, publish Final IS/MND																
Final IS/MND available to public (10 days)																
PC hearing on IS/MND certification																
City Council certifies IS/MND																
Use Permit (CUP) Application																
Sch./Col./Town? file CUP application																
PC hearing on CUP application/action																
CC hearing on CUP if PC decision appealed																
Development Agreement (DA)																
PC hearing on DA/ recommendation																
CC hearing on DA/action																

- = SWCF Design
- = Negotiations
- = CUP Application
- = EIR Related Work
- = Meeting Date - Planning Commission (PC), City Council (CC), Staff (ST)