



## Item No. 9 Town of Atherton

### **CITY COUNCIL STAFF REPORT – CONSENT AGENDA**

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

**FROM: ROBERT OVADIA, PUBLIC WORKS DIRECTOR**

**DATE: SEPTEMBER 20, 2023**

**SUBJECT: APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH  
DOUGLAS KIM + ASSOCIATES FOR PROJECT MANAGEMENT  
SERVICES ASSOCIATED WITH THE EL CAMINO REAL  
COMPLETE STREETS GAP CLOSURE PROJECT, SELBY LANES  
BIKE LANE PROJECT AND EL CAMINO REAL DRAINAGE  
IMPROVEMENTS**

### **RECOMMENDATION**

It is recommended that the Council approve a professional services agreement with Douglas Kim + Associates in the amount of \$105,000 for project management services for the El Camino Real Complete Streets Gap Closure project, Selby Lanes Bike Lanes project, and El Camino Real Drainage Improvements project; Authorize the City Attorney to prepare the agreement; and Authorize the City Manager to sign the agreement.

### **BACKGROUND**

#### **El Camino Real Complete Streets Gap Closure Project**

The Town received a grant from through the SMCTA (TA) Pedestrian and Bicycle Program for the El Camino Real Complete Streets Gap Closure project to develop conceptual designs for bicycle and pedestrian improvements along El Camino Real through the Town of Atherton. The development of bicycle and pedestrian facilities along El Camino Real was identified in the Town's Bicycle and Pedestrian Master Plan. The grant included technical support, managed by TA. The grant funding agreement, approved by the City Council requires a local match of \$50,000 from the Town. SMCTA is in the process of negotiating the contract with their on-call consultant for the development of conceptual designs and public outreach for the project. Project management support on the Town side is needed to help coordinate public outreach and assist the visioning of this major improvements project. TA has advised that project support expenditures would be considered as local match expenditures.

### Selby Lanes Bike Lanes

The implementation of bicycle lanes along Selby Lane from El Camino Real to Selby Lane is also outlined in the Town's Bicycle and Pedestrian Master Plan. The Town applied for a One Bay Area Grant through the Metropolitan Transportation Commission to assist in funding the project. Though the project was not awarded funds in the initial funding round, it was placed on a contingency funding list should additional funds become available. The City Council prioritized implementation of the project through the Capital Improvement Program in advance of any potential grant funding. Staff engaged Willdan Engineering, through its Master Services Agreement to prepare the design plans, specifications and cost estimates for public bid. Project management support is needed to help manage the project and to assist in the public outreach efforts related to the project.

### El Camino Real Drainage Improvements

The FY 2023-24 CIP includes the review of the drainage issues along El Camino Real and the development of potential stormwater solutions to address the flooding along El Camino Real on a long-term basis.

## **ANALYSIS**

Staff solicited a proposal from Douglas Kim + Associates for project management services for the El Camino Real Complete Streets Gap Closure project and the Selby Lane Bike Lanes Improvement Project. Douglas Kim previously assisted the Town as the Town's Sustainability Coordinator on a contract basis. During his time as Sustainability Coordinator, Mr. Kim assisted in the development of the grant applications for both projects and is familiar with the Town's needs and perspectives related to improvements along these important corridors. Mr. Kim would act as the project manager for the Town and be the primary contact for the TA and their consultant on project related issues for the El Camino Real Gap Closure Project. Mr. Kim would also take on the project management and oversee the work being done by Willdan on the Selby Lane Bike Lanes Improvement Project.

Due to Mr. Kim's familiarity with the area and the proposed project management for the projects along El Camino Real and along Selby Lane, staff solicited a proposal from Mr. Kim to manage the El Camino Real Drainage Improvements project concurrently with the other projects. Mr. Kim would assist in soliciting consultant proposals to develop alternatives and design stormwater management solutions along El Camino Real, concurrently with the other projects.

## **FISCAL IMPACT**

The cost proposals from Douglas Kim + Associates include \$50,000 for the El Camino Real Complete Streets Gap Closure Project, \$30,000 for the Selby Lane Bike Lanes Improvements Project, and \$25,000 for the El Camino Real Drainage Improvement Project, for a total of \$105,000. Funding for these services was approved as part of the respective Capital Improvement Program project budgets.

## **GOAL ALIGNMENT**

This Report and its contents are in alignment with the following Council Policy Goals:

- Goal Area A – Maintain Fiscal Responsibility
- Goal Area B – Preserve Small Town Character and Quality of Life
- Goal Area F – Be Forward-Thinking, Well-Managed, and Well-Planned

## **POLICY FOCUS**

The Council policy focus should be on the implementation of the El Camino Real Complete Streets Gap Closure Project, Selby Lane Bike Lane Improvements Project and the El Camino Real Drainage Improvements project as approved in the Town's Capital Improvement Program.

## **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 Protection District, service providers (water, power, and sewer), and regional elected officials.

## **COMMISSION/COMMITTEE FEEDBACK/REFERRAL**

This item has not been before a Town Committee or Commission

## **ATTACHMENTS**

1. Douglas Kim + Associates El Camino Real Complete Streets Gap Closure Project Management Proposal Letter dated August 3, 2023
2. Douglas Kim + Associates Selby Lane Bicycle Lanes Improvements Project Management Proposal Letter dated August 3, 2023
3. Douglas Kim + Associates El Camino Real Drainage Improvements Project Management Proposal Letter dated August 3, 2023