



STAFF REPORT

AGENDA NO: 8d

MEETING DATE: October 3, 2022

To: Honorable Mayor and City Council

Date: October 3, 2022

**From: Syed Murtuza, Director of Public Works – (650) 558-7230
Andrew Yang, Senior Transportation Engineer – (650) 558-7271**

Subject: Adoption of a Resolution Approving a \$168,546 Professional Services Agreement with W-Trans for the Murchison Drive, Trousdale Drive, and Davis Drive Bicycle Route Improvements Project, City Project No. 86500, and Authorizing the City Manager to Execute the Agreement

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution approving a professional services agreement with W-Trans for professional engineering services related to the Murchison Drive, Trousdale Drive, and Davis Drive Bicycle Route Improvements, City Project No. 86500, in the amount of \$168,546 and authorizing the City Manager to execute the agreement.

BACKGROUND

The City of Burlingame applied for the San Mateo County Transportation Development Act (TDA) Article 3 competitive grant program for the Murchison Drive, Trousdale Drive, and Davis Drive Bicycle Improvements Project. This project was identified from the established priority list included in the City's 2020 Bicycle and Pedestrian Master Plan (BPMP). The project scope consists of engineering design, including preparation of plans and specifications, and the construction of bicycle facilities along Murchison Drive, Trousdale Drive, and Davis Drive. The project aims to support Safe Routes to Schools, enhance connectivity, and improve safety and comfort for people of varying ages and abilities. The design concepts included in the BPMP will be further analyzed and vetted as part of the design process involving community outreach and feedback. The preliminary project cost is estimated to be \$1,000,000, and \$400,000 in TDA Article 3 grant funds were requested and subsequently approved by the C/CAG Board of Directors on April 14, 2022.

DISCUSSION

On July 6, 2022, staff issued a Request for Proposal to qualified engineering firms for the complete design of the Murchison Drive, Trousdale Drive, and Davis Drive Bicycle Route Improvements Project. Staff received two proposals—one from BKF Consulting and one from W-Trans. After a comprehensive review, the consulting firm of W-Trans was selected as the top-ranking firm because of their understanding of the overall project, project approach, and the quality of the proposal.

Staff negotiated the scope of professional services for the project with W-Trans in the amount of \$168,546. The following is a brief outline of the scope of professional design services, which is described in detail in Exhibit A of the Professional Services Agreement:

- Perform pre-design investigation, including relevant background documents and safety studies.
- Perform topographic survey to prepare project base map.
- Provide traffic analysis at the study intersections, including performing traffic counts and collecting collision data at project locations.
- Conduct community engagement, including two public meetings and a City Council meeting, developing concept plans, and 3D rendering exhibits.
- Obtain key stakeholder input along the project limits, including the hospital and schools.
- Prepare on-line survey to gather community input.
- Prepare 60% design deliverables, including coordination with the City, design plans at 60% completion, construction details, draft specification, and updated engineer's cost estimate.
- Prepare 95% design deliverables after incorporation of City comments. Deliverables include, design plans at 95% completion, bid schedule, updated specifications and engineer's cost estimate.
- Complete and submit 100% design, including addressing City comments, finalizing specifications, finalizing cost estimate, completing 100% contract documents, and performing a quality assurance and quality control review of the contract documents.
- Provide bidding assistance, including attending a pre-bid meeting, answering contractor questions, and preparing addenda.

The project construction is anticipated to begin in 2023 and be completed in 2024.

FISCAL IMPACT

The following are the estimated costs relative to the project development.

Consultant Design Services	\$168,546
Contingency (15%)	\$25,282
Engineering Design & Administration	\$16,172
Total	\$210,000

There are adequate funds available in the FY 2022-23 Streets Capital Improvement Program to complete the design of the project.

Exhibits:

- Resolution
- Professional Services Agreement
- Project Location Map