

## **TOWN OF WINDSOR AGENDA REPORT**

**Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date:** June 18, 2025

**To:** Mayor and Town Council  
**From:** Garrett Broughton, Senior Civil Engineer  
**Subject:** Professional Services Agreement with RSA+ for Engineering Services for the Storm Drain Projects at Conde Lane and Jensen Lane

### **Recommendation to Council:**

Approve Professional Services Agreement with RSA+ for design of the Storm Drain Projects at Conde Lane and Jensen Lane in an amount not to exceed \$183,675 and authorize the Town Manager to execute said agreement and amendments up to 20 percent of the original agreement 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.

### **Discussion:**

Town staff have identified two severely damaged storm drain systems in need of repair. Both are included in the forthcoming Capital Improvement Plan (CIP). Due to adverse weather and heavy storms during the recent rainy season, the conditions of these drainages have been further compromised, requiring more immediate attention. Given the urgent need for repair, Town staff recommend proceeding with the design phase promptly so that construction can begin as soon as funds become available.

The storm drain culvert on Conde Lane, just north of Mitchell Lane, spans the full width of the roadway and is exhibiting significant signs of aging and structural failure. The structural integrity of both the headwall and culvert are deteriorating with visible evidence of erosion and road subsidence. Following a recent site inspection, Town staff issued a work order to temporarily plate the affected roadway section to ensure public safety.

At Jensen Lane, approximately 2,000 feet East of Hembree Lane, an open roadside ditch is supported by a wood retaining wall that has been in place for many years. The wall is failing, leading to the subsidence on the edge of the already narrow roadway.

On April 9, 2025, Town staff issued a Request for Proposal (RFP) for engineering design services. The RFP was distributed to five local consulting firms known to specialize in storm drain design. On May 8, the Town received five proposals. Town staff evaluated the proposals consistent with the criteria in the RFP and determined that RSA+ presented the most favorable and complete proposal.

### **Fiscal Impact:**

Sufficient appropriations for the proposed design agreement have been allocated in the Drainage Mitigation Fund in the pending FY 2025-2027 Recommended Budget.

**Environmental Review:**

This action does not constitute as a “project” within the meaning of California Environmental Quality Act (CEQA) Guidelines Section 15378 and requires no environmental review.

**Attachment(s):**

1. [Agreement](#)
2. [PW 2025 Engineering Fee Schedule](#)
3. [Location Maps](#)

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**Reviewed by:**

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**Reviewed by:**

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Public Works Director/Town Engineer

**Approved by:**

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Town Manager