



Interoffice Memo

DATE: September 6, 2023

TO: Kirk DeJesus, Port Director
Jason Katindoy, Deputy Port Director, Maritime and Real Estate
Rhonda Nelson, Director of Real Estate and Port Development

FROM: Juan G. Villanueva, Director of Facilities & Procurement

RE: Consideration of possible services contract:
Project Report Equivalents

REQUESTED ACTION

- A. Authorize the Port Director to execute a Master Professional Services Agreement for HDR for a not-to-exceed amount of \$738,010.

BACKGROUND

The Port is in need of Project Report Equivalents (PRE) for three infrastructure projects. The development of the PRE would confirm project scope, cost, and schedule to assist with prioritization and pursuit of funding for key infrastructure.

1. **Washington St. Widening & Ventura Ave. Access \$228,432**
2. **Dedicated West Complex Rail Access [West Connectors Project] \$304,119**
3. **West Complex Rail Expansion \$205,459**

OVERVIEW

Project 1: Washington St. Widening & Ventura Ave. Access

Widening West Washington St. between Navy Dr. and Ventura Ave. and modifying Ventura Ave. to become the primary truck entrance to the Port's East Complex at Port Road A. The intent of the project is to ease traffic on West Washington St., and to reroute truck traffic around the Boggs Tract community and away from Washington Elementary School.

❖ TASK 1 – PROJECT MANAGEMENT

1.1a Contract Administration / Progress Reporting

Deliverables: Six (6) monthly status reports / invoices and six (6) project schedule updates.

1.1b Agency Coordination and Internal Team Meetings

Deliverables: Meeting preparation, facilitations, and summaries / action items for up to six (6) meetings.

1.1c Quality Management Plan

Deliverable: Quality Management Plan

❖ TASK 2 – WASHINGTON ST. WIDENING & VENTURA AVE. ACCESS

2.1 QUALITY CONTROL

2.1a Quality Control (QC) / Independent Technical Review (ITR)

Deliverables: QC review documents

- Civil Concept Drawings
- Cost estimates
- Draft Project Report Equivalent
- Final Project Report Equivalent

2.2 Utility Coordination

Deliverables: Utility Letter A, base maps and as-built documentation received, Utility Contact Summary Sheet, Digital CAD files in AutoCAD / MicroStation compatible format containing GIS utility mapping.

- Preliminary utility coordination and preliminary utility relocation assessment for the following presumed area utilities:
 - Overhead electric distribution and transmission (PG&E)
 - Overhead electric distribution and telecommunication (Port)
 - Underground telecommunications and fiber optic carriers (AT&T)
 - Underground water (California Water Service)
 - Underground sewer (City of Stockton)
 - Underground petroleum (Kinder Morgan)
 - Underground gas (PG&E)

2.3 PRELIMINARY ENGINEERING

2.3a Existing Conditions Analysis: Site visit. Observe project footprint, topography, surface utilities, pavement condition, and potential design issues. Develop photo catalog of project limits.

2.3b Traffic Operations:

Deliverable: Traffic Memo

Evaluation of existing and future traffic operations at Washington and Ventura intersection and at Ventura and Port Road A / Harbor Street. Conduct existing traffic counts on Port Road A / Harbor while the turning movement counts for Washington and Ventura will utilize the counts from Fehr & Peers Truck Access Alternatives memo. Traffic operation

deficiencies will be investigated and alternatives developed. Intersection layouts will be produced and alternative intersection designs, including roundabouts, will be investigated.

2.3c Roadway Concept Plans:

Deliverable: 10% Concept Plans

Develop conceptual plans for proposed project including title sheet, key map, roadway typical sections, and horizontal geometrics.

2.3d Preliminary Cost Estimate:

Deliverable: Cost estimates in summary table format

Preparation of preliminary engineer's opinion or probable construction cost for 10% concept plans to support need and purpose statement in the environmental document.

2.3e Funding Strategy Memo:

Deliverable: Funding Strategy Memo

Conduct review of available funding to support proposed improvements. Summarize potential funding and financing options identifying sources that may include federal, state, regional, and local levels.

2.4 ENVIRONMENTAL COORDINATION

Deliverable: Engineering information to support environmental memorandum

Coordinate with Anchor QEA and design team during alternative development process to define a preliminary study limits boundary for collection of data. Support Anchor QEA with engineering design information in development of project report equivalent.

2.5 PROJECT REPORT EQUIVALENT

2.5a Draft Project Report Equivalent (PRE): Develop high-level proposed schedule that includes potential funding timelines, design development, environmental documentation, and possible permitting expectations. Prepare the draft PRE and submit to Port for review / comment.

- Project vicinity map
- Project description, background, purpose and need statement
- Traffic, right of way, and utilities
- Environmental issues and considerations including permits required
- BNSF & CPUC implications
- Engineers' opinion of probable construction cost
- Funding sources
- Construction schedule
- Risks and mitigation approach
- Conceptual Roadway Plans (Appendix)
- Regulatory Compliance Memorandum (Appendix)

2.5b Final Project Report Equivalent (PRE):

Deliverable: Final PRE (electronic submittal)

Provide written responses to comments received and revise draft PRE as necessary. Submit final PRE to Port for review. Final PRE will be revised based on comments received from Port. If requested, present summary of PRE to Board of Port commissioners at a regularly scheduled meeting via remote meeting.

2.6 ENVIRONMENTAL ASSESSMENT MEMORANDUM

Coordinate with Anchor QEA on potential design alternatives, including reviewing preliminary plans or alternatives descriptions and providing real-time feedback on regulatory implications of the alternatives under consideration. Anchor will prepare memorandum that details the following:

- Anticipated CEQA documentation requirements
- Anticipated federal and state permit / approval requirements
- Key regulatory review or environmental issues
- Anticipated mitigation requirements
- Anticipated monitoring requirements
- Agency points of contact
- Estimated timeframes for completing the CEQA process and obtaining regulatory permits / approvals
- Anticipated fees (consultant, permit application / issuance, and mitigation) for the project

PROJECT 2: DEDICATED WEST COMPLEX RAIL ACCESS [WEST CONNECTORS PROJECT]

Preliminary engineering developed in 2021 resulted in two west connector options – the Port Expressway West and Navy Drive Lead. Both options provide a connection from BNSF right-of-way to the Port’s West Complex.

❖ TASK 1 – PROJECT MANAGEMENT

1.1 Contract Administration / Progress Reporting

Deliverables: Project Management Plan / Health & Safety Plan, Quality Management Plan, Six (6) monthly status reports / invoices and six (6) project schedule updates.

1.2 Agency Coordination and Internal Team Meetings

Deliverables: Meeting preparation, facilitations, and summaries / action items for up to ten (10) meetings.

1.3 Quality Control (QC) / Independent Technical Review (ITR)

Deliverables: QC review documents

- Concept Drawings
- Cost estimates
- Draft Project Report Equivalent
- Final Project Report Equivalent

❖ TASK 2 – UTILITY COORDINATION

Deliverables: Utility Letter A, base maps and as-built documentation received, Utility Contact Summary Sheet, Digital CAD files in AutoCAD / MicroStation compatible format containing GIS utility mapping, property map.

❖ **TASK 3 – PRELIMINARY ENGINEERING**

3.1 Existing Conditions Analysis:

Deliverables: Site walk, existing conditions photo log

3.2 Conceptual Track Plans:

Deliverables: Track plan exhibits (4 total)

3.3 Conceptual Structure Plans:

Deliverables: Conceptual structure plans, elevations, and typical sections for each bridge (5 total)

3.4 Rail Modeling:

Deliverables: Modeling summary memorandum

3.5 Preliminary Cost Estimate:

Deliverable: Cost estimate in summary table format

3.6 Funding Strategy Memo:

Deliverable: Funding Strategy Memo

Conduct review of available funding to support proposed improvements. Summarize potential funding and financing options identifying sources that may include federal, state, regional, and local levels.

❖ **TASK 4 – ENVIRONMENTAL CLEARANCE**

Deliverable: Environmental Clearance and Permitting Recommendations Memorandum

❖ **TASK 5 – PROJECT REPORT EQUIVALENT**

5.1 Draft Project Report Equivalent (PRE):

Deliverable: Draft PRE

Develop high-level proposed schedule that includes potential funding timelines, design development, environmental documentation, and possible permitting expectations.

Prepare the draft PRE and submit to Port for review / comment.

- Project vicinity map
- Project description, background, purpose and need statement
- Proposed alignments, alternatives, structure types, right of way, and utilities
- Project benefits
- Environmental issues and considerations including permits required
- BNSF & CPUC implications
- Engineers' opinion of probable construction cost
- Funding sources

- Illustrative construction schedule
- Risks and mitigation approach
- Conceptual Track Plans (Appendix)
- Conceptual Structure Plans (Appendix)
- Environmental Memorandum
- Modeling Summary Memorandum
- Funding Memorandum

5.2 Final Project Report Equivalent (PRE):

Deliverable: Final PRE (electronic submittal)

Provide written responses to comments received and revise draft PRE as necessary. Submit final PRE to Port for review. Final PRE will be revised based on comments received from Port. If requested, present summary of PRE to Board of Port commissioners at a regularly scheduled meeting via remote meeting.

PROJECT 3: WEST COMPLEX RAIL EXPANSION

Through initial development and planning efforts to provide rail access to approximately 45 acres of available land located north of Davis Ave and south of the 200-800 rows of warehouses, conceptual alignments for a two rail line service track were prepared in 2022. Intent of this PRE is to further develop the conceptual alignments that will enable this area to be rail served, positioning this area to attract highest and best use opportunities.

❖ TASK 1 – PROJECT MANAGEMENT

1.1 Contract Administration / Progress Reporting

Deliverables: Project Management Plan / Health & Safety Plan, Quality Management Plan, Six (6) monthly status reports / invoices and six (6) project schedule updates.

1.2 Agency Coordination and Internal Team Meetings

Deliverables: Meeting preparation, facilitations, and summaries / action items for up to ten (10) meetings.

1.3 Quality Control (QC) / Independent Technical Review (ITR)

Deliverables: QC review documents

- Civil Concept Drawings
- Cost estimates
- Draft Project Report Equivalent
- Final Project Report Equivalent

❖ TASK 2 – UTILITY COORDINATION

Deliverables: Utility Letter A, base maps and as-built documentation received, Utility Contact Summary Sheet, Digital CAD files in AutoCAD / MicroStation compatible format containing GIS utility mapping.

❖ **TASK 3 – PRELIMINARY ENGINEERING**

3.1 Existing Conditions Analysis:

Deliverables: Site walk, existing conditions photo log

3.2 Conceptual Track Plans

Deliverables: Conceptual track plans (4 total)

3.3 Rail Modeling:

Deliverables: Modeling Summary Memorandum

3.4 Preliminary Cost Estimate:

Deliverable: Cost estimate in summary table format

3.5 Funding Strategy Memo:

Deliverable: Funding Strategy Memo

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❖ **TASK 4 – ENVIRONMENTAL CLEARANCE**

Deliverable: Environmental Clearance and Permitting Recommendations Memorandum

❖ **TASK 5 – PROJECT REPORT EQUIVALENT**

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- Project benefits
- Summary of environmental issues and considerations including permits required
- BNSF & CPUC implications
- Engineers' opinion of probable construction cost
- Funding sources
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BENEFIT TO THE PORT

The proposed services contract would support the Port’s long-term growth needs in providing the following benefits:

- Confirmation of scope, cost, and schedule to determine project prioritization
- Development of scope, cost, and schedules would aid in pursuit of funding
- Completing the W Complex Rail Expansion and the W Complex Dedicated Rail Access projects simultaneously would provide a cost benefit as the two projects share the rail modeling task.
 - If delivered separately, budgets would have to be revised.

CONTRACT DURATION

The proposed agreement would have a 9-month term

LOCATION

The services outlined above would be performed for the East and West Complexes.

FINANCING

Port staff proposes that the Port pay for this project using the Port general fund:

Washington / Ventura	\$228,432
Dedicated W Complex Rail Access	\$304,119
W Complex Rail Expansion	\$205,459
TOTAL	\$738,010