



# STAFF REPORT

AGENDA NO: 9d

MEETING DATE: June 15, 2026

**To: Honorable Mayor and City Council**

**Date: June 15, 2026**

**From: Chris Lamm, Director of Public Works – (650) 558-7230  
Kevin Okada, Assistant Public Works Director– (650) 558-7230**

**Subject: Adoption of a Resolution Approving a \$620,497 Professional Services Agreement with Schaaf & Wheeler for the Storm Drain Master Plan, City Project No. 86550, and Authorizing the City Manager to Execute the Agreement**

---

## **RECOMMENDATION**

Staff recommends that the City Council adopt the attached resolution approving a professional services agreement with Schaaf and Wheeler for professional engineering services related to the Storm Drain Master Plan, City Project No. 86550, in the amount of \$620,497, and authorizing the City Manager to execute the agreement.

## **BACKGROUND**

The most recent assessment of the City's storm drain system was conducted in 2010. The 2010 Neighborhood Storm Drain Improvements project/report prepared by Kennedy/Jenks Consultant identified minor projects throughout the city but did not include projects that required significant design such as bridges, culverts, and pump stations. The report included the assessment of existing conditions, proposed solutions, and estimated costs for minor storm drain projects.

The City's storm drainage system is composed of creeks, culverts, open channels, pump stations, and pipe networks serving five watersheds: El Portal/Trousdale watershed, Mills watershed, Easton watershed, Sanchez/Terrace watershed, and Burlingame/Ralston watershed. The City's storm drainage system is over 50 years old and necessitates further in-depth analysis.

A Storm Drain Master Plan will identify deficiencies in the system and develop a prioritized repair/replacement program to address these deficiencies while ensuring compliance with the California Regional Water Quality Control Board's San Francisco Bay Region Municipal Regional Permit (MRP) and federal regulations. The Master Plan will also identify a series of storm drain projects to increase the efficiency and effectiveness of the City's existing storm drain system. In addition, it will include recommendations to develop long-term, sustainable funding strategies to maintain the City's storm drainage system infrastructure based on a review of best practices in California.

---

## **DISCUSSION**

Staff issued a Request for Proposals (RFP) for professional services for this project on February 5, 2026, and received three proposals by the March 9, 2026, submission deadline. An evaluation committee composed of City staff from the Public Works Engineering Division and Corporation Yard reviewed all three proposals. Following a comprehensive review of the proposals, the evaluation committee determined that Schaaf & Wheeler submitted the most qualified and responsive proposal. The committee selected Schaaf & Wheeler based on their qualifications, extensive experience, technical competence, and the competitiveness of their pricing.

Staff negotiated the scope of professional services for the project with Schaaf & Wheeler in the amount of \$620,497, which includes an optional surveying task. 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:

- **Project Management:** Establish a strategy, budget, and schedule to meet the City's goals for the Master Plan and manage the work to deliver the project in a manner acceptable to the City.
- **Review and Evaluate Existing Data:** Review available information related to the City's drainage facilities and identify any data gaps and inconsistencies in the City's geodatabase and prepare a report summarizing the documents reviewed and any data gaps and/or inconsistencies.
- **LiDAR and Topographic Data Collection:** Provide digital ground surface model suitable for hydraulic analysis.
- **Data Gap Analysis and Condition Assessment:** Work with City staff to identify gaps in the existing utility information and asset inventory. Provide a technical memorandum summarizing the data gap analysis and condition assessment.
- **Condition Assessment:** Review and evaluate existing data. Develop an approach and set of criteria to evaluate the condition of the City's storm drainage system facilities. Develop a Condition Assessment Plan listing facilities recommended for inspection.
- **Pump Station Evaluation:** Evaluate the City's (5) stormwater pump stations.
- **Culvert Analysis Update:** Review and update the City's existing culvert analysis to support project prioritization.
- **Hydraulic Model Update and Analysis:** Develop or update a comprehensive hydraulic model of the City's stormwater system to evaluate capacity and identify deficiencies. Provide a technical memorandum summarizing the findings of the hydraulic analysis.
- **Green Infrastructure Planning and MS4 Compliance:** Evaluate opportunities for green infrastructure implementation throughout the City's storm drainage system that meet MRP requirements.
- **Identify and Prioritize Capital Improvements:** Identify improvements and develop a priority rating system for projects in the form of either new facilities or improvements to existing system components.
- **Grant Funding Analysis and Financial Strategies:** Develop comprehensive funding and financing strategies for implementing the prioritized capital improvement program.

- **Draft and Final Storm Drain Master Plan:** Prepare and submit a comprehensive Draft Storm Drain Master Plan for City review. Following review and incorporation of City comments, prepare a Final Master Plan.

The project is tentatively scheduled to begin in late July 2026 and is anticipated to be completed by June 2027.

**FISCAL IMPACT**

The following are the estimated costs relative to project development:

Consultant Services	\$620,497
Contingency (10%)	\$62,050
Contract Administration	\$27,453
<b>Total</b>	<b>\$710,000</b>

There are adequate funds available in the Storm Drain Master Plan, City Project No. 86550, to complete the project.

Exhibits:

- Resolution
- Professional Services Agreement