City Council
Meeting Agenda

Tuesday, August 26, 2025

City Council Chambers
City Hall, One Twin Pines Lane, Belmont, California

General order of Business

1. CALL TO ORDER
2. ITEMS BEFORE 7:00 PM
3. PLEDGE OF ALLEGIANCE
4. REPORT FROM CLOSED SESSION
5. SPECIAL PRESENTATIONS
6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA
7. COUNCILMEMBER ANNOUNCEMENTS
8. CONSENT BUSINESS
9. PUBLIC HEARINGS (none)
10. GENERAL BUSINESS
11. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF
12. MATTERS OF INTEREST/CLARIFICATION
13. ADJOURNMENT

City Council
Julia Mates, Mayor
Robin Pang-Maganaris, Vice Mayor
Gina Latimerlo, Councilmember
Tom McCune, Councilmember
Cathy Jordan, Councilmember

Staff
Afshin Oskoui, City Manager
Scott Rennie, City Attorney
Kathy Kleinbaum, Assistant City Manager
Ken Stenquist, Police Chief
Grace Castaneda, Finance Director
Ann Ritzma, Interim Admin Services Director
Carlos deMelo, Community Development Director
Brigitte Shearer, Parks and Recreation Director
Nisha Patel, Public Works Director
Jozi Plut, City Clerk

MEETING ATTENDANCE:
Council meetings, unless otherwise noted, are broadcast live to Belmont residents on

1. Comcast Cable Channel 27
2. Streamed live via the City's website at www.Belmont.gov
3. ZOOM https://belmont-gov.zoom.us/ **Meeting ID: 95745673035**
4. Attend the meeting in the Council Chambers, Belmont City Hall 2nd floor

PUBLIC COMMENT:

- Public in the Council Chamber present the Clerk a request to speak slip found at the table at the rear of the chamber.
- If participating virtually use the Raise Hand feature to request to speak.
  - For dial- in comments, call *67 1-(669) 900-6833 (your phone number will appear on the live broadcast if *67 is not dialed prior to the phone number)
  - enter **Meeting ID: 95745673035**, and press *9 to request to speak

All public comments are subject to a **3-minute time limit** unless otherwise determined by the Chair.

To submit a written public comment:
E-mail cclerk@belmont.gov before the Council discusses the item, noting the agenda topic or number in the subject line. Comments received up to three hours before the meeting will be distributed to the Council and included in the record but not read aloud during the meeting..

The Mayor has the authority to rule any speaker out of order, including speakers during the Public Comment period; If the subject raised is not within the subject matter jurisdiction of the City Council, during a public hearing or a general business item if the speaker is not presenting testimony or evidence relevant to the matter or if the speaker becomes disruptive to the proceedings and conduct of the meeting.

The Mayor also has the authority to order any person who willfully interrupts the meeting to be removed. All persons are expected to always conduct themselves with civility and courtesy. All persons giving comments shall speak directly to the Council and address issues, not individuals. Personal attacks, cursing and outbursts from the audience in support or opposition to a speaker are not tolerated to foster an environment where everyone feels welcome to speak.

LEVINE ACT:

The Levine Act (California Government Code Section 84308) limits campaign contributions that may be made to elected or appointed City officials (including councilmembers and the mayor) and certain candidates for elective city offices. The Act prohibits an agent of a party from contributing any amount to councilmember while a proceeding for a contract valued at $50,000 or more, permit, license, or other entitlement for use is pending that does not solely involve purely ministerial decisions. The Act also prohibits parties and participants in the above entitlement proceedings from contributing more than $500 during the proceeding and for 12 months after the proceeding and requires disclosure of the prohibited contributions. The Act prohibits certain officials, including local elected officials, from taking part in an entitlement proceeding if the official has received a contribution exceeding $500 from a party or participant in the proceeding within the preceding 12 months. An official is also prohibited from accepting, soliciting, or directing a contribution exceeding $500 from a party or participant in the proceeding for 12 months after a final decision is rendered in such a proceeding. The law is complex, and this brief description is not legal advice. If you or an agent have made any campaign contributions to a councilmember in the 12 months before a proceeding in which you have an interest or you are contemplating making a contribution within the 12 months after such a proceeding, you are urged to review the Levine Act and consider consulting an attorney. The California Fair Political Practices Commission (FPPC) is responsible for administering the Levine Act. More information about the Act and its implementing regulations can be found on the FPPC's website here: https://www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html

ACCESSIBILITY

If you need assistance to participate in this meeting, please contact the City Clerk at (650) 595-7413. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

AGENDA POSTING: I declare a copy of this agenda was posted at City Hall, One Twin Pines Lane, and the City's website www.Belmont.gov Date: Time: /s/:

City of Belmont

City Council Regular Meeting Agenda
August 26, 2025
City Council Chambers
City Hall, One Twin Pines Lane, Belmont, California

Amended Agenda - Attachment to Agenda Item 10A

NOTICE REGARDING MEETING SCHEDULE
The City Council may meet prior to 7:00 PM for Study Sessions, Closed Sessions, or other Special Topics. All other business will commence at 7:00 PM as a time-certain agenda item.

1. CALL TO ORDER

- Roll Call

2. ITEMS BEFORE 7:00 PM

A. CLOSED SESSION - 6:30 PM

Public Employee Performance Evaluation Government Code Section 54957(b)
Titles: City Manager, City Attorney

B. STUDY SESSION (none)

The public will have an opportunity to address the City Council concerning this item.

C. SPECIAL SESSION/OTHER TOPICS (none)

ITEMS STARTING AT 7:00 PM

3. PLEDGE OF ALLEGIANCE

4. REPORT FROM CLOSED SESSION

5. SPECIAL PRESENTATIONS

A. National Night Out Recap

B. San Mateo Daily Journal 25th Anniversary Recognition

6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

This portion of the meeting is reserved for persons wishing to address the Body on any City matter not on the agenda. The period for public comment at this point in the agenda is limited to 15 minutes, with a maximum of 3 minutes per speaker. Speakers who requested but did not receive an opportunity to speak during this comment period will be given an opportunity to address the Body later in the meeting. State law prohibits the Body from acting on non-agenda items.

7. COUNCILMEMBER ANNOUNCEMENTS

8. CONSENT BUSINESS

Consent business items are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion on these items unless a member or staff request specific items to be removed for separate action. The City Attorney will read the title of ordinances to be adopted.

A. Monthly Financial-May 2025
Attachments:
Monthly Financial Report May 2025

B. Belmont Library Interior Painting and Flooring Project Notice of Completion
Recommendation: Adopt a resolution accepting the construction work and authorizing the issuance of a Notice of Completion for the Belmont Library Interior Painting and Flooring Project, City Contract Number 2024-633, including release of retention 35 days after recording the Notice of Completion.
Attachments:
Staff Report
Resolution

C. Senior Management Analyst Job Classification and Salary Range and Modification to Payroll Manager Salary Range
Recommendation: Adopt a resolution approving the new Senior Management Analyst classification and salary range and adjusting the
Payroll Manager salary range.
Attachments:
Staff Report
Senior Management Analyst Job Description
Resolution
Master Employee Pay Schedule

D. Ralston Avenue Adaptive Signal Control Technology System Project, Cabinet Relocation Project - Notice of Completion
Recommendation: Adopt a resolution accepting the work and authorizing the issuance of a Notice of Completion for Ralston Avenue Adaptive Signal Control Technology System Project, Cabinet Relocation, City Contract Number 2023-623.
Attachments:
Staff Report
Resolution

E. Cycle 3 San Mateo County Transportation Authority (SMCTA) Measure A Alternative Congestion Relief (ACR) and Measure W Transportation Demand Management Program Funding
Recommendation: Adopt a resolution authorizing the City Manager to submit an application and execute other documents necessary for Cycle 3 San Mateo County Transportation Authority (SMCTA) Measure A Alternative Congestion Relief (ACR) and Measure W Transportation Demand Management Program Funding, making performance commitments, and authorizing expenditure of funds for the Belmont Transportation Demand Management Reform Project.
Attachments:
Staff Report
Resolution

F. Service Agreement with MNS Engineers, Inc. for transportation engineering services for the O'Neill Avenue Railroad Undercrossing Feasibility Study Project
Recommendation: Approve a motion authorizing the City Manager to negotiate and execute a Service Agreement with MNS Engineers, Inc., (MNS) for an amount not to exceed $374,895

to provide transportation engineering services for the O'Neill Avenue Railroad Undercrossing Feasibility Study Project.
Attachments:
Staff Report
Undercrossing Proposal MNS Engineers

G. Caltrans Sustainable Transportation Planning Grant Agreement for City of Belmont Transportation Master Plan
Recommendation: Adopt a resolution authorizing the City Manager to negotiate and execute Caltrans Sustainable Transportation Planning Grant Agreement, and any amendments thereto within the limits of the approved budget and funds appropriated for that purpose, with the California Department of Transportation for the City of Belmont Transportation Master Plan.
Attachments:
Staff Report
Resolution
Restricted Grant Agreement

H. Task Order with MNS Engineers, Inc. for professional engineering services for the 2026 Sanitary Sewer Rehabilitation Project
Recommendation: Approve a motion authorizing the City Manager to negotiate and execute an agreement with MNS Engineers, Inc. (MNS) for an amount not to exceed $228,720 to provide design, bidding, and engineering services during construction services for the 2026 Sanitary Sewer Rehabilitation Project.
Attachments:
Staff Report
Proposal from MNS

I. Agreement with Pavement Engineering, Inc. for civil engineering services for the 2026 Pavement Rehabilitation Project
Recommendation: Motion authorizing the City Manager to negotiate and execute an agreement with Pavement Engineering Inc. to provide design and construction support services for an amount no to exceed $288,720 for the 2026 Pavement Rehabilitation Project.
Attachments:
Staff Report
Attachment A

J. Service Agreement with Alliant Insurance for Insurance Brokerage Services
Recommendation: Authorize the City Manager to negotiate and execute a five-year agreement with Alliant Insurance Services, Inc. for insurance brokerage services, consisting of a three-year initial term at $85,733 annually for FY 2025–26 through FY 2027–28, with an option to extend for two additional years at a maximum annual increase of 2.5%.
Attachments:
Staff Report
Insurance Brokerage Services Agreement

K. Service Agreement Amendment with George Hills Company
Recommendation: Motion authorizing the City Manager to negotiate and execute Amendment No. 4 to the Service Agreement with George Hills Company for claims adjustment and administration services in an amount not-to-exceed $60,000 through June 30, 2026 for a total service agreement amount not-to-exceed $276,000.

Attachments:
Staff Report
GHC Fees

L. Fiscal Year (FY) 2025-26 California Highway Patrol Cannabis Tax Fund Grant Program
Recommendation: Adopt a resolution authorizing the city manager to submit a grant application for the FY 2025-26 California Highway Patrol Cannabis Tax Fund Grant for a total award of $77,503.62, making grant performance and funding commitments, and appropriating $77,504 grant revenue and associated expenditures in the current FY 2025-26 budget related to the Cannabis Tax Fund Program.
Attachments:
Staff Report
Resolution

9. PUBLIC HEARINGS (none)

10. GENERAL BUSINESS
General Business items are considered separately, typically in the order listed. The chair will call for public comment on each item when the body considers the item.

A. Your Voice, Your Belmont and Community Polling Results
Recommendation: Receive a presentation on community polling results; no action required.
Attachments:
Staff Report
Exhibit A

B. Long Range Planning Update
Recommendation: Receive an update on the long-range planning efforts currently underway by the Community Development Department.
Attachments:
Staff Report

11. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF
A. **Verbal report from Councilmembers on Intergovernmental (IGR) and Subcommittee Assignments**
B. **Verbal report from City Manager**

12. MATTERS OF INTEREST/CLARIFICATION
Items in this category are for discussion and direction to staff only. However, Council/Board may take final action on an item if there is no need for additional staff analysis.

13. ADJOURNMENT

CITY OF BELMONT

FISCAL YEAR 2024-25

MONTHLY FINANCIAL REPORT - MAY 31, 2025



HIGHLIGHTS

PERFORMANCE AT A GLANCE REPORT

• General Fund balance increased compared to prior YTD

FUND RECAP AT A GLANCE REPORT

Notable Fund Balance Increase compared to prior YTD:

•General Fund
•Belmont Fire Protection District
•Street Maintenance
• Sewer Collection System
• Facilities Management

Notable Fund Balance Decrease compared to prior YTD:

• Measure I
• Affordable Housing Successor

BUDGET VARIANCE REPORT

• Management Discussion & Analysis
• Tax Trends

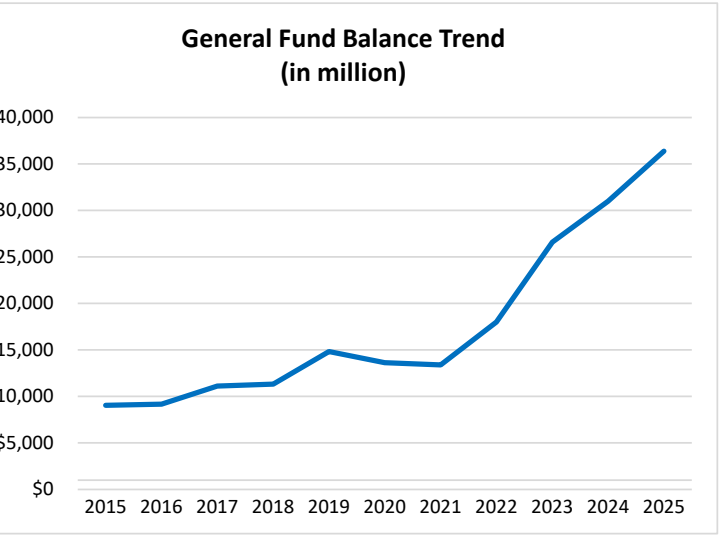
CASH DISBURSEMENTS & PURCHASE ORDER ACTIVITY REPORT

•Amounts equal to and above $50,000

This report contains financial information which has not been reviewed or audited by an independent auditor, does not reflect the application of generally accepted accounting principles in all instances and is subject to future revision. This report has not been prepared with a view to informing an investment decision in any of the City's bonds, notes or other obligations. Any projections, plans or other forward-looking statements included in this report are subject to a variety of uncertainties that could cause any actual plans or results to differ materially from any such statement. The information herein is not intended to be used by investors or potential investors in considering the purchase or sale of the City's bonds, notes or other obligations and investors and potential investors should rely only on information filed by the City on the Municipal Securities Rulemaking Board's Electronic Municipal Market Access System for municipal securities disclosures and website, maintained on the World Wide Web at https://emma.msrb.org/

These financial reports are designed to provide a general overview of the City of Belmont's interim finances. Questions concerning any information provided in

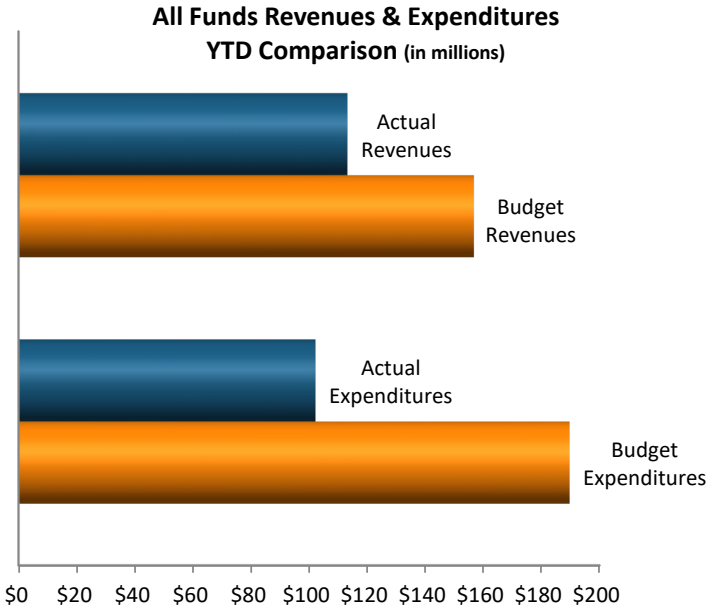
City of Belmont
Performance at a Glance
Results for the Period Ended May 31, 2025
(000's)

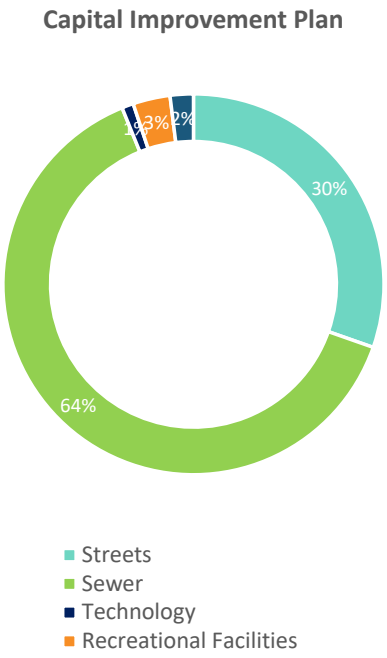


General Fund Balance Trends*

6/30/2015	2015	$9,049	Audited
6/30/2016	2016	$9,177	Audited
6/30/2017	2017	$11,128	Audited
6/30/2018	2018	$11,325	Audited
6/30/2019	2019	$14,846	Audited
6/30/2020	2020	$13,637	Audited
6/30/2021	2021	$13,398	Audited
6/30/2022	2022	$18,013	Audited
6/30/2023	2023	$26,586	Audited
6/30/2024	2024	$31,003	Audited
5/31/2025	2025	$36,383	Unaudited

* excludes Measure I





General Fund

The General Fund balance is $36.4 million, an increase of $5.4 million compared to the amount at the prior fiscal year-end. This is primarily due to the timing of the one-time Property Tax in-lieu of VLF and excess ERAF refund receipts. In addition, the remaining majority of our property tax revenues were received in April.

Fund Balance - YTD Fund Deficits

As shown on the Fund Recap at a Glance (page 3) Recreation Fund has deficit fund balance and is expected to be eliminated in a future period.

City of Belmont
Fund Recap at a Glance
Results for the Period Ended May 31, 2025
(000's)

Fund	Fund Name	Audited Fund Balance 06/30/24 (1)	Revenues YTD Budget	YTD Actual (2)	Variance (Under) Over	%	PY YTD Actual	Expenditures YTD Budget	YTD Actual (3)	Variance Under (Over)	%	PY YTD Actual	Unaudited Fund Balance 05/31/25 (1)+(2)-(3)	PY YTD Fund Balance 05/31/24
GENERAL FUND														
101	General	*$31,003*	$30,444	$28,852	($1,592)	95%	$28,169	$29,340	$23,472	$5,868	80%	$22,674	***$ 36,383***	*32,081*
102	Measure I	*4,464*	2,213	1,803	(410)	81%	1,898	7,366	3,268	4,098	44%	1,959	***2,999***	*3,876*
SPECIAL REVENUE FUNDS														
205	Recreation	*397*	3,655	2,425	(1,230)	66%	2,279	3,745	3,444	301	92%	3,081	***(623)***	*(219)*
206	Library Maintenance & Operation	*777*	313	331	18	106%	335	891	776	116	87%	353	***332***	*796*
207	Athletic Field Maintenance	*391*	151	184	34	122%	155	324	132	192	41%	105	***443***	*416*
208	City Tree	*252*	19	17	(2)	91%	41	125	40	85	32%	72	***229***	*254*
209	Senior Services Donation	*96*	10	12	3	129%	3	9	0	9	0%	0	***108***	*95*
210	Development Services	*2,020*	6,309	6,303	(7)	100%	6,189	6,601	5,974	627	91%	5,508	***2,348***	*2,218*
212	General Plan Maintenance	*1,492*	461	536	74	116%	836	1,302	950	353	73%	781	***1,078***	*1,646*
223	Belmont Fire Protection District	*25,882*	17,436	18,573	1,137	107%	18,197	13,188	13,158	30	100%	12,236	***31,297***	*26,159*
225	Police Grants and Donations	*35*	1	4	3	414%	5	8	5	3	61%	1	***34***	*35*
227	Supplemental Law Enforcement	*71*	160	209	49	131%	188	91	95	(4)	105%	117	***185***	*78*
231	Street Maintenance	*1,365*	2,456	1,280	(1,175)	52%	1,143	2,382	2,157	225	91%	2,261	***488***	*(1,130)*
232	RMRA Street Project	*498*	705	650	(55)	92%	610	1,535	441	1,093	29%	229	***706***	*988*
233	Measure W	*2,295*	449	382	(67)	85%	360	2,767	125	2,642	5%	0	***2,553***	*2,169*
234	Street Improvements	*2,935*	1,039	918	(121)	88%	1,107	3,145	798	2,347	25%	236	***3,055***	*2,775*
237	Traffic Impact	*100*	144	408	264	283%	3	0	0	0	N/A	0	***508***	*99*
239	Public Art	*420*	20	13	(7)	67%	11	9	0	9	0%	0	***433***	*416*
275	Affordable Housing Successor	*6,056*	208	(839)	(1,046)	-403%	301	1,443	1,318	125	91%	3,761	***3,899***	*5,986*
277	Inclusionary Housing	*3,254*	177	212	35	120%	609	0	0	0	N/A	0	***3,466***	*3,181*
	Total Special Revenue	*48,336*	33,713	31,619	(2,094)	94%	32,372	37,565	29,413	8,152	78%	28,739	***50,542***	***45,961***
CAPITAL PROJECT FUNDS														
308	General Facilities	*621*	26	19	(7)	72%	21	544	40	504	7%	139	***600***	*615*
310	Infrastructure	*2,290*	80	72	(8)	90%	67	2,991	(172)	3,163	-6%	191	***2,534***	*2,272*
312	Comcast PEG Program	*421*	14	13	(1)	93%	11	110	45	65	41%	0	***389***	*416*
341	Planned Park	*1,084*	84	63	(21)	75%	47	642	672	(31)	105%	675	***474***	*1,073*
342	Park Impact	*680*	41	414	373	1021%	31	608	20	588	3%	0	***1,074***	*673*
343	Open Space	*104*	3	3	(1)	79%	6	47	53	(6)	112%	0	***54***	*102*
399	Capital Improvement Projects	*3,292*	50,577	9,619	(40,958)	19%	8,500	53,899	9,993	43,906	19%	5,391	***2,918***	*3,121*
704	Special Assessment Districts	*328*	11	10	(1)	93%	9	0	0		N/A	0	***338***	*324*
	Total Capital Projects	*8,820*	50,835	10,212	(40,623)	20%	8,692	58,840	10,650	48,190	18%	6,395	***8,382***	***8,597***
DEBT SERVICE & OTHER FUNDS														
406	Library Bond Debt Service	*320*	639	692	54	108%	687	625	681	(56)	109%	666	***331***	*307*
501-505	Sewer Collection System	*40,307*	21,997	23,324	1,327	106%	17,934	34,751	18,678	16,072	54%	9,943	***44,953***	*39,473*
507	Sewer Treatment	*28,834*	3,033	3,505	472	116%	3,223	4,927	4,268	658	87%	2,724	***28,071***	*27,890*
525	Storm Drainage Enterprise	*1,406*	2,439	1,119	(1,320)	46%	1,223	2,865	1,670	1,194	58%	1,828	***854***	*1,568*
530	Solid Waste Management	*2,110*	632	620	(12)	98%	639	558	485	72	87%	511	***2,245***	*1,997*
570	Worker's Compensation	*1,837*	862	917	55	106%	932	781	764	17	98%	722	***1,990***	*1,971*
571	Liability Insurance	*3,324*	839	854	16	102%	317	1,277	1,012	265	79%	690	***3,166***	*3,314*
572	Self Funded Vision	*0*	0	0	0	N/A	0	0	0	0	N/A	0	***0***	*0*
573	Fleet & Equipment Management	*8,241*	4,881	4,862	(18)	100%	4,387	6,466	4,028	2,438	62%	4,094	***9,075***	*8,686*
574	Facilities Management	*366*	2,780	2,829	49	102%	2,676	2,908	2,245	663	77%	2,203	***951***	*(129)*
575	Benefit Prefunding	*1,313*	1,384	1,884	500	136%	1,351	1,454	1,483	(29)	102%	1,356	***1,715***	*1,230*
775	Successor Agency Trust Fund[1]	-	0	0	0	N/A	0	0	0		N/A	0	***0***	*0*
	Total Debt & Other	88,058	39,486	40,607	1,121	103%	33,371	56,611	35,315	19,453	62%	24,736	93,350	86,307
	Total All Funds	**$180,681**	**$156,691**	**$113,093**	**($43,598)**	**72%**	**$104,501**	**$189,722**	**$102,118**	**$85,761**	**54%**	**$84,504**	**$191,656**	**$176,822**

Fund Types:

General Fund - Used to account for and report all financial resources not accounted for and reported in another fund.

Special Revenue Funds - Used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.

Capital Projects Funds - Used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

Debt Service & Other Funds - Includes funds used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest; funds used to finance and account for special activities and services performed by a designated department for other departments in the City on a cost reimbursement basis; and funds to account for operations financed and operated in a manner similar to a private business enterprise with the intent that the cost of providing goods and services is primarily financed through user charges; and funds used to account for assets held by the City as an agent.

City of Belmont
Budget Variance Report
General Fund / All Other Funds
Results for the Period Ended May 31, 2025
(000's)

	General Fund						All Other Funds					
	Year to Date (YTD)				Annual	PY YTD	Year to Date (YTD)				Annual	PY YTD
	Budget	Actual	Variance	%	Budget	Actual	Budget	Actual	Variance	%	Budget	Actual
REVENUES												
Taxes	$21,765	$21,519	($246)	99% **a**	$23,744	$20,332	$20,709	$21,251	$542	103%	$22,592	$20,596
Licenses and permits	1,114	1,113	(1)	100%	1,215	1,007	2,186	2,988	801	137%	2,385	2,957
Intergovernmental	319	370	51	116%	348	450	11,907	2,215	(9,693)	19% **e**	12,990	6,036
Charge for services	3,958	3,746	(213)	95% **b**	4,318	3,742	35,477	38,216	2,739	108%	38,702	37,226
Fines and forfeits	132	95	(37)	72%	144	128	-	-	-	N/A	-	-
Use of money and property	1,757	1,868	111	106%	1,917	2,449	4,890	4,812	(77)	98%	5,334	4,555
Miscellaneous	294	141	(153)	48% **c**	321	61	25	1,019	994	4071%	27	402
Other financing sources	-	-	-	N/A	-	-	-	(1,017)	(1,017)	N/A **f**	-	14
Operating transfers in	1,104	-	(1,104)	0% **d**	1,205	-	51,053	14,756	(36,297)	29% **g**	55,694	4,546
Total Revenues	**30,444**	**28,852**	**(1,592)**	**95%**	**33,212**	**28,169**	**126,247**	**84,241**	**(42,006)**	**67%**	**137,724**	**76,332**
EXPENDITURES												
General government	7,389	6,759	(630)	91%	8,060	6,049	8,287	7,019	(1,268)	85%	9,040	6,897
Public safety	14,746	14,197	(548)	96%	16,086	14,385	12,548	13,281	734	106% **h**	13,689	12,250
Streets and utilities	-	-	-	N/A	0	0	67,048	25,049	(41,999)	37%	73,143	17,873
Culture and recreation	2,668	2,516	(152)	94%	2,911	2,118	9,895	6,547	(3,347)	66%	10,794	6,401
Urban redevelopment	-	-	-	N/A	0	0	7,612	6,735	(877)	88%	8,304	8,490
Non departmental	-	-	-	N/A	0	0	1,898	363	(1,535)	19%	2,071	-
Debt service	-	-	-	N/A	0	0	5,476	4,895	(580)	89%	5,973	5,497
Operating transfer out	4,538	-	(4,538)	0%	4,950	122	47,620	14,756	(32,863)	31%	51,949	4,423
Total Expenditures	**29,340**	**23,472**	**(5,868)**	**80%**	**32,007**	**22,674**	**160,382**	**78,646**	**(81,736)**	**49%**	**174,963**	**61,830**
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	**$1,104**	**$5,380**			**$1,205**	**$5,495**	**($34,135)**	**$5,595**			**($37,238)**	**$14,502**

Management Discussion and Analysis

(Items with unfavorable budget variance more than $0.1 million)

General Fund

Revenues

a) Taxes - May Sales Taxes, May Transient Occupancy Taxes (TOT) and Property Taxes 2nd period remittances will be recorded in June and will be reported for that period.

b) Charge for services - The budget variance is primarily due to the quarterly fire prevention and protection fee, which will be received in a future reporting period.

c) Miscellaneous - The budget variance is primarily due to the timing of the annual Crystal Springs Uplands School (CSUS) Public Service Fee, which will be received in a future reporting period.

d) Operating Transfers In - Budgeted operating transfers are recorded at the end of the fiscal year based on actual results.

Other Funds

Revenues

e) Intergovernmental - Grant revenue will be received and reported in a future reporting period.

f) Other Financing Sources - Accounting entry made to recognize property transfer to develop affordable housing.

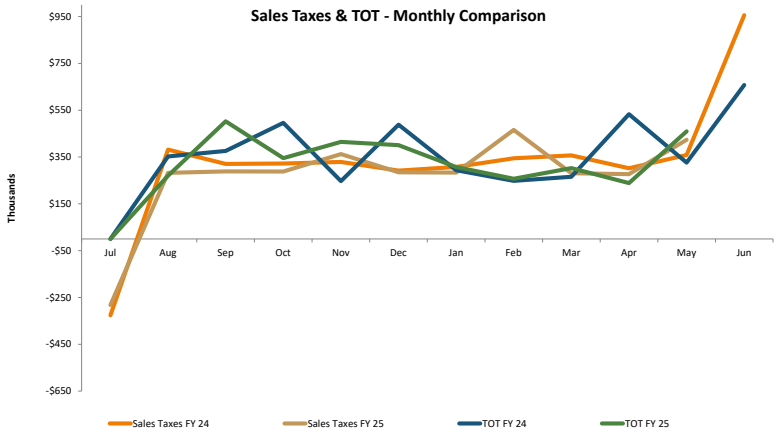
g) Operating Transfers In - Budgeted operating transfers are recorded at the end of the fiscal year based on actual results.

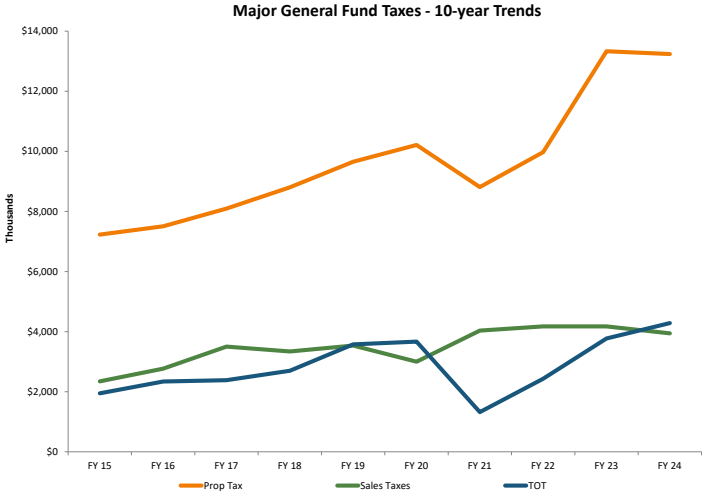
Other Funds

Expenditures

h) Public Safety - Fourth quarter payment of $2.4M to San Mateo Consolidated Fire Department was made in March.

Trends





City of Belmont
Disbursements & Purchase Order Activity Report
Results for the Period Ended May 31, 2025

Disbursements Amounts Equal to $50,000 and Above

Vendor	Description	Date	No.	Amount
ADP TAX PPE 04/26/25	ADP TAX PPE 04/26/25	5/2/25	DAJ000009777	138,973.45
ADP TAX PPE 05/10/25	ADP TAX PPE 05/10/25	5/16/25	DAJ000009785	109,268.17
ADP TAX PPE 05/24/25	ADP TAX PPE 05/24/25	5/30/25	DAJ000009789	109,448.96
ADP WAGE PPE 05/10/25	ADP WAGE PPE 05/10/25	5/16/25	DAJ000009782	477,114.22
ADP WAGE PPE 05/24/25	ADP WAGE PPE 05/24/25	5/30/25	DAJ000009786	483,489.63
ADP WAGE PPE 4/26/25	ADP WAGE PPE 4/26/25	5/2/25	DAJ000009774	520,959.80
BEAR ELECTRICAL SOLUTIONS INC	RALSTON ADAPTIVE SIGNAL	5/30/25	1205675	105,516.05
CALPERS	CON CONTRIBUTION PPE 05/02/25	5/1/25	DAJ000009731	142,333.09
CALPERS	CALPERS HEALTH PREMIUM-MAY	5/9/25	DAJ000009732	233,760.88
CALPERS	COB CONTRIBUTION PPE 05/16/25	5/19/25	DAJ000009733	141,342.92
CALPERS	COB CONTRIBUTION PPE 05/30/25	5/29/25	DAJ000009734	139,627.46
CASEY CONSTRUCTION INC	PROGRESS PAY 2	5/23/25	1205659	1,000,904.80
EDD	PAYROLL TAXES PPE 050225	5/1/25	DAJ000009727	52,221.25
MISSIONSQUARE	DEF COMP ACCT# 302442	5/5/25	DAJ000009738	76,915.05
MISSIONSQUARE	DEF COMP ACCT#302442	5/19/25	DAJ000009744	55,133.33
ONPOINT CONSTRUCTION	LIBRARY CONSTRUCTION PROJECT	5/9/25	EFT00038684	328,382.67
SILICON VALLEY CLEAN WATER	JUNE MONTHLY CONTRIBUTION	5/9/25	EFT00038669	399,366.00
		Total Disbursements in Excess of $50,000		**$ 4,514,757.73**
			Total Count	**17**

Purchase Order Amounts Equal to $50,000 and Above

Vendor	Description	Date	No.	Amount
HANFORD ARC	TPP CREEEK RESTORATION	5/12/25	25 00117	1,764,341.50
A&E SRVCS AGREEMENT	HB CONSULTING GROUP INC	5/12/25	25 00118	73,280.00
		Total Purchase Orders Issued in Excess of $50,000		**$ 1,837,621.50**
			Total Count	**2**

CITY OF BELMONT
TREASURER'S REPORT
May 31, 2025

Agency Receipts and Disbursements Summary

	Beginning Balance April 30, 2025	Receipts	Disbursements	Ending Balance May 31, 2025
City of Belmont	$ 141,896,944.20	$ 4,910,517.13	$ (5,803,823.56)	$ 141,003,637.77
Belmont Fire Protection District	29,846,816.20	1,519,629.50	(87,734.30)	31,278,711.40
Total	**$ 171,743,760.40**	**$ 6,430,146.63**	**$ (5,891,557.86)**	**$ 172,282,349.17**

-

Balance Summary

	Deposit	Investments	Pool Total
City of Belmont & Belmont Fire Protection District	**$ 19,166,388.26**	**$ 153,115,960.91**	**$ 172,282,349.17**

-

I certify that this report accurately reflects all investments of City of Belmont and Belmont Fire Protection District, and is in conformance with the adopted Investment Policy mandated by Government Code 53646. Furthermore, I certify to the best of my knowledge, sufficient investment liquidity and anticipated revenues are available to meet the Agency's budgeted expenditure requirement for the next six months.

Respectfully Submitted,

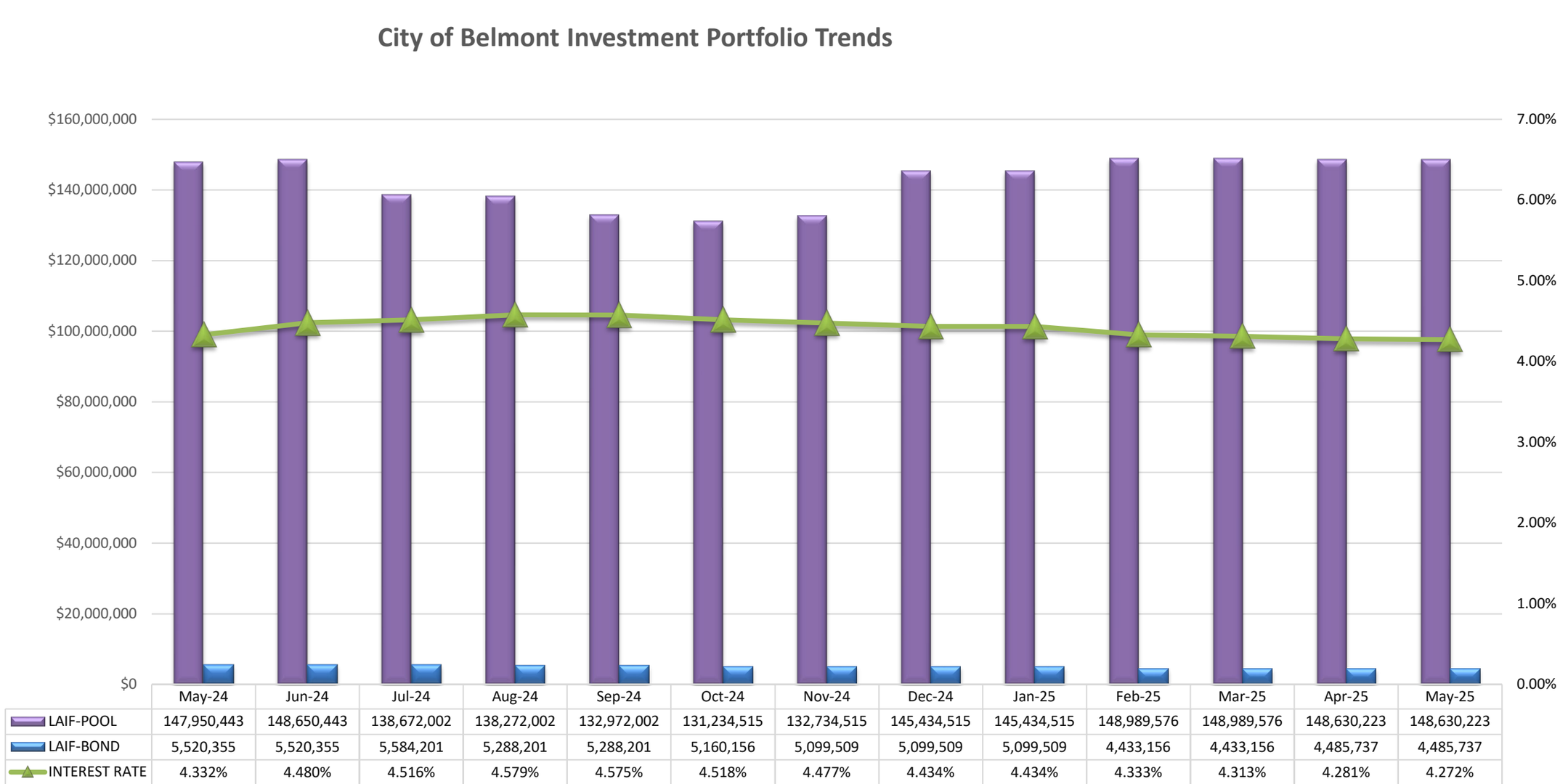
s/b Grace Castaneda

Grace Castaneda
City Treasurer

CITY OF BELMONT
TREASURER'S REPORT
May 31, 2025

Investment Detail

Investment Type	Issuer	Maturity Date	Par Amount	Current Market Value	Interest Total	Investment Period	Rate	Pricing Source	Manager
Deposit									
General Account	Wells Fargo		$ 19,166,388.26	$ 19,166,388.26				Bank	Bank
Investments:									
L.A.I.F.-POOL	State of California	Daily	148,630,223.48	148,756,438.93	529,123.60	90 days	4.272%	LAIF	LAIF
L.A.I.F.-BONDS	State of California	Daily	4,485,737.43	4,489,546.68	15,969.23	90 days	4.272%	LAIF	LAIF
Total			**$ 172,282,349.17**	**$ 172,412,373.87**	**$ 545,092.82**				



	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25
LAIF-POOL	147,950,443	148,650,443	138,672,002	138,272,002	132,972,002	131,234,515	132,734,515	145,434,515	145,434,515	148,989,576	148,989,576	148,630,223	148,630,223
LAIF-BOND	5,520,355	5,520,355	5,584,201	5,288,201	5,288,201	5,160,156	5,099,509	5,099,509	5,099,509	4,433,156	4,433,156	4,485,737	4,485,737
INTEREST RATE	4.332%	4.480%	4.516%	4.579%	4.575%	4.518%	4.477%	4.434%	4.434%	4.333%	4.313%	4.281%	4.272%

STAFF REPORT

Meeting Date:	August 26, 2025
Agency:	City of Belmont
Staff Contact:	Brigitte Shearer, Parks and Recreation Director, bshearer@belmont.gov
Agenda Title:	Belmont Library Interior Painting and Flooring Project Notice of Completion
Agenda Action:	Resolution

Recommendation

Adopt a resolution accepting the construction work and authorizing the issuance of a Notice of Completion for the Belmont Library Interior Painting and Flooring Project, City Contract Number 2024-633, including release of retention 35 days after recording the Notice of Completion.

Strategic Focus Area

Infrastructure and Mobility

Background

The Belmont Library was rebuilt and opened in April 2006. The 20,000 square foot project was built with funds secured through a partnership between San Mateo County Libraries (SMCL) and the City of Belmont with substantial support from local businesses and non-profits including the Friends of the Belmont Library, the Taube Foundation, the Belmont Rotary Club, and Oracle. The project resulted in a beautiful facility that is a true asset to the community. The building and three-acre land parcel are owned and maintained by the City of Belmont with library operations managed by SMCL.

The Belmont Library is one of the most popular libraries in the SMCL network. Its diverse portfolio of services and proximity to Belmont schools makes it a popular destination. It is open 61 hours per week and has between 17,000 and 20,000 visitors per month.

To address the impacts of heavy foot traffic on the 18-year-old building, in late-2024, the Belmont City Council authorized contracting OnPoint Construction for $391,577 plus a 15% contingency for a total not to exceed of $450,313 for the Belmont Library Interior Painting and Flooring Project. SMCL engaged Noll & Tam Architects to develop a new flooring layout and color schemes; however, as the owner of the building, the City was responsible for executing these building improvements.

Analysis

OnPoint Construction has now completed the Belmont Library Interior Painting and Flooring Project on schedule and on budget, with work running from March to May 2025. Change orders were issued for additional site cleaning and floor leveling, resulting in a final construction cost of $415,569.06.

This project has given a well-used facility a refreshed look while preserving its charm. The carpet, inspired

by the texture of bark, connects the space to its natural surroundings and updated paint, acoustical wallcoverings, and furnishings give the facility a modern feel. The project was paired with the facility's exterior painting (by another contractor), making it more welcoming from the inside out.

OnPoint Construction has completed the project, with a final inspection conducted by Parks and Facilities staff, deeming the project complete in accordance with the contract scope and requirements. To close out the project, staff now recommend that the City Council adopt a resolution accepting the construction work and authorizing the issuance of a Notice of Completion, including release of retention 35 days after recording the Notice of Completion.

Alternatives

1. Take no action
2. Refer back to staff for more information

Attachments

A. Library Photos

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:	Funding for this project was budgeted under Capital Improvement Program (CIP) Library Flooring Replacement Project #8087, with funding coming from the Library Maintenance and Operation Fund.

Source:	Purpose:	Public Outreach:
Staff	Discretionary Action	Posting of Agenda

Photos of the Renovated Belmont Library







RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ACCEPTING THE CONSTRUCTION WORK AND AUTHORIZING THE ISSUANCE OF A NOTICE OF COMPLETION, AND RELEASE OF RETENTION 35 DAYS AFTER RECORDATION OF THE NOTICE OF COMPLETION FOR THE BELMONT LIBRARY INTERIOR PAINTING AND FLOORING PROJECT, CITY CONTRACT NUMBER 2024-633

WHEREAS, on November 26, 2024, the City Council authorized the City Manager to approve plans and specs and award a contract with OnPoint Construction for $391,577 plus a 15% contingency for a total not to exceed $450,313 for the flooring replacement and painting of the interior of the Belmont Library, City Contract Number 2024-633; and,

WHEREAS, in May 2025, OnPoint Construction completed this work, with a final inspection conducted by City staff, deeming the project complete in accordance with the contract scope and requirements; and,

WHEREAS, the final cost of construction was $415,569.06

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. Accepts the construction work for the Belmont Library Interior Painting and Flooring Project, City Contract Number 2024-633, as complete.

SECTION 2. Authorizes the City Clerk to issue a Notice of Completion to OnPoint Construction.

SECTION 3. Authorizes the City Clerk to file the Notice of Completion with the San Mateo County Clerk-Recorder's office.

* * *

ADOPTED August 26, 2025 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

_____
City Clerk

_____
Mayor

APPROVED AS TO FORM:

_____
City Attorney

STAFF REPORT

Meeting Date:	August 26, 2025
Agency:	City of Belmont
Staff Contact:	Laura Kirby, Human Resources Management Analyst, lkirby@belmont.gov
Agenda Title:	Senior Management Analyst Job Classification and Salary Range and Modification to Payroll Manager Salary Range
Agenda Action:	Resolution

Recommendation

Adopt a resolution approving the new Senior Management Analyst classification and salary range and adjusting the Payroll Manager salary range.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

As part of the City's ongoing efforts to ensure its job classifications accurately reflect the work being performed, the Administrative Services Department regularly reviews and updates job classifications and corresponding salary ranges in partnership with the operating departments. This review helps maintain internal consistency, support workforce development, and align roles with operational needs.

Analysis

New Job Classification - Senior Management Analyst

The Senior Management Analyst is a city-wide classification intended for departments requiring advanced analytical or strategic support. Positioned between the Management Analyst II and Principal Management Analyst levels, it is well-suited for individuals handling complex projects, budgets, or policy work. See Exhibit A of the Resolution for the job description.

The initial need for this classification has been identified in the Finance Department, where the role will lead contract management and oversee risk management functions. This addition aligns with the departmental restructure outlined and approved in the FY 2025–26 budget.

Salary Range Adjustment - Payroll Manager

As part of the FY 2025–26 budget process, the Finance Department reviewed its classification and compensation structure to ensure alignment with current operational needs. A key outcome of this review is a recommended salary range adjustment for the Payroll Manager classification to bring it in line with the other manager classifications within Finance: Accounting Manager and Budget Manager. This change recognizes the comparable scope of responsibility in accounting, budget, and payroll functions. This

adjustment promotes internal equity allowing for cross training and backfilling between the positions, supports retention, and reflects the department's functional structure.

Master Employee Pay Schedule Updates

The City's Master Employee Pay Schedule, included as Exhibit B of the Resolution, will be amended effective August 31, 2025, to reflect these changes:

New classification and monthly salary range:

Senior Management Analyst
Monthly Salary Range

$10,519.67	$11,045.65	$11,597,93	$12,177.83	$12,786.72	$13,426.06

Salary range change

Payroll Manager
Monthly Salary Range

$11,123.43	$11,679.60	$12,263.58	$12,876.76	$13,520.60	$14,196.63

Alternatives

1. Provide staff with alternative direction
2. Take No Action

Attachments

A. Resolution
   a. Exhibit A – Senior Management Analyst Job Description
   b. Exhibit B – Revised Master Employee Pay Schedule – August 2025

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: Funding for the new job classification and corresponding salary and benefits have been incorporated as part of the FY 2025-26 budget.

Source:	**Purpose:**	**Public Outreach:**
Staff	Discretionary Action	Posting of Agenda

CITY OF BELMONT

Senior Management Analyst

DEFINITION

Under general direction, provides high-level analytical and strategic support within an assigned department or for citywide functions; performs complex professional administrative work in support of City operations, programs, and projects including budget development, contract administration, policy research, and program evaluation; supports departmental goals and City initiatives; provides staff support to management and City leadership; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Senior Management Analyst serves at an advanced professional level, distinguished from the Management Analyst II by the complexity of its assignments, increased responsibility for overseeing projects and programs, and the exercise of greater independent judgment. It is further set apart from the Principal Management Analyst, who typically assumes broader managerial or programmatic duties or functions as a departmental administrator.

This classification is designated as a senior-level position in the professional analyst series and is positioned between the Management Analyst II and the Principal Management Analyst.

SUPERVISION EXERCISED AND RECEIVED:

Receives general direction from a department head or assigned manager. May provide lead direction or mentorship to other professional, technical, or administrative staff.

EXAMPLES OF ESSENTIAL FUNCTIONS:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Plans, organizes, and leads complex studies, programs, or projects across one or more City departments.
- Develops and monitors department and project budgets; prepares budget forecasts and financial analyses.
- Coordinates and oversees the preparation of City Council staff reports, presentations, and related materials.
- Prepares and administers contracts and RFPs for services such as IT, engineering, maintenance, or consulting.
- Conducts research and analysis on municipal policy, operational effectiveness, organizational structure, and legislation; provides recommendations for improvements.
- Supports strategic planning and performance measurement efforts.
- Responds to inquiries from City staff, elected officials, and the public; provides guidance on City processes and policies.
- Facilitates cross-departmental communication and collaboration.
- Represents the City in meetings with consultants, regional agencies, and the community.
- Maintains and updates records, databases, and analytical tools for tracking performance and efficiency.
- Assist in human resources functions, risk management, or municipal code review.

Exhibit A - Pending City Council Approval

KNOWLEDGE/ABILITIES/SKILLS

(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)

Knowledge of:

- Public sector budgeting, finance, and administrative principles.
- Methods of program evaluation, policy analysis, and organizational improvement.
- Municipal government structure and operations.
- Contract management and procurement regulations.
- Effective report writing and presentation practices.
- Public meeting procedures and Brown Act compliance (as applicable).

Ability to:

- Manage multiple complex projects and priorities.
- Develop and monitor budgets, contracts, and performance metrics.
- Conduct research and prepare clear, concise reports and recommendations.
- Build cooperative working relationships with City staff, elected officials, and the public.
- Communicate effectively, both orally and in writing.
- Exercise independent judgment and maintain confidentiality as required.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification)

Education and/or Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way includes:

- Equivalent to a bachelor's degree in public or business administration, economics, political science, or a related field.

- Five (5) years of progressively responsible experience in municipal government, administrative analysis, or a related field. Master's degree desirable but not required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The City of Belmont is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act, we provide reasonable accommodations to qualified individuals with disabilities. We encourage both applicants and employees to discuss any accommodation needs with us.

This position is primarily office-based and involves regular use of a computer. It requires the ability to hear and understand conversations and to communicate clearly, both verbally and in writing. The role also calls for multitasking and the flexibility to work outside of standard business hours when needed.

This job description is not a contract. The City may revise this job description at any time.

Adopted by City Council	August 26, 2025
Revised by City Council	
Bargaining Unit	MMCEA
FLSA	Exempt
DOT	No
Pre-Employment Physical	No
Safety Sensitive	No
Form 700 Filer	Yes

Exhibit A - Pending City Council Approval

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING THE NEW JOB CLASSIFICATION AND SALARY RANGE FOR SENIOR MANAGEMENT ANALYST AND REVISION TO THE PAYROLL MANAGER SALARY RANGE

WHEREAS, the Administrative Services Department regularly reviews and updates job classifications in collaboration with departments to ensure alignment with current organizational structure, operational needs, and the work being performed; and,

WHEREAS, As part of the most recent classification review, the Human Resources Department, in consultation with the Finance Department, has identified the need for a new classification and a salary range revision to support clarity of roles, improved organizational function, and staff development.; and,

WHEREAS, the Senior Management Analyst classification is proposed as a citywide classification to provide higher-level analytical and strategic support across departments; and,

WHEREAS, the Finance Department identified a need to adjust the Payroll Manager salary range to align with the Finance Manager classification. This change reflects comparable responsibilities, supports retention, and promotes internal equity; and,

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. Addition of the Senior Management Analyst Job Classification (Exhibit A)

SECTION 2. Revisions to the Master Employee Pay Schedule updates as of August 31, 2025 (Exhibit B)

* * *

ADOPTED August 26, 2025 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

City of Belmont Master Employee Pay Schedule - Calendar Year 2025

Adopted August 26, 2025

			Monthly Pay Rates					
Position	*Effective Date*	*Labor Group*	*Step 1*	*Step 2*	*Step 3*	*Step 4*	*Step 5*	*Step 6*
Accountant I	1/5/2025	MMCEA	$ 7,411.92	$ 7,782.52	$ 8,171.65	$ 8,580.23	$ 9,009.24	$ 9,459.70
Accountant II	1/5/2025	MMCEA	$ 8,176.75	$ 8,585.59	$ 9,014.87	$ 9,465.61	$ 9,938.89	$ 10,435.83
Accountant III	1/5/2025	MMCEA	$ 9,462.04	$ 9,935.14	$ 10,431.90	$ 10,953.50	$ 11,501.18	$ 12,076.24
Accounting Services Supervisor	1/5/2025	MMCEA	$ 8,732.32	$ 9,168.94	$ 9,627.39	$ 10,108.76	$ 10,614.20	$ 11,144.91
Accounting Technician I	7/6/2025	AFSCME	$ 5,936.70	$ 6,233.54	$ 6,545.22	$ 6,872.48	$ 7,216.10	
Accounting Technician II	7/6/2025	AFSCME	$ 6,530.54	$ 6,857.07	$ 7,199.92	$ 7,559.92	$ 7,937.91	
Accounting Technician III	7/6/2025	AFSCME	$ 7,334.22	$ 7,700.93	$ 8,085.97	$ 8,490.27	$ 8,914.79	
Administrative Assistant	1/5/2025	MMCEA	$ 6,318.22	$ 6,634.13	$ 6,965.84	$ 7,314.13	$ 7,679.84	$ 8,063.83
Administrative Services Director	7/6/2025	Unrep	$ 16,242.30					$ 22,617.41
Assistant City Manager	7/6/2025	Unrep	$ 18,821.57					$ 24,637.43
Assistant Civil Engineer	1/5/2025	MMCEA	$ 8,736.15	$ 9,172.96	$ 9,631.61	$ 10,113.19	$ 10,618.85	$ 11,149.79
Assistant Planner	1/5/2025	MMCEA	$ 7,768.70	$ 8,157.14	$ 8,565.00	$ 8,993.25	$ 9,442.91	$ 9,915.06
Assistant PW Director/City Engineer	1/5/2025	MMCEA	$ 14,838.75	$ 15,580.69	$ 16,359.72	$ 17,177.71	$ 18,036.60	$ 18,938.43
Associate Civil Engineer	1/5/2025	MMCEA	$ 9,922.88	$ 10,419.02	$ 10,939.97	$ 11,486.97	$ 12,061.32	$ 12,664.39
Associate Planner	1/5/2025	MMCEA	$ 8,752.78	$ 9,190.42	$ 9,649.94	$ 10,132.44	$ 10,639.06	$ 11,171.01
Building Inspector I	7/6/2025	AFSCME	$ 8,429.57	$ 8,851.04	$ 9,293.60	$ 9,758.28	$ 10,246.19	
Building Inspector II	7/6/2025	AFSCME	$ 8,941.44	$ 9,388.52	$ 9,857.94	$ 10,350.84	$ 10,868.38	
City Attorney	10/13/2024	Unrep	$ 25,767.41					
City Clerk/Constituent Services Manager	7/6/2025	City Clerk	$ 12,223.01	$ 12,834.16	$ 13,475.87	$ 14,149.66	$ 14,857.14	$ 15,600.00
City Manager	9/1/2024	Unrep	$ 29,380.00					
Chief Building Official	1/5/2025	MMCEA	$ 12,131.18	$ 12,737.74	$ 13,374.63	$ 14,043.36	$ 14,745.53	$ 15,482.81
Code Enforcement Officer	7/6/2025	AFSCME	$ 7,920.80	$ 8,316.83	$ 8,732.67	$ 9,169.31	$ 9,627.77	
Community Development Director	7/6/2025	Unrep	$ 16,892.00					$ 22,217.20
Community Engagement Specialist	1/5/2025	Unrep	$ 9,239.70	$ 9,701.69	$ 10,186.77	$ 10,696.11	$ 11,230.92	$ 11,792.47
Community Service Officer	12/22/2024	BPOA	$ 5,556.64	$ 5,834.48	$ 6,126.21	$ 6,432.51	$ 6,754.14	$ 7,091.84
Construction Inspector	7/6/2025	AFSCME	$ 9,363.60	$ 9,831.78	$ 10,323.36	$ 10,839.54	$ 11,381.51	
Deputy Planning and Comm Dev Director	1/5/2025	Unrep	$ 14,786.72	$ 15,526.06	$ 16,302.36	$ 17,117.48	$ 17,973.35	$ 18,872.02
Deputy City Clerk	1/5/2025	MMCEA	$ 6,674.94	$ 7,008.69	$ 7,359.12	$ 7,727.08	$ 8,113.43	$ 8,519.10
Deputy Finance Director	1/5/2025	MMCEA	$ 13,095.27	$ 13,750.03	$ 14,437.53	$ 15,159.41	$ 15,917.38	$ 16,713.25
Electrician	7/6/2025	AFSCME	$ 7,639.34	$ 8,021.30	$ 8,422.37	$ 8,843.48	$ 9,285.66	
Engineering Technician	7/6/2025	AFSCME	$ 7,580.60	$ 7,959.64	$ 8,357.62	$ 8,775.50	$ 9,214.28	

Exhibit B - Pending City Council Approval

City of Belmont Master Employee Pay Schedule - Calendar Year 2025

Adopted August 26, 2025

Monthly Pay Rates

Position	*Effective Date*	*Labor Group*	*Step 1*	*Step 2*	*Step 3*	*Step 4*	*Step 5*	*Step 6*
Equipment Operator	7/6/2025	AFSCME	$ 6,716.16	$ 7,051.98	$ 7,404.57	$ 7,774.80	$ 8,163.54	
Executive Assistant To City Manager	1/5/2025	MMCEA	$ 7,352.26	$ 7,719.87	$ 8,105.86	$ 8,511.15	$ 8,936.71	$ 9,383.55
Finance Director	7/6/2025	Unrep	$ 16,892.00					$ 22,276.33
Accounting/Budget Manager	1/5/2025	MMCEA	$ 11,123.43	$ 11,679.60	$ 12,263.58	$ 12,876.76	$ 13,520.60	$ 14,196.63
GIS Coordinator I	1/5/2025	MMCEA	$ 8,008.81	$ 8,409.25	$ 8,829.71	$ 9,271.20	$ 9,734.76	$ 10,221.50
GIS Coordinator II	1/5/2025	MMCEA	$ 9,194.18	$ 9,653.89	$ 10,136.58	$ 10,643.41	$ 11,175.58	$ 11,734.36
GIS Coordinator III	1/5/2025	MMCEA	$ 10,789.59	$ 11,329.07	$ 11,895.52	$ 12,490.30	$ 13,114.82	$ 13,770.56
Head Teacher	7/6/2025	AFSCME	$ 4,956.32	$ 5,204.14	$ 5,464.35	$ 5,737.57	$ 6,024.44	
Housing and Economic Development Manager	1/5/2025	MMCEA	$ 11,123.43	$ 11,679.60	$ 12,263.58	$ 12,876.76	$ 13,520.60	$ 14,196.63
Housing Specialist	1/5/2025	MMCEA	$ 8,752.78	$ 9,190.42	$ 9,649.94	$ 10,132.44	$ 10,639.06	$ 11,171.01
IT Business System Analyst	1/5/2025	Unrep	$ 11,869.55	$ 12,463.03	$ 13,086.18	$ 13,740.49	$ 14,427.51	$ 15,148.89
Information Technology Manager	1/5/2025	Unrep	$ 13,197.18	$ 13,857.04	$ 14,549.89	$ 15,277.38	$ 16,041.25	$ 16,843.31
Lead Police Dispatcher	12/22/2024	BPOA	$ 8,585.32	$ 9,012.56	$ 9,465.51	$ 9,939.29	$ 10,435.08	$ 10,956.83
Maintenance Worker I	7/6/2025	AFSCME	$ 5,553.22	$ 5,830.87	$ 6,122.42	$ 6,428.54	$ 6,749.96	
Maintenance Worker II	7/6/2025	AFSCME	$ 6,147.06	$ 6,454.41	$ 6,777.13	$ 7,115.98	$ 7,471.79	
Management Analyst II	1/5/2025	MMCEA	$ 9,087.29	$ 9,541.65	$ 10,018.73	$ 10,519.67	$ 11,045.65	$ 11,597.93
Management Anaylst I	1/5/2025	MMCEA	$ 8,343.31	$ 8,760.48	$ 9,198.50	$ 9,658.43	$ 10,141.35	$ 10,648.42
Mechanic	7/6/2025	AFSCME	$ 6,810.44	$ 7,150.96	$ 7,508.51	$ 7,883.94	$ 8,278.13	
Office Assistant I	7/6/2025	AFSCME	$ 5,270.22	$ 5,533.74	$ 5,810.42	$ 6,100.94	$ 6,405.98	
Office Assistant II	7/6/2025	AFSCME	$ 5,854.80	$ 6,147.54	$ 6,454.93	$ 6,777.67	$ 7,116.55	
Parks & Recreation Director	7/6/2025	Unrep	$ 16,855.66					$ 22,217.86
Parks and Facilities Maintenance Worker I [5]	7/6/2025	AFSCME	$ 5,553.22	$ 5,830.87	$ 6,122.42	$ 6,428.54	$ 6,749.96	
Parks and Facilities Maintenance Worker II [5]	7/6/2025	AFSCME	$ 6,147.06	$ 6,454.41	$ 6,777.13	$ 7,115.98	$ 7,471.79	
Parks and Facilities Manager [5]	1/5/2025	MMCEA	$ 10,891.69	$ 11,436.27	$ 12,008.08	$ 12,608.48	$ 13,238.90	$ 13,900.85
Parks and Facilities Supervisor	1/5/2025	MMCEA	$ 8,763.87	$ 9,202.06	$ 9,662.16	$ 10,145.27	$ 10,652.53	$ 11,185.16
Payroll Manager	8/31/2025	Unrep	$ 11,123.43	$ 11,679.60	$ 12,263.58	$ 12,876.76	$ 13,520.60	$ 14,196.63
Permit Technician	7/6/2025	AFSCME	$ 7,183.16	$ 7,542.32	$ 7,919.43	$ 8,315.40	$ 8,731.17	
Planning Technician	7/6/2025	AFSCME	$ 7,183.16	$ 7,542.32	$ 7,919.43	$ 8,315.40	$ 8,731.17	
Police Captain	1/5/2025	MMCEA	$ 15,139.03	$ 15,895.98	$ 16,690.78	$ 17,525.32	$ 18,401.59	$ 19,321.67
Police Chief	7/6/2025	Unrep	$ 18,821.57					$ 25,138.56
Police Corporal Advanced POST	7/6/2025	BPOA	$ 10,968.77	$ 11,517.22	$ 12,093.07	$ 12,697.73	$ 13,332.61	$ 13,999.24
Police Corporal Basic POST	7/6/2025	BPOA	$ 9,950.18	$ 10,447.68	$ 10,970.07	$ 11,518.57	$ 12,094.49	$ 12,699.22

Exhibit B - Pending City Council Approval

City of Belmont Master Employee Pay Schedule - Calendar Year 2025

Adopted August 26, 2025

Monthly Pay Rates

Position	*Effective Date*	*Labor Group*	*Step 1*	*Step 2*	*Step 3*	*Step 4*	*Step 5*	*Step 6*
Police Corporal Intermediate POST	7/6/2025	BPOA	$ 10,445.64	$ 10,967.93	$ 11,516.32	$ 12,092.13	$ 12,696.74	$ 13,331.58
Police Dispatcher	12/22/2024	BPOA	$ 7,597.39	$ 7,977.25	$ 8,376.12	$ 8,794.92	$ 9,234.68	$ 9,696.41
Police Lieutenant	1/5/2025	MMCEA	$ 13,653.84	$ 14,336.53	$ 15,053.36	$ 15,806.03	$ 16,596.33	$ 17,426.15
Police Officer Advanced POST	7/6/2025	BPOA	$ 10,445.64	$ 10,967.93	$ 11,516.32	$ 12,092.13	$ 12,696.74	$ 13,331.58
Police Officer Basic POST	7/6/2025	BPOA	$ 9,475.79	$ 9,949.58	$ 10,447.06	$ 10,969.41	$ 11,517.88	$ 12,093.77
Police Officer Intermediate POST	7/6/2025	BPOA	$ 9,950.18	$ 10,447.68	$ 10,970.07	$ 11,518.57	$ 12,094.49	$ 12,699.22
Police Officer Recruit	12/22/2024	BPOA	$ 7,013.44					
Police Records Specialist I	12/22/2024	BPOA	$ 5,628.87	$ 5,910.31	$ 6,205.83	$ 6,516.13	$ 6,841.93	$ 7,184.03
Police Records Specialist II	12/22/2024	BPOA	$ 5,910.44	$ 6,205.96	$ 6,516.25	$ 6,842.07	$ 7,184.18	$ 7,543.39
Police Sergeant Advanced POST	7/6/2025	BPOA	$ 12,299.69	$ 12,914.67	$ 13,560.40	$ 14,238.42	$ 14,950.35	$ 15,697.87
Police Sergeant Intermediate POST	7/6/2025	BPOA	$ 11,711.99	$ 12,297.58	$ 12,912.45	$ 13,558.09	$ 14,235.98	$ 14,947.78
Principal Management Analyst	1/5/2025	Unrep	$ 12,098.32	$ 12,703.24	$ 13,338.40	$ 14,005.32	$ 14,705.59	$ 15,440.87
Principal Planner	1/5/2025	MMCEA	$ 12,368.54	$ 12,986.97	$ 13,636.32	$ 14,318.14	$ 15,034.05	$ 15,785.75
Public Works Director	7/6/2025	Unrep	$ 17,798.81					$ 22,760.23
Public Works Field Supervisor	1/5/2025	MMCEA	$ 8,763.87	$ 9,202.06	$ 9,662.16	$ 10,145.27	$ 10,652.53	$ 11,185.16
Public Works Services Manager	1/5/2025	MMCEA	$ 12,097.90	$ 12,702.80	$ 13,337.94	$ 14,004.84	$ 14,705.08	$ 15,440.33
PW Lead Maintenance	7/6/2025	AFSCME	$ 7,051.72	$ 7,404.30	$ 7,774.52	$ 8,163.24	$ 8,571.41	
Recreation Manager	1/5/2025	MMCEA	$ 10,003.37	$ 10,503.54	$ 11,028.72	$ 11,580.16	$ 12,159.17	$ 12,767.13
Recreation Program Coordinator	1/5/2025	MMCEA	$ 6,318.24	$ 6,634.15	$ 6,965.86	$ 7,314.15	$ 7,679.86	$ 8,063.85
Recreation Specialist II	7/6/2025	AFSCME	$ 4,388.80	$ 4,608.93	$ 4,839.47	$ 5,082.13	$ 5,335.20	
Recreation Supervisor	1/5/2025	MMCEA	$ 8,357.17	$ 8,775.03	$ 9,213.78	$ 9,674.47	$ 10,158.19	$ 10,666.10
Senior Civil Engineer	1/5/2025	MMCEA	$ 12,203.42	$ 12,813.59	$ 13,454.27	$ 14,126.98	$ 14,833.33	$ 15,575.00
Senior Management Analyst	8/31/2025	MMCEA	$ 10,519.67	$ 11,045.65	$11,597,93	$ 12,177.83	$ 12,786.72	$ 13,426.06
Senior Mechanic	7/6/2025	AFSCME	$ 7,234.18	$ 7,595.88	$ 7,975.68	$ 8,374.46	$ 8,793.19	
Senior Planner	1/5/2025	MMCEA	$ 9,970.06	$ 10,468.56	$ 10,991.99	$ 11,541.59	$ 12,118.67	$ 12,724.60
Senior Permit Technician	7/6/2025	AFSCME	$ 8,315.40	$ 8,731.17	$ 9,167.73	$ 9,626.12	$ 10,107.43	
Sr Parks and Facilties Maintenance Worker [5]	7/6/2025	AFSCME	$ 7,051.72	$ 7,404.30	$ 7,774.52	$ 8,163.24	$ 8,571.41	
Street Sweeper Operator	7/6/2025	AFSCME	$ 6,423.83	$ 6,745.02	$ 7,082.28	$ 7,436.38	$ 7,808.21	
Teacher	7/6/2025	AFSCME	$ 4,309.91	$ 4,525.40	$ 4,751.67	$ 4,989.25	$ 5,238.72	
Teacher's Aide	7/6/2025	AFSCME	$ 3,773.47	$ 3,960.67	$ 4,158.27	$ 4,368.00	$ 4,586.40	
Technology Specialist I	1/5/2025	MMCEA	$ 7,889.46	$ 8,283.93	$ 8,698.13	$ 9,133.04	$ 9,589.69	$ 10,069.17
Technology Specialist II	1/5/2025	MMCEA	$ 9,783.17	$ 10,272.33	$ 10,785.95	$ 11,325.25	$ 11,891.51	$ 12,486.09
Technology Specialist III	1/5/2025	MMCEA	$ 10,790.50	$ 11,330.03	$ 11,896.53	$ 12,491.36	$ 13,115.93	$ 13,771.73

Exhibit B - Pending City Council Approval

City of Belmont Master Employee Pay Schedule - Calendar Year 2025

Adopted August 26, 2025

Unrepresented Per Diem Positions

		Hourly Pay Rates					
Position	*Effective Date*	*Step 1*	*Step 2*	*Step 3*	*Step 4*	*Step 5*	*Step 6*
Accounting Technician I [1]	7/6/2025	$ 34.25	$ 35.96	$ 37.76	$ 39.65	$ 41.63	
Accounting Technician II [1]	7/6/2025	$ 37.68	$ 39.56	$ 41.54	$ 43.61	$ 45.80	
Accounting Technician III [1]	7/6/2025	$ 42.31	$ 44.43	$ 46.65	$ 48.98	$ 51.43	
Administrative Assistant [1]	1/5/2025	$ 36.45	$ 38.27	$ 40.19	$ 42.20	$ 44.31	$ 46.52
Associate Civil Engineer [1]	1/5/2025	$ 57.25	$ 60.11	$ 63.12	$ 66.27	$ 69.58	$ 73.06
Building Attendant I [4**]	1/1/2025	$ 19.22	$ 20.18	$ 21.19	$ 22.25	$ 23.36	
Building Attendant II [4**]	1/1/2025	$ 21.14	$ 22.20	$ 23.31	$ 24.48	$ 25.70	
Dispatcher, Per Diem [3]	12/22/2024	$ 49.53	$ 52.00	$ 54.61	$ 57.34	$ 60.20	$ 63.21
Electrician [1]	7/6/2025	$ 44.07	$ 46.28	$ 48.59	$ 51.02	$ 53.57	
Head Teacher [1]	7/6/2025	$ 28.59	$ 30.02	$ 31.53	$ 33.10	$ 34.76	
Intern	1/1/2025	$ 18.30	$ 19.22	$ 20.18	$ 21.19	$ 22.25	
Lifeguard I	1/1/2025	$ 20.00	$ 21.00	$ 22.05	$ 23.15	$ 24.31	
Lifeguard II	1/1/2025	$ 21.05	$ 22.10	$ 23.21	$ 24.37	$ 25.59	
Maintenance Worker I [1]	7/6/2025	$ 32.04	$ 33.64	$ 35.32	$ 37.09	$ 38.94	
Nutrition Site Coordinator	1/1/2025	$ 24.35	$ 25.57	$ 26.85	$ 28.19	$ 29.60	
Office Assistant I [1]	7/6/2025	$ 30.41	$ 31.93	$ 33.52	$ 35.20	$ 36.96	
Office Assistant II [1]	7/6/2025	$ 33.78	$ 35.47	$ 37.24	$ 39.10	$ 41.06	
Planning Technician [1]	7/6/2025	$ 41.44	$ 43.51	$ 45.69	$ 47.97	$ 50.37	
Police Officer (Advanced POST), Per Diem [2]	7/6/2025	$ 57.39	$ 60.26	$ 63.28	$ 66.44	$ 69.76	$ 73.25
Police Officer (Basic POST), Per Diem [2]	7/6/2025	$ 52.06	$ 54.67	$ 57.40	$ 60.27	$ 63.29	$ 66.45
Police Officer (Inter POST), Per Diem [2]	7/6/2025	$ 54.67	$ 57.40	$ 60.28	$ 63.29	$ 66.45	$ 69.78
Police Records Specialist I, Per Diem [1]	12/22/2024	$ 32.47	$ 34.10	$ 35.80	$ 37.59	$ 39.47	$ 41.45
Police Records Specialist II, Per Diem [1]	12/22/2024	$ 34.10	$ 35.80	$ 37.59	$ 39.47	$ 41.45	$ 43.52
Recreation Leader [4]	1/1/2025	$ 18.30	$ 19.22	$ 20.18	$ 21.19	$ 22.25	
Recreation Program Coordinator [1]	1/5/2025	$ 36.45	$ 38.27	$ 40.19	$ 42.20	$ 44.31	$ 46.52
Recreation Specialist I [4]	1/1/2025	$ 22.14	$ 23.25	$ 24.41	$ 25.63	$ 26.91	
Recreation Specialist II [4]	1/1/2025	$ 24.35	$ 25.57	$ 26.85	$ 28.19	$ 29.60	

Exhibit B - Pending City Council Approval

City of Belmont Master Employee Pay Schedule - Calendar Year 2025

Adopted August 26, 2025

Unrepresented Per Diem Positions

		Hourly Pay Rates					
Position	*Effective Date*	*Step 1*	*Step 2*	*Step 3*	*Step 4*	*Step 5*	*Step 6*
Senior Lifeguard [4]	1/1/2025	$ 23.16	$ 24.32	$ 25.54	$ 26.82	$ 28.16	
Senior Rec Leader [4]	1/1/2025	$ 20.13	$ 21.14	$ 22.20	$ 23.31	$ 24.48	
Street Sweeper Operator [1]	7/6/2025	$ 37.06	$ 38.91	$ 40.86	$ 42.90	$ 45.05	
Teacher [1]	7/6/2025	$ 24.86	$ 26.11	$ 27.41	$ 28.78	$ 30.22	
Teacher's Aide [1]	7/6/2025	$ 21.77	$ 22.85	$ 23.99	$ 25.20	$ 26.46	
Technology Specialist I [1]	1/5/2025	$ 45.52	$ 47.79	$ 50.18	$ 52.69	$ 55.33	$ 58.09
Technology Specialist II [1]	1/5/2025	$ 56.44	$ 59.26	$ 62.23	$ 65.34	$ 68.60	$ 72.04
Technology Specialist III [1]	1/5/2025	$ 62.25	$ 65.37	$ 68.63	$ 72.07	$ 75.67	$ 79.45
Van Driver [4]	1/1/2025	$ 22.14	$ 23.25	$ 24.41	$ 25.63	$ 26.91	

Notes

Unrepresented per diem: A position having a workweek of fewer hours than the workweek established for full-time positions in the class

** Building Attendants I and II are eligilbe to receive a weekend differential of $1.00 per hour for work performed on Saturdays and Sundays

[1] Hourly pay rates derived by multiplying full-time equivalent monthly rate by 12 (months in year) and dividing by 2080 (hours in work year)

[2] Hourly pay rates derived by multiplying full-time equivalent monthly rate by 12 (months in year) and dividing by 2184 (hours in work year)

[3] Hourly pay rates derived by multiplying full-time Police Dispatcher by 12 (months in year) adding 13% and dividing by 2080 (hours in work year)

[4] Tied to Belmont minimum wage as follows:

Recreation Leader - Adjusted to Minimum Wage
Building Attendant I*- 5% Above Above Recreation Ldr
Building Attendant II*- 10% Above Building Attendant I
Lifeguard I - 5% Below Lifeguard II
Lifeguard II - 15% Above Rec Leader
Nutrition Site Coordinator - Tied to Recreation Specialist II
Recreation Specialist I - 10% Above Sr. Rec Leader
Recreation Specialist II - 10% Above Rec Spec I
Sr Rec Leader - 10% Above Rec Leader
Sr. Lifeguard - 10% Above Lifeguard II
Van Driver - Tied to Recreation Specialist I

[5] "Facilities" added to position title

Exhibit B - Pending City Council Approval

City of Belmont Master Employee Pay Schedule - Calendar Year 2025

Adopted August 26, 2025

Revision History

Resolution 2018-04 Initial Adoption	March 13,2018
Resolution 2019-019 Revised Adoption	February 23,2021
Resolution 2022-093 Revised Adoption	September 27,2022
Resolution 2022-109 Revised Adoption	November 8, 2022
Resolution 2023-058 Revised Adoption	June 27, 2023
Resolution 2023-074 Revised Adoption	September 26, 2023
Resolution 2023-094 Revised Adoption	November 28, 2023
Resolution 2024-02 Revised Adpotion	January 9, 2024
Resolution 2024-19 Revised Adpotion	March 26, 2024
Resolution 2024-53 Revised Adoption	June 25, 2024
Resolution 2024-69 Revised Adoption	September 24, 2024
Resolution 2024-80 Revised Adoption	December 3, 2024
Resolution 2025-23 Revised Adoption	March 25, 2025
Resolution 2025-52 Revised Adoption	July 8, 2025

Exhibit B - Pending City Council Approval

STAFF REPORT

Meeting Date:	August 26, 2025
Agency:	City of Belmont
Staff Contact:	Josh Sun, Public Works, (650) 595-7468, jsun@belmont.gov
Agenda Title:	Ralston Avenue Adaptive Signal Control Technology System Project, Cabinet Relocation Project - Notice of Completion
Agenda Action:	Resolution

Recommendation

Adopt a resolution accepting the work and authorizing the issuance of a Notice of Completion for Ralston Avenue Adaptive Signal Control Technology System Project, Cabinet Relocation, City Contract Number 2023-623.

Strategic Focus Area

Infrastructure and Mobility

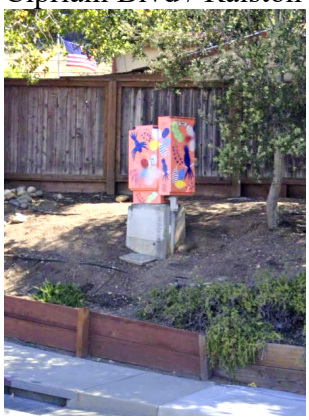
Background

In partnership with the City/County Association of Governments (C/CAG) Transportation Fund for Clean Air program, San Mateo County, and Caltrans, the City completed the Ralston Avenue Adaptive Traffic Control Technology Update, coordinating signal operations from Hiller Avenue to Christian Drive. As part of the project, signal cabinets at Ralston Avenue/Belmont Canyon Road and Ralston Avenue/Cipriani Boulevard were relocated to improve safety and maintenance access. On March 28, 2023, the City Council awarded a $355,000 construction contract to Bear Electrical, plus a 10% contingency, for a total of $390,500, with an additional $103,350 later added to the budget through FY 2023–2025 mid-year adjustments.

Analysis

The project began in October 2024 and was completed in early May 2025. During construction, the contractor encountered unforeseen field conditions, including conflicting underground utilities, delays in PG&E design review, and scheduling impacts from holidays. These factors resulted in 11 change orders, bringing the final construction cost to $462,351. Bear Electrical has completed the work to the City's satisfaction and in accordance with the approved plans and specifications. Staff recommends that the Council accept the completed project and authorize filing a Notice of Completion, with retention to be released 35 days after the notice is recorded.

Cipriani Blvd / Ralston Ave Intersection



Before Construction



After Construction

Belmont Canyon Rd / Ralston Ave Intersection



Before Construction



After Construction

Alternatives

1. Take no action.

Attachments

A. Resolution

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: The construction cost of $462,351 was funded through the Capital Improvement Program (CIP) Traffic Signal Improvements at Cipriani & Belmont Canyon Road Project #3231, with funding coming from the Street Improvement Fund.

Source:	**Purpose:**	**Public Outreach:**
Staff	Statutory/Contractual Requirement	Posting of Agenda

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ACCEPTING THE CONSTRUCTION WORK AND AUTHORIZING THE ISSUANCE OF A NOTICE OF COMPLETION, AND RELEASE OF RETENTION 35 DAYS AFTER RECORDATION OF THE NOTICE OF COMPLETION FOR THE RALSTON AVENUE ADAPTIVE SIGNAL CONTROL TECHNOLOGY SYSTEM PROJECT, CABINET RELOCATION, CITY CONTRACT NUMBER 2023-623.

WHEREAS, on March 28, 2023, the City Council approved awarding a construction contract to Bear Electrical Solution, Inc. for the relocation of two signal controller cabinets, with a base amount of $355,000 and a 10% contingency of $35,500, for a total not-to-exceed amount of $390,500; and,

WHEREAS, an additional $103,350 was later added to the project budget through the FY 2023–2024 and FY 2024–2025 mid-year budget adjustments; and,

WHEREAS, due to several unforeseen field conditions, including conflicting underground utilities, delays in PG&E's design review, and holiday-related scheduling impacts, the project required 11 change orders totaling $107,351; and,

WHEREAS, the final cost of construction including change orders is $462,351.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. Accepts the construction work for the Ralston Avenue Adaptive Signal Control Technology System Project, Cabinet Relocation as complete.

SECTION 2. Authorizes the City Clerk to issue a Notice of Completion to Bear Electrical Solutions, Inc.

SECTION 3. Authorizes the City Clerk to file the Notice of Completion with the San Mateo County Clerk-Recorder's office for the Ralston Avenue Adaptive Signal Control Technology System Project, Cabinet Relocation, City Contract Number 2023-623.

* * *

ADOPTED August 26, 2025 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

_____
City Clerk

_____
Mayor

APPROVED AS TO FORM:

_____
City Attorney

STAFF REPORT

Meeting Date:	August 26, 2025
Agency:	City of Belmont
Staff Contact:	Josh Sun, Public Works, (650) 595-7468, jsun@belmont.gov
Agenda Title:	Cycle 3 San Mateo County Transportation Authority (SMCTA) Measure A Alternative Congestion Relief (ACR) and Measure W Transportation Demand Management Program Funding
Agenda Action:	Resolution

Recommendation

Adopt a resolution authorizing the city manager to submit an application and execute other documents necessary for Cycle 3 San Mateo County Transportation Authority (SMCTA) Measure A Alternative Congestion Relief (ACR) and Measure W Transportation Demand Management Program Funding, making performance commitments, and authorizing expenditure of funds for the Belmont Transportation Demand Management Reform Project.

Strategic Focus Area

Infrastructure and Mobility

Background

In 2017, the City of Belmont adopted several long-range planning documents—including the 2035 General Plan, Belmont Village Specific Plan, and Climate Action Plan—along with updated zoning ordinances and a certified Final Environmental Impact Report. These documents introduced Transportation Demand Management (TDM) policies to reduce single-occupancy vehicle trips and encourage sustainable travel options such as walking, biking, and public transit.

To implement these policies, the City adopted a citywide TDM Program and Guidebook in 2020, establishing requirements for new development projects to incorporate features that reduce vehicle miles traveled (VMT) and support state, regional, and local climate goals. The program's point-based system set clear expectations for applicants while promoting mobility, improving air quality, reducing congestion, and advancing transportation equity.

In 2022, the City/County Association of Governments (C/CAG) adopted its TDM Policy Implementation Guide as part of the San Mateo County Congestion Management Program. Under this policy, developments generating at least 100 Average Daily Trips (ADT) must comply with C/CAG's TDM requirements. As a result, new development projects in Belmont are now subject to both City and County TDM standards, creating duplicative processes and increasing administrative burdens for applicants. In addition, the City's existing TDM Program lacks clear enforcement, monitoring, and long-term compliance procedures, limiting its effectiveness in achieving transportation and sustainability goals.
In June 2025, the San Mateo County Transportation Authority (SMCTA) launched Cycle 3 of the Measure

A Alternative Congestion Relief (ACR) and Measure W TDM Program, which provides funding for bicycle and pedestrian improvements and the development or refinement of TDM policies. In response, staff intends to initiate a comprehensive review and update of Belmont's TDM Program to streamline requirements, align with countywide policies, and establish clear, enforceable procedures for monitoring and compliance. The City has applied for SMCTA Cycle 3 funding to support this effort.

Analysis

The Belmont Transportation Demand Management (TDM) Reform Project will evaluate the City's existing TDM program, review best practices from peer cities, engage stakeholders, and deliver an updated TDM ordinance and implementation framework. The work will include community and stakeholder outreach, the development of goals and performance metrics, and the creation of a TDM Strategy Playbook to guide future implementation. The updated ordinance will be designed to be user-friendly, enforceable, and consistent with regional and state mandates, with the goal of requiring only one comprehensive TDM program per development for compliance. The project is expected to be completed over an 18-month period.

If grant funding is secured, the project is anticipated to begin in early 2026. The total estimated cost is $260,000, with $200,000 requested through the San Mateo County Transportation Authority (SMCTA) grant and a $60,000 local match to be provided by the City. Measure A funds are available to support the local match, which would be presented to the City Council for approval upon award of the grant.

As part of the grant application process, SMCTA requires a resolution of support from the City Council authorizing submittal of the application and demonstrating the City's commitment to the project.

Alternatives

1. Do not support project and grant fund application submittal.
2. Refer back to staff for additional information.

Attachments

A. Resolution

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:	The total estimated project cost is $260,000, with $200,000 requested through the SMCTA grant and a $60,000 local match from Measure A funds. The local match would be presented to the City Council for approval upon award of the grant and incorporated into the budget and Capital Improvement Program.

Source:	**Purpose:**	**Public Outreach:**
Staff	Council Vision/Priority	Posting of Agenda

RESOLUTION NO. 2025 –

A RESOLUTION SUPPORTING THE BELMONT TRANSPORTATION DEMAND MANAGEMENT REFORM PROJECT AND SUBMITTING AN APPLICATION FOR THE CYCLE 3 SAN MATEO COUNTY TRANSPORTATION AUTHORITY MEASURE A ALTERNATIVE CONGESTION RELIEF AND MEASURE W TRANSPORTATION DEMAND MANAGEMENT PROGRAM FUNDING

WHEREAS, the City of Belmont (Sponsor) has identified Belmont's current Transportation Demand Management (TDM) program duplicates C/CAG requirements, lacks clear enforcement and monitoring, and does not adequately support the City's transportation and sustainability goals; and,

WHEREAS, the Sponsor has developed the Belmont Transportation Demand Management Reform Project (Project) to review current policies, assess best practices, conduct public and stakeholder engagement, and develop a clear, enforceable ordinance and strategy playbook, ensuring alignment with regional and state mandates while consolidating TDM requirements into a single, streamlined program per development; and,

WHEREAS, it is anticipated that it will cost $260,000 to implement the Project scope; and,

WHEREAS, the Sponsor seeks $200,000 for the Project; and,

WHEREAS, the San Mateo County Transportation Authority (SMCTA) issued a Call for Projects for the Measure A Alternative Congestion Relief & Measure W Transportation Demand Management (ACR/TDM) Program on June 5, 2025; and,

WHEREAS, the SMCTA requires the Sponsor's governing board to adopt a resolution:

1. Supporting the Project and application for $200,000 in SMCTA TDM Program funds for the Project;
2. Committing the Sponsor to the completion of the Project, including the commitment of matching funds in the amount of $60,000 needed for implementation;
3. Certifying that any funds awarded by the San Mateo County Transportation Authority will be used to supplement existing funds for program activities, and will not replace existing funds or resources;
4. If funds are awarded, authorizing the City Manager, or designee, to sign a project supplement with the SMCTA for TDM Program funding for the Project and to take any other actions necessary to give effect to this resolution; and
5. Committing to commence work on the Project, if awarded, within one year of the SMCTA Board of Directors allocating 2025 Cycle 3 TDM Program funding.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

1. The city manager is authorized to submit an application for SMCTA TDM Program funds for $200,000 for the Belmont Transportation Demand Management Reform Project.
2. The city manager is authorized to negotiate and execute a project supplement agreement with the San Mateo County Transportation Authority to encumber any TDM Program funds awarded.
3. The City commits to complete the Project, including the commitment of $60,000 of matching funds needed for implementation, if awarded the requested SMCTA funds.
4. The City certifies that any funds awarded will be used to supplement existing funds for the Project, and will not replace existing funds or resources.
5. The City commits to commencing work on the Project, if awarded, within one year of the SMCTA Board of Directors allocating the 2025 Cycle 3 TDM Program funds.
6. The city manager is authorized to take any other implementing actions necessary to give effect to this resolution within the scope of the approved budget and funds allocated for this purpose.

* * *

ADOPTED August 26, 2025 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

_____
City Clerk

_____
Mayor

APPROVED AS TO FORM:

_____
City Attorney

STAFF REPORT

Meeting Date:	August 26, 2025
Agency:	City of Belmont
Staff Contact:	Josh Sun, Public Works, (650) 595-7468, jsun@belmont.gov
Agenda Title:	Service Agreement with MNS Engineers, Inc. for transportation engineering services for the O'Neill Avenue Railroad Undercrossing Feasibility Study Project
Agenda Action:	Motion

Recommendation

Approve a motion authorizing the City Manager to negotiate and execute a Service Agreement with MNS Engineers, Inc., (MNS) for an amount not to exceed $374,895 to provide transportation engineering services for the O'Neill Avenue Railroad Undercrossing Feasibility Study Project.

Strategic Focus Area

Infrastructure and Mobility

Background

The Belmont Village Specific Plan (BVSP) was adopted by the City Council on November 14, 2017. Together with the adopted 2035 General Plan, the BVSP outlines a vision for future growth in Belmont's core downtown area. The BVSP provides a framework to guide development, foster vibrant public spaces, and cultivate a strong sense of community and social connectivity in the heart of Belmont.

A key recommendation of the Belmont Village Specific Plan (BVSP) is the construction of a railroad undercrossing at O'Neill Avenue to provide for bicycle and pedestrian paths with a direct connection to the El Camino Real bike and pedestrian corridor along its eastern frontage. This improvement would greatly enhance connectivity between the east and west sides of Belmont Village and strengthen links between the Village Center and the Harbor Industrial Area—both central to the Plan's economic development and land use strategy.

O'Neill Avenue is envisioned as a "Main Street" corridor, featuring sidewalks, on-street parking, and one travel lane in each direction. It will serve as the southern link in the Belmont Village Loop and act as an alternate route to Ralston Avenue for bicycles and pedestrians once the O'Neill Ave Railroad undercrossing has been completed.

In May 2025, the City issued a Request for Proposals (RFP) for a qualified professional firm to complete the O'Neill Avenue Railroad Undercrossing Feasibility Study. After a thorough evaluation of qualifications, experience, and past performance, staff selected MNS Engineers, Inc. to conduct the study.

Funding for the project has been secured through a contribution from the 250-unit Artisan Crossings

apartment development. In 2019, the City and the project developer entered into a Development Agreement (DA) and associated entitlements. As part of that agreement, $400,000 was allocated to support engineering design services for the O'Neill Avenue Railroad Undercrossing.

Analysis

The O'Neill Avenue Railroad Undercrossing Feasibility Study will evaluate the potential for constructing a grade-separated crossing at the Caltrain tracks along O'Neill Avenue. The study will assess engineering feasibility, traffic impacts, utility constraints, and conceptual design alternatives, while actively engaging community members and key stakeholders throughout the process.

City staff has negotiated a Service Agreement with MNS Engineers, Inc. to complete the study for an amount not to exceed $374,895. The scope of work includes the following major tasks:

1. Project Initiation and Background Review
2. Existing Conditions and Site Assessment
3. Caltrans and Caltrain Coordination & Design Criteria
4. Conceptual Design Alternatives
5. Drainage and Utility Assessment
6. Environmental and Right-of-Way Screening
7. Property Impact Assessment
8. Construction Feasibility Assessment
9. Planning-Level Cost Estimate
10. Funding and Implementation Strategy
11. Stakeholder and Community Engagement Support
12. Final Feasibility Report

The project is expected to begin upon execution of the Service Agreement in late September 2025 and will take approximately 10 months to complete, with an anticipated completion date of July 2026.

Alternatives

1. Take no Action.
2. Refer back to staff for more information.

Attachments

A. MNS Engineers Proposal

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: The $374,895 total not-to-exceed cost for the feasibility study is budgeted under Capital Improvement Program (CIP) O'Neill Avenue Railroad Undercrossing Project No. 3228 (Account No. 399-3-730-3228-8331) which is funded by a $400,000 developer contribution received in 2019.

Source:	**Purpose:**	**Public Outreach:**

Staff | Council Vision/Priority | Posting of Agenda

MNS

CITY OF BELMONT





August 8, 2025

Proposal for

O'Neill Avenue Railroad Undercrossing Feasibility Study

CIBLM.250295



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Appendix A. Resumes A-1

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August 8, 2025

City of Belmont Public Works Department
Attention: Mr. Josh Sun, PE, Senior Civil Engineer
One Twin Pines Lane, Suite 385
Belmont, CA 94002

RE: Proposal for O'Neill Avenue Railroad Undercrossing Feasibility Study

Dear Mr. Sun:

MNS Engineers, Inc. (MNS) appreciates the opportunity to submit this proposal to provide a feasibility study for the O'Neill Avenue Railroad Undercrossing for the City of Belmont (City). Since 1962, MNS has provided quality infrastructure consulting services to the transportation, water resources, and government markets throughout California. We specialize in the core services of planning, engineering, construction management, and land surveying and have provided pedestrian and bicycle improvements for several cities and counties. MNS has extensive experience in designing and delivering similar projects on schedule, and in providing community outreach, public engagement, and utility coordination. MNS is pleased to present our qualified team to provide these key advantages:

Our Team's Core Benefits

Professional and Qualified Team

Leading the MNS team is **Shawn Kowalewski, PE**, with over 30 years of experience specializing in the design and management of transportation improvement projects. A seasoned, award-winning Principal Engineer, Shawn is a natural leader known for completing fast-paced projects on time and on budget.

Our specialty subconsultants, whom we have worked with on similar projects, include **Albion Environmental, Inc. (Albion)** for cultural resources and **Central Coast Aerial Mapping (CCAM)** for aerial mapping and imagery.

Proven Experience

Similar team projects include:

- Santa Claus Lane Class I Bike Path, Santa Barbara County Association of Governments
- On-Call Construction Management Services, Caltrain – Peninsula Corridor Joint Powers Board
- Pennsylvania Avenue Underpass, City of Beaumont
- Cary-Haas Pedestrian Bridge, City of San Leandro
- Interstate 15 Freight Corridor, San Bernardino County Transportation Authority
- On-Call Construction Management, City Engineer Support, and Engineering Design Consultant Services, City of Emeryville

MNS DETAILS

Legal Name
MNS Engineers, Inc.

Firm Ownership Type
C-Corporation

Year Firm Established
1962

California Department of Industrial Relations (DIR)
No. 1000003564

Corporate Office
201 N. Calle Cesar Chavez
Suite 300
Santa Barbara, CA 93103
805.692.6921 Office
www.mnsengineers.com

Local Office
401 Grand Avenue, Suite 200
Oakland, CA 94610
805.692.6921 Corporate Dispatch

Project Manager
Shawn Kowalewski, PE
Project Manager
805.896.8462 Mobile
skowalewski@mnsengineers.com

Authorized Signature
Brandon Reyes, PE
Vice President, Transportation
951.532.4510 Mobile
breyes@mnsengineers.com



In summary, you are in good hands with us and we are confident our uniquely experienced and qualified team will provide quality services, ensuring a successful project delivery to meet the City's expectations and goals. We look forward to working with the City. Please contact me at **951.532.4510** or **breyes@mnsengineers.com** with any questions you may have about our submittal. Thank you for your consideration.

Sincerely,

MNS Engineers, Inc.



Brandon Reyes, PE

Vice President, Transportation

1 Section 1. Project Team

Professional and Qualified Team

The key to a successful project is a highly qualified and well-managed team. We offer the City a cohesive, talented team of licensed and certified professionals and support staff. We work with the following key objectives in mind—quality service and project deliverables, time and budget efficiency, adherence to quality assurance standards, constant communication, and application of technical and practical expertise. This section summarizes proposed key staff experience and qualifications. MNS understands the project manager will remain for the duration of the project.

Full resumes for all team members are in Appendix A.

Organization Chart

LEGEND
- MNS
- KEY

CITY OF BELMONT

Principal-in-Charge
Brandon Reyes, PE

MNS ENGINEERS, INC.

Project Manager
Shawn Kowalewski, PE

TEAM RESOURCES

Bridge & Structures
Kyle Turner, PE
Chad Harden, PE, SE

Lead Engineers
Hector Salcedo, PE
Tony Salas

Senior Engineers
Natalia Bijak, PE
Charlotte Wu, PE, ENV SP, STP

Caltrain Coordinator
Michael Chan, PE

Constructability Review
James Wilcenski, PE
Thom Fresquez, PE

Grant Writing and Funding Administration
Greg Jaquez, PE

Environmental Planning
Peter Minegar, AICP
Debra Einstein Leight

Surveying
Shane Sobecki, PLS, EIT
Chris Vandrey, PLS, CFedS

Cultural Resources
Albion Environmental, Inc.

Aerial Mapping and Imagery
Central Coast Aerial Mapping

Key Team Members

Our team members are not just experts, they are also excellent communicators. We know keeping you informed at every step of the way is vital to the success of our projects.

Shawn Kowalewski, PE	Yrs. Exp. 30
Role	Project Manager
License/ Certifications	Professional Civil Engineer, CA No. 59539
Education	• BS, Civil Engineering, Syracuse University, NY



Mr. Kowalewski is a multi-skilled Principal Engineer with a broad range of experience in engineering analysis and design as well as construction management and inspection of a variety of public infrastructure projects. At MNS, Shawn's responsibilities include civil engineering project management, quality assurance/quality control, structural design and analysis, contract administration, cost estimating and tracking, plan and specification review, and report preparation.

Contributing to the success of your project.
Shawn has over 30 years of transportation design experience. He recently completed the award-winning Santa Claus Lane Bikeway project. He enjoys working on these types of multi-modal transportation projects. Shawn will serve as the main point-of-contact with the City and oversee all work.

Kyle Turner, PE	Yrs. Exp. 20
Role	Structures Lead
License/ Certifications	Professional Civil Engineer, CA No. 86211; FHWA NHI Certified Bridge Inspection Team Leader
Education	• MS, Structural Engineering, University of California, San Diego, CA • BS, History, United States Naval Academy, Annapolis, MD



With 20 years of professional experience, Mr. Turner leads the MNS Bridge and Structures Practice. He is a proven strategic and technical leader. Having served in leadership roles across industries, he understands the importance of teamwork. Kyle has produced and led design for bridges throughout California and some of the most complex bridges in the world. He understands the key to tackling big technical challenges is to maintain focus on the fundamentals. At MNS, our Bridge and Structures Practice is dedicated to developing complete engineers. A complete engineer is technically competent, understands project challenges beyond their task, communicates effectively, is open to ideas, and is decisive. Complete engineers lead teams that deliver quality products on-time and on-budget in service to our clients and communities.

Contributing to the success of your project.
Kyle will be responsible for developing structural alternatives and associated impacts based on his experience working on design of both rail and pedestrian crossings.

Michael Chan, PE	Yrs. Exp. 41
Role	Caltrain Coordinator
License/ Certifications	Professional Civil Engineer, CA No. 40575
Education	• BS, Civil Engineering, University of California, Berkeley, CA



Mr. Chan has over 40 years of experience in the management of design, construction, operational support, and third-party oversight activities for highway, bridge, rail, and other transportation projects. Michael has been involved in the construction of over 80 projects ranging in value from $40K to $900M. These contracts have included new alignments, retrofits of freeways, widenings, interchange modifications, roadbed maintenance, slide repairs, landscaping, safety improvements, traffic signal improvements, Caltrain station improvements, highway grade crossings upgrades, new track and signal improvements, replacement and seismic retrofit of railroad bridges, grade separations, and rehabilitation of existing track infrastructure.

Contributing to the success of your project. *Michael possesses extensive expertise with Caltrain, the Peninsula Corridor Joint Powers Board (PCJPB), and the associated rail corridor. He will advise the team on Caltrain's institutional requirements and procedural intricacies to ensure alignment with agency standards and expectations.*

James Wilcenski, PE	Yrs. Exp. 36
Role	Constructability Review
License/ Certifications	Professional Civil Engineer, CA No. 49874
Education	• BS, Civil Engineering, University of California, Davis, CA



Mr. Wilcenski has broad construction management and bridge engineering experience, including new construction and seismic retrofit of concrete and steel bridges (highway, pedestrian, railroad, and utility pipelines). James is also experienced with new construction, remodel, and modernization of public works, residential, and light commercial structures such as parking structures and buildings. He has provided construction management for several structures projects within the railroad right-of-way (R/W) and projects built directly for rail agencies including Bay Area Rapid Transit (BART), Peninsula Corridor Joint Powers Board (PCJPB) and Union Pacific Railroad (UPRR). James has extensive experience in constructability review of plans and specifications, construction dispute and claims analysis and resolution, and critical path method (CPM) scheduling. Formerly a Senior Bridge Construction Engineer for Caltrans District 4, James also successfully completed a wide range of projects during his tenure.

Contributing to the success of your project. *Leveraging his recent experience with Caltrain and 36 years of expertise as a construction manager, James will conduct a comprehensive constructability review of the project, with a particular emphasis on value engineering to optimize design efficiency and cost-effectiveness.*

Greg Jaquez, PE	Yrs. Exp. 38
Role	Grant Funding Lead
License/ Certifications	Professional Civil Engineer, CA No. 68182
Education	• BS, Civil Engineering, University of California, Berkeley, CA



Mr. Jaquez specializes in public works staff augmentation, infrastructure project management, and grant writing. Greg's additional experience includes transportation planning, bikeway and pedestrian facility planning and project management, public infrastructure coordination with railroads, traffic engineering and community traffic calming, stormwater management planning, water resources policy, legislative management, grants management, and federal advocacy. He is also the founder of the Los Angeles County Flood Control District's first ever study on climate change effects in partnership with the Bureau of Reclamation, the Los Angeles Basin Stormwater Conservation Study.

Contributing to the success of your project. *Greg will research and identify grant opportunities and develop strategies to position the project competitively for external funding.*

Subconsultant Team

MNS has supplemented our in-house expertise with the addition of the following highly qualified subconsultants.

Albion Environmental, Inc.	
Role	Cultural Resources
Project Office	3563 Sueldo Street, Suite P San Luis Obispo, California 93401
Contact	**Sarah Nicchitta, MA** 805.592.2222 snicchitta@albionenvironmental.com

ALBION Incorporated in 1997, Albion Environmental, Inc. (Albion) is a C-Corporation and registered as a public works contractor (DIR No. 1000015675), USDOT Certified Disadvantaged Business Enterprise (DBE) through the Santa Clara Valley Transportation Authority (CUCP

50805), a California Certified Micro/Small Business, and a certified Women Business Enterprise (WBE) through the Supplier Clearinghouse for the Utility Supplier Diversity Program of the California Public Utilities Commission (VON 22000095). Albion has grown over the past 25 years from a core group of three senior scientists to a firm of 25+ professionals and support staff. They provide high-quality archaeological services, specializing in cultural resource inventories and assessments, impact analyses and mitigation planning, data recovery, construction monitoring, reporting, public interpretation, and compliance monitoring, along with Native American and project stakeholder consultation. Albion has experience in all phases of state and federal regulatory compliance including the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), the Native American Graves Protection and Repatriation Act (NAGPRA), Section 106 and 110 of the National Historic Preservation Act (NHPA), and Assembly Bill 52 (AB 52).

With offices in San Luis Obispo and Santa Cruz, Albion enjoys working closely with clients to provide high-quality and cost-effective strategies for cultural resource management and technical analyses. Albion has conducted environmental services throughout California including the following counties: San Luis Obispo, Santa Clara, San Mateo, San Francisco, Contra Costa, Alameda, Monterey, San Benito, Santa Cruz, Santa Barbara, Shasta, Kern, Kings, Inyo, and Tulare.

Central Coast Aerial Mapping	
Role	Aerial Mapping and Imagery
Project Office	710 Fiero Lane No. 24 San Luis Obispo, CA 93401
Contact	**Robert Lafica, ASPRS Certified Photogrammetrist** 805.543.4307 mail@aerial-maps.com

CCAM specializes in high quality topographic mapping and seamless color digital orthophotos. The company has over 35 years of experience in the field of photogrammetry and was founded in 1977 by Carlos Arriagada, a Certified Photogrammetrist. In 1995, the San Luis Obispo office began operation under the supervision of Robert Lafica, a Certified Photogrammetrist by the American Society for Photogrammetryand Remote Sensing.

CCAM remains on the cutting edge of computer mapping technology and offers seamless color digital orthophotos and 3D Digital Terrain Modeling (DTM). The company maintains fully computerized facilities and the latest stereo softcopy compilation technology and equipment. CCAM provides in-house analytical bridging for any type of project: from strip mapping to block adjustment to Airborne GPS and can produce digitized translation into any engineering program. Services include:

- Digital Photogrammetry
- Digital Terrain Model (DTM)
- Autocad/Microstations
- Seamless Color Orthophotos
- Aerotriangulation
- Photogrammetric Scanning
- Civil 3D Surface Format
- Aerial Photography
- Airborne GPS (ABGPS)

CCAM performs photogrammetric mapping, analytical bridging, and digital orthophotography in-house. The in-house photogrammetric scanner provides the highest precision and resolution for mapping and orthophotos. The company is Caltrans-certified and performs numerous projects for the State of California. During the course of CCAM's operations, the firm has had the opportunity to work with numerous State, County, and City agencies including the LA County Transportation Commission, LA Metro Rail, and the Counties of San Luis Obispo, Santa Barbara, and Ventura. The firm complies with map accuracy standards as set forth by the American Society for Photogrammetry and Remote Sensing under the supervision of Robert Lafica, a Certified Photogrammetrist.

2 Section 2. Experience



Firm Background

Established in 1962 as a C-Corporation, MNS provides quality infrastructure consulting services to the transportation, water resources, and government service markets. Specializing in the core services of engineering, construction management, planning, and land surveying, MNS' reputation has been built on clear and direct communication and quality services. We understand the technical, environmental, and regulatory aspects required for this contract.

Engineering Expertise

Our engineering approach is unique in the way we incorporate expertise from our other core services—planning, land surveying and construction management—into our engineering products. We use in-house experts to develop concise plans and specifications to minimize changes during the construction phase. The MNS team always includes construction staff to review the Design Engineer's product from the contractor's and Construction Manager's points of view. MNS is experienced in the following areas:

Planning. Preparation of early planning documents such as advance planning studies (APS); project study reports (PSRs); project reports; preliminary design reports (PDR); traffic and parking studies; structure type selection (STS) reports; and public outreach presentations and exhibits to the major project stakeholders and community groups. The planning effort for this project is not as intense as these formal Caltrans processes, but we attack each planning and conceptual design task the same way—with the goal to accurately identify the opportunities and constraints and create a pragmatic design that balances the technical needs with the community expectations.

Environmental Documents. Most projects require environmental review prior to full development. Our experience with environmentally sensitive and culturally significant projects enables us to effectively guide this process. Our environmental team does not expect this project to qualify for a CEQA Categorical Exemption or NEPA Categorical Exclusion.

Design. Preparation of construction documents is our strength. We develop our transportation projects per Caltrans, Federal Highway Administration (FHWA), Manual of Uniform Traffic Control Devices (MUTCD), Greenbook, American Association of State Highway and Transportation Officials (AASHTO), Americans with Disabilities Act (ADA), Public R/W Access Guidelines (PROWAG), National Association of City Transportation Officials (NACTO) and City design standards, guidelines, and specifications. The actual work product—typically plans, specifications, and estimated (PS&E)—will be compatible with the City's standards and contract boilerplate.

Internally, MNS offers a wide range of professional design capabilities including:

- Transportation and traffic engineering
- Traffic signal and lighting design
- Drainage design and green infrastructure
- Complete street design and multi-modal
- Maintenance of traffic (traffic control and staging)

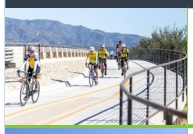
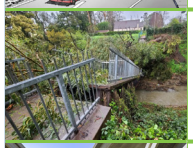
Value Analysis. We develop innovative strategies to optimize cost and schedule efficiency by reducing custom fabrication and skilled labor demands.

Constructability. Our in-house construction management team will review our work product for constructability. This ensures project constructability is considered and incorporated early and throughout project development. Our plans and specifications are clear and concise. We understand how projects are constructed and work to create plans and specifications that increase construction productivity while minimizing costs and remaining on schedule.

External Grant Funding. MNS has successfully delivered numerous public works projects involving external funding. Federal and State funding requires a project to be designed and administrated per Chapters 10 through 15 of the Caltrans Local Assistance Procedures Manual (LAPM). Regional and local funding sources have their own, often similar, requirements. This project includes an Alameda County Transportation Commission (ACTC) Measure BB grant. We understand the importance of having detailed and accurate contract administration for the agency to receive 100% reimbursement.

Demonstrated Project Success. As every project has unique challenges in addition to routine tasks, the MNS project team identified the most critical **project elements** that must be managed effectively from the onset to deliver a successful project. Our team has had extensive experience with these elements and similar challenges on previous projects. Our **lessons learned** from our prior projects will benefit the O'Neill Avenue Railroad Undercrossing Feasibility Study Project. Table 1 demonstrates our proposed team's extensive experience on similar previous MNS projects and offers assurance of our proven ability to successfully deliver the City's project.

TABLE 1
Project Experience Summary

PROJECT TITLE/OWNER	PROJECT ELEMENTS				
	Caltrans Coordination	UPRR Coordination	Feasibility Study	Structure Design	Pedestrian Facility
REFERENCE PROJECTS					
 Santa Barbara County Association of Governments (SBCAG) **Santa Claus Lane Class I Bike Path**	●	●	●	●	
 Caltrain - PCJPB **On-Call Construction Management Services**					
 City of Beaumont **Pennsylvania Avenue Underpass**	●	●		●	
 City of San Leandro **Cary-Haas Pedestrian Bridge**			●	●	●
 San Bernardino County Transportation Authority (SBCTA) **Interstate 15 Freight Corridor**	●	●		●	
 City of Emeryville **On-Call Construction Management, City Engineer Support, and Engineering Design Consultant Services**	●	●	●		●

Relevant Project Experience

Our team's relevant project examples are included below. References for the three most applicable projects are included in **Section 5**.

Santa Claus Lane Class I Bike Path



Client	Santa Barbara County Association of Governments (SBCAG)
Contact	**Fred Luna, Director of Project Delivery and Construction** 805.961.8926 | fluna@sbcag.org
Dates	2013 – 2023
Key Team Members Involved	Shawn Kowalewski, PE

Relevance to your project. *The Santa Claus Lane Bike Path was constructed within State R/W (US 101), directly adjacent to the UPRR. To facilitate coordination and expedite the approval process, the project team designed key components with UPRR interface considerations in mind. A critical element of the design was a 12-foot-high sheet pile retaining wall constructed along the R/W boundary. This solution eliminated the need for temporary access rights; however, it remained subject to review by UPRR Engineering to assess potential impacts on railroad operations during both construction and long-term maintenance.*

The new 0.8 mile, Class I bikeway and multipurpose path connects Santa Claus Lane to Carpinteria Avenue and provides a crucial link as part of the California Coastal Trail network. The $12.5M concrete bike path runs adjacent to the southbound lanes of US 101 between Estero Street near the Carpinteria Avenue off-ramp in the City of Carpinteria and Sand Point Road in the County. It is located on the beach side of US 101 between the freeway and the railroad tracks. This bike path also meets a US 101 High-Occupancy Vehicle (HOV) project requirement.

Pedestrians and bicyclists can now walk and ride between the City of Carpinteria and Santa Claus Lane, a popular beach and local business area in the County of Santa Barbara.

In addition to providing a critical link for bicyclists and pedestrians, other wheeled vehicles such as scooters and skateboards are able to make the journey from Carpinteria to Santa Claus Lane and back. Biking groups said they are happy to see the transportation connection and especially the commitment to make a safe route through the area.

Improvements were also made to the intersection of Estero Street and Carpinteria Avenue with updates for the multipurpose path connections and crosswalks. A new vehicular turnaround was built at the northern terminus of the bike path to improve access to the bikeway and to provide a safe and legal location for Santa Claus Lane traffic to turn around without entering the freeway. This feature was brought into the bike path project early due to the close coordination needed with Caltrans for construction, and to reduce construction and traffic impacts during construction.

SBCAG led the project with extensive collaboration and multi-jurisdictional coordination with many stakeholders including Caltrans, County of Santa Barbara, City of Carpinteria, State of California, UPRR, Land Trust for Santa Barbara County, California Coastal Commission, California Department of Fish and Wildlife, and Army Corp of Engineers.

MNS provided project management, transportation engineering, development of alternatives, alternatives analysis, project report, and design standard decision document (DSDD), traffic safety system guidance (TSSG) exception approval, intersection control evaluation (ICE) and many other design documents to support the project. MNS also provided survey services.

On-Call Construction Management Services



Client	Caltrain – PCJPB
Contact	**Alice Cho, Manager of Procurement** 650.508.6442 | choa@samtrans.com
Dates	2019 – current
Key Team Members Involved	Michael Chan, PE

Relevance to your project. *MNS has prior experience working with Caltrain, primarily in a construction management capacity. While this contract focused on construction oversight, the current feasibility study demands a comprehensive understanding of Caltrain's expectations, technical standards, and procedural requirements, as well as deep expertise in constructability and rail-adjacent infrastructure development.*

On-call construction management services are needed to support the Joint Power Board (JPB)'s Capital Program Construction Projects. Professional services to be provided may include, but are not limited to construction management, quality assurance, drawing review and management, estimating, scheduling, test engineer/ material testing, project controls, construction change order management, claim avoidance and mitigation, and project closeout. Projects for this on-call contract include:

Marin and Napoleon Street Bridges Replacement. This $8.8M project provides construction management for the Marin and Napoleon Street Bridge Replacement Project.

The bridges are located near the base of Islais Creek, under Interstate 280, in San Francisco's Bayview neighborhood. The Napoleon Street Bridge will need to be fully replaced for safety and structural integrity purposes, whereas minor safety improvements will be made to the Marin Street Bridge. Additional track work will occur from Cesar Chavez to Jerrold Street.

The Marin Street Bridge needs concrete crack and spall repairs, replacement of deficient walkway, and restoration of eroded slopes. The project objective is to improve safety and security, maintain the bridge at a state of good repair, and improve worker safety.

The work at the Napoleon Street bridge entails concrete crack and spall repairs, removal of four short bridge spans not located over box culvert and replacement with earth berm, replacement of the main span steel girders and timber decking with new steel girders to address timber fire damage and long-term steel fatigue concern and converting main span piers to abutments by adding micro piles and new wing walls. The scope will also include track replacement at Napoleon Bridge, weekend shut-down/bus-bridge program.

Constructability Review and Construction Management for Bayshore Station Painting. This project will repaint the existing pedestrian steel overpass at the Caltrain Bayshore station.

South San Francisco Station and 25th Avenue Grade Separation Project Assessments. MNS staff was brought on to provide independent assessments of these two ongoing Caltrain construction projects.

25th Avenue Grade Separation. MNS provided personnel to act as the construction manager for this project to provide support to the project manager and to provide guidance and recommendations for the project construction management staff.

Bayshore Station Repainting Project. MNS provided constructability review and construction management services for this $1.3M project.

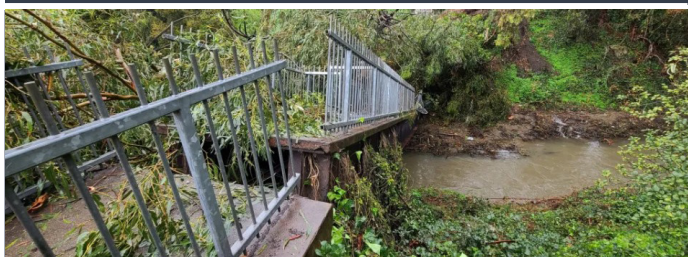
Pennsylvania Avenue Underpass

Client	City of Beaumont
Contact	**Dustin Christensen, PE, Principal Engineer** 951.572.3192 | dchristensen@beaumontca.gov
Dates	2024 – current
Key Team Members Involved	Kyle Turner, PE; Brandon Reyes, PE

Relevance to your project. *This project involves a Railroad Grade Separation (undercrossing) providing a railroad bridge at existing grade and a road depressed beneath the tracks using top-down construction techniques. Our role involves leading coordination with UPRR, Caltrans, CPUC, the city, and other partner agencies and stakeholders.*

MNS is providing structural engineering guidance and oversight on behalf of the city to the project consulting engineers. Their role includes supporting the design of the UPRR grade separation bridge, as well as the Interstate 10 Undercrossing retaining walls. These retaining walls were critical for supporting excavation activities along existing bridge abutments related to lowering the Pennsylvania Avenue roadway profile.

Cary-Haas Pedestrian Bridge



Client	City of San Leandro
Contact	**Jayson Imai, PE, QSD/QSP, City Engineer** 510.577.3431 | jimai@sanleandro.org
Dates	2024 – current
Key Team Members Involved	Kyle Turner, PE; Shawn Kowalewski, PE; James Wilcenski, PE

Relevance to your project. *This project involves a pedestrian facility in an urban Bay Area environment that incorporated a feasibility analysis.*

MNS provided feasibility analysis comparing one alignment that would rehabilitate and reuse the existing abutments and another alignment that would construct new abutments. The analysis considered environmental and permitting, R/W constraints, cost, structure types, and public interest.

Interstate 15 Corridor Freight and Express Lanes



Client	SBCTA
Contact	**Sal Chavez, PE, Project Delivery Manager** 909.884.8276 | schavez@gosbcta.com
Dates	2021 – 2024
Key Team Members Involved	Kyle Turner, PE; Brandon Reyes, PE

Relevance to your project. *This 10-lane mile project added express lanes along the freeway median. The improvements encompassed all core cross-disciplinary engineering elements typical of a major highway infrastructure project, including multiple undercrossings and three bridges spanning the UPRR R/W. These components necessitated construction activities within the UPRR R/W and required extensive coordination with the railroad. A comparable level of technical coordination and procedural understanding will be essential for the current project. Additionally, the previous project was subject to Caltrans oversight and involved R/W acquisition, further demonstrating the team's capability to manage complex, multi-agency interfaces.*

Brandon managed the daily operations of the contract to ensure successful project delivery with SBCTA. His role involved direct communication with Caltrans District 8, Riverside County Transportation Commission (RCTC), and various rail authorities. He was responsible for

selecting and assigning staff, reviewing invoices from subconsultants, handling invoices and progress reports for SBCTA, and overseeing all project performance related to schedule and budget. Brandon led a team of over 50 engineers across multiple design disciplines during the traditional PS&E delivery phase, including roadway, traffic, drainage, landscape, maintenance of traffic (MOT), intelligent transportation systems (ITS), electrical, structures, and broadband.

Serving as lead bridge engineer, Kyle developed type selection reports along with final design plans, calculations, special provisions, and estimates for widening and retrofitting four Interstate 15 undercrossing bridges. This work also included over 13,000 linear feet of retaining walls as well as all overhead signs and toll gantries throughout the corridor to accommodate new express lanes. Kyle was also the Design Engineer for the two-span Interstate 15/State Route 60 separation bridge widenings (SB: 56-0691 L; NB: 56-0691 R). Bridges under his management included the single-span Riverside Avenue undercrossing median-connecting bridge widening (56-0693 R/L) as well as the two-span Interstate 15/State Route 66 Separation median-connecting bridge widening and seismic retrofit (54-0922 R/L). Chad led efforts on project-wide structure special provisions and prepared structure engineer's estimates. Services provided prior to joining MNS.

On-Call Construction Management, City Engineer Support, and Engineering Design Consultant Services



Client	City of Emeryville
Contact	**Mohamed Alaoui, PE, TE, Public Works Director** 510.596.4300 | mohamed.alaoui@emeryville.org
Dates	2024 – current
Key Team Members Involved	Shawn Kowalewski, PE

Relevance to your project. *This award-winning project exemplifies MNS' ability to navigate complex rail requirements within an active corridor, ensuring that all project activities consistently adhered to agency expectations and operational constraints.*

MNS is actively providing on-call professional services in support of numerous infrastructure projects for the city. The work encompasses tasks such as construction management and oversight in compliance with Caltrans procedures, plan development and review for capital improvement projects, engineering design for civil projects including paving and active transportation facilities. Additionally, MNS is providing support in regulatory compliance, risk mitigation, and coordination with utility companies and outside agencies to ensure successful project execution. To date, projects have included:

Sustainable Streetscapes 2024 Project. This $5M project includes traditional street maintenance activities with the implementation of the city's transit, bicycle, and pedestrian improvement plans.

Marina Park and Powell Street Lighting. This $1M project includes the reconstruction of the existing street light system on Powell Street from Frontage Road to the cul-de-sac at the Marina. The project also includes the reconstruction of the existing pedestrian lighting system at Marina Park. The street light poles on Powell Street will be replaced with a similar style head pole and LED fixture including new foundation, conduit, wiring, and metered service pedestal to save on energy. MNS is providing ongoing construction management and inspection services.

Sanitary Sewer Rehabilitation Program – CIP Sewer Spot Repairs. MNS is providing design and construction management services of the city's sanitary sewer mains and manholes as part of their annual sewer rehabilitation program. The City of Emeryville, along with other East Bay jurisdictions, is under a Stipulated Order with the EPA to improve its sanitary sewer collection system to reduce infiltration and inflow during

wet weather. MNS is providing ongoing project and construction management services in compliance with the EPA's order.

Hollis Street Transit and Pedestrian Improvements. MNS is providing land surveying and design services along the Hollis Street corridor between 40th and Powell Street. The project removed a channelized right-turn lane and required traffic signal modification. The design consists of removing two existing signal poles, installing new signal poles and push button posts, and confirming ADA compliance of pedestrian push button locations. Additional elements include bicycle and pedestrian improvements such as bulbout sidewalks, bus pads, dedicated loading areas to improve transit safety and efficiency, and pavement and utility upgrades.

Additional task orders for this on-call contract include:

- **Shellmound Bridge over Temescal Creek.** MNS provided plan check services associated with new development.
- **Sherwin Williams Traffic Calming.** MNS is providing construction management and inspection services associated with new development.
- **Bay Street Cycletrack.** MNS is providing construction management and inspection services associated with new development.
- **BMR Off-Site Improvements.** MNS is providing construction management and inspection services associated with new development.
- **Shellmound Street, Doyle Street and Adeline Street Class IV Bikeways.** MNS provided transportation engineering services from conceptual design and final plans for new Class IV Separated Bikeways on these three streets.

3 Section 3. Approach



Project Understanding

Adopted on November 14, 2017, the Belmont Village Specific Plan (BVSP)—in conjunction with the 2035 General Plan—establishes a comprehensive vision for future growth in the core of Belmont. These plans provide a strategic framework to:

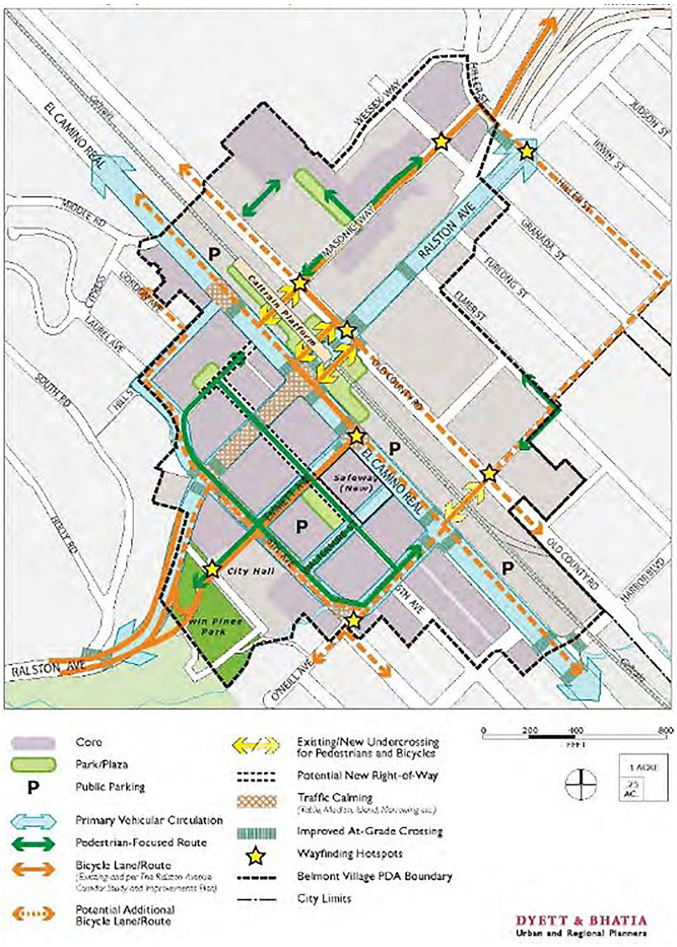
- Guide thoughtful development;
- Enhance public spaces; and
- Strengthen community identity and social connectivity.

By focusing on placemaking, mobility, and a vibrant mixed-use environment, the plans aim to transform the heart of Belmont into a dynamic, walkable, and inclusive urban village.

A key recommendation of the BVSP is the construction of a grade-separated pedestrian and bicycle undercrossing at the Caltrain railroad tracks, known as the O'Neill Avenue Railroad Undercrossing (Undercrossing). This facility will provide a safe and direct connection to the El Camino Real Bike/Pedestrian Way along Old County Road, significantly improving east-west connectivity for non-motorized users.

The Undercrossing will help overcome a major barrier by linking the east and west sides of Belmont Village, while also enhancing access between two key areas identified for economic development and land use intensification: the Belmont Village Center and the Harbor Industrial Area (HIA).

Belmont Village Specific Plan – Draft Circulation Plan



O'Neill Avenue is envisioned as a "Main Street" corridor that supports multi-modal accessibility and a vibrant public realm. Planned improvements include wide sidewalks, on-street parking, and one travel lane in each direction, establishing a walkable, pedestrian-friendly

environment that encourages community activity and supports local businesses.

Upon completion, the O'Neill Avenue Railroad Undercrossing will serve as the southern link in the Belmont Village Loop, providing an important alternative to Ralston Avenue for local circulation. This transformation directly aligns with the BVSP's broader goals of enhancing connectivity, reducing vehicle dependence, and activating Belmont's civic core.

Belmont General Plan - Mobility Element
O'Neill Avenue Railroad Undercrossing



Significant external stakeholders for the Undercrossing project include Caltrain, which operates the active railroad corridor to be crossed, and Caltrans, which has jurisdiction over State Route 82 (El Camino Real). Coordination with both agencies will be critical to the success of the project, particularly regarding R/W access, design approvals, and construction phasing. Early engagement with these stakeholders will help identify potential constraints and streamline the permitting and review processes.

The City has developed a scope of work for the project that is clear and appropriate. We agree with this scope and will provide more details on how our team will accomplish the work efficiently. The scope of work includes the following tasks:

- Task 1: Project Initiation and Background Review
- Task 2: Existing Conditions and Site Assessment
- Task 3: Caltrans and Caltrain Coordination and Design Criteria
- Task 4: Conceptual Design Alternatives
- Task 5: Drainage and Utility Assessment
- Task 6: Environmental and R/W Screening
- Task 7: Property Impact Assessment
- Task 8: Construction Feasibility Assessment
- Task 9: Planning-Level Cost Estimate
- Task 10: Funding and Implementation Strategy
- Task 11 Stakeholder and Community Engagement Support
- Task 12: Final Feasibility Report

Besides project funding, our experience tells us that the critical elements of a project like this will be R/W clearance (construction encroachments, and property rights acquisitions), and Caltrans and Caltrain process management.

The City of Menlo Park's Middle Avenue Pedestrian and Bike Rail Crossing project is a few stages and many years ahead of the Undercrossing, but it serves as an excellent resource. We expect to use it as a reference to guide the planning, design approach, and coordination strategy for this project, drawing on the lessons learned, and best practices established through its development.

Overall, we are uniquely qualified to prepare the feasibility study due to the broad and complementary expertise of our in-house team. By conducting much of the work internally, we maintain greater control over the project's schedule, quality, and budget. This integrated approach enhances coordination, reduces delays, and ensures a more efficient and responsive project delivery—key advantages that set us apart.

Project and Management Approach

Based on our current understanding and experience with similar projects near active and busy railroad corridors, our project approach prioritizes:

- Enhancing pedestrian and bicyclist safety;
- Minimizing impacts to private property; and
- Reducing utility conflicts.

To meet these objectives, we have developed the following project-specific approach to determining the initial project scoping and the feasibility of the proposed project.

Existing Conditions and Site Assessment

Understanding the "lay of the land"—including prior work completed in the area—is critical to developing a focused, well-informed, and comprehensive feasibility study. Key elements of our approach to establishing a strong project foundation include:

Comprehensive Site Reconnaissance

We will conduct thorough field investigations to document existing conditions, identify physical and operational constraints, and verify the accuracy of existing data. This will include visual inspections, photo and video documentation, and environmental condition assessments.

Collection of Existing Data

Our team will gather and review all available data relevant to the project area, including survey records, utility maps, drainage infrastructure, and R/W information.

Aerial Topographic Mapping

Aerial imagery will be acquired and processed to develop topographic mapping that will serve as the base condition for conceptual design. The aerial survey will collect topographic and visual data in areas inaccessible by traditional means to ensure comprehensive site coverage. This approach will greatly expedite mapping of areas under Caltrans and Caltrain control by reducing or eliminating the need for encroachment permits for surveying activities. MNS can also deploy survey drones, if needed. As an added benefit, this mapping will be utilized in the future phases of the project as well—this is not "throwaway" work.

Review of Existing Plans and Studies

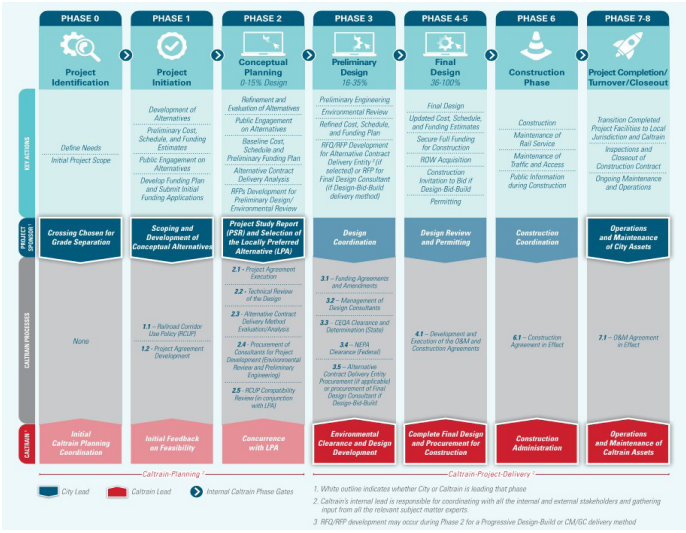
We will conduct a detailed review of applicable planning documents and technical studies, including the Belmont Village Specific Plan, Caltrain design guidelines, and any prior transportation/traffic or infrastructure assessments.

Caltrans and Caltrain Coordination and Design Criteria

Caltrain has established their "Corridor Crossing Development Guide," which outlines the technical requirements, design criteria, and review process for projects that propose new grade-separated crossings of its rail corridor. This guide will serve as a critical blueprint for advancing the Undercrossing, ensuring that the design aligns with Caltrain's operational standards and safety protocols. Adhering to this guide will facilitate a smoother project delivery process by clarifying expectations and minimizing design revisions during agency coordination and permitting.

Caltrain's process has nine phases. For this initial effort, the City anticipates the selected consultant will prepare a feasibility study under Caltrain's Phase 1.

Caltrain Corridor Crossing Development Guide



Additionally, Caltrans has well-defined project development processes that vary based on the complexity and estimated cost of the project. Given the nature of this project, it will be subject to the Quality Management Assessment Process (QMAP)—commonly referred to as Caltrans Oversight—and must comply with both the Caltrans LAPM and the Project Development Procedures Manual (PDPM).

Caltrans generally develops projects in four phases:

- Phase 1: Project Initiation Document (PID)
  - Project Study Report – Project Development Support (PSR-PDS) or similar

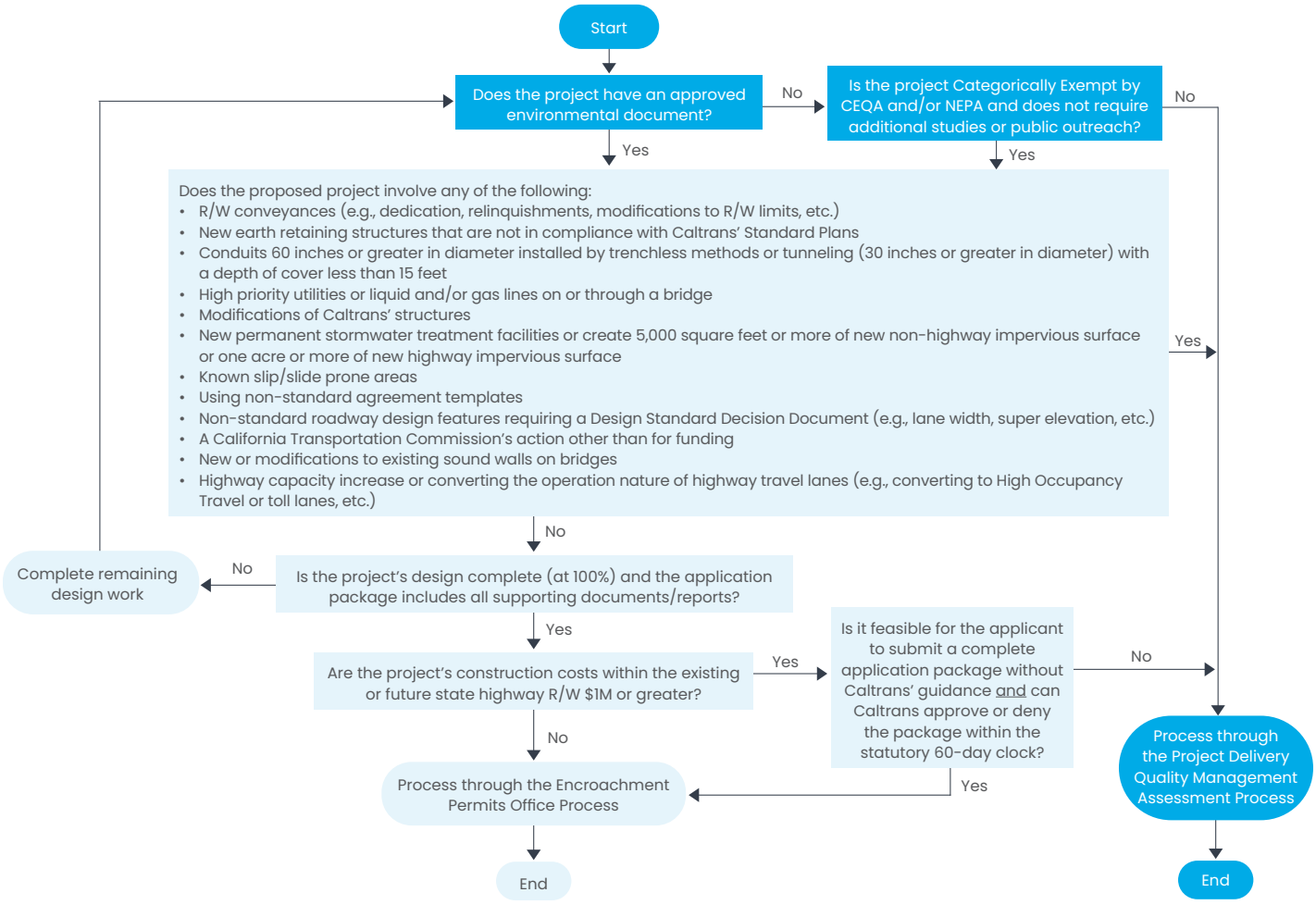
- Phase 2: Project Approval and Environmental Documentation (PA&ED)
  - Project Report
  - Environmental Document (ED)
- Phase 3: Final Engineering
  - Plan
  - Specifications
  - Estimate
- Phase 4: Construction

It is currently unclear whether the City has carried out a Cooperative Agreement with Caltrans or if the PID phase has been completed. Typically, Caltrans requires a Cooperative Agreement to be in place before formally engaging in project development activities. Furthermore, completion of the PID is generally a prerequisite, as it defines the project scope, outlines the development process, and identifies the anticipated level of Caltrans involvement and support.

We anticipate developing alternatives that might route this project through any of these three processes described. Any coordination with Caltrans would be at a high level until a Cooperative Agreement is executed and/or a QMAP process is selected and approved.

The nature and scope of the anticipated work within Caltrans R/W (State Route 82/El Camino Real) are well within our team's experience. We understand Caltrans' processes, expectations, and design criteria, and are well-equipped to meet them—even when their participation is limited during the early feasibility study phase. Our familiarity with Caltrans procedures allows us to proactively address key requirements and keep the project moving efficiently through review milestones.

Caltrans Project Development Process Decision Tree



Conceptual Design Alternatives

Interestingly, this may prove to be one of the more straightforward aspects of the project, given the limited number of viable alternatives. We will explore innovative ideas during the concept development phase and we have already identified several key constraints and preliminary considerations that will likely shape the undercrossing design.

Since the electrification of the Caltrain corridor, any option involving an overhead crossing is no longer feasible. As a result, the only practical alternatives involve a grade-separated undercrossing.

Per Caltrain's design requirements, a pedestrian and bicycle undercrossing must meet the following minimum criteria:

- A vertical clearance of at least 5 feet from the bottom of the rail ties to the top of the structure;
- An interior height of at least 10 feet at the center and 8 feet minimum along the sidewalls; and
- An interior width of at least 20 feet.

Our initial field observations revealed that the top of the Caltrain embankment wall is approximately 11 feet above the adjacent parking lot on the west side of the tracks (the east side was not accessible during this assessment). The bottom of the rail ties are roughly 2 feet below the top of the wall, leaving an estimated 9 feet of vertical separation between the rail ties and the parking lot surface. Given the required 5-foot clearance below the rail ties, this places the profile of the travel way path at least 7 feet below the level of the adjacent parking lot. Consequently, all feasible alternatives will require the undercrossing to implement ramps and potentially stairs to meet accessibility standards. These facilities could possibly require retaining wall structures to support the adjacent buildings and/or Caltrain Mechanically Stabilized Earth (MSE) walls.

Caltrain Structure Height Above Parking Lot



Further complicating matters, the existing railroad embankment is constructed using counter-tied MSE walls. These structures rely on the integrity of the backfill to maintain their strength. Excavating behind or removing portions of the MSE walls could present a stability risk, potentially destabilizing both the wall and the embankment, especially under active rail service. Therefore, in addition to analyzing the alternative that minimizes excavation and places the undercrossing no deeper than the Caltrain design criteria allows, the study will also examine a design approach whereby the undercrossing is placed entirely beneath the embankment and MSE walls, without disturbing the existing structural elements.

Minimizing interruption to railroad operations is a key consideration. Structurally, this means utilizing as many precast or prefabricated bridge and wall components as possible. Accelerated Bridge Construction (ABC) techniques will also be explored, e.g. Slide-In Construction whereby the entire bridge is constructed adjacent to the railroad and slid into place during an extended maintenance window. There are several ABC techniques that could be employed at this site. Superstructure, substructure, and foundation types and construction methodology will all be explored as part of the alternatives analysis.

We propose to develop two feasible alternatives for the undercrossing structure. Our goal is to produce the most effective, cost-efficient, practical, and constructible solution for the undercrossing considering all the known variables related to engineering, environmental, permitting, and R/W. At this stage, the primary differentiating factors between alternatives are expected to include:

- Location and potential R/W requirements.
- Structure type and architectural treatment.
- Ramp and stair alignment, including access design for pedestrians and cyclists.
- Strategies to minimize utility conflicts and address drainage challenges.

These factors will guide the concept development and alternative evaluation process, forming the foundation for a feasible and constructible solution.

Drainage and Utility Assessment

Our in-house team will assess the impact of drainage and utilities on the project.

Drainage

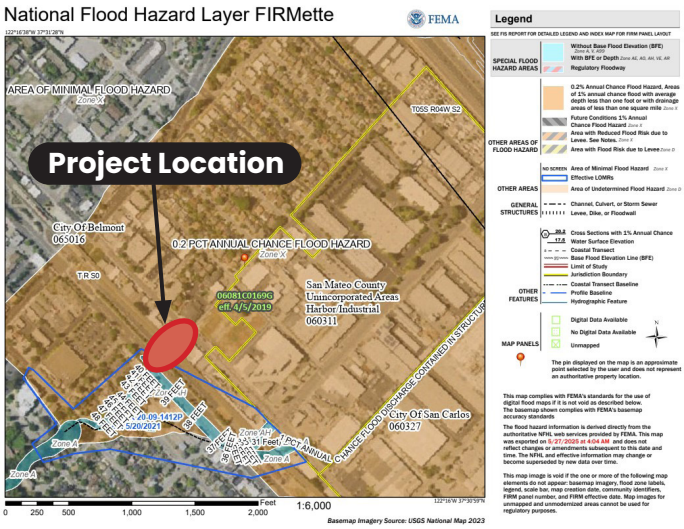
We recognize that drainage will be a critical component of the project design, particularly given the site's location entirely within a FEMA 500-year floodplain and adjacent to a 100-year floodplain. Notably, the 100-year floodplain in this area has been studied in detail, and Base Flood Elevations (BFEs) have been established, which will inform both hydraulic design and risk assessment.

Our team brings direct, relevant experience to this issue. We are currently providing construction management services for a nearby Caltrain storm drain pump station, giving us firsthand knowledge of the drainage challenges in the area. This insight will help us anticipate and address potential flood risks during both the design and construction phases.

The elevation of the proposed undercrossing relative to its surroundings will be a key factor in the drainage strategy. The lower the undercrossing lies, the greater the risk of periodic flooding or the potential need for an active drainage system, such as pump infrastructure. Our team will thoroughly evaluate drainage options—including passive and active systems—to ensure long-term operational reliability and regulatory compliance.

The City currently operates two pump stations—one at the Old County Road and Ralston Avenue—and is aware of the potential technical challenges regarding drainage in this area.

FEMA Flood Mapping



Under the San Francisco Bay Region Municipal Regional Stormwater NPDES Permit—of which Belmont is a participant through the San Mateo Countywide Water Pollution Prevention Program—public projects that reconstruct one acre or more of impervious surface are required to incorporate Green Infrastructure (GI) to the maximum extent practicable. The extent of this requirement will depend on the final project concept and the amount of impervious surface replaced. However, based on our experience, many agencies choose to incorporate GI features, such as bioretention areas in the parkway, even when not strictly required. We will

coordinate with the City to assess feasibility and identify appropriate locations for such elements.

Utilities

Understanding the location and type of existing utilities within the project limits is essential for evaluating design alternatives and identifying potential risks. Leveraging our in-depth knowledge of local utility providers, MNS will initiate coordination by using Underground Service Alert (USA) Engineering Support to identify all utility owners within the project footprint.

We will collect all available utility data and overlay it onto the topographic base map to identify and document existing utility infrastructure. A preliminary utility base map will be prepared and distributed to utility owners for verification. As part of this verification process, MNS will request additional records—such as as-built drawings, utility atlas sheets, and facility function documentation—from utility owners.

The verified utility base map will incorporate the best available data, including field markings (USA), interpretation of record documents, and potholing data where applicable. This comprehensive map will serve as a foundation for evaluating potential utility conflicts and informing the design process.

To support risk management and decision-making, our team will prepare a Drainage and Utility Assessment Memorandum summarizing our findings and documenting the potential impacts and associated project risks related to existing drainage and utility infrastructure.

Fiber Optic Utility Witness Post at Caltrain Structure



Environmental and R/W Screening

MNS will prepare an Environmental and Permitting Memo describing the environmental constraints of up to three pedestrian undercrossing alternatives developed as part of Phase I of the project. A constraints-level screening analysis of pedestrian undercrossing alternatives would involve evaluating different concepts for providing safe and efficient pedestrian undercrossing under O'Neill Avenue. This analysis would consider factors like safety, mobility, and community impact, in addition to various environmental impacts, like biological resources, cultural resources, land use, noise, air quality, and other environmental impacts completed at a constraints level for the R/W needed for a proposed underpass. Our team will summarize anticipated impacts for each alternative by reviewing key environmental resource topics and comparing any differentiators among the alternatives to help the City select the most suitable solution for project implementation in later phases. We will also summarize any permitting requirements and our findings in the Environmental and Permitting Memo. Compliance with CEQA and NEPA will not be included during this phase of the project.

Biological Resources

MNS will conduct an evaluation of potential biological and environmental impacts. In particular, potential for impacts to nearby Belmont Creek will be assessed. Potential impacts to nesting migratory birds and species of special concern will be assessed. All special-status species tracked by the California Department of Fish and Wildlife, the California Native Plant Society, and the US Fish and Wildlife Service and identified as having occurred within the nine USGS 7.5-minute quads including and surrounding the project area will be assessed for their potential to occur within the project site. MNS will provide an assessment of risks to any special-status species or features, outline strategies to avoid or mitigate the risks of impacts, and identify a permitting pathway for the project with respect to biological resource impacts. MNS would provide this assessment, avoidance and mitigation strategies, and permitting pathways in a memo-style report.

Cultural Resources

We have included **Albion** to provide a high-level cultural resources records search to identify any cultural resources within the project area. They will conduct a review if existing archaeological records within the within 0.5-mile of the project area and will provide a memo of their findings.

Preliminary R/W Impact Exhibit

Our surveying team will prepare a R/W exhibit incorporating recorded parcel boundaries and R/W data. In close collaboration with our engineering team, they will analyze this information to identify optimal alignments and configurations for project elements that minimize impacts to private and public properties. The outcomes of this coordination will directly inform the development of conceptual design alternatives and will be clearly depicted on the R/W impact exhibits.

Property Impact Assessment

Analyzing and assessing the potential impacts on properties adjacent to the project site will require a multidisciplinary approach. MNS brings together a team of transportation engineers, structural engineers, construction managers, and land surveyors, each contributing specialized expertise to ensure a comprehensive evaluation:

Transportation Engineers will develop the design alignment, vertical profile, and cross-sectional geometry. Their work establishes the spatial footprint of the project and identifies areas where the proposed improvements may interface with private property.

Structural Engineers will design the undercrossing and associated structures. In addition to the structural design itself, they will assess how construction activities could affect nearby land, buildings, and infrastructure. This includes evaluating settlement risks, vibration impacts, and lateral loading on adjacent properties.

Construction Managers will analyze potential construction methods and assess the associated risks. Their real-world construction experience enables them to recommend alternative methods or sequencing strategies that can reduce risks and minimize disruption to adjacent properties. They often bring forward innovative solutions to mitigate temporary or permanent impacts during construction.

Land Surveyors will quantify the permanent R/W acquisitions and temporary easements, as well as the estimated costs associated with them.

Our property impact assessment will compile and distill the input from these teams into a clear, concise, and actionable summary that identifies potential impacts, recommended mitigation measures, and associated R/W requirements. This assessment will support informed decision-making by the City and help streamline coordination with property owners, regulatory agencies, and other stakeholders. It will also serve as a foundational document for environmental review, design refinement, and cost estimation.

Construction Feasibility Assessment

Our construction team brings extensive experience in performing constructability reviews and will conduct a comprehensive evaluation of the developed alternatives to assess their construction feasibility. The proposed staff have a proven track record in managing construction projects involving both undercrossings and overcrossings of railroad R/W, including those of UPRR, BART, and Caltrain.

Over the past 20 years, they have provided construction management services on numerous rail grade crossing projects, demonstrating their ability to navigate the complexities of working in rail-adjacent environments.

Specifically, our team has direct experience with Caltrain, having served under its On-Call Construction Management contract. As a result, they are not only well-versed in general construction methodologies, but also intimately familiar with Caltrain's operational constraints and procedural requirements. For instance, Caltrain does not permit construction activities beneath active rail lines during operating hours. However, construction may be allowed during non-revenue service windows, typically overnight when trains are not in operation.

Our constructability review process will begin with a comprehensive collection and analysis of all available

project documentation. This will be followed by an in-depth site investigation to verify that existing conditions and utility information are accurately represented in the design documents. The field investigation will also help identify potential conflicts not currently depicted in the plans.

Throughout the review, we will focus on identifying potential coordination challenges, missing design details, and constructability constraints. Field reconnaissance will play a critical role in validating site conditions and ensuring their consistency with the project documentation. Upon completion of the review, we will produce a detailed report outlining the construction feasibility of each alternative. Based on our extensive experience with Caltrain, we anticipate that the most significant constraint will be the feasibility of executing the work within Caltrain's stringent track shutdown requirements.

The Caltrain non-revenue windows when trains are not operating is very short. Typically, construction can only be performed when the tracks are shut down during non-revenue hours. Based on the current Caltrain schedule effective January 27, 2025, the last northbound train arrives at the Belmont Station at 1:39 a.m. while the last southbound train arrives at the Belmont station at 12:41 a.m. So, the tracks cannot be shut down until after 1:39 a.m. The first northbound train in the morning arrives at the Belmont Station at 5:24 a.m. while the first southbound train arrives at Belmont at 7:01 a.m. This means an approximate shutdown duration of less than four hours. However, JPB typically requires the tracks to be re-opened approximately 30 minutes before the arrival of the first train in the morning. This means the actual work window will likely be less than 3.5 hours.

During the weekend, the last northbound train arrives at the Belmont Station at 12:12 a.m. while the last southbound train arrives at 12:42 a.m. The first northbound train arrives at the Belmont Station at 7:38 a.m. while the first southbound train arrives at the Belmont Station at 8:32 a.m. This gives approximately a little less than 6.5 hours. This means any construction activity to construct an undercrossing must be performed during that time frame during weeknights and weekend windows.

It is highly unlikely that Caltrain will permit the construction of an underpass using an open-cut method, given the presence of MSE walls and the overhead catenary system installed as part of the corridor's electrification. As a result, any viable construction approach will need to incorporate trenchless methods, such as tunneling or jacking of a precast concrete box structure, to avoid disruption to existing infrastructure and maintain rail operations.

Our construction team will pay particular attention to railroad operations and structure elements.

Planning-Level Cost Estimate

MNS routinely utilizes the Caltrans, "11-page Preliminary Cost Estimate Templates" for large, complex, and long-range planning projects. These templates—or comparable formats—will be prepared for each of the concept alternatives. While they incorporate unit-price estimating methods for significant work items, their primary value lies in capturing the broader cost implications and overall project scope, making them especially effective for early-stage planning and comparison of alternatives.

While Caltrans preliminary cost estimate templates are a valuable tool for capturing capital costs, they do not adequately address long-term maintenance and operational expenses. To ensure a more holistic evaluation of each alternative, our team will supplement these templates with anticipated operations and maintenance (O&M) cost projections.

These estimates will be developed for each major project component and tailored to reflect the specific requirements of the proposed design. By incorporating O&M costs into the planning phase, we can help the City make more informed decisions, particularly where design alternatives have significantly different long-term maintenance obligations. This forward-thinking approach supports fiscal sustainability and ensures that life-cycle costs are considered early in project development.

An additional strength of our team is our comprehensive understanding of construction costs. In addition to referencing the Caltrans Construction Contract Cost Database and leveraging insights from our recent

design projects, we benefit from the real-world experience of our in-house construction management team, who consistently monitor market trends and maintain a current pulse on the construction industry's cost climate. This integration of design and construction perspectives enables us to deliver accurate and realistic cost estimates that reflect current conditions and anticipate future fluctuations.

Stakeholder and Community Engagement Support

Stakeholder and community engagement for public infrastructure projects is a deliberate, structured process that ensures transparency, fosters public trust, and integrates a broad range of perspectives into project development and decision-making. This process involves identifying, informing, consulting, involving, and collaborating with stakeholders—ranging from agency partners to community members—throughout the project lifecycle.

In collaboration with the City, our team will identify key external stakeholders and special interest groups seeking to actively participate in the project. These entities will provide valuable insights and perspectives that will inform project development and foster broader community support.

We will also work closely with the City to develop a comprehensive communication and engagement strategy. This strategy will define project goals, key messages, stakeholder groups, outreach methods, and a schedule of engagement activities to ensure consistent and effective communication.

Our outreach approach will include the facilitation of two public engagement events—such as community meetings, pop-ups, or workshops—designed to inform, consult, and gather input from the broader public. These events will be supported by professionally prepared materials, including visual exhibits, presentation boards, and informational handouts or flyers. Additionally, surveys and questionnaires will be distributed to capture community needs, concerns, and preferences.

The feedback collected through these efforts will be systematically analyzed and, where appropriate, integrated into the project's planning and design. We will maintain transparency by reporting back to the community on how public input influenced the project—clearly demonstrating the connection between community contributions and project outcomes ("you said, we did").

Final Feasibility Report

A feasibility study is an essential early-phase planning tool that helps project stakeholders make informed decisions before significant investments are made. For complex infrastructure projects—particularly those involving multiple agencies, regulatory frameworks, and technical constraints—a well-structured feasibility study is invaluable for exploring a range of alternatives and selecting the most practical, cost-effective, and community-supportive solution.

Why a Feasibility Study Matters

Informed Decision-Making: A feasibility study provides a structured approach to identifying and evaluating multiple alternatives based on a set of objective criteria. These often include constructability, cost, environmental impacts, community benefits, long-term operations and maintenance, and agency coordination. This helps decision-makers weigh trade-offs and understand the implications of each option.

Risk Reduction: By identifying constraints early—such as utility conflicts, R/W impacts, or regulatory challenges—a feasibility study helps reduce unknowns that could affect scope, schedule, or cost later in project development.

Alignment with Stakeholders and Agencies: Many public infrastructure projects involve coordination with multiple stakeholders, including transit agencies, state departments of transportation, utility companies, and the public. A feasibility study creates a shared foundation of facts and analysis that can be used to align expectations, roles, and priorities early on.

Efficient Resource Allocation: With budget limitations and competing priorities, a feasibility study ensures that public funds are directed toward alternatives that are technically feasible, financially realistic, and aligned with long-term planning goals.

Roadmap for Next Steps: A good feasibility study does more than select a preferred alternative – it also outlines what is needed to move forward, such as environmental documentation, agency approvals, or funding opportunities. This gives cities and agencies a clear path for implementation.

Ultimately, a feasibility study helps transform an idea into a well-vetted concept. It lays the groundwork for a successful project by turning unknowns into knowns, enabling proactive decision-making, and building confidence among stakeholders. It's not just about choosing an option—it's about choosing the right one for the community, the environment, and the future.

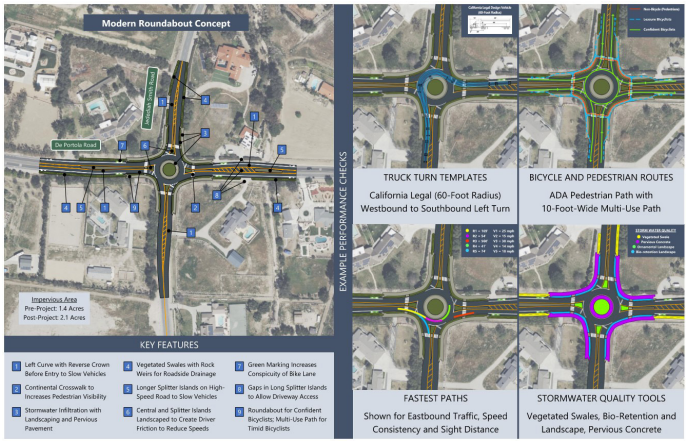
Our team's key strength is communicating complex technical issues and solutions clearly and simply, so you don't need to be an engineer to fully understand the project.

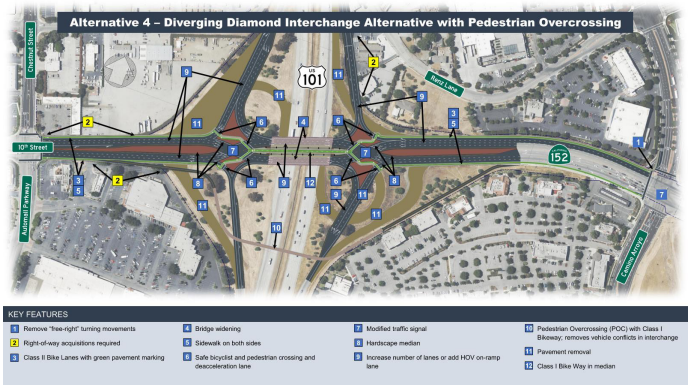
The feasibility study will synthesize previously completed work alongside new findings into a comprehensive, well-organized report. This document will summarize existing conditions, conceptual alternatives, environmental and R/W constraints, Caltrain coordination, cost estimates (including O&M), and final recommendations. Our goal is to provide a document that is technically sound, visually clear, and decision-maker friendly – supporting the City in confidently advancing to the next project phase.

The major sections of the feasibility report will closely follow the work tasks with some modifications. The anticipated study outline is:

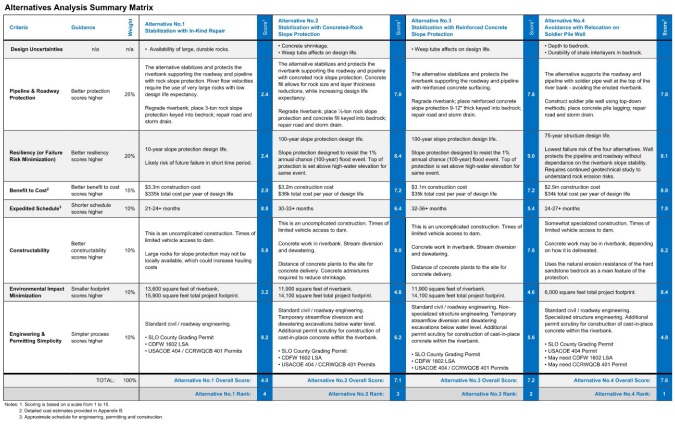
1. Executive Summary
2. Introduction
3. Existing Conditions
4. Project History
5. Coordination with Caltrain and Caltrans
6. Conceptual Design Alternatives
7. Structural and Geotechnical Engineering
8. Utility and Drainage
9. R/W and Private Property
10. Environmental and Permitting
11. Constructability
12. Engineer's Cost Estimates
13. Preferred Alternative and Evaluation Matrix
14. Schedule and Next Steps
15. Project Personnel

Feasibility Exhibit Examples





Alternatives Analysis Evaluation Matrix Example



Alternatives Analysis Summary Matrix

Criteria	Guidance	Weight	Alternative No.1 Stabilization with In-Kind Repair	Score[1]	Alternative No.2 Stabilization with Concreted-Rock Slope Protection	Score[1]	Alternative No.3 Stabilization with Reinforced Concrete Slope Protection	Score[1]	Alternative No.4 Avoidance with Relocation on Soldier Pile Wall	Score[1]
Design Uncertainties	n/a	n/a	• Availability of large, durable rocks.		• Concrete shrinkage. • Weep tube affects on design life.		• Weep tube affects on design life.		• Depth to bedrock. • Durability of shale interlayers in bedrock.	
Pipeline & Roadway Protection	Better protection scores higher	25%	The alternative stabilizes and protects the riverbank supporting the roadway and pipeline with rock slope protection. River flow velocities require the use of very large rocks with low design life expectancy. Regrade riverbank; place 3-ton rock slope protection keyed into bedrock; repair road and storm drain.	2.4	The alternative stabilizes and protects the riverbank supporting the roadway and pipeline with concreted rock slope protection. Concrete fill allows for rock size and layer thickness reductions, while increasing design life expectancy. Regrade riverbank; place ¼-ton rock slope protection and concrete fill keyed into bedrock; repair road and storm drain.	7.9	The alternative stabilizes and protects the riverbank supporting the roadway and pipeline with reinforced concrete surfacing. Regrade riverbank; place reinforced concrete slope protection 9-12" thick keyed into bedrock; repair road and storm drain.	7.4	The alternative supports the roadway and pipeline with soldier pile wall at the top of the river bank - avoiding the eroded riverbank. Construct soldier pile wall using top-down methods; place concrete pile lagging; repair road and storm drain.	7.9
Resiliency (or Failure Risk Minimization)	Better resiliency scores higher	20%	10-year slope protection design life. Likely risk of future failure in short time period.	2.4	100-year slope protection design life. Slope protection designed to resist the 1% annual chance (100-year) flood event. Top of protection is set above high-water elevation for some event.	8.4	100-year slope protection design life. Slope protection designed to resist the 1% annual chance (100-year) flood event. Top of protection is set above high-water elevation for some event.	8.0	75-year structure design life Lowest failure risk of the four alternatives. Wall protects the pipeline and roadway without dependance on the riverbank slope stability. Requires continued geotechnical study to understand rock erosion risks.	8.1
Benefit to Cost[2]	Better benefit to cost scores higher	15%	$3.3m construction cost $309k total cost per year of design life	2.9	$3.2m construction cost $303k total cost per year of design life	7.2	$3.1m construction cost $303k total cost per year of design life	7.2	$2.9m construction cost $349k total cost per year of design life	8.0
Expedited Schedule[3]	Shorter schedule scores higher	10%	21-24+ months	6.8	30-33+ months	6.4	32-36+ months	6.4	24-27+ months	7.9
Constructability	Better constructability scores higher	10%	This is an uncomplicated construction. Times of limited vehicle access to dam. Large rocks for slope protection may not be locally available, which could increase hauling costs	6.8	This is an uncomplicated construction. Times of limited vehicle access to dam. Concrete work in riverbank. Stream diversion and dewatering. Large rocks for slope protection may not be locally available, which could increase hauling costs	8.0	This is an uncomplicated construction. Times of limited vehicle access to dam. Concrete work in riverbank. Stream diversion and dewatering. Distance of concrete plants to the site for concrete delivery.	7.6	Somewhat specialized construction. Times of limited vehicle access to dam. Concrete work may be in riverbank, depending on how it is delineated. Uses the natural erosion resistance of the hard sandstone bedrock as a main feature of the protection.	6.2
Environmental Impact Minimization	Smaller footprint scores higher	10%	13,600 square feet of riverbank. 16,900 square feet total project footprint.	7.2	11,900 square feet of riverbank. 14,100 square feet total project footprint.	4.8	11,900 square feet of riverbank. 14,100 square feet total project footprint.	4.6	6,000 square feet total project footprint.	8.4
Engineering & Permitting Simplicity	Simpler process scores higher	10%	Standard civil / roadway engineering. • SLO County Grading Permit • CDFW 1602 LSA • USACOE 404 / CCRWQCB 401 Permits	6.2	Standard civil / roadway engineering. Temporary streamflow diversion and dewatering excavations below water level. Additional permit scrutiny for construction of cast-in-place concrete within the riverbank. • SLO County Grading Permit • CDFW 1602 LSA • USACOE 404 / CCRWQCB 401 Permits	6.2	Standard civil / roadway engineering. Non-specialized structure engineering. Temporary streamflow diversion and dewatering excavations below water level. Additional permit scrutiny for construction of cast-in-place concrete within the riverbank. • SLO County Grading Permit • CDFW 1602 LSA • USACOE 404 / CCRWQCB 401 Permits	6.6	Standard civil / roadway engineering. Specialized structure engineering. Additional permit scrutiny for construction of cast-in-place concrete within the riverbank. • SLO County Grading Permit • USACOE 404 Permit • May need CDFW 1602 LSA • May need CCRWQCB 401 Permit	4.9
TOTAL:		100%	Alternative No.1 Overall Score:	4.9	Alternative No.2 Overall Score:	7.1	Alternative No.3 Overall Score:	7.2	Alternative No.4 Overall Score:	7.6
			Alternative No.1 Rank:	4	Alternative No.2 Rank:	3	Alternative No.3 Rank:	2	Alternative No.4 Rank:	1

Notes: 1. Scoring is based on a scale from 1 to 10.
2. Detailed cost estimates provided in Appendix B.
3. Approximate schedule for engineering, permitting and construction.

Funding and Implementation Strategy

This will be an expensive project and obtaining external funding is a critical component for its success.

The context for understanding the purpose of the proposed Undercrossing is explained in the BVSP as part of an active transportation system of routes referred to as the Village Loop. The Village Loop is envisioned as a complete streets concept that will provide low-stress pedestrian and bicyclist mobility options in support of the Specific Plan's economic development goals. The Village Loop is further intended to implement strategies that help the City meet ABAG's Plan Bay Area Vehicle Miles Traveled (VMT) reduction targets for the year 2035. This context will serve to develop and support a comprehensive strategy for pursuing grant funding for the Undercrossing and the Village Loop as a whole. It is important to note that a grant funding strategy will encompass the entire context of the proposed Village Loop while seeking grants to ultimately fund the Undercrossing as the highest-cost element of the Village Loop concept.

Our approach to developing a grant funding strategy will include analyzing existing conditions on the proposed Village Loop routes, conditions on routes interior to the Village Loop, pedestrian and bicycle crash history for the past 5- and 10-year periods, and the functionality and safety enhancement potential that aligns with various grant programs. In particular, the Undercrossing will be given focus on its critical purpose in the success of the proposed Village Loop concept. Grant programs that to date are forecasted to be available over the next two years include as follows:

- USDOT Railroad Crossing Elimination (RCE) Grant
- USDOT Reconnecting Communities Grant
- Active Transportation Program (ATP) – Cycle 8
- Highway Safety Improvement Program – Cycle 13
- MTC One Bay Area Grant Call for Projects

Type	Village Loop Routes	Interior Routes
Pedestrian	6	5
Bicycle	4	10

Some of these grant programs have the potential to fund the Undercrossing directly and others can be supportive to funding the Village Loop concept as a whole. Process elements for developing a comprehensive grant funding strategy include the following:

- Pedestrian/bike undercrossing funding and infrastructure development history along the Caltrain corridor;
- Applicant and project eligibility for various grant funding programs and potential actions needed,
- Competitiveness analyses of various grant funding programs based on program selection criteria, project scoping alignment, and potential scoping recommendations;
- Evaluation and recommendation of additional study work needed, outside of the scope of work for the Feasibility Study, to support grant funding pursuits (e.g. economic impact analysis, benefit-cost analysis, VMT and air quality analyses, etc.);
- Guidance on environmental documentation status and timing necessary for grant funding pursuits;
- Stakeholder and community engagement needs in conjunction to support pursuit of grant funding;
- Funding request targets for respective programs;
- Matching funds and cost-share amount targets relative to respective programs;
- Required City Council and administrative actions such as resolutions and plan amendments;
- Precise scheduling and coordination of grant funding pursuits with an associated plan for necessary preliminary preparatory actions to be taken in advance of grant application.

A funding strategy memorandum will be prepared incorporating, at a minimum, all of these process elements with a recommended action plan, grant pursuit budget analysis, and decision matrix.

Understanding the requirements for each grant proposal, in association with the various funding

deadlines, will be a significant planning tool for the City as the project progresses.

Why Chose MNS?

MNS is a multidisciplinary firm specializing in engineering design, planning, construction management, and land surveying for public agencies throughout California. Our substantial client base comprises primarily of public sector clients, and our focus is and has always been on serving their needs. This deep experience provides us with a robust informational foundation and enables us to offer practical, value-driven solutions.

Our teams in transportation, water, and development services work closely together to share lessons learned and insights from different fields. This collaboration helps us improve the quality of our work. We are dedicated, responsive professionals focused on delivering high-quality products and services. We take pride in offering excellent service and value to our clients. Your satisfaction is our greatest reward.

We believe our work speaks for itself, but we realize a host of factors determine the firm you ultimately choose.

Experts in Our Fields: Our staff includes specialists across market sectors, allowing us to address challenges with informed, innovative solutions that keep projects on time and within budget.

Client-Focused: We emphasize clear, consistent communication and tailor our services to align with your goals and vision—going the extra mile to ensure satisfaction.

Community-Driven: We live and work in the communities we serve, and we take pride in delivering infrastructure that has lasting value for future generations.

The Best of Both Worlds: As a mid-sized firm, we combine the resources and expertise of a large company with the flexibility and personalized service of a small one—delivering quality without compromise.

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4 Section 4. Agreement for Service



MNS reviewed the City's Sample Agreement for Services. We confirm the project team can accept the terms of the contract and has the required insurance, or can acquire insurance that meets minimum standards.

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5 Section 5. References

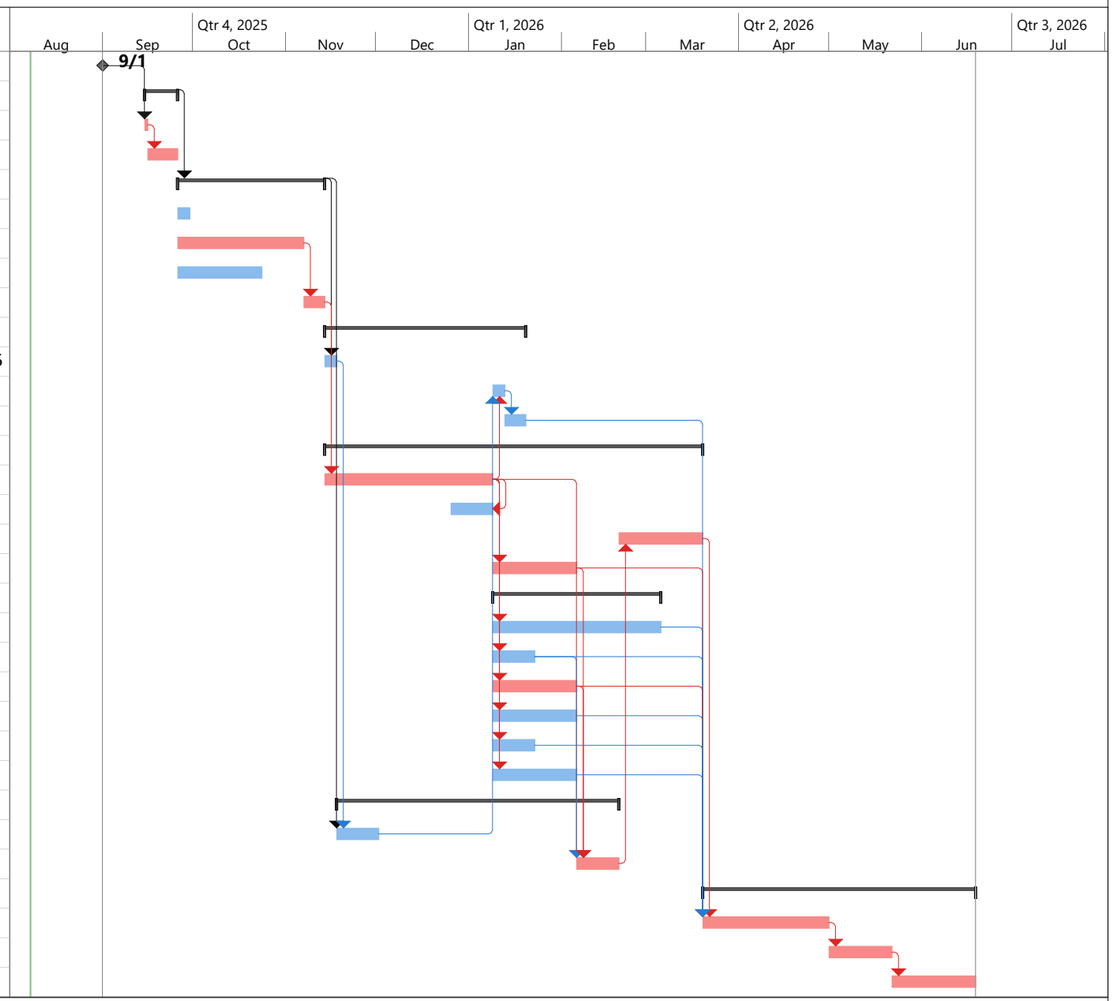
MNS References					
Sponsoring Agency	**Contact Information**	**Services Performed**	**Dates**	**Project Budget**	**Key Staff/Role**
Santa Barbara County Association of Governments	**Fred Luna** **Director of Project Delivery and Construction** 805.961.8926 fluna@sbcag.org	**Santa Claus Lane Class I Bike Path** MNS provided project management, transportation engineering, development of alternatives, alternatives analysis, project report, and DSDD, TSSG exception approval, ICE and many other design documents to support the project. MNS also provided survey services.	2013 – 2023	$1.1M	Shawn Kowalewski, PE, was Principal-in-Charge and Project Manager
City of San Leandro	**Jayson Imai, PE, QSD/QSP** **City Engineer** 510.577.3431 jimai@sanleandro.org	**Cary-Haas Pedestrian Bridge** MNS is providing environmental clearance, preliminary engineering, final design, and design support during construction for a pedestrian bridge over San Leandro Creek.	2024 – current	$407K	Kyle Turner, PE, is Project Manager; Shawn Kowalewski, PE, is Principal Civil Engineer; James Wilcenski, PE, is QC and Constructability Reviewer
City of Emeryville	**Mohamed Alaoui, PE, TE** **Public Works Director** 510.596.4300 mohamed.alaoui@emeryville.org	**On-Call Construction Management, City Engineer Support, and Engineering Design Consultant Services** MNS is actively providing on-call professional services in support of numerous infrastructure projects for the city. The work encompasses tasks such as construction management and oversight in compliance with Caltrans procedures, plan development and review for capital improvement projects, engineering design for civil projects including paving and active transportation facilities. Additionally, MNS is providing support in regulatory compliance, risk mitigation, and coordination with utility companies and outside agencies to ensure successful project execution.	2024 – current	$1.1M	Shawn Kowalewski, PE, is Principal-in-Charge and Project Manager

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6 Section 6. Schedule and Level of Effort

O'Neill Avenue Railroad Undercrossing

ID	Task Name	Duration	Start	Finish
1	Notice to Proceed	0 days	Mon 9/1/25	Mon 9/1/25
2	**Task 1: Project Initiation & Background Review**	**9 days**	**Mon 9/15/25**	**Thu 9/25/25**
3	Kickoff Meeting	1 day	Mon 9/15/25	Mon 9/15/25
4	Refine Scope and Schedule	8 days	Tue 9/16/25	Thu 9/25/25
5	**Task 2: Existing Conditions & Site Assessment**	**35 days**	**Fri 9/26/25**	**Thu 11/13/25**
6	Field Visits	2 days	Fri 9/26/25	Mon 9/29/25
7	Aerial Topographic Survey and Right of Way Mapping	30 days	Fri 9/26/25	Thu 11/6/25
8	Review Existing Plans and Studies	20 days	Fri 9/26/25	Thu 10/23/25
9	Prepare Project Base Map	5 days	Fri 11/7/25	Thu 11/13/25
10	**Task 3: Caltrans and Caltrain Coordination and Design Criteria**	**47 days**	**Fri 11/14/25**	**Mon 1/19/26**
11	Initial Meeting (Upcoming State Projects, Contacts, Process)	2 days	Fri 11/14/25	Mon 11/17/25
12	Followup Meeting (Design Criteria, Agreements)	2 days	Fri 1/9/26	Mon 1/12/26
13	Caltrans and Caltrain Coordination and Design Memo	5 days	Tue 1/13/26	Mon 1/19/26
14	**Task 4: Conceptual Design Alternatives**	**90 days**	**Fri 11/14/25**	**Thu 3/19/26**
15	Concept Plans	40 days	Fri 11/14/25	Thu 1/8/26
16	Alternatives Matrices	10 days	Fri 12/26/25	Thu 1/8/26
17	Refinement of Concept Plans and Matrices	20 days	Fri 2/20/26	Thu 3/19/26
18	**Task 5: Drainage and Utility Assessment**	20 days	Fri 1/9/26	Thu 2/5/26
19	**Task 6: Environmental and Right-of-Way Screening**	**40 days**	**Fri 1/9/26**	**Thu 3/5/26**
20	Environmental and Permitting Memo	40 days	Fri 1/9/26	Thu 3/5/26
21	Preliminary Right of Way Impact Exhibit	10 days	Fri 1/9/26	Thu 1/22/26
22	**Task 7: Property Impact Assessment**	20 days	Fri 1/9/26	Thu 2/5/26
23	**Task 8: Construction Feasibility Assessment**	20 days	Fri 1/9/26	Thu 2/5/26
24	**Task 9: Planning-Level Cost Estimate**	10 days	Fri 1/9/26	Thu 1/22/26
25	**Task 10: Funding and Implementation Strategy**	20 days	Fri 1/9/26	Thu 2/5/26
26	**Task 11: Stakeholder and Community Engagement Support**	**68 days**	**Tue 11/18/25**	**Thu 2/19/26**
27	Initial Community Engagement Event (What Do You Want?)	10 days	Tue 11/18/25	Mon 12/1/25
28	Second Community Engagement Event (You Said, We Did)	10 days	Fri 2/6/26	Thu 2/19/26
29	**Task 12: Final Feasibility Report**	**65 days**	**Fri 3/20/26**	**Thu 6/18/26**
30	Draft Report	30 days	Fri 3/20/26	Thu 4/30/26
31	City Review	15 days	Fri 5/1/26	Thu 5/21/26
32	Final Report	20 days	Fri 5/22/26	Thu 6/18/26



Project: O'Neill PUC Schedule
Date: Fri 8/8/25

Task	Inactive Task	Manual Summary Rollup	External Milestone	Manual Progress	
Split	Inactive Milestone	Manual Summary	Deadline		
Milestone	Inactive Summary	Start-only	Critical		
Summary	Manual Task	Finish-only	Critical Split		
Project Summary	Duration-only	External Tasks	Progress		

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MNS Engineers, Inc. Team Resource Estimate

City of Belmont - O'Neill Avenue Railroad Undercrossing Feasibility Study (Revised 8/8/2025)

	MNS Engineers																				Subconsultants		TEAM TOTAL	
	Engineers								Environmental Planners						Surveyors				Construction Manangers					
	Principal-in-Charge *Brandon Reyes, PE*	Sr Project Manager and Principal Engineer Shawn Kowalewski, PE	Grant Writing & Funding Principal Engineer *Greg Jaquez, PE*	Bridge & Structures Principal *Kyle Turner, PE*	Bridge & Structures Technical Lead *Chad Harden, PE, SE*	Lead Engineer	Senior Engineer	Associate Engineer	Environmental Principal *Peter Minegar, AICP*	Environmental Planning Practice Lead *Debra Leight*	Senior Biologist	Senior Planner	Associate Planner	Assistant Planner / GIS Specialist	Principal Surveyor *Shane Sobecki, PLS, EIT or Chris Vandrey, PLS, CFedS*	Associate Surveyor	Party Chief Prevailing Wage	Chainperson Prevailing Wage	Principal Construction Manager *Mike Chan, PE*	Principal Rail & Transit Manager *James Wilcenski, PE*	Principal Construction Manager Structures *Thom Fresquez, PE*	Aerial Mapping & Imagery *Central Coast Aerial Mapping*	Cultural Resources *Albion*	Estimated Hours by Task and Deliverable	Estimated Cost by Task and Deliverable
Billing Rate[1]	$385	$350	$295	$335	$290	$290	$250	$205	$265	$230	$215	$185	$155	$135	$295	$200	$200	$170	$365	$365	$365				
Task Descriptions[2]																									
Task 1: Project Initiation and Background Review	2	10		2		12	2		2	2														32	$9,910
Task 2: Existing Conditions and Site Assessment		10		6	10	36	58	18		14					18	38	32	28		2	2	$3,950		272	$69,740
Task 3: Caltrans & Caltrain Coordination & Design Criteria		4		4	16	24	36		6	8									4	4				106	$29,690
Task 4: Conceptual Design Alternatives	4	14		8	24	60	100	60																270	$70,780
Task 5: Drainage and Utility Assessment		2				6	40	20												2				70	$17,270
Task 6: Environmental and Right-of-Way Screening		2					8		2	12	8	30	28	8	10	20				2	2		$3,500	132	$30,590
Task 7: Property Impact Assessment		2		2	2	16	8												4	8	4			46	$14,430
Task 8: Construction Feasibility Assessment		2		2	4	4	4												4	16	16			52	$17,830
Task 9: Planning-Level Cost Estimate	2	2		2	4	6	28	18																62	$15,730
Task 10: Funding and Implementation Strategy			24				10																	34	$9,580
Task 11: Stakeholder and Community Engagement Support		16				24	40	40	4	8														132	$33,660
Task 12: Final Feasibility Report	4	10		8	10	60	60	40	2	2										2				198	$52,940
	MNS Engineers Summary																						**TEAM SUMMARY**	
Total Staff Hours	12	74	24	34	70	248	394	196	16	46	8	30	28	8	28	58	32	28	12	36	24	$3,950	$3,500	1,406	$372,150
Total Staff Cost	$4,620	$25,900	$7,080	$11,390	$20,300	$71,920	$98,500	$40,180	$4,240	$10,580	$1,720	$5,550	$4,340	$1,080	$8,260	$11,600	$6,400	$4,760	$4,380	$13,140	$8,760				
Other Direct Costs (ODCs)	$2,000																					-	-	$2,745	
Subconsultant Management Markup (10%)	$745																					-	-		
TOTALS	**$364,700**																					**$7,450**		**$374,895**	

[1] Includes annual rate escalation of 4% per year per standard fee schedule. Work over 2 years.

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2025 STANDARD SCHEDULE OF FEES

PROJECT/PROGRAM MANAGEMENT

Principal-In-Charge	$375
Senior Project/Program Manager	340
Project/Program Manager	290
Assistant Project/Program Manager	265
Senior Project Coordinator	210
Project Coordinator	175

ENGINEERING

Principal Engineer	$325
Lead Engineer	285
Supervising Engineer	270
Senior Project Engineer	245
Project Engineer	220
Associate Engineer	200
Assistant Engineer	185

SURVEYING

Principal Surveyor	$295
Lead Surveyor	285
Supervising Surveyor	245
Senior Project Surveyor	220
Project Surveyor	195
Associate Project Surveyor	185
Assistant Project Surveyor	170
Party Chief (PW)	200
Chainperson (PW)	170
One-Person Survey Crew (PW)	240

TECHNICAL SUPPORT

CADD Manager	$210
Supervising Technician	185
Senior Technician	175
Engineering Technician	140

CONSTRUCTION MANAGEMENT

Principal Construction Manager	$355
Senior Construction Manager	305
Senior Resident Engineer	295
Resident Engineer	285
Structure Representative	280
Construction Manager	245
Assistant Resident Engineer	225
Sr. Construction Inspector (PW)	210
Construction Inspector (PW)	195
Office Administrator	155

PLANNING

Planning Director	$250
City Planner/Planning Manager	230
Principal Planner	215
Senior Planner	200
Associate Planner	170
Assistant Planner	140
Planning Technician	120

ADMINISTRATIVE SUPPORT

Senior Management Analyst	$210
Management Analyst	180
IT Technician	150
Graphics/Visualization Specialist	160
Administrative Assistant	110

GOVERNMENT SERVICES

City Engineer	$280
Deputy City Engineer	250
Assistant City Engineer	235
Plan Check Engineer	195
Permit Engineer	185
City Inspector	175
Senior City Inspector (PW)	210
City Inspector (PW)	195
Principal Stormwater Specialist	240
Senior Stormwater Specialist	210
Stormwater Specialist	180
Stormwater Technician	160
Building Official	275
Senior Building Inspector	210
Building Inspector	185
Senior Grant Writer	200
Grant Writer	190
Associate Grant Writer	170
Assistant Grant Writer	155

DIRECT EXPENSES

Use of outside consultants as well as copies, blueprints, survey stakes, monuments, computer plots, telephone, travel (out of area) and all similar charges directly connected with the work will be charged at cost plus fifteen percent (15%). Mileage will be charged at the current federal mileage reimbursement rate.

PREVAILING WAGE RATES

Rates shown with Prevailing Wage "(PW)" annotation are used for field work on projects subject to federal or state prevailing wage law and are subject to increases per DIR.

ANNUAL ESCALATION

Standard fee rates provided for each classification are subject to 5% annual escalation or the most recent US Bureau of Labor Statistics Consumer Price Index, whichever is higher.

OVERTIME

Overtime for non-exempt employees will be charged at 1.5 x hourly rate; overtime for exempt employees and other classifications will be charged at 1 x hourly rate.

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A Appendix A. Resumes

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Brandon Reyes, PE

Principal-in-Charge



Firm
- MNS Engineers, Inc.

Areas of Expertise
- Multidisciplinary team management
- Project management
- Design strategy
- Complex project scheduling
- Third-party coordination
- Caltrans

Years of Experience
- 17

Licensing
- Professional Civil Engineer, CA No. 79226

Certification
- Caltrans Temporary Pedestrian Access Routes

Education
- BS, Civil Engineering, California State Polytechnic University, Pomona, CA

Affiliation
- American Society of Civil Engineers, Riverside/San Bernardino, Past President

Mr. Reyes has over 17 years of experience in large transportation projects involving a breadth of staffing disciplines, Caltrans, agencies, and local governments throughout California. Having managed projects worth nearly $500M in construction dollars, Brandon is a solutions-based professional engineer who is actively involved in design strategies, schedule and cost adherence management, and quality assurance. From a project's inception, he applies a big-picture methodology, allowing him to have a broader project understanding of potential risks and solutions, impacts to project stakeholders, and creative design approaches. Brandon's project involvement ranges from conceptual design through to Project Initiation Document (PID), Project Approval/Environmental Documents (PA/ED), and plans, specifications, and estimate (PS&E) phases throughout his experience on multiple significant Southern California projects. His experience includes:

Pennsylvania Avenue Grade Separation Project, City of Beaumont, CA. *Program Manager.* Brandon represents the city in the management of the consultant teams preparing environmental and engineering plans for the grade separation. Caltrans, Union Pacific Railroad**,** and various third-party utility owners are involved on this project.

Interstate 15 Corridor Freight and Express Lanes, San Bernardino County Transportation Authority (SBCTA), CA. *Project Manager.* Brandon managed daily operations of the contract and ensuring successful project delivery with SBCTA. This involved direct communication with Caltrans District 8, Riverside County Transportation Commission (RCTC), and various rail authorities. His responsibilities included selecting and assigning staff, reviewing invoices from subconsultants, handling invoices and progress reports for the SBCTA, and overseeing all project performance in relation to both schedule and budget. Brandon oversaw a team of over 50 engineers from various design disciplines during the traditional PS&E delivery phase, which included roadway, traffic, drainage, landscape, maintenance of traffic (MOT), intelligent transportation systems (ITS), electrical, structures, and broadband.

Infrastructure Improvements, SBCTA, City of Ontario, CA. *Principal-in-Charge.* The project entails multimodal infrastructure improvements at multiple sites to connect future affordable housing developments with nearby transit, public amenities, and pedestrian and bicyclist infrastructure. MNS is providing comprehensive design services to assist SBCTA and the city in completing all necessary pre-construction activities including concept development for a proposed cross-section that will show bicycle and sidewalk enhancements that are most feasible for the existing conditions and R/W. Services also include environmental studies and permitting including a fully approved CEQA document, a feasibility study to assess the implementation of bicycle facilities along Adobe Road, and final PS&E.

Infrastructure Improvements, SBCTA, City of Twentynine Palms, CA. Principal-in-Charge. The project entails multimodal infrastructure improvements at multiple sites to connect future affordable housing developments with nearby transit, public amenities, and pedestrian and bicyclist infrastructure. MNS is providing comprehensive design services to assist SBCTA and the city in completing all necessary pre-construction activities including concept development for a proposed cross-section, environmental studies and permitting including a fully approved CEQA document, a feasibility study to assess bicycle and pedestrian facilities along North Allyn Avenue and Bon View Avenue and final PS&E.

Interstate 10/Cherry Valley Interchange, County of Riverside, Calimesa, CA. *Project Manager.* Brandon is responsible for the day-to-day management of the PS&E phase of the project, after managing both the PID and P&ED phases. Brandon led the multidisciplinary team, solving key environmental issues associated with the project, including biological resources, noise, cultural, and air quality. He also led the design of Geometric Approval Drawings (30%) of a DDI type interchange working with the Caltrans District 8 oversight team. Brandon and team are currently developing the final design plans for the interchange.

Interstate 10/Jefferson Street Overcrossing County of Riverside, CA. *Project Manager.* Brandon managed the daily operations of the contract during the construction phase of the project. Additionally, he provided design support and represented a multidisciplinary design team. Brandon, the design team, and the construction manager worked closely with the Caltrans Resident Engineer and Inspection team on the complex interchange construction. Key modifications included the replacing and relocating the Jefferson Street/Interstate 10 overcrossing, adding loop on-ramps, and realigning Jefferson Street. During the PA&ED phase, he coordinated the alternative analysis and design, roadway design, traffic studies, drainage studies, and advance planning studies for structures. Additionally, Brandon coordinated the revisions to all project documents and facilitated circulation of the environmental document in coordination with the Federal Highway Administration (FHWA), Caltrans, the County of Riverside, and the City of Indio.

State Route 60/Archibald Avenue Interchange, SBCTA, CA. *Project Manager (PA/ED AND PS&E) and Project Engineer (PSR/PDS).* Brandon managed the daily operations of the contract, developed the PSR-PDS deliverable, and executed the PA&ED phase and the PS&E deliverable package. He coordinated and collaborated with Caltrans throughout all project phases to carefully plan construction staging that would allow local businesses along Archibald Avenue to continue their daily operations. The project faced several utility conflicts, requiring careful coordination and design in collaboration with Southern California Edison (SCE), SoCalGas (SCG), Frontier, and Charter. Brandon collaborated closely with the City of Ontario on aesthetics, lighting, and traffic circulation impacts. He led the project team from the PA/ED phase through construction support.

Project Initiation Document On-Call I Riverside County, Caltrans District 8, CA. *Task Order Manager.* Under this on-call contract, Brandon was responsible for managing several task orders, including Task Orders 6 (SBD- 18 Drainage), 9 (PIR for Bridge Scour Mitigation), and 10 (PIR for Asset Management Mobility on Interstates 15 and 215 and State Routes 60, 63, 91, and 111). He oversaw each task order and led the multidiscipline teams that prepared various reports, including the PSR-PDS, Preliminary Environmental Assessment Report (PEAR), as part of the PIO phase to scope and program projects through planning, design and construction. He successfully completed these tasks by leading Project Development Teams (PDTs), directing multidisciplinary teams, and coordinating with various Caltrans units to gather feedback on various project elements and assumptions.

Shawn Kowalewski, PE

Project Manager



Firm
- MNS Engineers, Inc.

Areas of Expertise
- Roadway and bridge design
- Geometrics
- Water and sewer lines
- Project management
- Caltrans

Years of Experience
- 30

Licensing
- Professional Civil Engineer, CA No. 59539
- Professional Civil Engineer, WA No. 41537

Certification
- California Emergency Management Agency (OES) Safety Assessment Program

Education
- BS, Civil Engineering, Syracuse University, NY

Professional Development
- Caltrans Resident Engineer Academy

Affiliations
- American Public Works Association
- American Society of Civil Engineers
- American Society for Testing and Materials, Technical Committees: A01-Steel, Stainless Steel and Related Alloys; D07-Wood; F17-Plastic Piping Systems
- American Water Works Association

Awards
- 2024 APWA Central Coast Chapter, Silver Project of the Year, Santa Claus Lane Class I Bike Path
- 2020 APWA Central Coast Chapter, Project of the Year, Transportation $2M-$5M Category, Old Town Sidewalks
- 2020 ASCE Santa Barbara/Ventura Chapter, Project of the Year, Transportation $2M-$5M Category, Old Town Sidewalks
- 2015 APWA Southern California Chapter BEST Award, in the Under 50,000 Population division of the Traffic, Mobility, and Beautification category, Las Flores Canyon Creek Pedestrian Bridge and Park Improvements
- 2012 APWA Project of the Year, Honorable Mention, Ortega Street Bridge Replacement
- 2006 APWA Project of the Year, Project under $1M, Avenue of the Flags Park and Ride Facility

Mr. Kowalewski is a multi-skilled Principal Engineer with a broad range of experience in engineering analysis and design as well as construction management and inspection of a variety of public infrastructure projects. At MNS, Shawn's responsibilities include civil engineering project management, quality assurance/quality control, structural design and analysis, contract administration, cost estimating and tracking, plan and specification review, and report preparation. His experience includes:

Santa Claus Lane Class I Bike Path, Santa Barbara County Association of Governments, CA. *Principal-in-Charge/Project Manager*. A new 0.8 mile, Class I bikeway and multipurpose path connects Santa Claus Lane to Carpinteria Avenue and provides a crucial link as part of the California Coastal Trail network. The $12.5M concrete Santa Claus Lane Class 1 Bike Path runs adjacent to the southbound lanes of US 101 between Estero Street near the Carpinteria Avenue off-ramp in the City of Carpinteria and Sand Point Road in the County. It is located on the beach side of Highway 101 between the freeway and the railroad tracks. The project must meet the requirements of Local Coastal Plans from both the City of Carpinteria and the County of Santa Barbara. Unique, environmentally sensitive design alternatives are required. The project involves coordination with the Santa Barbara County Association of Governments (SBCAG), City, County and permitting agencies; design exception fact sheets; project report; stormwater data report; and final design.

40th Street Transit-Only Lanes and Multimodal Enhancements, City of Emeryville, CA. *Principal-in-Charge.* The project is a new major transit-oriented corridor at 40th Street/San Pablo Avenue that includes a two-way separated bikeway on the north side of 40th Street, an additional eastbound transit-only lane, conversion of a westbound travel lane into a transit-only lane, and project limits that extended to a commercial business entry. As a subconsultant, MNS is providing field survey and mapping and final design services including geometrics, intersection design, signing and striping, construction staging and traffic handling. The overall project scope includes:

- Multimodal Treatments (two-way separated Class IV bikeway, East/West Transit-only Lanes, multimodal intersection improvements, and transit stop improvements)
- Streetscape improvements and public art opportunities

Quiet Zone Safety Engineering Measures on 65th, 66th, and 67th Streets, City of Emeryville, CA. *Project Manager*. This $6.48M project established a Quiet Zone at 65th, 66th, and 67th Streets. The project installed four-quadrant gates, raised medians, sidewalks, and other safety measures to restrict pedestrians, bicycles, and automobiles from entering the three highway-rail crossings at the wrong time, thereby negating the need for trains to blow their horns. The improvements significantly reduce the risk of collisions at the project railroad crossings. MNS provided design and land surveying services.

Dockweiler Road Extension, City of Santa Clarita, CA. *Principal-in-Charge/Technical Advisor.* This $30M Secondary Arterial—Dockweiler Drive from Sierra Highway to Railroad Avenue—will provide an important north-south connection for the City, a new entrance to the Master's University, and a secondary emergency access point for the Placerita Canyon community. The roadway extension and widening will go through an existing railroad crossing, business district, hilly terrain, and the Master's University property. MNS provides preliminary and final design engineering services. Preliminary engineering services include traffic modeling, roundabout analysis and simulation, intersection, and roadway and bikeway alternatives. Final engineering services include roadway, bikeway and roundabout design, traffic calming, railroad crossing and permitting, traffic signals, street lighting, landscaping, drainage and stormwater treatment, mass grading, environmental permitting, and extensive public outreach.

US 101/Holly Street Interchange and Pedestrian Overcrossing (POC) Project, City of San Carlos, CA. *Principal Engineer*. This $25.8M project modifies the existing interchange on US 101 at the Holly Street overcrossing (OC) and adds a pedestrian overcrossing (POC) over US 101. The interchange modification will remove the northeast and southwest loop ramps from the existing full cloverleaf (Type L-10) interchange and create a partial cloverleaf (Type L-9) interchange to US 101. Diagonal on- and off-ramps will be modified to create more bicycle- and pedestrian-friendly crossings. Holly Street will be widened to provide a third through lane for limited sections at on-ramp approaches. The existing deck drains, electroliers, concrete median, and concrete barriers will be modified on the existing Holly Street OC. The POC will provide a new 12-foot-wide multi-use path approximately 430 feet south of the Holly Street OC. As an alternate route for non-motorists, the POC will provide cross-freeway access without the need to traverse ramp termini and entrances. Other key features of the project include ramp widening, ramp metering improvements, drainage improvements, storm-water retention basins, retaining walls, bicycle roundabouts at either end of the multi-use pathway, signing and striping improvements in Redwood City on the east side of US 101, signal improvements at the Industrial Road/ Holly Street intersection, and fiber optic modifications along Industrial Road on the west side of US 101.

Goleta Train Depot and La Patera Road, City of Goleta, CA. *Principal-in-Charge*. The project will construct a multi-modal Train Depot just south of the existing City of Goleta Amtrak train platform site. The project will include access improvements along South La Patera Lane between Hollister Avenue and the proposed depot, a depot building, a new parking facility, and accommodations for buses, vanpools, and bicycles. The depot building and parking will be located on a parcel of land owned by the City of Goleta located immediately adjacent to the existing platform. The Train Depot building will be approximately 8,000 square feet. It will include a lobby, electronic ticketing area, waiting room, café, community meeting room, restrooms/ shower/changing facilities, bike storage and baggage storage lockers. In addition, the design of the depot will accommodate opportunities for public art projects both inside and outside the building. MNS is providing design engineering and surveying services as a subconsultant to Anil Verma Associates.

Olive Mill Road and San Ysidro Road at US 101 Interchanges, Santa Barbara County Association of Governments, CA. *Principal-in-Charge/Project Manager*. In coordination with the County of Santa Barbara and the City of Santa Barbara, SBCAG is in the preliminary design phases of a roundabout at the San Ysidro Road intersection and at the Olive Mill intersection. The new intersection configuration will enhance traffic operations and safety for motor vehicles, bicyclists, and pedestrians. The project is related to the completion of the proposed improvements included in the US 101 HOV Widening and Rehabilitation project that will add an additional lane in both directions of travel for high occupancy vehicles during rush hour.

Kyle Turner, PE

Bridge & Structures Lead



Firm
- MNS Engineers, Inc.

Areas of Expertise
- Structure design, inspection, retrofit, and rehabilitation
- Seismic design and analysis
- Transportation structures
- Water and flood control structures

Years of Experience
- 20

Licensing
- Professional Civil Engineer, CA No. 86211
- Professional Civil Engineer, AK No. 213148

Certification
- FHWA NHI Certified Bridge Inspection Team Leader

Education
- MS, Structural Engineering, University of California, San Diego, CA
- BS, History, United States Naval Academy, Annapolis, MD

Award/Patents
- Sacrificial Energy Dissipation Mechanism, US Patent No. 10253837
- ENR 2021 Top 25 under 40, California, Oregon, Washington, Alaska, Hawaii

Mr. Turner is a leader, communicator, and technical problem solver with a diverse set of professional experiences. A US Naval Academy graduate, Kyle began his professional career leading US Marines in the combat zone. He began his engineering career with an MS Structural Engineering from UC San Diego, including laboratory research and coursework. Kyle worked on the design team for the Atlantic Crossing of the Panama Canal, a world record-setting concrete segmental cable-stayed bridge. He founded Structural Fuse and was awarded a Small Business Innovation Research grant from the National Science Foundation to conduct research and development for a unique sacrificial seismic energy dissipation device he co-invented, resulting in a US patent. Kyle has inspected bridges all over the country and was performing a rope-access inspection of the Hernando de Soto Bridge over the Mississippi River when his team found a crack in the tie-girder forcing an emergency closure of Interstate 40 and the river. Kyle founded and led a Structures Department for an ENR Top 4 Bridge Firm focused on Riverside and San Bernardino Counties. Kyle launched and leads the Bridge and Structures Practice for MNS Engineers and is based in Riverside, CA. His project experience includes:

Pennsylvania Avenue Underpass (Program Management), City of Beaumont, CA. *Bridge Engineer.* Responsible for providing structural engineering guidance and oversight on behalf of the city to the project consulting engineers for the design of the Union Pacific Railroad (UPRR) grade separation bridge and the Interstate 10 Undercrossing retaining walls supporting excavation along existing bridge abutments for the lowered Pennsylvania Avenue roadway profile.

Cary-Haas Pedestrian Bridge (Proposal, PS&E), City of San Leandro, CA. *Project Manager.* Responsible for leading the project team in the design and delivery of a 110-foot-long prefabricated steel truss pedestrian bridge over the San Leandro Creek in the City of San Leandro, CA. The project rehabilitated and reused existing abutments and foundations built for the previous structure and constructed new pedestrian approaches.

Interstate 15 Corridor Freight (Proposal, TSR, PS&E), SBCTA, Riverside and San Bernardino Counties, CA. *Lead Bridge Engineer.* Responsible for design and development of type selection reports, final design plans, calculations, special provisions, and estimates for the widening and retrofit of four Interstate 15 undercrossing bridges, over 13,000 linear feet of retaining walls, and all

overhead signs and toll gantries through the corridor to accommodate new express lanes. Kyle served as the Design Engineer for the two-span Interstate 15/State Route 60 separation SB (56-0691 L) and NB (56-0691 R) bridge widenings. Bridges under Kyle's management include the single-span Riverside Avenue undercrossing (56-0693 R/L) median-connecting bridge widening and the two-span Interstate 15/State Route 66 Separation (54 0922 R/L) median-connecting bridge widening and seismic retrofit.

Entry Road Overhead – Conceptual and Final Design PS&E, InSite Property Group, Pico Rivera CA. *Lead Bridge Engineer.* Responsible for design and development of plans, specifications, estimates, and structural calculations for a 125-foot single-span precast girder bridge over three UPRR track lines.

State Route 91 Improvements (vicinity of State Route 55 to State Route 57) (PA/ED), OCTA, Orange County, CA. *Bridge Engineer.* Responsible for conceptual design, structural alternative development, preliminary plans, cost estimates, and Advance Planning Study reports for the widening of State College Boulevard undercrossing, replacement of Kraemer Boulevard overcrossing, replacement of La Palma Avenue overcrossing, new State Route 91 WB to State Route 57 SB ramp, and new State Route 91 WB to State Route 57 NB tunnel. Kyle also oversaw the development of similar studies for a reinforced concrete box widening, two sub-horizontal ground anchor walls, and a host of non-standard retaining walls.

State Route 91 Improvements (vicinity of Interstate 605) (PA/ED), LA Metro, Los Angeles County, CA. *Bridge Engineer.* Responsible for conceptual design, structural alternative development, plans, cost estimates, and Advance Planning Study reports for the widening of Studebaker Road undercrossing, the replacement of Gridley Avenue overcrossing, and the widening of State Route 91 WB to Interstate 605 connector over Studebaker Road.

Interstate 405 Corridor Express Lanes Design/Build (Construction Support), OCTA, Orange County, CA. *Bridge Engineer.* Responsible for providing structural engineering support services for construction Non-Conformance Reports (NCR) related to construction of bridges, walls, and ancillary structures across the 16-mile corridor, notably including an assessment of the in-service capacity of the 405-73 Separation HOV Connector (Bridge No. 55-1129E).

Atlantic Crossing over Panama Canal (PS&E), Panama Canal Authority, Colón, Panama. *Bridge Engineer.* Responsible for the independent design check of the precast segmental-concrete box-girder, balanced-cantilever approach viaducts – (11) 82m spans, two 62.5m spans, and a 125m span. Kyle also provided miscellaneous element designs for the main crossing; a world record-setting (530m center-span, 1050m total length), cast-in-place segmental-concrete, twin-pylon, cable-stayed bridge spanning the Atlantic mouth of the Panama Canal, including stay-cable proportioning, superstructure post-tensioning anchorages, in-span shear keys, viscous damper anchorage blocks, and utility supports.

Interstate 10 Corridor Express Lanes Design/Build (Proposal, TSR, PS&E, Construction Support), SBCTA, San Bernardino County, CA. *Bridge Engineer.* Responsible for conceptual design, plans, and development of design-build pursuit deliverable, calculation package, type selection report, and final design plans and calculations for the replacement of the Vineyard Avenue Overcrossing, a 2-span, 222-feet, 8-inch long, 110-foot variable width, curved, 28.73° skewed, precast, pretensioned bridge with a unique integral seismic bent connection over Interstate 10 in Ontario, CA. Kyle also provided Construction Support Engineering for many of the six OC replacements, two UC replacements, seven UC widenings, five bridge widenings over channels, 81 retaining walls of various types, and special structures throughout the project.

Interstate 10/Monroe Street Interchange Replacement (APS, TSR, PS&E), Indio, CA. *Lead Bridge Engineer.* Responsible for conceptual design, alternative development, advance planning study, type selection report, final design plans, structural calculations, special provisions, and cost estimates for a 3-span 489-foot, 9-inch by 140-foot post-tensioned concrete box girder bridge over the Whitewater River (Coachella Valley Stormwater Channel). Peak ground acceleration exceeds 0.7*g*. Column heights exceed 40 feet and are founded on oversized drilled shafts. Channel scour depths exceed 24 feet. Bridge ends are supported by seat-type abutments founded on driven steel piles and accommodate the CV Link path.

Chad Harden, PE, SE

Bridge & Structures Support



Firm
- MNS Engineers, Inc.

Areas of Expertise
- Structure design, inspection, retrofit, rehab
- Seismic design and analysis
- Soil-structure interaction
- Transportation structures
- Retaining wall, water and flood control structures

Years of Experience
- 23

Licensing
- Professional Structural Engineer, CA No. 5232
- Professional Structural and Civil Engineer, WA No. 20119552
- Professional Civil Engineer, CA No. 67648

Certifications
- FHWA-NHI-130092 Load and Resistance Factor Rating of Highway Bridges
- FHWA-NHI-130056 Safety Inspection of In-Service Bridges for Professional Engineers
- Cal-OES Safety Assessment Program (SAP) Evaluator Certification, No. 92718

Education
- MS, Structural Engineering, University of California, Irvine, CA
- BS, Civil Engineering, University of California, Irvine, CA

Affiliations
- Transportation Research Board (TRB) Committees:
  - Secretary, Seismic Design and Performance of Bridges (AKB50)
  - Friend, Foundations of Bridges and Other Structures (AKG70)
  - Member, GeoSeismic Subcommittee (AFF50(1))
  - Friend, Standing Committee on Culverts, Buried Bridges and Soil Structure Interaction

Publications
- Harden, C. W., and Lozano, A. (2022). Compatible Swarm Intelligence Model and Construction Method to Satisfy Bridge Design and Load Rating Requirements and Considering Geotechnical Variability. Transportation Research Record.

Mr. Harden has over 20 years of experience in the industry and has served as a Structural Engineering Project Engineer and Project Manager. Chad's background includes the design of a myriad of structure types and public improvement projects including bridges, industrial facilities, flood control, water and wastewater structures, retaining walls, and special foundation systems. As a Project Engineer/Project Manager, he is responsible for the preparation of existing structure evaluation; structural analysis, PS&E; and construction administration.

Chad's background in academic research and structural engineering-specific advanced study, as well as his role in numerous standing Transportation Research Board (TRB) further enhances his depth of knowledge in structural design. His involvement in the advancement of structural and transportation design includes his active involvement in solving the challenges of our generation. Chad's engagement is advancement is demonstrated through his active participation on the GeoSeismic and Foundations of Bridges and Other Structures committees. Further, he is actively involved in the Subsurface Soil-Structure Interaction and the Seismic Design and Performance of Bridges committee. His experience includes:

Interstate 10 Corridor Contract 1 Project Design-Build, San Bernardino County Transportation Authority (SBCTA), Los Angeles/San Bernardino County, CA. Task Manager. The Interstate 10 Express Lanes project was a comprehensive undertaking aimed to enhance mobility and alleviating congestion along a critical transportation corridor. The scope encompassed constructing two new express lanes in each direction, spanning from the Los Angeles/San Bernardino County line to the Interstate 10/15 interchange. This endeavor involved adding 10.5 lane miles of new roadway and restriping 11.5 miles of existing lanes in both directions. To integrate the additional express lanes seamlessly, the project necessitated significant infrastructure modifications, including the widening or the replacement of 20 bridge structures. Specifically, six overcrossings required full replacement, while two undercrossings demanded reconstruction, complemented by seven undercrossing widenings and five bridge widenings over channels. Moreover, the project mandated the extension of a protection system for an existing 152-inch diameter Metropolitan Water District (MWD) aqueduct. Additionally, approximately 81 retaining walls of various types, such as sub-horizontal ground anchor walls,

soldier pile walls, soil nail walls, standard walls, and sound wall barriers, were proposed to accommodate the expanded roadway.

State Route 55 (Interstate 405 to Interstate 5) Widening, Orange County Transportation Authority (OCTA), Santa Ana, CA. *Task Manager.* As part of OCTA's State Route 55 widening project from Interstate 405 to Interstate 5, which aimed to provide an additional HOV and general-purpose lane, Chad served as the Task Manager overseeing the design of the Expanded Polystyrene (EPS) Lightweight Fill Embankment and distribution slab. These elements were situated adjacent to Retaining Wall No. 502, located between the Edinger Avenue undercrossing and South Tustin overhead, as well as Retaining Wall No. 506, situated north of the South Tustin overhead. The inclusion of the EPS embankment was a strategic decision within the project improvements, intended to minimize ground settlement in the nearby existing facilities, capitalizing on the significantly lower density of EPS compared to soil. Chad's design for the load distribution slab ensured the effective distribution and limitation of loading on the EPS material. Furthermore, he engineered the EPS embankment fill to accommodate a range of fill heights, from 2 feet to 28 feet, as well as varying embankment widths and live load arrangements, including HL-93, Tandem, and P-15. The EPS design adhered to the guidelines outlined in NCHRP Report 529, "Guideline and Recommended Standard for Geofoam Applications in Highway Embankments."

Interstate 15 Corridor Freight and Express Lanes PS&E Project, San Bernardino County Transportation Authority (SBCTA), Ontario, CA. *Senior Bridge Engineer.* SBCTA, in collaboration with California Department of Transportation (Caltrans), Riverside County Transportation Commission (RCTC), Metrolink and UPRR rail authorities, and other agencies to deliver the Interstate 15 Corridor Express Lanes design-bid-build project which will reduce traffic congestion, increase throughput and enhance regional mobility. Chad served as Senior Bridge Engineer responsible for structures special provisions for all 16 bridge widenings for the PS&E project phase.

Rancho California Road Bridge over Murrieta Creek Phase 28, Riverside County Flood Control District, Temecula, CA. *Project Manager, Bridge Lead.* MNS provided structural engineering services for the County of Riverside and USACE to evaluate long-term stability and load rating of the existing Rancho California Bridge under construction conditions and ultimate improvements following modifications to Murrieta Creek which lowered the channel grade by approximately four feet. MNS proposed an innovative casing solution to uncouple seismic concerns from project improvements, ultimately reducing scope of the project and accelerating delivery of the analysis required to meet funding milestones.

Wheeler Canyon Road Bridge Improvements, Santa Paula, CA. *Project Manager.* Chad served as Project Manager to deliver Environmental and all Civil and Structural PS&E services, including preparation of the Exhibit 6A HBP Application, to repair and protect the existing Wheeler Canyon Road Bridge in the City of Santa Paula, for the County of Ventura Transportation Department. The bridge was originally constructed in 1937. Improvements include concrete repair and treatment, extension and repair of existing bridge railing, and construction of rip rap in the channel. Preliminary engineering services included a Bridge Condition Analysis and Advanced Planning Study (APS) Report, hydraulic and Preliminary Environmental Study, and concrete testing and analysis for Alkali-Silica Reactivity (ASR). Special attention was required to consider construction easements, channel access and existing property lines.

Pedestrian OH and Aliso Creek Pedestrian Bridges, Riverside County Santa Ana River Trail (SART) Phase 6 – Green River Golf Course, Riverside County Transportation Commission (RCTC), Riverside County, CA. *Bridge Task Manager.* Bridge Task Manager responsible for the type selection and final design and PS&E of two pedestrian bridges which will be an integral part of the Santa Ana River Trail (SART). The Pedestrian Overhead Bridge is a Precast, California Wide Flange Girder Bridge with a single 180-ft span over BNSF to replace an existing at-grade crossing. The superstructure will be constructed with a field splice and is supported on high cantilever abutments. The bridge will provide public access across three BNWF tracks, a future track and future access road. The Aliso Creek Pedestrian bridge will be a prefabricated steel truss bridge; Chad prepared a project-specific bridge design criteria to reasonably balance the constraints for scour protection, seismic design, bridge use and performance, and the project budget.

Hector Salcedo, PE

Lead Engineer – Transportation



Firm
- MNS Engineers, Inc.

Areas of Expertise
- Caltrans
- Transportation design
- Design-build projects
- Plans, specifications, and estimates (PS&E)

Years of Experience
- 10

Licensing
- Professional Civil Engineer, CA No. 90382

Education
- BS, Civil Engineering/Transportation, California State Polytechnic University, Pomona, CA

Affiliations
- Institute of Transportation Engineers (ITE)
- Women's Transportation Seminar (WTS)

Mr. Salcedo is a well-rounded engineer who understands the key aspects of all Caltrans project phases. He has experience working on all three phases of Caltrans project delivery phases which include the Project Initiation Documents (PID), Project Approval/Environmental Document (PA/ED), and plans, specifications and estimates (PS&E). His vast project experience includes review and preparation of technical reports and preliminary geometric designs in the planning and development of major interchanges throughout Southern California, environmental technical studies, utility coordination, and project coordination. His recent project experience includes design on the Interstate 10 Design-Build Project where he was responsible for a three-mile segment of roadway modeling and preparation of over 100 roadway plans complying to the Caltrans HDM, Standard Plans and Plan Preparation Manual. Hector uses his vast experience to ensure the most practical, and safe designs on his projects with a full understanding of the Caltrans delivery process. He has technical experience with AutoCAD/Civil 3D and MicroStation/Inroads platforms. His experience includes:

First Street Feasibility Study, City of Beaumont, CA. *Project Manager.* MNS developed a feasibility study along First Street from Beaumont Avenue to Pennsylvania Avenue analyzing the impacts, cost and improvements needed to upgrade First Street to four-lane facility with sidewalks. Survey and existing R/W mapping were also included as part of the feasibility study.

I**nterstate 10/Cherry Valley Boulevard, City of Calimesa, CA**. *Assistant Project Manager*. This project develops plans, specifications, and estimates (PS&E) for the upgrade and reconfiguration of the existing diamond interchange to a diverging diamond interchange (DDI) at the Interstate 10/Cherry Valley Interchange, which is a major thoroughfare of the South end of the City of Calimesa and the City of Beaumont. The traffic volume in the intersection has increased in the surrounding area due to the combination of newer and established residential/housing, the Marketplace at Calimesa, and the Cherry Valley Logistics Center. The interchange was recently upgraded with traffic signals and minor turning lane additions. These additions have provided some relief, but will not support long-term regional growth.

Hollis Street Transit and Pedestrian Improvements, City of Emeryville, CA. *Assistant Project Manager*. MNS is actively providing land surveying and design services along the Hollis Street corridor between 40th and Powell Street. Project improvements include bicycle and pedestrian improvements such as bulbout sidewalks, bus pads, and dedicated loading areas to improve transit safety and efficiency. Pavement and utility upgrades are also key design elements of the corridor improvement project.

PS&E for Interstate 10/Jackson Street Interchange Project, City of Indio/Caltrans, CA. *Project Manager*. This project developed plans, specifications, and estimates (PS&E) for the upgrade of the existing interchange along Interstate 10 and Jackson Street for the City of Indio. Improvements included new ramps, two new bridges and local street widening. Hector's responsibilities included coordinating with Caltrans on the review and approval of engineering reports; preparing and receiving approval on PS&E packages; leading and developing monthly Project Development Team (PDT) meeting material and meeting minutes; and managing and coordinating the project schedule for PS&E.

Calle Contento and La Serena Way Roundabouts along Rancho California Road, Riverside County Transportation Department, CA. *Project Manager*. Hector negotiated and established an approved contract of over $1M, managed and reviewed sub-consulting invoices and project deliverables, was responsible for overseeing the project schedule to achieve environmental clearance (CEQA) and final design approval, communicated monthly with the County, oversaw the project design of the roundabouts to ensure meeting roundabout design standards and constructability, and provided design oversight on the roundabout performance analysis and plan and profile exhibits.

Interstate 10 Design-Build, San Bernardino County Transportation Authority/Caltrans, CA. *Civil Engineer*. This project widened approximately 6 miles of Interstate 10. Hector was responsible for the design/oversight of 25 ramps, 5 bridges, 10+ walls and 20+ curb ramps. Hector coordinated with drainage, traffic, structures, and the contractor to provide proposed surfaces. He also prepared and reviewed 100+ roadway plan sheets including layouts, profiles, and superelevations, construction details, grading, and typical sections. Hector coordinated with Caltrans and the contractor design decisions through weekly Technical Working Group meetings and over-the-shoulder reviews.

Salt Creek Trail, Riverside County Transportation Department/Caltrans/City of Menifee/City of Hemet, CA. *Assistant Project Manager*. Hector managed and maintained the project schedule, deliverables, and action items; coordinated with Caltrans Local Assistance on reviews of technical reports and permits; reviewed and prepared final design plans, including plan, profile, typical sections, construction details, horizontal control, and grading; coordinated with county and cities on the plan check requirements and overall design; and developed public outreach material for open house meetings.

Ethanac Expressway, Riverside County Transportation Department, CA. *Roadway Lead*. Hector designed preliminary alternatives for the Nichols Road using Quantm software, which can produce multiple alignments simultaneously by establishing inputs such as cost, geometric, and object parameters; reviewed and assisted in the developments of the traffic forecast analysis and corridor vision; prepared exhibits and a video for multiple open house meetings with various cities; managed and coordinated the project schedule; and developed meeting material and meeting minutes for bi-monthly PDT meetings.

PSR/PDS for State Route 60/Redlands Boulevard, City of Moreno Valley/Caltrans, CA. *Roadway Lead*. Hector designed three interchange alternatives, coordinated with the city on choosing a locally preferred alternative, reviewed and coordinated the TEPA and PEAR reports, prepared exhibits for a Caltrans kick-off meeting to introduce alternatives and the schedule, and developed preliminary cost estimates.

Tony Salas

Lead Engineer – Electrical and Lighting



Firm
- MNS Engineers, Inc.

Areas of Expertise
- Caltrans
- Traffic design
- Traffic control
- Signal improvements
- Roadway lighting
- Plans, specifications, and estimates (PS&E)
- Design-build projects
- Photometric analysis.

Years of Experience
- 14

Licensing
- Professional Civil Engineer, WA No. 20101200
- Professional Civil Engineer, CO No. PE.0057443

Education
- BS, Civil Engineering/Transportation, California State Polytechnic University, Pomona, CA

Affiliations
- Institute of Transportation Engineers (ITE)
- Orange County Traffic Engineering Council (OCTEC)

Mr. Salas is a well-rounded engineer who understands the key aspects of traffic engineering design for the PS&E phase. His responsibilities include design management of all areas of traffic engineering design for Caltrans and local agencies. His expertise is composed of design in pavement delineation, signing, overhead sign design, traffic control, traffic handling, stage construction, traffic signal design, traffic signal communication, ITS, Tolling, Middle Mile Broadband Network, ramp metering, roadway lighting, street lighting, and photometric analysis. Furthermore, he has general knowledge of traffic signal synchronization before and after studies, signal timing, traffic signal warrants, speed surveys, trip generation tech memos, synchro analysis, thru-traffic analysis, and sight distance analysis. His experience includes:

West Street Road Diet Traffic Signal Improvements, City of Soledad, CA. *Task Lead.* As part of a road diet, the city is looking to add bike lanes and reconfigure the lanes to include a buffer. The lane configuration impacts the traffic signal vehicle detection and vehicle heads. The design consists of converting from vehicle loops to video detection on all legs of the intersection, and relocation of vehicle heads to line up to the new lane configuration. As part of an on-call contract, Tony was the lead on this task order.

Hollister Avenue H.A.W.K Signal, County of Santa Barbara, CA. *Project Manager.* The H.A.W.K signal will provide a safer way for pedestrians to cross Hollister Avenue. The project includes survey and mapping for ramp re-design, utility coordination, SCE coordination for new service pedestal and meter, and signing and striping.

Interstate 10/Cherry Valley Interchange, City of Calimesa, CA. *Signing and Pavement Delineation Lead.* This project develops PS&E for the upgrade and reconfiguration of the existing diamond interchange to a diverging diamond interchange (DDI) at the Interstate 10/Cherry Valley Interchange, which is a major thoroughfare of the South end of the City of Calimesa and the City of Beaumont. The traffic volume in the intersection has increased in the surrounding area due to the combination of newer and established residential/housing, the Marketplace at Calimesa, and the Cherry Valley Logistics Center. The interchange was recently upgraded with traffic signals and minor turning lane additions. These additions have provided some relief but will not support long-term regional growth.

Orgeta Hill – North Jameson Lane Bike Path Lighting, County of Santa Barbara, CA. *Project Manager.* This project is developing plans, specifications, and (PS&E) for the extension of an existing bicycle path in Montecito. Tony's responsibilities include project management for the lighting along the bicycle path. He is overseeing technical work from photometric analysis; voltage drop calculations to plan development and SCE coordination as well as identifying state of the art lighting technology that is efficient and aesthetically pleasing.

PS&E for Interstate 10/Jackson Street Interchange Project, City of Indio/Caltrans, CA. *Traffic Lead*. This project developed plans, specifications, and estimates PS&E for the upgrade of the existing interchange along Interstate 10 and Jackson Street for the City of Indio. Improvements included new ramps, two new bridges and local street widening. Tony's responsibilities included coordinating with Caltrans and local agencies and providing design oversight for Signing, pavement delineation, maintenance of traffic, traffic signals, ramp, etering, lighting, ITS and all temporary electrical elements PS&E packages.

PS&E for Interstate 10/Monroe Street Interchange Project, City of Indio/Caltrans, CA. *Traffic Lead*. This project developed PS&E for the upgrade of the existing interchange along Interstate 10 and Monroe Street for the City of Indio. Improvements included new ramps, two new bridges and local street widening. Tony's responsibilities included coordinating with Caltrans and local agencies and providing design oversight for signing, pavement delineation, maintenance of traffic, traffic signals, ramp metering, lighting, ITS, and all temporary electrical elements PS&E packages.

PS&E for State Route-60/World Logistics Center Parkway Interchange Project, City of Moreno Valley, CA. *Traffic Lead*. This project developed PS&E for the upgrade of the existing interchange along State Route 60 and World Logistics Center Parkway for the City of Moreno Valley. Improvements included new ramps, two new bridges and local street widening. Tony's responsibilities included coordinating with Caltrans and local agencies and providing design oversight for signing, pavement delineation, maintenance of traffic, traffic signals, ramp metering, and roadway lighting.

Interstate 10 Design-Build, San Bernardino County Transportation Authority/Caltrans, CA. *Traffic Design Lead*. Provided design and engineering services on the Interstate 10 Corridor Express Lanes Project. This project widened approximately 6 miles of Interstate 10. Responsible for design and oversight for all Caltrans ITS and SBCTA tolling infrastructure for the 15-mile stretch of Interstate 10. The project included the installation of a new fiber optic communication plan, CCTVs, TMS,wWeigh-in-motion system, ramp metering, irrigation controller cabinets, and data nodes at each intersection. In addition, a separate fiber communication system with redundancy for the toll collection system as well as the design of the toll pads and lighting for toll pads and toll zones. The toll collection system included CCTVs, count stations, 16 tolling CMS, and 8 toll collection points. Coordination with Caltrans was also essential for developing the Temporary ITS concept (PTP/PTMP wireless communication plan) and the final ITS equipment location.

Highway Safety Improvement Program (HSIP) Cycle 9 Traffic Signal Modifications, City of Indio, CA. *Task Manager.* Lead the design of traffic signal modifications. The project involved 15 signalized intersections and development of final design plans to address dilemma zone-related accidents. Implemented advanced dilemma zone detection systems and signal modification plans, and updated signal timing. Prepared specifications (SSPWC and city template). Assisted the city with Caltrans Local Assistance procedures and successfully received E-76 for construction.

Middle-Mile Broadband Network (MMBN), Caltrans District 3. *Deputy Project Manager*. This project provides broadband infrastructure in rural parts of northern California, District 3. Responsible for overseeing an aggressive project schedule and final design approval, communicated biweekly with all active functional Caltrans Units and subconsultants, oversaw the project design of the fiber optic conduit installation methods and location of fiber optic, pull vaults and splice vaults to ensure meeting MMBN design guidelines and constructability for 285 miles of state routes.

Natalia Bijak, PE

Senior Engineer



Firm
- MNS Engineers, Inc.

Areas of Expertise
- Roadway designs
- Interchanges
- Roundabouts
- Pedestrian path
- Bridges
- Caltrans Highway Design Manual

Years of Experience
- 8

Licensing
- Professional Civil Engineer, CA No. 97324

Education
- BS, Civil Engineering, San Jose State University, CA

Ms. Bijak is an accomplished Project Engineer with over eight years of experience. Specializing in optimizing roadway designs to fulfill project goals, Natalia possesses advanced experience in designing interchanges, roundabouts, pedestrian paths, and bridges, which she leverages to improve traffic flow and safety for all users. Having worked on Caltrans projects, she is experienced in maintaining compliance and alignment with the Caltrans Highway Design Manual while also addressing project objectives, purpose, and needs. As a seasoned leader, she effectively communicates and builds robust working relationships with clients, subconsultants, and team members. Her experience includes:

Multimodal Transportation Project, City of Modesto, CA. *Project Engineer*. As Project Engineer for a $100M multimodal transportation project, Natalia developed detailed documentation and comprehensive reports to support the PID and PA&ED phases while effectively coordinating with all stakeholders and team members to ensure the project was on schedule.

Interstate 80 Eastbound Cordelia Tuck Inspection Facility, Solano County, CA. *Drainage Engineer.* Natalia served as lead drainage engineer for this large truck scale project in Solano County. She managed system calculations, design, and produced detailed plan profile and detail plan sets while ensuring Caltrans compliance.

Various Projects, Solano County and City of Modesto, CA. *Senior Staff Engineer.* Natalia's responsibilities included creating horizontal, vertical and superelevation road alignments; designing interchanges, roundabouts, pedestrian paths and bridges; identifying ways to improve roadway designs for traffic flow and safety; organizing Project Development Team (PDT) meetings; coordinating with clients and stakeholders; managing system calculations; creating detailed plans, profiles, and detail sheets for projects; complying to Caltrans manuals and standards; and providing mentorship and supervision to a team of junior engineers. Some notable projects include:

- **Westbound Interstate 80 California Commercial Vehicle Enforcement Facilities (CCVEF) Project, Solano Transportation Authority, CA.** This project proposed highway improvements along with the construction of a new California Commercial Vehicle Enforcement Facility (CCVEF). It included mapping of truck turns and site design to accommodate all

types of vehicles entering the facility. Additionally, the location is situated within a floodplain and faces numerous drainage challenges.

- **Multimodal Transportation Project, City of Modesto, CA.** This project proposed a new freeway interchange to provide direct access to a popular mall. The design included improvements to both the freeway and local streets. The city was interested in incorporating roundabouts and grade-separated pedestrian crossings. Managing R/W impacts was a critical part to the design.

Various Projects, Contra Costa Transportation Authority and Alameda County Transportation Commission, Sacramento, CA. *Staff Engineer.* Natalia's responsibilities included producing high-quality PS&E deliverables for complex transportation and infrastructure projects. She also was responsible for creating 3D models on MicroStation Inroads, calculating quantities, and preparing exhibits for freeway improvement and multimodal projects and proposals. Some notable projects include:

- **Interstate 680/State Route 84 Interchange Project, Contra Costa Transportation Authority, CA.** This project widened and improved freeways to enhance safety and increase traffic capacity. It also included the design of new flyover ramps, which needed emphasis on structures, staging, and grading design.
- **Southbound Interstate 680 GAP Project, Alameda County Transportation Commission, CA.** This project widened and improved Interstate 680 through cold-planning and rehabilitation. The project focused on pavement and materials, as well as improvements made to the median and proposed retaining walls.

LAX Automated People Mover Project, Los Angeles, CA. *Engineering Intern*. Natalia was responsible for creating AutoCAD documents for this project.

Caltrans Materials Engineering and Testing Services, San Jose State University, CA. *Research Assistant.* As a Research Assistant at San Jose State University, Natalia launched a Caltrans training and certification program. While there, she conducted CTM and AASHTO tests on soils, aggregates, and HMA with alignment and adherence to industry standards.

Various Projects, City of Hayward, CA. *Civil Engineering Intern*. Natalia assisted in the design of grading, stormwater management, and utility plans for various commercial and residential land development projects. Her responsibilities included researching city regulations for site development and producing internal documentation.

Charlotte Wu, PE, ENV SP, STP

Senior Engineer



Firm
- MNS Engineers, Inc.

Areas of Expertise
- Roadways
- Utilities
- Design alternatives

Years of Experience
- 11

Licensing
- Professional Civil Engineer, CA No. 85646

Certifications
- Greenroads Sustainable Transportation Professional (STP), No. 0000287
- ISI Envision Sustainability Professional (ENV SP), No. 17003

Education
- BS, Civil Engineering, California State Polytechnic University, Pomona, CA

Ms. Wu has over a decade of experience in transportation engineering. Charlotte specializes in final design for roadways and utilities, as well as preliminary engineering design to assess different alternatives and their impacts. Her expertise also extends to utilizing sustainability practices to evaluate transportation projects, leading her to successfully secure two projects as the lead sustainability expert. Additionally, she is a licensed Civil Engineer in the State of California and holds certificates in STP and ENV SP. Her experience includes:

State Route 91 Multi-Asset, Segment 1, Caltrans District 12, Orange County, CA. *Lead Engineer*. Charlotte was responsible for designing final plans set, preparing quantities, and specifications for pavement delineation. Project engineer responsible for designing 65% plans, preparing quantities, and specifications for drainage improvements. The project scope included 8.5 miles of pavement rehabilitation, drainage improvement, sign replacements, electrical upgrades, and operational improvement from Orange County/LA County Line to N Acacia Street.

Interstate 405 Sepulveda Pass Express Lanes Project, Los Angeles County Metropolitan Transportation Authority, Los Angeles County, CA. *Project Engineer.* Charlotte was responsible for designing project alternatives. Developed project alternative design using Caltrans HDM and Managed Lane Guide. Analyzed widening impacts to roadways, structures, and right-of-ways associated with the addition of a weave lane. Documented nonstandard design items for existing conditions and proposed optimized alternatives. This project studies alternatives including addition of one or two high-occupancy toll HOT lane(s) and a second high-occupancy vehicle (HOV) lane along the Interstate 405 corridor from Interstate 10 to US 101, a total of more than ten miles in west Los Angeles area.

High-speed Rail CP1, California High-Speed Rail Authority (CHSR), Fresno and Madera, CA. *Project Engineer.* Responsibilities included the final design of an underground telecommunication system infrastructure. Charlotte performed a Quality Assurance/Quality Control (QA/QC) review for utility relocation design plan deliverables to CHSR Authority. Led and coordinated utility design coordination meetings between third-party agencies, design-builder, and CHSR Authority to resolve design review comments. She oversaw the design of third-party facilities for compliance with project

requirements and integration with internal design efforts. The scope of the design tasks included coordination between utilities, other design disciplines, contractors, and the owner. Charlotte also designed 11 miles of an underground infrastructure system for AT&T fiber optic facilities in Fresno. The project scope included 29 miles of new rail corridor through urban and agriculture development involving relocations of 12 dry, five wet, and three high-risk utilities.

State Route 210 Mixed Flow Lane Addition and Baseline Interchange, San Bernardino County Transportation Authority, San Bernardino County, CA. *Project engineer.* Charlotte was responsible for drafting and writing Supplemental DSDD for the extended portion of the project. She was also responsible for finalizing project specifications and developing project construction details such as connection to the existing edge drain system, ramp transition, and curb ramps. Charlotte was also responsible for quality checks of roadway estimates, plans, and specifications. The project widens approximately six miles of State Route 210 by adding one new mixed-flow lane and shoulder in each direction within the freeway median. The project also adds an auxiliary lane, an acceleration lane, several sound walls, and retaining walls.

Southwest Corridor Light Rail Project Phase I, Tri-County Metropolitan Transportation District of Oregon, Washington County, OR. *Project Engineer.* Charlotte provided a re-alignment design of an existing cross street and optimization of profile design to minimize impacts and project cost due to light rail expansion in Section C of the project. She worked closely with the owner, other project consultants, and third-party agencies including the City of Tigard. The project, if secured funding, will extend the existing Metropolitan Area Express (MAX) green line south into the City of Tualatin. The project included a total of 11 miles of new light rail, 13 stations, five park-and-ride lots, 10 miles of new sidewalks, six miles of improved bike facilities, and 1.6 miles of transit-only lanes.

US 395 Phase 2 Freight Mobility and Safety Project, San Bernardino County Transportation Authority, San Bernardino County, CA. *Project Engineer.* Charlotte was responsible for preparing the final design typical cross sections, layout sheets, and coordinating with other disciplines on design coordination. The project will widen US-395 from two lanes to four lanes, with a continuous median from just north of Interstate 15 to State Route 18, approximately seven miles.

Interstate 405 Auxiliary Lanes, Los Angeles County Metropolitan Transportation Authority, Los Angeles County, CA. *Project Engineer.* Charlotte developed and finalized Life-Cycle-Cost Analysis (LCCA) report using the Caltrans-developed pavement design life-cycle cost analysis, RealCost. The analysis studied two pavement alternatives for the auxiliary lane, three pavement alternatives for mainline outside shoulder, and two pavement alternatives for the ramps. The purpose of the analysis is to determine the most cost-effective pavement alternative. The proposed build project alternative includes construction of auxiliary lanes on northbound and southbound Interstate 405 and construction of a lane extension on southbound Interstate 405. The 3-mile project is an improvement project for Metro, in cooperation with Caltrans District 7 and the South Bay Cities Council of Governments.

South County Traffic Relief Effort Project Study Report and Project Development Support, Transportation Corridor Agencies, Various Locations, CA. *Project Engineer*. Responsibilities included developing an alternative horizontal alignment, preparing alternative preliminary cost estimates, and developing alternative exhibits for the PSR-PDS report. The project studies multiple alternatives to improving the south Orange County transportation system, which includes improvements to local roads, extension of toll roads, and improvements to the existing freeway facilities. The longest alternative of this study covers from Irvine to as far as San Clemente.

State Route 241/State Route 91 Express Lanes Connector Project, Transportation Corridor Agencies, Orange County, CA. *Project Engineer*. Charlotte's responsibilities include reviewing the Greenroad's Assessment report to ensure the project can achieve Silver Level in the Greenroads rating system. She also assisted in developing an implementation plan for the project to incorporate Greenroads credits to obtain certification. The design scope of this project included a new median-to-median connector between State Route 241 and the tolled lanes in the median of State Route 91. Greenroads is a sustainability rating system focusing on rates on transportation projects for its sustainable design and construction practices.

Michael Chan, PE

Caltrain Coordinator



Firm
- MNS Engineers, Inc.

Areas of Expertise
- Construction Management
- Caltrans
- Caltrain
- Roadways and bridges

Years of Experience
- 41

Licensing
- Professional Civil Engineer, CA No. 40575

Certification
- Caltrain Advanced Roadway Worker Protection

Education
- BS, Civil Engineering, University of California, Berkeley, CA

Professional Development
- Environmental Laws and Regulations, UC Extension

Mr. Chan has over 40 years of experience in the management of design, construction, operational support, and third-party oversight activities for highway, bridge, rail, and other transportation projects. Mike has been involved in the construction of over 80 projects ranging in value from $40K to $900M. These contracts have included new alignments, retrofits of freeways, widenings, interchange modifications, roadbed maintenance, slide repairs, landscaping, safety improvements, traffic signal improvements, Caltrain station improvements, highway grade crossings upgrades, new track and signal improvements, replacement and seismic retrofit of railroad bridges, grade separations, and rehabilitation of existing track infrastructure.

Mike's years of construction, project management, and claims avoidance experience in the Bay Area, make him a valuable resource for constructability reviews and claims avoidance. He has also used his diverse construction experience to instruct hundreds of Caltrans Engineers in various courses such as the Caltrans Resident Engineers Academy, Office Records and Procedures course, District 4 Assistant Resident Engineer course, District 4 Construction Safety Orientation course, and the Introduction to PC in Construction Administration course. Mike is certified to teach the Caltrain Basic Roadway Worker Protection class.

Mike is an experienced Project Manager, having handled staff of up to 100 on multiple concurrent contracts. He is thoroughly familiar with cost accounting procedures and has extensive experience with coordinating work between multiple agencies during all project phases. His experience includes:

On-Call Construction Management Services, Caltrain/Peninsula Corridor Joint Powers Board/Caltrain (PCJPB), CA. *Construction Manager*. MNS provided on-call construction management services to support the Joint Power Board (JPB)'s Capital Program Construction Projects. Professional services included construction management, quality assurance, drawing review and management, scheduling, material testing, project controls, construction change order management, claim avoidance and mitigation, and project closeout. Projects for this on-call contract included:

- Marin and Napoleon Street Bridges Replacement
- Constructability Review and Construction Management for Bayshore Station Painting
- South San Francisco Station and 25th Avenue Grade Separation Project Assessments
- 25th Avenue Grade Separation
- Bayshore Station Repainting

Caltrain/Peninsula Corridor Joint Powers Board (PCJPB) Capital Improvement, San Carlos, CA. *Program Manager.* Mike oversaw the development and implementation of this $900M, 10-year, capital improvement program with a staff of three senior-level project managers and the support of several engineering consultant firms. Challenging projects included the rehabilitation of the existing Caltrain infrastructure (tracks, stations, signal system, and structures, etc); the Caltrain Express project, which was part of the Governors 2000 Transportation Improvement Plan; electrification of the Caltrain System; construction of a new Rolling Stock Maintenance Facility; and track and platform improvements at the new Millbrae Intermodal Joint BART/Caltrain station constructed on the SFO Airport BART Extension.

Interstate 80 Traffic Operations System (TOS) Project, City of Oakland/Contra Costa County, CA. *Construction Manager*. Mike was involved with three of the seven projects included in this contract. The contract was administered by the Alameda County Transportation Commission (ACTC).

- Project 2 involved management of the procurement of Adaptive Ramp Metering (ARM) systems installed along the Interstate 80 corridor.
- Project 3 installed traffic operation systems to improve mobility along the Interstate 80 corridor between the City of Oakland and the Carquinez Bridge. The construction work consisted of installation of vehicle detection stations, highway advisory radio, variable message signs, a communication system, and multiple electrical connections. All work was contained within Caltrans freeway right-of-way and through the Cities of Oakland, Berkeley, Albany, Richmond, El Cerrito, San Pablo, Pinole, and Crockett.
- Project 6, the San Pablo Avenue Corridor Arterial and Transit Improvement Project, provided improvements along San Pablo Avenue and major connecting arterials to the Interstate 80 corridor. This 22-mile-long project extends along San Pablo Avenue between West Grand Avenue in the City of Oakland, Alameda County to Pomona Street in Crockett, Contra Costa County. The construction work consisted of upgrading traffic signal controllers and electrical systems, and the installation of the following devices: traffic signals, video detection equipment, pedestrian push button and countdown signals, speed feedback signs, closed-circuit television cameras, trailblazer signs, and arterial changeable message signs.

Interstate 880 Integrated Corridor Management, North Alameda Segment, Metropolitan Transportation Commission, CA. *Project Manager.* This $14.3M project extends for approximately nine miles between the Interstate 880/Interstate 980 interchange and the Interstate 880/Davis Street interchange within the cities of Oakland and San Leandro, including the parallel arterials of 12th Street, International Boulevard (State Route 185), San Leandro Boulevard/Street and East 14th Street along with the crossing arterials of 23rd Avenue, 29th Avenue, Fruitvale Avenue, 42nd Avenue (State Route 77), High Street, 66th Avenue, Hegenberger Road, 98th Avenue, Doolittle Drive (State Route 66), and Davis Street (State Route 112). The Interstate 880 Corridor Management Project aims to alleviate community impacts resulting from increased traffic on local streets during freeway incidents between the Interstate 880/Interstate 980 interchange and the Interstate 880/Davis Street interchange within the cities of Oakland and San Leandro. The project aims to minimize the burden on local streets when an incident occurs along this nine-mile stretch of Interstate 880 by installing Intelligent Transportation System (ITS) equipment on key arterial streets to redirect motorists safely and efficiently back onto Interstate 880. When completed, the project will have approximately 19 miles of fiber optic lines, 45 trailblazer signs, 26 closed-circuit TV cameras, 22 microwave vehicle detection systems, and 35 upgraded traffic signals. The Interstate 880 Corridor Management Project is a collaborative effort led by the Metropolitan Transportation Commission, together with Caltrans District 4, City of Oakland, City of San Leandro, and Alameda-Contra Costa Transit District (AC Transit), to develop an enhanced arterial incident management strategy for the Interstate 880 Corridor. Responsibilities included contract administration; reviewing and tracking submittals; supervising the field inspectors; identifying and resolving field issues; preparing correspondence, responses to requests for information (RFIs), and progress payments; negotiating and preparing change orders; conducting weekly coordination meetings; SWPPP review and oversight; traffic control review.

James Wilcenski, PE

Constructability Review



Firm
- MNS Engineers, Inc.

Areas of Expertise
- Construction management and inspection
- Constructability review
- Claims analysis and resolution
- Bridge, highway, interchange improvements
- Pedestrian bridges
- Building/parking structures
- Railroad coordination (BART, UPRR, VTA)
- CPM scheduling
- Caltrans
- Procedures of the Federal Railroad Administration (FRA), American Railroad Engineers and Maintenance of Way Association (AREMA), Union Pacific Railroad (UPRR), and California Public Utilities Commission (CPUC)

Years of Experience
- 36

Licensing
- Professional Civil Engineer, CA No. 49874

Certification
- ProCPR Adult CPR/AED and First Aid, No. 1642643473762

Education
- BS, Civil Engineering, University of California, Davis, CA

Affiliations
- American Concrete Institute
- American Segmental Bridge Institute
- American Society of Civil Engineers
- International Conference of Building Officials

Mr. Wilcenski has broad construction management and bridge engineering experience, including new construction and seismic retrofit of concrete and steel bridges (railroad, highway, pedestrian, and utility pipelines). James is well versed with the procedures of the Federal Railroad Administration (FRA), American Railroad Engineers and Maintenance of Way Association (AREMA), Union Pacific Railroad (UPRR), and California Public Utilities Commission (CPUC). He has provided construction management for projects within the railroad right-of-way and projects built directly for rail agencies. He has experience in constructability review of plans and specifications, construction dispute and claims analysis and resolution, and critical path method (CPM) scheduling. Formerly a Senior Bridge Construction Engineer Caltrans, James successfully completed a wide range of projects during his tenure. His experience includes:

On-Call Construction Management Services, Caltrain/Peninsula Corridor Joint Powers Board/Caltrain (PCJPB), CA. *Resident Engineer*. MNS provided on-call construction management services to support the Joint Power Board (JPB)'s Capital Program Construction Projects. Professional services included construction management, quality assurance, drawing review and management, scheduling, material testing, project controls, construction change order management, claim avoidance and mitigation, and project closeout. Projects for this on-call contract included:
- Marin and Napoleon Street Bridges Replacement
- Constructability Review and Construction Management for Bayshore Station Painting
- South San Francisco Station and 25th Avenue Grade Separation Project Assessments
- 25th Avenue Grade Separation
- Bayshore Station Repainting

State Route 9 San Lorenzo River Bridge and Felton Sidehill Viaduct. Santa Cruz and Felton Viaduct Extension, Caltrans District 5, Boulder Creek, CA. Structure Representative This $7.4M project consisted of two sidehill viaduct which widens State Route 9 and stabilized slide areas. The 130-foot and 300-foot bridges consisted of steel beam soldier pile retaining walls, and 36-in diameter CIDH piles drilled through 20,000psi.

Warm Springs Bay Area Rapid Transit (BART) West Access Bridge and Plaza Project, City of Fremont, CA. *Resident Engineer.* This $23.1M project provides pedestrian access to the new Warm Springs BART station. The project consists of a 112-feet-long cable-stayed and 244-feet-long steel truss bridge over the UPRR tracks and yard; bridge circulation elements (staircase, escalators with canopy, and elevator); plumbing, lighting, security, and communication systems to support the operation of the bridge; and an approximately one-acre City amphitheater style plaza to provide the landing point and circulation area for the pedestrian bridge. The new steel truss bridge crosses over the UPRR yard into the new BART Warm Springs station and the steel cable stay bridge over the UPRR siding track. Coordination was needed with BART and UPRR for flagging and erection of window. The plaza includes decorative pavement, seating elements (terraced seating, benches, etc.), lighting elements, stormwater treatment areas, landscaping, irrigation, utility connections, bike racks, and an information kiosk. Responsibilities included full construction management, inspection management, and assisting with structures technical support.

Warren Avenue Grade Separation and Mission Boulevard Improvements, Santa Clara Valley Transportation Authority (VTA), San Jose, CA. *Resident Engineer/Structure Representative.* This $54M project involved widening Mission Boulevard from Interstate 880 to Warm Springs with new ramps to and from Kato Road, constructing a new UPRR bridge and Bay Area Rapid Transit (BART) bridge over Mission Boulevard, lowering of Warren Avenue under the existing railroad corridor, and constructing three new bridges over Warren Avenue. Work at Mission Boulevard involved construction of two steel through girder rail bridges with 13-foot-tall girders for UPRR. Coordination with UPRR required weekly meetings, scheduling of flaggers, and UPRR design review and approval for bridge design changes, and falsework and shoring plans. Warren Avenue involved construction of a rail bridge for UPRR, a bridge for BART, and a vehicle bridge to provide truck access to a UPRR-owned rental property leased for freight loading. A partnership between Santa Clara Valley Transportation Authority (VTA), BART, Alameda County Transportation Commission (ACTC), City of Fremont, Federal Highway Administration, and Caltrans, this project eased congestion, enhanced safety, and improved local traffic circulation. Responsibilities included full construction management, structure representative, and inspection management.

Niles Boulevard Overhead Bridge Replacement, City of Fremont, CA. *Resident Engineer/Structure Representative.* This $7.8M project replaced the Niles Boulevard bridge over the Bay Area Rapid Transit (BART) and Union Pacific Railroad (UPRR) tracks. The new bridge was constructed just to the south of the existing bridge in order to keep the existing bridge open to traffic at all times. All construction over BART and UPRR tracks was performed during hours allowed by both railroads with flagmen required. The design and construction of a protective shield over the BART tracks was required as part of the contract. Coordination with both BART and UPRR for submittals and construction was critical. All work that could affect the BART operating envelope was performed during very limited weekend work windows. Responsibilities included providing full construction management tasks consisting of serving as resident engineer and structure representative, inspection management, document control, submittal review, project scheduling, change order management, claim mitigation, and closeout.

Golden Gate Bridge Seismic Retrofit, Caltrans District 4, San Francisco, CA. *Construction Engineer.* Phase 2 of this $14.5M project encompassed retrofitting the Golden Gate Bridge. Construction work involved retrofitting the southern approach of the bridge, including the southern anchorage house and the arch span of the southern approach. Responsibilities included performing the independent calculations for the temporary falsework and shoring as required by the Golden Gate Bridge District.

Laguna Seca Recreational Area Start Finish Bridge Replacement and Track Overlay Project, County of Monterey, CA. *Construction Manager/Resident Engineer/Structure Representative.* Renovation of this internationally storied racetrack project included replacement of the Start Finish Pedestrian bridge, modernization of the track electrical and communications systems, enlargement of pit row, and a complete track pavement grind and overlay. This $18M seven-month duration project, scheduled between the 2022 and 2023 race car event seasons, lost nearly three months due to the catastrophic 2023 winter storms, which also caused severe damage under and around the track. To keep the schedule and not cancel any, this delay required project acceleration consisting of double work shifts seven days a week.

Thom Fresquez, PE

Structures Constructability



Firm
- MNS Engineers, Inc.

Areas of Expertise
- Construction management and inspection
- Bridge construction and widening (steel truss, plate girder, CIP box girder, pre-cast girder, slab)
- MSE walls
- Building construction
- Marine construction
- CPM scheduling
- Negotiations and dispute resolution
- Caltrans

Years of Experience
- 36

Licensing
- Professional Civil Engineer, CA No. 46611

Certification
- 40-hour Hazardous Materials
- ProCPR Adult CPR/AED and First Aid, No. 164298298173869
- ACI Concrete Field Testing Technician-Grade 1, No. 02143189

Education
- BS, Civil Engineering, University of California, Berkeley, CA

Awards
- 2002 Superior Accomplishment Award, Caltrans
- 2001 Outstanding Structure Representative, Caltrans District 4 Construction
- 2001 Certificate of Appreciation for Exemplary Service, Caltrans Structure Construction
- 2000 Superior Accomplishment Award, Caltrans
- 1999 Outstanding Caltrans Resident Engineer, Caltrans Toll Bridge Program
- 1995 Excellence in Construction Award, Caltrans HQ Construction

Mr. Fresquez has over 36 years of construction management experience as a Resident Engineer, Structure Representative, and Construction Inspector on bridge, highway, and building construction projects in the San Francisco Bay Area. Thom is highly regarded for his broad range of technical knowledge and practical experience. He has earned a reputation for his ability to develop productive and cooperative relationships with contractors built upon fair dealing, a keen ability to foresee and resolve potential issues before they impact the work, a strong focus on planning, and innovative and effective approaches to claims avoidance. His reputation is supported by a track record of no claims during the past 20 years on complex projects with a total of over $300M in contract work.

Additionally, prior to serving as the Structure Representative for the San Francisco-Oakland Bay Bridge Seismic Retrofit Project, Thom performed the constructability reviews of this bridge and four other major retrofit projects on the Bay Bridge and the Richmond-San Rafael Bridge. In doing so, he utilized his extensive structural steel and protective coatings background to develop innovative specifications to address the highly unique aspects of the projects and to reduce the owner's exposure to construction claims and delays. Further, Thom made changes to the critical path method (CPM) scheduling specifications to create a “float bank" for the State of California to earn float for expediting work. His recommendations for changing the specifications were not only implemented for these projects but have since been included in the State’s Standard Special Provisions. His experience includes:

Ralston Avenue Bikeway Overcrossing at US 101, City of Belmont, CA. *Resident Engineer/Structure Representative.* This $6.5M project constructed pedestrian/bike bridges over US 101 and O’Neill Slough (Class 1 bike path along Ralston Avenue); coordinated the relocation of a major PG&E transmission line; and modified an existing Caltrans traffic signal. The scope consisted of an at-grade asphalt concrete pathway, cast-in-place, pre-stressed concrete box girder bridge over US 101, and a pre-fabricated steel truss bridge structure over O’Neill Slough, as well as retaining walls, sound walls, drainage, architectural features, landscaping, and lighting. Responsibilities included administering the construction contract for the City; providing quality assurance for work performed by the contractor; and ensuring all work was performed in compliance with regulatory agency permits such as the US Army Corps of

Engineers, the City, Caltrans Local Assistance Procedure Manual, and Federal Highway Administration (FHWA) requirements. Thom also coordinated safety meetings; reviewed the contractor's schedule; reviewed and approved traffic control plans for lane closures; reviewed falsework and shoring design; managed surveying and materials testing; processed progress payments; negotiated and prepared change orders; and coordinated with City staff, Caltrans, affected businesses and residents, the Design Engineer, and utilities for relocation.

Yerba Buena Island Southgate Road Realignment Improvements, San Francisco County Transportation Authority, CA. *Resident Engineer/Structure Representative.* This $30M three-phase project involving realignment improvements will increase the length of the on- and off-ramp on a new alignment to allow the YBI WB Ramps project to function as designed. The realignment of the Southgate Road will allow the roadway to function as an extension of the on- and off-ramps for the BYI WB Ramp Project and will separate the traffic heading to the westbound and eastbound Interstate 80. This traffic separation will eliminate a queue spillback on Interstate 80. To ensure all truck turning movements are accommodated, the extended ramps will provide direct access from Hillcrest Road to the westbound on-ramp. The project includes two cast-in-place post-tensioned box girder bridges, multiple retaining walls including a multiple level tieback wall, and concrete barriers. The project also includes cast-in-drilled-hole (CIDH) piles with steel casing, significant earthwork, complicated utility relocations, drainage and temporary drainage structures, temporary bike path, and ongoing traffic control. The project is very challenging due to the limited, tight working area while keeping traffic running through the construction. Responsibilities include working closely with multiple agencies including Caltrans, SCCTA, and the City; reviewing and tracking submittals including falsework, shoring, post-tensioning, pile placement; supervising the field inspectors; identifying and resolving field issues; performing field engineering; coordination of construction staking and materials sampling and testing; preparing correspondence, responses to RFIs, and progress payments; negotiating and preparing change orders; conducting weekly coordination meetings; resolving potential claims; and maintaining as-built records.

US 101/Holly Street Interchange and Pedestrian Overcrossing (POC) Project, City of San Carlos, CA. *Resident Engineer*. This $25.8M project modifies the existing interchange on US 101 at the Holly Street overcrossing (OC) and adds a pedestrian overcrossing (POC) over US 101. The interchange modification will remove the northeast and southwest loop ramps from the existing full cloverleaf (Type L-10) interchange and create a partial cloverleaf (Type L-9) interchange to US 101. Diagonal on- and off-ramps will be modified to create more bicycle- and pedestrian-friendly crossings. Holly Street will be widened to provide a third through lane for limited sections at on-ramp approaches. The existing deck drains, electroliers, concrete median, and concrete barriers will be modified on the existing Holly Street OC. The POC will provide a new 12-foot-wide multi-use path approximately 430 feet south of the Holly Street OC. As an alternate route for non-motorists, the POC will provide cross-freeway access without the need to traverse ramp termini and entrances. Other key features of the project include ramp widening, ramp metering improvements, drainage improvements, stormwater retention basins, retaining walls, bicycle roundabouts at either end of the multi-use pathway, signing and striping improvements in Redwood City on the east side of US 101, signal improvements at the Industrial Road/ Holly Street intersection, and fiber optic modifications along Industrial Road on the west side of US 101.

Kato Road Grade Separation, Santa Clara Valley Transportation Authority (VTA), CA. *Resident Engineer.* This $21M project lowered Kato Road beneath the existing Union Pacific Railroad (UPRR) tracks and constructed a new bridge for the Bay Area Rapid Transit's (BART) extension to Silicon Valley. The project constructed three structures: a reinforced concrete bridge for the BART extension, steel bridge for UPRR, and a reinforced concrete access and maintenance bridge for UPRR, as well as reinforced concrete box culvert to replace an existing storm drain, new pump station, and new deep soil mix (DSM) walls. Thom administered the construction contract for VTA, providing quality assurance for work performed by the contractor, and ensuring all work was performed in compliance with the requirements of the City of Fremont, UPRR, and BART. Responsibilities included performing the constructability review for the project to resolve design and constructability issues; reviewing and tracking submittals; supervising the field inspectors; identifying and resolving field issues; coordinating construction staking and materials sampling and testing teams; preparing correspondence, responses to Requests for Information (RFIs), and progress payments; negotiating and preparing change orders; conducting weekly coordination meetings; ensuring compliance with stormwater regulations; resolving potential claims; and maintaining as-built records.

Greg Jaquez, PE

Grant Writing and Funding Administration



Firm
- MNS Engineers, Inc.

Areas of Expertise
- Water resources projects
- Transportation projects
- Project management
- Flood control
- Stormwater management planning
- Water resources policy
- Grants management
- Federal advocacy

Years of Experience
- 38

Licensing
- Professional Civil Engineer, CA No. 68182

Education
- BS, Civil Engineering, University of California, Berkeley, CA

Professional Development
- Stormwater Pollution Prevention Plan (SWPPP) training

Mr. Jaquez specializes in public works staff augmentation, infrastructure project management, and grant writing. Greg's additional experience includes transportation planning, bikeway and pedestrian facility planning and project management, public infrastructure coordination with railroads, traffic engineering and community traffic calming, stormwater management planning, water resources policy, legislative management, grants management, and federal advocacy. He is also the founder of the Los Angeles County Flood Control District's first ever study on climate change effects in partnership with the Bureau of Reclamation, the Los Angeles Basin Stormwater Conservation Study. His experience includes:

Active Transportation Program (ATP) Weber Avenue Pedestrian and Bicycle Connectivity/Cycle 6, City of Stockton, CA. *Project Manager*. MNS developed the entire project scope for a Class IV bicycle facility through downtown Stockton with preliminary engineering and engineer's estimate. The project is intended to have a transformative effect on the downtown area by creating a complete street approach to the roadway with a road diet and streetscape elements. The City was awarded a grant amount of $9.4M.

HSIP Cycle 10 Grant Application, Harding Way at Lincoln Street and at Pacific Avenue/Madison Street Left-Turn Pockets with Left-Turn Phasing, Stockton, CA. *Project Manager*. MNS in an on-call grant writing services provider to Stockton. Mr. Jaquez prepared a HSIP Cycle 10 grant application including preliminary engineering, scoping, and cost estimation. The City was awarded a grant of $1.4M.

HSIP Cycle 10 Grant Application, Madison Street Intersections Pedestrian Safety Improvements, Stockton, CA. *Project Manager*. MNS in an on-call grant writing services provider to Stockton. Mr. Jaquez prepared a HSIP Cycle 10 grant application including preliminary engineering, scoping, and cost estimation. The City was awarded a grant of $645K.

US 101/Holly Street Interchange and Pedestrian Overcrossing (POC) Project, City of San Carlos, CA. *Grant Manager.* This $25.8M project modifies the existing interchange on US 101 at the Holly Street overcrossing (OC) and adds a pedestrian overcrossing (POC) over US 101. The interchange modification will remove the northeast and southwest loop ramps from the existing full cloverleaf (Type L-10) interchange and create a partial

cloverleaf (Type L-9) interchange to US 101. Diagonal on- and off-ramps will be modified to create more bicycle- and pedestrian-friendly crossings. Holly Street will be widened to provide a third through lane for limited sections at on-ramp approaches. The existing deck drains, electroliers, concrete median, and concrete barriers will be modified on the existing Holly Street OC. The POC will provide a new 12-foot-wide multi-use path approximately 430 feet south of the Holly Street OC. As an alternate route for non-motorists, the POC will provide cross-freeway access without the need to traverse ramp termini and entrances. Other key features of the project include ramp widening, ramp metering improvements, drainage improvements, storm-water retention basins, retaining walls, bicycle roundabouts at either end of the multi-use pathway, signing and striping improvements in Redwood City on the east side of US 101, signal improvements at the Industrial Road/ Holly Street intersection, and fiber optic modifications along Industrial Road on the west side of US 101. The City was awarded $10.2M.

Road and Flood Project Management Section of Programs Development Division, County of Los Angeles Department of Public Works, CA. *Senior Project Manager.* Responsibilities included supervising a unit of civil engineer project managers and overseeing the ongoing delivery process for road and flood control projects. Additional duties included participating in advance planning for transportation grant opportunities and coordinating the development and delivery of road projects with enhanced stormwater scoping elements. Greg supervised the ongoing delivery process for more than 20 flood control and road construction projects—maintaining project schedules, facilitating project scoping, and resolving resource issues in advancing delivery. Included in the construction program was a $70M project to reconstruct several miles of roadway and replace two major bridges on The Old Road in Santa Clarita, CA. The Old Road project is on track to commence construction in 2018.

ATP Cycle 3, City of Buellton, CA. *Grant Writer.* As part of a grant writing team, Greg prepared an application which secured funding for a school pedestrian safety improvement project. MNS also provided preliminary engineering and design services.

Clean Water State Revolving Fund Grant, Los Olivos Community Services District, CA. *Project Manager/QA/QC.* MNS developed a Plan of Study for a Project Report following the guidelines of the Clean Water State Revolving Fund (CWSRF) and the Water Recycling Funding Program (WRFP). The Project Report will determine the feasibility and selected alternative for a wastewater collection system, wastewater treatment plant, and groundwater replenishment injection well system for the Los Olivos Community Services District (LOCSD). The unincorporated Los Olivos community in Santa Barbara County manages its wastewater with on-site wastewater treatment systems (septic tanks) on private parcels. LOCSD was seeking to develop a comprehensive wastewater collection and treatment system with provision for beneficial use of its treated wastewater. The Plan of Study was submitted with a WRFP application to the State Water Resources Control Board.

One Bay Area Grant Program (OBAG 2), City of Pittsburg, CA. *Grant Writer*. As part of a grant writing team, Greg prepared an application that secured funding for a series of Class I bike trails and a Class IV cycle track providing access to the BART Pittsburg Station.

HSIP Cycle 7, City of Pittsburg, CA. *Grant Writer*. As part of a grant writing team, Greg prepared an application which secured funding for various safety countermeasures on Leland Road which had a high incidence of collisions. The grant writing project also included analysis of SWITRS collision data with the TIM mapping system and development of a set of countermeasures to reduce or eliminate the frequency of certain types of collisions.

HMGP Subapplications, City of Rolling Hills, CA. *Project Manager/QA/QC*. MNS prepared a set of three Hazard Mitigation Grant (HMG) applications for a Wildfire Protection Plan, the Eastfield Drive Utility Undergrounding Project, and the Wildfire Fuel Breaks Project.

As-Needed Technical Grant Writing, City of Los Angeles Department of Water and Power (LADWP), Los Angeles, CA. *Project Manager*. MNS was selected to provide grant writing and management services to LADWP. His team has prepared a Title XVI Feasibility Study for the Downtown LA Recycled Water Project. The MNS grants team completed two Proposition 1 Groundwater Sustainability Program applications for two sub-elements of the San Fernando Basin Remediation Project. The team has also assisted LADWP in organizing a water conservation loan program funded by a Proposition 1 CalConserve loan. Funding status: $230M secured.

Peter Minegar, AICP

Environmental Planning Lead



Firm
- MNS Engineers, Inc.

Areas of Expertise
- Planning
- Environmental compliance
- Land use consulting
- Public engagement
- Project/program management

Years of Experience
- 11

Certification
- American Institute of Certified Planners, No. 32685

Education
- MS, Environmental Management and Policy, University of Denver, CO
- BS, City and Regional Planning, California State Polytechnic University, San Luis Obispo, CA

Affiliations
- American Planning Association (APA)
- Association of Environmental Professionals (AEP)

Speaking Engagements
- Opening the Golden Door: A Guide for Defensible Mitigation, California Association of Environmental Professionals Annual Conference, Yosemite, California, April 2022
- A Deep Dive into Defensible Mitigation, American Planning Association California State Conference, Anaheim, California, October 2022
- Power to the Program EIR, California Association of Environmental Professionals Annual Conference, Long Beach, California, August 2021

Mr. Minegar oversees and prepares environmental compliance and planning documents for a range of public and private sector clients. He specializes in developing documents in compliance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). Peter has a broad range of environmental planning experience ranging from project-level analysis of infrastructure improvements to program-level analysis to support large policy projects. He has represented agency staff for a range of highly controversial projects subject to scrutiny by the public, environmental organizations, and public agencies. Peter also serves as an in-house CEQA manager and Principal Planner for several local government agencies throughout California. His experience includes:

On-Call Planning and Environmental Services, County of Riverside, CA. *Contract Manager.* MNS staff is currently providing on-call planning and environmental services to the County of Riverside. Task orders range from preparation of CEQA documents, on-call staffing support, peer review services, and long-range community planning support. The MNS team has prepared a range of CEQA documents including Environmental Impact Reports, Initial Studies, and exemptions. Additionally, MNS has provided CEQA peer review services, as well as CEQA advising services.

Comprehensive Planning Services, City of Eastvale, Eastvale, CA. *Environmental Manager.* This project implemented California Environmental Quality Act (CEQA) Compliance processes for all incoming development projects, as well as City-sponsored projects. Responsible for the development of CEQA documents, peer review of the applicants provided CEQA documents, preparation of staff reports, and public hearing support. Comprehensive planning services were provided for this recently incorporated City in Western Riverside County, including current and advance planning processing, counter staffing, Planning Commission meeting facilitation; plan review; staff report preparation; CEQA compliance and review; SB18 and AB52 coordination; Western Riverside County Regional Conservation Authority (RCA) coordination for their Multiple Species Habitat Conservation Plan (MSHCP); and special project work.

Interstate 10/Avenue 50 Interchange, City of Coachella, CA. *Senior Environmental Planner.* Responsible for the development of CEQA and NEPA environmental compliance documentation for the Avenue 50 Extension Project. The project required extensive coordination between local, state, and federal agencies. A project study report was prepared and state and federal environmental documentation for the Interstate 10/Avenue 50 Interchange Project were provided. The project relieves forecasted congestion on Interstate 10 and State Route 86, including the Dillon Road interchanges. The interchange improvements will provide a new gateway into the city and improve access to Interstate 10 for vehicles traveling in and out of the City. The following items were provided: the project report; new connection report; environmental documentation; geometric approval drawings; design exceptions fact sheets; and PS&E.

On-Call Planning and Environmental Support, Riverside County Planning Department, Riverside County, CA. *Contract Manager.* Responsible for overall management of contract supporting the Riverside County Planning Department. Task orders ranged from preparation of California Environmental Quality Act (CEQA) documents, on-call staffing support, peer review services, and long-range community planning support.

Camino Sierra Road Pressure Zone Conversion Initial Study/Mitigated Negative Declaration, Rancho California Water District, Temecula, CA. *Senior Environmental Planner.* The technical study for this project required coordination between air quality, noise, greenhouse gas emissions, cultural resources, and biological resources. The project involved extensive review and mitigation to reduce potential impacts to jurisdictional riparian areas proximal to the project site. The approximately 6,400 linear feet of eight- and 12-inch diameter pipeline connected to a higher-pressure-zone system to convert approximately 24 customers to a higher-pressure zone. Responsible for the management of an IS/MND for the Camino Sierra Road Pressure Zone Conversion Project.

Community Plans Continuum Project, San Bernardino County, CA. *Senior Planner.* Responsible for synthesizing community engagement comments and goals into specific action plans for communities across the County. Key topic areas included new updated roadway infrastructure, improvement of pedestrian facilities, community centers, and many other amenities. As part of the countywide planning process for the largest county in the US, the development of community plans for 26 unincorporated communities was required. The plans are strategic in nature and address each community's direction and vision, aligning them with the overall Countywide Vision, Communities range from the San Bernardino Mountains to the Mojave Desert. The project includes intensive immersion weeks where multiple facilitation teams are immersed in each community conducting collaborative public workshops. Six group Project Managers are assigned a number of the 26 plans and are responsible for using technical team experts to facilitate community capacity building, infrastructure and transportation, land use and urban design, environmental and resiliency, housing, and finance to help develop goals, objectives, and action plans to address the issues and needs of each community.

La Entrada Specific Plan, PSAV, LLC, Coachella, CA. *Environmental* Planner. Responsible for review and preparation of environmental documentation related to the Avenue 50 Extension, which is located within the La Entrada Specific Plan project site. The Avenue 50 Extension was an off-site improvement associated with the La Entrada Specific Plan, and required compliance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). The roadway extension crossed the Coachella Branch of the All American Canal, which is under the jurisdiction of the Bureau of Reclamation. The La Entrada Specific Plan Project, located in the City of Coachella, consists of a master-planned residential community spanning 2,200 acres and includes three village areas with mixed-use community cores, significant sustainability elements, and robust parks and open space plan.

Rancho Del Prado Specific Plan Environmental Impact Report, City of Colton, CA. *Project Manager.* The project proposed the development of 350 single-family residences on approximately 210 acres, as well as a large open space area and extensive public facilities. The project site spanned multiple jurisdictions and required processing of the development through the San Bernardino County Local Agency Formation Commission (LAFCO). This project was challenged by physical constraints to the project site including hillside development requirements, fire risk, site access, and circulation constraints. Responsible for serving as the primary point of contact for the City and managing the preparation of a Specific Plan Environmental Impact Report, including the preparation and peer review of technical studies to support the environmental analysis.

Debra Einstein Leight

Environmental Planning Support



Firm
- MNS Engineers, Inc.

Areas of Expertise
- Environmental project management
- Mitigating environmental impacts
- Environmental and planning consulting
- Planning representation

Years of Experience
- 24

Education
- BA, Environmental Analysis and Design, Global Sustainability Minor, University of California, Irvine, CA

Professional Development
- American Planning Association
- Association of Environmental Professionals

Publications
- Legg, Goldfinger, Kamerling, Chaytor, and Debra Einstein (Leight). Morphology, Structure and Evolution of California Continental Borderland Restraining Bends. Geological Society, London, Special Publications, 290: 143-168, December 2007.

Award
- ACEC Commendation Award. Metro Lone Hill to White Double Track Project-Environmental and Preliminary Engineering.

Speaking Engagements
- APA 2024 Conference: Rock and Roll Ain't Noise Pollution. Music in Activism, Policy Change and Creating a Music Scene.
- 2024 IRWA International Education Conference: Big Projects, Big Data. Geographic Information Systems as a critical collaboration tool for design, planning, and right-of-way analysis of major infrastructure projects.
- 2008 CEQA Basics Workshop.

Ms. Leight has 24 years of experience in public sector planning and private sector environmental project management. Debra is skilled in all stages of environmental compliance, bringing valuable insights to MNS' Planning Team as an Environmental Practice Lead. She has extensive experience managing and preparing Environmental Impact Reports (EIRs), Initial Studies/Negative Declarations (ISs/NDs), and projects that require CEQA and NEPA documentation and/or compliance. With experience on various projects throughout California, including transportation, water infrastructure, and residential, she has a well-rounded approach to identifying and mitigating environmental impacts with sustainability in mind. Debra has experience providing environmental and zoning consulting, performing CEQA-compliant environmental reviews, and acting as a planning representative in meetings with the public. Her experience includes:

California High-Speed Train, Los Angeles to Anaheim Section EIS/EIR, California High-Speed Rail Authority, CA. *Environmental Manager*. This project involved the development of a high-speed rail line connecting Los Angeles to Anaheim, covering approximately 30 miles. The rail line will start at Los Angeles Union Station and end at Anaheim Regional Transportation Intermodal Center, with additional stations established enroute. Debra's responsibilities involved preparing the EIS/EIR and conducting technical studies for assessing environmental impacts related to the introduction of the rail line in the urban area.

California High-Speed Train, Burbank to Los Angeles Section EIS/EIR, California High-Speed Rail Authority (CHSRA), CA. *Environmental Support*. This project involved the extension of about 10 miles of the California High Speed Rail System (HSR) from Burbank to Los Angeles Union Station. Debra's responsibilities involved ensuring the completion of the economic analysis for the EIS/EIR to assess environmental impacts related to the introduction of the rail line in the urban area.

California High-Speed Train, Wyes Draft Supplemental EIR/EIS, CHSRA, CA. *Author*. This project involved providing supplemental EIS/EIR support to the CHSRA for the creation of the Central Valley Wye section of the HSR. Debra helped to provide revisions to the CHSRA's EIR/EIS for this connecting rail system.

Lone Hill to White Double Tracking Project, Los Angeles County Metropolitan Transportation Authority (LA Metro), CA. *Project Manager*. This project involved the construction of an additional track on the rail line extending from Lone Hill to White Avenue, at-grade crossings, and other infrastructure. Improvements were also made to a station in Pomona. Debra prepared a Categorical Exclusion (CE) and a Statutory Exemption (SE) for CEQA and NEPA compliance and technical studies.

Downtown San Bernardino Passenger Rail Project EA/EIR, San Bernardino Association of Governments (SANBAG/SBCTA), CA. *Task Manager*. This project involved an extension of the Metrolink by one mile in San Bernardino between the Santa Fe Depot Station and the E Street Rail Station, grade crossing improvements, rail station improvements, and railroad signalization. Debra's responsibilities included preparing the EA/EIR and conducting technical studies.

Various Task Orders, Los Angeles – San Diego – San Luis Obispo Rail Corridor Agency (LOSSAN), CA. *Contract Manager/Project Director*. Debra oversaw the contracts for multiple peer review and constraints analysis projects for California rails. She was also responsible for preparing environmental strategies for additional projects.

San Diego LOSSAN Rail Realignment Project/San Dieguito to Sorrento Valley Double Track Project, San Diego Association of Governments (SANDAG), CA. *Environmental Project Manager.* This project involved providing support to SANDAG to address a rail line near the coast of Del Mar that has recently been affected by inclement weather and seismic activity, leading to collapses and temporary rail line shutdowns. Debra provided support for the preparation of reports in support of an EIR/EIS and permitting.

San Clemente North Beach Revetment Emergency Repair and Restoration, Metrolink, CA. *Environmental Project Manager.* This emergency project focused on repairing an earthen berm and rock revetment to safeguard an existing Metrolink rail track. The earthen berm and rock revetment were restored using native soil and rock riprap. Debra's responsibilities included the management of the NOE and support of the required permit applications.

Perris Valley Line Double-track Project, Riverside County Transportation Commission, CA. *Project Manager.* This project will add another track along 6.5 miles of the Perris Valley Line, transforming the single-track line into a double track. The double track will include upgrades to a BNSF drill track and the installation of turnouts and intermediate signals. Debra managed technical reports assessing biological, jurisdictional, and cultural resources.

Coachella Valley – San Gorgonio Pass Rail Corridor Service, Riverside County Transportation Commission (RCTC), CA. *Environmental Task Lead.* This project created a rail corridor that connects Coachella Valley to Los Angeles. This route passes through four counties, including Riverside, San Bernardino, Orange, and Los Angeles. The new intercity passenger rail service aims to offer a convenient travel option for residents of the rapidly growing communities in Coachella Valley and Banning Pass and provide access to larger metropolitan areas. Debra's responsibilities included the preparation of an alternatives analysis and environmental constraints.

Brighton to Roxford Double Tracking Project, LA Metro, CA. *Environmental Project Manager.* This project involved the construction of a second track (equating to about 10 miles of double track), upgrades to three stations, and construction to new bridges and additional necessary infrastructure. Debra prepared a CE, an SE, and technical studies, complying with CEQA/NEPA requirements.

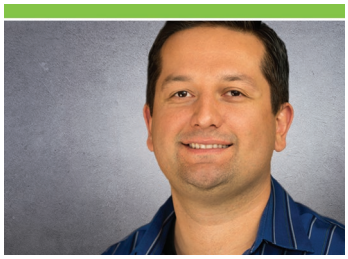
Redlands Passenger Rail Project, SANBAG (SBCTA), CA. *Environmental Project Manager.* This project involved connecting the cities of San Bernardino and Redlands with commuter rail service. Debra was responsible for providing quality assurance and control reviews on technical reports for cultural resources, air quality, and noise for the EIS/EIR. She also developed archaeological and historic resource plans, a SWPPP, and a tree survey for mitigation.

Redlands Corridor Alternatives Analysis, SANBAG, CA. *Environmental Project Manager.* This project involved the analysis of alternative modes of transportation along the Redlands Corridor. Debra's responsibilities included preparing an alternative analysis and environmental constraints, including commuter rails, light rail transit, diesel multiple units, bus rapid transit, and no-build alternatives.

CEQA/NEPA & Environmental Compliance Services (PS77530), Los Angeles County Metropolitan Transportation Authority (LACMTA), CA. *Document Reviewer.* Debra prepared CEQA/NEPA documents and provided quality reviews for technical documents for various transportation projects.

Shane Sobecki, PLS, EIT

Principal Surveyor – Mapping



Firm
- MNS Engineers, Inc.

Areas of Expertise
- Land surveying
- Construction surveying
- Topographic survey and mapping
- Boundary surveys
- ALTA/NSPS surveys
- R/W engineering
- Legal descriptions
- Easements

Years of Experience
- 23

Licensing
- Professional Land Surveyor, CA No. 9041
- Engineer-in-Training, CA No. 141294

Education
- BS, Civil Engineering, California State University, Chico, CA

Professional Development
- Expert Consultant assisting in question development for CA State LS exam

Awards
- 2015 ACEC Engineering Excellence Award of Merit, Ranchero Road Interchange at Interstate 15
- 2014 APWA Project of the Year, Los Angeles Chapter, Newhall Avenue Roundabout at Main Street
- 2014 APWA Best Improvements for Traffic Safety, Newhall Avenue Roundabout at Main Street

Mr. Sobecki has over 23 years of significant experience in land surveying. As Principal Surveyor, Shane plays a substantial role in managing and completing the firm's survey projects. He has over two decades of experience in private and public sector projects in the central and southern California area. His land surveying background includes tentative subdivision mapping, final maps, site plans, easements, legal descriptions, annexation exhibits, topographic mapping, 3D scanning, aerial surveys, construction staking, monitoring, records of survey, boundary surveys, and R/W retracements. Shane has proficient knowledge in the use of AutoCAD and other surveying software. His experience includes:

40th Street Transit-Only Lanes and Multimodal Enhancements, City of Emeryville, CA. *Principal Surveyor.* The project is a new major transit-oriented corridor at 40th Street/San Pablo Avenue that includes a two-way separated bikeway on the north side of 40th Street, an additional eastbound transit-only lane, conversion of a westbound travel lane into a transit-only lane, and project limits that extended to a commercial business entry. As a subconsultant, MNS is providing field survey and mapping and final design services including geometrics, intersection design, signing and striping, construction staging and traffic handling. The overall project scope includes:

- Multimodal Treatments (two-way separated Class IV bikeway, East/West Transit-only Lanes, multimodal intersection improvements, and transit stop improvements)
- Streetscape improvements and public art opportunities

Santa Claus Lane Class I Bike Path, Santa Barbara County Association of Governments, CA. *Principal Surveyor.* A new 0.8-mile, Class I bikeway and multipurpose path connects Santa Claus Lane to Carpinteria Avenue and provides a crucial link as part of the California Coastal Trail network. The $12.5M concrete Santa Claus Lane Class 1 Bike Path runs adjacent to the southbound lanes of US 101 between Estero Street near the Carpinteria Avenue off-ramp in the City of Carpinteria and Sand Point Road in the County. It is located on the beach side of US 101 between the freeway and the railroad tracks. The project needed to meet the requirements of Local Coastal Plans from both the City of Carpinteria and the County of Santa Barbara. Unique, environmentally sensitive design alternatives. The project involved coordination with the Santa Barbara County Association of Governments (SBCAG), City,

County and permitting agencies; design exception fact sheets; project report; stormwater data report; and final design.

Castillo Street Undercrossing-Bicycle and Pedestrian Improvement Project, City of Santa Barbara, CA. *Principal Surveyor.* MNS provided surveying services for planning-level efforts to develop a concept alignment for pedestrian and cyclist safety improvements along Castillo Street between Montecito Street and Cota Street, and along Haley Street between Castillo Street and De La Vina Street. The proposed preliminary design included buffered bike lanes, parkways, and landscaping to provide sidewalk separation; the addition of lighting; and sidewalk infill and repair. The MNS surveying group prepared the base map for design using GPS survey for initial project control and ground survey mapping for road improvements and utilities along 3,000 feet of city streets. This included mapping all Americans with Disabilities Act (ADA) ramps, lane striping, parkway improvements and utilities. Utilities from service provider atlas maps were incorporated to the base map as well as importing city-provided GIS data for underground lines and laterals. The topographic data included the roadway, driveways, curb ramps, sidewalk, curb and gutter, trees (including trunk diameter at breast height) and other vegetation, existing striping, traffic signals, street light poles, power poles and other utilities including pull boxes, meters, underground utilities, water and gas valves, manholes, and storm drain inlets.

Highway Safety Improvement Program Cycle 10 Projects and the Active Transportation Program Cycle 4 Projects, City of Santa Barbara, CA. *Principal Surveyor.* This project involved roadway traffic safety and pedestrian improvements in multiple areas, including Cliff Drive (between Alan Road and Las Positas Road), installed rectangular rapid flashing beacons (RRFBs), new and relocated Americans with Disabilities Act (ADA) access ramps, and 340 feet of sidewalk; San Andres Street and Sola Street intersection, installed RRFBs and curb extensions; De La Vina Street and Los Olivos intersection, installed curb extensions, signs/markings, and intersection light; De La Vina Street and Pedregosa Street intersection, installed burb extensions and signs/markings; and De La Vina Street (from Alamar Avenue to Padres Street)/Padre Street (from De La Vina Street to Chapala Street)/Alamar Avenue and Junipero Street intersection, installed buffered bike lanes on De La Vina Street, Class III connections, 210 feet of sidewalk, and curb extensions. MNS conducted a field survey to collect topographic data and to establish R/W limits within the project area, for the development of a design base map. We prepared the base map including elevations, feature lines, list of abbreviations used to identify features, datum used to perform survey, and utility locations; provided R/W delineation and adjacent property boundaries extending from the street into each property—included Assessor Parcel labels; and horizontal data was referenced to the City of Santa Barbara Survey Control Network (SBCN) and vertical data was referenced to NAVD88.

State Route 1 Program Management/Survey Measure D, Santa Cruz County Regional Transportation Commission (RTC) c/o CSG Consultants, CA. *Principal Land Surveyor*. RTC, in cooperation with Caltrans and the Federal Highway Administration (FHWA), analyzed alternative investments to relieve congestion on State Route 1 (Highway 1) in Santa Cruz County. The State Route 1 program is comprised of Tier I and Tier II stages. Tier I is a long-term, program-level analysis for the future of the Highway 1 corridor between the Cities of Santa Cruz and Aptos. The Tier I concept for the corridor will be built over time through a series of smaller incremental projects (referred to as Tier II projects). Tier II is a project-level analysis of a smaller incremental project within the Tier I corridor which would move forward based on available funding. Each of the Tier II projects would have independent utilities and benefits to the public and Highway 1 operations.

Quiet Zone Safety Engineering Measures on 65th, 66th, and 67th Streets, City of Emeryville, CA. *Supervising Project Surveyor.* MNS provided design and land surveying services for this $6.58M project, which established a Quiet Zone at the project site. Measures included installing four-quadrant gates, raised medians, sidewalks, and other safety measures to restrict pedestrians, bicycles, and automobiles from entering the three highway-rail crossings at the wrong time, thereby negating the need for trains to blow their horns. The improvements are expected to significantly reduce the risk of collisions at the project railroad crossings.

On-Call Surveying Services, City of Port Hueneme, CA. *Principal Surveyor*. MNS was selected to provide surveying services for the city in 2018. Services included providing multiple ALTA Surveys, topographic surveys, mapping for design, and boundary surveys with “Record of Survey” recorded with the County of Ventura. MNS also provided multiple construction layout services. MNS also provided document research, lease agreement surveys, and legal descriptions.

Chris Vandrey, PLS, CFedS

Principal Surveyor – R/W



Firm
- MNS Engineers, Inc.

Areas of Expertise
- Land surveying project management
- Municipal survey services
- Right-of-way services and documents

Years of Experience
- 25

Licensing
- Professional Land Surveyor, CA No. 8783
- Certified Federal Surveyor, No. 1734

Education
- Coursework, Los Angeles Pierce College and Los Angeles Mission College, CA

Professional Development
- Continuing education, Bureau of Land Management

Affiliations
- California Land Surveyors Association
- League of California Surveying Organizations

Mr. Vandrey has over 25 years of experience in land surveying, specializing in municipal surveying services in the last 10 years. Prior to MNS, Chris served as the County Surveyor for the County of San Mateo where he oversaw all the surveying and mapping services required for the Public Works Department and for various cities within the County. He is well versed with subdivisions, boundary surveys, legal descriptions, easements, geographic information systems (GIS), and drafting/Civil3D. He is knowledgeable in the Subdivision Map Act and other legislation related to surveying and understands how to apply local ordinances when working with different public agencies. He is known for improving processes and procedures to provide efficient solutions. Before beginning his career in land surveying, Chris served with the United States Marine Corps for six years. His experience includes:

Castillo Street Undercrossing-Bicycle and Pedestrian Improvement Project, City of Santa Barbara, CA. *Principal Surveyor.* MNS provided surveying services for planning-level efforts to develop a concept alignment for pedestrian and cyclist safety improvements along Castillo Street between Montecito Street and Cota Street, and along Haley Street between Castillo Street and De La Vina Street. The proposed preliminary design included buffered bike lanes, parkways, and landscaping to provide sidewalk separation; the addition of lighting; and sidewalk infill and repair. The MNS Surveying group prepared the base map for design using GPS survey for initial project control and ground survey mapping for road improvements and utilities along 3,000 feet of city streets. This included mapping all ADA ramps, lane striping, parkway improvements and utilities. Utilities from service provider atlas maps were incorporated to the base map as well as importing city-provided GIS data for underground lines and laterals. The topographic data included the roadway, driveways, curb ramps, sidewalk, curb and gutter, trees (including trunk diameter at breast height) and other vegetation, existing striping, traffic signals, street light poles, power poles and other utilities including pull boxes, meters, underground utilities, water and gas valves, manholes, and storm drain inlets.

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new and relocated ADA access ramps, and 340 feet of sidewalk; San Andres Street and Sola Street intersection, installed RRFBs and curb extensions; De La Vina Street and Los Olivos intersection, installed curb extensions, signs/markings, and intersection light; De La Vina Street and Pedregosa Street intersection, installed burb extensions and signs/markings; and De La Vina Street (from Alamar Avenue to Padres Street)/Padre Street (from De La Vina Street to Chapala Street)/Alamar Avenue and Junipero Street intersection, installed buffered bike lanes on De La Vina Street, Class III connections, 210 feet of sidewalk, and curb extensions. MNS conducted a field survey to collect topographic data and to establish right-of-way (R/W) limits within the project area, for the development of a design base map. We prepared the base map including elevations, feature lines, list of abbreviations used to identify features, datum used to perform survey, and utility locations; provided R/W delineation and adjacent property boundaries extending from the street into each property—included Assessor Parcel labels; and horizontal data was referenced to the City of Santa Barbara Survey Control Network (SBCN) and vertical data was referenced to NAVD88.

Proposed Walnut Avenue Improvements (East Side of US 101), City of Greenfield. *Assistant Engineer.* The Transportation Agency for Monterey County awarded $590K in competitive Regional Surface Transportation Program funds to the City of Greenfield for the proposed Walnut Avenue Pedestrian, Bike Path and Pavement Improvement Project. This grant includes construction funds for the completion of sidewalk improvements between 3rd Street and El Camino Real. Also included are signage and striping improvements to complete a designated Bike Route between 3rd Street and 12th Street. The project will improve accessibility by completing sidewalk gaps for existing and anticipated new residents living in the eastern portion of town. The project also includes the rejuvenation of approximately 2,700 square yards of pavement in the eastern third of the project area, including 12,115 square feet (SF) of new striping and re-striping and 3,045 SF of pavement marking thermoplastic. Walnut Avenue is a primary conduit for pedestrian and bicycle traffic. The volume of pedestrian use on Walnut Avenue is expected to increase as the Vines Commercial Center continues to develop, and new housing development is built. This project includes the construction of sidewalk and ADA accessible driveways and ramps from El Comino Real to US 101. These improvements serve currently undeveloped or underutilized properties within the existing city limits and provide for safe pedestrian, bicycle, and vehicular access from the existing residential neighborhoods to the east across US 101 to connect to the city's downtown retail corridor, public schools, and residential neighborhoods on the west side of US 101. The Project includes roadway and pedestrian facility improvements along a portion of Walnut Avenue from El Camino Real to 3rd Street as well as to update the current road configuration for improved bike and pedestrian facilities and connectivity to the numerous current and future developments. MNS is preparing plans, specifications, and engineer's estimate (PS&E) for the Walnut Avenue improvements including the sidewalk within the Caltrans and City right-of-way, bikeway, pavement improvements, and pavement delineation, as well as minor drainage improvement will be anticipated.

Interstate 280 Soundwalls Project, Santa Clara Valley Transportation Authority, CA. *Principal Supervisor.* This project to construct soundwalls at five locations includes a soundwall on and in the vicinity of the Los Gatos Creek Bridge, Bridge No. 37-265. The aesthetics of the soundwall had been previously established and will complement the appearance of the other soundwalls built in the area. The proposed soundwall will be supported on a new MASH-compliant and crash-tested barrier on the existing bridge deck overhang. Noise levels in the vicinity of the project exceed limits based on Section 215.5 of the Streets and Highways Code (Freeway Noise Attenuation). Construction of soundwalls along both sides of Interstate 280, within the project limits, is recommended as an effective noise abatement measure. The Interstate 280 Corridor within project limits is an eight-lane freeway, with one auxiliary lane in each direction, that goes through residential areas and has experienced increased levels of ambient noise. The current project has been prioritized on the State HB311 candidate project list.

On-Call Surveying Services, City of Fremont, CA. *Principal Surveyor.* MNS was selected to provide on-call surveying services for the city's 2020-2025 contract. Projects included:

- **Rix Park Survey.** The project included a field survey to collect topographic data at the park and to locate hardscape within the city park to analyze a drainage issue. MNS field crews conducted a full topographic survey and developed it into a base map for design.
- **Morrison Canyon, Mill Creek, and Vallejo Mill Projects.** MNS and the city collaborated on a LiDAR topographic task at three separate sites. MNS field crews and city field crews set aerial targets at the Morrison Canyon, Mill Creek, and Vallejo Mill sites.

STAFF REPORT

Meeting Date:	August 26, 2025
Agency:	City of Belmont
Staff Contact:	Josh Sun, Public Works, (650) 595-7468, jsun@belmont.gov
Agenda Title:	Caltrans Sustainable Transportation Planning Grant Agreement for City of Belmont Transportation Master Plan
Agenda Action:	Resolution

Recommendation

Adopt a resolution authorizing the City Manager to negotiate and execute Caltrans Sustainable Transportation Planning Grant Agreement, and any amendments thereto within the limits of the approved budget and funds appropriated for that purpose, with the California Department of Transportation for the City of Belmont Transportation Master Plan.

Strategic Focus Area

Infrastructure and Mobility

Background

The Sustainable Transportation Planning Grant Program supports the California Department of Transportation's (Caltrans) mission to provide a safe, reliable, and environmentally responsible transportation network for all users. Funded through Senate Bill 1 (SB 1) and other sources, the program enables regions to develop plans that reduce greenhouse gas emissions and promote sustainable, multimodal transportation options.

In 2023, the City of Belmont began developing a Transportation Master Plan to guide transportation infrastructure investments over the next 5, 10, and 20 years, addressing both current and future mobility needs. To advance this effort, the City pursued external funding and, in July 2025, was awarded a Caltrans FY 2025–26 Sustainable Transportation Planning Grant of $673,000 for the Transportation Master Plan project.

Analysis

In 2023, the City of Belmont began efforts to create a Transportation Master Plan to guide transportation infrastructure investments over the next 5, 10, and 20 years. The Plan will address both current and future mobility needs, ensuring that growth is accommodated while maintaining quality of life for residents, visitors, and commuters.

The City pursued external funding for this effort and, in July 2025, was awarded a Fiscal Year 2025–26 Caltrans Sustainable Transportation Planning Grant in the amount of $673,000. The total project cost is $767,220, with the remaining $94,220 provided as a local match from City Measure I funds in the FY 2024–25 budget.

The Transportation Master Plan will be prepared in collaboration with the public, transit agencies, schools, business and community organizations, law enforcement, first responders, and all City departments. It will:

- Identify existing and future roadway infrastructure needs, including congestion points and potential solutions.
- Provide 5-year and 10-year short-range and 20-year long-range phased investment plans.
- Align with the Council-approved 2035 General Plan, Belmont Village Specific Plan, Pedestrian and Bicycle Plan (2016), Traffic Impact Fee Program, and Capital Improvement Program.
- Advance Vehicle Miles Traveled (VMT) reduction, improve transit access, encourage mode shift, enhance pedestrian and bicycle safety, ensure ADA compliance, and improve overall connectivity and mobility.

The project is scheduled to begin in November 2025 and be completed by June 2027. To receive the grant funding, the City must enter into a formal agreement with Caltrans. The attached draft agreement outlines key deadlines, required documentation, and general terms and conditions.

Alternatives

1. Take no action
2. Refer back to staff for more information

Attachments

A. Resolution
B. Draft Sustainable Communities Grants Restricted Grant Agreement

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:	The total project cost is budgeted in the Capital Improvement Plan (CIP) Transportation Master Plan Project# 7095 (Account# 399-3-730-7095-8368) totaling $767,220, to be funded with $673,000 from the Caltrans Sustainable Transportation Planning Grant and $94,220 in City matching funds from Measure I.

Source:	**Purpose:**	**Public Outreach:**
Staff	Council Vision/Priority	Posting of Agenda

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A RESTRICTED GRANT AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR THE CITY OF BELMONT TRANSPORTATION MASTER PLAN

WHEREAS, the City Council of City of Belmont is eligible to receive Federal and/or State funding for certain transportation planning related plans, through the California Department of Transportation; and,

WHEREAS, a Restricted Grant Agreement is needed to be executed with the California Department of Transportation before such funds can be reimbursed through the Transportation Planning Grant Program; and,

WHEREAS, the City of Belmont desired to delegate authorization to execute these agreements and any amendments thereto.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to negotiate and execute all Restricted Grant Agreements and any amendments thereto with California Department of Transportation.

* * *

ADOPTED August 26, 2025 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

_____
City Clerk

_____
Mayor

APPROVED AS TO FORM:

_____
City Attorney

Sustainable Communities Grants
(State)

Restricted Grant Agreement

This Restricted Grant Agreement (RGA), between the State of California acting by and through its Department of Transportation, referred to herein as **CALTRANS**, and the City of Belmont, hereinafter referred to as **AGENCY**, will commence on August 26, 2025, or upon approval by **CALTRANS**, whichever occurs later. This RGA is of no effect unless approved by **CALTRANS**. **AGENCY** shall not receive payment for work performed prior to approval of the RGA and before receipt by **AGENCY** of Notice to Proceed from **CALTRANS** Contract Manager. This RGA shall expire on "**February 29, 2024".**

Attachments:

The following attachments are incorporated into and are made a part of this RGA by this reference and attachment.

I. **AGENCY** Resolution

II. Scope of Work and Project Cost and Schedule

II. Grant Application Guide

Recitals

1. Under this RGA, **CALTRANS** intends to convey State restricted grant funds to **AGENCY**, pursuant to Budget Act Line Item 2660-102-0042, who will conduct transportation studies and planning within the regional area under the jurisdiction of **AGENCY** under the terms, covenants, and conditions of this RGA.
2. **CALTRANS** and **AGENCY** intend that only funds that are authorized as restricted grants will be subject to this RGA, and that no funds that should be the subject of a Joint Powers Agreement, Interagency Agreement, or other non-grant agreement, shall be subject to this RGA.

Now, therefore, based upon the terms, covenants, and conditions, the parties agree as follows:

Section I

AGENCY Responsibility:

To timely and satisfactorily complete all Project work described in **Attachment II** within the project budget and in accordance with the items of this RGA.

Section II

CALTRANS Responsibility:

That when conducting an audit of the costs claimed by **AGENCY** under the provisions of this RGA, to conduct the audit in accordance with applicable laws and regulations.

Section III

Parties' Mutual Responsibilities:

1. Under this RGA, **CALTRANS** will convey State grant restricted funds to **AGENCY**, pursuant to Budget Act Line Item 2660-102-0042, and **AGENCY** will conduct transportation studies and planning within the regional area described in **Attachment II**. The funds subject to this RGA must

be (a) identified as available for a restricted grant in **CALTRANS**' budget and (b) for the purpose of conducting transportation studies or planning and (c) to a public entity that is responsible for conducting transportation studies or planning.

2. Details of the Grant Program, Funds, Project, and Program Guidelines and the governing State and Federal law are fully described in **Attachment III**, which is attached to and made a part of this RGA.
3. Under this restricted grant, funds may be only used for the purpose set forth in this RGA, Resolution (**Attachment I**), Scope of Work and Project Cost and Schedule **(Attachment II)**, and the applicable Grant Application Guide (**Attachment III**), and funds may only be used for costs and expenses that are directly related to such purpose.
4. **AGENCY** shall perform all the duties and obligations described in the City of Belmont Transportation Master Plan, hereinafter the Project, subject to the terms and conditions of this RGA and the Approved Project Grant Application (Scope of Work and Project Cost and Schedule), which are attached hereto as **Attachment II**.
5. The resolution authorizing **AGENCY** to execute this RGA pertaining to the above described Project is attached hereto as **Attachment I**.
6. All services performed by **AGENCY** pursuant to this RGA shall be performed in accordance with all applicable Federal, State, and Local laws, regulations, ordinances, all applicable **CALTRANS** policies and procedures, and all applicable **CALTRANS** published manuals, including, but not limited to, the applicable Grant Application Guide (**Attachment III**).

   In case of conflict between any applicable Federal, State, and Local laws, regulations, and ordinances, and/or any applicable policies, procedures, or published manuals of either **CALTRANS** or **AGENCY**, the order of precedence of the applicability of same to this RGA shall be established in this order: 1) Federal laws and regulations; 2) California laws and regulations; 3) **CALTRANS** policies, procedures, and published manuals; 4) Local ordinances; and 5) **AGENCY** policies, procedures, and published manuals. This RGA may not include any Federal funds.
7. Project funding is as follows:

Fund Source: STATE	Fund Source: AGENCY				Total Project Cost
State Highway Account (SHA) Grant Funds	Local Match (Cash)	Local Match (In-Kind)	Total Local Match	% Local Match	
$673,000	$94,220	$0.00	$94,220	12.28%	$767,220

   No in-kind contributions may be made unless the amount and type of the contribution is identified above.
8. This RGA is exempt from legal review and approval by the Department of General Services (DGS), pursuant to applicable law.
9. **Notification of Parties**

   a. **AGENCY's** Project Manager for Project is (Project Representative Name) Josh Sun, jsun@belmont.gov, (650) 730-5706.

b. **AGENCY's** Financial Manager for the Project is Michael Omine, momine@belmont.gov, (650) 637-4717.

c. **CALTRANS** Contract Manager is Mary McGee, Mary.McGee@dot.ca.gov, (510) 907-0988. "Contract Manager" as used herein includes his/her designee.

d. All notices herein provided to be given, or which may be given, by either party to the other, shall be deemed to have been fully given when made in writing and received by the parties at their respective addresses:

City of Belmont
Attention: Josh Sun, Senior Civil Engineer
Phone Number: (650) 730-5706
Email: jsun@belmont.gov
Address: 1 Twin Pines Ln,
Belmont, CA 94002

California Department of Transportation
District 4
Attention: Mary McGee, Transportation Planner
Phone Number: (510) 907-0988
Email: Mary.McGee@dot.ca.gov
Address: 111 Grand Ave #300,
Oakland, CA 94612

10. Period of Performance

a. Reimbursable work under this RGA shall begin no earlier than on November 17, 2025, following the written approval of **CALTRANS** and **AGENCY's** receipt of the Notice to Proceed letter of this RGA by the **CALTRANS** Contract Manager, and will expire on June 30, 2028.

b. **AGENCY** will attend a kickoff meeting with **CALTRANS** to be scheduled within one (1) week from receipt of Notice to Proceed letter by **CALTRANS** Contract Manager.

11. Changes in Terms/Amendments

This Agreement may only be amended or modified by mutual written agreement of the parties. Any proposed modification to this agreement that requires a formal amendment must be submitted by AGENCY to CALTRANS no less than ninety (90) days prior to the expiration of this RGA.

12. Cost Limitation

a. The maximum total amount granted and reimbursable to **AGENCY** pursuant to this RGA by **CALTRANS** shall not exceed **$673,000**.

b. It is agreed and understood that this RGA fund limit is an estimate and that **CALTRANS** will only reimburse the cost of services actually rendered in accordance with the provisions of this RGA and as authorized by the **CALTRANS** Contract Manager at or below that fund limitation established herein.

13. Termination

a. If the applicable law and the Grant Program guidelines provide for such termination, **CALTRANS** reserves the right to terminate this RGA for any or no reason upon written notice

to **AGENCY** at least 30 days in advance of the effective date of such termination in the event **CALTRANS** determines (at its sole discretion) that **AGENCY** failed to proceed with Project work in accordance with the terms of this RGA. In the event of termination for convenience, **CALTRANS** will reimburse **AGENCY** for all allowable, authorized, and non-cancelled costs up to the date of termination.

b. This RGA may be terminated by either party for any or no reason by giving written notice to the other party at least 30 days in advance of the effective date of such termination. In the event of termination for convenience, **CALTRANS** will reimburse **AGENCY** for all allowable, authorized, and non-cancelled costs up to the date of termination.

c. **AGENCY** has 60 days after the Termination Date to submit accurate invoices to **CALTRANS** to make final allowable payments for Project costs in accordance to the terms of this RGA. Failure to submit accurate invoices within this period of time shall result in a waiver by **AGENCY** of its right to reimbursement of expended costs.

14. Budget Contingency Clause

a. It is mutually agreed that if the US Congress or the State Legislature fail to appropriate or allocate funds during the current year and/or any subsequent years covered under this RGA and do not appropriate sufficient funds for the program, this RGA shall be of no further force and effect. In this event, **CALTRANS** shall have no liability to pay any funds whatsoever to **AGENCY** or to furnish any other considerations under this RGA and **AGENCY** shall not be obligated to perform any provisions of this RGA.

b. If funding for any fiscal year is reduced or deleted by the US Congress or the State Legislature for purposes of this program, **CALTRANS** shall have the option to either terminate this RGA with no liability occurring to **CALTRANS**, or offer an RGA Amendment to **AGENCY** to reflect the reduced amount.

15. Payment and Invoicing

AGENCY, its contractors, subcontractors and sub-recipients shall establish and maintain an accounting system and records that properly accumulate and segregate incurred Project costs and matching funds by line. The accounting system of **AGENCY**, its contractors, all subcontractors, and sub-recipients shall conform to Generally Accepted Accounting Principles (GAAP) and any standards specified by the source of funds, to enable the determination of incurred costs at interim points of completion, and to provide support for reimbursement payment vouchers or invoices.

a. The method of payment for this RGA will be based on the actual allowable costs that are incurred in accordance with the provisions of this RGA and in the performance of the Project Work. **CALTRANS** will reimburse **AGENCY** for expended actual allowable direct costs and including, but not limited to, labor costs, travel, and contracted consultant services costs incurred by **AGENCY** in performance of the Project work. Indirect costs are reimbursable only if the **AGENCY** has identified the estimated indirect cost rate in **Attachment II** and an approved Indirect Cost Allocation Plan or an Indirect Cost Rate Proposal as set forth in **Section III–Cost Principles**, **Paragraph 17d**. The total cost shall not exceed the cost reimbursement limitation set forth in **Section III–Cost Limitation, Paragraph 12a**. Actual costs shall not exceed the estimated wage rates, labor costs, travel, and other estimated costs and fees set forth in **Attachment II** without an amendment to this RGA, as agreed between **CALTRANS** and **AGENCY**.

b. Reimbursement of **AGENCY** expenditures will be authorized only for those allowable costs

actually incurred by **AGENCY** in accordance with the provisions of this RGA and in the performance of Project Work. **AGENCY** must not only have incurred the expenditures on or after the start date and the issuance of Notice to Proceed letter for this RGA and before Expiration Date but must have also paid for those costs to claim any reimbursement.

c. Travel expenses and per diem rates are not to exceed the rate specified by the State of California Department of Human Resources for similar employees (i.e. non-represented employees) unless written verification is supplied that government hotel rates were not then commercially available to **AGENCY**, its sub-recipients, contractors, and/or subcontractors, at the time and location required as specified in the California Department of Transportation's Travel Guide Exception Process at the following link: https://travelpocketguide.dot.ca.gov/.

   Also see website for summary of travel reimbursement rules.

d. **AGENCY** shall submit invoices to **CALTRANS** at least quarterly, but no more frequently than monthly, in arrears for completion of milestones in accordance with the **PROJECT** Cost and Schedule in **Attachment II** to the satisfaction of **CALTRANS** Contract Manager. Invoices shall reference this RGA Number and shall be signed and submitted to **CALTRANS** Contract Manager at the following address, as stated in **Section III–Notification of Parties**, **Item 9c**. One-time lump sum invoices for grant amount is not allowed.

e. Invoices shall include the following information:

   1) Names of the **AGENCY** personnel performing work

   2) Dates and times of Project Work

   3) Locations of Project Work

   4) Itemized costs as set forth in **Attachment II**, including identification of each employee, contractor, or subcontractor staff who provided services during the period of the invoice, the number of hours and hourly rates for each employee, contractor, sub-recipient, or subcontractor staff member, authorized travel expenses with receipts, receipts for authorized materials or supplies, and contractor, sub-recipient and subcontractor invoices.

f. Incomplete or inaccurate invoices shall be returned to the **AGENCY**, unapproved, for correction. Failure to submit invoices on a timely basis may be grounds for termination of this RGA for material breach per **Section III–Termination, Paragraph 13**.

g. **CALTRANS** will reimburse **AGENCY** for all allowable Project costs at least quarterly, but no more frequently than monthly, in arrears as promptly as **CALTRANS** fiscal procedures permit upon receipt of an itemized signed invoice.

h. The RGA Expiration Date refers to the last date for **AGENCY** to incur valid Project costs or credits and is the date the RGA expires. **AGENCY** has 60 days after that Expiration Date to make final allowable payments to Project contractors or vendors and submit the Project's Final Product(s) as defined in **Attachment II** and a final accurate invoice to **CALTRANS** for reimbursement for allowable Project costs. Any unexpended Project funds not invoiced by the 60th day will be reverted and will no longer be accessible to reimburse late Project invoices.

16. Local Match Funds

a. **AGENCY** shall contribute not less than its specified local match amount toward the services described herein by the grant expiration date identified in Paragraph 1 of this RGA. **AGENCY** can provide less than their percentage local match contribution in each invoice submittal, but

AGENCY must fully satisfy the local cash and in-kind match amount and percentage identified in **Section III, Paragraph 7**, with the final invoice.

b. If Agency fails to provide the contractual local match identified in **Section III, Paragraph 7,** it is grounds for contract termination as identified in **Section III, Paragraph 13**.

17. Quarterly Progress Reporting

AGENCY shall submit written quarterly progress reports to **CALTRANS** Contract Manager to determine if **AGENCY** is performing to expectations, is on schedule, is within funding cost limitations, to communicate interim findings, and to afford occasions for airing difficulties respecting special problems encountered so that remedies can be developed.

18. Cost Principles

a. **AGENCY** agrees to comply with Title 2, Code of Federal Regulations (CFR), Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

b. **AGENCY** agrees, and will assure that its contractors, sub-recipients, and subcontractors will be obligated to agree, that (a) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual Project costs and (b) all parties shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Every sub-recipient receiving Project funds as a sub-recipient, contractor, or subcontractor under this RGA shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards to the extent applicable.

c. Prior to **AGENCY** seeking reimbursement of indirect costs, **AGENCY** must have identified the estimated indirect cost rate in **Attachment II**, prepare and submit annually to **CALTRANS** for review and approval an indirect cost rate proposal and a central service cost allocation plan (if any) in accordance with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and Chapter 5 of the Local Assistance Procedures Manual which may be accessed at: https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/ch05.pdf.

d. **AGENCY** agrees and shall require that all its agreements with consultants and sub-recipients contain provisions requiring adherence to this section in its entirety.

19. Repayment of Unallowable Costs

Any Project costs for which **AGENCY** has received payment or credit that are determined by subsequent audit to be unallowable under 2 CFR, Part 200, and/or Part 48, Chapter 1, Part 31, are subject to repayment by **AGENCY** to **CALTRANS**. Should **AGENCY** fail to reimburse moneys due **CALTRANS** within 30 days of discovery or demand, or within such other period as may be agreed in writing between the parties hereto, **CALTRANS** is authorized to intercept and withhold future payments due **AGENCY** from **CALTRANS** or any third-party source, including, but not limited to, the State Treasurer, the State Controller, or any other fund source.

20. Americans with Disabilities Act

By signing this Agreement, **LOCAL AGENCY** assures **CALTRANS** that in the course of performing Project Work, it will fully comply with the applicable provisions of the Americans with Disabilities Act (ADA) of 1990, as amended, which prohibits discrimination on the basis of

disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 USC Section 12101 et seq.).

21. Iran Contracting Act

The proposed Contractor must complete and submit to **CALTRANS** the Iran Contracting Act Certification certifying that it is not on the most current Department of General Services (DGS) list of Entities Prohibited from Contracting with Public Entities in California per the Iran Contracting Act, 2010 (https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/List-of-Ineligible-Businesses), before the contract has been executed, unless the Contractor is exempted from the certification requirement by Public Contract Code Section 2205(c) or (d). If claiming an exemption, the proposed Contractor shall provide written evidence that supports an exemption under Public Contract Code Section 2203(c) or (d) before execution of the contract.

22. Indemnification

Neither **CALTRANS** nor any officer or employee thereof is responsible for any injury, damage, or liability occurring by reason of anything done or omitted to be done by **AGENCY**, its officers, employees, agents, contractors, sub-recipients, or subcontractors under or in connection with any work, authority, or jurisdiction conferred upon **AGENCY** under this RGA. It is understood and agreed that **AGENCY** shall fully defend, indemnify, and save harmless **CALTRANS** and all of **CALTRANS'** officers and employees from all claims, suits or actions of every name, kind, and description brought forth under, including, but not limited to, tortuous, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by **AGENCY**, its officers, employees, agents, contractors, sub-recipients, or subcontractors under this RGA.

23. Nondiscrimination Clause (2 CCR 11105 Clause b)

a. During the performance of this RGA, the **AGENCY** contractors, sub-recipients, and subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. **AGENCY** shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

b. **AGENCY** shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code Sections 12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., Tit. 2, Sections 11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code Sections 11135-11139.5), and the regulations or standards adopted by **CALTRANS** to implement such article.

c. **AGENCY** shall permit access by representatives of the Department of Fair Employment and Housing and **CALTRANS** upon reasonable notice at any time during normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or **CALTRANS** shall require to ascertain compliance with this clause.

d. **AGENCY** and contractors, sub-recipients, and subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

e. **AGENCY** shall include the nondiscrimination and compliance provisions of this clause in all agreements with its sub-recipients, contractors, and subcontractors, and shall include a requirement in all agreements with all of same that each of them in turn include the nondiscrimination and compliance provisions of this clause in all contracts and subcontracts they enter into to perform work under the RGA.

24. Retention of Records/Audits

a. **AGENCY**, its contractors, subcontractors and sub-recipients, agree to comply with Title 2, Code of Federal Regulations (CFR), Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

b. All accounting records and other supporting papers of **AGENCY**, its contractors, subcontractors and sub-recipients connected with Project performance under this RGA shall be maintained for a minimum of three (3) years from the date of final payment to **AGENCY** and shall be held open to inspection, copying, and audit by representatives of **CALTRANS**, the California State Auditor, and auditors representing the federal government. Copies thereof will be furnished by **AGENCY**, its contractors, its subcontractors and sub-recipients upon receipt of any request made by **CALTRANS** or its agents. In conducting an audit of the costs and match credits claimed under this RGA, **CALTRANS** will rely to the maximum extent possible on any prior audit of **AGENCY** pursuant to the provisions of State and **AGENCY** law. In the absence of such an audit, any acceptable audit work performed by **AGENCY's** external and internal auditors may be relied upon and used by **CALTRANS** when planning and conducting additional audits.

c. For the purpose of determining compliance with applicable State and **AGENCY** law in connection with the performance of **AGENCY's** agreements with third parties pursuant to Government Code Section 8546.7**, AGENCY**, **AGENCY's** sub-recipients, contractors, subcontractors, and **CALTRANS**, shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire Project period and for three (3) years from the date of final payment to **AGENCY** under this RGA. **CALTRANS**, the California State Auditor, or any duly authorized representative of **CALTRANS** or the United States Department of Transportation, shall each have access to any books, records, and documents that are pertinent to a Project for audits, examinations, excerpts, and transactions, and **AGENCY** shall furnish copies thereof if requested.

d. **AGENCY**, its sub-recipients, contractors, and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other **AGENCY** of the State of California designated by **CALTRANS**, for the purpose of any investigation to ascertain compliance with this RGA.

e. Additionally, all grants may be subject to a pre-award audit prior to execution of the RGA to ensure **AGENCY** has an adequate financial management system in place to accumulate and segregate reasonable, allowable, and allocable costs.

f. Any contract with a contractor, subcontractor, or sub-recipient entered into as a result of this RGA shall contain all the provisions of this article.

25. Adjudication of Facts in Disputes

a. Any dispute concerning a question of fact arising under this RGA that is not disposed of by agreement shall be decided by the **CALTRANS** Contract Officer, who may consider any written or verbal evidence submitted by **AGENCY**. The **CALTRANS** Contract Officer shall issue a written decision within 30 days of receipt of the dispute. If **AGENCY** rejects the decision of the **CALTRANS** Contract Officer, **AGENCY** can pursue any and all remedies authorized by law. Neither party waives any rights to pursue remedies authorized by law.

b. Neither the pendency of a dispute nor its consideration by **CALTRANS** Contract Officer will excuse **AGENCY** from full and timely performance in accordance with the terms of the RGA.

c. Voluntary Resolution: Reference to Other Means of Resolution. In recognition of the government-to-government relationship of the **AGENCY** and **CALTRANS**, the parties shall make their best efforts to resolve disputes that occur under this RGA by good faith negotiations whenever possible. Therefore, without prejudice to the right of either party to seek injunctive relief against the other when circumstances are deemed to require immediate relief, the parties hereby establish a threshold requirement that disputes between the **AGENCY** and **CALTRANS** first be subjected to a process of meeting and conferring in good faith in order to foster a spirit of cooperation and efficiency in the administration and monitoring of performance and compliance by each other with the terms, provisions, and conditions of this RGA, as follows:

1) Either party shall give the other, as soon as possible after the event giving rise to the concern, a written notice setting forth, with specificity, the issues to be resolved.

2) The parties shall meet and confer in a good faith attempt to resolve the dispute through negotiation not later than 10 days after receipt of the notice, unless both parties agree in writing to an extension of time.

3) If the dispute is not resolved to the satisfaction of the parties within 30 working days after the first meeting, then either party may seek to have the dispute resolved by alternative dispute resolution methods, including, but not limited to, non-binding arbitration, mediation, or the use of a technical advisor.

4) Disagreements that are not otherwise resolved by mutually acceptable means as provided herein may be resolved in the Superior Court of the State of California located within the same county where a Project is located. The disputes to be submitted to the court include claims of breach or violation of this RGA. This RGA shall be interpreted under the laws of the State of California without regard to any conflict of laws' provisions. In no event may **AGENCY** be precluded from pursuing any arbitration or judicial award or remedy against **CALTRANS** on the grounds that **AGENCY** has failed to exhaust its state administrative remedies. The parties agree that, except in the case of imminent threat to public health or safety, reasonable efforts will be made to explore alternative dispute resolution avenues prior to initiating judicial proceedings.

26. Third-Party Contracts

a. All State-government funded procurements must be conducted using a fair and competitive procurement process. AGENCY may use its own procurement

procedures as long as the procedures comply with the local AGENCY's laws, rules, and ordinances governing procurement and all applicable provisions of State law, including, without limitation, the requirement that the AGENCY endeavor to obtain at least three (3) competitive bids for solicitation of goods, services, and consulting services.

Resources for Third Party Contracts, which are not inconsistent with this Paragraph 25, Third Party Contracts:

1) Part 2, Chapter 2, Articles 3 and 4 of the Public Contract Code
2) State Contracting Manual (SCM), Chapter 5
3) Caltrans Local Assistance Procedures Manual (LAPM) Chapter 10

b. Any contract entered into as a result of this RGA shall contain all the provisions stipulated in this RGA to be applicable to **AGENCY's** subrecipients, contractors, and subcontractors. Copies of all agreements with subrecipients, contractors, and subcontractors must be submitted to the **CALTRANS** Contract Manager.

c. **CALTRANS** does not have a contractual relationship with the **AGENCY's** subrecipients, contractors, or subcontractors and the **AGENCY** shall be fully responsible for all work performed by its sub-recipients, contractors, or subcontractors.

d. Prior authorization in writing by **CALTRANS** Contract Manager shall be required before **AGENCY** enters into any non-budgeted purchase order or sub-agreement for supplies, or consultant services. **AGENCY** shall provide an evaluation of the necessity or desirability of incurring such costs. **AGENCY** shall retain all receipts for such purchases or services and shall submit them with invoices per **Section III–Payment and Invoicing, Paragraph 15(e)(4), above**.

e. Any contract entered into by **AGENCY** as a result of this RGA shall mandate that travel and per diem reimbursements and third-party contract reimbursements to sub-recipients, contractors, and subcontractors, will be allowable as Project costs only after those costs are incurred and paid for by the subrecipients, contractors, and subcontractors. Travel expenses and per diem rates for subcontractors shall be reimbursed pursuant to **Section III–Payment and Invoicing, Paragraph 15c, above**.

27. Drug-Free Workplace Certification

By signing this RGA, **AGENCY** hereby certifies under penalty of perjury under the laws of California that **AGENCY** will comply with the requirements of the Drug-Free Workplace Act of 1990 (Gov. Code Sections 8350 et seq.) and will provide a Drug-Free workplace by doing all the following:

A. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a)(1).

B. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(a)(2) to inform employees about all the following:

1) The dangers of drug abuse in the workplace;

2) The person's or organization's policy of maintaining a Drug-Free workplace;

3) Any available counseling, rehabilitation, and employee assistance programs; and

4) Penalties that may be imposed upon employees for drug abuse violations.

C. Provide, as required by Government Code Section 8355(a)(3), that every employee who works on the proposed contract or grant:

1) Will receive a copy of the company's Drug-Free Policy Statement, and

2) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

D. Failure to comply with these requirements may result in suspension of payments under this RGA or termination of this RGA or both, and **AGENCY** may be ineligible for the award of any future State contracts if **CALTRANS** determines that any of the following has occurred: (1) **AGENCY** has made a false certification or, (2) **AGENCY** violates the certification by failing to carry out the requirements as noted above.

28. Relationship of Parties

It is expressly understood that this agreement is executed by and between two (2) independent governmental entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of an independent party.

29. State-Owned Data

A. **AGENCY** agrees to comply with the following requirements to ensure the preservation, security, and integrity of State-owned data on portable computing devices and portable electronic storage media:

1) Encrypt all State-owned data stored on portable computing devices and portable electronic storage media using government-certified Advanced Encryption Standard (AES) cipher algorithm with a 256-bit or 128-bit encryption key to protect **CALTRANS** data stored on every sector of a hard drive, including temp files, cached data, hibernation files, and even unused disk space.

2) Data encryption shall use cryptographic technology that has been tested and approved against exacting standards, such as FIPS 140-2 Security Requirements for Cryptographic Modules.

3) Encrypt, as described above, all State-owned data transmitted from one computing device or storage medium to another.

4) Maintain confidentiality of all State-owned data by limiting data sharing to those individuals contracted to provide services on behalf of the State, and limit use of State information assets for State purposes only.

5) Install and maintain current anti-virus software, security patches, and upgrades on all computing devices used during the course of the Agreement.

6) Notify **CALTRANS** Contract Manager immediately of any actual or attempted violations of security of State-owned data, including lost or stolen computing devices, files, or portable electronic storage media containing State-owned data.

7) Advise the owner of the State-owned data, the **AGENCY** Information Security Officer, and the **AGENCY** Chief Information Officer of vulnerabilities that may present a threat

to the security of State-owned data and of specific means of protecting that State-owned data.

B. **AGENCY** agrees to use the State-owned data only for State purposes under this Agreement.

C. **AGENCY** agrees to not transfer State-owned data to any computing system, mobile device, or desktop computer without first establishing the specifications for information integrity and security as established for the original data file(s). (State Administrative Manual (SAM) Section 5335.1)

30. Assumption of Risk and Indemnification Regarding Exposure to Environmental Health Hazards

In addition to, and not a limitation of, Contractor's indemnification obligations contained elsewhere in this RGA, Contractor hereby assumes all risks of the consequences of exposure of Contractor's employees, agents, subrecipients, contractors, and subcontractors, subcontractors' employees, and any other person, firm, or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, to any and all environmental health hazards, local and otherwise, in connection with the performance of this Agreement. Such hazards include, but are not limited to, bodily injury and/or death resulting in whole or in part from exposure to infectious agents and/or pathogens of any type, kind or origin. Contractor also agrees to take all appropriate safety precautions to prevent any such exposure to Contractor's employees, agents, subrecipients, contractors, and subcontractors, subcontractors' employees, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement. Contractor also agrees to indemnify and hold harmless Caltrans, the State of California, and each and all of their officers, agents and employees, from any and all claims and/or losses accruing or resulting from such exposure. Except as provided by law, Contractor also agrees that the provisions of this paragraph shall apply regardless of the existence or degree of negligence or fault on the part of Caltrans, the State of California, and/or any of their officers, agents and/or employees.

31. Mandatory Organic Waste Recycling

It is understood and agreed that pursuant to Public Resources Code Sections 42649.8 et seq., if Contractor generates two (2) cubic yards or more of organic waste or commercial solid waste per week, Contractor shall arrange for organic waste or commercial waste recycling services that separate/source organic waste for organic waste recycling. Contractor shall provide proof of compliance, i.e. organic waste recycling services or commercial waste recycling services that separate/source organic waste recycling, upon request from Caltrans Contract Manager.

32. ADA Compliance

All entities that provide electronic or information technology or related services that will be posted online by Caltrans must be in compliance with Government Code Sections 7405 and 11135 and the Web Content Accessibility Guidelines (WCAG) 2.0 or subsequent version, published by the Web Accessibility Initiative of the World Wide Web Consortium at a minimum Level AA success. All entities will respond to and resolve any complaints/deficiencies regarding accessibility brought to their attention.

33. Project Close Out/Final Product

a. **AGENCY** will provide an electronic version, preferable ADA accessible of the Final Product(s) to the **CALTRANS** Contract Manager.

b. **CALTRANS** reserves the right to withhold final payment to **AGENCY** pending receipt of Final Product(s) to **CALTRANS** Contract Manager.

34. Ownership of Proprietary Property

a. Definitions

1) **Work**: The work to be directly or indirectly produced by **AGENCY** under this RGA.

2) **Work Product**: All deliverables created or produced from **Work** under this RGA including, but not limited to, all **Work** and Deliverables conceived or made, or made hereafter conceived or made, either solely or jointly with others during the term of this RGA and during a period of six (6) months after the termination thereof, which relates to the **Work** commissioned or performed under this RGA. "**Work Product**" includes all deliverables, inventions, innovations, improvements, or other works of authorship **AGENCY**, its subrecipients, a third-party contractor or subcontractor may conceive of or develop in the course of this RGA, whether or not they are eligible for patent, copyright, trademark, trade secret, or other legal protection.

3) **Inventions**: Any idea, methodologies, design, concept, technique, invention, discovery, improvement or development regardless of patentability made solely by **AGENCY** or jointly with the **AGENCY's** contractor, subcontractor and/or subrecipient and/or the **AGENCY's** contractor, subcontractor and/or subrecipient's employees with one or more employees of **CALTRANS**, during the term of this RGA and in performance of any Work under this RGA, provided that either the conception or reduction to practice thereof occurs during the term of this RGA and in performance of **Work** issued under this RGA.

b. Ownership of Work Product and Rights

1) **Copyright Ownership of Work Product:** Except in regard to Pre-existing Works, all **Work Product** derived by the **Work** performed by the **AGENCY**, its employees, or by any of the **AGENCY's** contractor's, subcontractor's, and/or sub-recipient's employees under this RGA, shall be owned by **CALTRANS** and **AGENCY** and shall be considered to be works made for hire by the **AGENCY** and **AGENCY's** contractor, subcontractor, and/or sub-recipient for **CALTRANS** and **AGENCY**. **CALTRANS** and **AGENCY** shall own all United States and international copyrights in the **Work Product**.

As such, all **Work Product** shall contain, in a conspicuous place, a copyright designation consisting of a "c" in a circle followed by the four-digit year in which the Work Product was produced, followed by the words "California Department of Transportation and **AGENCY**. All Rights Reserved." For example, a Work Product created in the year 2012 would contain the copyright designation © 2012 California Department of Transportation and **AGENCY**. All Rights Reserved.

2) **Vesting of Copyright Ownership**: **AGENCY**, its employees, and all of **AGENCY's** contractor's, subcontractor's, and sub-recipient's employees, agrees to perpetually assign, and upon creation of each Work Product automatically assigns, to **CALTRANS** and **AGENCY**, its successors and assigns, ownership of all United States and international copyrights in each and every **Work Product**, insofar as any such **Work Product**, by operation of law, may not be considered work made for hire by the **AGENCY's** contractor, subcontractor, and/or sub-recipient, from **CALTRANS**. From time to time, **CALTRANS** and the **AGENCY shall** require its contractors, subcontractors, and/or sub-recipients, and their respective employees, to confirm such assignments by execution and delivery of such assignments, confirmations, or assignment, or other written instruments as

CALTRANS and the **AGENCY** may request. **CALTRANS** and the **AGENCY**, its successors, and assigns, shall have the right to obtain and hold in its or their own name(s) all copyright registrations and other evidence of rights that may be available for **Work Product**. **AGENCY** shall require contractors, including subcontractors, to waive all moral rights relating to identification of authorship restriction or limitation on use, or subsequent modifications of the **Work**.

c. Inventions

1) **Vesting of Patent Ownership: AGENCY** agrees to require sub-recipients, contractors, subcontractors, and their respective employees, to assign to **CALTRANS** and **AGENCY**, its successors, and assigns, all Inventions, together with the right to seek protection by obtaining patent ownership rights and the right to claim all rights or priority there under, and the same shall become and remain **CALTRANS'** property regardless of whether such protection is sought. The **AGENCY**, its employees, and **AGENCY's** contractor, subcontractor, and sub-recipient, shall promptly make a complete written disclosure to **CALTRANS** of each Invention not otherwise clearly disclosed to **CALTRANS** in the pertinent **Work Product**, specifically pointing out features or concepts that the **AGENCY**, its employees, and/or **AGENCY's** contractor, subcontractor, and/or sub-recipient believes to be new or different. The **AGENCY**, its employees, and **AGENCY's** contractor, subcontractor, and subrecipient, shall, upon **CALTRANS'** and **AGENCY's** request and at **CALTRANS'** and **AGENCY's** expense, cause patent applications to be filed thereon, through solicitors designated by **CALTRANS** and **AGENCY**, and shall sign all such applications over to **CALTRANS** and **AGENCY**, its successors, and assigns. The **AGENCY**, its employees, and **AGENCY's** contractor, subcontractor, and sub-recipient, shall give **CALTRANS** and **AGENCY** and its solicitors all reasonable assistance in connection with the preparation and prosecution of any such patent applications and shall cause to be executed all such assignments or other instruments or documents as **CALTRANS** and **AGENCY** may consider necessary or appropriate to carry out the intent on this RGA.

2) **Agency:** In the event that **CALTRANS** and **AGENCY** are unable for any reason whatsoever to secure the **AGENCY's**, its employees', and/or **AGENCY's** contractor's, subcontractor's, and/or sub-recipient's signature to any lawful or necessary document required or desirable to apply for or prosecute any United States application (including renewals or divisions thereof), **AGENCY**, its employees, and **AGENCY's** contractor, subcontractor, and sub-recipient, hereby irrevocably designates and appoints **CALTRANS** and **AGENCY** and its duly authorized officers and agents, as its agent and attorney-in-fact, to act for and on **AGENCY**, its employees, and **AGENCY's** contractor's, subcontractor's, and sub-recipient's behalf and stead, to execute and file such applications and to do all other lawfully permitted acts to further the prosecution and issuance of any copyrights, trademarks, or patents, thereon with the same legal force and effect as if executed by **AGENCY**, its employees, and **AGENCY's** contractor, subcontractor, and subrecipient. **CALTRANS** and **AGENCY** shall have no obligations to file any copyright, trademark, or patent applications.

d. Additional Provisions

1) **Avoidance of infringement:** In performing services under this RGA, **AGENCY** and its employees agree to avoid designing or developing any items that infringe one (1) or more patents or other intellectual property rights of any third party. If **AGENCY** or its employees becomes aware of any such possible infringement in the course of performing any Work

under this RGA, **AGENCY** or its employees shall immediately notify **CALTRANS** in writing.

2) **Pre-existing Works and License: AGENCY** agrees to require contractors, subcontractors, and subrecipients, to acknowledge that all **Work Product** shall be the sole and exclusive property of **CALTRANS** and **AGENCY**, except that any **Pre-existing Works** created by **AGENCY** and third parties outside of the RGA but utilized in connection with the RGA (the "**Pre-existing Works**") shall continue to be owned by **AGENCY** or such parties. **AGENCY** agrees to notify **CALTRANS** in writing of any **Pre-existing Works** used in connection with any **Work Product** produced under this RGA and hereby grants to **CALTRANS** a non-exclusive, irrevocable, worldwide, perpetual, royalty-free license to utilize the **Pre-existing Works** in connection with the **Work Product**.

3) **Contractors, Subcontractors, and Subrecipients:** Through contract with its sub-recipients, contractors, and subcontractors, **AGENCY** shall affirmatively bind by contract all of its contractors, subcontractors, subrecipients, and service vendors (hereinafter "**AGENCY's Contractor/Subcontractor/Subrecipient**") providing services under this RGA to conform to the provisions of this Exhibit. In performing services under this RGA, **AGENCY's** Contractor/Subcontractor/Subrecipient shall agree to avoid designing or developing any items that infringe one (1) or more patents or other intellectual property rights of any third party. If **AGENCY's** Contractor/Subcontractor/Subrecipient becomes aware of any such possible infringement in the course of performing any Work under this RGA, **AGENCY's** Contractor/Subcontractor/Subrecipient shall immediately notify the **AGENCY** in writing, and **AGENCY** will then immediately notify the Department in writing.

e. Ownership of Data

1) Upon completion of all **Work** under this RGA, all intellectual property rights, ownership, and title to all reports, documents, plans, specifications, and estimates, produced as part of this RGA will automatically be vested in **CALTRANS** and **AGENCY** and no further agreement will be necessary to transfer ownership to **CALTRANS** and **AGENCY**. The **AGENCY**, its contractors, subcontractors, and subrecipients, shall furnish **CALTRANS** all necessary copies of data needed to complete the review and approval process.

2) It is understood and agreed that all calculations, drawings, and specifications, whether in hard copy or machine-readable form, are intended for one-time use in the Project for which this RGA has been entered into.

3) **AGENCY**, its contractors, subcontractors, and subrecipients, are not liable for claims, liabilities or losses arising out of, or connected with, the modification or misuse by **CALTRANS** of the machine readable information and data provided by **AGENCY**, its contractors, subcontractors, and subrecipients, under this RGA; further, **AGENCY**, its contractors, subcontractors, and subrecipients, are not liable for claims, liabilities or losses arising out of, or connected with, any use by **CALTRANS** of the Project documentation on other projects, for additions to this Project, or for the completion of this project by others, excepting only such use as may be authorized, in writing, by **AGENCY**, its contractors, subcontractors, and subrecipients.

4) Any sub-agreement in excess of $25,000.00 entered into as a result of this RGA shall contain all of the provisions of this clause.

35. Electronic Signatures

Each party agrees that the electronic signatures, whether digital or encrypted, of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures for this Agreement. Documents that are referenced by this Agreement may still require manual signatures.

Section IV

In Witness Whereof, the parties hereto have executed this RGA on the day and year first herein above written:

STATE OF CALIFORNIA **DEPARTMENT OF TRANSPORTATION**	**City of Belmont**
By:	By:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:
	By:
	Printed Name:
	Title:
	Date:
	By:
	Printed Name:
	Title:
	Date:

STAFF REPORT

Meeting Date:	August 26, 2025
Agency:	City of Belmont
Staff Contact:	Bozhena Palatnik, Public Works Department, (650) 595-7463, bpalatnik@belmont.gov
Agenda Title:	Task Order with MNS Engineers, Inc. for professional engineering services for the 2026 Sanitary Sewer Rehabilitation Project
Agenda Action:	Motion

Recommendation

Approve a motion authorizing the City Manager to negotiate and execute an agreement with MNS Engineers, Inc. (MNS) for an amount not to exceed $228,720 to provide design, bidding, and engineering services during construction services for the 2026 Sanitary Sewer Rehabilitation Project.

Strategic Focus Area

Infrastructure and Mobility

Background

As part of the ongoing Pavement Rehabilitation Program, City staff is preparing to reconstruct pavement on seven streets in summer 2026. These streets are in poor condition and require substantial work. To avoid cutting into newly paved roads, staff evaluates the condition of underlying sewer infrastructure before repaving.

Public Works Operations and Engineering staff conducted video inspections of all sanitary and storm sewer facilities located beneath and adjacent to the streets scheduled for repaving. The inspections identified several deteriorated sanitary sewer pipes that require replacement or repair prior to the pavement work.

The infrastructure in need of repair is located on the following streets scheduled for repaving, as well as adjacent streets:

- **Neighborhood Area 1:** Escondido Way, El Verano Way, Fernwood Way, Chula Vista Drive, Valdez Avenue, Ladera Way, Alomar Way
- **Neighborhood Area 2:** Civic Lane, Waltermire Street, Palm Avenue, O'neill Avenue, Sunnyslope Avenue
- **Neighborhood Area 3:** Harbor Boulevard, Vine Street, Arden Lane,
- **Neighborhood Area 4:** Middle Road, South Road, Korbel Way, Phyllis Court, College Way, Notre Dame Place
- **Additional Locations:** Hainline Drive, Davy Glenn Road

In total, approximately 11,000 linear feet of pipe will be replaced or repaired using open trench and/or trenchless construction methods.

Analysis

Staff solicited proposals from civil engineering firms under the City's on-call services contract to provide design, bidding, and construction support services, and selected MNS Engineers for this project. Design work is scheduled to begin in September 2025 and be completed by March 2026, allowing sufficient time to bid and construct the project before the end of the calendar year. Sewer repairs and replacements on streets slated for paving will be completed in advance of the pavement rehabilitation work.

Alternatives

1. Take no action.
2. Refer back to staff for further information.

Attachments

A. Proposal from MNS

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: $228,720 is budgeted under Capital Improvement Program (CIP) Residential Gravity Replacement Project# 7074 (Account #399-3-730-7074-8331) that is funded by the Sewer Collections Fund.

Source:	**Purpose:**	**Public Outreach:**
Staff	Discretionary Action	Posting of Agenda

July 31, 2025

City of Belmont
Attention: Bozhena Paltnik PE, Project Manager
1 Twin Pines Lane
Belmont, CA 94002

SUBJECT: City of Belmont – 2026/2027 Sanitary Sewer Rehabilitation Project

Dear Mrs. Paltnik:

MNS Engineers, Inc. (MNS) appreciates the opportunity to provide this proposal to the City of Belmont (City). The scope of work was developed based on meetings and correspondence with the City regarding the 2026/2027 Sanitary Sewer Rehabilitation Project (Project).

Since 1962, MNS has provided quality infrastructure consulting services to the water/wastewater resources and transportation markets throughout California. MNS specializes in the core services of planning, engineering design, land surveying and construction management.

MNS will provide professional engineering services for the planning, design, and construction of the Project sewer repairs including field survey, planning, final design, permit support, bid and construction support. The MNS team is fully equipped to design the proposed improvements to construct the 2026/2027 Sanitary Sewer Improvements. Our comprehensive approach will achieve this goal by implementing a variety of strategies during planning and detailed design of the Project.

Our Project Manager, **Nicholas Boswell PE** has managed numerous infrastructure projects involving design and construction of gravity sewer rehabilitation and replacements, sewer force mains, sewer pump stations, trenchless construction, water pipelines, wells, water pump stations, and associated miscellaneous water and wastewater infrastructure improvements. Nicholas understands the responsiveness, thoroughness, and quality expected while maintaining the project budget and schedule milestones.

We look forward to working with the City and being a part of your continued growth. Please contact me at **805.722.2734** or **npanofsky@mnsengineers.com** or **Nicholas Boswell PE** at **805.448.4227** or **nboswell@mnsengineers.com** with any questions you may have about our submittal. Thank you for your consideration.

Sincerely,
MNS Engineers, Inc.

Nick Panofsky, PE, QSD
Vice President, Water Resources

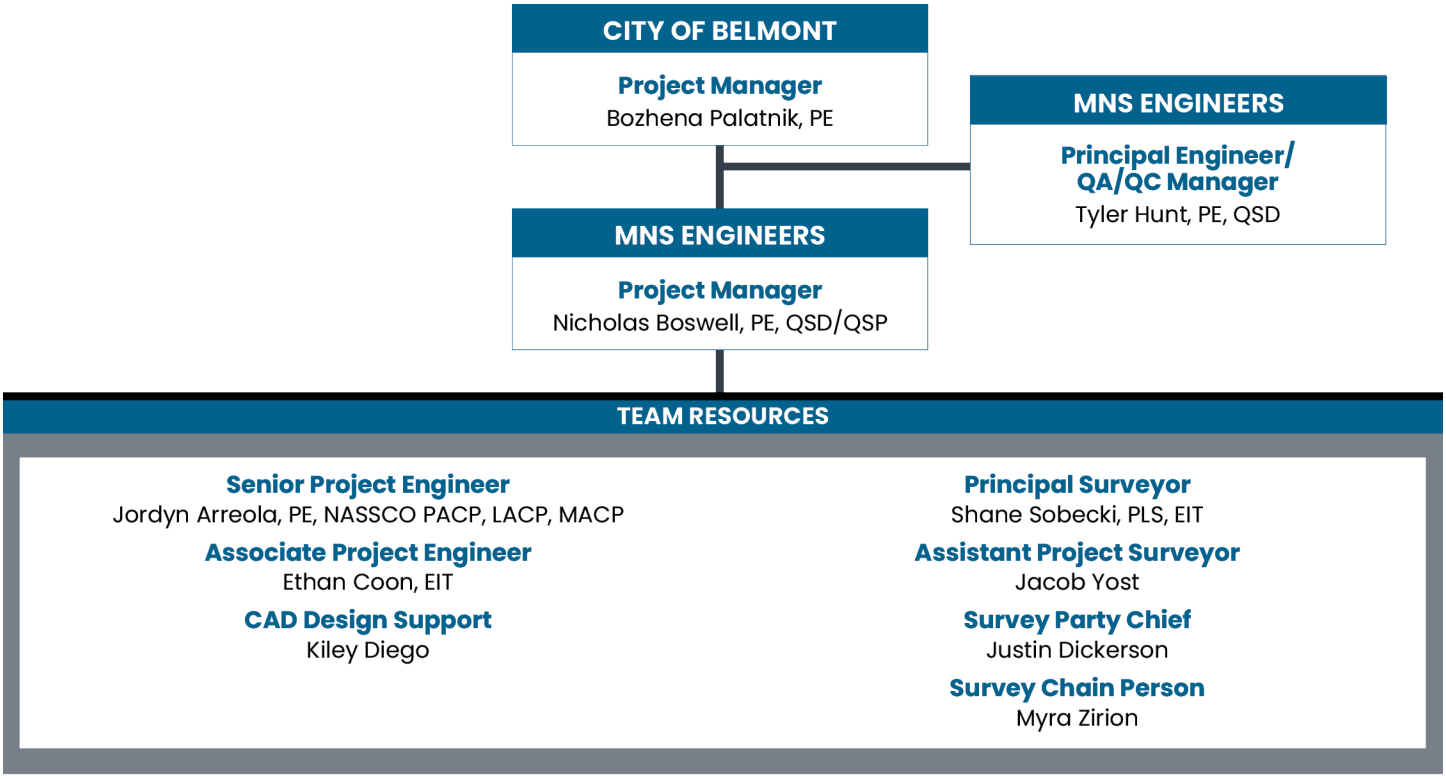
Nicholas Boswell, PE
Supervising Engineer

Attachments:

Attachment A: Detailed Fee Proposal and Fee Schedule
Attachment B: Project Mapping and Sheet List and Preliminary Rehabilitation Methods

Project Team

Our highly qualified Project team is available to provide the City with complete contract documents including plans, specifications and cost opinion that meets their needs and are delivered on schedule. An organization chart of our proposed Project team is provided as follows. Additional MNS staff are available to support the Project on an as-needed basis. Team resumes are available upon request. A summary of select team members experience is provided below.



Project Manager—Nicholas Boswell, PE

Nicholas will serve as the Project Manager and lead the team to ensure work is progressing, resources are allocated, communication with the City is maintained, and the Project completed on schedule and budget. He has over 20 years of experience in the water resources industry. Nicholas' expertise includes project management, water/wastewater conveyance, site improvements, wastewater reclamation, water delivery, water system consolidation, and municipal infrastructure projects.

Quality Assurance/Quality Control (QA/QC) Manager—Tyler Hunt, PE, QSD

Tyler will provide QA/QC reviews of each deliverable prior to submittal to the City. He has over 24 years of professional consulting experience in the water resources industry. Tyler has advanced his expertise through a variety of municipal infrastructure design projects including potable water, recycled water, wastewater, and stormwater. He has been involved in every stage of the design process, including planning, analysis, design, construction management, and operational assistance.

Senior Project Engineer—Jordyn Arreola, PE, NASSCO PACP, LACP, MACP

Jordyn is a NASSCO-certified PACP, LACP, and MACP professional. Ms. Arreola is also an experienced Civil Design Engineer with over nine years of demonstrated project success. Jordyn will utilitze her NASSCO expertise to advise the the Project team regarding condition assessment and rehabilitation alternatives. Jordyn is recognized for being a driven producer with a myriad of technical skills focused on the development of various design projects in public works construction.

Associate Project Engineer—Ethan Coon, EIT

Ethan will be responsible for compiling and analyzing data and documentation, field reviews, document production, and other technical tasks. Ethan specializes in water resources/wastewater engineering design for various projects such as pipelines, storage tanks, well improvements, and pressure-reducing stations. He is knowledgeable with AutoCAD Civil 3D, InfoWater, GIS and various other software packages.

Experience

MNS has a wide array of similar and applicable experience to the scope included in this Project. Selected experience is included as follows.

Sanitary Sewer Main Rehabilitation/Replacements, City of Sunnyvale CA





PROJECT	Sanitary Sewer Main Rehabilitation/Replacements	OWNER	City of Sunnyvale CA	STAFF	Nick Boswell (PM), Tyler Hunt (QA/QC), Ethan Coon (PE)

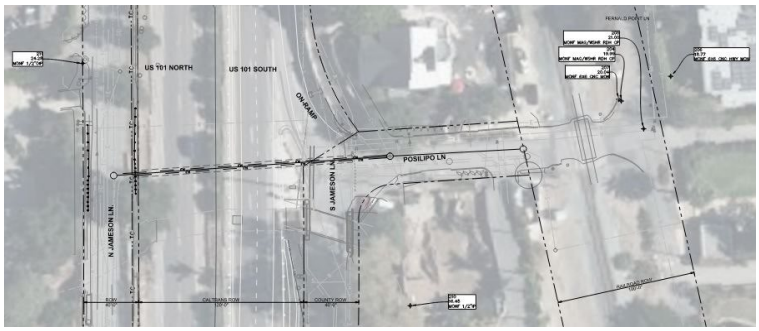
2021 Project. MNS provided planning, final design, bid and construction support services for the City of Sunnyvale's 2021 Sanitary Sewer Main Rehabilitation/Replacement project. The City has over 300 miles of sewer lines, ranging from 6 inches to 48 inches in diameter. Many of the sewer lines are over 50 years old and are near the end of their useful life. The primary objective of the project was to replace aging sewer pipes and associated appurtenances that are damaged and include vertical profile sags, root intrusion, and grease build up including but not limited to rehabilitation of manholes, lateral reconnection, and surface restoration.

This project designed sewer mains to replace approximately 9,900 linear feet of aging sanitary sewer pipes located in 16 different areas with segment lengths ranging from 360 to 1,150 linear feet. Associated appurtenances included surface restoration and rehabilitation of manholes and lateral reconnections. Certain locations required increase in pipe sizes. This project also included cured-in-place plastic pipe (CIPP) lining of a sewer crossing of Interstate 280 within Caltrans right-of-way (R/W).

2023 Project. Due the successful completion of the 2021 project, MNS was again selected for the Sunnyvale's 2023 Sewer Replacement and Rehabilitation project. This $3.5M project involves predesign, detailed design and construction support services including traffic control design, geotechnical investigation, and environmental/CEQA permitting.

The Project designs sewer mains to replace approximately 10,500 linear feet of aging vitrified clay pipe, concrete pipe, and polyvinyl sanitary sewer pipes located in 17 different areas in the Cities of Sunnyvale and Cupertino with segment lengths ranging from 450 to 1,350 linear feet. Replacement is needed for pipes segments that are identified by closed circuit television (CCTV) inspection as cracked, partially collapsed, and/or including vertical sags. Design for the sewer mains replacements and associated appurtenances includes surface restoration, rehabilitation of, or replacement of, manholes and lateral reconnections. Certain locations require increasing pipe sizes. New sewers will be constructed by a combination of open cut, pipe bursting (trenchless), and CIPP lining construction methods including CIPP lining repair of a 900-foot-long sewer segment located on private properties with limited access. MNS also coordinated the acquisition of the needed construction permits including right of way permits from the City of Sunnyvale and City of Cupertino. This project is currently in the construction phase.

US 101 Sewer Crossing CIPP, Montecito Sanitary District



PROJECT	US 101 Sewer Crossing CIPP	OWNER	Montecito Sanitary District	STAFF	Tyler Hunt (PM), Nick Panofsky (QA/QC), Nick Boswell (PE)

Montecito Sanitary District was directed by Caltrans to relocate or harden existing collection system components in conflict with the US 101 High Occupancy Vehicle (HOV) Lanes project. The collection system components included a 12-inch diameter VCP sewer main and two, 6-inch cast iron force mains which cross US 101 in a 60-inch casing north to south from North Jameson Lane to Posilipo Road, terminating at the Posilipo lift station. After attempts to relocate the components, it was decided to harden them in-place utilizing CIPP pipe lining.

The completed project included CIPP lining of the gravity sewer and force mains, manhole rehabilitation, and reconfiguration of the existing force main piping. MNS provided preliminary design, detailed design, and bid/construction phase services for this project.

The project presented multiple challenges including an environmental exclusion zone, crossing US 101, traffic control, deep sewer and manhole construction, failed force main lining, and tight schedule.

Hatton Canyon Sewer Replacement, Carmel Area Wastewater District

PROJECT	Hatton Canyon Sewer Replacement	OWNER	Carmel Area Wastewater District	STAFF	Nick Panofsky (PM), Tyler Hunt (QA/QC), Nick Boswell (PE)

Hatton Canyon State Park is poorly maintained; stormwater often overflows its natural drainage path into the maintenance roadway running parallel to the sewer alignment. Run-off from storms eroded the ground surface around one of the manholes, deforming the sewer main and resulting in a sanitary sewer overflow. The District repaired the sewer main at the location of the overflow and implemented other erosion mitigation measures. To mitigate future damage and spills, approximately 6,000 linear feet of existing sewer main through Hatton Canyon State Park is being replaced with 10-inch high-density polyethylene (HDPE), installed by a combination of open trench and pipe bursting methods.

MNS prepared a Preliminary Engineering Report (PER) to evaluate alternative sewer pipeline alignments and construction methods, which included open trench construction and pipe bursting. The PER summarized all findings from the

engineering, environmental, and geotechnical analysis; developed a preliminary sewer pipeline design; recommended manhole sealing products; documented bypassing, R/W, permitting, and traffic control requirements; and developed project cost estimates. The 60% plans were used to prepare California Environmental Quality Act (CEQA) compliance documentation.

MNS obtained encroachment permits for construction. This project is located on State of California owned property and is environmentally sensitive, necessitating coordination with local, state, and federal jurisdictions. The detailed design considered alignment and construction method alternatives to result in the least environmental impact while remaining within the District's easement. MNS provided civil engineering planning, design, as well as bid and construction phase services.

Project Understanding

The City of Belmont's sewer service area encompasses 4.6 square miles serving a population of approximately 28,350. The City's wastewater collection system is divided into 15 sewer basins with 80 miles of gravity mains, 10 lift stations, and 3.4 miles of force mains. A majority of the City's wastewater is directed to the Belmont Pump Station that is owned and operated by Silicon Valley Clean Water (SVCW) and subsequently treated at the SVCW Wastewater Treatment Plant (WWTP). A small portion of wastewater flows are discharged into the wastewater collection system of the City of San Mateo and a small portion of wastewater flows are flowing from and to the City of San Carlos.

A Sanitary Sewer Master Plan Update was completed for the City in May of 2024 which assessed the City's sewer infrastructure and provided recommendations for improvements based on infrastructure condition, capacity, and risk of failure. A desktop gravity main condition assessment was performed for the Plan Update utilizing CCTV inspection data provided by the City and InfoAsset Planner by Autodesk. According to the inspection data, VCP and lined VCP were observed to have higher structural defect scores and rating indexes than polyvinyl chloride (PVC) pipes and high-density polyethylene (HDPE) pipes. Structural defect scores and rating indexes generally increase with pipe age. Rehabilitation actions were assigned to observed defects based on the type of defects. Proposed rehabilitation methods for the gravity mains include heavy cleaning/root removal, point repair, partial lining, lining, and point repair plus lining.

The City concurrently developed a pavement plan for street improvements to be completed through the year 2029 (2024-2029 Pavement Plan). The Master Plan was developed in conjunction with the Pavement Plan to propose gravity main improvements to align with the proposed Pavement Plan. Rehabilitation of pipelines in streets proposed in the Pavement Plan between 2025 and 2029 are phased as near-term Capital Improvement Plan (CIP) and the remaining ones phased as intermediate-term CIP and long-term CIP based on risk scores and locations.

The City would like to complete a sewer rehabilitation project that aligns with the City's year 2026/2027 Paving Project which will rehabilitate sewer segments within or adjacent to City streets planned for pavement in years 2026/2027. Attachment B to this proposal includes mapping of the City's sewer collection system and CCTV inspection results overlaid on years 2025 through 2029 Paving Projects. The mapping identifies segments proposed to be rehabilitated in advance of the 2026/2027 Paving Project.

This proposal is provided to complete planning, final design, permit support, and engineering services for construction of the Project to rehabilitate the gravity sewer segments as identified in Attachment B and listed in the Project Approach section. The segments include sags in the line, root intrusion, holes, joint separations, offset joints, grease build up, or a combination thereof and are proposed to be repaired by point repair, lining, pipe bursting, or open cut pipe replacement. Recommendations for Project repairs are proposed to be documented in a Draft/Final Preliminary Engineering Technical Memorandum (TM). Associated manholes will be inspected, photographed, and documented during the planning effort with Final Design repair recommendations developed.

Project Approach

MNS will take a comprehensive approach to the Project by actively managing the individual tasks and minimizing the City's effort to move the Project forward. We will use our in-house, experienced water resources engineers and survey staff to support this Project. MNS understands the City's Project critical success factors and will therefore deliver this Project on time or ahead of schedule with the most efficient use of resources and lowest feasible costs

The first step for the Project will be to investigate the existing conditions of the sites via a field survey effort as well as a desktop review of CCTV inspection videos for the manholes and sewer lines of concern. After completion of the preliminary field work and condition inspection, MNS will work in coordination with the City to validate the proposed scope of repairs and to provide solutions to ensure the appropriate sewer rehabilitation method is implemented. The repair alternatives will be documented and presented to the City by way of Draft/Final Basis of Design TM. Comments from the City will be used to inform the subsequent detailed design. Final design documents will be produced suitable for public bidding.

Recommendations for sewer rehabilitation of the lines are expected to include, but not be limited to, the following:

1. Replacement or repair of sewer lines or line segments that include root intrusion, holes, offset joints and/or cracks via open cut, CIPP liner, or pipe bursting methods.
2. Spot repair for sewer line segments that require localized rehabilitation only.
3. Repair and/or replacement of manholes that are significantly aged or where root intrusion or other issues are observed.

Scope of Work

MNS will provide the following scope of work for the Project.

Task 1 – Project Management, Meetings, and QA/QC

The Project Manager, Nicholas Boswell PE will provide ongoing coordination between the City and the MNS team during the Project. He will monitor the budget and serve as the main point of contact with the City. He will submit monthly invoices with all supporting documentation in a format acceptable to the City and manage contract terms. Nicholas will be responsible for ensuring all deliverable deadlines are met, all internal quality control reviews are completed, and the final products meet the expectations of the City.

In accordance with MNS company policy for QA/QC, all deliverables, calculations, recommendations, and other documentation will be reviewed by an experienced engineer, not otherwise associated with the Project, prior to submittal to the City. Documents will be reviewed to ensure technical excellence, the goals and expectations of the City are being met, and conformance with applicable design checklists and standards. For this Project, all deliverables and other items requiring QA/QC reviews will be reviewed by Tyler Hunt, PE.

We have assumed the Kick-off meeting will take place at the City's office with the remainder of Project meetings held via conference call. We have budgeted for five planning and design phase meetings: Kick-off meeting and site visit, and four additional virtual design review and/or progress meetings. The Project Manager and one support staff will attend all meetings. MNS will prepare a meeting agenda and minutes for the Kick-off meeting.

Task 2 – Utility Research and Existing Facilities Documentation

MNS will coordinate with the City to obtain documentation of existing City facilities (utility as-built drawings, GIS data, mapping, etc.) as well as sewer CCTV footage and NASSCO data output files. Our NASSCO-certified professional will review the CCTV footage to verify the NASSCO codes identified as the basis of Project work. Based on review of the CCTV footage MNS will document the recommended Project improvements via the Project's Draft/Final Preliminary Design TM as identified in Task 4. MNS will review existing data and record drawings to determine proximity of utilities

within the Project area to ensure adequate clearances or protection are in place. MNS will complete a USA utility research request and collect utility atlas maps and available record drawings along the pipeline alignments including commercial utilities and will illustrate the locations on the design drawings.

Task 3 – Site Survey

Since the Project sewers are to be rehabilitated or replaced in their existing alignments, MNS' in house survey staff will perform a limited survey of each site focusing on manhole locations, inverts, and existing conditions including existing utilities, and structures that may interfere with the Project. This will assist in the creation of aerial image backed base maps for the sites included in the Project. The base map will include existing utility locations surveyed in the field. MNS will establish a local survey control for the Project using continuous global positioning system (CGPS) station published values tied to the NAD83 and NAVD88 datum. For the purpose of design development, plan view drawings will be superimposed onto aerial photos.

Task 4 – Preliminary Design TM

MNS will develop a detailed draft Preliminary Design TM describing and summarizing the findings of Task 2 and Task 3 and will submit 30% plans with the Preliminary Design TM. MNS will use our recent work experience to develop rehabilitation/replacement recommendations for the sewer segments and manholes that exhibit vertical profile sags, root intrusion, cracks, offset joints, structural damage and/or grease build up. Additionally, recent bid results from similar work will be incorporated to recommend the most cost-effective replacement/rehabilitation technology while eliminating infeasible or risky alternatives. The limits of repair of sewer laterals will also be considered.

The TM will include descriptions, figures, cost estimates, evaluations, and analysis of each site and alternative, culminating in a recommended project implementation strategy and basis of design. The TM will address special construction alternatives and requirements for work adjacent to residential structures and property and for work on slopes.

Following submittal of the Draft TM, MNS will lead a workshop with City staff to review the implications of each potential site and alternatives and receive feedback and comments from City staff. Following the workshop, MNS will finalize the TM with consensus from the City. The Final TM will be stamped and signed by a Professional Civil Engineer, licensed in California.

Task 5 – Plans, Specifications, and Cost Opinion

MNS will develop plans and specifications using the City's standard template for linear construction projects. We have assumed drawings will utilize aerial photos or record drawings as base maps. Plan drawings will be developed at a scale of 1 inch = 20 feet with each drawing illustrating approximately 600 linear feet of sewer improvement for sheets including both plan and profiles. For sheets including plan view drawings only, plan views will be stacked with each sheet capable of illustrating approximately 1,200 linear feet of sewer rehabilitation. This proposal assumes that sewer replacement work by open cut construction will include both plan and profile drawings to illustrate the work. Sewer rehabilitation by spot repair, CIPP spot lining, pipe bursting, or CIPP lining will include plan view illustration only, with no profiles included.

Design specifications will be in conformance with the jurisdictional entities including the City and other entities as required. Technical specifications will be developed in accordance with standard engineering practice; City engineering standards will be referenced along with American Society for Testing and Materials (ASTM), and other standards as appropriate.

MNS will prepare an engineer's estimate of probable construction cost for each submittal. We will base the estimate on recent projects of similar size and scope upon which we have worked, as well as cost estimating manuals, equipment and materials quotes, communications with contractors, input from our internal construction managers, and other resources.

MNS will prepare PS&E packages for the selected projects based on the repair recommendations identified by the Preliminary Design TM. 30% plans will be submitted with the Preliminary Design TM. We will subsequently prepare 65%

and 100% Draft PS&E submittals for the City's review. Drawings will be prepared in the latest version of AutoCAD Civil 3D and will use the City's standard title block.

We anticipate the following drawings will be prepared:

Sheet No.	Drawing No.	Description
1	G-01	Title Sheet, Vicinity Map, Location Map and Sheet Index,
2	G-02	Notes, Abbreviations, and Legend
3	G-03	Site Location Map
4	C-01	Escondido Way 1 – CIPP Lining (1,550 Total LF, Plan View Only)
5	C-02	Escondido Way 2 – CIPP Lining (1,550 Total LF, Plan View Only)
6	C-03	El Verano Way – Open Cut and Spot Repairs (580 Total LF, Plan and Profiles for Open Cut, Plan View Only for Spot Repairs, 110 LF Open Cut, 3 Spot Repairs).
7	C-04	Fernwood Way – Open Cut (180 Total LF, Plan and Profile) El Verano Way – Spot Repairs and CIPP Lining (425 Total LF, 3 Spot Repairs, 100 LF Lining, Plan View Only)
8	C-05	Chula Vista Drive – Spot Repairs and CIPP Lining (780 Total LF, Plan View Only, 3 Spot Repairs, 780 LF CIPP Lining)
9	C-06	Valdez Avenue – CIPP Lining (250 Total LF, 250 LF CIPP Lining, Plan View Only) Ladera Way – Spot Repair and CIPP Lining (665 Total LF, 2 Spot Repairs, 665 LF CIPP Lining, Plan View Only)
10	C-07	Alomar Way - Spot Repairs and CIPP Lining (360 Total LF, 5 Spot Repairs, 360 LF CIPP Lining, Plan View Only) Ladera Way - Spot Repairs and CIPP Lining (360 Total LF, 4 Spot Repairs, 360 LF CIPP Lining, Plan View Only)
11	C-08	Civic Lane – Spot Repairs (140 Total LF, 3 Spot Repairs, Plan View Only) Waltermire Street – Spot Repairs (60 Total LF, 5 Spot Repairs, Plan View Only) Palm Avenue – Spot Repairs and Open Cut (240 Total LF, 2 Spot Repairs, 55 LF Open Cut, Plan View for Spot Repair, Plan and Profile for Open Cut)
12	C-09	Private Lane, Between 5th / 6th Avenue – Open Cut Repairs (300 Total LF, 100 LF Open Cut, 1 Spot Repair, Plan and Profile) Oneill Avenue – Spot Repairs and Open Cut (325 Total LF, 2 Spot Repairs, 20 LF Open Cut, Profile Only)
13	C-10	Sunnyslope Avenue – Open Cut Repair (160 Total LF, 160 LF Open Cut, Plan and Profile) Harbor Boulevard – Spot Repairs, Spot Lining (550 Total LF, 2 Spot Repairs, 2 Spot Lining, Plan View Only)
14	C-11	Vine Street – Spot Repairs (100 Total LF, 2 Spot Repairs, Plan View Only) Arden Lane – Spot Repairs, CIPP Lining (790 Total LF, 7 Spot Repairs, 100 LF CIPP Lining, Plan View Only)
15	C-12	Notre Dame Place – CIPP Lining (360 Total LF, 360 LF CIPP Lining, Plan View Only) Middle Road / South Road – Open Cut Repairs (550 Total LF, 2 Spot Repairs, 90 LF Open Cut, Plan and Profile Open Cut, Plan View Only Spot Repairs)
16	C-13	Korbel Way – Open Cut Repair (220 Total LF, 20 LF Open Cut, Profile Only) Phyllis Court – Open Cut Repair (190 Total LF, 20 LF Open Cut, Profile Only) College Way – Open Cut Repair (270 Total LF, 125 LF Open Cut, Plan and Profile)
17	C-14	Hainline Drive / Middle Road – Point Repairs (1,175 Total LF, 11 Spot Repairs, Plan View Only)
18	C-15	Davy Glenn Road – Open Cut Repairs (430 Total LF, 430 LF Open Cut, Plan and Profile)
19	C-16	Davy Glenn Road – Spot Repairs (255 Total LF, 6 Spot Repairs, Plan View Only)
20	D-01	Miscellaneous Details – 1

Sheet No.	Drawing No.	Description
21	D-02	Miscellaneous Details – 2

Final plans will be stamped and signed by Professional Civil Engineer registered in the state of California. We have assumed the City will provide front-end documents which we will revise with Project specific information. Consolidated comments from the City will be incorporated into the next design submittal. Final specifications will be provided in Microsoft Word format.

A Technical Specifications table of contents will be provided with the 30% and 65% design submittal packages. Full Technical Specifications will be provided with the 100% Draft and Final Design submittal packages.

Task 6 – Right of Way Permit Support

It is assumed that an encroachment permit from the City will be required for construction. We will prepare a draft encroachment permit application and submittal package at the 100% deliverable level for review and comment by the City. Comments from the City will be incorporated into the final contact documents. This proposal assumes that the Contractor will be responsible for preparation of all required associated traffic control plans, final application, and fees.

Task 7 – Bid and Construction Support

This task provides support for bid and construction phase services. MNS will attend select construction meetings, review Requests for Information (RFI), review contractor shop drawing submittals, perform construction site visits, and prepare record drawings.

Bid Support

MNS will support the City during bidding of the Project by responding to Contractor Requests for Clarifications (RFCs), coordinating with the City for addendum preparation, and developing addenda including plan revisions. We have assumed we will respond to up to five questions and assist with one addendum. We will prepare and submit conformed contract documents, if necessary, following the end of the bid period. MNS will also attend the pre-bid meeting. We assume the City will compile the PS&E package and manage the construction bid and award process.

Construction Support

MNS' Project Manager and one staff member will attend the pre-construction meeting in-person. We have also budgeted for MNS' staff to attend up to six one hour conference calls during construction.

MNS will review the Contractor's shop drawings and submittals for conformance with the project drawings and specifications. For budgeting, we have assumed 20 submittals with 10 requiring re-submittal. We will prepare a Shop Drawing Review Letter (SDRL) for each submittal and maintain a Submittal Log. We have assumed all submittals and SDRLs will be transmitted electronically.

MNS will prepare responses to RFI/RFCs forwarded by the City from the Contractor, or develop recommendations based on changed field conditions. We have assumed responses will be prepared for a total of 6 RFIs/RFCs.

MNS will prepare record drawings based on a single consolidated set of City and Contractor red-line drawings provided by the City. We will provide electronic versions of the record drawings in both AutoCAD and Adobe PDF format.

Assumptions

- City will provide MNS with existing as-built, GIS, CCTV footage, and NASSCO data output files or reports for the Project sewer segments.
- Environmental compliance will be completed by the City and is excluded from the Project work.
- Obtaining permits is excluded from the Project work.
- Traffic control plans are excluded from the Project work.
- Design plans will be prepared using aerial images or record drawings as drawing backgrounds. Topographic base survey is excluded from the Project work.
- Plan drawings will be developed at a scale of 1 inch = 20 feet with each drawing illustrating approximately 600 linear feet of sewer improvement for sheets including both plan and profiles. For sheets including plan view drawings only, plan views will be stacked with each sheet capable of illustrating approximately 1,200 linear feet of sewer rehabilitation. Open cut pipeline replacement work will be documented with plan and profile drawings. All other rehabilitation work will be documented with plan view drawings only.
- Basic utility information will be obtained from record drawings and utility agency inquiries.
- Budget can be reallocated between tasks as needed to complete the actual work required.

Schedule

MNS is committed to meeting the City's schedule requirements for this Project. We are prepared to begin work on September 1, 2025.

Compensation

MNS proposes to perform the services described herein for a not-to-exceed fee estimate of **$228,720**. A detailed fee proposal spreadsheet is provided as an attachment. All fees are in accordance with our current fee schedule, also attached.

Detailed Fee Proposal

		PM	ENGINEERING				SURVEYING					
		Principal Engineer, QA/QC Manager (Hunt)	Supervising Engineer, Project Manager (Boswell)	Senior Project Engineer (Arreola)	Associate Engineer (Coon)	Engineering Technician (Diego)	Principal Surveyor (Sobecki)	Associate Project Surveyor	Chain Person (Zirion)	Party Chief (Dickerson)	**Total Resource Hours**	**Total Hours*Rates**
	2025 Rate	$325	$270	$245	$200	$140	$295	$170	$170	$200		
1 – Project Management, Meetings, and QA/QC	**Task 1**											
1.1 Project Management, Meetings, and QA/QC	**Task 1.1**	16	40	12							68	$18,940
Task 1 Subtotal		**16**	**40**	**12**	**0**	**0**	**0**	**0**	**0**	**0**	**68**	**$18,940**
2 – Utility Research and Existing Facilities Documentation	**Task 2**											
2.1 Utility Research and Existing Facilities Documentation	**Task 2.1**		4	12	16	24					56	$10,580
Task 2 Subtotal		**0**	**4**	**12**	**16**	**24**	**0**	**0**	**0**	**0**	**56**	**10,580**
3 – Site Survey	**Task 3**											
3.1 Site Survey	**Task 3.1**						8	40	60	56	164	$30,560
Task 3 Subtotal		**0**	**0**	**0**	**0**	**0**	**8**	**40**	**60**	**56**	**164**	**$30,560**
4 – Preliminary Design Technical Memorandum	**Task 4**											
4.1 Draft Technical Memorandum	**Task 4.1**		16	8	60	8					92	$19,400
4.2 Final Technical Memorandum	**Task 4.2**		2		8						10	$2,140
Task 4 Subtotal		**0**	**18**	**8**	**68**	**8**	**0**	**0**	**0**	**0**	**102**	**$21,540**
5 – Plans, Specifications, and Cost Opinion	**Task 5**											
5.1 30% PS&E	**Task 5.1**		24		60	60					144	$26,880
5.2 65% PS&E	**Task 5.2**		24		80	80					184	$33,680
5.3 100% PS&E	**Task 5.3**		24		80	80					184	$33,680
5.4 Final PS&E	**Task 5.4**		8		40	40					88	$15,760
Task 5 Subtotal		**0**	**80**	**0**	**260**	**260**	**0**	**0**	**0**	**0**	**600**	**110,000**
6 – Right of Way Permit Support	**Task 6**											
6.1 Right of Way Permit Support	**Task 6.1**		8		8	2					18	$4,040
Task 6 Subtotal		**0**	**8**	**0**	**8**	**2**	**0**	**0**	**0**	**0**	**18**	**$4,040**
7 – Bid and Construction Support	**Task 7**											
7.1 Bid Support	**Task 7.1**		8		12	8					28	$5,680
7.2 Construction Support	**Task 7.2**		16		8						24	$5,920
7.3 Submittal Review (30)	**Task 7.3**		8		30						38	$8,160
7.4 Responses to Contractor RFIs (6)	**Task 7.4**		6		16						22	$4,820
7.5 Record Drawing Preparation	**Task 7.5**		4		8	20					32	$5,480
Task 7 Subtotal		**0**	**42**	**0**	**74**	**28**	**0**	**0**	**0**	**0**	**144**	**$30,060**
Sub-Total	**Hours**	16	192	32	426	322	8	40	60	56	**1,152**	**$225,720**
	Cost	$5,200	$51,840	$7,840	$85,200	$45,080	$2,360	$6,800	$10,200	$11,200		

Reimbursable Expenses	MNS Engineers	**Reimbursable Expense Costs**
Task 1		
Task 1.1		$0
	$0	**$0**
Task 2		
Task 2.1		$0
	$0	**$0**
Task 3		
Task 3.1	$3,000	$3,000
	$3,000	**$3,000**
Task 4		
Task 4.1		$0
Task 4.2		$0
	$0	**$0**
Task 5		
Task 5.1		$0
Task 5.2		$0
Task 5.3		$0
Task 5.4		$0
	$0	**$0**
Task 6		
Task 6.1		$0
	$0	**$0**
Task 7		
Task 7.1		$0
Task 7.2		$0
Task 7.3		$0
Task 7.4		$0
Task 7.5		$0
	$0	**$0**
Sub-Total	**3,000**	**3,000**

Summary	**Total MNS Resource Costs**	**Total Subconsultant Costs & All Reimbursable Expenses With 15% Markup**	**Total**
Task 1			
Task 1.1	$18,940	$0	$18,940
		Task 1 Subtotal	**$18,940**
Task 2			
Task 2.1	$10,580	$0	$10,580
		Task 2 Subtotal	**$10,580**
Task 3			
Task 3.1	$30,560	$3,000	$33,560
		Task 3 Subtotal	**$33,560**
Task 4			
Task 4.1	$19,400	$0	$19,400
Task 4.2	$2,140	$0	$2,140
		Task 4 Subtotal	**$21,540**
Task 5			
Task 5.1	$26,880	$0	$26,880
Task 5.2	$33,680	$0	$33,680
Task 5.3	$33,680	$0	$33,680
Task 5.4	$15,760	$0	$15,760
		Task 5 Subtotal	**$110,000**
Task 6			
Task 6.1	$4,040	$0	$4,040
		Task 6 Subtotal	**$4,040**
Task 7			
Task 7.1	$5,680	$0	$5,680
Task 7.2	$5,920	$0	$5,920
Task 7.3	$8,160	$0	$8,160
Task 7.4	$4,820	$0	$4,820
Task 7.5	$5,480	$0	$5,480
		Task 7 Subtotal	**$30,060**
Grand Total	$225,720	$3,000	**$228,720**

2025 STANDARD SCHEDULE OF FEES

PROJECT/PROGRAM MANAGEMENT

Principal-In-Charge	$375
Senior Project/Program Manager	340
Project/Program Manager	290
Assistant Project/Program Manager	265
Senior Project Coordinator	210
Project Coordinator	175

ENGINEERING

Principal Engineer	$325
Lead Engineer	285
Supervising Engineer	270
Senior Project Engineer	245
Project Engineer	220
Associate Engineer	200
Assistant Engineer	185

SURVEYING

Principal Surveyor	$295
Lead Surveyor	285
Supervising Surveyor	245
Senior Project Surveyor	220
Project Surveyor	195
Associate Project Surveyor	185
Assistant Project Surveyor	170
Party Chief (PW)	200
Chainperson (PW)	170
One-Person Survey Crew (PW)	240

TECHNICAL SUPPORT

CADD Manager	$210
Supervising Technician	185
Senior Technician	175
Engineering Technician	140

CONSTRUCTION MANAGEMENT

Principal Construction Manager	$355
Senior Construction Manager	305
Senior Resident Engineer	295
Resident Engineer	285
Structure Representative	280
Construction Manager	245
Assistant Resident Engineer	225
Sr. Construction Inspector (PW)	210
Construction Inspector (PW)	195
Office Administrator	155

PLANNING

Planning Director	$250
City Planner/Planning Manager	230
Principal Planner	215
Senior Planner	200
Associate Planner	170
Assistant Planner	140
Planning Technician	120

ADMINISTRATIVE SUPPORT

Senior Management Analyst	$210
Management Analyst	180
IT Technician	150
Graphics/Visualization Specialist	160
Administrative Assistant	110

GOVERNMENT SERVICES

City Engineer	$280
Deputy City Engineer	250
Assistant City Engineer	235
Plan Check Engineer	195
Permit Engineer	185
City Inspector	175
Senior City Inspector (PW)	210
City Inspector (PW)	195
Principal Stormwater Specialist	240
Senior Stormwater Specialist	210
Stormwater Specialist	180
Stormwater Technician	160
Building Official	275
Senior Building Inspector	210
Building Inspector	185
Senior Grant Writer	200
Grant Writer	190
Associate Grant Writer	170
Assistant Grant Writer	155

DIRECT EXPENSES

Use of outside consultants as well as copies, blueprints, survey stakes, monuments, computer plots, telephone, travel (out of area) and all similar charges directly connected with the work will be charged at cost plus fifteen percent (15%). Mileage will be charged at the current federal mileage reimbursement rate.

PREVAILING WAGE RATES

Rates shown with Prevailing Wage "(PW)" annotation are used for field work on projects subject to federal or state prevailing wage law and are subject to increases per DIR.

ANNUAL ESCALATION

Standard fee rates provided for each classification are subject to 5% annual escalation or the most recent US Bureau of Labor Statistics Consumer Price Index, whichever is higher.

OVERTIME

Overtime for non-exempt employees will be charged at 1.5 x hourly rate; overtime for exempt employees and other classifications will be charged at 1 x hourly rate.

City of Belmont
Planning, Final Design, and Engineering Services for Construction for the 2026/2027 Sanitary Sewer Rehabiliation Project
MNS Engineers Inc.
Final Design and Construction Schedule
July 31, 2025

Exhibit – Activity Schedule

MNS is committed to meeting the City's schedule requirements for this Project. We are prepared to begin work one week following contracting and City notice to proceed. Based on the notice to proceed start date, we are committed to meeting or exceeding the following schedule:

Work Element	Duration (Calendar Days)	Target Date(s)
MNS Notice to Proceed	1	9/1/2025
Design Kickoff Meeting	1	9/4/2025
Site Survey and Utility Research	30	10/4/2025
Draft PDR and 30% Plans Deliverable	60	11/3/2025
City Review	7	11/10/2025
Draft PDR and 30% Plans Review Workshop	1	11/11/2025
Final PDR Deliverable	7	11/17/2025
65% PS&E Deliverable	50	1/6/2026
City Review	7	1/13/2026
65% PS&E Deliverable Review Workshop	1	1/15/2026
100% PS&E Deliverable	40	2/23/2026
City Review	7	3/2/2026
100% PS&E Deliverable Review Workshop	1	3/3/2026
Final PS&E Deliverable	7	3/8/2026
Construction Advertise, Bid, Award	50	4/27/2026
Construction Kickoff Meeting	1	5/12/2026
Construction Submittals	30	6/11/2026
Construction Field Activities	140	10/29/2026
Construction Close Out	15	11/13/2026

2026/2027 Sanitary Sewer Rehabilitation Project - Sheet List and Preliminary Rehabilitation Methods

Region Map #	MNS Drawing Number	FY of Paving Work	Street Name	Pipe Diameter, In	# of MHs Surveyed, EA	Total Length of Rehabilitation Evaluated, LF	Number of Point Repairs, EA	Length of CIPP Lining, LF	Length of Open Cut Repair, LF	Drawing Type
1	C-01	N/A	Escondido Way - 1	6	6	1,550	3	1,550	N/A	Plan View Only
1	C-02	N/A	Escondido Way - 2	6	N/A	1,550	3	1,550	N/A	Plan View Only
1	C-03	2026	El Verano Way	6	6	580	3	N/A	110	Plan and Profile for Open Cut, Plan Only for Point Repair
1	C-04	2026 (Fernwood)	Fernwood Way and El Verano Way	6	5	605	4	100	180	Plan and Profile for Open Cut, Plan Only for Point Repair
1	C-05	N/A	Chula Vista Drive	6	3	780	6	780	N/A	Plan View Only
1	C-06	N/A	Valdez Avenue and Ladera Way	6	6	915	2	915	N/A	Plan View Only
1	C-07	N/A	Alomar Way and Ladera Way	6	6	710	9	710	N/A	Plan View Only
2	C-08	2026 (Palm)	Civic Lane, Waltermire Street, Palm Avenue	6	8	425	9	N/A	55	Plan and Profile for Open Cut, Plan Only for Point Repair
2	C-09	N/A	Private Lane, Between 5th / 6th Avenue, Oneill Avenue	6	5	625	3	N/A	20	Plan and Profile for Open Cut, Plan Only for Point Repair
2	C-10	2027 (Sunnyslope)	Sunnyslope Avenue, Harbor Boulvard	6	6	710	4	N/A	160	Plan and Profile for Open Cut, Plan Only for Point Repair
2	C-11	N/A	Vine Street, Arden Lane	6	9	870	9	100	N/A	Plan View Only
3	C-12	N/A	Notre Dame Place, Middle Road/South Road	6	6	915	2	360	90	Plan View Only
3	C-13	Korbel Way, Phyllis Court, College Way	Korbel Way, Phyllis Court, College Way	6	7	760	0	N/A	245	Plan and Profile
3	C-14		Hainline Drive, Middle Road	6	8	1,175	11	N/A	N/A	Plan View Only
3	C-15		Davy Glenn Road	6	5	430	N/A	N/A	430	Plan and Profile
3	C-16		Davy Glenn Road	6	3	255	6	N/A	N/A	Plan View Only

Work located adjacent to a FY 2026 or 2027 paving project
Work associated with a FY 2026 paving project
Work associated with a FY 2027 paving project

Legend

Point Defects in Main

Rehab Method
- LINING
- POINT REPAIR

Continuous Defects in Main

Rehab Method
- LINING
- POINT REPAIR

Existing Manhole

Existing Gravity Sewer Main

Limits of Road Repair

Project Year
- 2025
- 2026
- 2027
- 2028
- 2029

Limit of Rehabilitation Evaluation
Approximately Length = 1,550 LF
6 Manholes Surveyed
Planned Rehabilitation Method = Spot Repairs then CIPP Entire Line Entire Reach
Number of Sheets = 2 Sheets, Plan View Only

1,2

ESCONDIDO WAY

Limit of Rehabilitation Evaluation
Approximately Length = 605 LF
5 Manholes Surveyed
Planned Rehabilitation Method = Spot Repairs and CIPP Lining (El Verano Way), Open Cut Repair (Fernwood Way)
Number of Sheets = 1 Sheet, Plan View Only El Verano Way, Plan and Profile for Fernwood Way)

Limit of Rehabilitation Evaluation
Approximately Length = 580 LF
6 Manholes Surveyed
Planned Rehabilitation Method = Spot Repairs and Open Cut Pipe Replacement
Number of Sheets = 1 Sheet, Plan View Only for Spot Repairs, Plan and Profile for Open Cut Repairs

3

EL VERANO WAY

3

4

FERNWOOD WAY

4

Limit of Rehabilitation Evaluation
Approximately Length = 780 LF
3 Manholes Surveyed
Planned Rehabilitation Method = Spot Repairs then CIPP Entire Line Entire Reach
Number of Sheets = 1 Sheet, Plan View Only

7

7

ALOMAR WAY

LADERA WAY

EL VERANO WAY

6

VALDEZ AVE

CHULA VISTA DR.

5

6

Limit of Rehabilitation Evaluation
Approximately Length = 710 LF
6 Manholes Surveyed
Planned Rehabilitation Method = Spot Repairs then CIPP Entire Line Entire Reach
Number of Sheets = 1 Sheet, Plan View Only

Limit of Rehabilitation Evaluation
Approximately Length = 915 L
6 Manholes Surveyed
Planned Rehabilitation Method = Spot Repairs then CIPP Entire Line Entire Reach
Number of Sheets = 1 Sheet, Plan View Only

N

154

0 215 430 860 Feet

Limit of Rehabilitation Evaluation
Approximately Length = 425 LF
8 Manholes Surveyed
Planned Rehabilitation Method = Open Cut Construction and Spot Repairs
Number of Sheets = 1 Sheets, Plan View Only Spot Repairs, Plan and Profile for Open Cut Construction

Limit of Rehabilitation Evaluation
Approximately Length = 625 LF
5 Manholes Surveyed
Planned Rehabilitation Method = Open Cut Construction and Spot Repairs
Number of Sheets = 1 Sheet, Plan View Only Spot Repairs, Plan and Profile for Open Cut Construction

Limit of Rehabilitation Evaluation
Approximately Length = 870 LF
9 Manholes Surveyed
Planned Rehabilitation Method = Spot Repairs and CIPP Lining
Number of Sheets = 1 Sheet, Plan View Only

Limit of Rehabilitation Evaluation
Approximately Length = 710 LF
5 Manholes Surveyed
Planned Rehabilitation Method = Open Cut Construction and Spot Repairs
Number of Sheets = 1 Sheet, Plan View Only Spot Repairs, Plan and Profile for Open Cut Construction

Legend

Point Defects in Main

Rehab Method
- LINING
- POINT REPAIR

Continuous Defects in Main

Rehab Method
- LINING
- POINT REPAIR

Existing Manhole

Existing Gravity Sewer Main

Limits of Road Repair

Project Year
- 2025
- 2026
- 2027
- 2028
- 2029

0 205 410 820 Feet

155

Limit of Rehabilitation Evaluation
Approximately Length = 685 LF
8 Manholes Surveyed
Planned Rehabilitation Method = Open Cut Construction and Spot Repairs
Number of Sheets = 2 Sheets, Plan View Only Spot Repairs, Plan and Profile for Open Cut Construction

Limit of Rehabilitation Evaluation
Approximately Length = 1,175 LF
8 Manholes Surveyed
Planned Rehabilitation Method = Spot Repairs
Number of Sheets = 1 Sheets, Plan View Only Spot Repairs

Limit of Rehabilitation Evaluation
Approximately Length = 760 LF
7 Manholes Surveyed
Planned Rehabilitation Method = Spot Repairs and Open Cut Construction
Number of Sheets = 2 Sheets, Plan View Only Spot Repairs, Plan and Profile Open Cut Construction

Limit of Rehabilitation Evaluation
Approximately Length = 915 LF
6 Manholes Surveyed
Planned Rehabilitation Method = CIPP Line (Notre Dame Place), Open Cut Replacement (Middle and South Roads)
Number of Sheets = 1 Sheet, Plan View Only (Notre Dame Place), Plan and Profile (Middle and South Roads)

16
15
14
13
13
13
12
12

DAVY GLEN RD.
MIDDLE RD.
VANNIER DR.
HAINLINE DR.
KORBEL WAY
PHYLLIS COURT
COLLEGE WAY
SOUTH RD
MIDDLE RD
NOTRE DAME PL.
GORDON AVE.
CYPRESS AVE.
HOLLY RD.

Legend

Point Defects in Main
Rehab Method
- LINING
- POINT REPAIR

Continuous Defects in Main
Rehab Method
- LINING
- POINT REPAIR
- Existing Manhole
- Existing Gravity Sewer Main

Limits of Road Repair
Project Year
- 2025
- 2026
- 2027
- 2028
- 2029

N

0 205 410 820 Feet

STAFF REPORT

Meeting Date:	August 26, 2025
Agency:	City of Belmont
Staff Contact:	Daniel Matthews, Assistant Civil Engineer, (650)-637-2985, dmatthews@belmont.gov
Agenda Title:	Agreement with Pavement Engineering, Inc. for civil engineering services for the 2026 Pavement Rehabilitation Project
Agenda Action:	Motion

Recommendation

Motion authorizing the City Manager to negotiate and execute an agreement with Pavement Engineering Inc. to provide design and construction support services for an amount no to exceed $288,720 for the 2026 Pavement Rehabilitation Project.

Strategic Focus Area

Infrastructure and Mobility

Background

Public Works is responsible for maintaining and repairing approximately 70 centerline miles (140 travel lane miles) of streets in the City. To maximize available funding and prioritize pavement projects effectively, the Public Works Department follows best management practices in its pavement preservation program. Funding for these projects comes from Measure I, a locally controlled half-cent general sales tax approved by voters in November 2016; the Road Maintenance and Rehabilitation Account (RMRA), established under Senate Bill (SB) 1 and signed into law in April 2017; and Measure W, a 30-year half-cent sales tax passed by San Mateo County voters in July 2019.

In February 2024, the Council reviewed the Five-Year Pavement Plan from FY23/24 through FY28/29. The five-year plan is a planning-level document that provides guidance by selecting streets that will raise the City's overall Pavement Condition Index (PCI) and reduce the long-term cost of roadway improvements. Included in this document are the streets to be improved as part of the 2026 Pavement Rehabilitation Project which calls for heavy rehabilitation on 1.2 centerline miles of City Streets.

Analysis

As identified in the Five-Year Pavement Plan, the 2026 Pavement Rehabilitation Project identified 1.2 centerline miles of roadway for rehabilitation. Three segments identified for inclusion in the 2026 Pavement Rehabilitation Project have been included in the 2025 Pavement Rehabilitation Project which

is currently in construction, as value engineering practices resulted in a lower-than-expected cost. Following the changes, the segments planned for improvement in this year's project include:

2026 Pavement Rehabilitation Project Segments				
Street Name	Beginning Location	End Location	Anticipated Treatment	Current PCI (Pavement Condition Index)
BROADWAY	SIXTH AVENUE	PALOMA AVENUE	Heavy Rehabilitation	5
COLLEGE VIEW WAY	SOUTH ROAD	END OF TURN A ROUND	Heavy Rehabilitation	19
EL VERANO WAY	CHULA VISTA DRIVE	MAYWOOD DRIVE	Heavy Rehabilitation	24
FERNWOOD WAY	CHULA VISTA DRIVE	EL VERANO WAY	Heavy Rehabilitation	25
KORBEL WAY	SOUTH ROAD	END OF CUL-DE-SAC	Heavy Rehabilitation	18
PALOMA AVENUE	VINE STREET	DEAD END	Heavy Rehabilitation	24
PHYLLIS COURT	COLLEGE VIEW WAY	END OF CUL-DE-SAC	Heavy Rehabilitation	8

Staff solicited proposals from qualified consultants to design this project and selected Pavement Engineering Inc. to develop the plans, specifications, and estimate package for the 2026 Pavement Rehabilitation Project for $288,720. The scope of work includes the following major items:

- Pavement evaluation including surveying, deflection testing, coring and analysis to determine the best rehabilitation method.
- ADA Curb Ramp Assessment and Design, including detailed drawings at 22 new proposed curb ramp locations.
- Preparation of 65%, 90% and 100% Design Packages.
- An allowance to design stormwater improvements to comply with Municipal Regional Permit (MRP) requirements, if requirements are triggered by anticipated design.
- Bid and Construction Support Services including the preparation of any needed addendums, attendance at meetings, review of contractor submittals and request for information and preparation of any needed change orders.
- Preparation of As-Built record drawings in AutoCAD

In FY24/25, $400,000 was budgeted for work on the design phase of the project. The total cost of this project, including design, construction, and construction management and inspection services, is estimated to be $3,350,000. These funds are budgeted in FY25/26 from Measure I, Measure W, and RMRA funds. City staff and the design team will employ design practices that provide opportunities for value engineering to lower the overall cost of the project.

Alternatives

1. Refer back to staff for additional information
2. Take no action

Attachments

A. Proposal

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: Funding in the amount of $3,350,000 is budgeted for the design, construction, and construction support services of the Capital Improvement Program (CIP) 2026 Pavement Rehabilitation Project No. 3235 (Account No. 399-3-730-3117-9030) and is supported by multiple sources including RMRA, Measure I, and Measure W.

Source:	**Purpose:**	**Public Outreach:**
Staff	Statutory/Contractual Requirement	Posting of Agenda

July 25, 2025 MP25-485B

Daniel Mathews
Assistant Civil Engineer
Public Works Department
City of Belmont
One Twin Pines Lane, Suite 385
Belmont, CA 94002

Subject: Develop PS&E for 2026 Pavement Project

Dear Daniel:

Per your request, we are submitting our revised proposal for the 2026 Pavement Project. This revised proposal outlines our services and fees.

Our scope of work includes measuring field quantities, preparing preliminary budgets, contract documents and estimates. The street list is attached at the end of this proposal.

Our scope of work is broken down into several tasks outlined below.

TASK 1 – PROJECT ADMINISTRATION

This work includes a kick-off meeting with City of Belmont staff to confirm the project's scope of work, schedule, budget, and availability of project documents; review project goals; discuss format of deliverables; and clarify the responsibilities of each party for each project.

Progress meetings will be arranged to review the work at critical stages. For this project, we are recommending that we meet after we complete the work associated with Task 2 to review and confirm the final treatments and conceptual level budget analysis, then again at the 60% stage, at the 90% stage to review and confirm the final documents and collect comments. We anticipate two (2) in-person and two (2) virtual meetings, including the kick-off meeting, with City of Belmont staff.

Constant communication between the project manager and City of Belmont staff is part of our approach and will help ensure a successful project.

TASK 2 – PRELIMINARY ENGINEERING

The purpose of this task is to gather and confirm all necessary information, either from field measurements or existing archives to facilitate the design and development of the

project's contract documents. The end result of this task is to develop a concept level budget that can be used to refine the project to fit the City's anticipated construction budget. We have separated the anticipated investigation/ work below and provided a detailed explanation of the expected work for each item.

Phase 2.1 - Pavement Analysis for 2026 Project Streets

PEI will perform pavement evaluation services including deflection testing, coring and analysis on all the project streets. This type of analysis will eliminate the guesswork and ensures that an optimum rehabilitation approach is identified. In addition, PEI has found that adequate cores and deflection data is invaluable during both the design and construction phases of the project. Our experience suggests that gathering this additional data helps produce designs that can last longer than average approaches, resulting in additional savings to the City.

The deflection analysis will be performed in general accordance with California Test Method 356 (CTM 356). Deflection tests will be performed at 100-foot maximum intervals in each lane (minimum 10 tests per lane). On narrow roads, PEI will only deflection test one lane. Coring will be performed at 500-foot maximum intervals over the street segment (minimum two cores per street segment).

Traffic control will be provided using a vehicle with mounted warning lights conforming to MUTCD Figure 6H-17, Mobile Operations on a Two-Lane Road (TA-17). Modifications to this approach will result in additional fees. Flagging will be provided as needed. The City of Belmont will provide the design traffic index for each project street.

Since our cores will be confined to the AC layer only, our work excludes pre-marking the coring locations and coordination with Underground Service Alert.

We have included an allowance for additional investigation should any of the streets are severely structurally deficient. The additional investigation will include full measurement of the pavement section (AC & AB) as well as determining the R-value of the native soil. This information will allow us to develop reconstruction options.

Rehabilitation options to be investigated will include pulverization and resurfacing, milling and filling, conventional HMA overlay and RHMA overlays. The deflection testing and coring data for each street will be included in the project development

binders; however, no formal deflection testing report will be prepared. Going straight from the raw analysis and data to design saves considerable design funds. Our work includes evaluating and providing rehabilitation options for Alameda De Las Pulgas from El Verano Way to the San Carlos city limit.

Phase 2.2 - Measure Field Quantities and ADA Ramp Assessments

PEI will physically walk each of the project streets to measure and record all pertinent field quantities, including the location of existing striping, pavement markers and paint markings; location of underground utility covers; limits of paving transitions, digouts, and other pavement repairs; and the total area of pavement to be resurfaced. This information will be compiled into the bid schedule.

As part of our field review, PEI will evaluate the need for curb and gutter on streets where those improvements are currently missing. Specifically, we will identify locations where the installation of new curb and gutter will improve the roadside drainage and prevent erosion. PEI will present our findings to the City to determine if any new curb and gutter should be replaced.

If we identify any concrete repairs or tree root damage during our field reviews, we will note it and bring it to your attention to determine if the repairs should be added to the contract.

PEI has identified twenty-two (22) potential ramp locations associated with the project street list. As part of this task, PEI will assess these ramps to determine their compliancy with ADA regulations. Non-compliant ramps will be tallied and included in our concept level budget for discussion.

Phase 2.3 - Monument Perpetuation Research

PEI will work with a licensed surveyor to perform the monument perpetuation research needed for the project. The work will assist the City of Belmont with the monument identification and preservation process (State Business and Professions Code Section 8771) by performing a records search to locate any potential recorded survey monuments within the street limits. Our surveyor will prepare a written report that PEI will review with the City to determine which monuments might potentially be disturbed during construction and how to perpetuate them. Our work will include showing the monuments to be perpetuated on the plan set and performing a post-construction cross-check once the contractor is finished to verify the contractor’s monument perpetuation work.

Phase 2.4 – Develop Concept Level Budget

After the site investigations and analysis outlined in Task 2 are complete, PEI will meet with the City to review the gathered information. As part of the meeting, we will review preliminary cost information developed for each street segment.

As part of our meeting, PEI will also discuss any drainage issues that are observed to determine if/ how to implement the needed improvements. In addition, we will discuss if any striping changes are anticipated and discuss how those changes will be included in the design.

This meeting will be where critical decisions are made in regard to how far the budget can be stretched. At the conclusion of this meeting, PEI and the City will have a clear understanding about the specific design approach that will be implemented for the project. This meeting will be considered the 35% submittal.

In addition to the tasks listed above, PEI will coordinate with City staff to obtain the following information:

- Facility maps from utility agencies
- Other available design data such as drainage facility maps, traffic data, City standards, front-end specifications, etc.

Task 2 Deliverables:

- Preliminary cost estimates for each roadway segment within each project area for City review.
- Pavement evaluation binders containing deflection summary sheets, coring and R-value data and summarized rehabilitation options.

TASK 3 – PREPARE PROJECT PLANS, SPECIFICATIONS AND ESTIMATES

Phase 3.1 - 60%, 90% and Final PS&E Submittals

PEI will develop project plans that will convey the design intent and treatments selected during the concept level budget meeting. We will use aerial images to develop base sheets and provide details for typical sections, transitions, conforms, digouts, and additional pavement work as necessary.

PEI will submit any portion of the maintenance work that requires further clarification in the form of drafted plan views, details, elevations, or cross sections. PEI will compile all field quantities collected from Task 2 into individual engineer's estimates by street segment and will provide a summary spreadsheet for each project. This will be considered the 60% submittal.

PEI will address City comments after the 60% review and make any needed changes to the plans. We will also prepare technical specifications that will incorporate the latest asphalt industry guidelines and criteria. This information will be submitted to the City at the 90% design review.

After reviewing the 90% submittal, we will meet with City staff to resolve any outstanding issues and will adjust the contract documents accordingly. A final 100% submittal will follow.

After the City reviews the 90% submittal, we will meet with staff to resolve any final outstanding issues and will adjust the contract documents accordingly. A final 100% submittal will follow.
We understand that the City will provide the front-end conditions for this project.

Our design assumes that all of the new striping, and pavement markers will match existing. In addition, all signage will remain the same. Changes to the existing striping will constitute a change in scope and additional fees will apply.

As part of our proposal preparation, PEI reviewed all of the streets and found that all the project streets have roadside improvements on both sides and therefore we do not anticipate designing any additional roadside improvements for this project.

Phase 3.2 – Curb Ramp Designs

This task includes developing curb ramp designs for any ramps that the City and PEI determine are non-compliant and should be upgraded. Each curb ramp design will include a topographic survey which will be tied to a local temporary benchmark and the necessary elevations and control to assist the contractor with construction.

We have estimated that there will be twenty-two (22) curb ramps that will need to be designed as part of this project. Because this number could vary depending on what we find during our curb ramp assessment in Task 2, we are providing a cost to design a typical ramp that can be multiplied by the number of ramps determined as part of the concept level budget analysis meeting.

Phase 3.3 – Utility Research and Coordination

PEI will coordinate with local utility companies and incorporate all utility facilities affecting the projects into the contract documents. PEI's field crew will collect the location of all of the visible utility covers located within the project street limits. This information will be supplemented with information gathered from PEI's outreach to utility companies, to obtain necessary drawings or as-built plans. We will also notify local utility companies of the projects and provide a street map for their use.

PEI will obtain a current listing of utility companies and contact information from the City for this task.

Task 3 – Deliverables

- Plan sets for the 60%, 90% and final submittals will be submitted electronically in PDF format. Technical specifications will be submitted in Word format.

TASK 4 – POTHOLE ALLOWANCE

For streets that require full depth reconstruction, where excavation will extend below the existing structural section, PEI will gather utility depths by contracting with a local contractor to perform potholing. The scope of this work will be determined based on the treatment selections from the pavement evaluation. For this proposal, we are assuming an allowance. Once the exact scope of work is confirmed, PEI will request a quote from the contractor. PEI will charge against the allowance as needed. Paloma Avenue could exhibit some issues that may require reprofiling or adjusting.

TASK 5 – C3 COMPLIANCE ASSISTANCE ALLOWANCE

On July 1, 2023 the Municipal Regional Stormwater Permit (MRP) was updated and the new permit requirements may be triggered by the pavement project. PEI will contract with Schaaf & Wheeler to assist with evaluating if the developed pavement designs do trigger the C3 requirements and if they do, how to implement the needed water quality treatment measures. Additional services will be required to develop design documents to address any needed C3 requirements. PEI will charge against the allowance as needed.

TASK 6 – BID SUPPORT SERVICES

During the bid period, we will be available to answer any specific questions from the City concerning the design. Should the need arise, we will prepare an addendum as required. In addition, we will also be available to attend a pre-bid meeting and for help with questions from the contractors during the bidding process and reviewing and evaluating bids. All fees for this task will be on a time and materials basis.

TASK 7 – CONSTRUCTION SUPPORT SERVICES

During construction, PEI will be available to City staff to attend construction meetings and respond to contractor questions concerning the plans and specifications. If needed, we will be available to make site visits and respond to RFIs during the construction process. In addition, we will review design questions, submittals, and construction problems. PEI will provide these services on an as-needed basis. All fees for this task will be on a time and materials basis.

TASK 8 – AS-BUILT DRAWINGS

PEI will prepare as-built drawings from the red-line construction set prepared by the City's selected CM firm for the 2026 pavement project. The as-builts will be prepared in AutoCAD format. PEI will coordinate with the CM firm for any red-line clarifications.

EXCLUDED WORK

Our work excludes topographic survey and ROW research of the roadways, developing traffic control or phasing plans, field marking digouts, developing C3 design plans, and providing testing or inspection services during construction. These services can be added to our scope at any time for additional fees. PEI will provide a proposal for any these services at the City's request.

Also not included is any electronic locating or potholing of underground utilities. Depending on the rehabilitation treatment selected for each road segment, this work may not be required. However, if full depth reclamation (FDR) is selected as the best rehabilitation option, then PEI can provide these services for an additional cost.

PROPOSED WORK SCHEDULE

PEI understands that the City would like to have the project in construction by the summer of 2026. It is our intent to have our work completed so the project can be bid in December of 2025 or January of 2026. A final schedule will be worked out with the City during our kick-off meeting.

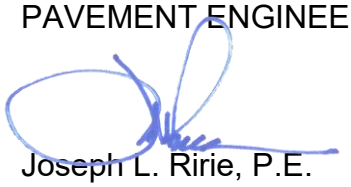
PROPOSAL FEE & FEE BREAKDOWN

PEI's fee for the work is based on our experience with similar projects performed for the City and throughout the state. Our fee for this work is $288,720 and is based on a project with an estimated construction cost of about $2.3M.

The attached breakdown shows our projected costs for each portion of the project. Our work will be invoiced on a time and material basis. The individual fees associated with each task will serve as guidelines for progress payments. All fees and costs associated with this project are subject to final negotiation with the City of Belmont. Any change in scope may result in additional fees. The attached proposal conditions apply.

Please call me at (805) 781-2265 with any questions you may have about this proposal.

Very truly yours,
PAVEMENT ENGINEERING INC.



Joseph L. Ririe, P.E.
Senior Principal Engineer

Attachments: Street List
Estimated Fee Breakdown Schedule
Proposal Conditions

pc: C File
M File

City of Belmont
2026 Pavement Project
Street List

Road	From	To	Proposed Treatment
Broadway	Sixth Avenue	Sunnyslope Avenue	Heavy Rehabilitation
Broadway	Sunnyslope Avenue	Paloma Avenue	Heavy Rehabilitation
College View Way	South Road	End of Turn-A-Round	Heavy Rehabilitation
El Verano Way	Chula Vista Way	Maywood Drive	Heavy Rehabilitation
Fernwood Way	Chula Vista Way	El Verano Way	Heavy Rehabilitation
Korbel Way	South Road	End of Cul De Sac	Heavy Rehabilitation
Paloma Avenue	Vine Street	Dead End	Heavy Rehabilitation
Phyllis Court	College View Way	End of Cul De Sac	Heavy Rehabilitation

City of Belmont
2026 Pavement Project
Estimated Fee Breakdown Schedule

TASK 1	**PROJECT ADMINISTRATION**			
	Position	**Rate**	**Hours**	**Total**
	Senior Principal Engineer	$270	24	$6,480
	Project Manager	$230	24	$5,520
			Est. Total:	**$12,000**
TASK 2	**PRELIMINARY ENGINEERING**			
Phase 2.1	**Pavement Analysis**			
	Lump sum for analysis			$28,520
	Allowance for Additional Investigation			$5,000
			Est. Total:	**$33,520**
Phase 2.2	**Measure Field Quantities and Curb Ramp Assessments**			
	Assistant Engineer	$190	32	$6,080
	Senior Engineering Technician	$165	32	$5,280
	Engineering Technician	$150	32	$4,800
			Est. Total:	**$16,160**
Phase 2.3	**Monument Perpetuation**			
	Assistant Engineer	$190	4	$760
	Monument Perpetuation Report			$2,970
			Est. Total:	**$3,730**
Phase 2.4	**Concept Level Budget Analysis**			
	Senior Principal Engineer	$270	4	$1,080
	Project Manager	$230	8	$1,840
	Assistant Engineer	$165	8	$1,320
			Est. Total:	**$4,240**
TASK 3	**PLANS, SPECIFICATIONS and ESTIMATES**			
Phase 3.1	**60%, 90% and Final PS&E Submittals**			
	Senior Principal Engineer	$270	40	$10,800
	Assistant Engineer	$190	100	$19,000
	Senior Engineering Technician	$165	160	$26,400
	Engineering Technician	$150	160	$24,000
			Est. Total:	**$80,200**
Phase 3.2	**Curb Ramp Designs**			
	Senior Principal Engineer	$270	1	$270
	Associate Engineer	$210	2	$420
	Assistant Engineer	$190	10	$1,900
	Senior Engineering Technician	$165	6	$990
		Est. Total Per Ramp		**$3,580**
	Estimated Number of Ramps			22
		Est. Total		**$78,760**

City of Belmont
2026 Pavement Project
Estimated Fee Breakdown Schedule
(Continued)

Phase 3.3	**Utility Research and Coordination**			
	Project Manager	$230	8	$1,840
	Assistant Engineer	$190	8	$1,520
	Engineering Technician	$150	8	$1,200
		Est. Total		**$4,560**
TASK 4	**POTHOLE ALLOWANCE**			
	Senior Principal Engineer	$270	2	$540
	Assistant Engineer	$190	4	$760
	Potholing Allowance			$20,000
			Est. Total:	**$21,300**
TASK 5	**C3 COMPLIANCE ASSISTANCE ALLOWANCE**			
	Project Manager	$230	4	$920
	Assistant Engineer	$190	4	$760
	Schaaf & Wheeler			$13,970
			Est. Total:	**$15,650**
TASK 6	**BID SUPPORT SERVICES**			
	Project Manager	$230	2	$460
	Assistant Engineer	$190	10	$1,900
			Est. Total:	**$2,360**
TASK 7	**CONSTRUCTION SUPPORT SERVICES**			
	Project Manager	$230	24	$5,520
	Assistant Engineer	$190	24	$4,560
			Est. Total:	**$10,080**
TASK 8	**AS-BUILT DRAWINGS**			
	Project Manager	$230	2	$460
	Assistant Engineer	$190	30	$5,700
			Est. Total:	**$6,160**
		Total Estimated Project Fee:		**$288,720**

PROPOSAL CONDITIONS

1. Proposal is valid for thirty days from the date of the proposal.

2. All work shall be performed utilizing common methods and practices of the civil engineering profession.

3. Fees for lump sum or unit price proposals will be charged at the quoted price. Fees for engineering services will be charged on a time and materials basis per the attached fee breakdown schedule.

4. The proposal is based upon providing liability insurance with limits up to $1,000,000.

5. Payment: Invoices will be submitted monthly. All invoices are due within 30 days. Attorney fees or other costs incurred in collecting any delinquent amount shall be paid by the client.

STAFF REPORT

Meeting Date:	August 26, 2025
Agency:	City of Belmont
Staff Contact:	Grace Castaneda, Finance Director, gcastaneda@belmont.gov Nawel Voelker, Management Analyst, nvoelker@belmont.gov
Agenda Title:	Service Agreement with Alliant Insurance for Insurance Brokerage Services
Agenda Action:	Motion

Recommendation

Authorize the City Manager to negotiate and execute a five-year agreement with Alliant Insurance Services, Inc. for insurance brokerage services, consisting of a three-year initial term at $85,733 annually for FY 2025–26 through FY 2027–28, with an option to extend for two additional years at a maximum annual increase of 2.5%.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

Alliant Insurance Services, Inc. ("Alliant") has served as the City's insurance broker and has carried out their duties in a professional and timely manner. Through Alliant's services, the City has been able to bind insurance policies at very competitive costs, such as general liability, property, auto liability, workers' compensation, pollution liability, and cyber liability coverage. In addition to brokering policies, Alliant has provided exceptional guidance to staff on insurance-related best practices and policy decisions. They have also demonstrated initiative and reliability in obtaining quotes and assisting with application processing to ensure the City meets its annual July 1st renewal deadline for all insurance policies.

In 2020, in keeping with best practice of periodically soliciting for insurance brokerage services, staff issued a request for qualifications (RFQ) to various insurance brokerage firms. After conducting a thorough review and evaluation of each RFQ response – including one from Alliant - the City ultimately selected Alliant to continue serving as the City's insurance broker. Alliant's current contract expired at the end of FY 2024-25.

Staff now recommends approval of a new five-year agreement comprised of a three-year initial term with a two-year extension option.

Analysis

Proven Track Record of Success

In recommending Alliant for continued insurance brokerage services, staff places significant value on retaining a skilled and dependable broker with deep industry expertise and a strong record of performance. Founded in California in 1925, Alliant brings nearly a century of experience and is recognized as a leading

specialty insurance broker. The firm operates through a robust statewide network—including offices in San Francisco, San Jose, and San Diego—and serves thousands of public entities and governmental agencies across California.

The City's experience with Alliant has been consistently positive, marked by their success in securing competitive insurance policies, timely and responsive communication, and a professional working relationship that has been sustained over time. Retaining a highly knowledgeable brokerage firm under a long-term agreement will ensure stability and expert guidance on best practices in the City's risk management operations.

Cost Control
Alliant's proposal matches the cost of the current agreement, with no increase for the first three years and a maximum increase of 2.5% annually for the two optional extension years. These terms provide strong price protection and long-term budget certainty. A detailed cost breakdown is provided in Attachment A.

If approved, the contract with Alliant would take effect immediately for a three-year initial term, with a two-year extension option, expiring June 30, 2030.

Alternatives
1. With direction, seek an alternative insurance brokerage firm.

Attachments
A. Alliant Insurance Services, Inc. Proposal

Fiscal Impact
☐ No Fiscal Impact

The professional services agreement with Alliant will remain at the same cost as the expiring agreement, with no increase for the first three years (FY 2025–26 through FY 2027–28) and a maximum annual increase of 2.5% for the two optional extension years.

☒ Funding Source Confirmed:

Sufficient funds are available in the Liability Insurance and Workers' Compensation Funds (571-1-503-8520 and 570-1-503-8520) in the FY 2025–26 budget to cover the first year of the agreement; no supplemental appropriation is required. Funding for subsequent years will be contingent on annual Council budget appropriation.

Source:	**Purpose:**	**Public Outreach:**
Staff	Discretionary Action	Posting of Agenda

August 5, 2025

Nawel Voelker
Management Analyst
City of Belmont
1 Twin Pines Lane, Suite 320
Belmont, CA 94002

Re: Insurance Brokerage Service Agreement

Dear Nawel:

Alliant has had the pleasure of working with the City of Belmont (City) for many years and we appreciate the opportunity to provide a proposal to continue our services. We value our partnership with the City and are pleased to provide you with the following proposal to continue offering insurance brokerage services to the City.

We are suggesting a continued fee for service approach. This annual fee would include all the Obligations of Alliant as outlined in the 2020 Service Agreement.

Contemplating all these services, our proposed annual remuneration is as follow:

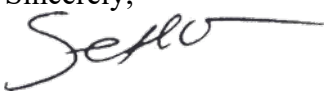
	Core Placements	Workers' Compensation
Year 1:	$40,102	$45,631
Year 2:	$40,102	$45,631
Year 3:	$40,102	$45,631

Year 4 (Option): TBD, shall not exceed a 2.5% increase from the third-year annual sum
Year 5 (Option): TBD, shall not exceed a 2.5% increase from the third-year annual sum

The above fee proposal for Years 1-3 represents no change from our current year compensation and has remained unchanged since 2023. We believe this fairly represents the time commitment of our broking and service team. As a reference benchmark, the Year 1 fee represents the equivalent of approximately a 5.5% commission rate on the City's 25-26 insurance program renewal.

We hope this proposal for an extension of services is acceptable as we most definitely desire to continue our partnership with the City. Thank you again for this opportunity and we look forward to hearing from you soon.

Sincerely,



Seth Cole, ARM
Senior Vice President
scole@alliant.com

STAFF REPORT

Meeting Date:	August 26, 2025
Agency:	City of Belmont
Staff Contact:	Grace Castaneda, Finance Director, gcastaneda@belmont.gov Nawel Voelker, Management Analyst, nvoelker@belmont.gov
Agenda Title:	Service Agreement Amendment with George Hills Company
Agenda Action:	Motion

Recommendation

Motion authorizing the City Manager to negotiate and execute Amendment No. 4 to the Service Agreement with George Hills Company for claims adjustment and administration services in an amount not-to-exceed $60,000 through June 30, 2026 for a total service agreement amount not-to-exceed $276,000.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

George Hills Company (George Hills) has served as the City's third-party claims administrator (TPA), assisting the City in the timely and effective management of liability claims, conducting thorough investigations as needed, and providing professional guidance on claims adjusting practices and decisions. They also participate in quarterly reviews of outstanding claims in collaboration with City staff and the City's insurance broker, ensure that claims are managed proactively from initial submittal to closure, and report applicable claims to the City's excess insurance carrier, including ongoing monitoring until the claim file is closed.

In 2016, City Council approved a 3-year contract with George Hills for $50,000 on a time and expense basis. In 2019 and 2022, Amendments No. 1 and No. 2 were executed for additional 3 years, respectively, each for $50,000 on the same time and expense basis.

In April of 2024, City Council approved Amendment No. 3 with George Hills for $66,000 extending services through June 30, 2025.

Analysis

With the current amendment with George Hills nearing expiration, and in keeping with good business practices of periodically soliciting third-party administrator (TPA) services, staff issued a Request for Qualifications (RFQ) in April 2025 for a new multi-year contract. Four firms responded to the RFQ. Following an evaluation of the proposals, staff found a high degree of parity among the respondents in terms of qualifications, capabilities, and references. As part of the review process, staff conducted background research on all respondents and considered various transition options. After careful

consideration, staff recommends a one-year contract extension with George Hills. This approach will allow both the City and George Hills to adjust internal processes and implement the assignment of a new adjuster who is better aligned with the City's service model.

The one-year extension will provide time to further assess performance, responsiveness, efficiency, and overall service quality. At the end of the term, staff will either execute a new, longer-term contract with George Hills based on service delivery results or revisit the RFQ proposals to select a new third-party administrator (TPA).

Cost Control
The agreement will retain the existing scope of work on a time-and-expense basis, which remains the most cost-effective approach and best matches the City's operational needs. Based on recent claims administration costs and George Hills' fee proposal, staff recommends a $60,000 contract amendment for the upcoming year. This would bring the total not-to-exceed amount for the contract, initiated in 2016, to $276,000. This amount aligns with recent service trends, accommodates the proposed fee adjustment, and supports predictable fiscal planning.

Alternatives

1. Direct staff to proceed with an alternative third-party claims administrator from among the firms who responded to the RFQ.
2. Take no action.

Attachments

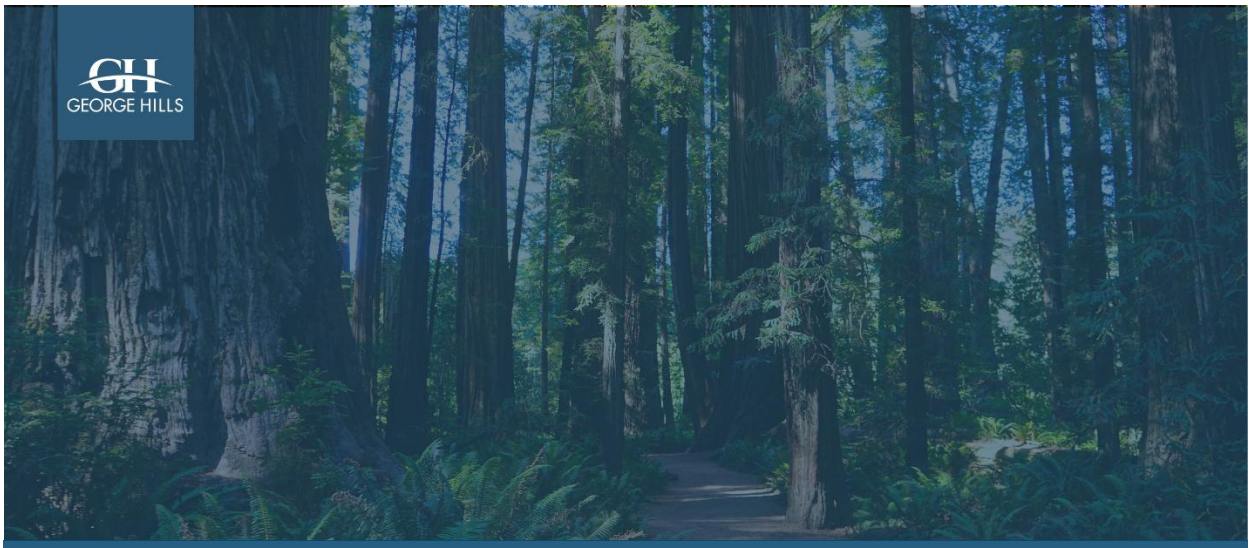
A. George Hills' Proposed Fees

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: There are sufficient funds in the Liability Insurance Fund (Account #571-1-503-8351) in the FY 2025-26 budget to cover for the cost of the agreement amendment. No supplemental appropriation is required.

Source:	**Purpose:**	**Public Outreach:**
Staff	Discretionary Action	Posting of Agenda



E. FEES & ESTIMATES

E. FEES & ESTIMATES

FEE SECTION TERMS

One Time Startup Fee – The process of onboarding a new client covers many areas, from establishing expectations, policies, and procedures, to designing the infrastructure to meet the needs of risk management, council, and department heads. It also involves time and effort in establishing the Trust Account or check writing, W-9, and all federal and state reporting requirements. Most importantly, this process involves the establishment of effective claims triage. Note that this is not time spent on the actual data conversion. Because the City is an existing client, this fee has been waived.

Annual Administration Fee – George Hills has determined it takes a company-wide effort to ensure we exceed the expectations of our clients. As such, we feel it transparent to separately identify and charge for those critical functions that are not directly tied to claims handling. We include an annual administration fee, which covers the following activities:

- Executive attendance at any City Executive Committee Meeting or Board Meeting
- Claims Management Information System (CMIS) services and reports
- Access to CMIS and training
- Monthly listing of open claims, showing expense categories, reserves, and total incurred
- Monthly claim summary reports
- Monthly hours and claims data detail for billing
- Providing loss run data and required reports
- Access to GH Client Portal
- Providing annual reports to outside agencies
- Filing of regulatory reports, such as 1099s, W-9s, etc.
- Trust Account
- Establishment and maintenance of a trust account to pay indemnity and expenses that may be due on claims; the amount to be maintained in the trust account shall be determined by the City. If the trust account is set up with the GH preferred bank then George Hills covers the cost of Positive Pay and Payee Match.
    - If the City prefers an alternate bank, there may be an additional setup fee, as other banks' processes can be extraordinarily time consuming.
- New bank account setup, including signature cards, test checks, online access, and setup of bank in CXP
- Discussion and agreement on the approval process
- Preparation of W-9s
- Processing of checks weekly
- Submission of positive pay (if applicable) and monitoring of positive pay (review of daily emails from bank for exceptions)
- Maintenance of a copy of all checks drawn by George Hills to pay claims and claims-related expenses

- Monitoring of account balance, preparation of replenishment requests as needed (custom requests for each client's needs)
- Monthly bank reconciliation (prepared and sent to the City)
- Payment of invoices that are pass-throughs, such as invoices for medical record copies, ExamWorks, etc.
- Certificates of insurance as required by the Contract
- Annual service
- Response to outside financial auditors
- Provision of reports to the City's actuaries and claims auditors
- Submission of GH SSAE 16 reports, or the current equivalent
- Account Management

Mileage: Adjuster – Mileage is paid at the current IRS rate.

MMSEA – Both the one-time setup fee and the annual reporting feeds to offset fees paid directly to ExamWorks.

Adjuster Travel Expenses – For mediations, settlement conferences, trials, etc.; subject to prior approval and submitted with receipts.

CXP Access Fee – Included in the annual administration fee is the setup and management of five (5) user accounts through our CMIS: CXP.

iMetrics Report Fee – There will be no charge for our iMetrics business intelligence reports with executive in-person debriefs.

Custom Reports – Additional charged for custom reporting are defined as being client-specific and needing a third-party programmer for three (3) hours or more.

Conversion Fees – This fee is intended to cover costs associated with data conversion, transition, and contract closeout. The data conversion fee is dependent on many factors which will need to be discussed. If George Hills is retained for five (5) years, we will entirely absorb the conversion fee. If George Hills is not retained for the full length of the proposed contract, then the client shall be subject to a fee of 20 percent each year not retained, not including shipping, storing, scanning, copying, or otherwise handling open or closed paper claim files (this shall be a separate charge based on the Scope of Work).

George Hills will charge for any agreed services related to conversion storage, copying, scanning, shipping, and disposal.

Catastrophic Pricing – Applicable only to **Fixed Fee** and **Time And Expense With A Cap Fee** agreements. George Hills recognizes that in the event of a catastrophe, additional hours will need to be applied to the handling of such claims. As such, to preserve the quality and efficiency of service for which we are known, George Hills proposes that should a catastrophic event occur resulting in 10 or more claimants or claims from a single occurrence, the client shall be billed at the current hourly rate.

Annual Fee Escalator – The Annual Fixed Fee and all hourly rates shall be adjusted at the beginning of each of the remaining years of the term by the lesser of 5%, or in accordance with the changes in the Consumer Price Index (CPI-U) for all Urban Consumers for the Western Region using the most

recently published annual percentage change, but in any event such increase shall not be less than 3%.

Termination Fee – In the event of contract termination, George Hills' procedures and cost for run-off claims will be billed at the current hourly rate; no charge for historical loss summaries. George Hills believes that the successful transition of claims requires preparation, so we ask for 90 days' notice if the contract is terminated without cause to facilitate the transition of claims management properly and efficiently.

General File – A general administrative file shall be established and maintained to track effort related to services necessary to fulfill our contractual obligations and not otherwise associated with a claim.

Storage – George Hills will charge for any services related to storage, retrieval, copying, scanning, shipping, and disposal of paper files.

ADJUSTING SERVICES FEES

Time and Expense – George Hills believes, as in the legal field, services surrounding claims and potential litigation are best captured by directed effort. In this case, the client only pays for the services requested. In a time and expense environment, George Hills applies its best practice approach to all claims; unless the client adjusts, restricts, or expands such services. A general administrative file will be established and maintained to track effort related to services necessary to fulfill our contractual obligations not otherwise associated with a claim.

Time and Expense for Adjusting Services	
Supervisor	$135/hour
Senior Adjuster	$115/hour
Adjuster	$102/hour
Claims Processing	$89/hour

All fee options are subject to the Annual Fee Escalator described above.

GENERAL ADMINISTRATIVE FEES – ADDITIONAL TO ADJUSTING FEES

Fixed Fee and Cap pricing will be based on the current average. Should the claim volume change more than 10% in severity or frequency in a year, we request a reevaluation of our pricing agreement.

General Administrative Fee Section – Applicable to each fee option.	
One-Time Setup Fee	Waived
Annual Administration Fee – billed yearly	$3,000
Mileage - Adjuster	Current IRS Rate
MMSEA Annual Reporting Fee (paid to ExamWorks, billed yearly)	Annual Fee: $500
Adjuster travel expenses for mediations, settlement conferences, trials; subject to prior approval.	Actual
CXP access fee (up to 5 users)	Included
Custom reports, if exceeds three hours and is client specific	$185/hour
Allocated File Expenses (see attached details)	At cost
Catastrophic Pricing	Current hourly rate

All fee options are subject to the Annual Fee Escalator described above.

Subrogation

The Subrogation Fee is in the amount of 30% for each recovery obtained. The minimum amount to be paid to GH will be $250 per claim upon recovery. Please note, on most claims George Hills can recover our fee, thus the net cost is zero.

1st Party Subrogation Recovery

George Hills provides subrogation recovery services to many of our clients. In 2013, George Hills created a dedicated Subrogation Recovery Unit to handle recovery opportunities for our clients who have requested or contracted with us for subrogation recovery services.

Quick Stats on George Hills' Subrogation Recovery Results

2,272 - Average number of subrogation claims handled in 2024
91% - of claims handled result in a Recovery
83% - of claims result in a full recovery (including GH Fees)
84% - of amounts sought for our clients are recovered
Average recovery: $5,590.53/claim

George Hills' subrogation recovery unit has performed spectacularly, recovering several million dollars on behalf of our clients.

George Hills has a dedicated team with extensive experience in the public entity environment who handle all 1st party subrogation matters for our clients who choose this service. Below are testimonials from a few of George Hills' subrogation clients:

PUBLIC ENTITY	TESTIMONIAL STATEMENT
Client of Sacramento Risk & Loss Control	"We have utilized the George Hills Subrogation unit for several years, and simply put - they get results. They have a wealth of knowledge and expertise. Our 1st and 3rd party claims are always handled promptly and professionally. Partnering with George Hills for subrogation has proven to be a wise decision for our Client."
City of Sacramento Risk Management	"We are pleased to be partnering with George Hills for our subrogation recovery services. They provide quality staff and services."
City of Oakley *Kevin Rohani,* Public Works Director/City Engineer	"The City of Oakley has utilized the services of George Hills Subrogation Team for several years, and we have been very happy with this service and the professional approach that the George Hills Team brings towards the subrogation process. The knowledge and expertise of the George Hills Team has been invaluable for the City of Oakley, and we are very grateful for their great work in resolving our assortment of third-party claims and we are looking to many more years of successful collaboration with the George Hills Team."
City of Redlands Human Resources/Risk Management	"The City of Redlands is always pleased and impressed at the excellent service, attention and professionalism that is used by their claims adjusters. In particular, Tammy Hunt and Vicky Jimenez. They are a pleasure to work with and make the claims recovery process run smoothly and effectively. We are very happy with the results and recovery efforts that they deliver. We highly recommend their services and appreciate the level of excellence that they offer to us as the client."

City of Oakland Human Resources Management/Risk Management Unit	"We have utilized the George Hills Subrogation unit for several years, and they get excellent results. They have a wealth of knowledge and expertise, and their professionalism and prompt attention to our needs is second to none. There's no better service out there that can beat them, and the rates are below the typical rates offered by other vendors. Our third-party claims are always handled promptly and professionally. Our partnership has proven itself to be the best decision for our City."

Our standard subrogation fee is 30% of the amount collected, however George Hills has been successful more than 80% of the time collecting our fees, thus equating to recovery essentially free of charge. The minimum amount to be paid to George Hills will be $250 per claim.

Generally, no recovery shall be agreed to involving payment plans if the recovery is less than $5,000 and/or greater than a one-year term. Exceptions can be made on a case-by-case basis. If a recovery is agreed to above this amount, the subrogation fee shall be 45%. In the event a payment plan is authorized and entered, the subrogation fee will be based upon the total amount of the lien and will be invoiced to the City.

If authorized, small claims court appearances for recovery of funds will be priced at $250 per appearance. In the event of multiple appearances for the same court on the same day, a flat fee of $500 is priced for half a day, and $1,000 for a full day, regardless of the number of claims handled on that day.

The benefits of George Hills' subrogation recovery:

- High-level expertise of subrogation recovery
- Recovery of damages to property, utilities, hazardous material cleanup
- Small claims
- Preparation of proof of loss statements
- Claim reporting activity, demand letters, final demand to claimant with suspended license, closing and/or payment transmittal
- Settlements
- File retention
- Development of policy and procedures
- Provision of account manager and lead subrogation adjuster

ALLOCATED EXPENSES

Typically, allocated expenses are those expenses that are generated by a claim (by outside vendors other than George Hills) that cannot be foreseen nor included in this Contract. These expenses are generally allocated back to the specific claim file for which the cost was incurred and then charged back to the entity whose claim incurred that cost. In most situations these are pass-through costs (with processing fees) for services and/or fees not directly generated by the TPA, but rather by a third-party consultant where the TPA has acted as an agent on behalf of the entity to necessarily outsource services to a third-party consultant and/or miscellaneous fees applicable to the specific claim applied by an outside entity, such as a court or copy services. Below, George Hills has provided a non-exhaustive list of typical allocated expenses.

Paid to GH

- CMS reporting costs and fees (ExamWorks)

Paid to Others as Authorized by Client

- Fees of outside counsel for claims in suit, coverage opinions, and litigation, and for representation and hearings or pretrial conferences
- Fees of court reporters
- All court costs, court fees, and court expenses
- Fees for service of process
- Costs of undercover operatives and detectives (if initially paid by GH)
- Costs for employing experts for the preparation of maps, professional photographs, accounting, chemical or physical analysis, or diagrams
- Costs for employing experts for the advice, opinions, or testimony concerning claims under investigation or in litigation for which a declaratory judgement is sought
- Costs for independent medical examination or evaluation for rehabilitation
- Costs of legal transcripts of testimony taken at coroner's inquests, or criminal or civil proceeding
- Costs for copies of any public records or medical records
- Costs of depositions and court reporting
- Costs and expenses of subrogation (if not George Hills)
- Costs of engineers, handwriting experts, or any other type of expert used in the preparation of litigation or used in a one-time basis to resolve disputes
- Witness fees and travel expenses
- Costs of photographers and photocopy services (if not George Hills; our costs for this are included in our rate)
- Costs of appraisal fees and expenses not included in flat fee or performed by others
- Costs of indexing claimants
- Services performed outside the TPAs normal geographical regions
- Costs associated with Medicare Set-Aside analysis and submission of Medicare Conditional Lien negotiation

- Investigation of possible fraud including SIU services and related expenses

Any other similar cost, fee, or expense that is not otherwise included in the TPAs service fees that is reasonably chargeable to the investigation, negotiation, settlement, or defense of a claim or loss or to the protection or perfection of the subrogation rights of the entity, including travel related expenses.

Travel Related

Costs of travel related to claims including mileage drive, such as for attendance at inspections, mediations, and trial, shall be allocated to the specific claim and reimbursed to GH based on the actual cost incurred. Mileage shall be reimbursed at the current IRS rated at the time the mileage is traveled.

OPTIONAL SERVICES

Full In-House Litigation Management – Use of George Hills' Attorneys

Name and Title	Years of Experience	Role for the Client
Neil Callahan, Esq. Litigation Manager	25	Serves as a Litigation Manager for several clients, monitoring counsel, and as a resource to our claims staff.
Benjamin Oram, Esq. General Counsel/Litigation Manager	15	Serves as a Litigation Manager for several clients, monitoring counsel, and as a resource to our claims staff.

Cornelius (Neil) Callahan, Esq., Litigation Manager: Mr. Callahan has over 25 years of experience defending public entities on high profile claims in state and federal courts. Mr. Callahan commenced his career practicing law in New York, New Jersey, and Connecticut. In 1999 he began practicing law in California, where he served as lead trial counsel for public entities in the areas of civil rights, police practices, and dangerous condition defense. He has tried multiple cases to jury verdict in both state and federal court having been the lead defense attorney in 13 trials, with 12 defense verdicts. His emphasis has been on defending and advising public entities involved in civil litigation. Past cases include officer-involved shootings, excessive force, unlawful seizure, dangerous condition, discrimination, and harassment. He is experienced in all aspects of litigation including discovery, depositions, motion practice, arbitrations, administrative hearings, mediations, and trials.

Benjamin Oram, Esq., General Counsel/Litigation Manager: Ben serves as George Hills' General Counsel/Litigation Manager. He currently serves as a Litigation Manager for several clients, monitoring counsel, and as a resource to our claims staff.

George Hills' proactive approach is founded on our commitment to the preservation of the City's assets. Early contact with all involved parties maintains lines of communication and rapport (not only with the insured but also with the claimant); hence, cost-saving opportunities to resolve claims efficiently are more plentiful.

Here is an outline of their role and how it would work for the City:

1. Serve as Litigation Manager (Specifics of the role below)

   i. Actively manage all watchlist files (parameters of a watchlist to be agreed upon through subsequent discussions)
   ii. Manage and supervise all litigated files – claims adjusters will track the nonserious and/or non-active litigated files, with the support of Claims Processors, and report to the City
   iii. Accessible to the entire GH adjuster team to advise and instruct as needed
2. Serve as Outside General and Special Counsel – limited basis
   i. Work closely with the City with confidential analysis and problem-solving for managing risk and avoiding unnecessary litigation
   ii. Provide immediate access to legal advice to the City, which includes analyzing coverage issues, Public Records Act requests, tort claim handling and strategy, conflicts of interest, oversight of outside litigation counsel, and providing legal opinions on potential and active litigation
   iii. Advise on sensitive and political issues/claims
3. Coverage counsel consultation
   i. Review and analysis of memorandums of coverage and excess/umbrella policies to address and offer advice and consultation regarding coverage issues
   ii. Advise on potential changes to all coverage documents
   iii. Assist City and George Hills staff in interpretation of coverage issues
4. Resource to a broker of record for coverage needs
5. Trial/Mediation/Board Meeting attendance
   i. Attend board/executive/coverage/claims meetings (as necessary)
   ii. Attend trials, mediations, and other court hearings, including appearing before Courts of Appeal as needed
   iii. Provide analysis and consultation before, during, and after these significant litigation events – to reduce exposure and maximize opportunities for resolution
6. Legal training and seminars
   i. Provide customized seminars and training upon request – to City staff, brokers, members, and GH staff
   ii. Subject areas include memorandums of coverage, all aspects of risk management, claims handling and litigation, employment law, and general liability claims
   iii. Courses are customized to address the client's specific needs and to work closely with safety and loss staff, defense firms, and others

Rates for Optional Legal Service	
Litigation Management	$225/hour
This rate is subject to the annual fee escalator.	

Please note that George Hills can provide a monthly/annual fixed fee for the above services upon discussion and agreement on level of effort.

STAFF REPORT

Meeting Date:	August 26, 2025
Agency:	City of Belmont
Staff Contact:	Andrew Armando, Captain (650) 595-7400
Agenda Title:	Fiscal Year (FY) 2025-26 California Highway Patrol Cannabis Tax Fund Grant Program
Agenda Action:	Resolution

Recommendation

Adopt a resolution authorizing the city manager to submit a grant application for the FY 2025-26 California Highway Patrol Cannabis Tax Fund Grant for a total award of $77,503.62, making grant performance and funding commitments, and appropriating $77,504 grant revenue and associated expenditures in the current FY 2025-26 budget related to the Cannabis Tax Fund Program.

Strategic Focus Area

Public Safety

Background

The police department seeks a resolution to enter into an agreement with the State of California to enter into a law enforcement grant to provide financial assistance to the police department for the equipment, education, prevention, and the enforcement of laws related to driving under the influence of alcohol and other drugs, including cannabis and cannabis products.

The California Highway Patrol administers the Cannabis Tax Grant, and the intent of the program is to educate the public regarding the dangers of impaired driving, enforce impaired driving laws on the roadway, and improve the department's effectiveness through training and development of new strategies.

A requirement of the State of California Cannabis Tax Grant is to provide them with a copy of a resolution, order, motion, or ordinance of the local governing body, which by law, has authority to enter into a Grant Agreement, authorizing execution of the Grant Agreement.

Analysis

The fiscal year (FY) 2025-26 California Cannabis Tax Fund Program is awarded to law enforcement agencies to provide financial assistance to law enforcement agencies to purchase equipment related to the education and enforcement of laws related to driving under the influence of alcohol and other drugs. The police department submitted a request for grant funds to the State of California Cannabis Tax Fund Program and were awarded a total grant of $77,503.62, pending approval of a resolution. The following points are outlined in further detail in the full grant agreement.

1. The State (the California Highway Patrol) hereby awards, to the Grantee, the sum of money stated on page one of this Grant Agreement. This funding is awarded to the Grantee to carry out the Project set forth in the Project Description and the terms and conditions set forth in this Grant Agreement.

2. The funding for this Grant Agreement is allocated pursuant to California Revenue and Taxation Code Section 34019(f)(3)(B). The Grantee agrees that the State's obligation to pay any sum under this Grant Agreement is contingent upon availability of funds disbursed from the California Cannabis Tax Fund to the State. If there is insufficient funding, the State shall have the option to either: 1) terminate this Grant Agreement; whereby, no party shall have any further obligations or liabilities under this Grant Agreement, or 2) negotiate a Grant Agreement Amendment to reduce the grant award and scope of work to be provided under this Grant Agreement.

3. The Grantee is not to commence or proceed with any work in advance of receiving notice that the Grant Agreement is approved. Any work performed by the Grantee in advance of the date of approval by the State shall be deemed volunteer work and will not be reimbursed by the State.

4. The Grantee agrees to provide any additional funding, beyond what the State has agreed to provide, pursuant to this Grant Agreement, and necessary to complete or carry out the Project, as described in this Grant Agreement. Any modification or alteration of this Grant Agreement, as set forth in the Grant Application submitted by the Grantee and on file with the State, must be submitted in writing thirty (30) calendar days in advance to the State for approval.

5. The Grantee agrees to complete the Project within the timeframe indicated in the Project Performance Period, which is on page one of this Grant Agreement.

The proposed resolution is attached as Attachment A, the FY 2025-26 Cannabis Tax Fund Grant Program Agreement is attached as Attachment B.

Alternatives

1. Approve resolution.
2. Refer to Staff with direction

Attachments

A. Resolution
B. FY 2025-26 Cannabis Tax Fund Grant Program Agreement

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:	With Council approval on the Cannabis Tax Fund Grant Program Agreement, a budget appropriation for the $77,504 grant amount and associated grant fund activities will be added to the current FY 2025-26 under the Police Department in the General Fund.

Source:	**Purpose:**	**Public Outreach:**
Staff	Discretionary Action	Posting of Agenda

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE CITY MANAGER TO SUBMIT A GRANT APPLICATION FOR THE FY 2025-26 CALIFORNIA HIGHWAY PATROL CANNABIS TAX FUND AND APPROPRIATING GRANT REVENUE AND ASSOCIATED EXPENDITURES IN THE CURRENT FY 2025-26 BUDGET RELATED TO THE CANNABIS TAX FUND PROGRAM.

WHEREAS, the police department applied for the FY 2025-26 California Highway Patrol Cannabis Tax Fund Grant Program to obtain financial assistance for equipment, education, prevention and enforcement of laws related to driving under the influence of alcohol and other drugs; and

WHEREAS, the Legislature has delegated to the California Highway Patrol responsibility for the administration of the Cannabis Tax Fund Grant Program, setting up necessary procedures governing the application; and

WHEREAS, the procedures established by the California Highway Patrol require the Applicant to certify by resolution the approval of the application to the State; and

WHEREAS, the police department seeks to enter into an agreement with the California Highway Patrol to complete the Grant Scope; and

WHEREAS, the current FY 2025-26 budget does not include the awarded grant amount and associated grant expenditures, pending Council approval on the filing of the grant application;

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1:

(a) The Council approves filing an application and authorizes the city manager to apply for the FY 2025-26 cannabis tax fund grant program and awarded amount of $77,503.62.

(b) The Council certifies that the City has or will have available, prior to commencement of any work on the project included in this application, sufficient funds to complete the project if the grant is awarded.

(c) The Council certifies that if the project is awarded, the City has or will have sufficient funds to operate and maintain the project.

(d) The Council certifies that the City has reviewed, understands, and agrees to the General Provisions contained in the program regulations as outlined in the attached Cannabis Tax Fund Grant Program staff report and agreement.

(e) The city manager is authorized to negotiate, execute, and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests,

which may be necessary for the completion of the Grant Scope.

(f) The City will comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines

SECTION 2:

The Council amends the FY 2025-26 budget by appropriating funds to reflect the grant award and associated grant expenditures as follows: $77,504 to State grant revenue Account# 101-2-601-6359; $40,732 to equipment expenditure Account# 101-2-601-9041; $15,641 to equipment supplies expenditure Account# 101-2-601-8580; $1,877 to training and travel expenditure Account# 101-2-601-8580.

* * *

ADOPTED August 26, 2025 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

STAFF REPORT

Meeting Date:	August 26, 2025
Agency:	City of Belmont
Staff Contact:	Karen Clark, Management Analyst, kclark@belmont.gov
Agenda Title:	Your Voice, Your Belmont and Community Polling Results
Agenda Action:	For Information Only

Recommendation
Receive a presentation on community polling results; no action required.

Strategic Focus Area
Fiscal and Organizational Sustainability

Background
The fiscal year (FY) 2025-26 budget reflects the provision of essential City functions such as public safety and public works services and infrastructure, while maintaining fiscal prudence as the City braces for economic uncertainty, federal funding uncertainty, and ongoing State takeaways of major revenue sources. Long-term economic uncertainty makes local control over City revenue sources and diversifying those sources more important than ever to ensure long-term fiscal sustainability and allow Belmont to be self-reliant into the future.

This year, the City renewed its *Your Voice, Your Belmont* community engagement effort to ensure residents remain at the heart of our long-term planning. In April, we mailed surveys to every household, launched an online information and planning hub, engaged through social media, and hosted outreach booths at community events where City staff and Councilmembers spoke directly with residents.

The City is deeply grateful to the hundreds of Belmont residents who have shared their perspectives so far. These conversations will continue well beyond the adoption of the FY 2025-26 budget as part of the City's ongoing commitment to inclusive, community-driven planning.

Through the Your Voice, Your Belmont community survey, residents identified the following City service priorities:

- Fixing Potholes
- Repairing Streets and sidewalks
- Keeping public areas healthy, safe, and clean
- Completing storm drain and sewer projects on-time and on-budget
- Maintaining parks, open spaces, and sports fields
- Maintaining public safety and 911 emergency services

- Maintaining safety standards at Belmont's Community Center
- Providing multi-generational activities for youths, teens, adults and seniors (sports, arts and crafts, fitness, and health and wellness programs)
- Providing residents an evacuation center in the case of wildfire threats (like the Los Angeles fires), earthquakes, or other natural disasters
- Preparing for climate-related natural disasters, including flooding, mudslides, and wildfires

These priorities are reflected in both the FY 2025-26 operating budget and five-year Capital Improvement Plan. The City will continue to leverage its communication platforms and partner with local organizations to expand the community dialogue, ensuring residents' input remains central in shaping Belmont's future.

Analysis

An important element the City's budgeting and priority-setting process is objectively assessing community support for City services and initiatives. To achieve this, the City periodically engages a third-party polling firm. The most recent poll was conducted by Godbe Research in July, and key findings are summarized below, with additional details provided in Attachment A.

Despite current state and federal developments and an overall distrust in government, polling results indicate that Belmont residents are highly satisfied with City services. Key findings included:

- **90.4%** of respondents had a favorable opinion of the quality of life in Belmont.
- Nearly **80%** were satisfied with the City's performance in providing services.
- Approximately **62%** approved of the City's management of taxpayer dollars — an encouraging result as the City continues to maintain public confidence while addressing long-term fiscal sustainability.
- A City-sponsored community center parcel tax concept tested at **63%** on an informed ballot test, slightly below the **66.6%** threshold and outside the 5.09% margin of error, indicating potential viability with further community engagement.

Polling results show strong community support for a potential community center parcel tax, well above a simple majority but slightly below the two-thirds threshold required for passage. This suggests that, if the City chooses to explore next steps, further engagement with community partners, including safety advocates, local business leaders, and youth and senior organizations, and an evaluation of options, such as a citizen-led initiative, could help guide a strategic and informed approach while maintaining alignment with the City's broader goals for the community center renewal, programs, and services.

Alternatives

1. None

Attachments

A. Presentation of Survey Results

Fiscal Impact

☒ No Fiscal Impact	There is no direct fiscal impact related to this informational report. As with all City initiatives, any identified initiatives will go through the annual priority-setting process to incorporate as part of the budget development and long-range planning process.
☐ Funding Source Confirmed:	

Source:	**Purpose:**	**Public Outreach:**
Staff	Council Vision/Priority	Posting of Agenda



GODBE RESEARCH
Gain Insight

City of Belmont:
2025 Revenue Measure Feasibility Survey

COUNCIL PRESENTATION
AUGUST 2025

Methodology Overview

GODBE RESEARCH
Gain Insight

➢ Data Collection	Landline (31), cell phone (179), and text to online (151)
➢ Universe	13,676 likely November 2026 voters in the City of Belmont
➢ Fielding Dates	July 7 through July 15, 2025
➢ Interview Length	25 minutes
➢ Sample Size	n=361
➢ Margin of Error	± 5.09%

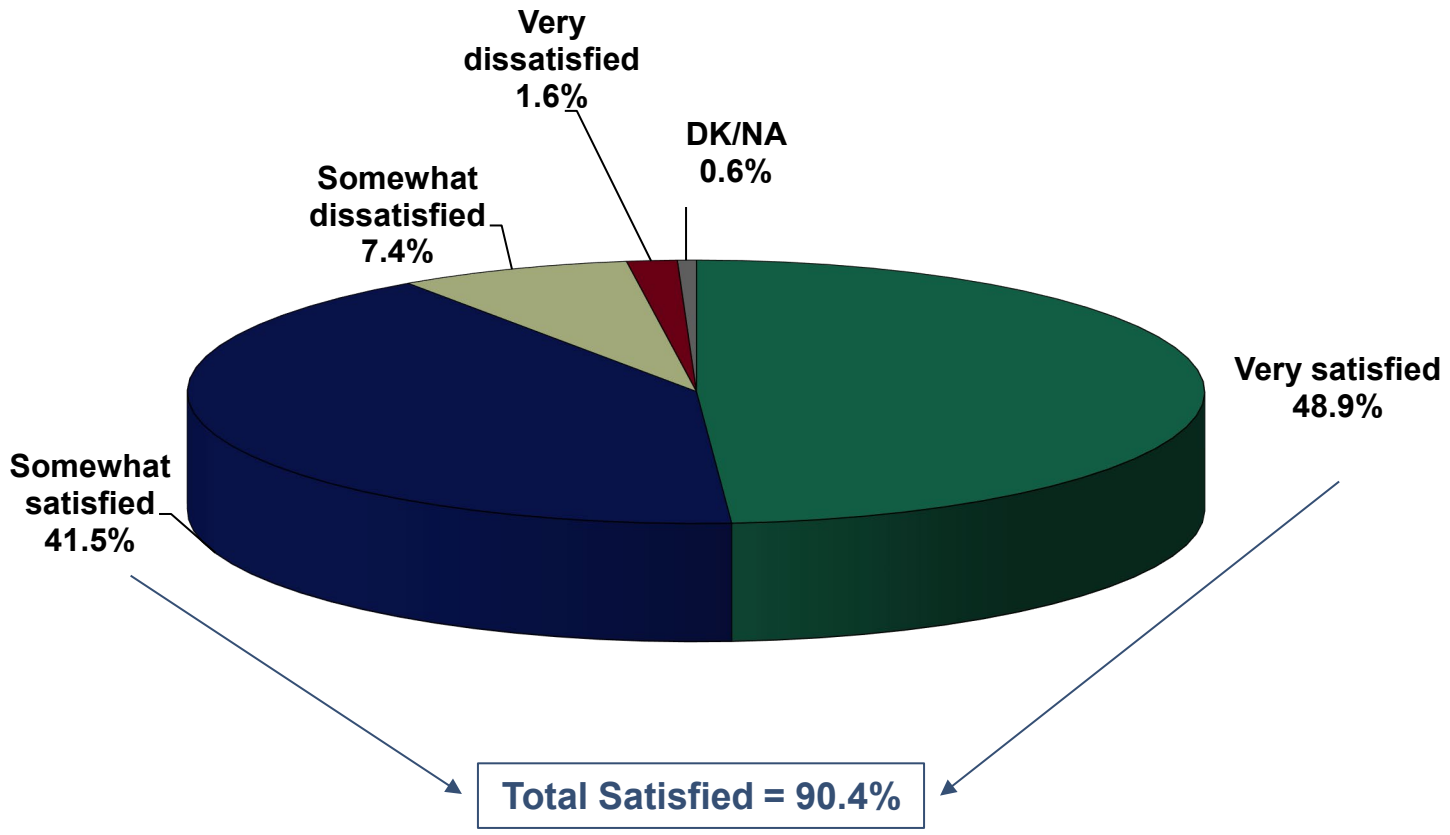
The data have been weighted to reflect the actual population characteristics of likely voters in the City of Belmont in terms of their gender, age, and political party type.



Key Findings

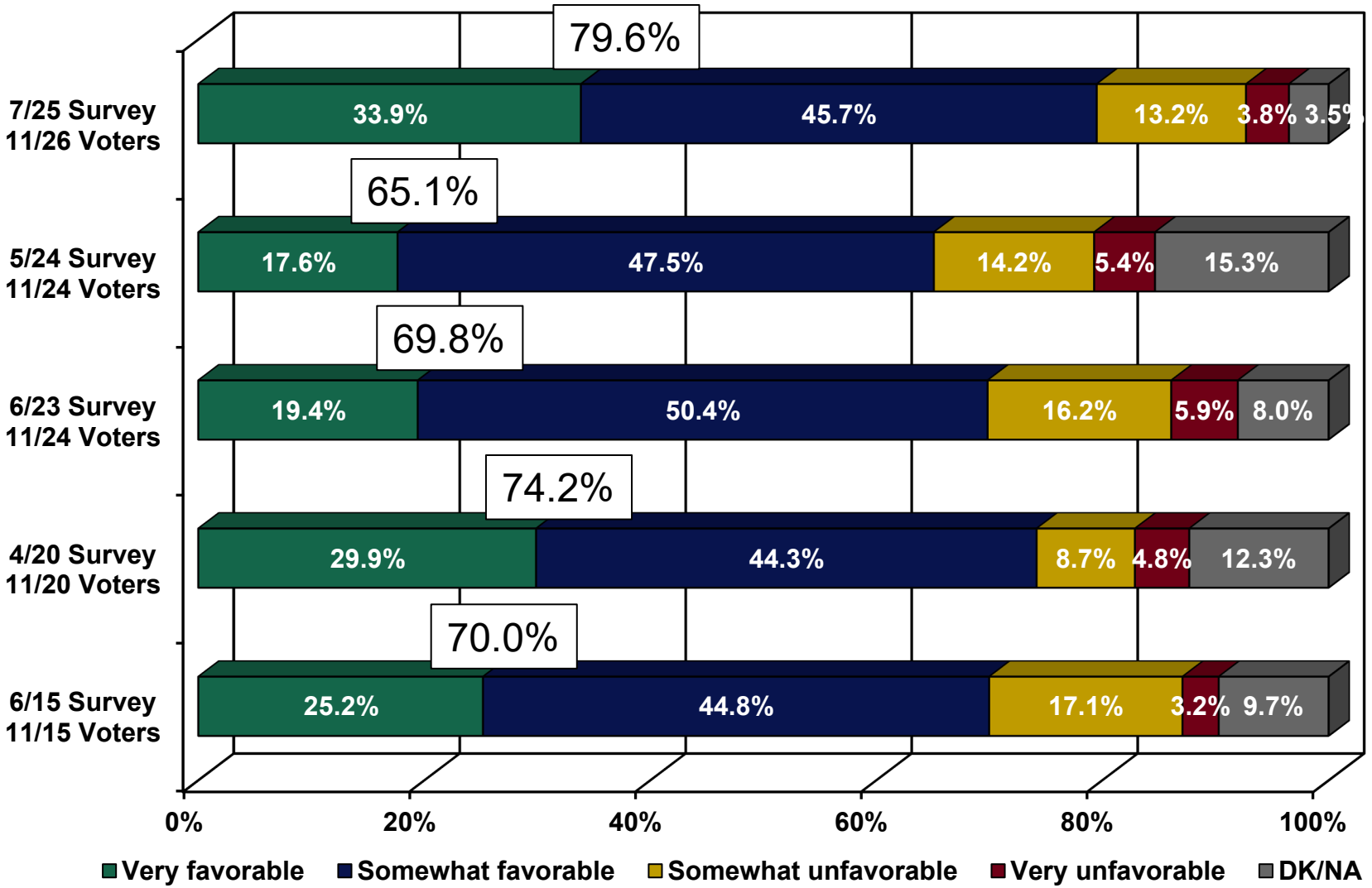
Belmont Residents Highly Satisfied With Their Quality of Life

GODBE RESEARCH
Gain Insight



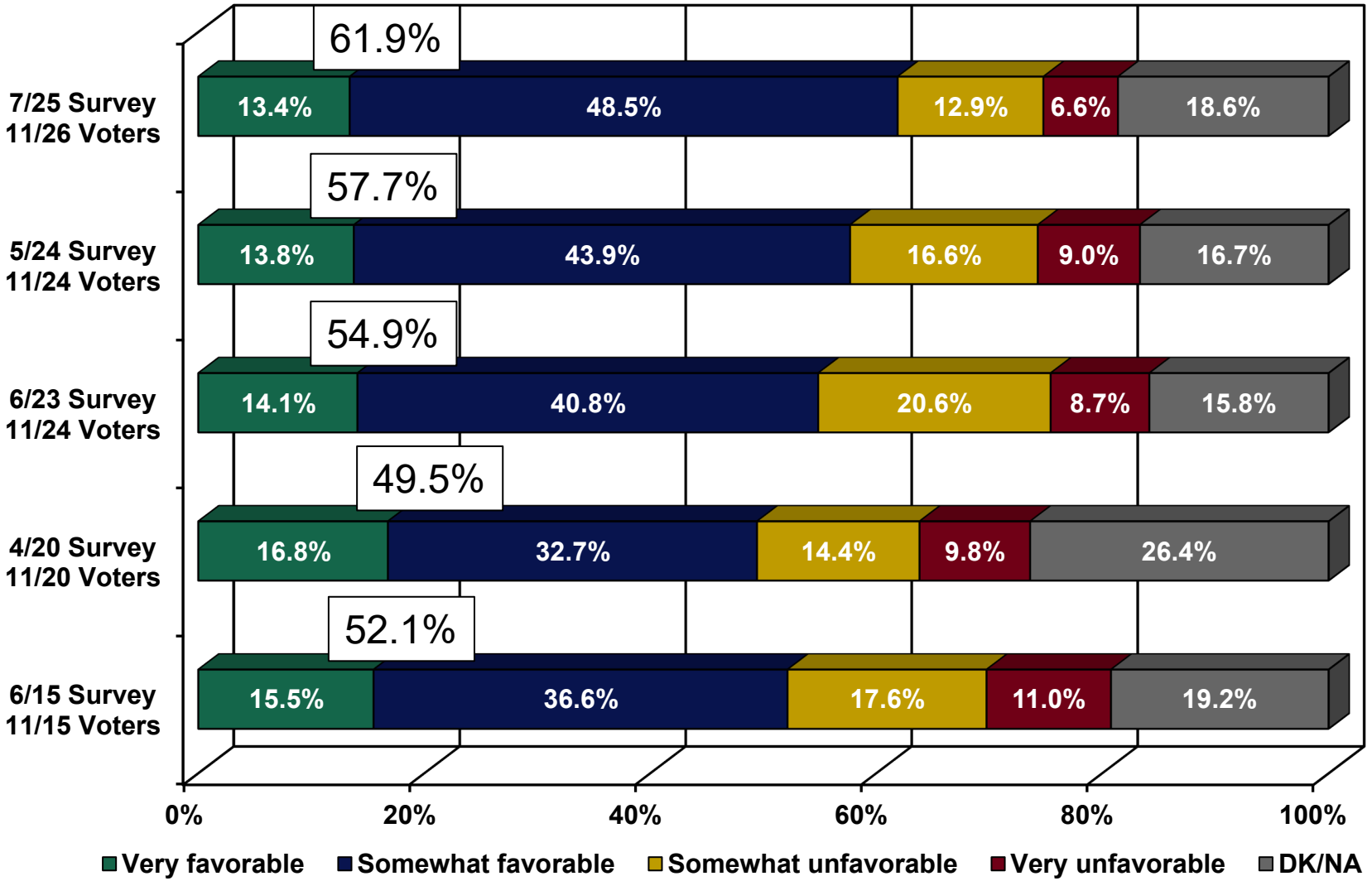
Resident Satisfaction With City Provision of Services Increased to Pre-Pandemic Levels

GODBE RESEARCH
Gain Insight



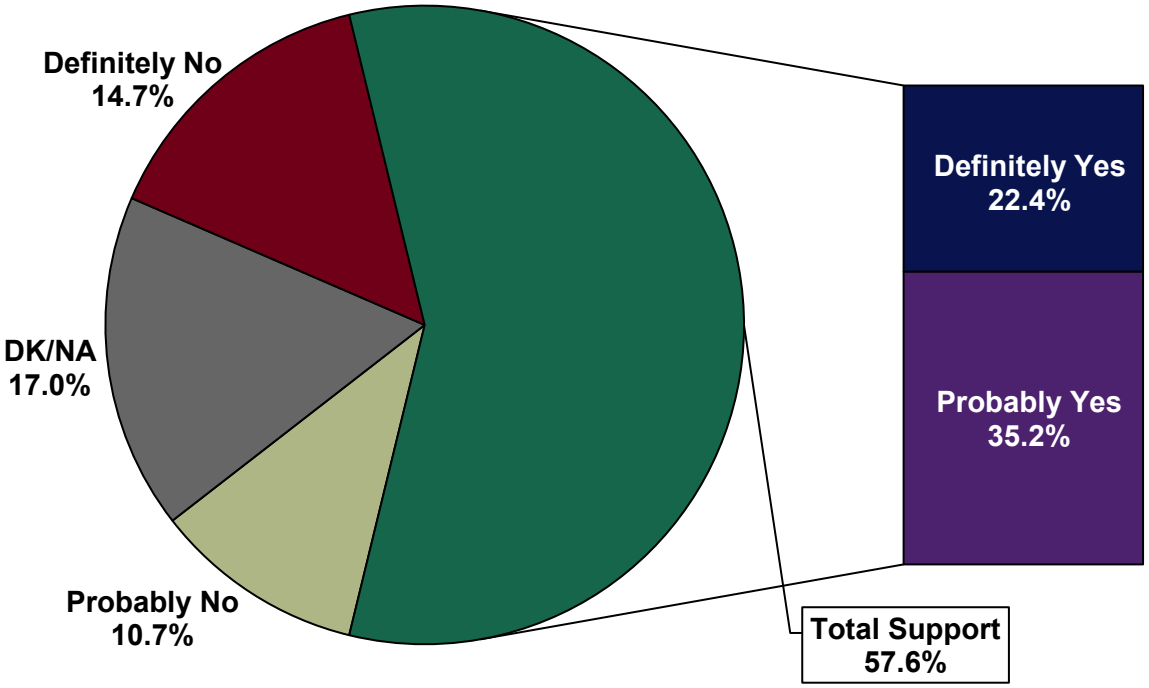
Residents Favorability Rating of the City's Management of Public Funds Highest in Decade

GODBE RESEARCH
Gain Insight



Uninformed Hypothetical Support for Community Center Measure

GODBE RESEARCH
Gain Insight



Belmont Community Center Safety and Services Measure. Shall the ordinance providing funding for and maintaining supervised children's play and youth, teen/ adult programs, childcare, afterschool/ senior programs in a disabled accessible, fire/ earthquake resistant community center, usable as an emergency health/ disaster relief facility, be adopted levying 33 cents per residential and 54 cents per commercial per building square foot in the city, providing $7,100,000 annually, until ended by voters, with senior exemptions, independent audits?



Impact of Information

Respondents Prioritize Outcomes of Upgrades and Basic Safety Repairs

GODBE RESEARCH
Gain Insight

H. Create and maintain multi-generational, sports, arts and crafts, fitness, and health and wellness programs for youths, teens, adults and seniors

F. Provide sports courts and fields for youth, teen and adult sports and a safe children's play area

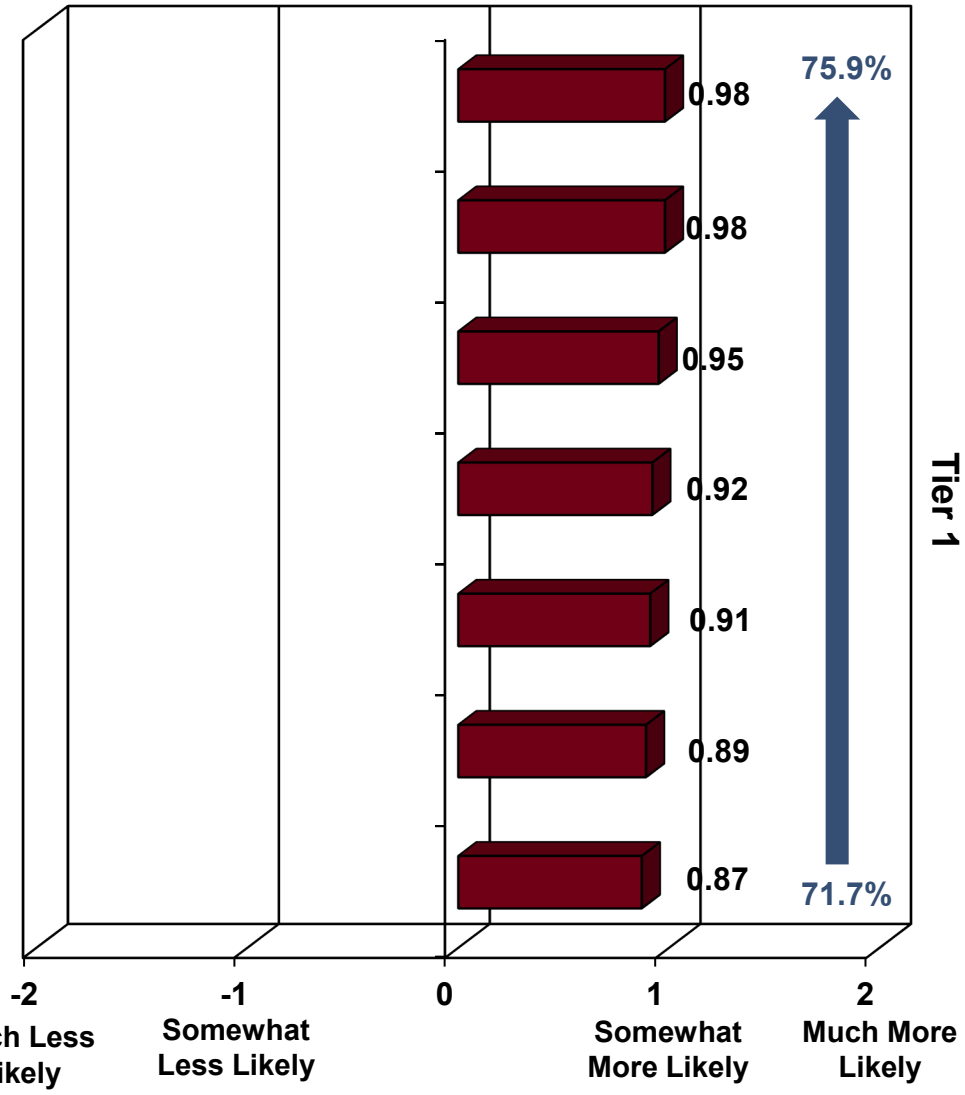
D. Provide parks and a multi-generational center for youths, teens, adults and seniors

B. Provide a disaster relief and emergency center, meeting earthquake and fire safety standards

I. Maintain childcare and supervised after-school programs for children and teens

J. Maintain senior services including health, fitness, nutrition, wellness, and transportation programs

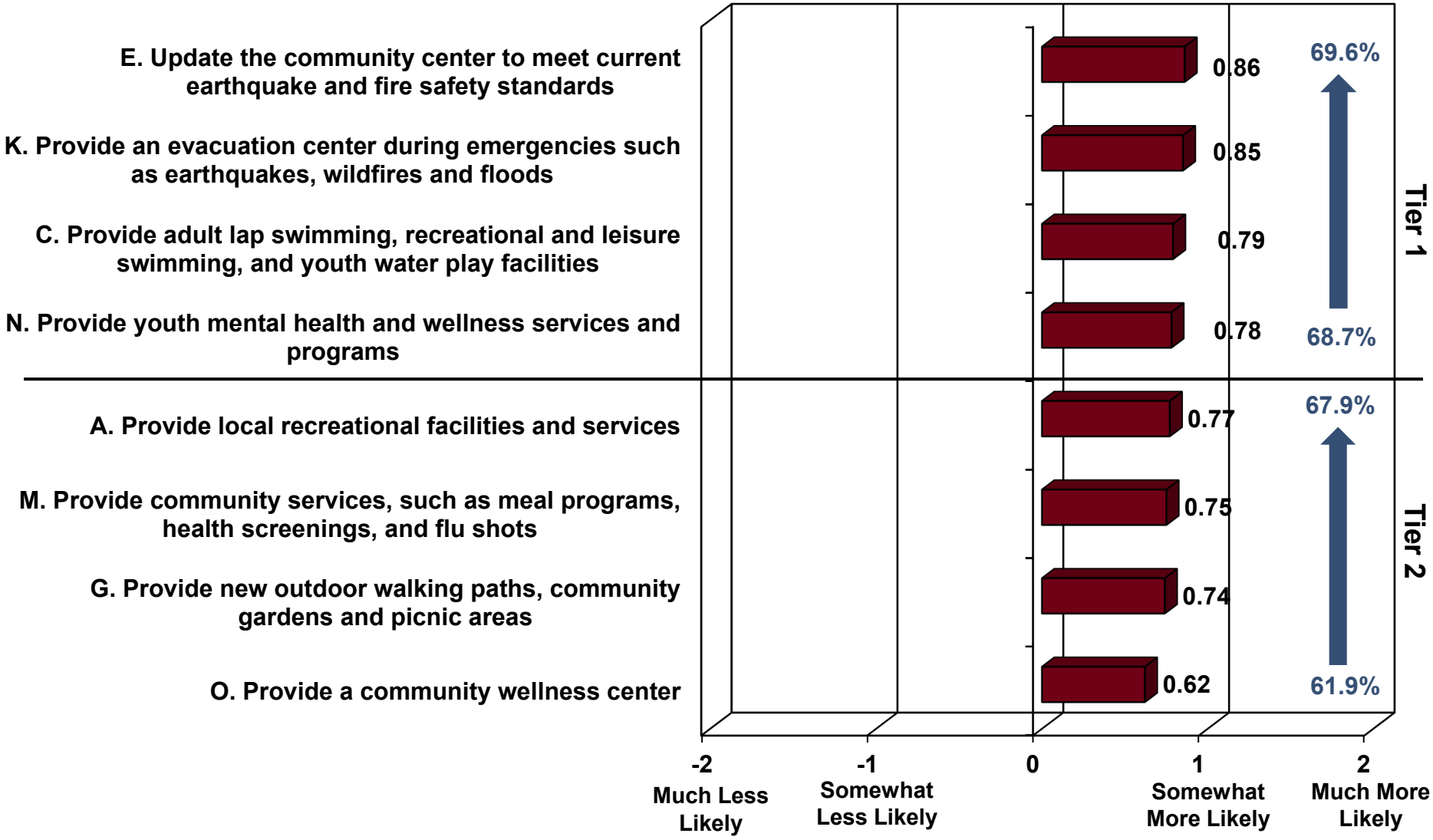
L. Maintain facilities so they don't fall into disrepair and deteriorate



Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Much More Likely" = +2, "Somewhat More Likely" = +1, "No Effect" = 0, "Somewhat Less Likely" = -1, and "Much Less Likely" = -2.

Respondents Priorities For Community Center (Continued)

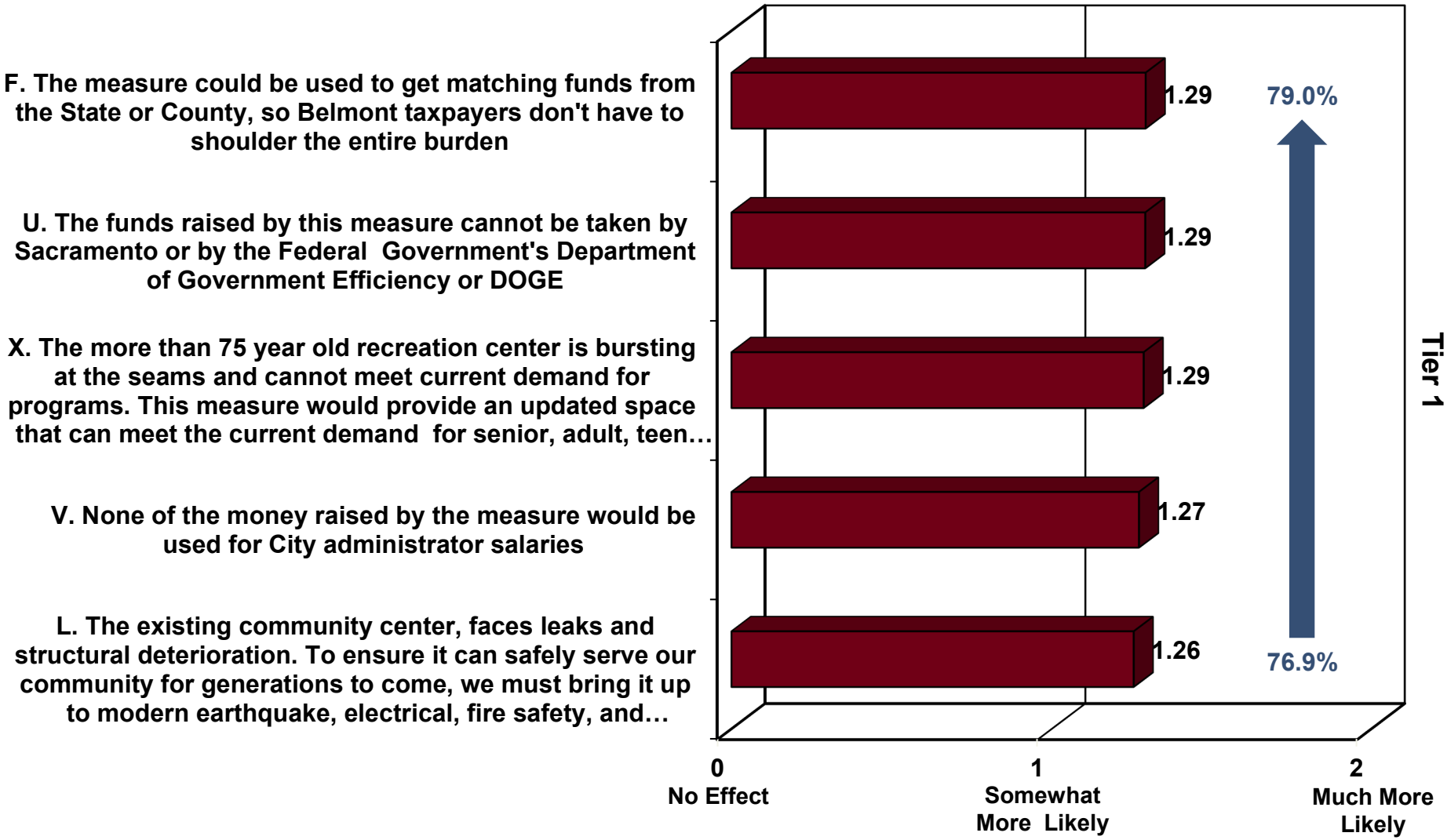
GODBE RESEARCH
Gain Insight



Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Much More Likely" = +2, "Somewhat More Likely" = +1, "No Effect" = 0, "Somewhat Less Likely" = -1, and "Much Less Likely" = -2.

Informational Statements that Focus on Local Control, Matching Funds, & the Age of the Center Have the Strongest Salience

GODBE RESEARCH
Gain Insight



Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Much More Likely" = +2, "Somewhat More Likely" = +1, and "No Effect" = 0.

Informational Statements (Continued)

GODBE RESEARCH
Gain Insight

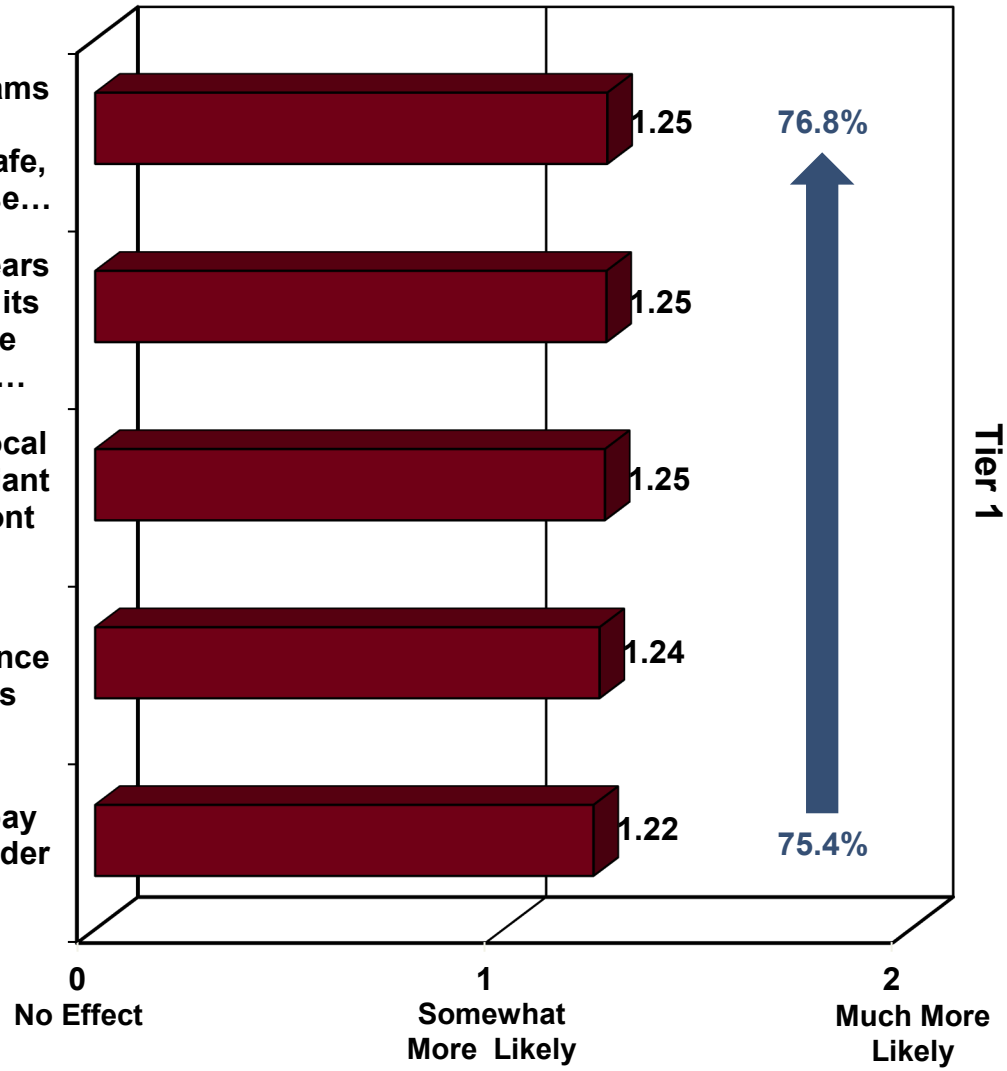
W. More than 1,700 local Belmont youths attend programs at the community center every week and hundreds participate in outdoor sports every day. They need a safe, repaired community center that has capacity for these…

Q. The current community center is more than 75 years old and was built as a school, and it is well beyond its useful life. We need an updated facility built for the Belmont community of today that meets current…

B. The measure will give Belmont local control over local funds for local needs - allowing Belmont to be self-reliant and requiring that our tax dollars are spent for Belmont residents. No funds can be taken by Sacramento

G. Large employers will pay their fair share to enhance Belmont's local recreational and program facilities

H. Developer fees paid on new construction will help pay for the new community center so taxpayers don't shoulder all of the burden



Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Much More Likely" = +2, "Somewhat More Likely" = +1, and "No Effect" = 0.

Informational Statements (Continued)

GODBE RESEARCH
Gain Insight

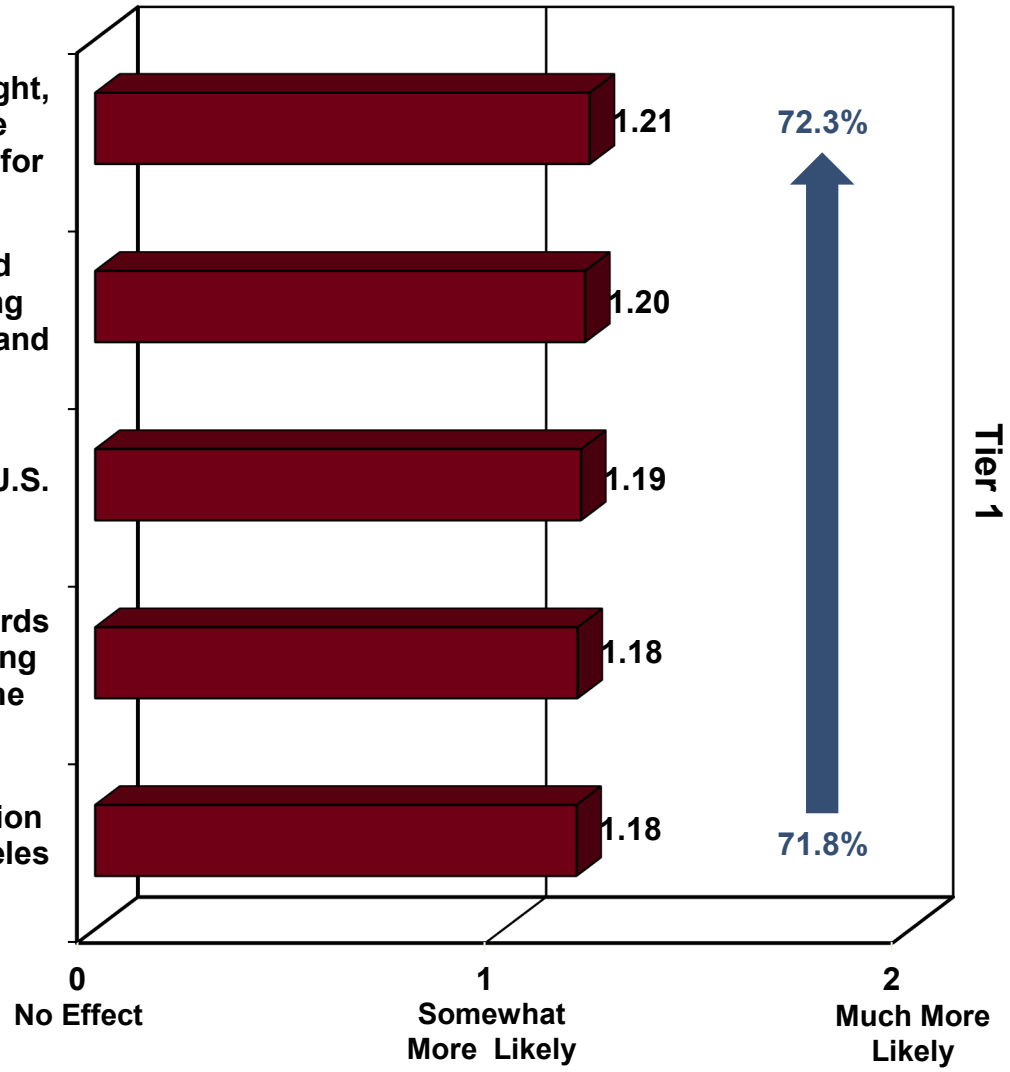
D. This measure includes independent citizens' oversight, mandatory financial audits, and yearly reports to the community to ensure the funds are spent responsibly for community priorities

C. This measure will ensure that critical safety and program upgrades will be addressed, without taking critical funds from services like 911 response, road and pothole repair, or fire safety

N. None of the money can be taken by the U.S. Government or the State of California

O. This measure will continue Belmont's high standards for fiscal accountability and transparency by requiring that any money generated must be spent only on the specified projects, and not for any other purpose

AA. The measure would provide residents an evacuation center in the case of wildfire threats (like the Los Angeles fires), earthquakes, or other natural disasters



Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Much More Likely" = +2, "Somewhat More Likely" = +1, and "No Effect" = 0.

Informational Statements (Continued)

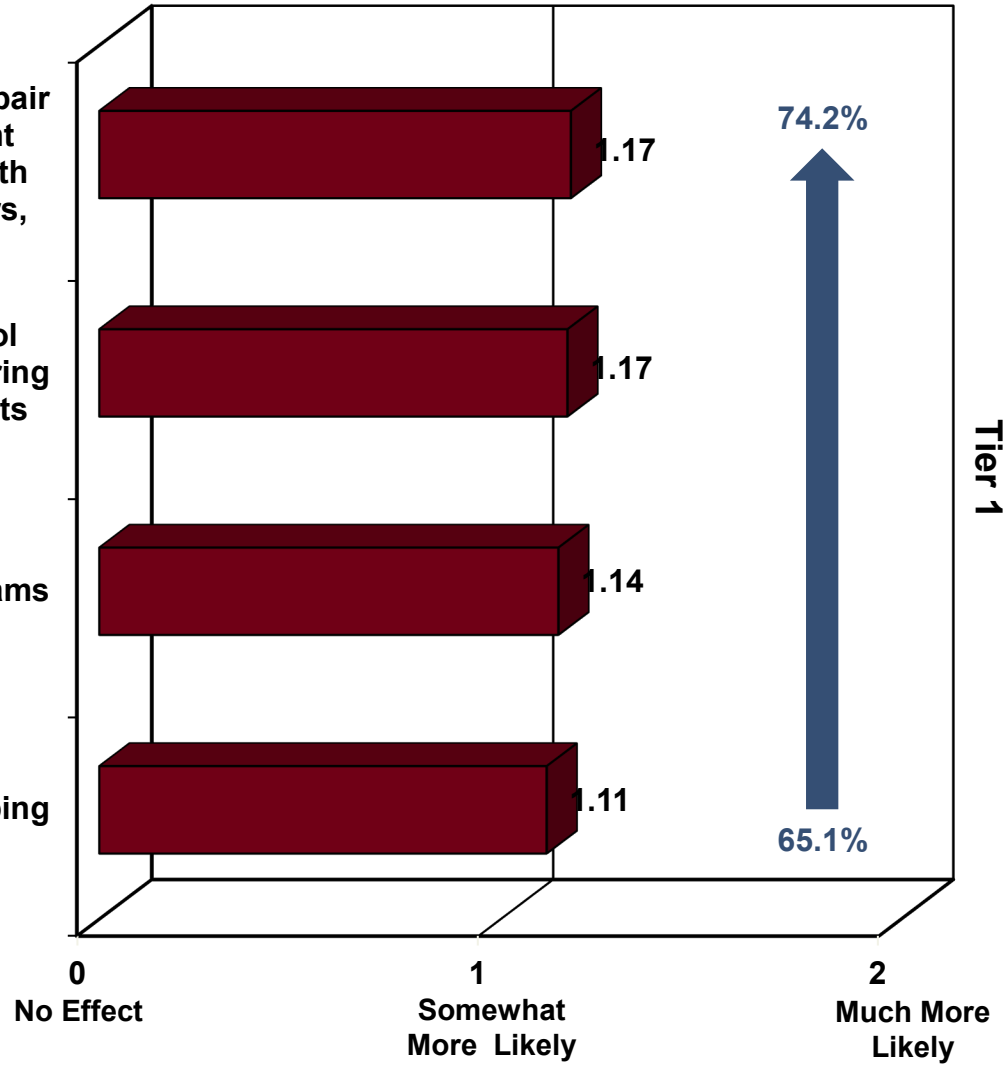
GODBE RESEARCH
Gain Insight

I. The old and outdated community center is in disrepair and does not match the needs of Belmont's current community. Residents need a community center with current amenities and space for use by local seniors, youths and families

Y. This measure will maintain supervised after-school recreation and educational programs including mentoring and tutoring, that keep youths and teens off the streets and out of trouble

E. The measure will provide active recreation programs for seniors, adults, teens and children

K. Seniors would be exempt from this measure, helping them age in place



Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Much More Likely" = +2, "Somewhat More Likely" = +1, and "No Effect" = 0.

Informational Statements (Continued)

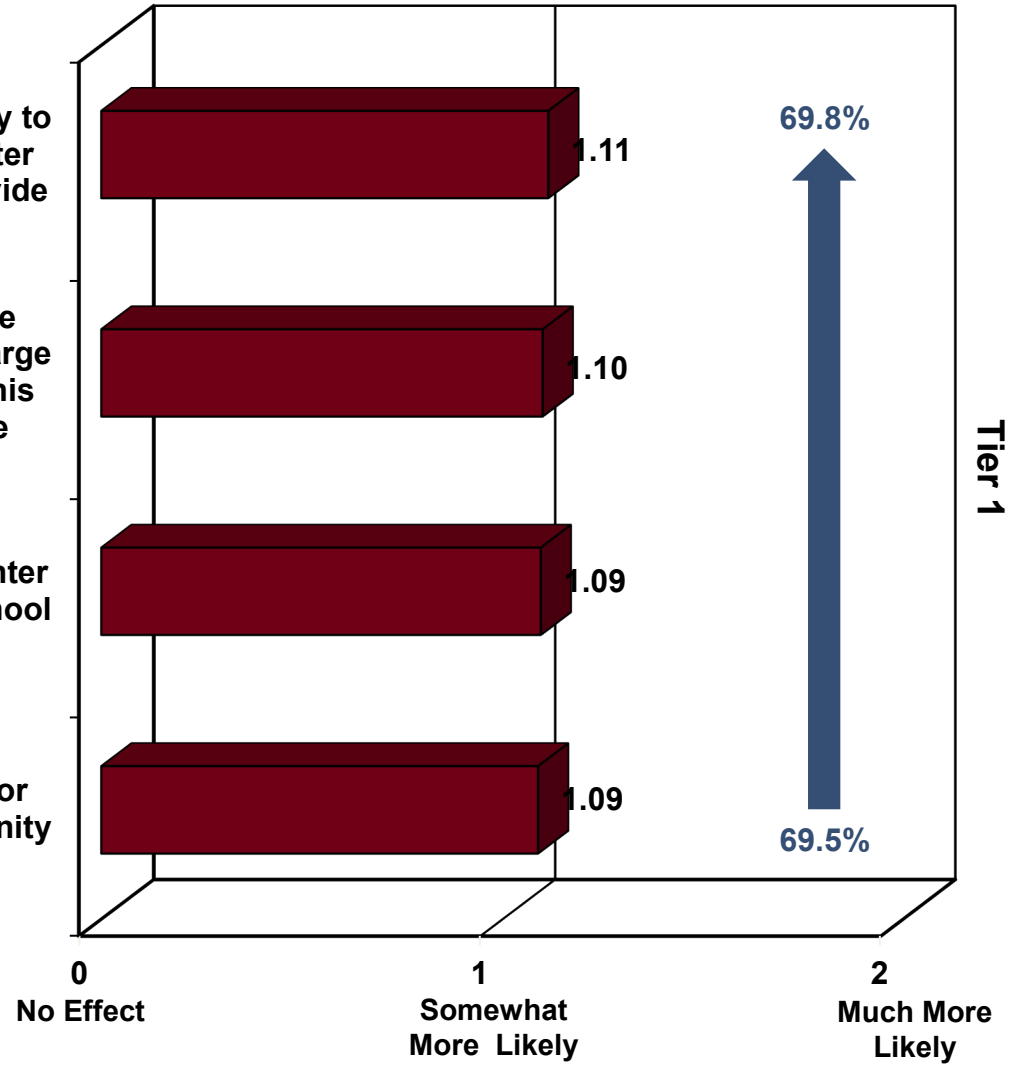
GODBE RESEARCH
Gain Insight

M. A safe and updated community center is necessary to maintain the programs our residents desire in a center that serves all ages, is accessible to all, and can provide relief and resources during an emergency

T. In an emergency such as wildfire or earthquake, we need a safe space to shelter from extreme weather, charge electronic devices and obtain information and help. This measure will help build a center that integrates these needs to serve our community...

A. Belmont needs a disaster relief and emergency center in case of a medical catastrophe, natural disaster, school emergency, or any other state of emergency

J. The current community center serves as a place for seniors to gather, exercise, and participate in community events safely



Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Much More Likely" = +2, "Somewhat More Likely" = +1, and "No Effect" = 0.

Informational Statements (Continued)

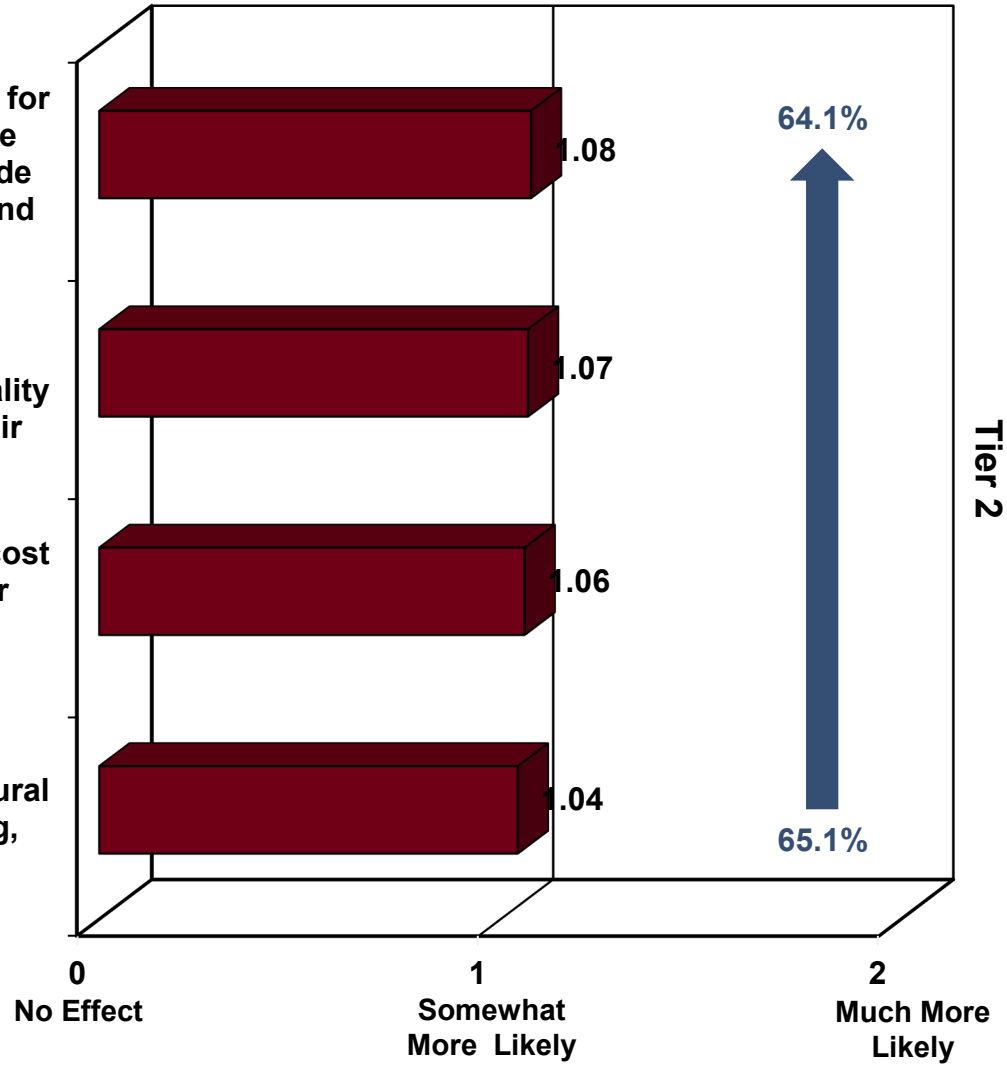
GODBE RESEARCH
Gain Insight

R. The City of Belmont has not had a community pool for decades. This measure provides funding to meet the current needs of Belmont residents and would provide space for adult lap swimming, youth swim lessons and locker rooms

Z. The updated community center can be a safe community space during extreme weather and air quality events, providing cooling, heating and smoke free air

P. The updated community center will provide low cost after school enrichment and tutorial programs for children, and facilitate greater school and city collaboration to enhance quality learning

S. The measure would help Belmont prepare for natural disasters due to climate change including flooding, mudslides, and wildfires



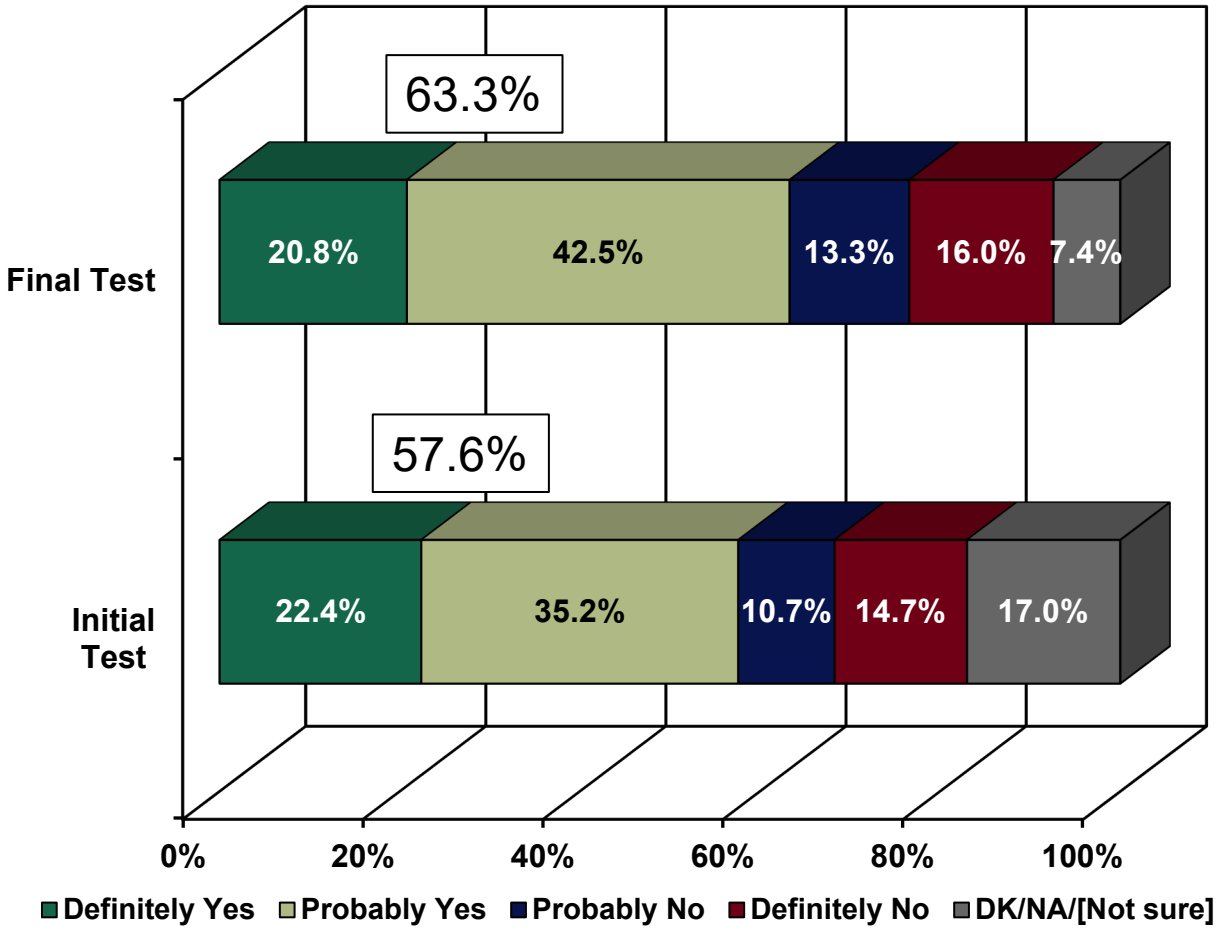
Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Much More Likely" = +2, "Somewhat More Likely" = +1, and "No Effect" = 0.

Critical Statements

- The survey also tested the impact of several critical statements and found that the key issues were the measure's sunset; the additional amount an average homeowner might pay; City promises with respect to earlier revenue enhancement measures; economic uncertainty associated with tariffs, inflation and interest rates; debate over the cost of community center improvements; and the City's use of available funds.

After Information Hypothetical Support for Community Center Measure Stays Stable

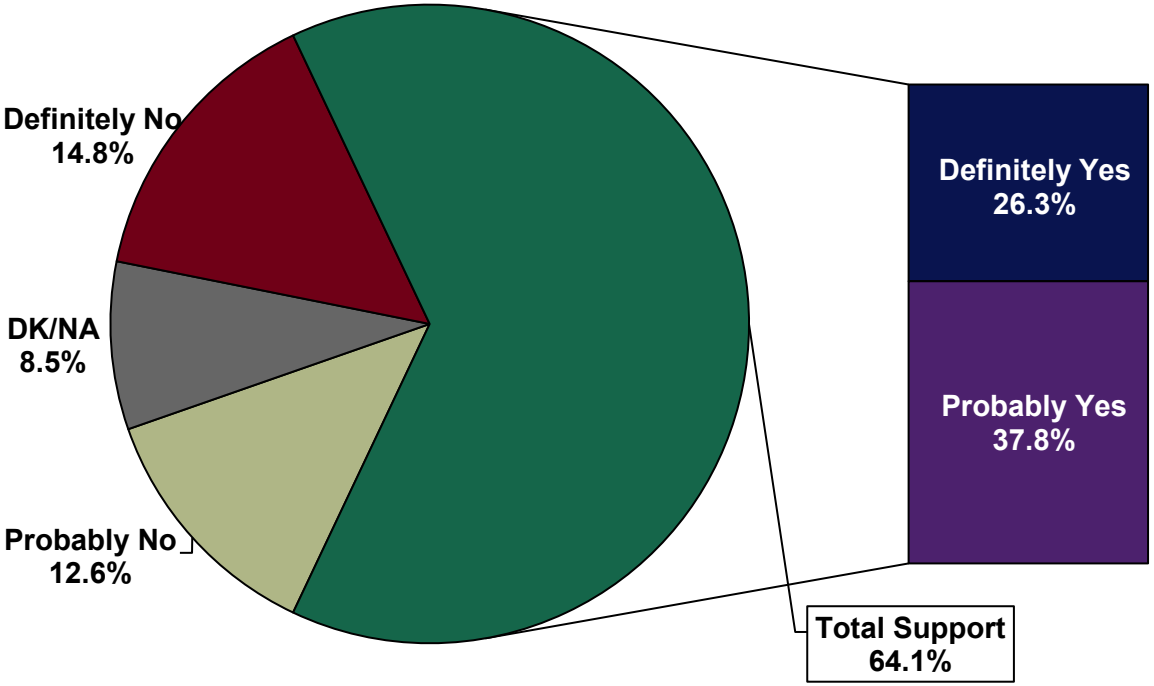
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Belmont Community Center Safety and Services Measure. Shall the ordinance providing funding for and maintaining supervised children's play and youth, teen/ adult programs, childcare, afterschool/ senior programs in a disabled accessible, fire/ earthquake resistant community center, usable as an emergency health/ disaster relief facility, be adopted levying 33 cents per residential and 54 cents per commercial per building square foot in the city, providing $7,100,000 annually, until ended by voters, with senior exemptions, independent audits?

Reducing Rate of Residential Levy May Increase Hypothetical Support for Measure

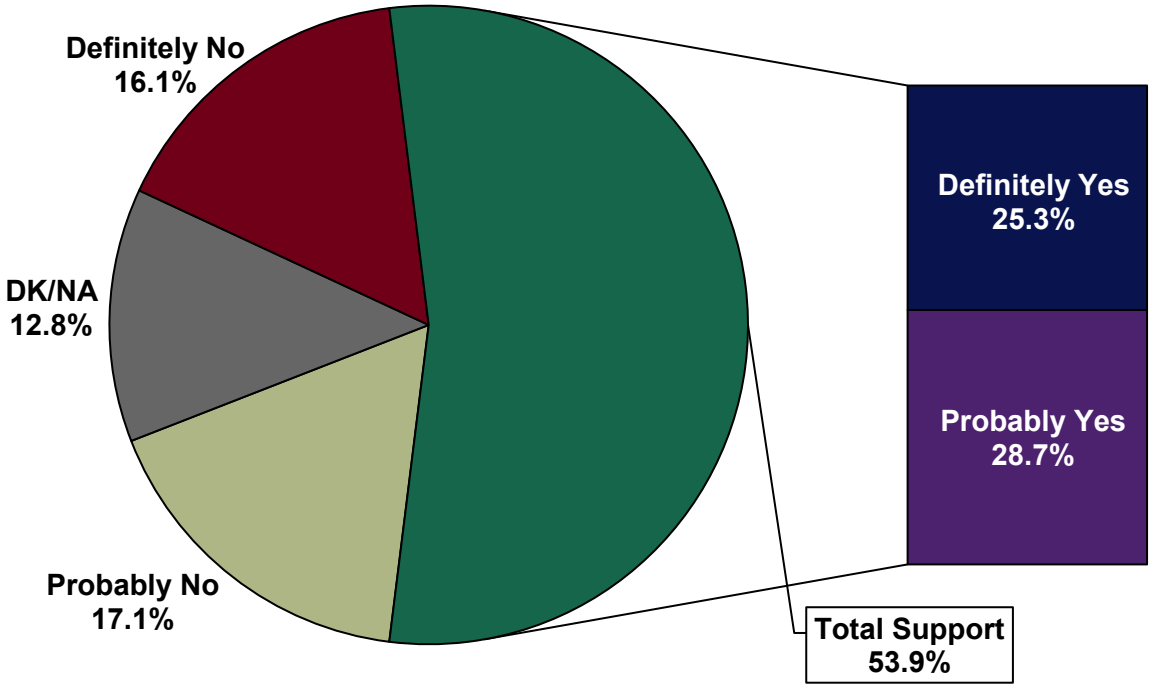
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Instead of levying 33 cents per residential and 54 cents per commercial square foot of building space to provide funding for and maintaining supervised children's play and youth, teen and adult programs, childcare, afterschool and senior programs in a disabled accessible, fire and earthquake resistant community center, usable as an emergency health and disaster relief facility, an alternative measure would levy 26 cents per residential and 43 cents per commercial square foot of building space.

Respondents Appear to Prefer Retaining the Power To End Measure Themselves

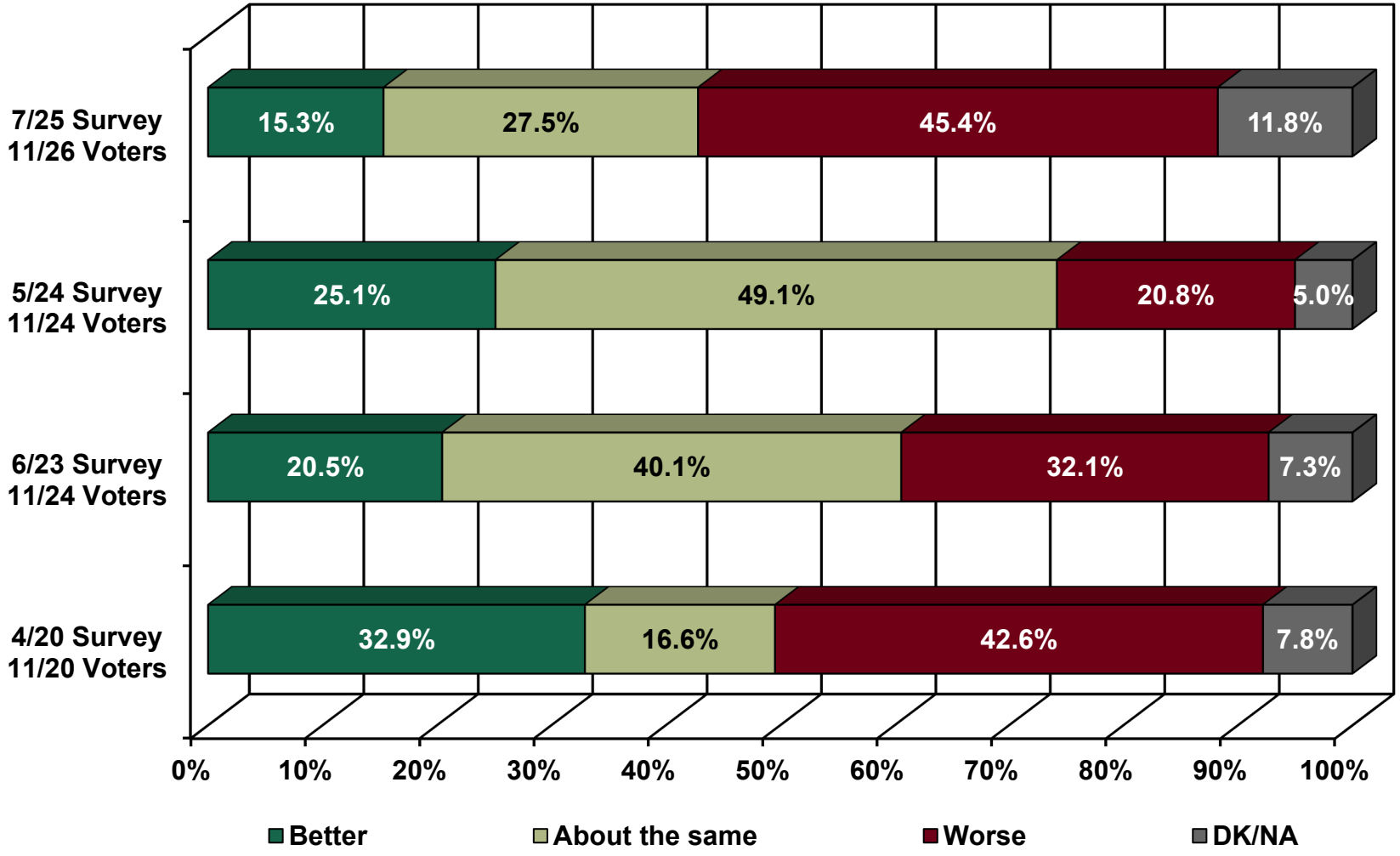
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Instead of levying a per square foot parcel fee until ended by voters to provide funding for and maintaining supervised children's play and youth, teen and adult programs, childcare, afterschool and senior programs in a disabled accessible, fire and earthquake resistant community center, usable as an emergency health and disaster relief facility, an alternative measure would levy the parcel fee for 30 years.

Opinion on Future Direction of the Economy

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STAFF REPORT

Meeting Date:	August 26, 2025
Agency:	City of Belmont
Staff Contact:	Laura Russell, Deputy Community Development Director
Agenda Title:	Long Range Planning Update
Agenda Action:	For Information Only

Recommendation
Receive an update on the long-range planning efforts currently underway by the Community Development Department.

Strategic Focus Area
Economic Development and Housing

Background
The Community Development Department is tasked with managing multiple long-range planning efforts to update the City's policy framework to promote economic development, support a diversity of housing choices, enhance community resiliency, and comply with evolving State and regional requirements. Staff balance the workload of these efforts along with the processing of current development applications.

Analysis
At the August 26, 2025, City Council meeting, Community Development will present an update on a suite of major long-range planning initiatives that together are shaping Belmont's path forward. These efforts represent a sustained commitment to building a resilient, vibrant, and livable community for generations to come. The update will highlight progress on:

- Harbor Industrial Area Specific Plan – advancing a vision for economic vitality and new opportunities.
- Regional Commercial Zoning Update – modernizing standards to strengthen the City's US-101 corridor.
- Corridor Mixed Use Zoning Update – fostering dynamic, walkable areas with housing and business options.
- General Plan Safety Element Update – ensuring community preparedness and resilience in the face of natural hazards.
- Climate Action and Adaptation Plan Update – reducing emissions and adapting to climate impacts.

- General Plan Housing Element Implementation – delivering on housing commitments to meet state requirements and community needs.

- MTC's Transit-Oriented Communities (TOC) Compliance – aligning with regional goals to support sustainable growth and mobility.

These parallel efforts reflect the City's focus on keeping momentum, staying proactive, and building a thoughtful framework that protects Belmont's character while opening new pathways for the community's future quality of life.

Alternatives

None; for information only.

Attachments

None.

Fiscal Impact

☒ No Fiscal Impact

There is no direct fiscal impact related to this informational report. Long-range planning activities are generally accounted for in the General Plan Maintenance Fund.

☐ Funding Source Confirmed:

Source:	**Purpose:**	**Public Outreach:**
Council	Council Vision/Priority	Posting of Agenda