

## OTHER SCHEDULED ITEMS

**BELVEDERE CITY COUNCIL  
FEBRUARY 14, 2022**

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**To:** Mayor and City Council

**From:** Robert Zadnik, Director of Public Works

**Reviewed by:** Craig Middleton, City Manager

**Subject:** **Critical Infrastructure Project: Contract Amendment and Budget Adjustment**

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### **Recommended Action**

1. That City Council recognize the additional work necessary for developing a “shovel-ready” project; and
2. Adopt the attached resolutions: 1) authorizing the City Manager to approve an amendment to the Stetson Engineers Contract to cover necessary additional work, and 2) adjusting the budget to reflect transfers within the CIP Fund.

### **Background**

In October of 2020, after discussing the topic during several publicly held meetings, the Committee to Protect Belvedere’s Seawalls, Levees and Utilities recommended to City Council that the Project Engineer (Stetson) incorporate an analysis of earthquake vulnerability as part of the preferred alternative design plan. This work involved an in-depth seismic analysis of the existing levees, further soil testing, and development of a summary report with recommendations from Miller Pacific Engineering Group (MPEG). This information was then used as design criteria for determining the depth and extent of sheet piles on both the San Rafael Avenue and Beach Road levees. A majority of this work was undertaken by MPEG as a subconsultant under Stetson’s existing contract.

Shifting efforts to incorporate an earthquake protection component was a significant undertaking; a significant amount of Stetson’s contract funds, previously authorized through City Council, were diverted towards this new task. As a result, additional funds are needed for Stetson to continue work in the following categories to arrive at a “shovel-ready” project with approved regulatory permits:

- Finalizing project construction drawings
- Technical support and responses for EIR
- Development of Construction Management Plan
- Preparation of Feasibility Design Report
- Program management and grant administration

The Committee and Council also directed staff to hire Environmental (CEQA) legal counsel and professional construction cost estimators. The City issued Requests for Proposals (RFP) and selected qualified and competent firms for these and other activities to support the project. The following table is a summary of consultants and associated project costs.

Estimated Funds Until Completion	
Stetson Additional Scope of Work	223,000
Additional Consultant Work Under Contract	
CEQA EIR and permitting	221,000
Landscape Architectural Design Support	45,000
CEQA Attorney	15,000
Professional Cost Estimator	24,000
Financial Legal Advisor	20,000
Public Outreach Consulting	45,000
<b>Total</b>	<b>\$593,000</b>

### **Fiscal Impact**

As shown above, the total fee for Stetson's work is estimated to have a ceiling of \$223,042. All work is proposed to be billed on a time and materials basis. Of this amount, approximately \$190,000 will be utilized between now and the end of June 2022. Given that this amount is above the \$175,000 contract threshold, City Council action is required to proceed.

The Department of Water Resource (DWR) Grant had approximately \$439,000 remaining as of December 31, 2021. The local (city) share is 45% of that total, which has already been budgeted. This leaves a budget shortfall of \$154,000, which is needed to complete this phase of the project.

Staff is proposing to reallocate existing capital funds from specific projects that are unlikely to be completed between now and June 30, 2022. The following table provides a breakdown of available funds and proposed Capital Improvement reallocations.

Source of Funds		
Remaining DWR Grant		
	Local %45	197,000
	State %55	242,000
Reallocation of 21-22 FY Capital Improvement Funds		
Lanes Initiative Carryover		87,000
City Hall and Corp Yard Misc paint		12,400
City Hall Office ADA (remaining)		40,000
Refurbish Steel Railings		20,000
<b>Total</b>		<b>\$598,400</b>

**Recommended Action:**

Adopt the attached resolutions: 1) authorizing the City Manager to approve an amendment to the Stetson Engineers contract to cover necessary additional work, and 2) adjusting the budget to reflect transfers within the CIP Fund.

**Attachments:**

- A. Resolution - Contract Award Amendment
- B. Resolution - Budget Amendment

**CITY OF BELVEDERE**

**RESOLUTION NO. 2022-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE  
AUTHORIZING CONTRACT AMENDMENT WITH STETSON ENGINEERS, INC.**

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**WHEREAS**, the City entered into a master agreement with Stetson Engineers, Inc. for consultant services related to the Belvedere Lagoon Coastal Levee System Evaluation on September 23, 2016; and

**WHEREAS**, the City has a grant from the Department of Water Resources (DWR) Local Levee Assistance Program Grant (LLAP), and Stetson Engineers, Inc. is providing project coordination, engineering, management and administration; and

**WHEREAS**, the City requires additional funding in the amount of \$223,000 to complete the additional engineering and Environmental Impact Report (EIR) Support Work for the Critical Infrastructure Project;

**NOW, THEREFORE BE IT RESOLVED**, that the City Council of the City of Belvedere authorizes the City Manager to enter into a contract amendment with Stetson Engineers, Inc. for \$223,000 for the additional engineering and support work.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Belvedere on February 14, 2022, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**RECUSED:**

**APPROVED:** \_\_\_\_\_  
Sally Wilkinson, Mayor

**ATTEST:** \_\_\_\_\_  
Beth Haener, City Clerk

**CITY OF BELVEDERE**

**RESOLUTION NO. 2022-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE  
AUTHORIZING A BUDGET AMENDMENT FOR CRITICAL INFRASTRUCTURE  
PROJECT FUNDING**

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**WHEREAS**, the City Council of the City of Belvedere adopted a resolution approving the Annual Budget for Fiscal Year 2021-22 on June 14, 2021; and

**WHEREAS**, the City has a grant with the Department of Water Resources (DWR) Local Levee Assistance Program Grant (LLAP) with a remaining amount of \$439,000, and that Stetson Engineers, Inc. is providing project coordination, engineering, management and administration; and

**WHEREAS**, the City requires additional funding in the amount of \$159,400 to complete the additional engineering and Environmental Impact Report (EIR) Support Work for the Critical Infrastructure Project; and

**WHEREAS**, the City of Belvedere has several Capital Improvement projects that have available funding that will not be expended in FY2021-22 totaling \$159,400;

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Belvedere that the Fiscal Year 2021-22 Annual Budget shall be amended to recognize \$159,400 be reallocated from the Lanes Initiative (\$87,000), City Hall Painting (\$10,000), Corp Yard Painting (\$2,400), City Hall ADA (\$40,000), Refurbish Steel Railings (\$20,000) capital improvement projects and reallocated to increase the capital budget expenditure authorization by \$159,400 for the Levee Evaluation project.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Belvedere on February 14, 2022, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**RECUSED:**

**APPROVED:** \_\_\_\_\_  
Sally Wilkinson, Mayor

**ATTEST:** \_\_\_\_\_  
Beth Haener, City Clerk