



CITY OF SAN MATEO

City Hall
330 W. 20th Avenue
San Mateo CA 94403
www.cityofsanmateo.org

Agenda Report

Agenda Number: 4

Section Name: {{section.name}}

Account Number: 10-4661

File ID: {{item.tracking_number}}

TO: City Council
FROM: Alex Khojikian, City Manager
PREPARED BY: Public Works Department
MEETING DATE: December 04, 2023

SUBJECT:

Delaware Street Safe Routes to School Corridor Bicycle Improvements – Appropriation, Budget Transfer, and Agreement

RECOMMENDATION:

Adopt a Resolution to appropriate \$28,000 from the City’s Measure A funds to the Delaware Street Safe Routes to School Corridor Project in the Capital Project Fund; and transfer \$92,400 from the Citywide Street Reconstruction Package 1 Project to the Delaware Street Safe Routes to School Corridor Project (Project) in the Capital Project Fund, for a total Project design budget of \$380,080; approve a Design Professional Services Agreement with Sandis Civil Engineers Surveyors Planners for the Delaware Street Safe Routes to School Corridor Bicycle Improvements Project in the amount of \$290,980; establish a contingency reserve in the amount of \$29,100 for the agreement; and authorize the Public Works Director to execute the agreement in substantially the form presented and issue change orders within the contingency amount.

BACKGROUND:

In the City’s 2020 Bicycle Master Plan (Plan), Delaware Street is identified as a major north-south connector providing critical bicycle access to major connections and destinations, including Fiesta Gardens International School and George Hall Elementary School. The Plan recommends upgrading the existing Class II bike lanes to Class IV separated bike lanes on Delaware Street from 19th Avenue to 28th Avenue and upgrading the existing bicycle route to a bicycle boulevard on Delaware Street from 28th Avenue to Pacific Boulevard where they will connect with existing bicycle facilities southerly on Pacific Boulevard (Project). These new bicycle facilities on Delaware are necessary to create a low-stress corridor suitable for users of all ages serving, in particular, younger cyclists needing access to the nearby schools. A description of the various types of bicycle facilities described above is included in Attachment 3.

In April 2021, the California Transportation Commission awarded the City \$1,661,000 in Regional Active Transportation Program (ATP) grant funding to Project 46R022 Delaware Street Safe Routes to School Corridor Bike Improvements for design and construction of the bicycle facility upgrades described above on Delaware Street. Community outreach is also included in the Project scope, which will solicit feedback from the community regarding the proposed bicycle facilities and their connection to current or future bicycle facilities and engage with residents directly adjacent to the project to identify any impacts (i.e. parking), concerns or challenges with the Project’s implementation and work toward addressing those issues. The feedback received will help inform the Project design.

Of the overall grant fund amount (\$1,661,000), approximately \$260,000 is allocated for design and \$1.4M for construction. As the same segment of roadway on Delaware Street was planned to be resurfaced by the City Street Reconstruction Program in 2028, staff is looking to streamline the two (2) projects and leverage a smooth roadway surface for the proposed Class IV bike facility on Delaware Street. Therefore, it is proposed to transfer \$92,400 from project 467008 Citywide Street Reconstruction Package 1 to the 46R022 Delaware Street Safe Routes to School Corridor Bike

Improvement project, in order to accelerate the design of the resurfacing of this roadway segment in advance of the Class IV separated bike lane improvements. As a result, the total design cost including design contingency and staff cost is approximately \$380,080.

Sandis Civil Engineers Surveyors Planners (Sandis) was selected through a qualification process using a request for proposals (RFP) for professional engineering design services. The Project was advertised on September 7, 2023, and a total of five (5) proposals were received on October 12, 2023. Staff’s review of the proposals included an evaluation and scoring method based on each firm’s qualifications while taking into account the contract price proposed relative to the work to be performed. Staff reviewed the five proposals and selected Sandis based on their proposal. Sandis’s scope, schedule, and qualifications best align with the City’s needs. Therefore, staff recommends awarding an agreement to Sandis to perform the design services for this Project for an amount not to exceed \$290,980. A contingency reserve of \$29,100 (10% of the contract amount) is recommended to cover any unforeseen changes during the design process.

Because the Project is being completed with ATP grant funds, which have a “timely use of funds” requirement, the City is working toward completing the design for this Project by October 2024 to meet the construction fund allocation deadline requirement in early 2025. Grant funds for preliminary engineering (design) are limited to \$260,000, with a total Project design cost of approximately \$380,080. There is a Project deficit of \$28,000, when including the Project 467008 transfer of \$92,400. To cover this deficit, staff recommends an appropriation of \$28,000 from the City’s Measure A funds and a transfer of \$92,400 from the Citywide Street Reconstruction Package 1 Project. Please see Table 1. Design Cost Breakdown below for additional detail.

Table 1. Design Cost Breakdown

| PROJECT 46R022 DESIGN COST | |
|---|----------------------|
| Sandis Design Contract | \$ 290,980.00 |
| Sandis Design Contingency (10%) | \$ 29,100.00 |
| Staff Time | \$ 60,000.00 |
| [A] Total Design Cost | \$ 380,080.00 |
| PROJECT 46R022 DESIGN FUNDS | |
| ATP Cycle 6 Design Grant Funds | \$ 260,000.00 |
| Project 467008 Requested Transfer | \$ 92,400.00 |
| [B] Total Available Funds | \$ 352,400.00 |
| DEFICIENT DESIGN COST BALANCE [A] - [B]* | \$ 28,000.00 |

* rounded to the nearest thousandth

BUDGET IMPACT:

There are sufficient funds in the City’s Measure A funds and the Citywide Street Reconstruction Package 1 (467008) Project for the recommended appropriation in the amount of \$28,000 to cover increased design costs since the Project was initially estimated and budget transfer in the amount of \$92,400 to cover pavement rehabilitation design costs. With the supplemental funding from the appropriation and budget transfer, the Delaware Street Safe Routes to School Corridor (46r022) Project will have sufficient available budget to fully fund the agreement, contingency reserve, staff costs, and locally funded Project components.

ENVIRONMENTAL DETERMINATION:

This Project is categorically exempt from CEQA as an “existing facility,” because it consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. (CEQA Guidelines Section 15301.)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 – Proposed Resolution

Att 2 – Agreement

Att 3 – Bicycle Network Facilities

STAFF CONTACT

Sang Hee Cho, Associate Engineer

scho@cityofsanmateo.org

(650) 522-7348

Bethany Lopez, Senior Engineer

blopez@cityofsanmateo.org

(650) 522-7313