



SPECIAL MEETING MINUTES

Date: 6/19/2020

Time: 3:30 p.m.

Special Meeting Location: Joinwebinar.com – ID# 750-283-603

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the City Council, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
 - Submit a written comment online:
menlopark.org/publiccommentJune19*
 - Record a comment or request a call-back when an agenda topic is under consideration:
Dial 650-474-5071*
 - Access the special meeting real-time online at:
joinwebinar.com – Special Meeting ID 750-283-603
*Written and recorded public comments and call-back requests are accepted up to 1 hour before the meeting start time. Written and recorded messages are provided to the City Council and members of the public as an attachment on the agenda. Recorded messages may be transcribed using a voice-to-text tool.
- Watch special meeting:
 - Cable television subscriber in Menlo Park, East Palo Alto, Atherton, and Palo Alto:
Channel 26
 - Online:
menlopark.org/streaming

Note: City Council closed sessions are not broadcast online or on television and public participation is limited to the beginning of closed session.

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website www.menlopark.org. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/agenda).

According to City Council policy, all regular meetings of the City Council are to end by midnight unless there is a super majority vote taken by 11:00 p.m. to extend the meeting and identify the items to be considered after 11:00 p.m.

Special Session ([Joinwebinar.com](https://www.joinwebinar.com) – ID# 750-283-603)

A. Call To Order

Mayor Taylor called the meeting to order at 3:45 p.m.

B. Roll Call

Present: Carlton, Combs, Nash, Mueller, Taylor
Absent: None
Staff: City Manager Starla Jerome-Robinson, Interim City Attorney Cara Silver, City Clerk Judi A. Herren

C. Regular Business

- C1. Adoption of uncodified urgency Ordinance No. 1070 closing portions of Santa Cruz Avenue, creating temporary outdoor use permits and suspending certain fees and zoning requirements ([Staff Report #20-131-CC](#))

Management Analyst II, Housing John Passmann made the presentation (Attachment).

The City Council discussed staff notifying the City Council of capital improvement spending on this program and directed staff to use potted foliage around the concrete barriers and to replant in throughout the City when program is complete.

ACTION: Motion and second (Mueller/ Carlton) to adopt uncodified urgency Ordinance No. 1070 closing portions of Santa Cruz Avenue, creating temporary outdoor use permits and suspending certain fees and zoning requirements, approve the purchase of trees and foliage that can be replanted or reused, and provide spending reports to the City Council, passed unanimously.

Mayor Taylor reordered the agenda.

- C3. Appoint City Council representatives to the Menlo Park Chamber of Commerce business reactivation task force ([Staff Report #20-130-CC](#))

Management Analyst II, Housing John Passmann introduced the item.

- Fran Dehn spoke in support of the task force assisting all businesses across Menlo Park.

The City Council discussed appointments and scope of the Menlo Park Chamber of Commerce business reactivation task force.

ACTION: Motion and second (Mueller/ Carlton) to appoint City Councilmember Carlton and Mayor Taylor to the task force of Business Reactivation, passed unanimously.

- C2. Authorize the city manager to execute master agreements with consulting firms for on-call architectural, landscape architectural, civil engineering, construction inspection, municipal

engineering, and materials testing services (Staff Report #20-116-CC) – continued from June 16, 2020

Senior Civil Engineer, Public Works Michael Fu made the presentation (Attachment).

The City Council discussed implementing a formal performance review when adding contractors to the master agreement list and an end of master agreement assessment.

ACTION: Motion and second (Combs/ Mueller) to authorize the city manager to execute master agreements with consulting firms for on-call architectural, landscape architectural, civil engineering, construction inspection, municipal engineering, and materials testing services, passed unanimously.

D. Adjournment

Mayor Taylor adjourned the meeting at 5:21 p.m.

Judi A. Herren, City Clerk

These minutes were approved at the City Council meeting of July 28, 2020.



SANTA CRUZ AVE CLOSURE PILOT PROGRAM

City Council Meeting – June 19, 2020

ARRIENGA FAMILY
GYMNASIUM



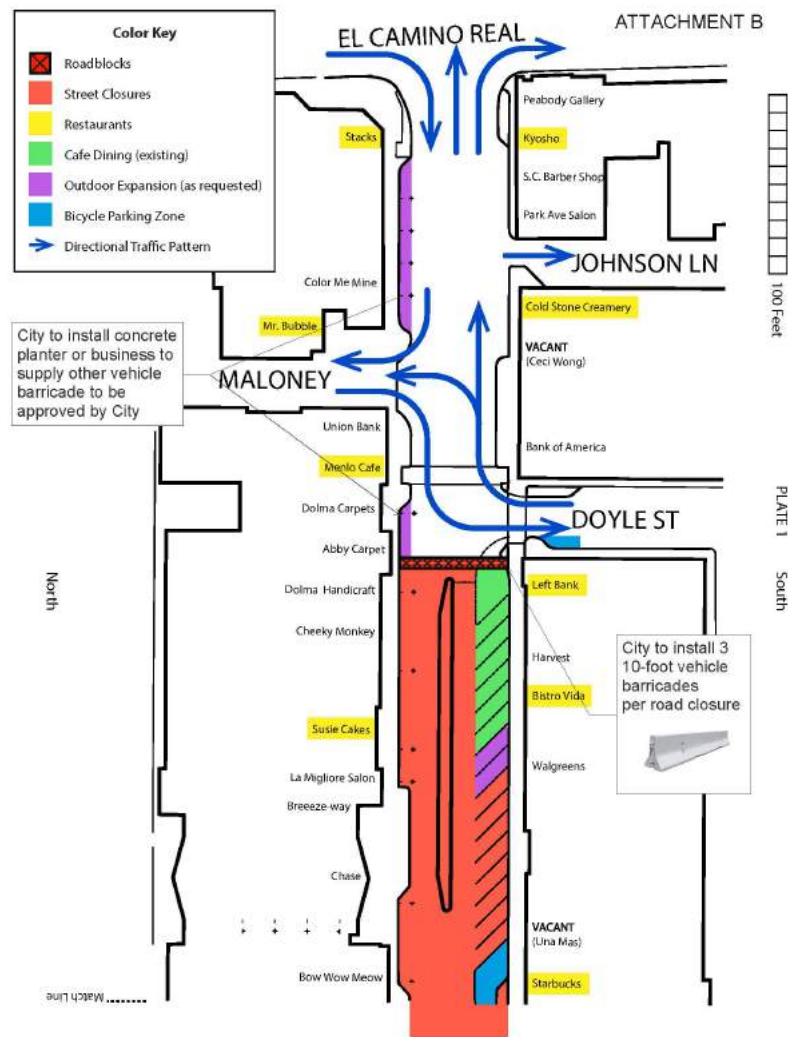
OVERVIEW

- June 16 City Council Meeting direction
 - Street closure in line with Chamber of Commerce proposal
 - Streamline permits for the usage of outdoor space
 - Waive all fees associated with permit
 - 90 day pilot with check-in after 45 days
- Recommending adoption of urgency ordinance
 - In line with Council direction
 - Allows for expedited timeline
 - Notice of street/parking closure posted June 18
 - Targeting early next week



SANTA CRUZ CLOSURE





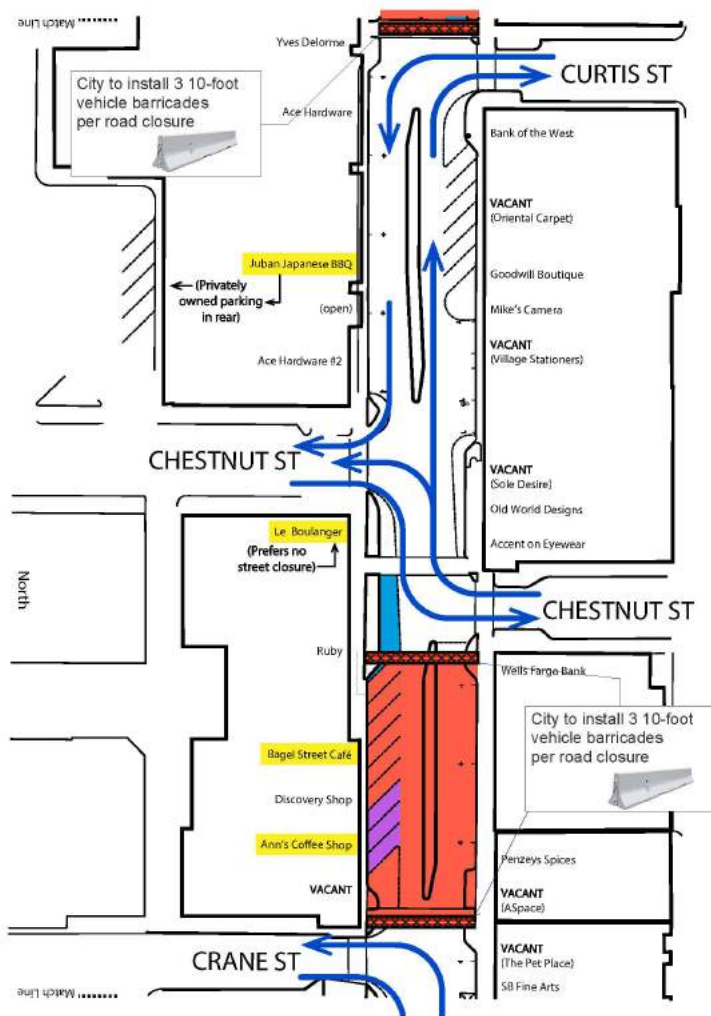
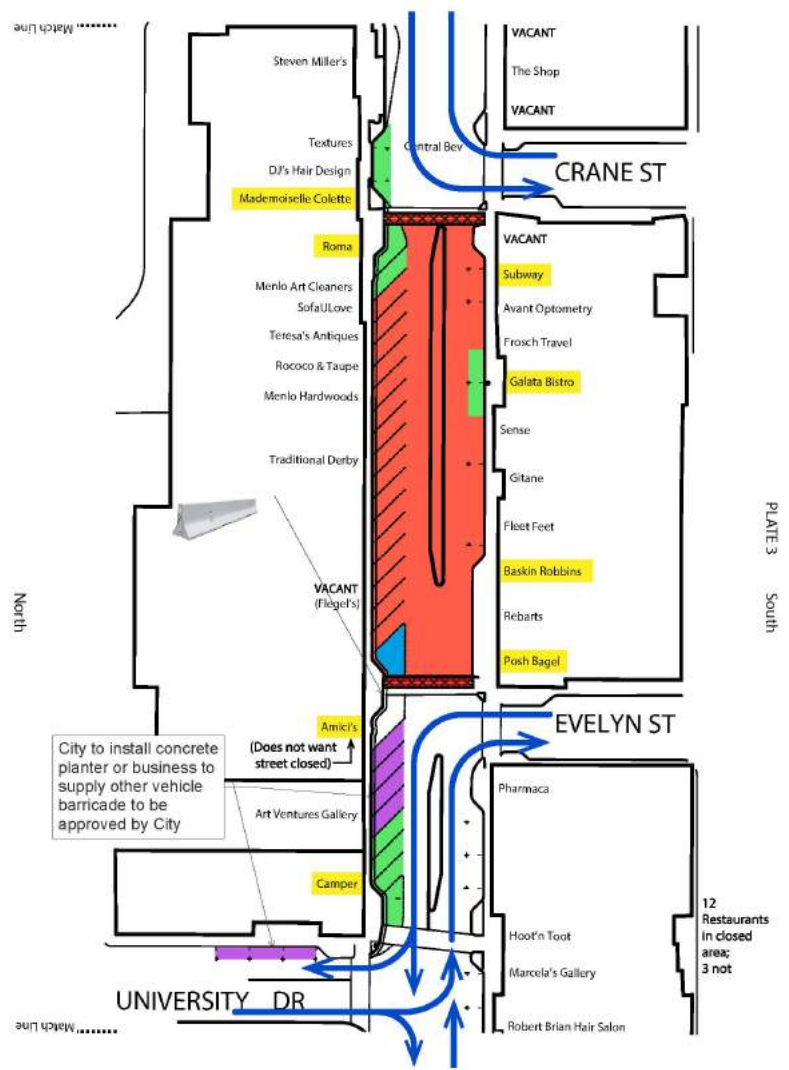


PLATE 2 South



City to install concrete planter or business to supply other vehicle barricade to be approved by City

(Does not want street closed)

12 Restaurants In closed area; 3 not



TEMPORARY OUTDOOR USE PERMIT

- Downtown
 - Area bounded by El Camino Real, Menlo Ave, University Dr, Oak Grove Ave
 - May apply for public right of way, parking plazas and private property
- Outside Downtown
 - May apply for private property and sidewalks
- Timeline
 - Available early next week (online permitting system)
 - 48-72 hour review
- Fees waived



PERMIT REQUIREMENTS

- Liability insurance
- Adherence to health orders
- Compliance with accessibility requirements
- Adequate barricades adjacent to roadways
- Consent from other parties in shared private parking lots
- No expansion into electric vehicle or accessible spaces
- Applicant responsible for furnishing and maintenance



IMPACT TO CITY RESOURCES

- Costs for materials
 - MPFPD offered temporary use of k-rails
 - Planters available for parking space barriers
- Staff time
 - Staff time to implement
 - Opportunity cost on other projects and day-to-day activities
 - No cost recovery (fee waiver)
- Downtown Streetscape CIP fund
 - \$300,000 in carryover funds
 - Recommend availability for this project



ACTION

Adopt the urgency ordinance closing portions of Santa Cruz Ave, creating temporary outdoor use permits and suspending certain fees and zoning requirements for 90 days.



THANK YOU



ON-CALL CONSULTING

A NARRATIVE OF PROCEDURES AND SERVICES





PRESENTATION OUTLINE

- Introduction
- Background
- On-Call Selection Process
- Project examples
- Conclusion
- Questions





INTRODUCTION

- Council Action:
 - Authorize the city manager to execute on-call master agreements with multiple consulting firms.
 - Categories: architectural, landscape, civil, inspections, municipal, materials testing.

- What are on-call master agreements?
 - Document of conditions between City and consultant for service requests.
 - Term valid for three years with option to extend for two additional years thereafter.
 - Conditions do not need to be re-negotiated for task orders during term.



INTRODUCTION (CONT)

- What does authorizing master agreements with on-calls mean?
 - The action will not result in any direct expenditure of City resources.
 - The action establishes an on-call list of consultants to:
 - renew existing contracts for applicable firms selected.
 - allow continuity of workflow for funded projects with existing on-call support.
 - expand the previous on-call list based on current and future project demand.

- Why are on-call master agreements & consultants important?
 - City employs on-call personnel for specialized services (City Surveyor)
 - Critical for project assistance to ensure prompt delivery
 - Is typically more time-efficient than issuing RFPs
 - Critical if work requires input beyond staff expertise (e.g. structural engineering)



BACKGROUND

- Examples of on-call services:
 - Masterplanning (TMP, etc.)
 - Project Design (utility upgrades, streets / sidewalks, parks, TIs, etc.)
 - Staff support (City Surveyor, inspection services, etc.)

- City Council has authorized on-call agreements in past years:
 - 2012: Engineering and survey on-call services
 - 2018: Transportation engineering on-call services
 - 2019: Architectural, cost estimating, MEP on-call services

- City issued an average of 27 on-call task orders between the past three fiscal years.



ON-CALL SELECTION PROCESS

- RFP resulted in 74 proposals across six categories.

- How are proposals ranked?
 - Diverse teams of 3 reviewed / scored proposals by category.
 - Team members selected from Public Works departments by suitable experience
 - Members individually ranked top choices and met to confirm selection
 - Scoring metrics: fees, work quality, references, suitable experience, availability, etc.

- State Legislative Requirements:
 - Proposition 209: preferential treatment is prohibited based on race, sex, color, ethnicity, or national origin in awarding public contracts.



PROJECT EXAMPLES

- **Masterplanning:**
 - W-Trans / Kimley Horn: Transportation Master Plan & TIF analysis
 - Alta: Safe Routes to School
 - Jeff Katz Architects: Aquatics Maintenance Design

- **Design Support:**
 - BKF Engineers: Haven Ave Roadway Improvements
 - Schaaf & Wheeler: Chrysler Pump Station Replacement
 - MacLeod & Associates: Terminal Avenue Vacation & Concept design

- **Construction Support:**
 - Swinerton: Inspection Services
County COVID compliance for construction

- **Staff Support:**
 - Bureau Veritas: City Surveyor services
 - CalWest: Lighting and signal maintenance



CONCLUSION

- On-call firms serve a vital role on numerous projects and tasks
 - On-call firms are experts in their fields and selected based on staff review
 - On-call master agreements can save time and cost in lieu of issuing RFPs.
 - City services and projects depend on the utilization of on-call master agreements

- Award on-call contracts to selected consultants per staff report
 - Deferring this may result in added costs / delays for projects with on-call support.

QUESTIONS?

- We appreciate your consideration and input



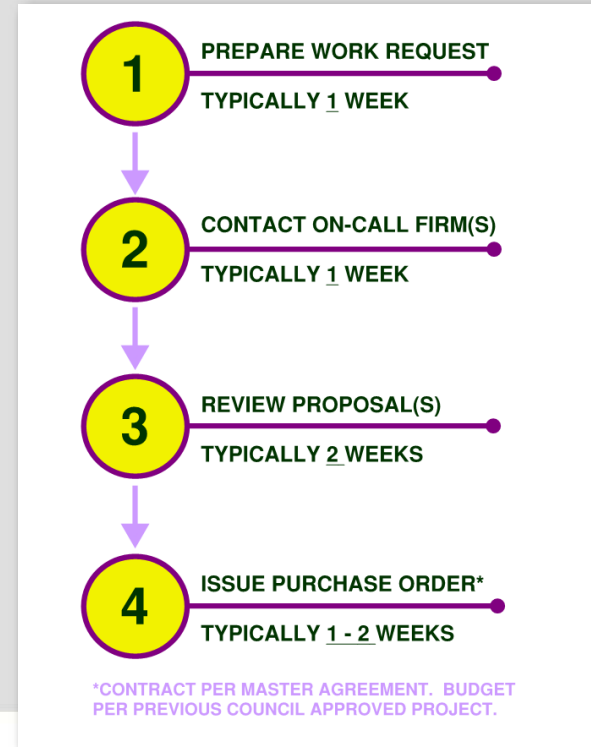
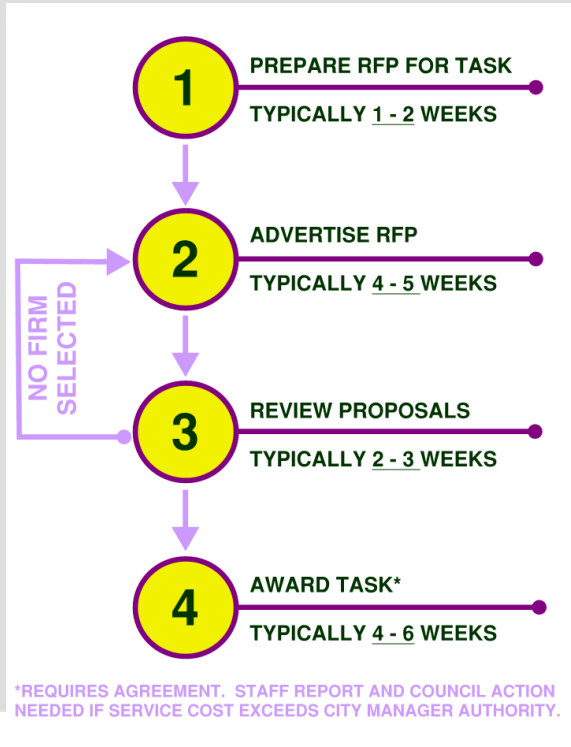


THANK YOU



SERVICE REQUEST PROCEDURES

- On-call contracting is a more efficient alternative to issuing RFPs
RFP contracting (~11 to 16 weeks) On-Call contracting (~5 to 6 weeks)





SERVICE REQUEST PROCEDURES (CONT)

- Requested tasks are project specific and accompanied by a work proposal.
- Staff reviews the proposal for factors such as cost, schedule, and available project budget prior to issuing tasks.
- Consultant rates in the staff report range from administrative to principal staff and equipment rentals. This is not reflection of actual proposal costs.

PROPOSAL

BKF No. P2019086-01
June 25, 2019

James Esolmenc, PE
Associate Civil Engineer
City of Menlo Park
781 Laurel St.
Menlo Park, CA 94025
650-330-6735
J.Esolmenc@menlopark.org
(Transmitted via email)

**Subject: SHARON ROAD SIDEWALK PROJECT
MENLO PARK, CA
TOPOGRAPHIC SURVEY**

Dear Mr. Esolmenc:

BKF Engineers welcomes the opportunity to submit our proposal to provide Surveying Services for the above referenced project. Our proposal is based on your request for proposal sent to Janine O'Flaherty and scope of work that you have provided to us.

BKF has earned high regard for our services over the years when dealing with surveying projects with various public agencies because we have delivered high quality survey products on a timely basis, over and over again. Our proposed survey team has many years of working together on a myriad of projects. Just last year, BKF Engineers logged over 109,575 field hours, making us one of the largest surveying firms in California. We have provided various surveying services for a variety of projects, including: topographic surveys, as-built surveys, benchmark re-occupation, aerial control, boundary surveys, GNSS and conventional control surveys, monitoring surveys, utility surveys, setting and preserving monuments, construction staking and official map preparation.

BKF's ability to pull from 36 survey crews firm-wide allows us to easily tackle both small topographic survey projects and large construction staking projects. BKF staff resources are as follows:

- 500+ total staff members
- 13 California Offices
- 107 staff members at local San Jose Office
- 21 Professional Land Surveyors (PLS)
- 17 Land Surveyor-In-Training (LSIT)
- 143 Professional Engineer (PE)

Earlier this year BKF completed 28,000 linear feet (5.3 miles +/-) of street topographic surveys for sewer pipeline replacement projects throughout Redwood City. Moreover, we have prepared base maps for West Valley Construction Company (design-build company) working for Cal Water pipeline replacement projects throughout the peninsula for about 33,750 linear feet (9.4 miles +/-). Currently, we are contracted with the City of Palo Alto to prepare street utility surveys for approximately 6 miles. BKF has the relevant experience in performing street topographic surveys for public works projects. The level of detail and requirements for these topographic surveys are similar to your Sharon Road project and will be adequate enough to serve as basis for future civil design work.

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