



City of Del Mar Agenda Report

TO: Honorable Mayor and City Council Members

FROM: Martin Boyd, Project Manager II
Joe Bride, Public Works Director
Via Ashley Jones, City Manager

DATE: May 15, 2023

SUBJECT: Approval of a Task Order with Utility Specialists Southwest, Inc. to Perform Utility Underground District (UUD) Formation Services for UUD 1B (Stratford Court North)

REQUESTED ACTION/RECOMMENDATION:

Staff recommends that the City Council: 1) Approve a \$74,375 Task Order (Attachment A) with Utility Specialists Southwest, Inc. to perform utility underground district (UUD) formation services for UUD 1B (Stratford Court North); and 2) Authorize the City Manager to execute the Task Order.

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.

At City Council meetings held on April 15 and August 5, 2019, staff presented a Project Delivery Plan (Plan), including a comprehensive set of recommendations from staff and the Undergrounding Project Advisory Committee (UPAC), to accomplish the citywide UP. The City Council adopted the Plan, which also included the designation of City blocks (areas) as Utility Undergrounding Districts (UUDs), an approach for prioritizing the order for UUD completion, and other guidelines and policies associated with how the project is implemented. The adopted plan prioritizes UUD work by service density (i.e., number of service connections to number of poles) and fire safety (in the case of UUD X1A).

Currently, staff are working on the design and planning for UUD's 1A and X1A, with UUD 1B identified as the next priority area. Attachment B includes a map of the planned citywide UUDs, including UUD 1B. UUD 1B is located west of Camino Del Mar and north of UUD 1A. It includes an estimated 40 poles and 4,297 linear feet of overhead conversion to underground from 11th Street to L'Auberge Del Mar, covering 175 parcels. The formation services will finalize the district boundary for UUD 1B and provide more accurate statistics for the project.

City Council Action:

DISCUSSION/ANALYSIS:

Required Steps to Form District

The California Public Utilities Commission (CPUC) has an established regulation known as “Rule 20” that 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: Rule 20A: 100% Utility Funding; Rule 20B: Partial Utility Funding (Typically 20-40%); and Rule 20C: Partial Utility Funding (De Minimis Amount).

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 revenue (sales tax measure revenue source partially dedicated to the UP). San Diego Gas & Electric (SDG&E) will credit the City approximately 20 percent of SDG&E’s construction costs for eligible Rule 20B projects, which is approximately the cost of removing the poles.

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

1. A public hearing 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.

District Formation Services

The City has an agreement in place with Utility Specialists Southwest, Inc. for as-needed specialized electrical engineering and consulting services related to implementation of the citywide UP. As such, staff recommends issuing a Task Order to Utility Specialists Southwest, Inc. to proceed with district formation services for UUD 1B (Stratford Ct North). The district formation services will include agency meetings and coordination, district formation support, and resident interface and communications. These services will assist the City in adopting a resolution that forms the UUD following a public hearing. The proposed Task Order, which has a total cost of \$74,375 for the services (see Exhibit A), is included with this agenda report as Attachment A. If approved, the City Council hearing for formal 1B district formation is expected to take place in October 2023.

PRIOR CITY COUNCIL REVIEW:

On July 12, 2021, the City Council adopted resolutions establishing a underground utility district (1A) on Stratford Court (west of Camino del Mar, from 4th street to 12th street); and a underground utility district (X1A) along Crest Road and in the canyon below Crest Road within areas west and north of the City of San Diego border and south of the lagoon along San Dieguito Drive.

On May 17, 2021, City Council adopted a resolution establishing an underground utility district on 10th Street east of Camino del Mar, Tewa Court, and portion of Klish Way.

On August 5, 2019, City Council approved the recommendations made by the UPAC and staff and reaffirmed the City’s commitment to citywide undergrounding of all utility poles; confirmed the recommended preliminary undergrounding boundary map (i.e., blocks), prioritization guidelines, and ranking of the blocks; authorized simultaneous design of the two identified areas in coordination with SDG&E and the necessary funding for initial implementation; and approved various policy recommendations made by UPAC, which are key assumptions for the Project Delivery Plan and estimated total UP budget.

FISCAL IMPACT:

Approval of this item will require City Council authorization to amend the Fiscal Year (FY) 2022-2023 Operating and Capital Budget to allocate \$74,375 from the Measure Q Fund as shown below:

PROJECT	FUND	ACCOUNT	AMOUNT
UUD 1B – Stratford Ct North	Measure Q Fund	02.7000.7204	\$74,375

ENVIRONMENTAL IMPACT:

The proposed City Council action does not constitute a “project” under the definition set forth in the California Environmental Quality Act (CEQA) Guidelines Section 15378 because it will not have a potential to result in a direct or indirect physical change in the environment and is, therefore, not subject to CEQA.

NEXUS TO CITY COUNCIL GOALS & PRIORITIES:

Utility Undergrounding is listed as a Tier 1 City Council priority for FYs 2022-2023 and 2023-2024.

ATTACHMENTS:

- Attachment A – Utility Specialists Southwest, Inc. Task Order
- Exhibit A to Attachment A – UUD 1B Formation Services Scope of Work
- Attachment B – UP Citywide Map



4429 Morena Boulevard
 San Diego, California 92117
 858.581.2250

5/5/2023

City of Del Mar Undergrounding Program - Task Order #04 Utility Specialists & KCM Hourly Assumptions

Task Order #04 includes services from District 1B project kickoff on 5/15/2023 through City Council's formation of the District (anticipated to be in October 2023).

Task Order #04: District 1B Formation Services

Item #	Description	US Principal	US Sr. PM	KCM Sr. PM	US PM	KCM PM	US Asst PM	KCM PE	Total Cost
1	Agency Meetings and Coordination								
a	Attend bi-weekly coordination Zoom meetings with CDM staff for 5 months.	10.0	10.0	10.0		10.0			\$7,400
b	Prepare and distribute meeting agendas and minutes for by-weekly coordination meetings.			2.0		10.0			\$2,140
c	Meet with SDGE and other utilities, during their initial and follow-up site visit, to provide value-added engineering insights and SOQ's. Assumes two (2) field walks at 4 hours each plus travel.	16.0	12.0	12.0	4.0	12.0			\$10,200
d	Prepare and distribute meeting minutes for SDGE site visits					2.0			\$350
e	Attend City Council meetings, includes two meetings.	6.0		6.0					\$2,310
f	Filing and document management						10.0	8.0	\$2,400
Total Hours		32.0	22.0	30.0	4.0	34.0	10.0	8.0	\$24,800
2	District Formation Support								
a	Coordinate to prepare materials for City Council Meeting as required for the formation of District 1B.	4.0		4.0		8.0	4.0		\$3,420
b	Develop concept schedule for District 1B.	2.0		4.0					\$1,160
c	Complete quantity takeoffs for District 1B summary stats for narrative (number parcels, number private homes / buildings, and lineal footage of undergrounding to be completed).					6.0		8.0	\$2,250
d	Prepare District exhibits with all pole, pole number references and overhead circuitry shown.		2.0	2.0		10.0		16.0	\$4,900
e	Site visit to verify homes/buildings requiring lateral undergrounding and input of site visit results into database and narrative.	8.0			8.0	4.0			\$3,340
f	Allowance for additional support services	10.0	10.0	20.0		16.0	16.0	12.0	\$14,120
Total Hours		24.0	12.0	30.0	8.0	44.0	20.0	36.0	\$29,190
3	Resident Interface and Communications								
a	Draft Homeowner Notification Letters re District Formation in coordination with City			8.0					\$1,560
b	Populate database with City GIS parcel and property owner information.			2.0		16.0			\$3,190
c	Complete quality control review of GIS data.			4.0		16.0			\$3,580
d	Prepare Mailer List for use in distributing Notices to District 1B and within 300' of each District. Prepare exhibits of within 300' limits, download City GIS data for properties within 300', and reformat data for envelop/label printing. Site visits for address verifications to supplement missing information from City GIS data including added rental units, condo and apartment unit numbers, and public building addresses.			4.0		28.0		24.0	\$9,280
e	Setup individual property correspondence file folders.			1.0				12.0	\$1,995
f	Provide resident inquiry responses.			4.0					\$780
Total Hours		0.0	0.0	23.0	0.0	60.0	0.0	36.0	\$20,385
Total Overall Hours		56.0	34.0	83.0	12.0	138.0	30.0	80.0	
Rate Per Hour		\$190	\$180	\$195	\$140	\$175	\$120	\$150	
Total Cost		\$10,640	\$6,120	\$16,185	\$1,680	\$24,150	\$3,600	\$12,000	
Task Order #04: District 1B Formation Services						\$74,375			

Citywide Utility Undergrounding Map

ATTACHMENT B



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.