November 5, 2018

Jim Hartnett, Executive Director
San Mateo County Transportation Authority
1250 San Carlos Avenue
San Carlos, CA 94070

RE: Request for Measure A Middle Avenue Pedestrian and Bicycle Crossing Grant Extension

Dear Jim,

The City of Menlo Park (City) respectfully requests a two-year extension from July 31, 2018, to July 31, 2020, for the $490,000 Measure A Middle Avenue Pedestrian and Bicycle Crossing grant project (SMCTA Project #100098 – 10004). This will be the first amendment to this agreement. No additional project costs are needed or requested with this amendment.

Initially, the City anticipated holding the second Community Meeting in the fall of 2017. Prior to that meeting being scheduled, the current project manager left the City of Menlo Park and the Middle Avenue Pedestrian and Bicycle Crossing project was put on hold due to staff workloads. This caused a delay in schedule that impacts the original schedule of project completion by July 31, 2018.

Currently, we anticipate holding the second Community Meeting in early 2019 and completing the project approximately in early 2020. This request for an extension of two years would provide for this updated schedule.

If you have any questions regarding this project or request, please contact the project manager, Angela R. Obeso, at arobeso@menlopark.org or 650-330-6739.

Sincerely,

Starla L. Jerome-Robinson
Interim City Manager
EXHIBIT A: SCOPE OF WORK INFORMATION

Middle Avenue Pedestrian and Bicycle Crossing
Preliminary Engineering & Environmental Analysis

Sponsoring Agency: 
City of Menlo Park

Contact: 
Angela R. Obeso
Sr. Transportation Engineer
650-330-6739
aroobeso@menlopark.org
701 Laurel Street
Menlo Park, CA 94025

Implementing Agency: 
(same as above)

Contact: 
(same as above)

Project Description and Scope of Work:
The Middle Avenue Pedestrian and Bicycle Crossing Project will provide a grade separated crossing through the Caltrain Railway, from El Camino Real to Alma Street at Middle Avenue to create a pedestrian and bicycle connection between east and west Menlo Park. The Project is critical to provide greater east-west connectivity, as El Camino Real, in addition to the Caltrain railroad tracks, are both a real and perceived barrier. Long crossing distances make traversing the street on foot inconvenient and this undercrossing would improve connectivity for neighborhoods on both sides of the Caltrain tracks with City amenities, and access to public transit and Downtown Menlo Park.

The Scope of Work will result in the completion of the Preliminary Engineering & Environmental Clearance phases. Performance of the Scope of Work will begin with careful selection of a consultant Project Team with experience in pedestrian/bicycle rail projects and transportation planning/engineering. Following selection of the Project Team, the following tasks will be carried out to complete the Project preliminary engineering and environmental analysis phase of work:

- Review of Previous Project Documents
- Project Management
- Collect Data (Survey, Utilities, R/W)
- Existing Conditions Report
- Alternatives Development
- Alternative Analysis
- Community Outreach & Alternative Selection
- Design Plans (30%)
- Environmental Analysis & Documentation
- Final Project Report

Scope of Work Schedule:

Preliminary Engineering/Environmental (PE/ENV) 07/2016 7/2020

Scope of Work Budget/ Source of Funding:
Include funding plan for scope of work defined above, including use of TA staff and/or consultant support if applicable.

<table>
<thead>
<tr>
<th>Task/Activity</th>
<th>Measure A Funding Amount</th>
<th>Other Sources*</th>
<th>Total</th>
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<tbody>
<tr>
<td>PE/ENV</td>
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<td>City of Menlo Park $210,000</td>
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* The other fund sources are provided for informational purposes.

Project Cash Flow Projection for Measure A Funds only
The cash flow projection is provided for informational purposes only.

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<tr>
<th>Task/Activity</th>
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<th>1st Quarter (Jan - Sep 16)</th>
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<th>3rd Quarter (Jan - Mar 17)</th>
<th>4th Quarter (Apr - Jun 17)</th>
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<tr>
<td>Total</td>
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<td>$6,022</td>
<td>$14,248</td>
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<th>3rd Quarter (Jan - Mar 19)</th>
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Cumulative to Date $92,303 $179,855 $207,393 $208,810 $433,810 $490,000 $490,000 $771,190

Operating Responsibility: City of Menlo Park

Maintenance Responsibility: City of Menlo Park

Scope of Work Implementation Responsibility: The City will oversee a contract project manager to lead the Project efforts, including data collection, alternative development and analysis, community engagement, and environmental analysis (performed by a consultant team).

Scope of Work Oversight Responsibility: The City of Menlo Park and selected consultant team will be responsible for Project oversight and direction.

San Mateo County Transportation Authority/City of Menlo Park
Middle Avenue Pedestrian and Bicycle Crossing
May 28, 2014 boilerplate (updated 10/22/2018)