



STAFF REPORT

CITY COUNCIL OF THE CITY OF SAUSALITO

AGENDA TITLE

Approve a Professional Services Agreement with West Yost Associates for Design Services for Urgent Storm Drainage Improvements at Three Locations

RECOMMENDED MOTION

Adopt a Resolution of the City Council of the City of Sausalito Appropriating Funds for, Approving and Authorizing the City Manager to Execute a Professional Services Agreement with West Yost Associates for Design Services for Urgent Storm Drainage Improvements at Three Locations

SUMMARY:

During the course of the winter 2009-2010 Staff has identified three (3) critical storm drainage issues in the City that warrant evaluation, design and construction of improvements. These areas are: (1) the 600 block of Sausalito Boulevard where storms of moderate intensity overwhelm the upslope gutter and result in flooding of downslope garages and habitable spaces; (2) Saghali Lane between Santa Rosa and Spencer Avenues where the existing ceramic pipe can no longer be spot repaired and pipe failures create safety and environmental issues downstream, affect other utilities, and inconvenience properties accessible from the right-of-way; and (3) longer-term resolution of a temporary repair to a section of failed corrugated metal pipe installed under a portion of Spring Street in 2007. Owing to West Yost Associates familiarity with the City's storm drainage system by virtue of its work preparing the Conceptual Drainage Study for the Gate 5 road area, and the urgency of these matters, Staff met with staff from West Yost to provide the details, visited the sites, and requested a proposal from West Yost in January. Based on West Yost's proposal, Staff recommends that the Council authorize the execution of a standard form of professional services agreement approved with West Yost in September of last year, and appropriate the funds necessary for these urgent design services. Once the design work is completed, Staff will be able to enter the budget process for next fiscal year with an accurate understanding of the funds necessary to prevent a recurrence of the problems experienced at these three locations going forward.

ISSUES

None identified. The proposed professional services will not have an adverse effect on the environment.

FISCAL IMPACT

The funding requested is \$30,000. Because these activities were not anticipated in the approved budget, a supplemental appropriation from Storm Drain Fund 125 is required. A fund balance of \$88,800 was projected as available and unencumbered in that fund at year end FY10. Approval of this supplemental appropriation will reduce that amount to \$58,800.


STAFF RECOMMENDATION

Adopt a Resolution of the City Council of the City of Sausalito Appropriating Funds for, Approving and Authorizing the City Manager to Execute a Professional Services Agreement with West Yost Associates for Design Services for Urgent Storm Drainage Improvements at Three Locations

ATTACHMENTS

1. Proposal from West Yost dated February 4, 2010
2. A Resolution of the City Council of the City of Sausalito Appropriating Funds for, Approving and Authorizing the City Manager to Execute a Professional Services Agreement with West Yost Associates for Design Services for Urgent Storm Drainage Improvements at Three Locations

PREPARED BY:



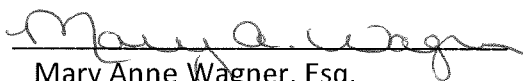
 Jonathon Goldman
 Director of Public Works

REVIEWED BY:



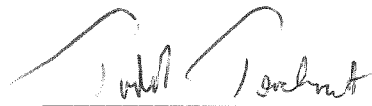
 Charles Francis
 Administrative Services Director/Treasurer

REVIEWED BY:



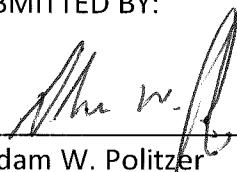
 Mary Anne Wagner, Esq.
 City Attorney

REVIEWED BY:



 Todd Teachout
 City Engineer

SUBMITTED BY:



 Adam W. Politzer
 City Manager

RESOLUTION No. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAUSALITO
APPROPRIATING FUNDS FOR, APPROVING AND AUTHORIZING THE CITY
MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH
WEST YOST ASSOCIATES FOR DESIGN SERVICES FOR URGENT STORM
DRAINAGE IMPROVEMENTS AT THREE LOCATIONS**

WHEREAS, during the course of the winter 2009-2010 Staff has identified three (3) critical storm drainage issues in the City that warrant evaluation, design and construction of improvements:

- (1) the 600 block of Sausalito Boulevard where storms of moderate intensity overwhelm the upslope gutter and result in flooding of downslope garages and habitable spaces,
- (2) Saghalie Lane between Santa Rosa and Spencer Avenues where the existing ceramic pipe can no longer be spot repaired and pipe failures create safety and environmental issues downstream, affect other utilities, and inconvenience properties accessible from the right-of-way, and
- (3) longer-term resolution of a temporary repair to a section of failed corrugated metal pipe installed under a portion of Spring Street in 2007; and

WHEREAS, West Yost Associates is familiar with the City's storm drainage system by virtue of its work preparing the Conceptual Drainage Study for the Gate 5 road area; and

WHEREAS, Staff, recognizing the urgency of these matters, met in January 2010 with representatives from West Yost to provide the details, visit the sites, and request a proposal; and

WHEREAS, the proposal received from West Yost includes a detailed scope of services, schedule and budget, as well as acceptable terms and conditions for performance of said services; and

WHEREAS, on the basis of West Yost's proposal Staff recommends that the Council authorize the execution of a standard form of professional services agreement approved with West Yost in September 2009, and appropriate the funds necessary for the urgent design services in order to provide necessary, accurate information for the budget process for next fiscal year to prevent a recurrence of the problems experienced at these three locations as soon as practicable; and

WHEREAS, in conformance with Article 4, Section 3.30.500 *et seq.* of the Sausalito Municipal Code after evaluating the proposal the Director of Public Works and the City Engineer have concluded that West Yost has the level of experience, competence, staffing and other professional qualifications necessary for more than a satisfactory performance of the services required; and

WHEREAS, the urgent nature of the issues warrants, in this case alone, acceptance of West Yost's proposal when compared with the alternative course of project delivery beginning with development of a Request for Proposals and other procedures necessary for less urgent work; and

WHEREAS, the proposed professional services will not have any adverse environmental impact; and

WHEREAS, because the need for the design work described herein was not anticipated in the approved budget, a supplemental appropriation from Storm Drain Fund 125 is required in the amount of \$30,000 against the fund balance of \$88,800 projected as available and unencumbered in that fund at year-end FY10 in the budget adopted with Resolution 5041 of June 23rd, 2009.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sausalito:

1. Approves a Supplemental Appropriation in the amount of \$30,000 for Professional Services from available and unencumbered monies in the Storm Drain Fund 125.
2. Approves a Professional Services Agreement with West Yost Associates for the services described in the attached and incorporated by reference hereunder Proposal dated February 4, 2010 on a time and materials reimbursable basis against a budget of \$30,000 which shall not be exceeded without express approval and with the same terms and conditions as otherwise approved by the City in September 2009.
3. Authorizes the City Manager to execute said Agreement on behalf of the City.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Sausalito on the 6th day of April, 2010 by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSTAIN: Councilmembers:
ABSENT: Councilmembers:

MAYOR OF THE CITY OF SAUSALITO

ATTEST:

CITY CLERK



February 4, 2010

Mr. Todd Teachout, City Engineer
City of Sausalito
420 Litho Street
Sausalito CA 94965

SUBJECT: Proposal to Provide Engineering Services—Drainage Improvement Projects

Dear Mr. Teachout:

Thank you for taking time to meet with Vivian Housen, Doug Moore and me to discuss the City of Sausalito's (City) drainage issues. Based on that discussion and our visit to the project site, we are submitting this proposal to prepare plans for storm drain improvements at three locations in the City.

Following is our proposed work scope, budget, and schedule.

Work Scope

Our work scope is provided below by work task.

Task 1. Drainage Improvement 600 Block of Sausalito Boulevard

At the 600 Block of Sausalito Boulevard an existing storm drain from the hill on the north side of the street discharges into the street gutter. In the storm in mid January, water from this drain flowed across Sausalito Boulevard down the driveway and into the home on the south side of the street. The City would like to improve the drainage in this area to prevent damage to private property during smaller return frequency storms such as the one in mid January.

West Yost Associates (West Yost) will study the local drainage area to determine the capacities of existing facilities and the storm drain run off in the 5-year storm. We will investigate methods to convey the drainage from the existing pipe outlet away from the homes on the south side of the street without exceeding the gutter or pipe capacities downstream. Possible improvements include underground piping from the outlet to an existing gutter to the east, underground piping from the outlet to an existing gutter to the west, or modifying road or driveway elevations. We will summarize the results of our investigation and our recommendation for improvements in a brief memorandum.

Upon City review and approval of the memorandum, we will prepare plans for the improvements. The plans will be 11" x 17" schematic drawings showing only the improvements with detail adequate for a contractor to develop a price and construct the improvements. We have based our proposed budget on preparing two drawings for this project. We will prepare a cost estimate and a bid schedule for the proposed improvements. This will not be a standard bid package that would normally be used for securing public bids for construction project.

Deliverables: Memorandum describing results of review of local drainage, 11"x 17" schematic drawing of improvements adequate for bidding by contractors, bid schedule including all elements of the drainage improvements, and a cost estimate.

Task 2. Pipe Replacement Sagahlie Lane

Sagahlie Lane is a narrow stairway and utility corridor between Santa Rosa Avenue and Spencer Avenue. The storm drain line in Sagahlie Lane begins at Santa Rosa Avenue and is a 15- to 18-inch diameter steel pipe located under the wooden stairs. Downhill from Santa Rosa Avenue the stairs become concrete and the pipe transitions to a 6- to 8-inch underground ceramic clay pipe. This pipe is located under the stairs in some locations and just adjacent to the stairs in others. The existing ceramic clay storm drain pipe failed in the storm in mid January sending water down the stairs and waterfalling onto Spencer Avenue. The City would like to replace or line the clay pipes in Sagahlie Lane.

Open trench replacement of the pipe would require demolition and reconstruction of the existing concrete stairs along with other disruption in the narrow corridor. Because of this we propose pipe bursting or other trenchless methods to replace/repair the ceramic pipe. A closed circuit TV inspection of the existing pipe is necessary in order to design the replacement/repair. The City has closed circuit TV (CCTV) equipment and this proposal assumes the City will be able to conduct the CCTV inspection and provide West Yost with a DVD of the inspection. If the City cannot perform the inspection, a CCTV contractor would need to be hired by the City or West Yost at additional cost.

West Yost will review the results of the CCTV inspection and determine the best trenchless method to repair or replace the pipe. We will summarize the results of our investigation and our recommendation for improvements in a brief memorandum. Upon approval of the memorandum by the City we will prepare plans for the improvements. The plans will be 11" x 17" schematic drawings showing only the improvements with detail adequate for a contractor to develop a price and construct the improvements. Contractors will also need to review the CCTV inspection. We have based our proposed budget on preparing one drawing for this project. We will prepare a cost estimate and a bid schedule for the proposed improvements. This will not be a standard bid package that would normally be used for securing public bids for construction project.

Deliverables: Memorandum describing the recommended alternative for trenchless repair/replacement of the pipe, 11"x17" schematic drawing of the proposed improvements (this drawing along with the TV inspection will be adequate for bidding by contractors), bid schedule including all elements of the project and a cost estimate.

Task 3. Spring Street Pipe Repair

An existing 36-inch CMP storm drain pipe located under the sidewalk on Spring Street failed in the fall of 2007. At that time the City constructed emergency repairs to the pipe and filled the sinkhole. The City would now like to construct a permanent repair to the storm drain system.

The improvements would include removing the existing damaged CMP pipe and temporary HDPE pipe repair, constructing a new reinforced concrete pipe (RCP) from the existing RCP to the existing brick junction box/inlet, replacing the sidewalk above the pipe, constructing an Americans with Disabilities Act (ADA) compliant ramp in the sidewalk and modifying the junction box/inlet to be compatible with the ADA compliant ramp.

West Yost will prepare plans for the improvements. The plans will be 11" x 17" schematic drawings showing only the improvements with detail adequate for a contractor to develop a price and construct the improvements. We have based our proposed budget on preparing one drawing for this project. We will prepare a cost estimate and a bid schedule for the proposed improvements. This will not be a standard bid package that would normally be used for securing public bids for construction project.

Deliverables: 11"x 17" schematic drawing of drainage and street improvements adequate for bidding by contractors, bid schedule including all elements of the drainage and street improvements, and a cost estimate.

Budget and Schedule

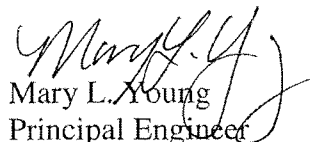
Our proposed budget is presented in Table 1. Table 2, attached, shows a detailed breakdown of the hours, billing rates and other direct charges. The work described in this proposal can be complete within eight weeks of receiving authorization from the City.

Table 1. Proposed Budget	
Task	Budget, dollars
Task 1. Drainage Improvement 600 Block Sausalito Avenue	14,709
Task 2. Pipe Replacement Sagahlie Avenue	8,384
Task 3. Spring Street Pipe Repair	5,971
Total	\$29,064

We appreciate the opportunity to provide this proposal for your consideration. We are happy to revise this proposal to better suit your needs or address any concerns. Please call if you have any questions or comments.

Sincerely,

WEST YOST ASSOCIATES


Mary L. Young
Principal Engineer

MLY:nmp

4B17
7

TABLE 2
PROPOSED BUDGET FOR CITY OF SAUSALITO
PROJECT: SAUSALITO DRAINAGE IMPROVEMENTS
 2/4/2010

Estimated Staff Hours and Budget													
West Yost Associates													
PROJECT: Sausalito Drainage Improvements													
	EM	PEPS	ESI	D/CAD	ADMIV	Hours	Fee	Hours	Fee	Hours	Modelling	Sub.	Total
	\$198	\$179	\$110	\$92	\$92						Fee	w/ markup	Costs
											25	10%	
											5%		
Task 1.0 Drainage Improvement 600 Block Sausalito Boulevard													
1.01		6	6			12	\$ 1,734	0	\$ -	0	\$ -	\$ 87	\$ 1,821
1.02		16				16	\$ 2,864	0	\$ -	0	\$ -	\$ 143	\$ 3,007
1.03		12				12	\$ 2,148	4	\$ 100		\$ -	\$ 107	\$ 2,255
1.04	2	3			1	6	\$ 1,021	4	\$ 200		\$ -	\$ 51	\$ 1,172
1.05		24		4	2	28	\$ 4,664	8	\$ 392		\$ -	\$ 233	\$ 5,097
1.06		4			2	6	\$ 900		\$ -		\$ -	\$ 45	\$ 945
1.07	2				2	2	\$ 392		\$ -		\$ -	\$ 20	\$ 412
Subtotal, Task 1 (hours)	4	65	6	4	3	82	\$ 13,723	12	\$ 300	0	\$ -	\$ 686	\$ 14,709
Subtotal, Task 1 (\$)	\$ 784	\$ 11,635	\$ 660	\$ 368	\$ 276								
Task 2.0 Pipe Replacement Sagittale Lane													
2.01		6	6			12	\$ 1,734		\$ -		\$ -	\$ 87	\$ 1,821
2.02	1	8			1	10	\$ 1,720		\$ -		\$ -	\$ 86	\$ 1,806
2.03		16		2		18	\$ 3,048	8	\$ 200		\$ -	\$ 152	\$ 3,400
2.04		4			2	6	\$ 900		\$ -		\$ -	\$ 45	\$ 945
2.05	2				2	2	\$ 392		\$ -		\$ -	\$ 20	\$ 412
Subtotal, Task 2 (hours)	3	34	6	2	3	48	\$ 7,784	8	\$ 200	0	\$ -	\$ 380	\$ 8,364
Subtotal, Task 2 (\$)	\$ 588	\$ 6,086	\$ 660	\$ 184	\$ 276								
Task 3.0 Spring Street Pipe Repair													
3.01		4	4			8	\$ 1,156		\$ -		\$ -	\$ 58	\$ 1,214
3.02		16		2		18	\$ 3,048	8	\$ 200		\$ -	\$ 152	\$ 3,400
3.03		4			2	6	\$ 900		\$ -		\$ -	\$ 45	\$ 945
3.04	2				2	2	\$ 392		\$ -		\$ -	\$ 20	\$ 412
Subtotal, Task 3 (hours)	2	24	4	2	2	34	\$ 5,496	8	\$ 200	0	\$ -	\$ 275	\$ 5,971
Subtotal, Task 3 (\$)	\$ 392	\$ 4,296	\$ 440	\$ 184	\$ 184								
TOTAL (hours)	9	123	16	8	8	164		28		0			
TOTAL (\$)	\$1,764	\$22,017	\$1,760	\$736	\$736		\$ 27,013	\$ 700			\$ -	\$ 1,351	\$ 29,064



4817