



LEVEE SUBCOMMITTEE

SPECIAL MEETING

CITY OF FOSTER CITY

PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER N-29-20, THE MEETING WILL BE HELD BY TELECONFERENCE AND/OR VIDEO CONFERENCE ONLY BY WATCHING THE MEETING AT <https://us02web.zoom.us/j/89053868372> OR DIAL 1 (408) 638-0968. WEBINAR ID: 890 5386 8372. THE PUBLIC MAY PARTICIPATE BY SUBMITTING COMMENTS ON ANY AGENDA ITEM VIA EMAIL PRIOR TO OR DURING THE MEETING BY SENDING THOSE COMMENTS TO: PUBLICWORKS@FOSTERCITY.ORG

TELECONFERENCE PARTICIPANTS

LEVEE SUBCOMMITTEE MEMBERS RICHA AWASTHI AND JON FROOMIN WILL PARTICIPATE BY TELECONFERENCE PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER N-25-20.

PURSUANT TO RALPH M. BROWN ACT, GOVERNMENT CODE SECTION 54953, ALL VOTES SHALL BE BY ROLL CALL DUE TO COMMITTEE MEMBERS RICHA AWASTHI AND JON FROOMIN PARTICIPATING BY TELECONFERENCE.

ANY REQUEST FOR REASONABLE ACCOMMODATION SHOULD BE SENT TO PUBLICWORKS@FOSTERCITY.ORG OR (650) 286-3270.

**LEVEE SUBCOMMITTEE SPECIAL MEETING
AMENDED AGENDA
Wednesday, January 13, 2021
3:00 PM**

I. Call to Order

II. Roll Call

Council Liaisons

| | |
|---------------|---------------|
| Richa Awasthi | Councilmember |
| Jon Froomin | Councilmember |

Staff Members

| | |
|----------------|---|
| Dante Hall | Assistant City Manager |
| Paul Nagengast | Project Advisor, Regional Government Services |
| Laura Galli | Engineering Manager |
| Julie Paping | Recording Secretary |

Guests

| | |
|------------------|--------------------|
| Chuck Anderson | Schaaf and Wheeler |
| Jonathan Tristao | Tanner Pacific |
| Ryder Smith | Tripepi Smith |
| Jennifer Nentwig | Tripepi Smith |
| Derek Doan | CMC Traffic |

III. Introductions

Paul Nagengast, Project Advisor, Regional Government Services

IV. Public

This portion of the meeting is reserved for persons wishing to address the Committee on any City matter not on the agenda. The period for public comment at this point in the agenda is limited to a maximum of 3 minutes per speaker. ***Speakers may join the Zoom meeting via the meeting link and using the “raise hand” feature and the Zoom host will call on people. For those on the phone, please use *9.***

V. Approval of December 9, 2020 Meeting Minutes (Action Minutes)

VI. Reports

- a. Levee Improvement Project Management
- b. Levee Improvement Project Public Notification Requirements

VII. Old Business

- a. Project Update
 - i. Work to date
 - ii. Construction Contractor Requests
 - iii. Update on Change Orders
 - iv. Planned work for next month
 - v. Comments on Levee Tour
- b. Communication Project Tracker
- c. Bond Update
 - i. No Draw in November or December

VIII. New Business

- a. Levee Update Report for 1/19/2021 City Council Meeting
- b. Review of Summary of Levee Improvements Project Outreach
- c. Update on next closure phase (Shorebird to Hwy 92 undercrossing) and lane reconfiguration of Beach Park Boulevard
- d. Use of Shorebird Park
- e. Project Required Advance Notifications
- f. Tripepi Smith Proposal to address Proactive Project Communications

IX. Communications/Committee Member Comments

- a. Discussion

X. Adjournment

Any attendee wishing special accommodations at the meeting should contact the Foster City Public Work's Department at (650) 286-3270 at least 48 hours in advance of the meeting.

Any written comments or documents provided to a majority of the Subcommittee regarding any item on this agenda after the agenda packet was distributed will be made part of the written record, but will not be read verbally at the meeting. Written public comments will be posted to the City's website for review prior to the meeting.

Item VI.a - Levee Improvement Project Management

MEMORANDUM

TO: Levee Subcommittee

VIA: Peter Pirnejad, City Manager

FROM: Paul Nagengast, Project Advisor, Regional Government Services

DATE: January 12, 2021

SUBJECT: Levee Improvement Project Management

This project memorandum is intended to inform the Levee Subcommittee of the structural change to the Foster City staff organization regarding the Levee Improvement Project. Moving forward with this project a dedicated project manager for the Levee Improvement Project has been put in place. The City Council, on December 17, 2020, authorized a contract with Regional Government Services to engage the services of a project manager to assist City staff with the various required activities related to the Project.

Paul Nagengast will be Project Manager for the project. As Project Manager, his role will be the liaison between the City and all items related to the project, including but not limited to providing the necessary facilitation or immediate action on project related activities or requests. He will identify project construction impacts to provide as much advance notice of these impacts to the community. In addition, immediate unforeseen impacts will be relayed to the community for their understanding and cooperation during the course of construction. The goal is to provide a seamless intermediation between the various City contracted firms and the City of Foster City.

The general approach to project management will target safety, communication, budget and schedule to proactively manage this project.

Communicating information to the community in advance as much as possible will become the immediate practice and continue throughout the project construction as well as responding to community concerns in a timely manner.

Item VI.b - Levee Improvement Project Public Notification Requirements

MEMORANDUM

TO: Levee Subcommittee

VIA: Peter Pirnejad, City Manager

FROM: Paul Nagengast, Project Advisor, Regional Government Services

DATE: January 12, 2021

SUBJECT: Levee Improvement Project Public Notification Requirements

The Levee Improvement Project is a major public works infrastructure project affecting the Foster City community and other users of the Bay Trail during construction. Staff has worked within the limitations of the contract and permit requirements and does its best to predict construction related impacts to the community as an added measure beyond minimum noticing requirements.

The information below indicates noticing required by the Project plans and specifications and associated permits. Notifications can vary from 72-hour advance notice for no parking in the public rights-of-way to 30-day notice for trail closures.

Affecting Public

- Closure of levee/Bay Trail – 30 days prior to closure.
- Work on private property – 48 hours prior to entering property.
- Abutting property owners to work – 72 hours prior to commencing work.
- Odor causing activities – notify Engineer and Inspector 48 hours prior to work.
- Contractor to designate traffic control coordinator who is responsible for traffic control daily – notify City in writing of designated traffic control coordinator.
- Remove ability to park cars during construction in affected area – 72 hours prior post No Parking-Tow Away prior to work.

Affecting City Facilities/Operations

- Submit written notification of required closures or disruptions to existing facilities at least 7 days prior to planned date of shutdown or disruptions.
- The contractor shall notify City of Foster City Police and Fire Departments of significant traffic control measures.
- Prior to temporarily closing of traffic of any street, sidewalk, or other access, obtain approval from the City and comply with imposed conditions, at least 2 weeks before such closures or changes made.
- Graffiti shall be painted over masked or cleaned off within 24 hours after

notification by inspector.

There are other required notifications related to utilities relocations, inspections, testing of materials and environmental considerations due to plant removal.



MONTHLY CONSTRUCTION MANAGER'S REPORT



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|---|---|
| Foster City Levee Improvements Project City Project No. CIP 301-657 |  LEVEE IMPROVEMENTS PROJECT |
|---|---|

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|--------------------|--------------------------|---|
| Contractor: | Shimmick Construction Co | Report Period: December 1-31, 2020 |
| CM: | Tanner Pacific, Inc. | |
| Designer: | Schaaf & Wheeler | |

Contract/Schedule Update

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|--|-----------|-------------------------------------|-----------|---------------------------------|-----------|
| Original Contract Duration (Calendar Days): | 1200 | Additional Days Granted: | 0 | Calendar Days Remaining: | 1105 |
| Days Elapsed: | 95 | % Elapsed: | 7.9% | | |
| Notice To Proceed: | 9/28/2020 | Substantial Completion Date: | 10/2/2023 | Final Completion Date: | 1/10/2024 |

Cost Management Update

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|---------------------------------|-----------------|--------------------------------------|-----------------|--------------------------------|-----------------|
| Original Contract Value: | \$60,218,000.00 | Approved CCOs: | \$ (585,554.00) | Revised Contract Value: | \$59,632,446.00 |
| Contingency: | \$9,000,000.00 | Remaining Contingency: | \$9,000,000.00 | % Contingency Used: | 0% |
| Costs Billed to Date: | \$6,087,704.93 | % of Contract Billed to Date: | 10% | | |



Work Summary

Recently Completed:

- *Continued import of materials and supplies into Sea Cloud Park*
- *Installation of trail closure fence posts up to Bridgeview Park*
- *Continued submittals*
- *Continued sheet pile installation up to Sta. ~252+43 (near Sea Cloud Park)*
- *Class II AB placement and compaction for trail subgrade*
- *Installation of trail detour sign posts*

Upcoming:

- *Continued submittals*
- *Outfitting modifications to main site offices in Bridgeview Park area*
- *Continued import of sheet piles and materials to staging areas*
- *Reconfiguration of Beach Park Blvd*
- *Setup of contractor staging area along Beach Park Blvd*
- *Phase 2 trail closure (Shorebird Park up to Bridgeview Park)*
- *Hybrid sheet pile floodwall construction from Sta. 203+04 -Sta. 228+42*
- *Excavation/grading of trail section from Sta. 202+00 -Sta. 342+90*
- *Construction of sheet pile wall concrete caps from Sta. 203+04-342+90*



Monthly Progress Photos



Sheet piles being installed near Gateshead Park

Subgrade preparation near Area 36



Class II AB placement in Area 36

Preliminary layout/cat-tracking of restriping work on Beach Park Blvd

Item VII.b - Communication Project Tracker

LEEVE IMPROVEMENTS PROJECT

| TIMELINE | PLATFORM | MESSAGE | NOTES |
|--------------|--|---|---|
| 7/21/2020 | Press release | Award of contract + start of construction | |
| 7/21/2020 | Agenda List serv | Award of contract + start of construction | |
| 7/21/2020 | Weekly Update (e-newsletter) | Award of contract + start of construction | |
| 7/21/2020 | Facebook, Twitter, Nextdoor | Award of contract + start of construction | |
| 8/12/2020 | Communications and PE Subcommittee Meeting | Briefed subcommittee on outreach plan | |
| 8/21/2020 | FAQs added to the website | | |
| Week of 8/31 | Recology Mailer | Construction coming soon | Mailed to all Recology households |
| 9/10/2020 | Press release | Construction coming soon, contractor setting up, FAQ, Subscribe | |
| 9/10/2020 | Facebook, Twitter, Nextdoor | Construction coming soon, contractor setting up, FAQ, Subscribe | |
| 9/10/2020 | Weekly Update (e-newsletter) | Construction coming soon, contractor setting up, FAQ, Subscribe | |
| Week of 9/14 | City-wide Mailer (Postcard 1) | Construction coming soon + how to get more info | Mailed to all FC households, businesses, property owners |
| 9/14/2020 | Instagram | Construction coming soon, contractor setting up, FAQ, Subscribe | |
| 9/15/2020 | Facebook | P&R Shared City Post | |
| 9/16/2020 | Website | Renderings uploaded | |
| 9/16/2020 | Islander | 9/10 Press release language | |
| 9/17/2020 | Nextdoor | Posted reply to Nextdoor stream | |
| 9/18/2020 | The Bulletin | Start of construction; where staff can get more info | Internal CM update to all city staff |
| 9/22/2020 | Levee Subcommittee | Briefed subcommittee on outreach plan, in addition to construction updates and progress. | In attendance: RA, JF, ND, DH, LG, PS, HT |
| 9/23/2020 | City Council | A project update, internal talking points, and the FAQs were sent to the City Council and all Department heads. | |
| 9/23/2020 | Facebook | Reminder about where to find accurate and up-to-date information; push to subscribe | |
| 9/24/2020 | Press release | Bridgeview Park closure & detour | |
| 9/24/2020 | Weekly Update (e-newsletter) | Bridgeview Park closure & detour | |
| 9/24/2020 | Nextdoor | Bridgeview Park closure & detour | |
| 9/25/2020 | Facebook / Twitter / Instagram | Bridgeview Park closure & detour | |
| 9/25/2020 | Public noticing | Bridgeview Park closure & detour | -Posted the flyers at 19 locations throughout the park in/on the bathroom building and on various signs -Door notices at: 601 & 600 Teal St. 1905, 1911, 1915, 1921, 1925, 1897, 1897A, 1893, 1889, 1885, 1879 Beach Park Blvd. |
| 9/25/2020 | Marquee | Construction starting soon; where to get more info | |
| 9/25/2020 | FCTV Slide | Construction starting soon; where to get more info | |
| 9/25/2020 | Construction Update Email | Bridgeview Park closure & detour | |
| 9/28/2020 | Council Meeting | Levee Subcommittee gave update to community on project | |
| 9/29/2020 | Facebook / Twitter | Reminder about Bridgeview Park closure | |
| 9/29/2020 | Website | Update to website to make subscribe button more prominent + notified council of changes | |
| 9/30/2020 | Islander | Press release on: Bridgeview Park closure & detour | |
| 10/1/2020 | In-person meeting with AYSO | Discuss Sea Cloud Park | |
| 10/1/2020 | Weekly Update (e-newsletter) | Notice regarding construction starting 10/28 | |
| 10/2/2020 | Construction Update Email | Notice regarding construction starting 10/28 | |
| 10/2/2020 | Facebook / Twitter | Notice regarding construction starting 10/28 | |
| 10/5/2020 | Council Meeting | Norm gave monthly Levee Project Update | |
| 10/7/2020 | AYSO / Sports Groups | Email sent to contacts: construction start date + Sea Cloud Park dirt haul | |
| 10/8/2020 | Press release | Construction start date + Sea Cloud Park dirt haul | |
| 10/8/2020 | Facebook / Twitter | Construction start date + Sea Cloud Park dirt haul | |
| 10/8/2020 | Weekly Update (e-newsletter) | Construction start date + Sea Cloud Park dirt haul | |
| 10/8/2020 | Construction Update Email | Construction start date + Sea Cloud Park dirt haul | |
| 10/9/2020 | Nextdoor | Construction start date + Sea Cloud Park dirt haul | |
| 10/13/2020 | Take-one Boxes | Take-one boxes were installed were installed along the Levee Trail | |
| 10/14/2020 | Islander | Construction start date + Sea Cloud Park dirt haul | |
| 10/14/2020 | Groundbreaking Event | Ceremony held at Shorebird Park | |

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| 10/14/2020 | Press release | Groundbreaking ceremony + reminder about start of construction | |
| 10/14/2020 | Facebook / Twitter / Nextdoor | Groundbreaking ceremony + reminder about start of construction | |
| 10/15/2020 | Weekly Update (e-newsletter) | Groundbreaking ceremony + reminder about start of construction | |
| 10/16/2020 | Construction Update Email | Groundbreaking ceremony + reminder about start of construction | |
| 10/16/2020 | City Council Communications | Dante gave Council a heads-up on dissemination of second mailer (postcard 2) | |
| 10/16/2020 - week of 10/19 | City-wide Mailer (Postcard 2) | Construction coming soon + how to get more info | Audience: homes along the project corridor |
| 10/19/2020 | City Council Meeting | Groundbreaking video was played at meeting. | |
| 10/21/2020 | Islander | Groundbreaking press release | |
| 10/21/2020 | Facebook / Twitter / Instagram | Shared the groundbreaking video | |
| 10/22/2020 | Weekly Update (e-newsletter) | Shared groundbreaking video, start of construction, and detour map | |
| 10/22/2020 | Website - Detour Map | Detour map finalized and uploaded to website | |
| 10/23/2020 | Construction Update Email | Shared groundbreaking video, start of construction, and detour map | |
| 10/23/2020 | Website - Detour Map | Detour map UPDATED + revision sent out | |
| 10/24/2020 | San Mateo Daily Journal | Article: "Foster City breaks ground on levee" | |
| 10/27/2020 | Facebook / Twitter / Instagram | Reminder about start of construction | |
| 10/28/2020 | Islander | Op-ed from Catherine: Reminder about start of construction; ask of residents to be patient during construction | |
| 10/29/2020 | Weekly Update (e-newsletter) | Reminder about construction, detour map, where to find more info | |
| 10/30/2020 | Construction Update Email | Reminder that construction is in progress, detour map, dirt hauling, where to find more info | |
| 11/5/2020 | Weekly Update (e-newsletter) | Information on the levee trail closure and a reminder to sign-up for the Construction e-Updates | |
| 11/5/2020 | Website - renderings | The Levee Wall Type Map and 7 renderings were added to the City's website | |
| 11/6/2020 | Construction Update Email | What's coming up, a public safety reminder, how the levee will look, and Measure P levy) | |
| 11/10/2020 | Facebook / Twitter | Reminder for people to sign-up for the Levee Construction e-Updates | |
| 11/11/2020 | Construction Update Email | Special Update on "clearing and grubbing" and asphalt grinding | |
| 11/12/2020 | Weekly Update (e-newsletter) | Reminder about clearing and grubbing and asking people to sign-up for Construction e-Updates | |
| 11/13/2020 | Construction Update Email | Safety near construction, sheet pile wall test installation coming soon, and reminder on removal of asphalt, clearing of trail starting | |
| 11/16/2020 | City Council Meeting | Levee Subcommittee members Awasthi and Froomin provided a brief presentation on what the improved levee will look like | |
| 11/17/2020 | KCBS Radio | A brief interview with Norm Dorais appeared in a segment by KCBS Radio related to king tides. | https://www.radio.com/kcbsradio/podcasts/kcbs-on-demand-20757/king-tides-are-hitting-california-coast-this-week-350243731 |
| 11/17/2020 | Website | Updated website to make info more streamlined / easier to access | |
| 11/19/2020 | Weekly Update (e-newsletter) | Reminder about clearing / grubbing, sheet pile installation, and safety | |
| 11/20/2020 | Construction Update Email | Reminder about clearing / grubbing, sheet pile installation, and safety | |
| 11/21/2020 | Drive-in Movie City Trailer | Levee Project subscribe info was included in a 'City trailer' that played prior to the Drive-in Movie | |
| 11/30/2020 | Recology November Insert | Levee information about how the new levee will look was included in the billing insert to Recology customers. | |
| 12/1/2020 | Business Cards | Levee Project business cards developed and printed for construction crew to carry and handout as they receive questions. | |

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| 12/4/2020 | Construction Update Email | Update about work taking place & safety reminders | |
| 12/4/2020 | Take-one Boxes | Updated flyers placed at take-one boxes along the trail | |
| 12/9/2020 | Press release + updated website | Levee Trail to Close from Shorebird Park to the San Mateo Bridge in Early January | |
| 12/9/2020 | Facebook / Twitter / Nextdoor | Levee Trail to Close from Shorebird Park to the San Mateo Bridge in Early January | |
| 12/9/2020 | Construction Update Email | Levee Trail to Close from Shorebird Park to the San Mateo Bridge in Early January | |
| 12/10/2020 | San Mateo Daily Journal | Levee Trail to close from Shorebird Park to the San Mateo Bridge in early January | https://www.smdailyjournal.com/news/local/levee-trail-to-close-from-shorebird-park-to-the-san-mateo-bridge-in-early-january/article_83a5178e- |
| 12/10/2020 | Weekly Update (e-newsletter) | Levee Trail to close from Shorebird Park to the San Mateo Bridge in early January | |
| 12/10/2020 | Council Message Points | Language prepared in reply to Levee Trail closure inquiries + message points sent to Council | |
| 12/11/2020 | Construction Update Email | Reminder about Levee Trail closure, safety, and photos. | |
| 12/12/2020 | Drive-in Movie City Trailer | Levee Project subscribe info was included in a 'City trailer' that played prior to the Drive-in Movie | |
| 12/15/2020 | Facebook / Twitter / Nextdoor | Social media posts went out promoting the Special Meeting on 12/17. | |
| 12/16/2020 | Weekly Update (e-newsletter) | Promotion of the Special Meeting was disseminated via the Weekly Update (city newsletter) | |
| 12/16/2020 | Construction Update Email | Promotion of the Special Meeting was disseminated via the Construction e-Update | |
| 12/16/2020 | Islander | Closure press release appeared in Islander | |
| 12/17/2020 | Facebook / Twitter / Nextdoor | Social media posts went out promoting the Special Meeting on 12/17. | |
| 12/17/2020 | City Council Special Meeting | A City Council Special Meeting was held to discuss construction closure options. | |
| 12/18/2020 | Construction Update Email | Levee Project info (construction reminder, progress photos, and meeting recap) was disseminated via the Construction e-Update | |
| 12/23/2020 | Islander | Construction e-Update language from 12/18 included; info on closure of levee | |
| 12/30/2020 | Press release | Press release disseminated regarding new closure date and info + project closure timeline | |
| 12/30/2020 | Facebook / Twitter / Nextdoor | Press release info shared via social media. | |
| 12/30/2020 | Construction Update Email | Press release info disseminated via the Construction e-Update | |
| 12/30/2020 | Door Drop | Letter dropped off to 152 Wheelhouse Lane residents regarding sheet metal installation starting 1/4/21 | |
| 1/2/2021 | SF Gate Article | Portion Of Levee Trail Scheduled For Closure Due To Construction | |
| 1/6/2021 | Islander | 12/30 Press Release info included on cover of Islander | |
| 1/6/2021 | Detour map with some translations | Phase II Detour Map finalized with limited translations in Spanish and Chinese | |

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|-----------------|------------------------------|---|--|
| 1/7/2021 | Press release | Press release disseminated regarding Beach Park Blvd reconfiguration | |
| 1/7/2021 | Construction Update Email | Special Issue of Construction e-Update with press release language. | |
| 1/7/2021 | Weekly Update (e-newsletter) | The 1/7 press release language was included in the City's Weekly Update (newsletter). | |
| 1/8/2021 | Construction Update Email | Levee Project info (Beach Park Blvd reconfiguration, trail closure reminder, progress photos) was disseminated via the Construction e-Update. | |
| 1/8/2021 | Facebook/ Twitter | A reminder regarding the Beach Park Blvd reconfiguration went out on social media. | |
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| Upcoming | | | |
| | Digital Display Board | | |
| Recology Mailer | | May, August, November | |