



Agenda Item 4.d

Meeting Date: May 5, 2025

SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Public Works

Prepared by: Grey Melgard, Associate Civil Engineer
April Miller, Public Works Director

City Manager Approval: 

TOPIC: PAVEMENT MANAGEMENT PROGRAM – THREE- AND FIVE-YEAR PLAN

SUBJECT: RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH EL REINO LARA LLC DBA CAL PAVEMENT MANAGEMENT FOR ADDITIONAL DESIGN AND PLANNING SERVICES ASSOCIATED WITH THE PAVEMENT MANAGEMENT PROGRAM – THREE- AND FIVE-YEAR PLAN, IN THE AMOUNT NOT TO EXCEED \$70,000, INCREASING THE TOTAL NOT-TO-EXCEED AMOUNT UNDER THE AGREEMENT TO \$144,500.

RECOMMENDATION:

Staff recommends that the City Council adopt a resolution authorizing the City Manager to execute a first amendment to the professional services agreement with El Reino Lara LLC DBA CAL Pavement Management ("CAL Pavement") for additional design and planning services associated with the Pavement Management Program (PMP) Three- and Five-Year Plan ("3/5 Year Plan"), in the amount not to exceed \$70,000, increasing the total not-to-exceed amount under the agreement to \$144,500.

BACKGROUND:

The 3/5 Year Plan is a planning document for the City of San Rafael to improve the City's entire roadway network over the next several fiscal years. The 3/5 Year Plan contains recommendations for roadway treatments, estimations for project costs, identification of federal and state law compliance areas, and improved technical specifications and calculators. The 3/5 Year Plan aims to improve communication between the City of San Rafael, residents, utility partners, and transit agencies by forecasting estimated paving and restoration projects across the City.

The 3/5 Year Plan is a component of the City's Annual Pavement Management Program (PMP), which provides vital updates to the City's 333-lane mile network.

On November 18, 2024, the City Manager executed a Professional Services Agreement with CAL Pavement for design and planning services in an amount not-to-exceed \$74,500.

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

ANALYSIS:

Additional design and planning services are needed for the 3/5 Year Plan to successfully deliver a complete planning document. Additional scope includes improved communication tools such as presentations, community flyers, and an interactive digital map to visually see the recommended roadways over the upcoming fiscal years. Services also include updated technical recommendations and specifications for roadways across the City of San Rafael in anticipation of upcoming maintenance projects.

COMMUNITY OUTREACH:

The PMP maintains a [website](#) that provides information and updates on program progress. Staff are working with CAL Pavement to update the website to include information about the 3/5 Year Plan and the ongoing efforts by the City of San Rafael to maintain and enhance the pavement network.

FISCAL IMPACT:

CAL Pavement has estimated that \$70,000 would be needed to provide additional design and planning services as previously described. This would increase the total contract amount to \$144,500.

The Fiscal Year 2024-25 Budget approved by the City Council on [June 17, 2024](#), includes appropriations totaling \$3.0 million within the Gas Tax Fund (#206) for the Annual PMP. This amendment would be supported by funding provided through those appropriations.

OPTIONS:

The City Council has the following options to consider on this matter:

1. Adopt the resolution as presented.
2. Do not adopt the resolution and provide further direction to staff.

RECOMMENDED ACTION:

Staff recommends that the City Council adopt a resolution authorizing the City Manager to execute a first amendment to the professional services agreement with El Reino Lara LLC DBA CAL Pavement Management ("CAL Pavement") for additional design and planning services associated with the Pavement Management Program Three- and Five-Year Plan ("3/5 Year Plan"), in the amount not to exceed \$70,000, increasing the total not-to-exceed amount under the agreement of \$144,500.

ATTACHMENTS:

1. Resolution – First Amendment to Professional Services Agreement with El Reino Lara LLC DBA CAL Pavement Management
2. First Amendment to Professional Services Agreement with El Reino Lara LLC DBA CAL Pavement Management

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH EL REINO LARA LLC DBA CAL PAVEMENT MANAGEMENT FOR ADDITIONAL DESIGN AND PLANNING SERVICES ASSOCIATED WITH THE PAVEMENT MANAGEMENT PROGRAM – THREE- AND FIVE-YEAR PLAN, IN THE AMOUNT NOT TO EXCEED \$70,000, INCREASING THE TOTAL NOT-TO-EXCEED AMOUNT UNDER THE AGREEMENT OF \$144,500

WHEREAS, the City of San Rafael entered into a Professional Services Agreement dated November 18, 2024, with El Reino Lara LLC DBA CAL Pavement Management (“CAL Pavement”), for design and planning services associated with the Pavement Management Program Three- and Five-Year Plan (“3/5 Year Plan”), in the amount not to exceed \$70,000; and

WHEREAS, the City of San Rafael requires additional design and planning services from CAL Pavement to deliver the final planning document; and

WHEREAS, staff received a proposal from CAL Pavement for said services in a total amount not to exceed \$70,000; and

WHEREAS, staff has reviewed the proposal and found it to be complete and within industry standards; and

WHEREAS, the 3/5 Year Plan is a component of the City of San Rafael’s Annual Pavement Management Program which provides vital updates to the City’s 333-lane mile network; and

WHEREAS, the current FY 2024-25 budget approved by the City Council on June 17, 2024, includes appropriations totaling \$3.0 million within the Gas Tax Fund (#206) for the Annual Pavement Management Program.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN RAFAEL RESOLVES as follows:

1. The City Manager is hereby authorized to execute a First Amendment to the Professional Services Agreement with El Reino Lara LLC DBA CAL Pavement Management for design and planning services in the amount of \$70,000 for a total contract amount of \$144,500 in a form approved by the City Attorney.
2. The Director of Public Works is hereby authorized to take any and all such actions and make changes as may be necessary to accomplish the purpose of this resolution.

I, LINDSAY LARA, Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of said City on Monday the 5th day of May 2025, by the following vote, to wit:

AYES: **Councilmembers:**
NOES: **Councilmembers:**
ABSENT: **Councilmembers:**

Lindsay Lara, City Clerk



March 31st, 2025

Grey Shankel Melgard, PE (they/them) | City of San Rafael

Associate Civil Engineer

Department of Public Works

Work Cell 415.755.0353

grey.melgard@cityofsanrafael.org

Via email: grey.melgard@cityofsanrafael.org

Letter Proposal to Provide Pavement Management Program – 3- and 5-Year Plan (Amendment)

Dear Grey,

Thank you for the opportunity for CAL Pavement Management (CPM) to provide pavement preservation services to assist the City of San Rafael with your pavement management program. CAL Pavement Managements team will utilize its many years of experience and practical application knowledge to provide the following services:

Scope of Work:

- Evaluate the city's entire pavement network based on Street Saver data and recommend appropriate treatment options. After reviewing the roadway condition in the field, Cesar will prepare a PMP report providing treatment recommendation and ADA updates for each location with maps.
- Help the City in choosing roadway candidates for future projects and assist with the assembly of project scope.
- Deliver a 3-5 Year Pavement Maintenance Plan (PMP)
 - 3 year (2026-2028)
 - 4-5 year (2029-2030)
- Prepare presentations, reports and calculators for the DPW
- Review specifications and provide recommendations.
- Assist with administrative duties related to project management of pavement preservation projects.
- Provide public outreach in English and Spanish



CPM will perform these activities on an as-needed basis as directed by the city. The services will be provided at the hourly rates shown below, with a Not-To-Exceed budget of seventy thousand dollars (\$70,000.00)

Billing Rate

	Standard	OT/Saturday (1.5x)	DT/Sunday (2x)
Cesar Lara	\$249.77	N/A	N/A

As the CEO/Principal of CAL Pavement Management, I am the individual authorized to bind the firm into a contract with the City. CAL Pavement Managements Contract Manager and main point of contact for this contract will be Cesar Lara. For questions or clarifications regarding the contents of this proposal, please contact Cesar at 925-494-8539 or via email at cesar@calpavements.com. We look forward to helping the City of San Rafael efficiently apply its maintenance funds and realize long-term cost savings from a focused pavement preservation plan.

Sincerely,
CAL Pavement Management

A handwritten signature in black ink, appearing to read 'Cesar Lara', with a stylized flourish at the end.

Cesar A. Lara
CEO/Principal