

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogen, General Manager

Agenda: March 14, 2023

Report

Date: March 10, 2023

Subject: Approval of Professional Services Agreements with EKI Environment & Water, Inc. for 1) Engineering Services for the Highway 92 Potable Water Pipeline Emergency Restoration Project; and 2) Environmental Services for the Highway 92 Potable Water Pipeline Emergency Restoration Project

Recommendation:

Authorize the General Manager to retain the professional services of EKI Environment & Water, Inc. ("EKI") for 1) engineering services for the Highway 92 Potable Water Pipeline Emergency Restoration Project for a not-to-exceed budget of \$219,100; and 2) environmental services for the Highway 92 Potable Water Pipeline Emergency Restoration Project for a not-to-exceed budget of \$44,800.

Background:

During the recent December 2022 and early January 2023 storm events, Pilarcitos Creek and its major tributaries overflowed the creek banks, and the high scouring flows led to major bank slides and erosion. On January 2, the District was notified that ap. 650 feet of its 12-inch welded steel (WS) potable water main was exposed and "hanging" above Pilarcitos Creek just east of Sun Studios on Highway 92. The exposed pipeline was no longer supported by any soil underneath it as the bank of the creek had slid and dropped away due to the high scouring flows. In response to the imminent threat to potable water supplies, fire flow, and the potential environmental damage if the pipeline broke and spilled chlorinated water into Pilarcitos Creek, District staff with the assistance of Andreini Brothers Inc. immediately mobilized and installed 650 feet of 2 inch high-density polyethylene (HDPE) pipeline as a temporary above-ground emergency bypass.

The 2-inch emergency bypass allowed the District to abandon the section of 12-inch WS pipe at critical risk of failure however as a result, fire flows are significantly reduced to the three fire hydrants east of the emergency bypass. Since the installation of the bypass pipeline, the District, with the assistance of the District's Engineer EKI, has also identified other areas of instability in close proximity to the 12-inch WS potable water

STAFF REPORT**Agenda: March 14, 2023****Subject: Approval of EKI for Engineering and Environmental Services - Highway 92 Emergency**
Page Two

main caused by the storm damage. EKI has prepared a conceptual design for the Project to restore fire flow and mitigate future failures caused by the creek erosion. The Project will include 1,150 linear feet of new 10-inch ductile iron pipe (DIP) installed by open trench construction and 900 linear feet of 12-inch high density polyethylene pipe (HDPE) installed at two creek crossings by horizontal directional drilling (HDD).

District staff recommends that the Board approve a professional services agreement with EKI for a not-to-exceed budget of \$219,100 for engineering services for the Highway 92 Potable Pipeline Restoration Project. The scope of services will cover the design, bid support, property acquisition support, and engineering services during construction. (See Attachment A.)

The District is seeking FEMA funding for the project. Given the public exigency and emergency conditions caused by the reduced fire flows and the risk of future damage of the existing pipeline from further stream bank erosion, the District must expedite its design work and will therefore utilize the exemption to the federal competitive procurement procedures for engineering services given the emergency. (Note that when the District originally engaged EKI for ongoing engineering services, EKI was selected through a competitive process. This emergency project builds upon the District's ongoing relationship with EKI for providing engineering services.)

Environmental Services for the Highway 92 Potable Water Pipeline Emergency Restoration Project

Under a separate item, EKI has proposed to manage the environmental services required for the project. EKI will team with SWCA Environmental Consultants to provide assistance in evaluating environmental issues and preparing documentation for CEQA and NEPA categorical exclusions as well as other emergency permitting. (See Attachment B.)

SWCA is a national environmental consulting firm but with a strong Bay Area presence including an office in Half Moon Bay. Given its local presence, SWCA is familiar with the Coastside and local permitting requirements.

Fiscal Impact:

- 1) \$219,100 for engineering services; 2) \$44,800 for environmental services.

9 March 2023

Ms. Mary Rogren
General Manager
Coastside County Water District
766 Main St.
Half Moon Bay, CA 94019

Subject: Proposal for Engineering Services for the Highway 92 Potable Water Pipeline Emergency Restoration Project
Coastside County Water District, Half Moon Bay, California
(EKI C3-068)

Dear Ms. Rogren:

EKI Environment & Water, Inc. (EKI) is pleased to provide this proposal to Coastside County Water District (District) for engineering services for the Highway 92 Potable Water Pipeline Emergency Restoration Project (Project).

PROJECT UNDERSTANDING

An existing 12-inch welded steel (WS) potable water pipeline runs along the south side of Highway 92 (San Mateo Road) and adjacent to Pilarcitos Creek in a 10-foot-wide easement. The existing pipeline crosses Pilarcitos Creek or its tributaries in several locations. The severe storm events of December 2022 and January 2023 overflowed the banks of Pilarcitos Creek and its tributaries, and these high scouring flows led to major bank slides and erosion. In January 2023, the District was notified that the 12-inch WS pipe in parcels 056-341-020, 210, and 040 was suspended above Pilarcitos Creek, no longer being supported by soil which had been eroded by the high flows. In response to the imminent threat to potable water supplies, fire flow, and the potential environmental damages a pipeline break would cause, the District with engineering support from EKI installed approximately 650 feet of 2-inch high-density polyethylene (HDPE) as a temporary above-ground emergency bypass. The 2-inch emergency bypass allowed the District to abandon the section of 12-inch WS pipe at critical risk of failure but significantly reduces fire flow to the three fire hydrants east of the emergency bypass.

In the subsequent weeks since the emergency bypass installation, EKI and the District evaluated potential alternatives for restoring service in the section of the damaged and threatened pipeline. Based on that evaluation, EKI prepared a conceptual design for the Project to restore fire flow and mitigate future failures caused by creek erosion. The Project will include approximately 1,150 linear feet of new 10-inch ductile iron pipe (DIP) installed by open trench construction and approximately 900 linear feet of 12-inch HDPE installed at two (2) creek crossings by horizontal directional drilling (HDD). The Project will also include service reconnections and new hydrants. The conceptual design plan is shown on Figure 1.

The District is seeking Project funding through Federal Emergency Management Agency's (FEMA) Public Assistance Program. The District has determined that the public exigency and emergency conditions caused by the significantly reduced fire flow availability to properties along Highway 92 and the risk of

future damage to the existing pipeline resulting from further stream bank erosion will not permit a delay resulting from competitive solicitation for engineering services.

Based on direction from the District, the scope of work described below covers the design, bid support, property acquisition support, and engineering services during construction (ESDC). EKI proposes to team with O'Dell Engineering to provide property acquisition support. EKI and Geologic are conducting a geotechnical investigation for the Project under a separate scope of work. The findings of the geotechnical investigation will be used in the detailed design described below. EKI has proposed to team with SWCA Environmental Consultants (SWCA) under a separate scope of work to provide environmental documentation and emergency permitting support. In addition, EKI assumes that the District will provide construction inspection services and mitigation monitoring services during construction.

SCOPE OF WORK

EKI proposes the following tasks as part of this scope of work. For each of these tasks, EKI will also be providing project management services, including budget tracking, invoicing, preparation of progress reports, and staff management.

Task 1 – Base Map Development

EKI will use the O'Dell Engineering (O'Dell) 2019 aerial topographic and boundary surveys, supplemental field data collected using a GPS unit, and as-built records of the Project site from other utility agencies to create a base map in AutoCAD. This base map will include topographic data, existing utilities, boundary data, and aerial images.

Deliverables:

- A PDF of the draft Project base map.

EKI Assumptions:

- EKI will rely on the aerial topographic and boundary surveys prepared by O'Dell in 2019.
- EKI will collect supplemental field data using a Trimble R-10 GPS unit to confirm the location of surface features along the proposed pipe alignment.
- The District will provide any as-built records for the Project area, if available.
- EKI will request as-built information from other utilities, including Pacific Gas and Electric (PG&E).
- Project plan view sheets will be based on the topographic and boundary surveys, collected GPS information, and utility information.

Task 2 – Design Services

In response to the emergency and exigency conditions, EKI proposes to expedite the detailed design. EKI will provide two design submittals corresponding to 90% and Final design level. The 90% Design submittal will include a complete set of plans and specifications and an opinion of probable construction cost (OPC). EKI will complete HDD hydrofracture and pullback calculations and assess property acquisition

requirements as part of the 90% design. EKI will document findings in a Basis of Design Memorandum. A design review meeting will be held for the 90% Design Submittal. After receipt of all District comments, EKI will prepare Final design submittal, which will include signed and sealed Contract Documents ready to bid. District comments on the 90% Design submittal will be documented and tracked to confirm incorporation into the Final Design submittal.

The anticipated list of contract drawings is presented in Table 1 below.

Table 1. Anticipated List of Contract Drawings

Sheet No.	Description
1	Title Sheet, Location Map, and Key Map
2	General Notes, Legend, and Abbreviations
3	Key Map, Control Points, and Survey Notes
4	Plan Sheet – 1
5	Plan and Profile Sheet – 2
6	Plan Sheet – 3
7	Plan and Profile Sheet – 4
8	Construction Staging Areas - 1
9	Construction Staging Areas - 2
10	Construction Details – 1
11	Construction Details – 2
12	Construction Details – 3
13	Best Management Practices

Deliverables:

- 90% Design Submittal:
 - PDF file of the 90% plans;
 - PDF file of the 90% specifications;
 - PDF file of the 90% OPC; and
 - PDF file of Basis of Design Memorandum.
- Final Design Submittal:
 - PDF file and five (5) 22" x 34" hard copies of the signed and stamped final plans;
 - PDF file and five (5) hard copies of the signed and stamped final specifications; and
 - An editable word file of the Notice to Bidders and Contract.
- 90% Design Review Meeting minutes and comments logs within 5 business days of the meeting.

EKI Assumptions:

- Design documents will be based on the District standard front end, technical specifications, and details.

- EKI will prepare technical specifications for HDD construction, HDPE pipe, contact grouting, and environmental requirements.
- EKI will document HDD hydrofracture and pullback calculations as part of the Basis of Design Memorandum.
- Profile views will be included for the HDD crossings but not for the open-trench sections.
- Full-sized plan sheets will be 22" x 34".
- The District will review and provide comments at the 90% levels of design.
- During the development of the 90% Design Submittal, EKI will review the proposed pipeline alignment in the field with District staff.

Task 3 – Property Acquisition Support Services

EKI will provide the District property acquisition support services. EKI will prepare exhibits showing the proposed easements for the Project that can be used to communicate with property owners and the District's appraiser. EKI will also participate in meetings with property owners to answer any design or construction related questions.

In addition, EKI will team with O'Dell to prepare land description packages to support permanent and temporary easement acquisitions for the construction and new pipelines installed as part of the Project. Each land description package will include a written description, a closure report, and a plat (exhibit).

Deliverables:

- PDF files of the easement exhibits.
- PDF file of the land description packages signed and stamped by a California licensed Professional Land Surveyor.

EKI Assumptions:

- EKI assumes participation in 8 hours of meetings with property owners.
- Based on the anticipated pipeline alignment, EKI assumes that the District will need to obtain 4 separate permanent easements and 2 temporary easements for the Project.
- Scope is limited to one set of comments from all parties involved for each land description package. District to coordinate comments from all involved parties and deliver as one set.
- Scope does not include preparation of deeds/deed jackets, title services, real property appraisals, real property acquisition/negotiation services, or recordation services.
- Scope does not include setting of property corner monuments or other marks on old or new property lines.

Task 4 – Bid Support

During the bidding period, EKI will participate in a pre-bid meeting, provide the District responses to questions from prospective bidders, prepare up to two addenda, and provide a review of bids to

determine if bids are responsive and responsible. EKI will prepare a conformed set of contract documents that incorporates any changes included in the addenda.

Deliverables:

- Pre-bid meeting agenda and minutes.
- Response to bidders' questions.
- One addendum in PDF format.
- Bid tabulation and review email.
- Conformed contract documents in PDF format and five (5) 22" x 34" hard copies.

EKI Assumptions:

- EKI will coordinate with the plan house to host the Bid Documents. The District will pay any fees directly to the plan house.
- Pre-bid meeting will be held in person at the Project site.
- Responses to bidder's questions will be transmitted electronically.
- No more than two bid addenda will be required.

Task 5 –Engineering Services During Construction

EKI will provide engineering services during construction. These services will focus on the following: one pre-construction meeting, periodic progress meetings, progress payment reviews and approvals, potential change order (PCO) tracking, contract change order (CCO) preparation and negotiation, submittal reviews, and request for information (RFI) support. EKI will prepare record drawings from the Contractor's redline drawing submittal at the end of the Project.

Deliverables:

- Submittal review letters.
- RFI response letters.
- Preconstruction meeting agenda and minutes.
- Progress meeting agenda and minutes (2 assumed).
- Progress Payment review letters (4 assumed).
- CCOs (2 assumed).
- PDF copy of Record Drawings.

EKI Assumptions:

- EKI will maintain submittal, RFI, PCO, CCO, and issues logs.
- Submittals and RFI communication shall be through email employing PDFs using EKI's standard forms for submittal and RFI review.

- EKI will review up to 30 submittals and 10 resubmittals at an assumed level of effort of 3 hours per review for non-complex submittals and 8 hours of review for the HDD-related submittals.
- EKI will review up to 3 RFIs at a level of effort of 4 hours per review.
- EKI will attend the in-person preconstruction meeting.
- EKI will inspect HDD activities (assume 8 days of inspection)
- EKI will recommend payment for all progress payments and prepare CCOs.
- EKI will participate in the punch list walk through.
- The District will provide inspection services and will issue Notice of Award, Notice to Proceed, and review contractor quantities on each invoice.
- EKI will prepare record drawings based on the redline drawings provided by the Contractor.

PROJECT SCHEDULE

EKI anticipates that the design will be completed within four (4) months of notice to proceed. Bid and construction-phase services will be completed in a timely manner, consistent with the District's schedule for bidding and construction. EKI will prepare a detailed Project schedule as an initial task.

COMPENSATION FOR CONSULTING SERVICES

We propose that compensation for consulting services by EKI be on a time and expense reimbursement basis in accordance with our attached current Schedule of Charges, dated 2 January 2023. Based on the proposed Scope of Work described above, we propose a budget of \$219,100 for the completion of tasks 1 through 5. The proposed budget is presented by task in Table 2 and detailed in Table 3, attached.

Table 2. Proposed Cost by Tasks

Task	Description	Task Total
1	Base Map Development	\$10,300
2	Design Services	\$92,700
3	Property Acquisition Support Services	\$31,800
4	Bid Support Services	\$9,000
5	Construction Management and Engineering Services During Construction	\$75,300
Total Estimated Budget		\$219,100

TERMS AND CONDITIONS

Other than the scope of work, budget, and schedule herein, the work will be performed in accordance with our current Agreement dated 5 August 2022.

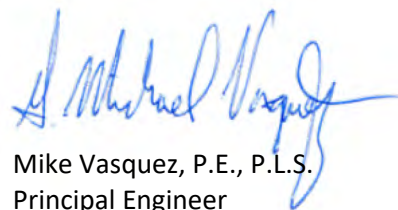
Thank you for the opportunity to work with the District on this project. Please contact Jonathan Sutter at 650-292-9100 with any questions.

Very truly yours,

EKI ENVIRONMENT & WATER, INC.



Jonathan Sutter, P.E.
Supervising Engineer



Mike Vasquez, P.E., P.L.S.
Principal Engineer

cc: James Derbin, CCWD

Attachments

Figure 1 – Conceptual Project

Table 2 – Estimated Budget

EKI Schedule of Charges, dated 2 January 2023

PIPE EXPOSURE AND DAMAGE CAUSED BY THE JANUARY 2023 WINTER STORM DISASTER.

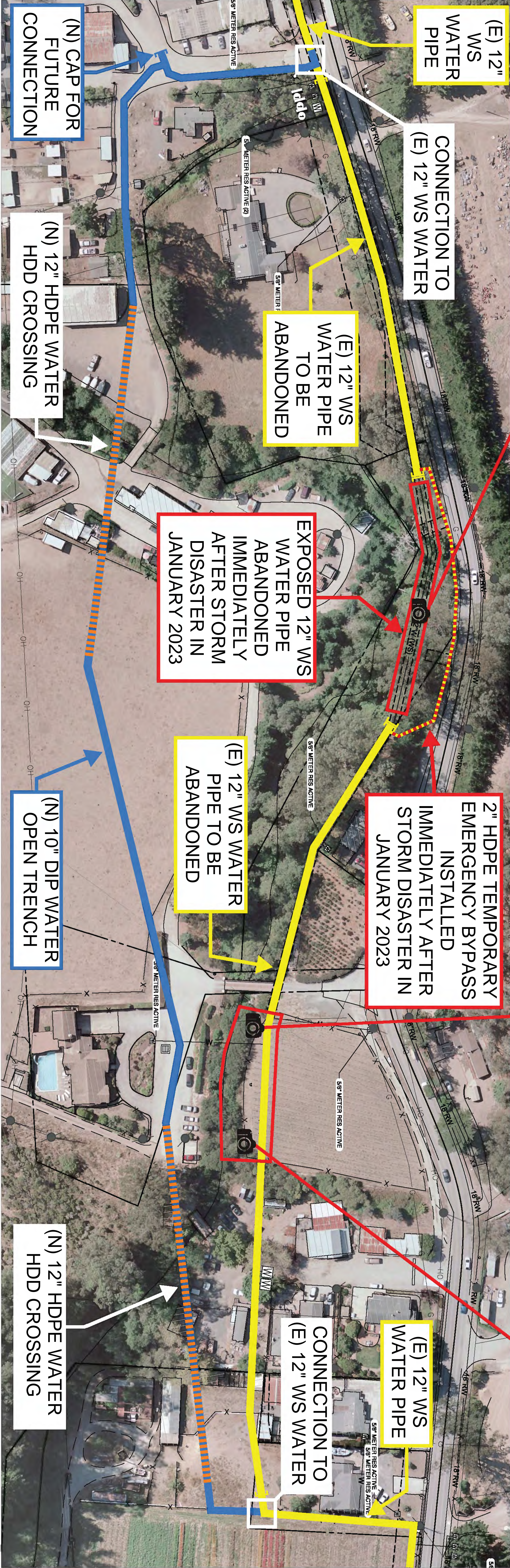


EROSION DAMAGE AND RISK OF PIPELINE EXPOSURE CAUSED BY THE JANUARY 2023 WINTER STORM DISASTER.

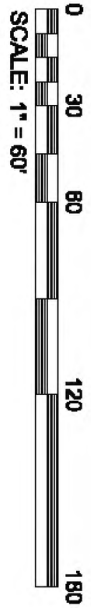


EROSION DAMAGE FACING EAST

EROSION DAMAGE FACING WEST



CONCEPTUAL MAP
NOT FOR CONSTRUCTION



NOTES:
1. SERVICE RECONNECTIONS AND NEW HYDRANT LATERALS NOT SHOWN.

HIGHWAY 92 POTABLE WATER PIPELINE EMERGENCY
RESTORATION PROJECT
COASTSIDE COUNTY WATER DISTRICT

CONCEPTUAL MAP

eki environment & water
2001 JUNIPERO SERRA BOULEVARD, SUITE 300
DALY CITY, CALIFORNIA 94014
(850) 292-9100 • FAX (850) 552-9012

1 OF 1	SHEET NUMBER	VERIFY SCALE		DATE: MARCH 2023					
		BAR IS ONE INCH ON ORIGINAL DRAWING.		SCALE: AS SHOWN					
		0 1"		DRAWN:					
		IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY		DESIGNED:					
				APPROVED:					
		JOB NO.: B80108.25		REV	DESCRIPTION	APPR'D	DATE		

Table 3. Estimated Budget - Engineering Services for the Highway 92 Potable Water Pipeline Emergency Restoration Project

Coastside County Water District, Half Moon Bay, California
(EKI C3-068)

TASKS	ESTIMATED EKI HOURLY LABOR				LABOR COST (\$)	SUBS O'Dell Engineering	DIRECT COSTS					MARKUP ON DIRECT COSTS 10%	TOTAL DIRECT COSTS	TOTAL	
	G4 Engineer	Jordan Gans	Jonathan Sutter, P.E.	Mike Vasquez, P.E.			UNIT	QUANTITY	UNIT COST	TOTAL COST	TASK BUDGET TOTALS (\$)			ROUNDED BUDGET TOTALS (\$)	
Task 1 - Base Map Development															
Project Management			2		\$618								\$618		
Site Walk and Supplemental Data Collection	10	10	4		\$5,016		LS	1	\$500	\$500	\$50	\$550	\$5,566		
Finalize Base Map	4	12	2		\$3,730								\$3,730		
Communications Fee (EKI Labor Only)								4%	\$9,364			\$375	\$375		
Task 1 Subtotal	14	22	8		\$9,364						\$50	\$925	\$10,289	\$10,300	
Task 2 - Design Services															
Project Management			16		\$4,944								\$4,944		
Prepare Settlement, Hydrofracture, and Pullback Calculations		36	12		\$10,908								\$10,908		
Develop 90% Drawings	36	96	24		\$33,024								\$33,024		
Develop 90% Specifications	12	24	12		\$10,644								\$10,644		
Develop 90% Opinion of Probable Costs and Construction Schedule	4	6	4		\$3,148								\$3,148		
Evaluate Temporary and Permanent Easement Requirements	8	4	2		\$2,842								\$2,842		
Prepare Basis of Design Memorandum	20	12	8		\$8,432								\$8,432		
QA/QC 90% Design Submittal				8	\$2,560								\$2,560		
Prepare, Conduct, and Document 90% Design Review	2	4	2		\$1,774								\$1,774		
Develop Final Design Submittal	20	16	8		\$9,232		LS	1	\$300	\$300	\$30	\$330	\$9,562		
QA/QC Final Design Submittal				4	\$1,280								\$1,280		
Communications Fee (EKI Labor Only)								4%	\$88,788			\$3,552	\$3,552		
Task 2 Subtotal	102	198	88	12	\$88,788						\$30	\$3,882	\$92,670	\$92,700	
Task 3 - Property Acquisition Support Services															
Project Management		2	4		\$1,636								\$1,636		
Preparation of Easement Exhibits	16	8	4		\$5,684								\$5,684		
Meeting with Property Owners			8		\$2,472								\$2,472		
Preparation of Land Description Packages		8	4		\$2,836	\$17,000					\$1,700	\$18,700	\$21,536		
Communications Fee (EKI Labor Only)								4%	\$12,628			\$505	\$505		
Task 3 Subtotal	16	18	20		\$12,628	\$17,000					\$1,700	\$19,205	\$31,833	\$31,800	
Task 4 - Bid Support Services															
Pre-Bid Meeting		5	3		\$1,927								\$1,927		
Provide Bid Support (Respond to Questions and prepare 1 Addendum)		10	4	1	\$3,556								\$3,556		
Bid Evaluation		2	1		\$555								\$555		
Prepare Conformed Contract Documents	6	4	1	1	\$2,343		LS	1	\$300	\$300	\$30	\$330	\$2,673		
Communications Fee (EKI Labor Only)								4%	\$8,380			\$335	\$335		
Task 4 Subtotal	6	21	8	2	\$8,380						\$30	\$665	\$9,045	\$9,000	
Task 5 - Construction Management & Engineering Support During Construction															
Project/Construction Management		20	32		\$13,888								\$13,888		
Attend Pre-Construction Meeting		5	4		\$2,236								\$2,236		
Review Construction Submittals (30 Submittals and 10 Resubmittals)	48	48	30	8	\$29,974								\$29,974		
Respond to Requests for Information, RFIs (3 RFIs)		9	3		\$2,727								\$2,727		
HDD Specialty Inspection		64	16		\$17,744								\$17,744		
Attend Punchlist Walk			4		\$1,236								\$1,236		
Preparation of Record Drawings	8	8	4	1	\$4,580								\$4,580		
Communications Fee (EKI Labor Only)								4%	\$72,385			\$2,895	\$2,895		
Task 5 Subtotal	56	154	93	9	\$72,385								\$75,280	\$75,300	
TOTALS:	194	413	217	23	\$191,545	\$17,000				\$1,100	\$1,810	\$27,572	\$219,117	\$219,100	

Client/Address: Coastside County Water District
766 Main St.
Half Moon Bay, CA 94019



Proposal/Agreement Date: 9 March 2023

EKI Proposal/Project # C3-068

SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC.

2 January 2023

<u>Personnel Classification</u>	<u>Hourly Rate</u>
Officer and Chief Engineer-Scientist	332
Principal Engineer-Scientist	320
Supervising I, Engineer-Scientist	309
Supervising II, Engineer-Scientist	298
Senior I, Engineer-Scientist	286
Senior II, Engineer-Scientist	275
Associate I, Engineer-Scientist	264
Associate II, Engineer-Scientist	248
Engineer-Scientist, Grade 1	231
Engineer-Scientist, Grade 2	218
Engineer-Scientist, Grade 3	200
Engineer-Scientist, Grade 4	178
Engineer-Scientist, Grade 5	157
Engineer-Scientist, Grade 6	138
Project Assistant	130
Technician	125
Senior GIS / Database Analyst	162
CADD Operator / GIS Analyst	144
Senior Administrative Assistant	159
Administrative Assistant	124
Secretary	104

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work will be at cost plus ten percent (10%) for items such as:

- a. Maps, photographs, reproductions, printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, drillers, laboratories, and contractors.
- c. Rented vehicles, local public transportation and taxis, travel, and subsistence.
- d. Special fees, insurance, permits, and licenses applicable to the work.
- e. Outside computer processing, computation, and proprietary programs purchased for the work.

A Communication charge for e-mail access, web conferencing, cellphone calls, messaging and data access, file sharing, local and long distance telephone calls and conferences, facsimile transmittals, standard delivery U.S. postage, and incidental in-house copying will be charged at a rate of 4% of labor charges. Large volume copying of project documents, e.g., bound reports for distribution or project-specific reference files, will be charged as a project expense as described above.

Reimbursement for company-owned automobiles, except trucks and four-wheel drive vehicles, used in connection with the work will be at the rate of sixty cents (\$0.60) per mile. The rate for company-owned trucks and four-wheel drive vehicles will be seventy-five cents (\$0.75) per mile. There will be an additional charge of thirty dollars (\$30.00) per day for vehicles used for field work. Reimbursement for use of personal vehicles will be at the federally allowed rate plus fifteen percent (15%).

CADD and other specialized software computer time will be charged at twenty dollars (\$20.00) per hour. In-house material and equipment charges will be in accordance with the current rate schedule or special quotation. Excise taxes, if any, will be added as a direct expense.

Rate for professional staff for legal proceedings or as expert witnesses will be at a rate of one and one-half times the Hourly Rates specified above.

The foregoing Schedule of Charges is incorporated into the Agreement for the Services of EKI Environment & Water, Inc. and may be updated annually.

9 March 2023

Ms. Mary Rogren
General Manager
Coastside County Water District
766 Main St.
Half Moon Bay, CA 94019

Subject: Proposal for Environmental Services for the Highway 92 Potable Water Pipeline
Emergency Restoration Project
Coastside County Water District, Half Moon Bay, California
(EKI C3-068)

Dear Ms. Rogren:

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PROJECT UNDERSTANDING

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In the subsequent weeks since the emergency bypass installation, EKI and the District evaluated potential alternatives for restoring service in the section of the damaged and threatened pipeline. Based on that evaluation, EKI prepared a conceptual design for the Project to restore fire flow and mitigate future failures caused by creek erosion. The Project will include approximately 1,150 linear feet of new 10-inch ductile iron pipe (DIP) installed by open trench construction and approximately 900 linear feet of 12-inch HDPE installed at two (2) creek crossings by horizontal directional drilling (HDD). The Project will also include service reconnections and new hydrants.

The District is seeking Project funding under the Federal Emergency Management Agency's (FEMA) Public Assistance Program. The District has determined that the public exigency and emergency conditions caused by the significantly reduced fire flow availability to properties along Highway 92 and the risk of

future damage to the existing pipeline resulting from further stream bank erosion will not permit a delay resulting from competitive solicitation for engineering and environmental services.

Based on directions from the District, the scope of work described below covers environmental services anticipated to be required for the Project. EKI proposes to team with SWCA Environmental Consultants (SWCA) to provide this scope of work. EKI is performing geotechnical and engineering services under separate scopes of work.

SCOPE OF WORK

Based on our Project understanding, EKI and SCWA propose the following specific tasks as part of this scope of work.

Task 1 – Project Management and Coordination

Under this task, EKI and SWCA staff will conduct project management and coordination tasks. EKI and SWCA will participate with CCWD staff in a kick-off meeting to discuss Project schedule, our approach to critical issues, communication protocols, and other logistical items. This task assumes up to six (6) additional one-hour meetings between SWCA, EKI, and CCWD throughout the duration of the Project.

Task 2 – CEQA Categorical Exemption

SWCA will prepare a California Environmental Quality Act (CEQA) Categorical Exemption document (CE), which will include an inventory of existing environmental resources and a description of potential environmental issues that could be triggered by the project. SWCA will review applicable County of San Mateo (County) and local planning documents to determine whether there are any special requirements or regulations that could affect the project in the study area. The CE will briefly consider all topics identified in Appendix G of the California Environmental Quality Act (CEQA) Guidelines. The evaluation of these topics will be concise yet will be discussed in sufficient detail to assess the need for further studies, analyses, or permits that may be required. Our analysis will be based primarily on a review of existing documentation and databases. The CE will include project figures to illustrate existing conditions of the site, along with specific solutions for critical issues identified during the analysis (e.g., mitigation measures/applicant-proposed measures to reduce potentially significant impacts to less than significant).

Deliverables:

- Draft and Final CEQA CE memorandum that includes a brief project description, a statement about which CE applies, and a brief summary of existing conditions and assessment of impacts for each potentially affected resource category.

Task 3 – NEPA Categorical Exclusion

As discussed above, EKI understands that the District is applying for funding under FEMA's Public Assistance Program. As a federal agency, FEMA is required to comply with NEPA. Therefore, as part of this phase, SWCA will evaluate the impacts of the proposed project on the human environment in accordance with NEPA. As a first step to evaluating the appropriate NEPA document, SWCA will evaluate the possibility of obtaining a Categorical Exclusion. FEMA has specific Categorical Exclusions under Executive Order 13807 and described in FEMA Instruction Manual 023-01-001-01. A Categorical Exclusion may also be

obtained by incorporating BMPs instead of mitigation to ensure the project will not have a significant effect on the human environment. Assuming these investigations result in a Categorical Exclusion determination, SWCA will proceed with the preparation of a memo report to provide Categorical Exclusion documentation.

Deliverables:

- Draft and Final NEPA Categorical Exclusion documentation that will include a brief project description, a statement about which Categorical Exclusion applies, and a brief summary of existing conditions and assessment of impacts for each potentially affected resource category.

Task 4 – Emergency Permitting

SWCA understands that the Project will include multiple stream crossings beneath Pilarcitos Creek and its tributaries, with the use of HDD. Pilarcitos Creek and its tributaries are likely to be considered jurisdictional by the U.S. Army Corps of Engineers (USACE), Regional Water Quality Control Board (RWQCB), California Department of Fish and Wildlife (CDFW). However, due to the fact that CCWD intends to use HDD methods, no impacts to the bed of these stream features are anticipated, and therefore only a CDFW permit is likely to be required. Given that the flooding and waterline damage occurred during an unprecedented storm event, and there is an imminent threat to life and property of not repairing the waterline providing drinking water and fire protection to the public, it is anticipated that the Project would qualify as an emergency action by CDFW. The CDFW requires that they be notified in writing no more than 14 days after beginning the emergency work. As part of this task, SWCA will prepare an Emergency Notification Form on behalf of CCWD and submit it to CDFW through their online portal (EPIMS).

Deliverables:

- Draft and Final CDFW Emergency Notification Form

EKI Assumptions:

- No more than seven (7) one-hour meetings will be required.
- The project will qualify for a Categorical Exemption (CE) or Statutory Exemption (SE) under CEQA, such as CEQA Guidelines Section 15269: Emergency Projects, CEQA Guidelines Section 15301 Class 1: Existing Facilities or CEQA Guidelines Section 15302 Class 2: Existing Facilities.
- The project will qualify for a Categorical Exclusion under the FEMA Instruction Manual 023-01-001-01.
- The technical studies conducted by SWCA for replacing an adjacent portion of the pipeline will be sufficient to prepare the CEQA and NEPA documentation; therefore, technical studies are not included in this scope of work.
- No field visits are included.
- SWCA will respond to one consolidated round of comments from the District on each of the CEQA CE, NEPA CE, and Emergency Notification Form.

- The District will pay the permit fee for CDFW permit submittal directly to EPIMS.
- The Project will qualify for a CDFW 1610 permit for emergency work and a Lake and Streambed Alteration Agreement will not be required.
- No mitigation coordination or monitoring support is included.

PROJECT SCHEDULE

EKI anticipates that the CEQA and NEPA documentation will be completed concurrently with the Project design and within (4) months of notice to proceed. The CDFW Emergency Notification Form will be submitted no more than 14 days after beginning of the emergency work.

COMPENSATION FOR CONSULTING SERVICES

We propose that compensation for consulting services by EKI be on a time and expense reimbursement basis in accordance with our attached current Schedule of Charges, dated 2 January 2023. Based on the proposed Scope of Work described above, we propose a budget of \$44,800. The proposed budget is detailed in Table 2, attached.


TERMS AND CONDITIONS

Other than the scope of work, budget, and schedule herein, the work will be performed in accordance with our current Agreement dated 5 August 2022.

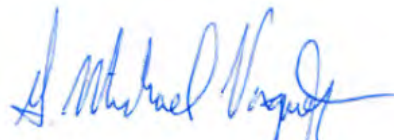
Thank you for the opportunity to work with the District on this project. Please contact Jonathan Sutter at 650-292-9100 with any questions.

Very truly yours,

EKI ENVIRONMENT & WATER, INC.



Jonathan Sutter, P.E.
Supervising Engineer



Mike Vasquez, P.E., P.L.S.
Principal Engineer

cc: James Derbin, CCWD

Attachments

Table 2 – Estimated Budget

EKI Schedule of Charges, dated 2 January 2023

Table 2. Estimated Budget - Environmental Services for the Highway 92 Potable Water Pipeline Emergency Restoration Project

Coastside County Water District, Half Moon Bay, California
(EKI C3-068)

TASKS	ESTIMATED EKI HOURLY LABOR			LABOR COST (\$)	SUBS	DIRECT COSTS				MARKUP ON DIRECT COSTS 10%	TOTAL DIRECT COSTS	TOTAL	
	Jordan Gans	Jonathan Sutter, P.E.	Mike Vasquez, P.E.		SWCA Environmental Consulting	UNIT	QUANTITY	UNIT COST	TOTAL COST			TASK BUDGET TOTALS (\$)	ROUNDED BUDGET TOTALS (\$)
	\$200	\$309	\$320										
Environmental Services													
1. Project Management and Coordination	4	16	1	\$6,064	\$3,619					\$362	\$3,981	\$10,045	
2. CEQA Categorical Exemption	2	2		\$1,018	\$11,686					\$1,169	\$12,855	\$13,873	
3. NEPA Categorical Exclusion	2	2		\$1,018	\$11,686					\$1,169	\$12,855	\$13,873	
4. Emergency Permitting	2	2		\$1,018	\$5,120					\$512	\$5,632	\$6,650	
Communications Fee (EKI Labor Only)							4%	\$9,118			\$365	\$365	
TOTALS:	10	22	1	\$9,118	\$32,111					\$3,211	\$35,687	\$44,805	\$44,800

Client/Address: Coastside County Water District
766 Main St.
Half Moon Bay, CA 94019



Proposal/Agreement Date: 9 March 2023

EKI Proposal/Project # C3-068

SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC.

2 January 2023

<u>Personnel Classification</u>	<u>Hourly Rate</u>
Officer and Chief Engineer-Scientist	332
Principal Engineer-Scientist	320
Supervising I, Engineer-Scientist	309
Supervising II, Engineer-Scientist	298
Senior I, Engineer-Scientist	286
Senior II, Engineer-Scientist	275
Associate I, Engineer-Scientist	264
Associate II, Engineer-Scientist	248
Engineer-Scientist, Grade 1	231
Engineer-Scientist, Grade 2	218
Engineer-Scientist, Grade 3	200
Engineer-Scientist, Grade 4	178
Engineer-Scientist, Grade 5	157
Engineer-Scientist, Grade 6	138
Project Assistant	130
Technician	125
Senior GIS / Database Analyst	162
CADD Operator / GIS Analyst	144
Senior Administrative Assistant	159
Administrative Assistant	124
Secretary	104

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work will be at cost plus ten percent (10%) for items such as:

- a. Maps, photographs, reproductions, printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, drillers, laboratories, and contractors.
- c. Rented vehicles, local public transportation and taxis, travel, and subsistence.
- d. Special fees, insurance, permits, and licenses applicable to the work.
- e. Outside computer processing, computation, and proprietary programs purchased for the work.

A Communication charge for e-mail access, web conferencing, cellphone calls, messaging and data access, file sharing, local and long distance telephone calls and conferences, facsimile transmittals, standard delivery U.S. postage, and incidental in-house copying will be charged at a rate of 4% of labor charges. Large volume copying of project documents, e.g., bound reports for distribution or project-specific reference files, will be charged as a project expense as described above.

Reimbursement for company-owned automobiles, except trucks and four-wheel drive vehicles, used in connection with the work will be at the rate of sixty cents (\$0.60) per mile. The rate for company-owned trucks and four-wheel drive vehicles will be seventy-five cents (\$0.75) per mile. There will be an additional charge of thirty dollars (\$30.00) per day for vehicles used for field work. Reimbursement for use of personal vehicles will be at the federally allowed rate plus fifteen percent (15%).

CADD and other specialized software computer time will be charged at twenty dollars (\$20.00) per hour. In-house material and equipment charges will be in accordance with the current rate schedule or special quotation. Excise taxes, if any, will be added as a direct expense.

Rate for professional staff for legal proceedings or as expert witnesses will be at a rate of one and one-half times the Hourly Rates specified above.

The foregoing Schedule of Charges is incorporated into the Agreement for the Services of EKI Environment & Water, Inc. and may be updated annually.