



Agenda Item No. (5)

To: Building and Operating Committee/Committee of the Whole
Meeting of December 18, 2025

From: John R. Eberle, District Engineer
Denis J. Mulligan, General Manager

Subject: **APPROVE ACTIONS RELATIVE TO EXECUTION OF PROFESSIONAL SERVICES AGREEMENT NO. 2025-F-021, ENGINEERING DESIGN SERVICES FOR THE LARKSPUR FERRY TERMINAL STORM DRAIN FACILITY REPAIR, WITH WRA, INC.**

Recommendation

The Building and Operating Committee recommends that the Board of Directors approve the following actions relative to Professional Services Agreement (PSA) No. 2025-F-021, *Engineering Design Services for the Larkspur Ferry Terminal Storm Drain Facility Repair*:

1. Authorize execution of PSA No. 2025-F-021, with WRA, Inc., San Rafael, CA, in an amount not-to-exceed \$647,901.80, to perform engineering design services for a storm drain facility repair at the Larkspur Ferry Terminal;
2. Establish a 15% contingency for PSA No. 2025-F-021 in the amount of \$97,185; and,
3. Authorize an increase in the amount of \$360,086.80 in the FY 25/26 Ferry Division Capital Budget for Project #2641, *Drainage Culvert Rehabilitation*, for a revised total project budget of \$1,948,086.80, subject to the concurrence of the Finance-Auditing Committee.

This matter will be presented to the Finance-Auditing Committee at its December 18, 2025, meeting for concurrence, and to the Board of Directors at its December 19, 2025, meeting for appropriate action.

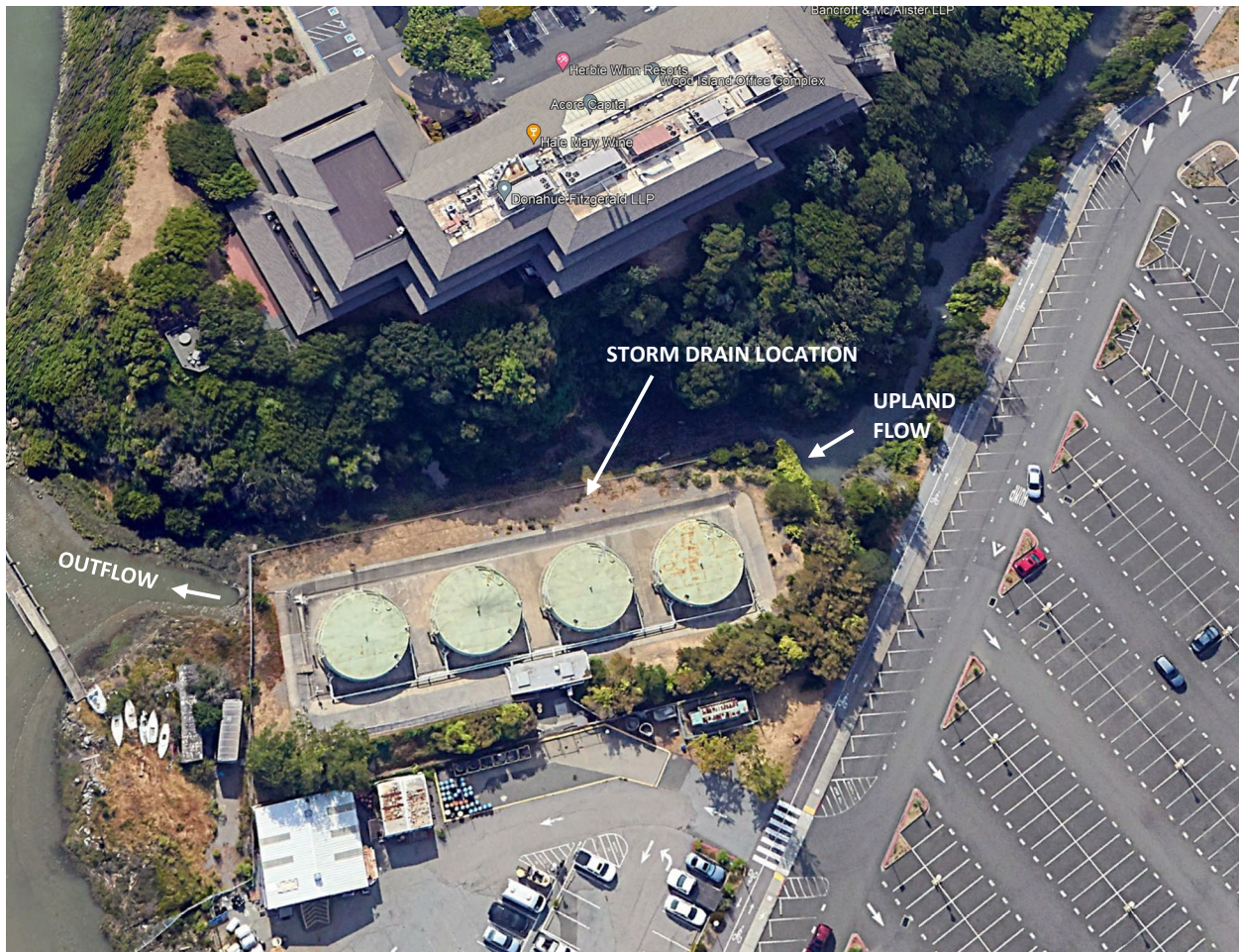
Summary

The Golden Gate Bridge, Highway and Transportation District (District) operates the Golden Gate Ferry on four (4) ferry routes connecting Marin County and the City and County of San Francisco: the San Francisco/Larkspur route, the San Francisco/Sausalito route, the San Francisco/Angel Island route, and the San Francisco/Tiburon route.

The Larkspur Ferry Terminal (LFT) is located at 110 East Sir Francis Drake Boulevard, Larkspur, Marin County, and is the District's primary location for berthing, fueling, and maintaining ferry vessels. The LFT is situated between Wood Island on the west, Larkspur Landing and East Sir Francis Drake Boulevard on the north, and Corte Madera Channel and the San Francisco Bay to

the east and Corte Madera Creek to the south. The LFT is an active public transit hub with a public parking lot, terminal building, administrative and maintenance buildings, vessel berths, and a fuel farm.

The LFT berthing/dock structures, navigational channel and land-side facilities, including the fuel farm, were constructed in 1974. The fuel farm is located on the south side of the LFT, south of the main parking lot and adjacent to the facility pedestrian path and a drainage channel that outflows to the Corte Madera Creek. The fuel farm includes four (4) aboveground steel diesel fuel storage tanks, each measuring 36'-0" in diameter by 10'-6" tall and each with a 75,000-gallon capacity. Modifications to the tanks were made in 1998, including replacing the tank bottom plate, adding a sump, adding a concrete containment apron, and adding anchor bolts and a retrofitted foundation ring. In 2023, the interior and exterior of the tanks were cleaned and painted, and new valves were installed. The tanks sit within a concrete lined containment surrounded by an elevated earthen berm. A 250-foot-long by 66-inch-diameter corrugated steel culvert connecting the drainage channel to the Corte Madera Creek is located within the elevated earthen berm.



Recent inspections at the LFT facility discovered that the existing culvert has deteriorated and must be repaired. The deterioration has progressed to a state where the culvert structural capacity has been compromised, and sinkholes in the overlying earth berm have developed. The culvert must be repaired or replaced to prevent further deterioration, and the overlying earthen berm must

be repaired and reconstructed to prevent damage to the fuel farm and to provide the necessary continuity of the fuel farm secondary containment system.



EXISTING PIPE CULVERT CONDITION

Engineering Department staff investigated various repair strategies and determined that, due to the proximity of the site to the Corte Madera Creek, special permitting and environmental analysis performed by consultants with expertise in such work would be required. On August 5, 2025, the District advertised a Request for Statement of Qualifications and Proposals, RFQ/RFP No. 2025-F-021, *Engineering Design Services for the Larkspur Ferry Terminal Storm Drain Facility Repair*, seeking professional consultants specializing in design, environmental, and permitting services necessary for storm drain facility repair project on its public procurement portal and 6 bid distribution centers. The scope of services consists of:

- Reviewing the project site and existing site conditions and record drawings;
- Performing topographic surveys and hydrographic surveys of the area;
- Evaluating different options for repairing the storm drain;
- Evaluating different options for repairing the overlying earth berm;
- Determining the permitting and regulatory requirements for each option;
- Developing draft and final design plans, specifications, and cost and time estimate for the selected repair;
- Assisting the District in securing necessary environmental clearances, regulatory agency authorizations and construction permits for the repairs; and,
- Participating in meetings with the District and performing project management.

A pre-proposal meeting was held on August 19, 2025, at the Larkspur Ferry Terminal with representatives from the District's Engineering Department and Ferry Division and the Manager, Small Business Enterprise (SBE) Compliance Programs. A total of 28 firms downloaded the documents from the District's website.

By the due date of September 5, 2025, no proposals were received by the District.

On September 23, 2025, the District readvertised the solicitation on its procurement portal and 6 bid distribution centers. A pre-proposal meeting was held on October 7, 2025, at the Larkspur Ferry Terminal with representatives from the District's Engineering Department and Ferry Division and the Manager, SBE Compliance Programs. A total of 25 firms downloaded the documents from the District's website. By the due date of November 4, 2025, one Statement of Qualifications and Proposal (SOQ&P) was received by the District as follows:

1. WRA, Inc., San Rafael, CA

Representatives from the Engineering Department, the District's Manager, SBE Compliance Program, and the District's Attorney, reviewed the proposal and determined that it was responsive to the solicitation requirements.

The District's selection committee, consisting of one Directing Civil Engineer, one Senior Civil Engineer, and a representative from the Ferry Division reviewed the SOQ&P and evaluated it based upon the criteria included in the RFQ/RFP, including (1) the qualifications and experience of the firm and the firm's personnel relevant to the scope of services to be provided; (2) the firm's understanding and methodology of providing the services; and, (3) the firm's demonstrated capability and successful track record of the firm's personnel on similar or related projects. The selection committee determined that WRA, Inc., has the qualifications and experience necessary to perform the requested services.

In accordance with Section V, Competitive Negotiations, of the District's Procurement Manual, in the event that the District receives only one proposal in response to an RFQ/RFP, the selection committee shall conduct a cost analysis to determine whether the compensation proposal is fair and reasonable. Following the procedures in the RFQ/RFP, staff requested a cost proposal from WRA, Inc., and conducted a cost analysis, comparing the cost proposal to the District's cost estimate for the services. After performing the analysis and reviewing the cost proposal, staff negotiated a total not-to-exceed price of \$647,901.80 for the services. Staff has determined that this not-to-exceed price is fair and reasonable based on the historic scope of work and cost data for design services provided by consultants performing environmental analysis, construction permitting, and design services. The consultant will be compensated for actual time expended and expenses incurred, plus a fixed fee.

An SBE contract-specific goal of 9.5% was established for this PSA. Proposers were strongly encouraged to obtain SBE participation and were required to document their activities in the solicitation and selection of subconsultants and suppliers to ensure that this process was carried out in a nondiscriminatory manner. The Manager, SBE Compliance Programs, has determined that WRA, Inc., is a certified SBE and has complied with the District's SBE Program requirements applicable to this RFQ/RFP. At this time, SBE participation of approximately 99% is anticipated during the performance of this contract.

Engineering staff recommends that the Building and Operating Committee recommends that the Board of Directors authorize execution of PSA No. 2025-F-021, *Engineering Design Services for the Larkspur Ferry Terminal Storm Drain Facility Repair*, to WRA, Inc., in the not-to-exceed amount of \$647,901.80. Staff also recommends that a contract contingency in the amount of \$97,185 be established for this PSA for any additional or changed scope of services that may

develop while work proceeds. The consultant will be compensated based on actual time expended and expenses incurred, plus a fixed fee within the authorized not-to-exceed amount.

Fiscal Impact

Project #2641, *Drainage Culvert Rehabilitation*, is included in the FY 25/26 Ferry Division Capital Budget in the amount of \$1,588,000 and is 80% Federal Transit Administration (FTA) funded and 20% District-funded.

The proposed action to award PSA No. 2025-F-021, in the amount of \$647,901.80 and establish a PSA contingency in the amount of \$97,185, will require an increase to Project #2641 in the FY 25/26 Ferry Division Capital Budget in the amount of \$360,086.80, to be funded with 80% FTA funds and 20% District funds, for a revised total budget of \$1,948,086.80.

It is recommended that the proposed budget for Project #2641 be established as follows:

DESCRIPTION	CURRENT PROJECT BUDGET	PROPOSED ADJUSTMENT	TOTAL PROPOSED PROJECT BUDGET
Construction Administration – District Staff Burdened Labor	\$105,000		\$105,000
Non rep Staff Time	\$74,000		\$74,000
Indirect Costs (ICAP) on District Staff Burdened Labor - Estimated	\$74,000		\$74,000
Printing and Advertising	\$20,000		\$20,000
Permits and Fees	\$60,000		\$60,000
General Project Expenditures	\$35,000		\$35,000
PS&E Contract	\$350,000	\$297,901.80	\$647,901.80
PS&E Contract Contingency	\$35,000	\$62,185	\$97,185
Prime Contract	\$700,000		\$700,000
Prime Contract Contingency	\$105,000		\$105,000
Materials Testing Services	\$30,000		\$30,000
TOTAL PROJECT BUDGET	\$1,588,000	\$360,086.80	\$1,948,086.80

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