



CITY OF SAN MATEO

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Agenda Report

Agenda Number: 17

Section Name: {{section.name}}

Account Number: 10-4666

File ID: {{item.tracking_number}}

TO: City Council
FROM: Drew Corbett, City Manager
PREPARED BY: Public Works Department
MEETING DATE: September 19, 2022
SUBJECT:
San Mateo Complete Streets Plan – Appropriation and Agreement

RECOMMENDATION:

Adopt a Resolution to appropriate \$585,503 to the San Mateo Complete Streets Plan project with \$490,882 funded through a California Department of Transportation Sustainable Transportation Planning grant and \$94,621 from the City's Measure A funds; approve an agreement with Fehr & Peers for the San Mateo Complete Streets Plan project in the amount of \$489,975; establish a contingency reserve of \$60,000; and authorize the Public Works Director to execute the agreement in substantially the form presented and issue change orders within the contingency amount.

BACKGROUND:

The Public Works Department, Community Development Department, and the City Manager's Office jointly prepared a grant application in response to the California Department of Transportation (Caltrans) Sustainable Transportation Planning grant program fiscal year 2021-22 call for projects. The San Mateo Complete Streets Plan intends to complement the City's ongoing General Plan Update by creating an actionable transportation plan rooted in safety for all modes, resulting in policies, goals, and prioritized projects that are focused on improving mobility, equity, connectivity, and sustainability. The plan will combine existing transportation and related plans with a data-driven safety analysis to identify priority areas and projects in the city to implement a cohesive, safe transportation network for all users. Staff requested \$490,882 in grant funding, with a \$94,621 local match. Caltrans notified staff in June 2021 that the project had been awarded funding. City Council adopted a resolution in July 2021 accepting the grant funding and authorized the City Manager to execute the required funding agreement. Staff received Notice to Proceed with project work after completion of final documentation in December 2021.

On May 17, 2022, the Public Works Department issued a request for proposals (RFP) to select a qualified firm(s) to develop the San Mateo Complete Streets Plan. The City received proposals from three firms: Fehr & Peers, Toole Design Group, and TJKM. Staff evaluated the proposals based on each firm's understanding of the work involved, experience with similar work, quality of project team, and technical ability of key staff. Based on the evaluation of the proposals, staff interviewed the Fehr & Peers and Toole Design Group teams and found Fehr & Peers to be most qualified to complete the scope of work identified in the RFP. Staff recommends entering into an agreement with Fehr & Peers.

BUDGET IMPACT:

The San Mateo Complete Streets Plan project was not included in the fiscal year 2022-23 capital budget. With the appropriation of \$490,882 of Sustainable Communities grant funding from Caltrans and \$94,621 from the Measure A funding to fulfill the local match, this project will increase the fiscal year 2022-23 capital budget by a total of \$585,503. The agreement with contingency will utilize a total of \$549,975, and the \$35,528 remaining will be utilized for staff time charged to the project.

ENVIRONMENTAL DETERMINATION:

Approval of this agreement is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).) A CEQA document will be prepared for the San Mateo Complete Streets Plan upon completion.

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 – Proposed Resolution

Att 2 – Agreement

STAFF CONTACT

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