



STAFF REPORT

AGENDA NO: 9n

MEETING DATE: August 17, 2026

To: Honorable Mayor and City Council

Date: August 17, 2026

From: Margaret Glomstad, Parks and Recreation Director – (650) 558-7307
Richard Holtz, Parks Superintendent / City Arborist – (650) 558-7333

Subject: Adoption of a Resolution Authorizing the City Manager to Execute Amendment No. 1 to the Professional Services Agreement with Freyer & Laureta, Inc. to Provide Engineering and Related Services for the Design Development and Construction Document Plans for the Bayside Fields Parking Lot and Pathway Improvements, City Project No. 86080, to Increase the Not-to-Exceed Amount by \$48,100, for a New Not-to-Exceed Amount of \$122,100, and to Extend the Term of the Agreement

RECOMMENDATION

Staff recommends that the City Council adopt the attached Resolution authorizing the City Manager to execute Amendment No. 1 to the Professional Services Agreement with Freyer & Laureta, Inc. (FL) to provide engineering and related services for the design development and construction document plans for the Bayside Fields parking lot and pathway improvements, City Project No. 86080, to increase the not-to-exceed amount by \$48,100, for a new not-to-exceed amount of \$122,100, and to extend the contract term to March 31, 2027.

BACKGROUND

Bayside Fields is a highly utilized City facility. In 2021, the parking lot was identified as a facility to include EV charging for the public when re-paving of the facility parking lot was planned. FL developed conceptual plans in 2022 that included EV charging stations and recommended paving improvements. The cost of these services was \$55,063.25. The project was put on hold pending a City study of EV charging stations and funding.

The City spent an additional \$15,977.50 in 2023 to further research electrical engineering options for EV charging stations. Currently, the City is in contract to finalize plans and construction documents for civil engineering for paving and pedestrian improvements as well as electrical engineering for the proposed EV charging stations and lighting. The cost of this work is not to exceed \$74,000.

After further consultation with Public Works and facility user groups, additional paving needs outside of the original scope have been identified. These include:

- Accessibility paving on the pedestrian path at Bayside Fields that parallels Airport Boulevard

- Additional parking inside the Bayside Fields parking lot
- Additional paving along Airport Boulevard adjacent to the Wastewater Treatment Plant
- Bioretention areas
- Pedestrian access improvements

The engineering costs associated with this additional work are estimated at \$48,100.

DISCUSSION

The contract amendment includes design and engineering to improve parking and accessibility for patrons of Bayside Fields and the Bay Trail. When the park is being used for multiple games, there is not enough parking for park users. Visitors are often left parking informally along Airport Boulevard. This contract amendment allows for the creation of 20 additional parking spaces and creates a pathway for Bayside Fields visitors to safely access Airport Boulevard. Most visitors currently walk in the vehicular exit lane to get to Airport Boulevard.

The amendment also allows the engineering and design of repairs for a much-needed pedestrian pathway. The original pathway requires repairs and expansion. Much of the pathway was damaged during storm mitigation of failed trees in 2023. Combining this repair with the proposed parking lot and accessibility improvements allows for potential cost savings in overhead and mobilization.

Because additional time may be needed to complete this added scope, the amendment also includes an extended contract termination date of March 31, 2027.

FL has been a reliable partner to the Burlingame Parks and Recreation and Public Works Departments. They have proven knowledgeable, timely, and able to deliver a quality product that is tailored to the City's needs. The \$48,100 cost of the proposed contract amendment brings the total contract amount to \$122,100, requiring City Council approval.

Staff plans to return to Council in the spring of 2027 for funding approval of the project, which will be installed in late 2027.

FISCAL IMPACT

The funds available in the Capital Improvement Program for this project are adequate to complete the engineering and design phase of the project, including construction documents.

Exhibits:

- Resolution
- Professional Services Agreement with FL
- Additional Service Proposal from FL
- Draft Amendment No. 1 with FL