

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: December 3, 2025

To: Mayor and Town Council
From: Alejandro Perez, Senior Civil Engineer
Subject: Approve Amendment No. 4 to the Professional Services Agreement with GHD, Inc. for the Dawn Way Drainage Conveyance Improvements Project

Recommendation to Council:

Approve Amendment No. 4 to the Professional Services Agreement with GHD, Inc. for the Dawn Way Drainage Conveyance Improvements Project in an amount not to exceed \$98,420 for a total contract amount not to exceed \$404,880 and authorize the Town Manager to execute said amendment on behalf of the Town and any contract amendments up to 20 percent of the new contract amount.

Strategic Plan Element:

The recommended action supports the goal of Infrastructure. Goal Statement: Through a lens of sustainability and innovation, invest in the Town's infrastructure and public facilities to meet the needs of future generations.

Background:

Significant flooding at the Old Redwood Highway and Dawn Way intersection occurs during intense storm events. The flooding affects several residential properties and mitigating this flooding is a priority in the Fiscal Year 2023-28 Capital Improvement Program.

On March 4, 2020, Council accepted the 2020 Storm Drainage Master Plan (SDMP), which identified conveyance improvements that could provide flood relief near the Old Redwood Highway and Dawn Way intersection. Multiple storm drain improvement scenarios were simulated using the MIKE Flood drainage model.

Discussion:

On June 16, 2021, Town Council approved a Professional Services Agreement with GHD, Inc. to prepare the project plans and special provisions for storm drain conveyance improvements near Dawn Way.

Since the Agreement's execution, the following amendments have been approved:

- Amendment No. 1 was an additional \$9,340 to perform a boundary surveys and feasibility discussions for future sidewalk expansion. Signed by Town Manger on 11/3/22.
- Amendment No. 2 was an additional \$12,166 to repair potholes that collapsed during the original project potholing activities and to conduct biological surveys/assessments at the project site. Signed by Town Manger on 3/20/23.
- Amendment No. 3 was an additional \$58,929 and included right of way services associated with construction easements for two privately owned parcels adjacent to the project site, design changes to incorporate a sidewalk along the frontage of 9740 Old Redwood Highway and efforts

to obtain environmental permits associated with the frontage improvements. Approved by Council on 10/04/23.

The proposed Amendment No. 4 to the Professional Services Agreement would allow GHD, Inc. to provide the following services:

- Immediate and ongoing management and coordination with PG&E and regulatory agencies to support relocation of gas facilities and adding PG&E to the project's existing environmental permits.
- Additional topographic mapping at 9740 Old Redwood Highway, updated plats, and legal descriptions for temporary construction easements.
- Revisions to the bid documents to include the changes along 9740 Old Redwood Highway, demolition of the existing garage facade, new driveway access, and fence replacement.
- Updates to existing permits to reflect changes, design modifications and to add PG&E as permittee.
- Appraisal, preparation of acquisition documents, negotiations with property owners, and temporary construction easements. Past appraisals and right-of-way services have lapsed. Additionally, the width of the Temporary Construction Easement has increased from 10' to 25'.

The proposed amendment No. 4 would finalize the design, permitting and right of way actions necessary to construct the project as scheduled. Staff believes GHD, Inc. remains the appropriate consultant to continue this work due to their extensive project history, technical expertise, and established understanding of the site-specific constraints and regulatory requirements. Continuing with the same consultant ensures continuity in design assumptions, maintains consistency with previously approved documents, and avoids delays or inefficiencies that would result from onboarding a new firm at this advanced stage of project development.

Fiscal Impact:

Sufficient appropriations for the proposed amendment are included in the Council approved Fiscal Year 2025-26 Drainage Mitigation Fund.

Environmental Review:

The project is exempt from CEQA in accordance with Public Resources Code Section 21080.21 because the project involves installation of a new pipeline, less than one mile long, within a public street or public right of way. Additionally, the project is exempt from CEQA in accordance with section 15303 because it consists of the construction of a limited amount of new street improvements.

Attachment(s):

1. [Amendment No. 4](#)
2. [Current Agreement](#)

Prepared by:

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Reviewed by:

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Deputy Director of Engineering

Reviewed by:

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Approved by:

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