



STAFF REPORT

AGENDA NO: 9b

MEETING DATE: November 17, 2025

To: Honorable Mayor and City Council

Date: November 17, 2025

**From: Syed Murtuza, Director of Public Works – (650) 558-7230
Weizhi Cheng, Senior Civil Engineer – (650) 558-7258**

Subject: Adoption of a Resolution Awarding a \$338,520 Construction Contract to Telstar Instruments for the Trousdale Pump Station Variable Frequency Drive Replacement, City Project No. 85800, and Authorizing the City Manager to Execute the Construction Contract

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution awarding a construction contract to Telstar Instruments for the Trousdale Pump Station Variable Frequency Drive (VFD) Replacement, City Project No. 85800, in the amount of \$338,520, and authorizing the City Manager to execute the construction contract.

BACKGROUND

The City Council authorized funding in the Capital Improvement Program to replace the aging and malfunctioning variable frequency drives (VFDs) at the Trousdale Pump Station, located at 2501 Trousdale Drive. Constructed in 2009, the Trousdale Pump Station feeds potable water level to Mills Reservoir, the City's second-largest water reservoir. The existing VFDs are near the end of their useful life and are at risk of potential failure, which could compromise the reliability of the pump station and impact the City's ability to supply water to properties located at higher elevations in the Hillside area.

This project includes replacing four VFDs serving the booster pumps with reduced voltage soft starters (RVSS). The work will also involve electrical and instrumentation control modifications to the existing pump station's remote terminal unit (RTU), which houses the controller and communications equipment. The new RVSS units will enhance the operation and maintenance of the pump station, ensuring long-term water service reliability to the Burlingame Hills.

DISCUSSION

The project was advertised for bids on August 26, 2025, and the sealed bids were opened on September 30, 2025. The City received five bids ranging from \$315,303 to \$411,539. Laurel Agriculture & Water LLC was the apparent low bidder with its bid amount of \$315,303. After careful review of their submitted documentation, however, their bid was determined to be non-responsive

due to the contractor not meeting the qualification and subcontractor requirements. Telstar Instruments is the lowest responsible bidder with its bid amount of \$338,520, which is approximately ten percent lower than the engineer's estimate of \$376,000. Staff has reviewed Telstar Instruments' proposal and found that the contractor has met all the project requirements and has a past history of performing similar work successfully for the City of Burlingame and other jurisdictions within the Bay Area.

As a result, staff recommends that the City Council award the project to Telstar Instruments and authorize the City Manager to execute the construction contract. Staff also recommends that the City Council authorize a 15% construction contingency budget to address unforeseen conditions.

The project is anticipated to start in January 2026 and be completed by January 2028.

FISCAL IMPACT

Estimated Project Expenditures:

The following are the estimated project construction expenditures:

Construction Contract	\$338,520
Construction Management and Inspection	\$32,000
Construction Contingencies (15%)	\$56,000
Engineering Services During Construction	\$53,000
Engineering Administration and Staff Time	\$20,480
Total	\$500,000

Funding Availability:

The City Council previously approved the project as part of the City's Capital Improvement Program (CIP). Sufficient funds are available in the CIP to complete the project.

Exhibits:

- Resolution
- Bid Summary
- Construction Contract
- Project Location Map