



# City of Del Mar Agenda Report

TO: Honorable Mayor and City Council Members

FROM: Kristen M. Crane, Assistant City Manager  
Joe Bride, Public Works Director  
Via Ashley Jones, Interim City Manager

DATE: July 12, 2021

SUBJECT: Adoption of a Resolution Designating a Certain Area of the City as a Utility Undergrounding District Subject to California Public Utilities Commission Rule 20 and in Accordance with Del Mar Municipal Code Section 23.54.030, Generally Described as between 4<sup>th</sup> and 12<sup>th</sup> Streets, west of Camino del Mar (UUD 1A – Stratford Court South)

## REQUESTED ACTION/RECOMMENDATION:

Staff recommends that the City Council conduct a public hearing and adopt the attached Resolution (Attachment A) designating a certain portion of the City between 4<sup>th</sup> and 12<sup>th</sup> Streets, west of Camino del Mar, identified as Underground Utility District (UUD) 1A (Stratford Court South) subject to California Public Utilities Commission (CPUC) Rule 20 in accordance with Del Mar Municipal Code Section 23.54.030 and allocate \$555,900 in funding from the Measure Q Fund for the pre-construction costs for this project.

## DISCUSSION/ANALYSIS:

### ***Background***

The City of Del Mar is moving forward with the citywide Undergrounding Project (UP), which will remove utility poles and replace overhead cables for electricity and telecommunications with underground lines. This project was identified as a priority by Del Mar voters with the approval of Measure Q in 2016. This one-cent sales tax measure is generating the funds being used to pay for the UP. While the project was put on-hold for Fiscal Year 2020-21 based on the financial impact of COVID-19 and staff capacity, on March 15, 2021, the City Council directed staff to resume work on the UP.

Based on Council direction, the initial Phase 1 restart of the UP was focused on the Tewa Court/10<sup>th</sup> Street district (formed by Council action on May 17, 2021). Phase 2 is focused on areas 1A (Stratford Court South) and X1A (Crest Canyon). The subject of this staff report is the recommended final boundary designation for the formation of Area 1A, which is generally along the southern area of Stratford Court.

At City Council meetings held on April 15 and August 5, 2019, staff presented a recommended plan to accomplish the citywide UP. The City Council adopted the plan,

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## City Council Action:

including a comprehensive set of recommendations from staff and the Undergrounding Project Advisory Committee (UPAC) for the implementation of the UP including designation of the City blocks (areas) as UUDs, an approach for prioritizing the order for completion, and other guidelines and policies associated with how the project is implemented. The adopted plan ranked the City blocks using the service density (i.e., number of service connections to number of poles) and fire safety (in the case of UUD X1A). Based on that approach, UUD 1A was identified as one of the first areas to be completed as a pilot project to provide a benchmark for estimating the remainder of the Citywide project costs. In August 2019, the City Council also authorized staff to proceed with finalizing the tentatively approved boundaries of the proposed 1A district, often referred to as "Stratford Court South." Attachment B provides a map of the planned Citywide Undergrounding project areas, including UUD 1A.

### ***Description of District***

UUD 1A (Stratford Court South) includes approximately 7,650 lineal feet of overhead conversion to underground from 4th Street to 12th Street, including 227 parcels (private, public, and vacant), and 214 private homes/buildings. Approximately 64 of the homes or buildings require undergrounding of their private service lateral at the expense of the property owner. Attachment A, Exhibit A includes a map of UUD 1A (Stratford Court South). The project team, including staff, City consultants, and utility company representatives, visited UUD 1A (Stratford Court South) in December 2019, made minor adjustments to the original boundaries based on field conditions, system circuitry, and project efficiency. These recommended minor adjustments which were reviewed and recommended for approval by the UPAC at their January and February 2020 meetings.

### ***Required Steps to Form District***

The CPUC has an established regulation known as "Rule 20" which pertains to undergrounding of utility poles. Pursuant to Rule 20, UUDs can be created by the City or by property owners and include three specific types. This project generally fits under the category of Rule 20B, which is anticipated to be the most common way to achieve undergrounding in Del Mar, with costs mostly paid by the City (i.e., public side of the property line) via Measure Q money. SDG&E will credit the City approximately 20% of SDG&E's construction costs for eligible Rule 20B projects, which is roughly the cost of removing the poles.

In order to form a UUD, Chapter 23.54 of the Del Mar Municipal Code requires a two-step process:

1. The public hearing on July 12, 2021 is the first step by which the City Council, following a public hearing, will adopt a resolution that forms the UUD, and includes a finding that removal of the aboveground facilities is necessary to protect public health, safety or general welfare.
2. The second step is for the City Council to adopt a resolution declaring the date by which all poles within the UUD must be removed. This step will occur in the future

when the district is fully formed, and at which time it will become unlawful to construct or maintain above-ground facilities beyond the date established by the City Council for removal of such facilities. That will likely coincide with the time the design is finalized, and the project is advancing to the construction phase.

### **Next Steps**

Following formation of the district, the next steps for the UUD 1A project prior to construction include:

- Reconvening with the utility companies;
- Preparation of a base map, which includes completion of necessary survey of topographic conditions, field conditions, and other existing utilities; evaluation of protected trees; environmental review; and civil engineering design;
- Completion of a tree survey to identify protected tree species within UUD 1A in order to plan the design to avoid/minimize impact to trees. The survey also includes identifying private trees with a root structure that may impact trenching. This is required for the purpose of environmental review;
- Preparation of designs by SDG&E, AT&T, and any other impacted telecommunications companies, anticipated to take 18-24 months. Upon adoption of the resolution forming the district, SDG&E will need to evaluate the timeline for design based on other undergrounding commitments to other jurisdictions and wildfire mitigation projects;
- Preparation of construction specifications/drawings/bid schedule and technical specifications for the construction bid process;
- Coordination with AT&T and Spectrum regarding financial responsibility for undergrounding their infrastructure and possible cost-sharing for joint-trenching;
- Coordination with residents to obtain necessary easements and completion of undergrounding approximately 64 private laterals;
- Prior to the public bidding process, City Council acceptance of the final design; completion of environmental review; processing of any other permits that may be required, such as Tree Removal Permits, Design Review, and/or Coastal Development permits, as necessary;
- Public bidding process for construction contractors, evaluation of bids, award of construction contract by City Council, and Notice to Proceed; and
- City Council establishment (by resolution) of a project schedule identifying the date by which properties in an established UUD must be ready to receive underground service and by which poles, overhead wires and associated overhead structures shall be removed. Once a district is fully formed, it becomes unlawful to construct or maintain aboveground facilities beyond the date established by the City for removal of such facilities.

Through the design process, there will be extensive coordination and communication with all affected property owners and residents by City staff and the consultant team to discuss timing, any required work on private property, and other helpful resources. Furthermore,

during the design phase, the project team will determine where easements may be needed and will continue coordination with SDG&E and telecommunication companies.

Based on SDG&E’s indication that the design phase could take up to 18-24 months, which would be approximately through Spring/Summer 2023, followed by three months for bidding and award of construction contracts, the start of the construction is estimated to be late summer/fall 2023. Utility Specialists, the City’s project consultant, estimates construction for UUD 1A will take 12 months. Therefore, UUD 1A is expected to be complete by approximately fall/winter 2024.

**Table 1. Estimated Timeline for Completion of UUD 1A**

<b>Work Item</b>	<b>Estimated Duration</b>	<b>Estimated Timeline</b>
Design Phase	18-24 months	July 2021 to Spring/Summer 2023
Public Bid Process	3 months	Spring/Summer 2023
Construction	12 months	Summer/Fall 2023 to Summer/Fall 2024

**Public Noticing**

In preparation for this action, there has been public outreach and notifications through City website updates, notices mailed to impacted residents and property owners, the weekly e-newsletter, and a legal ad in the newspaper. The project web page ([www.delmar.ca.us/up](http://www.delmar.ca.us/up)) features information on the overall undergrounding project and a map of UUD 1A. Attached are samples of the mailed public notices; Attachment C was sent to the property owners/residents within the UUD, while Attachment D was sent to property owners/residents outside of but within 300 feet of the UUD. After formation of the UUD, an additional mailing will be sent to the property owners and residents within the UUD to collect their contact information for more personal, ongoing communication through the design phase and in preparation for construction and to advise them of their responsibilities.

**Cost Responsibility**

As a Rule 20B project, SDG&E will be responsible for a portion of the undergrounding conversion construction costs in the form of a credit for the designated area. However, the bulk of the cost for work in the City’s Right-of-Way will be funded by the City using Measure Q funding.

It was previously determined by the City Council that individual property owners will be responsible for the cost of service laterals and panel upgrades (if needed) on their respective property. However, the responsibility for the costs of undergrounding on private roads with public access (if applicable), and in some unusual cases where poles and overhead wires are behind and between homes, remains to be clarified. These cases may require the primary distribution system (public distribution overhead facilities serving

multiple customers) go through private property with easements. This work is essential to the effective and efficient implementation of the UP and to meet the City Council's goal. Therefore, in adopting the resolution as part of the district formation, staff also recommends that the City Council consider the "public benefit" associated with these circumstances in order to potentially fund the associated work with Measure Q funding.

In February 2020, SDG&E estimated their Engineering Fee for UUD 1A would be approximately \$100,000. SDG&E will not require payment of the fee prior to the start of design work. Collection of this fee will be postponed until the design is complete. Once the design is complete, SDG&E will send the City a contract with a construction estimate for SDG&E portion of the work (labor and materials). In April 2020, SDG&E communicated to the City that if the contract is not agreed to, executed and paid within 90-days, the Engineering Fee will be due to SDG&E and the Construction Estimate within the contract will expire. Therefore, it is important that all other pre-construction work associated with this project be completed in parallel with the SDG&E design phase to facilitate being able to advance as quickly as possible to the construction phase and make the contractual and financial commitment to SDG&E.

### ***Project Cost Estimate***

The estimated total cost for this project is \$3,553,945. This includes estimated professional services costs during the design phase in preparation for the bid process; cost for construction (estimated by the consultant, Utility Specialists, to be \$120 per linear foot); costs to the utility companies for their engineering fees and construction work; and the cost for construction management professional services during construction. Attachment E provides more information on this cost estimate. Attachment F is a detailed cost proposal from Utility Specialists for their portion of the professional services work, which includes a breakdown of each task and the number of personnel hours for each by position.

A few topics to highlight:

- City Arborist Review - Early during the design phase, a tree survey needs to be completed to incorporate any findings of potential tree conflicts into the design and construction specifications to minimize impact to the greatest extent possible. This work will be completed by West Coast Arborists, the City's on-call arborist service, and is estimated to cost \$5,000 for UUD 1A.
- Public Communications – To maximize the cost-effectiveness of the project budget, the public communications scope has been streamlined to focus on core communications, like use of email, the web site, e-blasts, and the weekly newsletter, as well as letters to property owners and residents. This would be in-lieu of more graphically attractive mailers and newsletters, as well as less frequent. Staff recommends including \$5,000 in the project budget for UUD 1A to utilize the City's existing Communications Consultant for this service instead of a separate Utility Specialists' subconsultant.

Additionally, staff recommends only one virtual neighborhood meeting in Fall 2020 for UUD 1A property owners and residents in order to introduce the project team and provide an overview of the project, timeline, property owner responsibilities, and to answer questions. This meeting would be recorded and available on the City's website for any residents that are unable to participate. The one virtual meeting would be instead of a series of smaller and possibly more frequent meetings during the design phase.

- Examples of work required by the consultant during construction includes construction management; coordination with the contractor and utilities; interaction with property owners as-needed; review of Requests for Information (RFIs) about the construction plans from the contractor; review and processing of any construction change orders; review and processing of invoices; and review of labor compliance/certified payroll documentation. Following construction, there will be several weeks for construction closeout, completing punch list items and record drawings.

### ***Project Funding***

The total estimated cost for the undergrounding of UUD 1A is \$3,553,945. This includes a number of very rough estimates for costs such as the utility companies and construction, and preconstruction costs totaling \$555,900. There are sufficient Measure Q funds available to cover the preconstruction costs. Attachment G provides a rough cash flow for Measure Q based on the current fund balance and estimated costs and timeline for UUD 1A and UUD X1A. This cash flow model will continue to be updated as more accurate information becomes available, but is a helpful reference as the City considers next steps while the project designs are being developed.

### **FISCAL IMPACT:**

As part of the actions to be taken by the City Council for this agenda item, staff recommends that the City Council allocate \$555,900 from the Measure Q Fund to the Fiscal Year 2021-2022 Operating and Capital Budget account 02.7000.7202 for pre-construction costs related to UUD 1A.

Later in the project timeline, when the construction contract is being awarded after the public bidding process, staff will seek City Council appropriation of the remaining required project funding based on actual anticipated costs.

### **ENVIRONMENTAL IMPACT:**

Pursuant to the California Environmental Quality Act (CEQA), the proposed actions have been analyzed and determined to be Statutorily Exempt pursuant to CEQA Guidelines Section 15262 because the proposed actions are necessary to prepare studies to assess the planning and feasibility of an undergrounding project. Any project developed as a result of the City Council's action that requires the City or the City Council's discretionary approval resulting in a physical change to the environment will be analyzed in accordance with CEQA prior to such approval. The current City Council action in no way limits the

exercise that discretion because the proposed actions do not have a legally binding effect on any possible future discretionary action.

NEXUS TO CITY COUNCIL GOALS AND PRIORITIES:

The Undergrounding Project is a City Council priority project.

ATTACHMENTS:

Attachment A - Resolution Designating Area Identified as UUD 1A (Stratford Ct South) as a Rule 20 Underground Utility District

Attachment B – Citywide Map of Undergrounding Districts

Attachment C - Public Notice to Property Owners/Residents within the UUD

Attachment D – Public Notice to Property Owners/Residents within 300' of the UUD

Attachment E – Estimated Project Budget for UUD 1A

Attachment F – Utility Specialists Cost Estimate

Attachment G – Rough Measure Q Cash Flow for UUD 1A and UUD X1A

## RESOLUTION NO. 2021-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL MAR, CALIFORNIA, ESTABLISHING AN UNDERGROUND UTILITY DISTRICT IN THE CITY OF DEL MAR, ON STRATFORD COURT (WEST OF CAMINO DEL MAR, FROM 4TH STREET TO 12TH STREET)

WHEREAS, on July 1, 2021, the City of Del Mar provided notice of a public hearing to ascertain whether the public health, safety, or welfare requires the removal of poles, overhead wires and associated overhead structures, and the underground installation of wires and facilities for supplying electric, communication, or similar or associated service, within the certain area of the City as shown on Exhibit 1 to this Resolution, designated as "District 1A (Stratford Court South)"; and

WHEREAS, the proposed underground utility district ("UUD") is proposed to be funded in part through funding under Tariff Rule 20B of the California Public Utilities Commission; and

WHEREAS, notice of such hearing has been given to all affected property owners as shown on the last equalized assessment roll and to all utilities concerned in the manner and for the time required by law; and

WHEREAS, on July 12, 2021, the City Council of the City of Del Mar held a duly noticed public hearing, at which time all persons interested were given an opportunity to be heard and were heard; and

WHEREAS, the undergrounding work in the proposed UUD may entail work necessary for construction of the public distribution system on private access roads; and

WHEREAS, some of the access roads are on private property and will require easements for San Diego Gas & Electric's infrastructure, and in some cases the infrastructure will need to go through private property, but it is not specifically or uniquely serving that property; and

WHEREAS, the above described work on private property is necessary for construction of the distribution system in order to complete the overall project and achieve the public benefits to be gained by undergrounding utilities.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Del Mar hereby finds and determines that the public health, safety, and welfare requires the removal of poles, overhead wires and associated structures, and underground installation of wires and facilities for supplying electric, communication and similar or associated services in the district as shown on the attached exhibit map and that, pursuant to Del Mar Municipal Code Chapter 23.54, the area described as District 1A (Stratford Court South) is hereby designated and declared an Underground Utility District of the City of Del Mar. The boundaries of said district, generally described as Stratford Court (West of Camino Del Mar

to the coast and from 4th Street to 12th Street), are delineated on Exhibit 1 to this Resolution and hereby incorporated as part of this Resolution.

BE IT FURTHER RESOLVED, that the City Council does hereby order the removal of all poles, overhead wires and associated overhead structures, and the underground installation of wires and facilities for supplying electric, communication, and similar or associated service within the Underground Utility District. The time within which property in said district must be ready to receive underground service and by which poles, overhead wires and associated overhead structures shall be removed shall be set by subsequent resolution, pursuant to Section 23.54.030 of the Municipal Code.

BE IT FURTHER RESOLVED, that the City Clerk is hereby directed to notify all affected property owners as shown on the last equalized assessment rolls, and all affected utilities, of the adoption of this Resolution within ten (10) days after the date of such adoption, in accordance with Section 23.54.070 of the Municipal Code.

BE IT FURTHER RESOLVED, that the City Council hereby finds that the Underground Utility District herein created is in the general public interest and, moreover, that required work on private access roads and on private property is necessary for the effective and efficient construction of the overall distribution system and that, without completing such work, the public benefits – which include reduced risk of fire or power outage from downed poles or lines, and improved aesthetics within the district -- would not be realized.

PASSED AND ADOPTED by the City Council of the City of Del Mar, at a Regular Meeting held on the 12th day of July 2021.

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Dwight Worden, Deputy Mayor  
City of Del Mar

APPROVED AS TO FORM:

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Leslie E. Devaney, City Attorney  
City of Del Mar

ATTEST AND CERTIFICATION:  
STATE OF CALIFORNIA  
COUNTY OF SAN DIEGO  
CITY OF DEL MAR

I, SARAH KRIETOR, Acting City Clerk of the City of Del Mar, California, DO HEREBY CERTIFY, that the foregoing is a true and correct copy of Resolution No. 2021-XX, adopted by the City Council of the City of Del Mar, California, at a Regular Meeting held the 12th day of July, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Sarah Krietor, Acting City Clerk  
City of Del Mar

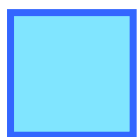
EXHIBITS:

1. Map of Underground Utility District 1A (Stratford South)

# Utility Undergrounding District 1A (UUD 1A) - Stratford Court South



## LEGEND



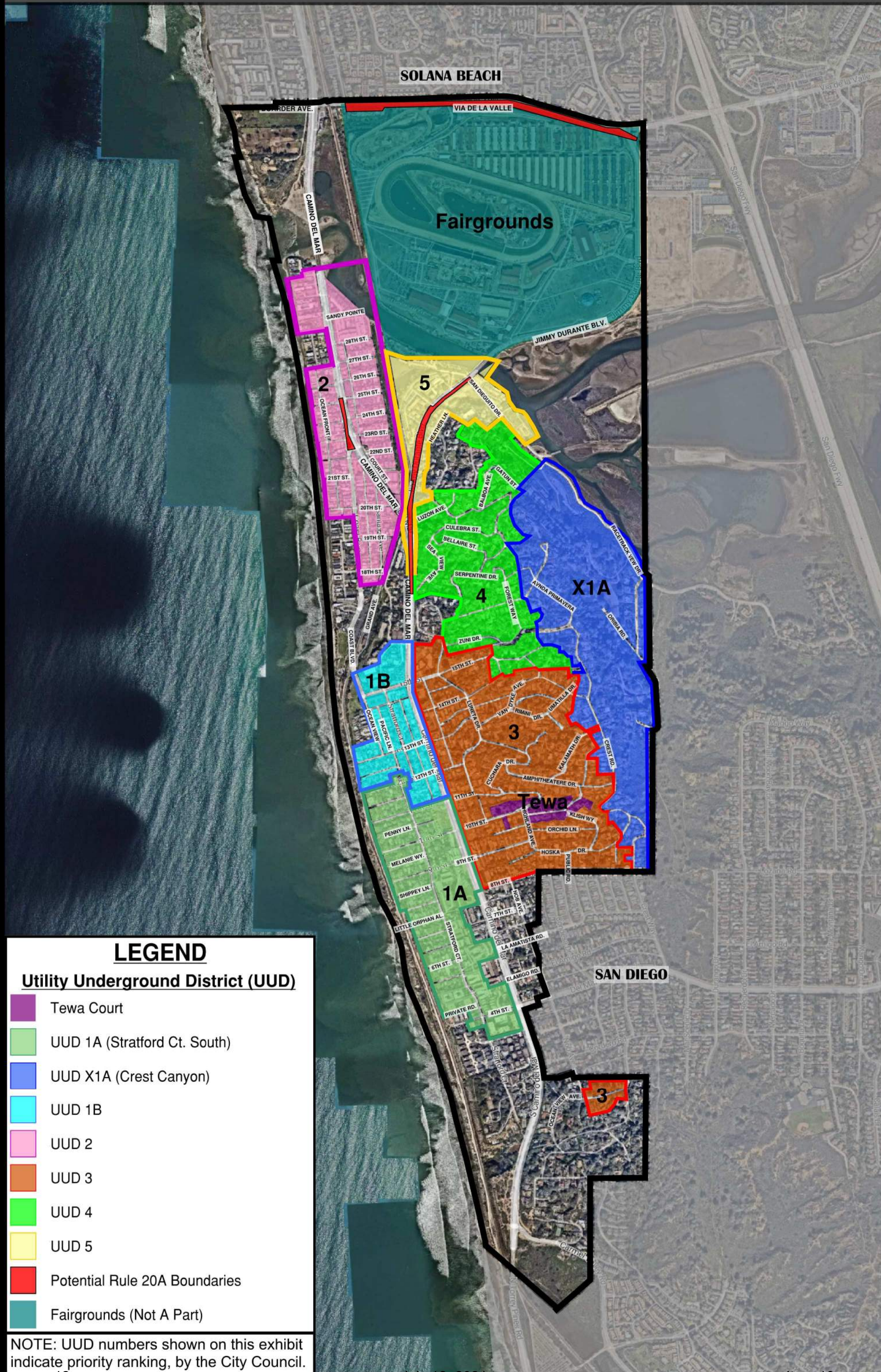
District Limits



Trench Work Beyond District Limits

[www.delmar.ca.us/up](http://www.delmar.ca.us/up)

# Citywide Utility Undergrounding Map



## LEGEND

### Utility Underground District (UUD)

- Tewa Court
- UUD 1A (Stratford Ct. South)
- UUD X1A (Crest Canyon)
- UUD 1B
- UUD 2
- UUD 3
- UUD 4
- UUD 5
- Potential Rule 20A Boundaries
- Fairgrounds (Not A Part)

NOTE: UUD numbers shown on this exhibit indicate priority ranking, by the City Council.



**Your property/residence is located within District 1A.  
You are receiving this notice because your property/residence is  
within the district boundary.**

## CITY OF DEL MAR

### NOTICE OF PUBLIC HEARING

#### Formation of Utility Undergrounding District

NOTICE IS HEREBY GIVEN that on Monday, July 12, 2021 at 4:30 p.m. (or as soon thereafter as practicable), the City of Del Mar City Council will conduct a public hearing via teleconference on the following:

**Ascertaining whether to designate a certain area of the City as a utility undergrounding district subject to California Public Utilities Commission Rule 20 and in accordance with Del Mar Municipal Code section 23.54.030. The area is generally described as:**

**District 1A (Stratford Court South): Residential areas east and west of Stratford Court within the area west of Camino Del Mar to the coast and from 4<sup>th</sup> Street to 12<sup>th</sup> Street.**

A map of the area is available on the City's web site at [www.delmar.ca.us/up](http://www.delmar.ca.us/up) and is also attached here.

Those desiring to be heard in favor of or in opposition to this item will be given an opportunity to do so by commenting telephonically during the meeting or by submitting written comment. Those desiring to make a telephonic comment should visit the City's website at <http://www.delmar.ca.us/publiccomment> for instructions and to submit a telecomment request form by 12:00 PM the day of the meeting. Comments submitted via email should be sent to [cityclerk@delmar.ca.us](mailto:cityclerk@delmar.ca.us) by 12:00 PM the day of the meeting. For emailed comments, the subject line of your email should clearly state the item number you are commenting on. All comments received by the deadline will be transmitted to the City Council prior to the start of the meeting. Written comments may also be submitted by mail to the City Council at 1050 Camino del Mar, Del Mar, CA, 92014, Attention: Administrative Services Director/City Clerk. On any correspondence, please reference the hearing title and date. Materials related to this public hearing will be available at least 72 hours in advance of the meeting on the City's website at <http://www.delmar.ca.us/AgendaCenter>, and at the Del Mar Library during their business hours. If you have questions about the information in this notice, please contact Kristen Crane at [kcrane@delmar.ca.us](mailto:kcrane@delmar.ca.us) or (858) 704-3632.

#### ***Background Information***

The City of Del Mar is moving forward with the citywide Undergrounding Project (UP), which will remove utility poles and replace overhead cables for electricity and telecommunications with underground lines. This project was identified as a priority by Del Mar voters with the approval of Measure Q in 2016. This one-cent sales tax measure is generating the funds being used on the project. Information about the citywide plan,

City of Del Mar

1050 Camino Del Mar, Del Mar, CA 92014 | 858.755.9313 | [www.delmar.ca.us](http://www.delmar.ca.us)

along with Frequently Asked Questions, is available on the project web page at [www.delmar.ca.us/up](http://www.delmar.ca.us/up).

In order to proceed with this process, Utility Undergrounding Districts must be formed. The City Council has identified several districts throughout the City, and work on the UP will proceed on a district-by-district basis. At the public hearing noticed above, the City Council will consider the formation of two districts:

- Utility Undergrounding District 1A: Stratford Court South
- Utility Undergrounding District X1A: Crest Canyon

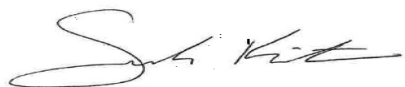
In order to form a Utility Undergrounding District, Chapter 23.54 of the Del Mar Municipal Code requires a two-step process. This required action – the public hearing on July 12, 2021 - is the first step, by which the City Council, following the public hearing, forms the Utility Undergrounding District by adoption of a resolution. The second step is for City Council to adopt a resolution declaring the date by which all poles must be removed -- that step will occur in the future. Once a district is formed it becomes unlawful to construct or maintain above-ground facilities beyond the date established by the City for removal of such facilities.

Shortly after the City establishes the undergrounding districts, SDG&E will begin the project design, which could take approximately 18 months. During the design phase, there will be extensive coordination and communication with all affected property owners and residents by City staff and its consultant team to discuss timing, any necessary required work on private property, and other helpful resources.

At this point, the only authorized step is for design. Expenditures for construction of the actual undergrounding have not yet been approved.

**Please note that you are receiving this notice because you own property or reside within District 1A as shown on available public records, as described above. Your property/residence is within the District 1A boundary being planned for undergrounding conversion at this time.**

For additional information on this project, please call 858-375-9513 or email [up@delmar.ca.us](mailto:up@delmar.ca.us).



Sarah Krietor, Acting City Clerk

June 24, 2021

DATE

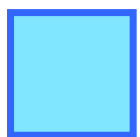
Attachments:

- Exhibit A (Utility Undergrounding District Map – District 1A)

# Utility Undergrounding District 1A (UUD 1A) - Stratford Court South



## LEGEND



District Limits



Trench Work Beyond District Limits

[www.delmar.ca.us/up](http://www.delmar.ca.us/up)



**Your property/residence is NOT located within District 1A.  
You are receiving this notice because your property/residence is  
within 300-feet of the district boundary.**

## CITY OF DEL MAR

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is generating the funds being used on the project. Information about the citywide plan, along with Frequently Asked Questions, is available on the project web page at [www.delmar.ca.us/up](http://www.delmar.ca.us/up).

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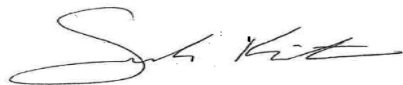
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At this point, the only authorized step is for design. Expenditures for construction of the actual undergrounding have not yet been approved.

**Please note you are receiving this notice because you own property or reside within 300 feet of the boundary of District 1A as shown on available public records. However, your property/residence is not within the District 1A boundary being planned for undergrounding conversion at this time.**

For additional information on this project, please call 858-375-9513 or email [up@delmar.ca.us](mailto:up@delmar.ca.us).



Sarah Krietor, Acting City Clerk

June 24, 2021  
DATE

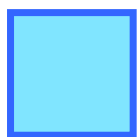
Attachments:

- Exhibit A (Utility Undergrounding District Map – District 1A)

# Utility Undergrounding District 1A (UUD 1A) - Stratford Court South



## LEGEND



District Limits



Trench Work Beyond District Limits

[www.delmar.ca.us/up](http://www.delmar.ca.us/up)

## Cost Estimate for Area 1A

July 12, 2021

*Does not include costs for internal staff time or necessary City personnel for project management*

<b>Pre-Construction Phase - Professional Services - Utility Specialists</b>	
<b>Work Categories</b>	<b>Area 1A</b>
<b>Utility Specialists - Pre-Construction</b>	
City and Agency Coordination	\$ 27,100
Resident Interface and Coordination	\$ 56,160
Public Bidding Support	\$ 37,630
Survey & Mapping of Existing Conditions, Civil Design for Construction Documents, Design Coordination for Public Right-of-Way and Private Lateral Connections, Constructability Review	\$ 423,010
<b>Utility Specialists - Subtotal - Pre-Construction</b>	<b>\$ 543,900</b>
<b>Other Required Services - Pre-Construction</b>	
City Arborist Review <i>Review for any Del Mar protected tree species (Torrey Pines and Monterey Cypress) within project area and provide recommendations on how to avoid damage/removal to the max extent feasible.</i>	\$ 5,000
Environmental Review <i>(TBD; may be able to be completed in-house depending on complexity; CEQA review is required by State law)</i>	TBD
Communications Consultant Services <i>For website updates, articles in City e-newsletter, news flash items as-needed</i>	\$ 5,000
<b>Other Potential As-Needed Services - Pre-Construction - Vendor to be Determined</b>	<b>\$ 10,000</b>
GIS Services As-Needed	\$ 2,000
<b>Pre-Construction Subtotal for Professional Services</b>	<b>\$ 555,900</b>

<b>Utility Companies - Estimates for City Paid Construction Costs<sup>1</sup></b>	
SDG&E	\$ 904,842
AT&T	\$ 678,632
Spectrum/Charter	\$ 284,297
<b>Subtotal for Utility Company Construction Costs</b>	<b>\$ 1,867,770</b>

<sup>1</sup>Estimates only. Extrapolated based on linear foot costs for Tewa Court/10th Street.

<b>Construction Phase - General Contractor (Trenching, Concrete Work, etc)</b>		
General contractor (Actual amount will be determined via City bid process)	\$ 918,000	<i>Utility Specialists estimates \$120 per linear foot for construction</i>
<b>Construction Phase - Professional Services</b>		
<b>Utility Specialists - During Construction</b>		
Construction Management and Support (12-month construction)	\$ 169,820	
<b>Other Potential As-Needed Services - During-Construction - Vendor to be Determined</b>		
Additional Construction Management Services Contingency (12-month construction)	\$ 42,455	<i>For any necessary professional services during construction not accounted for in the budget. Estimated at 25% of construction management &amp; support</i>
<b>During Construction Subtotal for Professional Services</b>	<b>\$ 212,275</b>	
<b>Combined Estimated Total - Design, Professional Services/Soft Costs, Construction</b>		<b>\$ 3,553,945</b>



4429 Morena Boulevard  
San Diego, California 92117

858.581.2250

7/6/2021

## City of Del Mar Undergrounding Program - Task Order #02 - District 1A Stratford Ct. Services

Task Order #02 includes services from design kickoff (anticipated mid-July 2021) through completion of construction for District 1A assuming 18 months for design, 3 months bidding, and 12 months construction.

### Task Order #02 - District 1A Stratford Ct. Services

Item #	Description	US Principal	KCM Principal	US Sr. PM	KCM Sr. PM	US Asst PM	KCM Asst PM	KCM PC	Fuscoe	Total Cost
<b>1</b>	<b>City and Agency Coordination</b>									
a	Participate in by-weekly coordination calls with CDM staff - assumes a one-hour call every other week for 21 months with time divided between Districts 1A & X1A.	8.0		32.0	21.0					\$11,375
b	Prepare agendas, draft and distribute minutes for by-weekly calls with time divided between Districts 1A & X1A.				21.0					\$4,095
c	Attend City Council hearings, if requested by City staff. Assumes attendance at four hearings plus travel with time divided between Districts 1A & X1A.	10.0			10.0					\$3,850
d	Prepare 1A status reports and other handout materials, as requested by City staff, for City Council hearings.				4.0		2.0			\$1,110
e	Assist staff with negotiations with SDG&E and other utility owners and agencies with jurisdiction over UP projects and navigating rules and procedrues surrounding undergrounding work. Includes input regarding MOU between the City and SDG&E.	4.0		8.0	10.0					\$4,150
f	Draft and distribute meeting minutes for SDGE and utility meetings and site visits.				10.0					\$1,950
h	Filing and document management.							6.0		\$570
	<b>Subtotal City and Agency Coordination</b>	<b>22.0</b>	<b>0.0</b>	<b>40.0</b>	<b>76.0</b>	<b>0.0</b>	<b>2.0</b>	<b>6.0</b>	<b>\$0</b>	<b>\$27,100</b>
<b>2</b>	<b>District 1A Design</b>									
a	Surveying & Mapping									\$0
	* Research and Site Evaluation								\$6,000	\$6,000
	* Topo Survey								\$15,000	\$15,000
	* Underground Wet Utility Research								\$20,800	\$20,800
	* Field Base Map Updates								\$20,000	\$20,000
	* Smartsheets GIS Integration									\$0
	* GIS Exhibits									\$0
	* Detailed Base Map Updates								\$35,000	\$35,000
b	Concept Layout									\$0
	* Field survey for potential conflicts with anticipated utility structures and service laterals,	4.0		12.0						\$2,920
	* Verification of existing conditions and identification of corrective work required				8.0		8.0			\$2,880
	* Provide 'redline' utility layout for each SDG&E work order in 1A	2.0		12.0						\$2,540
	* Prepare final conceptual layout exhibit in CAD/ GIS.					28.0				\$3,360
	* Value engineering and constructability review of concept design			12.0	8.0					\$3,720
c	Design Coordination for Public ROW									\$0
	* Review City provided information			8.0	8.0					\$3,000
	* Field Analysis/ Analyze Field Data	2.0		8.0	8.0		8.0			\$4,700
	* Develop design and construction schedules. Update design schedule periodically.			4.0	16.0					\$3,840
	* Coordination with SDG&E / Site Meetings			12.0						\$2,160
	* Coordination with AT&T, Spectrum/Charter - Site Meetings			12.0						\$2,160

**Task Order #02 - District 1A Stratford Ct. Services**

Item #	Description	US Principal	KCM Principal	US Sr. PM	KCM Sr. PM	US Asst PM	KCM Asst PM	KCM PC	Fusco	Total Cost
	* Value engineering and constructability review of SDG&E preliminary design.	2.0		8.0	8.0		4.0			\$4,040
	* Prepare exhibits/technical documents in support of 27 private property easements coordination			8.0	14.0		27.0			\$8,625
	* Easement coordination; Right of Entry Permits; includes meetings with homeowners as necessary to obtain 27 executed easements			16.0	31.0	12.0		27.0		\$12,925
	* Value engineering and constructability review of SDG&E final design.	2.0		10.0	8.0		2.0			\$4,070
	* Value engineering and constructability review of AT&T, Spectrum Final design.	2.0		8.0	8.0		2.0			\$3,710
d	Design Coordination for Private lateral extensions									\$0
	* Prepare exhibits/technical documents in support of private property lateral coordination.	4.0		20.0	32.0	6.0	64.0			\$21,880
	* Review Homeowner provided information; includes meetings with property owners regarding coordination of 64 service laterals location and installation	6.0		40.0	72.0			64.0		\$28,460
	* Field Analysis/ Analyze Field Data	4.0		12.0	12.0		12.0			\$7,240
	* Develop design and construction schedules. Update design schedule periodically.			4.0	16.0					\$3,840
	* Coordination with SDG&E / Site Meetings			12.0						\$2,160
	* Coordination with AT&T, Spectrum/Charter - Site Meetings			12.0						\$2,160
	* Value engineering and constructability review of SDG&E preliminary design.	2.0		8.0	8.0		4.0		\$2,400	\$6,440
	* Value engineering and constructability review of SDG&E final design.	2.0		8.0	8.0		2.0		\$2,400	\$6,110
	* Value engineering and constructability review of AT&T, Spectrum Final design.	2.0		8.0	8.0		2.0		\$2,400	\$6,110
e	50% Civil Design								\$78,900	\$78,900
f	100% Civil Design								\$78,900	\$78,900
g	Improvement Plan Processing								\$6,600	\$6,600
h	Allowance for other design support services, as requested.	4.0		10.0	30.0	4.0	20.0			\$12,190
i	Filing and document management.							6.0		\$570
	<b>Subtotal District Design</b>	<b>38.0</b>	<b>0.0</b>	<b>264.0</b>	<b>303.0</b>	<b>50.0</b>	<b>155.0</b>	<b>97.0</b>	<b>\$268,400</b>	<b>\$423,010</b>
<b>3</b>	<b>Resident Interface and Project Status Tracking</b>									
a	Attend meetings with City Attorney and staff regarding negotiation of work on private property, resident service laterals, easements, and related topics. Assumes four meetings to finalize City policy.	4.0		8.0	12.0					\$4,540
b	Draft, in coordination with CDM, Right of Entry request.				4.0					\$780
c	Draft, in coordination with CDM, homeowner notification letters regarding undergrounding services laterals and required easements.				2.0					\$390
d	Assist City in responding to resident questions submitted via website.	2.0		4.0	20.0					\$5,000
e	Finalize format of Customer-Based Tracking and Monitoring Database.				4.0		8.0			\$2,100
f	Populate database with property owner and resident contact information (Input for up to 467 property owners/residents is anticipated).				4.0		30.0			\$5,730
g	Regular updates to database with project status and homeowner communications. Includes 21 months of tracking and reports, assumed at approximately 1.5 hours per month Sr. PM and 2 hours per month Asst PM time. Status updates during construction included in Item 6d below.				32.0		42.0			\$13,170
h	Schedule, coordinate, and lead neighborhood meetings (assumes one meeting). Prepare presentation materials for neighborhood meetings.	2.0	8.0	2.0	12.0		8.0			\$6,120
i	Draft, in coordination with CDM, district design and bidding status update letters to homeowners and residents. Assumed sent out quarterly.			4.0	16.0					\$3,840
j	Provide technical content and status updates for use in periodic media outreach and website updates.	2.0		8.0	24.0					\$6,500
k	Draft, in coordination with CDM, hearing notification to homeowners and residents for City Council decision on progressing into construction.				2.0					\$390
l	Filing and document management.							80.0		\$7,600
	<b>Subtotal Resident Interface and Communications</b>	<b>10.0</b>	<b>8.0</b>	<b>26.0</b>	<b>132.0</b>	<b>0.0</b>	<b>88.0</b>	<b>80.0</b>	<b>\$0</b>	<b>\$56,160</b>
<b>4</b>	<b>Public Bidding Support</b>									
a	Preparation of front-end bid documents, bid items, and special terms and conditions.	2.0			40.0		20.0		\$5,000	\$16,480
b	Publish Notice Inviting Bids.				4.0					\$780
c	Contact potential bidders and distribute bid package.				8.0					\$1,560

**Task Order #02 - District 1A Stratford Ct. Services**

Item #	Description	US Principal	KCM Principal	US Sr. PM	KCM Sr. PM	US Asst PM	KCM Asst PM	KCM PC	Fuscoe	Total Cost
d	Coordinate and manage Pre-Bid meeting.			2.0	6.0					\$1,530
e	Manage bid RFI's, preparation of bid addendums, and distribute addendums to bidders, assumes up to three separate addendums.			10.0	20.0		12.0		\$2,400	\$10,080
f	Coordinate and manage Bid Opening meeting.			2.0	4.0					\$1,140
g	Review bids for completeness and accuracy, assumes six bidders, and prepare bid analysis.			6.0	12.0		16.0			\$6,060
<b>Subtotal Public Bidding Support</b>		<b>2.0</b>	<b>0.0</b>	<b>20.0</b>	<b>94.0</b>	<b>0.0</b>	<b>48.0</b>	<b>0.0</b>	<b>\$7,400</b>	<b>\$37,630</b>
<b>Total Hours During Design &amp; Bidding</b>		<b>72.0</b>	<b>8.0</b>	<b>350.0</b>	<b>605.0</b>	<b>50.0</b>	<b>293.0</b>	<b>183.0</b>		
<i>Average Hours per Week (based upon 21 month schedule)</i>		<i>0.8</i>	<i>0.1</i>	<i>3.8</i>	<i>6.6</i>	<i>0.5</i>	<i>3.2</i>	<i>2.0</i>		
<b>Rate Per Hour</b>		<b>\$190</b>	<b>\$215</b>	<b>\$180</b>	<b>\$195</b>	<b>\$120</b>	<b>\$165</b>	<b>\$95</b>		
<b>Total Cost During Design &amp; Bidding</b>		<b>\$13,680</b>	<b>\$1,720</b>	<b>\$63,000</b>	<b>\$117,970</b>	<b>\$6,000</b>	<b>\$48,345</b>	<b>\$17,385</b>	<b>\$275,800</b>	
<b>Subtotal Estimated Cost for During Design &amp; Bidding</b>		<b>\$543,900</b>								
<b>5</b>	<b>Construction Support</b>									
a	Contract Administration: Change Order review and processing (Based on 12 mos. Construction)				48.0		24.0	12.0		\$14,460
b	Construction Administration: Requests for Information (RFI) Mgmt., site observations, weekly meetings (Based on 12 mos. Construction)			60.0	48.0		120.0	30.0		\$42,810
c	Project status tracking and database updates during construction (Based on 12 mos. Construction)				24.0		72.0	16.0		\$18,080
d	Storm Water Compliance Services; Weekly, REAP and Quarterly site inspections by QSP (Based on 12 mos. Construction)				32.0		96.0			\$22,080
e	Project Accounting Support: Verification of invoices, lien release review, prevailing wage (Based on 12 mos. Construction)				24.0		48.0	24.0		\$14,880
f	Budget and Schedule Monitoring (Based on 12 mos. Construction)				24.0			6.0		\$5,250
g	Staking/Engineer's Const. Admin. services & RFI responses (Based on 12 mos. Construction)								\$21,200	\$21,200
h	Allowance for miscellaneous tasking as requested by City staff.			20.0	40.0		40.0			\$18,000
i	Closeout Services: Punchlist development and management, record drawings				40.0			8.0	\$4,500	\$13,060
<b>Subtotal Construction Support Services</b>		<b>0.0</b>	<b>0.0</b>	<b>80.0</b>	<b>280.0</b>	<b>0.0</b>	<b>400.0</b>	<b>96.0</b>	<b>\$25,700</b>	<b>\$169,820</b>
<b>Total Hours During Construction</b>		<b>0.0</b>	<b>0.0</b>	<b>80.0</b>	<b>280.0</b>	<b>0.0</b>	<b>400.0</b>	<b>96.0</b>		
<i>Average Hours per Week (based upon 12 month schedule)</i>				<i>1.7</i>	<i>5.8</i>		<i>8.3</i>	<i>2.0</i>		
<b>Rate Per Hour</b>		<b>\$190</b>	<b>\$215</b>	<b>\$180</b>	<b>\$195</b>	<b>\$120</b>	<b>\$165</b>	<b>\$95</b>		
<b>Total Cost During Construction</b>		<b>\$0</b>	<b>\$0</b>	<b>\$14,400</b>	<b>\$54,600</b>	<b>\$0</b>	<b>\$66,000</b>	<b>\$9,120</b>	<b>\$25,700</b>	
<b>Subtotal Estimated Cost During Construction</b>		<b>\$169,820</b>								
<b>Total Estimated Cost for Task Order #02 - District 1A Stratford Ct.</b>		<b>\$713,720</b>								

**Exclusions**

- Attendance at Meetings/Hearings not Specifically Included
- Notifications to property owners regarding consequences of refusing to underground
- Participation in enforcement actions on homeowners refusing to underground
- Management of private lateral undergrounding excluded – assumes coordination only
- Communications Subconsultant Support - to be provided by City Consultant
- Social Media Development, Operations - Assume by City
- Graphic Design will be a Reimbursable Expense
- Direct Mail will be a Reimbursable Expense
- GIS Support and GIS Exhibits
- City Resident Engineer Inspections

Estimated Measure Q Cash Flow<sup>1</sup>

	Fiscal Year 2020-2021	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024	Fiscal Year 2024-2025	Total	Assumptions						
<b>Starting Measure Q Fund Balance - July 1</b>	\$	2,955,731.00	\$	3,584,591.00	\$	4,211,901.00	\$	1,632,161.00					
<b>Estimated Expenditures</b>													
Tewa Court/10th Street	\$	38,690.00	\$	596,530.00	\$	-	\$	-	\$	635,220.00	Project design and construction completed in FY 21-22		
UUD 1A (Stratford Court South)	\$	-	\$	317,660.00	\$	737,920.00	\$	2,498,380.00	\$	-	\$	3,553,960.00	Project design + bid process = 21 months from July 2021 to April 2023; Pre-construction costs evenly spread over 21 months and apportioned to each fiscal year; Construction to start in May 2023 at 12 months and apportioned monthly to each fiscal year.
UUD X1A (Crest Canyon)	\$	-	\$	396,850.00	\$	783,410.00	\$	2,428,860.00	\$	1,457,320.00	\$	5,066,440.00	Project design + bid process = 21 months from July 2021 to April 2023; Pre-construction costs evenly spread over 21 months and apportioned to each fiscal year; Construction to start in May 2023 at 18 months and apportioned monthly to each fiscal year.
General Consulting Services (Utility Specialists) Non-Project Specific	\$	27,370.00	\$	25,000.00	\$	25,000.00	\$	25,000.00	\$	25,000.00	\$	127,370.00	General work for Undergrounding Project, not specific to one UUD.
Legal Services	\$	10,500.00	\$	27,600.00	\$	13,860.00	\$	10,000.00	\$	10,000.00	\$	71,960.00	
Communications Services	\$	-	\$	2,500.00	\$	2,500.00	\$	2,500.00	\$	2,500.00	\$	10,000.00	Assumes \$10,000 over four years
Downtown Streetscape (Remaining Items)	\$	50,180.00	\$	-	\$	-	\$	-	\$	-	\$	50,180.00	
Shores Park Project	\$	45,230.00	\$	-	\$	-	\$	-	\$	-	\$	45,230.00	Plan to carry-over FY 20-21 balance to FY 21-22
Paving Rehabilitation (not related to Undergrounding)	\$	75,000.00	\$	75,000.00	\$	75,000.00	\$	75,000.00	\$	75,000.00	\$	375,000.00	Reflects budgeted amount for FY 21-22 and FY 22-23
City Staff Time	\$	-	\$	130,000.00	\$	135,000.00	\$	140,000.00	\$	145,000.00	\$	550,000.00	Estimated amount only; Reflects budgeted amount for FY 21-22 and FY 22-23; Still calculating cost for internal staff time for second half of FY 20-21 for the Undergrounding Project to be incorporated into year-end transfer.
<b>Total Anticipated Undergrounding Project Expenditures</b>	\$	<b>246,970.00</b>	\$	<b>1,571,140.00</b>	\$	<b>1,772,690.00</b>	\$	<b>5,179,740.00</b>	\$	<b>1,714,820.00</b>	\$	<b>10,485,360.00</b>	
<b>Anticipated Measure Q Earnings during FY</b>	\$		\$	2,200,000.00	\$	2,400,000.00	\$	2,600,000.00	\$	2,800,000.00			
<b>Ending Measure Q Fund Balance - June 30</b>	\$	<b>2,955,731.00</b>	\$	<b>3,584,591.00</b>	\$	<b>4,211,901.00</b>	\$	<b>1,632,161.00</b>	\$	<b>2,717,341.00</b>			

<sup>1</sup>Includes minimal funding budgeted for Shores Park; estimated amount for completion of development of draft master plan using current consultant under contract.

Based on estimates and information available as of July 7, 2021