

**AGREEMENT FOR PROFESSIONAL DESIGN SERVICES
WITH CSWST2
FOR THE OLD BAYSHORE HIGHWAY STREETScape PROJECT**

CITY PROJECT NO. 85221

THIS AGREEMENT is entered into this _____ day of _____, 2026, by and between the City of Burlingame, State of California, herein called the "City", and **CSWST2** engaged in providing **Professional Design Services** herein called the "Consultant".

RECITALS

- A. The City is considering for consultant to provide professional design services to assist the City with the Old Bayshore Highway Streetscape Project (Project), City Project No. 85221.
- B. The City desires to engage a professional consultant to provide assistance with design and preparation of construction documents because of Consultant's experience and qualifications to perform the desired work, described in Exhibit A.
- C. The Consultant represents and affirms that it is qualified and willing to perform the desired work pursuant to this Agreement.

AGREEMENTS

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

- 1. Scope of Services. The Consultant shall provide professional design services as detailed in "Scope of Services" of the attached Exhibit A of this agreement.
- 2. Time of Performance. The services of the Consultant are to commence upon the execution of this Agreement with completion of all work by June 30, 2029.
- 3. Compliance with Laws. The Consultant shall comply with all applicable laws, codes, ordinances, and regulations of governing federal, state and local laws. Consultant represents and warrants to City that it has all licenses, permits, qualifications and approvals of whatsoever nature which are legally required for Consultant to practice its profession. Consultant represents and warrants to City that Consultant shall, at its sole cost and expense, keep in effect or obtain at all

times during the term of this Agreement any licenses, permits, and approvals which are legally required for Consultant to practice its profession. Consultant shall maintain a City of Burlingame business license.

4. Sole Responsibility. Consultant shall be responsible for employing or engaging all persons necessary to perform the services under this Agreement.
5. Information/Report Handling. All documents furnished to Consultant by the City and all reports and supportive data prepared by the Consultant under this Agreement are the City's property and shall be delivered to the City upon the completion of Consultant's services or at the City's written request. All reports, information, data, and exhibits prepared or assembled by Consultant in connection with the performance of its services pursuant to this Agreement are confidential until released by the City to the public, and the Consultant shall not make any of these documents or information available to any individual or organization not employed by the Consultant or the City without the written consent of the City before such release. The City acknowledges that the reports to be prepared by the Consultant pursuant to this Agreement are for the purpose of evaluating a defined project, and City's use of the information contained in the reports prepared by the Consultant in connection with other projects shall be solely at City's risk, unless Consultant expressly consents to such use in writing. City further agrees that it will not appropriate any methodology or technique of Consultant which is and has been confirmed in writing by Consultant to be a trade secret of Consultant.
6. Compensation. Compensation for Consultant's professional design services shall not exceed \$2,004,650.00; and payment shall be based upon City approval of each task.

Billing shall include current period and cumulative expenditures to date and shall be accompanied by a detailed explanation of the work performed by whom at what rate and on what date. Also, plans, specifications, documents or other pertinent materials shall be submitted for City review, even if only in partial or draft form.

7. Availability of Records. Consultant shall maintain the records supporting this billing for not less than three (3) years following completion of the work under this Agreement. Consultant shall make these records available to authorized personnel of the City at the Consultant's offices during business hours upon written request of the City.

8. Project Manager. The Project Manager for the Consultant for the work under this Agreement shall be Martin Quan, Senior Civil Engineer.
9. Assignability and Subcontracting. The services to be performed under this Agreement are unique and personal to the Consultant. No portion of these services shall be assigned or subcontracted without the written consent of the City.
10. Notices. Any notice required to be given shall be deemed to be duly and properly given if mailed postage prepaid, and addressed to:

To City: Martin Quan, Senior Civil Engineer
 City of Burlingame
 501 Primrose Road
 Burlingame, CA 94010

To Consultant: Julia Harberson, Project Manager
 CSWST2
 303 Twin Dolphin Redwood Shores, 6th Floor
 Redwood City, CA 94065

or personally delivered to Consultant to such address or such other address as Consultant designates in writing to City.

11. Independent Contractor. It is understood that the Consultant, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and not an agent or employee of the City. As an independent contractor he/she shall not obtain any rights to retirement benefits or other benefits which accrue to City employee(s). With prior written consent, the Consultant may perform some obligations under this Agreement by subcontracting, but may not delegate ultimate responsibility for performance or assign or transfer interests under this Agreement.

Consultant agrees to testify in any litigation brought regarding the subject of the work to be performed under this Agreement. Consultant shall be compensated for its costs and expenses in preparing for, traveling to, and testifying in such matters at its then current hourly rates of compensation, unless such litigation is brought by Consultant or is based on allegations of Consultant's negligent performance or wrongdoing.

12. Conflict of Interest. Consultant understands that its professional responsibilities is solely to the City. The Consultant has and shall not obtain any holding or interest within the City of Burlingame. Consultant has no business holdings or agreements with any individual member of the Staff or management of the City or its representatives nor shall it enter into any such holdings or agreements. In addition, Consultant warrants that it does not presently and shall not acquire any direct or indirect interest adverse to those of the City in the subject of this Agreement, and it shall immediately disassociate itself from such an interest should it discover it has done so and shall, at the City's sole discretion, divest itself of such interest. Consultant shall not knowingly and shall take reasonable steps to ensure that it does not employ a person having such an interest in this performance of this Agreement. If after employment of a person, Consultant discovers it has employed a person with a direct or indirect interest that would conflict with its performance of this Agreement, Consultant shall promptly notify City of this employment relationship, and shall, at the City's sole discretion, sever any such employment relationship.

13. Equal Employment Opportunity. Consultant warrants that it is an equal opportunity employer and shall comply with applicable regulations governing equal employment opportunity. Neither Consultant nor its subcontractors do and neither shall discriminate against persons employed or seeking employment with them on the basis of age, sex, color, race, marital status, sexual orientation, ancestry, physical or mental disability, national origin, religion, or medical condition, unless based upon a bona fide occupational qualification pursuant to the California Fair Employment & Housing Act.

14. Insurance.
 - A. Minimum Scope of Insurance:
 - i. Consultant agrees to have and maintain, for the duration of the contract, General Liability insurance policies insuring him/her and his/her firm to an amount not less than: One million dollars (\$1,000,000) combined single limit per occurrence and two million dollars (\$2,000,000) aggregate for bodily injury, personal injury and property damage in a form at least as broad as ISO Occurrence Form CG 0001.
 - ii. Consultant agrees to have and maintain for the duration of the contract, an Automobile Liability insurance policy ensuring him/her

and his/her staff to an amount not less than one million dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.

- iii. Consultant agrees to have and maintain, for the duration of the contract, professional liability insurance in amounts not less than two million dollars (\$2,000,000) each claim/aggregate sufficient to insure Consultant for professional errors or omissions in the performance of the particular scope of work under this agreement.
- iv. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

B. General and Automobile Liability Policies:

- i. The City, its officers, officials, employees and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of Consultant, premises owned or used by the Consultant. The endorsement providing this additional insured coverage shall be equal to or broader than ISO Form CG 20 10 11 85 and must cover joint negligence, completed operations, and the acts of subcontractors. This requirement does not apply to the professional liability insurance required for professional errors and omissions.
- ii. The Consultant's insurance coverage shall be endorsed to be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurances maintained by the City, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

- iii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, officials, employees or volunteers.
 - iv. The Consultant's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- C. Workers' Compensation and Employers Liability Coverage:
- i. In addition to these policies, Consultant shall have and maintain Workers' Compensation insurance as required by California law. Further, Consultant shall ensure that all subcontractors employed by Consultant provide the required Workers' Compensation insurance for their respective employees.
 - ii. The insurer shall agree to waive all rights of subrogation against the City of Burlingame, its officers, officials, employees, or volunteers for losses arising from work performed by the Company for the City of Burlingame.
- D. All Coverages: Each insurance policy required in this item shall be endorsed to state that coverage shall not be canceled except after thirty (30) days' prior written notice by mail, has been given to the City (10 days for non-payment of premium). Current certification of such insurance shall be kept on file at all times during the term of this agreement with the City Clerk.
- E. Acceptability of Insurers: Insurance is to be placed with insurers with a Best's rating of no less than A:VII and authorized to do business in the State of California.
- F. Verification of Coverage: Upon execution of this Agreement, Contractor shall furnish the City with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be on forms approved by the City. All certificates and endorsements are to be received and approved by the City before any work commences. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

15. Indemnification. To the fullest extent permitted by law, Consultant shall save, keep and hold harmless indemnify and defend the City, its officers, employees, authorized agents and volunteers from all damages, liabilities, penalties, costs, or expenses in law or equity, including but not limited to attorneys' fees, that may at any time arise, result from, relate to, or be set up because of damages to property or personal injury received by reason of, or in the course of performing work which arise out of, pertain to, or relate to, directly or indirectly, in whole or in part, the negligence, recklessness, or willful misconduct of Consultant, or any of the Consultant's officers, employees, or agents or any subconsultant. This provision shall not apply if the damage or injury is caused by the sole negligence, active negligence, or willful misconduct of the City, its officers, agents, employees, or volunteers.
16. Waiver. No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder, nor does waiver of a breach or default under this Agreement constitute a continuing waiver of a subsequent breach of the same or any other provision of this Agreement.
17. Governing Law. This Agreement, regardless of where executed, shall be governed by and construed under the laws of the State of California. Venue for any action regarding this Agreement shall be in the Superior Court of the County of San Mateo.
18. Termination of Agreement. The City and the Consultant shall have the right to terminate this agreement with or without cause by giving not less than fifteen (15) days written notice of termination. In the event of termination, the Consultant shall deliver to the City all plans, files, documents, reports, performed to date by the Consultant. In the event of such termination, City shall pay Consultant an amount that bears the same ratio to the maximum contract price as the work delivered to the City bears to completed services contemplated under this Agreement, unless such termination is made for cause, in which event, compensation, if any, shall be adjusted in light of the particular facts and circumstances involved in such termination.
19. Amendment. No modification, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and signed by the City and the Consultant.

20. Entire Agreement. This Agreement constitutes the complete and exclusive statement of the Agreement between the City and Consultant. No terms, conditions, understandings or agreements purporting to modify or vary this Agreement, unless hereafter made in writing and signed by the party to be bound, shall be binding on either party.

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the date indicated on page one (1).

City of Burlingame

“Consultant”

By _____
Lisa K. Goldman
City Manager

CSWST2
Print Name: Robert Stevens
Title: President & Principal in Charge

Approved as to form:

City Attorney – Michael Guina

ATTEST:

City Clerk - Meaghan Hassel-Shearer



City of Burlingame

Old Bayshore Highway Streetscape Project

COST PROPOSAL

CITY PROJECT NO. 85221

MARCH 20, 2026



March 20, 2026

City of Burlingame
Public Works/Engineering Division
501 Primrose Road
Burlingame, CA 94010

Cost Proposal for Old Bayshore Highway Streetscape Project (City Project No. 85221)

Dear Selection Committee:

CSWST2 submits the enclosed proposed compensation and work plan to support the Old Bayshore Highway Streetscape Project. Our proposed budget reflects the scope of work and level of effort required to deliver a coordinated, high-quality design in alignment with the City's goals and schedule.

Sincerely,

CSWST2



Robert Stevens, PE, TE
President & Principal in Charge



Julia Harberson, PE, LEED AP
Project Manager

Work Plan

From our experience delivering multimodal corridors and complete streets projects throughout the Bay Area, we have developed the following work plan to prepare construction documents for the Old Bayshore Highway Streetscape Project between Airport Boulevard and the Millbrae City Limit.

Task 1: Preliminary Design

In this initial phase, our team will collaborate with staff, community members, and stakeholders to understand the opportunities and constraints guiding the development of complete streets enhancements along Old Bayshore Highway between Airport Boulevard and the Millbrae City Limit. We will gather existing information for Old Bayshore Highway and validate the design to ensure it is consistent with the budget and the community's expectations.

1.1 PROJECT KICKOFF. Key members of our team will host a meeting with City staff and stakeholders to review project goals, past work completed, and the development schedule.

1.2 PROJECT MANAGEMENT PLAN. We will prepare a written project management plan that will guide the design of Old Bayshore Highway. This initial document will become the basis of the design. In the first version, we will focus on outreach, budget, and the quality management plan that will include the following:

A. Project Budget. We will align the various funding sources with the various project elements to determine if there is adequate funding available to construct the project as proposed. If there is a deficit, we will offer value engineering strategies and/ or offer options for external funding.

B. Quality Management Approach. An independent team member will review our documents prior to submittal to the City. Our approach includes documentation of existing conditions, geometrics, drainage, utility clearance, electrical, special provisions, bike and pedestrian safety, cost control, and con-

structability. As part of the QA/QC process, reviews will be conducted of the 65%, 95%, and 100% PS&E submittals in parallel with the City review process. The QA/QC reviews will be focused on organization, clarity, and completeness of the PS&E.

1.3 COMMUNITY ENGAGEMENT PLAN. We will prepare an engagement plan that includes project messaging, stakeholders, outreach and engagement tools, and a schedule of activities. The plan will build on lessons learned from previous outreach efforts to integrate the lived expertise of the communities that live, work, attend school, and travel along the Old Bayshore Highway corridor. We recognize that meaningful participation in this project will require that a diverse cross-section of people are aware of the project and take advantage of opportunities to provide input. The strategy will utilize multiple platforms to reach out to and engage the community, including online platforms, printed mailers and flyers, focused conversations with stakeholder groups, community gatherings and meetings, and social and cultural networks. All communication materials and outreach efforts will be accessible in English and Spanish.

1.4 DATA COLLECTION AND FIELD REVIEW. To support the planning effort and refine the extent of technical studies required, our team will complete the following:

A. Data Collection. The team will collect and review documents associated with the following topics:

- Old Bayshore HWY + Bay Trail Feasibility Study (June 2022)
- Bicycle and Pedestrian Master Plan (2020)
- Envisioning Burlingame General Plan (2019)
- Burlingame Vision Zero Action Plan
- Burlingame Shoreline Master Plan (In development)
- Signal timing cards for the five existing signalized intersections along the corridor.
- 7-day tube counts at two locations to collect vehicle volume, classification, and speed.

- Multimodal intersection turning movement counts for two hours of midweek AM Peak, midweek PM peak, and weekend midday peak at five to eight intersections:

- **CORE SCOPE:**

- Broadway (Signalized)
- US 101 NB Ramps (Signalized)
- Mahler Rd (Signalized)
- Stanton Rd (Signalized)
- Mitten Rd (Signalized)

- **SUPPLEMENTAL:**

- Hinckley Road (Side-Street Stop)
- Malcom Road (Side-Street Stop)
- Cowan Road (Side-Street Stop)
- Crash history from the last five years of available data.
- Existing traffic, parking, and collision data
- As-built drawings
- Existing utility records
- Property Boundary and easement information from the City and Caltrans.

B. Field Review. We will perform a site walk with City Staff to review the existing conditions and traffic patterns.

C. Planning and Development. We will meet with the Planning Department to understand potential future developments that could necessitate changes to Old Bayshore Highway. This will include integrating the concepts of development in the City and other planning documents related to policies that support development.

D. Traffic Data. Fehr & Peers will conduct an evaluation of existing traffic data to support modifications to Old Bayshore Highway. This will include a quantitative assessment of crash data and speed data to identify the safety challenges along the corridor. We will also evaluate the multimodal experience along

Old Bayshore Highway based on field observations like sidewalk conditions, bicycle conditions, and transit stop amenities. We will use truck volumes and truck route information to determine an appropriate design vehicle. Lastly, we will complete a high-level road diet feasibility assessment based on segment-level volumes.

E. Geotechnical Investigation. ENGEO will perform a geotechnical investigation of the Old Bayshore Highway Corridor. The project is situated in an area historically characterized as reclaimed marshland adjacent to the San Francisco Bay. Geotechnical information indicates the existing roadway is underlain by artificial fill, potentially consisting of construction debris and dredged bay soils, extending to depths of approximately 5 to 10 feet below ground surface. The fill is anticipated to overlie Young Bay Mud, a highly compressible marine clay deposit common to the Bay margins. Due to the site's proximity to the bay, groundwater is expected to be shallow; when combined with the low permeability of the underlying bay mud, this suggests a low potential for stormwater infiltration for the project's planned green infrastructure elements. In addition, the existing asphalt pavement is understood to be underlain by a 6- to 8-inch layer of Portland cement concrete associated with the original roadway construction.

To characterize subsurface conditions, the proposed exploration program includes drilling up to six shallow borings to depths of approximately 5 to 10 feet along Old Bayshore Highway, coring through the existing pavement section, collecting soil samples for laboratory testing, and documenting encountered subsurface conditions. The exploration will include preparation and implementation of traffic control, as well as obtaining the required San Mateo County drilling permit and City of Burlingame encroachment permit. Information obtained from the exploration will be used to evaluate geotechnical constraints and develop design recommendations for pavements, utilities, stormwater features, and other proposed streetscape improvements.

F. Placemaking Approach. Our team will assess existing landmarks and history, citywide urban design standards, guidelines, and precedents, and project vision/purpose to develop the project's urban design approach. This approach will establish the streetscape character, including site furnishings, materials, finishes, and landscape treatments.

1.5 EXISTING CONDITIONS MAPPING. Our team will compile existing condition mapping along the Old Bayshore Highway corridor and side streets that will include the following.

A. Property Boundary. Our team will locate and resolve the right-of-way along the Old Bayshore Highway corridor.

B. Monument Preservation. We will locate and preserve record monuments in accordance with the Business & Professions Code §8771; Streets & Highways §732 & §732.5, §1492.5, §1810.5; and Penal Code §605. We will locate these monuments and develop special provisions requiring the contractor to file a pre-construction corner record with San Mateo County showing three (3) reference control points that are tied to the monument.

C. Survey. Our team will collect topography, using aerial methods, which generally will include face of building, sidewalk, face of curb, street centerline, pavement grade breaks, and surface utilities. For areas obscured by trees and at intersections, our team will complete field surveys of the intersections.

D. Utilities. Our team will collect utility records as well as measure the depth of gravity systems and water valves to establish horizontal and vertical data.

- **Utility Potholing.** In areas where as-built data and USA markings indicate potential for conflict with proposed improvements, we will complete potholing of utilities at up to 10 locations along Old Bayshore Highway. Our contractor will backfill the potholes with a controlled low-strength material.

E. Prepare Base Map. CSWST2 will develop a detailed base map integrating topography, boundary, and utility information, as well as provide a high-resolution orthorectified aerial photograph.

1.6 ROADWAY CONFIGURATION VALIDATION. Old Bayshore Highway + Bay Trail Feasibility Study identifies proposed cross sections for Old Bayshore Highway; however, the Feasibility Study was completed in 2022. The project proposes a road diet, class IV bike lanes, bus parking improvements, and intersection improvements. Our team will review this data and compare a week of daily traffic with industry guidance to validate the cross-section. We will perform site visits to observe current conditions, noting locations where the reconfiguration may require other lane configuration changes such as turn pockets, medians, and other features to support the overall project objectives to calm traffic, maintain access and circulation, and provide a protected bicycle facility along the project corridor.

1.7 COMMUNITY OUTREACH. Our team will perform the following outreach activities:

- A. Outreach Tools.** We will initiate community outreach by establishing online communications, conducting intercept surveys on the Old Bayshore Highway corridor, and distributing print materials. All of our materials will be in both English and Spanish. This effort will include the following activities.
- **Online Platform.** Our team will establish a webpage within the City's website that provides information related to the project, including the development schedule. This site will offer an opportunity for visitors to offer project feedback. We will use this as a tool to provide responses to community concerns. Finally, we will utilize various social media platforms for electronic messaging.
 - **Online Survey.** Our team will also create a community-wide online survey to capture community opinions about transportation issues along Old Bayshore Highway. This will help to refine the overall goals and mission statement for the project.
 - **Intercept Surveys.** Our team will visit Old Bayshore Highway and complete intercept surveys at several locations.

- **Print Communications.** Our team will develop a project postcard and flyer introducing the project and outlining opportunities for participation. The postcard will be mailed to nearby residents and businesses, and the flyer will be posted at bus stops and community gathering places.

B. Community Outreach Event. Our team will attend one (1) community event, i.e., Burlingame Farmer’s Market, to introduce the project and receive community feedback on the Old Bayshore Highway corridor.

1.8 PRELIMINARY DESIGN (10%). We will develop a concept plan establishing the geometry of the roadway serving pedestrians, bicyclists, and motorists. This will include the following elements:

A. Preliminary Plans. To document the design, CSWST2 and Fehr & Peers will prepare the following plans, including:

- Title and Key Map Sheets
- Roadway Layout Plans Illustrating sidewalks, medians, buffers, and curb ramps.
- Striping and Signage Plans, this will include the US 101 NB Ramp intersection, where Fehr & Peers will conduct a Synchro analysis for the weekday AM and PM peak hours to inform lane configuration and turn pocket length.
- Typical Cross Sections
- Landscape Planting Plan
- Traffic signal modification plan, this will include identifying intersections that require a new signal based upon signal warrants.
- Street lighting plan

B. Preliminary Design Report. Our team will prepare a draft and final preliminary design report addressing the validated geometric design data and results of outreach. Additionally, the preliminary design report will include the following.

- **Right of Way.** We will research the existing right of way and will provide a verification memorandum illustrating that no right of way acquisition is required for the project’s construction.

- **Utilities Conflict Assessment.** We will perform an analysis on City utilities (storm, sewer, water) and non-city assets impacted by the proposed design.
- **Flood Plain Analysis.** Significant portions of the Old Bayshore Highway Corridor are located within the FEMA Flood Zone AE with an established flood elevation of 10 NAVD88, as well as being located in Burlingame’s Bayfront area, a low-lying corridor influenced by tidal conditions, high groundwater levels, and limited stormwater outfall capacity. We will develop alternative methods to reduce flooding along the corridor, perform a preliminary analysis on each alternative, and prepare a summary of findings and recommendations for City review. Alternatives could include, but are not limited to, storm drainage system improvements, green infrastructure elements, adjustments to the roadway elevations, or a combination of improvements.
- **Cost Estimate.** We will develop a cost model consistent with the preliminary plans and available funding. This cost model will be utilized throughout the design process to verify improvements remaining within the available project funding.

1.9 CONTRACT MANAGEMENT. CSWST2 will be responsible for the overall management of our design team, including the following:

A. Project Management. CSWST2 will manage the design team as well as track progress, schedule, and budget. We will be responsible for documenting all design decisions, keeping an official record of the project, and identifying coordination tasks with neighboring agencies. Furthermore, we will submit monthly progress reports identifying tasks completed, budget status, and issues status.

B. Quality Control/ Assurance. An independent team member will review our documents prior to submittal to the City.

C. Meetings. The team will attend weekly virtual project management meetings with City Staff, key stakeholders, and the project team. The project management team will also attend monthly progress meetings with City Staff.

Task 1 Deliverables. We will provide electronic (PDF and native format) of the following documents:

- Kick-off Meeting Agenda and Meeting Summary
- Draft and Final Community Engagement Plan
- Existing Conditions Topographic Survey
- Existing Conditions, Traffic Data, and Model
- Preliminary Design Plans
- Draft and Final Preliminary Design Report
- Monthly Status Reports
- Meeting Agendas and Minutes
- Project Management Plan

TASK 2: 35% CONSTRUCTION DRAWINGS, TECHNICAL SPECIFICATIONS, AND DETAILED COST ESTIMATE

With approval of the preliminary plan, our team will prepare the design to the 10% level, allowing for refinement of costs. This submittal will include narratives, costs, and exhibits that can serve as the basis for future grant applications as well as the basis for environmental review under CEQA and possibly NEPA should the City receive federal funding.

2.1 PRELIMINARY ENGINEERING (35%). Using the existing conditions and community feedback, our team will refine the design that includes the following elements:

A. Photometric Analysis. Our team will complete a photometric analysis to ensure the proposed pedestrian scale lighting is consistent with City and State standards. This will include ensuring lighting levels are both dark sky and temperature-friendly.

B. Streetscape Elements. Our team will work to integrate furnishings, paving finishes, and landscape elements consistent with the vision of the corridor.

C. Stormwater Control Plan. We will evaluate options to integrate green infrastructure, such as rain gar-

dens, into the landscape areas. Our team will develop these features consistent with San Mateo County's C.3 standards. We will complete the MRP C.3 Checklist and, if required, prepare a draft Stormwater Control Plan in accordance with the Construction General Permit order 2009-0009-DWG.

D. Hydrology and Hydraulics Report. We will provide a draft Hydrology and Hydraulics Report analyzing proposed drainage and flood prevention improvements. The report will be prepared in accordance with City and County standards.

E. Streetscape Plans. To document the design, our team will prepare the following plans in accordance with the Caltrans' Plan Preparation Manual:

- Title, Key Map, and General Sheets (CSWST2)
- Roadway Layout Plans Illustrating sidewalks, medians, buffers, and curb ramps (CSWST2)
- Striping and Signage Plans (CSWST2)
- Cross Sections (CSWST2)
- Sidewalk and Curb Ramp Grading Plans and Profiles (CSWST2)
- Public Utility Relocation Plan (CSWST2)
- Drainage Plans and Profiles (CSWST2)
- Landscape Planting Plan (CSWST2)
- Streetscape Finishes and Furnishings Plan (CSWST2)
- Lighting Plan (CSWST2)
- Traffic Signal Plan (Fehr and Peers)
- Construction Staging and Phasing (CSWST2)

F. Technical Specifications. Our team will develop Technical Specifications in the City's standard format for the project, consistent with funding requirements.

G. Cost Estimate. We will refine the cost model developed in Task 1.8, consistent with the 35% documents and aligned with the budgets from the various funding sources.

2.2 COMMUNITY OUTREACH. Our team will support the outreach effort to property owners and community members within the project area. This effort will include the following activities.

A. Electronic. Our team will maintain a website that provides information related to the project, including the development schedule. This site will offer an opportunity for visitors to offer project feedback. We will use this as a tool to provide responses to community concerns.

B. Public Outreach Meeting. Building on the perspectives and insights shared through stakeholder conversations, the online survey, and the community outreach event, we will design, prepare, and facilitate an in-person community meeting. The meeting will introduce the project and connect City staff and the consultant team with community members. This meeting will be an opportunity to share the existing conditions understanding, preliminary engineering, and urban design approach. The meeting will be designed to facilitate active engagement with the project and gather quantitative feedback. An open and respectful dialogue will be central to establishing the basis for trust necessary for the success of the design process.

C. Community Outreach Event. Our team will attend one (1) community event, i.e., Burlingame Farmer's Market, to introduce the project and receive community feedback on the Old Bayshore Highway corridor.

D. City Council. With consensus on the preferred concept plan, we will support staff in presenting the project to Council, allowing the project to move into final design.

2.3 COMMENTS. Our team will document all comments received from the City and others in a matrix and provide a response to each.

2.4 CONTRACT MANAGEMENT. We will complete the tasks as identified in Task 1.9.

Task 2 Deliverables. We will provide electronic (PDF and native format) of the following documents:

- 35% streetscape plans, technical specifications, and estimate, including exhibits and reports.
- Project website content and monthly newsletters
- Meeting agendas, presentations, and minutes.

TASK 3: LOCAL ASSISTANCE COORDINATION

With approval of the preliminary design, our team will coordinate with Local Assistance to secure environmental and right-of-way clearance to allow the project's bidding.

3.1 CEQA ASSESSMENT. We will compile a Categorical Exemption that includes the following elements.

A. Project Description. We will prepare the project description and present the project summary information as identified on the Environmental Checklist Form in Appendix G of the CEQA Guidelines. The project description will include a discussion of the key characteristics of the project site and vicinity, project objectives, details of the proposed project, the planning and approval process, and the anticipated project schedule.

B. CEQA Categorical Exemption. Section 21084 of the Public Resources Code (PRC) provides guidelines for projects that have been determined not to have a significant effect on the environment and are therefore determined to be exempt from the provisions of CEQA. The proposed project would likely fall into the first category (Class I) of categorically exempt projects as described in Section 15301, Existing Facilities. We will document the determination for the exempt status in a Notice of Exemption (NOE) accompanied by a supporting memorandum.

3.2 NEPA ASSESSMENT. Our team will coordinate with Local Assistance to provide a Categorical Exclusion as an activity listed in 23 CFR 771.117(c), item 22; projects that would take place entirely within the existing operational right-of-way, including features associated with the physical footprint of the transportation facility. Since the walls are a replacement for an existing

structure, we assume they would fall into exclusion. To support these findings, our team will complete the following studies:

A. NEPA Project Description. We will support the City in updating the Preliminary Environmental Study (Exhibit 6-A), Field Review (Exhibit 7-B), and Roadway Data Forms (Exhibit 7-C) based upon the 35% submittal. We will support the City during the field review as well as incorporate Local Assistance's conditions into the construction documents to satisfy the NEPA categorical exclusion.

B. Biological Resources. As these projects are located within the built environment, we believe the completion of a Natural Environmental Study is not required, and standard mitigations are acceptable. However, we have allocated a fee for a biologist to complete a data search and field reconnaissance of up to three locations, as well as Mills Creek.

C. Visual Assessment. This will address the visual impact of tree removal.

D. Contamination. We will complete an assessment of contamination within the project area using the Geotracker website. This will include a narrative implementing standard mitigations.

E. Standard Memoranda. We will provide standard memoranda with reference to traffic control, water quality, and construction staging.

3.3 PUBLIC UTILITIES. Our team will coordinate with the public utilities, including PGE, Comcast, ATT, and City utilities, to ensure their infrastructure is integrated into the design and consistent with the Utility Certification requirements of Local Assistance. This will include the following items.

A. Preliminary Notice. Our team will prepare a formal notification, also known as A Letters, to the utilities within 10 days of notice to proceed. This will include a coordination meeting at the City's office (or online) to discuss the project and schedule.

B. Detailed Coordination. As we advance the design, our team will submit plans at the 35%, 65%, and 95% levels of completion, also known as the B and C Let-

ters/ Plans. This will include a coordination meeting and a summary of the next steps in the process.

C. New Utility Services. Revisions to the traffic signals and new pedestrian scale lighting may require new utility services. Our team will complete applications and the necessary supporting documents for these services.

3.4 LOCAL ASSISTANCE. We will support staff in assembling documents for Local Assistance, including:

A. Right of Way Certification. CSWST2 will complete Local Assistance Form 13-B "Right of Way Certification" for the project, documenting that the City has permanent rights-of-way as well as utility clearances to construct the project. We assume this will be Certification Number 1 of 2. Additionally, while the contractor may need to enter private property to complete the work, it is for the benefit of the private property owner, which can be completed through a standard right of entry process. We will prepare up to ten (10) right of entry documents.

B. Request for Authorization. With the completion of the 100% documents and encroachment permit, we will submit the following:

- Request for Authorization Form
- PS&E Certification and Checklist
- Field Review Form
- Finance Letter 3-O
- DBE Form
- ROW Certification
- Plans and Specifications

3.5 CONTRACT MANAGEMENT. We will complete the tasks as identified in Task 1.7, including attending up to four (4) coordination meetings.

Task 3 Deliverables. We will provide electronic (PDF and native format) of the following documents:

- CEQA Project Description and Categorical Exemption.
- NEPA PES, Field Review, Roadway Data, and Technical Memorandum.
- Utility letters A, B, and C.
- Request for Authorization documentation including NEPA, Right of Way Certification, and Finance Letter.
- Meeting agendas, presentation, and minutes.

TASK 4: CULTURAL / ARCHAEOLOGICAL SUPPORT (IF REQUIRED)

If required, Alta will provide cultural and archaeological resource support services required to obtain federal environmental clearance in accordance with the National Historic Preservation Act (NHPA), Section 106 consultation requirements pursuant to the December 2024 Programmatic Agreement among the Federal Highway Administration, the Advisory Council on Historic Preservation, the California State Historic Preservation Officer, the United States Army Corps of Engineers’ Sacramento District, San Francisco District, and Los Angeles District, and the California Department of Transportation Regarding Compliance with Section 106 of the National Historic Preservation Act, CEQA/NEPA documentation standards, and Caltrans Local Assistance environmental procedures.

These services will be performed if a cultural resources review is required as part of the federal environmental clearance process associated with the project’s federal funding authorization.

4.1 INITIATION AND COORDINATION. Our team will coordinate with the City of Burlingame and Caltrans District 4 Local Assistance environmental staff, and other regulatory agencies to confirm the scope of cultural resources compliance required for the project. Activities may include:

- Review project limits and proposed areas of ground disturbance

- Identification of the Area of Potential Effects (APE) in accordance with Section 106 guidelines. We assume that the APE will be confined to the public right-of-way and will not expand to include any adjacent parcels. Additionally, we assume that the subsurface vertical APE will not extend beyond the thick Bay Mud prism underlying the project area.
- Coordination with Caltrans environmental staff regarding documentation requirements and the appropriate level of cultural resources investigation. Given that the project area was historically submerged in San Francisco Bay and is currently paved or landscaped, we assume an archaeological survey will not be required.
- Development of a cultural resources compliance approach consistent with Caltrans Local Assistance procedure.

4.2 RECORDS SEARCH AND BACKGROUND RESEARCH.

Our team will conduct a cultural resources records search and literature review to determine whether known archaeological or historic-era resources exist within the project area. Activities include:

- Records search at the Northwest Information Center of the California Historical Resources Information System (CHRIS)
- Review of previously recorded archaeological sites and historic-era resources
- Review of prior cultural resource studies conducted within or near the project limits
- Examination of historical maps, aerial photographs, geology and soils mapping, and archival records
- Documentation of known cultural resources and sensitive areas

4.3 NATIVE AMERICAN HERITAGE COMMISSION COORDINATION.

If required, the Consultant will coordinate with the Native American Heritage Commission (NAHC) to determine whether known sacred lands are located within the project area. Activities may include:

- Submittal of a Sacred Lands File request to the NAHC.
- Identification of Native American tribal contacts associated with the project area.
- Documentation of NAHC correspondence.
- Consultant will provide the results of the records search and the NAHC correspondence to the Caltrans Office of Local Assistance to use for Native American consultation.

4.4 HISTORIC PROPERTIES SURVEY REPORT. We will prepare a Narrative Historic Properties Survey Report (HPSR) in conformance with Caltrans Standard Environmental Reference Exhibit 2.9: Historic Property Survey Report Format and Content Guide, documenting the results of the records search, background research, and Native American consultation. The memorandum will include:

- Project description and Area of Potential Effects mapping.
- Summary of regulatory framework and compliance requirements.
- Records search and literature review results.
- Setermination of effect under Section 106. We assume a finding of No Historic Properties Affected.

Task 4 Deliverables. We will provide electronic (PDF and native format) of the following documents:

- Cultural resources records search documentation.
- Native American Heritage Commission correspondence (if required).
- Narrative HPSR.

TASK 5: FINAL DESIGN

With approval of the preliminary design, our team will develop final construction documents for bidding in response to conditions found during the environmental phase and within the available budget.

5.1 STREETScape PLANS, SPECIFICATIONS, AND ESTIMATE. Our team will prepare documents for the 65%, 90%, and 100% levels of completion. This will include the following:

A. STREETScape PLANS. To document the design, we will prepare the following plans in accordance with the Caltrans Plan Preparation Manual:

- Title, Key Map, and General Sheets (CSWST2)
- Demolition Plan (CSWST2)
- Roadway Layout Plans Illustrating sidewalks, medians, buffers, and curb ramps (CSWST2)
- Striping and Signage Plans (CSWST2)
- Cross Sections (CSWST2)
- Sidewalk and Curb Ramp Grading Plans and Profiles (CSWST2)
- Public Utility Relocation Plan (CSWST2)
- Drainage Plans and Profiles (CSWST2)
- Landscape Planting Plan (CSWST2)
- Streetscape Finishes and Furnishes Plan (CSWST2)
- Lighting Plan (CSWST2)
- Traffic Signal Plan (Fehr and Peers)
- Construction Staging and Phasing (CSWST2)
- Erosion Control Plans (CSWST2)

B. TECHNICAL STUDIES. Our team will develop the following technical studies:

- **Photometric Analysis.** Our team will complete a photometric analysis to ensure the proposed pedestrian scale lighting is consistent with City and State standards. This will include ensuring lighting levels are both dark sky and temperature-friendly.

- **Streetscape Elements.** Our team will work to integrate furnishings, paving finishes, and landscape elements consistent with the vision of the corridor.
- **Stormwater Control Plan.** We will evaluate options to integrate green infrastructure, such as rain gardens, into the landscape areas. Our team will develop these features consistent with San Mateo County's C.3 standards. We will complete the MRP C.3 Checklist and, if required, prepare a draft Stormwater Control Plan in accordance with the Construction General Permit order 2009-0009-DWG.
- **Hydrology and Hydraulics Report.** We will provide a final Hydrology and Hydraulics Report analyzing proposed drainage and flood prevention improvements. The report will be prepared in accordance with City and County standards.

C. Specifications. Our team will refine the Technical Specifications in the City standard format for the project, consistent with funding requirements. This will include integration of mitigations defined in the project's CEQA and NEPA assessment. We will integrate the City's front-end specifications into the contract documents.

D. Cost Estimate/ Bid Schedule. We will update our cost model consistent with the design and funding program.

E. Comments. Our team will document all comments received from the City and others in a matrix and provide a response to each.

5.2 OUTREACH. Our team will continue to build on the outreach strategy developed in Task 1 as follows:

A. Engagement Event. Our team will conduct one (1) in-person meeting to receive community feedback on the needs and challenges to the Old Bayshore Highway users on the 65% Design.

B. Traffic Safety & Parking Commission. We will present our findings to the Traffic Safety & Parking Commission after completion of 65% of 90% design documents.

C. City Council. We will support staff in seeking approval to bid on the 100% documents.

5.3 FINAL PLANS, SPECIFICATIONS, AND ESTIMATE. With receipt of the E76, the team will prepare the documents developed in Task 5.1 for bidding.

5.4 CONTRACT MANAGEMENT. We will complete the tasks as identified in Task 1.6.

Task 5 Deliverables. We will provide electronic (PDF and native format) of the following documents:

- Documents for the 65%, 90%, and 100% submittal for the streetscape.
- Project website content.
- Meeting agendas, presentations, and minutes.
- Bid Documents.



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