



Item No. 14 Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

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

THROUGH: ROBERT OVADIA, PUBLIC WORKS DIRECTOR

FROM: MARTY HANNEMAN, INTERWEST CONSULTING GROUP
PROJECT MANAGER

DATE: JULY 18, 2018

SUBJECT: AUTHORIZE THE CITY ATTORNEY TO PREPARE AND THE CITY MANAGER TO EXECUTE AN AGREEMENT AMENDMENT WITH TETRA TECH INC. TO PROVIDE AN ALTERNATIVE STORMWATER CAPTURE FACILITY SITES ASSESSMENT

RECOMMENDATION

Authorize the City Attorney to prepare and the City Manager to execute an agreement amendment with Tetra Tech, Inc. to provide an alternative stormwater capture facility sites assessment.

BACKGROUND

The need for a stormwater detention facility was identified in the Town-wide Drainage Study Update prepared in 2015 to reduce flooding associated with the Atherton Channel. The update identified three possible sites for the detention facility including Las Lomas Elementary School, Holbrook-Palmer Park, and the Menlo Park Circus Club (JL Dixon Stables). Due to the complexity of working with a privately-owned site at some distance from the Channel, the Town chose not to locate the project at the JL Dixon Stables. The Town next attempted to work with the Las Lomas Elementary School District on a water capture project at the school. While working with the school, the Town learned of a collaborative funding opportunity with Caltrans to not only provide the Town with the needed flood control project; but also, an opportunity to address the Town's requirements under the Regional Water Quality Control Permit.

Ultimately, the Town and District were unable to come to an agreement on funding and approval of a proposed traffic signal at Walsh Road, continued maintenance, and the Town's ability to terminate the project prior to construction, if desired. The remaining alternative for the water capture facility was at Holbrook-Palmer Park. The Town hired TetraTech Inc. to investigate the feasibility of installing a water capture facility in Holbrook-Palmer Park and to prepare preliminary concept designs.

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The potential water capture project has been before the City Council numerous times since May 2017, most recently at the Council meeting on May 16, 2018. The project has also been presented a number of times to the Parks & Recreation Committee.

DISCUSSION

At the May 16, 2018 Council meeting staff requested direction on next steps for the water capture facility project. Potential next steps for Council consideration included: 1) Proceed with finalizing the plans, specifications and estimate (PS&E) for the water capture project in Holbrook-Palmer Park; 2) Stop work on the water capture project in Holbrook-Palmer Park and continue the search for a new location; 3) Stop all work. Upon much discussion, the City Council directed staff to move forward with Option 2: Stop work on the water capture project in Holbrook-Palmer Park and continue the search for a new location.

Alternative Locations

Staff continues to investigate potential alternate locations for the water capture facility, but does not have any additional information regarding that issue at this time. If Council approves the attached Tetra Tech Agreement Amendment, Tetra Tech will perform the following scope of services for a not to exceed of \$70,620:

Task 101. Data Collection and Site Assessment

Tetra Tech will leverage the data collected for the Holbrook-Palmer Park 20 percent preliminary engineering design report (PEDR) to evaluate the feasibility and benefits associated with siting a stormwater capture facility at an alternate location. Additional field work and data that will need to be collected includes:

1. Perform one (1) site visit to visually confirm site conditions
2. Perform one (1) half-day of topographic surveying to confirm channel bottom elevation and tie to existing topographic survey
3. Review of on-site and adjacent utility information (existing water mains, sanitary sewers, irrigation lines, etc.)
4. Available as-built data, including Atherton Channel
5. Prepare existing AutoCAD base file based on existing topographic survey provided by others and existing aerial imagery Site assessments will be needed to supplement the data collected and develop layouts for the potential site alternatives, as well as determine whether there are any dry weather flows. This scope does not include a geotechnical investigation and assumes that the stormwater capture facility will function primarily as a filtration system (limited infiltration) similar to the Holbrook-Palmer Park Site. Additional topographic survey and geotechnical investigation will be required should the site be selected for further design.

Task 101 Deliverables

- Site photos and field notes
- Summary table of utilities and as-builts reviewed
- Preliminary existing AutoCAD base file

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Task 102. Project Alternatives

Tetra Tech will develop up to three (3) site layouts, including different configurations of the subsurface storage facility, diversion location, and access routes (during construction and maintenance). Tetra Tech will also assess whether diversion of drainage from additional Caltrans right-of-way (e.g., El Camino Real) is feasible. Aerial photographs will provide the base for these alternatives, which will highlight each of the key project components. The maximum storage capacity, diversion rates, pretreatment units, staging areas, access points, and surface improvements will be clearly indicated on the exhibits. Our team will coordinate with the Town to assess whether treatment and use alternatives are desired at this location and incorporate these elements (e.g., irrigation, treatment, etc.) if necessary. Project alternatives will include plan layouts only. It is assumed that the process flow diagrams and sections prepared for Holbrook-Palmer Park can be used to illustrate the treatment configurations.

Task 102 Deliverables

- Draft project alternative exhibits (maximum of 3)
- Final project alternative exhibits (maximum of 3)

Task 103. Project Benefits Analysis

For each of the project alternatives, the water quality and flood control benefits will be assessed using the same methodology as employed for the Holbrook-Palmer Park assessment. These analyses include:

- Determination of the average annual capture volume for the alternatives using variable diversion rates and storage volumes,
- Quantification of additional potential capture of Caltrans right-of-way (e.g., El Camino Real) if feasible,
- Approximation of water quality benefits using the capture volume and water quality samples collected as part of the Holbrook-Palmer Park PEDR as a proxy for loading,
- Regional impacts on flooding in the Town and downstream using the design storms in the County Bayfront Canal and Atherton Channel assessment, and
- Impacts of the facility over a long-term record using continuous simulation and real time controls.

Each of the project alternatives and range of benefits will be presented to the Town in a memo, which will also compare the results to those associated with the potential project at Holbrook-Palmer Park.

Task 103 Deliverables

- Draft Project Benefit Analysis
- Final Project Benefit Analysis

Task 104. Outreach

Tetra Tech will assist the Town with outreach efforts associated with the feasibility assessment at an alternate location, including developing materials (presentation slides and/or handouts) for up to one (1) community outreach meeting and one (1) Town Council meeting. The preparation for

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the outreach meetings assumes one conference call of two hours for each meeting and attendance by maximum two (2) Tetra Tech staff at each meeting (assumed duration of 3 hours each).

Task 104 Deliverables

- Outreach meeting materials for 2 meetings
- Coordination meetings (two 1-hour meetings prior to outreach meetings)
- Attendance of two (2) staff at two (2) 3-hour meetings

Task 105. Project Management

Project management for this task will involve weekly coordination calls (1-hour) for the duration of the effort (assumed as 8 weeks). Tetra Tech will provide meeting agendas and meeting minutes for each coordination call to ensure the effort is completed on schedule and within budget.

Task 105 Deliverables

- Outreach meeting materials for 2 meetings
- Coordination meetings (two 1-hour meetings prior to outreach meetings)
- Attendance of two (2) staff at two (2) 3-hour meetings

City Council action is required to authorize the City Attorney to prepare and the City Manager to execute an agreement amendment with Tetra Tech, Inc. to provide alternative stormwater capture facility sites assessment for a not to exceed fee of \$70,620.

POLICY FOCUS

The need for a stormwater detention facility 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 was mentioned at the various Council meetings, flood control is the Town's primary objective with this proposed facility. Water quality, while still a State-mandate, may be achieved regionally. The Town may be requested and/or required to contribute to regional project in order to achieve the water quality objective if a facility is not located within its jurisdiction.

FISCAL IMPACT

The Town has entered into a Cooperative Implementation Agreement with Caltrans which reimburses the Town for the cost of the development of conceptual design plans for a stormwater capture and treatment project in the Town, as well as the costs of final design and construction if authorized by the Council.

PUBLIC NOTICE

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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 provides (water, power, and sewer), and regional elected officials.

COMMISSION/COMMITTEE FEEDBACK/REFERRAL

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

 Audit/Finance Committee (meets every other month)

 Bicycle/Pedestrian Committee (meets as needed)

 Civic Center Advisory Committee (meets as needed)

 Environmental Programs Committee (meets every other month)

 X Park and Recreation Committee (meets each month) – *On January 10, 2018, March 7, 2018, and May 2, 2018*

 Planning Commission (meets each month)

 Rail Committee (meets every other month)

 Transportation Committee (meets every other month)

 Tree Committee (meets each month)

ATTACHMENTS

Tetra Tech, Inc., Proposal Memo for Alternative Sites Assessment June 28, 2018

To: Marty Hanneman, Town of Atherton

Cc: Robert Ovadia, Town of Atherton

From: Chad Helmle, Tetra Tech
Raina Dwivedi, Tetra Tech
Jason Fussel, Tetra Tech

Date: June 28, 2018

Subject: Alternative Stormwater Capture Facility Preliminary Feasibility Assessment (Alternative to Holbrook- Palmer Park)

Tetra Tech appreciates the opportunity to submit our proposal to provide a preliminary feasibility assessment for siting a stormwater capture facility at an alternate location than Holbrook-Palmer Park in the Town of Atherton. The scope of these services is to assess potential configurations (location, storage volume and diversion rate) to quantify the benefits that siting the facility at an alternate location may have both locally in the Town and downstream at the regional scale. This effort will also identify potential constraints (e.g., utilities, current use disturbances, access, etc.) and opportunities for enhancement, including those proposed in any existing development or master plans (e.g., pedestrian access, parking, recreational uses, etc.). Tetra Tech will leverage the data collected and assessments conducted as part of the Holbrook-Palmer Park Preliminary Engineering Design Report (PEDR) to the extent practicable.

SCOPE OF SERVICES:

Please find a summary of the scope of services to be provided by the Tetra Tech team.

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Our team will leverage the data collected for the Holbrook-Palmer Park PEDR to evaluate the feasibility and benefits associated with siting a stormwater capture facility at an alternate location. Additional field work and data that will need to be collected includes:

1. Perform one (1) site visit to visually confirm site conditions
2. Perform one (1) half-day of topographic surveying to confirm channel bottom elevation and tie to existing topographic survey
3. Review of on-site and adjacent utility information (existing water mains, sanitary sewers, irrigation lines, etc.)
4. Available as-built data, including Atherton Channel adjacent to the Field
5. Prepare existing AutoCAD basefile based on existing topographic survey provided by others and existing aerial imagery

Site assessments will be needed to supplement the data collected and develop layouts for the potential site alternatives, as well as determine whether there are any dry weather flows. This scope does not include a

geotechnical investigation and assumes that the stormwater capture facility will function primarily as a filtration system (limited infiltration) similar to the Holbrook-Palmer Park Site. Additional topographic survey and geotechnical investigation will be required should the site be selected for further design.

Task 101 Deliverables

- *Site photos and field notes*
- *Summary table of utilities and as-builts reviewed*
- *Preliminary existing AutoCAD basefile*

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SCHEDULE

Following the Notice to Proceed, it is assumed that the effort presented in this proposal will be completed in 8 weeks.

FEE ESTIMATE

The fee for the additional scope of work items are summarized in Table 1.

TASK	DESCRIPTION	AMOUNT
101	Data Collection and Site Assessment	\$13,505
102	Project Alternatives	\$23,290
103	Project Benefits Analysis	\$14,655
104	Outreach	\$11,860
105	Project Management	\$7,300
TOTAL		\$70,620

Thank you for the opportunity to submit this proposal and we look forward to continuing our services for the Town of Atherton. Please feel free to contact us if you have questions or requests for additional information at (858) 609-1626 or chad.helmle@tetrattech.com.

Sincerely,



Chad Helmle, PE
Vice President
Tetra Tech, Inc.