



STAFF REPORT

AGENDA NO: 9d

MEETING DATE: July 6, 2026

To: Honorable Mayor and City Council

Date: July 6, 2026

**From: Chris Lamm, Director of Public Works – (650) 558-7230
Rick Horne, Streets, Storm Drains, and Sewer Division Manager
– (650) 558-7679**

Subject: Adoption of Resolutions Awarding a \$996,364 Construction Contract for a Period of Three Years to Brannon Corporation for the FY 2026-2029 Creek and Channel Cleaning Project and Approving a \$247,171 Professional Services Agreement for a Period of Three Years with WRA, Inc. for Environmental Permitting, Biological Monitoring, and Reporting Services Related to the Project

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolutions as follows:

- (1) Award a construction contract to Brannon Corporation for the FY 2026-2029 Creek and Channel Cleaning Project in the amount of \$996,364 for a three-year period and authorize the City Manager to execute the contract; and
- (2) Approve a professional services agreement with WRA, Inc. in the amount of \$247,171 for a three-year period for environmental permitting, biological monitoring, and reporting services related to the project, and authorize the City Manager to execute the same.

BACKGROUND

The City of Burlingame's seven major watersheds (Burlingame Creek, Sanchez Creek, Easton Creek, Mills Creek, El Portal/Trousdale Creek, Terrace Creek, and Ralston Creek) convey stormwater from the hills to the San Francisco Bay. The seven creeks provide over 11 miles of natural drainage system. Segments of these creeks and channels are City-owned and maintained. Creek and channel maintenance occurs annually and includes weed cutting, tree trimming, sediment removal, hauling, and disposal of debris. Annual creek and channel cleanings help ensure these critical natural stormwater conveyance systems flow unobstructed to the San Francisco Bay. These natural storm drains provide a habitat for wildlife, improve water quality in the Bay, and provide a multitude of aesthetic benefits. Creek and channel cleaning activities are highly regulated by various regulatory agencies, such as the California Department of Fish and Wildlife (CDFW), U.S. Army Corps of Engineers (Corps), and the Regional Water Quality Control Board (RWQCB)

to ensure that wildlife and water quality are preserved during cleaning activities. All non-foliage debris and trash (cans, bottles, wood, tires, etc.) are to be removed from the easements.

Regulatory compliance requirements, permitting, and strict timeframes for creek and channel activities have compounded the need to establish multi-year contracts to ensure construction and professional services are ready and available to work when called upon.

DISCUSSION

Construction Contract

On May 28, 2026, the City issued a Notice to Bidders for qualified contractors to perform creek and channel cleaning at various site locations for three years under the supervision of an appointed biologist in compliance with a CDFW permit and approved work plan. The notice was advertised online, published in a local newspaper of general circulation for bid solicitation, and sent to various plan rooms in the Bay Area.

The City received one sealed bid, which was opened on June 16, 2026. Brannon Corporation submitted the sole bid in the amount of \$996,364 and is the lowest responsible and responsive bidder. Staff has reviewed Brannon Corporation's bid proposal and finds that the contractor has met all the project requirements and has a history of successfully performing similar work for the City of Burlingame, City of Sunnyvale, City of Daly City, and City of Emeryville. As a result, staff recommends that the City Council award the project to Brannon Corporation.

Professional Services Agreement

WRA, Inc. has been selected as the most qualified firm to provide professional services related to environmental permitting, biological monitoring, and reporting services. WRA, Inc. has extensive experience in environmental permitting, biological monitoring, and reporting services for various local public agencies and has completed similar projects for the City in the past. Staff has negotiated the attached professional services agreement with WRA, Inc. in the amount of \$247,171, for the following scope of professional services for a period of three years.

- Coordinate monthly meetings with City staff to provide updates on regulatory compliance.
- Track permit requirements across various regulatory agencies, such as the California Department of Fish and Wildlife (CDFW), U.S. Army Corps of Engineers (Corps), and Regional Water Quality Control Board (RWQCB).
- Provide advanced notification of proposed work, prepare annual work plans, and submit documentation accordingly to CDFW, Corps, and RWQCB.
- Prepare pre-construction surveys and reports including photographic pre-construction records of the site locations.
- Implement a Worker Environmental Education Program (WEAP) per permit requirements, to inform project staff how to identify protected species, sensitive habitats, and corresponding procedures.
- Conduct biological monitoring including daily inspections during construction and prepare corresponding reports.
- Provide construction support services, such as reviewing contractor's work during the construction phase to ensure permit compliance, preparing field reports, and responding to

requests for information.

- Prepare an annual as-built and construction completion report per RWQCB requirement.
- Conduct annual monitoring and reporting of temporarily impacted areas per RWQCB requirement.

Project construction is anticipated to begin in September 2026 per permit requirements.

FISCAL IMPACT

Estimated Project Expenditures:

The following are the estimated project expenditures of the Creek and Channel Clearing Project including professional services work for a period of three years.

Total Project Costs (Years 1-3)	
Construction	\$996,364
Professional Services - Environmental Permitting, Biological Monitoring, and Reporting Services	\$247,171
Total	\$1,243,535

<u>Year 1 Costs</u>	
Construction	\$276,114
Professional Services - Environmental Permitting, Biological Monitoring, and Reporting Services	\$82,391
Total	\$358,505

<u>Year 2 Costs</u>	
Construction	\$405,050
Professional Services - Environmental Permitting, Biological Monitoring, and Reporting Services	\$82,390
Total	\$487,440

<u>Year 3 Costs</u>	
Construction	\$315,200
Professional Services - Environmental Permitting, Biological Monitoring, and Reporting Services	\$82,390
Total	\$397,590

Funding Availability:

There are adequate funds available in the Public Works Department’s FY2026-27 General Fund Operating Budget and Capital Improvements Program to cover the first year’s project costs as follows:

Department of Public Works Operating Budget	\$200,000
CIP 328-86370 – Clearing Vegetation to Improve Capacities	\$158,505
Total	\$358,505

Funding for work in the following two years will be programmed into future years' budgets.

Exhibits:

- Resolution Awarding Construction Contract
- Resolution Approving Professional Services Agreement
- Bid Summary
- Creek and Channel Cleaning Contract
- Brannon Corporation Proposal
- Professional Services Agreement (Including Exhibit A - WRA, Inc. Proposal)
- Site Locations
- Representative Photos