

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

2:30 PM, Thursday, October 18, 2018
San Mateo County Transit District Office¹
1250 San Carlos Avenue, 2nd Floor Auditorium
San Carlos, California

STORMWATER (NPDES) COMMITTEE AGENDA

- | | | | |
|-----|---|--------------------|--------------|
| 1. | Public comment on items not on the Agenda (presentations limited to three minutes). | Breault | No materials |
| 2. | Stormwater Issues from C/CAG Board meetings: <ul style="list-style-type: none">• June – C/CAG Budget, Stormwater Task Orders, BASMAA Funding Agreement, Caltrans Grant Resolution, Stormwater Committee Appointments (San Carlos & Foster City), Water Coordination Committee membership• September – Water Coordination Committee update• October – Urban Rain Design and EOA Task Order Amendments, Stormwater Program Update | Fabry | No materials |
| 3. | ACTION – Review and approve May 17, 2018 Stormwater Committee meeting minutes | Fabry | Pages 1-5 |
| 4. | INFORMATION – Announcements on stormwater issues <ul style="list-style-type: none">• SB 231 Stormwater fee exploration in San Mateo County• Regional project concept developments for RAA• October 22 meeting with Regional Water Board staff on RAA• FY 19-20 and beyond budget planning• Green infrastructure projections for new and redevelopment• Other | Fabry | Verbal |
| 5. | INFORMATION – Receive presentation on PCBs load reductions and annual reporting. | Konnan | Page 6 |
| 6. | INFORMATION – Receive presentation on the BASMAA PCBs/Building Demolition project and next steps for program adoption and implementation. | Mathews/
Bogert | Page 7-11 |
| 7. | ACTION – Review and recommend approval of consultant selection for the Caltrans grant-funded Countywide Sustainable Streets Master Plan | Fabry | Pages 12-24 |
| 8. | Regional Board Report | Mumley | No Materials |
| 9. | Executive Director’s Report | Wong | No Materials |
| 10. | Member Reports | All | No Materials |

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PUBLIC NOTICING: All notices of C/CAG regular Board meetings, standing committee meetings, and special meetings will be posted at the San Mateo County Transit District Office, 1250 San Carlos Ave., San Carlos, CA, and on C/CAG's website at: <http://www.ccag.ca.gov>.

PUBLIC RECORDS: Public records that relate to any item on the open session agenda for a regular Board meeting, standing committee meeting, or special meeting are available for public inspection. Those public records that are distributed less than 72 hours prior to a regular Board meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members, of the Board or standing committee. The Board has designated the City/County Association of Governments of San Mateo County (C/CAG), located at 555 County Center, 5th Floor, Redwood City, CA 94063, for the purpose of making public records available for inspection. Such public records are also available on C/CAG's website at: <http://www.ccag.ca.gov>.

PUBLIC PARTICIPATION: Public comment is limited to two minutes per speaker. Persons with disabilities who require auxiliary aids or services in attending and participating in this meeting should contact Mima Guilles at (650) 599-1406, five working days prior to the meeting date.

If you have any questions about this agenda, please contact C/CAG staff:

Program Manager: Matthew Fabry (650) 599-1419

Administrative Assistant: Mima Guilles (650) 599-1406

C/CAG AGENDA REPORT

Date: October 18, 2018
To: Stormwater Committee
From: Matthew Fabry, Program Manager
Subject: Review and approve May 17, 2018 Stormwater Committee meeting minutes
(For further information or questions contact Matthew Fabry at 650 599-1419)

RECOMMENDATION

Review and approve May 17, 2018 Stormwater Committee meeting minutes, as drafted.

ATTACHMENTS

1. Draft May 17, 2018 Minutes

STORMWATER COMMITTEE
Regular Meeting
Thursday, May 17, 2018
1:15 p.m.

DRAFT Meeting Minutes

The Stormwater Committee met in the SamTrans Offices, 1250 San Carlos Avenue, San Carlos, CA, 2nd floor auditorium. Attendance at the meeting is shown on the attached roster. In addition to the Committee members, also in attendance were Sandy Wong (C/CAG Executive Director), Matt Fabry (C/CAG Program Manager), Reid Bogert (C/CAG staff), Grant Ligon (City of San Mateo), Keegan Black (City of Brisbane), Geoff Brosseau (California Stormwater Quality Association), Norman Dorais (City of Foster City), Richard Chiu (City of Daly City), Peter Schultze-Allen (EOA, Inc.), and Jon Konnan (EOA, Inc.). Chair Breault called the meeting to order at 1:23 p.m.

1. Public comment: None

2. Stormwater Issues from C/CAG Board Meetings: Matt Fabry provided an update to the C/CAG Board of Directors meeting on April 4, 2018 and the countywide water summit, "Floods, Droughts, Rising Seas, Oh My!" held at Canada College on March 30, 2018.

3. ACTION – The draft minutes from the April 19, 2018 Stormwater Committee meeting were unanimously approved as drafted (motion: Underwood, second: Ovadia).

4. INFORMATION – Fabry provided announcements on stormwater issues:

- Caltrans Adaptation Planning Grant: C/CAG was awarded \$938,600 under the Caltrans Adaptation Planning Grant Program to develop a countywide Sustainable Streets Master Plan with a focus on identifying green street infrastructure opportunities at intersections and mid-block crossings at a street-scale using LiDAR data, and fine-scale drainage mapping of catch basins. The project will include a precipitation-based climate change impact analysis for the transportation network in San Mateo County, focusing on peak flow runoff conditions under future climate scenarios. The project will also include a community engagement and outreach component and developing a web-based tracking and mapping tool that will also support Green Infrastructure Plans for C/CAG partner agencies. The project is slated to begin Oct 1, 2018.
- PCBs/Building Demolition Program, 2nd Stakeholder Meeting, May 22, 2018, at Hayward City Hall Council Chambers – The BASMAA regional project to develop a building assessment protocol and supporting guidance and tools for implementing local programs to manage PCBs in building materials during demolition will be held on May 22, 2018 at the Hayward City Hall Council Chambers. This meeting will be the last stakeholder engagement to provide industry and municipal feedback on the proposed protocol and application package for supporting program implementation.
- Save the Bay – Bay Smart Communities: Save the Bay has initiated a two-year program to support San Francisco Bay Smart Communities, focused on improving sustainable water/energy use, growth and transportation in the face of climate change. The project emphasizes green infrastructure as part of the solution to building Bay Smart Communities. Forums will be held in Oakland and Mountainview this month.

5. ACTION - Review and provide input on proposed cuts to 2018-19 technical support services

Fabry presented the recommended budget for Fiscal Year 2018/19 for the San Mateo Countywide Water Pollution Prevention Program (SMCWPPP). With direction from the Ad-hoc Implementation Workgroup (a subset of the Stormwater Committee), staff recommended cutting scope from each of the proposed tasks from the current on-call consultant teams providing technical services to the program. The budget cuts reflect increasing Municipal Stormwater Permit compliance costs and a gradual reduction in reserve balance over the course of the current stormwater permit terms. The Ad-hoc workgroup suggested focusing consultant services on technical compliance needs that cannot be reasonably met by the permittees individually, like water quality monitoring and watershed modeling. It was further recommended that elements of the program that are currently fulfilled by C/CAG but that can feasibly be done by the permittees should be reevaluated for technical support, including outreach and on-land visual trash assessments. It was noted that this is a transition year, and that cuts should be made now to limit compliance impacts in future years. C/CAG staff will work with the Ad-hoc workgroup in early FY18/19 to develop a plan for future program budgeting and will reevaluate existing technical services and municipal priorities.

6. INFORMATION – Receive presentation on California Stormwater Quality Association

Geoff Brosseau, Executive Director of the California Stormwater Quality Association (CASQA), presented the 2017/18 CASQA annual updates and achievements, including the updated Vision and Strategic Actions for Managing Stormwater in the 21st Century. The update includes statewide efforts such as STORMS (Strategy to Optimize Resource Management of Storm Water) and support of new stormwater fee developments following on the signing of SB 231. Brosseau also announced the creation of a new Joint Powers Authority between CASQA, the State Water Board and local agencies to facilitate grant funding opportunities supported by the State Water Board. Brosseau provided additional updates on regulatory initiatives pertaining to bacteria, sediment and toxicity, as well as permit reissuances for the Industrial General Permit and the Construction General Permit. He announced the CASQA annual conference will be in Irvine, CA, October 15-17, 2018.

7. INFORMATION - Receive presentation on Litter Reduction Toolkit for Multi-Family Dwellings
Peter Schultze-Allen (EOA, Inc.) presented on the Litter Reduction Toolkit for Multi-Family Dwellings, developed out of the SMCWPPP Litter Work Group and completed in spring 2018. The Toolkit is designed to provide guidance for local municipalities and the development community to properly design and manage waste facilities at multi-family dwellings. The toolkit provides guidance for enhancing facility and waste management at existing buildings and design and policy guidance for new projects. It was emphasized that waste haulers should be included in early conversations with project proponents to ensure proper waste facilities and processes are planned for and that project plans align with existing franchise agreements. There will be an illegal dumping round table focusing on obstacles and potential solutions for managing illegal dumping on May 30, 2018 at the San Mateo Library. The Litter Workgroup plans to hold another round table in FY 2018/19 focusing on litter reduction efforts at multi-family dwellings.

8. Regional Board Report: None.

10. Executive Director's Report: C/CAG Executive Director Sandy Wong reported that the Countywide Water Coordination Committee (CWCC) is moving forward on efforts to develop a recommendation on a new agency to address flooding and sea level rise. The CWCC established a Staff Advisory Team including 16 agency representatives with expertise in water and agency organization/administration issues and recommends adding the current C/CAG Chair and immediate past Chair to the CWCC to

support the process. Consultant support will be solicited to assist in the process, with a goal of developing a recommendation for a new agency by the end of the calendar year.

10. Member Reports: None.

Chair Breault adjourned the meeting at 2:33 p.m.

2017-18 Stormwater Committee Attendance														
Agency	Representative	Position	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Atherton	Robert Ovadia	Public Works Director								O		X	X	
Belmont	Afshin Oskoui	Public Works Director			X		X			X		X	X	
Brisbane	Randy Breault	Public Works Director/City Engineer			X		X					O	X	
Burlingame	Syed Murtuza	Public Works Director			O		X			X		X		
Colma	Brad Donohue	Director of Public Works and Planning		C	X	C	X	C	C	X	C	X		C
Daly City	John Fuller	Public Works Director		A	O	A	X	A	A	X	A	X	X	A
East Palo Alto	Kamal Fallaha	City Engineer		N		N		N	N		N	O	X	N
Foster City	Jeff Moneda	Public Works Director		C	X	C		C	C	X	C	X	O	C
Half Moon Bay	Maziar Bozorginia	City Engineer		E	X	E		E	E		E	X		E
Hillsborough	Paul Willis	Public Works Director		L	X	L		L	L	X	L	X	X	L
Menlo Park	Justin Murphy	Public Works Director		E	O	E	X	E	E	X	E	X	X	E
Millbrae	Khee Lim	Public Works Director		D	X	D	X	D	D		D	X		D
Pacifica	Van Ocampo	Public Works Director/City Engineer			O		X			X		X		
Portola Valley	Howard Young	Public Works Director								X				
Redwood City	Saber Sarwary	Supervising Civil Engineer			X		O							
San Bruno	Jimmy Tan	City Engineer					X					X	X	
San Carlos	Grace Le	Public Works Director			X		X			X		O	X	
San Mateo	Brad Underwood	Public Works Director			X		X			X		X	X	
South San Francisco	Eunejune Kim	Public Works Director					X							
Woodside	Sean Rose	Public Works Director					X			X				
San Mateo County	Jim Porter	Public Works Director			X		O			X		X	X	
Regional Water Quality Control Board	Tom Mumley	Assistant Executive Officer			O									

"X" - Committee Member Attended

"O" - Other Jurisdictional Representative Attended

C/CAG AGENDA REPORT

Date: October 18, 2018
To: Stormwater Committee
From: Matthew Fabry, Program Manager
Subject: Receive presentation on PCBs load reductions and annual reporting.

(For further information or questions contact Matthew Fabry at 650 599-1419)

RECOMMENDATION

Receive presentation on PCBs annual reporting, including quantification of load reductions to-date compared to the interim MRP requirement, and challenges for the remainder of the MRP permit term.

BACKGROUND

The Municipal Regional Permit (MRP) requires specific reductions in PCBs (polychlorinated biphenyls) loading in stormwater runoff by the end of the permit term (2020) and at an interim point (June 30, 2018). The MRP further specifies a portion of the 2020 load reductions be achieved via green infrastructure. There is also a requirement for a specific mercury load reduction via green infrastructure by 2020. An Interim Accounting Methodology was developed for use during this permit term while Permittees developed more robust load reduction accounting and tracking methodologies as part of the required Reasonable Assurance Analyses. EOA has been working with C/CAG member agencies to account for all green infrastructure implemented in San Mateo County to-date and the associated load reductions using the Interim Accounting Methodology. In addition, EOA has been working to identify other potential load reduction opportunities, including identification of potential source properties that could be referred for cleanup to the Regional Water Board. EOA staff will present load reductions quantified to-date (calculated via the Interim Accounting Methodology) and compare to the various MRP load reduction requirements. This information was also included in the Countywide Program's Annual Report that was submitted October 1. EOA staff will also discuss challenges with meeting additional PCBs load reductions required by 2020, the importance for PCBs load reduction credit that all San Mateo County municipalities implement an MRP-compliant program to manage PCBs in building materials during demolition, and next steps.

ATTACHMENTS

None

C/CAG AGENDA REPORT

Date: October 18, 2018

To: Stormwater Committee

From: Reid Bogert, Stormwater Program Specialist

Subject: Receive presentation on the BASMAA PCBs/Building Demolition project and next steps for program adoption and implementation.

(For further information or questions contact Reid Bogert at 650 599-1433)

RECOMMENDATION

To receive a presentation on the BASMAA PCBs/Building Demolition project and next steps for program adoption and implementation.

BACKGROUND

Provision C.12.f of the Municipal Regional Permit (MRP 2.0) requires Permittees to develop and implement an effective protocol for managing materials with polychlorinated biphenyls (PCBs) concentrations of 50 parts per million (ppm) or greater in applicable buildings at the time such buildings are demolished, so that PCBs do not enter the storm drainage system. Applicable buildings are defined as those built or remodeled between January 1, 1950 and December 31, 1980. Wood-framed buildings and single-family residential buildings are not applicable buildings regardless of the age of the building. Permittees must develop a protocol that includes the following:

- The necessary authority to ensure that PCBs do not enter municipal storm drains from PCBs-containing materials in applicable buildings when they are demolished.
- A method for identifying applicable buildings prior to their demolition.
- Method(s) for ensuring PCBs are not discharged to the municipal storm drain from demolition of applicable buildings.

Permittees must implement or cause to be implemented the PCBs management protocol and an assessment methodology and data collection program to quantify PCBs load reductions through implementing the protocol by July 1, 2019.

The Bay Area Stormwater Management Agencies Association (BASMAA) has developed guidance and tools to support agencies' adoption of local programs to comply with this provision. The completed project includes the following work products to support adoption and implementation:

- Model language for municipal adoption of program
- Model CEQA documents
- Model demolition permit application materials
- Pre-demolition building evaluation protocol

- Conceptual approach for PCBs loads reduced assessment methodology & data collection program
- Summary of key communications with industry stakeholders
- Training materials for municipal staff and industry stakeholders (presentations and factsheets)

PDFs of the final documents are available for download on the [project Dropbox](#), and editable Word documents are available on the password-protected area of www.flowstobay.org on the [New Development Subcommittee](#) page.

The BASMAA project also included a Municipal Training on adoption and implementation of local PCBs/demo programs held on Oct 9, 2018 at Hayward City Hall, and there will be a second “Train the Trainer” workshop for a smaller group of countywide program staff and consultants on Oct 31, 2018.

Permittees need to start the process of adopting programs now, which is likely to include modification of the model information for local requirements and needs. The first four bulleted items above are the key documents for the municipalities in creating their programs.

C/CAG has funds allocated to support local program implementation in Fiscal Year 2018-19 and would like Committee feedback on the most efficient strategy to support C/CAG’s member agencies, such as an additional workshop for building officials and/or legal counsels to address jurisdiction-specific questions and proposed methods of adoption.

BASMAA will also be considering a Fiscal Year 2018-19 project to develop and implement an industry-specific outreach strategy, including presentations to key industry representatives, to support the process of implementation.

ATTACHMENTS

1. Municipal Factsheet
2. Industrial Factsheet

New Program to Manage PCBs during Building Demolition

Purpose of the Program: PCBs have been detected at elevated levels in certain sport fish in San Francisco Bay. To make the fish safer to eat and protect human health, PCBs sources to the Bay need to be identified and controlled. Urban stormwater runoff is considered a significant pathway for PCBs to enter the Bay. The Regional Water Quality Control Board has therefore required that Bay Area municipalities address potential sources to urban runoff, including certain building materials (e.g., caulks/sealants, insulation) that may contain PCBs and enter storm drains during building demolition.



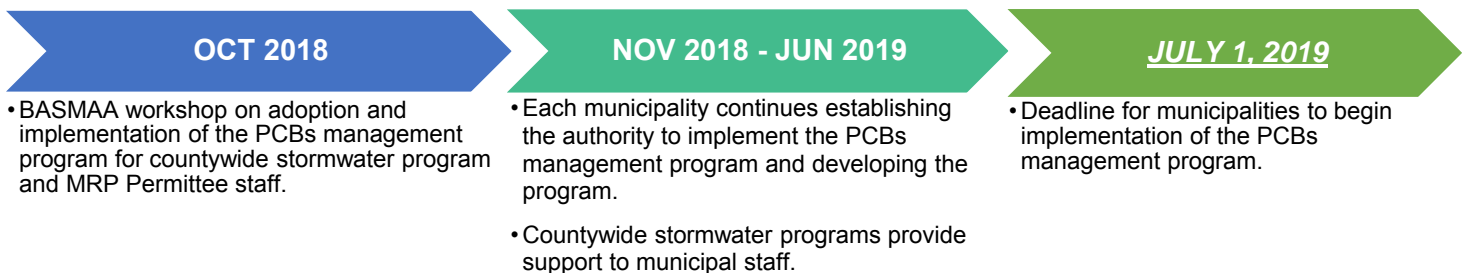
Permit Requirements: The Municipal Regional Permit (MRP) requires Bay Area local agencies to develop a program to keep PCBs from building materials out of storm drains during building demolition. MRP requirements include:

- Developing methods to identify applicable structures and priority materials before demolition.
- Developing protocols to ensure that PCBs are not discharged to the storm drain during demolition of these structures.
- Establishing the necessary authority for the protocol via municipal ordinance or other mechanism.

Affected Structures: The requirements apply to whole building demolition of commercial, multi-family residential, public, institutional, and industrial structures constructed or remodeled between 1950 and 1980 in the MRP area: Counties of Alameda, Contra Costa, San Mateo, and Santa Clara and the Cities of Fairfield-Suisun and Vallejo. Single-family homes and wood-frame structures are exempt.

Regional Coordination: The Bay Area Stormwater Management Agencies Association (BASMAA) is assisting Bay Area local agencies to address these stormwater permit requirements and develop local programs to manage PCBs during building demolition. BASMAA has developed guidance and tools, including a pre-demolition protocol for evaluating PCBs in priority building materials, model language for municipal adoption of the new program, and model demolition permit materials. However, municipalities will need to adopt and implement the new program themselves, using the BASMAA guidance and tools in a way that best suits their local needs and procedures.

Key Dates and Activities:



How to get started: *download the model documents from basmaa.org/announcements and develop a plan to adopt and implement the program and train your staff. See next page for more information.*

Factsheet for Municipal Staff

Getting Started – Model Documents, Training Staff, and Adoption of the Program

Model documents and tools for download at basmaa.org/announcements include (editable versions of selected documents will also be made available to municipalities through countywide stormwater programs):

- PCBs in Priority Building Materials: Model Screening Assessment Applicant Package
- Model Language for Municipal Adoption of Program (e.g., model ordinance)
- CEQA Strategy and Model Notice of Exemption
- Conceptual Approach to Developing an Assessment Methodology and Data Collection Program for Estimating Reductions in PCBs Loads to MS4s

Training workshops:

- **BASMAA workshop** – training of municipal staff on adoption and implementation of the new program. Morning of Tuesday October 9, Hayward City Hall council chambers.
- **Additional local support** may also be provided through your countywide stormwater program.

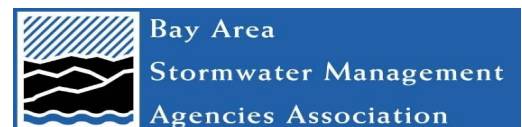
Core Program Elements: Each municipality's adoption process and program to manage PCBs during demolition should generally include the following core elements:

- A mechanism to establish municipal authority to establish the new program to manage PCBs materials during building demolition (e.g., ordinance, resolution, and/or other mechanisms).
- An Applicant Package for demolition permit applicants (e.g., with forms, instructions and a process flow chart).
- A building survey protocol (Appendix C of the BASMAA model Applicant Package).
- A process to require demolition permit applicants to submit completed data forms from the Applicant Package to BASMAA and/or the countywide stormwater program.
- A cost recovery mechanism to compensate specifically for municipal staff time relating to implementing a new program to manage PCBs-containing building materials during demolition in compliance with MRP Provision C.12.f. (if desired).
- A CEQA Notice of Exemption.
- A process to train relevant staff to implement the new program.

Immediate Next Steps – these should be conducted as soon as possible:

- Brief municipal leaders.
- Determine and develop mechanism to establish municipal authority to establish the new program to manage PCBs materials during building demolition.
- Begin revising your applicable permit processes as necessary (e.g., demolition, building).

For more information go to: basmaa.org/announcements



New Program to Manage PCBs during Building Demolition

Purpose of the Program: PCBs have been detected at elevated levels in certain sport fish in San Francisco Bay. To make the fish safer to eat and protect human health, PCBs sources to the Bay need to be identified and controlled. Urban stormwater runoff is considered a significant pathway for PCBs to enter the Bay. The Regional Water Quality Control Board (RWQCB) has therefore required that Bay Area municipalities address potential sources to urban runoff, including certain building materials (e.g., caulks, sealants, insulation) that may contain PCBs. The Municipal Regional Permit (MRP), which is issued by the RWQCB, requires Bay Area local agencies to develop a program to keep PCBs from building materials out of storm drains during building demolition.



Affected Structures and Program Area: The requirements apply to whole building demolition of commercial, multi-family residential, public, institutional, and industrial structures constructed or remodeled between 1950 and 1980 in the MRP area: Counties of Alameda, Contra Costa, San Mateo, and Santa Clara and the Cities of Fairfield-Suisun and Vallejo. Single-family homes and wood-frame structures are exempt.

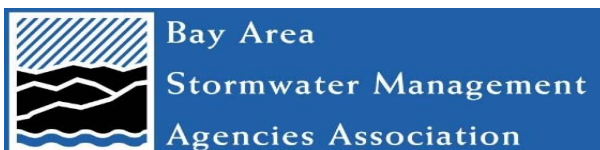
Regional Coordination: The Bay Area Stormwater Management Agencies Association (BASMAA) is assisting Bay Area local agencies to address these stormwater permit requirements and develop local programs to manage PCBs during building demolition. BASMAA has developed guidance and tools and conducted outreach and training, but each individual municipality will need to adopt and implement the new program. Individual municipalities should be contacted for more details and information on their programs.

Industry Stakeholders: The new program will impact a variety of industry stakeholders, including real estate developers, building owners and managers, facility managers, construction and demolition contractors, and environmental health and safety and remediation consultants. BASMAA has conducted a program of outreach to industry stakeholders, including emails and telephone calls, distribution of factsheets, an industry roundtable in August 2017, and general stakeholder meetings in December 2017 and May 2018. Industry representatives provided BASMAA with feedback on drafts of the tools and guidance via the roundtable and stakeholder meetings. The project Technical Advisory Group also included industry representatives and met periodically to review and provide feedback on selected BASMAA products as they were developed.

Note to Developers, Building Owners, and other Parties to Building Demolition: in light of this new program, it may be advisable to assess for PCBs in building materials as early as possible (e.g., during cost-benefit analysis, Phase I/II Environmental Site Assessment, and/or CEQA). Unanticipated project costs and delays could potentially be avoided by early evaluation for PCBs (along with other pollutants such as asbestos and lead) in buildings that may be slated for demolition.

Effective date of new programs: Municipalities must adopt and implement the new program and whole building demolitions must comply with each municipal program by **July 1, 2019**. Individual municipalities should be contacted for more details and information on their programs.

For more information go to: basmaa.org/announcements



C/CAG AGENDA REPORT

Date: October 18, 2018
To: Stormwater Committee
From: Matthew Fabry, Program Manager
Subject: Review and recommend approval of consultant selection for the Caltrans grant-funded Countywide Sustainable Streets Master Plan

(For further information or questions contact Matthew Fabry at 650 599-1419)

RECOMMENDATION

Review and recommend approval of consultant selection for the Caltrans grant-funded Countywide Sustainable Streets Master Plan.

BACKGROUND

C/CAG was awarded a \$986,300 Adaptation Planning Grant by Caltrans to develop a Countywide Sustainable Streets Master Plan that prioritizes street segments throughout the county for integrating green stormwater infrastructure with other planned investments and community priorities. The grant program requires a local match of at least 11.47%. The project includes the following key tasks:

- Community Engagement
- Climate Adaptation Risk Analysis on Local Transportation Network
- High-Resolution Data Analysis and Fine-Scale Drainage Delineation
- Prioritization of Sustainable Streets Opportunities and Development of Master Plan
- Project Concepts
- Web-based Sustainable Streets Project Implementation Mapping and Tracking Tool

The project is essentially intended to evaluate the precipitation-based climate change impacts in terms of managing runoff from the roadway network and prioritize opportunities for integrating green stormwater infrastructure to help adapt the roadway network and downstream infrastructure. The Master Plan will prioritize specific roadway segments for integration of green infrastructure in five-, 10-, and 20-year time horizons and will include up to 10 project concepts. The project will take advantage of the County's recently acquired LiDAR data to develop high-resolution drainage mapping throughout the county and a web-based mapping and tracking tool will be created to demonstrate progress over time in managing stormwater volumes. Although the grant is focused on climate change adaptation, the work products will support C/CAG member agencies' Green Infrastructure Planning efforts required under the Municipal Regional Permit.

C/CAG released a Request for Proposals on August 30, 2018 to solicit consultant support for implementing the project (scope of work and budget are attached). Proposals were due on September 25 and C/CAG received two proposals: one from Paradigm Environmental (teamed with Lotus Water, Alta Planning + Design, EOA, Urban Rain|Design, Community Design + Architecture, and Northwest Hydraulic Consultants) and one from Tetra Tech. C/CAG staff convened a five-person review committee consisting of staff representatives from C/CAG, the County Health System,

County Office of Sustainability, and the City of Burlingame. Proposals were reviewed and scored and both teams were interviewed. The review committee developed a recommendation for consultant selection and C/CAG staff are checking references. Staff will verbally announce the consultant recommendation at the Stormwater Committee meeting and ask the Committee to take action to recommend the C/CAG Board of Directors approve a funding agreement with the selected consultant at its November 8 meeting.

ATTACHMENTS

1. Scope of Work and Budget from Request for Proposals

ATTACHMENT A

Scope of Work

SCOPE OF WORK:
Calm Before the Storm:
San Mateo Countywide Sustainable Streets Master Plan

INTRODUCTION:

The City/County Association of Governments of San Mateo County (C/CAG), working with its 21 member agencies and Caltrans, will develop the “San Mateo Countywide Sustainable Streets Master Plan” (Master Plan) to prioritize locations for integrating green stormwater infrastructure into roadways to capture, treat, and infiltrate stormwater runoff to better adapt the transportation network to precipitation-based climate change impacts while simultaneously helping local agencies achieve state mandates for treating runoff. Sustainable Streets combine Complete Streets that accommodate all modes and users safely and Green Streets that incorporate green stormwater infrastructure to manage stormwater. As climate change impacts local infrastructure, it will be increasingly important to focus on disadvantaged and vulnerable communities – flooding can have a disproportionate impact on those dependent upon walking, biking, or transit. The proposed project will take a multi-benefit approach to prioritizing Sustainable Streets opportunities throughout San Mateo County (See Figure 1 – County Boundaries) that includes evaluation of community-specific needs for safer, more sustainable streets. Commencing in October 2018, the two-year effort builds upon existing regional and countywide green infrastructure planning efforts and Caltrans planning grants (See Figure 2 – Proposal Diagram). Project deliverables include a master plan, GIS data layers, model policies, project concepts, public outreach, and web-based implementation tracking tools. The project is intended to develop methodologies for mapping and prioritizing roadways for Sustainable Streets implementation that can be replicated throughout the state.

Recognizing the likely disproportionate share of future climate change impacts on the transportation network experienced by vulnerable communities, C/CAG will build off the work done by the County of San Mateo under its Sea Level Rise Vulnerability Assessment and planned for in their recently awarded Caltrans Climate Adaption Planning Grant to support resilience planning for vulnerable communities throughout the county. Specifically, this project will leverage and expand on the County’s work planned under Task 5.5 (Identify Disadvantaged Communities Most Vulnerable to Climate Change Impacts) to identify the most at-risk communities, especially with respect to increased precipitation, in collaboration with community organizations focused on advocating for resiliency and overlaying climate change data with vulnerable communities maps identified in the Association of Bay Area Governments (ABAG) and Bay Conservation Development Commission (BCDC) resilience program Stronger Housing, Safer Communities. Areas the county has already identified as vulnerable to future climate change impacts include: East Palo Alto, South San Francisco, Pescadero, County Unincorporated La Honda, North Fair Oaks, Daly City, Brisbane, Pacifica, San Mateo and Half Moon Bay. All 21 of C/CAG’s member agencies and several community organizations that promote local resiliency efforts, including Grassroots Ecology, Acterra, Sustainable Silicon Valley, and Canopy, have provided letters of partnership and support for the project (see attachments), demonstrating a strong response to address local priorities in these areas.

RESPONSIBLE PARTIES:

The project will be implemented by the C/CAG and one or more consultants that will be selected via proper procurement procedures. C/CAG will also engage its member agencies and external stakeholders in review and commenting on project deliverables.

OVERALL PROJECT OBJECTIVES:

- Use existing C/CAG and County models to quantify the precipitation-based climate change impacts to stormwater runoff from roadways throughout the county
- Improve the resolution of drainage mapping throughout San Mateo County to include identifying roadway drainage patterns
- Prioritize roadways throughout the county for implementing Sustainable Streets consistent with regulatory, agency, community, and grant priorities
- Implement community outreach efforts to engage the public and interested stakeholders in developing the master plan
- Develop project concepts for sustainable street projects throughout the county
- Develop a countywide master plan that prioritizes sustainable streets implementation throughout the county through 2040, including a model Sustainable Streets policy, and that directly supports local agency plans, including Green Infrastructure Plans
- Develop a web-based implementation tracking tool to allow C/CAG member agencies, the public, and interested stakeholders to see progress toward adapting the multi-modal system for climate change and meeting water quality improvement goals

1. Project Initiation

Task 1.1 – Project Kickoff Meeting

- C/CAG will hold a kick-off meeting with Caltrans staff to discuss grant procedures and project expectations including invoicing, quarterly reporting, and all other relevant project information. Meeting summary will be documented.
- Responsible Party: C/CAG

Task 1.2 – RFP for Consultant Services

- C/CAG Staff will complete an RFP process for selection of a consultant using the Caltrans specified procurement procedures for local agencies. A copy of the procurement procedures and the executed consultant contract will be submitted to Caltrans.
- Responsible Party: C/CAG

Task 1.3 – Staff/Consultant Coordination Meetings

- Monthly project team meetings with consultants to ensure good communication on upcoming tasks and to make sure the project remains on time and within budget. Caltrans staff will be invited to the project team meetings.
- Responsible Party: C/CAG and consultant(s)

Task 1.4 – Stakeholder Advisory Committee Meetings

- C/CAG will convene regular meetings with Caltrans staff, relevant staff from C/CAG's member agencies, and additional key stakeholders to provide updates and seek input on project deliverables, with a focus on addressing local jurisdiction priorities, community concerns and infrastructure constraints with respect to developing the prioritization criteria for the Master Plan.
- Responsible Party: C/CAG and consultant(s)

Task 1.5 – Consultant Project Management

- The Consultant(s) C/CAG procures to implement the bulk of the grant effort will manage their teams, coordinate internally, ensure conformance with C/CAG and Caltrans funding agreement requirements, develop summaries of work completed, and submit regular invoices for reimbursement.
- Responsible Party: Consultants

Task	Deliverable
1.1	<i>Meeting notes</i>
1.2	<i>Copy of procurement materials/procedures and executed consultant contract(s)</i>
1.3	<i>Monthly meeting minutes</i>
1.4	<i>Stakeholder Advisory Committee minutes</i>
1.5	<i>Monthly consultant invoices and work summaries</i>

2. Community Engagement

Task 2.1 – Develop Community Engagement Strategy

- Develop a community engagement strategy for soliciting input from local agency staff, community stakeholders, and the public to provide a participatory forum for sharing progress and soliciting input on developing the countywide sustainable streets master plan. Focus on assessing vulnerable communities, infrastructure risks and needs in context of a changing climate, and local knowledge of existing and planned infrastructure projects. Ensure that the engagement strategy is designed to support participation by vulnerable communities, including using translated materials or presentations.
- Responsible Party: C/CAG and consultant(s)

Task 2.2 – Community Stakeholder and Engagement Meetings

- In addition to using online engagement methods to generate public and stakeholder engagement in the project (such as through social media tools like Nextdoor, Facebook, and Twitter, or electronic newsletters and online surveys), directly engage the public in a series of community meetings. Plan and host a minimum of four community outreach and engagement events distributed geographically across the County (including at least one in an identified vulnerable community), spread throughout the project timeframe, to educate stakeholders on work completed to date and receive public feedback and comments for development of the Master Plan.
- Responsible Party: C/CAG and consultant(s)

Task	Deliverable
2.1	<i>Draft and final community engagement strategy</i>

2.2	<i>Outreach event materials, including power point presentations, event meeting notes, and attendance records</i>
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3. Climate Adaptation Risk Analysis on Local Transportation Network

Task 3.1 - Quantify climate change-related precipitation impacts related to the transportation network

- Using countywide downscaled climate change modeling results from the County of San Mateo under its Round 1 Adaptation Planning grant and C/CAG’s existing countywide hydrology model, quantify changes in runoff characteristics (e.g., how does total runoff volume change as well as how do changes in peak storm events impact runoff) from roadways under existing and future climate change scenarios. The existing hydrology model can be used to evaluate runoff characteristics from roadways, including under current conditions, future climate change conditions, and with adaptation scenarios in which green infrastructure is incorporated into prioritized roadway segments. Climate change modeling and green infrastructure scenarios will be used to evaluate increased runoff volumes and associated pollutant loading to assess climate risks to the transportation network, via potential increased severity of localized flooding, especially in relation to vulnerable communities identified through the County’s vulnerable communities assessment work in Task 5.5 of their Adaptation Planning Grant. The climate change scenarios geospatial layers will be a primary prioritization factor in the decision-making process for planning and prioritizing projects at the street scale.
- Responsible Party: Consultant(s)

Task 3.2 Quantify stormwater capture benefits

- In support of its member agencies’ Green Infrastructure Plans, C/CAG is modeling how much roadway green infrastructure is needed to achieve long-term water quality improvement, in conjunction with other green infrastructure being implemented through new and redevelopment or via regional stormwater retention systems. Building on that effort, the proposed project would quantify to what extent the required roadway green infrastructure will effectively adapt the roadway network for future runoff conditions modeled in Task 3.1, and what additional level of green infrastructure may be needed to prevent adverse impacts. This will help in prioritizing implementation opportunities under Task 4.3. Results of quantifying the amount of green infrastructure needed for both water quality improvement and climate change adaptation will become the goals for Task 7 in terms of reporting progress over time via a publicly available web-based tracking tool.
- Responsible Party: Consultant(s)

Task	Deliverable
3.1	<i>Technical memo summarizing the changes in runoff characteristics for different scenarios</i>
3.2	<i>Technical memo summarizing stormwater capture benefits</i>

4. Hi-Resolution Data Analysis and Fine-Scale Drainage Delineation

Task 4.1 Data Collection

- To the extent not already available to C/CAG, work with C/CAG member agencies and stakeholders to collect GIS data to support high-resolution drainage mapping as well as developing priorities for Sustainable Streets implementation. Data to be collected and compiled regarding storm drain systems, other utility systems, geology, hydrogeology, LiDAR ground surface elevations, high-resolution aerial orthoimagery, capital improvement programs, including pavement and roadway maintenance, and other community priorities, such as Safe Routes to School, bicycle and pedestrian improvements, localized flooding, pollution, vulnerable communities, environmental justice issues, etc.
- Responsible Party: C/CAG and Consultant(s)

Task 4.2 High-resolution drainage system delineation

- Using data collected under Task 4.1, delineate countywide drainage patterns at the catch-basin-scale. Further delineate roadway drainage patterns to be able to identify which streets drain to which catch basins, or even which sides of the street drain to which catch basin to be able to prioritize and plan green infrastructure implementation on roadways at the catch-basin drainage scale. This will also allow more refined green infrastructure scenario modeling to determine what are the most cost-effective catch-basin scale drainages in which to implement green infrastructure for water quality improvement and climate change adaptation.
- Responsible Party: Consultant(s)

Task 4.3 Identify Sustainable Streets opportunities in the ROW at the street-scale

- Develop and implement automated algorithms to identify Sustainable Streets opportunities in roadways, with primary emphasis on vegetated curb extensions at intersections or mid-block locations where they can be integrated with pedestrian and bicycle improvements. Algorithms would look for opportunities such as intersection locations with catch basins and storm drain infrastructure (to facilitate cost-effective connection of underdrains, as needed), on-street parking (for streets that would have adequate space for vegetated curb extensions), red curb zones (to facilitate stormwater features without removing parking), as well as constraints, such as driveway cuts, turn lanes, utility conflicts, steep slopes, geologic restrictions or hazards, etc. This effort will build from green street prioritization C/CAG previously performed when developing its Countywide Stormwater Resource Plan (See Figure 3 – Existing Green Street Prioritization) and will connect to C/CAG’s modeling for how much green infrastructure is required for long-term water quality improvement and Task 3 to evaluate whether sufficient identified opportunities exist to meet modeled needs, both for existing and future climate change scenarios.
- Responsible Party: Consultant(s)

Task	Deliverable
4.1	<i>Data inventory</i>
4.2	<i>GIS dataset of catch-basin-scale watershed delineation</i>
4.3	<i>GIS dataset of identified Sustainable Streets, Technical memo summarizing identification of Sustainable Streets</i>

5. Prioritization of Sustainable Streets Opportunities and Development of Master Plan

Task 5.1 Develop prioritization criteria

- Using the results from Task 4, and community input generated under Task 2, develop criteria for prioritizing street segments with identified opportunities for implementation. Compile and overlay geospatial data to support various priorities, such as Safe Routes to School locations, planned ADA ramp enhancements, bike/ped planning priorities, transit priorities, vulnerable community neighborhoods, high impervious areas, flood prone areas, Priority Development Areas, pavement condition indices, and other community priorities. C/CAG will work with the Stakeholder Advisory Committee to assign prioritization criteria to available data to allow use of a scoring system for prioritizing roadways for implementation, with those providing the greatest benefit for multiple criteria ranking highest. This will also build on existing green street prioritization C/CAG developed as part of its Countywide Stormwater Resource Plan, but that did not incorporate many of the key community priorities associated with protecting the multi-modal transportation network, pavement maintenance priorities, bike/ped planning priorities, and was not subject to a rigorous stakeholder involvement process. Figure 4 – Existing Green Street Prioritization Criteria – shows the existing green street prioritization criteria C/CAG used for the Stormwater Resource Plan that will likely serve as a starting point for community and stakeholder engagement.
- Responsible Party: C/CAG and Consultant(s)

Task 5.2 Develop Countywide Sustainable Streets Master Plan

- Using results from Tasks 2, 3, 4, and 5, C/CAG will develop the Countywide Sustainable Streets Master Plan that will prioritize roadway segments for implementing Sustainable Streets throughout the county in five-, 10-, and 20-year time horizons from 2020 through 2040. The Master Plan will build from the technical memos created under the prior tasks to create a single, comprehensive document. To the extent feasible, the Master Plan will connect prioritized roadway segments to potential funding sources, such as roadways prioritized near schools may be candidates for Safe Routes to School funding, roadways in priority development areas may be candidates for One Bay Area Grant funds from the Metropolitan Transportation Commission, roadways prioritized for bike and pedestrian improvements may be candidates for Caltrans Active Transportation grants, etc. The Master Plan will be developed to directly link to C/CAG member agencies’ Green Infrastructure Plans, and will include relevant materials being developed by C/CAG for that effort, such as design standards and details for vegetated curb extensions, operations and maintenance details in C/CAG’s forthcoming Green Infrastructure Operations and Maintenance Guidebook, and details from C/CAG’s existing Sustainable Green Streets and Parking Lots Design Guidebook and forthcoming revision, the Sustainable Streets Guidebook (see Figure 2). A model Sustainable Streets Policy will be developed for C/CAG member agencies to consider adopting. The goal is for the Master Plan to be an implementation extension of the Green Infrastructure compliance plans required for water quality purposes, but to also quantify and integrate climate change adaptation needs and benefits for implementation. The Master Plan will also incorporate project concepts to be developed under Task 6.
- Responsible Party: C/CAG and Consultant(s)

<i>Task</i>	<i>Deliverable</i>
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5.1	<i>Technical memo summarizing prioritization criteria, and prioritization approach and results</i>
5.2	<i>GIS dataset of prioritized Sustainable Streets, draft and final Master Plan, including model policy</i>

6. Project Concepts

Task 6.1 Develop pilot project concepts

- Working with C/CAG member agencies, identify up to 10 priority pilot projects and create detailed multi-page concepts showing how green infrastructure can be integrated with bicycle and pedestrian improvements and that demonstrate the multiple benefits associated with implementing Sustainable Streets for adapting to climate change and improving water quality. Concepts will detail the associated drainage areas and volume of runoff generated, both currently and under future climate change scenarios, the volume of water managed, greenhouse gas emission reductions associated with bicycle and pedestrian improvements, water quality benefits, and preliminary cost estimates. The concepts will be developed to support subsequent implementation funding requests by C/CAG’s member agencies, such as under future Caltrans or other agency grant programs. Project concepts will build from and be more detailed than single-page green street project concepts created during development of the Countywide Stormwater Resource Plan, but existing concept formats will serve as the basis for developing new and improved concept materials (see Figure 5 – Example of Existing Project Concepts).
- Responsible Party: Consultant(s)

Task	Deliverable
6.1	<i>Up to 10 project concepts, as drafts for review by member agencies and stakeholders, and as final to be incorporated into the Master Plan</i>

7. Web-based Sustainable Streets Project Implementation Mapping and Tracking Tool

Task 7.1 Develop a mapping and tracking tool

- C/CAG’s member agencies are required to develop online tracking systems for green infrastructure implementation. In coordination with the Stakeholder Advisory Committee, C/CAG would develop a unified web tool for its member agencies to use for tracking green infrastructure and Sustainable Streets implementation, to include dashboards to show the public and interested stakeholders progress over time toward building adaptation to precipitation-based climate change impacts as well as water quality improvement. The tool would be publicly available. The tool would allow users to see locations of implemented projects, project benefits, and progress toward long-term goals.
- Responsible Party: Consultant(s)

Task	Deliverable
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7.1	<i>Draft web-based tracking tool that integrates prioritized Sustainable Streets, Final web-based tracking tool</i>
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1. Fiscal Management

Task 8.1 Invoicing

- Submit quarterly invoice packages to Caltrans district staff based on all progress towards deliverables and milestone completion.
- Responsible Party: C/CAG

Task 8.2 Quarterly Reports

- Submit quarterly reports to Caltrans district staff providing progress updates based on tasks and subtasks from the project timeline, including grant-specific and local match requirements.
- Responsible Party: C/CAG

<i>Task</i>	<i>Deliverable</i>
8.1	<i>Quarterly Invoice Packages</i>
8.2	<i>Quarterly Progress Reports</i>

Next Steps

Development of the Master Plan will support C/CAG’s member agencies throughout San Mateo County in implementing Sustainable Streets Projects. C/CAG will prepare a summary and provide all materials to Caltrans and the ICARP Clearinghouse and develop a case study that includes a Power Point deck and relevant GIS output files, and emphasize what aspects of the project could be replicated throughout the state.

ATTACHMENT B

Grant Proposal Schedule and Budget

**California Department of Transportation
Transportation Planning Grants
Fiscal Year 2018-19**

SAN MATEO COUNTYWIDE SUSTAINABLE STREETS MASTER PLAN PROJECT TIMELINE

Task Number	Project Title	Calm Before the Storm: San Mateo Countywide Sustainable Streets Master Plan					Grantee	City/County Association of Governments of San Mateo County												Deliverable																				
		Fund Source						Fiscal Year 2018/19				FY 2019/20				FY 2020/21																								
		Responsible Party	Total Cost	Grant Amount	Local Cash Match	Local In-Kind Match		J	A	S	O	N	D	J	F	M	A	M	J		J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F
1 Project Initiation																																								
1.1	Project Kickoff Meeting	C/CAG	\$0																													Meeting notes								
1.2	RFP for Consultant Services	C/CAG	\$0																													Copy of procurement materials/procedures and executed consultant contract(s)								
1.3	Staff/Consultant Coordination Meetings	C/CAG and Consultants	\$30,000	\$26,500	\$3,500																											Monthly meeting minutes								
1.4	Stakeholder Advisory Committee Meetings	C/CAG and Consultants	\$20,000	\$17,600	\$2,400																											Meeting minutes								
1.5	Consultant Project Management	Consultants	\$25,000	\$22,100	\$2,900																											Monthly consultant invoices and work summaries								
2 Community Engagement																																								
2.1	Develop Community Engagement Strategy	C/CAG and Consultants	\$35,000	\$30,900	\$4,100																											Draft and final community engagement strategy								
2.2	Community Stakeholder and Engagement Meetings	C/CAG and Consultants	\$65,000	\$57,500	\$7,500																											Outreach event materials, including power point presentations, event meeting notes, and attendance records								
3 Climate Adaptation Risk Analysis on Local Transportation Network																																								
3.1	Quantify climate change-related precipitation impacts related to the transportation network	Consultants	\$48,000	\$42,400	\$5,600																											Technical memo summarizing the changes in runoff characteristics for different scenarios								
3.2	Quantify stormwater capture benefits	Consultants	\$52,000	\$46,000	\$6,000																											Technical memo summarizing stormwater capture benefits								
4 Hi-Resolution Data Analysis and Fine-Scale Drainage Delineation																																								
4.1	Data Collection	C/CAG and Consultants	\$35,000	\$30,900	\$4,100																											Data inventory								
4.2	High-resolution drainage system delineation	Consultants	\$120,000	\$106,200	\$13,800																											GIS dataset of catch basin-scale watershed delineation								
4.3	Identify Sustainable Streets opportunities in the ROW at the street-scale	Consultants	\$120,000	\$106,200	\$13,800																											GIS dataset of identified Sustainable Streets, Technical memo summarizing identification of Sustainable Streets								
5 Prioritization of Sustainable Streets Opportunities and Development of Master Plan																																								
5.1	Develop prioritization criteria	C/CAG and Consultants	\$40,000	\$35,400	\$4,600																											Technical memo summarizing prioritization criteria, and prioritization approach and results								
5.2	Develop Countywide Sustainable Streets Master Plan	C/CAG and Consultants	\$191,485	\$154,900	\$36,585																											GIS dataset of prioritized Sustainable Streets, draft and final Master Plan								
6 Project Concepts																																								
6.1	Develop pilot project concepts	Consultants	\$100,000	\$88,500	\$11,500																											Up to 10 project concepts, as drafts for review by member agencies and stakeholders, and as final to be incorporated into the Master Plan								
7 Web-based Sustainable Streets Project Implementation Mapping and Tracking Tool																																								
7.1	Develop a mapping and tracking tool	Consultants	\$250,000	\$221,200	\$28,800																											Draft web-based tracking tool that integrates prioritized Sustainable Streets, Final web-based tracking tool								
8 Fiscal Management																																								
8.1	Invoicing	C/CAG	\$0																													Quarterly Invoice Packages								
8.2	Quarterly Reports	C/CAG	\$0																													Quarterly Progress Reports								
TOTALS			\$1,131,485	\$986,300	\$145,185	\$0																																		