



STAFF REPORT

AGENDA NO: 9h

MEETING DATE: July 7, 2025

To: Honorable Mayor and City Council

Date: July 7, 2025

From: Neda Zayer, Community Development Director – (650) 558-7253
Ruben Hurin, Planning Manager

Subject: Adoption of a Resolution Authorizing the City Manager to Execute a \$110,000 Professional Services Agreement with Fehr and Peers to Develop a Citywide Transportation Demand Management (TDM) Strategic Plan

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution authorizing the City Manager to execute a \$110,000 Professional Services Agreement with Fehr and Peers to develop a Transportation Demand Management (TDM) Strategic Plan.

BACKGROUND / DISCUSSION

In April 2022, the San Mateo County Transportation Authority (SMCTA) issued a Call for Projects under the Alternative Congestion Relief and Transportation Demand Management Program. On June 20, 2022, the City Council adopted Resolution 071-2022 approving the submission of a \$100,000 grant application to prepare a Transport Demand Management Strategic Plan.

A TDM Strategic Plan would provide clear and consistent requirements and measures for new developments to reduce vehicle miles traveled, congestion, and greenhouse gas emissions from fossil-fueled vehicles. It could also identify opportunities for existing businesses to implement TDM measures, benefiting from efficiencies of scale with TDM measures such as community shuttles. The TDM Plan would provide a flexible and effective strategy for developments to reduce vehicle miles traveled and associated air pollutants.

In August 2022, SMCTA awarded the grant to the City of Burlingame, and a funding agreement with SMTCA has been executed. Through a formal Request for Proposals process, the City selected Fehr and Peers as the consultant to assist the City in the development of the TDM Strategic Plan. Staff is requesting the authorization of a professional services agreement with Fehr and Peers to perform the project.

FISCAL IMPACT

SMCTA awarded the City of Burlingame \$100,000 with the requirement of a 10% matching funds contribution. The \$10,000 matching funds from the City's General Fund was authorized by the City Council on June 20, 2022 (Resolution No. 071-2022).

Exhibits:

- Resolution
- Professional Services Agreement
- Scope of Work and Budget