



PUBLIC WORKS DEPARTMENT

Council Meeting Date: April 1, 2008

Staff Report #: 08-042

Agenda Item #: D2

CONSENT: Adoption of a Resolution Authorizing a Budget Amendment in the Amount of \$35,000 from the General Fund Capital Improvement Program Fund for the Sidewalks on Santa Cruz Avenue Study, thereby Increasing the Total Project Budget from \$75,000 to \$110,000, and Authorization of the City Manager to Enter Into an Agreement in the Amount of \$76,270 with BKF Engineers to Perform the Sidewalks on Santa Cruz Avenue Study

RECOMMENDATION

Staff recommends that the City Council:

- 1) Adopt a resolution (see Attachment A) authorizing a budget amendment in the amount of \$35,000 from the General Fund Capital Improvement Program Fund for the Sidewalks on Santa Cruz Avenue Study, thereby increasing the total project budget from \$75,000 to \$110,000; and
- 2) Authorize the City Manager to enter into an agreement in the amount of \$76,270 with BKF Engineers to perform the Sidewalks on Santa Cruz Avenue Study.

BACKGROUND

As part of the Fiscal Year 2007-08 project priority-setting process, the City Council approved the Sidewalks on Santa Cruz Avenue Study. The study will identify areas where sidewalks should be installed for pedestrian safety between Olive Street and Johnson Street and develop preliminary designs.

In 2003, Rajappan and Meyer Consulting Engineers studied the overall streetscape of Santa Cruz Avenue from Oakdell Drive to University Drive. The purpose of that study was to “develop a long-term vision for adding sidewalks and street trees, while retaining bicycle lanes and travel lanes capable of handling the current traffic volumes.” The result was a recommendation for general improvements and for the next steps being the development of more detailed plans and an analysis of impacts.

The study now being recommended includes the development of more detailed sidewalk design alternatives including drainage impacts, potential parking impacts, and

landscape impacts between Olive Street and Johnson Street. The total budget approved for this study is \$75,000; of this, \$49,000 is allocated for consultant services and \$26,000 is allocated for staff time.

ANALYSIS

In preparation for conducting this study, staff issued a Request for Proposals to the City's five on-call engineering consultants. Four of the firms responded. Upon review of the proposals, staff concluded that the one submitted by BKF Engineers (BKF) best meets the City's needs. It provides staff with the desired level of supplemental service while being the most economical of the group.

The BKF proposal (at Attachment B) includes the following four tasks:

- Preparation of a detailed land survey.
- Development of an informational survey and an analysis of responses.
- Development of three general alternative conceptual schemes.
- Participation in four public meetings.

One of the principal objectives of the study is to involve the community in the planning and preliminary design process. At the start, an informational survey to identify the community's needs, desires, and concerns will be conducted and analyzed. A neighborhood meeting will then be held to gather further community input. At this meeting a detailed topographical survey will be available for identifying and discussing specific obstacles to particular sidewalk alignments.

Following this meeting, BKF will develop three draft conceptual designs. These draft concepts will be posted on the City's website and presented at another neighborhood meeting for community input. On the basis of feedback received, BKF will refine the conceptual designs accordingly. The refined designs, along with cost estimates, will then be presented to the Transportation Commission, which is expected to recommend a preferred design to the City Council.

It is anticipated that staff will present to the City Council the refined designs and the recommendations of the Commission in August. Should the Council select a preferred design and authorize the development of the detailed design at that time, construction documents can be available for soliciting construction bids by the end of 2008.

IMPACT ON CITY RESOURCES

Although BKF's proposal is the most economical of those submitted, the cost of the proposed agreement still exceeds the amount that was budgeted. The proposed cost is \$76,270; the amount budgeted is \$49,000 – a difference of \$27,270. In addition, staff recommends a contingency (\$7,730) of at least 10 percent for unforeseen issues that may arise during the project. Therefore, the original project budget needs to be increased by \$35,000, as follows:

Proposed contract cost	\$76,270
Current budget for contract services	- <u>\$46,000</u>
Shortfall in contract services budget	\$27,270
Shortfall in contract services budget	\$27,270
Proposed contingency	+ <u>\$ 7,730</u>
Recommended budget adjustment	\$35,000
Original total project budget	\$75,000
Recommended budget adjustment	+ <u>\$35,000</u>
Proposed new total project budget	\$110,000

POLICY ISSUES

This project is in line with the policies of the 1994 General Plan Circulation and Transportation Element. These policies seek to promote walking as a commute alternative and to maintain a circulation system that will provide for the safe movement of people.

ENVIRONMENTAL REVIEW

This study is not considered a project under the California Environmental Quality Act Guidelines.



Lawrence M. Johmann
Senior Civil Engineer



Charles Taylor
Transportation Manager

PUBLIC NOTICE: Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS: A. Resolution of the City Council of the City of Menlo Park that the Council Does hereby Appropriate \$35,000 from the General Fund Capital Improvement Program Fund for the Sidewalks on Santa Cruz Avenue Study, thereby Increasing the Total Project Budget from \$75,000 to \$110,000.

B. BKF Proposal

ATTACHMENT A

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AUTHORIZING A BUDGET AMENDMENT IN THE AMOUNT OF \$35,000 FROM THE
GENERAL FUND CAPITAL IMPROVEMENT PROGRAM FUND FOR THE
SIDEWALKS ON SANTA CRUZ AVENUE STUDY, THEREBY INCREASING THE
TOTAL PROJECT BUDGET FROM \$75,000 TO \$110,000**

The City Council of the City of Menlo Park, having considered and been fully advised in the matter and good cause appearing therefore,

BE IT AND IT IS HEREBY RESOLVED by the City Council of the City of Menlo Park that the Council does hereby appropriate \$35,000 from the General Fund Capital Improvement Program Fund for the Sidewalks on Santa Cruz Avenue Study, thereby increasing the total project budget from \$75,000 to \$110,000.

I, Sherry M. Kelly, Interim City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing resolution was duly and regularly passed and adopted at a meeting by said Council on April 1, 2008, by the following vote:

AYES: Council Members:

NOES: Council Members:

ABSENT: Council Members:

ABSTAIN: Council Members:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official Seal of said City on this _____ day of _____, 2008.

SHERRY M. KELLY, Interim City Clerk

EXHIBIT A-1

Scope of Work:

Task 1: Prepare a detailed land survey:

- City **right-of-way** and intersecting **parcel boundaries** based on record information.

We will complete a detailed land survey which accurately delineates both the City's right of way boundary along Santa Cruz Avenue between Olive Street and Johnson Street and the intersecting parcel boundaries along these limits.

We will complete this in the form of a Deed Composite Map. This map will be a compilation of available County Tax Assessor's information. This map will be based off of "Record" information and will be related to the ground using monuments located by our field efforts.

As part of this effort we have not budgeted for the complete resolution of boundaries (due to gaps, overlaps, parcel misclosure, etc.), setting of property corners or setting of view lines. The primary purpose of this map is to show the limits of the right of way boundary and set the framework for writing Legal Descriptions and Plats for property transfers should they become required.

This information will be in an AutoCAD format which will be directly transferable to GIS. We have not budgeted nor does this scope include the filing of a Record of Survey to document our work with the County.

- **Aerial photograph** to be used for presentation background.

We've assumed the aerial photograph can be tied to the currently available topographic file provided by the City. The intent of the aerial photograph is to provide sufficient detail for adjacent residents to identify their property and significant improvements.

- **Locate existing improvements** and significant trees and landscaping with elevations.

We will complete a detailed topographic survey to supplement the existing topographic survey. We will show existing improvements including: pavement striping, curbs, valley gutters, driveways, sidewalks, fences, utility poles, and trees within and immediately adjacent to the City's right of way. The survey will contain topographic elevation data for the purpose of determining drainage patterns and providing an accurate basis for designing future curb and gutter improvements.

The segments of Santa Cruz Avenue that have existing sidewalks will only be located in a manner to allow for conforming of future improvements. We plan on using conventional ground survey methods to supplement the

existing topographic survey. We have budgeted five (5) days of field time with related office time. Additional detail beyond this effort will be considered an extra service.

By using the existing survey, we will be able to deliver a work product which has the interpretive power and economy yielded by a photograph with the accuracies delivered by conventional ground survey.

We will deliver an ortho-rectified photograph which will aid in public meetings, planning and design of future improvements. The conventional ground survey will locate features obscured by vegetation and will be referenced to the photograph so they can be used independently or together. This deliverable will be GIS ready.

- Task 2:** Develop, distribute/market, and analyze, in conjunction with City staff, an informational survey of local residents to identify the community's desires and concerns.

An initial kick-off meeting with the City would establish the parameters for this project.

We will provide a survey in electronic format for the City's distribution (either web-based and/or hardcopy mailings). Survey to be designed through City input but suggested topics will include general respondent location and information on how they use the street, concerns and issues, etc. We will analyze and summarize the results of the survey in a report to the City.

- Task 3:** Prepare three general alternative concepts to develop cost estimates and impact to individual properties.

Alternatives would roughly be driven by the input from the community. For purposes of this proposal we will account for the following concepts:

One alternative would roughly follow the original concept presented in the 2003 report by Rajappan & Meyer as a consistent widening through the corridor.

A second alternative might be to address each block individually with an attempt to reduce the impact to the adjacent residents and their improvements which might encroach into the City's right of way.

A third alternative might suggest a meandering sidewalk along the frontage, perhaps within new easements, on a property-by-property basis. Our work related to this alternative would be to suggest a relatively consistent approach for a more easily constructible design and consistent aesthetic.

These alternatives would be presented in a format presentable to the public, the Transportation Commission, and the City Council. Diagrams and graphics would largely be engineering styled drawings without creative embellishments, however we would rely on Callander Associates for input

and review. Descriptive evaluations will also include tables as needed for easy comparison.

Conceptual-level engineer's opinion of construction cost would be provided with each alternative. These costs would include a preliminary list of general quantities for hardscape improvements and budgets for landscaping modifications.

Task 4: Participate in four public meetings and provide presentation materials related to the conceptual designs for discussion purposes.

One representative from BKF (either Mr. Mansfield or Mr. Haga) will attend four meetings to field any technical questions and comments related to the survey and civil design as well as support the City staff in presenting the project.

One representative from Callander Associates (Mr. Fletcher) will attend the two public meetings and City Council meeting to field any technical questions and comments related to landscaping and the community survey.

We assume the basis of this project scope would be conceptual in nature. Utility design modeling, for instance, is not included.

Additionally, we assume the product of these services is material for presenting this project to the public. Therefore, conceptual sketches are included as presentation-level drawings, not construction-level or bid-level documents.

Schedule For Work:

With an anticipated notice to proceed the day after City Council approval (4/1/08), we suggest the following schedule:

Notice To Proceed (NTP): 4/2/08

<u>Task:</u>	<u>Duration:</u>	<u>Goal:</u>
1. Land Surveying	2 weeks	4/16/08
2. Survey of Residents	2 weeks (1 week concurrent with land survey)	4/23/08
3. Develop Alternatives	3 days prior to community meetings and 1 week after community meetings; 2 weeks before Commission meeting	
4. Public Meetings (4)	Beginning one month after survey is distributed	5/27/08 6/10/08 7/9/08
City Council Review		8/5/08

Compensation and Payment:

BKF will provide the civil engineering and surveying services as described in the Tasks above, based on time and material, not to exceed basis, in the amount of:

<u>Task:</u>	<u>Fee:</u>
1. Record Boundary Survey	\$ 12,000
Topographic Survey	\$ 24,000
2. Survey of Residents	\$ 1,200
3. Develop Alternatives	\$ 9,600
Cost Estimates	\$ 2,400
Exhibits and report	\$ 7,300
4. Public Meetings (4)	\$ 3,200
Subtotal:	\$ 59,700
Reimbursables (budget 5%)	\$ 3,000
Subconsultant (Callander)	\$ 13,570
Total Fee:	\$ 76,270

Should additional tasks be required beyond the budgeted fee listed above, we will be happy to provide you with a proposal for additional services at that time. Additional services would be based on our fee schedule in effect at the time of providing the services. Our current fee schedule is attached, for your reference.