



## CITY COUNCIL STAFF REPORT

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**TO:** City Council

**DATE:** September 22, 2025

**DEPARTMENT:** Public Works Department

**PREPARED BY:** Chantell O'Neal, Assistant Director, Engineering Division

**PRESENTER:** Chantell O'Neal, Assistant Director, Engineering Division

**AGENDA TITLE:** RECEIVE REPORT AND ADOPT CITY COUNCIL RESOLUTION APPROVING PROFESSIONAL SERVICES AGREEMENTS AMENDMENT 1 WITH SCHAAF & WHEELER TO PROVIDE 100% DESIGN PLANS AND SPECIFICATIONS FOR SEVEN (7) TRASH CAPTURE DEVICES, PROJECT PWP-00119, APPROVING BUDGET AMENDMENT 2025/26-6 AND AUTHORIZING CITY MANAGER TO EXECUTE CONTRACT (AMOUNT NOT TO EXCEED \$205,727.00); CEQA EXEMPTION 15301

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### RECOMMENDATION

Staff recommends that the City Council:

1. Adopt a resolution approving Amendment 1 to the Professional Services Agreement with Schaaf & Wheeler for the preparation of 100% design plans and specifications for seven (7) trash capture devices under Project PWP-00119.
2. Approve a Fiscal Year 2025/26 budget amendment in the amount of \$41,592 to increase the project budget to \$149,592.
3. Authorize the City Manager to execute the amended agreement in an amount not to exceed \$205,727.00.

### BACKGROUND

In November 2024, the City awarded a Professional Services Agreement to Schaaf & Wheeler to prepare 30% conceptual design plans for the Stormwater Trash Capture Device Project (PWP-00119). The project was initiated in response to the State Water Resources Control Board's 2017 notice under Water Code Section 13383, requiring full trash capture from priority land use areas by December 2030.

The original RFP sought full 100% design services for all 14 proposed trash capture devices. However, due to budget limitations, the City opted to contract for partial design services. Schaaf & Wheeler was selected based on their strong qualifications, cost-effectiveness, and experience with similar municipal stormwater projects.

The consultant has since completed the 30% Design Technical Memo, which identified feasible locations, device types, and preliminary cost estimates. This memo will be attached to the staff report. The proposed amendment will advance seven (7) of the

**AGENDA ITEM NO. 8D**

identified locations to 100% design, enabling the City to prepare bid-ready documents for construction.

## **DISCUSSION AND ANALYSIS**

Schaaf & Wheeler has demonstrated technical excellence and responsiveness throughout the initial phase. Their familiarity with Fort Bragg's infrastructure and regulatory context has allowed for efficient coordination and high-quality deliverables.

The proposed amendment will result in shovel-ready plans for seven devices, positioning the City to pursue construction funding and remain competitive in future grant applications. While the City was unsuccessful in securing a NOAA Marine Debris Grant earlier this year—due to reduced federal allocations—having 100% plans in hand will strengthen applications for other sources such as CDBG or USDA.

The seven devices to be advanced under this amendment include:

- **Three (3) large high-flow trash capture devices** located at:
  - Kemppe Way
  - Chestnut Street
  - Cypress Street
- **Six (6) inlet-based trash capture devices** located at:
  - Two (2) at Kemppe Way
  - One (1) at Boatyard Drive
  - One (1) at Cypress Street
  - One (1) at Manzanita
  - One (1) at Minnesota Avenue

These locations were selected based on priority land use areas, hydraulic feasibility, and proximity to existing storm drain infrastructure. The total estimated cost to achieve full trash capture citywide is \$4.6 million. This amendment represents a strategic step toward phased implementation, leveraging available funding while maintaining momentum.

## **FISCAL IMPACT/FUNDING SOURCE**

The amended contract amount is \$205,727.00. The original contract was \$57,000 in FY 2024/25. The current fiscal year budget includes \$108,000 for this project. A budget amendment BA 25/26-6 (Attachment 2) of \$41,592 is required to fully fund the contract increase of \$149,592.

- **From:** Storm Drain Capacity Fees Account 290-0000-6307
- **To:** Project Account No. 716-7011-0731

The use of storm drain capacity fees is consistent with the intended use of this fund type. The 2023/24 Capacity Fee Study identified \$188,758 in available funds, with an additional \$19,000 collected since. Sufficient funding is available to support this amendment.

### **ENVIRONMENTAL ANALYSIS:**

The City of Fort Bragg is a designated Phase II Municipal Separate Storm Sewer System (MS4), regulated by the California State Water Resources Control Board (SWRCB). In 2017, the City received notice under Water Code Section 13383 requiring full trash capture from priority land use areas by December 2030.

In response, the City initiated the Stormwater Trash Capture Device Project (PWP-00119), identifying strategic locations for end-of-line capture devices. A Coastal Development Permit (CDP) Exemption and CEQA Notice of Exemption were processed in August 2024.

The proposed design work is categorically exempt from the California Environmental Quality Act (CEQA) under Section 15301(c), which applies to minor alterations of existing public facilities involving negligible or no expansion of use. All devices will be located within existing storm drain infrastructure and at least 200 feet from any wetland.

### **STRATEGIC PLAN/COUNCIL PRIORITIES/GENERAL PLAN CONSISTENCY**

This project supports Strategic Plan Goal 2D: Comply with the National Pollution Discharge Elimination System (NPDES) permit to meet state and federal water quality requirements. It also aligns with the City's General Plan and Capital Improvement Program goals for sustainable stormwater management.

### **COMMUNITY OUTREACH**

No formal outreach was required for this design phase. Future construction phases will include public notification and engagement consistent with City policy.

### **COMMITTEE REVIEW AND RECOMMENDATIONS**

Not applicable.

### **ALTERNATIVES:**

1. **Do not approve the amendment** – This would delay progress toward 100% trash capture and reduce competitiveness for future grant funding.
2. **Approve a reduced scope** – This may limit the number of devices advanced to shovel-ready status and reduce cost-effectiveness.

3. **Defer action** – This may jeopardize project momentum and delay compliance with state mandates.

Staff recommends proceeding with the proposed amendment to maintain progress and capitalize on available funding.

**ATTACHMENTS:**

1. Resolution Approving Amendment
2. Ex A Budget Amendment 25/26-6
3. 30% Design Technical Memo (Schaaf & Wheeler)
4. Schaaf & Wheeler Detailed Quote

**NOTIFICATION:**

- Robin Lee, PE; Schaaf & Wheeler
- Notify Me Subscriber List: Stormwater News