



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Brad Donohue, Director of Public Works  
 Pak Lin, Administrative Services Director  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: February 23, 2022  
 SUBJECT: Mission Road Projects Update

## RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION AUTHORIZING CLOSING OUT MISSION ROAD BICYCLE & PEDESTRIAN IMPROVEMENT PROJECT (CIP #903) AND ADDING MISSION ROAD LANDSCAPING ENHANCEMENTS PROJECT (CIP #908) AND MISSION ROAD CROSSWALK PROJECT (CIP #909) TO THE FY 2021-22 CAPITAL IMPROVEMENT PROGRAM.

## EXECUTIVE SUMMARY

In a City Council Study Session in April of 2021, the City Council reviewed the merits of obtaining a portion of Holy Cross' property that fronts Mission Road for the purposes of landscaping and providing added beautification for the residents and businesses in the Mission Road area. At the same meeting, staff was directed to construct a high visible crosswalk near the north entrance of Holy Cross to assist members of the public who wish to cross the street in that location.

At the time it was assumed that both the landscaping project and the crosswalk project would be packaged together in one bid solicitation as an additional phase to the Mission Road Bicycle and Pedestrian Improvement Project. After reviewing the scope of work for the landscape project and the street project, it is clear the projects will require different contractors with completely different skill sets. Staff has determined that in the best interest of attracting competitive bids, the two projects should be package separately and not together.

Staff recommends that City Council closeout the Mission Road Bicycle and Pedestrian Improvement Project (CIP #903) and amend the FY 2021-22 Capital Improvements Program (CIP) to include two new capital projects, the Mission Road Landscaping Enhancements Project (CIP #908) and Mission Road Crosswalk Project (CIP #909)

## FISCAL IMPACT

There is no fiscal impact to close out CIP #903 and add CIP #908 and CIP #909 to the FY 2021-22 CIP.

## BACKGROUND

The Town applied for and was granted funds to improve pedestrian and bicycle mobility in the Mission Road area. What originally started off as an improvement project for ADA upgrades and bike path improvements has grown into a project to help revitalize the Mission Road Commercial/Residential District by providing continuous pedestrian walkways and bicycle paths, installing several high visible crosswalks, street lighting, green landscaping infrastructure and other improvements.

CIP #903 was completed in July 2021, and a notice of completion was approved by the City Council on July 14, 2021, and filed with the County of San Mateo. The total project cost of CIP #903 was \$2,860,000, with \$1.67 million funded by various Federal, State, and county grants. With this phase of the project complete, the next phase has begun.

## ANALYSIS

On July 28, 2021, the Archdiocese of San Francisco donated a portion of the Holy Cross Cemetery property along Mission Road to the Town. Additionally, the City Council directed staff to reinstall the crosswalk at the North side of the Holy Cross property on one side of the roadway to create a crosswalk that would be in close proximity to an entrance to the Treasure Island Trailer Park. A budget of \$40,000 was programmed for landscape design, plans and specifications for the open land area that fronts Holy Cross's property along Mission Road and for the design and plans and specifications for the proposed cross walk.

CIP #903 was originally kept open to account for activities in the design and construction phase of the Mission Road landscape enhancements and the additional crosswalk installation. Since CIP #903 has multiple Federal and State grant funding, it is best to close out the project and create two separate future projects, the Mission Road Landscaping Enhancements Project (CIP #908) and the Mission Road Crosswalk Project (CIP #909). This includes moving the \$40,000 City Council approved design budget from CIP #903 to CIP #908 (\$29,000) and to CIP #909 (\$11,000).

### **Council Adopted Values**

The City Council's action in authorizing the close out of the Mission Road Project and creating two new project budgets for the remaining portions of work is the *responsible* course of action as it will ensure close out of the Mission Road Project which was subject to numerous financial grant requirements.

## CONCLUSION

Staff recommends that City Council adopt a resolution authorizing closing out the Mission Road Bicycle & Pedestrian Improvement Project (CIP #903) and adding the Mission Road Landscaping

Enhancements Project (CIP #908) and Mission Road Crosswalk Project (CIP #909) projects to the FY 2021-22 CIP and moving design budget from CIP #903 to CIP #908 and CIP #909.

**ATTACHMENTS**

- A. Resolution
- B. Project Descriptions



**RESOLUTION NO. 2022-##  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION AUTHORIZING CLOSING OUT MISSION ROAD BICYCLE & PEDESTRIAN  
IMPROVEMENT PROJECT (CIP #903) AND ADDING MISSION ROAD LANDSCAPING  
ENHANCEMENTS PROJECT (CIP #908) AND MISSION ROAD CROSSWALK PROJECT  
(CIP #909) PROJECTS TO THE FY 2021-22 CAPITAL IMPROVEMENT PROGRAM.**

The City Council of the Town of Colma hereby resolves:

**1. Background.**

(a) The Mission Road Bicycle and Pedestrian Improvement Project (CIP #903) was completed in July 2021, and a notice of completion was approved by the City Council on July 14, 2021 and filed with the County of San Mateo;

(b) On July 28, 2021, the Archdiocese of San Francisco donated a portion of the Holy Cross Cemetery property along Mission Road. Additionally, the City Council directed Staff to reinstall the crosswalk at the North side of the Holy Cross property creating a crosswalk that would be in close proximity to an entrance to the Treasure Island Trailer Park;

(c) The Mission Road Bicycle and Pedestrian Improvement Project (CIP #903) was kept open to account for activities in the design and construction phase of the Mission Road landscape enhancements and the additional crosswalk installation; and

(d) At the time it was assumed that both landscaping project and the crosswalk project would be packaged together in one bid solicitation as an addition phase to the Mission Road Bicycle and Pedestrian Improvement Project (CIP #903).

**2. Findings.**

The City Council finds as follows:

(a) After reviewing the scope of work for the landscape project and the street project, the projects will require different contractors with completely different skill sets; and

(b) Since the Mission Road Bicycle and Pedestrian Improvement Project (CIP #903) has multiple Federal and State grant funding, it is best to close out the project and create two separate projects, the Mission Road Landscaping Enhancements Project (CIP #908) and the Mission Road Crosswalk Project (CIP #909).

**3. Order.**

Now, therefore, the City Council does hereby order that:

(a) The Mission Road Bicycle and Pedestrian Improvement Project (CIP #903) is closed;

(b) The Mission Road Landscaping Enhancements Project (CIP #908) is added to the Fiscal Year 2021-22 Capital Improvement Program;

(c) The Mission Road Crosswalk Project (CIP #909) is added to the Fiscal Year 2021-22 Capital Improvement Program;

(d) \$29,000 of the Mission Road Bicycle and Pedestrian Improvement Project (CIP #903) design budget is moved to the Mission Road Landscaping Enhancements Project (CIP #908) planning and design budget;

(e) \$11,000 of the Mission Road Bicycle and Pedestrian Improvement Project (CIP #903) design budget is moved to the Mission Road Crosswalk Project (CIP #909) planning and design budget; and

(f) This resolution shall become effective upon its adoption.

**Certification of Adoption**

I certify that the foregoing Resolution No. 2022-## was duly adopted at a regular meeting of said City Council held on February 23, 2022 by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fiscaro, Mayor					
Diana Colvin					
Raquel "Rae" Gonzalez					
Joanne F. del Rosario					
John Irish Goodwin					
<i>Voting Tally</i>					

Dated \_\_\_\_\_

\_\_\_\_\_   
 Helen Fiscaro, Mayor

Attest: \_\_\_\_\_   
 Caitlin Corley, City Clerk

**MISSION ROAD LANDSCAPING (908)**  
**FY 2021-22 BUDGET: \$29,000**

### Description & Scope

After completion of the Mission Road Bicycle and Pedestrian Improvement Project, a second phase of the project was to landscape the open area between Holy Cross's Historic Rock Wall and the back of sidewalk that fronts Holy Cross Cemetery on Mission Road. The landscape design will be to emphasize drought resistance low maintenance plants and scrubs. The tree pallet will be species of trees that thrive in Colma micro climate along with providing color to enhance the roadway frontage and shade for those who walk through the Mission Road Residential and Business District. The landscape area will have rest stops that will be constructed to meet accessibility requirements, park benches, trash recepticals and a dog mitt station.

### Project Status

The project is in the construction drawing phase. The Construction drawing Phase will include Plans that will be ready to go to bid, specifications that will detail out the specifics of the project and a engineer's estimate for the work and any other associated costs such as contingencies and construction management.

### Cost & Funding

Cost for design and preparation of the Plans, specifications and engineers estimate is \$29,000. Cost for construction and other associated costs will be presented at the time the project is awarded.

FUNDING SUMMARY	AMOUNT
FY 2021-22	
General Fund	\$29,000
	\$29,000

PROJECT COST	AMOUNT
FY 2021-22	
Planning & Design (81002)	\$29,000
	\$29,000

### Schedule

The Construction Plans, Specifications and Estimates (PS&E's) are scheduled to be completed in March of 2022 and anticipated to go to bid in April/May of 2022.

### Impact on Operation

The Plant pallet is will be low maintenance and drought resistance, after the the plants, schrubs and Trees reach some level a maturity annual cost should be brought down substacially. Irrigationwch is a large part of the annual cost is being supplied by Holy Cross.

**MISSION ROAD CROSSWALK (909)**  
**FY 2021-22 BUDGET: \$11,000**

**Description & Scope**

Design and construct a High Visabile Crosswalk on Mission Road at the Back entrance to the Tresure Island Trailor Park. The High Visible Crosswalk will be delinated with pre-emptive signage, viable pavement markings and pedestrian activated solar powered Rectangular Rapid Flashing Beacons (RRFB's). A crosswalk option be included in the bid documents as a bid alternative an elevated pedestrian crosswalk, (Speed Hump).

**Project Status**

The project is in the construction drawing phase. The Construction drawing Phase will include Plans that will be ready to go to bid, specifications that will detail out the specifics of the project and a engineer's estimate for the work and any other associated costs such as contingencies and construction management.

**Cost & Funding**

Cost for design and preparation of the Plans, specifications and engineers estimate is \$11,000. Cost for construction and other associated costs will be presented at the time the project is awarded.

FUNDING SUMMARY	AMOUNT
FY 2021-22	
General Fund	\$11,000
	<b>\$11,000</b>

PROJECT COST	AMOUNT
FY 2021-22	
Planning & Design (81002)	\$11,000
	<b>\$11,000</b>

**Schedule**

The Construction Plans, Specifications and Estimates (PS&E's) are scheduled to be completed in March of 2022 and anticipated to go to bid in April/May of 2022.

**Impact on Operation**

Once installed, annual cost to maintain is neglabale, to replenish street markings is anticipated to be every 3 to 5 years.