



SAN FRANCISQUITO CREEK  
JOINT POWERS AUTHORITY  
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**Notice of Regular Meeting of the  
BOARD OF DIRECTORS  
City of Menlo Park Council Chambers  
701 Laurel Street, Menlo Park, California  
April 25, 2019 at 2:30 p.m.**

AGENDA

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF MEETING MINUTES: February 28, 2019 Regular Board meeting
4. PUBLIC COMMENT: *Individuals may speak on any topic for up to three minutes; during any other Agenda item, individuals may speak for up to three minutes on the subject of that item.*
5. REGULAR BUSINESS: Executive Director's Report
  - a. Fiscal Year 2019-20 Operating Budget: discuss and approve proposed Operating Budget
  - b. Upstream of Highway 101 project: discuss Draft Environmental Impact Report released on April 22, 2019 for public comment through June 19, 2019
  - c. SAFER Bay project: Authorize the Executive Director to execute Task Order No. 3 within the project's Master Service Agreement with HDR, Inc. to conduct the environmental and design work necessary to complete 30% design of the project features between San Francisquito Creek and the north end of Tara Street in East Palo Alto and between former Salt Pond R2 and Highway 84/PG&E's Ravenswood Electrical Substation
6. BOARD MEMBER COMMENTS: *Non-agendized requests or announcements; no action may be taken.*
7. CLOSED SESSION: Performance Evaluation of Executive Director pursuant to Government Code Section 54957
8. CLOSED SESSION: Conference with Labor Negotiators pursuant to Government Code Section 54957.6  
SFCJPA Designated Representatives: Ruben Abrica & Drew Combs, Unrepresented Employee: Executive Director
9. ADJOURNMENT

PLEASE NOTE: This Board meeting Agenda and supporting documents related to items on the Agenda can be viewed online by 2:30 p.m. on April 22, 2019 at [sfcjpa.org](http://sfcjpa.org) -- click on the "Meetings" tab near the top.

**NEXT MEETING:** Regular Board meeting, May 23, 2019 at 3:30 PM, City of East Palo Alto Council Chambers

**San Francisquito Creek Joint Powers Authority**  
**April 25, 2019 Regular Meeting of the Board**  
**Agenda Item 3**  
**February 28, 2019 Board Meeting Minutes**

Director Kremen called the meeting to order at 3:48 p.m. at the City of East Palo Alto Council Chambers, East Palo Alto, California.

DRAFT

**1) ROLL CALL**

Members Present: Director Kremen, Santa Clara Valley Water District (SCVWD)  
Director Abrica, City of East Palo Alto  
Director Combs, City of Menlo Park  
Director Kniss, City of Palo Alto

Members Absent: Dave Pine, San Mateo County Flood Control District (SMCFCD)

JPA Staff Present: Len Materman, Executive Director  
Kevin Murray, Staff  
Tess Byler, Staff  
Miyko Harris-Parker, Staff

Others Present: Jerry Hearn, Portola Valley Resident; Trish Mulvey, Palo Alto Resident;  
Dennis Parker, East Palo Alto resident; Michel Jeremias, City of Palo Alto;  
Bill Springer; SCVWD; Alec Nicholas, SCVWD; Mike Sartor, City of Menlo  
Park; Kamal Fallaha, City of East Palo Alto; Ann Stillman, SMCFCD; Starla  
Robinson, City of Menlo Park; Chris Lamm, City of Menlo Park, Ryan  
Zollicoffer, Menlo Park Fire District; Justin Murphy; City of Menlo Park;  
Fariborz Heydari, City of Menlo Park; Xenia Hammer, Palo Alto resident

**2) APPROVAL OF AGENDA**

Director Combs made a motion to approve the agenda. Director Abrica seconded. Agenda approved 4-0. Director Pine not present.

**3) APPROVAL OF BOARD MEETING MINUTES: JANUARY 24, 2019 REGULAR BOARD MEETING**

Director Abrica made a motion to approve the January 24, 2019 Regular Board meeting minutes. Director Kniss seconded. January 24, 2019 Regular Board meeting minutes approved 4-0. Director Pine not present.

**4) PUBLIC COMMENT**

Trish Mulvey, Palo Alto resident; requested feedback on the status of the Least Environmentally Damaging Practicable Alternative (LEDPA) for the project upstream of Hwy-101. Mrs. Mulvey expressed her concerns on the possibility that the project's Environmental Impact Report (EIR) may not have the environmentally superior alternative and that there will be no information from the LEDPA to inform the EIR. Mr. Materman responded that there would be a brief update on the LEDPA analysis in the Board presentation.

**5) REGULAR BUSINESS**

Board organization: confirm officer positions and membership on committees

Mr. Materman provided a brief summary of the officer positions and committee memberships. Director Kniss volunteered for the Finance Committee. Director Combs volunteered for the Personnel Committee. Director Kremen suggested that the Emergency Preparedness Committee involve the whole Board instead of a committee of two. Director Abrica reminded the Board of the need to re-visit the issue of the SFCJPA's mission and purposes to identify the agency's role in emergency services, and he commented that the Board had discussed the issue in a previous study session, but that there has yet to be a follow-up decision.

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Director Kremen made a motion to nominate Director Kniss to the Finance Committee, Director Combs to the Personnel Committee, and having the whole Board represent the Emergency Preparedness Committee. Director Combs seconded. Motion to nominate Director Kniss to the Finance Committee, Director Combs to the Personnel Committee, and have the whole Board represent the Emergency Preparedness Committee approved 4-0. Director Pine not present. No change to the Board Chair, Vice-Chair, other members of the Finance Committee (Director Pine) and Personnel Committee (Director Abrica), and Board representation to the Association of California Water Agencies Joint Powers Insurance Authority (Director Abrica).

February 2019 Storms: brief discussion

Mr. Materman provided a brief summary of the February storms, noting the variability of rainfall during the events. Director Kniss questioned how much rainfall has actually been accumulated and what the saturation levels are. Mr. Materman replied that there has been a substantial amount of rainfall but relatively little water coming down the system in terms of a flood threat. Mr. Murray explained that the steep peaks in the hydrograph (shown on the images provided in the presentation) tell us that there has been high level ground saturation.

S.F. Bay-Highway 101 project: discuss project completion

Mr. Materman provided the Board with a summary of the completion of the Bay-101 project activities. Mr. Materman stated that an agreement for the continued maintenance of the new project features has been drafted and is still being finalized. Director Kremen questioned what the costs and funding process would look like for member agencies. Mr. Murray explained that the process is still being developed and that costs for the annual maintenance of the habitat mitigation will decrease over time. Mr. Materman stated we expect an average annual cost of about \$70,000 per year for ten years, which would be divided among agencies, and staff will bring the maintenance agreement to the Board in the next few months.

Mrs. Mulvey asked for clarification on maintenance funding for the area under the bridges at Highway 101, East Bayshore Road, and West Bayshore Road recently rebuilt by Caltrans. Mr. Murray stated that the maintenance will occur on an as-needed basis and that there will be an appendix to the maintenance agreement for adaptive management, including potential sediment removal near the Caltrans portion of the project.

Jerry Hearn, Portola Valley resident, commented that the project looks great, it appears to be operating very well, and that everyone involved should be extremely proud. Mr. Hearn spoke about a meeting he and SFCJPA Project Manager, Tess Byler, attended in Palo Alto regarding sea level rise, and how a great number of people still do not understand that the downstream area had to be completed before the upstream areas. Mr. Hearn expressed the importance of making sure people know the facts and to keep providing this information.

Director Kremen mentioned the video of the completed project that Mr. Materman provided to the Board at the previous meeting has been very well received.

Upstream of Highway 101 project update

Mr. Materman provided an update on the project upstream of Hwy 101. Mr. Materman asked Bill Springer to introduce the new SCVWD staff member who will be working on the upstream project. Mr. Springer introduced Alec Nicholas as the new Engineer replacing Russell Chen. Director Kniss welcomed Mr. Nicholas and shared that a lot of people still find it very hard to understand why the Pope-Chaucer bridge is still a problem. Director Kniss commented that Mr. Nicholas should brief the Palo Alto City Council and the public on the project. Director Kremen acknowledged that more outreach is needed and suggested the possibility of creating a video that can provide information on the SFCJPA projects.

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Director Abrica commented on how he is more enlightened from working with the SFCJPA over the years and how he has sat in meetings where people have no understanding of the complexities of these type of projects. Director Abrica agreed with Mr. Hearn's comments, and the need to ensure that the facts of the projects and of the nature of the creek are voiced and shared continuously. Director Abrica stated that we have to spread the message of cooperation and building trust within all the communities surrounding the creek.

Director Kniss asked about the amount of funding needed to replace the Pope Chaucer Bridge. Mr. Materman provided a brief summary explaining that there was no federal funding used for the completion of the Bay-Highway 101 project, but we continue to work with the Army Corps of Engineers on the upstream of Highway 101 project. Mr. Materman explained that we are receiving some funding from FEMA to replace that bridge and if we receive all the FEMA or Corps funding we're seeking, we will be looking at a \$9.7 million funding shortfall for the upstream project. Mr. Materman provided the Board with a projected schedule; that our objective is to have the Final EIR certified this August, with the hope of starting construction in June 2020 if permits, land easements, and necessary funding can be secured by the spring of next year.

Director Kniss asked if there are any anticipated complications with the many different property owners in the project area. Mr. Materman explained that he has discussed the project and potential easements with affected landowners and we don't anticipate complications, though there are two properties that could be complicated.

Director Kremen asked if the Newell Bridge project will occur at the same time as the Pope-Chaucer Bridge project. Michel Jeremias, City of Palo Alto Engineer, replied that the Newell Bridge Draft EIR and future construction is on a similar timeline as the SFCJPA project.

Director Combs asked if there has been coordination between the Woodland Park and University Circle construction projects in terms of timing of projects and road closures. Mr. Materman replied that there have been conversations with representatives from both projects about that and we don't anticipate an issue but are continuing to discuss this with them.

Director Kremen asked if there is budget for substantial community outreach. Mr. Materman replied that there are items budgeted within upstream EIR but that those funds are mostly for outreach for the EIR process. Director Kniss stated that more outreach is needed as there is a lot of construction being planned for this area and people need to be made aware. Director Kremen commented that this is an opportunity to highlight the benefits of the SFCJPA projects. Director Kremen directed staff to agendize public outreach for a future meeting.

Xenia Hammer, Palo Alto resident, gave congratulations to the Board and staff for the completion of the Bay-101 project. Ms. Hammner stated that now that the downstream project is complete, it is time to move forward and completing the upstream project.

**6) ADJOURNMENT**

Director Kremen adjourned the meeting at 5:03 pm.

Minutes Prepared by Clerk of the Board: Miyko Harris-Parker.

**San Francisquito Creek Joint Powers Authority**  
**April 25, 2019 Board Meeting**  
**Agenda Item 5**  
**Executive Director's Report**

With the help of Kevin Murray, Tess Byler, and Miyko Harris-Parker, I am pleased to submit the following:

**a. Fiscal Year 2019-20 Operating Budget: discuss and approve proposed Operating Budget**

This agenda item is intended to give Board members an overview of the SFCJPA's budget picture for the current 2018-19 Fiscal Year and serve as background for the Board to consider the FY 2019-20 Operating Budget, which goes into effect on July 1<sup>st</sup>.

As shown in the first column of Attachment 1 to this Executive Director's Report, the FY 2018-19 Operating Budget approved by the Board in March 2018 anticipated revenues of \$1,011,500 and total expenses of \$984,412. The second column of Attachment 1 lists an estimated operating income of \$949,800 and expenses of \$949,701 at the end of this fiscal year, June 30, 2019. Every year, we transfer into our operations account only the grant revenue necessary to balance the budget. Because our estimated expenses are about \$35,000 below the amount in the approved budget, we will use less grant revenue than planned and only from the SAFER Bay project.

In the next fiscal year, shown as the third column of Attachment 1, I propose to capture grant revenue of \$150,000 from the Bay-Highway 101 and Upstream of Highway 101 projects and then those grants will be closed out. This grant revenue would be added to \$925,000 in collective contributions equally shared among all five member agencies, which is the same amount provided in the current fiscal year. (One year ago, that amount was increased for the first time in three years, at which time I projected that our budget would be balanced at this level for FY2018-19 and FY2019-20, after which we may be looking at a deficit.) Thus, including a small amount of interest income, the anticipated revenues in FY 2019-20 are \$1,076,500.

Proposed expenses in FY 2019-20 total \$1,043,022. There are three broad categories in the expense budget: Personnel, Contract Services and Administrative, with the largest being Personnel. The only notable changes to this budget category from last year are an increase in the cost of medical insurance and CalPERS and a proposed 5% salary adjustment for staff. Should the Board approve a staff salary adjustment in the budget, I will bring the new SFCJPA Salary Schedule to the Board for approval next month. For FY2019-20, I propose \$828,622 for Personnel, \$100,000 for Contract Services, \$79,400 for Administrative, and \$35,000 for Contingency.

These amounts are in the third column of Attachment 1 to this Executive Director's Report, and are restated as Attachment 2 – the Proposed Fiscal Year 2019-20 Operating Budget. Should this budget be approved and implemented, we anticipate that at the end of the fiscal year there would be a \$33,500 surplus, and the SFCJPA would have operating reserves equal to about 27% of the annual Operating Budget.

Leading up to this April 25 Board meeting, we met with Board Finance Committee members Dave Pine and Liz Kniss to discuss the current year's budget position and the enclosed proposal for next year's Operating Budget. Once a Fiscal Year 2019-20 Operating Budget is approved by the SFCJPA Board, we will send it to staff at our Member Agencies, who incorporate our formal request for an annual contribution into each of their FY 2019-20 budget proposals.

Proposed Board Action: Approve the Proposed Fiscal Year 2019-20 Operating Budget (included as Attachment 2 to this Report).

**b. Upstream of Highway 101 project: discuss Draft Environmental Impact Report released on April 22, 2019 for public comment through June 19, 2019**

After two years of work by our environmental consultant, ICF, as well as SFCJPA and SCVWD staff, and review in recent months by staff at East Palo Alto, Menlo Park, Palo Alto, San Mateo County, the Corps of Engineers and other agencies, on April 22, 2019 the SFCJPA released the Draft Environmental Impact Report (DEIR) of its project upstream of Highway 101. It can be found on our website, [sfcjpa.org](http://sfcjpa.org).

**San Francisquito Creek Joint Powers Authority**

**April 25, 2019 Board Meeting**

**Agenda Item 5**

**Executive Director's Report**

Between April 22 and June 19, almost 60 days, we are seeking public comment on the document in writing via mail, e-mail to [comments@sfcjpa.org](mailto:comments@sfcjpa.org), and through a hearing in each city at the following dates and locations:

- Thursday, May 23, 2019 7:00-8:30 p.m. Menlo Park's Laurel School Upper Campus Atrium, 275 Elliott Dr.
- Wednesday, May 29, 2019 7:00-8:30 p.m. East Palo Alto City Hall Community Room 2415 University Ave.
- Wednesday, June 5, 2019 7:00-8:30 p.m. Palo Alto Art Center Auditorium, 1313 Newell Road

In addition, as of the writing of this staff report, I am scheduled to make presentations on the DEIR to both the Menlo Park and East Palo Alto City Councils on the evening of Tuesday, May 21st.

The DEIR is a program level evaluation of alternatives to provide flood protection, ecosystem restoration and recreation between Highway 101 and Pope-Chaucer Bridge and to utilize Stanford University land to detain water in the upper watershed during major storm events. It also includes a more detailed project level evaluation of alternatives between Highway 101 and the Pope-Chaucer Bridge to enable permit applications and the commencement of construction in that reach of creek.

Our preferred alternative consists of replacing the Pope-Chaucer Bridge to increase flow capacity there, and adding capacity downstream, largely by widening the channel at five locations. The objective of this phase of the project is – from the Pope-Chaucer Bridge to San Francisco Bay – to contain within the channel flow resulting from a rainfall event similar to the 1998 flood of record. Widening would occur through the removal of creek bank at the site of aging concrete structures and replacing it with regraded, vegetated sloped banks where possible, and with soil nail walls where top of bank structures or property limit our ability to grade the bank. We have included in this alternative restoration features such as pools and riffles for fish refugia, as well as invasive species removal and riparian enhancements. In areas where rock features must be placed in the channel to prevent harm to the new Pope-Chaucer Bridge or new soil nail walls, channel appropriate plantings will be placed to increase habitat and reduce aesthetic impacts. The preferred project has also identified two potential sites in East Palo Alto where small creek side parks could be constructed as part of the project. The Draft EIR concludes that – other than temporary construction impacts to air quality and noise that are significant and unavoidable – the preferred project's temporary, permanent and cumulative impacts would be less than significant with the implementation of precautions and/or mitigation.

We continue to work on potential construction funding sources, including FEMA's Hazard Mitigation Grant Program, to which the SFCJPA and Valley Water prepared applications requesting a total of \$8 million. Next month, we plan to submit a pre-proposal for construction funding from the recent statewide Proposition 1, with the objective of submitting a formal application this summer. To supplement these grant opportunities and Valley Water funds already committed, SFCJPA staff and Valley Water staff are examining opportunities for Corps of Engineers funding that do not require Congressional authorization.

After June 19, 2019, and based on public comments, we will improve the document so that the SFCJPA Board of Directors can consider certification of a Final EIR. Finalizing the EIR, and securing necessary funding, permits, and land easement agreements to build the upstream project will be a primary focus of SFCJPA activities through the rest of this year so that we may preserve the possibility of beginning construction in 2020, though because of the complexity of this project, beginning construction in 2021 may be more realistic. At this Board meeting, we will discuss the current schedule for this project.

- c. SAFER Bay project: Authorize the Executive Director to execute Task Order No. 3 within the project's Master Service Agreement with HDR, Inc. to conduct the environmental and design work necessary to complete 30% design of the project features between San Francisquito Creek and the north end of Tara Street in East Palo Alto and between former Salt Pond R2 and Highway 84/PG&E's Ravenswood Electrical Substation**

**San Francisquito Creek Joint Powers Authority**

**April 25, 2019 Board Meeting**

**Agenda Item 5**

**Executive Director's Report**

In late October 2013, the SFCJPA signed a Master Service Agreement with HDR, Inc., the lead firm in a consultant team that includes the firms ESA and HT Harvey, to conduct project planning and design activities along the Bayfront areas of East Palo Alto and Menlo Park. The Master Service Agreement (MSA) provides a vehicle for all the work contemplated for the project to be done within a not-to-exceed amount, and each subsequent Task Order must fall within the overall scope and budget of the MSA.

The first Notice to Proceed under that Master Service Agreement also occurred in late October 2013 when the SFCJPA Board approved and I signed Task Order 1, through which the consultant team worked to identify potential flood protection feature alignments; complete preliminary engineering evaluations, including surveys, geotechnical investigations, hydraulic and drainage analysis of the potential alignments, and prepare a Feasibility Report that provides for a recommended project alternative, including project feature types, permitting requirements, and estimated costs for design and construction.


The second Notice to Proceed occurred in November 2014. That notice, issued as Task Order 2, was for the preparation of a similar Feasibility Report for the Bay shoreline in Palo Alto; this report will be released in May and discussed at the next Board meeting.

Now before the Board for consideration is authorizing me to sign Task Order 3 (enclosed), which will advance the overall project by completing 30% design and associated environmental work for an improved Bay levee from the end of the creek project at Friendship Bridge to the north end of Tara Street in East Palo Alto and along Highway 84 adjacent to Salt Pond R2 in Menlo Park. The process to complete a 30% design will include detailed examination of the opportunities and constraints associated with adjacent land use, private property, utilities, and habitat. With that design, we can discuss the project in detail with environmental regulatory agencies, landowners, utilities, etc. as we begin CEQA and land easement related activities.

These two reaches are being targeted for the first phase of construction of the overall SAFER project for several reasons. The levee reach in East Palo Alto would protect the largest area within East Palo Alto susceptible to tidal flooding and would provide overlay protection for the homes and businesses that we protected from the threat of creek flooding through the construction of the Bay-Highway 101 project. Protecting this area of approximately 1,600 properties from tidal flooding is needed to remove the area from the FEMA floodplain and reduce or eliminate the need for flood insurance. The levee reach in Menlo Park could protect a vulnerable section of Highway 84 and the adjacent PG&E substation, and at a minimum would provide the same level of protection afforded by the existing levee around Ravenswood Ponds R1 and R2 to enable us to restore those former salt ponds to tidal marsh. Our restoration of these ponds is intended to offset project impacts, which could pave the way for construction of other segments of levees with their environmental mitigation already in place.

Upon an invitation from the State, the SFCJPA recently applied on behalf of the City of East Palo Alto for a grant to plan, design and implement the project elements in the two reaches described above. The first phase of this grant, for design, real estate negotiation, permits, and environmental documentation, including a programmatic EIR for the entire project in East Palo Alto and Menlo Park, would cover 75% of the costs of Task Order 3. Following completion of the environmental documentation, the second phase of funding is for land acquisition and construction. Of the 25% in required matching funds for this work, about 95% would come from the City of East Palo Alto and 5% from the SFCJPA from funds secured by the initial State grants for this project. This grant, and the proposed geographic extent of the levees that would be designed under Task Order 3, will be discussed at the April 25 Board meeting.

Proposed Board action: Authorize the Executive Director to execute the enclosed Task Order Number 3 within the SAFER Bay project Master Services Agreement with HDR, Inc. to conduct the environmental and design work necessary to complete 30% design of the project features between San Francisquito Creek and the north end of Tara Street in East Palo Alto and between former Salt Pond R2 and Highway 84 / PG&E's Ravenswood Electrical Substation

Submitted by:   
Len Materman  
Executive Director

Agenda Item 5.a.

Approve the  
Fiscal Year 2019-20  
Operating Budget



**San Francisco Creek Joint Powers Authority Operating Budget  
FY18-19 Approved and Estimated Year-End, and FY19-20 Proposed**

	<b>Approved FY18-19 Budget</b>	<b>Estimated year-end FY18-19 Budget</b>	<b>Proposed FY19-20 Budget</b>
<b>REVENUES</b>			
Member Contributions (\$185,000 x 5) <sup>1</sup>	\$925,000	\$925,000	\$925,000
Grant funding: S.F. Bay-Hwy. 101 project <sup>2</sup>	\$40,000	\$0	\$100,000
Grant funding: SAFER Bay project <sup>2</sup>	\$25,000	\$23,000	\$0
Upstream of Hwy. 101 project EIR legal <sup>2</sup>	\$20,000	\$0	\$50,000
Interest	\$1,500	\$1,800	\$1,500
<b>Total Revenues</b>	<b>\$1,011,500</b>	<b>\$949,800</b>	<b>\$1,076,500</b>
<b>EXPENSES</b>			
<b>Acct. Description</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
<b>Personnel</b>			
1 Executive Director Salary <sup>3</sup>	\$172,224	\$182,122	\$172,224
2 E.D. Transportation Allowance	\$5,000	\$5,000	\$5,000
3 Finance & Administration Mgr. Salary <sup>3</sup>	\$101,588	\$107,426	\$101,588
4 Senior Project Manager Salary <sup>3</sup>	\$117,600	\$124,359	\$117,600
5 Project Manager Salary <sup>3</sup>	\$105,000	\$111,034	\$105,000
Staff salary adjustments <sup>4</sup>	\$0	\$0	\$16,210
6 Employee Benefits	\$230,000	\$226,700	\$260,000
7 Membership Dues	\$7,000	\$6,497	\$7,000
8 Payroll Administration/Fees	\$2,500	\$1,950	\$2,000
9 Employer Taxes	\$42,000	\$40,000	\$42,000
<b>Subtotal Personnel</b>	<b>\$782,912</b>	<b>\$805,088</b>	<b>\$828,622</b>
<b>Contract Services</b>			
10 Legal Counsel	\$40,000	\$35,000	\$40,000
11 Auditor	\$15,000	\$15,000	\$15,000
12 Project Consultants	\$35,000	\$30,000	\$45,000
<b>Subtotal Contract Services</b>	<b>\$90,000</b>	<b>\$80,000</b>	<b>\$100,000</b>
<b>Administrative</b>			
13 Computers/Software*	\$3,000	\$2,600	\$3,000
14 Meeting Supplies	\$1,000	\$400	\$1,000
15 Travel/Training	\$6,500	\$4,500	\$6,500
16 Office Supplies	\$1,200	\$1,200	\$1,200
17 Telecommunication	\$4,000	\$3,000	\$4,000
18 Postage	\$200	\$150	\$200
19 Printing/Design	\$1,200	\$750	\$1,000
20 Website	\$2,000	\$1,000	\$3,000
21 Liability Insurance*	\$8,100	\$7,013	\$8,500
22 Office Lease	\$40,000	\$36,000	\$42,000
23 Utilities	\$7,000	\$6,000	\$6,500
24 Office furniture/maintenance*	\$2,300	\$2,000	\$2,500
<b>Subtotal Administrative</b>	<b>\$76,500</b>	<b>\$64,613</b>	<b>\$79,400</b>
<b>General Contingency</b>			
25 General Contingency	\$35,000	\$0	\$35,000
<b>Total Expenses</b>	<b>\$984,412</b>	<b>\$949,701</b>	<b>\$1,043,022</b>

<sup>1</sup> In FY19-20, Member Agency annual contributions remain the same as in FY18-19

<sup>2</sup> Based on current grants, after FY19-20: no funds will be available from Bay-Hwy. 101 and upstream of Hwy. 101 projects for Operating Revenue, and \$85,000 will be available from the SAFER Bay project for Operating Revenue

<sup>3</sup> Estimated year-end salaries include a one time per FY cash-out of up to 120 hours of accrued vacation leave

<sup>4</sup> Equal to a 5% increase effective 7/1/19 to the salaries of the Finance & Admin. Mgr., Senior Project Mgr., and Project Mgr.

**On July 1, 2020, SFCJPA Operating Reserves would equal about \$280,000 or 27% of the annual Operating Budget**

**San Francisquito Creek Joint Powers Authority**  
**Proposed Fiscal Year 2019-20 Operating Budget**

<b>REVENUES</b>		<b>Amount</b>
Member Agency contributions (\$185,000 x 5) <sup>1</sup>		925,000
Grant funding: S.F. Bay-Hwy. 101 project		100,000
Grant funding: SAFER Bay project		0
Upstream of Hwy. 101 project EIR legal		50,000
Interest		1,500
<b>Total Revenues</b>		<b>1,076,500</b>
<b>EXPENSES</b>		
Acct.	Description	
<b>Personnel</b>		
1	Executive Director Salary	172,224
2	E.D. Transportation Allowance	5,000
3	Finance & Administration Manager Salary	101,588
4	Senior Project Manager Salary	117,600
5	Project Manager Salary	105,000
	Staff salary adjustments <sup>2</sup>	16,210
6	Employee Benefits	260,000
7	Membership Dues	7,000
8	Payroll Administration/Fees	2,000
9	Employer Taxes	42,000
<b>Subtotal Personnel</b>		<b>828,622</b>
<b>Contract Services</b>		
10	Legal Counsel	40,000
11	Auditor	15,000
12	Project Consultants	45,000
<b>Subtotal Contract Services</b>		<b>100,000</b>
<b>Administrative</b>		
13	Computers/Software	3,000
14	Meeting Supplies	1,000
15	Travel/Training	6,500
16	Office Supplies	1,200
17	Telecommunication	4,000
18	Postage	200
19	Printing/Design	1,000
20	Website	3,000
21	Liability Insurance	8,500
22	Office Lease	42,000
23	Utilities	6,500
24	Office furniture/maintenance	2,500
<b>Subtotal Administrative</b>		<b>79,400</b>
<b>General Contingency</b>		
25	General Contingency	35,000
<b>Total Expenses</b>		<b>\$1,043,022</b>

<sup>1</sup> In FY19-20, Member Agency annual contributions remain the same as in FY18-19

<sup>2</sup> Equal to a 5% increase effective 7/1/19 to salaries of the Finance & Admin. Mgr., Senior Project Mgr., and Project Mgr  
On July 1, 2020, SFCJPA Operating Reserves would equal about \$280,000 or 27% of the annual Operating Budget

## Agenda Item 5.c.

Authorize the Executive Director  
to sign Task Order 3  
of the SAFER Bay project

**TASK ORDER NO. 3  
TO MASTER SERVICE AGREEMENT FOR THE  
SAFER BAY PROJECT — EVALUATION, DESIGN AND ENVIRONMENTAL SERVICES**

This Task Order No. 3 ("Task Order") is made and entered into by and between the San Francisco Creek Joint Powers Authority, a California joint powers authority (the "Authority") and HDR Engineering, Inc., a Nebraska corporation ("Consultant").

**RECITAL**

A. Authority and Consultant entered into an agreement entitled Master Service Agreement for the Strategy to Advance Flood Protection, Ecosystems and Recreation along the Bay (SAFER BAY) Project, Evaluation, Design and Environmental Services and dated October 24, 2013 ("Agreement"), by which the Consultant agreed to perform services in accordance with Task Orders issued by the Authority.

**NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:**

1. **INCORPORATION BY REFERENCE.** This Task Order hereby incorporates by reference all terms and conditions set forth in the Agreement.
2. **SCOPE OF TASK ORDER.** Consultant shall perform the services described in Exhibit "A," attached hereto and incorporated herein by reference, in accordance with the terms and conditions of the Agreement.
3. **PAYMENT.** For services performed by Consultant in accordance with the fee schedule, Exhibit "B," attached hereto and incorporated herein by reference, Authority will compensate Consultant in accordance with the terms and conditions of the Agreement, in an amount not to exceed \$1,440,000.
4. **SIGNATURES.** The individuals executing this Task Order represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Task Order on behalf of the respective legal entities of the Consultant and the Authority.

**IN WITNESS WHEREOF,** the Authority and Consultant do hereby agree to the full performance of the terms set forth herein.

**AUTHORITY**

**CONSULTANT**

\_\_\_\_\_  
By:

Title:

Date:

\_\_\_\_\_  
By:

Title:

Date:



April 22, 2019

Mr. Len Materman  
Executive Director  
San Francisquito Creek Joint Powers Authority  
615 B Menlo Avenue  
Menlo Park, CA 94025

**RE: HDR’s Proposal SFCJPA’s SAFER Bay Task Order 3 – Evaluation, Design and Environmental Services for Partial Reaches 5 and 7 and Entire Reaches 8 and 9**

Dear Mr. Materman:

The San Francisquito Creek Joint Powers Authority (SFCJPA) continues to move forward into the next phase of the SAFER Bay project. The HDR Team looks forward to the continued opportunity to support the SFCJPA’s SAFER Bay project on this next phase of environmental permitting, implementation planning, and design. Our proposed scope of work and budget (Attachment A) is provided below. It is assumed based on recent discussions with the SFCJPA that subsequent task orders will follow Task Order 3 in order to complete a final design package that is ready for construction. This Task Order 3 includes initial start tasks that require longer lead times.

This project includes the following reaches:

<b>SAFER Bay Project Reach</b>	<b>Project Features</b>
Reach 5 (Partial)	Transition Zone
Reach 7 (Partial)	Levee and Transition Zone
Reach 8	Levee and Transition Zone
Reach 9	Levee and Transition Zone

**Scope of Work**

**Task 1: Project Management**

**Subtask 1.1: Project Management**

HDR will manage the project and its team members to implement the scope, budget, and schedule, as well as confirming conformance with applicable engineering standards and practices. Through our project management process, the HDR Team will provide SFCJPA with monthly status updates, notification of changes in scope, schedule or budget, and necessary corrective actions. Quarterly status reports will be prepared in a manner consistent with DWR grant reimbursement requirements. This task also includes the development of a document control system and project guide including a quality control plan.

**Deliverables:**

- ▶ Monthly status reports (assumes eight (8) months of status reports).
- ▶ Project Guide including a Quality Control Plan.

**Subtask 1.2: Communication and Coordination**

HDR will hold coordination and progress meetings with our team members and SFCJPA to apprise the team of project status, upcoming deliverables, and activities. We will maintain communication by phone, email, and in-person meetings.

**Deliverables:**

- ▶ Meeting notes and agenda.

**Assumptions:**

- ▶ Coordination meetings will be held at SFCJPA offices or at a partnering agency's office.
- ▶ Regular team progress meetings will be held via conference call.
- ▶ HDR will attend two (2) client coordination meeting and two (2) team meeting.
- ▶ ESA will attend two (2) client meeting and two (2) team meeting.
- ▶ HTH will attend two (2) client meeting and two (2) team meeting.

**Task 2: Grant Support****Subtask 2.1: Grant Support**

The HDR Team will be of service to the JPA in completing a grant application. Tasks include drafting and reviewing sections of the application, developing feasibility level cost estimates, and schedule.

**Subtask 2.2: Grant Planning**

To inform the JPA's grant application, the HDR Team will be of service with developing the project's environmental permit planning, the project description, engineering design and analyses, feasibility level cost estimates, and schedule.

**Task 3: Environmental Support****Subtask 3.1: Project Description Development and Initial Environmental Outreach*****Preliminary Environmental Impact Report (EIR) Project Description, Data Gaps/Request for Information Memo***

The HDR Team will prepare a concise, preliminary project description based on materials developed to date on the Project and information provided by project team members. The purpose of this task is to create a preliminary project description for use in guiding early, pre-application meetings with the project's federal and state stakeholders and regulatory agencies. Therefore, the preliminary project description will articulate the primary project components under consideration for the preferred alternative and identify alternative levee alignments that the team judges should be discussed with the federal and state stakeholders and regulatory agencies. It will be necessary to discuss alternatives with the regulatory agencies particularly related to levee setbacks that reduce tidal marsh impacts. It will include a location map(s) showing the key project components and footprints. The tidal marsh



restoration/mitigation and the tidal marsh-upland habitat transition zone (transition zone) sections of the project description will be drafted. The preliminary project description will also be used to identify uncertainties or issues requiring resolution, which then can be discussed with the team to confirm how to address in the EIR project description.

In addition, this task will include a review of existing documentation. The HDR Team will identify available existing data and prepare and submit a request for information (RFI) needed for the EIR. This will help the team develop the necessary information (e.g., daily cut and fill quantities and associated truck trips; assumptions for staging areas for parts of the project being evaluated in detail) in a timely manner.

**Deliverables:**

- ▶ First draft and second draft of preliminary project description
- ▶ Data gaps/request for information.

**Assumptions:**

- ▶ Preliminary project description will receive one round of review; the JPA will consolidate the comments.
- ▶ The preliminary project description will be based upon 2016 Public Draft SAFER Bay Project Feasibility Study for East Palo Alto and Menlo Park.

***Preliminary Habitat Impact Assessment***

To inform early regulatory agency communications, the HDR Team will assess and quantify the project’s approximate jurisdictional wetland, aquatic habitat impacts, and available mitigation at Ponds R1 and R2. This assessment will be based upon the above preliminary project description. The HDR Team will prepare a preliminary jurisdictional habitat map of the project area in the office from current aerial imagery. This is not a formal wetland delineation; which will be undertaken in task 3.2 (Existing Conditions) below. This assessment will be based upon an overlay of the preliminary project description’s levee footprint(s) onto the preliminary office-based jurisdictional habitat map. This assessment will include up to two (2) alternative levee setback alignments in reaches 5, 7, 8, and 9 that reduces jurisdictional habitat impacts. The available tidal habitat mitigation at Ponds R1 and R2 will be quantified. The mitigation area estimate will include the total estimated acreage of mature tidal wetlands (assuming ample sedimentation for the marsh plain to become fully vegetated), the proportion of this area composed of current upland levee habitat that could be rapidly restored to tidal marsh, and the area of created transition zone below the high tide line at year 0 and at year 50 (with projected sea level rise).

The HDR Team will prepare a technical memorandum summarizing the approximate wetland and aquatic habitat impacts in comparison to the approximate acreage of tidal wetland and transition zone mitigation available in Ponds R1 and R2, and the mitigation acreage that is judged would be adequate to compensate for the impacts. The memo will include ecological and regulatory rationale for a preliminary mitigation package for discussion with the regulatory agencies. This comparison of impacts and mitigation will be of service to the JPA with agency negotiations and in selection of the preferred project alternative. This technical memorandum will be prepared for the JPA’s use to support early communications with the regulatory agencies. The HDR Team will review the preliminary habitat assessment to understand how its findings, coupled with subsequent discussions with regulatory agency staff and JPA decision-making, and may influence the project description.

**Deliverable:**



- ▶ Technical memorandum summarizing jurisdictional habitat impacts and mitigation approach for the preliminary project description.

**Assumption:**

- ▶ Assessment and technical memo will be based on an agreed upon preferred alternative alignment. Should that change after field work has been conducted, additional scope and fee may be needed.

*Initial Environmental Outreach Meetings and Coordination*

The HDR Team will support outreach to the project’s federal and state stakeholders and regulatory agencies, including the SBSPP’s Project Management Team (PMT), USFWS Refuge, USFWS Endangered Species, California Department of Fish and Wildlife (CDFW), USACE, National Marine Fisheries Service (NMFS), Regional Water Quality Control Board (RWQCB), and Bay Conservation and Development Commission (BCDC).

This task assumes the team’s attendance at up five (5) stakeholder/regulatory agency meetings. The meetings will be coordinated and led by the JPA, and the HDR Team will provide technical support related to ecological resources. The HDR Team will be of service to JPA with developing the meeting sequence among the agencies, meeting agendas, and supporting materials (based on the above tasks). Based on conversations with the JPA and the Team’s prior agency coordination strategy memo, the meetings could include the following sequence:

Meeting 1. USFWS Refuge

Meeting 2. Refuge/SBSPP PMT

Meeting 3. USFWS Refuge/USFWS Endangered Species/CDFW

Meetings 4 and 5. Up to 2 Inter-agency meetings with RWQCB, BCDC, USACE, USFWS, NMFS, CDFW

**Deliverables:**

- ▶ Meeting minutes

**Assumptions:**

- ▶ Up to five (5) agency meetings attended by the HDR Team staff.
- ▶ JPA staff will coordinate the meetings.
- ▶ Meetings with FEMA representatives to discuss scope and content of the EIR are not currently included in this task, but could be added through contingency.

*Revised EIR Project Description*

Based on preliminary project description, resolution of project issues, feedback from agencies, the HDR Team will revise the preliminary project description and prepare a detailed project description for use in the CEQA environmental review process. The CEQA project description will include project background, project objectives, and a description of proposed components. The project description will identify those project components evaluated a project level of detail, and those evaluated at a programmatic level of detail. Each component will be described in sufficient detail to facilitate determination of the nature and scale of environmental impacts. The project description will include location map(s) depicting the footprints of the various project components. The project description will also identify discretionary approvals by regulatory agencies.



**Deliverables:**

- ▶ Draft and Final Report

**Assumptions:**

- ▶ Assume one (1) preferred alternative evaluated as the project.
- ▶ The JPA will consolidate comments.

## Task 4: Design Level Engineering Evaluations

### Subtask 4.1: Data Collection

The HDR Team will collect data relevant to the project area, which may include:

- As-built plans of impacted facilities
- Aerial photos
- Assessor's parcel maps
- Survey records and topographic files
- Geotechnical reports and existing boring data
- Compile Base plan of Existing Utilities
- Review internal drainage and Hydraulics
- Hazardous Material Review

### Subtask 4.2: Ground Survey and Utility Location

The HDR Team will review publically available LiDAR and topographic survey information in the project area for quality and coverage. If acceptable for use, the HDR Team will attempt to develop conversions for each data set so that the data is reasonably co-registered within the project's horizontal and vertical reference systems. Record assessor's parcel map Geographic Information System data will be procured and imported into AutoCAD to serve as a backdrop for the project Landnet.

Research will be performed to gather public record maps for highways, state lands, and major residential subdivisions within the project area. This information will be analyzed to develop a preliminary levee alignment within the Landnet.

The HDR Team will also perform research with local utility agencies to obtain record map information for utilities, and the approximate location shown within the Landnet.

Minimal field surveys will be performed, as needed, to verify the accuracy of existing data, establish survey boundary monuments, and verify specific utilities and structures of specific interest. Results of the field survey will be combined with the Landnet data into a comprehensive civil 3-D drawing.

**Deliverables:**

- ▶ Survey Control Report
- ▶ Utility & Encroachment Survey Report

### Subtask 4.3: Aerial Base Mapping

The HDR Team will produce new topographic and digital orthophoto mapping at a scale of 1"= 50' (1:600). New stereo aerial photography will be acquired and provided as a significant source for up to



date planimetrics, accurate terrain modeling, high resolution (0.25 ft.) color, and digital orthophoto imagery. Aerial photo coverage is planned to include optional task areas.

The new aerial photography will also be applied to review existing topographic data, such as; LiDAR and photogrammetric terrain and field surveys; and to update or supplement the terrain data where needed. Additional field survey topographic mapping will be conducted along existing levees, streets, structures, and utilities to be incorporated into the new mapping.

In addition, to the use of AGPS, ground control points will be surveyed for controlling the stereo photography. Where practical, surveyed locations of existing photo identifiable features, project control, and cross-sections will be re-employed to reduce the photo control survey, associated costs, and strengthen the aero triangulation.

**Deliverables:**

- ▶ Topographic Survey, Base Maps, orthophotos, and digital terrain model

**Subtask 4.4: Geotechnical Investigations and Evaluations**

The geotechnical evaluation effort will focus on advancing and refining the feasibility level analysis that was previously done to a preliminary engineering level. Work will include additional field explorations, laboratory testing, analysis, and the preparation of a Final Geotechnical Report.

**Subtask 4.4.1: Review of Information and Site Reconnaissance**

This task will include a review of additional geologic and geotechnical published information and information collected by the HDR Team in the project area, including geotechnical reports and logs of subsurface explorations. The HDR Team will perform a site reconnaissance of the selected alignment, and note physical site features that could impact the project from a geotechnical perspective.

**Subtask 4.4.2: Field Investigation**

This task will include a subsurface exploration program along the selected alignment. The goal will be to perform a near-final level of geotechnical field exploration and laboratory testing, taking into consideration the information from others, and previously collect. To the extent possible and practical, the HDR Team will space borings and CPTs so as to result in having explorations typically spaced every 1,000 feet. It is assumed that up to 20 borings or CPTs to 50 to 70 feet will be performed.

Prior to conducting the field work, the HDR Team will prepare a Field Work Plan and Health and Safety Plan to obtain the applicable encroachment and drilling permits, check site access, and check for the presence of underground utilities by contacting Underground Service Alert (USA). The HDR Team will retain and coordinate with appropriate exploration subcontractors to select suitable exploration equipment to access the desired exploration locations, to the extent that is reasonable and practical. Access to some exploration locations may be difficult/not possible or limited to only certain times of the year.

This scope assumes measures such as mobilizing barges or rafts, or preparing temporary pads to explore hard-to-access and potentially sensitive areas such as marshes or ponds will not be required. Drill cuttings and fluids in drums will be contained and transported to a nearby temporary storage area.



Following chemical testing of samples of the drummed materials, the HDR Team will arrange to have the materials transported to a suitable disposal facility. It is assumed that the subsurface materials encountered are free of contaminants.

#### **Subtask 4.4.3: Laboratory Testing**

A laboratory testing subcontractor will be retained to perform geotechnical laboratory tests on selected samples obtained from the borings. Testing will include moisture content, density, Atterberg limits, gradation, consolidation, and shear strength, as appropriate.

#### **Subtask 5.4.4: Geotechnical Engineering Analyses and Evaluations**

Engineering analyses to develop preliminary geotechnical conclusions and recommendations for the proposed project will be performed. Stability and seepage analyses for up to seven (7) cross sections will be performed as part of this task.

For each cross section location, stability, and seepage analyses will be performed for one levee geometry and one design water surface elevation for the following conditions: 1) Stability at the end of levee construction, 2) Stability under rapid flood loading conditions, 3) Stability under rapid drawdown loading conditions (when floodwaters recede), 4) Seepage (both levee through seepage and under seepage), and 5) Stability under seismic loading, including estimated magnitudes of liquefaction induced levee settlement and lateral deformation. Analyses to estimate magnitudes of levee settlement over time will also be performed. It is assumed that liquefaction mitigation measures, such as soil improvement, will not be required.

#### **Deliverables:**

- ▶ Draft and Final Geotechnical Report

#### **Subtask 5.5: Design Criteria Memorandum**

The HDR Team will develop the design criteria and technical approach that will be specific to the project site. This Design Criteria TM will describe the design level to which the project will be evaluated and designed, including design water surface elevation and loading conditions. The Design Criteria will be reviewed and approved by the partner agencies.

#### **Deliverables:**

- ▶ Draft and Final Design Criteria TM

#### **Subtask 5.6: Project Description**

The HDR Team will be of service in the development of the project description required as part of the environmental permit requirements. This task includes the engineering analyses required to develop the project description. Engineering analyses information will be included in the deliverables described in Task 2.1 above.

#### **Subtask 5.7: Coastal Hydraulics & Interior Drainage Analysis**

The HDR Team will describe the extent and general character of hydrological conditions; identify local and coastal flood hazard zones using FEMA maps; assess existing runoff conditions and character of



surface water features; discuss effectiveness of existing interior drainage; review and summarize available sources on water levels, sea level rise, waves, run-up and overtopping from published reports, studies and maps, including the U. S. Army Corps of Engineers (USACE) South San Francisco Bay Shoreline Study, state, and federal sea level rise planning guidance. The regulatory setting will include obtaining and reviewing standard requirements (storm drainage criteria, flood criteria, etc.), input from agencies.

**Deliverables:**

- ▶ Draft and Final Coastal Hydraulics & Interior Drainage Summary Report

**Assumptions:**

Assumes Reaches 7-9 levee does not significantly alter capacity of City of East Palo Alto's stormdrain ditch and other related stormdrain facilities.

### **Subtask 5.8: Restoration Design for Ponds R1 & R2**

The HDR Team will develop the restoration design for Ponds R1 and R2, which may include proposing exterior breach locations and extents, habitat transition zone grading and re-vegetation, as well as additional grading recommendations. The restoration design will provide the basis for the plans, specifications and estimates (PS&E) deliverables described in a following task below.

The HDR Team will evaluate the coastal hydraulics condition for Reach 5 where a transition zone is proposed. The HDR Team will evaluate Pond R1 and R2 hydraulic conditions on the waterside of the levee, review and summarize available sources on water levels, sea level rise, waves, run-up and overtopping from published reports, studies and maps, including the U. S. Army Corps of Engineers (USACE) South San Francisco Bay Shoreline Study, state, and federal sea level rise planning guidance. These existing data and information sources will be used to develop a project-specific hydraulic model to predict water levels and flow velocities likely to result from the proposed restoration design.

**R1 and R2 Tidal Salt Marsh Habitat Conceptual Design.** The HDR Team will provide ecological design support for the tidal marsh restoration conceptual design for Ponds R1 and R2. The HDR Team's restoration ecologists will conduct a reconnaissance field visit with the design team to Ponds R1 and R2 and then collaborate with the Team's restoration hydrologists to develop the conceptual earthwork approach for tidal restoration (e.g., determine whether the pond bottom should be raised to accelerate marsh succession, breach locations, borrow ditch block considerations, strategy for where to remove or lower internal pond berms). The temporal rate of tidal habitat succession in Ponds R1 and R2 will be predicted from subtidal and intertidal mudflat habitats to immature vegetated low marsh, to mature vegetated tidal marsh.

**Hydraulic Modeling of Proposed Restoration Conditions.** The HDR Team will develop a hydraulic model to assess the likely changes in water levels and flow velocities for the preferred restoration design. These model simulations will be used to inform design of restoration elements (breach, interior channels) and adjacent flood control measures.

**Transition Zone Conceptual Design.** The HDR Team will develop the conceptual revegetation plan to restore native dominated transition zone habitat on the outboard levee slopes adjacent to Ponds R1 and R2, the Faber Tract, Laumeister Tract, and Cooley Landing Salt Pond Restoration site. The concept will reflect input from the early regulatory agency meetings. The HDR Team's restoration ecologists and landscape architects will prepare the transition zone habitat conceptual design section for the project.



This will include concise text and conceptual plan view and cross section drawings summarizing our preliminary conceptual approach to slope configuration, soil preparation, revegetation installation, and plant establishment maintenance. The HDR Team will prepare a single overview map showing the potential locations of proposed transition zone habitat along the project reaches. We will also prepare up to four typical detail plan views and four typical cross sectional figures depicting the conceptual distribution of target transition zone habitats on transition zones at up to three different transition zone slope configurations (e.g., 30H:1V at Ponds R1 and R2, modified transition zone option at Ponds R1 and R2 to facilitate tidal restoration prior to SAFER levee construction, 15H:1V at Faber Tract/Laumeister Tract/Cooley Landing, a modified transition zone option at Faber/Laumeister to minimize marsh impacts).

**Deliverables:**

- ▶ Draft and Final Restoration Basis of Design Report

### **Subtask 5.9: 30% Plans, Specifications, Estimates, and Construction Schedule**

The HDR Team will complete 30 percent designs and associated drawings. Plan drawings will be prepared using AutoCAD software. These plans will include general layouts, updated topographic survey and mapping data, a levee profile, cross-sections, typical sections of repair methods, and details and survey control. Technical specifications will include specifications for design features. General specifications (front-end documents) and Special Provisions will also be prepared. The HDR Team will prepare a detailed cost estimate. Quantity take-off calculations and cost estimates will be prepared in a Microsoft Excel spreadsheet for the 30 percent submittal. A draft bid schedule with updated quantities will be included. Cost estimates at the 30 percent level of design will include a contingency of 15 to 25 percent. A construction schedule will also be prepared.

The HDR Team will prepare the revegetation planting, seeding, and plant establishment maintenance PSE. This task includes planting, seeding, and plant establishment maintenance PSE for native dominated T-zone habitat on the outboard levee slopes adjacent to existing or restored tidal salt marsh habitat in Reaches 5, 7, 8, and 9. The revegetation PSE will also include a basic hydroseed plan for the remainder of the levee slopes, not adjacent to restored or existing salt marsh habitat (e.g., inboard levee slopes and outboard slopes that are not adjacent to tidal marsh habitat).

**Deliverables:**

- ▶ 30 percent Plans (half-size drawings only in pdf format only), specifications, cost estimates, bid schedule, and construction schedule

**Assumptions:**

- ▶ Assumes attendance up to 2 team meetings

### **Assumption**

Deliverables will be provided digitally and in pdf format, where applicable.

### **Schedule**

It is assumed that Task Order 3 will be completed by December 31, 2019.

