



DOUGLASKIM+ASSOCIATES,LLC

August 3, 2023

Robert Ovadia, Public Works Director
Town of Atherton
80 Fair Oaks Lane
Atherton, CA 94027

RE: SELBY LANE BICYCLE LANE IMPROVEMENTS PROJECT MANAGEMENT

Dear Mr. Ovadia:

I am pleased to submit a proposal to serve as your Project Manager for the Selby Lane Bicycle Lanes Improvements Project.

My consulting practice, Douglas Kim + Associates, LLC, is a local, certified Small Business Enterprise and Disadvantaged Business Enterprise with 25 years of experience of developing transportation plans and advancing projects through the planning, design, environmental, right-of-way, and construction phases.

I can serve as your PM on this project and would charge my services on a time and materials basis, with an hourly rate of \$200 per hour and a Not-to-Exceed of \$30,000 in FY 2023/24. I understand the process will be to manage Willdan Engineering in the development of 100 percent designs for the two linear miles of Class II bicycle lanes and associated infrastructure and would include the development of bid documents to solicit construction management services following completion of the design phase. It would help ensure the delivery of tasks in Task Order #006. I would provide monthly invoices with task-level detail.

I am authorized to negotiate a contract with the Town. Please let me know if I can be of any assistance. You can reach me at doug@dkaplanning.com or at (650) 239-6300.

Respectfully,

Douglas Kim, AICP