

## **PROPOSAL MEMO**

**VIA EMAIL**

DATE: September 20, 2024  
TO: Evan Cai, City of San Carlos  
FROM: Glen M. Anderson, PE  
SUBJECT: San Carlos Annual SD Improvements Proposal

Schaaf & Wheeler is pleased to provide you with the below scope and fee to provide storm drain improvement design services for four (4) sites requiring storm drain improvements as described in your RFP as well as the subsequent conversation describing the sites. Our proposed design includes the following 4 sites:

1. 333 Shoreway Road – The project scope at this location is to design the installation of approximately 305 linear feet of 12-inch storm drain between two existing catch basins along the roadway.
2. 282 Cedar Street – The project scope at this location is to design the installation of storm drain infrastructure to capture the runoff coming down Manzanita to prevent it from flooding the existing sidewalk ramp.
3. Cranfield Avenue – The project scope at this location is to design the installation of storm drain infrastructure to capture runoff and stop it from entering the two most downhill parcels that currently experience flooding.
4. 421 Clifton Drive – The project scope at this location is system analysis to determine required system capacity, and design of storm drain system improvements identified by the system analysis. Schaaf & Wheeler will rely on existing storm drain modeling to perform the analysis and determine improvements.

The assumed extents of project fieldwork are shown in Figures 1 and 2.

Because the scope and need for utility location services (either potholing or electronic locating) is unknown at this time, we have not included it within our scope. Our surveying scope does include research and contacting known utility providers for their utility maps, which will be included in our basemaps.



**Figure 1: 333 Shoreway Road and 282 Cedar Street**



**Figure 2: Cranfield Avenue and 421 Clifton Drive**

To achieve the improvements outlined above, Schaaf & Wheeler proposes the following scope:

**Task 1: Field Survey**

Schaaf & Wheeler's Surveying subconsultant, Kier & Wright will perform a topographic survey of the areas identified in Figures 1 and 2. Surveys will be tied in to local horizontal and vertical control. Kier & Wright will prepare basemapping in AutoCAD format for use in preparation if improvement plans by Schaaf & Wheeler

**Task 2: Hydraulic Analysis for 421 Clifton Drive**

Schaaf & Wheeler will use the City's existing storm drain model to identify capacity restrictions at Clifton Drive and develop solutions to mitigate them. The findings of the modeling effort will



be summarized in a technical memorandum. A draft and final version of the technical memorandum are included within the project scope.

### Task 3: Improvement Design

Schaaf & Wheeler will prepare improvement documents (Plans, Specifications, and Cost Estimates) for the four (4) locations identified herein. Scope includes preparation of improvement documents as a single set of documents, and deliverables are assumed to be:

- 65% Plans, Specifications, and Cost Estimates
- 90% Plans, Specifications, and Cost Estimates
- Bid Plans, Specifications, and Cost Estimates

Plans will be prepared in AutoCAD using the City's standard templates. Specifications will be prepared in Microsoft Word, conforming to City requirements. Cost estimates will be prepared in Microsoft Excel. All files will be provided to the City in native and PDF formats.

### Task 4: Bid Support

Schaaf & Wheeler will attend the Pre-Bid Conference and respond to inquiries submitted to the Town during the bid process, prepare addenda, evaluate bids, etc.

### Task 5: Construction Support

Schaaf and Wheeler will review contractor proposed equipment for conformance with the design documents via submittal review up to an assumed 15 total submittals. Schaaf & Wheeler will respond to contractor requests for information (RFI's) up to an assumed 10 RFI's and provide clarification and direction. Additional submittal reviews, RFI's and meetings can be provided at an additional fee.

### Schedule

Schaaf & Wheeler recognizes the urgency of these projects to the City and proposes the following schedule for the project, based on a not-yet-determined notice to proceed date. Bid Support and Construction Support will be based on the Bid and Construction Schedule.

Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Field Surveying																								
Hydraulic Analysis																								
Prepare 65% PS&E																								
City Review																								
Prepare 90% PS&E																								
City Review																								
Prepare Bid PS&E																								

### Fee

Schaaf & Wheeler proposes to complete this work on a time and materials basis for a fee not to exceed \$128,850 in accordance with the attached fee proposal. If you have any questions regarding this scope and budget, do not hesitate to contact me at (408)966-5341 or [ganderson@sww.com](mailto:ganderson@sww.com).

Best regards,

SCHAAF &amp; WHEELER



Glen M. Anderson, PE  
Vice President  
RCE 76720

City of San Carlos Annual Storm Drain Improvements <b>Schaaf &amp; Wheeler</b> September 20, 2024	Principal Project Manager	Senior Engineer	Associate Engineer	Designer	Schaaf & Wheeler Subtotal	Kier & Wright (Surveying Subconsultant)	Subconsultant Markup (10%)	Project Total
	\$ 295	\$250	\$220	\$175				
Task 1: Field Survey	4		4		\$ 2,060.00	\$37,100.00	\$3,710.00	\$ 42,870.00
Task 2: Hydraulic Analysis	4	16			\$ 5,180.00	\$ -	\$ -	\$ 5,180.00
Task 3: Improvement Design	40	8	80	180	\$62,900.00	\$ -	\$ -	\$ 62,900.00
Task 4: Bid Support	4	8	8	0	\$ 4,940.00	\$ -	\$ -	\$ 4,940.00
Task 5: Construction Support	8	16	30	0	\$12,960.00	\$ -	\$ -	\$ 12,960.00
<b>Total</b>	60	48	122	180	\$88,040.00	\$37,100.00	\$3,710.00	\$128,850.00