



June 18, 2026

Richard Holtz
 Park Superintendent/City Arborist
 City of Burlingame
 rholtz@burlingame.org

**RE: ADDITIONAL CIVIL ENGINEERING SERVICES PROPOSAL
 BAYSIDE FIELDS PARKING LOT AND PATHS IMPROVEMENTS PROJECT
 CITY OF BURLINGAME, PARKS AND RECREATION DEPARTMENT**

Dear Mr. Holtz:

Freyer & Laureta, Inc. (F&L) is pleased to submit this additional services proposal to the City of Burlingame (City) to provide engineering design and surveying services for civil improvements for the Bayside Fields parking lot and paths improvements (Project).

Based on the site meeting on June 4th 2026, we understand that the City would like to add the design of a new parking lot area bounded by Airport Boulevard, the entrance of Bayside Park, and the City's wastewater treatment plant. Engineering improvements to the new parking lot are anticipated to include 1) installation of asphalt pavement surfaces, concrete curbs, wheel stops, and gutters as applicable; and 2) drainage improvements (including Low Impact Development) as required. The City has requested to widen the existing asphalt pathway along the north side of baseball field #1 and softball fields from the existing approximately 7-foot wide path to 10-foot wide. Engineering improvements to the walking path include 1) replacement of existing asphalt pedestrian path to 10-feett wide and 2) drainage improvements (including Low Impact Development) in select locations as required. The City has also requested for an updated assessment of the large triangular portion of the parking lot to incorporate additional parking stalls by removing the large existing mounded landscape planting area as well as incorporating parallel parking along the main park entrance roadway.

Scope of Design Services

This proposal includes the tasks described below.

Task 1: Surveying Services

Topographic surveys will be based on the NAVD88 Vertical Datum and the California State Plane Coordinate System horizontal control. We have included field topographic surveying on a weekday, so that the parking lot will be as empty as possible, as well as associated office work to prepare the AutoCAD Civil3D basemap files for design use.

Task 2: Expanded Civil Design Scope for Airport Blvd Parking Lot, Existing Parking Lot, and Path Improvements

F&L will prepare designs, details, and calculations as described below:

Headquarters

150 Executive Park Blvd, Ste 4200
 San Francisco, CA 94134
 (415) 534-7070

North Bay Office

505 San Marin Dr, Ste A220
 Novato, CA 94945
 (415) 534-7070

East Bay Office

1101 Marina Village Pkwy, Ste 104
 Alameda, CA 94501
 (510) 937-2310

South Bay Office

20863 Stevens Creek Blvd, Ste 275
 Cupertino, CA 95014
 (408) 516-1090

- Updated assessment of the large triangular portion of the parking lot and design to remove the large existing mounded landscaping planter to accommodate additional parking spaces and parallel parking spaces along the main park entrance roadway.
- Two existing eucalyptus trees along the side of the main entrance to Bayside Park will be shown to be removed on the construction demolition plans.
- Addition of a crosswalk within the existing parking lot, if deemed feasible, as shown on the attached City comments, and associated curb ramp if deemed feasible.
- The long pedestrian path and ball field #1 plaza area adjacent to Airport Boulevard will be designed to be repaved to 10 ft wide. We will call out the appropriate limits of the sawcut. Minor low points in the existing pavement surfaces will be shown to be regraded to better flow to nearby landscaping areas.
- Stormwater management calculations for the expanded site improvements areas per the Municipal Regional Stormwater NPDES permit Provision C.3.
- Stormwater treatment post-construction Best Management Practices (BMPs) designs for the expanded site improvement areas.
- Engineer's estimate for expanded scopes.
- Incorporate City comments pertaining to expanded scopes.
- Project management, team coordination, and miscellaneous exhibits.

Deliverables

Deliverables for the Project will be the plans, specifications, estimates, exhibits, and AutoCAD Civil3D files described above and in accordance with our professional civil engineering practice.

Deliverable phases included in this proposal are listed below:

- Updated Design Development Drawings
- 90% Construction Documents
- Draft Bid Package
- Final Bid Package

Assumptions and Exclusions

We have made the following assumptions for the preparation of this proposal:

- City of Burlingame to provide tree protection measures for inclusion in the bid package.
- Streetlighting design and electrical improvements are not included for the new parking lot area and the pedestrian path improvements north of Field #1 and softball fields.
- Design for irrigation of the bioretention area is not included. As discussed, we understand the City will either install the irrigation themselves, or provide a materials list to F&L for inclusion in the bid package.
- Plants for the bioretention area will either be planted by the City, or the City will provide F&L with a list of plants for inclusion in the bid package.
- Assumptions and exclusions listed in our base agreement remain in effect.

- This proposal is limited to the services that are specifically described above. Additional services requested that are not in the scope of work can be provided for agreed-upon additional fees.

Time of Performance

F&L will work with the City to prepare the construction documents for contractor bidding in accordance with the City's desired construction schedule. We anticipate the design of this project will be completed within a 12-month period following notice to proceed (NTP), with an approximate design completion date of June 2027.

Proposed Fee Schedule

Please refer to Table 1 (attached) for the detailed fee breakdown for these design services. A summary is shown below.

Design Fees

Task Number	Description	Fee
1	Topographic Surveying Services and Basemap Preparation	\$9,900
2	Expanded Civil Design Scope for Airport Blvd Parking Lot, Existing Parking Lot, and Path Improvements	\$38,200
	Total	\$48,100

Thank you for the opportunity to submit this proposal. We look forward to continued collaboration with you and the rest of the team on this project. Please call us at (415) 534-7070 with any questions regarding our proposal.

Very truly yours,

FREYER & LAURETA, INC.



Joshua R. Kimbrell, P.E., QSD/P, LEED Green Associate

Vice President

(415) 534-7070 Ext. 108 (O) | (808) 779-5988 (M)

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Attachments

1. Table 1 – Fee Estimate
2. Expanded Scope exhibits (comments from City)

FEE ESTIMATE:

BAYSIDE FIELDS PARKING LOT AND PATHS IMPROVEMENT PROJECT

City of Burlingame, Additional Civil Engineering Services

PREPARED BY:

FREYER & LAURETA, INC.

Task Hours	Principal	Associate Engineer	Staff Engineer II	Subconsultant Costs		Total Cost per Task
				Unit Cost	Markup 8%	
Task 1: Additional Topographic Surveying Services						
Perform topographic surveying onsite				\$7,500	\$600	\$8,100
Prepare AutoCAD Civil 3D basemap		1	6			\$1,300
Project management	1	1				\$520
Task Subtotal:	1	2	6			\$9,900
Task 2: Expanded Civil Design Scope for Airport Blvd Parking Lot, Existing Parking Lot, and Path Improvements						
Attend site meeting with City staff	1	1				\$520
Stormwater management calculations and drainage calculations	1	2	16			\$3,620
Additional design for Airport Blvd parking lot including low impact development	2	16	40			\$11,320
Additional design for vehicle access road/path including low impact development	2	8	24			\$6,680
Additional design for expanded scopes on existing parking lot and paths per City comments including low impact development	2	8	40			\$9,560
Engineer's estimate for expanded scopes	1	2	12			\$2,900
Incorporate City comments pertaining to expanded scopes	1	2	8			\$2,180
Project management, team coordination, and misc exhibits	2	2	2			\$1,400
Task Subtotal:	10	38	126	\$0		\$38,200
FEE ESTIMATE TOTAL:					\$48,100	
F&L Hourly Rates (2026)	\$300	\$220	\$180			

Notes:

1. Not all staff positions are listed. Other staff positions may be utilized and will be billed at hourly rates according to F&L's 2026 Rate Schedule. The Not to Exceed Budget will remain the same.
2. Breakdown by task is for estimating purposes only. Level of effort between tasks may vary.
3. Total and Subtotals are rounded to nearest \$100.
4. Subconsultant fees include 8% markup.

