



# STAFF REPORT

AGENDA NO:

MEETING DATE: September 21, 2020

**To: Honorable Mayor and City Council**

**Date: September 21, 2020**

**From: Syed Murtuza, Director of Public Works – (650) 558-7230**

**Subject: Adoption of a Resolution Authorizing a Professional Services Agreement with Wilsey Ham in the Amount of \$351,545 for Design Services for the Burlingame Park Subdivision Water Main Replacement Project, and Authorizing the City Manager to Execute the Agreement**

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## **RECOMMENDATION**

Staff recommends that the City Council adopt the attached resolution authorizing a professional services agreement with Wilsey Ham for professional engineering design services related to the Burlingame Park Subdivision Water Main Replacement Project, City Project No. 84892, in the amount of \$351,545, and authorizing the City Manager to execute the agreement.

## **BACKGROUND**

The City's Water System Capital Improvement Program (CIP) has identified the existing potable water mains in the Burlingame Park Subdivision as one of the high priority projects to replace aging potable water mains. This is the third phase of a four-phased project to replace approximately 6,300 linear feet of four-inch, six-inch, and twelve-inch cast iron water mains with new polyvinyl chloride (PVC) and ductile iron pipes. The existing cast iron pipes were installed approximately 90 years ago and have served beyond their intended service life.

The Burlingame Park Subdivision Water Main Improvement Project will focus on water infrastructure improvements on Costa Rica Avenue, Occidental Avenue, Chapin Lane, Pepper Avenue, Elm Avenue, and Ralston Avenue. The new water infrastructure will improve the water flow capacity in the water mains thereby improving the water volume and pressure to the community.

## **DISCUSSION**

On August 15, 2017, staff issued a Request for Proposals to a list of qualified engineering firms for improvements along El Camino Real between Sanchez Avenue and Barroilhet Avenue, and adjacent subdivisions. The City received eight proposals from qualified firms. After a comprehensive review and ranking of the proposals, the consulting firm of Wilsey Ham was selected as the top-ranking firm for this phase because of their high understanding of the overall project, project approach, and quality of proposal.

Staff has negotiated the scope of professional services for the project with Wilsey Ham in the amount of \$351,545. The following is a brief outline of the scope of professional design services, which is described in detail in Exhibit A of the attached Professional Services Agreement.

- Perform pre-design investigation, including field surveying, potholing, and utility location to prepare project base map.
- Prepare 35% design submittal, including preliminary horizontal layout of the pipeline alignments, design memo, and preliminary engineer's estimate.
- Prepare 50% design submittal, including preliminary pipeline alignments, construction details, draft specifications, coordination with Hillsborough, pothole plan, and preliminary engineer's estimate.
- Prepare 95% design submittal, including coordination with the City, updating pipeline plan and profiles to 95% completion, preparing a draft bid package, and updating the engineer's estimate.
- Complete and submit 100% design, including addressing City comments, finalizing specifications, finalizing cost estimate, completing 100% contract documents, and performing a quality assurance and quality control review of the contract documents.
- Provide bidding assistance, including attending a pre-bid meeting, answering contractor questions, and preparing addenda.
- Perform project management functions, including attending meetings, site visits, and agency coordination.
- Prepare plan sheets from City GIS base mapping to show the 20 service replacements and addresses, water infrastructure, curbs, property lines, and background satellite imagery.
- Prepare a table of addresses for replacements and details for service replacements to be included in the detail sheets.

The project construction is anticipated to begin in the summer of 2022 and be completed by spring of 2023.

### **FISCAL IMPACT**

The following are the estimated costs relative to the project development:

Consultant Design Services	\$351,545
Contingency (15%)	\$52,732
Staff Administration	\$20,723
<b>Total</b>	<b>\$425,000</b>

There are adequate funds available in the FY 2020-21 Water Enterprise Fund to complete the project.

Exhibits:

- Resolution
- Professional Services Agreement
- Project Location Map