



## 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: GORDON SIEBERT, CITY ENGINEER**

**DATE: FEBRUARY 17, 2016**

**SUBJECT: AUTHORIZE AN AMENDMENT TO THE AGREEMENT WITH  
BIGGS CARDOSA ASSOCIATES FOR TWO ADDITIONAL  
SERVICE REQUESTS FOR THE MARSH ROAD RETAINING  
WALL REPAIR PROJECT**

#### **RECOMMENDATION**

Authorize an amendment to the agreement with Biggs Cardosa Associates for two additional service requests not to exceed the amount of \$25,740.00 for the Marsh Road Retaining Wall Construction Project.

#### **BACKGROUND**

The Marsh Road Retaining Wall Repair Project will soon be advertised for construction. City Council authorized award of a design contract to Biggs Cardosa Associates on February 19, 2014 in the amount of \$143,943, which included a 5% contingency, to prepare plans, specifications and an engineer's estimate (PS&E). BCA is completing PS&E to incorporate permit conditions and operating restrictions for the contractor, including traffic control. Construction will require work and access from Marsh Road adjacent to the Channel. In order to do so, the road will need to be partially or fully closed during various phases of the work.

Staff anticipates a construction contract award in April, with construction to start as soon as May 2015 and last 8 months. Pursuant to conditions in the various permits issued for work in the Channel, the contractor may only work within the Channel from April 15 through October 15. The design consultants have prepared a traffic detour plan that would detour traffic into other jurisdictions adjacent to the Town, to 5<sup>th</sup> Avenue on the north and Ridgewood Avenue to the south. The plan was previously implemented by the Town during emergency repairs to the Channel wall, and prior to that, by PG&E during their repair work. The project schedule requires the contractor to keep the road fully open until the conclusion of Recology's annual audit. Another consideration is the volume of traffic to and from schools.

## **ANALYSIS**

Staff met with the design engineers from Biggs, Cardosa Associates (BCA) to review the project schedule and anticipated construction operations. This review revealed that potential impacts to traffic and adjacent residents is significant and that mitigation measures should be included in the project specifications. Staff requested that BCA perform additional detailed traffic impact analysis and also consider the impacts of alternative construction methods and schedules in order to mitigate adverse impacts on motorists and adjacent residents. BCA has provided a proposal, ASR #4, to perform additional traffic engineering services including development of additional traffic plans to mitigate anticipated traffic congestion and delays. Staff also has been coordinating with adjacent agencies to solicit their cooperation before and during traffic detours.

Following development and analysis of construction schedules and traffic impacts, BCA and its sub-consultant Apex Strategies will develop a robust public outreach program. Apex Strategies and BCA will conduct a public meeting to inform and listen to attendees about the project in order to minimize concerns during construction. In addition, the consultants will prepare for and conduct a meeting for residents that will focus on localized impacts of construction and the project's detour, as an additional task to minimize anticipated concerns.

## **POLICY FOCUS**

These amendments are consistent with the beliefs expressed in the Town's Mission Statement regarding clear communication, transparency and teamwork and is consistent with the Town's CIP objective of addressing maintenance needs and safety of roadways.

## **FISCAL IMPACT**

The cost for these two Additional Service requests totals \$25,740.00. Funds for these services will come from the project in the CIP under Drainage-Marsh Road Retaining Wall Repair Project.

## **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. In addition, staff has met with the Atherton Police Department, Menlo Park Fire Department, California Highway Patrol, County of San Mateo and the cities of Redwood City and Menlo Park to discuss impacts of the proposed road closure and detour.

## **ATTACHMENTS**

Additional Service Request Numbers 3 & 4

February 10, 2016

Town of Atherton  
91 Ashfield Road  
Atherton, CA 94027

Attention: Mr. Gordon Siebert

Subject: Marsh Road Channel Repair Project  
Additional Service Request No. 3

Dear Gordon:

Biggs Cardosa Associates, Inc. is pleased to submit the following proposal to provide additional engineering services on the subject project located in Atherton, California. In general, the work involves providing Public Outreach Services including:

1. Prepare for and facilitate two public meetings as follows:
  1. Develop the outreach program, including recommendations to increase attendance and reach interested persons outside Atherton
  2. Large format Public Meeting to educate general public about the upcoming project and discuss anticipated construction and traffic impacts.
  3. Small format Public Meeting with local residents directly affected by the construction
2. Provide construction support public information services on an as-needed basis following implementation of the traffic control measures.

**Scope of Work:**

**Task 1. Facilitate Public Outreach/ Meeting**

- A. Develop the outreach program, including recommendations to increase attendance and reach interested persons outside Atherton
- B. The large format meeting will require the following:
  - Preparing notification flyer text for mailing by the Town
  - Preparing notification text for notice/ad in paper
  - Preparing PowerPoint presentation
  - Preparing display materials, as applicable
  - Facilitating the meeting
  - Prepare meeting summary
- C. The small format meeting will require the following:
  - Preparing notification flyer text for mailing by the Town
  - Preparing PowerPoint presentation, as applicable
  - Preparing display materials, as applicable
  - Facilitating the meeting
  - Prepare meeting summary

**Task 2. Construction Support Public Information Services**

- A. Provide construction support public information services on an as-needed basis following implementation of the traffic control measures, including review of public information and preparation of new public information/releases, as follows:
- The week following first detour work
  - The week following the end of the detour).

**Assumptions:**

The following assumptions were made in preparing this scope of work:

- Apex will facilitate the large format meeting and BCA will facilitate the small format meeting. For both meetings BCA will be the primary presenter with BKF and Town in support.
- Town will supply meeting location, refreshments, projector, computer hook-up, and PA system, as applicable
- Town will prepare and mail notification flyers and submit ads to newspaper from text supplied by BCA/APEX. Town will be responsible for all associated postage and fees.
- Display materials will be based on existing project documents and design development. New renderings or plans will not be prepared solely for meeting use.
- Town will provide written request for construction support public information services and provide two week written notice prior to installation and removal of traffic detour potentially requiring public information services..

**Fee:**

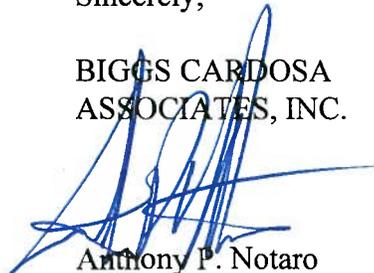
Biggs Cardosa Associates, Inc. proposes to provide the additional design scope of services outlined in this proposal including expenses on a per diem basis not to exceed \$13,240 as follows:

- \$4,640 Biggs Cardosa Associates, Inc.
- \$7,800 Apex Strategies
- \$ 800 BKF Engineers

Please sign below and return to our office to authorize work to continue on this project. Should you have any questions, please do not hesitate to call.

Sincerely,

BIGGS CARDOSA  
ASSOCIATES, INC.

  
Anthony P. Notaro  
Associate

AGREED TO BY: \_\_\_\_\_  
Town of Atherton

DATE: \_\_\_\_\_

February 10, 2016

Town of Atherton  
91 Ashfield Road  
Atherton, CA 94027

Attention: Mr. Gordon Siebert

Subject: Marsh Road Channel Repair Project  
Additional Service Request No. 4

Dear Gordon:

Biggs Cardosa Associates, Inc. is pleased to submit the following proposal to provide additional engineering services on the subject project located in Atherton, California. Per Town's direction, the Design Team has used the detour plan prepared by PG&E for their previously work on Marsh Road as a starting point and further refined PG&E's detour plan to re-route traffic during the planned project construction. Our understanding is that the Town would like to further evaluate the current refined detour plan and construction schedule using existing and new traffic counts to help in reducing traffic congestion during construction to the extent feasible.

In general, the work involves providing Supplemental Traffic Handling Services including:

1. Supplemental Traffic Counts
2. Traffic Analysis
3. Update the 100% PS&E
4. Attend Supplemental Planning Meeting

**Scope of Work:**

Biggs Cardosa Associates will provide supplemental project management and attend 2 supplemental planning meetings with the Town.

BKF will provide supplemental traffic count, traffic analysis, update of the plans, specifications and estimates, including updating signage as applicable, and attend supplemental meetings. Refer to attached "Marsh Road Retaining Wall: Additional Traffic/Detour Services" proposal from BKF for detailed description of proposed BKF services.

**Assumptions:**

The following assumptions were made in preparing this scope of work:

- Town will supply planning meeting location
- The current detour will be further refined to improve anticipated traffic congestion. Major revisions in detour route or concept are not anticipated nor included. These services if desired by the Town can be provided as extra work.
- Refer to attached "Marsh Road Retaining Wall: Additional Traffic/Detour Services" proposal from BKF for additional assumptions.

**Fee:**

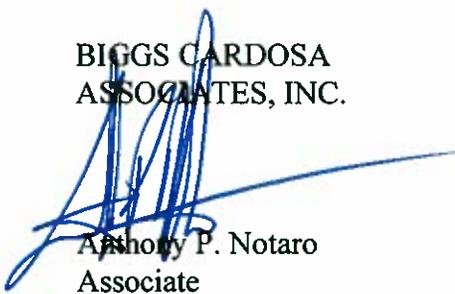
Biggs Cardosa Associates, Inc. proposes to provide the additional design scope of services outlined in this proposal including expenses on a per diem basis not to exceed \$12,500 as follows:

- \$ 2,500 Biggs Cardosa Associates, Inc.
- \$10,000 BKF Engineers

Please sign below and return to our office to authorize work to continue on this project. Should you have any questions, please do not hesitate to call.

Sincerely,

BIGGS CARDOSA  
ASSOCIATES, INC.



Anthony P. Notaro  
Associate

AGREED TO BY: \_\_\_\_\_  
Town of Atherton

DATE: \_\_\_\_\_





BKF No. 20120064-11  
February 10, 2016

Mr. Anthony Notaro, PE  
Associate  
Biggs Cardosa Associates, Inc.  
865 The Alameda  
San Jose, CA 95126  
*Transmitted Via Email*

## Subject: Marsh Road Retaining Wall: Additional Traffic/Detour Services

Dear Anthony:

BKF Engineers welcomes the opportunity to submit this proposal for conducting additional traffic detour services for the Marsh Road Retaining Wall repair project. To arrive at the estimated effort required by our office for this project, we have outlined a proposed scope of services, assumptions, and associated fee based on our understanding of the project.

### PROJECT UNDERSTANDING

Per Town's direction, BKF has previously used detour plan prepared by PG&E for their work on Marsh Road as a starting point and refined PG&E's detour plan to re-route traffic during project construction. Our understanding is that the Town would like further evaluate BKF's refined detour plan and construction schedule using existing and new traffic counts to help in reducing traffic congestion during construction to the extent feasible.

### SCOPE OF SERVICES

The following scope of services is for evaluating traffic patterns along Marsh Road to aid in further refining the proposed road closures measures and detour plan and attend public hearing meetings.

#### TASK 1: SUPPLEMENTAL TRAFFIC COUNTS

The traffic data provided by the Town includes traffic counts done on a single weekday. We think this information is enough to assess weekday pattern. However, we will also need full weekend traffic counts for evaluating alternative construction windows. Our sub-consultant, Quality Counts, will conduct full weekend mechanical tube counts to determine traffic volume on Marsh road between Fair Oaks Avenue and Middle Field Road. Traffic turning movements, intersection counts, signal timing parameters, extent of queuing are not part of this scope of service.

## TASK 2: TRAFFIC ANALYSES

BKF will review traffic counts to evaluate potential alternative times for lane closures and additional signage needed to prevent traffic from entering non-designated detour routes and residential areas. Our evaluation will take into account,

1. Opportunities for extended/alternate work windows.
2. Opportunities for consecutive weekend closures (instead of multiple daily closures allow the Contractor to close for the entire weekend; for example from Friday evening to Sunday evening).
3. Review summer closure of major schools and opportunities when school is not in session.
4. Additional signage and messaging needed to reduce adverse impacts to Atherton's and North Fair Oak's streets west of Marsh Road, including signage to prohibit large trucks except for local delivery.

BKF will meet once with the Town to present the findings of our analyses and discuss proposed alternatives prior to revising plans and specifications. It is not in this scope to conduct Level-of-Service analyses on Marsh Road or along proposed detour routes. The purpose of this analyses is to identify construction hours and schedule of potential full and partial road closures. The existing detour route will not be changed.

## TASK 3: FINAL PS&E

After Town's selection of presented alternatives, BKF will update 100% plans, specifications and estimate. The updates will include, a) revised construction hours and days, and, b) additional detour signs and messaging needed to reduce adverse impacts to Atherton's and North Fair Oak's streets west of Marsh Road, including signage to prohibit large trucks except for local delivery.

Deliverables: *Final Plans, Specifications, and Cost Estimate (PDF file)*

## TASK 4: MEETINGS

BKF will attend up to two planning meetings with the Town and two public hearing meetings regarding the project and proposed traffic handling.

## SCOPE QUALIFICATIONS AND ASSUMPTIONS

BKF Engineers' services are limited to those expressly set forth in the scope. BKF shall have no other obligations or responsibilities for the project except as provided in this proposal letter, or as agreed to in writing. BKF will provide the Scope of Services consistent with, and limited to, the standard of care applicable to such services.

For the scope of work identified, we have assumed the following:

- a) Detailed analyses and modeling to determine level-of-service is not included in this Scope of Services.
- b) Revisions to existing detour routes are excluded from this Scope of Services.
- c) Traffic counts in addition to one weekend counts is excluded from the Scope of Service.



- d) Attending meetings in addition to those listed under each Task will be charged as an additional service on a time and materials basis.
- e) For this Scope of Services, work is complete with submittal of a Final PS&E that adequately addresses comments made to the 100% PS&E.
- f) Presentations and preparation of presentation material except as necessary for those meetings identified in the Scope of Services are excluded.

## SCHEDULE

The following provides detailed schedule breakdown.

Draft Schedule		
1	Supplemental Traffic Counts	2 week after NTP
2	Traffic Analyses	1 week after receiving traffic counts
3	Final PS&E	2 week after receiving Town's Comments

## COMPENSATION

### 1) BASE SCOPE OF WORK:

BKF proposes to complete the scope of work outlined for a fee, based on time and material, not to exceed \$10,000. Listed below is the breakdown of fees for each subtask.

Task	Description	Fee
1	Supplemental Traffic Counts	\$1,200
2	Traffic Analyses	\$2,400
3	Final PS&E	\$2,600
4	Meetings	\$3,700
	Reimbursable	\$100
Total Fee		\$10,000

These figures are based on January 1, 2016, to December 31, 2016, billing rates and may be escalated on January 1, 2016, for any incomplete portion of the work. Rate escalation will be in general conformance with the cost of living index for the San Francisco Bay Area. Reimbursable expenses are anticipated for reproduction, mileage, express and messenger deliveries, and computer deliverable plots. Reimbursable expenses will be billed on a cost plus 10-percent markup basis. We propose to bill you on a time and materials basis for engineering services and reimbursable fees not to exceed \$10,000 for engineering fees. We will notify you in advance of work on issues that are outside the scope of work, thus not covered by this agreement.



# PROPOSAL

For tasks requested by Town not defined in this Scope of Services, BKF will identify them as potential Additional Services. We can provide a scope and fee for these items or they may be tracked separately as Additional Services and billed on a time and materials per our attached rate schedule.

Thank you for the opportunity to present this proposal. We look forward to assisting you on this project. Please contact me at 650-482-6313 if you have any questions regarding our Scope of Services.

Respectfully,  
BKF Engineers

A handwritten signature in blue ink that reads 'Sravan Paladugu'.

Sravan Paladugu, P.E.  
Project Manager