



Item No. 10 Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

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

FROM: ROBERT OVADIA, PUBLIC WORKS DIRECTOR

DATE: DECEMBER 19, 2018

**SUBJECT: APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH
COMMUNITY DESIGN + ARCHITECTURE FOR GREEN
INFRASTRUCTURE PLAN PREPARATION**

RECOMMENDATION

Authorize the City Attorney to prepare and City Manager to execute an agreement with Community Design + Architecture (CD+A) of Oakland California Staff for the preparation of a Green Infrastructure Plan, in the total amount of \$100,000, including contingency.

BACKGROUND

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

On October 17, 2018, the City Council authorized staff to release a Request for Proposals (RFP) for the preparation of a Green Infrastructure Plan.

ANALYSIS

Staff posted the RFP on-line, advertised release of the RFP in local papers and in applicable trade publications, as well as directly advised several qualified firms of the RFP. Proposals were due on November 14, 2018. Staff solicited support in reviewing proposals from the Environmental Programs Committee (EPC). One proposal was received from Community Design + Architecture (CD+A), teamed with Larry Walker Associates (LWA), and Economic Planning Services (EPS).

Staff from Public Works and Planning and the EPC representative reviewed the proposal. CD+A and LWA are well qualified firms and are currently working on the San Mateo Countywide Water Pollution Prevention Program's Green Infrastructure Planning Support Project. CD+A has recently completed the City of San Mateo's Sustainable Streets Plan and Guide and is currently assisting the City of Belmont with their GI plan and the Town of Hillsborough with GI plan required amendments to their planning and engineering policies plans and related documents.

Pursuant to the requirements of the MRP, adoption of the GI Plan and related policies is required by June 30, 2019. Staff anticipated presenting elements of the GI Plan to the EPC, seeking their input, and with the support of the consultant team present the GI Plan and associated policy recommendations to the Planning Commission and City Council for input, direction and adoption.

The original proposal received was in the amount of \$99,971. Staff has worked with CD+A to refine their proposal to a cost of \$89,941 with a contingency amount of \$10,059, to be used to cover additional work as authorized by the City Manager, for a total not-to-exceed amount of \$100,000.

POLICY FOCUS

The Town is required to develop a Green Infrastructure Plan for Stormwater (Plan) that demonstrates a shift from traditional "gray" storm drain infrastructure - which channels polluted runoff directly into receiving waters without treatment - to a more resilient and sustainable storm drain system comprised of "green" infrastructure, which captures, stores and treats stormwater using specially designed landscape systems.

FISCAL IMPACT

Funds for the development of the GI Plan are budgeted and available in the Capital Improvement Program Budget and is funded by both the Town Capital Improvement Fund and Atherton Channel District Funds.

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.

COMMISSION/COMMITTEE FEEDBACK/REFERRAL

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

- Audit/Finance Committee (meets every other month)
- Bicycle/Pedestrian Committee (meets as needed)
- PMC - Civic Center Advisory Committee (meets as needed)
- Environmental Programs Committee (meets every other month)
- Park and Recreation Committee (meets each month)
- Planning Commission (meets each month)
- Rail Committee (meets every other month)

ATTACHMENTS

1. CD+A Proposal – revised December 10, 2018

December 10, 2018
Mr. Robert Ovadia, P.E.
Director of Public Works
Town of Atherton
91 Ashfield Road
Atherton, CA 94027

The following is a revised work plan for the CD+A Team to provide Green Infrastructure Plan Development Support to the Town of Atherton. Revisions are based on our phone conversation regarding our proposal's work plan on Monday December 3, 2018.

Work Plan Approach and Schedule

The CD+A Team understands that there are multiple goals for Atherton's Green Infrastructure Plan development effort. The primary goals are to:

- Create a Green Infrastructure Plan (GI Plan) for the Town of Atherton that addresses the unique community character of Atherton as a primarily residential community with very few potential C.3 regulated private projects and a character of development that makes the design and implementation more challenging than in more urbanized communities in San Mateo County.
- Result in a GI Plan that satisfies the Municipal Regional Stormwater Permit (MRP) requirements at a level that gives the Water Board confidence in the Atherton's "commitment" to implementing green infrastructure that puts the Town on the path to achieving its targets for reduction of Mercury (Hg) and polychlorinated biphenyls (PCBs) in stormwater runoff.
- Achieve adoption of Atherton's GI Plan by June 30, 2019, so it can be submitted to the San Francisco Bay Region Water Quality Board (Water Board) by September 30, 2019.

Work Plan

0 Project Management Meetings and Conference Calls

This task covers project management throughout the 7 month project. This will include monthly project management/coordination meetings, and monthly progress reports. The tracking tool will schedule and track progress on the major work items of the project.

Deliverables and Meetings

- Monthly management/coordination meetings – up to 3 in-person and 4 via conference call with attendance as follows:
 - Connie Goldade- 4 phone calls, 3 in person meetings
 - Phil Erickson- 2 phone calls, 2 in person meetings
 - Samah Itani- 2 phone calls, 1 in person meeting
 - Sandy Matthews- 2 phone calls, 2 in person meetings
 - Will Lewis- 4 phone calls
 - Bharat Singh - 2 phone calls



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- Meeting agendas and summaries
- Monthly progress reports and invoices

A. Prioritization and mapping of GI potential and planned projects

This effort will start from materials prepared in the SMCWPPP GI Plan support efforts which have identified GI opportunities through the Countywide Stormwater Resource Plan (SRP), on-going efforts to identify a range of GI implementation scenarios to achieve volume and sediment load reductions through the RAA, and the forthcoming San Mateo Countywide Sustainable Streets Plan.

CD+A, with support from LWA, will work with Town staff, and potential joint project partners, to refine the list of potential green infrastructure projects to ensure that the types and sizes of projects meet Town goals and priorities as well as MRP requirements. Town staff will provide a list of any additional planned or potential public and private green infrastructure projects and future CIP projects, and any longer range public projects that could occur through 2040. This information will be supplemented by a screening of potential street right of way opportunities using Google Streetview with limited site visits as appropriate. This refinement will include working to identify the following types of projects that are not necessarily a part of the SRP and RAA project list, or could be used to recategorize some of the already listed projects:

- **Public/Private Opportunities**, these will likely include: private schools, churches, and other larger private land holdings
- **Private Property Opportunities**, such as encouraging or requiring GI for significant residential construction that are not defined as C.3 regulated projects by the MRP.
- **Public Opportunities**, such as in street rights of way and public properties.
- **Multi-Agency Projects**, including those with adjacent cities and towns, school and college districts, and other agencies.
- **Watershed-scale “regional” projects** that may link with flood resiliency related improvements.

Town-specific prioritization methodology. This effort will begin the CD+A Team summarizing the prioritization methodologies developed through the SRP and RAA processes. Discussions with Town staff will identify Town-specific conditions and priorities that can be integrated with the SMCWPPP methodology. Based on initial discussions we expect that the Town’s priorities will be related to cost-efficiency of pollutant load reductions, potential of the GI measure design to fit with the semi-rural aesthetic of the Town, and potential for the GI to be joint projects in which project partners can assume on-going operations and maintenance of the GI.

These will serve as Town input into the Sustainable Streets Master Plan and the on-going RAA process, and will be used in developing various sections of the GI Plan. This allows for an efficient and streamlined work effort and enables the Town to be prepared for future related efforts that can build from current efforts and become a unified, coordinated process. We are prepared to evaluate and discuss these considerations with Town staff and ensure that they are equipped to effectively advocate for a position that is more amendable or acceptable to the Town.

Review volume/sediment goals to meet TMDL implementation. The MRP requires permittees to develop an RAA to demonstrate that the suite of source control and GI control measures will achieve the waste load allocations outlined in relevant PCBs and mercury TMDLs. The San Mateo Countywide RAA, currently under development, is expected to translate the MRP's annual PCBs and mercury load reductions targets into more easily quantifiable and trackable metrics of stormwater runoff volume and sediment retained by GI. These will be expressed in the Town's GI Plan as targets or goals for the 2020, 2030, and 2040 time periods.

Deliverables

- Draft and final mapping of Atherton planned and potential GI projects
- Draft and final local prioritization criteria memorandum
- Draft and final summary memorandum of countywide RAA/TMDL reduction target definition effort in relation to Atherton's GI targets

B. Develop process for tracking and mapping completed projects

The SMCWPPP will be developing a web-based mapping tool for member agencies to use in tracking prioritization and implementation of both public and private GI projects as part of the early work of the Caltrans funded Countywide Sustainable Streets Master Plan effort, which is targeted to begin in November 2018. It will be based on the GI projects in the countywide GIS database developed for the SRP and RAA. CD+A, with support from LWA, will work with Town staff to ensure that the focused set of GI opportunity refinements, developed in Task A, are made for Atherton within the GIS database in the development of the countywide tracking tool by SMCWPPP and their Countywide Sustainable Streets Plan consultants, which includes CD+A in an advisory role. Coordination will also include developing an understanding of the GI project parameters that go into the database, including prioritization criteria.

Deliverables and Meetings

- Draft and final update to the mapping of Atherton completed GI projects
- Draft and final memorandum for use in the GI Plan describing the tracking process that Town staff will implement

C. Develop overall GI guidelines, standard specifications, and design details

CD+A has a major role in SMCWPPP's effort in developing their "model" Green Infrastructure Design Guide (GI Design Guide); this guide along with the countywide Regulated Projects Guide will constitute the SMCWPPP's GreenSuite of model guidance. We are authoring sections of the GI Design Guide related to GI policy; overview of GI treatment measures, their benefits, and design methodologies; and design guidance for GI in sustainable green and complete streets. We are also leading the development of typical design details and specifications for GI stormwater implementation.

Town staff and CD+A will review and evaluate the GI Design Guide and identify what may be in conflict with Town policies and procedures, and what is most applicable to the Town given the focus on maintaining the Town's existing community character. CD+A will collaborate with Town Staff to develop an appendix to the GI Plan that defines a list of the model GI Design Guide policies, guidance, and design approaches that should be eliminated or modified to align with Town standards and policies to better relate to the character and development patterns of the community. This will then be a reference

that designers and implementers of future GI can refer to for use in planning, designing, implementing, operating, and maintaining their GI improvements.

To best support the Town, CD+A will review the Town's standard plans/details and specifications. A meeting with staff will be held to discuss and understand the Town's goals, procedures, and concerns. We will also discuss how the Town's documents can be aligned with the GI Design Guide's specifications and design details or if modifications will be needed to some of the GI Design Guide details and specifications.

Based on earlier discussions with Town staff, CD+A will review the Town's design details and specifications and provide recommendations for which, if any, typical Town or GI Design Guide details may need to be modified, which might need notes and other direction for modification by project proponents in the future, and which might be included by reference. CD+A will customize up to four typical details to address the Town's specific contexts and conditions. A workplan will be developed for any details or specifications that the Town would want to customize after the adoption of the GI Plan.

Deliverables and Meetings

- Draft and final GI Design Guide modifications memorandum
- Draft and final design details and specifications modifications memorandum
- Meeting with Town staff to discuss potential modifications of the GreenSuite and design details
- Customize up to 4 typical design details in AutoCAD

D. Develop Requirements for Design of Projects to Meet Hydromodification Sizing Requirements or Other Accepted Sizing Requirements

It is expected that BASMAA's requirements for design of projects to meet hydromodification sizing requirements will be reviewed and commented upon by the Town and other SMCWPPP member agencies as part of the SMCWPPP GI Committee process. This will allow it to be integrated into the Plan without further review or coordination with BASMAA. LWA will prepare a concise summary describing the approach to the design of projects to meet hydromodification sizing requirements. The summary will be reviewed with Town staff, and then revised prior to being integrated into the GI Plan.

Deliverables

- Draft and final memorandum of approach to project design requirements to meet Hydromodification Sizing requirements

E. Planning document update, summary of updates, and workplan for future plans

CD+A will assist Town staff in identifying which planning documents, policies, ordinances, and other documents should be reviewed for this effort. Staff will provide CD+A with all planning documents, policies, ordinances, and other documents for review. CD+A can work with staff regarding the types of documents to be provided. CD+A will review these documents and determine which should be updated or modified as defined by the GI Plan provisions of the MRP. CD+A will work with staff and the Town Attorney to prioritize the documents for Town staff to draft language for updates to the documents.

Documents currently undergoing or anticipated to undergo an update during the current permit period will be prioritized first, such as the Town's General Plan.

Once staff has reviewed the documents and inserted suggested draft green infrastructure references, policy statements, and other appropriate additions into them, CD+A will review staff's suggested amendments and provide comments for staff's consideration and finalization of the document updates. Staff can then use these edits for amending the documents as the documents are amended in the future per the Town's schedule or be included with the GI Plan approvals.

Budget assumes the following documents updated by Town staff will be reviewed by CD+A:

- General Plan (currently undergoing an Update)
- Certain portions of Municipal Code: Health and Safety; Vehicles and Traffic; Streets, Sidewalks, and Public Places; Buildings and Construction; Water Efficient Landscaping; Subdivisions; Zoning
- Bicycle and Pedestrian Master Plan
- Townwide Drainage Study Update
- Neighborhood Traffic Management Program
- Climate Action Plan

Several of the documents listed above, and likely other Town documents, are relatively recent and/or include some discussion of GI implementation. For example, the Bicycle and Pedestrian Plan was adopted in 2014 and includes some discussion and illustration of potential GI implementation along with pedestrian and bicycle improvements. Our review may result in some potential refinements to how the plans addressed GI, and these could be described in a memorandum and included in the planning document update workplan for including in a future update to the plans.

For GI Plan inclusion, CD+A will prepare a memorandum identifying documents that do not need to be updated as they already meet GI Plan requirements; summarizing the documents that have been updated to incorporate GI requirements, and if these documents have not been updated by September 30, 2019, the process and timing to update such documents will be defined (planning document update "workplan"). Also, in coordination with staff, the workplan will identify how the Town will include GI and LID measures into future document amendments or new plans.

Deliverables

- Draft and final prioritized list of documents needing updates
- Review and comment of Town modified text amendments to 6 documents
- Draft and final memorandum summarizing the updated planning documents, and the on-going process/workplan to update remaining and future documents

F. Workplan for completion of prioritized projects

Based on the findings from Task A, the Team will create a workplan for the implementation of prioritized projects identified as part of a Provision C.3.e. Alternative Compliance program or as part of Provision C.3.j. Early Implementation.

This will assist in creating a Town-specific GI phasing strategy for use in the Plan, and to facilitate implementation planning and funding beyond adoption of the Plan out to 2040. For the purpose of the RAA, projects will be grouped for implementation by 2020, 2030, and 2040 compliance milestones. The

majority of 2020 projects should already be in conceptual design or further along, some subset of projects may need to be identified for priority implementation in order for the Town to meet the 2020 milestone. The workplan will translate these groups of projects into schedules that reflect project implementation process "steps" ranging from initial planning and permitting (e.g., CEQA), through design, and into construction and operations/maintenance for the 2020 projects, and if desired, into the first 5 years of the 2030 phase. The estimate of private GI from projected future C.3 regulated projects will form the "base" of the phasing plan, and then two scenarios will be developed that illustrate that there are multiple paths for implementation of GI in Atherton to achieve the Town's targets for total GI treatment. The phasing approach will identify public improvement projects that provide the opportunity to add GI in the design phase and that could be constructed relatively soon. Projects that have not started project scoping or planning phases will be identified for near-term planning efforts, and larger or more complicated projects with the potential to be implemented in the 2030 phase, such as regional projects or multi-agency projects, may be identified for initial discussions with other agencies in the near-term.

The workplan will break the somewhat daunting process of implementing GI to meeting interim and final milestones into discreet and manageable steps.

Deliverables

- Draft and final workplan in memorandum format for completion of prioritized projects

G. Evaluation of Funding Options

The SMCWPPP countywide effort has identified a range of federal, state, and local funding sources that could be used to fund planning and design, construction, and on-going operations and maintenance of public GI as part of their *Potential Funding Source Analysis and Recommendations study*. In the Town's GI Plan WorkPlan/Framework, the Town has also stated that GI improvements will most likely be primarily funded on a project basis through the Town's CIP program and that other potential funding sources will be evaluated.

The CD+A Team will work with Town staff and potentially others such as partner agencies to identify, evaluate, prioritize and discuss which capital and operation and maintenance funding options from the *Potential Funding Source Analysis and Recommendations study* are the most promising and implementable for Atherton and should be included and described in the GI Plan. CD+A will then prepare a memorandum regarding funding options for inclusion in the GI Plan.

Deliverables

- Draft and final memorandum that summarizes the GI funding options identified, evaluated and prioritized

H. Conduct Outreach and Education with Public, Staff, and Elected Officials

The CD+A Team will support Town staff in preparing for and will participate in a Planning Commission meeting and a Town Council meeting. This will include developing PowerPoint presentations for these meetings and will review Town staff's draft staff reports. The PowerPoint will build from the SMCWPPP "template" PowerPoint presentations that are being prepared by SGI, as discussed at the October 31,

2018 GI Committee Meeting, as well as information and PowerPoint presentations prepared by CD+A and LWA for other previous USEPA technical assistance projects and work for Bay Area countywide stormwater programs and other clients. CD+A will attend and present at the Planning Commission meeting and the Council meeting. If desired, the CD+A Team can provide similar support for a working session with the Planning Commission and/or Town Council and this can be funded from the project contingency.

Additionally, if desired, the CD+A Team can conduct a workshop with Town staff from the Planning and Public Works Departments, and other relevant staff such as maintenance personnel, to provide training related to implementation of the GI Plan. The Countywide Program typically provides training related to GI implementation that can be attended by Town staff to satisfy the requirements of the MRP. Should the Town desire the CD+A Team to provide additional training, a scope and budget can be prepared, and the effort can be funded from the project contingency.

Summary text describing the outreach and education efforts that were performed as part of this task, and any attendance at countywide trainings or meetings for Town staff, will be provided for inclusion in the GI Plan.

Deliverables and Meetings

- Support to Town on two draft and final PowerPoint presentations; one each for the Planning Commission and Town Council meetings
- Connie Goldade will attend and present at one Planning Commission meeting and one Town Council meeting
- Draft and final outreach and education summary text for inclusion in the GI Plan

I. Draft and Final GI Plan

The goal for this task is to have the final GI Plan approved by Town Council prior to June 30, 2019 as stated in the Town's GI Plan Workplan. The June deadline is not a requirement of the MRP; the MRP requirement is that the GI Plan is submitted with the Town's Annual Report which is due on September 30, 2019. This gives some flexibility for Town Council approval after June 30th. The project schedule is set out to achieve the June 30, 2019 approval and indicates a contingency into September.

CD+A will prepare a full draft GI Plan to contain all of the elements described above, and provide the draft to Town staff in April 2019. After receiving consolidated comments, CD+A will refine the document into the final draft GI Plan. Town staff will then be able to take the final draft GI Plan to the Planning Commission in May 2019, and the final GI Plan to Council for adoption prior to June 30, 2019 and then submit the finalized GI Plan to the Water Board by September 30, 2019, as part of their Annual Report. Note that the schedule contingency mentioned above provides for flexibility in the Council adoption schedule. Budget assumes one round of comments for the draft GI Plan, and a minimal amount of revisions for integration into the final Plan.

Deliverables and Meetings

- Initial and final full drafts of the GI Plan integrating work elements from previous tasks, laid out as a final document
- Final GI Plan for Town adoption

Schedule

The CD+A Team's schedule, on page 9, provides the initial schedule for this effort. While interim deadlines may shift the goal for Town Council approval of the Green Infrastructure Plan by June 30, 2019 will be maintained to the extent feasible. There is a contingency allowing for approval in July or August with the hard deadline being the submittal of the approved GI Plan with the Town's Annual Report to the Water Board, due on September 30, 2019.

Budget

The CD+A Team's budget, on page 10, provides for the base tasks described above to support the Town of Atherton's preparation of the Town's GI Plan, and provides an approximate \$10,000 contingency to support possible optional tasks and unforeseen efforts to support completion of the GI Plan.

2018 2019

	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Task 0: Project Management and Coordination										
Team Meetings and Conference Calls										
Task A: Prioritization and Mapping of GI Potential and Planned Projects										
Develop and Review Prioritization Criteria for GI Project Opportunities										
Develop Mapping and Database and Review of New and Redevelopment Land Area and GI Opportunities										
Develop Phasing Plan for GI Opportunities Consistent with Mercury and PCB Load Reduction Timeframes										
Define Methodology to Integrate GI Opportunities Phasing into City Long-Term Planning, Memo										
Task B: Develop Process for Tracking and Mapping Completed Projects										
Review and recommend refinements to Tracking Tool, Memo										
Task C: Develop Overall Green Infrastructure Guidelines, Standard Specifications, and Design Details										
Review City Guidelines, Standard Specifications, and Design Details										
Revise Existing Guidelines, Standard Specifications, Design Details, Departmental Procedures, etc.; Memo										
Task D: Develop Requirements for Design of Projects to Meet Hydromodification or Other Accepted Sizing Requirements										
Interagency Coordination and Review, Memo (timing may vary as reliant on BASMAA document)										
Task E: Planning Document Update, Summary of Updates, and Workplan for Future Plans										
Review Planning Documents to Determine Updates and make Modifications to City Planning Documents										
Develop Memo of Planning Documents Updated with GI Modifications and Workplan for On-Going Integration of Language of GI Requirements for Future Planning Documents										
Task F: Workplan for Completion of Prioritized Projects										
Preparation of City-Specific Workplan to Complete Prioritized Projects, Memo										
Task G: Evaluation of Funding Options										
Evaluation and Integration of Funding Options, Memo										
Task H: Conduct Outreach and Education with Public, Staff, and Elected Officials										
Assist with PowerPoint presentation for Planning Commission/Council hearings, outreach memo										
Task I: Plan										
Develop overall Plan, Planning Commission Hearing, and Council Adoption Hearing										



