



# Board of Directors Meeting

## San Mateo County Flood and Sea Level Rise Resiliency District

## AGENDA

March 28, 2022

4:00 PM

1. **Roll Call**
2. **Public Comment** Persons wishing to address the Board on District-related matters not on this Agenda may speak for up to two minutes; comments on Agenda items shall be heard during that item for up to two minutes.
3. **Action to Set the Agenda and Approve the Consent Agenda**
  - A. Adopt Resolution 2022-03-28 to continue conducting meetings of the Board of Directors remotely due to public health concerns caused by the COVID-19 pandemic
  - B. Approve the Minutes of February 28, 2022 District Board meeting
4. **Regular Business**
  - A. Authorize the Chief Executive Officer to execute a Master Service Agreement with Schaaf & Wheeler to complete data collection, 100% design, environmental compliance, and permitting for the Millbrae and Burlingame Shoreline Area Protection and Enhancement Project
  - B. Authorize the Chief Executive Officer to execute Task Order Number 1 to the Master Service Agreement with Schaaf & Wheeler to complete data collection, 30% design, and a Draft Environmental Impact Report for the Millbrae and Burlingame Shoreline Area Protection and Enhancement Project
5. **Chair's Report \***
6. **CEO's Report \***
7. **Board Member Reports and Items for a Future Agenda \***
8. **Adjournment**

## Agenda item 4A

Authorize the CEO to execute a Master Service Agreement with Schaaf & Wheeler to complete data collection, 100% design, environmental compliance, and permitting for the Millbrae and Burlingame Shoreline Area Protection and Enhancement Project

In mid-January of this year, the District released a Request for Proposals for the Project and in early March interviewed three consultant teams.

An interview panel of staff from OneShoreline, Burlingame, and Millbrae unanimously selected Schaaf & Wheeler based on several factors, including:

- The proposal's quality and alignment with District objectives
- The experience of the staff proposed to work on the Project
- The proposed Project cost



San Mateo County  
Flood and Sea Level Rise  
Resiliency District

Requests Proposals for the

Millbrae and Burlingame Shoreline Area  
Protection and Enhancement Project

RFP Number 2022-01-18

Release Date: January 18, 2022

Deadline to Respond:  
February 16, 2022 at 5:00 PM

## Agenda item 4A: Master Service Agreement + Task Order Contracting Approach

- Due to the complex and long-term nature of this design and environmental clearance effort, the contractual vehicle recommended is a Master Service Agreement (MSA) with subsequent Task Orders.
- No work under the MSA shall be billable to the District without prior authorization by way of a District Task Order executed by the CEO, as authorized by the Board.
- Agenda Item 4A seeks Board authorization for the CEO to execute the MSA.
- Agenda Item 4B seeks Board authorization for the CEO to execute Task Order Number 1.
- As the Project progresses, the CEO will return to the Board for authorization to execute subsequent Task Orders.

# Agenda item 4A: MSA Scope of Services

The MSA includes the following primary tasks:

- Project management
- Data collection
- Engineering to evaluate Project alternatives for feasibility, develop design documents, and complete construction documents suitable for public bidding
- Environmental documentation for CEQA, potentially NEPA, and permit applications to State and federal regulatory agencies.
- FEMA coordination to revise flood insurance maps

Task	Task Name
1.0	<b>Project Management</b>
	1.1 Prepare Schedule and Work Plan
	1.2 Prepare Invoices, Progress Reports, and Scheduling Revisions
	1.3 Prepare for and Attend Project Management Meetings (48 meetings)
	1.4 Prepare for and Attend Meetings with Project Partners (12 meetings)
	1.5 Presentation Support at Key Meetings (12 total) <b>(Optional)</b>
2.0	<b>Data Collection</b>
	2.1 Identify, Gather, and Review Existing Information
	2.2 Field and Desktop Investigations
	2.3 Coastal Protection Analyses
	2.4 Hydrologic and Hydraulic Studies
	2.5 Geotechnical Data and Subsurface Exploration
	2.6 Corrosion Study
	2.7 Data Gathering for Environmental Documents and Permitting
	2.8 Jurisdictional Wetland Delineation
3.0	<b>Design Plans, Specifications, and Cost Estimates (PS&amp;E)</b>
	3.1 30% PS&E
	3.2 60% PS&E
	3.3 90% PS&E
	3.4 Final PS&E
	3.5 Constructability Reviews
	3.6 Bid Documents
4.0	<b>Environmental Documentation and Permits</b>
	4.1 Environmental Scoping
	4.2 Administrative Draft EIR and MMRP
	4.3 Draft EIR and NOA
	4.4 Public Review and Responses to Comments
	4.5 Final EIR, Findings of Fact, and Statement of Overriding Considerations
	4.6 Public Hearing, Certification, and NOD
4.7 Environmental Permitting through Design	
5.0	<b>FEMA Coordination</b>
	5.1 Coordination with FEMA Representatives
	5.2 Submit CLOMR and Respond to Review Comments

## Agenda item 4A: Funding for the MSA

- The MSA's not-to-exceed amount is \$10,145,000. This is a conservative estimate to complete all tasks in the Scope of Services – design, CEQA, and permitting.
- This amount exceeds the District's available (\$4 million) funding from the State Coastal Conservancy that the Board authorized for this project in January 2022.
- A prudent way to move forward is to fund and complete a meaningful portion of the MSA – 30% design and a Draft EIR – while working with our partners and key stakeholders (Burlingame, Millbrae, SFO, other benefitting agencies and asset owners) to secure additional funding for the remaining items in the MSA.

## Agenda Item 4B

Authorize the CEO to execute Task Order # 1 to the MSA with Schaaf & Wheeler to complete data collection, 30% design, and a Draft EIR for the Millbrae and Burlingame Shoreline Area Protection and Enhancement Project

### Master Service Agreement

- Not-to-exceed amount: \$10,145,000
- Includes overarching tasks to:
  - Complete 100% design and bid docs
  - Complete all CEQA/NEPA and permits

### Task Order Number 1

- Not-to-exceed amount: \$3,665,000
- Includes tasks to complete:
  - Data collection (through March 2023)
  - 30% design (through June 2023)
  - Draft EIR for CEQA (through Mar 2024)

The Task Order #1 not-to-exceed amount falls under the \$4 million in SCC funding authorized by the Board. Potential funding for future Task Orders: District funds, future grants, and contributions by partners and key stakeholders.

# CEO's Report

## Bayfront Canal and Atherton Channel Project

- No change orders approved since last Board meeting on February 28
- Construction complete except for PG&E power source for pump and trash rack. Due to the future power installation, we will extend construction contract to the summer.
- Walk through with project partners (cities, County, Cargill, US FWS) is complete and punch list items have been identified.
- Project completion ceremony being planned for the last week of April



**Next Scheduled Board meeting**

**April 25, 2022**