



# CITY OF SAN MATEO

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## Agenda Report

Agenda Number: 9

Section Name: {{section.name}}

Account Number: 21-4678

File ID: {{item.tracking\_number}}

**TO:** City Council  
**FROM:** Alex Khojikian, City Manager  
**PREPARED BY:** Public Works Department  
**MEETING DATE:** September 16, 2024  
**SUBJECT:**  
Citywide Small Trash Capture Project – Amendment

### RECOMMENDATION:

Approve Amendment No. 3 to the agreement with Schaaf and Wheeler Consulting Civil Engineers for design professional services in the amount not to exceed \$25,180, for a new agreement amount of \$140,480; extend the term of the agreement to December 30, 2025; and authorize the Public Works Director to execute the amendment in substantially the form presented and any future amendments within the contingency amount.

### BACKGROUND:

The Citywide Small Trash Capture Project (Project) helps the City achieve trash load reduction targets set forth by the San Francisco Bay Regional Water Quality Control Board (Water Board). The Project scope includes installation of small trash capture devices at approximately 450 storm drain inlets at critical trash generation locations throughout the City.

In Fall 2022, Schaaf & Wheeler Consulting Civil Engineers (Schaaf & Wheeler) was selected through a Request for Proposal (RFP) process given their technical expertise, relevant project experience, and involvement with the City's ongoing trash capture efforts. On October 17, 2022, City Council authorized Public Works to enter into an agreement with Schaaf & Wheeler to provide design professional services including bid support and engineering services during construction for the Project. On April 15, 2024, City Council awarded the construction contract for the Project. Since then, staff has been working closely with the contractor during the construction phase.

Staff executed Amendment No. 1 in May 2023 to cover expanded scope to conduct a field assessment of the City's existing small trash capture devices for potential replacement. Staff executed Amendment No. 2 in June 2024 to extend the agreement duration and included no scope or compensation changes. A summary of the agreement funding changes is shown below.

Original Contract	\$ 112,300
Amendment No. 1	\$ 3,000
Amendment No. 2	\$ 0
Amendment No. 3	\$ 25,180 (proposed)
<b>Revised Total</b>	<b>\$ 140,480</b>

Staff recommends approval of Amendment No. 3 to increase compensation and expand scope by \$25,180 for a new total agreement amount not to exceed \$140,480. The term of the existing agreement is through June 2025 and will be amended to conclude on or before December 30, 2025.

Staff is requesting an increase in budget of \$17,520 to cover engineering services during construction throughout the rest of the Project. Furthermore, the City will be required to continue trash reduction efforts after the completion of Project to

meet the Water Board's 100% trash load reduction target. The City's estimated percentage reduction is currently 82.2% and will be approximately 91.7% with the completion of the Citywide Small Trash Capture Project. Thus, staff is requesting Schaaf and Wheeler prepare a roadmap for the City to accomplish full compliance as mandated by the Water Board. Staff is requesting \$7,660 for this new task and the total combined budget increase for this Amendment No. 3 is \$25,180.

Given Schaaf & Wheeler's in-depth knowledge of trash capture projects and their extensive experience, they are uniquely positioned to continue supporting the City in meeting its trash load reduction targets.

**BUDGET IMPACT:**

Sufficient funds are available in the Small Trash Capture Devices Project (46C001) to award this Amendment No. 3.

**ENVIRONMENTAL DETERMINATION:**

Approval of Amendment No. 3 is exempt from CEQA as an "existing facility," since it consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. (CEQA Guidelines Section 15301.)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 - Amendment No. 3

**STAFF CONTACT**

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