

RESOLUTION NO. 5171

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD
APPROVING TASK ORDER #41 WITH HARRIS AND ASSOCIATES TO PREPARE A
PROPOSITION 1 STORM WATER IMPLEMENTATION GRANT APPLICATION
FROM THE STATE WATER RESOURCES CONTROL BOARD FOR THE
CONSTRUCTION OF VARIOUS STORM WATER MANAGEMENT PROJECTS IN
THE AMOUNT OF \$37,560**

WHEREAS, on March 5, 2014, Council awarded a contract to Harris and Associates to prepare a Stormwater Master Plan (SWMP) to investigate the City's stormwater system's needs and provide conceptual designs, associated planning level cost estimates and a priority list as necessary to develop an updated Capital Improvement Project Program for Stormwater projects; and

WHEREAS, one of the main tasks in the SWMP was to identify any project(s) necessary to prevent flooding such as seen in the City in the mid 1990's; and

WHEREAS, the City has funds in the Stormwater Impact Fee Fund to design of allowable projects with; and

WHEREAS, on June 3, 2015, Council awarded a contract to Harris and Associates for engineering design of the San Vicente and Gabilan Storm Drain and UPRR Retention/Detention Pond Improvement Projects; and

WHEREAS, the State Water Resources Control Board has grant funding which will program millions of dollars toward design and construction of multi-benefit storm water projects such as the San Vicente and Gabilan Storm Drain and UPRR Retention/Detention Pond Improvement Projects, and

WHEREAS, Staff recommends Council approval of Task Order No. 41 in the Amount of \$37,560 to prepare a Proposition 1 Storm Water Implementation Grant Application to help offset the construction costs of various storm water management projects.

NOW THEREFORE, BE IT HEREBY RESOLVED, by the City Council of the City of Soledad that the Task Order from Harris and Associates to prepare a Proposition 1 Storm Water Implementation Grant Application to help offset the construction costs of various storm water management projects, a copy of which is attached hereto as Exhibit A and by reference incorporated herein, is hereby approved.

PASSED AND ADOPTED by the City Council of the City of Soledad at a regular meeting duly held on the 4th of May, 2016, by the following vote:

AYES, and in favor thereof, Councilmembers: Christopher K. Bourke, Richard J. Perez, Mayor Pro Tem Alejandro Chavez, Patricia D. Stephens, and Mayor Fred J. Ledesma

NOES, Councilmembers: None

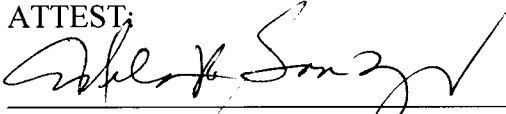
ABSTAIN, Councilmembers: None

ABSENT, Councilmembers: None

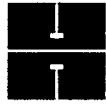


FRED J. LEDESMA, Mayor

ATTEST:



ADELA P. GONZALEZ, City Clerk



Harris & Associatessm

*Shaping the Future, One Project at a Time*sm

April 20, 2016

Don Wilcox, Public Works Director
City of Soledad
P.O. Box 156
Soledad, CA 93960

Subject: Scope and Fee to Prepare a Grant Application for the Proposition 1 Stormwater Implementation Grant
Water Resources Engineering Contract - Task #41

This Task Order is to prepare a grant application under the Proposition 1 Stormwater Implementation Grant. We propose to team with Susan Robinson, Coordinator for the Greater Monterey County Integrated Regional Water Management Program. Susan is experienced with successfully pursuing grant opportunities for our region and will be a valuable team member for this effort. Susan recently worked with Harris and the City to submit a pre-application grant application for this Stormwater Grant.

The purpose for submitting the pre-application is to gain clarity around the following items before embarking on a full application:

- **DAC Designation and population estimate** – This is important due to the local match requirements. If designated as a DAC with a population less than 20,000 the match requirement is reduced from 50% to 10%.
- **Proposed project benefits** – The grant guidelines require the proposed projects to address multiple benefits. The pre-application will allow the City to thoroughly vet the projects.

The pre-application was submitted on April 15, 2016 and the final application is due July 8, 2016. We hope to have feedback on our pre-application prior to submitting the full application, however, due to the submittal deadline and the amount effort needed to prepare the full application, we recommend moving forward with preparing the full application.

The following scope of work addresses the task associated with preparing the grant application.

TASK 1: PROJECT MANAGEMENT

This task will include oversight and coordination of this effort; including attending status meetings with the City as budget permits.

TASK 2: STORM WATER GRANT APPLICATION

- A. **FAAST Account Setup** – Susan Robinson will collect data, coordinate with the City and prepare the FAAST Grant Application. This effort will require assistance from City staff to obtain data pertinent to the grant application.

- B. **Workplan** – Harris and Susan will prepare a workplan as required by the application. The workplan requires the following items to be addressed:
- i. **Goals and Objectives:** a brief description (1 – 2 paragraphs) of
 - a. How the project protects or improves water quality,
 - b. Helps water infrastructure systems adapt to climate change,
 - c. Provides incentives for water agencies throughout each watershed to collaborate in managing the region’s water resources and setting regional priorities for water infrastructure, improves regional water self-reliance, and
 - d. Provides multiple benefits.
 - ii. **Purpose and Need:** a description of
 - a. The long-term water quality of the storm water or dry weather runoff and the known sources of storm water contamination;
 - b. The approximate quantity of storm water flow to be captured by the completed project;
 - c. The water supply offset as a result of the overall project (if applicable); and
 - d. Other benefits expected from the project.
 - iii. **Site Investigation:** a discussion of
 - a. Research completed to select the site, including GeoTracker and EnviroStor databases,
 - b. Soils reports
 - c. Depth to ground and how it was determined at the site
 - d. Onsite geotechnical and environmental investigations previously completed
 - iv. **Sustainability:** a discussion on
 - a. How the project supports sustained, long-term water quality improvement and other benefits associated with the project
 - v. **Regional Map(s):** provide a figure(s) with a discussion of the project location including site conditions and land use, identification of the applicable IRWM group boundary, and identification of any ASBS
 - vi. **Project Map(s):** maps depicting the project location and storm water capture area and size of area to be treated
 - vii. **Impaired Waters:** a description of

- a. Impaired waters,
 - b. Beneficial uses, and
 - c. Water quality issues that interfere with the beneficial uses.
- viii. **Project Timing and Phasing:** a discussion of whether this is a phased project or a part of a larger project effort.
- ix. **Work Tasks:** a detailed description of the work tasks with adequate detail and completeness to clarify the project can be implemented. The descriptions below should be sufficient enough to be used in a grant agreement if the project is chosen for funding.
- a. Project Administration – include a description of all tasks necessary (e.g. invoicing, reporting, coordination, etc.). Provide as many subtasks as required for the project.
 - b. Planning/Design/Engineering/Environmental – include a description of all tasks necessary to complete the project (e.g. preliminary design, final design, geotechnical investigations, bid documents, awarded construction contract, CEQA documentation, etc.). Provide as many subtasks as required.
 - c. Construction/Implementation – include a description of all construction activities required to complete the project (e.g. notice to proceed, construction administration, construction management, construction tasks/subtasks, etc.)
 - d. Monitoring/Performance – describe the project effectiveness monitoring proposed for the project (e.g. monitoring plan, quality assurance/control plan, monitoring activities).
 - e. Education/Outreach – describe the tasks proposed in the project (e.g. public meetings, website, social media pages, flyers, posters, temporary project signage, educational permanent signage, etc.)
- x. **Procedures:** discussion on coordination with cooperating entities, agencies, and/or organizations.
- xi. **Implementation:** a description of the proposed approach, practices, and technical basis for the selected approach.
- xii. **Existing Data and Studies:** a brief explanation of the scientific and technical information that supports the proposed project.

- xiii. Deliverables: a list of deliverables for each category listed in Work Tasks. This should provide a list of deliverables that will be included in a grant agreement if the project is chosen for funding.
 - xiv. Permitting and Environmental Review: a list of all required permits, environmental documentation, and landowner/access agreements required, including water rights permit(s), and the status of each document.
 - xv. Plans and Specification: Provide a status of the plans and specifications and a copy of the current plans or concept engineer's drawings.
 - xvi. Data Management: a discussion of
 - a. The proposed data collection and monitoring
 - b. Whether a monitoring plan and quality assurance project plan are required
 - c. Whether the data will be submitted to CEDEN and/or GAMA
 - xvii. Education and Outreach: a description of the type of education and community outreach proposed for the project.
- C. **Budget** – The application must include a detailed budget to identify costs for each item listed in the workplan. The following cost must be identified:
- i. Direct Project Administration Costs
 - ii. Planning/Design/Engineering/Environmental
 - iii. Construction/Implementation
 - iv. Monitoring/Performance
 - v. Education/Outreach
- D. **Cost Effectiveness** – The grant requirements include a cost effectiveness analysis to be included in the application.
- i. The volume of water treated/infiltrated/used claimed should be the quantified benefit used in the analysis. An explanation of how the benefits were determined must be included.
 - ii. Explain how the project is economically feasible, including factors such as the cost per acre-foot per year treated/captured, and/or another measure of economic benefit and how the data will be used to demonstrate the economic benefit.
 - iii. Provide a summary to show how the project's cost-benefit analysis justifies the project claims. Submit all detail and backup documentation.
 - iv. Were other alternatives considered? If so, please explain the alternatives and why you have chosen the preferred option. If other alternatives were not considered, please explain why this is the only viable alternative to obtain the project goals.

E. **Project Assessment and Evaluation Plan (PAEP)** – A PAEP will need to be submitted to identify what we are measuring, how we are measuring it, and key targets for measuring success of the project. The following table is an example for Pollutant Load Reduction.

Project Goals (What are you measuring?)	Measurement Tools and Methods (How are you measuring it?)	Targets
Reduction in pollutant concentrations discharging from the site	Tools: What will you use as a ruler to measure the target? Method: How will the Measurement Tools be used to measure the target?	Removal of XX lbs of XXX, XX lbs of XXX, and XX lbs of XXX from the stormwater runoff from the site.
Reduction in stormwater runoff from the site	Tools: What will you use as a ruler to measure the target? Method: How will the Measurement Tools be used to measure the target?	XX gallons of stormwater runoff captured and/or treated.

In addition to Pollutant Load Reduction, we will need to prepare tables for the following:

- i. Water Conservation, Supple Reliability, Enhancement, and Recycling
- ii. Education, Outreach, and Capacity Building

F. **Annual Benefits Summary** – We must provide a narrative description and complete the Annual Quantifiable Benefits Summary Table of the primary and any secondary expected project benefits, which must address the following items:

- i. Explanation of need for the project, including recent and historical conditions that provide background for benefits to be claimed; for example, water supply shortages, storm water quality problems, loss of habitat or ecosystem function.
- ii. Description of methods used to estimate quantifiable benefits. Include the level of technical analysis completed to date. For example, provide any hydrologic analysis, including design storm sizing and any other calculations used to estimate the quantifiable benefits for a Low Impact Development project. Include a summary of any site investigations (such as a geotechnical study) used to substantiate the estimates.
- iii. Description of how non-quantifiable benefits were identified and developed.
- iv. Identification of all new facilities, policies, and actions required to obtain the benefits claimed.
- v. Description of any potential adverse physical effects and what is being done to mitigate those impacts. If none, explain.
- vi. The description may be provided for up to one primary benefit and one or two secondary benefits, no more. The primary benefit must be quantifiable. The technical analysis of the benefits claimed must not exceed three (3) pages per benefit using a minimum 10- point type font.

TASK 3: GRANT COORDINATION

The grant application process requires close coordination with the State Water Resources Control Board to address the necessary documentation to be included in the application. This effort includes direct contact via phone calls, emails and if budget permits, in-person meetings.

Our level of effort is estimated to be **\$37,560** and will be provided on an "hourly not-to-exceed" basis, please refer to Attachment A for the estimated fee breakdown. Additional efforts unforeseen at the authoring of this task order will be provided under a subsequent authorization.

Please contact Frank Lopez at (831) 233-9242 with any questions on our scope or fee.

Regards,
HARRIS & ASSOCIATES, Inc.



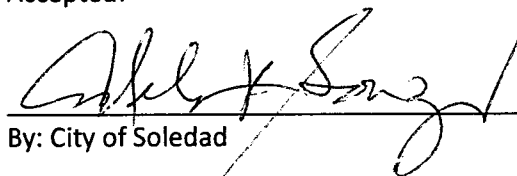
Patrick Dobbins, PE QSD
Director, Engineering Services

HARRIS & ASSOCIATES, Inc.



Frank S. Lopez, PE, QSD, CFM
Director, Community Services

Accepted:


By: City of Soledad

5-7-16
Date

Approved 05/04/16 by Reso. 5171

ATTACHMENT A – ESTIMATED FEE

Task	Task Description	Fee
1	Project Management	\$4,440
2	Storm Water Grant Application	
2.A	FAAST Account Setup	\$1,000
2.B	Workplan	\$11,380
2.C	Budget	\$4,440
2.D	Cost Effectiveness	\$5,920
2.E	Project Assessment and Evaluation Plan (PAEP)	\$2,960
2.F	Annual Benefits Summary	\$4,440
3	Grant Coordination	\$2,980
	Total	\$87,560



