



Item No. 14 Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

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

FROM: ROBERT OVADIA, PUBLIC WORKS DIRECTOR

DATE: OCTOBER 17, 2018

**SUBJECT: AUTHORIZATION TO RELEASE REQUEST FOR PROPOSALS FOR
GREEN INFRASTRUCTURE PLAN PREPARATION**

RECOMMENDATION

Authorize Staff to release a Request for Proposals (RFP) to qualified consulting firms for the preparation of a Green Infrastructure Plan.

BACKGROUND

The Town is required to address pollutants in stormwater runoff from its municipal storm drains in compliance with the San Francisco Bay Regional Water Quality Control Board's Municipal Regional Stormwater Permit (MRP). Provisions of the MRP require permittees, including the jurisdictions in San Mateo County, to develop a Green Infrastructure Plan for Stormwater (Plan) that outlines how permittees will shift from traditional "gray" stormdrain infrastructure – which channels runoff directly into receiving waters without treatment – to a more resilient and sustainable "green" storm water system that captures, stores and treats stormwater before channeling it to receiving waters. Examples of "green infrastructure" (GI) include, but are not limited to, landscape-based areas that use soil and plants to treat stormwater (e.g., bioretention or green roofs); pervious paving systems (e.g., interlocking concrete pavers, porous asphalt, and pervious concrete) that allow water to soak into the ground; rainwater harvesting systems (e.g., cisterns and rain barrels) that capture stormwater for non-potable uses such as landscape irrigation, etc. In addition to managing runoff in a more sustainable fashion, the Plan must be designed to collectively achieve specific reductions in mercury and polychlorinated biphenyls (PCBs) in stormwater runoff by 2020 and 2040, per the MRP.

For all San Mateo County Permittees, the load reduction requirement for PCBs is 370 grams per year, which must be achieved by June 30, 2020 (the end of the permit term). Of this reduction, 15 grams per year, must be reduced through GI. For mercury, San Mateo County Permittees must achieve a load reduction of 6 grams per year by the end of the permit term, all of which must be achieved through GI. The Town's Plan therefore needs to be designed to collectively achieve

these specific reductions in PCBs and mercury in stormwater runoff.

In addition to development of the Plan, permittees must adopt policies, ordinances, and/or other appropriate legal mechanisms to ensure implementation of the Green Infrastructure Plan and conduct outreach, education and training in accordance with the Permit requirements.

Permittees are required to complete their Green Infrastructure Plan along with documentation of legal mechanisms to ensure the Plan's implementation, and a summary of its outreach and education efforts with the 2019 Annual Report.

On January 17, 2018, the Council adopted a Green Infrastructure Framework outlining the development workplan for the Green Infrastructure Plan.

ANALYSIS

The City/County Association of Governments of San Mateo County (C/CAG) and its consultants have worked with its member agencies to develop model green infrastructure planning materials, including a template for the plan. The Town's workplan details the various activities necessary for creating a Plan compliant with MRP requirements and indicates which aspects will be undertaken by C/CAG and which must be done by Town staff. The workplan also includes the timeline for the completion of specific tasks to meet the Plan deadline as defined within the MRP. Throughout the development of the Plan, tasks will be reviewed by the GI Technical Advisory Committee (TAC), which consists of staff from the City and other San Mateo County Permittees. C/CAG and the member agencies will continue to develop the different elements to ensure that all MRP permit requirements are met. The GI Workplan identifies several tasks for each of these items, along with key roles and a timeline to ensure the GI Plan is completed by June 30, 2019 as required.

A draft RFP is attached for the Council's consideration. The cost for the Green Infrastructure Plan Development is unknown but expected to exceed the amount that the City Manager is authorized to approve for professional services.

Public Works staff will post the RFP on the Town's website, contact consulting firms advising them of the RFP, and advertise the release of the RFP to solicit qualified proposals.

The deadline to submit proposals will be November 14, 2018. That will allow sufficient time for Staff review and recommendation to the City Council for selection and contact approval at the regular December 19, 2018 City Council meeting.

POLICY FOCUS

The Town is required to develop a Green Infrastructure Plan for Stormwater (Plan) that demonstrates a shift from traditional "gray" storm drain infrastructure - which channels polluted runoff directly into receiving waters without treatment - to a more resilient and sustainable storm

drain system comprised of “green” infrastructure, which captures, stores and treats stormwater using specially designed landscape systems.

FISCAL IMPACT

Funding for the development of the Green Infrastructure Plan has been allocated in the Drainage Improvement Program - #56034 budget as part of the through the adoption of the Capital Improvement Program.

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.

ATTACHMENTS

1. Request for Proposals

TOWN OF ATHERTON



REQUEST FOR PROPOSAL

**for
Professional Consulting Services
for
Green Infrastructure Plan**

**Office of the City Clerk
91 Ashfield Road
Atherton, CA 94027**

Proposals Due by 2:00 pm on November 14, 2018

Project Overview

The Town of Atherton (“Town”) is seeking a qualified, competent and professional Consultant to develop the Town’s Green Infrastructure Plan (Plan) in accordance with Provision C.3.j. of the California Regional Water Quality Control Board’s (Water Board) San Francisco Bay Region Municipal Regional Stormwater National Pollutant Discharge Elimination System Permit (MRP) Oder No. R2-2015-0049, Permit No. CAS612008. The Plan shall be completed by June 30, 2019 for approval by the Town.

Town and Drainage System Background

The Town of Atherton is a small, rural, and residential community, with no industrial land-use base. It is located approximately 30 miles south of San Francisco. The Town extends from slightly west of the Bayshore Freeway (US 101) up to I-280 and is approximately 4.5 miles long and 1.5 miles wide. Its municipal neighbors include Menlo Park to the south, Woodside to the west and Redwood City to the north. Incorporated in 1923, the Town is a community known for its rural residential nature, with its beautiful tree-studded streets and estates, traditional architecture, and a number of excellent private as well as public schools. Due to the Town’s zoning, typical lot size and development grading and drainage requirements, storm water runoff is not expected to increase in the foreseeable future due to development. To preserve its rural nature, the Town has adopted encroachment regulations that prohibit new pavement, poured concrete, asphalt or similar impervious materials in the frontage strip portion of the right-of-way except for ingress and egress to the property. When any existing pavement, poured concrete, asphalt or other impervious material becomes materially damaged and/or unsafe it is to be removed and the area improved with pervious materials and landscaping per Town regulations.

Project Background

The Town of Atherton City Council, along with the County of San Mateo, all incorporated cities within the County, and various jurisdictions within the SF Bay region are subject to the Municipal Regional Stormwater Permit issued by the California Regional Water Quality Control Board’s (Water Board) San Francisco Bay Region. The Water Board adopted the most current Countywide MRP in November 2015, which became effective on January 1, 2016. The new MRP incorporates provisions, including goals, tasks, schedules, and reporting requirements.

The Town is required to regulate pollutants in stormwater runoff per the requirements included in the MRP. MRP Provision C.3.j requires each jurisdiction to develop a Plan that demonstrates a shift from traditional “gray” storm drain infrastructure, which channels polluted runoff directly into the San Francisco Bay without treatment, to a more resilient and sustainable storm drain system comprised of “green” infrastructure (GI). GI is designed to capture, store and treat stormwater using specially designed landscape systems. The focus of Provision C.3.j is for the reduction of pollutants, specifically polychlorinated biphenyls (PCBs) and mercury found in urban runoff. The implementation of PCB and mercury control measures included in the MRP aim to meet the wasteload allocations required by the Total Maximum Daily Load (TMDL) approved by the Environmental Protection Agency for the Bay. The Town’s Plan must therefore be designed to collectively achieve specific reductions in PCBs and mercury in stormwater runoff by 2020 and 2040, per Provisions C.11 and C.12 in the MRP. The Town is required to identify and prioritize opportunities in the public right-of-way where GI may be feasible to implement.

On January 17, 2018, the Town adopted a Green Infrastructure workplan (Attachment A), as required under Provision C.3.j, describing the approach for the development of the Plan.

Per the MRP, the Town must develop a Plan that includes the following elements:

- A tool that provides a mechanism to identify, prioritize, map and track potential, planned and completed GI projects;
- The development of a process for tracking completed projects and pollutant load reduction goals;
- The development of GI streetscapes and project guidelines and standard specifications;
- Adoption of planning documents to ensure the implementation of GI projects;
- The development of a workplan that outlines and ensures the implementation of GI;
- An evaluation of GI funding options; and
- Implementation of a public outreach effort.

The Town has been working with the San Mateo County City/County Association of Governments (C/CAG) through the San Mateo Countywide Water Pollution Prevention Program (SMCWPPP) on elements of the Plan. In 2016, SMCWPPP created a GI Subcommittee to the Stormwater Committee, which has focused on developing direction and technical advice on the GI requirements. As part of this effort, SMCWPPP has developed a series of technical memorandums that provide guidance on the GI requirements and Plan elements. C/CAG recently received a Caltrans Adaptation Planning Grant for the development of a San Mateo Countywide Sustainable Streets Master Plan. In addition, the Town received a grant from Caltrans for the implementation of a large scale stormwater capture and treatment facility. Planning efforts for the capture facility have been initiated with selection of a preferred alternative planned for early 2019. These efforts will assist the Town on meeting the Permit requirements in a manner that is consistent with the rural nature.

PART A - Scope of Work

The Consultant shall develop the Town's Plan using the workplan as a guide. Because SMCWPPP will continue to provide support on the development of key elements of the Plan, the Consultant shall work closely with Town and SMCWPPP staff. In response to the RFP, the Consultant shall address the following specific items and tasks as included in the Town's GI workplan:

Task A – Prioritization and Mapping of GI Potential and Planned Projects: Building upon SMCWPPP's Reasonable Assurance Analysis (RAA), San Mateo Countywide Stormwater Resources Plan (SRP) and planned San Mateo Countywide Sustainable Streets Master Plan, the Consultant shall identify, map and prioritize areas for potential and planned GI projects on both private land and within the public right-of-way.

The consultant shall review and analyze the RAA results for the Town and develop a phased GI implementation schedule as required by the MRP. In collaboration with SMCWPPP's efforts, the Consultant shall develop prioritization criteria and a guidance document for the Town.

Task B – Develop Process for Tracking and Mapping Completed Projects: SMCWPPP will develop a web based tool for the use in tracking GI projects as part of their planned San Mateo Countywide Sustainable Streets Master Plan. The Consultant shall work with Town and SMCWPPP staff in reviewing and updating the database.

Task C – Develop Overall GI Guidelines, Standard Specifications, and Design Details: The Consultant shall review SMCWPPP’s San Mateo County Model Green Infrastructure Guidelines and Standards / Green Suite and revise and customize the documents for the Town’s use and implementation. The Consultant shall review the GI typical details developed by the San Francisco Public Utilities Commission and others, and modify them for use within the Town’s infrastructure. The Consultant shall recommend additional details and develop a comprehensive set in AutoCAD for the Town’s use.

Task D – Develop Requirements for Design of Projects to Meet Hydromodification Sizing Requirements or Other Accepted Sizing Requirements: The Consultant shall integrate the recommendations from BASMAA into the Plan.

Task E – Planning Document Update, Summary of Updates, and Workplan for Future Plans: The Consultant shall review the Town’s programs and development policies and General Plan. The Consultant shall develop a summary of the updates and assess whether additional modifications are required. The Consultant shall work with Town Staff and the City Attorney. The Consultant shall develop a workplan that outlines and proposes an integrated approach that ensures the incorporation of GI measures in future plans.

Task F – Workplan for Completion of Prioritized Projects: Based on the findings from Task A, the Consultant shall create a workplan for the implementation of prioritized projects.

Task G – Evaluation of Funding Options: The Consultant shall integrate SMCWPP’s “Potential Funding Source Analysis and Recommendations” study into the Plan, recommend additional options for consideration and prioritize the options.

Task H – Conduct Outreach and Education with Public, Staff and Elected Officials: The Consultant shall develop a Public Outreach Plan that incorporates SMCWPP’s “Five-Year Public Education and Outreach Strategic Plan” and includes an outreach to Town staff and elected officials. The Consultant shall conduct a workshop with Town staff from the Planning and Public Works Departments. In addition, the Consultant shall conduct a study session for the Town Council to present the draft Plan.

Task I – Plan: The Consultant shall develop the Town’s Plan, inclusive of Tasks A through H as noted above. The Plan shall be comprehensive and meet the MRP requirements. A draft Plan shall be submitted to Town staff for review at the end of May 2019. The final Plan shall be completed by June 30, 2019 for approval by the City.

DELIVERABLES

The Consultant shall provide a technical memorandum for each of the Tasks included in the scope of work which shall become the chapters for the Plan. Each technical memorandum shall be submitted in draft form as it is completed for review by Town Staff. The Consultant shall provide the materials in word format, GIS and other as applicable and shall submit the GI details in AutoCAD and pdf format.

PART B - Proposal Content

The proposal should include the following:

1. TRANSMITTAL LETTER: Introduce your firm, summarize general qualifications, and summarize specific approaches to completing the work. The cover letter shall be signed by an officer of the firm who is authorized to negotiate a contract with the Town.
2. WORK PLAN APPROACH AND SCHEDULE: Discuss your firm's understanding of the Scope of Work to be performed and proposed schedule. Describe the method for management of overall project costs, quality assurance/quality control, schedule, and other issues critical to this project.
3. KEY STAFF AND PROJECT EXPERIENCE: including the identification of the Principal-in-Charge and key staff. This section should identify the qualifications and related experience of key staff assigned to the project. Project experience should list the type of work provided with the client contact information for each project. Provide an organizational chart showing the inter-relation of all project team members, both City and Consultants.
4. REFERENCES: Provide at least three references (name, company, title, address, telephone number, email) for the key individuals on the project team.
5. COST PROPOSAL: Provide separate cost estimates for each of the tasks included in the scope of work. Include a spreadsheet identifying personnel, job title, hourly rates, project responsibilities, and estimated time expected for each task and subtask. The hourly rate shall include labor, reporting, travel, technical supervision, equipment, taxes, insurance, and all other incidental charges.
6. DISCLOSURE: of any past, ongoing, or potential conflicts of interest that the firm or person may have as a result of performing the anticipated work.

PART C – Submittal Process

1. Submittal Deadline: Thursday, November 14, 2018, at 2:00 p.m. Late submittals will not be accepted. Format and Delivery: Submit three (3) letter-sized copies of the proposal to:

Robert Ovadia
Director of Public Works
Town Of Atherton
91 Ashfield Road
Atherton, CA 94027

and e-mail a PDF copy to Robert Ovadia at rovadia@ci.atherton.ca.us.

Submittals will not be returned.

Proposals submitted after the deadline will not be accepted for consideration.

The Town reserves the right to accept or reject any or all proposals, or to alter the selection process in any lawful way, to postpone the selection process for its own convenience at any time, and to waive any non-substantive defects in this RFP or the proposals.

The Town is seeking to engage the most qualified person or firm. The Town reserves the right to negotiate with other qualified persons or firms, or to solicit additional statements of qualifications at any point in the project should it fail to negotiate a reasonable fee with the initially selected person or firm.

PART D - Proposed Timeline

October 19, 2018

RFP available on Town of Atherton website

November 14, 2018, 2:00 pm **Technical and Cost Proposals due**

December 19, 2018

Recommendation to City Council

PART E – Contract Terms and Conditions

The Consultant will be required to sign the City's Standard Agreement for Services (attached Exhibit A). All work including data, documents, and other work products performed or prepared by the consultant and all sub-consultants shall be considered the property of the City.

For additional information, contact Robert Ovadia, Director of Public Works, at (650) 752-0541.

Attachment A: Town of Atherton Green Infrastructure Workplan

<http://www.ci.atherton.ca.us/DocumentCenter/View/4778/Item-12?bidId>

Attachment B: Town of Atherton Grading and Drainage Criteria

http://www.ci.atherton.ca.us/DocumentCenter/View/281/DrainageCriteria_000?bidId