



Item No. 13 Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER

THROUGH: MICHAEL KASHIWAGI, COMMUNITY SERVICES DIRECTOR

FROM: MARTY HANNEMAN, CITY ENGINEER

DATE: MAY 17, 2017

SUBJECT: AWARD A CONSULTANT SERVICES AGREEMENT TO MARK THOMAS & COMPANY FOR ENGINEERING DESIGN SERVICES FOR THE MIDDLEFIELD ROAD CLASS II BICYCLE LANES IMPROVEMENTS PROJECT – PROJECT NUMBER 56079

RECOMMENDATION

Authorize the City Attorney to prepare and the City Manager to execute a professional services agreement with Mark Thomas & Company (MTCO), for a not to exceed fee of \$175,000 to perform engineering design services necessary for the preparation of plans, specifications and estimates (PS&E) for Bicycle Lanes Improvements on Middlefield Road between San Mateo County and City of Menlo Park.

BACKGROUND

The Middlefield Road Class II Bicycle Lanes Improvements were identified and prioritized in the 2014 Bicycle and Pedestrian Master Plan. In April 2015, City Council authorized staff to submit an application for Transportation Development Act (TDA) funds and adopted Resolution No. 15-03 committing matching funds for the referenced project. TDA Grant Funding from the City/County Association of Governments of San Mateo County in the amount of \$240,000 with an 11.47% (\$27,528) match funding requirement from the Town for this project.

The project focuses on improving access for students, families, residents and visitors biking on Middlefield Road between San Mateo County and the City of Menlo Park. Specific improvements include widened bicycle lanes by improving shoulder conditions, restripe with-visibility green markings at conflict zones and increased signage/way findings.

ANALYSIS

On March 15, 2017 Council authorized staff to issue a Request for Proposal (RFP) to develop design and bid documents for bicycle facility improvements on Middlefield Road between San

Mateo County and City of Menlo Park. The RFP was advertised on the Town's website, in local newspapers, on an additional industry website and through direct solicitation to plan holders from previous projects. Proposals were due on April 27, 2017, providing a response period of more than six weeks. The following two consulting engineering firms submitted proposals:

- BKF Engineers (BKF)
- Mark Thomas & Company, Inc. (MTCO)

A selection panel consisting of James McLaughlin (Transportation Committee Chair), Marylue Timpson (BPAC Committee Chair), Marty Hanneman (City Engineer), and Nadia Bosan (Interwest Consulting Associate Engineer), evaluated the proposals, ranked them according to the RFP's evaluation criteria. On May 9, 2017 both firms were interviewed by the selection panel. Based upon the proposals and interviews, the panel selected MTCO as the top ranked firm. The MTCO team has worked on similar projects in the Town and for the cities of Palo Alto, Redwood City, and San Mateo County. There are no quality of work issues.

POLICY FOCUS

The Middlefield Road Class II Bicycle Lanes Improvements Project was identified in the 2014 Bicycle and Pedestrian Master Plan as the number one Class II bike lane priority project and is in the proposed capital improvement program (CIP) FY 2017/18. The project is consistent with primary goal of advancing projects that promote increased bicycle and pedestrian safety and activity.

FISCAL IMPACT

The proposed professional services contract with MTCO is a time and materials agreement with a not-to-exceed fee of \$175,000. This project will be funded by the 2017/18 CIP Middlefield Class II Bike Lane Improvement – Project #56079. The Town will be partially reimbursed by an OBAG 2 LSR grant in the construction phase of \$240,000. The Town's share for this grant will require an 11.47% match. The project is budgeted for final design and construction in the proposed 2017/18 CIP budget at \$850,000.

Based on the proposed project schedule, staff will return to Council in early 2018 requesting authorization to advertise for public bids with construction expected in the summer of 2018.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.