

**AMENDMENT TO AGREEMENT  
BETWEEN THE COUNTY OF SAN MATEO AND  
KIMLEY-HORN AND ASSOCIATES, INC.**

THIS AMENDMENT TO THE AGREEMENT, entered into this 25th day of July, 2023, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Rincon Consultants hereinafter called "Contractor";

**W I T N E S S E T H:**

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

WHEREAS, the parties entered into an Agreement to prepare the North Fair Oaks Bicycle and Pedestrian Railroad Crossing and Community Connections Study on March 8, 2022; and

WHEREAS, the parties entered into a no-cost Amendment 1 to this agreement on May 18, 2022 to further define payment terms; and

WHEREAS,, the parties entered into Amendment 2 on January 12, 2023 to increase the agreement amount by \$25,000 to fund the preparation of a series of additional preliminary bicycle and pedestrian rail crossing alternatives and to shift funding from optional tasks to provide additional renderings for rail crossing alternatives that were advanced for community feedback; and

WHEREAS, the parties wish to amend the Agreement to increase the amount by \$105,000 resulting in a new not to exceed amount of \$680,000.

**NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:**

1. Section "3. Payments" of the agreement is amended to read as follows:

"In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth in this Agreement and in Exhibit A, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B. County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. In no event shall County's

total fiscal obligation under this Agreement exceed SIX HUNDRED AND EIGHTY THOUSAND dollars (\$680,000). In the event that the County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the County at the time of contract termination or expiration. Contractor is not entitled to payment for work not performed as required by this agreement.”

2. Amended Exhibit A is replaced with Revised Exhibit A (rev. 07/25/23).
3. Amended Exhibit B is replaced with Revised Exhibit B (rev. 07/25/23).
4. This amendment shall be retroactively effective to December 1, 2022.
5. **All other terms and conditions of the agreement entered into on March 8, 2022, between the County and Contractor shall remain in full force and effect.**

In witness of and in agreement with this Agreement's terms, the parties, by their duly authorized representatives, affix their respective signatures:

**For Contractor: Kimley-Horn and Associated, Inc.**

DocuSigned by:

*Adam Dankberg P.E.*

6/26/2023

Adam Dankberg P.E.

A4BC6590848B486...  
Contractor Signature

Date

Contractor Name (please print)

**For County:**

COUNTY OF SAN MATEO

By:  
President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:  
Clerk of Said Board

## **Revised Exhibit A (Rev. 07/25/2023)**

### **Scope of Work**

**Costs for optional tasks deemed necessary by the County for completion of this Study shall be authorized in writing prior to proceeding with the work. Consultants shall not be entitled to any compensation for any optional costs incurred should they proceed in advance of receiving written authorization from the County.**

#### **Task 1. Staffing and Facilitation of Technical and Community Advisory Committees**

The Kimley-Horn Team will participate alongside the County in a series of Technical Advisory Committee (TAC) and Community Advisory Committee (CAC) meetings. The team will be responsible for the preparation of meeting materials and presentations, meeting facilitation, and documenting meeting minutes and action items. The County will be responsible for forming the TAC and CAC, distributing materials, coordinating meeting dates and times, and arranging meeting locations (if in-person). We anticipate TAC and CAC meetings will generally occur at similar points in the project, at the following key milestones:

- Project kick-off and outreach kick-off (anticipated as a joint TAC/CAC meeting)
- Review of findings from the community needs assessment, project goals and priorities, evaluation criteria and introduction to project alternatives development
- Review of project alternatives and outreach round 2 kick-off
- Review of outreach round 2 feedback and refinement of alternatives
- Selection of preferred alternative and implementation considerations (TAC as standalone meeting, CAC invited to participate through Engagement #3 focus groups)

#### **Technical Advisory Committee (TAC) Meetings**

We anticipate the TAC to consist of staff from County departments and external public agency stakeholders. The TAC will assist with providing requested data, provide input on key project technical material and CAC concerns and recommendations, assist with outreach strategies and distribution, and review project deliverables. The team will coordinate with County staff to organize up to five (5) TAC meetings at key points throughout the project.

#### **Community Advisory Committee (CAC) Meetings**

We anticipate the CAC to consist of local community representatives, which may include local residents (e.g. homeowners and renters), representatives from community-based organizations (CBOs), local advisory bodies, community groups and organizations, local businesses, and other project stakeholders. The CAC will provide input and feedback on community engagement, assist with notifying the community of upcoming engagement activities, and provide feedback on key project documents, milestones, and decisions. The team will coordinate with County staff to organize up to three (3) standalone CAC meetings at key points throughout the project. An additional joint TAC/CAC meeting will occur at the project outset and the CAC will be invited to participate in Engagement #3 focus groups in a manner to be determined as part of the Engagement Plan, for a total of five CAC meetings. CBO engagement with Funded Community Partners and their community networks will occur at other points within the project and these CAC meetings are an opportunity for a more formal meeting structure and also to include additional community stakeholders.

**Optional Task:** Kimley-Horn will attend two additional TAC or CAC meetings.

#### **Project Coordination**

Kimley-Horn will conduct Project Coordination activities to coordinate with County staff and with the consultant team. We will hold monthly coordination calls with County staff to review project progress, identify data needs, and discuss action items. Kimley-Horn will maintain an online coordination call tracker, with access provided to County staff, to document decisions and track action items. Kimley-Horn will provide monthly invoices to the County and updated project schedules as needed. This scope assumes a 24-month project duration (ending no later than February 2024).

**Optional Task:** Kimley-Horn will hold bi-weekly or as needed for a total of up to 48 project coordination calls with County staff.

**Deliverables:**

- 1.a Preparation of materials (agendas, PowerPoint presentations, maps, other graphic materials and handouts) for up to five (5) TAC and five (5) CAC meetings, total of 8 separate meetings with one (1) joint TAC/CAC meeting and 1 CAC meeting as part of a focus group meeting included in Task 2 to comment on the Draft Study**
- 1.b. Meeting facilitation at up to five (5) TAC and five (5) CAC meetings, total of 8 separate meetings with one (1) joint TAC/CAC meeting and 1 CAC meeting as part of a focus group meeting included in Task 2 to comment on the Draft Study**
- 1.c. Preparation of meeting notes with attendees and action items at up to five (5) TAC and five (5) CAC meetings, total of 8 meetings**
- 1.d. Preparation of meeting summaries and action items from monthly project coordination meetings with County staff, and updates to the project schedule as needed**
- 1.e. (OPTIONAL) Preparation of meeting agendas and related materials, meeting facilitation, and preparation of meeting notes at two additional TAC or CAC meetings**
- 1.f. (OPTIONAL) Preparation of meeting summaries and action items from bi-weekly project coordination meetings with County staff**

## **Task 2: Community Outreach and Engagement**

### **Task 2.1 Develop the Community Engagement Plan**

#### **Stakeholder Identification**

The Kimley-Horn Team will refine the County's preliminary list of study area stakeholders that includes a representative cross-section of the diverse North Fair Oaks community; this list will guide our team's communication strategy as we solicit feedback and input about how to reach the community members that are integral to the decision-making process. Our team will work directly with Funded Community Partners to ensure the preliminary list identifies a variety of individuals and organizations who represent disadvantaged and vulnerable residents, including low-income individuals, immigrants, monolingual Spanish-speakers, people experiencing homelessness, youth, older adults, and day laborers, along with leaders of neighborhood or business associations, advocacy organizations, schools (public and charter), and other members of the public. The Kimley-Horn Team will share the draft revised list with the County to collaboratively develop a well-rounded list of key community stakeholders and will maintain and update the list throughout the project duration.

#### **Community Leader Interviews and Engagement Strategy Formation**

The Kimley-Horn Team will conduct up to three group interviews with community leaders. The interviews, which will be hosted virtually, will aim to solicit up-front input, hear any reflections on past planning efforts in the study area, and ask the community leaders how they would like to be involved in the study through its duration.

The Kimley-Horn Team will arrange the interviews, with Funded Community Partners taking the lead on coordinating with stakeholders with whom they already have ongoing relationships. The Kimley-Horn Team will develop an interview guide to provide structure for the conversations with input from the County and project team and will lead the conversations in coordination with the Funded Community Partners, including translation help as needed. Findings from these interviews will inform the engagement plan.

## Engagement Plan

The Kimley-Horn Team will draft an Engagement Plan for the project that meets the intent of the scope contained in the awarded Caltrans grant. The Engagement Plan will identify the approach and schedule of touch points with stakeholders and the public over the life of the study, organized around the four points for public engagement identified in the RFP: 1) Community Needs Assessment, 2) Feedback on Draft Alternatives, 3) Feedback on Public Review Draft Study, and 4) Project Closeout.

The Engagement Plan will include in-person (when safe to hold given the health emergency with the Covid-19 pandemic) and/or virtual community meetings/workshops and activities to reach people where they already are, especially disadvantaged and vulnerable residents—at community events, community facilities like recreation centers or cultural institutions, and other gathering places. The Kimley-Horn team will work with the Funded Community Partners to identify strategies to connect with organizations that can represent the perspectives of a variety of community members, including businesses, youth, older adults, day laborers, people experiencing homelessness, other low-income individuals, and non-English speakers. The Kimley-Horn Team will also consider a broad range of approaches and communication channels to get the word out about outreach efforts, solicit input, and share project outcomes with the study area's Spanish-speaking communities, in particular. We will engage Funded Community Partners to assist in identifying strategies for interacting with the community, as well as to translate materials and meetings into culturally and linguistically-appropriate Spanish. The Engagement Plan will identify a full list of engagement materials and tools that will be developed to support outreach efforts, including printed materials, a project website, and a social media presence.

The components of the Engagement Plan will be commensurate with the budget identified for outreach activities and will identify the responsibilities of all team members and partners. The consultant team will work directly with the County to identify opportunities to expand the reach of engagement with staff support and direct involvement from County staff and other agency partners.

The consultant team will submit the draft Engagement Plan to the County and CAC/TAC for review and will update it based on one round of non-conflicting comments.

## Task 2.2 Implementation of Community Engagement Plan

### Task 2.2a Prepare Online Material Content for Project Webpage

The project website will serve as a key channel for community engagement, with basic information about the project, project documents and outreach materials, and opportunities for the public to provide input. The Kimley-Horn Team will provide copy for the website and update the copy at key study milestones, including:

- Project launch – March 2022
- Milestone updates for Engagement #1 – (anticipated April-May 2022)
- Milestone updates for Engagement #2 – (anticipated Nov-Dec 2022)
- Milestone updates for Engagement #3 – (anticipated July-Aug 2023)
- Milestone updates for Engagement #4 – (anticipated Nov-Dec 2023)

Funded Community Partners will review website copy and advise on effective communication with the local community. It is assumed that the County will host the website, with content provided by the Kimley-Horn Team. The County is assumed to be responsible to translate website copy using the Google Translate functionality or other approaches. The Kimley-Horn Team will coordinate with Funded Community Partners to translate all website materials that cannot be translated by Google Translate (e.g., graphics, PDFs).

#### Task 2.2b Develop Materials for Activities Identified in Community Engagement Plan

The Kimley-Horn Team will develop community engagement materials and content to support the approach defined in the Engagement Plan. This may include a combination of the following as project budget allows:

- Online survey or interactive map to gather input during the first two rounds of outreach
- Marketing content such as flyer, mailers, information card for online survey, simple invitations to project events, digital images and marketing content that can be used in social media communication
- Poster boards for popup workshops
- PowerPoint slides for online community workshops
- Multi-channel communication for the four rounds of outreach

The Kimley-Horn Team will develop content and design the materials and will coordinate with Funded Community Partners to review outreach materials and translate the outreach materials into Spanish. Printing and mailing costs for notifications, posters, and flyers will be fully assumed by the County, and the County will be responsible for pushing out social media content and any cost associated with social media advertising.

A variety of community feedback methods and tools will be identified in the Engagement Plan in direct response to the specific project needs presented in each phase of outreach. For the purposes of developing cost assumptions, though the details of the final Engagement Plan may differ, the consultant team assumes the online survey and/or interactive map will be part of the approach for Community Engagement # 1 and/or #2 (described in Task 2.2e). The Kimley-Horn Team recommends utilizing SocialPinpoint, a map survey tool that utilizes the same survey logic and dynamic answer format available on the standard survey platforms, combined with interactive mapping and location-specific data collection capabilities.

The Kimley-Horn Team will develop a draft online survey with input from Funded Community Partners and will finalize survey content based on one round of non-conflicting comments from the County. We will leverage Funded Community Partners to translate the survey into Spanish and distribute the survey into the community. Distribution of paper surveys and synthesis of responses requires substantially more time than processing digital survey responses, so our team recommends coordinating with community partners to make digital surveys available to stakeholders in a variety of convenient and accessible settings, which may include mobile tablets at pop-up events. Any efforts associated with the printing, distribution, and coding of paper surveys into the electronic survey are assumed to be undertaken by the County, unless Optional Task 2.2.f is executed.

#### Task 2.2c Processing, Analysis and Summary of All Community Outreach Data

At the conclusion of each of the three rounds of engagement (described in Task 2.2e), the Kimley-Horn Team will process and synthesize all feedback received. This will include compiling qualitative and quantitative data, as applicable, such as survey results, pop-up events, Facebook Live events, and/or



focus groups. The outreach findings and synthesis will be documented in a summary report for Engagement Rounds 1-3 (described in Task 2.2d).

### Task 2.2d Community Engagement Summary Report

At the conclusion of the first three rounds of engagement (described in Task 2.2e), the Kimley-Horn Team will prepare a summary report that documents the outreach activities and key findings from the feedback received (identified in Task 2.2c). The Kimley-Horn Team will share the interim summaries with the client team after each of the first three rounds of engagement and will address consolidated non-conflicting comments and/or incorporate revisions in the final compiled summary when outreach efforts are complete.

### Task 2.2e Support Staffing at Community Engagement Activities

The Kimley-Horn Team will conduct community engagement during four points in the study identified in the RFP: 1) Community Needs Assessment, 2) Feedback on Draft Alternatives, 3) Feedback on Public Review Draft Study, and 4) Project Closeout. Community engagement will focus on gathering input from residents, particularly disadvantaged and vulnerable residents, local businesses, and additional stakeholders identified in the Engagement Plan. Proposed approaches for each phase of engagement are presented below, and the specific outreach methods, team roles, schedules and staffing needs will be defined in the Engagement Plan developed in Task 2.1 and will align with the budget identified.

A presentation will be developed based on the summary packets prepared in Task 5.5 that includes a summarization of the Study process and findings. The presentation will be provided to County staff for one round of review and revision. Kimley-Horn will assist the County in delivering up to three total presentations to advisory committee/commissions to be determined during a key task by County staff. It is assumed that this presentation will form the basis of the presentation to the Board of Supervisors in Task 8.

**Optional Task:** The Kimley-Horn Team, including Funded Community Partners, will provide additional community engagement support, which may include additional staffing of events, additional surveys or other project collateral, and additional translation services. This may include support to the County in the printing, distribution, and coding of paper surveys.

**Optional Task:** Kimley-Horn will assist the County in preparing one additional presentation at another point in the project and delivering that presentation to up to three additional presentations to advisory committee/commissions to be determined by County staff. Kimley-Horn will attend the presentations to assist in the presentation and assist in responding to questions.

### Community Engagement #1: Community Needs Assessment

The first round of community engagement will support Tasks 3 and 4. The specific outreach methods will be defined in the Engagement Plan. This round of outreach will introduce the project to the broader community and define the study team's understanding of community values, issues, and transportation needs. The team will focus on collecting input on specific barriers to walking and bicycling in the study area, key destinations in need of connection, opportunities for safety and enhancement, tradeoffs in different potential concepts, and priorities that will inform the alternatives evaluation criteria.

The exact nature of this community engagement will be determined through the Engagement Plan, consistent with the identified budget, and coordination with community leaders in Task 2.1. It is anticipated that this round of engagement will include an online survey (as noted in Task 2.2b), one day of distributed pop-up events, and up to two presentations with community groups. The Kimley-Horn Team will attend and staff a single day of pop-up events and will train County staff and Funded Community Partners promotoras to confirm that they are prepared to facilitate additional pop-ups as



budget and staff capacity allow. The County will utilize outreach materials and host presentations to community groups in partnership with community organizations at locations where community members frequent.

The Kimley-Horn Team also will coordinate with Funded Community Partners and other community-based organizations, including CAC members, to distribute and promote the survey (developed in Task 2.2b). To broaden the reach of the survey to homes without internet access and those without smartphones, the Engagement Plan will identify community events at which the survey will be administered by County staff through the use of internet-connected tablets.

### Community Engagement #2: Feedback on Draft Alternatives

The second round of engagement will gather feedback about draft alternatives prepared in Task 5, including the initial technical findings of the alternatives analysis. The specific outreach methods will be defined in the Engagement Plan. The team will focus on communicating about how the technical analysis and first round of outreach informed alternatives development, and how evaluation criteria based on a combination of community-defined priorities and technical considerations may be applied to each alternative. This round of engagement will gather feedback about specific strategies being considered for the railroad crossing location and the connecting street network.

The exact nature of this community engagement will be determined through the Engagement Plan, consistent with the identified budget, and coordination with community leaders in Task 2.1. It is anticipated that this round of engagement will include an online survey, up to two community workshops or Facebook Live events, and one day of distributed pop-up events. The Kimley-Horn Team will attend and staff a single day of pop-up events and will train County staff and Funded Community Partners promotoras to ensure that they are prepared to facilitate additional pop-ups and/or community workshops as budget and staff capacity allow. The County will utilize outreach materials and host community workshops in partnership with community organizations.

The Kimley-Horn Team also will coordinate with Funded Community Partners and other community-based organizations, including CAC members, to distribute the survey (developed in task 2.2b), with outreach methods identified in the Engagement Plan, and implemented for the first survey effort. To broaden the reach of the survey to homes without internet access and those without smartphones, the Engagement Plan will identify community events at which the survey will be administered by County staff through the use of internet-connected tablets.

### Community Engagement #3: Feedback on Public Review Draft Study

The third round of community engagement will confirm the findings of Task 5, including the selection of a preferred alternative, and support Task 6. The specific outreach method will be defined in the Engagement Plan. The team will focus on sharing and gathering feedback on the draft preferred alternatives in support of refining the details and identifying implementation considerations.

The exact nature of this community engagement will be supported by the Engagement Plan, consistent with the identified budget, and coordination with community leaders in Task 2.1. This round of engagement will likely include up to two focus group meetings to facilitate conversations with identified community stakeholders to validate the preferred alternatives. This round of engagement will require a review of technical details but may also include an additional public component (e.g. pop-ups or an office hour/open house event and notifications) in order to report back to the public to show how their input informed draft study recommendations and to inform the refinement of preferred alternative details and subsequent implementation actions/next steps with prior approval from the County. Updated materials will be provided to support the public engagement component and online and additional distribution of project updates via electronic channels is included. The Kimley-Horn Team will coordinate

with Funded Community Partners to identify targeted stakeholders to participate in the technical conversations, and review meeting plans to ensure the format is accessible. The consultant team will lead the conversations in coordination with Funded Community Partners, including translation help as needed. The County will be responsible for the distribution of the Draft Plan via posting on the website and any other physical or electronic distribution. Written comments received will be transcribed by the County and provided to Kimley-Horn.

#### **Community Engagement #4: Project Closeout**

The fourth round of community engagement will occur once a draft of the final study has been prepared to support Tasks 7 and 8. The aim of this round of outreach will be to share the final plan and communicate with stakeholders about next steps and to help set expectations for the implementation of Study recommendations. Given the narrow focus of this phase of community engagement, outreach efforts may include updates the project website and coordination with Funded Community Partners to distribute marketing collateral to their stakeholders. The specific outreach methods will be defined in the Engagement Plan and will be commensurate with the budget identified.

#### **Deliverables:**

- 2.1. Community Engagement Plan, (Draft and Final, electronic copy)**
- 2.2.a. Prepare Project Webpage and online material, each of 4 rounds**
- 2.2.b. Develop materials for activities identified in the Community Engagement Plan, each of 4 rounds**
- 2.2.c. Process, analyze, and summarize community outreach data for the first three rounds**
- 2.2.d. Community Engagement Summary Report, (draft for each of the first three rounds and a final summary, electronic copy)**
- 2.2.e. Community engagement activity support, including staffing, presentation materials, and facilitation for the first three rounds as identified in the Community Engagement Plan**
- 2.2.f. (OPTIONAL) Additional community engagement support, including services by Funded Community Partners and support for paper surveys**
- 2.2.g. (OPTIONAL) Preparation of one additional PowerPoint presentation and attendance at up to three advisory body meetings, including support to County staff in preparing and delivering the presentations and responding to questions**

### **Task 3. Identification and Analysis of Existing Conditions**

#### **Task 3.1: Review relevant plans, policies, and projects**

We will coordinate with the County and TAC to identify relevant plans, policies, and project documents that should be considered as part of this project; many of these are identified in the RFP. Kimley-Horn will review, summarize, and identify key bicycle and pedestrian issues and opportunities from these documents that pertain to the study area. This information will be included in the Existing Conditions Memorandum and no standalone deliverable for this task is included.

#### **Task 3.2: Data Collection**

Kimley-Horn will coordinate with the County, the TAC & CAC to identify the data sources required for the study. We will submit a data request to the County, TAC, and other agencies for any relevant and available data and will identify additional data that the team will need to collect.

We anticipate requesting the data listed below. All data is assumed to be available at no cost to the Kimley-Horn Team, and the County will be responsible for obtaining the requested data from stakeholder parties.

- Maps identifying the following: parcels, utilities, public parcel ownership (notably including Caltrain corridor, Dumbarton Rail Corridor, public streets, and SFPUC Hetch Hetchy corridor). This is anticipated to include Peninsula Corridor Track Charts which depict right-of-way as well as longitudinal and transverse utilities within the rail corridor.
- Geospatial data: GIS layers for the County assessor's database with parcel and land use information, street networks, pedestrian and bicycle infrastructure, utility easements, and transit routes and stops and other infrastructure.
- Traffic, pedestrian, bicycle counts: Kimley-Horn will request from the County any recently collected count data in the study area.
- Destination mapping: download places data from Google or OpenStreetMap that identify key destinations around the study area. These data could include location and land use information for schools, parks, community centers, medical centers, shopping centers, and other commercial destinations.
- Transit ridership and origins-destinations: boardings and alightings information for nearby transit routes (currently includes Routes 72, 79, 397, and ECR) and nearby Caltrain Stations. Request recent on-board survey data from SamTrans and Caltrain to identify transit origins and destinations in or near the study area.
- Collision data: We will utilize the Statewide Integrated Traffic Records System (SWITRS) to obtain five years of recent collision data in the study area.
- Travel patterns: obtain Strava bicycle route mapping (assumed to be at no charge) to identify existing bicycle travel patterns. Streetlight data, analysis, and analysis findings will be provided by the County at no cost to Kimley-Horn. The County is assumed to be responsible for analysis of origin-destination patterns and paths of travel within the Study area.

Kimley-Horn will draft utility request letters on County letterhead based on a list of known utility providers identified by the County. Kimley-Horn will collect material provided by the utility providers and the County and will use that information to perform utility mapping in CAD on top of the aerial base map. It is assumed that exclusively CAD or GIS files will be used in the mapping and no new geocoding of utility information will be required. Data obtained will help assess impacts and costs of proposed infrastructure improvements as part of Task 5.

**Optional Task:** Based on the data received in this task, Kimley-Horn will perform additional mapping and analysis. This may include analysis of Streetlight origin-destination data and/or additional mapping of travel patterns or existing geometric information.

### Task 3.3: Existing Conditions Memorandum

Kimley-Horn will develop an existing conditions memorandum that will summarize the information and data collected in Tasks 3.1 and 3.2 as well as the key findings from the Community Needs Assessment in Task 2. The memorandum will document initial findings and trends and will summarize how the data will be used to inform project goals, performance metrics and criteria, the development of alternatives, and the alternatives analysis in later tasks. Kimley-Horn will submit the Draft Existing Conditions Memorandum to the County for one round of review and comment. Kimley-Horn will respond to one set of non-conflicting comments and prepare a Final Existing Conditions Memorandum.

**Deliverables:**

- 3.1. Collection of existing plans, policies, and relevant projects, summarized in the Existing Conditions Memorandum**
- 3.2. Data collection and analysis, provided as information in the Existing Conditions Memorandum**
- 3.3. Existing Conditions Memorandum, (Draft and Final, including data collected as attachments, electronic copy)**
- 3.2.a. (OPTIONAL) Additional mapping and analysis of existing conditions data**

**Task 4: Develop Goals and Evaluation Criteria****Task 4.1: Develop Project Goals and Priorities**

The development of project goals and priorities will occur through a multi-step process beginning at the start of the project. We will initially discuss goals and priorities, first with the County, then with the TAC and CAC. The goals and priorities will then be further shaped based on the feedback received from the first round of community engagement (discussed in Task 2.2). The project goals will cover both community bicycle and pedestrian access needs and the grade-separated railroad crossing.

**Task 4.2: Develop Evaluation Criteria**

Following the identification of project goals and priorities in Task 4.1, and based on those goals and priorities, we will develop a set of evaluation criteria, along with corresponding metrics and evaluation assessment methodologies. We will present these criteria to the TAC and CAC for review and comment.

**Task 4.3: Goals and Evaluation Criteria memorandum**

The team will develop a memorandum that will summarize the goals, priorities, evaluation criteria, and metrics developed in Task 4. The memo will be submitted for up to two rounds of review and comment. It is assumed that one round of comment will be provided by County staff and a second round following TAC and CAC review. County staff will provide clear direction to Kimley-Horn on how to address any conflicting comments from the TAC and CAC. Kimley-Horn will then prepare a Final Goals and Evaluation Criteria Memorandum.

**Deliverables:**

- 4.1. Project goals and priorities matrix, included in Goals and Evaluation Criteria Memorandum**
- 4.2. Evaluation criteria matrix, included in Goals and Evaluation Criteria Memorandum**
- 4.3. Goals and Evaluation Criteria Memorandum, (Admin Draft, Draft, and Final, electronic copy)**

**Task 5: Alternatives Development and Selection of Preferred Alternatives****Task 5.1: Draft Bicycle and Pedestrian Railroad Crossing Alternatives**

The Kimley-Horn Team will develop a list of at least five potential alternatives to consider for the grade-separated railroad crossing. The alternatives will consider a range of different locations and designs, over and under configurations, bicycle and pedestrian access points, and integration with the surrounding roadway network. A standardized template will be utilized to estimate approximate ramp lengths. Safety best practices will be considered in the development and trade-offs assessment of the

alternatives. These potential alternatives will be illustrated on an exhibit with an accompanying matrix identifying location, roadway connections, benefits, drawbacks, and additional considerations. The table and exhibit will be utilized in conjunction with County staff to select up to three alternatives to advance into preliminary engineering. No engineering development will be performed for any concepts that do not advance among the three selected alternatives.

The team will develop preliminary engineering concepts (up to 10% design) for up to three (3) grade-separate railroad crossing alternatives within the study area. For each alternative, the following detail will be provided:

- Ramp grades
- Structural and geotechnical issues: soil conditions, seismic issues, structural column spans and requirements, water table, and conflicts with Hetch Hetchy and other utilities
- Facility design: width of the deck, structural depth, spans, drainage
- Footprint: total physical footprint and conflicts with surrounding land uses
- Bicycle/pedestrian access points: location and design of bicycle and pedestrian points of access, including wayfinding and signage, connections to adjacent sidewalks and bicycle facilities, landscaping, and other amenities around the crossing
- Vertical clearance: ensure sufficient vertical clearance for Caltrain electrification. Identify critical utility conflicts as identified in Task 3 that may affect vertical configuration, such as other overhead powerlines.
- Traffic and circulation changes: identify any required traffic and circulation changes in the vicinity of the crossing, including traffic control, signing and striping, and changes to street circulation such as converting streets to one-way

For each of the three (3) alternatives, the team will prepare a 10% conceptual design line drawing on top of a scaled aerial image. Existing dimensions will be assumed based on scaled imagery. Concepts will be prepared to a level of detail sufficient to show type and limits of proposed improvements. Any vertical design shown will be based on assumptions made from field observations. Improvements will include supporting surface improvements to connect the crossing with the surrounding bicycle and pedestrian network.

A preliminary Geotechnical Feasibility Report will be prepared by Parikh for up to three (3) crossing locations. The study will be focused on the geotechnical constraints, structural issues and risk, including drainage and water table. The memo will generally include discussions on potential geotechnical/geologic impacts and mitigations on a broad basis including but not limited to geology, seismic impacts, erosion, groundwater conditions, etc. for the proposed crossing structure.

For each alternative, the team will develop a conceptual-level cost estimate, along with an anticipated capital development duration for subsequent pre-construction activity (environmental, additional preliminary and final design and right of way phases of work) and construction. Rough orders of magnitude of annual maintenance and operating cost will be identified based on similar typical grade separations.

Drawings, cost estimates, and schedule will be provided to the County for review and comment. We have included updates to drawings and cost estimates, based on comments from County staff to best address Study goals and from Peninsula Corridor Joint Powers Board (PCJPB) reviews to obtain a Use Variance within available budget. The number of reviews and magnitude of revisions will be commensurate with the budget available.

## **Task 5.2: Draft Bicycle and Pedestrian Surface Street Improvements**

The team will prepare bicycle and pedestrian concepts for surface streets within the project study area. The improvements will support the crossing alternatives developed in Task 5.1 and align with and build upon the County's Active Transportation Plan (ATP). These improvements are assumed to consist of Bicycle Boulevard-type treatments and pedestrian safety improvements on residential streets between Middlefield Road, El Camino Real, and 5<sup>th</sup> Avenue. Streets identified as Bicycle Boulevards in the Active Transportation Plan will be used as a starting point for identifying these corridors, with refinements from community engagement round 1 and Task 3. Potential improvements may include traffic calming devices, crosswalk markings, bicycle signage and markings, traffic circles, traffic diverters, and other similar lower capital cost improvements. No corridor designs will be developed for arterial streets.

The first step on this task will be to examine the bicycle and pedestrian network in the area and identify gaps, high-risk areas, and areas in need of connection. Kimley-Horn will prepare a map on an aerial depicting proposed Bicycle Boulevard improvement corridors, typical curb-to-curb and right-of-way widths (from County GIS information), and spot locations for improvement, with identification of recommended improvements. The map will be provided to the County for one round of review and comment.

Based on that feedback, Kimley-Horn will update the map with a specific set of recommended bicycle and pedestrian improvements. Kimley-Horn will prepare conceptual design layouts for up to three (3) typical improvements, each of which may include either intersection or mid-block improvements. The conceptual design layouts may be placed on an aerial background to reference a particular location or set of locations to identify typical constraints but will not be based on a topographic survey or utility conflicts that aren't identified from utility mapping work identified in Task 3.2. For each typical improvement, Kimley-Horn will identify typical implementation locations and key constraints (such as parking impacts, driveways, truck turning radii, and roadway width). Kimley-Horn will provide the conceptual design layouts to County staff for one round of review and comment prior to prepared cost estimates. Following County review of the typical layouts, Kimley-Horn will identify potential constraints for each specific location where the typical improvement was identified for implementation. These potential constraints may include right-of-way availability, known utilities, driveways, or other parking and circulation impacts. The constraints will be identified on the recommendation map and included in the Bicycle and Pedestrian Improvements memorandum in Task 5.5.

For the recommended bicycle and pedestrian improvements, the team will develop a conceptual-level cost estimate for capital development and a rough order of magnitude operating and maintenance cost. Conceptual-level costs will be based on typical improvement costs and the conceptual design drawings, with additional adjustments for location-specific constraints identified. Cost estimates will be provided to the County for review and comment. We have assumed one round of updates based on comments.

## **Task 5.3: Alternatives Analysis**

The team will evaluate the bicycle and pedestrian railroad crossing alternatives and the surface street improvements using the evaluation criteria developed in Task 4. Additional analysis and alternatives development to be included in this task includes:

**Renderings and visuals of the proposed configuration:** SketchUp or similar renderings will be prepared for the up to three alternatives to depict their massing and spacing relative to the surrounding built environment. No architectural design will be conducted for the grade separation facility. A total of 9 renderings will be prepared for the alternatives. These will be used as part of community engagement round 2. Additional graphics will be prepared to support engagement activities to depict the supporting



bicycle and pedestrian connections in the immediate area around the grade separation that would be included with each alternative.

**Circulation Assessment:** While several of the rail crossing and bicycle and pedestrian improvements may modify traffic flow, it is anticipated that most of those modifications will affect circulation and access, but not result in increased congestion. However, in the event that some alternatives may require street modifications (such as closures, one-way conversion, or traffic control changes), up to \$1,000 in new traffic data collection is assumed. Kimley-Horn will perform traffic modeling of traffic circulation changes associated with the proposed improvements. Analysis will be performed using the Synchro software platform using data collected either in Task 3, this task, or otherwise provided by the County. Up to 20 hours of traffic modeling effort is assumed. The specific data collection needs will be identified by Kimley-Horn in conjunction with the County at the start of the Alternatives Analysis task. Kimley-Horn will develop an alternatives evaluation matrix for use in community engagement that depicts the performance of each crossing alternative and bicycle and pedestrian surface improvement relative to the evaluation criteria. Kimley-Horn will provide the matrix to the County and CAC/TAC for up to two rounds of review and comment prior to completing it for use in community engagement round 2.

**Optional Task:** If warranted by the specific alternatives to be evaluated, such as alternatives that cause greater than currently anticipated effects on traffic diversion, traffic control changes, or other circulation effects, Kimley-Horn will perform additional traffic data collection and/or circulation evaluation.

#### **Task 5.4: Peninsula Corridor Joint Powers Board Use Variance**

Kimley-Horn will support County staff to prepare the Railroad Corridor Use Policy (RCUP) application and supporting documentation. Once the incompatibility determination is made, we will support the County in meeting with Caltrain Planning staff to expedite the completion of the RCUP Use Variance application process. It is assumed that all material needed to support the Use Variance will have been developed in Task 5.1 and Task 5.3 and no new analysis or engineering will be required. The County will be responsible for paying all Caltrain fees and any continued coordination with Caltrain staff through the Use Variance process. We have identified up to \$19,546 to support the County in Caltrain-specific coordination and the RCUP Use Variance process.

#### **Task 5.5: Preferred Alternative**

Based on input received from the TAC, CAC and through community engagement round 2, County staff, after consultation with the District 4 Supervisor, will direct Kimley-Horn to select a preferred rail crossing alternative and a set of cohesive bicycle and pedestrian improvements. Kimley-Horn will undertake minor refinements to the preferred alternative based on feedback received, updating concept design exhibits and cost estimates. It is assumed that any revisions would be minor in nature and not significantly change ramp configuration, location, or crossing configuration.

Kimley-Horn will then prepare two summary packets (memoranda), one on the rail crossing alternatives and one on the bicycle and pedestrian improvements. The packets will consist of a PowerPoint presentation slide deck that will document the alternatives considered, evaluation findings, feedback received, and recommendation for a preferred alternative. The preferred alternative for the bicycle and pedestrian rail crossing will consist of identifying the location for a single crossing of the rail corridor, including ramp configuration and access points, traffic and circulation changes, and estimated costs, including right-of-way needs. The preferred alternative for the bicycle and pedestrian surface street improvements will consist of a map and accompanying description identifying a cohesive set of corridor and/or intersection improvements. The packets will be submitted to the County for one round of review and comment. The PowerPoint presentations will form the basis for the presentations to the advisory committee/commissions included in Task 2 and subsequently to the Board of Supervisors in Task 8.



Any revisions to the packets will be addressed as part of the presentation development included in Task 3 and incorporated into the Draft Study in Task 6.

**Deliverables:**

- 5.1. Conceptual bicycle/pedestrian railroad crossing alternatives – matrix of alternatives to consider, 10% conceptual design on up to three (3) alternatives**
- 5.2. Conceptual bicycle/pedestrian surface street treatment alternatives - area-wide improvement exhibit (Draft and Revised) and three (3) intersection or mid-block improvement conceptual design layouts (Draft and Revised)**
- 5.3. Alternative analysis matrix, (Admin Draft, Draft and Final, electronic copy)**
- 5.4. Materials to support PCJPB use variance, including RCUP application (electronic copy)**
- 5.5a. Grade-Crossing Alternatives Analysis memorandum, (Draft, PPT format, electronic copy)**
- 5.5b. Bicycle and Pedestrian Improvements memorandum, (Draft, PPT format, electronic copy)**
- 5.3.a. (OPTIONAL) Supplemental traffic data collection and modeling**

## **Task 6: Draft Study**

### **Task 6.1 Administrative Draft Study**

Kimley-Horn will assemble information developed in previous tasks to prepare an Administrative Draft Study for concurrent review by County staff and the TAC. The Study will serve primarily as a public-facing document that documents the process and outcomes. It will be in an Executive Summary-type format using InDesign to maximize the use of graphics and photos. Supporting technical and community outreach information/input will be provided as an appendix. The Administrative Draft Study will include information not developed in other tasks related to funding and implementation that identify next steps for the proposed improvements. This may include identification of potential funding sources, timeline to implementation, and an implementation process. The implementation process will lay out the steps and potential timeline for activities such as continued community engagement, environmental clearance; local, regional, and state approvals; and property acquisition, easements, and or right of way permits. The Administrative Draft Study will be submitted to the County for one round of review and comment. It is assumed that the County will obtain TAC comments and provide clear, non-conflicting direction to Kimley-Horn. Comments will be addressed in Task 6.2.

### **Task 6.2 Public Draft Study**

Based on comments received in Task 6.1, Kimley-Horn will prepare a Public Draft Study that will be formatted in an ADA accessible electronic copy. It will be formatted as an interactive PDF document to be posted on the project website for review. The Public Draft Study will be translated into Spanish. The County will be responsible for the distribution of the Public Draft Study, including the distribution of any hard copies. The County will establish a project e-mail address or other means to collect electronic comments. Written comments will be collected by the County, transcribed electronically, and provided to Kimley-Horn. Comments received will be logged and addressed in Task 7.

**Deliverables:**

- 6.1. Administrative Draft Study, Draft (electronic copy)**
- 6.2. Public Draft Study, (Draft, electronic copy), Spanish translation of Public Draft Study (electronic copy)**

## **Task 7: Final Study**

Based on comments received on the Public Draft Study, a Final Study will be prepared. In addition, Kimley-Horn will prepare a response to comments matrix for the comments received. The County will provide direction to Kimley-Horn on the resolution of any conflicting comments. The Final Study will be translated into Spanish. The English and Spanish versions and English-language response to comments will be posted on the County website by County staff.

### **Deliverables:**

- 7. Final Draft Study (electronic copy), Spanish translation of Final Draft Study (electronic copy), Summary Presentation PPT (Draft and Final, electronic copy)**

## **Task 8: Board Review/Approval**

Kimley-Horn will address one round of County comments on the Summary Presentation developed in Task 2 for delivery to the Board of Supervisors. Kimley-Horn will support the County in one presentation and attend the Board meeting. The County is assumed to be responsible for the preparation of the Board memorandum.

### **Deliverables:**

- 8. Summary Presentation PPT (Final, electronic copy)**

**Revised Exhibit B (Rev. 07/25/2023)**

In consideration of the services provided by Contractor described in Exhibit A and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms:

County of San Mateo  
North Fair Oaks Bicycle and Pedestrian Railroad Crossing and Community Connections Study

		Kimley-Horn and Associates, Inc.			Nelson\Nygaard			Nuestra Casa			PARIKH CONSULTANTS, INC.			Biggs Cardosa Associates, Inc.			Team Total Hours	Team Direct Expenses	Team Total Costs
Tasks		Total Hours	Direct Expenses	Total Costs	Total Hours	Direct Expenses	Total Costs	Total Hours	Direct Expenses	Total Costs	Total Hours	Direct Expenses	Total Costs	Total Hours	Direct Expenses	Total Costs			
Task 1	Staffing and Facilitation of Technical and Community Advisory Committees	268	\$ 300.00	\$ 54,416.12	0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	268	\$ 300.00	\$ 54,416.12
1.a.	Preparation of meeting agendas and related materials	80		\$ 16,368.69	0		\$ -	0		\$ -	0		\$ -	0		\$ -	80	\$ -	\$ 16,368.69
1.b.	Meeting facilitation	50	\$ 300.00	\$ 11,199.82	0		\$ -	0		\$ -	0		\$ -	0		\$ -	50	\$ 300.00	\$ 11,199.82
1.c.	Preparation of meeting notes with attendees and action items	28		\$ 5,069.70	0		\$ -	0		\$ -	0		\$ -	0		\$ -	28	\$ -	\$ 5,069.70
1.d.	Action items tracker updates for each meeting and schedule updates, as needed	110		\$ 21,777.91	0		\$ -	0		\$ -							110	\$ -	\$ 21,777.91
Task 2	Community Outreach and Engagement	Variable	\$ 586.55	\$ 55,480.27	Variable	\$ 560.00	\$ 102,804.64	Variable	\$ -	\$ 19,440.00	0	\$ -	\$ -	0	\$ -	\$ -	Variable	\$ 1,146.55	\$ 177,724.91
2.1	Develop the Community Engagement Plan	10		\$ 2,206.68						\$ 2,020.00	0		\$ -	0		\$ -		\$ -	\$ 16,457.89
2.2.a	Prepare online material content for Project Webpage	15		\$ 2,317.79						\$ 991.00	0		\$ -	0		\$ -		\$ -	\$ 12,599.51
2.2.b	Develop materials for activities identified in Community Engagement Plan	Variable		\$ 24,261.60		\$ 100.00	Variable			\$ 3,320.00	0		\$ -	0		\$ -		\$ 100.00	\$ 69,013.13
2.2.c	Processing, analysis and summary of all community outreach data	18		\$ 3,115.07						\$ -	0		\$ -	0		\$ -		\$ -	\$ 10,765.55
2.2.d	Community engagement summary report	12		\$ 2,244.74						\$ 388.00	0		\$ -	0		\$ -		\$ -	\$ 9,102.92
2.2.e	Support staffing at community engagement activities	Variable	\$ 586.55	\$ 21,334.40		\$ 460.00			\$ -	\$ 12,721.00	0		\$ -	0		\$ -		\$ 1,046.55	\$ 59,785.91
Task 3	Identification and Analysis of Existing Conditions	238	\$ -	\$ 41,067.66	0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	9	\$ -	\$ 1,755.20	247	\$ -	\$ 42,822.86
3.1	Collection of existing plans, policies & relevant projects	22		\$ 3,524.55	0		\$ -	0		\$ -	0		\$ -	0		\$ -	22	\$ -	\$ 3,524.55
3.2	Collection and analysis of data associated with existing conditions	152		\$ 27,194.91	0		\$ -	0		\$ -	0		\$ -	9		\$ 1,755.20	161	\$ -	\$ 28,950.11
3.3	Memorandum summarizing existing conditions and community needs assessment	64		\$ 10,348.20	0		\$ -	0		\$ -	0		\$ -	0		\$ -	64	\$ -	\$ 10,348.20
Task 4	Development of Goals/Evaluation Criteria for the Bicycle/Ped. Railroad Crossing and Bicycle/Ped. Surface Street Improvements	80	\$ -	\$ 12,726.39	0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	10	\$ -	\$ 2,191.69	90	\$ -	\$ 14,918.07
4.1	Development of project goals and priorities for the grade-separated railroad crossing and bike/ped enhancements	26		\$ 4,104.77	0		\$ -	0		\$ -	0		\$ -	0		\$ -	26	\$ -	\$ 4,104.77
4.2	Development of evaluation criteria	24		\$ 3,855.32	0		\$ -	0		\$ -	0		\$ -	10		\$ 2,191.69	34	\$ -	\$ 6,047.00
4.3	Memorandum summarizing project goals and priorities, evaluation criteria, and process to develop these	30		\$ 4,766.30	0		\$ -	0		\$ -	0		\$ -	0		\$ -	30	\$ -	\$ 4,766.30
Task 5	Alternatives Development & Selection of Preferred Alternatives	Variable	\$ 1,400.00	\$ 244,770.18	0	\$ -	\$ -	0	\$ -	\$ -	80	\$ -	\$ 14,848.59	83	\$ 150.00	\$ 16,657.87	Variable	\$ 1,550.00	\$ 276,276.64
5.1	Delivery of conceptual alternative plans		\$ 200.00	\$ 92,452.26	0		\$ -	0		\$ -	80		\$ 14,848.59	68	\$ 150.00	\$ 13,421.98		\$ 350.00	\$ 120,722.82
5.2	Delivery of conceptual street treatment alternatives	138	\$ 100.00	\$ 24,201.63	0		\$ -	0		\$ -	0		\$ -	0		\$ -	138	\$ 100.00	\$ 24,201.63
5.3	Alternatives analysis	Variable	\$ 1,100.00	\$ 84,428.52	0		\$ -	0		\$ -	0		\$ -	10		\$ 2,165.87	Variable	\$ 1,100.00	\$ 86,594.39
5.4	Prepare presentation materials and present to the PCJPB to obtain a use variance for one of the crossing alternatives of the Caltrain tracks	Variable		\$ 19,546.90	0		\$ -	0		\$ -	0		\$ -	0		\$ -	Variable	\$ -	\$ 19,546.90
5.5.a.	Summary packets describing approximately three alternatives for the railroad crossing with application of evaluation criteria, ranking of alternatives, the process of the proposed PCJPB use variance and the recommendation for a preferred alternative	70		\$ 12,360.54	0		\$ -	0		\$ -	0		\$ -	5		\$ 1,070.03	75	\$ -	\$ 13,430.57
5.5.b.	Summary packets describing the draft bicycle and pedestrian surface street improvements with application of evaluation criteria and ranking of treatment options and recommendation for a preferred alternative	66		\$ 11,780.32	0		\$ -	0		\$ -	0		\$ -	0		\$ -	66	\$ -	\$ 11,780.32
Task 6	Draft Study	179	\$ 2,000.00	\$ 30,046.18	0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	179	\$ 2,000.00	\$ 30,046.18
6.1	Preparation of the Administrative Draft Study	132		\$ 20,616.57	0		\$ -	0		\$ -	0		\$ -	0		\$ -	132	\$ -	\$ 20,616.57
6.2	Preparation of a Public Draft Study (English and Spanish)	47	\$ 2,000.00	\$ 9,429.60	0		\$ -	0		\$ -	0		\$ -	0		\$ -	47	\$ 2,000.00	\$ 9,429.60
Task 7	Final Study	54	\$ 1,500.00	\$ 9,810.89	0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	54	\$ 1,500.00	\$ 9,810.89
7	Preparation of a Final Draft Study incorporating revisions from community input, including input from advisory committees on the Public Draft Study	54	\$ 1,500.00	\$ 9,810.89	0		\$ -	0		\$ -	0		\$ -	0		\$ -	54	\$ 1,500.00	\$ 9,810.89
Task 8	Board Review/Approval	20	\$ 50.00	\$ 4,211.31	0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	20	\$ 50.00	\$ 4,211.31
8	Prepare presentation materials and present to the County Board of Supervisors	20	\$ 50.00	\$ 4,211.31	0		\$ -	0		\$ -	0		\$ -	0		\$ -	20	\$ 50.00	\$ 4,211.31
	TOTAL HOURS										80			102			Variable		
	TOTAL COST, BASE CONTRACT	Variable		452,529.00	Variable		102,804.64	Variable		19,440.00	\$		14,848.59	\$		20,604.76	\$		610,226.99
	Optional Tasks			\$ 56,282.71			\$ 5,460.14			\$ 8,030.17									\$ 69,773.02
1.e	Two additional TAC or CAC meetings	44	\$ 100.00	\$ 8,986.37													44	\$ 100.00	\$ 8,986.37
1.f	Bi-weekly coordination meetings	88		\$ 18,148.70													88	\$ -	\$ 18,148.70
2.2.f	Additional community engagement support	17		\$ 3,134.00	42		\$ 5,460.14	125	\$ 100.17	\$ 8,030.17							250	\$ 100.17	\$ 16,624.31
2.2.g	Additional advisory body presentation preparation and attendance	42	\$ 150.00	\$ 9,518.87													42	\$ 150.00	\$ 9,518.87
3.2.a	Additional mapping and analysis of existing conditions data	50		\$ 8,667.46													50	\$ -	\$ 8,667.46
5.3.a	Supplemental traffic data collection and modeling	40	\$ 773.01	\$ 7,827.30													40	\$ 773.01	\$ 7,827.30
	TOTAL COST, WITH OPTIONAL TASKS	\$		508,811.71	\$		108,264.78	\$		27,470.17	\$		14,848.59	\$		20,604.76	\$		680,000.00

Notes  
1) The budgeted cost for Task 2 has increased by \$25,000  
2) The budgeted cost for Task 5 has increased by \$45,000  
3) Optional Tasks 1.e, 2.2g, 3.2a and 5.3a have been reinstated by a total amount of \$35,000

County of San Mateo  
North Fair Oaks Bicycle and Pedestrian Railroad Crossing and Community Connections Study

Category/Title		Kimley-Horn and Associates, Inc.													
		Sr. Professional III	Sr. Professional II	Sr. Professional I	Professional III	Professional II	Professional I	Analyst II	Analyst I	Sr. Project Support	Project Support				
		Billing Rate	\$301.10	\$271.08	\$250.33	\$228.80	\$197.74	\$165.38	\$145.05	\$135.85	\$171.09	\$123.04			
Tasks												Total Hours	Direct Expenses	Total Costs	
Task 1	Staffing and Facilitation of Technical and Community Advisory Committees	6	102	0	8	0	0	122	0	30	0	268	\$ 300.00	\$ 54,416.12	
1.a.	Preparation of meeting agendas and related materials	2	34		2			42				80		\$ 16,368.69	
1.b.	Meeting facilitation	4	20		6			20				50	\$ 300.00	\$ 11,199.82	
1.c	Preparation of meeting notes with attendees and action items		8					20				28		\$ 5,069.70	
1.d.	Action items tracker updates for each meeting and schedule updates, as needed		40					40		30		110		\$ 21,777.91	
Task 2	Community Outreach and Engagement	Variable											\$ 586.55	\$ 55,480.27	
2.1	Develop the Community Engagement Plan		6					4				10		\$ 2,206.68	
2.2.a	Prepare online material content for Project Webpage		2					8			5	15		\$ 2,317.79	
2.2.b	Develop materials for activities identified in Community Engagement Plan	Variable												\$ 24,261.60	
2.2.c	Processing, analysis and summary of all community outreach data		4					14				18		\$ 3,115.07	
2.2.d	Community engagement summary report		4					8				12		\$ 2,244.74	
2.2.e	Support staffing at community engagement activities	Variable											\$ 586.55	\$ 21,334.40	
Task 3	Identification and Analysis of Existing Conditions	14	20	0	14	4	44	100	38	0	4	238	\$ -	\$ 41,067.66	
3.1	Collection of existing plans, policies & relevant projects		2				4	16				22		\$ 3,524.55	
3.2	Collection and analysis of data associated with existing conditions	14	12		12	4	24	64	18		4	152		\$ 27,194.91	
3.3	Memorandum summarizing existing conditions and community needs assessment		6		2		16	20	20			64		\$ 10,348.20	
Task 4	Development of Goals/Evaluation Criteria for the Bicycle/Ped. Railroad Crossing and Bicycle/Ped. Surface Street Improvements	0	6	0	0	0	18	56	0	0	0	80	\$ -	\$ 12,726.39	
4.1	Development of project goals and priorities for the grade-separated railroad crossing and bike/ped enhancements		2				4	20				26		\$ 4,104.77	
4.2	Development of evaluation criteria		2				6	16				24		\$ 3,855.32	
4.3	Memorandum summarizing project goals and priorities, evaluation criteria, and process to develop these		2				8	20				30		\$ 4,766.30	
Task 5	Alternatives Development & Selection of Preferred Alternatives	Variable											\$ 1,400.00	\$ 244,770.18	
5.1	Delivery of conceptual alternative plans	Variable											\$ 200.00	\$ 92,452.26	
5.2	Delivery of conceptual street treatment alternatives	6	8	8	4	16	24	32	40			138	\$ 100.00	\$ 24,201.63	
5.3	Alternatives analysis	Variable											\$ 1,100.00	\$ 84,428.52	
5.4	Prepare presentation materials and present to the PCJPB to obtain a use variance for one of the crossing alternatives of the Caltrain tracks	Variable												\$ 19,546.90	
5.5.a.	Summary packets describing approximately three alternatives for the railroad crossing with application of evaluation criteria, ranking of alternatives, the process of the proposed PCJPB use variance and the recommendation for a preferred alternative	2	4	6	8		8	34	8			70		\$ 12,360.54	
5.5.b.	Summary packets describing the draft bicycle and pedestrian surface street improvements with application of evaluation criteria and ranking of treatment options and recommendation for a preferred alternative	2	4	6	8		8	30	8			66		\$ 11,780.32	
Task 6	Draft Study	0	12	2	8	0	22	86	25	0	24	179	\$ 2,000.00	\$ 30,046.18	
6.1	Preparation of the Administrative Draft Study		8	2	6		14	66	20		16	132		\$ 20,616.57	
6.2	Preparation of a Public Draft Study (English and Spanish)		4		2		8	20	5		8	47	\$ 2,000.00	\$ 9,429.60	
Task 7	Final Study	0	4	0	2	0	8	18	10	0	12	54	\$ 1,500.00	\$ 9,810.89	
7	Preparation of a Final Draft Study incorporating revisions from community input, including input from advisory committees on the Public Draft Study		4		2		8	18	10		12	54	\$ 1,500.00	\$ 9,810.89	
Task 8	Board Review/Approval	0	10	0	0	0	0	10	0	0	0	20	\$ 50.00	\$ 4,211.31	
8	Prepare presentation materials and present to the County Board of Supervisors		10					10				20	\$ 50.00	\$ 4,211.31	
	TOTAL HOURS	Variable													
	TOTAL COST, BASE CONTRACT												452,529.00		
	Optional Tasks													\$ 56,282.71	
1.e	Two additional TAC or CAC meetings	2	16		2			20		2	2	44	\$ 100.00	\$ 8,986.37	
1.f	Bi-weekly coordination meetings		40		4			40		2	2	88		\$ 18,148.70	
2.2.f	Additional community engagement support		6					7			4	17		\$ 3,134.00	
2.2.g	Additional advisory body presentation preparation and attendance		26					16				42	\$ 150.00	\$ 9,518.87	
3.2.a	Additional mapping and analysis of existing conditions data		8				20	22				50		\$ 8,667.46	
5.3.a	Supplemental traffic data collection and modeling		8				12	20				40	\$ 773.01	\$ 7,827.30	
	TOTAL COST, WITH OPTIONAL TASKS											\$	508,811.71		

Notes

1) The budgeted cost for Task 2 has increased by \$25,000

2) The budgeted cost for Task 5 has increased by \$45,000

3) Optional Tasks 1.e, 2.2g, 3.2a and 5.3a have been reinstated by a total amount of \$35,000

County of San Mateo  
North Fair Oaks Bicycle and Pedestrian Railroad Crossing and Community Connections Study

Category/Title		Nelson\Nygaard											
		Senior Principal	Principal	Associate Principal	Senior Associate II	Senior Associate I	Associate II	Associate I	Intern	Senior Designer			
		Billing Rate	\$285.00	\$243.59	\$193.45	\$170.00	\$155.00	\$121.46	\$100.68	\$85.00	\$126.23		
Tasks											Total Hours	Direct Expenses	Total Costs
Task 1	Staffing and Facilitation of Technical and Community Advisory Committees		0	0			0	0		0	0	\$ -	\$ -
1.a.	Preparation of meeting agendas and related materials									0		\$ -	
1.b.	Meeting facilitation									0		\$ -	
1.c.	Preparation of meeting notes with attendees and action items									0		\$ -	
1.d.	Action items tracker updates for each meeting and schedule updates, as needed									0		\$ -	
Task 2	Community Outreach and Engagement	Variable										\$ 560.00	\$ 102,804.64
2.1	Develop the Community Engagement Plan												Variable
2.2.a	Prepare online material content for Project Webpage												
2.2.b	Develop materials for activities identified in Community Engagement Plan											\$ 100.00	
2.2.c	Processing, analysis and summary of all community outreach data												
2.2.d	Community engagement summary report												
2.2.e	Support staffing at community engagement activities											\$ 460.00	
Task 3	Identification and Analysis of Existing Conditions		0	0			0	0		0	0	\$ -	\$ -
3.1	Collection of existing plans, policies & relevant projects									0		\$ -	
3.2	Collection and analysis of data associated with existing conditions									0		\$ -	
3.3	Memorandum summarizing existing conditions and community needs assessment									0		\$ -	
Task 4	Development of Goals/Evaluation Criteria for the Bicycle/Ped. Railroad Crossing and Bicycle/Ped. Surface Street Improvements		0	0			0	0		0	0	\$ -	\$ -
4.1	Development of project goals and priorities for the grade-separated railroad crossing and bike/ped enhancements									0		\$ -	
4.2	Development of evaluation criteria									0		\$ -	
4.3	Memorandum summarizing project goals and priorities, evaluation criteria, and process to develop these									0		\$ -	
Task 5	Alternatives Development & Selection of Preferred Alternatives		0	0			0	0		0	0	\$ -	\$ -
5.1	Delivery of conceptual alternative plans									0		\$ -	
5.2	Delivery of conceptual street treatment alternatives									0		\$ -	
5.3	Alternatives analysis									0		\$ -	
5.4	Prepare presentation materials and present to the PCJPB to obtain a use variance for one of the crossing alternatives of the Caltrain tracks									0		\$ -	
5.5.a.	Summary packets describing approximately three alternatives for the railroad crossing with application of evaluation criteria, ranking of alternatives, the process of the proposed PCJPB use variance and the recommendation for a preferred alternative									0		\$ -	
5.5.b.	Summary packets describing the draft bicycle and pedestrian surface street improvements with application of evaluation criteria and ranking of treatment options and recommendation for a preferred alternative									0		\$ -	
Task 6	Draft Study		0	0			0	0		0	0	\$ -	\$ -
6.1	Preparation of the Administrative Draft Study									0		\$ -	
6.2	Preparation of a Public Draft Study (English and Spanish)									0		\$ -	
Task 7	Final Study		0	0			0	0		0	0	\$ -	\$ -
7	Preparation of a Final Draft Study incorporating revisions from community input, including input from advisory committees on the Public Draft Study									0		\$ -	
Task 8	Board Review/Approval		0	0			0	0		0	0	\$ -	\$ -
8	Prepare presentation materials and present to the County Board of Supervisors									0		\$ -	
	TOTAL HOURS												
	TOTAL COST, BASE CONTRACT	Variable									102,804.64		
	Optional Tasks											\$	5,460.14
1.e	Two additional TAC or CAC meetings												
1.f	Bi-weekly coordination meetings												
2.2.f	Additional community engagement support		6				18	18			42		\$ 5,460.14
2.2.g	Additional advisory body presentation preparation and attendance												
3.2.a	Additional mapping and analysis of existing conditions data												
5.3.a	Supplemental traffic data collection and modeling												
	TOTAL COST, WITH OPTIONAL TASKS										\$	108,264.78	

Notes:

1) The budgeted cost for Task 2 has increased by \$25,000

County of San Mateo  
North Fair Oaks Bicycle and Pedestrian Railroad Crossing and Community Connections Study

Category/Title		Nuestra Casa				Total HoursDirect ExpensesTotal Costs		
		Principal	Project Manager	Staff Level II	Staff Level I			
		Billing Rate						
		\$80.00	\$36.00	\$32.00	\$25.00			
Tasks						Total Hours	Direct Expenses	Total Costs
Task 1	Staffing and Facilitation of Technical and Community Advisory Committees	0	0	0	0	0	\$ -	\$ -
1.a.	Preparation of meeting agendas and related materials					0		\$ -
1.b.	Meeting facilitation					0		\$ -
1.c.	Preparation of meeting notes with attendees and action items					0		\$ -
1.d.	Action items tracker updates for each meeting and schedule updates, as needed					0		\$ -
Task 2	Community Outreach and Engagement	Variable					\$ -	\$ 19,440.00
2.1	Develop the Community Engagement Plan							\$ 2,020.00
2.2.a	Prepare online material content for Project Webpage							\$ 991.00
2.2.b	Develop materials for activities identified in Community Engagement Plan							\$ 3,320.00
2.2.c	Processing, analysis and summary of all community outreach data							\$ -
2.2.d	Community engagement summary report							\$ 388.00
2.2.e	Support staffing at community engagement activities							\$ 12,721.00
Task 3	Identification and Analysis of Existing Conditions	0	0	0	0	0	\$ -	\$ -
3.1	Collection of existing plans, policies & relevant projects					0		\$ -
3.2	Collection and analysis of data associated with existing conditions					0		\$ -
3.3	Memorandum summarizing existing conditions and community needs assessment					0		\$ -
Task 4	Development of Goals/Evaluation Criteria for the Bicycle/Ped. Railroad Crossing and Bicycle/Ped. Surface Street Improvements	0	0	0	0	0	\$ -	\$ -
4.1	Development of project goals and priorities for the grade-separated railroad crossing and bike/ped enhancements					0		\$ -
4.2	Development of evaluation criteria					0		\$ -
4.3	Memorandum summarizing project goals and priorities, evaluation criteria, and process to develop these					0		\$ -
Task 5	Alternatives Development & Selection of Preferred Alternatives	0	0	0	0	0	\$ -	\$ -
5.1	Delivery of conceptual alternative plans					0		\$ -
5.2	Delivery of conceptual street treatment alternatives					0		\$ -
5.3	Alternatives analysis					0		\$ -
5.4	Prepare presentation materials and present to the PCJPB to obtain a use variance for one of the crossing alternatives of the Caltrain tracks					0		\$ -
5.5.a.	Summary packets describing approximately three alternatives for the railroad crossing with application of evaluation criteria, ranking of alternatives, the process of the proposed PCJPB use variance and the recommendation for a preferred alternative					0		\$ -
5.5.b.	Summary packets describing the draft bicycle and pedestrian surface street improvements with application of evaluation criteria and ranking of treatment options and recommendation for a preferred alternative					0		\$ -
Task 6	Draft Study	0	0	0	0	0	\$ -	\$ -
6.1	Preparation of the Administrative Draft Study					0		\$ -
6.2	Preparation of a Public Draft Study (English and Spanish)					0		\$ -
Task 7	Final Study	0	0	0	0	0	\$ -	\$ -
7	Preparation of a Final Draft Study incorporating revisions from community input, including input from advisory committees on the Public Draft Study					0		\$ -
Task 8	Board Review/Approval	0	0	0	0	0	\$ -	\$ -
8	Prepare presentation materials and present to the County Board of Supervisors					0		\$ -
	TOTAL HOURS							
	TOTAL COST, BASE CONTRACT	Variable						19,440.00
	Optional Tasks							\$ 8,030.17
1.e	Two additional TAC or CAC meetings							
1.f	Bi-weekly coordination meetings							
2.2.f	Additional community engagement support	Variable					\$ 100.17	\$ 8,030.17
2.2.g	Additional advisory body presentation preparation and attendance							
3.2.a	Additional mapping and analysis of existing conditions data							
5.3.a	Supplemental traffic data collection and modeling							
	TOTAL COST, WITH OPTIONAL TASKS					\$	27,470.17	



County of San Mateo  
North Fair Oaks Bicycle and Pedestrian Railroad Crossing and Community Connections Study

Category/Title		PARIKH CONSULTANTS, INC.							Biggs Cardosa Associates, Inc.															
		PIC	PROJ. MANAGER	SEN. PROJ. ENG.	PROJECT ENGINEER	SEN. STAFF ENGINEER	PROJECT GEOLOGIST	DRAFTSPERSON CADD				Principal	Associate	Eng. Mgr.	Senior Eng.	Proj. Eng	Staff Eng.	Sr. Comp. Drafter	Admin.					
		Billing Rate	\$317.33	\$229.99	\$212.43	\$175.95	\$126.29	\$142.13	\$123.68				\$259.69	\$202.58	\$187.72	\$171.29	\$150.20	\$126.31	\$146.67	\$77.44				
Tasks									Total Hours	Direct Expenses	Total Costs										Total Hours	Direct Expenses	Total Costs	
Task 1	Staffing and Facilitation of Technical and Community Advisory Committees	0	0	0	0	0	0	0	0	\$ -	\$ -	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	
1.a.	Preparation of meeting agendas and related materials								0		\$ -										0		\$ -	
1.b.	Meeting facilitation								0		\$ -										0		\$ -	
1.c	Preparation of meeting notes with attendees and action items								0		\$ -										0		\$ -	
1.d.	Action items tracker updates for each meeting and schedule updates, as needed																							
Task 2	Community Outreach and Engagement	0	0	0	0	0	0	0	0	\$ -	\$ -	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	
2.1	Develop the Community Engagement Plan								0		\$ -										0		\$ -	
2.2.a	Prepare online material content for Project Webpage								0		\$ -										0		\$ -	
2.2.b	Develop materials for activities identified in Community Engagement Plan								0		\$ -										0		\$ -	
2.2.c	Processing, analysis and summary of all community outreach data								0		\$ -										0		\$ -	
2.2.d	Community engagement summary report								0		\$ -										0		\$ -	
2.2.e	Support staffing at community engagement activities								0		\$ -										0		\$ -	
Task 3	Identification and Analysis of Existing Conditions	0	0	0	0	0	0	0	0	\$ -	\$ -	1	4	0	4	0	0	0	0	0	9	\$ -	\$ 1,755.20	
3.1	Collection of existing plans, policies & relevant projects								0		\$ -										0		\$ -	
3.2	Collection and analysis of data associated with existing conditions								0		\$ -	1	4		4			0	0	9		\$ 1,755.20		
3.3	Memorandum summarizing existing conditions and community needs assessment								0		\$ -										0		\$ -	
Task 4	Development of Goals/Evaluation Criteria for the Bicycle/Ped. Railroad Crossing and Bicycle/Ped. Surface Street Improvements	0	0	0	0	0	0	0	0	\$ -	\$ -	4	4	0	2	0	0	0	0	0	10	\$ -	\$ 2,191.69	
4.1	Development of project goals and priorities for the grade-separated railroad crossing and bike/ped enhancements								0		\$ -										0		\$ -	
4.2	Development of evaluation criteria								0		\$ -	4	4		2			0	0	10		\$ 2,191.69		
4.3	Memorandum summarizing project goals and priorities, evaluation criteria, and process to develop these								0		\$ -										0		\$ -	
Task 5	Alternatives Development & Selection of Preferred Alternatives	3	6	24	28	12	6	1	80	\$ -	\$ 14,848.59	16	34	0	31	0	0	0	0	2	83	\$ 150.00	\$ 16,657.87	
5.1	Delivery of conceptual alternative plans	3	6	24	28	12	6	1	80		\$ 14,848.59	12	24		30			0	2	68	\$ 150.00	\$ 13,421.98		
5.2	Delivery of conceptual street treatment alternatives								0		\$ -									0		\$ -		
5.3	Alternatives analysis								0		\$ -	3	6		1			0	0	10		\$ 2,165.87		
5.4	Prepare presentation materials and present to the PCJPB to obtain a use variance for one of the crossing alternatives of the Caltrain tracks								0		\$ -									0		\$ -		
5.5.a.	Summary packets describing approximately three alternatives for the railroad crossing with application of evaluation criteria, ranking of alternatives, the process of the proposed PCJPB use variance and the recommendation for a preferred alternative								0		\$ -	1	4		0			0	0	5		\$ 1,070.03		
5.5.b.	Summary packets describing the draft bicycle and pedestrian surface street improvements with application of evaluation criteria and ranking of treatment options and recommendation for a preferred alternative								0		\$ -									0		\$ -		
Task 6	Draft Study	0	0	0	0	0	0	0	0	\$ -	\$ -	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	
6.1	Preparation of the Administrative Draft Study								0		\$ -									0		\$ -		
6.2	Preparation of a Public Draft Study (English and Spanish)								0		\$ -									0		\$ -		
Task 7	Final Study	0	0	0	0	0	0	0	0	\$ -	\$ -	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	
7	Preparation of a Final Draft Study incorporating revisions from community input, including input from advisory committees on the Public Draft Study								0		\$ -									0		\$ -		
Task 8	Board Review/Approval	0	0	0	0	0	0	0	0	\$ -	\$ -	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	
8	Prepare presentation materials and present to the County Board of Supervisors								0		\$ -									0		\$ -		
	TOTAL HOURS	3	6	24	28	12	6	1	80				21	42	0	37	0	0	0	2	102			
	TOTAL COST, BASE CONTRACT	\$ 952.00	\$ 1,379.95	\$ 5,098.22	\$ 4,926.46	\$ 1,515.48	\$ 852.80	\$ 123.68	\$ 14,848.59			\$ 5,453.51	\$ 8,508.54	\$ -	\$ 6,337.82	\$ -	\$ -	\$ -	\$ 154.89	\$ 20,604.76				
	Optional Tasks																							
1.e	Two additional TAC or CAC meetings																							
1.f	Bi-weekly coordination meetings																							
2.2.f	Additional community engagement support																							
2.2.g	Additional advisory body presentation preparation and attendance																							
3.2.a	Additional mapping and analysis of existing conditions data																							
5.3.a	Supplemental traffic data collection and modeling																							
	TOTAL COST, WITH OPTIONAL TASKS								\$ 14,848.59											\$	20,604.76			

County of San Mateo  
North Fair Oaks Bicycle and Pedestrian Railroad Crossing and Community Connections Study

Billing Rate				
Category/Title				
Tasks		Team Total Hours	Team Direct Expenses	Team Total Costs
Task 1	Staffing and Facilitation of Technical and Community Advisory Committees	268	\$ 300.00	\$ 54,416.12
1.a.	Preparation of meeting agendas and related materials	80	\$ -	\$ 16,368.69
1.b.	Meeting facilitation	50	\$ 300.00	\$ 11,199.82
1.c	Preparation of meeting notes with attendees and action items	28	\$ -	\$ 5,069.70
1.d.	Action items tracker updates for each meeting and schedule updates, as needed	110	\$ -	\$ 21,777.91
Task 2	Community Outreach and Engagement	Variable	\$ 1,146.55	\$ 177,724.91
2.1	Develop the Community Engagement Plan		\$ -	\$ 16,457.89
2.2.a	Prepare online material content for Project Webpage		\$ -	\$ 12,599.51
2.2.b	Develop materials for activities identified in Community Engagement Plan		\$ 100.00	\$ 69,013.13
2.2.c	Processing, analysis and summary of all community outreach data		\$ -	\$ 10,765.55
2.2.d	Community engagement summary report		\$ -	\$ 9,102.92
2.2.e	Support staffing at community engagement activities		\$ 1,046.55	\$ 59,785.91
Task 3	Identification and Analysis of Existing Conditions	247	\$ -	\$ 42,822.86
3.1	Collection of existing plans, policies & relevant projects	22	\$ -	\$ 3,524.55
3.2	Collection and analysis of data associated with existing conditions	161	\$ -	\$ 28,950.11
3.3	Memorandum summarizing existing conditions and community needs assessment	64	\$ -	\$ 10,348.20
Task 4	Development of Goals/Evaluation Criteria for the Bicycle/Ped. Railroad Crossing and Bicycle/Ped. Surface Street Improvements	90	\$ -	\$ 14,918.07
4.1	Development of project goals and priorities for the grade-separated railroad crossing and bike/ped enhancements	26	\$ -	\$ 4,104.77
4.2	Development of evaluation criteria	34	\$ -	\$ 6,047.00
4.3	Memorandum summarizing project goals and priorities, evaluation criteria, and process to develop these	30	\$ -	\$ 4,766.30
Task 5	Alternatives Development & Selection of Preferred Alternatives	Variable	\$ 1,550.00	\$ 276,276.64
5.1	Delivery of conceptual alternative plans		\$ 350.00	\$ 120,722.82
5.2	Delivery of conceptual street treatment alternatives	138	\$ 100.00	\$ 24,201.63
5.3	Alternatives analysis	Variable	\$ 1,100.00	\$ 86,594.39
5.4	Prepare presentation materials and present to the PCJPB to obtain a use variance for one of the crossing alternatives of the Caltrain tracks		\$ -	\$ 19,546.90
5.5.a.	Summary packets describing approximately three alternatives for the railroad crossing with application of evaluation criteria, ranking of alternatives, the process of the proposed PCJPB use variance and the recommendation for a preferred alternative	75	\$ -	\$ 13,430.57
5.5.b.	Summary packets describing the draft bicycle and pedestrian surface street improvements with application of evaluation criteria and ranking of treatment options and recommendation for a preferred alternative	66	\$ -	\$ 11,780.32
Task 6	Draft Study	179	\$ 2,000.00	\$ 30,046.18
6.1	Preparation of the Administrative Draft Study	132	\$ -	\$ 20,616.57
6.2	Preparation of a Public Draft Study (English and Spanish)	47	\$ 2,000.00	\$ 9,429.60
Task 7	Final Study	54	\$ 1,500.00	\$ 9,810.89
7	Preparation of a Final Draft Study incorporating revisions from community input, including input from advisory committees on the Public Draft Study	54	\$ 1,500.00	\$ 9,810.89
Task 8	Board Review/Approval	20	\$ 50.00	\$ 4,211.31
8	Prepare presentation materials and present to the County Board of Supervisors	20	\$ 50.00	\$ 4,211.31
	TOTAL HOURS	Variable		
	TOTAL COST, BASE CONTRACT	\$ 610,226.99		
	Optional Tasks			\$ 69,773.02
1.e	Two additional TAC or CAC meetings	44	\$ 100.00	\$ 8,986.37
1.f	Bi-weekly coordination meetings	88	\$ -	\$ 18,148.70
2.2.f	Additional community engagement support	250	\$ 100.17	\$ 16,624.31
2.2.g	Additional advisory body presentation preparation and attendance	42	\$ 150.00	\$ 9,518.87
3.2.a	Additional mapping and analysis of existing conditions data	50	\$ -	\$ 8,667.46
5.3.a	Supplemental traffic data collection and modeling	40	\$ 773.01	\$ 7,827.30
	TOTAL COST, WITH OPTIONAL TASKS	\$ 680,000.00		

Notes

- 1) The budgeted cost for Task 2 has increased by \$25,000  
2) The budgeted cost for Task 5 has increased by \$45,000  
3) Optional Tasks 1.e, 2.2g, 3.2a and 5.3a have been reinstated by a total amount of \$35,000

County of San Mateo  
North Fair Oaks Bicycle and Pedestrian Railroad Crossing and Community Connections Study

**Estimation of Fee Breakdown by Deliverable** (for payment of invoices by percent of task deliverable)

Tasks	Deliverables	% of Subtask to Task	Task/Subtask Cost
<b>Task 1: Staffing and Facilitation of Technical and Community Advisory Committees</b>		100%	\$ 54,416.12
1.a. Preparation of meeting agendas and related materials	Agendas and related materials for each meeting	30%	\$ 16,368.69
1.b. Meeting facilitation	Agendas and related materials for each meeting	21%	\$ 11,199.82
1.c. Preparation of meeting notes with attendees and action items	Meeting notes for each meeting with attendees and action items	9%	\$ 5,069.70
1.d. Preparation of meeting summaries and action items from project coordination meetings with County staff, and updates to the project schedule as needed	Action items tracker updates for each meeting and schedule updates, as needed	40%	\$ 21,777.91
<b>Task 2: Community Outreach and Engagement</b>		100%	\$ 177,724.91
2.1. Develop the Community Engagement Plan	Draft and final community engagement plan	9%	\$ 16,457.89
2.2.a. Prepare online material content for Project Webpage	Draft and final website copy and graphics for each outreach phase	7%	\$ 12,599.51
2.2.b. Develop materials for activities identified in Community Engagement Plan (preparation of presentation materials to the PCJPB and Board of Supervisors should be listed separately under Tasks 5.4 and 8 respectively)	Completion of presentation materials, surveys, flyers, text message marketing and other related engagement collateral for each outreach phase	39%	\$ 69,013.13
2.2.c. Processing, analysis and summary of all community outreach data	Documentation/summarization of outreach data for each of first three outreach phases	6%	\$ 10,765.55
2.2.d. Community engagement summary report	Draft and final community engagement summary report	5%	\$ 9,102.92
2.2.e. Support staffing at community engagement activities	Facilitation for each outreach phase	34%	\$ 59,785.91
<b>Task 3: Identification and Analysis of Existing Conditions</b>		100%	\$ 42,822.86
3.1. Collection of existing plans, policies & relevant projects	Summarization of plans, policies and other relevant background documents in existing conditions memorandum	8%	\$ 3,524.55
3.2. Collection and analysis of data associated with existing conditions	Data package consisting of documents and files identified in the scope attached to existing conditions memorandum	68%	\$ 28,950.11
3.3. Memorandum summarizing existing conditions and community needs assessment	Draft and final memorandum summarizing existing conditions and community needs assessment	24%	\$ 10,348.20
<b>Task 4: Development of Bicycle/Pedestrian Grade Separated Crossing and Bicycle/Pedestrian Improvements Evaluation Criteria</b>		100%	\$ 14,918.07
4.1. Development of project goals and priorities for the grade-separated railroad crossing and bike/ped enhancements	Draft and final goals and priorities for the crossing and bike/ped enhancements on local streets in evaluation criteria memorandum	28%	\$ 4,104.77
4.2. Development of evaluation criteria	Draft and final evaluation criteria in evaluation criteria memorandum	41%	\$ 6,047.00
4.3. Memorandum summarizing project goals and priorities, evaluation criteria, and process to develop these	Draft and final memorandum summarizing project goals, priorities, evaluation criteria and the process to develop these	32%	\$ 4,766.30
<b>Task 5: Alternatives Development &amp; Selection of Preferred Alternatives</b>		100%	\$ 276,276.64
5.1. Delivery of conceptual alternative plans for the railroad crossing	Draft railroad crossing design alternatives with cost estimates	44%	\$ 120,722.82
5.2. Delivery of bike/ped conceptual design treatment alternatives for local surface street improvements	Draft bike/ped concept design alternatives with cost estimates	9%	\$ 24,201.63
5.3. Alternatives analysis	Documentation of analysis and ranking of alternatives	31%	\$ 86,594.39
5.4. Prepare presentation materials and present to the PCJPB to obtain a use variance for one of the crossing alternatives of the Caltrain tracks	Documentation in support to County staff RCUP application and supporting materials	7%	\$ 19,546.90
5.5.a. Memorandum describing approximately three alternatives for the railroad crossing with application of evaluation criteria, ranking of alternatives, the process of the proposed PCJPB use variance and the recommendation for a preferred alternative	Draft summary packet summarizing the railroad crossing alternatives evaluation process, ranking of alternatives, summary of the PCJPB use process, and recommendation for preferred alternatives	5%	\$ 13,430.57
5.5.b. Memorandum describing the draft bike/ped surface street improvements with application of evaluation criteria and ranking of treatment options and recommendation for a preferred alternative	Draft summary packet summarizing the bike/ped surface street improvement alternatives evaluation process and recommendation for a preferred alternative	4%	\$ 11,780.32
<b>Task 6: Draft Study</b>		100%	\$ 30,046.18
6.1. Preparation of the Administrative Draft Study	Administrative Draft Study	69%	\$ 20,616.57
6.2. Preparation of a Public Draft Study (English and Spanish)	Draft Study in English and Spanish	31%	\$ 9,429.60
<b>Task 7: Final Study</b>		100%	\$ 9,810.89
7. Preparation of a Final Draft Study incorporating revisions from community input, including input from advisory committees on the Public Draft Study	Final Study in English and Spanish	100%	\$ 9,810.89
<b>Task 8: Board Review/Approval</b>		100%	\$ 4,211.31
8. Prepare presentation materials and present to the County Board of Supervisors	Presentation at the County Board of Supervisors meeting	100%	\$ 4,211.31
<b>Total Base Scope</b>			\$ 610,226.99
<b>Optional</b>			
1.e. Two additional TAC or CAC meetings	Agendas and related materials for each meeting		\$ 8,986.37
1.f. Bi-weekly coordination meetings	Action items tracker updates for each meeting		\$ 18,148.70
2.2.f. Additional community engagement support	Additional support for community engagement		\$ 16,624.31
2.2.g. Additional advisory body presentation preparation and attendance	Presentation at advisory group bodies		\$ 9,518.87
3.2.a. Additional mapping and analysis of existing conditions data	Additional maps and analysis		\$ 8,667.46
5.3.a. Supplemental traffic data collection and modeling	Traffic modeling results		\$ 7,827.30
<b>Total, Including Optional Tasks</b>			\$ 680,000.00

**Notes**

- 1) The budgeted cost for Task 2 has increased by \$25,000
- 2) The budgeted cost for Task 5 has increased by \$45,000
- 3) Optional Tasks 1.e., 2.2.g., 3.2.a. and 5.3.a. have been reinstated by a total amount of \$35,500