



Item No. 16 Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

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

**FROM: MICHAEL KASHIWAGI P.E., COMMUNITY SERVICES
DIRECTOR**

DATE: FEBRUARY 15, 2017

**SUBJECT: AMEND THE BIKE AND PEDESTRIAN MASTER PLAN TO
INCLUDE CLASS I AND CLASS II BIKE LANES AS IDENTIFIED;
AMEND THE CIP TO ADDITIONAL DESIGN; AND AUTHORIZE
THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE
PROFESSIONAL SERVICES AGREEMENT FOR ADDITIONAL
DESIGN**

RECOMMENDATION

1. Amend the Bike and Pedestrian Master Plan to include Class I bike lanes on the south side and Class II bike lanes on the north side of Oak Grove Avenue between Rebecca Lane and Middlefield Road;
2. Amend the FY 2016/17 Capital Improvement Program to include the reallocation of \$65,400 design and construction funds from the Bike and Pedestrian Master Plan Implementation Program to the Middlefield Road/Oak Grove Avenue Complete Streets Capital Improvement Project for the Oak Grove Avenue Bike Lane Design; and
3. Authorize the City Attorney to draft and the City Manager to execute an amendment to the Professional Services Agreement with Hatch Mott MacDonald (HMM) for design services for Class I and Class II bike lanes along Oak Grove Avenue for a not to exceed fee of \$15,400.

BACKGROUND

The Middlefield Road/Oak Grove Avenue Complete Streets intersection improvements were identified and prioritized in the Town's Bicycle and Pedestrian Master Plan. The project focuses on improving access for students, families, residents and visitors walking or biking through this intersection. Specific improvements include; traffic signal modification, providing accessible curb ramps, upgraded pedestrian push buttons, countdown style pedestrian heads, improved pedestrian and bike paths and removing barriers along the pedestrian path.

The Transportation Development Act (TDA) Program funds projects that encourage bicycling and

Middlefield Rd/Oak Grove Ave Complete Street Staff Report

February 15, 2017

Page 2 of 3

pedestrian conditions. The Town received approval of a TDA grant funding allocation from MTC for the Middlefield Road/Oak Grove Avenue Complete Streets project on August 5, 2015. The Town received \$124,200 in TDA funds with a 50% Town match of \$124,200.

In September 2015, the Town Council amended the 2015/16 Capital Improvement Program to add the TDA grant for the Middlefield Road/Oak Grove Avenue Complete Streets Improvement project with a budget amount of \$248,400. In December 2015, the Council authorized a contract in the amount of \$45,570, with Hatch Mott MacDonald (HMM) on a time and materials basis for the preparation of PS&E for the Complete Streets Improvements.

The City of Menlo Park recently identified bicycle improvements on Oak Grove Avenue west of Rebecca Lane. The current Middlefield Road/Oak Grove Avenue Complete Street intersection improvements design does not include the continuation of bicycle facility improvements east of Menlo Park within Atherton between Rebecca Lane and Middlefield Road. It is the Town's intention to provide continuous bicycle facility improvements between the two Projects.

FINDINGS/ANALYSIS

The Town's current Complete Street Improvement plan does not include bicycle facilities along Oak Grove Avenue within Atherton east of Rebecca Lane. Currently the Bike and Pedestrian Master Plan has approved Class II bicycle facilities along Oak Grove Avenue. Based upon a technical memorandum by Mark Thomas & Company, Inc., dated February 4, 2016, Oak Grove Avenue between Rebecca Lane and Middlefield Road can only accommodate one Class II bicycle facility without reconstructing the roadway. There exists adequate pavement width on the north side of Oak Grove Avenue to stripe a Class II facility, and there is an unpaved path in Town right of way on the south side Oak Grove Avenue that can be paved to provide a Class I facility. Therefore, it is recommended to add pavement for a Class I bike path on the south side Oak Grove Avenue and stripe a Class II facility on the north side of Oak Grove Avenue.

Currently, the Bike and Pedestrian Master Plan has approved Class II bicycle facilities along Oak Grove Avenue. The City's Bike and Pedestrian Master Plan would have to be amended to include these Class I/II bicycle facilities on Oak Grove Avenue. The recommendation to designate the south side of Oak Grove Avenue, between Rebecca Lane and Middlefield Road as Class I Bike facility was presented to the Town of Atherton Bicycle and Pedestrian Committee at its February 7, 2017 meeting. The concept was unanimously recommended by the Bicycle and Pedestrian Advisory Committee at their meeting on February 7, 2017.

There are additional costs associate with the design and construction of the proposed Class I/II bicycle facilities on Oak Grove Avenue. The FY 2016/17 Capital Improvement Program will require an amendment to include the reallocation of \$65,400 from the Bike and Pedestrian Master Plan Implementation Program to the Middlefield Road/Oak Grove Avenue Complete Streets Capital Improvement Project for the Oak Grove Avenue Bike Lane Design. A proposed contract amendment with HMM will also be required to provide the revised bike lane design.

The HMM contract amendment will be on a time and materials basis with a not-to-exceed fee of

Middlefield Rd/Oak Grove Ave Complete Street Staff Report

February 15, 2017

Page 3 of 3

\$15,400. The proposed construction reallocation will be \$50,000.

It is also recommended that the Town engage with the impacted residents prior to implementation but after preliminary design to advise of the project, share the potential design, and address any concerns. Design plans may be altered to accommodate specific project impacts as appropriate. It would be appropriate to contact property owners after preliminary design so that the Town is able to accurately communicate impacts.

POLICY IMPLICATIONS

The Middlefield Road/Oak Grove Avenue Complete Streets Intersection Improvements project was identified in the Bicycle and Pedestrian Master Plan and is consistent with the Plans' primary goal of advancing projects that promote increased bicycle and pedestrian safety and activity. This amendment would incorporate Class I/II bicycle facilities along Oak Grove Avenue into the existing Bicycle and Pedestrian Master Plan, increase the construction budget and continue the preparation of PS&E for the Complete Streets Improvements, which is also consistent with Council direction provided at the September 2015 City Council meeting.

FINANCIAL IMPACTS

The proposed 2016/17 Capital Improvement Program amendment will reallocate funds from the Bike and Pedestrian Master Plan Implementation Program by additional \$50,000 for construction and \$15,400 for design, for a total of \$65,400. If approved, this reallocation will occur at the Mid-Year Budget Review for the General Fund with a Resolution authorizing a Budget Amendment for Adjustments.

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.

ATTACHMENTS

Mott MacDonald Additional Scope of Services



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January 16, 2017

Ms. Nadia Bosan, PE, PTOE
Municipal Services Associate Engineer
Interwest Consulting Group
9300 W. Stockton Blvd, Suite 105
Elk Grove, CA 95758

**RE: Middlefield Rd / Oak Grove Ave Intersection Improvements, Atherton, California
Proposal to Provide Additional Professional Engineering Services**

Dear Ms. Bosan:

Mott MacDonald is pleased to submit this proposal to provide additional professional engineering services for the Middlefield Road / Oak Grove Avenue Complete Streets Intersection Improvements Project (Project), in the Town of Atherton, California.

Per our coordination (emails, sketch, and phone conversations), it is my understanding that the Town would like us to incorporate additional improvement to the project. These improvements consist of adding an 8' shared use AC path along the south side and adding bike lane striping improvements along the north side of Oak Grove Ave from Rebecca Lane to Middlefield Road. Green lane bike striping and bike boxes will also be added to the project intersection.

It should be noted that bus turning movements at the intersection are very tight. By adding a bike lane and possibly narrowing and/or shifting the traffic lanes, it may make bus turns even tighter. The Town shall acknowledge that this is acceptable.

Also, as discussed during the design of the current improvements, the existing drainage pattern goes from the roadway to the private properties. This is due to the lack of curb, gutter, sidewalk, and storm drain improvements. It is understood that these additional project improvements will not fix or resolve any drainage issues, and the existing drainage pattern will be maintained.

The following scope of work itemizes the tasks required incorporate these changes to our current improvement plans.

SCOPE OF WORK:

Task 1 – Site Visit:

It is our understanding that Town staff will be meeting soon to make a decision on whether or not to move forward with these additional improvements on Oak Grove Ave. To help make that decision, they need our staff to conduct a field visit and verify that it is physically possible to add the 8' wide shared path along the south side of the Oak Grove Ave between Rebecca Lane and Middlefield Road. It should be noted that Caltrans Standards requires a 5-foot buffer between the edge of the roadway and the edge of the shared use path. During our site visit, we will make field measurements to see if both of these design elements can fit within the existing area. It may be that not enough room for both of these elements may be available. Assuming that the Town will consider the space for the 8' wide path to be more critical, the Town may elect to allow for a reduced buffer width. Once collected, the information will be emailed to Town staff, along with a Google Earth aerial photograph of any area that needs specific explanation.

Task 2 – Supplemental Topographic Survey:

In order to update our existing conditions base map, a supplemental topographic survey of Oak Grove Ave will be necessary from Rebecca Lane to Middlefield Road. The survey work will include limits of pavement, roadway striping, existing trees, and any above-ground utilities in the roadway and in the future shared use path.

Task 3 – Update Base Map:

Once the topographic survey information is collected, we will download the points, import into our drawing, and update the existing conditions base map using Auto CAD Civil 3D software. The updated base map will then be used for the design of the additional improvements.

Task 4 – Update Improvement Plans, Specs, & Estimate (90%):

We will update our 90% improvement plans to incorporate the additional improvements described above. The following sheets will be updated:

1. Existing Conditions Plan
2. Demolition Plan
3. Layout Plan
4. Striping Plan
5. Traffic Signal Modification Plans

The specifications document and engineer's cost estimate will also be updated as necessary to incorporate the new improvements and materials.



Task 5 – Prepare Final Improvement Plans (100%):

Upon receipt of any City comments, we will make all appropriate revisions and prepare PS&E documents.

NOT INCLUDED

Not included in the Project Scope of Services is our attendance at any project meetings, any traffic data collection or traffic studies, preparation of traffic control plans, the preparation of any design elements other than those specifically included in this proposal, and the provision of any construction support services (i.e. review time required for submittal packages, attendance at pre-construction or pre-bid meetings, field visits during construction, etc.). Any work in addition to that described under the Project Scope of Services will be considered extra work, including but not limited to, design changes requiring significant redesign work, the attendance at any project meetings, and/or any other tasks which are not specifically included in this proposal. Receipt of written authorization for any additional work beyond the Project Scope of Services will be required prior to performing any additional work beyond what is specifically described in this proposal.

PROJECT FEE:

Our total Not-to-Exceed Fee for these additional engineering services is \$15,400. A detailed “Fee Estimate” showing the breakdown of the individual costs associated with each Task is included as Attachment A. This proposal will be valid for a period of thirty (30) days, at which time we reserve the right to reevaluate all proposal / project costs.

The original contract terms and conditions agreed upon for this project will continue in effect for these additional services.

We appreciate having the opportunity to assist you with this project, and we look forward to continue providing you with excellent service. If you have any questions or need additional information, please contact me at your convenience.

Very truly yours,

Mott MacDonald

A handwritten signature in blue ink that reads 'L. Trujillo'.

Leo Trujillo, PE, TE
Principal Engineer
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ATTACHMENT A

**Mott MacDonald
Proposal To Provide Additional Professional Traffic Engineering Services**

**Town of Atherton Middlefield-Oak Intersection Design
January 16, 2017**

Project Work Task	HMM Staff						HMM Total Hours	HMM Total Fee
	Vice President	Principal Engineer	Senior Proj. Eng.	Project Engineer	Engineer II	Admin. Assist.		
	\$310	\$247	\$234	\$197	\$110	\$96		
1. Site Visit								
A. Site Visit				4			4	\$788
B. Prepare image sketch & email findings		1		2			3	\$641
2. Supplemental Topographic Survey								
A. Field Work				10	10	1	21	\$3,166
3. Update Base Map								
A. Update Base Map		1		2	8		11	\$1,521
4. Update Improvement Plans, Specs, & Estimate (90%)								
A. Existing Conditions Plan				1	2			
B. Demolition Plan		1		1	2		4	\$664
C. Layout Plan		2		4	6		12	\$1,942
E. Striping Plan		2		2	6		10	\$1,548
F. Traffic Signal Modification Plans		1		1	3		5	\$774
G. Specifications / Special Provisions		2					2	\$494
H. Cost Estimate		1		2	3		6	\$971
5. Prepare Final PS&E (100%)								
A. Final PS&E		4		4	8		16	\$2,656
Subtotal Hours	0	15	0	33	48	1	97	
Subtotal Staff Expenses	\$0	\$3,705	\$0	\$6,501	\$5,280	\$96		\$15,165

Travel Expenses:	\$200
Printing, Copying, Etc., Expenses :	\$35

Total Cost:	\$15,400
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Note: This cost estimate is based on hourly rates valid through December 2017.



FEE SCHEDULE

Effective through December 2017

PERSONNEL

Classification	Rate/Hour
Vice President	\$310
Principal Engineer	\$247
Senior Consultant	\$247
Senior Project Engineer	\$234
Senior Planner / Senior Traffic Modeler	\$234
Project Engineer	\$197
Senior Planner	\$181
Associate Planner	\$166
Engineer III	\$166
Specialist IV – Assistant Planner	\$145
Specialist III – Senior CAD Technician	\$145
CAD Technician, Designer	\$145
Planner III	\$113
Engineer II – Assistant CAD Technician	\$110
Planner II	\$96
Administrative Assistant III	\$96
Specialist II – Traffic Count Supervisor, Field Technician	\$81
Technician I – Traffic Counter	\$64
Minimum Consultation Fee	\$556
Expert Witness (Rates Available on Request)	

SUB-CONSULTANTS

Professional Service by Others	Cost + 10%
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EXPENSES

Materials, External Copying & Printing, Phone, Fax	Cost + 15%
Internal Copying - Letter Size (per single-sided page + labor)	\$0.10
Internal Copying - Ledger Size (per single-sided page + labor)	\$0.21
Large Sheet Prints - Bond or Blueline (per D size sheet + labor)	\$2.08
Large Sheet Plots - Vellum (per D size sheet + labor)	\$4.16
Large Sheet Plots - Mylar (per D size sheet + labor)	\$6.24
Delivery/Courier Service	Cost + 15%
Auto Expenses (per mile) (IRS) rate	.535
Travel Expenses	Cost + 10%