

TOWN OF WINDSOR AGENDA REPORT

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

To: Mayor and Town Council
From: Alejandro Perez, Senior Civil Engineer
Subject: Downtown Pedestrian and Bicycle Crossing of US101 Project

Recommendation to Council:

1. Adopt a resolution amending the Approved Fiscal Year 2023-24 Budget in the amount of \$950,000 for the Downtown Pedestrian and Bicycle Crossing of US101 Project.
2. Approve a Professional Services Agreement with Mark Thomas & Company for the engineering design of the Downtown Bike and Pedestrian Crossing of the US101 Phase 1 Project in an amount not to exceed \$1,461,627 and authorize the Town Manager to execute said agreement on behalf of the Town and any contract amendments up to 20 percent of the contract amount.
3. Approve a Cooperative Agreement with the State of California, acting through its Department of Transportation, referred to as Caltrans for the improvements to the State Highway System for the Downtown Pedestrian and Bicycle Crossing of US101 Project in an amount not to exceed \$200,000 and authorize the Public Works Director/Town Engineer to execute said agreement on behalf of the Town and any contract amendments up to 20 percent of the 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.

Background:

The Downtown Pedestrian and Bicycle Crossing of US101-Phase 1 Project is located within the Town's Priority Development Area (PDA) and the project need was identified in the Connecting Central Windsor Study. This Project proposes to improve active transportation facilities through the existing US101 underpass by widening the space under US 101. The project proposes to widen the space under the US 101 using Caltrans Standard retaining walls and adding Class I paths with separated pedestrian and bicycle facilities, including two-way bike-only paths and widened sidewalks. Improvements also include new lighting, landscaping, and artwork.

A major portion of the work will be within the California Department of Transportation (Caltrans) right-of-way and the Town will need to work closely with Caltrans for project initiation and approval. This approval process will require stakeholder input, project alternatives, anticipated right-of-way requirements, initial cost estimates, potential funding sources, and the completion of the Final Environmental Document and the Project Report.

Discussion:

A Request for Proposals (RFP) for the preparation and submittal of the Caltrans Project Report, Environmental documents, and Final Design and Bid Documents of the Downtown Pedestrian and Bicycle Crossing of US101-Phase 1 Project was issued on October 19, 2023. The RFP was sent to three

(3) engineering consulting firms and posted on the Town's website. On November 30, 2023, Public Works received three proposals.

After a review of the proposals and consultant interviews, Mark Thomas & Company (Mark Thomas) was selected unanimously by the selection panel, which included Town Staff and Sonoma County Transportation Authority (SCTA), as the most qualified consultant for this project. The top ranking by the panel was based on the following merits of Mark Thomas:

- Extensive work on the State Highway System and collaboration with Caltrans
- Assisted the Town with the 30% Concept Plans that helped to secure the Federal OBAG 3 grant and initiated the design and review process with Caltrans
- Experience with similar projects in Caltrans District 4
- Very strong understanding of project requirements
- Availability of their project team to meet the goals of the project

Staff invited Mark Thomas to enter into negotiations with staff for the proposed work which includes the following key tasks:

Task 1: Project Management

Task 2: Preparation of a Project Study Report-Project Report (PSR/PR)

Task 3: Project Approval/Environmental Document (PA/ED)

Task 4: Final Design (PS&E) and Construction Support

Task 5: Preparation and Submittal for the 2024 Local Partnership Competitive Grant or other grant application opportunities for the Project Construction.

At the conclusion of Task 3, staff will present the design alternatives and Council will be asked to select a preferred alternative. After the Council selection is made, Mark Thomas will begin the final design, prepare bid documents, and provide construction support.

The proposed Fee for the design phase as outlined in the tasks above is \$1,461,627. Staff has reviewed the Scope and Fee and determined that it is fair and reasonable.

Caltrans, as the owner/operator of the State Highway System (SHS), will perform quality management work including Quality Management Assessment (QMA), environmental document quality control, and owner/operator approvals for the portions of the project within the existing and proposed SHS right-of-way. The cost of Caltrans' quality management work is to be borne by the Town and requires that the Town enter into a cooperative funding agreement (Attachment 3) with Caltrans for a fee of \$200,000.

Since the project does not anticipate right-of-way conveyances and should receive an environmental categorical exemption, the Town hoped to obtain the Caltrans encroachment permit through the Design Engineering Evaluation Report (DEER) process. The DEER process is intended to streamline the processing of projects by reducing the steps in the project development process with Caltrans. However, with the added need to review the new retaining walls the review process was stepped up to a Project Study Report - Project Report (PSR-PR) for both project initiation and approval which necessitated an increase in the budgeted amount for Caltrans participation.

Fiscal Impact:

Upon approval of the budget amendment, the total fiscal impact of the proposed contract will allocate up to \$950,000 of appropriations within Traffic Mitigation Fund from the Council-approved Fiscal Year 2023-24 budget.

| Funding Source | Not to Exceed Amount |
|--|-----------------------------|
| Unappropriated Traffic Mitigation Fund | \$950,000 |

Environmental Review:

A Notice of Exemption for the California Environmental Quality Act (CEQA) has been filed for the Project. Consultant shall confirm this is adequate or determine the final environmental documentation that will be required. Consultant shall provide services for National Environmental Protection Act (NEPA) submission to Caltrans.

Attachment(s):

1. [Resolution - Budget Amendment](#)
2. [PSA - Mark Thomas and Co.](#)
3. [Cooperative Agreement 04-2960 Execution Process](#)
4. [Location Map](#)

Prepared by:

Alejandro Perez
Senior Civil Engineer

Reviewed by:

John Jaeger
Deputy Director of Engineering

Reviewed by:

Shannon Cotulla
Public Works Director/Town Engineer

Reviewed by:

Jeneen Peterson
Administrative Services Director

Recommended by:

Jon Davis
Town Manager