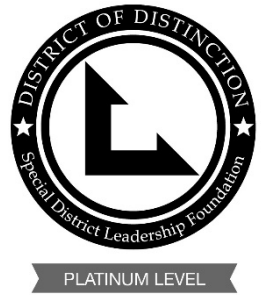




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



SDLF Platinum-Level of Governance

PLATINUM LEVEL

President – Michael Callahan • Vice-President – Carolyn Graham • Director – Kevin Graves • Director – Bryon Gutow • Director – Ashley Porter

**NOTICE OF THE SPECIAL MEETING
OF THE PARKS AND RECREATION COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, January 17, 2024, 4:30 P.M.**

TO ATTEND IN PERSON: The meeting will be held at the Community Center located at 1601 Discovery Bay Boulevard.

In addition to physical attendance at the address indicated above, the Town of Discovery Bay Community Services District is offering the following teleconferencing options as an alternative means for the public to participate in this meeting.

TO ATTEND BY ZOOM WEBINAR: <https://us06web.zoom.us/j/83080753986>

TO ATTEND BY PHONE: +1 (669) 444 9171 or +1 (719) 359 4580 **WEBINAR ID:** 830 8075 3986

Download Agenda Packet and Materials at <http://www.todb.ca.gov/>

Parks and Recreation Committee Members

*Chair Michael Callahan
Vice-Chair Bryon Gutow*

A. ROLL CALL

1. Call business meeting to order 4:30 p.m.
2. Roll Call.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Committee on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Committee for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the ability of Committee members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Committee only. Any clarifying questions from the Committee must go through the Chair. Comments from the public do not necessarily reflect the viewpoint of the Committee members.

C. DRAFT MINUTES TO BE APPROVED

1. Approve Parks and Recreation DRAFT Meeting minutes of November 1, 2023.

D. DISCUSSION

1. Discussion and Possible Feedback Regarding the BSK Contract for Geotechnical Preparation Services for the Community Center Retaining Wall in the Amount of \$19,700.

E. FUTURE DISCUSSION/AGENDA ITEMS

F. ADJOURNMENT

1. Adjourn to the next Standing Parks and Recreation Committee meeting on March 6, 2024, at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



PLATINUM LEVEL

SDLF Platinum-Level of Governance

President – Ashley Porter • Vice-President – Michael Callahan • Director – Kevin Graves • Director – Bryon Gutow • Director – Carolyn Graham

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMITTEE OF THE TOWN OF DISCOVERY BAY Wednesday, November 1, 2023, 4:30 P.M.

Parks and Recreation Committee Members

Chair Bryon Gutow
Vice-Chair Michael Callahan

A. ROLL CALL

1. Called business meeting to order 4:30 p.m.
2. Roll Call was taken, and all members were present.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

- The first speaker, Chris Sullivan, is the President of the Discovery Bay Pickleball club. He requested that painted lines be added to the tennis courts to accommodate more pickleball games.
- The second speaker saw painted lines on tennis courts throughout her cross-country travels.
- The third speaker, Terry, is a National Pickleball Ambassador. He is the local contact for questions.
- The fourth speaker is a pickleball instructor. He would like to see more courts.

C. DRAFT MINUTES TO BE APPROVED

1. Approve Parks and Recreation DRAFT Meeting minutes of September 6, 2023.

Vice-Chair Callahan made a motion to approve the Parks and Recreation DRAFT Meeting minutes of September 6, 2023.

Chair Gutow seconded the motion.

Vote: Motion Carried – AYES: 2, NOES: 0, ABSTAINED: 0, ABSENT: 0.

D. PRESENTATIONS

None.

E. UPDATES

1. Discovery Bay Boulevard Refresh.

Presented by Parks and Landscaping Manager Bill Engelman.

- Staff presented a design for a more patterned landscape for Discovery Bay Boulevard.
- Dryscape would still be used with more added pops of color.
- Director Gutow asked if this project should take precedence over other projects.
- Committee asked staff to bring back more information as well as a phasing plan for this project.

2. Cornell Park Bathrooms.

Presented by Assistant General Manager Allan Cantando.

- Staff received a quote for fencing at the Cornell Park restrooms. The fences would be used as a deterrent to vandalism. The cost for both restrooms would be \$26,810.
- Staff also looked into alarm and security camera options.
- Committee recommends taking the fencing option to the full Board of Directors.

F. DISCUSSION

1. Discussion and Possible Feedback to Remodel Community Center Restrooms.

Presented by Recreation Programs Supervisor Monica Gallo.

- The restrooms at the Community Center were last “freshened-up” in 2013 when the property was first acquired by the Town.
- Each restroom currently has one stall, one sink and one shower.
- Proposed design would have two stalls, two sinks and one shower in each restroom.
- The committee would like staff to move forward with gathering more information on this item.

G. FUTURE DISCUSSION/AGENDA ITEMS

None.

H. ADJOURNMENT

1. Adjourned at 5:07p.m. to the next Standing Parks and Recreation Committee meeting on January 3, 2024, at the Community Center located at 1601 Discovery Bay Boulevard.

“This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting.”

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District of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

January 17, 2023

Prepared By: Gregory Harris, District Wastewater Engineer
Submitted By: Dina Breitstein, General Manager

Agenda Title

Discussion and Possible Feedback Regarding the BSK Contract for Geotechnical Preparation Services for the Community Center Retaining Wall in the Amount of \$19,700.

Recommended Action

Recommend that the Board of Directors approve the BSK contract for geotechnical preparation services for repair of Community Center retaining wall.

Executive Summary

The Town of Discovery Bay Community Center has a failing retaining wall at the North portion of our property. Soon the failure will be catastrophic, potentially impacting the use of our tennis courts / pickleball courts. In addition, if the wall completely fails, the soil could be displaced to the point where it impacts the integrity of the rear yards of the residents who have property adjacent to ours.

The report in question must be prepared to provide necessary geotechnical information before a repair can be made. BSK has extensive experience in Discovery Bay and is the Geotechnical Engineer of Record for the current Denitrification Project at WW Plant No. 2.

BSK has investigated the retaining wall and prepared the attached scope of services to complete the necessary geotechnical investigation. BSK has also provided contact information for Engineers that specialize in retaining walls that the Town can use to design the repairs.

Previous Relevant Board Actions for This Item

None.

Fiscal Impact: None.
Amount Requested: \$19,700
Sufficient Budgeted Funds Available?: Yes
Prog/Fund # Category: TBD

Attachments

- 1. Scope of Work from BSK Dated October 31, 2023

AGENDA ITEM: D1



399 Lindbergh Avenue
Livermore, CA 94551
P 925.315.3151
www.bskassociates.com

Sent via email: gharris@herwit.com

October 31, 2023

BSK Proposal G00001871

Mr. Gregory Harris, PE – HERWIT Engineering
c/o Town of Discovery Bay CSD
1800 Willow Lake Road
Discovery Bay, California 94505

**SUBJECT: Proposal for Geotechnical Engineering Services
Retaining Wall Replacement
Discovery Bay, California**

Dear Mr. Harris:

As requested, BSK Associates (BSK) is pleased to present this proposal to perform a limited geotechnical investigation for the planned retaining wall replacement project at the Community Center at the Town of Discovery Bay (Town). The purpose of our limited investigation will be to provide geotechnical recommendations for the design of the new retaining wall.

This proposal is based on our communications with HERWIT Engineering, a brief site visit by BSK conducted on October 11, 2023, and our experience within the project area and with similar projects. Included in this proposal is a summary of our understanding of the project, scope of services, schedule, and fee quotation.

PROJECT UNDERSTANDING

The existing retaining wall to be replaced is situated within the Community Center located at 1601 Discovery Bay Boulevard in Discovery Bay, California. The wall is located immediately north of the tennis courts and proximate to the chain link fence demarcating the property line that separates the Community Center from several single-family homes to the north as shown on Exhibit 1 below. The non-continuous wall extends over an area approximately 200 feet long and ranges from about 2 to 4 feet in height. The structure of the existing retaining wall consists of wood posts and wood lagging; the posts are approximately 6 inches in diameter and the lagging is approximately 12 inches wide and 1¾-inches thick.

Based on our review of historical aerials of the project site (Site) and our discussions with HERWIT Engineering, the existing retaining wall is 45+ years old. As shown on the photos below (see Exhibits 2 and 3), the wall posts and lagging are leaning severely and some of the posts have sheared off completely as a result of rot. In our opinion, the wall needs to be replaced or it will continue to deteriorate to the point that it could adversely impact the adjacent residential properties to the north and access along the north side of the tennis courts.

The replacement wall could consist of a conventional cantilevered concrete wall, a keystone-type wall, or a soldier pile and lagging wall. The type of wall selected will likely depend on the constructability constraints due to the Site's proximity to residential properties. For instance, if a conventional cantilevered wall is constructed, the temporary excavation needed behind the new wall will most likely need to extend into the adjacent residential

properties depending on the height of the wall and its proximity to the property line. On the other hand, if a soldier pile and lagging wall is selected, its construction may not encroach into the adjacent residential property due to its top-down construction.

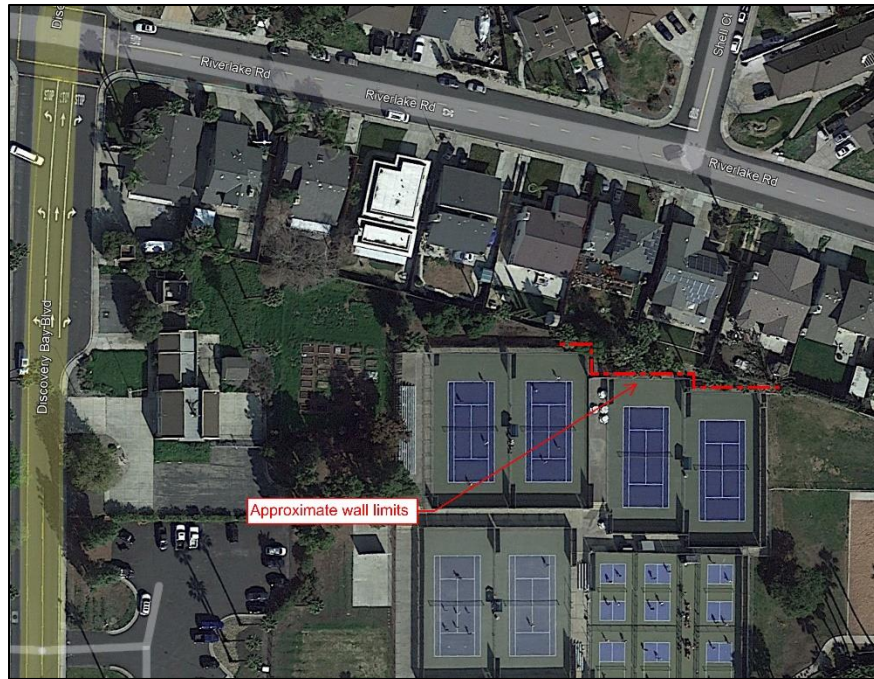


Exhibit 1- Site Sketch



Exhibit 2 – Existing Wall



Exhibit 3 – Sheared-Off Wall Post. Rot visible.

If the project understanding described above is incorrect, please notify us immediately so that we may review and possibly revise our proposed scope of services presented herein.

ANTICIPATED SUBSURFACE CONDITIONS

Based on our experience in the area and geologic mapping of the area by the U.S. Geological Survey, we expect the Site to be underlain by Holocene alluvial fan deposits that contain layers of peat. However, previous grading during development of the Town likely resulted in the placement of several feet of fill throughout the Site. We expect the depth to groundwater in the area to be shallower than 10 feet below the ground surface (BGS).

According to the California Geological Survey, the Site is not located within an Alquist-Priolo (AP) Earthquake Fault Zone. Due to the nature of the project, **our proposed scope excludes evaluation of the liquefaction potential for the planned improvements.**

SCOPE OF SERVICES

Task 1 – Project Setup and Limited Subsurface Investigation

This task will cover project setup and field preparation as well as performing limited subsurface investigation for the project. We plan to advance up to three (3) hand auger borings to depths of about 3 to 5 feet below the existing ground surface (BGS) each or to practical refusal, whichever is shallower, within the Site. A field representative from BSK will maintain a log of the soils encountered and obtain bulk samples and relatively undisturbed samples for classification and laboratory testing. A hand-sampler equipped with 2-inch stainless steel liners will be used to obtain relatively undisturbed samples. We anticipate that the field exploration will be completed in 1 day. Upon completion, the borings will be backfilled with excess soil cuttings. We assume our

investigation can be conducted during regular business hours (8:00 am to 5:00 pm) on a weekday without any time restrictions.

Task 2 – Laboratory Testing

Laboratory tests will be performed on selected soil samples obtained from our hand auger borings to evaluate pertinent engineering properties for design. Laboratory tests that we anticipate performing include measurement of moisture content/dry density, Atterberg limits, sieve analysis, organic content, shear strength, and corrosivity testing. After the field investigation is completed, we will contact you for your prior approval if we find it necessary to perform additional tests.

Task 3 – Engineering Analysis and Draft Report Preparation

The results of our limited investigation, along with conclusions and recommendations will be presented in a geotechnical investigation letter report. The report will be prepared under the supervision of a California registered Geotechnical Engineer. We anticipate the report will include the following:

- Vicinity map and site plan showing the approximate hand auger locations;
- Tabulated boring logs;
- Results of laboratory tests;
- Discussion of geologic setting and seismicity;
- Discussion of general site surface and subsurface conditions observed/encountered in our field exploration, including depth to free groundwater if observed in our borings;
- Estimated settlements;
- Recommendations for design of shallow wall footings, including allowable soil bearing pressures, embedment depths, resistance to lateral loads (i.e., passive pressure and coefficient of friction), and modulus of subgrade reaction;
- Recommendations for soldier piles, including minimum diameter and embedment depth, allowable axial capacity, minimum embedment depth, and lateral resistance;
- Retaining wall recommendations, including lateral earth pressures, wall drainage, soil properties for the backfill material (such as unit weight and shear strength parameters), and backfill compaction criteria;
- Provision of mapped 2022 CBC seismic design parameters;
- Site drainage recommendations, and
- Presentation of corrosivity test results.

We will provide an electronic copy of our draft report in PDF format to HERWIT Engineering and the Town.

Task 4 – Final Report

Upon receipt of review comments and feedback from HERWIT Engineering and the Town, BSK will revise and finalize our draft report. We will provide our final report in PDF format via email. The fee for this task assumes that the revisions to the draft report will be relatively minor. If significant revision to the draft report is needed, optional Task 5 below could be used to augment the budget for this task.



Task 5 – Post-Report Consultation (OPTIONAL)

If necessary, after issuance of our geotechnical investigation report, we could provide consultation regarding the new retaining wall design and other aspects of the project on an as-needed basis, such as attendance of conference calls and meetings and bid support. We suggest an initial budget for this task in our fee breakdown below. However, depending on the level of effort needed, our fee for this task may need to be adjusted accordingly. For this reason, this task will be charge on a time and materials basis not to be exceeded without prior authorization.

Task 6 – Geotechnical Review of Plans and Specifications (OPTIONAL/RECOMMENDED)

This optional task covers review of the geotechnical aspects of the 90% or 95% complete project plans and specifications to be prepared by others prior to issuance of these documents for construction bidding purposes. Our fee for this task assumes a single review iteration of the 90% or 95% complete plans and specifications and preparation of a letter presenting our review comments. A final review letter will be issued once our review comments are incorporated into the 100% complete documents. If additional review iterations and letters are required, we may need to request that the budget for this task be revised accordingly.

SCHEDULE

The table below summarizes our anticipated schedule to complete the services described above.

Task	Description	Anticipated Number of Weeks to Complete
1	Project Setup and Limited Subsurface Investigation	We will mobilize within 4 to 5 weeks*
2	Laboratory Testing	Within 2 to 3 weeks after Task 1 is completed
3	Engineering Analysis and Draft Report Preparation	Within 2 to 3 weeks after Task 2 is completed
4	Final Report	Within 1 week of reception of review comments from HERWIT Engineering and the Town
5	Post-Report Consultation (OPTIONAL)	TBD
6	Geotechnical Review of Plans and Specifications (OPTONALL/RECOMMENDED)	Within 2 weeks of receipt of plans and specifications (initial review and letter) Within 1 weeks of receipt of revised documents (final letter)
Notes: *From receipt of formal notice to proceed.		

FEE ARRANGEMENTS

Fees for our services will be charged on a **lump sum basis**, except for Task 5, which would be charged on a time and materials basis not to be exceeded without prior authorization in accordance with our current Schedule of Fees. Our charges will be invoiced monthly. For the scope of services discussed herein, our fee quotation, approximately broken down by task, will be as listed in the table below.



Task	Description	Fee Estimate
1	Project Setup and Limited Subsurface Investigation	\$ 4,300
2	Laboratory Testing (includes labor time to review samples and select samples for testing)	\$ 3,300
3	Engineering Analysis and Draft Report Preparation	\$ 4,800
4	Final Report	\$ 1,300
	Total	\$13,700
OPTIONAL TASK		
5	Post-Report Consultation (OPTIONAL)	\$ 2,500
6	Geotechnical Review of Plans and Specifications (OPTIONAL/RECOMMENDED)	\$ 3,500

Our fee estimate applies to services commenced within 90 days of this proposal. After that time, we should review our proposal for applicability.

ASSUMPTIONS

Below is a list of the main assumptions we made for our proposed scope of services and fee quotation:

- This proposed investigation scope specifically excludes the assessment of environmental characteristics particularly those involving hazardous substances. If needed, BSK can outline a separate scope of services for an environmental assessment.
- **Due to the nature of this project, we will not be evaluating Site's liquefaction potential.**
- BSK will not be responsible for the design of the replacement retaining wall. We assume the Town will retain the services of a qualified structural engineer to design the wall and prepare construction plans and specifications for the new wall.
- An encroachment permit will not be required.
- The Town will provide permission for BSK to access the Site at no cost to or effort by us.
- We assume this is considered a Prevailing Wage project and the Town will generate a DIR number for our services, so that we may submit certified payroll to the Department of Industrial Relations.
- We assume there is no Project Labor Agreement in place for this project.
- Our scope of services does not include construction observation and testing services. These services can be provided on a time and materials basis in accordance with our current Schedule of Fees as additions to the scope presented herein or we can submit amendment requests if/when these services are desired by the Client.
- We will be allowed to perform our field investigation between the hours of 8:00 am and 5:00 pm on a weekday.



AUTHORIZATION

If you are in agreement with the proposed services presented herein, please send us an agreement for our review and signature. In the agreement, please indicate which optional tasks (if any) are included in our approved scope of services.

BSK will perform its services consistent with that level of care and skill ordinarily exercised by other consultants practicing in the same discipline and locale at the time the services are performed. No other warranties, either express or implied are provided.

This proposal is a preliminary understanding of your desires. If a portion of this proposal does not meet your needs, or if those needs have changed, BSK is prepared to consider appropriate modifications, subject to the standards of care to which we adhere as professionals. Modifications such as changes in scope, methodology, scheduling, and contract terms and conditions may result in changes to the risks assumed by the Client as well as adjustments to our fees.

CLOSURE

BSK appreciates the opportunity to submit this proposal for your consideration and we look forward to working with you on this project. If you have questions concerning this proposal or require additional information or services, please contact the undersigned at (925) 315-3151.

Respectfully submitted,
BSK Associates



Cristiano Melo, PE, GE
Livermore Branch Manager



Carrie L. Foul, PE, GE
Geotechnical Group Manager

CC: Kurt Gardner, HERWIT Engineering (kgardner@herwit.com)

