



TASK ORDER 1 (TO1) SCOPE OF WORK
under
Master Services Agreement
***San Francisquito Creek Flood Protection, Ecosystem Restoration and Recreation
Project, Urban Reach 2***

**AUGMENTED ALTERNATIVES ANALYSIS, HYDRAULIC MODELING AND PROJECT
DESIGN MODIFICATIONS**
February 29, 2024

This is the first Task Order (Task Order or TO1) under a Master Services Agreement (MSA) for San Francisquito Creek Flood Protection and Habitat Restoration Urban Reach 2 Project.

The purpose of this Task Order is to develop an alternative evaluation of what can be done to reduce flood risks and impacts in addition to the following actions that are moving forward:

- Removal of concrete structure in the creek along Woodland Ave and restoration of area
- Replacement of the Newell Road Bridge

This alternatives evaluation is needed to select a preferred alternative to be evaluated in a Supplemental Environmental Impact Report (SEIR). The selected alternative will be advanced to a 30% design. Work must be closely coordinated with the SFCJPA's consultant for the SEIR.

Services requested as part of TO1 will include conceptual designs, hydraulic modeling (HEC-RAS), scour analysis, feasibility and constructability analyses, and preliminary construction cost estimates for up to 5 alternatives intended to augment the proposed project analyzed in the [SFCJPA's 2019 Environmental Impact Report](#) to provide flood risk reduction in a manner that minimizes impacts, facilitates ecosystem restoration, and does not transfer risk from one area of the project area to another. The selected Consultant will be encouraged to review the scope of TO1 and make recommendations for changes or additions to improve efficiency, reduce costs, or produce a better product.

The Army Corps of Engineers (ACOE) is reviewing and certifying the updated hydrology and HEC-RAS model. This is anticipated to be completed by July 2024. For the purposes of TO1 and for time expediency, the consultant should assume that the updated hydrology and HEC-RAS model as independently reviewed and updated is the model to be used for this evaluation. The consultant should assume that additional model runs will be required after certification based on minor changes to the model that do not change model outcome.

The Consultant's work products are intended to help the SFCJPA partners evaluate and select updated alternatives to reduce flood risk in Urban Reach 2 based on the overall decrease in creek capacity as determined by Santa Clara Valley Water District, the USGS and independent review of the model completed in 2024.

Concept plans of the various options and varying levels of protection will be evaluated by the SFCJPA Board and the community for what will then become the preferred design and project alternative.

Documents about the SFCJPA's projects and organizational background, including Valley Water's draft final Technical Memorandum and SFCJPA's Independent Review of the HEC-RAS model for the Creek, can all be found on the SFCJPA website at: <https://www.sfcjpa.org/reach-2-upstream-project>.

The Consultant shall perform design services for project elements to be identified through meetings with public works staff from our member agencies and concurrence of project goals and preferred alternatives by the SFCJPA Board.

The preliminary scope of this MSA's Task Order 1 (TO1) has been separated into five (5) major tasks:

- Task 1 – Administrative and Project Management
- Task 2 – Alternatives Analysis
- Task 3 – 30% Designs & Plans, Construction Estimates and Schedules for Preferred Alternative
- Task 4 – Technical Requests
- Task 5- Optional Task for staff support for other SFCJPA projects not related to Reach 2

The cost proposal should be separated by these five tasks. It is recognized that Tasks 4 and 5 will only consist of the rate sheet as described in the MSA.

Schedule, timeline, and activity priorities are to be developed collaboratively between the SFCJPA and selected Consultant.

These five tasks are described in detail below.

TASK 1 – PROJECT MANAGEMENT

- 1.1 General Project Management
- 1.2 Project Work Plan and Schedule
- 1.3 Meetings and Project Coordination

The Consultant shall meet with the SFCJPA to review the project scope of work, schedule, and general requirements for the project. The Consultant shall manage their staff and budget to ensure delivery of the project is complete, on schedule, and within budget.

1.1 GENERAL PROJECT MANAGEMENT

The Consultant shall:

- Maintain communication by being available by phone and e-mail.
- Utilize Asana, a shared project management, schedule, task-tracking tool, and a file sharing system (optimal file sharing system to be collaboratively determined post-award).
- Prepare monthly progress reports and invoices showing budgeted and actual costs versus work progress status and the projected spending versus progress.
- Project management activities (communications, documentation, reporting, etc.) as necessary to keep the project on schedule.
- Notify the SFCJPA of any anticipated or actual changes in scope or budget as soon as possible and propose actions if necessary to align changes with budgets and schedules.

1.2 Work Plan and Schedule

This task consists of the project proposal and one update to schedule based recommendations from the consultant team.

1.3 MEETINGS AND PROJECT COORDINATION

Consultant shall:

- Prepare, organize themselves for, and attend an initial kick-off meeting with SFCJPA partner staff.
- Prepare presentations for and attend up to two SFCJPA Board meetings.
- Meet with the SFCJPA to review the project scope of work, schedule, design standards, environmental mitigation measures, and PS&E requirements for the project. Prepare revisions based on comments received.
- Participate in three (2) Design Workshops to discuss the design approach, methods, and content of the alternatives evaluation.
- Prepare draft and final meeting minutes and distribute to the appropriate team members and maintain in the project file.

TASK 1 - DELIVERABLES

1. Project letters, memorandums, and other correspondence as necessary
2. Draft and final meeting minutes
3. Monthly invoices
4. Monthly status reports
5. Monthly expenditures and schedule updates
6. Implementation and utilization of shared project management and file sharing system
7. Updated schedule for all Task Order 1 (TO1) activities.

TASK 2 – ALTERNATIVES ANALYSIS

The goal of the alternatives analysis is to enable a reasonable range of alternatives for CEQA, assist the Army Corps of Engineers (ACOE) in describing “without project conditions” as part of their CAP205 program, USACE 404, and San Francisco Regional Water Quality Control Board 401 Least Environmentally Damaging Program Alternative (LEDPA) analyses.

- 2.1 Data gathering and project design criteria,
- 2.2 Review existing designs and potential alternatives,
- 2.3 Description of “without project conditions” for ACOE CAP205
- 2.4 Compile short list of alternatives
- 2.5 Hydraulic Modeling of Potential Alternatives
- 2.6 California Environmental Quality Act (CEQA) Document Coordination,
- 2.7 Alternatives Evaluation Technical Memorandum (draft and final).
- 2.8 Selection of Preferred Project Alternative

The Consultant shall review the preliminary plans and other documents relating to the project elements. The Consultant shall develop preliminary short list of alternatives, or a combination of alternatives based on this review and evaluate the alternatives compared to previous project objectives of up to 7,200 cfs and updated project objectives that will be specified by SFCJPA Board at the March 2024 Board meeting.

2.1 DATA GATHERING AND PROJECT DESIGN CRITERIA

The Consultant shall be provided with the following available information and files:

- Final EIR
- Comprehensive Plan
- Existing plans and designs, parcel maps, geotechnical reports, biological reports, geotechnical data etc.
- Draft permit applications
- Other information determined to be relevant and available.

The EIR goal was to protect people and property from creek flows up to 7,200 cubic feet per second. The independent model review indicates that the creek has about 25% less capacity than expected and that the current project design would induce flood risks downstream.

The consultant shall review and identify any critical information needs for alternative evaluation. Some of the tasks below would be performed in parallel and not in sequence. The SFCJPA Board will specify project design goals at the March Board meeting and the selected consultant will need to review and adapt as needed for this Reach 2 work.

2.2 REVIEW EXISTING DESIGNS AND POTENTIAL ALTERNATIVES

The SFCJPA solicited input as part of the EIR on potential alternatives as part of a stakeholder process. The goal is to review the list of possible alternatives screened in the 2019 EIR and determine what should be looked at again due to updated hydrology. Some technologies may have evolved, or there may be new ways of applying the alternative(s), such as smaller floodwalls set back along parks or adjacent to roadways, as an alternative to placement at the top of bank. A combination of the alternatives may be useful to reduce flood risks.

The Consultant should know that there are existing design level maps and surveys based on old hydrology. The Santa Clara Valley Water District (Valley Water) has prepared 90% designs for project elements that may or may not be applicable, including replacement of Pope Chaucer Bridge and certain channel widening areas. Valley Water also has preliminary designs for top of bank work and 60% design for opening the fourth bore at East Bayshore and Highway 101.

Note that as described in the MSA, the removal of the large concrete structure along Woodland Avenue should be assumed to be implemented as part of what can be implemented at this time without increasing downstream flood risks. However, evaluation of the flood reduction benefit of potential additional widening areas for enhanced channel capacity should remain a consideration.

2.3 DESCRIPTION OF “WITHOUT PROJECT CONDITIONS”

The consultant, in collaboration with the ACOE and SFCJPA, shall provide a concise written description of the probable “without project conditions” so that the ACOE can proceed with a CAP205 project evaluation.

2.4 COMPILE SHORT LIST OF ALTERNATIVES

The consultant shall develop a list of feasible alternatives for evaluation and determine if existing survey and base maps and digital plans are adequate for the alternative evaluation.

2.5 HYDRAULIC MODELING OF POTENTIAL ALTERNATIVES

The San Francisquito Creek HEC-RAS hydraulic model has been updated based on results of Valley Water and an independent review of the model. The Consultant shall be provided with the updated version of the model for evaluating the short list of potential alternatives.

The Consultant shall evaluate up to five alternatives for their ability to meet project objectives, for up to 30 model runs. The Consultant shall recommend additional HEC-RAS model runs if deemed necessary for project alternative selection or future project element design and produce concept plans and high-quality renderings.

Visualization of what potential alternatives will look like to the community will be an important discriminator.

2.6 CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) DOCUMENT COORDINATION

The Consultant shall coordinate with the SFCJPA and the SFCJPA's environmental consultant, as directed, on pertinent elements for compliance with CEQA and the Supplemental EIR. Work on the Supplemental EIR requires the design information from this to select a preferred alternative and must work in tandem. The alternative evaluation shall incorporate elements of the Least Environmentally Damaging Project Alternative (LEDPA), as defined by USACE and the Regional Water Quality Control Board, San Francisco Region as part of Section 401, and Section 404 permit applications.

2.7 PROJECT ALTERNATIVES TECHNICAL MEMORANDUM

The Consultant shall develop a draft and final alternatives evaluation. The SFCJPA will consolidate all comments from the draft. The Consultant shall provide sufficient information, including but not limited to engineering evaluations, construction cost estimates, potential construction schedules, HEC-RAS modeling, environmental impacts, restoration opportunities, and other potential community or benefits or impacts, for up to five potential alternatives or combinations of alternatives that are able to meet the project objectives. Additionally, the consultant shall provide project footprints, probable costs, quantities of earthwork and other required items as necessary for CEQA evaluation.

2.8 SELECTION OF PREFERRED ALTERNATIVE

The project alternatives comparisons will be reviewed by SFCJPA and our member staff, presented to the community in workshops, and ultimately, recommendations for preferred alternative(s) will be presented to the SFCJPA board.

TASK 2 DELIVERABLES

1. Project Alternative Evaluation Technical Memorandum (draft and final)
2. High-quality, accurate renderings and visuals of concepts to be used for public outreach and seeking input.
3. Brief or memo describing "without project conditions".
4. For up to five potential alternatives (or combinations of alternatives), Consultant shall provide:
 - Engineering evaluations
 - Hydraulic Modeling
 - Project footprints, quantity take off for CEQA.
 - Probable costs for selected alternatives.
 - Other information necessary for CEQA evaluation (e.g. air quality)

The SFCJPA will compile comments.

TASK 3 – PROJECT DESIGN – 30%

After the preferred alternative has been selected, the Consultant shall develop 30% designs and plans and construction estimates for preferred alternative, including any utility relocation requirements.

TASK 3 - DELIVERABLES

1. Technical memoranda – Design Criteria and Data Gaps, Basis of Design
2. Design review workshop – presentation to SFCJPA members (Shall be one of the meetings identified in Task 1)
3. Draft and Revised 30% Design Plan/Specs Set

TASK 4 – TECHNICAL REQUESTS

This task covers technical requests from SFCJPA to Consultant that cannot be anticipated at this time. The SFCJPA will review and approve the cost estimates for optional tasks and retains its sole discretion on the allocation of funding for optional tasks. Technical requests shall be focused on furthering any necessary analysis, engineering, or other evaluations necessary to make effective decisions and take timely action regarding project implementation.

OPTIONAL - TASK 5 – SFCJPA STAFF AUGMENTATION FOR OTHER SFCJPA PROJECTS

This task is to provide potential supplementary technical staff to support other SFCJPA projects. The specific scope and tasks are to be determined.