



AGENDA

Undergrounding Project Advisory Committee (UPAC)

City of Del Mar Town Hall

1050 Camino Del Mar, Del Mar, California

Thursday, January 9, 2020, 7:30 A.M.

City Council Liaisons: Dwight Worden and Terry Gaasterland

Civility Works - The Del Mar Code of Civil Discourse:

**Together we will promote inclusion; listen to understand; show respect;
be clear and fair; and focus on the issue.**

PUBLIC COMMENT: Anyone may address the UPAC for three minutes on any Committee Action Item. If there are several speakers on an item, your time available to speak may be limited to two minutes. When the Committee Chairperson recognizes you, please step forward and state your name and address of residence clearly for the record. The committee may ask questions of you, to which you may respond. For items not on the agenda, please indicate you would like to speak during oral communications.

1. **Call to Order & Roll Call**
2. **Announcements**
3. **Approval of Minutes for December 10, 2019**
4. **Oral Communications (Non-Action Item)**

Note: State law precludes the Committee from acting on any topic that is not an action item on the posted agenda. Your information may be received, placed on the next agenda, or referred to the Committee Chairperson.

5. **Staff Updates and Discussions**
 - A. Utilities Site Walks
 - 1) Revised 1A Boundary
 - 2) Utility Undergrounding District (UUD) 1A - 20C - Single Pole
 - 3) Potential Revisions to X1A Boundary
 - B. Utility Undergrounding District (UUD) Camino del Mar/Jimmy Durante Blvd. 20A Project - Step 3
 - C. Project Management/Implementation
 - D. 3-Months Look Ahead
6. **Subcommittee Updates**
7. **General Business**
 - A. Committee Date and Time Change
8. **Next meeting: 02/13/20**
9. **Adjourn**

Attachments: Prior Meeting Minutes and UPAC Roster

UPAC/Project Team Roster

MEMBERS	Name	Council Liaison	Scheduling	Finance	Communication	RFP	Chair	Vice-Chair	Secretary	City Staff	Consultant	Present?
	Dwight Worden	X										
	Terry Gaasterland	X										
	Steven Voss											
	Jay Thomas			X	X	X	X					
	Dave Sykes				Chair	X						
	Mukesh Shah		Chair	X								
	Daniel J Quirk		X			X						
	Jim Hindman		X	X		X		X				
	Barry Entous			Chair								
	James M Benedict					X			X			
	Thomas H Blakely		X			X						
	PROJECT TEAM	Scott Huth									X	
Kristen Crane										X		
Joe Bride										X		
Mohsen Maali										X		
Duane Strooboscher											X	
Bridget Black											X	

Notes:

UPAC Meeting 12/10/19

Minutes of Meeting

Call to order and roll call – The meeting was called to order at 4:00 pm. In attendance – Jay T (co- chair), Jim H.(co-chair) Dan Q, Barry E, Jim B, Mukesh S, Dave S. Also Liaisons Dwight W and Terry G. Staff – Mohsen M and Kristen C.

Announcements – 5G info will be circulated to committee from liaisons.

Approval of minutes for Nov, 2019 meeting - Motion by Tom B, Second by Jim H.
Approved

Oral Communications – none

Staff updates and discussions – Undergrounding Specialty Consultant Selection – The review process has been completed and Jim H. presented the attached overview. Utility Specialists, Inc. was recommended by UPAC with Cordoba as backup. Estimated consultant annual budget is \$400 – \$450K, annually. A kickoff meeting will occur very shortly with staff. A motion was presented by Barry E, seconded by Jim H. and unanimously approved to present the consultant plan to the DM City Council on Dec. 16th for approval.

Subcommittees will shortly have meetings to move forward on their selected priorities. Barry E. will hold a Budget meeting soon. Mukesh S. will also hold a scheduling meeting soon. Dave S. will hold a communications meeting and will invite Bridgett from US to attend.

There was a discussion on moving the UP monthly meetings to a date that is convenient to members. This will be an agenda item at the January meeting.

Next meeting - January 9, 2020

Adjourned - 5:15 pm

Attachment – UPAC Recommendations

ATTACHMENT

Date: 12/10/19

To: UPAC

From: UPAC RFQ Subcommittee

Re: Consultant Recommendation

After numerous committee meetings, much thought and debate, the RFQ Subcommittee of UPAC recommends Utility Specialists, Inc. as primary City consultant.

We want to thank City Staff and Council Liaisons for assisting in this process. They have been instrumental in providing guidance, input and hard work in the details. We believe we ran a good process and came up with a consensus recommendation. While this outcome was not easy, we all kept an open mind and were looking out for the city and citizens interests.

We all (this Subcommittee, City Staff and Council Liaisons) met and discussed what we believed were the best qualifications for the consultant. Staff created the RFQ and after many edits by all involved, we sent out the RFQ to known entities and advertised to others.

We narrowed the original 6 responses to the City's RFQ to 3 companies who we all believed best fit our criteria. After interviews with the 3 companies we had a consensus on the top two but could not agree on a consensus recommendation to present to UPAC and the City Council. We agreed to have a second set of meetings with the 2 finalists to address some new and unanswered questions from their first interviews. Our goal was to get to a consensus recommendation. In the end, the subcommittee was unanimously in favor of selecting Utility Specialists, Inc.

With this conclusion, we recommend Utility Specialists to be the undergrounding consultant hired by the City. Also, we recommend the City retain Cordoba Corporation on an "as needed" basis to utilize their SDG&E expertise if required. We believe that this would assist us in avoiding another lengthy RFQ process in the future, if we conclude that we could use Cordoba Corporation.