



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: April 1, 2024

SUBJECT: Approval of Task Order Amendment with Utility Specialists Southwest, Inc. for Utility Undergrounding District X1A – Crest Canyon Pre-Construction Services

REQUESTED ACTION/RECOMMENDATION:

Staff recommends that the City Council: 1) Approve a \$104,852 Task Order Amendment (Attachment A) with Utility Specialists Southwest, Inc. for additional pre-construction services for UUD X1A; and 2) Authorize the City Manager to execute the Task Order Amendment.

BACKGROUND:

The City of Del Mar continues to implement the citywide Undergrounding Program (UP), which will remove utility poles and replace overhead cables for electricity and telecommunications with underground lines. A map of the planned citywide Utility Undergrounding Districts (UUDs) is included with report as Attachment B for reference.

On July 12, 2021, the City Council authorized formation of Utility Undergrounding District (UUD) X1A (Crest Canyon). UUD X1A includes 77 poles and approximately 11,200 linear feet of overhead conversion to 14,363 linear feet of underground trench, and involves 152 properties and 114 residences. Eighty-five (85) of the homes or buildings in UUD X1A require undergrounding of their private service lateral at the expense of the property owner. A map of UUD X1A is included as Attachment C.

DISCUSSION/ANALYSIS:

A Task Order Amendment for Utility Specialists Southwest, Inc. is necessary to cover the cost of additional pre-construction services for UUD X1A. The additional pre-construction services include \$7,500 for development of plat and legal for City retaining wall easements and \$97,352 for additional time for enhanced communication and coordination with residents and SDG&E during the pre-construction phase. The additional time for enhanced communication and coordination was recently brought to staff's attention due to a higher than anticipated volume of work for this task. This includes preparation and additional revisions of homeowner lateral and easement exhibits, frequent updating of

City Council Action:

IT WAS MOVED BY DEPUTY MAYOR GAASTERLAND, SECONDED BY COUNCILMEMBER MARTINEZ TO APPROVE A \$104,852 TASK ORDER AMENDMENT (ATTACHMENT A) WITH UTILITY SPECIALISTS SOUTHWEST, INC. FOR ADDITIONAL PRE-CONSTRUCTION SERVICES FOR UUD X1A; AND AUTHORIZED THE CITY MANAGER TO EXECUTE THE TASK ORDER AMENDMENT. (VOTE 5-0)

homeowner database, homeowner communications, development of the UP Communications Plan, and coordination with SDG&E.

The City previously allocated funds and issued a task order to Utility Specialists Southwest, Inc. for pre-construction activities related to UUD XA. In order to continue implementing the Council's prior direction related to enhanced coordination/communications with residents prior to construction for the project, the task order with Utility Specialists for the project needs to be amended and increased funding authorized. The proposed UUD X1A Task Order Amendment is for \$104,852, bringing the Task Order total to \$835,937 (approximately 10.3% of the total estimated project cost) for preconstruction activities, which are further described in Exhibit A to Attachment A.

FISCAL IMPACT:

There is no fiscal action to be taken by the City Council related to this agenda item. There are sufficient funds available in the approved budget for this project to perform the additional pre-construction work included in the proposed task order work.

ENVIRONMENTAL IMPACT:

The proposed City Council action does not constitute a "project" under the definition set forth in 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. No further action under CEQA is required.

NEXUS TO CITY COUNCIL GOALS AND PRIORITIES:

Utility Undergrounding is listed as a Tier 1 City Council priority for FYs 2023-2024 and 2024-2025.

ATTACHMENTS:

- Attachment A – Utility Specialists Southwest, Inc. Task Order Amendment
 - Exhibit A to Attachment A – UUD X1A Pre-Construction Services Scope of Work
- Attachment B – Citywide Utility Undergrounding Districts Map
- Attachment C – UUD X1A Crest Canyon Map



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San Diego, California 92117
858.581.2250

3/20/2024

City of Del Mar Undergrounding Program - Task Order #03b - District X1A Crest Remaining to Complete

Task Order #03b includes additional services highlighted below from September 2022 through completion of construction for District X1A assuming total of 26 months for design starting July 2021, 3 months bidding, and 18 months construction.

Task Order #03b Services - District X1A Crest Remaining to Complete

Item #	Description	US Principal	KCM Principal	US Sr. PM	KCM Sr. PM	US Asst PM	KCM Asst PM	KCM PC	Fuscoe	Total Cost
1	City and Agency Coordination									
a	Participate in by-weekly coordination calls with CDM staff - assumes a one-hour call every other week for 9 months with time divided between Districts 1A, X1A & IB.				4.0		4.0			\$1,440
b	Prepare agendas, draft and distribute minutes for by-weekly coordination calls. time divided between 1A, X1A & IB.				4.0					\$787
c	Attend City Council hearings, if requested by City staff. Assumes attendance at two hearings plus travel.		6.0		6.0					\$2,460
c2	Attend quarterly UPAC meetings during design & bidding phases. Attendance at quarterly in-person meetings (3 EA), assist City staff with meeting preparation and follow up action items with time divided between Districts 1A, X1A & IB.		3.0		8.0					\$2,205
d	Prepare X1A status reports and other handout materials, as requested by City staff, for City Council hearings.				2.0		1.0			\$555
e	Assist staff with negotiations with SDG&E and other utility agencies - complete.									\$0
f	Draft and distribute meeting minutes for SDGE and utility meetings and site visits - complete.									\$0
	Subtotal City and Agency Coordination	0.0	9.0	0.0	24.0	0.0	5.0	0.0	\$0	\$7,447
2	District X1A Design									
a	Surveying & Mapping - complete.									\$0
b	Concept Layout - complete.									\$0
c	Design Coordination for Public ROW									\$0
	* Develop design and construction schedules. Update design schedule periodically.				4.0					\$780
	* Prepare exhibits/technical documents for Phase 3: 2 private property easements.				2.0		4.0			\$1,050
	* Easement coordination; Right of Entry Permits; includes communications/meetings with homeowners as necessary to obtain executed SDG&E and City easements.				49.0			43.0		\$13,635
d	Design Coordination for Private lateral extensions									\$0
	* Revise exhibits/technical documents for Phase 3: 24 private property laterals coordination.				12.0		24.0			\$6,300
	* Review Homeowner provided information; includes meetings with Phase 3 property owners regarding coordination of 24 service lateral locations and installation.				24.0			24.0		\$6,960
e	50% Civil Design - complete.									\$0
f	100% Civil Design: Allowance for Plats & Legals for Retaining Wall Easements								\$7,500	\$7,500
g	Improvement Plan Processing									\$0
h	Allowance for other design support services, as requested - see contingency.									\$0
i	Filing and document management.							2.0		\$190
	Subtotal District Design	0.0	0.0	0.0	91.0	0.0	28.0	69.0	\$7,500	\$36,415
3	Resident Interface and Project Status Tracking									
a	Attend meetings with City Attorney and staff to finalize City policy - complete.									\$0
b	Draft, in coordination with CDM, Right of Entry request - complete.									\$0
c	Draft, in coordination with CDM, homeowner notification letters regarding laterals and easements - complete.									\$0
d	Assist City in responding to resident questions submitted via website - included below.									\$0
e	Finalize format of Customer-Based Tracking and Monitoring Database - complete.									\$0

Task Order #03b Services - District X1A Crest Remaining to Complete

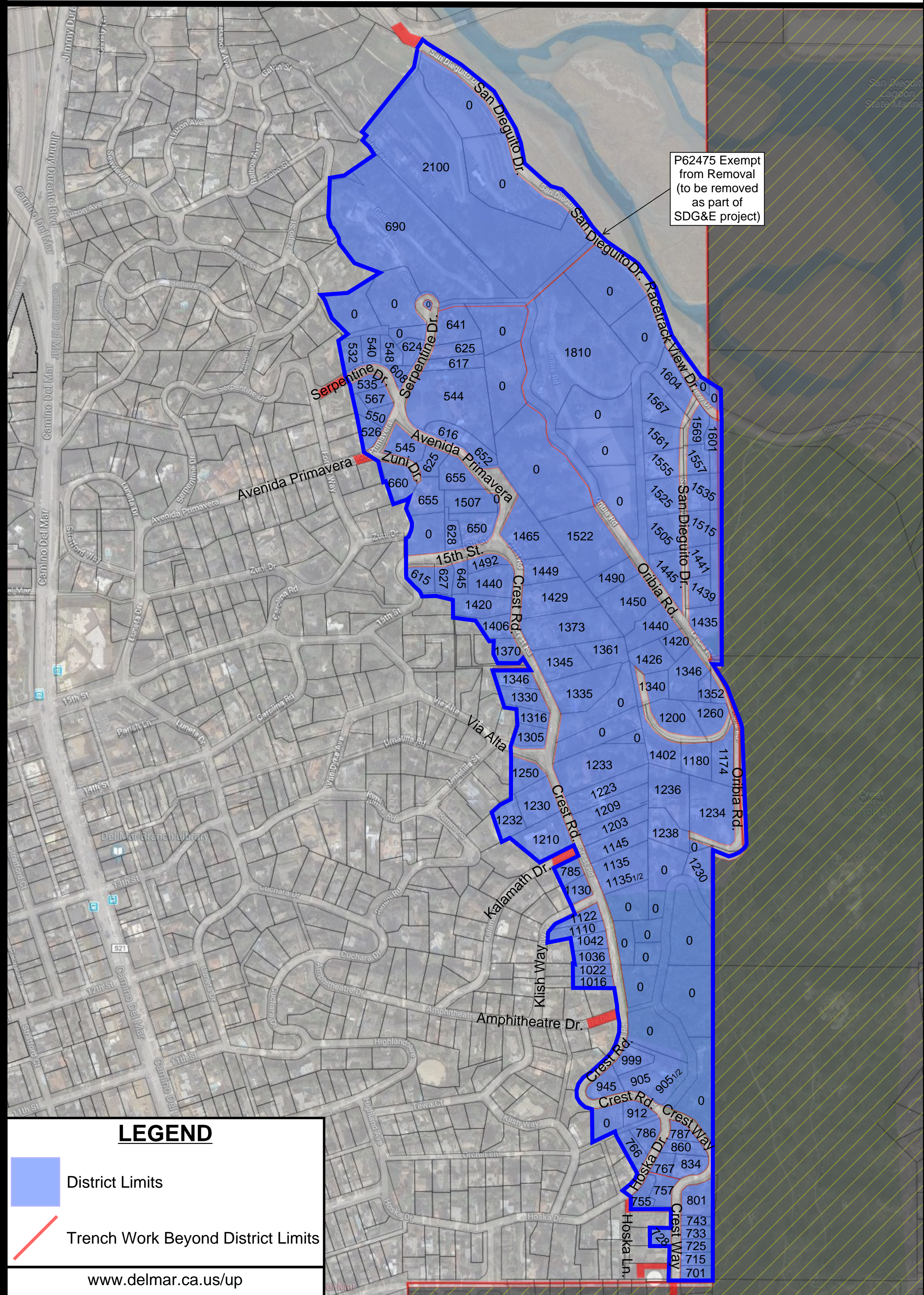
Item #	Description	US Principal	KCM Principal	US Sr. PM	KCM Sr. PM	US Asst PM	KCM Asst PM	KCM PC	Fuscoe	Total Cost
f	Populate database with property owner and resident contact information: Periodic repopulation of database with more current owner information from GIS and water billings have been required.							20.0		\$1,900
g	Regular updates to database with project status and homeowner communications. Includes 9 months of tracking and reports, assumed at approximately 1.5 hours per month Sr. PM and 10 hours avg. per month Asst PM time.				14.0		90.0	20.0		\$19,480
h	Schedule, coordinate, and lead neighborhood meeting - complete.									\$0
i	Draft, in coordination with CDM, district design and bidding status update letters to residents. Assumed sent out quarterly.				4.0					\$780
j	Provide technical content and status updates for use in periodic media outreach and website updates.				2.0					\$390
k	Draft, in coordination with CDM, hearing notification to residents for City Council decision on progressing into construction.				2.0					\$390
l	Filing and document management.							20.0		\$1,900
Subtotal Resident Interface and Communications		0.0	0.0	0.0	22.0	0.0	90.0	60.0	\$0	\$24,840
4	Public Bidding Support									
a	Preparation of front-end bid documents, bid items, and special terms and conditions.				40.0		80.0			\$21,000
b	Publish Notice Inviting Bids.				4.0					\$780
c	Contact potential bidders and distribute bid package.				8.0					\$1,560
d	Coordinate and manage Pre-Bid meeting.				6.0					\$1,170
e	Manage bid RFI's, preparation of bid addendums, and distribute addendums to bidders, assumes up to three separate addendums.				20.0		12.0			\$5,880
f	Coordinate and manage Bid Opening meeting.				4.0					\$780
g	Review bids for completeness and accuracy, assumes six bidders, and prepare bid analysis.				12.0		16.0			\$4,980
Subtotal Public Bidding Support		0.0	0.0	0.0	94.0	0.0	108.0	0.0	\$0	\$36,150
Total Hours During Design & Bidding		0.0	9.0	0.0	231.0	0.0	231.0	129.0		
Rate Per Hour		\$190	\$215	\$180	\$195	\$120	\$165	\$95		
Total Cost During Design & Bidding		\$0	\$1,935	\$0	\$45,047	\$0	\$38,115	\$12,255	\$7,500	
Subtotal Estimated Cost for During Design & Bidding										\$104,852
Contingency										\$0
Total Estimated Cost for Remaining to Complete Design & Bidding										\$104,852

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

Utility Undergrounding District (UUD X1A) - Crest Canyon



P62475 Exempt from Removal
(to be removed as part of SDG&E project)

LEGEND



District Limits



Trench Work Beyond District Limits

www.delmar.ca.us/up

**Item 7: Approval of Task Order Amendment with
Utility Specialists Southwest, Inc. for Utility
Undergrounding District X1A – Crest Canyon Pre-
Construction Services**

City Council

April 1, 2024



CITY OF
DELMAR™



Task Order Amendment for UUD X1A Pre-Construction Services

UUD X1A Utility Specialists - Pre-Construction Services (Includes US, KCM, and Fuscoe)				
Work Categories	Budget as of 7-12-21	Amendment 10-16-23	Amendment 4-1-24	Budget as of 4-1-24
1. City and Agency Coordination	\$27,820	\$17,620		\$45,440
2. District X1A Design	\$542,015	\$49,480	\$88,076	\$679,571
3. Resident Interface and Project Status Tracking	\$56,160		\$16,776	\$72,936
4. Public Bidding Support	\$37,990			\$37,990
Task Order Total	\$663,985	\$67,100	\$104,852	\$835,937