

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: July 14, 2026

Date: July 10, 2026

Agenda Title: Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Engineering Design, Environmental, and Construction Support Services for the Pilarcitos Creek Road Pipeline Replacement Project

Recommendation/Motion:

Authorize the General Manager to enter into a professional service agreement with EKI Environment and Water, Inc. for engineering design, environmental, and construction support services for the Pilarcitos Creek Road Pipeline Replacement Project for a not-to-exceed amount of \$146,000.

Background:

The District relies upon a 12-inch diameter raw water pipeline buried beneath Pilarcitos Creek Road to convey raw water from Pilarcitos Reservoir, via a turnout at Stone Dam, to a larger raw water transmission pipeline along Highway 92. Pilarcitos Creek Road runs along a narrow bench cut into a steeply sloping hillside adjacent to Pilarcitos Creek. During the severe winter storms of 2022/23, excessive flows in Pilarcitos Creek resulted in multiple creek bank failures that damaged the roadway and now pose a risk of undermining both the road and pipeline if worsened by future storm events.

Subsequent to the 2022/23 storms, the District completed a topographic survey and geotechnical investigation, retained an engineering consultant to design creek bank stabilization improvements, and engaged an environmental consultant to evaluate permitting requirements. Due to the environmentally sensitive nature of the creek and the jurisdiction of multiple regulatory agencies, obtaining the necessary environmental permits for creek bank stabilization improvements is expected to be both costly and time-consuming, potentially requiring several years.

Recognizing the risk that additional storm events could damage the existing pipeline before permanent creek bank repairs can be permitted and constructed, the District engaged EKI Environment and Water, Inc. (EKI) in December 2025 to conduct a feasibility study to evaluate the possibility of relocating the pipeline away from the affected roadway sections and into the existing hillside (and away from the creek) utilizing horizontal directional drilling (HDD) construction methods.

In March 2026, representatives from EKI, GSW Construction, Inc. (GSW), and Precision Directional Boring Group Works (PDB), an HDD specialty contractor, conducted a site visit to evaluate the project's feasibility and constructability. Based on field observations and preliminary engineering review, both GSW and PDB concluded that the proposed HDD installation is technically feasible and constructible.

Other items reviewed in the feasibility study include:

- 1) SFPUC considerations. A portion of the proposed pipeline alignment is located on San Francisco Public Utilities Commission (SFPUC) property. Existing land use permits will require modification; however, preliminary discussions with SFPUC staff indicate that significant permitting obstacles are not anticipated.
- 2) Environmental Best Management Practices (BMPs) The project is located in environmentally sensitive habitat areas, including the Marbled Murrelet nesting sites. EKI recommends implementing BMPs consistent with those successfully utilized in other recent project work in Pilarcitos Canyon including the recent Pilarcitos Wellfield project.

Based on the findings of the feasibility study, staff recommends proceeding with the engineering and environmental permitting necessary to relocate the pipeline using HDD. Relocating the pipeline away from the unstable creek bank provides a more resilient long-term solution than repairing the creek bank in place, substantially reducing the risk of future creek bank failures undermining or damaging the raw water pipeline during storm events (in this particular section of the creek.)

Advancing the project now could position the District to complete construction during the 2027 work window, outside the Marbled Murrelet nesting season and prior to the onset of the winter storm season.

Fiscal Impact: \$146,000

(\$900,000 is included in the District's approved Capital Improvement Program.)

Attachment: See Exhibit A for EKI's Proposal.



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23 June 2026

Mary Rogren
General Manager
Coastside County Water District
766 Main Street
Half Moon Bay, California 94019

Subject: Proposal for Design, Environmental, and Construction Support Services for the Pilarcitos Creek Road Pipeline Replacement Project
Coastside County Water District, Half Moon Bay, California
(EKI B80108.58)

Dear Ms. Rogren:

EKI Environment & Water, Inc. (EKI) is pleased to provide this proposal to the Coastside County Water District (District) for design, environmental, and construction support services for the Pilarcitos Creek Road Pipeline Replacement Project (Project).

BACKGROUND

The District currently relies upon a 12-inch-diameter pipeline buried beneath Pilarcitos Creek Road to convey water between Stone Dam and a larger raw water conveyance pipeline closer to Highway 92. Pilarcitos Creek Road runs along a bench cut into steeply sloping hillsides that drain to Pilarcitos Creek. Severe storms during the 2022/2023 winter resulted in excessive creek flows which caused multiple bank failures and a culvert washout. These failures restrict vehicle passage along the road and threaten to undermine both the road and pipeline. The District initiated the planning, design, and permitting for the road repair and bank stabilization; however, permitting is expected to be a multi-year process due to multiple agencies with jurisdiction and the environmentally sensitive habitat of Pilarcitos Creek.

EKI recently completed a technical memorandum evaluating the feasibility of replacing and relocating the pipeline near the damaged section of the roadway further away from the creek by horizontal directional drilling (HDD). Given the risk of leaving the existing pipeline vulnerable to damage from future storm events, EKI recommended moving forward with the design of the Project and is preparing this proposal at the request of the District.

PROPOSED 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. EKI has assumed that the Project construction will be sole sourced and that the project will not be publicly bid.

Task 1: Base Map Development

EKI's subconsultant, Underwood and Rosenblum (U&R), will perform a site visit to locate and measure visible surface features to supplement the topographic survey conducted by U&R in June of 2025. These features will be used to develop a base map to support design.

Once the field investigation is complete, EKI will map the utilities in AutoCAD and add the San Mateo County parcels map to the base map. EKI will meet with the District in the field to confirm the base map including the existing water line and appurtenance locations.

It is assumed that a boundary survey will not be required based on previous projects with San Francisco Public Utilities Commission (SFPUC) including the 2019 Stone Dam Pipeline Project.

Deliverables:

- A PDF of the draft Project base map.

EKI Assumptions:

- The District will provide any as-built records for the Project area, if available.
- The District will mark their water line along the Project prior to the site visit.
- No boundary surveys will be completed as part of the Project.

Task 2: Design Services

EKI will provide two design submittals corresponding to 90% and 100%/Final design level development. The 90% Design submittal will include plan and profile sheets, connection details, specifications, and an opinion of probable construction cost (OPC). The 100%/Final Design submittal will be signed and stamped contract documents ready for contractor contract negotiations. A design review meeting will be held for the 90% design submittal with comments documented and tracked to confirm incorporation into the 100%/Final Design.

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

Table 1. Anticipated List of Contract Drawings

Sheet No.	Description
1	Title Sheet
2	Legend, Key Map, and Notes
3	Plan and Profile, Pilarcitos Creek Road HDD Alignment – 1
4	Plan and Profile, Pilarcitos Creek Road HDD Alignment – 2
5	Plan, Staging Area
6	Connection Details
7	Construction Details - 2
8	Construction Details - 3
9	Construction Stormwater Best Management Practices

EKI will be available to respond to contractor's questions during the contract negotiation process. EKl assumes one addendum will be required.

Deliverables:

- 90% Design Submittal:
 - PDF file of the 90% plans;
 - PDF file of the 90% specifications; and
 - PDF file of the 90% OPC.
- 100%/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
 - PDF file of the 100% OPC.
- 90% Design Review Meeting minutes and comments logs within five (5) business days of the meeting.
- Response to contractor's questions and preparation of up to one addendum.

EKI Assumptions:

- Design documents will be based on the District standard front end, technical specifications, and details, with EKl preparing additional technical specifications, as necessary.
- Full-sized plan sheets will be 22" x 34".
- The District will review and provide comments at the 90% level of design.
- The District will solicit a quote from its preferred, pre-qualified contractor and the project will not be publicly bid.

Task 3: Agency Coordination and Permitting Support Services

A portion of the Project is within SFPUC property and will require coordination with the agency for approval of the construction documents and a land agreement license. EKI will assist the District on an as-needed basis including coordinating with SFPUC and preparing and obtaining the land agreement license. After the completion of the 90% design, EKI will prepare a draft SFPUC Project Review Application for submission to SFPUC. EKI will complete the final SFPUC Project Review Application after incorporating comments from SFPUC on the draft SFPUC Project Review Application and comments arising during the SFPUC Design Review Meeting. Similar to the boundary survey, it is assumed that no land description packages will be required to record the new and existing easements beyond the contract documents and record drawings produced as part of Task 2 and Task 4.

Deliverables:

- Draft and Final SFPUC Project Review Application (PDF).

EKI Assumptions:

- EKI will participate in one meeting/conference call with SFPUC to confirm permitting requirements.
- EKI will attend the SFPUC Design Review Meeting.
- The District will pay all permitting fees.
- SFPUC will have only minor comments on the draft Project Review Application.
- No land description packages will be required to record new or existing easements.

Task 4: CEQA support

EKI will work with its subconsultant Environmental Science Associates (ESA) to prepare California Environmental Quality Act (CEQA) documentation. Upon initial review, the proposed Project appears to qualify for an exemption from the requirements of the California Environmental Quality Act (CEQA), and Project sites appear to be outside the jurisdictions of the Corps, RWQCB, and CDFW. ESA staff will assess project site locations relative to the resource agencies' standard jurisdictional boundaries to confirm these assumptions. ESA will prepare a memo that documents the project description, the relevant CEQA exemptions, and proposed best management practices. ESA will complete the CEQA exemption forms for District submission to the County.

Deliverables:

- Draft and final CEQA exemption memorandum (electronic PDF file)
- Draft and final CEQA exemption forms (electronic PDF file)

Assumptions:

- ESA will be able to rely on information gathered from previous site visits and no additional site visits will be required.
- ESA will respond to one round of comments from the District.

Task 5: Engineering Services During Construction

EKI will provide limited engineering services during construction. These services will focus on the following: one pre-construction meeting, preparation of conformed contract documents, submittal reviews, contractor invoice reviews, and request for information (RFI) support. EKl will attend periodic site visits during key construction phases, provide limited construction inspection services, and will prepare record drawings from the contractor's redline drawing submittal and GPS data collected at the site at the end of the Project.

Deliverables:

- PDF copy of conformed contract documents.
- Submittal review letters.
- RFI response letters.
- Preconstruction meeting agenda and minutes.
- Contractor invoice approval letters.
- PDF copy of Record Drawings.
- Electronic file of GPS points and CAD drawings.

EKI Assumptions:

- Submittals and RFI communication shall be through email employing PDFs using EKl's standard forms for submittal and RFI review.
- EKl will review up to 12 submittals and 4 resubmittals at an assumed level of effort of 2 hours per review.
- EKl will review up to 2 RFIs at a level of effort of 3 hours per review.
- EKl will attend the preconstruction meeting.
- EKl will attend periodic site visits during construction (4 assumed).
- EKl will provide up to 60 hours of inspection services.
- District will provide construction management and inspection services and will issue Notice of Award, Notice to Proceed.
- EKl will prepare record drawings based on the redline drawings provided by the contractor.
- EKl will use a Trimble R10 GPS unit for locating utility features.

PROJECT SCHEDULE

EKI anticipates completing the basemap development within six (6) weeks after notice to proceed and the 90% Design within eight weeks (8) weeks of completing the base map. SFPUC permitting and CEQA

documentation will be initiated in parallel with the detailed design. The 100%/Final Design will be completed within four (4) weeks of receipt of all comments from the District and SFPUC.

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 1 January 2026. Based on the proposed Scope of Work described above, we propose a budget of \$146,000 for the completion of Tasks 1 through 5 as shown by task in Table 2 below and detailed in Table 3, attached.

Table 2. Proposed Cost by Tasks

Task	Description	Task Total
1	Base Map Development	\$36,100
2	Design Services	\$39,700
3	Agency Coordination and Permitting Support	\$9,900
4	CEQA Support	\$18,900
5	Engineering Services During Construction	\$41,400
Total Estimated Budget		\$146,000

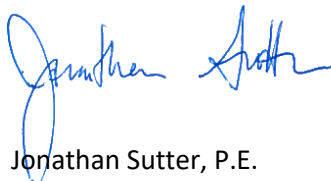
TERMS AND CONDITIONS

Other than the scope of work, budget, and schedule herein, the work will be performed in accordance with our current Professional Services Agreement.

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.
Principal Engineer

Attachments

Table 3 - Estimated Fee

EKI Schedule of Charges, dated January 2026

Table 3. Estimated Fee - Pilarcitos Creek Road Pipeline Replacement Project

Coastside County Water District, Half Moon Bay, California
(EKI B80108.58)

TASKS					LABOR COST (\$)	DIRECT COSTS					TOTAL DIRECT COSTS	SUBCONSULTANT LABOR				TOTAL	
	G5 Engineer	Jordan Gans, P.E.	Tim Beaman, P.E.	Jonathan Sutter, P.E.		UNIT	QUANTITY	UNIT COST	TOTAL COST	MARKUP ON DIRECT COSTS		Underwood & Rosenblum, Inc. (U&R)	Environmental Science Associates (ESA)	MARKUP ON SUBCONSULTANT LABOR COSTS	TOTAL SUBCONSULTANT COSTS	TASK BUDGET TOTALS (\$)	ROUNDED BUDGET TOTALS (\$)
Task 1 - Base Map Development	\$175	\$241	\$343	\$353													
Project Management		2		2	\$1,188											\$1,188	
Perform Topographic Survey												\$28,850		\$2,885	\$31,735	\$31,735	
Review Topographical Map and As-Built Research	4	2			\$1,182											\$1,182	
Finalize Basemap	6	2		1	\$1,885	LS	1	\$100	\$100	\$10	\$110					\$1,995	
Task 1 Subtotal	10	6		3	\$4,255					\$10	\$110				\$31,735	\$36,100	\$36,100
Task 2 - Design Services																	
Project Management		8		2	\$2,634											\$2,634	
Develop 90% Submittal	64	24		8	\$19,808											\$19,808	
QA/QC 90% Design Submittal			4		\$1,372											\$1,372	
90% Design Meeting		2		1	\$835											\$835	
Develop 100%/Final Design Submittal	32	12		4	\$9,904	LS	1	\$150	\$150	\$15	\$165					\$10,069	
QA/QC 100%/Final Design Submittal			2		\$686											\$686	
Contractor Contract Negotiation Support	8	6		4	\$4,258											\$4,258	
Task 2 Subtotal	104	52	6	19	\$39,497						\$165					\$39,662	\$39,700
Task 3 - Agency Coordination and Permitting Support																	
Project Management		6		2	\$2,152											\$2,152	
Meetings (Conference and Design Review Meetings)		8		4	\$3,340	LS	1	\$100	\$100	\$10	\$110					\$3,450	
Draft and Final SFPUC Project Review Package	12	6		2	\$4,252											\$4,252	
Task 3 Subtotal	12	20		8	\$9,744						\$110					\$9,854	\$9,900
Task 4 - CEQA Support																	
Project Management		2		2	\$1,188											\$1,188	
Draft and Final CEQA Exemption Memo		2		2	\$1,188								\$15,000	\$1,500	\$16,500	\$17,688	
Task 4 Subtotal		4		4	\$2,376										\$16,500	\$18,876	\$18,900
Task 5 - Engineering Support During Construction																	
Project Management		6		4	\$2,858											\$2,858	
Conformed Documents	6	2		1	\$1,885											\$1,885	
Review Construction Submittals (12 submittal and 4 resubmittal)	20	10		3	\$6,969											\$6,969	
Respond to Requests for Information, RFI (2 RFI)	3	2		1	\$1,360											\$1,360	
Review Contractor Invoices		3		1	\$1,076											\$1,076	
Construction Site Visits	12	12		8	\$7,816	LS	1	\$200	\$200	\$20	\$220					\$8,036	
Inspection Services	30	30			\$12,480	LS	1	\$800	\$800	\$80	\$880					\$13,360	
Preparation of Record Drawings	16	8	2	1	\$5,767	LS	1	\$100	\$100	\$10	\$110					\$5,877	
Task 5 Subtotal	87	73	2	19	\$40,211						\$110					\$41,421	\$41,400
TOTALS:	213	155	8	53	\$96,083				\$1,450	\$145	\$1,705	\$28,850	\$15,000	\$4,385	\$48,235	\$145,913	\$146,000

Notes:

- EKI billing grades are as follows:
 "SPR": Senior Principal
 "PRI": Principal
 "SUP": Supervising Engineer or Scientist
 "SEN I and II": Senior Engineer or Scientist
 "ASC I and II": Associate Engineer or Scientist
 "G1, G2, G3...": Grade [1, 2, 3, ...] Engineer or Scientist
 "GIS/Database": GIS Operator (includes \$20/hr of CADD computer time)
- Expense Cost Units
 "LS": Lump Sum

Proposal/Agreement Date: 06/23/2026

EKI Proposal/Project # B80108.58

SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC.

1 January 2026

<u>Personnel Classification</u>	<u>Hourly Rate</u>
Officer and Chief Engineer-Scientist	366
Principal Engineer-Scientist	353
Supervising I, Engineer-Scientist	343
Supervising II, Engineer-Scientist	329
Senior I, Engineer-Scientist	315
Senior II, Engineer-Scientist	304
Associate I, Engineer-Scientist	291
Associate II, Engineer-Scientist	275
Engineer-Scientist, Grade 1	255
Engineer-Scientist, Grade 2	241
Engineer-Scientist, Grade 3	221
Engineer-Scientist, Grade 4	199
Engineer-Scientist, Grade 5	175
Engineer-Scientist, Grade 6	152
Project Assistant	143
Technician	137
Senior GIS / Database Analyst	180
CADD Operator / GIS Analyst	157
Senior Administrative Assistant	172
Administrative Assistant	136
Secretary	114

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 ten percent (10%).

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.