

REPORT

To the Honorable Mayor and City Council
From the City Manager

October 13, 2003

Subject

Water Recycling Project – Completion of Environmental Documentation

Recommendation

By Motion, authorize final Task Order No. 2 to the professional services agreement with CH2M HILL, Inc. for completion of California Environmental Quality Act (CEQA) documentation for the proposed Recycled Water Project

Background

On June 2, 2003 the City Council authorized Task Order No. 1 to the professional services agreement with CH2M HILL, Inc. to perform additional CEQA documentation for the proposed Recycled Water Project. The scope of the Task Order included preparation of the Mitigated Negative Declaration Addendum document and the subsequent Response to Comments document. The addition of an addendum to the previously certified Mitigated Negative Declaration (MND) created additional work beyond the original scope of services, and Task Order No. 1 adjusted the agreement to include more time and budget. The agreement was increased by \$15,000, from \$46,000 to \$61,000, with an extended date of completion from April 30, 2003 to March 31, 2004.

All professional services and deliverable documents were completed and compiled by CH2M HILL on schedule and per staff direction, to meet City Council meeting deadlines of June 9 and July 28, 2003. Due to the number of written and verbal comments received, a much more voluminous body of work was required to respond to public comments. The final Response to Comments document included seven master responses and over 200 pages of materials and additional data. As of May, staff believed that the work that would be required could be covered by the additional \$15,000; however, CH2M HILL advised staff in mid-July that more hours were being expended than estimated. Staff directed the consultant to continue work and meet established deadlines. As a result, and in order to close out the agreement with CH2M HILL, an additional Council authorization of \$2,076.00 is required to pay for staff-authorized and completed work in total.

Task Order No. 2 increases the final value of the agreement by \$2,076, from \$61,000 to \$63,076. The date of completion shall be changed to October 13, 2003 in lieu of March 31, 2004.

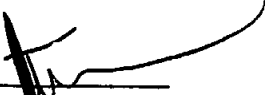
Alternative

Do not authorize the agreement and give direction to staff.

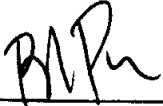

Fiscal Impact

Sufficient funds are available in the Water Enterprise Fund Capital Improvement Program, Recycled Water Project.

7.1-H2



Peter Ingran
Director, Public Works Services

Ed Everett
City Manager

Attachment
Task Order No. 2

**TASK ORDER / ADDITIONAL SERVICES
NO. 2**

This Task Order is entered into pursuant to the terms and conditions of the following described agreement (the "Agreement"), entered into by and between the City of Redwood City, a municipal corporation of the State of California (the "City") and the contractor (the "Contractor") hereinafter identified:

Title of Agreement: "Professional Consulting Services– Environmental Documentation for the Redwood City Recycled Water Project "

Contractor: CH2M HILL, Inc. of San Jose, CA

Date of Agreement: Feb. 26, 2002

- 1. **Task Described.** Contractor shall perform the following services, which are in addition to those services described in the Agreement.

Description of Services:

Refer to attached CH2M HILL, Inc. Memorandum dated May 16, 2003 – "CEQA Addendum Response for Redwood City Recycled Water Project"

- 2. **Compensation.** City shall compensate Contractor for the services described in this Task Order based upon the rates of charge and method of calculation described in the Agreement.

Compensation shall be provided as follows:
Not-to-exceed amount of agreement shall be amended from \$61,000.00 to \$63,076.00.

- 3. **Time of Performance.** Contractor shall perform the services to be provided pursuant to this Task Order on or before the following:

Date of Completion: Change completion date from March 31, 2004 to October 13, 2003.

- 4. **Approval.** In accordance with the Agreement, this Task Order was approved by City's City Council on _____, 19 _____, by motion duly made and carried (copy of Minute Order evidencing approval attached).

7.1-H4

TASK ORDER/ADDITIONAL SERVICES

5. **Limitation; Incorporation by Reference:** Except as supplemented or modified hereby, all terms and conditions of the Agreement are hereby incorporated herein by this reference, shall remain in full force and effect. In the event of any conflict between the provisions of this Task Order and the Agreement, the provisions hereof shall govern.

Dated: _____

**CITY OF REDWOOD CITY, a
Municipal Corporation of the State
of California**

By: _____
**ED EVERETT
City Manager**

Dated: _____

By: _____
(Title)

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MEMORANDUM

CH2MHILL

CEQA Addendum Response for Redwood City Recycled Water Project

TO: Peter Ingram/City of Redwood City
 FROM: Valerie Young
 DATE: May 16, 2003
 REF: City of Redwood City Task Order No. 1

The purpose of this memorandum is to provide you with a scope of services and budget for assistance with responses to the CEQA Addendum for the Redwood City Recycled Water Project. Our total existing contract (Redwood City Purchase Order No. 44636) value for this project is \$46,000, of which \$45,996 has been authorized in five tasks, as follows:

<u>Task</u>	<u>Description</u>	<u>Contract Amount</u>
1	Project Kickoff and Project Description	\$6,004.00
2	Prepare Initial Study and Circulate IS/ND	22,683.92
3	Prepare Response to Comments and NOD	8,298.00
4	NAHC Cultural Resources Consultation	2,010.00
5	Ongoing CEQA Consultation	<u>7,000.00</u>
	Total	\$45,995.92

The CEQA Addendum was issued for a 28-day public review period, from May 12 to June 9, 2003. The City anticipates receiving comments on the Addendum, and requires assistance in preparing responses to the comments as well as ongoing CEQA consultation. Our services will generally consist of the following:

- Telephone and conference calls
- Preparation of responses to comments on the Addendum
- Document reviews and coordination with other Addendum contributors
- Project management/invoicing

The above services will be provided on an as-needed basis, with a not-to-exceed budget of \$15,000. The billing terms will be as in the existing contract.