

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: April 17, 2024

To: Mayor and Town Council
From: Alejandro Perez, Senior Civil Engineer
Subject: Approve Amendment to an Agreement with Coastland for the Sidewalk Gap Closure at 8886 Windsor Road Project

Recommendation to Council:

1. Adopt a resolution amending the Approved Fiscal Year 2023-24 Budget in the amount of \$260,000 for the Sidewalk Gap Closure at 8886 Windsor Road Project.
2. Approve Amendment No. 1 to the Professional Services Agreement with Coastland Civil Engineering for the Sidewalk Gap Closure at 8886 Windsor Road Project in an amount not to exceed \$17,510.67 and authorize the Town Manager to execute said amendment on behalf of the Town and any contract amendments up to 20 percent of the new contract amount.

Strategic Plan Element:

The recommended action supports the goal of Infrastructure. Goal Statement: Through a lens of sustainability and innovation, invest in the Town's infrastructure and public facilities to meet the needs of future generations.

Discussion:

With the anticipated arrival of the Sonoma-Marín Area Rail Transit (SMART) service to Windsor, SMART plans to build a park and ride lot at the southeast corner of the intersection of Windsor River Road and Windsor Road. Also, SMART will construct frontage improvements including a new sidewalk along Windsor Road as part of the parking lot work. The completion of the new sidewalk by SMART will leave the only sidewalk gap between the roundabout and Mitchell Lane at 8886 Windsor Road.

Public Works staff executed a professional services agreement for \$19,222 with Coastland Engineering for preliminary engineering and estimates for construction of the approximately 110 feet of sidewalk, curb, and gutter needed along the frontage at 8886 Windsor Road (see Location Map, Attachment 3). The proposed sidewalk would connect with the proposed sidewalk to the north that will be installed as part of the SMART park and ride lot and to the south to the existing sidewalk on the east side of Windsor Road. Due to the sidewalk extension being outside of SMART's environmentally cleared construction area, their contractor would not be able to make the improvements for the Town.

Using the preliminary engineering estimate for construction, staff determined that approximately \$260,000 would be necessary to complete the project. This project was not included in the Council-approved Fiscal Year 2023-24 budget. The proposed budget amendment will allow for the completion of the final design, construction, construction management, inspection, and contingencies.

The proposed Amendment No. 1 (Attachment 2) to the Professional Services Agreement would allow Coastland Engineering to complete the full design and prepare the final bid documents to close this gap

in the sidewalk. The proposed Fee to complete final design is \$17,510.67. Staff has reviewed the Scope and Fee and determined that it is fair and reasonable.

Original Agreement – preliminary engineering and estimates	\$19,222.00
This Amendment No. 1 – Final Design, Bid Documents, Const. Support	<u>\$17,510.67</u>
	\$36,732.67

Fiscal Impact:

Upon approval of the budget amendment, the total fiscal impact of the proposed contract will allocate up to \$260,000 of appropriations within Traffic Mitigation Fund from the Council-approved Fiscal Year 2023-24 budget leaving a balance of \$72,592.

Increase in Appropriations	Not to Exceed Amount
210-63-25-xxxx-4510-000	\$260,000

Funding Source	Not to Exceed Amount
Unappropriated Traffic Mitigation Fund	\$260,000

Environmental Review:

The project is exempt from the California Environmental Quality Act (CEQA) in accordance with section 15303, Class 3 for new construction. Therefore, no environmental review is required. A Notice of Exemption will be filed prior to construction.

Attachment(s):

- [1. Resolution - Budget Amendment](#)
- [2. Amendment No 1 - Coastland ES Sidewalk Gap Closure](#)
- [3. Location Map](#)

Prepared by:

Alejandro Perez
Senior Civil Engineer

Reviewed by:

Carl Euphrat
Deputy Director of Engineering

Reviewed by:

Jeneen Petersen
Administrative Services Director

Reviewed by:

Shannon Cotulla
Public Works Director/Town Engineer

Recommended by:

Jon Davis
Town Manager