



Item No. 10 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: NOVEMBER 16, 2016

**SUBJECT: APPROVE THE RELEASE OF A REQUEST FOR PROPOSAL TO
PREPARE PLANS, SPECIFICATIONS AND COST ESTIMATE
FOR DRAINAGE FACILITIES REPAIRS**

RECOMMENDATION

Approve the release of a Request for Proposal (RFP) to prepare plans, specifications, and cost estimate (PS&E) and for Drainage Facilities repairs for Stockbridge Avenue, Euclid Avenue, Polhemus Avenue, Camino al Lago and the Atherton Channel.

BACKGROUND

As the Council is aware, the Town completed its Town-wide Drainage System Update (“Update”) in April 2015. The Update included a Report on Town-maintained culverts and drainage systems as well as the Atherton Channel and identified immediate and long-term improvement projects.

The Fiscal Year 2016/17 Capital Improvement Program included a number projects to be completed in the current fiscal year as well as initial engineering and analysis on larger projects related to the Atherton Channel.

ANALYSIS

During the Update, staff inspected and cleaned a number of culverts, pipes, swales and channels. During this effort, a number of additional deficiencies were identified. The first project to complete this Fiscal Year was the Belbrook Culvert Repair Project, awarded by Council to Devaney Engineering in September 2016. This project was the first in a series of immediate drainage improvement projects approved as part of the Fiscal Year 2016/17 Capital Improvement Program. The RFP consists of two major tasks. The first is the preparation of plans, specifications, and a cost estimate for the identified capital projects (listed below). The second is analysis of portions of the Atherton Channel (listed below).

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The Capital Projects for Task 1 are:

- Repairs to a failed culvert on the south side of Stockbridge Avenue under Euclid Avenue;
- Repairs to a failed culvert under Polhemus Avenue, west of 211 Polhemus Avenue, under Polhemus Avenue;
- Repairs to a failed culvert under Camino al Lago at Monte Vista Avenue;
- Stockbridge Avenue between Serrano Dr. and El Camino Real: Regrade the intersections to flow along Stockbridge Avenue as the major flow path. Road slope is very flat; install swales and berms;
- Euclid Parker Ditch: Reline the Euclid/Parker ditch and upgrade storm drain pipe; the ditch line between Euclid and Parker is eroding causing reduction in capacity and subsequent overflow into the backyards of adjacent properties; and
- Stockbridge Avenue and Carolina Lane and Shearer Drive: Regrade the intersections to flow along Stockbridge Avenue as the major flow path; road slope is very flat; install swales and berms.

In addition to the above referenced capital projects, Task 2 relates to the Atherton Channel and the requirement to improve the Town's storm drainage system. In the Update, it was estimated that approximately 1,000 feet of the Channel requires repairs or other efforts to mitigate identified deficiencies, reduce future degradation and prevent damage to public and private property. This project will assess the entire portion of the Channel within Atherton west of Alameda de las Pulgas and evaluate alternatives to restore capacity, stop channel deepening and mitigate further erosion. Part of the assessment will include identification of ownership and responsibility along the Channel.

The deficiencies and recommendations in the Update are:

- Reline channel sides to restore capacity, stop channel deepening and mitigate further erosion of the Atherton Channel west (upstream) of Alameda de las Pulgas.
- Reline channel bottoms to restore capacity, stop channel deepening and mitigate further erosion of the Atherton Channel west (upstream) of Alameda de las Pulgas.

The selected consultant team will investigate the identified deficiencies, develop cost-effective repair and replacement alternatives, identify easements, estimate useful lives for each and estimate benefit/cost figures for each alternative at each location. Consultant will present their findings to staff and City Council, make recommendations and, following City direction, will prepare PS&E for the chosen improvements. Information will be provided to the Town Planner to assist with the preparation of an environmental assessment leading to a Categorical Exemption.

The RFP solicits a qualified consulting engineering team to perform the necessary work associated with the preparation of plans, specifications and cost estimate for improvements to this project's various locations consistent with the deficiencies identified in the Town-wide Drainage System Update.

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The Consultant is expected to analyze the facilities and develop both repair and replacement options. While the Town does not expect that drainage flows will increase, due to its development requirements, the Consultant should nevertheless calculate 10 year flows to be conveyed in existing sized pipe and swale facilities, as well as 100 year flows, to mitigate impacts to private property. Cost-effective repair options including lining and invert grouting of pipes or spot repair of concrete swales should be considered, and factors such as durability, longevity and visual impacts should be considered. Replacement options should consider these same factors as well as environmental impacts. The Town has utilized bio-swales and linear under-drains rather than pipes and paving in some locations, in keeping with the Town's character.

The Consultant will also perform a records search and outreach to determine the existence of easements or other factors that affect responsibility for work, as well as access to proposed projects. This will assist with the possibility of a benefit assessment district as a funding source for any future capital improvements. Following reconnaissance, analysis and recommendations, the Consultant will consult with Town staff, including the City Attorney, to determine the extent of the Town's responsibility for each proposed project.

If approved by Council to release the RFP, the following project timeline has been developed:

Project Timeline

| | |
|---------------------------------|--|
| November 17, 2016 | RFP available on Town of Atherton website |
| December 1, 2016 | Pre-proposal meeting (non-mandatory) |
| December 6, 2016 | Submission deadline for written questions |
| December 9, 2016 | Responses to written questions available on Town of Atherton website |
| <i>December 15, 2016</i> | <i>Technical and Cost Proposals due</i> |
| Week of January 2, 2017 | Interviews, if needed, with highest ranked proposers |
| January 18, 2017 | Recommendation to City Council for award of contract |

POLICY FOCUS

Work products generated from the consultant solicitation is the next step in implementation of modification and improvements identified in the Update for Stockbridge Avenue, Polhemus Avenue, Camino al Lago and Atherton Channel Restoration. All work is consistent with Town policy, the approved Drainage Master Plan, and the approved Fiscal Year 2016/17 Capital Improvement Program. There are no outstanding policy issues.

FISCAL IMPACTS

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Funding for these projects come from the Special Parcel Tax and were included in the approved FY 2016/17 Capital Improvement Program as:

- Repairs to Stockbridge concrete swales and regrades - \$330,000.
- Replacement of failed culverts; Euclid, Polhemus, Camino al Lago - \$195,000.
- Engineering and Permitting for re-lining slopes and bottom of Atherton Channel - \$105,000.

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

2016 Drainage Facilities Repairs RFP

TOWN OF ATHERTON



REQUEST FOR PROPOSAL

**for
Engineering Services
for
Drainage Facilities Repairs**

**Stockbridge Ave., Polhemus Ave., Euclid Ave., Camino al Lago
and Atherton Channel Restoration**

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

Proposals Due by 3:00 pm on December 15, 2016

Project Overview

The Town of Atherton (“Town”) is seeking professional engineering services to repair drainage pipes and swales at various locations. The consultant will develop one or more solutions to identified deficiencies, present them to the Town for decisions and then prepare plans, specifications and a cost estimate (PS&E) to implement the chosen improvements.

The Town is also seeking to restore capacity, stop channel deepening and mitigate further erosion of the Atherton Channel west (upstream) of Alameda de las Pulgas. The consultant will perform a condition assessment for the entire portion of the channel within Atherton and develop one or more solutions to identified deficiencies, present them to the Town for decisions and then prepare PS&E to implement the chosen improvements. Work will include environmental assessment for the sites chosen for projects, and will include all environmental work necessary to apply for required regulatory permits.

Town and Drainage System Background

The Town of Atherton (Town) is a California municipal corporation, 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 being entirely residential with its beautiful tree-studded 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.

Project Background

The Town of Atherton City Council received a Town-wide Drainage System Update (“Update”) in April 2015. The Town also received a report on culverts conveying Atherton Channel flow, which identified significant deterioration of the Belbrook Way culvert. As the final piece of its drainage inventory, the Town’s staff cleaned culverts, pipes, swales and channels. During these efforts, a number of deficiencies were identified. This proposed work is part of a series of projects intended to maintain and improve the Town’s storm drainage system. The Consultant will investigate the identified deficiencies, develop cost-effective repair as well as replacement options, present their findings to staff and City Council, make recommendations and, following City direction, will prepare necessary environmental documents and PS&E for the chosen improvements.

PART A - Scope of Work

TASK 1. The Town is seeking professional engineering services to prepare plans, specifications and cost estimates to repair drainage pipes, culverts and swales at various locations. The consultant will develop one or more solutions to identified deficiencies from the Update, present them to the Town for decisions and then prepare plans, specifications and a cost estimate (PS&E) to implement the chosen improvements. The projects are as follows:

- Repairs to a failed culvert on the south side of Stockbridge Avenue carrying runoff under Euclid Avenue;
- Repairs to a failed culvert under Polhemus Avenue, west of 211 Polhemus Avenue, carrying runoff under Polhemus Avenue;
- A failed culvert under Camino al Lago at Monte Vista Avenue;
- Stockbridge Avenue between Serrano Dr. and El Camino Real: Regrade the intersections to flow along Stockbridge Avenue as the major flow path; road slope is very flat; need to install swales and berms;
- Euclid Parker Ditch: Reline the Euclid/Parker ditch and upgrade storm drain pipe; the ditch line between Euclid and Parker is eroding causing reduction in capacity and subsequent overflow into the backyards of adjacent properties; and
- Stockbridge Avenue and Carolina Lane and Shearer Drive: Regrade the intersections to flow along Stockbridge Avenue as the major flow path; road slope is very flat; install swales and berms.

The Consultant is expected to analyze the facilities and develop both repair and replacement options. While the Town does not expect that drainage flows will increase, due to its development requirements, the Consultant should nevertheless calculate 10 year flows to be conveyed in existing sized pipe and swale facilities, as well as 100 year flows, to mitigate impacts to private property. Cost-effective repair options including lining and invert grouting of pipes or spot repair of concrete swales should be considered, and factors such as durability, longevity and visual impacts should be considered. Replacement options should consider these same factors as well as environmental impacts. The Town has utilized bio-swales and linear under-drains rather than pipes and paving in some locations, in keeping with the Town's character.

TASK 2. The Update shows the general locations of areas of concern within the Upper Atherton Channel. The Update estimated that approximately 1,000 feet of the Channel requires repairs or other efforts to mitigate identified deficiencies and reduce future degradation. The Consultant is expected to analyze the Channel along its length from the westernmost Town limit to Alameda de las Pulgas, and recommend restoration to maintain existing capacity and prevent damage to public and private property. The deficiencies and recommendations in the Update are as follows:

- Reline channel sides to restore capacity, stop channel deepening and mitigate further erosion of the Atherton Channel west (upstream) of Alameda de las Pulgas

- Reline channel bottoms to restore capacity, stop channel deepening and mitigate further erosion of the Atherton Channel west (upstream) of Alameda de las Pulgas Alameda de las Pulgas

Included in the analysis will be records search and outreach to determine the existence of easements or other factors that affect responsibility for work, as well as access to proposed projects. Following reconnaissance, analysis and recommendations, the Consultant will consult with Town staff, including the City Attorney, to determine the extent of the Town's responsibility for each proposed project. The Consultant should also consult with resources and regulatory agencies to identify preferred solutions that will be favorably considered during Joint Aquatic Resource Permit Application (JARPA) permit review, as well as grant opportunities to offset cost of proposed projects. Following discussion with Town staff, Consultant will make a presentation to City Council for decisions on projects to proceed to final design. Consultant will also be engaged to provide services in support of bidding and construction (excluding construction management).

The engineer should develop repair and replacement alternatives, estimate useful lives for each and estimate benefit/cost figures for each alternative at each location. The engineer will be expected to provide information to the Town Planner to prepare an environmental assessment leading to a Categorical Exemption.

SITE ANALYSIS/PRELIMINARY DESIGN

This phase will include a site analysis of the locations to consider existing site conditions, focusing on the existing drainage facilities.

General tasks/milestones:

- Review existing documents (Town-wide Drainage System Update, Culvert Inspection report), relevant background materials relating to the project;
- Conduct meetings and/or interviews with City representatives (City Engineer, Public Works Superintendent, Public Works Foremen);
- Conduct site assessment, including preparation of baseline surveys;
- Prepare Preliminary Design drawings to illustrate proposed repair solution(s);
- Prepare Preliminary Design drawings to illustrate proposed replacement solution(s);
- Conduct a Public Meeting to solicit input;
- Complete CEQA Initial Study (IS) and develop a work plan if there are any mitigation requirements;
- Draft full-size plan sheets of proposed improvements and benefit/cost figures for each alternative at each location; and
- Provide information to the Town Planner to prepare an environmental assessment leading to a Categorical Exemption.
- Present results and preliminary recommendations to Town Council.
- Cooperate with Town's Environmental consultant; and
- Present results and preliminary recommendations to Town Council.

COMMUNITY OUTREACH AND PUBLIC INPUT

This phase embarks on the community outreach process and solicits community comment on the proposed drainage improvements.

General tasks/milestones:

- Prepare a presentation to solicit public input;
- Coordinate with Town Clerk and City Engineer to publicize the public meeting to show preliminary plans and seek input;
- Conduct a public meeting; and
- Discuss input with City Engineer and Town Planner and incorporate as needed into IS and Preliminary Designs.

PRELIMINARY DESIGN PLANS

In this phase, based on staff and community review, design plans will be developed. These plans will reflect the needs and interests identified by the community and the Town's staff. The plans should also reflect sound engineering judgment and standards to provide safe, accessible, long-lasting and low maintenance facilities.

General tasks/milestones:

- Prepare preliminary design plans incorporating Town Standard Specifications
- Present plans to Town staff for review and preliminary approval
- Make a presentation to City Council to receive authorization to proceed to Final Design.

FINAL DESIGN PLANS

In this phase, based on Council decisions, design plans will be developed. These plans will reflect the needs and interests identified by the community, Town's staff and City Council. The plans should also reflect sound engineering judgment and standards to provide safe, accessible, long-lasting and low maintenance facilities.

General tasks/milestones:

- Prepare Final design plans incorporating Town Standard Specifications
- Present plans to Town staff for review and approval
- Prepare Engineer's Estimate of Probable Cost

PART B - Submittal Process

1. A non-mandatory pre-proposal meeting will be held at 91 Ashfield Road Atherton, per the Project Timeline in Part C.
2. Applicant questions: All questions regarding the RFP shall be submitted in writing no later than 3:00 p.m. per the attached schedule to Marty Hanneman, City Engineer,

at mhanneman@ci.atherton.ca.us. Questions and responses will be posted within 3 business days on the Atherton Town website.

3. Submittal Deadline: **Thursday, December 15, 2016, at 3:00 p.m.** Late submittals will not be accepted. Format and Delivery: Submit three (3) letter-sized copies with one (1) unbound copy of the technical proposal and one (1) cost proposal in a separate envelope to:

Atherton City Clerk
Town of Atherton
91 Ashfield Road
Atherton, CA 94027

And e-mail a PDF copy to Theresa Della Santa at tdellasanta@ci.atherton.ca.us.

Submittals will not be returned. **One (1) copy of the cost proposal shall be submitted in a separate sealed envelope at the same time as submittal of the technical proposal.**

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 C - Project Timeline

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|--------------------------------|--|
| November 17, 2016 | RFP available on Town of Atherton website |
| December 1, 2016, 11 am | Pre-proposal meeting (non-mandatory) |
| December 6, 2016, 3 pm | Submission deadline for written questions |
| December 9, 2016 | Responses to written questions available on Town of Atherton website |
| December 15, 2016, 3 pm | Technical and Cost Proposals due |
| Week of January 2, 2017 | Interviews, if needed, with highest ranked proposers |
| January 18, 2017 | Recommendation to City Council |

PART D - Proposal Content

The proposal should be concise with no more than 20 double sided pages and include the following:

1. **FIRM OR PERSON INTRODUCTION:** including information such as length of time in business, office location(s), number of staff and a general summary of qualifications documenting the strengths of the firm or person, areas of expertise and licensing.
2. **APPROACH:** the person or firm's project management practices, methodologies and processes.
3. **PROJECT EXPERIENCE:** listing specific project management experience that is related to the type of service required by the project. Project experience should list the type of work provided with the client contact information for each project.
4. **WORK PLAN:** Detailed work plans with estimated hours by task or project phase.
5. **KEY STAFF:** 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; and includes their resume showing experience in project management services.
6. **LITIGATION:** - A list of any current litigation to which the firm or person are parties by virtue of their professional service, in addition to a list of any such litigation from the past ten years.
7. **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 E – Selection Criteria

Selection will be based on the following evaluation criteria:

1. Project understanding, as demonstrated by work plan and approach. (15%)
2. Qualifications and experience of key personnel and other team members, including sub-consultants. (35%)
3. Recent experience in performing similar designs. (20%)
4. Recent past performance in quality and completeness of work and delivery on time and within budget. (20%)
5. Feedback from references given. (10%)

After reviewing proposals, the Town may either directly enter into negotiations with the firm it finds best qualified or select a short list of firms to be interviewed by a selection panel. The Town reserves the right to modify the scope of work during negotiations, subject to mutual approval. If the Town is unable to negotiate a satisfactory agreement with its first choice, it will enter into negotiations with the next choice. Final approval of the firm recommended by Town staff, the fee and the contract must be reviewed and approved by the Atherton City Council.

For additional information, contact Marty Hanneman, Atherton City Engineer, at (650) 752-0532.

References: 2015 Citywide Stormwater Drainage Update

www.ci.atherton.ca.us/documentcenter/view/2330.pdf