

Mayor
Lisa Motoyama
Mayor Pro Tem
Tessa Rudnick



Councilmembers
Paul Fadelli
Gabriel Quinto
Carolyn Wysinger

TUESDAY, OCTOBER 17, 2023

SPECIAL CITY COUNCIL MEETING (5:00 PM)

Hillside Conference Room - 10890 San Pablo Ave, El Cerrito

Join Via Zoom:

<https://us06web.zoom.us/j/89498217087?pwd=WVNjQWIPZ3RybVI3UTk2N3pmbmxQUT09>

Meeting ID: 894 9821 7087 **Password:** 830489 **Dial in:** 1-408-638-0968

REGULAR CITY COUNCIL MEETING (6:00 PM)

Council Chambers - 10890 San Pablo Ave, El Cerrito

Join Via Zoom:

<https://us06web.zoom.us/j/84084043280?pwd=NIY2eGRwS2ZQbzY4QmtyeXJnajg1UT09>

Meeting ID: 840 8404 3280 **Password:** 448839 **Dial in:** 1-408-638-0968

View (Regular Meeting Only):

1. Cable T.V. Broadcast on KCRT Channel 28
2. Livestream Online at www.el-cerrito.org/CouncilMeetingMaterials

Accommodations: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 510-215-4305. Notification 48 hours prior to the meeting will enable the City to make reasonable accommodations. Closed Captions available via zoom.

Conduct: This meeting shall be conducted pursuant to the El Cerrito [City Council Rules of Order and Procedure](#), including adjourning by 11:00 PM unless extended to a specific time determined by a majority of the Council.

Public Comments:

1. *In-person* by submitting a request to speak to the City Clerk.
2. *By Email* to cityclerk@ci.el-cerrito.ca.us identified in the subject line as **Public Comments – Agenda Item #.**

Public Comment via zoom has been suspended.

Written comments received by **2:00 p.m. the day of the meeting** will be provided to the City Council and posted [online](#) in advance of the meeting. Comments received after the deadline will be provided to the City Council and will be posted **after the meeting**.

5:00 PM ROLL CALL - CONVENE SPECIAL CITY COUNCIL MEETING

1. **CONSIDER AND TAKE ACTION ON ANY REQUEST FROM A COUNCILMEMBER TO PARTICIPATE IN THE MEETING REMOTELY DUE TO EMERGENCY CIRCUMSTANCES PURSUANT TO AB 2449**

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2. ORAL COMMUNICATIONS FROM THE PUBLIC

All persons wishing to speak should sign up with the City Clerk. Remarks are typically limited to 3 minutes per person and to items on the special meeting agenda only.

3. CLOSED SESSION CONFERENCE WITH NEGOTIATORS

Government Code Section 54856.8

Property: A portion of City property adjacent to the east side of the El Cerrito Plaza BART Station between Central Avenue and Fairmount Avenue

Agency negotiators: Melanie Mintz, Community Development Director, Community Development Department; Sky Woodruff, City Attorney, City Management

Negotiating parties: BART and The Related Companies of California, LLC

Under negotiation: Price and terms

Contact: Sky Woodruff, City Attorney, City Management

4. ADJOURN SPECIAL CITY COUNCIL MEETING

6:00 PM ROLL CALL – CONVENE REGULAR CITY COUNCIL MEETING

1. CONSIDER AND TAKE ACTION ON ANY REQUEST FROM A COUNCILMEMBER TO PARTICIPATE IN THE MEETING REMOTELY DUE TO EMERGENCY CIRCUMSTANCES PURSUANT TO AB 2449

2. PLEDGE OF ALLEGIANCE TO THE FLAG OR OBSERVATION OF A MOMENT OF SILENCE

3. TELECONFERENCE AND PUBLIC COMMENT INSTRUCTIONS

4. COUNCIL/STAFF COMMUNICATIONS

Reports of closed session, commission appointments and informational reports on matters of general interest which are announced by the City Council and staff.

5. ORAL COMMUNICATIONS FROM THE PUBLIC

Remarks are typically limited to 3 minutes per person. The Mayor may reduce the time limit per speaker depending upon the number of speakers and may limit the total time for public comment to facilitate the completion of business on the agenda. Comments regarding non-agenda, presentation and consent calendar items will be heard first. Comments related to items appearing on the Public Hearing or Policy Matter portions of the Agenda will be heard prior to the City Council taking action on each item.

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6. PRESENTATIONS

A. Annual Sundar Shadi Garden Club Awards

Action Proposed: Receive and file a brief presentation and acknowledgement of contest winners.

Contact: Pamela Austin, El Cerrito Garden Club Representative

7. ADOPTION OF THE CONSENT CALENDAR

All items on the consent calendar shall be acted upon in one motion, unless a member of the City Council or staff request separate consideration.

A. Shelter in Place Education Day Proclamation

Action Proposed: Approve a proclamation recognizing November 1, 2023 as Shelter in Place Education Day in El Cerrito.

Contact: Holly M. Charl  ty, City Clerk, City Management

B. Ujima Lodge #35 Proclamation

Action Proposed: Approve a proclamation recognizing Ujima Lodge #35 on its 102nd anniversary.

Contact: Holly M. Charl  ty, City Clerk, City Management

C. Bullying Prevention Month and Unity Day Proclamation

Action Proposed: Approve a proclamation declaring October as National Bullying Prevention Month and October 18, 2023 as Unity Day in the City of El Cerrito.

Contact: Andrea Dwyer, Childcare Supervisor, Recreation Department

D. 70th Anniversary of St. Peter Christian Methodist Episcopal Church

Action Proposed: Approve a proclamation recognizing the 70th anniversary of St. Peter Christian Methodist Episcopal Church of El Cerrito.

Contact: Holly Charl  ty, City Clerk, City Management

E. Committee on Aging Appointment

Mayor
Lisa Motoyama
Mayor Pro Tem
Tessa Rudnick



Councilmembers
Paul Fadelli
Gabriel Quinto
Carolyn Wysinger

Action Proposed: Approve a Committee on Aging recommendation to appoint Linda Cain to the Committee on Aging, effective October 17, 2023.

Contact: Bridget Cooney, Recreation Supervisor, Recreation Department

F. Resolution to Authorize the Purchase of an Emergency Replacement Generator for Station 52 and appropriate an amount not to exceed \$75,000.

Action Proposed: Adopt a Resolution amending the Fiscal Year 2023-2024 adopted budget to appropriate \$75,000 from the general fund balance to purchase a renewable diesel emergency back-up generator at Fire Station 52, and authorize the City Manager to execute a purchase agreement with Leete Generator LLC.

Contact: Eric Saylors, Fire Chief; Joseph Torres, Battalion Chief, Fire Department

G. Authorization of Agreement for the Infill Infrastructure Grant – Catalytic Qualifying Infill Area Program of 2019 for the El Cerrito Plaza BART Transit-Oriented Development

Action Proposed: Adopt a resolution authorizing the City Manager to execute a standard agreement and all other required documents for the Infill Infrastructure Grant – Catalytic Qualifying Infill Area Program (IIGC) with the California Department of Housing and Community Development (HCD) to support the El Cerrito Plaza Station Transit-Oriented Development (TOD) Project.

Contact: Aissia Ashoori, Housing Manager; Melanie Mintz, Community Development Director, Community Development Department

H. Resolution Authorizing Execution of a Grant Pass-through Agreement Between the City and BART to Receive Funding from BART for Transportation Infrastructure Planning, Design, and Construction Around the El Cerrito Plaza BART Station.

Action Proposed: Adopt a resolution authorizing the City Manager to 1) execute a grant pass-through agreement with the San Francisco Bay Area Rapid Transit District (BART) to receive grant funding from the Transit and Intercity Capital Rail Program (TIRCP) Cycle 5, which was awarded to BART, in an amount not to exceed \$250,000 for the first allocation; and 2) authorize the City Manager to execute amendments to this agreement to receive additional allocations of grant funding from

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TIRCP Cycle 5 for an amount not to exceed \$10,000,000.

Contact: Jarrett Mullen, Sustainable Transportation Program Manager;
Sean Moss, Planning Manager; Melanie Mintz, Community Development
Director, Community Development Department

I. Consulting Services Agreement with Ghirardelli Associates for the El Cerrito Del Norte Transit-Oriented Development Complete Streets Improvement Project, City Project No. C4014, Federal Project No. CML-5239(029)

Action Proposed: Adopt a resolution authorizing the City Manager to execute a Consulting Services Agreement with Ghirardelli Associates (Ghirardelli) to provide construction management services for the El Cerrito Del Norte Transit-Oriented Development Complete Streets Improvement Project, City Project No. C4014, Federal Project No. CML 5239(029) in the amount of \$1,584,372.83 and approve a contingency amount not to exceed \$110,000.

Contact: Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

J. Monthly Disbursement and Check Register Report for September 2023

Action Proposed: Receive and file the Monthly Disbursement and Check Register Report for the month of September 2023.

Contact: Crystal Reams, Finance Director/City Treasurer, Finance Department

K. FY 2023-24 First Quarter Cash and Investment Report

Action Proposed: Receive and file the City's first quarter cash and investment report for the period July 1, 2023 through September 30, 2023.

Contact: Crystal Reams, Finance Director/City Treasurer, Finance Department

8. PUBLIC HEARINGS

9. POLICY MATTERS

Mayor
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Carolyn Wysinger

A. FY 2022-23 General Fund Budget Quarterly Update through June 2023

Action Proposed: Receive and file the FY 2022-23 General Fund Budget Quarterly Update through June 2023.

Contact: Crystal Reams, Finance Director/City Treasurer, Finance Department

B. Wildfire Safety and Preparedness

Action Proposed: Receive and file a presentation from the El Cerrito Fire Department with information on wildfires, including threats, impacts, prevention, and safety and provide staff direction on wildfire safety preparedness programs.

Contact: Eric Saylor, Fire Chief, Fire Department

10. CITY COUNCIL LOCAL & REGIONAL LIAISON ASSIGNMENTS

Mayor and City Council communications regarding local and regional liaison assignments, committee reports, and any required reporting under AB 1234 for meetings (as defined by the Brown Act) attended at the public's expense.

11. ADJOURN REGULAR CITY COUNCIL MEETING

The next regularly scheduled City Council meeting is Tuesday, November 7, 2023 at 6:00 p.m.

The City of El Cerrito serves, leads and supports our diverse community by providing exemplary and innovative services, public places and infrastructure, ensuring public safety and creating an economically and environmentally sustainable future.

EL CERRITO CITY COUNCIL PROCLAMATION
Proclaiming November 1, 2023 as Shelter-in-Place Education Day in El Cerrito

WHEREAS, public and private schools and childcare centers throughout Contra Costa County will be participating in the Shelter-in-Place Drill on November 1st; and

WHEREAS, Contra Costa Community Awareness Emergency Response Group (CAER) is sponsoring the 22nd Annual Shelter-in-Place Drill and assisting schools and childcare centers with their emergency preparedness; and

WHEREAS, emergency response agencies including fire, sheriff and health officials all recommend Shelter-in-Place as the immediate action to take in case of a hazardous release; and

WHEREAS, the Shelter-in-Place Drill increases public awareness about Shelter-in-Place as a protective action and gives students and teachers practice in implementing this important procedure; and

WHEREAS, the County Office of Education has endorsed the Shelter-in-Place Drill and encouraged all sites to participate; and

WHEREAS, the City Council of the City of El Cerrito recognizes the importance of preparing for emergencies and encourages participation in the Contra Costa CAER Group's public education efforts.

NOW THEREFORE, the City Council of the City of El Cerrito, in support of the parents, teachers, students and staff that will be participating with hundreds of other schools and childcare centers in the Shelter-in-Place Drill, does hereby proclaim November 1, 2023 as "Shelter-in-Place Education Day."

Dated: October 17, 2023

Lisa Motoyama, Mayor

EL CERRITO CITY COUNCIL PROCLAMATION
Recognizing Ujima Lodge #35 on Its 102 Year Anniversary in Prince Hall Masonry

WHEREAS, Ujima Lodge #35 can trace its roots back to October 29, 1921 when Ashlar Lodge No. 35 was instituted, and later constituted on June 6, 1922 under Most Worshipful Past Grand Master James H. Wilson; and

WHEREAS, Ujima Lodge #35 has in its lineage Most Worshipful Past Grand Master William D. Leach who served as Grand Master 1981-1984; and

WHEREAS, Ujima Lodge #35 is the oldest Prince Hall Lodge still in existence in Contra Costa County; and

WHEREAS, Ujima Lodge #35 has met in El Cerrito for approximately 50 years; and

WHEREAS, Ujima Lodge #35 has participated in the El Cerrito Martin Luther King Parade for over 12 years; and

WHEREAS, through its hunger abatement program Ujima Lodge #35 has served tens of thousands of meals to those in need and has previously served community breakfast for 16 years; and

WHEREAS, Ujima Lodge #35 currently meets at the Veterans Hall on 6401 Stockton Street every 2nd and 4th Friday of the month; and

WHEREAS, Ujima Lodge #35 has and will continue to make a positive impact in El Cerrito.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby commend and congratulate Ujima Lodge #35 on its 102nd anniversary.

Dated: October 17, 2023

Lisa Motoyama, Mayor

EL CERRITO CITY COUNCIL PROCLAMATION
Recognizing October as National Bullying Prevention Month
and October 18th as Unity Day

WHEREAS, bullying is the aggressive use of power targeting another person or group of people with repeated, unwanted words or action, hurting them emotionally or physically; and

WHEREAS, bullying occurs in neighborhoods, playgrounds, schools, and online through technology; and

WHEREAS, various researchers have concluded that bullying is the most common form of violence, affecting millions of American children and adolescents annually; and

WHEREAS, targets of bullying are at increased risk for depression, anxiety, sleep difficulties, lower academic achievement, and dropping out of school and students who are repeatedly bullied often fear such activities as riding the bus, going to school, interacting online, and attending community activities; and

WHEREAS, children who bully are at greater risk of engaging in more serious violent behaviors; and

WHEREAS, Unity Day promotes kindness, inclusion, and acceptance for all people and provides bullying awareness and prevention resources for residents in El Cerrito and neighboring communities; and

WHEREAS, children and staff in El Cerrito Recreation programs will wear orange on Unity Day, Wednesday, October 18, 2023 and take a stand against bullying. Children and staff will enjoy crafts and activities to demonstrate inclusion and kindness.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby proclaim October as National Bullying Prevention Month and October 18, 2023 as Unity Day in El Cerrito and encourages all schools, students, parents, recreation programs, religious institutions, businesses, and community organizations to engage in a variety of awareness and prevention activities designed to make our communities safer for everyone.

Dated: October 17, 2023

Lisa Motoyama, Mayor

EL CERRITO CITY COUNCIL PROCLAMATION
Recognizing the 70th Anniversary of the St. Peter Christian Methodist Episcopal
Church of El Cerrito

WHEREAS, In 1953, Bishop F. L. Lewis assigned Rev. James S. Belcher to start a Mission Church in South Richmond, California; and

WHEREAS, the first worship service was held in the home of Alcus and Lillie Moreland at the corner of 53rd & School Streets in Richmond, CA; and

WHEREAS, the foundation began to form in 1956 and has grown to what is now named South Richmond C.M.E. Church; and

WHEREAS, in 1959, still under the administration of Rev. John B. Spearman, Sr., the congregation was able to build a new church at 5324 Cypress Avenue in the City of El Cerrito, CA; and

WHEREAS, subsequently the name was changed to St. Peter Christian Methodist Episcopal Church.; and

WHEREAS, in 1988 St. Peter's, in conjunction with the National Association of the Advancement of Colored People (NAACP) began the Dr. Martin Luther King Parade and Rally in the City of El Cerrito; and

WHEREAS, in 1988 the S.H.A.R.E. program was established to give away food in the community to needy families, a program that still exists today; and

WHEREAS, for the past 25 years, the Church has served as a polling site for voters; and

WHEREAS, the current reverend, Rev. Dr. Willie McDaniel, also serves as the president of the El Cerrito Branch of the NAACP; and

WHEREAS, St. Peter C.M.E. Church is the only African American Church in the City of El Cerrito; and

WHEREAS, members have served on the City's Human Relations Commission, the El Cerrito Historical Society, and the El Cerrito High School Archiving Committee.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby recognize the 70th anniversary of St. Peter Christian Methodist Episcopal Church of El Cerrito.

Dated: October 17, 2023

Lisa Motoyama, Mayor



AGENDA BILL

Agenda Item No. 7.E.

Date: October 17, 2023
To: El Cerrito City Council
From: Bridget Cooney, Recreation Supervisor, Recreation Department
Subject: Committee on Aging Appointment

ACTION PROPOSED

Approve a Committee on Aging recommendation to appoint Linda Cain to the Committee on Aging, effective October 17, 2023.

BACKGROUND

In June 2023, the City received an application from Linda Cain to serve on the Committee on Aging (COA). After submitting her application, Ms. Cain attended two regular meetings of the COA - in July and September 2023. At their September 20, 2023 meeting, the COA voted unanimously to recommend to the City Council that Ms. Cain be appointed to the COA.

ANALYSIS

Ms. Cain is a resident of El Cerrito and is passionate about serving the community in which she lives. She brings a variety of relevant experience to the COA, as an active participant in El Cerrito's St. John's and Christ Lutheran one-day per week Senior Centers and actively participated at the El Cerrito Open House and Midtown Senior Centers before they closed. Ms. Cain has been a resident of El Cerrito for over twenty-nine years. Ms. Cain is a member of an informal group called "Older Adults Education Forever", promoting education for seniors and is interested in issues affecting the aging population. Her experience includes working for the State of California primarily in Human Resources, and the State Department of Education. She has a Masters in Social Work from California State University, Sacramento.

She has attended at least three consecutive regular Committee meetings. If the City Council approves this recommendation, the number of Committee members will be eleven out of a possible membership total of fifteen.

STRATEGIC PLAN CONSIDERATIONS

Approval of Linda Cain to the Committee on Aging will help fulfill the City of El Cerrito Strategic Plan Goal C "Deepen a sense of place and community identity" with the identified strategy "Celebrate the City's diversity by welcoming residents of all ages and cultures and encouraging their civic involvement".

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

This section is not applicable to this agenda item.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

A handwritten signature in blue ink, appearing to read "Karen Pinkos".

Karen Pinkos, City Manager

Attachments:

Application(s) on File with the City Clerk



AGENDA BILL

Agenda Item No. 7.F.

Date: October 17, 2023
To: El Cerrito City Council
From: Eric Saylors, Fire Chief; Joseph Torres, Battalion Chief, Fire Department
Subject: Resolution to Authorize the Purchase of an Emergency Replacement Generator for Station 52 and appropriate an amount not to exceed \$75,000.

ACTION PROPOSED

Adopt a Resolution amending the Fiscal Year 2023-2024 adopted budget to appropriate \$75,000 from the general fund balance to purchase a renewable diesel emergency back-up generator at Fire Station 52, and authorize the City Manager to execute a purchase agreement with Leete Generator LLC.

BACKGROUND

During the storms of 2023, Station 52's generator experienced a catastrophic failure, leaving the station with no available emergency backup power source. Station 52's generator has far exceeded its expected service life of 20 years (currently 29 years) and is no longer supported by the manufacturer. In addition, Station 52 serves as the backup emergency operation center for the city and currently has no emergency backup power.

ANALYSIS

A Request for Proposal (RFP) for a new station generator was sent to three vendors: Energy Systems, Peterson Caterpillar, and Leete Generator, and the California State Procurement list was reviewed. Leete Generators of Santa Rosa, CA, met the requirements set forth by the RFP with an estimated cost of \$69,481.49, including installation. The generator specifications included an electrical capacity of 60 kW-80kW, single-phase, three-wire, and Fuel (Diesel) Capacity of 250-300 gallons. Ensuring the generator meets all permit requirements set by the Bay Area Air Quality Management District (BAAQMD). Energy Systems did not respond. Peterson Caterpillar's bid included costs of \$73,820.00 for the generator, \$21,100 for a new fuel tank, and \$25,000 for a new platform for the generator for an approximate total of \$119,280; and did not include the installation of the generator or submitting for the permit process with Bay Area Air Quality Resource District. Therefore, staff is recommending going forward with Leete Generator.

A new station generator will meet both California Air Resource Board (CARB) and BAAQMD's most current emission standards for 2023. This is accomplished by purchasing a 2024 Kohler Model 60REOZK, which will be equipped with the Kohler Diesel motor model KDI 3404 TCR/70G that meets CARB and BAAQMD emission standards. The proposed generator will be compatible with the City's transition to renewable diesel fuel.

The proposed generator is encased in a sound-dampening enclosure that employs the latest technology aimed at reducing noise pollution rated at 65 decibels at 60Hz at full load.

STRATEGIC PLAN CONSIDERATIONS

The approval of this contract fulfills Goal B: Achieve Long-Term Financial Sustainability; Goal E: Ensure the Public's Health and Safety; and Goal F: Foster Environmental Sustainability City-wide.

ENVIRONMENTAL CONSIDERATIONS

During the evaluation and planning to purchase a new station generator, we explored all options to ensure the generator would align with Goals E and F of the City's Strategic Plan. This includes meeting new exhaust requirements set forth by the BAAQMD regarding fixed emergency generators in addition to meeting the requirements of using renewable fuel sources versus traditional ultra-low sulfur diesel fuel.

This action is categorically exempt from review under the California Environmental Quality act under Guidelines section 15302, which applies to the replacement of existing facilities with no expansion of capacity.

FINANCIAL CONSIDERATIONS

The cost of the purchase of the proposed generator is \$57,175.65. Removal of the out-of-service generator and changing over the electrical service to the new generator is \$5,000. Recommended in-service testing and maintenance is \$3,600. Required BAAQMD permit fees will be approximately \$3,557 which brings the total amount to just less than \$70,000 with a not-to-exceed amount of \$75,000.

This item was identified in the FY 2023-24 Budget as one of the one-time expenditures that would be brought back to the City Council for approval. Staff is therefore requesting an appropriation of \$75,000 from General Fund Balance for this purchase.

LEGAL CONSIDERATIONS

This action has been reviewed by the City attorney and meets all California Air Resource Board and Bay Area Air Quality Management District requirements for emergency back-up generators.

Reviewed by:

A handwritten signature in blue ink, appearing to read 'Karen Pinkos', is written over a light blue horizontal line.

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Draft Agreement

RESOLUTION 2023-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AMENDING THE FISCAL YEAR (FY) 2023-2024 ADOPTED BUDGET TO APPROPRIATE \$75,000 FROM THE GENERAL FUND BALANCE TO PURCHASE A NEW EMERGENCY GENERATOR FOR STATION 52 AND AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO EXECUTE A PURCHASE AGREEMENT

WHEREAS, the Fire Department requires an emergency back-up generator for daily operations in the event we lose power; and

WHEREAS, Fire Department emergency generators must be maintained in an always ready state;

WHEREAS, the emergency generator at Station 52 suffered catastrophic damage during the storms of 2023 and is beyond its serviceable life expectancy; and

WHEREAS, the Fire Department requested proposals from three vendors for a replacement emergency generator following the City's procurement policy; and

WHEREAS, the purchase of the proposed replacement generator meets all current California Air Resource Board and Bay Area Air Quality Management District emissions standards; and

WHEREAS, a budget amendment is requested to complete the purchase of a generator in FY 2023-2024.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito hereby amends the Fiscal Year 2023-2024 Adopted Budget to appropriate \$75,000 from the General Fund Unreserved Fund balance.

BE IT FURTHER RESOLVED that the City Council authorizes the City Manager to execute an agreement for purchasing a new emergency generator for Station 52 in an amount not to exceed \$75,000.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on October 17, 2023 the City Council of the City of El Cerrito passed this Resolution by the following vote:

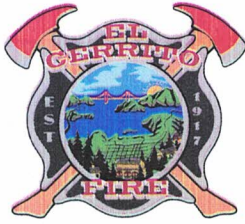
AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on _____.

Holly M. Charléty, City Clerk

APPROVED:

Lisa Motoyama, Mayor



EL CERRITO FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530
(510) 215-4450 • FAX (510) 232-4917 • www.el-cerrito.org

July 31, 2023

Subject: Request for Proposal - New Station Generator

I hope this letter finds you well. Our organization, El Cerrito Fire Department, is interested in procuring a new station generator for our facility located at 1520 Arlington Blvd, El Cerrito Ca. We are seeking a reliable and efficient generator with the following specifications:

- Capacity: 60 kW-80kW
- 120v/240v
- Phase: Single-phase, 3-wire
- Fuel: Diesel
- Fuel Tank Capacity: 250-300 gallons
- Outdoor generator
- Must fit on our current concrete pad measuring 45"x114"

The new station generator will serve as a critical backup power source, ensuring uninterrupted power supply during emergencies and power outages. Given our facility's proximity to an elementary school, we understand the importance of complying with all necessary permits and regulations. Therefore, we expect the selected vendor to handle all permit processes and ensure that the installation meets all safety and environmental standards required for a location within 1000 feet of an elementary school.

1. Scope of Work:

The scope of work for this project includes the following components:

- a) Assessment and Consultation: Provide a comprehensive assessment of our facility's power needs and offer expert consultation on the suitable generator capacity and specifications to meet those needs.
- b) Generator Procurement: Specify the proposed generator model, brand, and any additional equipment required for optimal performance.

- c) Installation: Detail the installation process, including any modifications to the existing electrical system and infrastructure to accommodate the new generator. Ensure compliance with all local regulations and codes.
- d) Permit Processes: Handle all necessary permit applications and approvals due to the proximity of our facility to an elementary school.
- e) Testing and Commissioning: Describe the testing procedures to ensure the generator functions flawlessly under different load conditions. Provide commissioning support to ensure a seamless transition to the backup power source.
- f) Removal of Old Generator: Include the cost for removing the existing generator, if applicable.
- g) Fees: Provide clear and transparent pricing for the installation fee, delivery fee, material fee, and any other related costs.

2. Proposal Guidelines:

In preparing your bid proposal, we kindly request you to adhere to the following guidelines:

- a) Detailed Quotation: Provide a comprehensive breakdown of all costs, including the generator, installation, permit processes, and associated fees.
- b) Timeline: Present a detailed project timeline, outlining the key milestones from procurement to commissioning.
- c) Compliance: Ensure that the proposed generator and installation plan meet all relevant safety and environmental standards, especially considering the proximity to the elementary school.

3. Submission of Proposal:

Please submit your bid proposal via email (PDF) to JJanes@ci.el-cerrito.ca.us

4. Contact Information:

If you have any questions or require additional information about the project, please feel free to contact us via email at JJanes@ci.el-cerrito.ca.us or personal cell phone (707)591-5495.

Thank you for considering our request. We look forward to receiving your bid proposal and potentially collaborating with your esteemed company for this significant project.

Sincerely,

Joseph Torres
Battalion Chief
El Cerrito-Kensington Fire Department
510-672-3368



Customer #	Estimate Date	Estimate #
7059	9/6/2023	58435

Sales Proposal

Bill To:

City of El Cerrito Fire Department
Attn: Jeremy Janes 10900 San Pablo Ave
El Cerrito, CA 94530

Service Location:

El Cerrito Fire Dept - Replacement
1520 Arlington Blvd
El Cerrito, CA 94530

Please check off the boxes next to the items you require to make sure you have everything you need.
Thank you for allowing Leete Generators the opportunity to provide you with a quotation for your project.

Qty	Description	Unit Amount	Est Tax	Total
-----	-------------	-------------	---------	-------

Diesel Generator

- | | | | | |
|----------------------------|--|-------------|----------|-------------|
| ☐ 1 | Kohler model 60REOZK diesel powered generator set, rated for standby duty at 58kW, UL2200 listed, 1.0 Power Factor, 58kVA, 120/240-volt, single phase, 3-wire, 60 Hertz, 1800-RPM, digital model APM402 controller, starting battery rack & cables, 10-amp battery charger (requires 120-volt input), electronic governor, 1000-watt engine block heater (requires 120-volt input), run relay, rodent guards, 2-pole 250-amp circuit breaker, flex fuel lines, run relay, sound attenuated enclosure with a noise rating of 65-dBA based at 23-feet, with a 279-gallon UL142 Santa Clara upfit sub-base diesel tank (extended vents, low & high sensors, and overspill protection on the fill port). Warranty is factory 1-year or 2000-hours as per manufacturer. | \$51,860.00 | 5,315.65 | \$57,175.65 |
|----------------------------|--|-------------|----------|-------------|

*Price good for 30-days.

The current lead time to receive the generator once ordered from the factory is 53-weeks. This can change, will be known at order time.

The current Generac generator is sitting on vibration isolators. The new generator doesn't require them, will mount directly to the concrete pad. The generator has built in isolators.

With this generator being a swap out for the same size generator, it shouldn't require a building permit. Leete isn't providing that. If you want one, then you can perform that task, or Leete can at an unknown fee. That fee can be found out and provided.

Total Diesel Generator: \$57,175.65

Generator Swap Out

- | | | | | |
|----------------------------|--|------------|------|------------|
| ☐ 1 | Crane or forklift to move the old generator from it's place, install a new generator onto the existing generator concrete pad. | \$1,600.00 | 0.00 | \$1,600.00 |
|----------------------------|--|------------|------|------------|

This is an estimate, it will be charged as the actual fee.

- | | | | | | |
|--------------------------|---|--|------------|------|------------|
| ☐ | 1 | Swap-out of equipment, replacing old generator with new one. Includes adjustment of electrical lines, altering as required. There has to be a change in the wiring, since the new generator wont match up the same as the current Generac generator. | \$3,400.00 | 0.00 | \$3,400.00 |
|--------------------------|---|--|------------|------|------------|

The old Generac needs to have the majority of the diesel fuel taken out. The connection to the concrete pad disassembled. The electrical lines from the automatic transfer switch removed. The generator then can be lifted from the concrete pad, taken away for disposal. The new Kohler diesel generator would be put onto the existing concrete pad. Then bolted down to that pad. The electrical lines then reconnected to the new generator. They will have to be adjusted to fit. There is a power feed from the generator circuit breaker to the automatic transfer switch. There are low voltage start/stop lines that allow the automatic transfer switch to operate the generator. There is AC to be connected to the block heater and battery charger.

Total Generator Swap Out: \$5,000.00

Generator Swap Out Parts

- | | | | | | |
|--------------------------|---|--|----------|-------|----------|
| ☐ | 1 | Miscellaneous hardware for the generator swap out. These are bolts to connect to the concrete pad, electrical conduit, electrical wiring, fittings, etc. This is an estimate, billed at actual, but not completely known at this time. | \$135.00 | 13.84 | \$148.84 |
|--------------------------|---|--|----------|-------|----------|

Total Generator Swap Out Parts: \$148.84

Recommended Services

- | | | | | | |
|--------------------------|---|---|------------|------|------------|
| ☐ | 1 | Supply labor and equipment to perform a resistive load bank test to break in the new diesel engine in a controlled environment to help maximize engine life. This is recommended for all diesel engines. Fuel NOT included. | \$1,800.00 | 0.00 | \$1,800.00 |
|--------------------------|---|---|------------|------|------------|

The UL142 base tank needs to be filled prior to running the generator for the startup or load test. That isn't quoted on this estimate, since diesel prices fluctuate and are unknown. A fueling company would be contacted by Leete or the fire department. We just need to know if you're taking care of the fueling, or you wish Leete to provide that.

- | | | | | | |
|--------------------------|---|---|------------|------|------------|
| ☐ | 1 | Perform pressure test on diesel fuel tank. Typically requires two visits to complete service. | \$1,800.00 | 0.00 | \$1,800.00 |
|--------------------------|---|---|------------|------|------------|

This is only if it's a requirement by the local agency.

Total Recommended Services: \$3,600.00

Air Permit - Diesel

- | | | | | | |
|--------------------------|---|--|------------|------|------------|
| ☐ | 1 | Air Permit Fee BAAQMD (Diesel) - PLEASE READ. Note: Price is estimate only. Fees are determined by BAAQMD and are subject to change. BAAQMD may take up to 4 weeks from receiving application to filing. Permit process may take months to process depending on demand. If the generator is located within 1000 feet of a K-12 school, additional delays and fees apply (approx.\$2,100.00 per school) and adds another 1-2 months to processing. Generator not to be operated until the issuance of emission permit. The permit renewal cycle (and data update) is the responsibility of the client (fees subject to change). | \$2,357.00 | 0.00 | \$2,357.00 |
|--------------------------|---|--|------------|------|------------|

The typical time from applying for the air permit to receiving is currently

- | | | | | | |
|--------------------------|---|--|------------|------|------------|
| ☐ | 1 | PLEASE READ: Non-refundable labor charge to apply for the BAAQMD emissions air permit on behalf of the customer. IMPORTANT: Please provide site facility/owner contact information with signed estimate. | \$1,200.00 | 0.00 | \$1,200.00 |
|--------------------------|---|--|------------|------|------------|

Total Air Permit - Diesel: \$3,557.00

ACKNOWLEDGEMENT: To order, please check mark the desired items, complete the information below, and return the entire quotation with the required payment.

By affixing my signature hereto, I attest that I am duly authorized to enter into this agreement, upon acceptance by Leete Generators, to purchase and pay for this equipment and have read, understand and agree to the terms, conditions and disclosures described herein.

Have you double-checked that you have ticked all the boxes for the items you need?

_____	_____
Signature	Date
_____	_____
Print Name	Purchase Order (If necessary)

END USER LIST for SCHEDULING: It all begins and ends with the end-user, and the satisfaction of the client who will directly benefit from a reliable backup power system. Providing end-user information is essential for customer satisfaction and future care of the backup power system. **For example, who will be responsible for scheduling maintenance, or calling in an emergency visit? Who needs to be contacted in case of a manufacturer recall? Who will be responsible for air permit renewals and fees (if applicable)?** The clearer this information is presented to Leete, the more efficient and dependable, especially during times of state of emergency, support will be.

- _____ Yes, I am the end-user
- _____ No, I am not the end-user. Below is the end-user(s) contact information.

Name(s):

Email(s):

Phone(s):

You may also attach a list of Names and their Contact Details



AGENDA BILL

Agenda Item No. 7.G.

Date: October 17, 2023
To: El Cerrito City Council
From: Aissia Ashoori, Housing Manager; Melanie Mintz, Community Development Director, Community Development Department
Subject: Authorization of Agreement for the Infill Infrastructure Grant – Catalytic Qualifying Infill Area Program of 2019 for the El Cerrito Plaza BART Transit-Oriented Development

ACTION PROPOSED

Adopt a resolution authorizing the City Manager to execute a standard agreement and all other required documents for the Infill Infrastructure Grant – Catalytic Qualifying Infill Area Program (IIGC) with the California Department of Housing and Community Development (HCD) to support the El Cerrito Plaza Station Transit-Oriented Development (TOD) Project.

BACKGROUND

Over the last decade, the City and State have undertaken a variety of policy actions to advance housing production to create new affordable housing opportunities. Through the 2023-31 Regional Housing Needs Allocation (RHNA), the Bay Area is tasked with creating 441,176 of which El Cerrito is allocated 1,391 new units (38% designated as affordable). As the City and region pursue new housing opportunities, infrastructure investments are required to improve accessibility and connectivity not just to housing, but to jobs, transportation, services, and overall economic development.

The Infill Infrastructure Grant – Catalytic Qualifying Infill Area Program (IIGC) is a funding source administered and implemented by the California Department of Housing and Community Development (HCD) to assist with furthering these needed investments. The purpose of the IIGC Program is to promote housing development on vacant infill parcels by providing financial assistance for capital improvement projects that are an integral part of, or necessary to facilitate, new mixed-use development located in a Catalytic Qualifying Infill Area (CQIA). On November 30, 2022, HCD released the IIGC [Request for Concept Proposals](#) as part of a two-phase application process. The City partnered with Related Companies of California (Related) to submit a proposal for the El Cerrito Plaza Station TOD (Project). On March 10, 2023, HCD notified the City that the Project was selected for the Phase II Application process.

On March 15, 2023, HCD issued the [Phase II Application Solicitation](#) for approximately \$105 million in competitive funding. Given that El Cerrito is located in Contra Costa County, HCD defines our region as a Large Jurisdiction, e.g. those with populations greater than 250,000. The maximum IIGC Program grant award under this category is \$45 million with a minimum award of \$15 million. The City and Related applied for Phase II funding in April 2023 in the amount of \$20,208,715. On [August 3, 2023](#) Round

10 awards were released and El Cerrito was one of seven awards announced. Assembling this application exemplifies the need for cross collaboration between affordable housing developers, local government, and transit agencies to deliver high-quality mixed-income housing.

ANALYSIS

TOD Overview

BART owns approximately 8.3 acres at the El Cerrito Plaza BART Station (Station). The site is currently primarily occupied by the Station itself and surface parking lots on three city blocks. The Station is bordered by Fairmount and Central Avenues as well as Richmond, Willow, Liberty, Oak, and Elm Streets. The site consists of four parcels of land (APNs 504-050-012, 504-121-017, 504-122-010, and 501-130-031).

The proposed El Cerrito Plaza BART TOD (Project) is a multi-phase, master plan TOD and public-private partnership between the City, BART and a joint-venture development team between Related California, as the lead affordable housing developer, Satellite Affordable Housing Associates (SAHA) as affordable housing co-developer and resident services provider, and Holliday Development advancing efforts on the market-rate housing phases. The City's IIGC Phase II application includes funding for two housing phases (Housing Developments) and five Capital Improvement Projects (CIPs). At completion, the TOD master plan will transform approximately 8-acres of existing surface parking lots into 700+ new residential units with approximately 45% on-site affordability for households earning between 30-80% area median income (AMI), a BART replacement parking structure, and improved multi-modal station access including improved bicycle and pedestrian infrastructure along and a series of public, landscaped open spaces and improvements to the Ohlone Greenway. The master plan also incorporates space for a 20,000 square foot public library, pending funding.

IIGC Scope and Funds

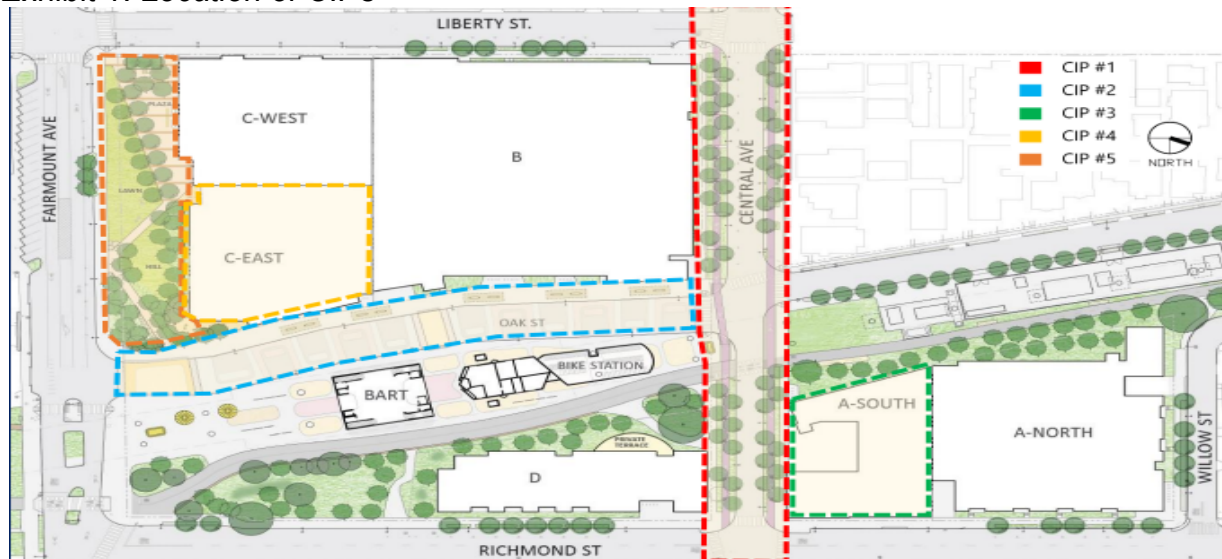
HCD defines a *Catalytic Qualifying Infill Area* as “an area or areas which constitute a large catalytic investment in land that will accommodate a mix of uses, including affordable or mixed-income housing and may include a contiguous area or multiple noncontiguous parcels located within an Urbanized Area.” IIGC guidelines and scoring were driven by the pairing of housing and capital improvement projects that must co-occur for housing development to be successful. IIGC serves to act as gap funding necessary to facilitate necessary infrastructure improvements. As outlined in the Phase II Application, IIGC funds must be located with the CQIA to undertake eligible activities that include the Housing Developments (HD) and Capital Improvement Projects (CIP).

Our IIGC scope includes five identified CIPs within the CQIA and are comprised of a range of eligible costs from site preparation, utility connections, purchase of modular housing modules and parking for new HDs to the creation of new public open spaces, upgraded bus lanes for improved station access, and streetscape improvements. Below is a brief description of each of the proposed CIPs. Table 1 summarizes the funding requested from the IIG Catalyst program and Exhibit 1 illustrates the location of each CIP within the CQIA.

Table 1: IIGC Funding Summary

CIP	CIP Scope	Funding Award
1	Bicycle & Pedestrian Improvements: Half-mile east-west protected bike way within the PROW along Central Avenue connecting to San Pablo Avenue.	\$1,800,000
2	Transit Station Improvements: Creation of two-way bus only street to support service integration on Oak Street.	\$4,808,715
3	Parcel A South Parking & Infrastructure HD#1: Site preparation and grading, utility connections, and podium parking for the first phase of affordable housing.	\$6,300,000
4	Parcel C East Parking & Infrastructure HD#3: Site preparation and grading, utility connections, and podium parking for affordable housing.	\$2,300,000
5	Fairmount Plaza: Between 15,000-20,000 square feet of landscaped open space providing improved pedestrian connectivity between the Station and Fairmount Avenue.	\$5,000,000
Total IIGC Award		\$20,208,715

Exhibit 1: Location of CIPs



The City, as the eligible applicant, is the recipient of the IIGC funds. As a condition of funding, the City must adopt the proposed resolution and execute the standard agreement with HCD within two years of the award by August 3, 2025. Prior to commencement of construction, the City will also execute a disbursement agreement with HCD to ensure timely completion of the CIPs and HDs. The disbursement of funds is on a reimbursement basis based on progress payments and all funds must be liquidated by June 30, 2027. As part of the financing structure, the City will enter into a loan agreement with Related for the IIGC funds in the form of a zero percent deferred payment loan, with a term of at least 55 years.

Table 2 lists the performance milestones for the CIPs and HDs under this program and Table 3 provides a summary by phase and schedule.

Table 2: IIGC Performance Milestones

Performance Milestones					
	Commence Construction	Complete Construction	Securing Housing Perm. Financing Commitment	Execute Standard Agreement	Execute Disburs. Agreement
Capital Improv. Project	Within two years of Award	Within four years of Award	n/a	Within two years of Award	Within two years of Award
Housing Dev.	Within four years of Award	Within seven years of Award	Within four years of Award	n/a	n/a

Table 3: El Cerrito Plaza Station TOD Phases & Schedule

Phases by Parcel	Housing Type	Predevelopment	Estimated Construction
Phase 1: Parcel A South	70 units - affordable	2022-2024	2024-2026
Phase 2: Parcel B Mixed-Use	Up-to 259 units market-rate (BART parking garage + bike station)	2023-2024	2024-2026
Phase 3: Parcel C East Mixed Use	Up-to 84-units – affordable	2024-2025	2025-2026
Phase 4: Parcel C West (Mixed Use - Library)	Up-to 79-units - affordable	2024-2025	2025-2027
Phase 5: Parcel A North	Up-to 133 units - market-rate	2025-2026	2026-2028
Phase 6: Parcel D	Up-to 88 units - moderate	2026-2027	2027-2029
*Total	713 Units		
<i>*These figures are estimates; final unit counts and schedules are subject to funding, vertical design, and master plan considerations.</i>			

Other Funding Sources

To date, the El Cerrito Plaza Station TOD has secured approximately \$28 million in funding, as itemized in Table 4. The City, BART, and developers are continuously exploring additional funding sources to secure the necessary financing. Since the Project is a multi-year, multi-phase process, identifying and securing adequate finance requires a very proactive, persistent financing strategy driven by the numerous layers of loans and grants needed to continue advancing the Project.

Table 4: Other Leveraged Funding Sources

Source	Scope	Year	Status	Amount
California State Transportation Authority Transit and Intercity Rail Capital Program (TIRCP)	To support El Cerrito Plaza TOD Complete Streets and multi-modal transportation access.	2022	Awarded	\$24M
City of El Cerrito	Predevelopment Loan for Parcel A South	2023	Awarded	\$350K
Contra Costa County	Parcel A South; HOME and Measure X	2023	Awarded	\$3.5M
WCCTAC STMP Program	To support El Cerrito Plaza TOD multi-modal transportation access.	2023	Awarded	\$1M

The IIGC conditional award is contingent on the adoption of the proposed action.

STRATEGIC PLAN CONSIDERATIONS

This funding award and the efforts described herein will assist the City in implementing the following goals of the Strategic Plan: Goal A: Deliver Exemplary Government Services; Goal B: Achieve Long-Term Financial Sustainability; Goal C: Deepen a Sense of Place and Community Identity; and Goal F: Foster Environmental Sustainability Citywide.

ENVIRONMENTAL CONSIDERATIONS

The acceptance of grant funds is not a project pursuant to the California Environmental Quality Act (CEQA). Projects that are funded by this grant will be evaluated under CEQA, as applicable, at the earliest feasible time.

FINANCIAL CONSIDERATIONS

The City is not required to provide additional matching funds for this grant. The time of City employees spent administering the grant is not eligible for reimbursement. However, staff time does support funding for the overall Project.

LEGAL CONSIDERATIONS

This has been reviewed by the City Attorney.

Reviewed by:

A handwritten signature in blue ink, appearing to read "Karen Pinkos", is positioned above the printed name.

Karen Pinkos, City Manager

Attachments:

1. Resolution

RESOLUTION 2023-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AUTHORIZING THE EXECUTION OF A STANDARD AGREEMENT FOR THE INFILL INFRASTRUCTURE GRANT – CATALYTIC QUALIFYING INFILL AREA PROGRAM FOR THE EL CERRITO PLAZA BART TRANSIT-ORIENTED DEVELOPMENT

WHEREAS, the City Council goals, objectives, policies and action programs prioritize the City's housing needs through the El Cerrito General Plan, San Pablo Avenue Specific Plan, Affordable Housing Strategy, Housing Element, Strategic Plan, Climate Action Plan and Economic Development Action Plan; and

WHEREAS, the City Council adopted the 2014 San Pablo Avenue Specific Plan (Plan), and updated in 2022, to promote transit-oriented development (TOD) for all income levels, especially new affordable housing; and

WHEREAS, the El Cerrito Affordable Housing Strategy (Strategy), adopted August 17, 2017, identifies four policy pillars for implementation to produce, protect and preserve affordable housing for El Cerrito residents; and

WHEREAS, the Strategy includes "Pillar D. Increase Local Funding to Continue Supporting Development of Affordable and Special Needs Housing"; and

WHEREAS, in February 2023, the State recognized the City of El Cerrito as a Prohousing jurisdiction for advancing numerous policy actions to remove barriers for affordable housing production and promoting infill development that reduces negative climate change impacts, affirmatively furthering fair housing, and improving quality of life for all Californians; and

WHEREAS, the California Department of Housing and Community Development (Department), issued a Request for Concept Proposals for the Infill Infrastructure Grant – Catalytic Qualifying Infill Area Program dated November 30, 2022, and issued an Infill Infrastructure Grant – Catalytic Qualifying Infill Area Program Guidelines and Notice of Funding Availability, Phase II Application Solicitation on March 15, 2023, and amended March 22, 2023 (collectively, the NOFA), so as to implement Assembly Bill 157 (Chapter 570, Statutes of 2022) which amended the Infill Infrastructure Grant Program of 2019 established by Health and Safety Code section 53559, et seq. The Program provides grant assistance available as gap funding for Capital Improvement Projects, which are an integral part of, or necessary to facilitate the development of, a Catalytic Qualifying Infill Area (CQIA); and

WHEREAS, the City of El Cerrito ("City") submitted an application to the Department in response to the NOFA (the "Application") and based on the Application the Department made an award of Program funds (the "Program Award") pursuant to that certain conditional award letter, dated August 22, 2023.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that that the City is hereby authorized and directed to accept and incur an obligation for the Program Award in an amount not to exceed \$20,208,715 and to enter into, execute, and deliver an STD 213, Standard Agreement (the "Standard Agreement"), and any and all other documents required or deemed necessary or appropriate to secure the Program Award from the Department and to participate in the Program, including, but not limited to, an affordable housing covenant, a performance deed of trust, a disbursement agreement, and all amendments thereto (collectively, the "Program Award Documents").

BE IT FURTHER RESOLVED that the City Manager or her designee is hereby authorized to execute the Program Award Documents and all amendments thereto on behalf of the City.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on October 17, 2023 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on_____.

Holly M. Charléty, City Clerk

APPROVED:

Lisa Motoyama, Mayor



AGENDA BILL

Agenda Item No. 7.H.

Date: October 17, 2023
To: El Cerrito City Council
From: Jarrett Mullen, Sustainable Transportation Program Manager; Sean Moss, Planning Manager; Melanie Mintz, Community Development Director, Community Development Department
Subject: Resolution Authorizing Execution of a Grant Pass-through Agreement Between the City and BART to Receive Funding from BART for Transportation Infrastructure Planning, Design, and Construction Around the El Cerrito Plaza BART Station.

ACTION PROPOSED

Adopt a resolution authorizing the City Manager to 1) execute a grant pass-through agreement with the San Francisco Bay Area Rapid Transit District (BART) to receive grant funding from the Transit and Intercity Capital Rail Program (TIRCP) Cycle 5, which was awarded to BART, in an amount not to exceed \$250,000 for the first allocation; and 2) authorize the City Manager to execute amendments to this agreement to receive additional allocations of grant funding from TIRCP Cycle 5 for an amount not to exceed \$10,000,000.

BACKGROUND

Adopted by El Cerrito City Council and the BART Board of Directors, the 2021 [El Cerrito Plaza Transit-Oriented Development Goals & Objectives](#) (Goals) defines the community vision for the El Cerrito Plaza Transit Oriented Development project (ECP TOD). The Goals emphasize the need to provide an expanded bicycle and pedestrian network; minimize the need for BART patron parking replacement; and enable new residents of the development to reduce their reliance on cars, among other stated objectives. Goal E3 calls for the development of an access plan to identify future access needs and strategies, and BART, in response, initiated and completed the 2023 *Berkeley El Cerrito Corridor Access Plan* (BECCAP).

The BECCAP identifies multimodal transportation capital and operations projects that originated from several sources, including: the City's 2016 *Active Transportation Plan*; public feedback received during the BECCAP's outreach phase; and staff-recommended items. Consistent with the Goals, the BECCAP's multimodal transportation projects emphasize station access alternatives to driving and parking, such as new and upgraded bicycle and pedestrian linkages and infrastructure to support expanded local bus service. The BECCAP also identifies the on-street parking management program.

The BECCAP's total station access capital project costs are estimated at approximately \$40 million and are summarized in the following table. This cost figure excludes costs associated with the development of BART property, such as the residential buildings, the station transit center and parking garage, and associated site improvements such as

utilities and grading. Due to the cost, transportation projects will be planned, designed, and implemented over time as funding is identified and procured.

BECCAP Access Projects Capital Cost Summary	
Expanded Local Bus Service - Infrastructure	\$5,000,000
Complete Streets	\$31,500,000
Docked Bike Share System	\$750,000
Parking Management Program	\$2,000,000
TOTAL	\$40,000,000

ANALYSIS

Multi-agency collaboration is a cornerstone to the success of the El Cerrito Plaza project. While state law establishes zoning standards at the ECP TOD site, maintaining and improving access to the station requires a partnership between BART and the City.

BART has a demonstrated commitment to assisting the City with planning, funding, and delivering transportation improvements to complement the ECP TOD.

In 2022, BART pursued and was awarded \$49 million from the California State Transportation Agency's (CalSTA) Transit and Intercity Capital Rail Program (TIRCP) grant, Cycle 5. Approximately \$24 million of this award is planned to support the El Cerrito Plaza TOD infrastructure, with the remainder allocated to other East Bay TOD projects. Of the \$24 million of the TIRCP award assigned to El Cerrito Plaza, approximately \$10 million, or a little more than one-third, is intended to support the BECCAP access strategies such as the bicycle and pedestrian linkages and on-street parking management program, which the City will lead. The remaining two-thirds will support infrastructure on BART property, such as the BART station parking garage and bus transit center.

Since bicycle, pedestrian, and parking management infrastructure is primarily in the City right-of-way, the City is best suited to lead the planning, design, approvals, and construction of these projects, in the manner of a typical street improvement project. As such, BART plans to pass the TIRCP funds allocated to projects within the public-right-of-way through to the City. Therefore, the City and BART need to enter into a grant pass-through agreement so the City may receive approximately \$10 million in TIRCP funds from BART over the next five to seven years. As part of this pass-through agreement, the City will effectively act as the grant recipient for its portion of the funds. The pass-through agreement establishes procedures for the City to receive TIRCP grant funding that was awarded to BART and includes the following key provisions:

- No matching City funds are required to access TIRCP funding
- Defines City and BART staff roles and responsibilities
- Affirms City's commitment to follow all applicable procurement regulations
- Defines recordkeeping and retention requirements, including following the TIRCP reporting requirements and BART's subgrantee monitoring program
- Empowers the City to enter into contracts with third parties

The draft agreement establishes an initial pass-through amount of \$250,000, which is necessary to support transportation planning and coordinating work with the ECP TOD development team for near-term access improvement planning and design. To access the remaining approximately \$9.75 million in the TIRCP assigned to city-led access projects, the agreement would be amended by the City Manager to document future allocations. No matching city funds are required to access this TIRCP funding.

City staff recommend that the City Council authorize the City Manager to: execute a grant pass-through agreement with the San Francisco Bay Area Rapid Transit District (BART) to receive grant funding from the Transit and Intercity Capital Rail Program (TIRCP) Cycle 5, which was awarded to BART, in an amount not to exceed \$250,000.00 for the first allocation; and, authorize the City Manager to execute amendments to this agreement to receive additional allocations of grant funding from TIRCP Cycle 5 in an amount not to exceed \$10,000,000.00.

STRATEGIC PLAN CONSIDERATIONS

This grant agreement and the efforts described herein will assist the City in implementing the following goals of the Strategic Plan: Goal A: Deliver Exemplary Government Services; Goal B: Achieve Long-Term Financial Sustainability; Goal C: Deepen a Sense of Place and Community Identity; and Goal F: Foster Environmental Sustainability Citywide.

ENVIRONMENTAL CONSIDERATIONS

Authorization of the filing of the grant application is not a project pursuant to the California Environmental Quality Act (CEQA). Any projects funded by the grant will be evaluated under CEQA, as applicable, at the earliest feasible time.

FINANCIAL CONSIDERATIONS

The City is not required to provide additional matching funds toward this agreement. The time of City employees spent administering the grant is not eligible for grant funds.

LEGAL CONSIDERATIONS

The grant pass-through agreement and this report have been reviewed by the City Attorney.

Reviewed by:



Karen Pinkos, City Manager

Attachments:

1. Resolution

RESOLUTION 2023-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AUTHORIZING THE CITY MANAGER TO: EXECUTE A GRANT PASS-THROUGH AGREEMENT WITH THE SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT (BART) TO RECEIVE GRANT FUNDING FROM THE TRANSIT AND INTERCITY CAPITAL RAIL PROGRAM (TIRCP) CYCLE 5, WHICH WAS AWARDED TO BART, IN AN AMOUNT NOT TO EXCEED \$250,000.00; AND, AUTHORIZE THE CITY MANAGER TO EXECUTE AMENDMENTS TO THIS AGREEMENT TO RECEIVE ADDITIONAL ALLOCATIONS OF GRANT FUNDING FROM TIRCP CYCLE 5. THE TOTAL AMOUNT OF GRANT FUNDING THAT THE CITY WILL RECEIVE, INCLUDING THE INITIAL ALLOCATION AND ALL ADDITIONAL ALLOCATIONS PURSUANT TO AMENDMENTS APPROVED BY THE CITY MANAGER SHALL NOT EXCEED \$10,000,000.00.

WHEREAS, on September 30, 2018 Governor Brown signed Assembly Bill 2923 (AB 2923), establishing transit-oriented development zoning standards on San Francisco Bay Area Rapid Transit District (BART) -owned property in Alameda, Contra Costa, and San Francisco Counties within a half-mile of stations; and

WHEREAS, the 2021 “El Cerrito Plaza Transit-Oriented Development Goals & Objectives” (Goals), approved by the City Council of the City of El Cerrito and the BART Board of Directors on November 19, 2019 and October 28, 2021, respectively, emphasize that as part of an AB 2923-enabled development, key transportation needs should be met, including an expanded bicycle and pedestrian network; reduced need for BART patron parking replacement; and managing area parking; and,

WHEREAS, the 2023 “Berkeley El Cerrito Corridor Access Plan” (BECCAP) identified multimodal transportation infrastructure projects consistent with the 2021 Goals and from the City’s 2016 Active Transportation Plan, BECCAP public outreach, and City and BART staff; and

WHEREAS, in 2022, BART pursued and was awarded \$49 million from the Transit and Intercity Capital Rail Program, Cycle 5. Approximately \$10 million of this award is planned to support the BECCAP El Cerrito Plaza TOD station access strategies such as the bicycle and pedestrian linkages and on-street parking management program; and

WHEREAS, the City is leading planning, design, and construction of the bicycle and pedestrian linkages and on-street parking management program. Therefore, the City and BART need to enter into a grant pass-through agreement so the City may receive approximately \$10 million in TIRCP funds from BART over the next five to seven years; and

WHEREAS, the pass-through agreement establishes procedure for the City to receive TIRCP grant funding that was awarded to BART and includes the following key provisions: no matching City funds required to access TIRCP funding; defines City and BART staff roles and responsibilities; affirms City’s commitment to follow all applicable procurement regulations; defines recordkeeping and retention requirements, including

following the TIRCP reporting requirements and BART's subgrantee monitoring program; and, empowers the City to enter into contracts with third parties.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby Authorizes the City Manager to: execute a grant pass-through agreement with the San Francisco Bay Area Rapid Transit District (BART) to receive grant funding from the Transit and Intercity Capital Rail Program (TIRCP) Cycle 5, which was awarded to BART, in an amount not to exceed \$250,000.00; and, authorize the City Manager to execute amendments to said pass-through agreement to receive additional allocations of grant funding from TIRCP Cycle 5. The total amount of grant funding that the City will receive, including the initial allocation and all additional allocations pursuant to amendments approved by the City Manager, shall not exceed \$10,000,000.00.

BE IT FURTHER RESOLVED, the City Council further authorizes the City Manager to execute any supplemental documents necessary for the execution and implementation of the grant pass-through agreement and subsequent amendments, and to take any other action necessary for the City's receipt of grant funds and to implement the intent of this resolution.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on October 17, 2023 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on _____, 2023.

Holly M. Charléty, City Clerk

APPROVED:

Lisa Motoyama, Mayor



AGENDA BILL

Agenda Item No. 7.I.

Date: October 17, 2023
To: El Cerrito City Council
From: Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department
Subject: Consulting Services Agreement with Ghirardelli Associates for the El Cerrito Del Norte Transit-Oriented Development Complete Streets Improvement Project, City Project No. C4014, Federal Project No. CML-5239(029)

ACTION PROPOSED

Adopt a resolution authorizing the City Manager to execute a Consulting Services Agreement with Ghirardelli Associates (Ghirardelli) to provide construction management services for the El Cerrito Del Norte Transit-Oriented Development Complete Streets Improvement Project, City Project No. C4014, Federal Project No. CML 5239(029) in the amount of \$1,584,372.83 and approve a contingency amount not to exceed \$110,000.

BACKGROUND

Project Description

The El Cerrito Del Norte TOD Complete Streets Improvement Project will implement multimodal transportation improvements identified in the San Pablo Avenue Specific Plan and Active Transportation Plan. Planned improvements consist of enhanced and new protected crosswalks, new context-sensitive bikeways, bus boarding islands, circulation improvements, and various streetscape enhancements. The project location is around the El Cerrito Del Norte BART Station and spans several streets, including San Pablo Avenue from Ohlone Greenway near the northern city limit to Potrero Avenue, Eastshore Boulevard from Potrero Avenue to San Pablo Avenue, Hill Street from San Pablo Avenue to Liberty Street, Cutting Boulevard from I-80 to Key Boulevard, and Knott Avenue from San Pablo Avenue to Key Boulevard. A significant portion of the project is on State Route 123, requiring that the project undergo an extensive California Department of Transportation (Caltrans) project development process, amend various maintenance agreements, and secure a Caltrans Encroachment Permit.

The project was advertised for construction bids on September 28, 2023 with a scheduled bid opening on October 26, 2023.

Project Funding

The current funding for all phases of project delivery is \$14,894,448. Most recently, in September 2023, the City Council adopted a resolution approving the Safe Routes to BART Funding Agreement between BART and the City of El Cerrito to accept grant funds in the amount of \$812,977. The SR2B grant closed the funding gap for the

project. The funding plan reflecting this grant is shown below.

Funding Source	Amount
SR2B Grant	\$812,977
One Bay Area Grant Cycle 2 Federal Grant (OBAG2)	\$4,960,000
Contra Costa Transportation Authority Measure J Transportation for Livable Communities (CCTA TLC)	\$2,312,000
West Contra Costa Transportation Authority Subregional Transportation Mitigation Program	\$1,189,980
State Affordable Housing Sustainable Communities Grant (Mayfair)	\$2,900,800
SB1 Local Partnership Program-Formulaic	\$400,000
Transportation Fund for Clear Air	\$185,000
Various City Funds	
SB1 Local Streets & Roads	\$151,680
Gas Tax	\$15,000
City Transportation Impact Fee (TIF)/Developer Contributions	\$1,371,334
Other – Add TIF, SB1 or Measure A Streets	\$595,677
Total Project Funding	\$14,894,448

The funding plan has been developed over many years, beginning when the City successfully applied for the first two grants, the OBAG2 and the CCTA TLC programs, in 2016. Detailed information on the development of the funding plan is provided in the [August 17, 2021 Agenda Bill](#) and the City's 5-year Capital Improvement Program, as presented in the [Fiscal Year \(FY\) 2023-24 Adopted Budget](#).

ANALYSIS

City staff released the Request for Proposals (RFP) for the El Cerrito Del Norte TOD Complete Streets Improvement Project, Construction Management Services on May 8, 2023. The legal notice regarding the RFP was published in the West County Times on May 8 and May 15, 2023. The notice was also posted on the City's website and emailed to construction management firms on the City's consultant list.

The City received six proposals from consultant teams by the due date of June 8, 2023. A consultant selection panel consisting of City staff, staff from the cities of Concord and San Pablo, and Caltrans staff reviewed the proposals based on the evaluation criteria listed in the RFP. These are listed below.

Understanding of the work to be done	20%
Experience and past performance on similar kinds of work	20%
Quality of staff for work to be done	20%
Familiarity with state and federal procedures	20%
Approach to delivering the project including work plan and schedule	20%

The selection panel short-listed three consultant teams for interviews. The interviews were conducted on June 29, 2023, and the panel developed the final ranking of the consultant teams as follows:

1. Ghirardelli and Associates
2. Zoon Engineering
3. Dynamic Dzyne Associates, Inc dBA Substrate

City staff successfully negotiated with Ghirardelli, the top-ranked firm, on a final scope and fee that will deliver the services required at a fair and reasonable cost to the City (Attachment 2). While the RFP required proposers to submit a detailed work plan with anticipated tasks and estimated hours by team member, a cost proposal was not submitted because cost cannot be a factor in developing the ranking per federal requirements. Only short-listed teams submitted sealed cost proposals at the time of the interviews and only the top-ranked team's proposal was opened for negotiation purposes. The remaining sealed envelopes containing cost proposals will be returned to the other two teams pending the City Council's approval of an agreement with Ghirardelli.

Projects using federal funds are subject to Part 26, Title 49, Code of Federal Regulations (CFR) entitled "Participation by Disadvantaged Business Enterprises (DBE) in the Department of Transportation Financial Assistance Program." The consultant teams were required to make a good faith effort to incorporate the services of DBEs in their proposal. The Caltrans Office of Civil Rights approved a goal of 19% for DBE participation in this contract. Ghirardelli has committed to DBE participation of 20.4% of their contract amount.

Ghirardelli has the project understanding, resources, and experience to provide the required construction management services for this project. Their team is trained in Caltrans Local Assistance Procedures Manual, Caltrans Construction Manual, and Caltrans Standard Plans and Specifications, as well as City procedures. Ghirardelli is

supported by Inspection Services (a firm specializing in material testing), VSCE (a firm specializing in Public Outreach), and Merrill Morris Partners (a firm specializing in Landscape Architecture). The construction management services include: construction administration; coordination with Caltrans, BART, AC Transit and public utilities; public outreach and engagement; review of submittals; inspection; engineering; quality assurance; schedule and document control; material testing; and close-out activities.

City staff requests that the City Council authorize the City Manager to execute a Consulting Services Agreement with Ghirardelli in the amount of \$1,584,372.83 and approve a contingency amount not to exceed \$110,000.

STRATEGIC PLAN CONSIDERATIONS

The City's Strategic Plan articulates the mission of the City to serve, lead, and support our diverse and transit-rich community by providing exemplary and innovative services, public places, and infrastructure, ensuring public safety, and creating an economically and environmentally sustainable future. Approval of the proposed agreement is consistent with the following Strategic Plan goals: Develop and rehabilitate public facilities as community focal points; Deepen a sense of place and community identity by promoting strong neighborhoods; and Foster environmental sustainability citywide by encouraging alternative modes of transportation to the single occupancy vehicle.

ENVIRONMENTAL CONSIDERATIONS

California Environmental Quality Act ("CEQA") Guidelines require preparation of an Initial Study to identify whether a plan or project will have a significant effect on the environment. For projects with potentially significant impacts, proposed mitigations may be included as part of the environmental review process to ensure that such impacts are mitigated to a less than significant level where possible.

The El Cerrito Del Norte TOD Complete Streets Improvement Project is a combination of projects identified in the San Pablo Avenue Specific Plan and Active Transportation Plan. The City Council approved a programmatic Environmental Impact Report and associated Mitigation Monitoring and Reporting Program for the San Pablo Avenue Specific Plan in September 2014, and an Initial Study/Mitigated Negative Declaration and associated Mitigation Monitoring and Reporting Program for the Active Transportation Plan in April 2016. Both documents were prepared per CEQA Guidelines. As part of the Caltrans project development process, City staff and consultants prepared a project checklist to confirm that all impacts of the Project were sufficiently evaluated in these documents. The mitigation measures identified in both Mitigation Monitoring and Reporting Programs will be implemented as appropriate in order to mitigate any identified environmental impacts of the Project under CEQA.

As part of the federal funding requirements, the Project was evaluated for compliance with the National Environmental Policy Act (NEPA), which included conducting several environmental studies. City staff and consultants prepared a Categorical Exclusion with Technical Studies. Caltrans is responsible for determining NEPA compliance and approved the NEPA document in March 2022 and revalidation in August 2023.

FINANCIAL CONSIDERATIONS

Budget appropriations in the amount of \$12,140,000³ are included in the FY 2023-24 Adopted Budget and Capital Improvement Program (CIP), under the Del Norte Infrastructure Improvements Project. As indicated in the [September 19, 2023 Agenda Bill](#), the budget appropriations will need to be updated at the time of the award of the construction contract to reflect the current funding plan shown above, including the SR2B grant, available TIF funds, and design-related expenditures extending into FY 2023-24.

The project expenditure budget per phase is summarized below.

Phase	Amount
Planning/Conceptual Design (PC)	\$1,035,718
Environmental Studies (ENV)	Included in PC Phase
Final Design - PS&E (PSE)	\$1,063,049
Right of Way (ROW)	\$10,000
Construction (CON)	\$11,080,820
Construction Management (CM)	\$1,704,861
Total Project Cost	\$14,894,448

At this time, there is sufficient for the proposed agreement and contingency totaling \$1,694,372.83.

LEGAL CONSIDERATIONS

The City Attorney has reviewed the proposed actions and found that legal considerations have been addressed. Additionally, the consulting services agreement will follow the City's standard agreement subject to final review by the City Attorney.

Reviewed by:



Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Negotiated Proposal

RESOLUTION 2023-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSULTING SERVICES AGREEMENT WITH GHIRARDELLI ASSOCIATES (GHIRARDELLI) TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES FOR THE DEL NORTE TRANSIT-ORIENTED DEVELOPMENT COMPLETE STREETS PROJECT, CITY PROJECT NO. C4014, FEDERAL PROJECT NO. CML-5239(029) IN THE AMOUNT OF \$1,584,372.83 AND APPROVE A CONTINGENCY AMOUNT NOT TO EXCEED \$158,000

WHEREAS, the El Cerrito Del Norte TOD Complete Streets Project will implement multimodal transportation improvements identified in the San Pablo Avenue Specific Plan and Active Transportation Plan, adopted by City Council in September 2014 and April 2016, respectively; and

WHEREAS, the funding plan for the project has been developed over many years beginning in 2016 when the City successfully applied for successfully applied for two grants: One Bay Area Grant Program, Cycle 2 (OBAG 2) federal funds in the amount of \$4,840,000 and Contra Costa Transportation Authority (CCTA) Measure J Transportation for Livable Communities Program county sales tax funds in the amount of \$2,312,000; and

WHEREAS, subsequently, the City has secured funding from the West Contra Costa Transportation Authority Subregional Transportation Mitigation Program, State Affordable Housing Sustainable Communities Grant (Mayfair), SB1 Local Partnership Program-Formulaic, Transportation Fund for Clear Air, and City Transportation Impact Fee Program for the project; and

WHEREAS, the City released a Request for Proposals (RFP) for construction management services for the project on May 8, 2023, including publishing a legal notice regarding the RFP in the West County Times on May 8 and May 15, 2023, and posting the notice on the City's website; and

WHEREAS, the City received six proposals from consultant teams by the due date of June 8, 2023; and

WHEREAS, a consultant selection panel consisting of City staff, staff from the cities of Concord and San Pablo, and Caltrans staff reviewed the proposals based on the evaluation criteria listed in the RFP and short-listed three consultant teams for interviews; and

WHEREAS, Ghirardelli Associates emerged as the top-rank consultant team and the negotiated contract will deliver the services required at a fair and reasonable cost to the City; and

WHEREAS, the current cost estimate and funding plan for all phases of project delivery is \$14,894,448; and

WHEREAS, there is sufficient budget appropriation in Fiscal Year 2023-24 for the construction management services and contingency; and

WHEREAS, the City Council approved a programmatic Environmental Impact Report and associated Mitigation Monitoring and Reporting Program for the San Pablo Avenue Specific Plan in September 2014, and an Initial Study/Mitigated Negative Declaration and associated Mitigation Monitoring and Reporting Program for the Active Transportation Plan in April 2016. These documents adequately analyze the Project for which Ghirardelli will project construction management services; and

WHEREAS, part of the federal funding requirements, the Project was evaluated for compliance with the National Environmental Policy Act (NEPA), which included conducting several environmental studies. City staff and consultants prepared a Categorical Exclusion with Technical Studies. Caltrans is responsible for determining NEPA compliance and approved the NEPA document in March 2022 and revalidation in August 2023.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby authorizes the City Manager to execute a Consulting Services Agreement with Ghirardelli Associates to provide construction management services for the El Cerrito Del Norte Transit-Oriented Development Complete Streets Project, City Project No. C4014, Federal Project No. CML-5239(029) in the amount of \$1,584,372.83 and approve a contingency amount not to exceed \$110,000, and the final agreement will be subject to review by the City Attorney.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on October 17, 2023 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on_____.

Holly M. Charléty, City Clerk

APPROVED:

Lisa Motoyama, Mayor



City of El Cerrito
 Request for Proposal (RFP) for Construction Management Services on the
Del Norte Transit-Oriented Development Complete Streets,
 Project C4014, Federal Project CML 5239(029)

Presented by:



June 8, 2023

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June 8, 2023

Roland Lambert, PE
Interim Engineering Manager/Senior Engineer
City of El Cerrito, Public Works Department
10890 San Pablo Avenue
El Cerrito, CA 94530

RE: Construction Management Services on the Del Norte Transit-Oriented Development Complete Streets, Project C4014, Federal Project CML 5239(029)

Dear Mr. Lambert,

Ghirardelli Associates, Inc. (Ghirardelli) is excited to present our proposal for construction management services to the City of El Cerrito (City) for the Del Norte Transit-Oriented Development Complete Streets Project (project). We have assembled an experienced, multi-disciplinary team to support the City in successfully delivering this project while prioritizing minimal traffic impacts on motorists and adjacent neighborhoods.

With our local presence anchored by our Oakland office and 24 years of experience, the Ghirardelli team is committed to providing the full suite of requested services: construction management and administration, construction inspection, material testing, public outreach, and landscape architect. This proposal highlights our construction management team, relevant experience, technical expertise, procedural knowledge, project approach, and work plan.

Project Manager **Janet Navarro** leads our team and leads our team and is committed success of this project. With 24 years of experience in project management, Janet has demonstrated her skills and expertise across various industries. Having worked on projects for public agencies, Caltrans, and private developments, she has gained practical knowledge in construction management, contract administration, regulatory compliance, and project controls. **John Collins, PE, QSD**, supports Janet as our Resident Engineer for the City and the contractor. John has over 30 years of project management experience in the construction industry. After nine years as a Resident Engineer at Caltrans, he has served as Bay Area Regional Manager for over a decade with his previous firm while overseeing multiple capital improvement projects. He has a reputation for fair and equitable resolutions to construction contract claims and constructability issues and for providing constructability and biddability reviews. Assisting John in the field is Construction Inspector **Christopher Morris, ACI, PCI II**. Chris has more than 30 years of extensive construction industry experience, including management, administration, and inspection of Caltrans projects funded by state and federal regulatory agencies.

Ghirardelli understands the importance of building a strong partnership based on trust, collaboration, and shared goals. As your construction management consultant, we bring:

1. **Commitment to Your Vision:** We will fully align ourselves with the City's vision, objectives, and priorities. For successful project execution, we recognize the importance of taking full ownership from the outset.
2. **Proactive Problem Solving:** We take a proactive approach to problem-solving. We anticipate challenges, identify potential risks, and develop effective strategies to overcome obstacles for smooth and successful project delivery.
3. **Experienced and Available Team:** Our team has the leadership, resources, proven experience, and commitment to undertake the responsibility as the construction management consultant. All our staff are trained in Caltrans Local Assistance Procedures Manual, Caltrans Construction Manual, and Caltrans Standard Plans and Specifications, as well as City procedures.
4. **Breadth of Knowledge:** With extensive familiarity with the One Bay Area Grant (OBAG) Program, complete streets elements, and coordination with BART and Caltrans, our team brings a wealth of knowledge and expertise. You can rely on our skilled professionals to provide innovative solutions, best practices, and sound advice tailored to optimize project outcomes.
5. **Quality Assurance:** Our service delivery is built on an unwavering dedication to maintaining the highest quality standards. We adhere to the highest standards, implementing thorough quality assurance measures throughout the project lifecycle. Our attention to detail and commitment to excellence underscores every aspect of our services to meet or exceed your expectations.
6. **Collaborative Approach:** The best results are achieved through collaboration. We value your input and will actively seek the City's feedback and ideas. Together, we can leverage our collective strengths and insights to drive success.
7. **Long-Term Partnership:** With our experience working closely with the City on projects such as Ohlone Greenway BART Station Area Improvements Access, Del Norte BART Station Modernization, and 2021 Slurry Seal Project, we bring a wealth of knowledge and expertise specific to the project area. You can rely on our skilled professionals to provide innovative solutions, best practices, and sound advice tailored to optimize project outcomes for the unique needs of the City.

Together with our DBE firms, VSCE, Inc. (VSCE), Merrill Morris Partners (MMP), and Inspection Services, Inc. (ISI), we invite you to review our proposal and look forward to working with the City on this high profile project for the community.

Ghirardelli acknowledges the receipt of Addendum No. 1 (dated 5/25/2023) and responses to submitted questions.

Ghirardelli has reviewed the RFP, including the Standard Agreement form and would like to request the following changes:

Remove Section 4.4.4 Wasting Policies:

~~4.4.4 Wasting Policies. No policy required by this Section 4 shall include a “wasting” policy limit (i.e. limit that is eroded by the cost of defense).~~

Amend the first paragraph of Section 5.1 as follows:

5.1 General Requirement. To the fullest extent permitted by law, Consultant shall indemnify, defend with counsel acceptable to City, and hold harmless City and its officers, officials, employees, agents and volunteers (collectively, “Indemnitees”) from and against any and all liability, loss, damage, claims, expenses, and costs (including without limitation, attorney’s fees, costs and fees of litigation) (collectively, “Liability”) of every nature arising out of or in connection with Consultant’s negligence, recklessness, or willful misconduct ~~performance of the services under this Agreement, or its failure to comply with any of its obligations contained in this Agreement, or its failure to comply with any applicable law or regulation,~~ except such Liability caused by the sole negligence or willful misconduct of City.

If you have any questions, please contact Project Manager Janet Navarro anytime. Janet’s contact information is provided below.

Janet Navarro, Project Manager
1970 Broadway, Suite 1220, Oakland, CA 94612
Cell: 510-414-1588
Fax: N/A
jnavarro@ghirardelliassoc.com

As an officer of the firm, I, Randall Bruner, am authorized to negotiate and contractually bind Ghirardelli.

Sincerely,

Ghirardelli Associates, Inc.



Randall Bruner, PE, President/CEO
2055 Gateway Place, Suite 470, San Jose, CA 95110
408-930-3410 | randy@ghirardelliassoc.com

**CITY OF EL CERRITO
PUBLIC WORKS DEPARTMENT**

**REQUEST FOR PROPOSALS (RFP)
FOR
CONSTRUCTION MANAGEMENT SERVICES ON THE
DEL NORTE TRANSIT-ORIENTED DEVELOPMENT COMPLETE STREETS, PROJECT
C4014, FEDERAL PROJECT CML 5239(029)**

ADDENDUM NO. 1

May 25, 2023

TO: All Prospective Proposers

The additions and/or deletions contained in this Addendum shall be made part of the REQUEST FOR PROPOSALS (RFP) for CONSTRUCTION MANAGEMENT SERVICES ON THE DEL NORTE TRANSIT-ORIENTED DEVELOPMENT COMPLETE STREETS, PROJECT C4014, FEDERAL PROJECT CML 5239(029), dated May 8, 2023, and shall be subject to all requirements thereunder, as if originally included.

Acknowledge of this addendum is required on your proposal.

No change to proposal due date and time.

The Request for Proposals is revised as follows:

SELECTION PROCESS: Interviews of short-listed firms will be conducted via a virtual meeting, link to be provided at the time of interview scheduling.

Responses to Questions Received

Question 1: Does the City have an E76 for this project?

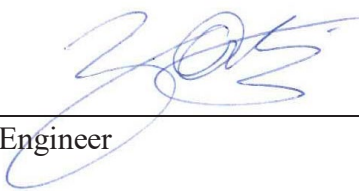
Response: City has not yet received an E-76 for construction from Caltrans. Receipt is anticipated in June 2023.

Question 2: Does the City have a ROW Cert?

Response: City has received a Right-of-Way Certification for this project from Caltrans.

Question 3: Will public work be contracting Task 2 Quality Assurance, Inspection and Material Testing directly?

Response: No, these tasks are included in the scope of services for this proposal under Task 2, page 4.



City Engineer



Statement of Project Understanding & Work Plan

Project Understanding

Del Norte Transit-Oriented Development Complete Streets Project consists of work along San Pablo Avenue from Ohlone Greenway Trail Crossing on the north end to the intersection with Potrero Avenue on the south end. Those work limits include improvements on Knott Avenue, Cutting Boulevard, Hill Street, and Eastshore Avenue. Each of these streets intersects San Pablo Avenue.

As the southern section of San Pablo Avenue is incorporated into State Route 123, coordination with Caltrans will be necessary. El Cerrito Del Norte BART Station is also within the work area, and outreach and communication with BART and its commuters will also be required. Also included in the limits are various utilities (PG&E, AT&T, EBMUD, ASG Fiber Optic, Stege Sanitary District, city traffic signals, and interconnects) whose facilities must be adjusted. The duration of the project is 250 working days. The DBE goal for the contract is 19%.

The specific construction management scope of work involves curb, gutter, sidewalk, ADA ramps, street lights, traffic signals, drainage, seal coats, striping, landscaping, and irrigation. Three bid alternatives include rectangular rapid flashing beacons (bid alternate 1), raised concrete/landscaped buffers (bid alternate 2), and various Hill Street improvements (bid alternate 3).

Our review of the plans highlights a few major key considerations:

- **Traffic Control** – Night work is prohibited, and the implementation of two lanes for travel poses challenges to the fog/slurry seal operations due to limited space in certain areas where accommodating three lanes is not feasible. Moreover, it is important to note that the entire work stretch from Potrero Avenue to Cutting Boulevard, as well as from Cutting Boulevard to the Rte 80 ramps, falls within the jurisdiction of State Route 123. Considering the Co-Op agreement between the City and Caltrans, we must remain aware of its contents and respective responsibilities to verify adherence.
- **Crack Sealing** – Quantities are a challenge, and overruns occur frequently.
- **Bus Pad Reconstruction** – Coordination with AC Transit and the establishment of temporary bus stops are necessary. Additionally, the project includes specific provisions for bus shelters. It is crucial to recognize the significance of these arrangements, particularly for individuals with ADA requirements who heavily depend on bus transit for their mobility. Temporary ADA access might need to be constructed for the temporary bus stops during the execution of the work.
- **Bike Lane Delineation** – Materials are specific for this item of work.
- **Traffic Signals** – The implementation of new traffic signals at Hill Street/San Pablo Avenue and Cutting Boulevard/San Pablo Avenue, along with the Hybrid Pedestrian Crossings at Cutting Boulevard/Peerless Avenue and Wall Avenue/San Pablo Avenue, entails the procurement of numerous long lead items and necessitates extensive coordination among multiple stakeholders. This coordination encompasses the City, Caltrans, AC Transit, and PG&E. Additionally, the project encompasses various signal elements such as interconnects, rectangular rapid flashing beacons (RRFBs), transit signal priority equipment, and street lights. Proper coordination with PG&E is crucial for seamless integration of their services.
- **Planting and Irrigation** – The project mandates the involvement of a licensed Landscape Architect who will oversee the one-year plant establishment period. Effective coordination with Caltrans is essential to comply with their requirements and guidelines. Our team includes Merrill Morris Partners, an experienced firm working with Caltrans in this capacity.
- **Survey Monuments** – The contractor will be required to tie the existing existing survey monuments in before starting work, then re-establish them after improvements are made.

Work Plan Approach

Ghirardelli will provide professional construction management services for the construction of this project from pre-bid to close-out. Our approach begins with an understanding of the project's primary objectives:

1. **Cost** - To deliver the project within budget.
2. **Schedule** - To complete the scope in the allotted time.
3. **Quality** - To execute the project in compliance with the project plans and technical specifications.
4. **Local Impacts** - To minimize traffic to the motorists and the adjacent neighborhoods.

After reviewing the RFP documents, we have identified four key factors in our work plan approach to facilitate these objectives:

1. Public Outreach Program

San Pablo Avenue corridor plays a crucial role in the local community, connecting various commercial and retail establishments and transit options and serving as a vital route for local traffic. The project's site, located within this corridor, is likely to have impacts on different stakeholders, including local traffic, transit users, businesses, and nearby schools like Summit K2.

- **Local Traffic** – The project site is situated along the San Pablo Avenue corridor, so it is expected to impact local traffic. Construction activities, road closures, or detours may be necessary during the project implementation phase, which could result in temporary disruptions and changes to traffic patterns. It is important for the project team to carefully plan and communicate any anticipated traffic impacts to minimize inconveniences for residents and businesses.
- **Transit Users** – The San Pablo Avenue corridor is served by transit options such as the BART station and AC Transit bus routes. The project's construction or any changes to the corridor may affect transit operations and routes. It is crucial to consider the needs of transit users and work closely with transit agencies to ensure minimal disruption to their daily commutes and provide alternative transportation options, if necessary.
- **Businesses** – The San Pablo Avenue corridor houses a variety of commercial and retail establishments, including well-known businesses like Home Depot and El Cerrito Honda. Construction activities and changes to the corridor could potentially impact these businesses, such as limited access or decreased visibility, which may affect their operations and customer flow. Engaging with local businesses, understanding their concerns, and implementing mitigation measures can help minimize the negative effects on their operations.

- **Nearby Schools** – Summit K2, a nearby school, may also be affected by the project. The safety and accessibility of students, parents, and staff should be taken into account during the construction phase. Coordination with the school administration and relevant authorities is essential to address any potential impacts on school activities, transportation routes, or pedestrian safety.

We understand that public outreach is a component that will influence how motorists, businesses, BART, and adjacent neighborhoods will experience the impacts of construction activities. Because community support and cooperation will be needed for a year, the public must be informed of all upcoming phases and staging adjustments. Our Resident Engineer John Collins, PE, QSD, in partnership with VSCE, will lead the public outreach program, which will include:

Construction Planning and Coordination:

- Develop a detailed outreach plan that includes specific neighborhoods, property owners, businesses, transit providers, service providers, etc.
- Encourage the contractor to incorporate notification requirements into the project schedule and sequence of work.
- Implement a process for addressing public concerns.
- Participate in project weekly meetings with the contractor to exchange information affecting public outreach.
- Provide feedback to the construction management team and contractor regarding public experience and concerns; strategize ways to improve traffic impacts.
- Regularly evaluate the efficacy of notification means and methods; implement adjustments as needed.

Stakeholder Engagement:

- Prepare summaries of the planned lane and sidewalk closures and/or detours.
- Participate and prepare materials for public meetings such as City council updates and special events such as ground-breaking or ribbon-cutting.
- Prepare display materials, notifications/flyers, newsletters, traffic advisories, City-approved media advisories, and email traffic alerts.
- Conduct public information meetings and distribute notification materials.
- Address public concerns with City guidance and supervision as needed.

Media Management:

- Maintain project website to communicate project updates.



- Prepare updates for social media (such as NextDoor, Facebook, Twitter, etc.).
- Establish and monitor phone and email project hotline.
- Maintain a log of inquiries and responses.

By taking a proactive approach to public outreach, we will keep the public informed and safe by providing advance, clear and concise notifications that will allow them to plan and reduce disturbances to their daily commutes. Inevitably, their experience will influence how successful the project is perceived.

2. Utility Coordination

Because of the numerous utilities that are located within the project limits, utility coordination will play a significant part in the project's success. It is imperative to stay ahead of the coordination that will need to occur for construction to proceed without the risk of delay. Our efforts will focus on the following:

Utility Identification and Mapping:

- Utilize the survey provided in the plans to locate and note all existing utilities within the work area.
- Create and maintain a detailed utility map highlighting the type, size, and depth of each utility along the entire length of the project. As work progresses, a site utility map will be updated to be used in coordination meetings.

Stakeholder Engagement:

- Initiate communication with utility companies, municipal authorities, and other relevant stakeholders.
- Share project plans, mapping, schedules, and proposed construction methods to gather input and identify potential conflicts.
- Establish regular meetings and communication channels to verify ongoing coordination throughout the project.

Utility Conflict Analysis:

- Analyze the utility maps and project plans to identify potential conflicts between the proposed paving work, median work, brine line installation and existing utilities.

- Assess the severity and potential impact of each conflict on project timelines, costs, and utility services.
- Prioritize conflicts based on their significance and develop strategies for resolution.

Conflict Resolution Strategies:

- Coordinate with utility companies to adjust the location or elevation of affected utilities if feasible.
- Develop temporary utility relocations or bypass plans where necessary.
- Consider using protective measures such as shoring, shielding, or encasement to verify the safety of utilities during construction.
- Seek necessary permits, approvals, or easements for any required utility modifications or relocations.

Construction Planning and Coordination:

- Develop a detailed construction plan that includes specific utility coordination procedures and best practices with the contractor and utility stakeholders.
- Encourage the contractor to incorporate utility coordination requirements into the project schedule and sequence of work.
- Conduct regular coordination meetings between the contractor and utility companies to address any ongoing concerns or changes.
- Implement strict quality control measures to prevent accidental utility damage during construction activities.
- Establish a process for documenting and reporting any encountered or unforeseen utility conflicts during construction.

Continuous Monitoring and Communication:

- Regularly monitor construction activities to verify compliance with the utility coordination plan.
- Maintain ongoing communication with utility companies and other stakeholders throughout the project to address emerging issues promptly.

- Document and report any changes or modifications made to utility layouts, relocations, or repairs.

Post-Construction Evaluation:

- Conduct a post-construction review to assess the effectiveness of the utility coordination process.
- Identify any lessons learned or areas for improvement in future projects.
- Review updated utility records and as-built drawings reflecting the final utility configurations.

3. Construction Staging and Traffic Control

With eleven construction stages planned, close coordination and collaboration with the contractor will be critical to executing the specified work. Each stage is comprised of multiple phases, making it essential that required submittals, permits, and notifications are in place. Specifically, traffic control plans must be submitted with sufficient time for review and resubmission if needed. Working with the City, each member of our team will have a role in carrying out the construction stages including but not limited to:

Resident Engineer/Deputy Resident Engineer/Office Engineer:

- Assist with any materials pre-ordering to mitigate long lead item delays.
- Prepare a list of required submittals and note due dates as it relates to upcoming fieldwork.
- Review the project schedule and updates of schedule to track work progress.
- Identify areas of concern.
- Flag RFIs that have the potential to impact the schedule and work with prioritize resolution.

Utilities:

- Work in partnership with the contractor to identify and resolve utility conflicts in advance of the work.
- Manage communication between the construction management team, utility companies and municipal authorities and other relevant stakeholders.
- Drive for utility conflict resolution that prioritizes safety and achieving project intent.

Civil/Electrical Inspector:

- Monitor traffic control for public safety and effectiveness.
- Coordinate material testing with associated field-work.
- Participate in discussions regarding traffic control improvements

Public Outreach:

- Receive input from the construction management team, contractor and City regarding public outreach needs and public comments.
- Provide and update notifications as needed during each new construction stage/phase.
- Continuously monitor public feedback and discuss any concerns with the construction management team and the City.

Scheduling:

- Review the contractor's baseline project schedule.
- Review the contractor's biweekly update of schedule.
- Advise the City of any schedule concerns noted during review.

Materials Testing:

- Conduct all required testing and inspections per the project plans and technical specifications.
- Provide timely reports and inform of non-compliance issues immediately.
- Provide inspection feedback to the Construction Inspector and contractor when onsite observing construction operations related to material testing.

4. Funding Requirements and Document Control/Workflow

This project has various federal, CCTA, and City funds. Segregation of funds for reimbursement will be required.

Workflow processes that support timely and accurate funding reimbursements will be integral to our contract administration efforts. Our team is knowledgeable in federal and Caltrans requirements and forms for reimbursement, retention release, progress reporting, annual reporting, and final reporting. This includes implementing the Local Assistance Procedures Manual (Chapters 15-17) for local agency administration. The document control system will be set up and maintained throughout construction to facilitate reimbursements and an efficient project close-out.

At the outset, our team will meet with the City to understand its processes, and the document workflow will be outlined to verify that distributions and approval routings are established and followed during construction. With the City's concurrence, adjustments to the document workflow will be made if construction progress is affected by the routing/review/response times.



Scope of Services

Ghirardelli is prepared to support the City in providing comprehensive contract administration and construction management services covering pre-construction, and post-construction phases. At a minimum, our services will include the scope of services described in the RFP, the tasks described in our work plan approach and encompass the following:

Pre-Construction Phase

1. Meeting with City Staff

The construction management team will meet with City staff and the Engineer of Record to review the project objectives, scope, anticipated construction schedule, PS&E requirements, constraints, and funding.

2. Stakeholder Identification and Engagement

Given the numerous utilities and stakeholders for this project, the construction management team will reach out to the utilities and other key stakeholders to establish lines of communication, provide awareness of the project, and understand their priorities, work approval requirements, and timing. Notification protocols will also be established so that notifications and coordination are provided in a timely manner to minimize the chance of impacts on the project's progress during construction.

3. PS&E Constructability Review

The constructability review will focus on identifying inconsistencies, omissions, or ambiguities that could result in unanticipated extra work, excessive delays, or potential claims, as well as opportunities to reduce cost or risk. The construction management team will review the plans and specifications and visually survey the project location. The construction cost

estimate will be reviewed for applicability, reasonableness, and completeness. Findings and recommendations will be shared with the City and the Engineer of Record.

4. Document Existing Site Conditions/Drones

In conjunction with the City, contractor, and local property owners, the construction management team will photograph and video existing conditions to document the "as-is" condition for the project records and highlight any areas of concern. With the City's concurrence, our drone capabilities will also be leveraged to document existing conditions that are best captured from overhead. These records will be used for reference during construction.

5. Pre-Construction Conference

The Resident Engineer will organize a preconstruction conference with the contractor, subcontractor, City staff, the Engineer of Record, stakeholders, utility agencies, and other project participants to discuss the project, guidelines, and expectations. An agenda and the meeting minutes will be prepared.

Construction Phase

6. Project Construction Records

The project filing system will be established per Caltrans Local Assistance Procedures Manual and tailored to the project's needs. Electronic files will be maintained on a platform that can be shared with the City. Hard copy documentation can also be maintained if requested.

7. Coordination

The Resident Engineer will verify that Inspection staff and the materials testing firm fully cover the work and that day-to-day coordination with the contractor and project stakeholders is



maintained throughout construction. Oversight will also be provided to confirm that the contractor provides adequate notification to utilities, local agencies, and the City.

8. Contract Administration

The Resident Engineer will manage the day-to-day administration of the project and serve as the City's representative to the contractor, representing the City and the construction management team. The construction management team will cover the following responsibilities, and other tasks that may arise during construction:

- Working directly with the City Project Manager.
- Serving as field liaison with other agencies and material testing firm.
- Reviewing project submittals and RFIs and providing timely responses.
- Coordinating with the Engineer of Record on RFIs and submittal reviews.
- Communicating with the contractor via phone, email, and letter correspondence.
- Answering questions and providing updates and information to the City, and seeking approvals as needed.
- Coordinating, managing, and reviewing materials sampling, certifications, and testing activities in accordance with the specifications and in conjunction with the Inspectors.
- Preparing, reviewing, and signing off on progress pay estimates.
- Being available to answer questions from the public about project work and schedule.
- Monitoring cost and schedule for adherence to budget and contract days, respectively.
- Monitoring the contingency balance, including change order commitments, actual and anticipated under/overruns in contract quantities, and any other cost impacts identified or stipulated by the contract.
- Reviewing, validating, preparing, and negotiating change orders.
- Attending regular project meetings and other meetings as required to execute the project.
- Monitoring action items and advising the City on required actions and responses.
- Assisting the City with required reporting and documentation.
- Providing quality assurance for compliance with contract plans and specifications.
- Verifying on-going project safety and chairing safety meetings as required.
- Issuing a weekly statement of working days to the contractor.

Traffic control plans and haul routes will require special attention to monitor and minimize impacts on the local community. Access to transit and emergency services must also be considered and maintained.

A regular "Status of Construction/Resident Engineer's" report will be prepared, summarizing the week's activities, areas of concern, the status of change orders and contingency balance, pertinent conversations, and noteworthy correspondence that affects the project and contract.

9. Weekly Progress Meetings

The Resident Engineer will chair weekly meetings with the contractor, City staff, the Engineer of Record, and other interested parties. Agendas and meeting minutes will be prepared and distributed. Agenda topics will cover the 3-week look-ahead schedule, overall schedule progress, RFI and submittal status, extra work and change orders, safety and housekeeping, public relations, utility coordination, control of materials – certificates of compliance and testing results, scheduling of special testing, inspections, unresolved issues and new business.



10. Inspection/SWPPP

The Inspectors will be responsible for daily project accountability, verifying safety and compliance with the plans, specifications, and the SWPPP. Implementation of traffic control plans will be monitored, and adjustments will be facilitated to maintain safety. A daily report with progress photos will be prepared, including records of quantities for progress payments on each day that measurable work is completed. This information will confirm the quantities for the monthly pay estimates. The Inspectors will also follow through with local agencies for storm drain and irrigation connections and to verify survey monuments are preserved.

11. Quality Assurance – Materials Testing and Special Inspections

Ghirardelli will monitor and coordinate materials testing and special inspections in collaboration with ISI, a trusted partner involved in many of our Bay Area projects. In close coordination with the Inspectors, subconsultant, ISI, will handle sampling, testing, plant inspection services, reporting, and feedback to verify compliance with contract specifications. Ghirardelli will also work with local agencies to facilitate storm drain and irrigation connections and to verify the preservation of survey monuments.

12. Project Schedule and Monthly Update Reviews by Project Controls – Scheduler

Given the limited work hours and the extensive utility network underlying San Pablo Avenue it is paramount to perform a thorough review of the contractor's baseline schedule and the schedule updates. The baseline review will be conducted to analyze and identify any risks to the project's timely completion, while the monthly schedule reviews will be a tool to keep a pulse on the weekly progress and to proactively take action to mitigate potential delays.

13. Punch list Preparation

As the project progresses, a review of the improvements will be made and items needing attention will be noted in a punch list and provided to the contractor in a timely manner. Items affecting public safety will be prioritized for immediate resolution.

Post-Construction Phase

14. Final Punchlist Preparation

A final punch list will be prepared for any remaining outstanding items and transmitted to the contractor. Completion of the punch list will be tracked and monitored for completion.

15. Project Close-out

Project close-out proceedings include review and approval of all contractor's final submittals required by the contract, as-builts, warranties, guarantees, punch list completion, and resolution of outstanding items. Completion of change orders and the final pay estimate and issuance of the Certificate of Substantial Completion will also be finalized.

16. Preparation of Deliverables

At the end of the project, the following will be transmitted to the City:

- Deliverable #1 – Project Construction Records (in electronic form via CD, DVD, or flash drive).
- Deliverable #2 – As-builts. The latter will be reviewed and include a letter from the Resident Engineer verifying that the drawings are accurate.



Statement of Experience and Qualifications

Ghirardelli is a full-service construction management firm founded in 1999 as a transportation engineering support service to Caltrans. Over 24 years, we have grown and currently employ more than 175 Engineers, Construction Managers, Inspectors, and other professionals. Incorporated in the State of California, with nine offices throughout the state, we have supported more than 100 public agencies by providing construction management for public works projects. Our local office is at 1970 Broadway, Suite 1220, Oakland, CA 94612. Other offices include San Jose, Roseville, Folsom, Redding, McKinleyville, Irvine, Commerce, and San Diego.

We are well-suited for this role, having a history of delivering high-quality and responsive services that minimize local traffic impact, keep communities safe and informed, and complete projects on schedule and within budget. Our focus and in-depth expertise make us the ideal construction management partners to support this project for the City. ***With Ghirardelli, we go beyond so that you can build with confidence.***

Our executive management team meets regularly with our Project Managers to monitor projects and operations. Ghirardelli staff can often cover multiple roles with minimal guidance and supervision to create cost-effective services. Our services and types of projects include, but are not limited to:

Scope of Services:

- Construction Management and Inspection
- Project Management
- Constructability/Biddability Review
- Drone and Photo Documentation
- Grant Writing
- SWPPP Compliance
- Project Controls - Cost Management and Scheduling
- Claims Analysis/Support

Types of Projects:

- Complete Streets
- Utility Relocation/Replacement
- Road Diets
- Intersection Improvements/Signalization
- Roadway Reconstruction and Rehabilitation
- Trails and Open Spaces
- Marina Structures (ferry terminals, boat ramps)
- Sidewalks, Curb, Gutter, ADA Improvements
- Pedestrian/Bicycle Overcrossings
- Bridge and Grade Separations
- Wet and Dry Utilities/Joint Trench

Our company has a proven track record of delivering exceptional project-specific services, which has earned us a loyal base of repeat clients. We take pride in cultivating strong, personalized relationships with our clients, tailoring our services to meet their unique needs. At Ghirardelli, we have a team of seasoned experts who possess the knowledge and skills necessary to provide our clients with the highest quality of service. Our pursuit of excellence is evident in every project we undertake, and we strive to deliver results that leave our clients fully satisfied.

Availability to Pursue Completion of this Project

Ghirardelli is of sufficient size and has the capacity and resources to manage and execute many projects concurrently. In any given year, Ghirardelli manages over 100 task orders for more than 30+ clients statewide. We are experts in managing contracts involving multiple concurrent assignments and are successfully executing these. We encourage you to contact our current clients about our ability to manage a high volume of work within strict time frames.

Our well-established quality control procedures are seamlessly integrated into every facet of our professional practice. These techniques encompass various measures, including meticulous workload management. To optimize efficiency and adaptability, our Senior Managers conduct weekly meetings where adjustments to task execution are made in response to shifting client schedules and other time-related changes. With this proactive approach, we have a high level of confidence that our existing workload, although robust, will allow for the successful completion of any projects arising from our contract with the City.

The Ghirardelli Team

The Ghirardelli team includes three hand-selected firms: Inspection Services, Inc., Merrill Morris Partners, and VSCE, Inc. Together, our capabilities exceed the scope of services.

Materials Testing

Since 1995, **Inspection Services, Inc. (ISI)** has established itself as a leading provider of specialized inspection and materials testing services with the highest expertise, accuracy, and integrity. Headquartered in Berkeley, CA, ISI is a certified SBE/MWBE/DBE company with an additional office and laboratory located in Torrance. Unlike construction management firms or geotechnical engineering firms with inspection services as a secondary offering, ISI is solely dedicated to delivering exceptional inspection and testing services. With a team of nearly 100 employees, ISI possesses the necessary depth of resources and breadth of knowledge to ensure the delivery of high-quality and responsive services to clients. ISI's inspection personnel are proud members of Operating Engineers Local 3.

ISI possesses extensive knowledge and familiarity with the Standard Specifications for Public Works Construction (SSPWC), Caltrans regulations, the California Building Code (CBC/Title 24), and the International Building Code (IBC). The company employs California-licensed Civil, Geotechnical, and Quality Engineers and ICC, OSHPD, DSA, AWS, ASNT, ACI, and NICET-certified inspectors and technicians. Additionally, ISI boasts a team of experienced supervisors and support staff.

The company operates full-service materials testing laboratories in Berkeley and Torrance, CA. These laboratories are under the technical direction of registered professional engineers, ensuring the highest level of expertise and adherence to industry standards. The testing facilities undergo inspections and maintain accreditations with reputable organizations such as AMRL/AASHTO, CCRL, DSA, and Caltrans. Both laboratories participate in the reference sample programs administered by the Cement and Concrete Reference Laboratory (CCRL) and the American Association of State Highway Transportation Officials (AMRL/AASHTO), underscoring ISI's commitment to maintaining rigorous quality control measures.

Landscape Architect

Merrill Morris Partners (MMP) is a professional landscape architecture firm and woman-owned small business, DBE/SBE, with offices in San Francisco and Oakland. The firm supports a team of landscape architects, planners, and design professionals. Since its establishment in 1980, MMP has been actively engaged in the Bay Area, undertaking numerous projects that included construction administration services. Renowned for their ability to collaborate with diverse groups and bridge the interests of private entities, stakeholders, and agencies, MMP strives to deliver innovative solutions for complex sites, synthesizing landscape elements that enhance placemaking and prioritize environmental responsibility.

With nearly four decades of experience, MMP has established itself as a prominent player in Northern California's transportation infrastructure. The firm is highly regarded for its exceptional expertise in safety and accessibility standards, as well as its proficiency in amenity design, site planning, and programming within the transportation field. MMP's portfolio encompasses projects that encompass all modes of transportation, ranging from pedestrian and bicycle pathways to streetscape enhancements, complete streets, highways, transit systems, grade separations, light and heavy rail, and airports. Their comprehensive suite of services includes planning, site feasibility assessment, environmental mitigation, station design, and campus design, spanning the entire project lifecycle from conceptualization to construction administration. Throughout the Bay Area, MMP has served a diverse array of communities and transit agencies, delivering a wide range of urban design, streetscape development, transit planning, and corridor projects. The firm's team of experts excels in developing urban design solutions that promote multimodal access and contribute to the creation of more livable cities and communities.

Public Outreach/Funding Documentation & Electrical Inspection

VSCE, Inc. (VSCE) is a DBE (CUCP), SBA (State of California DGS), and SLEB-certified firm providing public agencies program management, construction management, and public relations services. VSCE has headquarters in Oakland and additional offices in Stockton, San Jose, and Los Angeles. The firm's team of over 25 in-house employees includes Program Managers, Design Engineers, Public Relations Specialists, Resident Engineers, Construction Managers, Inspectors, and Office Engineers, with a combined experience exceeding over \$2 billion in project construction valuation. VSCE has worked on numerous highway, bridge, transit, and building projects for public agencies and cities throughout California, such as Caltrans, Port of Oakland, BART, and cities of Oakland, San Jose, San Francisco, and Fresno, among others. The firm's Project Managers are highly motivated and service-oriented, with expert knowledge in resolving environmental, planning, design, and construction issues. VSCE is particularly well-suited to provide Construction Management services to local agencies on highway projects built to Caltrans Standards and the Local Assistance Procedures Manual.

Organizational Chart

Each member of our team is committed to completing your project. The organization chart below shows our team structure and defines relationships among disciplines and tasks. On the following pages, we have provided resumes of key staff demonstrating their project qualifications, professional licenses/certifications, and years of experience. Our team includes 3 DBE subconsultants to meet the minimum participation of 19%.

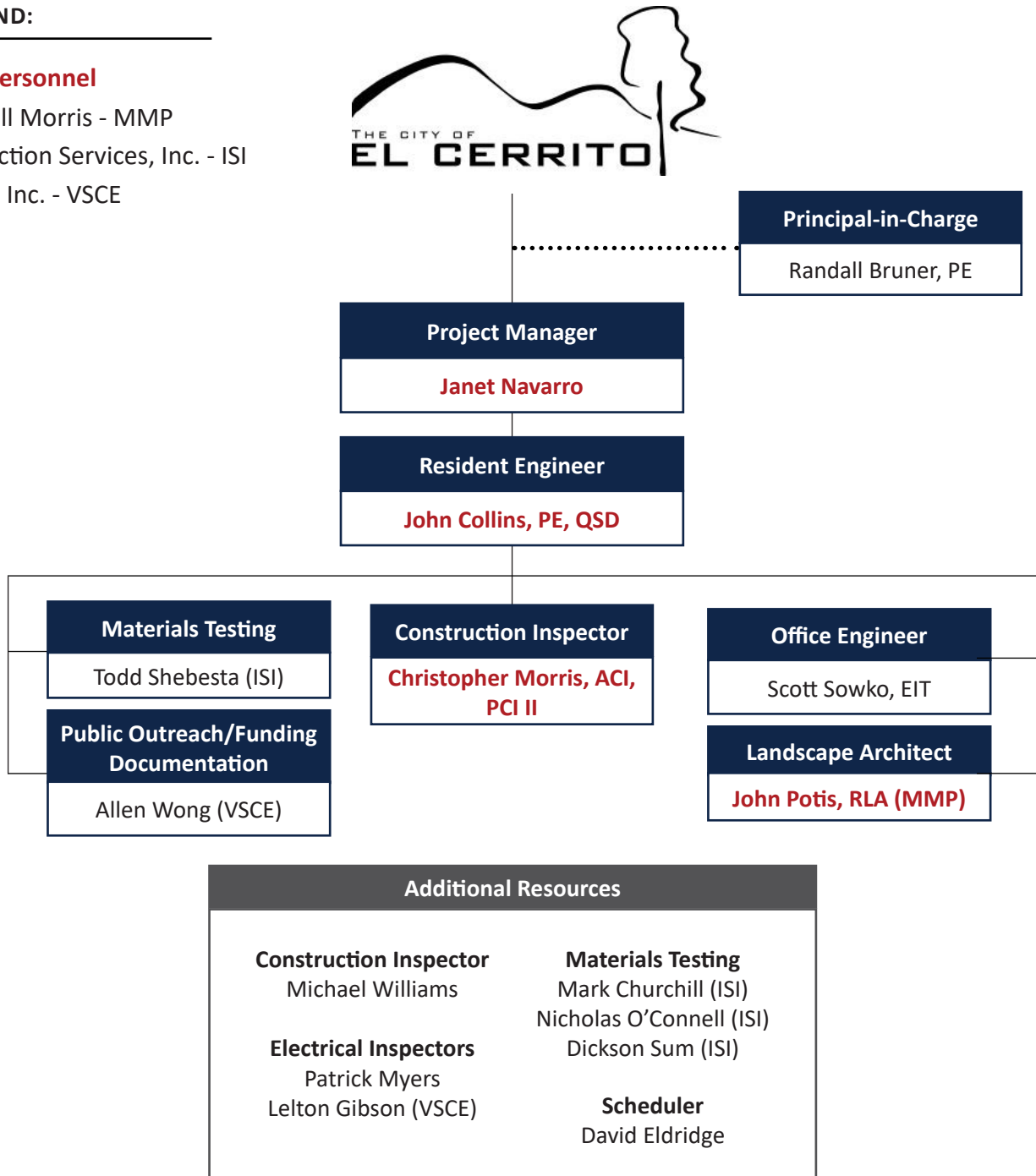
LEGEND:

Key Personnel

Merrill Morris - MMP

Inspection Services, Inc. - ISI

VSCE, Inc. - VSCE



Janet Navarro Project Manager



Education:

M.S., Civil and Environmental Engineering, Stanford University

B.S., Civil and Environmental Engineering, University of California, Berkeley

Registrations:

HI, Professional Civil Engineer, No. 14971

Years Experience: 24

Tenure w/ GA: 8

Summary:

Janet is a professional engineer with 24 years of project management experience and a proven record of delivering multiple projects on schedule and within budget. Her experience includes public works and local transportation agencies, as well as working with the State of California and private developers.

Relevant Project Experience:

City of Vallejo: Sacramento Street Road Diet and Rehabilitation

Project Manager | Located along Sacramento Street from Tennessee Street to Capitol Street in the City of Vallejo, this project reduces the number of lanes from two in each direction to one plus a center turn lane. The project also includes the installation of a new designated Class 2 bicycle lane or bicycle sharrow with corresponding pavement signage and striping. Remove and replace 2" AC pavement in select locations, slurry seal, upgrade curb ramps, and restriping. The scope of work includes: moving and replacing curb, gutter, sidewalk, and curb ramps; cold-planing removal of asphalt concrete; hot-mix asphalt paving with pavement fabric; lowering and raising of existing utilities; pavement striping, signage and traffic signal modifications and removal and installation of inground detector loops. Work includes demolition, traffic control, staking, and all associated work. Ghirardelli is currently providing project management for Caltrans coordination/federal funding construction authorization, award, reimbursement and closeout, resident engineering, and office engineering services.

County of Alameda: Castro Valley FY 21 Overlay Project

Resident Engineer | Ghirardelli provided construction management, construction inspections, and material testing services for several street maintenance projects in Castro Valley neighborhoods. The paving work included curb and gutter repairs, grinding, resurfacing, and striping.

BART: Gateway at Millbrae Transit Oriented Development - Civil and Site Improvements

Resident Engineer | Janet served as the owner's representative for the City of Millbrae for the Gateway at Millbrae Transit-Oriented Development project. The project entailed the development of the 17.8-acre site into a mixed-use commercial, retail, hotel, and veteran's affordable housing. She provided construction administration and management services, including reviewing and responding to RFIs, submittals, and project correspondence. She also coordinated with third-party agencies such as SFO, CCFD, and BART PD. She ensured compliance with dual agency permit requirements, coordinated field activities, supervised the site, and ensured public safety.

Janet was responsible for overall project coordination with the City of Millbrae, BART, the developer, and the general contractor. Her duties included overseeing the demolition of existing underground utilities, surface parking, AC pavement, landscape, vegetation, concrete, bus shelter, and monument signage. She supervised the day-to-day operations, including the installation of new storm drains, sanitary sewers, domestic water, fire water, and joint trench. Additionally, she oversaw site improvements such as curbs, gutters, sidewalks, dog walks, paseos, and bioretention areas. The scope of her responsibilities also included site lighting, landscaping, new improvements for passenger/carpool/bus drop-off areas, and wayfinding and signage for BART and the City.

City of Orinda: 2021 Annual Paving Project

Project Manager | Ghirardelli is providing construction management and inspection services for the \$3 million-dollar 2021 Annual Paving Project. This program implements annual pavement repairs on collector and arterial streets, which are selected through the City's Pavement Management Program and recommended for construction by the Citizens' Infrastructure Oversight Commission (CIOC) and the City Council. The project involves various pavement repair and rehabilitation methods such as slurry seal, micro surfacing, mill and overlay/inlay, and full-depth reclamation. Additionally, it includes storm drain culvert rehabilitation and/or replacement.

East Bay Regional Park District: Doolittle Bay Trail

Project Manager | The Doolittle portion of the Bay Trail runs parallel to Doolittle Drive (Caltrans State Route 61) along the Martin Luther King Jr. Regional Shoreline in Oakland, CA. This trail serves both recreational and commuting purposes. Doolittle Drive acts as a barrier between North Field at Oakland International Airport and the EBRPD MLK regional shoreline. The EBRPD manages the Shoreline Center Facility, a versatile meeting space available for community rental near the boat launch and parking lots within and near the project area.

The multi-faceted project encompasses several elements and necessitates coordination with various agencies to achieve its goals. These goals include ensuring safe bicycle and pedestrian

access within MLK Jr. Regional Shoreline, closing a gap in the larger San Francisco Bay Trail, replacing an existing boat launch, and providing shoreline protection and wetland mitigation. The project's right of way falls under the jurisdiction of Caltrans, and construction in those areas will adhere to Caltrans guidelines.

The activities to be performed in this project include grading/earthwork, including in-water work; partial demolition of the existing road; widening and rehabilitation of the existing road; construction of the trail; paving; drainage; installation of guardrails; shoreline protection; signal and electrical work; installation of signs and striping; planting; irrigation; seeding and erosion control; demolition and replacement of the boat ramp.

City of Union City: East Plaza Improvements Project

Assistant Resident Engineer | This City of Union City Transit-Oriented Development (TOD), Federally-funded project involved the construction of a new roadway, and included grading, asphalt paving, concrete curbs and gutters, sidewalk, sanitary sewers (300' of 8" SDR 26 PVC), storm drains (200' of 24" class-3 reinforced concrete pipe), water lines, manholes, storm water inlets, and fire hydrants. Also involved, was the installation of landscaping, an irrigation system, hard-scape, a water fountain, sculptures, street lights, signs, striping, and pavement markings. Janet provided project documentation, wrote daily diaries, documented photograph and quantity tracking, provided plan and specification interpretation, implementation, and compliance, utilized planning skills, developed punch-lists, and assisted the contractor with the correction of deficiencies and project close-out.

BART: Gateway at Millbrae Transit Oriented Development - Parking Garage Modifications

Resident Engineer | Janet is serving as the Resident Engineer for the modifications to the Millbrae Station parking garage being performed as part of the Gateway at Millbrae Transit Oriented Development project. The project includes modifications to create a passenger drop off area on Level 1 as well as restriping on all levels. The scope of work includes demolition, concrete work, ADA improvements, enhanced fire protection, lighting and security systems, and wayfinding.

Janet is responsible for overall project coordination with BART, the City of Millbrae, the developer and the general contractor. She also coordinates with CCFD, BART PD and the BART Parking Administrator to minimize impacts to BART patrons and parking garage customers. Janet manages the field inspection staff in order to ensure compliance with the Site Specific Work Plan and provides frequent updates to the BART Project Manager.

Alameda County Transportation Commission: I-580 Landscaping and Segment 7A of the East Bay Greenway Projects

Assistant Resident Engineer | Janet was involved in the following federally-funded landscaping and greenway projects:

- **I-580 Landscaping Project (\$350K):** This project followed the recently completed I-580 San Leandro sound-wall project in the City of San Leandro, and repaired the existing irrigation system, planted new plants, and added another irrigation system around the sound-walls.
- **East Bay Greenway Project, Segment 7A (\$3 M):** This is a half-mile segment of the planned 12-mile East Bay project. A multi-use Class-1 bike lane facility was constructed parallel to San Leandro Street, from 75th Avenue to 85th Avenue, in Oakland. The facility is a multi-use path for travel in both directions, separated from San Leandro Street, and located on the western side of the Bay Area Rapid Transit (BART) support columns.

Janet provided construction management, contract administration, timely reimbursements, reviewed progress payments and quantity tracking, monitored cost and scheduling, project documentation, interpreted plans, specifications, implementations and compliance, utilized planning skills, developed punch-lists, and assisted the contractor with the correction of deficiencies and project close-out.

John Collins, PE, QSD Resident Engineer



Education:

M.B.A, Business Administration,
University of Phoenix

B.S., Civil Engineering, University of
Maryland

Registrations:

CA, Professional Civil Engineer, No.
47162

Qualified Storm Water Developer,
No. No. 47162

Years Experience: 30+

Tenure w/ GA: <1

Summary:

John has 30+ years of experience in civil engineering and project management. He has served as Contract Manager on numerous on-call contracts with Caltrans, cities, counties, and other local agencies including construction oversight on various transportation authorities. His experience includes construction management, inspection, surveying, civil design, and resident engineering. He has a reputation for fair and equitable resolutions to construction contract claims and constructability issues and was a technical specialist in constructability and biddability reviews.

Relevant Project Experience:

City of Mill Valley: East Blithedale Street Rehabilitation

Project Manager | The project included curb, gutter, sidewalk, ADA ramps, drainage, utilities, rectangular rapid flashing beacons at 7 crosswalks, AC paving overlay, and full digouts. John was the Project Manager and Resident Engineer for this \$8 million street rehabilitation project. John also attended City Council meetings to provide project updates to Council members.

County of Sonoma: State Route 12 Rehabilitation Project

Resident Engineer | A streetscape project in the Hot Springs area just north of the town of Sonoma, California on SR 12. The project was funded from County Redevelopment funds and constructed under an encroachment permit from Caltrans. The project included pavement rehabilitation, sidewalk, curb and gutter replacement, ADA compliant sidewalk and driveway improvements, various dig-outs, AC overlay, storm drain improvements, and upgrading the path of travel to transit facilities including curb ramps. Some utilities were relocated

along with raising existing vaults and boxes to the new grades. Since this is a business district, public relations and pedestrian traffic handling are some of the project challenges. John performed typical contract administration duties and oversaw the work of a County construction inspector.

City of Napa: Imola Pocket Paving and ADA Ramps

Project Manager/Resident Engineer | The project included grind and overlay of the existing pavement with spot digout locations and reconstructing 21 curb ramps to meet ADA compliance along 14 streets. Services included construction inspection, monitoring contractor's schedule, verifying quantities for progress pavements, and coordinating materials testing. John was the Project Manager who provided final design and construction inspection services for the Imola Pocket Paving project.

City of Vacaville: Capital Improvement Resident Engineering Services

Resident Engineer | John was the Resident Engineer for various city capital improvement projects. He performed services that included managing requests for information (RFIs) and change orders, participating in weekly meetings, preparing weekly and monthly reports, reviewing and recommending contractor progress payments, mitigating claims, monitoring the contractor's safety and storm water pollution prevention programs, preparing as-built plans and drafting final reports for invoicing Caltrans and the Federal Highway Administration. He also developed consultant contracts for professional services such as material testing and construction surveys. Projects included the Quinn Road Relocation; Bella Vista Road Realignment and Park-N-Ride; and the Leisure Town Road Park-N-Ride.

City of West Sacramento: On-Call Construction Management and Inspection Support Services

Contract Manager | John was the Contract Manager for a variety of capital improvement projects for the City. Typical services included documenting preconstruction activities, conducting and attending meetings, reviewing schedules, performing cost control, managing submittals, RFIs, change orders and claims, performing field inspection, overseeing testing and managing final completion and project closeout. Specific projects included Industrial Boulevard/Westfield Village Pavement Rehabilitation; Measure K Road Rehabilitation; and subdivision inspections for Bridgeway Lakes and Pleasant Hollow.

Caltrans District 4: On-Call Construction Administration and Support Services

Contract Manager | Services include construction administration, resident engineering, scheduling, cost and change order estimating, construction inspection, utility

relocation, construction staking, quantity calculations and claims support. John's responsibilities included overall project coordination, budget control, providing proper staffing levels, coordination with subconsultants, and ensuring the quality of construction management services. He was responsible for providing on-call construction management and inspection services for multiple projects throughout Caltrans District 4 in Napa and Solano County.

Caltrans District 4: Self-Anchored Suspension Bridge On-Call Construction Administration and Support Services

Contract Manager | Prime consultant providing Caltrans District 4 with construction support services for the self-anchored suspension span bridge project, which was a component in the overall east span seismic retrofit of the San Francisco-Oakland Bay Bridge. Services included construction administration; inspection; estimate reviews; Storm Water Pollution Protection Plan (SWPPP) review; change order management; progress payment management; extra work bill processing; Materials-on-Hand tracking and payments; and technical support with the State's automated Daily Diary system. John was responsible for coordinating with Caltrans to provide support staff; managing the contract and subconsultants; responding to Caltrans' requests for staffing by providing qualified candidates; reviewing project invoices; tracking the project budget; and monitoring the team's services by meeting regularly with project staff and the Caltrans project manager.

City of Mill Valley: 2007/2008 Street Rehabilitation & Sewer Rehabilitation Projects

Contract Manager/Resident Engineer | Projects consisting of rehabilitation of various sewer mains, streets, a police parking lot, and retaining walls. The sewer work included an initial videotape inspection of all contemplated work, root clearing and a choice of either pipe bursting, cured-in-place liners or a cut trench and replace pipe system of repair. Service lateral reconnection was also included in the work. The street rehabilitation included wedge and conform grinds, digout, repair of failed sections of pavement, repair of AC overlay with pavement fabric, total removal and replacement of structural sections, replacement of Portland cement concrete (PCC) curb, gutter and curb ramps, adjustment of various utilities and signing and striping. The police parking lot work included wedge and conform grinds, digout of failed pavement areas, minor PCC curb and gutter replacement, fabric and AC overlay, signing and striping, and parking bumper placement. The retaining wall work included CIDH piles in support of grade beams with new curb and gutter or AC dike on top. Intricate traffic control was required for all work since the streets in Mill Valley are narrow and they wind through steep hill areas. The work had four funding sources (City street funds, City sewer funds, police funds, and FEMA funds for the retaining walls), which required segregated tracking of funds for payment purposes

Christopher Morris, ACI, PCI II Construction Inspector

**Education:**

B.S., Engineering Technology,
Cogswell College, San Francisco, CA

Certifications:

ACI Certification #02137631
PCI Level 2

Years Experience: 30+

Tenure w/ GA: 17

Summary:

Chris has more than 30 years of extensive construction industry experience including management, administration, and inspection of Caltrans projects funded by state and federal regulatory agencies and includes experience working as a project manager for a general contractor. Chris is personable, has a professional manner, and is excellent in negotiating issues with the contractor, coordinating public relations, plan specification interpretation and implementation, problem solving, and detailed contract documentation.

Relevant Project Experience:

County of Marin: Civic Center Drive Improvement Project

Assistant Resident Engineer | This project connected the SMART Train Civic Center passenger station stop to the Marin County Civic Center campus. The project created a new multi-use pathway along Civic Center Drive and a traffic roundabout. Project elements included a new traffic signal equipment, pathway and street lighting equipment, PG&E utility realignments, fiber-optic utility installation, underground drainage improvements, ADA accessibility upgrades, bio-swale construction, architecturally designed flatwork finishes, traffic delineation, signage and new landscaping improvements. This project also involved the coordination of the construction activities within the SMART Train rail agency right-of-way and Marin County Cultural Services agency activities. The implementation of regulatory agency permit conditions associated with working along the tidal Las Gallinas Creek and the clapper rail endangered species.

Chris assisted the resident engineer to administer the construction contract and to document all field work generated by the contractor, coordinated outside testing and inspection services, provided field QA inspection, tracked extra work, documented the progress of work for contract compliance, and provided contract administrative support.

California Department of Transportation: Richardson Bay Bridge Polyester Concrete Overlay Project

Construction Inspector | This is bridge maintenance project consisting of the removal of an asphalt concrete surface of various depths from an existing PCC Bridge Deck and placing a polyester concrete overlay onto it. Mr Morris is District Inspector on this contract coordinating traffic control activities with California Highway Patrol, the General Contractor and the Traffic Control Company. Chris also manages all noise monitoring activities and oversees the General Contractors Air Monitoring Consultant. Chris also inspects the project site to make sure it is following the current SWPPP.

Contra Costa County, Department of Public Works: County-wide Arterial Micro-Surfacing Project

Assistant Resident Engineer | Site work included 21 miles of roadway and entailed performing pavement base failure repairs, the removal of the existing pavement delineation, and the application of micro-surfacing throughout Contra Costa County, on major arterial roadways. Extensive traffic control and the placement of new thermoplastic pavement delineation, was also involved. Chris assisted the resident engineer administer the construction contract and document all field work generated by the contractor, provided field inspection, coordinated County representatives to approve the layout of pavement delineation, scheduled of County inspection forces to provided QA inspection, and maintained daily records of work progress and materials incorporated into the work. Additionally, he tracked daily quantities of work produced, assembled monthly progress payment reports to the resident engineer, and maintained public convenience to the residences and businesses adjacent to the work as work progressed for the civil and structures work, resolved technical issues and interpreted specifications. Chris also assisted with public relations with the adjacent businesses and homeowners' association.

California Department of Transportation: Harbor Bridge Replacement Project

Construction Inspector | The project was a bridge replacement endeavor that took place over the Irwin Creek at the Central San Rafael offramp to Irwin Street. The sitework improvements comprised the installation of underground utilities, site drainage facilities, electrical systems, and irrigation. These installations were strategically located within an existing utility corridor, necessitating extensive coordination with the various pre-existing utilities, some of which were still in operation while others had been abandoned. The project also involved asphalt paving, concrete site work enhancements, and the construction of Bioswales.

Chris played a pivotal role in the project by meticulously documenting the daily progress of the work. This included providing accurate photo documentation and maintaining comprehensive daily records for billing purposes, specifically for extra work. Chris was also responsible for verifying the accuracy

of monthly progress payments. Additionally, Chris maintained open lines of communication with the Caltrans management, the general contractor, and the design team to address any unforeseen conditions and facilitate resolutions as the project progressed and conditions changed.

California Department of Transportation: Greenbrae Pedestrian Overcrossing

Construction Inspector | The pedestrian multiuse pathway was constructed to cross over the Corte Madera Creek, and Chris was assigned the responsibility of inspecting the sitework improvements. These improvements encompassed the installation of underground utilities, site drainage facilities, electrical systems, and irrigation. The installation of these facilities was situated within an existing utility corridor, necessitating extensive coordination with the pre-existing utilities, some of which were active while others were abandoned. The project also involved asphalt paving and concrete site work enhancements, including the construction of Bioswales.

Chris diligently documented the daily progress of the work, ensuring accurate photo documentation and maintaining detailed daily records for billing purposes, particularly for extra work. Furthermore, Chris played a crucial role in ensuring the accuracy of monthly progress payments. Effective communication channels were established between Chris, the Caltrans management, the general contractor, and the design team to address any unforeseen conditions that arose during the project and to find appropriate resolutions as conditions evolved.

Sonoma County Public Works: Boyes Blvd Bridge Replacement

Construction Inspector | The new bridge is a single span precast girder bridge, built to current standards including accommodating a 100-year storm event. The bridge is located in a busy suburban corridor so construction will progress over two seasons. In 2018, a temporary pedestrian bridge was constructed and various utilities were temporarily relocated to this structure. In 2019, removal and replacement of the old bridge was completed including the permanent relocation of utilities to the new structure. Chris maintained construction diaries that included documentation of the work progress, materials tested, and any other pertinent information in a daily diary for permanent record of events. Photographs of project progress were regularly taken and kept for permanent records to support disputes and verify quality for acceptance.

County of Marin: Central Marin Ferry Connection Project

Assistant Resident Engineer | This project extended the Cal Park Hill Multi-Use Pathway southward with a new steel bridge structure crossing over Sir Francis Drake Boulevard (SFDB); an

access ramp leading down to the existing ground-level east-west pathway adjacent to SFDB; a southern connection from the future SMART station; and pedestrian/bicycle improvements to the existing multi-use pathway on the south side of SFDB, from the Highway 101 off-ramp up to the Ferry Terminal property. The project also created a new sidewalk on the north side of SFDB, connecting the path with the sidewalk along Larkspur Landing Circle.

Project elements included a steel, prefabricated pedestrian/bicycle bridge with drilled piers and poured in place concrete deck, grading, retaining walls, paving, lighting, landscaping, sidewalk, signage, and implementation of regulatory agency conditions and other items all including working in a salt marsh environment adjacent to the Corte Madera Creek with the following endangered species: the clapper rail and the salt marsh harvest mouse.

Scott Sowko, EIT Office Engineer

**Education:**

B.S., Civil Engineering California
Polytechnic State University, San
Luis Obispo, California

Certifications:

Engineer-in-Training

Years Experience: 2

Tenure w/ GA: 1

Summary:

Scott is currently providing services to Bay Area Rapid Transit (BART) on multiple projects system wide. His skill set includes knowledge of complete project lifecycle process with hands on experience in design preparation of plans specifications and estimates all the way through construction administration and execution. Scott has acquired practical engineering experience in both design and large-scale construction, along with problem-solving skills needed for successful project execution.

Relevant Project Experience:**BART: Balboa Park Plaza Improvements**

Office Engineer/Inspector | This project reconfigures the passenger drop-off area at the station plaza into a loop configuration by closing off a vehicle entrance/exit off Geneva Avenue. This new configuration activates the space for the community to host Farmer's Markets, gatherings, and community events. Additionally, it creates an ADA accessible space adjacent to a new City of San Francisco housing development for their use, as well as for BART and SFMTA riders and the community at large.

This project will install an ADA-accessible ramp, a combination of tree planters and benches, and open space for gatherings in the lower plaza area. Throughout the process, Ghirardelli coordinates with BART internal stakeholders such as M&E, operation, transportation, and external stakeholders. Ghirardelli provides resident engineering, office engineering, and construction inspection services to verify the successful implementation of this project. Our team is committed to delivering an exceptional outcome that will enhance the community's experience at the station plaza while creating a functional and attractive space for everyone to enjoy.

BART: El Cerrito Del Norte Station

Office Engineer | The project replaced the street grates, constructed concrete collars, rehabilitated existing surfaces,

and the added ladder cages at nine locations on Mission Street in the City of San Francisco. Ghirardelli was in direct charge of all aspects of the project including administration of all project documentation including RFIs, submittals, changes, formal correspondence, NCRs, development of SSWPs and daily reporting.

Ghirardelli worked diligently to manage this difficult project due to schedule delays and contractor performance deficiencies. The schedule was revised to perform work during a continuous 24-hr weekend shutdown which required coordination between inspectors, the City agencies, the Contractor and BART support staff.

BART: Digital Advertising System Wide Installation Project

Assistant Construction Manager | Scott was responsible for managing schedules, budget, field inspectors, and coordination of work with BART, OutFront Media, and the contractor. He also facilitates RFI responses and submittal reviews, with Structural and Electrical Engineers.

BART: Water Intrusion in Train Control Rooms Project

Deputy Project Manager | Scott was responsible for preparation and delivery of civil and waterproofing plans and specifications for 95%, 100%, and Issued for Bid (IFB) submittals. Assists the project manager in project coordination and management of project deliverables and schedule. As Deputy Project manager he has also taken on the role as a lead reviewer for feasibility and constructability of the design. In addition, he has taken on the role of quality control and quality assurance (QA/QC) reviewer of the plans and specifications to verify the project packages are ready for bid.

BART: Slope Stability

Civil Designer | Scott was the Civil Designer assisting project team preparation of contract drawings, specifications, and cost estimates. Scott also assisted with coordination with subconsultants, as well as assisting in the field by performing field investigations for different project sites throughout the BART System. Scott has also helped provide reports summarizing the different repair options noted from field investigations.

LACMTA: Purple Line Extension Segment 1

Deputy Project Manager | Extension from Culver City to Downtown Santa Monica comprised of at-grade stations and grade crossings as well as aerial stations. Assisted in the delivery of the Communications and Train Control scope, and overall commissioning of the line with acting agencies such as LA fire department and CPUC.

Allen Wong

OUTREACH MANAGER



YEARS OF EXPERIENCE:

15

YEARS WITH VSCE:

2

EDUCATION:

BS in Industrial Design,
San Jose State University,
San Jose, CA

BA in Architecture, University
of California Berkeley,
Berkeley, CA

TECHNICAL SKILLS:

Adobe Creative Suite
InDesign
Photoshop
Illustrator
FinalCut
CorelDraw
Wordpress

Allen Wong brings over 15 years of creative services experience in the architectural and engineering fields. He has served in a variety of creative capacities for transit, municipal and federal clients, including website development, document controls, graphic design, quality control, and urban design visualization. Allen has created and maintained multiple websites utilizing a variety of industry-standard content management systems. He is adept at graphic design and presentation software including InDesign, Photoshop, FinalCut, CorelDraw and Illustrator. He is a systems-thinker proficient in developing new methods of facilitating knowledge transfer and collaboration.

PROJECT EXPERIENCE

SAN PABLO AVENUE RAPID CORRIDOR PROJECT, AC TRANSIT | EAST BAY, CALIFORNIA

Public Outreach. Allen was responsible for public outreach on a Transit Signal Priority (TSP) upgrade project to install GPS-tracking TSP along approximately 12 miles of the San Pablo Corridor. He coordinated and distributed the notification of affected businesses and residents by printed media, and issue construction advisories in coordination with AC Transit's marketing communications (Marcomm) and Legal and Community Relations (LACR) departments. Allen monitors the construction toll-free hotline number and email, maintains the communications database, and escalates public comments to appropriate departments. He also managed communication with stakeholder groups, including local cities and jurisdictions such as Caltrans.

DUMBARTON CORRIDOR IMPROVEMENT PROJECT, AC TRANSIT | EAST BAY, CALIFORNIA

Public Outreach. Allen was responsible for public outreach on a Transit Signal Priority (TSP) upgrade project along the State Route 84 corridor in the cities of Union City, Fremont, Menlo Park, and Palo Alto. He coordinates and designs the notification of affected businesses and residents by printed media, and issue construction advisories in coordination with AC Transit's marketing communications (Marcomm) and Legal and Community Relations (LACR) departments. He will establish the construction toll-free hotline number and email, maintain the communications database, and escalate public comments to appropriate departments.

ON-CALL MEDIA AND PUBLIC RELATIONS SERVICES, ALAMEDA COUNTY TRANSPORTATION COMMISSION (ALAMEDA CTC) | ALAMEDA COUNTY, CALIFORNIA

Public Outreach. Allen managed VSCE staff participating in special events and public outreach on behalf of Alameda CTC, representing the organization at public events such as community fairs. This included coordination with the public agency for the transportation of outreach materials from the agency to the event, tabling the event and afterwards, preparing event reports for the agency that included comments, questions and contact information from the public. As such, VSCE has participated in the Fremont Festival of the Arts, Solano Stroll, and Oaktoberfest.

EXPERIENCE

21 Years

CERTIFICATIONS

International Code Council (ICC)

#5280736

- Reinforced Concrete
- Structural Steel / Welding
- Structural Steel Bolting

American Concrete Institute (ACI)

#00063107 : Concrete Field Testing Technician, Grade I

CALTRANS Certification for
California Test Methods: 105, 106,
125 AGG, 125 AC, 216, 231, 375,
504, 518, 524, 533, 539, 540, 556,
557

Nuclear Gauge Operator Training

Rapid Strength Concrete Training

Todd Shebesta was one of ISI's lead inspectors on the Sales Force Terminal project for nearly 10 years. The Terminal takes up 3 full blocks of the Financial District in downtown SF. ISI was involved in the pressure/injection grouting for the entire length of the foundation/pile/shoring wall systems down to 60' below the surface, that took nearly 4 years to complete. Todd joined ISI in 2006 bringing with him over five years of experience in inspection and materials testing. He was the designated Assistant Quality Control Manager for Caltrans on State Route 123 (San Pablo Avenue) in Emeryville. He also serves as the Lead Inspector for the Port of Oakland's paving and soils projects. Todd's multiple certifications and ability to solve problems in the field and the lab make him one of the most knowledgeable and versatile inspectors on ISI's staff.

EXPERIENCE

Below Grade Pressure/Injection Grouting
Concrete Placement and Sampling
Anchor/Dowel Installation
Reinforcing Steel Placement
In-situ Compaction Testing with Nuclear Gauge
Soils / Aggregate Sampling
Soil Nailing Inspections
Structural Steel and Welding
Grout Sampling
Anchor Proof Load Testing
Concrete Lab-Testing
Soils Lab-Testing
Reinforcing Steel Lab Testing

MAJOR PROJECTS

Municipal

SFPW Burke Warehouse, San Francisco
SFPW Animal Care and Control Facility Renovation, San Francisco
SFPW As-Needed Inspection and Testing, San Francisco
City of Berkeley On-Call Roadway Projects, Berkeley
Mia's Dream Come True Playground, Hayward

Infrastructure

Port of Oakland On-Call Projects, Oakland
MOTCO Pier 2 Replacement, Concord
Treatment and Wet Weather Flow Upgrade, Sausalito
San Tomas Aquino Creek Erosion Repair, Various
Sanitary Sewer Easement Rehabilitation, Belmont
Sanitary Sewer Rehab Bancroft, Allston 19-SR03, Berkeley
Jackson Street Sewer Improvements, San Francisco
Santa Clara Water District, Mountain View

Bollman WTP Raw Water Meter & Sedim Basin PN116080, Concord
Bon Air Bridge Replacement, Larkspur
Canal Levee Elimination and Floor Protection, Oakley
Peninsula Corridor Electrification Program, Various
Folsom and Fremont Street Off-Ramp Realignment, San Francisco
Transbay Transit Center Bus Ramp TG#18.1, San Francisco
Transbay Transit Center, San Francisco
Bon Air Bridge Replacement, San Rafael
BART – Hayward Central Warehouse, Hayward
BART - West Oakland Station Seismic Upgrade, Oakland
BART - Daly City Station, Daly City
BART - West Dublin/Pleasanton Station, Dublin
Oakland Airport Terminal Construction Renovation
Oakland International Airport Expansion, Oakland
Lenihan Dam Tunnel, Los Gatos
Breuner Marsh Restoration and Public Access, Pinole

Education

CCSF Chinatown New Campus, San Francisco
CCSF Wellness Center, San Francisco
College of Alameda New Center for Liberal Arts, Alameda
SFSU New Creative Arts Replacement Building Phase 1, San Francisco
SFUSD Tule Elk Park Early ES Modernization, San Francisco
SFUSD Garfield ES Modernization, San Francisco
WCCUSD Woodrow ES, Richmond
UC Berkeley Helios Energy Research Building, Berkeley
UC Berkeley, Li Ka-Shing Center, Berkeley
UC Berkeley Barrows Hall Elevator Extension, Berkeley

Health Care

Zuckerberg San Francisco General Hospital & Trauma Center
Kaiser Napa Medical Center
UCSF Institute for Regenerative Medicine, San Francisco

Process/Industrial

PG&E 77 Beal Street Vault & Shaft Infill, San Francisco
PG&E Mission Substation Phase II, San Francisco
PG&E Primary Grid Control Center, Vacaville
Tesoro Refinery Line 191 Relocation, Martinez

Commercial/Residential

10th & Mission Family Housing, San Francisco
The Standard, 2580 Bancroft Way, Berkeley
Transbay Towers, San Francisco
1700 Owens Street, San Francisco
The Argenta, San Francisco
The Battery, San Francisco
750 Castro Street, San Francisco



Professional Profile

John Potis, RLA

Sr. Associate
Landscape Architect III

CA PLA #4790
jpotis@merrill-morris.com

John Potis brings over 34-years of professional landscape architecture and civil engineering to MMP. He has a strong background in public works and transportation project development, with several specialized areas of expertise: sustainable design, eco-efficient water conservation, safe high use public space, durable and vandal resistant design; ADA compliance and regulatory processing. John has managed many noteworthy public and infrastructure projects ranging widely in size and complexity, from feasibility studies and conceptual design through construction administration. He has worked effectively with clients and staff of many governmental, transportation and regulatory agencies. John brings expertise in transit and bicycle and pedestrian facility planning and design and remains current in best practices for developing safe and complete streets and intermodal access. His strengths include technical knowledge and management expertise for cost effective plans, collaboration, and innovative solutions. John presents an insightful approach to urban design and culturally relevant placemaking.

Education, Affiliations and Credentials:

BA Landscape Architecture, BS Natural Resources, Ball State University, Muncie, Indiana
Graduate School of Landscape Architecture, Ball State University, Muncie, Indiana
California Professional Registered Landscape Architect, License #4790
ReScape (Bay Friendly) Qualified Professional

Relevant Experience

Caltrans US 50 Multimodal
Corridor Enhancement &
Rehabilitation Project,
Design-Build Project,
Sacramento, CA

Landscape Project Manager, Landscape Design Quality Control, Construction Administration. MMP is providing landscape design and construction administration period services for this Design-Build project for Caltrans. The 7-mile segment, highway renovation project includes extending HOV lanes, highway landscape renovation, and implements the goals of facilitating ridesharing and mobility. MMP assisted the D-B Team with defining the landscape renovation areas working through compliance issues with Caltrans and presented a cost-effective renovation plan consistent with the project master plan. John provided design quality control for the MMP Team during design, and he is currently landscape project manager during construction. This Design-Build project requires extensive oversight and collaboration during construction.

Sunnydale Complete
Streets – Streetscape
Infrastructure, Phase 1, and
'Mega-phase' Phase 2
Implementation Project,
Sunnydale Development
Company LLC,
San Francisco, CA

Landscape Project Manager and Construction Administration. Sunnydale HOPE SF is a 50-acre master-planned neighborhood of 1,770 new housing units, with 3.6 acres of new open spaces, and more than two miles of public right-of-way including neighborhood-serving and mixed-use amenities.

Existing streets are being realigned and redesigned by MMP to become complete streets that prioritize active transportation such as walking and cycling, increasing pedestrian comfort and safety resulting in a vibrant community streetscape.

Over the past 5 years John has provided construction administration and observation services for the on-going construction of the neighborhood streetscapes. John provides direction for installation as well as managing changes in construction practices and materials that have evolved over this ongoing long-term design and construction project.

BART Balboa Park Station
Intermodal Transit Plaza,
San Francisco, CA

Landscape Project Manager, Construction Administration. John led the Balboa Park Station intermodal transit hub landscape design and construction administration services, developed in conjunction with the station area TOD to address the increased demand for interconnectivity between BART and Muni at this extraordinarily busy BART station. This transportation project with its complex landscape required a lot of interaction with the contractor. John skillfully programmed and designed the entry plaza providing a new social experience for the community, enhancing the plaza's circulation, improving accessibility and safety for pedestrians by balancing areas committed to drop-off, transit, and maintenance needs with a new urban plaza with amenities that also serves the adjacent TOD commercial retail area. John's key role was assisting BART with negotiating acceptable compromises to the design expectations of the TOD development partner. The negotiations were to adhere to BART facility standards and maintenance guidelines while meeting the aesthetic needs of the TOD development partner without unduly burdening BART with costly long-term maintenance and safety issues. The negotiations resulted in a more cost efficient and constructable project that is a vibrant and vital addition to this thriving and rapidly changing transit-oriented neighborhood.



BART Rockridge Station
Landscape Renovation,
Earthquake Safety Program
On-Call, BART Facility
Standards,
Oakland, CA

Landscape Project Manager, Construction Administration. The On-Call involved the seismic retrofit of BART aerial structures between the Caldecott Tunnel and Bay Fair Station. As part of the program, John worked closely with City of Oakland staff and the BART planner, to restore two areas within the BART system that to be maintained by the City of Oakland, one being the south end of the Rockridge BART station parking lot at Forest Street. John provided design and construction administration, trouble-shooting various aspects for them. The project uses low water use, low maintenance native plantings to minimize the need for water and mowing. The Rockridge BART site was implemented to replace a failed landscape and has become successfully established with a minimum of maintenance. As Part of the BART On-Calls, John also updated BART Facility Standards (BFS) to conform with ReScape (Bay Friendly) guidelines and updated the BFS for standard details, standard irrigation equipment, and updated specifications.

Fruitvale Alive Gap Access,
Complete Streets, OakDOT,
Oakland, CA

Landscape Project Manager. The project is a Complete Streets design for the section of Fruitvale Avenue between East 12th Street and Alameda Avenue providing a bicycle access route not only from the City of Alameda but also for the future Bay trail along the Tidal Canal to the Fruitvale BART Station providing a transit friendly environment. Improvements reallocate the roadway providing a widened sidewalk for a pedestrian path and protected bike lanes, new street trees, and bike turn lane; pedestrian amenities include benches, ADA compliant ramps, high visibility crosswalks and new pedestrian lights. MMP is providing landscape design from concept through construction administration.

14th Street Safe Route,
Complete Streets, OakDOT,
Oakland, CA

Landscape Project Manager. This safe-routes project includes reduction of the travel lanes from four to two; adding Class IV bicycle lanes separated from travel lanes using raised curb islands between the sidewalk and parked cars to keep cyclists out of harms-way. Included in the design are transit boarding islands and protected intersection. Improving pedestrian refuges and upgrading pedestrian crossings with enhanced hardscape treatments, new landscaping, and amenities, the project will tie into the urban fabric of downtown Oakland. Sustainable design focuses on material recycling, storm water treatment using flow through rain gardens, and native pollinator plants. The MMP team is providing landscape design from concept through construction administration.

WETA Richmond Ferry
Terminal, Design-Build,
WETA
Richmond, CA

Landscape Project Manager, Construction Administration. John led the MMP team in providing landscape architectural design and construction administration services for this new Ferry terminal, a design-build collaboration transportation project. The project included pedestrian pavement layout and design, coordination with waterside and landside improvements, planting, and irrigation. The Project included designing and connecting the new segment to the continuation of the SF Bay Trail. Close coordination with the Civil designer and BCDC staff was instrumental in the successful and timely completion of this important transit connection between the northeast bay and San Francisco.

BART Extension into Silicon
Valley, Milpitas BART
Station and Berryessa BART
Station, Santa Clara Valley
Transportation Authority
(VTA),
Milpitas and San Jose, CA

Landscape Architect for the new BART east bay extension through to San Jose. The Milpitas and Berryessa BART Stations are the most newly opened BART stations and include new roadways, station campus areas and parking structures. John's responsibilities included site design and preparation of construction documents for pedestrian pavement, seat walls, site furnishings and planting design as well as construction administration for these two important additions to the BART system.

Qualifications of the Firm/Key Staff

The following section includes brief project descriptions of similar experiences and references demonstrating our construction management expertise.

Sacramento Street Road Diet and Rehabilitation, City of Vallejo; Vallejo, CA

Construction Cost: \$721,000 | 06/2022 to Ongoing

This project reduces the number of lanes from two in each direction to one plus a center turn lane. The project also includes the installation of a new designated Class 2 bicycle lane or bicycle sharrow with corresponding pavement signage and striping, removing and replacing 2" AC pavement in select locations, slurry seal, upgrading curb ramps, and restriping.

The scope of work includes: moving and replacing curb, gutter, sidewalk, and curb ramps; cold-planing removal of asphalt concrete; hot-mix asphalt paving with pavement fabric; lowering and raising of existing utilities; pavement striping, signage and traffic signal modifications and removal and installation of inground detector loops. Work includes demolition, traffic control, staking, and all associated work.

Ghirardelli is currently responsible for project management, specifically focused on coordination with Caltrans and managing federal funding aspects such as construction authorization, reimbursement, and close-out. We are also providing resident engineering and office engineering services.

Contracting Agency/Reference

Dan Sequiera
City Engineer
707-648-5434
dan.sequiera@cityofvallejo.net

Key Staff: Janet Navarro - Project Manager/Resident Engineer

Project Relevancy

- Multimodal implementation
- Lane reduction
- Bicycle infrastructure
- Pavement improvements
- Caltrans coordination
- Federal funding



On-Call Construction Management Services, County of Alameda; Alameda County, CA

Construction Cost: \$3 million | 04/2019 to Ongoing

Ghirardelli provides on-call construction management services to the County and Flood Control and Water Conservation District — offering resident engineering, inspection, and material testing for flood control and capital improvement projects. We provided services for the following projects:

- East 14th Street Corridor Improvements Phase II
- Castro Valley FY 21 Overlay Project
- Safety Improvements on Fairmont Drive
- Construction Management General Support Services for Various Projects
- Palomares Road and Redwood Road Safety Improvements
- Construction Management General Support Services for Encroachment Permit Inspections
- West Sunset and Garden Avenue Sidewalk Construction Plan Review
- Crow Canyon Storm Damage Repair
- Patterson Pass Emergency Repair
- Lake Merritt Pump Station Channel Gates

Contracting Agency/Reference

James Lai
Supervising Public Works Inspector
510-670-6614
JamesL@acpwa.org

Key Staff: Janet Navarro - Project Manager | Michael Williams - Construction Inspector

Project Relevancy

- Resident engineering expertise
- Inspection proficiency
- Material testing services
- Complex project management
- Safety improvement implementation



Patterson Pass Emergency Repair Completion

Ohlone Greenway BART Station Access Area, City of El Cerrito; El Cerrito, CA

Construction Cost: \$3.5 million | 06/2018 to 02/2019

Project goals include improvement of bicycle and pedestrian routes leading to transit, commercial nodes, and housing, adding new vibrancy to the areas around the BART stations to encourage housing development specifically within a regionally-designated Priority Development Area, an increase of safety and accessibility for BART riders and Greenway users; and improvement of the integration of the El Cerrito Plaza and El Cerrito del Norte BART Stations with the surrounding community.

The Station Access Area improvements included widening and enhancing the path and adjacent shoulders and landscaping, creating formalized clear pedestrian desire lines, and upgrading existing crosswalks by establishing "high-use pedestrian zones."

Street improvements included new striping, special pavement, improved signage, curb bulb-outs, upgraded curb ramps and flashing lights, enhanced landscaping, lighting, seating, and other amenities, and improved signage, including rapid rectangular flashing beacons to complement other recent flashing crosswalk installations. On eastbound Hill Street, the project also converted a through lane to a right-only lane and added a pedestrian bulb-out at the entrance to the Safeway Store to increase pedestrian safety and improve intersection operations.

Contracting Agency/Reference

Yvetteh Ortiz, PE
Public Works Director
510-215-4382
yortiz@ci.elcerrito.ca.us

Project Relevancy

- Pavement rehabilitation
- Bike lanes and pedestrian safety elements
- Buffer zones and traffic striping
- Stakeholder coordination (BART)



Del Norte Station Modernization, BART; El Cerrito, CA

Construction Cost: \$33 million | 01/2017 to 03/2021

The project involved upgrades to the existing Del Norte BART Station in El Cerrito. The project goals were to improve accessibility, relieve crowding, and enhance the customer experience. Scope elements included new station agent booth, new elevators/stairwells, new public art installation, ADA improvements, and stormwater pollution solutions.

Due to schedule delays and contractor performance deficiencies, we worked diligently to manage this difficult project. The schedule was revised to perform work during a continuous 24-hr weekend shutdown which required coordination between inspectors, the City agencies, the contractor, and BART support staff.

Ghirardelli's key responsibilities included reviewing and coordinating extensive SSWPs, which governed the construction operations, and providing effective construction management and inspection services. We played a crucial role in facilitating the review and approval of submittals and shop drawings, ensuring compliance with project specifications.

The improvements were funded through State of California Proposition 1B Funds, Contra Costa County Measure J funds, and other funds. The project was coordinated closely with the City of El Cerrito's Ohlone Greenway BART Station Area Access, safety, and placemaking improvements project.

Contracting Agency/Reference

Wahid Amiri
Project Manager
510-287-4829
wamiri@bart.gov

Key Staff: Christopher Morris - Construction Inspector

Project Relevancy

- Project location
- BART/agency coordination



Nevin Avenue Roadway, Pedestrian, and Bicycle Improvements, City of Richmond; Richmond, CA

Construction Cost: \$3.5 million | 06/2018 to 02/2019

The work included roadway, sidewalk, landscaping, utility, drainage, and signal and lighting systems. As a part of the work, utilities were relocated, and the profile grade of the roadway was reduced to lessen the grade of the roadway cross slope that impacted access points to the roadway, such as driveways and sidewalk curb returns. The project was constructed in three (3) stages with the following scope for each: Stage 0, Potholing and Field Exploration: Contractor confirmed the exact locations of utilities in the field and established SWPPP BMPs/controls. Stage 1 Utility Relocation: Utility agencies and contractors relocated poles and utility boxes to accommodate the planned construction. Stage 2A - 2B, 19th to 23rd Street: Demolished/removed existing pavement and wet/dry utilities. Constructed new wet and dry utilities, sidewalks, curbs and gutters, structural sections, irrigation systems, lighting systems, and traffic signals. Stage 2C, 19th to 23rd Street: Placed final layer of surfacing and pavement delineation. Adjusted utility covers position in the roadway to grade. Stage 3A - 3B, 23rd to 27th Street: Demolished/removed existing pavement and wet/dry utilities. Constructed new wet and dry utilities, sidewalks, curbs and gutters, structural sections, irrigation systems, lighting systems, and traffic signals. Stage 3C, 23rd to 27th Street: Placed final surfacing and pavement delineation layer.

Contracting Agency/Reference

Michael Williams
Project Manager
510-620-5482
Michael_williams@ci.richmond.ca.us

Project Relevancy

- Pedestrian upgrades
- Landscape improvements
- Utility coordination



East Blithedale Street Rehabilitation, City of Mill Valley; Mill Valley, CA

Construction Cost: \$8 million | 08/2011 to 01/2013

Prior to joining Ghirardelli, Resident Engineer John Collins, served as the Project Manager for East Blithedale Street Rehabilitation.

The street rehabilitation project was undertaken to address the deteriorating condition of the streets and improve the overall infrastructure. The project involved various components, including curb, gutter, sidewalk, ADA ramps, minor drainage improvements, water, and gas service relocations, main water relocation, light pole relocations, full-depth reconstruction of pavement, removal of AC overlay and PCC slabs, AC grind and pavement placement, replacement of bus pads, installation of Rectangular Rapid Flashing Beacons at five crossings, signing, striping, and the inclusion of a Class 3 Bike Path. Effective coordination and communication were vital due to the dynamic nature of the project, ensuring seamless integration of design modifications with ongoing construction activities.

One notable aspect of the project was the necessary public relations efforts. Social media platforms, including Twitter, NextDoor, and Facebook, were utilized to keep the community informed and engaged throughout the project. This proactive approach to public outreach helped to minimize disruptions and maintain positive relationships with the residents and businesses affected by the construction.

Contracting Agency/Reference

Andrew Poster, PE
Public Works Director
aposter@cityofmillvalley.org
415-755-5531

Key Staff: John Collins - Project Manager/Resident Engineer

Project Relevancy

- Class 3 bicycle path
- Pedestrian improvements
- Bus pads
- ADA ramps
- Rectangular rapid flashing beacons



Consultants Work Plan

Below is the our staffing level of effort per the detailed scope of services.

*Legend: Ghirardelli (GAI) | Inspection Services, Inc. (ISI) | Merrill Morris Partners (MMP) | VSCE (VSCE)

		Project Manager	Resident Engineer	Office Engineer	Civil Inspector	Electrical Inspector	Scheduler	Public Outreach	Material Testing	Landscape Architect	Total Hours
		GAI	GAI	GAI	GAI	GAI	GAI	VSCE	ISI	MMP	
SCOPE OF SERVICES		Estimated Hours									
A.	Pre-Construction Services										
Task 1	CM Review Final PS&E/Familiarize	12	32	40	20	8	12	16	8		148
Task 2	Contact Utilities and Establish Protocols/Expectations		40								40
Task 3	Establish Public Outreach Program and Engage Community							80			80
Task 4	Coordinate, conduct and attend the pre-con meeting	2	24	8				4			38
Task 5	Contract Coordination and Administration		80	40						13	133
Task 6	Stakeholder Engagement		24								24
Task 7	Baseline Schedule Review / Contractor Resubmission		8				16				24
Task 8	Document Control Set-up			80							80
Task 10	Photograph Field Conditions		8		40						48
	Total - Pre-construction Services	14	216	168	60	8	28	100	8	13	615
B.	Construction Services										
Task 1	General Construction Management and Administration Services	100	1000	500							1600
Task 2	Quality Assurance, Inspection and Material Testing	50	400	250	2000	320			as required by contract		3020
Task 3	Public Outreach and Notification	20	100					780			900
Task 4	Project Documentation	10	100	500							610
Task 5	Progress Payments	10	200	250							460
Task 6	Construction Engineering	10	200	500							710
	Recommended Tasks										
Task 7	Landscape Architect									710	710
Task 8	Schedule Control: Reviews of Monthly Contractor's Monthly Updates/Re-submissions						156				156
	Total - Construction Services	200	2000	2000	2000	320	156	780	0	710	8166
C.	Post-Construction Services										
Task 1	Close-out Activities (Punchlist, Change Orders, Final Progress Payments, As-builts, Commissioning, etc.)	24	320	320	80			80	40		864
Task 2	QA Final Document Preparation/Provide Project Files to City and Utilities		40	40							80
Task 3	Landscape Architect (Punchlist, O&M review & compilation, Final Acceptance and Plant Establishment Period)									176	176
	Total - Post-Construction Services	24	360	360	80	0	0	80	40	176	1120
	TOTAL - ALL	238	2576	2528	2140	328	184	960	48	899	9901

References

Team Member	Reference
John Collins, PE, QSD Resident Engineer	City of Mill Valley East Blithedale Street Rehabilitation Project Andrew Poster, PE Public Works Director 26 Corte Madera Avenue, Mill Valley, CA 94941 aposter@cityofmillvalley.org 415-755-5531
	City of Pleasanton Johnson Drive Economic Development Zone Transportation Improvements Project Steve Kirkpatrick, PE Public Works Director 200 Old Bernal Avenue, PO Box 520, Pleasanton, CA 94566 skirkpatrick@cityofpleasantonca.gov 925-931-5676
	County of Napa Imola Paving & ADA Ramps Project John Vicencio, PE Project Manager 1195 Third Street, Suite 101, Napa, CA 94559-3092 john.vicencio@countyofnapa.org 707-479-5348
Christopher Morris, ACI, PCI II Construction Inspector	California Department of Transportation Richardson Bay Bridge Polyester Concrete Overlay Project Jose David Senior Construction Engineer 756 West Francisco Blvd, San Rafael, CA 94901 jose.david@dot.ca.gov 415-257-3546
	County of Marin, Department of Public Works Civic Center Drive Improvement Project David Bernardi, PE Project Manager 3501 Civic Center Drive, Room 404, San Rafael, CA 94903 dbernardi61@gmail.com 415-827-1272
	Sonoma County Public Works Boyes Blvd Bridge Replacement Anthony Moore, P.E. Senior Civil Engineer 2300 County Center Drive, Ste B100, Santa Rosa, CA 95403 anthony.moore@sonoma-county.org 707-565-2958

Reset Form

EXHIBIT 10-01 CONSULTANT PROPOSAL DBE COMMITMENT

1. Local Agency: City of El Cerrito 2. Contract DBE Goal: 19%
 3. Project Description: Construction Management Services on Del Norte Transit-Oriented Development Complete Street CML 5239
 4. Project Location: El Cerrito, CA
 5. Consultant's Name: Ghirardelli Associates, Inc. 6. Prime Certified DBE: ☐

7. Description of Work, Service, or Materials Supplied	8. DBE Certification Number	9. DBE Contact Information	10. DBE %
Materials Testing	32109	Leslie Sakai, ISI Inspection Services, Inc., 1798 University Ave., Berkeley, CA 94703 (510) 900-2100 lsakai@inspectionsservices.net	6%
Landscape Architecture	13638	Cathy Merrill, Merrill Morris Partners, 249 Front Street, San Francisco, CA 94111 (415-291-8960) cmerrill@merrill-morris.com	7%
Public Outreach/Funding Documentation & Electrical Inspection	34787	Jesus Vargas, VSCE, Inc., 827 Broadway Avenue, Suite 340, Oakland, CA 94607 (510) 835-5001 jvargas@vsceinc.com	6%
Local Agency to Complete this Section		11. TOTAL CLAIMED DBE PARTICIPATION	19 %
17. Local Agency Contract Number: _____ 18. Federal-Aid Project Number: _____ Consultant's Ranking after Evaluation: _____ Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate. 21. Local Agency Representative's Signature _____ 22. Date _____ 23. Local Agency Representative's Name _____ 24. Phone _____ 25. Local Agency Representative's Title _____		IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required.  06/05/2023 12. Preparer's Signature _____ 13. Date _____ Randall Bruner, PE 408-930-3410 14. Preparer's Name _____ 15. Phone _____ President/CEO 16. Preparer's Title _____	

DISTRIBUTION: Original – Included with consultant's proposal to local agency.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

EXHIBIT 10-02 CONSULTANT CONTRACT DBE COMMITMENT

1. Local Agency: City of El Cerrito 2. Contract DBE Goal: 19%
 3. Project Description: Construction Management Services on Del Norte Transit-Oriented Development Complete Street
 4. Project Location: El Cerrito, CA
 5. Consultant's Name: Ghirardelli Associates, Inc. 6. Prime Certified DBE: ☐ 7. Total Contract Award Amount: TBD
 8. Total Dollar Amount for **ALL** Subconsultants: TBD 9. Total Number of **ALL** Subconsultants: 3

10. Description of Work, Service, or Materials Supplied	11. DBE Certification Number	12. DBE Contact Information	13. DBE Dollar Amount
Materials Testing	32109	Leslie Sakai, ISI Inspection Services, Inc., 1798 University Ave., Berkeley, CA 94703 (510) 900-2100 lsakai@inspectionsservices.net	TBD
Landscape Architecture	13638	Cathy Merrill, Merrill Morris Partners, 249 Front Street, San Francisco, CA 94111 (415-291-8960) cmerrill@merrill-morris.com	TBD
Public Outreach/Funding Documentation & Electrical Inspection	34787	Jesus Vargas, VSCE, Inc., 827 Broadway Avenue, Suite 340, Oakland, CA 94607 (510) 835-5001 jvargas@vsceinc.com	TBD
Local Agency to Complete this Section		14. TOTAL CLAIMED DBE PARTICIPATION	\$ TBD
20. Local Agency Contract Number: _____	21. Federal-Aid Project Number: _____		19 %
22. Contract Execution Date: _____		Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate. IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required.	
23. Local Agency Representative's Signature _____	24. Date _____	15. Preparer's Signature _____	16. Date _____
25. Local Agency Representative's Name _____	26. Phone _____	Randall Bruner, PE	408-930-3410
27. Local Agency Representative's Title _____		17. Preparer's Name _____	18. Phone _____
		President/CEO	
		19. Preparer's Title _____	

DISTRIBUTION: 1. Original – Local Agency
 2. Copy – Caltrans District Local Assistance Engineer (DLAE). Failure to submit to DLAE within 30 days of contract execution may result in de-obligation of federal funds on contract.

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**Ghirardelli**
ASSOCIATES**EXHIBIT 10-Q DISCLOSURE OF LOBBYING ACTIVITIES**

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT TO 31 U.S.C. 1352

1. Type of Federal Action: ☐ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. Status of Federal Action: ☐ a. bid/offer/application ☐ b. initial award ☐ c. post-award	3. Report Type: ☐ a. initial ☐ b. material change For Material Change Only: year _____ quarter _____ date of last report _____
NOT APPLICABLE		
4. Name and Address of Reporting Entity ☐ Prime ☐ Subawardee Tier _____, known _____ Congressional District, if known _____	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known _____	
6. Federal Department/Agency: _____	7. Federal Program Name/Description: CFDA Number, if applicable _____	
8. Federal Action Number, if known: _____	9. Award Amount, if known: _____	
10. Name and Address of Lobby Entity (If individual, last name, first name, MI) _____ (attach Continuation Sheet(s) if necessary)	11. Individuals Performing Services (including address if different from No. 10) (last name, first name, MI) _____ (attach Continuation Sheet(s) if necessary)	
12. Amount of Payment (check all that apply) \$ _____ ☐ actual ☐ planned	14. Type of Payment (check all that apply) ☐ a. retainer ☐ b. one-time fee ☐ c. commission ☐ d. contingent fee ☐ e. deferred ☐ f. other, specify _____	
13. Form of Payment (check all that apply): ☐ a. cash ☐ b. in-kind; specify: nature _____ Value _____		
15. Brief Description of Services Performed or to be performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted, for Payment Indicated in Item 12: (attach Continuation Sheet(s) if necessary)		
16. Continuation Sheet(s) attached: Yes ☐ No ☐		
17. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying reliance was placed by the tier above when his transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
Signature: <u></u> Print Name: <u>Randall Bruner, PE</u> Title: <u>President/CEO</u> Telephone No.: <u>408-930-3410</u> Date: <u>6/5/23</u>		
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EXHIBIT 10-Q DISCLOSURE OF LOBBYING ACTIVITIES

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT TO 31 U.S.C. 1352

1. Type of Federal Action: ☐ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. Status of Federal Action: ☐ a. bid/offer/application ☐ b. initial award ☐ c. post-award	3. Report Type: ☐ a. initial ☐ b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity ☐ Prime ☐ Subawardee Tier _____, if known Congressional District, if known _____	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known _____	
6. Federal Department/Agency: 8. Federal Action Number, if known: 10. Name and Address of Lobby Entity (If individual, last name, first name, MI) (attach Continuation Sheet(s) if necessary)	7. Federal Program Name/Description: CFDA Number, if applicable _____ 9. Award Amount, if known: 11. Individuals Performing Services including address if different from No. 10a (If individual, last name, first name, MI) (attach Continuation Sheet(s) if necessary)	
12. Amount of Payment (check all that apply) \$ _____ ☐ actual ☐ planned	14. Type of Payment (check all that apply) ☐ a. retainer ☐ b. one-time fee ☐ c. commission ☐ d. contingent fee ☐ e. deferred ☐ f. other, specify _____	
13. Form of Payment (check all that apply): ☐ a. cash ☐ b. in-kind; specify: nature _____ Value _____		
15. Brief Description of Services Performed or to be performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted, for Payment Indicated in Item 11: 		
16. Continuation Sheet(s) attached: Yes ☐ No ☐ (attach Continuation Sheet(s) if necessary)		
17. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying reliance was placed by the tier above when his transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
Signature: _____ Print Name: <u>Leslie Sakai</u> Title: <u>President</u> Telephone No.: <u>(510) 900-2100</u> Date: <u>5/24/2023</u>		
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EXHIBIT 10-Q DISCLOSURE OF LOBBYING ACTIVITIES

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT TO 31 U.S.C. 1352

1. Type of Federal Action: ☐ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. Status of Federal Action: ☐ a. bid/offer/application ☐ b. initial award ☐ c. post-award	3. Report Type: ☐ a. initial ☐ b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity ☐ Prime ☐ Subawardee Tier _____, if known Congressional District, if known _____	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known _____	
6. Federal Department/Agency: _____	7. Federal Program Name/Description: CFDA Number, if applicable _____	
8. Federal Action Number, if known: _____	9. Award Amount, if known: _____	
10. Name and Address of Lobby Entity (If individual, last name, first name, MI) (attach Continuation Sheet(s) if necessary)	11. Individuals Performing Services (including address if different from No. 10) (last name, first name, MI) (attach Continuation Sheet(s) if necessary)	
12. Amount of Payment (check all that apply) \$ _____ ☐ actual ☐ planned	14. Type of Payment (check all that apply) ☐ a. retainer ☐ b. one-time fee ☐ c. commission ☐ d. contingent fee ☐ e. deferred ☐ f. other, specify _____	
13. Form of Payment (check all that apply): ☐ a. cash ☐ b. in-kind; specify: nature _____ Value _____		
15. Brief Description of Services Performed or to be performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted, for Payment Indicated in Item 12: (attach Continuation Sheet(s) if necessary)		
16. Continuation Sheet(s) attached: Yes ☐ No ☐ N/A		
17. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying reliance was placed by the tier above when his transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
Signature: <u>Cathy Merrill</u> Print Name: <u>Cathy Merrill</u> Title: <u>President, Merrill Morris Partners</u> Telephone No.: <u>415-291-8960</u> Date: <u>5/30/23</u>		Authorized for Local Reproduction Standard Form - LLL

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EXHIBIT 10-Q DISCLOSURE OF LOBBYING ACTIVITIES

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT TO 31 U.S.C. 1352

1. Type of Federal Action: ☐ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. Status of Federal Action: ☐ a. bid/offer/application ☐ b. initial award ☐ c. post-award	3. Report Type: ☐ a. initial ☐ b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity ☐ Prime ☐ Subawardee Tier _____, if known Congressional District, if known _____	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known _____	
6. Federal Department/Agency:	7. Federal Program Name and Description: CFDA Number, if applicable _____	
8. Federal Action Number, if known:	Award Amount, if known:	
10. Name and Address of Lobby Entity (If individual, last name, first name, MI)	11. Individuals Performing Services (including address if different from No. 10) (last name, first name, MI)	
(attach Continuation Sheet(s) if necessary)		
12. Amount of Payment (check all that apply) \$ _____ ☐ actual ☐ planned Form of Payment (check all that apply): ☐ a. cash ☐ b. in-kind; specify: nature _____ Value _____	14. Type of Payment (check all that apply) ☐ a. retainer ☐ b. one-time fee ☐ c. commission ☐ d. contingent fee ☐ e. deferred ☐ f. other, specify _____	
15. Brief Description of Services Performed or to be performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted, for Payment Indicated in Item 12: (attach Continuation Sheet(s) if necessary)		
16. Continuation Sheet(s) attached: Yes ☐ No ☐		
17. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying reliance was placed by the tier above when his transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
Signature: <u>Jesus M. Vargas</u> Print Name: <u>Jesus Vargas</u> Title: <u>President</u> Telephone No.: <u>510-835 5001</u> Date: <u>05/30/2023</u>		
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EXHIBIT 10-T CONFLICT OF INTEREST AND CONFIDENTIALITY STATEMENT

RFP/RFQ PROCUREMENT NUMBERS: _____

PROJECT NAME:

Construction Management Services on the Del Norte Transit-Oriented Development Complete Streets

APPLICABILITY: Applicable to local agency consultant procurements which will contain Federal or State funds in the consultant contract.

- NOT APPLICABLE**
- ☐ I am an employee of the local agency that is involved in this procurement.
- ☐ I am an employee of a consultant under contract to the local agency that is responsible for this procurement but I am not in a management position with the local agency.
- ☐ I have a personal, financial, or business interest in past employment activity or a personal relationship regarding the firms (including subconsultants) that are the subject of this evaluation. A brief description is provided on the back of this form.
- ☐ I certify that I have no current contractual relationship with any of the firms (including subconsultants) that are the subject of this evaluation.
- ☐ I certify that I have no personal or financial interest and no present or past employment activity or personal relationship or prior contractual relationship which would be incompatible with my participation in this solicitation process and I am fully able to give full, fair and impartial consideration to all proposals/bids as an appointee to the related evaluation.
- ☐ I certify that I have read **23 CFR 172.7(b)(4)** below and I agree not to participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

23 CFR 172.7(b)(4)

(4) *Conflicts of interest.* (i) A contracting agency shall maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of engineering and design related services contracts under this part and governing the conduct and roles of consultants in the performance of services under such contracts to prevent, identify, and mitigate conflicts of interest in accordance with 2 CFR 200.112, 23 CFR 1.33 and the provisions of this paragraph (b)(4).

(ii) No employee, officer, or agent of the contracting agency shall participate in selection, or in the award or administration of a contract supported by Federal-aid funds if a conflict of interest, real or apparent, would be involved. Such a conflict arises when there is a financial or other interest in the consultant selected for award by:

- (A) The employee, officer, or agent;
- (B) Any member of his or her immediate family;
- (C) His or her partner; or
- (D) An organization that employs or is about to employ any of the above.

(iii) The contracting agency's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from consultants, potential consultants, or parties to subagreements. A contracting agency may establish dollar thresholds where the financial interest is not substantial or the gift is an unsolicited item of nominal value.

(iv) A contracting agency may provide additional prohibitions relative to real, apparent, or potential conflicts of interest.

(v) To the extent permitted by State or local law or regulations, the standards of conduct required by this paragraph shall provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the contracting agency's officers, employees, or agents, or by consultants or their agents.

(vi) A contracting agency shall promptly disclose in writing any potential conflict of interest to FHWA.

- ☐ I fully understand and agree to immediately disqualify myself as soon as I am aware of a conflict of interest that may compromise my fair and impartial consideration of the proposals/bids.
- ☐ I certify that I will hold in the strictest confidence all bids, proposals, correspondence, memoranda, working papers, or any other media which has any bearing on, or disclose any aspect of, any respondent or potential respondent to the RFP/RFQ above. I will not discuss the evaluation process with anyone not involved in the evaluation process until its completion.
- ☐ I fully understand that it is unlawful for a person to utilize any organization name or auxiliary organization information, which is not a matter of public record, for personal gain.
- ☐ I fully understand that any violation of the above is a basis for disciplinary action, up to and including termination or referral to the appropriate authorities for further investigation.
- ☐ I am aware that the following firms and subconsultants/subcontractors have submitted proposals in response to the above referenced solicitation:

List firms including subconsultants/subcontractors:

1.

 2.

 3.

 4.

- etc.

Date: _____

Signed: _____

Name: _____

Title: _____

Dept./Local Agency: _____

Employer: _____

CONTRACT ADMINISTRATORS REVIEW

I have reviewed the foregoing "Conflict of Interest and Confidentiality Statement" and have determined, according to the information provided, that this individual:

☐ does not have a conflict of interest and can participate in the "Selection Panel"

☐ does have a conflict of interest and cannot participate in the "Selection Panel"

Date: _____

Signed: _____

Name: _____

Title: _____

Dept./Local Agency: _____

Employer: _____

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EXHIBIT 15-H: PROPOSER/CONTRACTOR GOOD FAITH EFFORTSCost Proposal Due Date TBD PE/CEFederal-aid Project No(s) C4014 Bid Opening Date 06/08/2023 CON

The City of El Cerrito established a Disadvantaged Business Enterprise (DBE) goal of 19.00% for this contract. The information provided herein shows the required good faith efforts to meet or exceed the DBE contract goal.

Proposers or bidders submit the following information to document their good faith efforts within five (5) calendar days from cost proposal due date or bid opening. Proposers and bidders are recommended to submit the following information even if the Exhibit 10-O1: Consultant Proposal DBE Commitments or Exhibit 15-G: Construction Contract DBE Commitment indicate that the proposer or bidder has met the DBE goal. This form protects the proposer's or bidder's eligibility for award of the contract if the administering agency determines that the bidder failed to meet the goal for various reasons, e.g., a DBE firm was not certified at bid opening, or the bidder made a mathematical error.

The following items are listed in the Section entitled "Submission of DBE Commitment" of the Special Provisions, **please attach additional sheets as needed:**

- A. The names and dates of each publication in which a request for DBE participation for this project was placed by the bidder (please attach copies of advertisements or proofs of publication):

Publications	Dates of Advertisement
Not Applicable	

- B. The names and dates of written notices sent to certified DBEs soliciting bids for this project and the dates and methods used for following up initial solicitations to determine with certainty whether the DBEs were interested (please attach copies of solicitations, telephone records, fax confirmations, etc.):

Names of DBEs Solicited	Date of Initial Solicitation	Follow Up Methods and Dates
Merrill Morris Partners	05/18/2023	Email on 5/18/2023
Inspection Services, Inc.	05/18/2023	Email on 5/18/2023
VSCE, Inc.	05/18/2023	Email on 5/18/2023

- C. The items of work made available to DBE firms including those unbundled contract work items into economically feasible units to facilitate DBE participation. It is the bidder's responsibility to demonstrate that sufficient work to facilitate DBE participation in order to meet or exceed the DBE contract goal.

Items of Work	Proposer or Bidder Normally Performs Item (Y/N)	Breakdown of Items	Amount (\$)	Percentage Of Contract
Materials Testing	Yes	Materials Testing	TBD	TBD
Public Outreach/Funding & Electrical Insp.	No	Public Outreach/Funding & Electrical Insp.	TBD	TBD
Landscape Architecture	Yes	Landscape Architecture	TBD	TBD
	Pick			0.00%

- D. The names, addresses and phone numbers of rejected DBE firms, the reasons for the bidder's rejection of the DBEs, the firms selected for that work (please attach copies of quotes from the firms involved), and the price difference for each DBE if the selected firm is not a DBE:

Names, addresses and phone numbers of rejected DBEs and the reasons for the bidder's rejection of the DBEs:

Not Applicable.

Names, addresses and phone numbers of firms selected for the work above:

Materials Testing: Leslie Sakai, ISI Inspection Services, Inc., 1798 University Ave., Berkeley, CA 94703
(510) 900-2100 | lsakai@inspectionsservices.net

Landscape Architecture: Cathy Merrill, Merrill Morris Partners, 249 Front Street, San Francisco, CA 94111
(415-291-8960) | cmerrill@merrill-morris.com

Public Outreach/Funding & Electrical Inspection: Jesus Vargas, VSCE, Inc., 827 Broadway Avenue, Suite 340, Oakland, CA 94607 (510) 835-5001 | jvargas@vsceinc.com

- E. Efforts (e.g. in advertisements and solicitations) made to assist interested DBEs in obtaining information related to the plans, specifications and requirements for the work which was provided to DBEs:

Not Applicable.

- F. Efforts (e.g. in advertisements and solicitations) made to assist interested DBEs in obtaining bonding, lines of credit or insurance, necessary equipment, supplies, materials, or related assistance or services, excluding supplies and equipment the DBE subcontractor purchases or leases from the prime contractor or its affiliate:

The DBE firms selected to provide services to the Ghirardelli team do not need assistance in obtaining any necessary equipment, supplies, materials, or related assistance.

- G. The names of agencies, organizations or groups contacted to provide assistance in contacting, recruiting and using DBE firms (please attach copies of requests to agencies and any responses received, i.e., lists, Internet page download, etc.):

Name of Agency/Organization

Method/Date of Contact

Results

Not Applicable

- H. Any additional data to support a demonstration of good faith efforts:

Not Applicable

From: [Darcy Taylor](#)
To: [Maria Nguy](#)
Subject: FW: El Cerrito RFP - Teaming
Date: Monday, June 5, 2023 1:44:15 PM
Attachments: [image002.png](#)
[image005.png](#)
[image006.png](#)
[2023_DBE Renewal.pdf](#)

Darcy Taylor | Business Development Manager
m: 209-914-7320 | 2990 Lava Ridge Ct. Ste 120, Roseville, CA 95661



[We are Hiring!](#) | [Great Place to Work Certified](#)

From: Tobin Gaut <tgaut@inspectionsservices.net>
Sent: Thursday, May 18, 2023 11:08 AM
To: Darcy Taylor <dtaylor@ghirardelliassoc.com>; Jose Lorenzo <jlorenzo@inspectionsservices.net>
Cc: Charlie Krueger <charlie@ghirardelliassoc.com>
Subject: RE: El Cerrito RFP - Teaming

We would love to join your team in this pursuit. Send us the paperwork that you need us to fill out. I have attached our DBE form for you review.

TOBIN J GAUT PROJECT MANAGER ISI INSPECTION SERVICES, INC.

1798 University Avenue, Berkeley, CA 94703-1514

T: 510.900.2100 F: 510.900.2101

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BERKELEY | TORRANCE

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From: Darcy Taylor <dtaylor@ghirardelliassoc.com>
Sent: Thursday, May 18, 2023 9:39 AM
To: Jose Lorenzo <jlorenzo@inspectionsservices.net>; Tobin Gaut <tgaut@inspectionsservices.net>
Cc: Charlie Krueger <charlie@ghirardelliassoc.com>
Subject: El Cerrito RFP - Teaming

Good Morning Jay/Tobin,
Please see attached RFP from the City of El Cerrito for the Del Norte TOD area improvements.

Wanted to see if you are open to being on the team to provide materials testing services. Through our BART contract for CM, we have worked on this BART station and know the area well.

Please let us know by noon tomorrow (5/19/23).

Thank you,

Darcy

Darcy Taylor | Business Development Manager

m: 209-914-7320 | 2990 Lava Ridge Ct. Ste 120, Roseville, CA 95661



Ghirardelli
ASSOCIATES



[We are Hiring!](#) / [Great Place to Work Certified](#)

From: [Darcy Taylor](#)
To: [Maria Nguy](#)
Cc: [Karma Beckham](#); [John Collins](#); [Charlie Krueger](#); [Janet Navarro](#)
Subject: FW: El Cerrito RFP - Teaming
Date: Friday, May 19, 2023 11:48:06 AM

Hi Team,
Merrill Morris Partners is able to be on the team for the El Cerrito project.

This completes the subs. We now have ISI (Materials), VSCE (Public Outreach/Funding Documentation), and Merrill Morris (Landscape Architect).

Thank you,
Darcy

Darcy Taylor | Business Development Manager
m: 209-914-7320 | 2990 Lava Ridge Ct. Ste 120, Roseville, CA 95661



[We are Hiring!](#) / [Great Place to Work Certified](#)

From: Cathy Merrill <cmerrill@merrill-morris.com>
Sent: Friday, May 19, 2023 11:44 AM
To: Darcy Taylor <dtaylor@ghirardelliassoc.com>
Subject: Re: El Cerrito RFP - Teaming

Darcy,

Yes we would be pleased to join your team.

We had a meeting here this morning to discuss the project and look over the plans.

Cathy Merrill, ASLA

RLA 2690 | President

Merrill Morris Partners

P 415.291.8960 | M 415.602.7440 | E cmerrill@merrill-morris.com

WE'RE HIRING! Check out our open positions at <https://merrill-morris.com/firm>

From: Darcy Taylor <dtaylor@ghirardelliassoc.com>

Sent: Friday, May 19, 2023 10:21 AM

To: Cathy Merrill <cmerrill@merrill-morris.com>

Cc: Sharon Morris <smorris@merrill-morris.com>

Subject: FW: El Cerrito RFP - Teaming

Hi Cathy,

Just wanted to check in with you to see if you would be able to join our team for the El Cerrito Del Norte Complete Streets project.

Thank you,

Darcy

Darcy Taylor | Business Development Manager

m: 209-914-7320 | 2990 Lava Ridge Ct. Ste 120, Roseville, CA 95661



[We are Hiring!](#) | [Great Place to Work Certified](#)

From: Darcy Taylor

Sent: Thursday, May 18, 2023 9:39 AM

To: Cathy Merrill <cmerrill@merrill-morris.com>

Cc: Charlie Krueger <charlie@ghirardelliassoc.com>

Subject: El Cerrito RFP - Teaming

Good Morning Cathy,

Please see attached RFP from the City of El Cerrito for the Del Norte TOD area improvements.

Wanted to see if you are open to being on the team to provide landscape architect services. Through our BART contract for CM, we have worked on this BART station and know the area well.

Please let us know by noon tomorrow (5/19/23).

Thank you,

Darcy

Darcy Taylor | Business Development Manager

m: 209-914-7320 | 2990 Lava Ridge Ct. Ste 120, Roseville, CA 95661



[We are Hiring!](#) | [Great Place to Work Certified](#)

From: [Darcy Taylor](#)
To: [Maria Nguy](#)
Subject: FW: El Cerrito RFP - Teaming
Date: Monday, June 5, 2023 1:44:20 PM

Darcy Taylor | Business Development Manager
m: 209-914-7320 | 2990 Lava Ridge Ct. Ste 120, Roseville, CA 95661



Ghirardelli
ASSOCIATES



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From: Allen Wong <awong@vsceinc.com>
Sent: Thursday, May 18, 2023 2:25 PM
To: Darcy Taylor <dtaylor@ghirardelliassoc.com>; Jesus Vargas <jvargas@vsceinc.com>
Cc: Charlie Krueger <charlie@ghirardelliassoc.com>; Provi Rodriguez <prodriguez@vsceinc.com>; Brian Juarez <bjuarez@vsceinc.com>; Trinity Nguyen <tnguyen@vsceinc.com>
Subject: RE: El Cerrito RFP - Teaming

Hi Darcy,

Yes, VSCE would be very happy to support you in public outreach services as well as funding requirement documentation.

Our recent work with AC Transit on the San Pablo Rapid Corridors project was right outside the Del Norte Station.

Please let us know what information you'll require for the proposal.

Allen Wong
Business Development Manager

[VSCE, INC](#)
1610 Harrison St. Suite E-West Oakland, CA 94612
[vsceinc.com](#)

-
awong@vsceinc.com
d: 510.500.4451

[We Are Hiring!](#)

From: Darcy Taylor <dtaylor@ghirardelliassoc.com>
Sent: Thursday, May 18, 2023 9:39 AM

To: Allen Wong <awong@vsceinc.com>; Jesus Vargas <jvargas@vsceinc.com>
Cc: Charlie Krueger <charlie@ghirardelliassoc.com>
Subject: El Cerrito RFP - Teaming

[EXTERNAL EMAIL] CAUTION: This email originated from outside of the organization. DO NOT CLICK links or open attachments unless you recognize the sender and know the content is safe.

Good Morning Allen/Jesus,
Please see attached RFP from the City of El Cerrito for the Del Norte TOD area improvements. Wanted to see if you are open to being on the team to provide public outreach services. Also, there are numerous funding agencies that will have their own documentation and reporting requirements. Do you have anyone that would be available to manage the funding requirements (funding document control)? Thinking this would be a part time position.

Through our BART contract for CM, we have worked on this BART station and know the area well.

Please let us know by noon tomorrow (5/19/23).

Thank you,
Darcy

Darcy Taylor | Business Development Manager
m: 209-914-7320 | 2990 Lava Ridge Ct. Ste 120, Roseville, CA 95661



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[Skip to Main Content](#)[Back To Query Form \(licenseForm.htm\)](#)

Search Returned 1 Records

Wed Jun 07 12:05:13 PDT 2023

Query Criteria**Certification Types:** DBE**Firm ID:** 32109

Firm ID	32109
DBA Name	INSPECTION SERVICES, INC (ISI)
Firm Name	INSPECTION SERVICES, INC (ISI)
Address Line1	1798 UNIVERSITY AVENUE
Address Line2	
City	BERKELEY
State	CA
Zip Code1	94703
Zip Code2	
Mailing Address Line1	
Mailing Address Line2	
Mailing City	
Mailing State	
Mailing Zip Code1	
Mailing Zip Code2	
Certification Type	DBE
Email	leslie@inspectionsservices.net
Contact Name	LESLIE A SAKAI
Area Code	519
Phone Number	900-2100
Extension	
Alt Area Code	
Alt Phone Number	
Extension	
Fax Area Code	510
Fax Phone Number	900-2101
Agency Name	SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY
Counties	00;
Districts	00;
DBE NAICS	541380; 541990;
ACDBE NAICS	
Work Codes	18734 LABORATORY TESTING AND ANALYSIS;

Licenses	
Trucks	
Gender	F
Ethnicity	ASIAN PACIFIC
Firm Type	DBE

[Skip to Main Content](#)[Back To Query Form \(licenseForm.htm\)](#)

Search Returned 1 Records

Wed Jun 07 12:06:02 PDT 2023

Query Criteria**Certification Types:** DBE**Firm ID:** 13638

Firm ID	13638
DBA Name	MERRILL MORRIS PARTNERS
Firm Name	MERRILL MORRIS PARTNERS
Address Line1	249 FRONT STREET
Address Line2	
City	SAN FRANCISCO
State	CA
Zip Code1	94111
Zip Code2	
Mailing Address Line1	
Mailing Address Line2	
Mailing City	
Mailing State	
Mailing Zip Code1	
Mailing Zip Code2	
Certification Type	DBE
E-Mail	cmerrill@merrill-morris.com
Contact Name	CATHY MERRILL
Area Code	415
Phone Number	291-8960
Extension	
Alt Area Code	
Alt Phone Number	
Extension	
Fax Area Code	415
Fax Phone Number	291-9463
Agency Name	SAN MATEO COUNTY TRANSIT DISTRICT (SAMTRANS)/JPB
Counties	00;
Districts	00;
DBE NAICS	541320; 541490;
ACDBE NAICS	
Work Codes	C8704 ARCHITECT; C8705 DESIGN; C8744 LANDSCAPE ARCHITECTS;

Licenses	LA Landscape Architect;
Trucks	
Gender	F
Ethnicity	CAUCASIAN
Firm Type	DBE

[Skip to Main Content](#)[Back To Query Form \(licenseForm.htm\)](#)

Search Returned 1 Records

Wed Jun 07 12:06:43 PDT 2023

Query Criteria**Certification Types:** DBE**Firm ID:** 34787

Firm ID	34787
DBA Name	VSCE INC
Firm Name	VSCE INC
Address Line1	1610 HARRISON STREET, SUITE E-WEST
Address Line2	
City	OAKLAND
State	CA
Zip Code1	94612
Zip Code2	
Mailing Address Line1	1610 HARRISON STREET, SUITE E-WEST
Mailing Address Line2	
Mailing City	OAKLAND
Mailing State	CA
Mailing Zip Code1	94612
Mailing Zip Code2	
Certification Type	DBE
EMail	jvargas@vsceinc.com
Contact Name	JESUS M VARGAS
Area Code	510
Phone Number	835-5001
Extension	
Alt Area Code	
Alt Phone Number	
Extension	
Fax Area Code	510
Fax Phone Number	899-0799
Agency Name	DEPARTMENT OF TRANSPORTATION
Counties	01; 07; 19; 27; 28; 34; 38; 39; 43; 44; 48; 49; 50;
Districts	03; 04; 05; 07; 10;
DBE NAICS	541330; 541340; 541350; 541430; 541611; 541618; 541820; 541930; 541990;
ACDBE NAICS	

Work Codes	C8707 FEASIBILITY STUDIES; C8711 COMPUTER; C8712 PUBLIC RELATIONS; C8715 CONSULTANT, ENGINEERING; C8720 CIVIL ENGINEERING; C8770 CONSTRUCTION MANAGEMENT; C8771 Construction Management - Commercial and Institutional Building Constructi C8773 Construction Management - Highway, Street and Bridge Construction; C8776 Construction Management - Other Heavy and Civil Construction; C8802 Construction Scheduling; C8850 Traffic Management / Operations; I8760 Transportation Planning;
Licenses	EC Civil Engineer;
Trucks	
Gender	M
Ethnicity	HISPANIC
Firm Type	DBE



1970 Broadway, Suite 1220

Oakland, CA 94612

510-867-4452

ghirardelliassoc.com



August 14, 2023

Ghirardelli is pleased to submit our revised cost proposal for the El Cerrito Del Norte Complete Streets Project. We appreciate the opportunity to meet and discuss the scope of project services to refine our level of effort. Listed below is a summary of key highlights:

- Civil Inspector - The Inspection position is full-time. Hours are based on the number of working days in each month from the Caltrans 5-Day calendar.
- Office Engineer – The Office Engineering hours have been reduced to approximately half-time after the first months of initial project start. Hours increase to full-time during project close-out.
- Resident Engineer – The Resident Engineering hours have been reduced to approximately half-time after the first months of initial project start. Hours increase to full-time during project close out.
- Project Manager – The Project Manager hours were reduced accordingly to provide oversight and support to the project team. Support will be provided to ensure that the team has appropriate resources to fully manage the project.
- Utility Risk – After review of the risk registry and discussion with the City, it is understood that all major utility coordination has taken place during design phase, and all utility companies are prepared to adjust their infrastructure as noted in the registry. The CM team will coordinate utility field work as part of the normal course of construction.
- Landscape Architect – In consultation with the subconsultant, the Landscape Architect hours were reduced by ~30% during construction. The CM team will monitor the landscaping work to the extent possible and engage the Landscape Architect accordingly.
- Plant Establishment – The Landscape Architect support extends to cover Plant Establishment for 1 year. Note that there are minor RE and OE hours during this time as Monthly Estimates will needed during this period.
- Public Outreach - As the City has a PIO that will manage the project information channels and distribution, the Public Outreach hours were reduced by 50% during construction. Adjusted in consultation with the subconsultant, they will provide support to the PIO in a complimentary role.
- DBE Goal – The 19% DBE goal remains intact with the reduction of Ghirardelli staff hours.
- Materials Testing – Unchanged.



Ghirardelli Associates
Project Staffing Effort - Hours and Cost Proposal
Del Norte Transit-Oriented Development Complete Streets, Project C4014, Federal Project CML 5239(029)
City of El Cerrito

Hours Reduced
Hours Increased

Revised: August 29, 2023

		Project Manager	Resident Engineer	Office Engineer	Civil Inspector	Electrical Inspector	Scheduler	Public Outreach - VSCE	Public Outreach - VSCE	Material Testing - ISI	Landscape Architect - MMP	Landscape Architect - MMP	Landscape Architect - MMP	Total Hours
		Janet Navarro	John Collins	Scott Sowko	Chris Morris	Patrick Myers	Dave Eldridge	Allen Wong	Providence Rodriguez	Various	Cathy Merril	John Potis	Mikaela Bernhardt	
2023 Rate		\$ 216.52	\$ 227.82	\$ 152.66	\$ 187.42	\$ 181.41	\$ 257.57	\$ 194.28	\$ 97.14	\$ 164.12	\$ 267.43	\$ 182.19	\$ 128.70	
SCOPE OF SERVICES		Estimated Hours												
A.	Pre-Construction Services													
Task 1	CM Review Final PS&E/Familiarize	0	24	32	40	0	8	0		0				104
Task 2	Contact Utilities and Establish Protocols/Expectations		32											32
Task 3	Establish Public Outreach Program and Engage Community							40	40					80
Task 4	Coordinate, conduct and attend the pre-con meeting	0	24	8				0						32
Task 5	Contract Coordination and Administration	8	40	40							4	8	8	108
Task 6	Stakeholder Engagement		24											24
Task 7	Baseline Schedule Review / Contractor Resubmission		8				8							16
Task 8	Document Control Set-up			80										80
Task 10	Photograph Field Conditions		8		40									48
Total Hours - Pre-construction Services		8	160	160	80	0	16	40	40	0	4	8	8	524
Total Cost - Pre-Construction Services		\$ 1,732.16	\$ 36,451.20	\$ 24,425.60	\$ 14,993.60	\$ -	\$ 4,121.12	\$ 7,771.20	\$ 3,885.60	\$ 1,312.96	\$ 1,069.72	\$ 1,457.52	\$ 1,029.60	\$ 98,250.28
B.	Construction Services													
Task 1	General Construction Management and Administration Services	0	1000	500										1500
Task 2	Quality Assurance, Inspection and Material Testing	0	0	0	2152	240				hours and testing				2392
Task 3	Public Outreach and Notification	0	0					130	260					390
Task 4	Project Documentation	0	200	500										700
Task 5	Progress Payments	0	100	395										495
Task 6	Construction Engineering	0	94	0										94
Recommended Tasks														
Task 7	Landscape Architect											200	280	480
Task 8	Schedule Control: Reviews of Monthly Contractor's Monthly Updates/Re-submissions						136							136
Total Hours - Construction Services		0	1394	1395	2152	240	136	130	260	0	0	200	280	6187
Total Cost - Construction Services		\$ -	\$ 317,581.08	\$ 212,960.70	\$ 403,327.84	\$ 43,538.40	\$ 35,029.52	\$ 25,256.40	\$ 25,256.40	\$ 146,293.84	\$ -	\$ 36,438.00	\$ 36,036.00	\$ 1,281,718.18
C.	Post-Construction Services													
Task 1	Close-out Activities (Punchlist, Change Orders, Final Progress Payments, As-builts, Commissioning, etc.)	0	320	320	80	80		20	40	0				860
Task 2	QA Final Document Preparation/Provide Project Files to City and Utilities		40	40										80
Task 3	Landscape Architect (Punchlist, O&M review & compilation, Final Acceptance and Plant Establishment Period)											18	40	58
Total Hours - Post-Construction Services		0	360	360	80	80	0	20	40	0	0	18	40	998
Total Cost - Post-Construction Services		\$ -	\$ 82,015.20	\$ 54,957.60	\$ 14,993.60	\$ 14,512.80	\$ -	\$ 3,885.60	\$ 3,885.60	\$ 6,893.20	\$ -	\$ 3,279.42	\$ 5,148.00	\$ 189,571.02
D.	Other Direct Charges													
	Merril Morris Partners													\$ 300.00
	Inspection Services, Inc.													\$ 330.00
	VSCE, Inc.													\$ 14,203.35
Total - Other Direct Charges														\$ 14,833.35
TOTAL - ALL HOURS		8	1914	1915	2312	320	152	190	340	0	4	226	328	7709
TOTAL COST with ODCs		\$ 1,732.16	\$ 436,047.48	\$ 292,343.90	\$ 433,315.04	\$ 58,051.20	\$ 39,150.64	\$ 36,913.20	\$ 33,027.60	\$ 154,500.00	\$ 1,069.72	\$ 41,174.94	\$ 42,213.60	\$ 1,584,372.83

Notes:
1. Rates based on all work being conducted during the First Shift at the Standard Rate.
2. Rates are valid thru 12/31/2024.
3. A 5% escalation will be added to the rates effective 01/01/2025.

EXHIBIT 10-02 CONSULTANT CONTRACT DBE COMMITMENT

1. Local Agency: City of El Cerrito 2. Contract DBE Goal: 19%
 3. Project Description: Construction Management Services on Del Norte Transit-Oriented Development Complete Street
 4. Project Location: El Cerrito, CA
 5. Consultant's Name: Ghirardelli Associates, Inc. 6. Prime Certified DBE: ☐ 7. Total Contract Award Amount: \$1,584,372.83
 8. Total Dollar Amount for **ALL** Subconsultants: \$323,732.41 9. Total Number of **ALL** Subconsultants: 3

10. Description of Work, Service, or Materials Supplied	11. DBE Certification Number	12. DBE Contact Information	13. DBE Dollar Amount	
Materials Testing	32109	Leslie Sakai, ISI Inspection Services, Inc., 1798 University Ave., Berkeley, CA 94703 (510) 900-2100 lsakai@inspectionsservices.net	\$154,830.00	
Landscape Architecture	13638	Cathy Merrill, Merrill Morris Partners, 249 Front Street, San Francisco, CA 94111 (415-291-8960) cmerrill@merrill-morris.com	\$84,758.26	
Public Outreach/Funding Documentation & Electrical Inspection	34787	Jesus Vargas, VSCE, Inc., 827 Broadway Avenue, Suite 340, Oakland, CA 94607 (510) 835-5001 jvargas@vsceinc.com	\$84,144.15	
Local Agency to Complete this Section				
20. Local Agency Contract Number: <u>C4014</u>		14. TOTAL CLAIMED DBE PARTICIPATION	\$323,732.41	
21. Federal-Aid Project Number: <u>CML-5239 (029)</u>			20.4 %	
22. Contract Execution Date: <u>10/17/2024</u>		IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required. <u></u> <u>10/9/2023</u> 15. Preparer's Signature 16. Date <u>Randall Bruner, PE</u> <u>408-930-3410</u> 17. Preparer's Name 18. Phone <u>President/CEO</u> 19. Preparer's Title		
Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.				
<u></u> <u>10/9/2023</u> 23. Local Agency Representative's Signature 24. Date	<u>(510) 215-4345</u>			
25. Local Agency Representative's Name	26. Phone			
<u>Public Works Director</u>				
27. Local Agency Representative's Title				

DISTRIBUTION: 1. Original – Local Agency
 2. Copy – Caltrans District Local Assistance Engineer (DLAE). Failure to submit to DLAE within 30 days of contract execution may result in de-obligation of federal funds on contract.

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AGENDA BILL

Agenda Item No. 7.J.

Date: October 17, 2023
To: El Cerrito City Council
From: Crystal Reams, Finance Director/City Treasurer, Finance Department
Subject: Monthly Disbursement and Check Register Report for September 2023

ACTION PROPOSED

Receive and file the Monthly Disbursement and Check Register Report for the month of September 2023.

BACKGROUND/ANALYSIS

California Government Code, Title 4. Government of Cities, Division 3, Part 3, Chapter 3, Section 41004 states, "Regularly, at least once each month, the city treasurer shall submit to the city clerk a written report and accounting of all receipts, disbursements, and fund balances. The city treasurer shall file a copy with the legislative body." In addition, the City's Comprehensive Financial Policy, Item 5.1 Accounting Standards indicates the City's accounting and financial reporting systems shall be maintained in conformance with all state and federal laws.

- Month ending September 30, 2023, reflecting 265 Accounts Payable General Warrant Nos. 87345 through 87609, 22 ACH/EFT transactions, and 607 payroll-related checks and EFTs for a grand total of \$4,486,989.24

STRATEGIC PLAN CONSIDERATIONS

The City's Comprehensive Financial Policy, and the City's Strategic Plan Goal B to achieve long-term financial sustainability, which includes ensuring policies, procedures, and systems represent best practices in financial management, are aligned with requirements referenced in California Government Code, Title 4, Chapter 3, Section 41004.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

There is no fiscal impact associated with acceptance of the Monthly Disbursement and Check Register Report.

LEGAL CONSIDERATIONS

The City Attorney has reviewed this agenda item and found that legal considerations have been addressed.

Reviewed by:

A handwritten signature in blue ink, appearing to read "Karen Pinkos".

Karen Pinkos, City Manager

Attachments:

1. Monthly Payment Register September 2023

City of El Cerrito
Payment Register

From Payment Date: 9/1/2023 - To Payment Date: 9/30/2023

Number	Date	Void Reason	Source	Payee Name	Description	Transaction Amount
<u>Accounts Payable Checks</u>						
87345	09/07/2023		Accounts Payable	Amazon Capital Services, Inc.	OFFICE SUPPLIES	\$63.24
87346	09/07/2023		Accounts Payable	AT&T	PHONE LINE BILL CITY STAFF	\$11,216.92
87347	09/07/2023		Accounts Payable	AVILA PROJECT MANAGEMENT	RICHMOND STREET IMPROVEMENT PROJECT	\$14,290.00
87348	09/07/2023		Accounts Payable	BAY AREA NEWS GROUP EAST BAY	CLASSIFIED ADVERTISING	\$917.13
87349	09/07/2023		Accounts Payable	BLAISDELL'S BUSINESS PRODUCTS	GENERAL OFFICE SUPPLIES	\$205.02
87350	09/07/2023		Accounts Payable	BOUNDTREE MEDICAL LLC	MEDICAL SUPPLIES	\$2,211.35
87351	09/07/2023		Accounts Payable	CALIFORNIA BUILDING OFFICIALS	ED WEEK NORTH REGISTRATION	\$645.00
87352	09/07/2023		Accounts Payable	CITY OF RICHMOND	CAD FEES AUGUST 2023	\$69,224.17
87353	09/07/2023		Accounts Payable	COUNTRY CLUB VISTA HOA	STREET LIGHT EXPENSE	\$1,088.17
87354	09/07/2023		Accounts Payable	CPR FAST	PALS TRAINING	\$1,880.00
87355	09/07/2023		Accounts Payable	CPRS	MEMBER AGENCY DUES CPRS	\$555.00
87356	09/07/2023		Accounts Payable	DATA TICKET, INC.	DAILY CITATION PROCESSING	\$200.00
87357	09/07/2023		Accounts Payable	DON'S TIRE SERVICE, INC.	FLEET SERVICES	\$384.97
87358	09/07/2023		Accounts Payable	DUNNIGAN PSYCHOLOGICAL & THREAT ASSESSMENTS	PRE-EMPLOYMENT PSYCHOLOGICAL	\$600.00
87359	09/07/2023		Accounts Payable	EAST BAY BLUE PRINT & SUPPLY	HP SERVICE FEB 2023	\$75.00
87360	09/07/2023		Accounts Payable	EBMUD	Utilities_EBMUD_Period_JUNE-JULY 2023	\$2,993.67
87361	09/07/2023		Accounts Payable	FEDEX	SHIPPING SUPPLIES	\$21.25
87362	09/07/2023		Accounts Payable	FIRE SAFETY CLEARING	FIRE SAFETY CLEARING	\$12,450.00
87363	09/07/2023		Accounts Payable	GOLDFARB & LIPMAN	PROFESSIONAL FEES	\$704.00
87364	09/07/2023		Accounts Payable	INTERWEST CONSULTING GROUP INC	PROFESSIONAL SERVICES	\$1,691.25
87365	09/07/2023		Accounts Payable	KEYSER MARSTON ASSOCIATES, INC	PROFESSIONAL SERVICES	\$540.00
87366	09/07/2023		Accounts Payable	KISTER, SAVIO & REI INC	PROFESSIONAL SERVICES	\$1,850.00
87367	09/07/2023		Accounts Payable	KNORR SYSTEMS, INC.	REPLACE STUNNER PUMP	\$2,850.92
87368	09/07/2023		Accounts Payable	KRISCH & COMPANY AN ACCOUNTANCY CORPORATION	PROFESSIONAL SERVICES JULY 2023	\$23,376.37
87369	09/07/2023		Accounts Payable	KS STATEBANK	TWO (2) 2023 CHEVROLET TAHOE SPECIAL SERVICE VEHICL	\$9,814.82
87370	09/07/2023		Accounts Payable	L.N. CURTIS & SONS	UNIFORMS SUPPLIES	\$1,787.08
87371	09/07/2023		Accounts Payable	LACK, CHRIS	INSTRUCTOR PAYMENT	\$343.00
87372	09/07/2023		Accounts Payable	LEAF	SOPHOS LICENCING LEASE PAYMENT	\$1,300.43
87373	09/07/2023		Accounts Payable	LEONE AARON	EMPLOYEE EXPENSE REIMBURSEMENT	\$16.00
87374	09/07/2023		Accounts Payable	LSA ASSOCIATES, INC.	PROFESSIONAL SERVICES JULY 2023	\$153.75
87375	09/07/2023		Accounts Payable	MARK43, INC.	DISPATCH SOFTWARE	\$52,500.00
87376	09/07/2023		Accounts Payable	MICHAEL STEADS HILLTOP FORD KIA	FLEET SERVICES	\$42.14
87377	09/07/2023		Accounts Payable	NERD CROSSING	WEB MAINTENANCE & WEB HOSTING SERVICE	\$400.00
87378	09/07/2023		Accounts Payable	OFFICE DEPOT	OFFICE SUPPLIES	\$255.14
87379	09/07/2023		Accounts Payable	OLIVERO PLUMBING	WATER LEAK REPAIR	\$216.90
87380	09/07/2023		Accounts Payable	Olivieri, Michael	EMPLOYEE EXPENSE REIMBURSEMENT	\$32.00
87381	09/07/2023		Accounts Payable	PAYMENTUS CORPORATION	PAYMENT PROCESSION FEE	\$3,734.00
87382	09/07/2023		Accounts Payable	PREMIER GRAPHICS	BUSINESS CARD SUPPLIES	\$143.32
87383	09/07/2023		Accounts Payable	RENNE PUBLIC LAW GROUP	GRANT WRITING SERVICES	\$4,500.00
87384	09/07/2023		Accounts Payable	REYNOLDS STRATEGIES	PUBLIC INFORMATION CONSULTING SRVS	\$5,000.00
87385	09/07/2023		Accounts Payable	RINGCENTRAL, INC.	VOIP PHONE SERVICE FOR CITY STAFF	\$1,723.99

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87386	09/07/2023	Accounts Payable	Rivera, Humberto	EMPLOYEE EXPENSE REIMBURSEMENT	\$16.00
87387	09/07/2023	Accounts Payable	RYDER, GODSON	EMPLOYEE EXPENSE REIMBURSEMENT	\$32.00
87388	09/07/2023	Accounts Payable	SHANNON LAYER POLYGRAPH	POLYGRAPH TESTS	\$1,137.50
87389	09/07/2023	Accounts Payable	STANTEC CONSULTING	PROFESSIONAL SERVICES - CONSULTING	\$7,949.00
87390	09/07/2023	Accounts Payable	STATE OF CALIFORNIA DEPARTMENT OF INDUSTRIAL	SLIDE INSPECTION	\$805.00
87391	09/07/2023	Accounts Payable	TRAC, RYAN, L.	EMPLOYEE EXPENSE REIMBURSEMENT	\$16.00
87392	09/07/2023	Accounts Payable	TRB AND ASSOCIATES, INC.	PROFESSIONAL SERVICES - PLAN REVIEW	\$250.00
87393	09/07/2023	Accounts Payable	TYLER TECHNOLOGIES	PROJECT MANAGEMENT FEES	\$552.50
87394	09/07/2023	Accounts Payable	JOSHUA, ROMAIN	6001-Build Perm: (N) Deck & Balcony	\$596.52
87395	09/05/2023	Accounts Payable	AT&T	RELEASE OF BONDS AUGUST 2023	\$1,730.00
87396	09/05/2023	Accounts Payable	BETTER ROOTER	RELEASE OF BONDS AUGUST 2023	\$1,730.00
87397	09/05/2023	Accounts Payable	EVEREST PLUMBING & DRAIN	RELEASE OF BONDS AUGUST 2023	\$3,460.00
87398	09/05/2023	Accounts Payable	KATO PLUMBING	RELEASE OF BONDS AUGUST 2023	\$1,730.00
87399	09/05/2023	Accounts Payable	PG&E	RELEASE OF BONDS AUGUST 2023	\$27,297.65
87400	09/05/2023	Accounts Payable	Ehret Plumbing	RELEASE OF BONDS AUGUST 2023	\$1,730.00
87401	09/05/2023	Accounts Payable	LS Construction	RELEASE OF BONDS AUGUST 2023	\$1,696.00
87402	09/05/2023	Accounts Payable	MR ROOTER PLUM	RELEASE OF BONDS AUGUST 2023	\$697.00
87403	09/05/2023	Accounts Payable	RVO ROOTER & PLUMBING	RELEASE OF BONDS AUGUST 2023	\$1,730.00
87404	09/05/2023	Accounts Payable	ALEX AUTO DETAIL	FLEET SERVICES	\$225.00
87405	09/05/2023	Accounts Payable	Amazon Capital Services, Inc.	OFFICE SUPPLIES	\$106.93
87406	09/05/2023	Accounts Payable	ASBURY ENVIRONMENTAL SERVICES	MOTOR OIL RECYCLING	\$100.00
87407	09/05/2023	Accounts Payable	BADGE FRAME, INC.	OFFICE SUPPLIES	\$194.35
87408	09/05/2023	Accounts Payable	BAKER & HOSTETLER LLP	CYBER SECURITY LAW ENFORCEMENT ASSITANCE	\$2,666.00
87409	09/05/2023	Accounts Payable	BLAISDELL'S BUSINESS PRODUCTS	OFFICE SUPPLIES	\$215.93
87410	09/05/2023	Accounts Payable	BRIGHTVIEW LANDSCAPE SERVICES, INC.	LANDSCAPE MAINTENANCE JULY-2023	\$11,436.58
87411	09/05/2023	Accounts Payable	C & K MARKET, INC.	OPERATING SUPPLIES	\$2,557.01
87412	09/05/2023	Accounts Payable	CA DEPT OF TRANSPORTATION	DEL NORTE PROJECT MANAGEMENT	\$5,363.90
87413	09/05/2023	Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	UNIFORMS SUPPLIES	\$165.61
87414	09/05/2023	Accounts Payable	CIVICPLUS, LLC	CP MEDIA LIVESTREAM	\$18,037.42
87415	09/05/2023	Accounts Payable	Community Conservation Centers, Inc.	PAPER RECYCLING	\$407.58
87416	09/05/2023	Accounts Payable	CONTRA COSTA HEALTH SERVICES	TIPPING WALL INSPECTION	\$298.50
87417	09/05/2023	Accounts Payable	CORE COMPUTING SOLUTIONS	ENCORE MAINTENANCE SUPPORT	\$165.24
87418	09/05/2023	Accounts Payable	CPS HR Consulting	RECRUITING SERVICES	\$3,708.77
87419	09/05/2023	Accounts Payable	DICKINSON FLEET SVCS / COX AUTOMOTIVE	FLEET SERVICES	\$20,833.33
87420	09/05/2023	Accounts Payable	DOGFATHER K9 CONNECTIONS	K9 BOARDING	\$488.00
87421	09/05/2023	Accounts Payable	DON'S TIRE SERVICE, INC.	FLEET SERVICES	\$98.95
87422	09/05/2023	Accounts Payable	EBMUD	Utilities_EBMUD_Period_JUNE-JULY 2023	\$1,635.60
87423	09/05/2023	Accounts Payable	FASTENAL COMPANY	RECYCLING SUPPLIES	\$941.62
87424	09/05/2023	Accounts Payable	FORENSIC SERVICES DIVISION	FORENSIC TESTING	\$100.00
87425	09/05/2023	Accounts Payable	FUJIWARA, PATTY	INSTRUCTOR PAYMENT	\$906.00
87426	09/05/2023	Accounts Payable	GABRIEL, BARBARA, A.	INSTRUCTOR PAYMENT	\$552.00
87427	09/05/2023	Accounts Payable	Golden Bear Transfer Station	RECYCLING SERVICES	\$710.61
87428	09/05/2023	Accounts Payable	Green Halo Systems Inc,	MONTHLY HOSTING & MAINTENANCE	\$513.00
87429	09/05/2023	Accounts Payable	HANNA, MICHAEL, JOHN	INSTRUCTOR PAYMENT	\$1,726.20

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87430	09/05/2023	Accounts Payable	IRON MOUNTAIN	OFFICE SUPPLIES	\$1,031.09
87431	09/05/2023	Accounts Payable	J & O' s COMMERCIAL TIRE CENTER	FLEET SERVICES	\$321.18
87432	09/05/2023	Accounts Payable	L.N. CURTIS & SONS	UNIFORM SUPPLIES	\$4,639.56
87433	09/05/2023	Accounts Payable	LODESTONE SECURITY, LLC	SECURITY FORENSIC SERVICES	\$2,112.50
87434	09/05/2023	Accounts Payable	Napa Recycling & Waste Service, LLC	RECYCLING SERVICES	\$15,612.85
87435	09/05/2023	Accounts Payable	OFFICE DEPOT	OFFICE SUPPLIES	\$252.34
87436	09/05/2023	Accounts Payable	PITNEY BOWES PURCHASE POWER	POSTAGE INVENTORY	\$6,392.30
87437	09/05/2023	Accounts Payable	PLAY-WELL TEKNOLOGIES	RECREATION CAMP	\$24,138.00
87438	09/05/2023	Accounts Payable	RUBICON ENTERPRISES INC	LANDSCAPE MAINTENANCE JULY-2023	\$14,276.86
87439	09/05/2023	Accounts Payable	S.P. AUTOMOTIVE	FLEET SERVICES	\$729.49
87440	09/05/2023	Accounts Payable	SAME DAY SIGNS	POOL SIGN COST	\$1,464.61
87441	09/05/2023	Accounts Payable	SPEED OIL CHANGE	FLEET SERVICES	\$104.20
87442	09/05/2023	Accounts Payable	STAILING S&S RV REPAIRS	FLEET SERVICES	\$1,500.00
87443	09/05/2023	Accounts Payable	STERICYCLE, INC.	HAZARDOUS WASTE REMOVAL	\$255.11
87444	09/05/2023	Accounts Payable	THE ED JONES COMPANY	UNIFORM SUPPLIES	\$196.45
87445	09/05/2023	Accounts Payable	TIM JUNG INVESTIGATIONS	Background investigation	\$2,078.60
87446	09/05/2023	Accounts Payable	UNIVERSAL BUILDING SERVICE	Library Janitorial SUPPLIES	\$216.70
87447	09/05/2023	Accounts Payable	VAZQUEZ-AVALOS, SERGIO	EMPLOYEE EXPENSE REIMBURSEMENT	\$78.24
87448	09/05/2023	Accounts Payable	VERIZON WIRELESS	WIRLESS PHONE BILL	\$2,838.59
87449	09/05/2023	Accounts Payable	WEST COAST CODE CONSULTANTS, INC.	PROFESSIONAL SERVICES - PLAN REVIEW	\$462.45
87450	09/05/2023	Accounts Payable	CHATHA, PARDEEP	EMPLOYEE EXPENSE REIMBURSEMENT	\$40.00
87451	09/05/2023	Accounts Payable	MIRANDA , LESLELY	EMPLOYEE EXPENSE REIMBURSEMENT	\$40.00
87452	09/08/2023	Accounts Payable	CALPERS LONG TERM CARE PROGRAM	PER3 - CALPERS Longterm Care Ins	\$39.66
87453	09/08/2023	Accounts Payable	HEALTH CARE DENTAL TRUST	DEN1 - Dental 1*	\$17,725.25
87454	09/08/2023	Accounts Payable	IAFF LOCAL 1230	DUE4 - UNION LOCAL 1230	\$5,202.38
87455	09/08/2023	Accounts Payable	KAISER FOUNDATION HEALTH PLAN	K1 - Kaiser 1*	\$220,981.96
87456	09/08/2023	Accounts Payable	LEGALSHIELD	LEGL - PRE-PAID LEGAL SRVC	\$182.40
87457	09/08/2023	Accounts Payable	MUNICIPAL POOLING AUTHORITY	LIFE - Supp Life Ins. - Invo#: 920-33527	\$12,249.85
87458	09/08/2023	Accounts Payable	NATIONWIDE TRUST COMPANY, FSB	FHEA - Fire Health Savings Acct	\$15,450.00
87459	09/08/2023	Accounts Payable	SEIU LOCAL 1021	COPE - VOLUNTARY COPE DEDUCTION*	\$1,859.97
87460	09/08/2023	Accounts Payable	SUTTER HEALTH PLUS	SHR - Sutter Health Plus EE Cost*	\$35,579.20
87461	09/08/2023	Accounts Payable	U.S. BANK - INSTITUTIONAL TRUST - W REGION	PAR - PARS - ARS 457*	\$3,038.48
87462	09/13/2023	Accounts Payable	DEAMICIS, JILIAN	REFUND PUBLIC WORK BONDS	\$1,848.00
87463	09/13/2023	Accounts Payable	EVEREST PLUMBING & DRAIN	REFUND PUBLIC WORK BONDS	\$2,448.00
87464	09/13/2023	Accounts Payable	FARRELL, SCOTT	REFUND PUBLIC WORK BONDS	\$1,730.00
87465	09/13/2023	Accounts Payable	PG&E	REFUND PUBLIC WORK BONDS	\$6,311.65
87466	09/13/2023	Accounts Payable	PIPE SPY INC	REFUND PUBLIC WORK BONDS	\$792.00
87467	09/13/2023	Accounts Payable	Amazon Capital Services, Inc.	OFFICE SUPPLIES	\$444.28
87468	09/13/2023	Accounts Payable	AT&T	ATT LAND TELEPHONE LINES	\$1,474.59
87469	09/13/2023	Incorrect Address	AVILA PROJECT MANAGEMENT		\$3,570.00
87470	09/13/2023	Accounts Payable	BERKHEIMER LABOR RELATIONS, LLC	Purpose: Consulting services July-Sept	\$8,750.00
87471	09/13/2023	Accounts Payable	BLACK, MEI-YU	INSTRUCTOR PAYMENT	\$156.00
87472	09/13/2023	Accounts Payable	BROWN, KRISTEN	INSTRUCTOR PAYMENT	\$93.00
87473	09/13/2023	Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	CORP YARD UNIFORMS	\$170.04

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87474	09/13/2023	Accounts Payable	CONSTABLE, MARIANNE	INSTRUCTOR PAYMENT	\$90.00
87475	09/13/2023	Accounts Payable	CSW-STUBER-STROEH ENGINEERING GROUP INC	DESIGN SERVICES	\$10,688.94
87476	09/13/2023	Accounts Payable	DAVEY RESOURCE GROUP	CITY WEBSITE 1 YEAR SUBSCRIPTION	\$2,100.00
87477	09/13/2023	Accounts Payable	DUNKLE, STEPHEN, M.	EMPLOYEE EXPENSE REIMBURSEMENT	\$165.40
87478	09/13/2023	Accounts Payable	EBMUD	Utilities_EBMUD_Period_JUNE-AUGUST 2023	\$409.49
87479	09/13/2023	Accounts Payable	FRASER & ASSOCIATES	Prepare PPA for 21-22	\$600.00
87480	09/13/2023	Accounts Payable	GARDA CL WEST,INC. - CO 120	ARMORED TRANSPORTATION SERVICE	\$607.45
87481	09/13/2023	Accounts Payable	HONEY BUCKET	CENTRAL PARK SERVICES	\$221.05
87482	09/13/2023	Accounts Payable	JAFFE, SCOT	INSTRUCTOR PAYMENT	\$360.00
87483	09/13/2023	Accounts Payable	JONES, HIROMI	INSTRUCTOR PAYMENT	\$349.50
87484	09/13/2023	Accounts Payable	KI RESEARCH INSTITUTE	INSTRUCTOR PAYMENT	\$192.00
87485	09/13/2023	Accounts Payable	KOFF & ASSOCIATES, INC.	PROFESSIONAL SERVICES	\$2,210.00
87486	09/13/2023	Accounts Payable	LOCKED IN FIRE AND ENGINEERING, INC.	Fire Protection Engineering; Pian Review	\$450.00
87487	09/13/2023	Accounts Payable	LODESTONE SECURITY, LLC	DIGITAL FORENSIC SERVICES	\$13,975.00
87488	09/13/2023	Accounts Payable	LSA ASSOCIATES, INC.	HNA PLAN DEVELOP PHASE 1	\$2,967.50
87489	09/13/2023	Accounts Payable	LUNDBERG, NICHOLAS	REIMBURSEMENT FOR MEDICARE TAX	\$358.52
87490	09/13/2023	Accounts Payable	MORTON II YOUTH SPORTS	BASKETBALL CAMP WK 8	\$10,783.26
87491	09/13/2023	Accounts Payable	MUNICIPAL POOLING AUTHORITY	EAP 07/23 - 09/23	\$1,855.53
87492	09/13/2023	Accounts Payable	PASTIME HARDWARE	BUILDING MAINTENANCE	\$19.82
87493	09/13/2023	Accounts Payable	PREFERRED ALLIANCE, INC.	PRE EMPLOYMENT DRUG SCREENING	\$84.00
87494	09/13/2023	Accounts Payable	PREMIER GRAPHICS	BUSINESS CARD SUPPLIES	\$71.66
87495	09/13/2023	Accounts Payable	RICOH USA, INC	COPIER LEASE PAYMENT	\$3,550.54
87496	09/13/2023	Accounts Payable	RILE, KATHRYN	INSTRUCTOR PAYMENT	\$288.00
87497	09/13/2023	Accounts Payable	SPIDERS ULTIMATE LLC	FRISBEA CAMPS WKS 6 + 9	\$2,624.16
87498	09/13/2023	Accounts Payable	STERICYCLE, INC.	MEDICAL WASTE	\$759.82
87499	09/13/2023	Accounts Payable	TRB AND ASSOCIATES, INC.	ENGINEERING PERMIT ASSITANCE	\$6,240.00
87500	09/13/2023	Accounts Payable	TRICON AQUATICS	COMM SWIM POOL REPLAS PROJECT PAYMENT #2	\$169,467.94
87501	09/13/2023	Accounts Payable	TWO BROTHERS POOL & SPA, INC	RECREATION POOL & SPA	\$4,587.06
87502	09/13/2023	Accounts Payable	UNIVERSAL BUILDING SERVICE	JANITORIAL SUPPLIES	\$6,060.67
87503	09/13/2023	Accounts Payable	VERMONT SYSTEMS, INC.	VIRTUAL HOSTING SERVICES	\$3,724.73
87504	09/13/2023	Accounts Payable	ZWETSCH, STEPHEN	PAYMENT 2 ECCRU ARTIST	\$300.00
87505	09/13/2023	Accounts Payable	NODAL , EDWARD	Supplies	\$35.23
87506	09/22/2023	Accounts Payable	CALPERS LONG TERM CARE PROGRAM	PER3 - CALPERS Longterm Care Ins	\$39.66
87507	09/22/2023	Accounts Payable	EL CERRITO FIRE DEPT MGMT GRP	MGT1 - FIRE DEPT MGMT GROUP	\$50.00
87508	09/22/2023	Accounts Payable	EL CERRITO PUBLIC SFTY EE MGMT	MGT2 - SAFETY EMPLOYEE MGMT GROUP	\$768.00
87509	09/22/2023	Accounts Payable	FIRE ASSOCIATION	DUE2 - FIRE ASSN DUES	\$510.00
87510	09/22/2023	Accounts Payable	LIFE INSURANCE OF NORTH AMERICA	ACCD - Accidental Death & Dismembermt	\$69.50
87511	09/22/2023	Accounts Payable	POLICE ASSN.	DUE1 - POLICE ASSN DUES	\$6,122.15
87512	09/22/2023	Accounts Payable	PRO FIREFIGHTERS ASSN DUES	DUE3 - EC PRO FIREFIGHTERS DUES	\$290.00
87513	09/22/2023	Accounts Payable	SEIU LOCAL 1021	COPE - VOLUNTARY COPE DEDUCTION*	\$1,780.27
87514	09/22/2023	Accounts Payable	U.S. BANK - INSTITUTIONAL TRUST - W REGION	PAR - PARS - ARS 457*	\$2,944.31
87515	09/18/2023	Accounts Payable	2-ELEVEN SHIELDS	FD SHIELDS	\$3,296.48
87516	09/18/2023	Accounts Payable	Amazon Capital Services, Inc.	TRAINING SUPPLIES	\$201.85
87517	09/18/2023	Accounts Payable	ART P.E., JAMES E.	FPE REVIEW	\$280.00

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87518	09/18/2023	Accounts Payable	ASBURY ENVIRONMENTAL SERVICES	RECYCLING SERVICES	\$100.00
87519	09/18/2023	Accounts Payable	BEND MAILING	GREENER EL CERRITO NEWSLETTER	\$1,099.85
87520	09/18/2023	Accounts Payable	BKF ENGINEERS	STORM DRAIN REPAIRS	\$3,570.00
87521	09/18/2023	Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	SAFETY SUPPLIES	\$335.42
87522	09/18/2023	Accounts Payable	CONTRA COSTA HEALTH SERVICES	TIPPING WALL INSPECTION	\$796.00
87523	09/18/2023	Accounts Payable	DATA TICKET, INC.	DAILY CITATION PROCESSING	\$770.00
87524	09/18/2023	Accounts Payable	EAST BAY - LEAGUE OF CA CITIES	LEAGUE DIVISION MEETING	\$100.00
87525	09/18/2023	Accounts Payable	FASTENAL COMPANY	SAFETY SUPPLIES	\$422.18
87526	09/18/2023	Accounts Payable	FOSTER & FOSTER CONSULTING ACTUARIES, INC.	PROFESSIONAL SERVICES	\$1,950.00
87527	09/18/2023	Accounts Payable	FUJIWARA, PATTY	INSTRUCTOR PAYMENT	\$951.00
87528	09/18/2023	Accounts Payable	Golden Bear Transfer Station	SWEEP SUPPLIES	\$762.68
87529	09/18/2023	Accounts Payable	Green Halo Systems Inc,	HOSTING AND MAINTENANCE	\$171.00
87530	09/18/2023	Accounts Payable	HI-TECH INC.	FLEET SERVICES	\$473.08
87531	09/18/2023	Accounts Payable	HUNT & SONS, INC.	GASOLINE INVENTORY	\$15,707.85
87532	09/18/2023	Accounts Payable	INTREPID ELECTRONIC SYSTEMS	CITY HALL FIRE ALARM INSPECTION	\$299.00
87533	09/18/2023	Accounts Payable	J & O' s COMMERCIAL TIRE CENTER	FLEET SERVICES	\$517.24
87534	09/18/2023	Accounts Payable	KAISER FOUNDATION HEALTH PLAN	Medical payment for retirees	\$21,743.89
87535	09/18/2023	Accounts Payable	KAISER PERMANENTE	NEW HIRE PHYSICALS	\$744.00
87536	09/18/2023	Accounts Payable	KENNEDY, GREG, C	Infection Control Officer Duties	\$2,000.00
87537	09/18/2023	Accounts Payable	KEYSER MARSTON ASSOCIATES, INC	PROFESSIONAL SERVICES	\$67.50
87538	09/18/2023	Accounts Payable	KINSEY, KATHRYNE ANN	INSTRUCTOR PAYMENT	\$358.20
87539	09/18/2023	Accounts Payable	KREISBERG LAW FIRM	LEGAL SERVICES	\$368.50
87540	09/18/2023	Accounts Payable	L.N. CURTIS & SONS	HURST MAINTENANCE	\$4,729.38
87541	09/18/2023	Accounts Payable	LEHR AUTO ELECTRIC & EMERGENCY	FLEET SERVICES	\$2,616.61
87542	09/18/2023	Accounts Payable	MONTEMAYOR, LOUIE G.	EMPLOYEE EXPENSE REIMBURSEMENT	\$145.30
87543	09/18/2023	Accounts Payable	NERD CROSSING	ECONOMIC DEVELOPMENT WEBSITE	\$400.00
87544	09/18/2023	Accounts Payable	OFFICE DEPOT	OFFICE SUPPLIES	\$279.99
87545	09/18/2023	Accounts Payable	PACIFIC PRINTING	POSTCARDS - LIBRARY MEASURE	\$5,282.35
87546	09/18/2023	Accounts Payable	PETERSON TRUCKS, INC.	FLEET SERVICES	\$5,916.45
87547	09/18/2023	Accounts Payable	PREMIER GRAPHICS	BUSINESS CARDS	\$143.33
87548	09/18/2023	Accounts Payable	R&S ERECTION OF RICHMOND	Building Maintenance	\$585.00
87549	09/18/2023	Accounts Payable	R3 CONSULTING GROUP	FLEET SERVICES	\$2,185.00
87550	09/18/2023	Accounts Payable	ROADPOST USA, INC.	FD SATELITE PHONES	\$135.91
87551	09/18/2023	Accounts Payable	S.P. AUTOMOTIVE	FLEET SERVICES	\$554.88
87552	09/18/2023	Accounts Payable	SINGLE CYLINDER REPAIR	CORP YARD TOOLS	\$2,905.70
87553	09/18/2023	Accounts Payable	Source Technologies, Inc.	OFFICE SUPPLIES	\$484.90
87554	09/18/2023	Accounts Payable	UNIVERSAL BUILDING SERVICE	JANITORIAL SERVICES	\$972.00
87555	09/18/2023	Accounts Payable	VALLEJO FIRE EXTING SVC, INC.	FIRE SPRINKLER INSPECTION	\$593.83
87556	09/18/2023	Accounts Payable	WEST COAST ENERGY SYSTEMS, LLC	Building Maintenance	\$1,823.50
87557	09/18/2023	Accounts Payable	PEDRO A, PIEDRA JR.	Reimburse overpayment for First Aid	\$32.00
87558	09/25/2023	Accounts Payable	ALAMEDA COUNTY SHERIFF'S OFFICE	TRAFFIC COLLISION TUITION	\$722.00
87559	09/25/2023	Accounts Payable	ALEX AUTO DETAIL	FLEET SERVICES	\$265.00
87560	09/25/2023	Accounts Payable	Amazon Capital Services, Inc.	OFFICE SUPPLIES	\$252.69
87561	09/25/2023	Accounts Payable	ANCHOR ENGINEERING,, INC.	CONSULTING SERVICES DEL NORTE TOD	\$4,464.00

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87562	09/25/2023	Accounts Payable	BAKER TILLY US, LLP	PROFESSIONAL SERVICES	\$24,400.00
87563	09/25/2023	Accounts Payable	BKF ENGINEERS	STORM DRAIN REPAIRS	\$27,310.00
87564	09/25/2023	Accounts Payable	C & K MARKET, INC.	SUPPLIES CAMP RAVENCLIFF	\$446.70
87565	09/25/2023	Accounts Payable	CITY OF CLAYTON	COUNCIL CONFERENCE DINNER	\$70.00
87566	09/25/2023	Accounts Payable	CITY OF RICHMOND	CAD FEES JULY 2023	\$138,448.34
87567	09/25/2023	Accounts Payable	CONTRA COSTA COUNTY EMPLOYMENT & HUMAN SVCS	CHILDREN INTERVIEW CENTER	\$2,351.30
87568	09/25/2023	Accounts Payable	CONTRA COSTA COUNTY OFFICE OF SHERIFF-CORONER	ARIES MAINTENANCE FY23/24	\$8,770.00
87569	09/25/2023	Accounts Payable	COOPER, PAUL	EMPLOYEE EXPENSE REIMBURSEMENT	\$228.26
87570	09/25/2023	Accounts Payable	CRIME SCENE CLEANERS, INC.	CRIME SCENE CLEANING	\$108.00
87571	09/25/2023	Accounts Payable	DELL MARKETING L.P.	LAPTOP PURCHASE	\$15,343.26
87572	09/25/2023	Accounts Payable	DON'S TIRE SERVICE, INC.	FLEET SERVICES	\$947.70
87573	09/25/2023	Accounts Payable	ELLIOTT, MARIELLE	EMPLOYEE EXPENSE REIMBURSEMENT	\$40.00
87574	09/25/2023	Accounts Payable	FAILSAFE TESTING LLC	FLEET SERVICES	\$1,200.00
87575	09/25/2023	Accounts Payable	FOLGERGRAPHICS, INC.	RECREATION GUIDE	\$6,976.24
87576	09/25/2023	Accounts Payable	GARDA CL WEST, INC. - CO 120	CASH PICKUP SERVICES	\$303.22
87577	09/25/2023	Accounts Payable	GILMAN STREET PRESS	OFFICE SUPPLIES	\$127.36
87578	09/25/2023	Accounts Payable	GRAND PRIX CAR WASH	FLEET SERVICES	\$132.93
87579	09/25/2023	Accounts Payable	HdL Coren & Cone	2022-23 ACFR STATISTICAL PACKAGE	\$1,095.00
87580	09/25/2023	Accounts Payable	KNORR SYSTEMS, INC.	CHEMICAL SUPPLIES	\$5,160.24
87581	09/25/2023	Accounts Payable	KS STATEBANK	2023 CHEVROLET TAHOE SPECIAL SERVICE VEHICLES WITH	\$4,907.41
87582	09/25/2023	Accounts Payable	L.N. CURTIS & SONS	UNIFORM SUPPLIES	\$1,623.05
87583	09/25/2023	Accounts Payable	LEAF	NETWORK SWITCH LEASE	\$18,623.52
87584	09/25/2023	Accounts Payable	MICHAEL STEADS HILLTOP FORD KIA	FLEET SERVICES	\$219.50
87585	09/25/2023	Accounts Payable	NAPA SOLANO S.A.N.E/S.A.R.T.	CRIMINAL EXAMINATION	\$2,400.00
87586	09/25/2023	Accounts Payable	Norge Cleaners and Alterations	CLEANING SERVICES	\$318.40
87587	09/25/2023	Accounts Payable	OFFICE DEPOT	OFFICE SUPPLIES	\$112.19
87588	09/25/2023	Accounts Payable	OLIVER'S TOW INC.	FLEET SERVICES	\$725.04
87589	09/25/2023	Accounts Payable	PEACEKEEPER PRODUCTS INTERNATIONAL	SAFETY SUPPLIES	\$1,913.87
87590	09/25/2023	Accounts Payable	PITNEY BOWES PURCHASE POWER	POSTAGE INVENTORY	\$2,333.77
87591	09/25/2023	Accounts Payable	PREMIER GRAPHICS	OFFICE SUPPLIES	\$733.16
87592	09/25/2023	Accounts Payable	REYNOLDS STRATEGIES	PUBLIC INFORMATION CONSULTING SUPPORT	\$5,000.00
87593	09/25/2023	Accounts Payable	ROTARY CLUB OF EL CERRITO	ROTARY CLUB DUES Q2 FY23/24	\$250.00
87594	09/25/2023	Accounts Payable	SAN DIEGO POLICE EQUIPMENT CO.	AMMO SUPPLIES	\$1,958.08
87595	09/25/2023	Accounts Payable	SHAHKAR, MEHRAN	INSTRUCTOR PAYMENT	\$678.00
87596	09/25/2023	Accounts Payable	SIG SAUER, INC.	MAGAZINES SUPPLY	\$1,900.00
87597	09/25/2023	Accounts Payable	SPEAKWRITE LLC	TRANSCRIPTION SERVICES	\$86.99
87598	09/25/2023	Accounts Payable	SPEED OIL CHANGE	FLEET SERVICES	\$111.40
87599	09/25/2023	Accounts Payable	SSD ALARM	ALARM SERVICES	\$173.40
87600	09/25/2023	Accounts Payable	STANTEC CONSULTING	STAFFING COVERAGE	\$9,345.00
87601	09/25/2023	Accounts Payable	STATE OF CA DEPT OF JUSTICE	FINGER PRINT SCAN SERVICE FY23-24	\$1,222.00
87602	09/25/2023	Accounts Payable	UNIVERSAL BUILDING SERVICE	JANITORIAL SERVICES	\$584.28
87603	09/25/2023	Accounts Payable	WEST COAST VENDING SERVICES, INC.	VENDING MACHINES	\$4,466.94
87604	09/25/2023	Accounts Payable	GRAHAM, EMILY	EMPLOYEE EXPENSE REIMBURSEMENT	\$72.50
87605	09/25/2023	Accounts Payable	Leslie K. Nishiyama / Aidan Bauer	Real Property Tax Rebate	\$5,240.00

City of El Cerrito
Payment Register

From Payment Date: 9/1/2023 - To Payment Date: 9/30/2023

87606	09/25/2023	Accounts Payable	MITCHELL, MALIK	EMPLOYEE EXPENSE REIMBURSEMENT	\$40.00
87607	09/25/2023	Accounts Payable	NICOLAS KONEFFKLATT	PLAN REVIEW FEE REFUND	\$415.00
87608	09/25/2023	Accounts Payable	SOGNO DESIGN GROUP - KATHRYN A. ROGERS	REFUND FOR WRONG PERMIT FEES	\$1,179.60
87609	09/25/2023	Accounts Payable	EBMUD	Utilities_EBMUD_Period_JULY-AUGUST 2023	\$52,213.82

TOTAL CHECKS	265 Transactions				\$1,481,835.30
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Accounts Payable EFTs

2557	09/05/2023	Accounts Payable	PG&E	UTILITES_PG&E JULY 2023	\$20,739.63
2558	09/05/2023	Accounts Payable	PG&E	UTILITES_PG&E JULY 2023	\$24,253.60
2560	09/08/2023	Accounts Payable	EDD - PAYROLL TAX DEPOSIT	CA - CA Tax	\$59,603.86
2561	09/08/2023	Accounts Payable	IRS	FED - Fed Tax*	\$206,645.12
2562	09/08/2023	Accounts Payable	MissionSquare (name chg 03-2021 formerly ICMA)	ICM1 - ICMA-457 #300530 FLAT DOLLAR*	\$59,219.51
2563	09/08/2023	Accounts Payable	P E R S	PE1% - PERS SEIU*	\$187,603.71
2569	09/30/2023	Accounts Payable	CalPERS (CA Public Employees' Retirement System)	CalPERS UAL Remittance July, August September 2023	\$158,073.33
2570	09/30/2023	Accounts Payable	CalPERS (CA Public Employees' Retirement System)	CalPERS UAL Remittance July, August September 2023	\$351,890.50
2571	09/30/2023	Accounts Payable	CalPERS (CA Public Employees' Retirement System)	CalPERS UAL Remittance July, August September 2023	\$570.42
2572	09/30/2023	Accounts Payable	CalPERS (CA Public Employees' Retirement System)	CalPERS UAL Remittance July, August September 2023	\$1,414.83
2577	09/13/2023	Accounts Payable	KATZ, JUDY	INSTRUCTOR PAYMENT	\$403.20
2578	09/22/2023	Accounts Payable	EDD - PAYROLL TAX DEPOSIT	CA - CA Tax	\$45,511.94
2579	09/22/2023	Accounts Payable	IRS	FED - Fed Tax*	\$163,637.96
2580	09/22/2023	Accounts Payable	MissionSquare (name chg 03-2021 formerly ICMA)	ICM1 - ICMA-457 #300530 FLAT DOLLAR*	\$53,948.11
2581	09/22/2023	Accounts Payable	P E R S	PE CM PEPRA - PERS CM PEPRA*	\$202,129.77
2582	09/18/2023	Accounts Payable	United States Treasury	To record EFT/IRS Penalty	\$6,626.59
2583	09/25/2023	Accounts Payable	P E R S	PERS SAFETY MGMT - PERS SAFETY MGMT*	\$13,339.60
2584	09/25/2023	Accounts Payable	PG&E	PG&E August 2023	\$20,916.94
2585	09/25/2023	Accounts Payable	PG&E	PG&E August 2023	\$20,131.53
2586	09/25/2023	Accounts Payable	PG&E	PG&E August 2023	\$4,098.91
2591	09/26/2023	Accounts Payable	U.S. BANK - CORPORATE PAYMENT SYS	CALCARD STMT 09-22-2023 BALANCE DUE	\$76,178.57
2594	09/27/2023	Accounts Payable	JPMorgan Chase Bank	2012 Recycling Facility Oct DS Pymt	\$76,602.62

Total EFTs	22 Transactions				\$1,753,540.25
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ACCOUNTS PAYABLE

Status	Count	Transaction Amount	Transaction Amount
Payments	286		\$3,231,805.55
Voided	1		\$3,570.00
Total	287		\$3,235,375.55

Status	Count	Transaction Amount
Checks	134	\$89,427.46
EFTs	473	\$1,162,186.23
Total	607	\$1,251,613.69

Grand Totals:	894		\$4,486,989.24
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AGENDA BILL

Agenda Item No. 7.K.

Date: October 17, 2023
To: El Cerrito City Council
From: Crystal Reams, Finance Director/City Treasurer, Finance Department
Subject: FY 2023-24 First Quarter Cash and Investment Report

ACTION PROPOSED

Receive and file the City's first quarter cash and investment report for the period July 1, 2023 through September 30, 2023.

BACKGROUND

It is the policy of the City of El Cerrito ("City") to invest public funds in a manner which provides for the safety of the principal while providing enough liquidity to cover the City's short and long-term needs while generating the appropriate yield. All investment activity will conform to the California Government Code, Sections 53601 through 53659.

ANALYSIS

The FY 2023-24 First Quarter Cash and Investment Report for July 1, 2023 through September 30, 2023 shows that the City's total cash and investments as of September 30, 2023, had a par value of \$30,157,655.43 in the following accounts.

- \$26,411,632.72 (LAIF)
- \$3,743,672.71 (Mechanics Bank) (includes interest earnings)
 - \$77.34 Interest Earned July 2023
 - \$58.41 Interest Earned August 2023
 - \$32.03 Interest Earned September 2023
- \$2,350.00 (Petty Cash Funds)

These funds are available to meet operating expenses for the next six months.

STRATEGIC PLAN CONSIDERATIONS

The City's Investment Policy, Comprehensive Financial Policy, and Strategic Plan sets form guidelines for the investment of City funds and aligns with California Government code, Section 53646 and Section 53600-53609. The purpose of the City's Investment Policy is to provide guidelines for prudent investment of the City's idle funds and ensure policies, procedures, systems, and best practices in fiscal management (Goal B).

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

The Quarterly Cash and Investment Report complies with the City of El Cerrito Investment Policy and California Government Code Section 53646. The City will have sufficient cash flow to meet the next six months of estimated expenditures as required by Code 53646.

LEGAL CONSIDERATIONS

The City's investments comply with standards reflected in the City of El Cerrito Investment Policy.

Reviewed by:

A handwritten signature in blue ink, appearing to read "Karen Pinkos", is positioned above the printed name.

Karen Pinkos, City Manager

Attachments:

1. 1st Qtr FY 2024 Cash and Investment Report

City of El Cerrito
Quarterly Cash and Investment Report
for the Quarter Ending June 30, 2023

Attachment A

Category	Trustee/Broker	Month Ending	PAR Value (Actual Value)	Quarter End Interest Rate	Market value
Pooled Investments	California State Treasurer	June 30, 2023	\$ 26,411,632.72	3.42%	\$ 26,411,632.72
Cash with Bank	Mechanics Bank	June 30, 2023	\$ 3,743,672.71	0.01%	\$ 3,743,672.71
Petty Cash Funds	City Management	June 30, 2023	\$ 2,350.00	N/A	\$ 2,350.00
Total Cash and Investments			\$ 30,157,655.43		\$ 30,157,655.43

I certify that this report is in compliance with the City of El Cerrito Investment Policy and the California government Code Section 53646.
The City has sufficient cash to meet the next six months of estimated expenditures as required by the Code.



Crystal Reams, Finance Director/City Treasurer



AGENDA BILL

Agenda Item No. 9.A.

Date: October 17, 2023
To: El Cerrito City Council
From: Crystal Reams, Finance Director/City Treasurer, Finance Department
Subject: FY 2022-23 General Fund Budget Quarterly Update through June 2023

ACTION PROPOSED

Receive and file the FY 2022-23 General Fund Budget Quarterly Update through June 2023.

BACKGROUND

The El Cerrito City Council adopted an annual Budget for FY 2022-23 on June 21, 2022. The Council has closely monitored the City's budget and financial position and directed City staff to submit quarterly General Fund financial update reports. The attached FY 2022-23 Fourth Quarter General Fund Financial Update and Income Statement reflects the "unaudited" year-end projections and includes estimated final expense accruals.

ANALYSIS

The reports reflect the unaudited General Fund revenues at \$49,230,014.07 or \$2,200,608.07 above budget (105% of budget), and expenditures including estimated year-end accruals at a total of \$43,558,968.11 or \$3,951,967.89 below budget (92% of budget with estimated accrued expenses). The projected unaudited year-end fund balance is estimated to be \$5,671,045.96.

Staff has calculated these numbers based on the most current information as of the date of this report, but it is important to note that these numbers are unaudited. During the annual independent audit, which is underway, there will be adjustments to both revenues and expenses with the verified year-end totals to be included in the Annual Comprehensive Financial Report (ACFR) once it is completed.

Organization	Organization Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget
Fund 101 - General Fund						
REVENUE						
00	Non-Departmental Revenue	33,633,203.00	4,514,894.57	35,614,303.18	(1,981,100.18)	106
10	Administration	137,900.00	.00	35,868.90	102,031.10	26
20	Police	214,000.00	40,004.85	241,039.19	(27,039.19)	113
25	Fire	5,639,269.00	858,430.22	5,051,700.43	587,568.57	90
30	Public Works	467,400.00	160,493.09	560,141.86	(92,741.86)	120
40	Community Development	2,374,214.00	612,983.61	2,884,455.52	(510,241.52)	121
50	Recreation	4,563,420.00	555,520.84	4,842,504.99	(279,084.99)	106
REVENUE TOTALS		\$47,029,406.00	\$6,742,327.18	\$49,230,014.07	(\$2,200,608.07)	105%

Organization	Organization Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget
EXPENSE						
00	Non-Departmental Revenue	.00	(64,729.19)	38,661.30	(38,661.30)	+++
10	Administration	7,105,849.00	754,410.27	6,876,777.48	229,071.52	97
20	Police	12,987,536.00	1,299,850.20	11,891,556.51	1,095,979.49	92
25	Fire	14,329,658.00	1,763,603.30	13,118,269.34	1,211,388.66	92
30	Public Works	2,622,994.00	323,548.29	2,269,917.35	353,076.65	87
40	Community Development	3,739,747.00	572,010.34	3,229,832.80	509,914.20	86
50	Recreation	5,559,574.00	967,394.93	5,265,365.32	294,208.68	95
90	Non-Departmental	1,165,578.00	145,716.35	868,588.01	296,989.99	75
EXPENSE TOTALS		\$47,510,936.00	\$5,761,804.49	\$43,558,968.11	\$3,951,967.89	92%

STRATEGIC PLAN CONSIDERATIONS

The report is consistent with the City's Strategic Plan Goal B to achieve long-term financial stability and provides essential information to develop plans to ensure the Citywide revenue meets the cost of providing Citywide services, including adequate reserves in the face of significant unanticipated revenue shortfalls. In addition, providing financial information represents best practices in fiscal management.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

The unaudited FY 2022-23 General Fund Fourth Quarter Financial Update reflects revenues totaling \$49,230,014.07 or \$2,200,608.07 greater than the Amended Budget (105% of budget). Also, expenditures are projected at \$43,558,968.11 or \$3,951,967.89 less than budget (92% of budget including estimated accrued expenses). The projected unaudited FY 2022-23 General Fund balance is estimated to be \$5,671,045.96.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:



Karen Pinkos, City Manager

Attachments:

1. FY 2022-23 4th Quarter General Fund Update
2. FY 2022-23 4th Quarter General Fund Update - Income Statement (unaudited)



General Fund Budget Update

Quarter 4 FY 2022-23

04/01/23 – 06/30/23

INTRODUCTION

The City of El Cerrito is pleased to submit the Quarter 4 FY 2022-23 General Fund Budget Update, for the period 04/01/23 through 06/30/23. The report provides a high-level overview of the City's status on the budget, with expenditures by department, showing unaudited actuals.

The City's annual independent audit is underway, which will result in the FY 2022-23 Annual Comprehensive Financial Report (ACFR). This process will audit the year-ending totals, which will verify all balances and may be subject to adjustments, so the audited actuals may be slightly different than what is presented in this update. However, these unaudited actuals are based on the current information at year-end.

SUMMARY

The City of El Cerrito's unaudited actuals show that the City has met its budget targets for FY 2022-23, and indeed has generated a significant surplus of approximately \$5.6 million.

- Revenues continued to trend slightly higher year-to-date, primarily due to property tax receipts, property transfer tax, sales tax, and business licenses and permits. In addition, program services are trending slightly higher than budget.
- Expenditures associated with salaries and benefits trended below budget due to largely due to vacancies. Year-to-date expenditures for services and supplies are within budget. Overall, the departments have maintained fiscal prudence and have operated within budget.

GENERAL FUND REVENUES

On March 7, 2023, City Council approved the FY 2022-23 General Fund Amended Budget, increasing revenues by \$1,352,290 for an amended total of \$47,029,406. Table 1 shows the unaudited year-end revenue totals by category.

Table 1
General Fund Revenue Quarter 4

Classification	YTD Budget Amount	MTD Actual Amount	YTD Actual Amount	% of Budget	Prior Year Total Actual
Property Taxes	\$11,213,200	886,938	10,497,334	94	11,207,199
Sales Taxes	7,430,117	2,187,927	9,172,019	123	7,306,925
Transient Occupancy Taxes	150,000	27,625	107,817	72	113,434
Franchise Taxes	1,400,000	193,200	1,604,218	114	1,181,508
Business License Taxes	1,100,000	9,635	1,069,964	97	1,040,618
Property Transfer Taxes	4,300,000	329,988	4,157,840	97	4,863,035
Utility Users' Taxes	3,300,000	292,175	3,776,489	114	3,403,777
Other Taxes	1,500	5,123	7,776	518	849
Taxes Totals	\$28,894,817	\$3,932,611	\$30,393,457	105	\$29,117,345
Licenses & Permits	893,864	241,895	1,173,898	131	1,440,973
Fines & Forfeitures	140,000	22,113	115,407	82	152,343
Use of Money and Property	434,456	235,969	795,622	183	432,309
Intergovernmental Revenues	8,830,938	849,548	8,319,475	94	8,007,683
Charges for Services Totals	6,469,881	1,056,664	6,748,340	104	6,427,398
Other Revenue Totals	261,000	160,500	708,034	271	497,710
Other Financing Sources Totals	1,104,450	243,028	975,781	88	4,203,601
Totals	\$47,029,406	\$6,742,328	\$49,230,014	104	\$50,279,362

GENERAL FUND - EXPENDITURES

The FY 2022-23 General Fund Amended Budget, increased expenditure budgets by \$2,646,874 at midyear for a total amended expenditure budget of \$47,510,936. Table 2 shows the unaudited expenditures by classification. Personnel costs are the largest component of General Fund expenditures at approximately 75%. Departments with multiple vacancies have maintained services through increased professional services and/or overtime budgets, with these costs offset by salary savings. Expenditures remained within approved budgets.

Table 2
General Fund Expenditures – Classification
Quarter 4

Classification	YTD Budget Amount	MTD Actual Amount	YTD -Q4 Actual Amount	% of Budget	Prior Year Total Actual
Personnel	\$33,614,885	\$3,822,222	\$31,317,021	93	\$30,045,067
Purchased Professional & Technical Services	5,887,352	1,111,104	5,205,480	90	4,216,283
Purchased Property Services	2,506,775	299,032	1,881,382	76	1,701,750
Other Purchased Services	2,975,203	313,843	2,863,774	96	2,688,132
Supplies	830,031	178,168	702,632	85	538,620
Property & Capital	466,647	61,677	521,525	97	369,527
Financing Costs	562,280	(24,240)	399,391	71	574,337
Other Financing Uses	667,763	0	667,763	100	665,612
Totals	\$47,510,936	\$5,761,806	\$43,558,968	92	\$40,799,328

GENERAL FUND - DEPARTMENTS

The Departments' expenditures have remained within budget throughout the fiscal year, with expenditures as percent of budget ranging from 87% to 97% for the period ending June 30, 2023. As previously noted, vacancies throughout the departments contributed to these to these expenditure results.

Table 3 reflects actual expenditures by departments through Quarter 4, June 30, 2023, and provides baseline expenditure information for the period ending FY 2021-22 Quarter 4.

Table 3
General Fund Expenditures – Department
Quarter 4

Expenditures	FY 2022- 2023 Amended Budget	Year To Date Actual (thru Qtr 4)	Year To Date % of Amended Budget	Comparison Qtr 4 FY 2022 YTD Actual
Administration	\$7,105,849	\$6,876,777	97	\$5,915,479
Police	12,987,536	11,891,557	91	11,632,344
Fire	14,329,658	13,118,269	92	12,894,300
Public Works	2,622,994	2,269,917	88	1,903,618
Community Development	3,739,747	3,229,833	87	3,064,082
Recreation	5,559,574	5,265,365	95	4,342,199
Non-departmental	1,165,578	907,250	78	1,047,306
Total	\$47,510,936	\$43,558,968	92	\$40,799,328

CONCLUSION

The City of El Cerrito has ended FY 2022-23 well within budget, with an estimated surplus of approximately \$5.6 million. It will be important for the City Council to note going forward as the City fills its vacancies that expenditures in future years will increase accordingly, and City staff will continue to monitor these expenditures in relation to revenues in the current fiscal year. City staff will also closely monitor the economy and will continue to update the General Fund projections. Further, City staff will work with the City Council to determine any future use of surplus funds and General Fund reserve in order to meet the City Council's financial sustainability goals.



FY 2022-23 Fourth Quarter Income Statement *(unaudited)*

Organization	Organization Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
Fund 101 - General Fund							
REVENUE							
00	Non-Departmental Revenue	33,633,203.00	4,514,894.57	35,614,303.18	(1,981,100.18)	106	37,241,946.20
10	Administration	137,900.00	.00	35,868.90	102,031.10	26	41,763.74
20	Police	214,000.00	40,004.85	241,039.19	(27,039.19)	113	208,521.37
25	Fire	5,639,269.00	858,430.22	5,051,700.43	587,568.57	90	5,008,201.72
30	Public Works	467,400.00	160,493.09	560,141.86	(92,741.86)	120	615,234.70
40	Community Development	2,374,214.00	612,983.61	2,884,455.52	(510,241.52)	121	3,114,344.43
50	Recreation	4,563,420.00	555,520.84	4,842,504.99	(279,084.99)	106	4,049,349.52
	REVENUE TOTALS	\$47,029,406.00	\$6,742,327.18	\$49,230,014.07	(\$2,200,608.07)	105%	\$50,279,361.68
EXPENSE							
00	Non-Departmental Revenue	.00	(64,729.19)	38,661.30	(38,661.30)	+++	.19
10	Administration	7,105,849.00	754,410.27	6,876,777.48	229,071.52	97	5,915,478.92
20	Police	12,987,536.00	1,299,850.20	11,891,556.51	1,095,979.49	92	11,632,343.51
25	Fire	14,329,658.00	1,763,603.30	13,118,269.34	1,211,388.66	92	12,894,299.78
30	Public Works	2,622,994.00	323,548.29	2,269,917.35	353,076.65	87	1,903,618.11
40	Community Development	3,739,747.00	572,010.34	3,229,832.80	509,914.20	86	3,064,081.93
50	Recreation	5,559,574.00	967,394.93	5,265,365.32	294,208.68	95	4,342,199.45
90	Non-Departmental	1,165,578.00	145,716.35	868,588.01	296,989.99	75	1,047,305.64
	EXPENSE TOTALS	\$47,510,936.00	\$5,761,804.49	\$43,558,968.11	\$3,951,967.89	92%	\$40,799,327.53
Fund 101 - General Fund Totals							
	REVENUE TOTALS	47,029,406.00	6,742,327.18	49,230,014.07	(2,200,608.07)	105%	50,279,361.68
	EXPENSE TOTALS	47,510,936.00	5,761,804.49	43,558,968.11	3,951,967.89	92%	40,799,327.53
Fund 101 - General Fund	Net Gain (Loss)	(\$481,530.00)	\$980,522.69	\$5,671,045.96	\$6,152,575.96	(1,178%)	\$9,480,034.15
Fund Type General Fund Totals							
	REVENUE TOTALS	47,029,406.00	6,742,327.18	49,230,014.07	(2,200,608.07)	105%	50,279,361.68
	EXPENSE TOTALS	47,510,936.00	5,761,804.49	43,558,968.11	3,951,967.89	92%	40,799,327.53
Fund Type General Fund	Net Gain (Loss)	(\$481,530.00)	\$980,522.69	\$5,671,045.96	\$6,152,575.96	(1,178%)	\$9,480,034.15



FY 2022-23 Fourth Quarter Income Statement *(unaudited)*

Organization	Organization Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
Fund Category Governmental Funds Totals							
	REVENUE TOTALS	47,029,406.00	6,742,327.18	49,230,014.07	(2,200,608.07)	105%	50,279,361.68
	EXPENSE TOTALS	47,510,936.00	5,761,804.49	43,558,968.11	3,951,967.89	92%	40,799,327.53
Fund Category	Governmental Funds Net Gain (Loss)	(\$481,530.00)	\$980,522.69	\$5,671,045.96	\$6,152,575.96	(1,178%)	\$9,480,034.15
Grand Totals							
	REVENUE TOTALS	47,029,406.00	6,742,327.18	49,230,014.07	(2,200,608.07)	105%	50,279,361.68
	EXPENSE TOTALS	47,510,936.00	5,761,804.49	43,558,968.11	3,951,967.89	92%	40,799,327.53
	Grand Total Net Gain (Loss)	(\$481,530.00)	\$980,522.69	\$5,671,045.96	\$6,152,575.96	(1,178%)	\$9,480,034.15

Wildfire Safety and Preparedness Update



El Cerrito City Council Meeting
October 17, 2023

Changing Environment

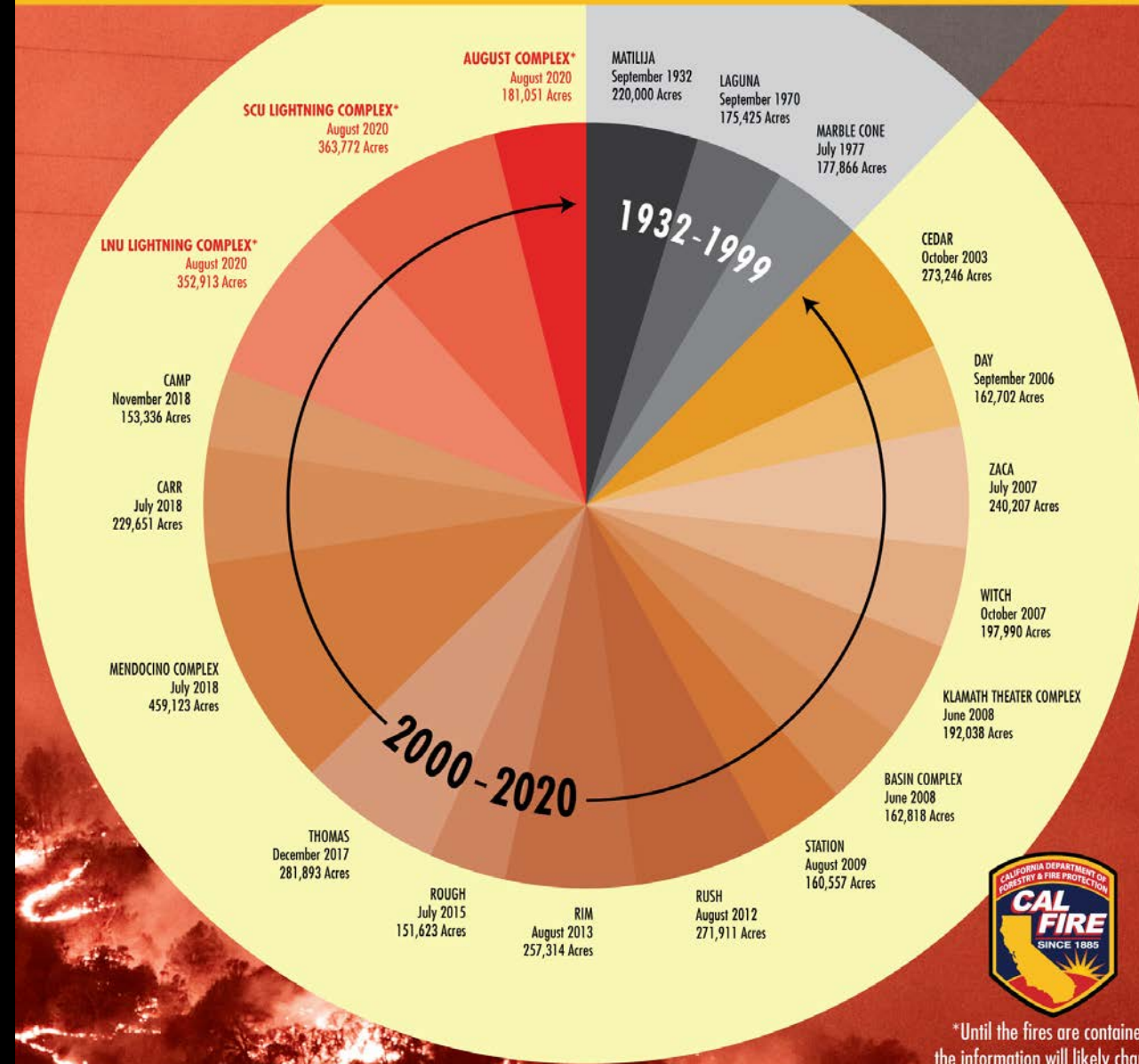
In the last 10 years in California...

- 1 of every 8 acres has burned
- 173 lives have been lost
- 43,000+ homes destroyed

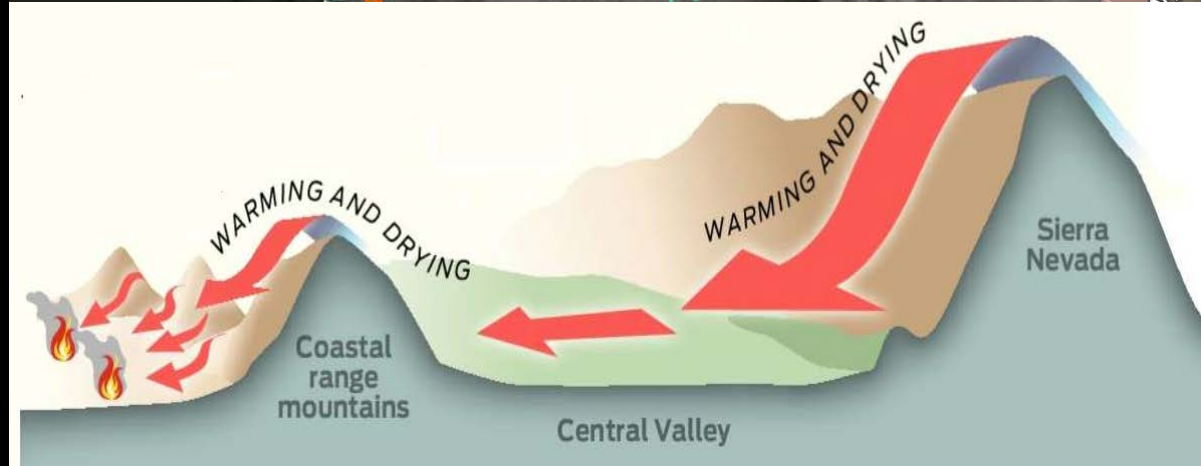
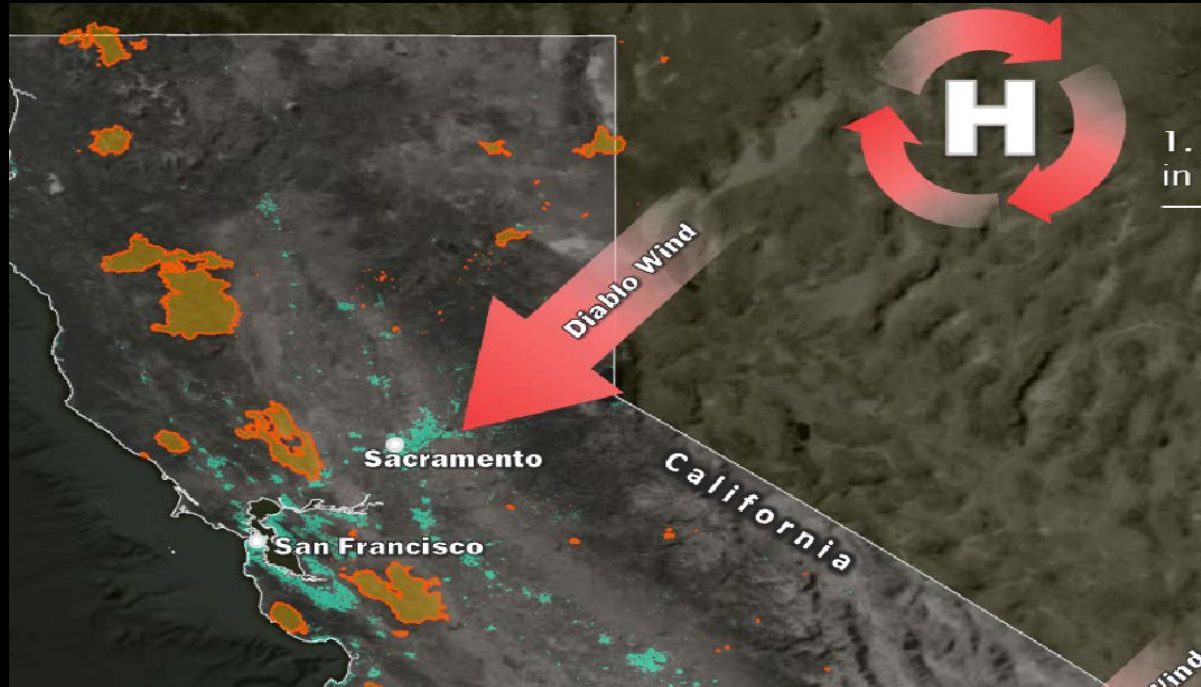
As the climate changes...

- More severe droughts will occur
- Atmospheric rivers will change⁺ vegetative growth patterns
- Fires have become more violent
- Facing Mass Tree Death

TOP 20 LARGEST CALIFORNIA WILDFIRES



Local Threat to El Cerrito



Threat of Wildfire Spread

Embers cause up to 90% of home loss

Embers come from:

- Nearby wildfire
- House to House
- Vegetation (especially within 5 ft of home)



Reducing Vulnerabilities

- Prepared Fire Department
- Fuel Reduction
- Partnerships



Achieved Goals 2022



County EOC Drill

- Participated in the Golden Eagle
- Training with county agencies to manage a massive wildfire with evacuations



Incident Command Training

Large incident management

- Division and group supervisor
- Safety officer



FEMA

Emergency
Management
Institute



CERT

The CERT course will
benefit any citizen
who takes it.

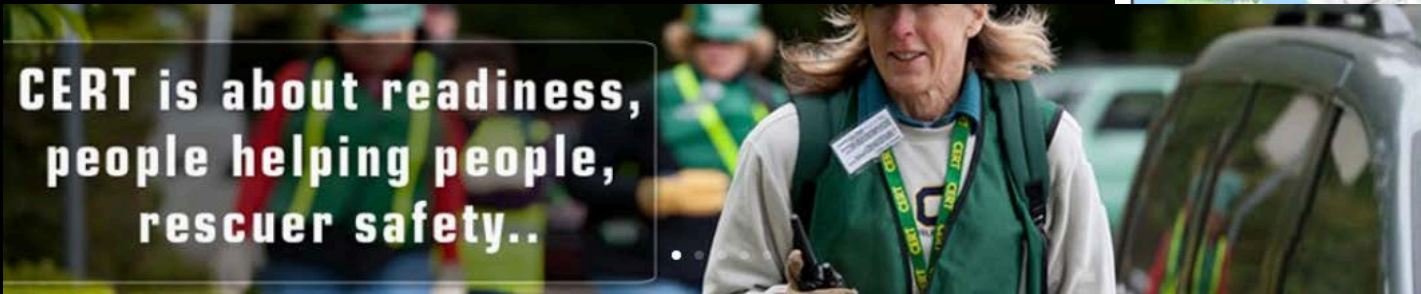
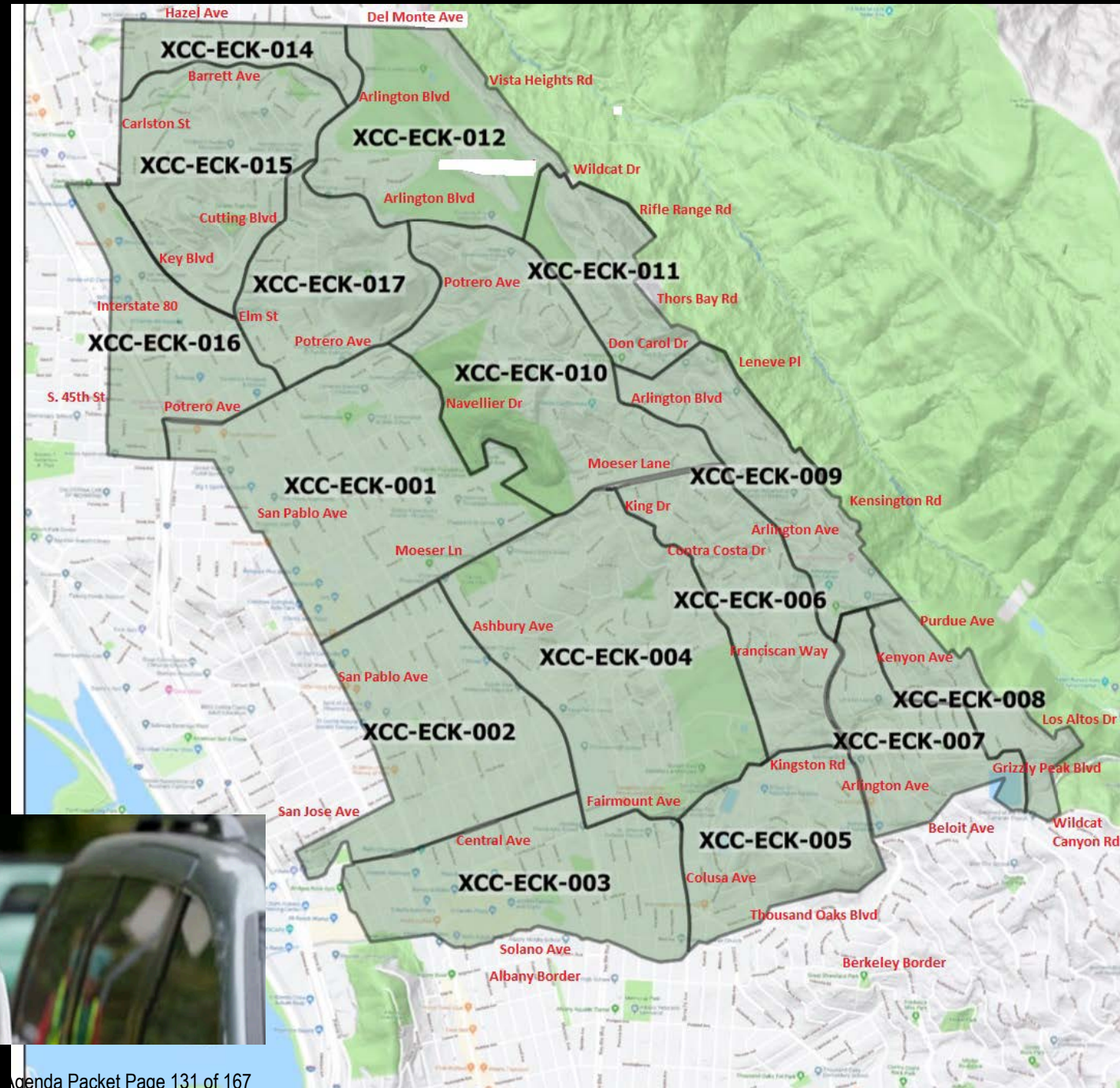
- Recruiting
- Successful Water Storage and Fire Extinguisher Sale
- Partnership with Lamorinda CERT To provide training



EL CERRITO & KENSINGTON
EARTHQUAKE PREPAREDNESS
EMERGENCY SUPPLY SALE
WATER STORAGE & FIRE EXTINGUISHERS

CERT

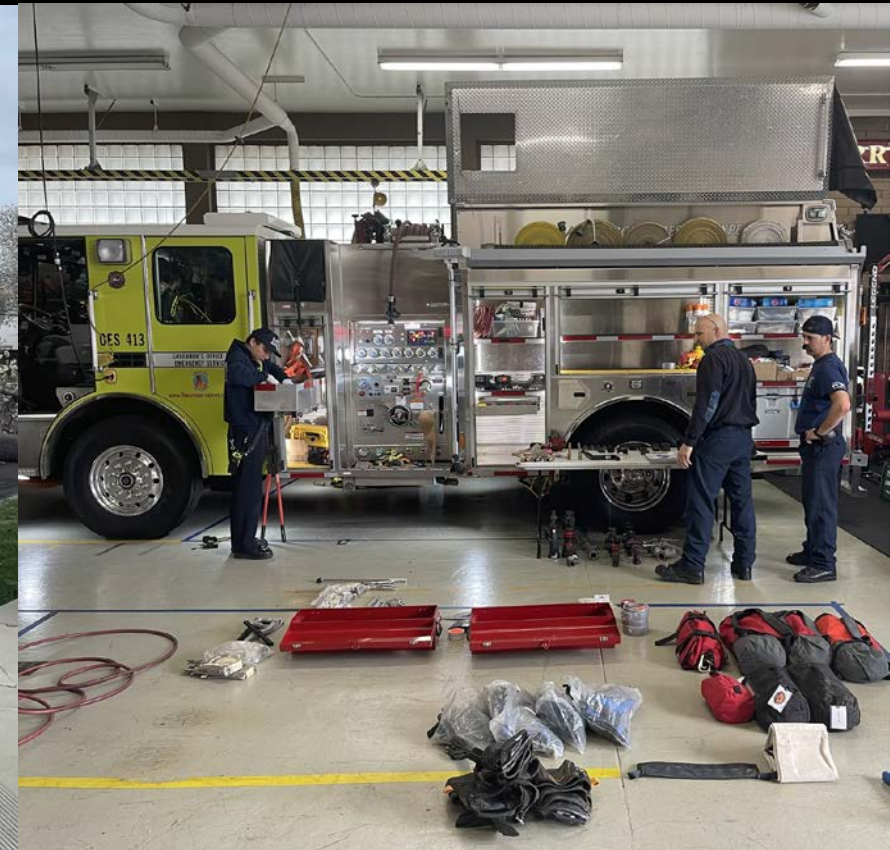
- Reorganized to Zone Haven Zones
- Started to expand CERT to Response Team



**CERT is about readiness,
people helping people,
rescuer safety..**

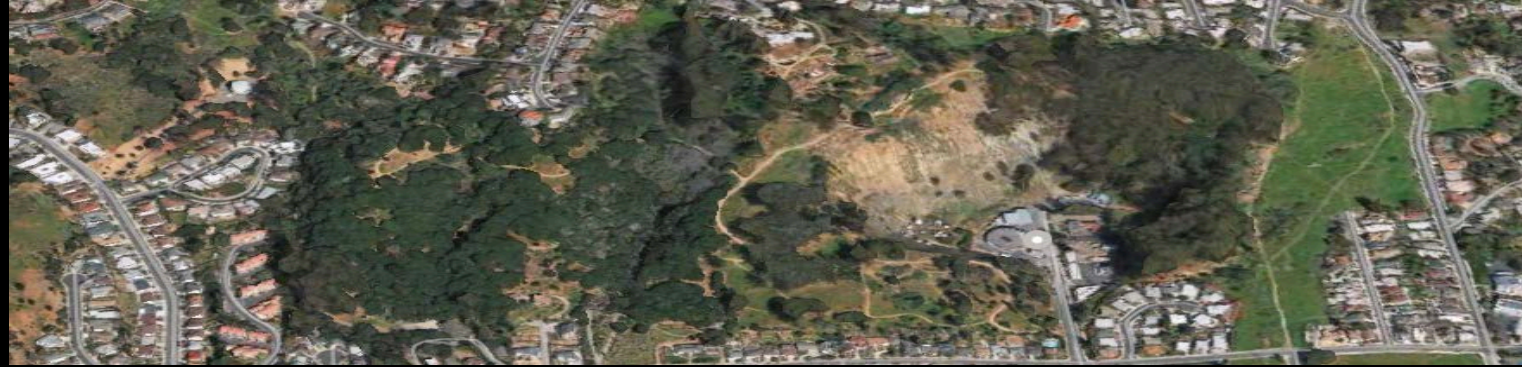
Accommodated OES upstaffing

- Local upstaffing for sever weather events
- Housed additional units in Station



Targeted Fuel Reduction Hillside Natural Area

- Applied for Measure X funds
- Multiple days of work prior to fire season



Multi-Agency Collaborations

- Weekly meetings with partners
- Shared training
- Collaborative Classes
- Emergency Procedures



Collaboration with Community Groups

- Collaboration with Make El Cerrito Fire Safe
 - Red Flag Parking Pilot
 - Parking Survey
 - Fuel Reduction in the Hillside Natural Area
- Supporting KARO ECHO towards a Standard Operational Guideline

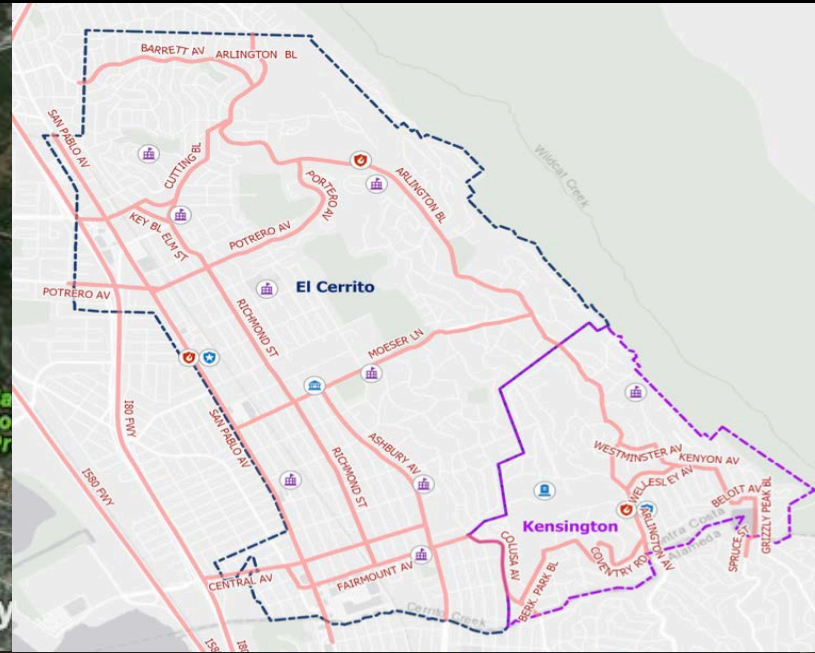
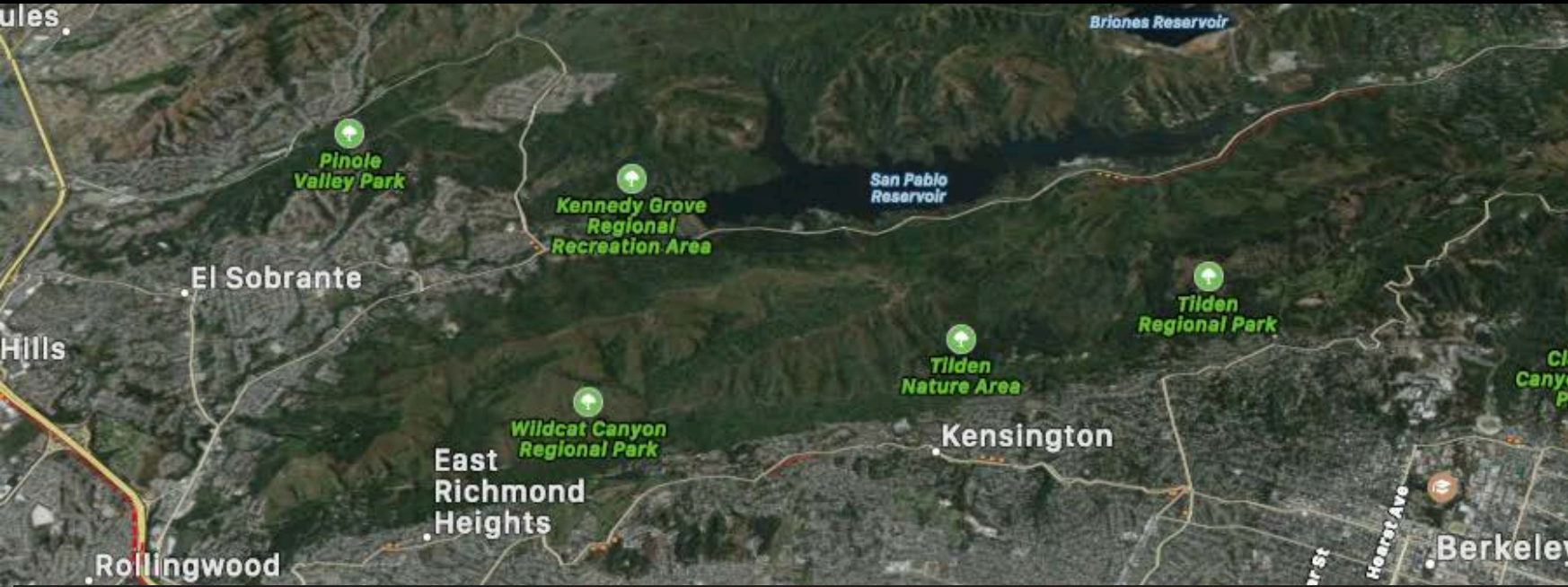


Community Outreach

- Tri City Safety Day
- Community Hillside hazards walk



Future Goals



CONTRA COSTA COUNTY OFFICE OF THE SHERIFF COMMUNITY WARNING SYSTEM



Refresher Training With CWS

Use of community warning systems

Nixle (Community Information system)

Zone haven (Preplan Evacuation system)

CWS (Evacuation Notification/Orders)



CONTRA COSTA COUNTY
OFFICE OF THE SHERIFF
**COMMUNITY WARNING
SYSTEM**



Evacuation Drill

<https://www.el-cerrito.org/DocumentCenter/View/12931/Fire-Pamphlet-FINAL>

- Register for CWS
- Know your zone
- Know your primary route
- Have an alternative route

Sign up online at: WWW.COCOCWS.US

Email: cws-staff@so.cccounty.us

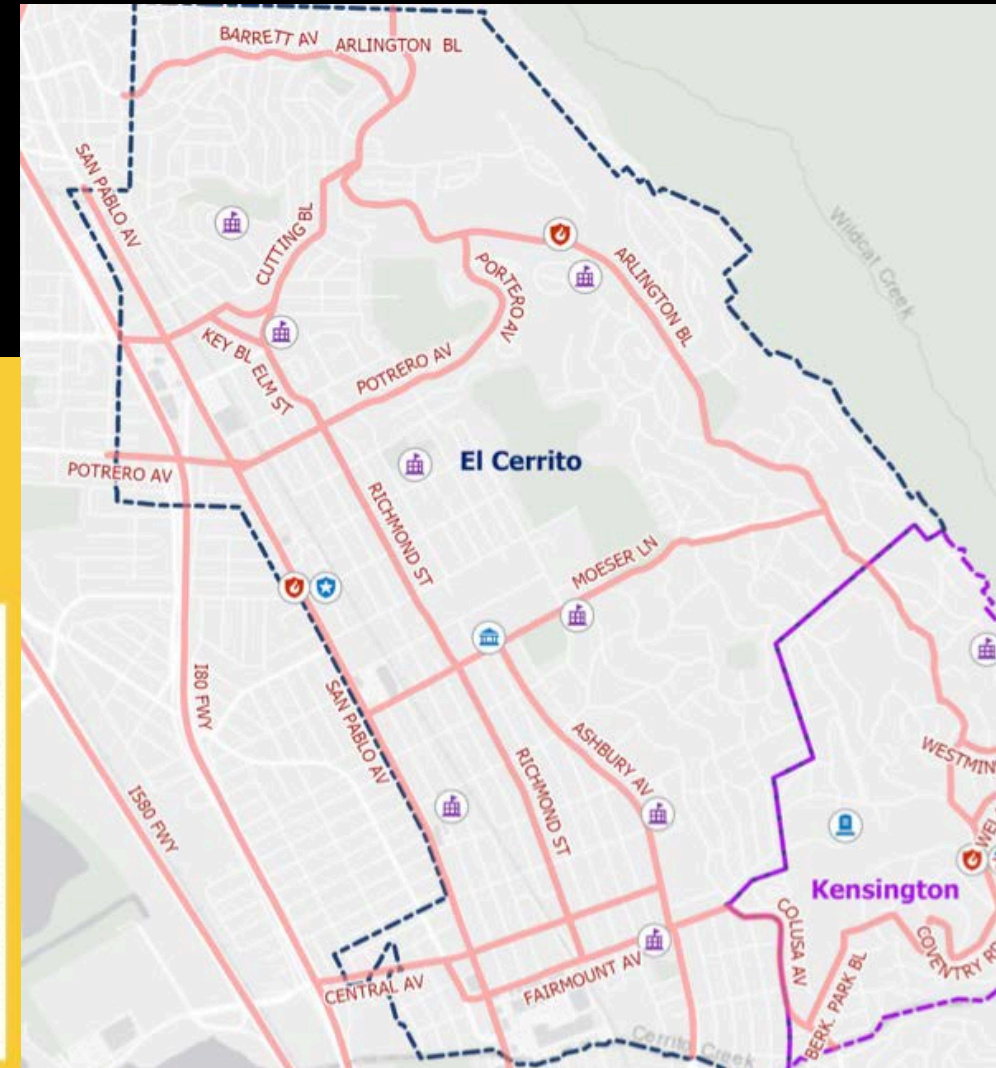
Call: 925-313-9622

Follow CWS:

[@CoCoCWS](https://www.facebook.com/CoCoCWS)



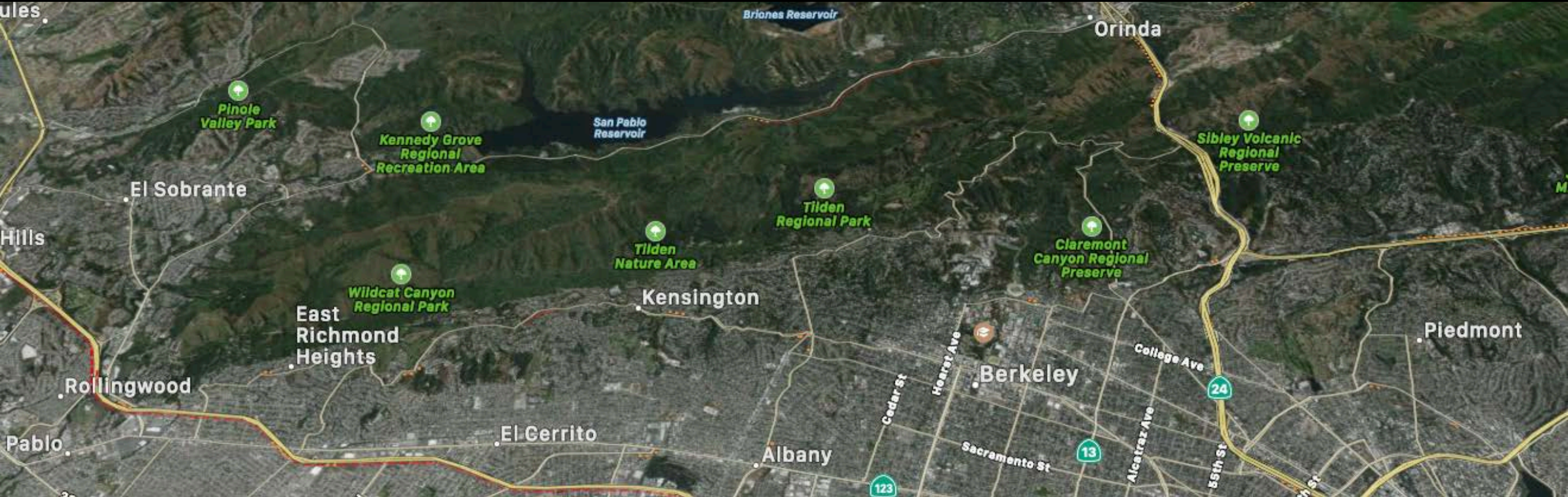
Scan the QR code



MOU Collaboration

East Bay “Wildfire Prevention Coordinating Group”

- Legal Review by Agency Staff
- Address Stakeholders Questions



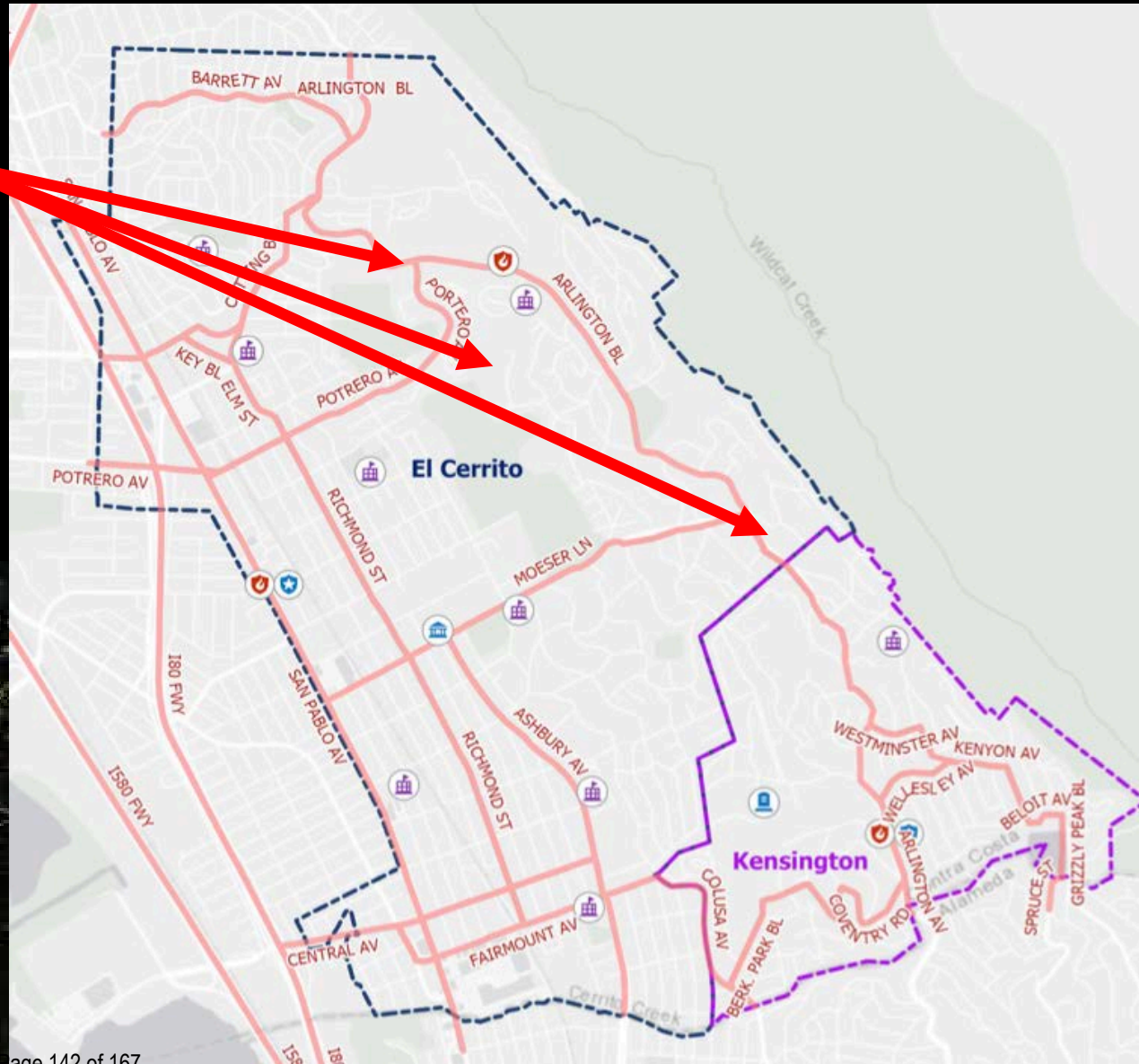
FEMA EOC Training

- Training Emergency Operations plan
- All Risk Training for Fire, Police, and Staff to manage large incidents



Red Flag Parking Pilot

- Identify Choke points in Evac Plan
- Restrict Street Parking on Red Flag Days
 - Enable Residents to exit area
 - Responders to enter area

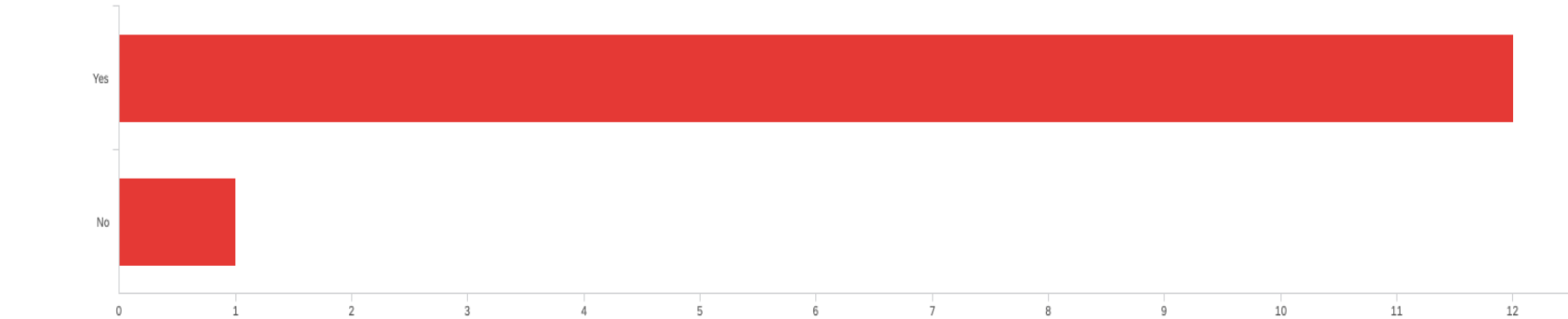


Surveyed Residents Reactions

Q5 - If you park on the street, do you have another place (garage, driveway, lawn) you could park a car in an emergency?



Q6 - Would you be willing to park off-street on Red Flag Days to allow fire trucks access, and neighbors to escape in case of a fire?

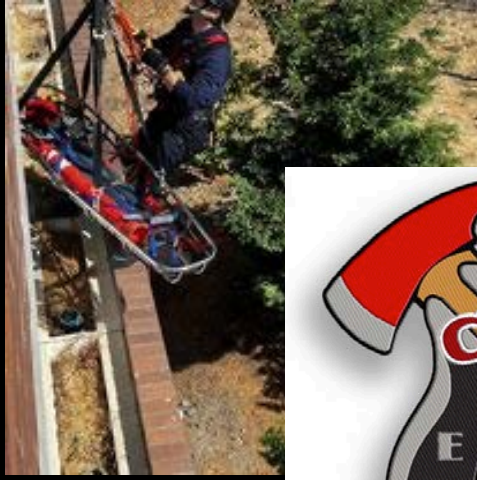


Next Steps



- Work with attorneys and staff to bring recommendation for MOU back to Council
- Seek Council direction to move forward with preparing pilot program to bring back for Council adoption

Thank you for your support



The Mighty

El Cerrito FD





SUPPLEMENTAL AGENDA MATERIALS
REGULAR CITY COUNCIL MEETING
October 17, 2023
(Revised October 19, 2023)

1. Public Comments (Not on the Agenda and Consent Calendar)
2. Agenda Item 6.A. - Annual Sundar Shadi Garden Awards
 - a. Presentation
3. Agenda Item 9.B. - Wildfire Safety and Preparedness
 - a. Public Comments

From: [Cordell Hindler](#)
To: [City Clerk](#)
Subject: Public Comments
Date: Thursday, October 12, 2023 4:15:05 PM

Caution! This message was sent from outside your organization.

Hello Mayor Motoyama, Council Members and Staff,

I AM Submitting the Following Comments Into the Record:

1. For a Future Agenda, The Council Should Direct Staff to Schedule a Presentation from Koff & Associates on the Class & Comp Study
2. Also To Invite Danny Wan or Designee to Present on the Port of Oakland

Sincerely
Cordell

October 17, 2023

City Council
City of El Cerrito
10890 San Pablo Avenue
El Cerrito, CA 94530

RE: Follow-up on hostile hot-mic comment from leadership to staff at Oct. 3 Council meeting

Dear Mayor Motoyama and Council Members,

These comments address the hot-mic episode during the Oct. 3rd Council meeting. A link to the meeting recording with timestamps is provided for reference.

[You can hear the hot-mic outburst "Yvetteh, shut the *f-word* up" at 1:31:00](#) during the Public Works Director's answer to a question by Council, when the City Manager and Assistant City Manager were joining the meeting remotely (the only remote participants). The Public Works Director was the subject of the outburst that originated from the remote audio feed. What is not captured in that recording, but was plainly visible to the public watching the remote video displayed in Council chambers, was that the City Manager simultaneously reached for the mute on the remote computer and put a hand over the Assistant City Manager's mouth just after the comment was voiced.

At 1:55:20 I made a public comment that addressed the incident, because no one in the meeting had said anything about it to that point.

At 1:56:30 the City Manager gave an "apology" following my comment, but the apology was mostly about being "unmuted as they were talking to each other," which admitted to the source of the comment without explicitly denouncing, and apologizing for, the content of the statement itself, nor publicly reaffirming support for the targeted staff in any way.

The comment, and how it has been handled since, is deeply concerning and antithetical to the strong statement made by the City Manager at the beginning of the Oct. 3rd meeting about the City's "obligation and responsibility to provide a respectful workplace free from abusive, hostile and intimidating conduct."

The problem with the hot mic statement, and how it was addressed afterward, is not the profanity or the failure to mute. It is the implicit message that the leaders of the city staff seem to be comfortable with, and feel impunity about, talking to each other in a disrespectful, abusive, hostile and intimidating manner about other staff behind their backs, when the target staff is diligently trying to do their job answering Council's questions.

To really deliver on the promise of a workplace free from abusive, hostile and intimidating conduct, it is imperative that the City leadership regain the trust of the staff and community with a public

statement, and clear leadership by example, that there are no exceptions made in fulfilling the "obligation and responsibility to provide a respectful workplace free from abusive, hostile and intimidating conduct."

Hot-mic situations are a rare occurrence. They are even more unlikely to be coincident with an isolated one-of-a kind statement. To have something like this caught on a hot mic suggests there is an ongoing accepted pattern of this inappropriate behavior. Otherwise, why would someone in city leadership feel comfortable saying it in front of someone else in city leadership, even under the expectation of a "private" workplace environment? We need to hear a clear repudiation of the kind of workplace culture that would lead to such a statement being made by anyone, at any time, in the City of El Cerrito workplace environment, whether there is an open mic, or not.

The immediate remedy was not to denounce the statement and affirm support for the targeted staff, but to deflect from the actual problem and invite more harm to the workplace culture by publicly brushing it off, and dealing with it behind closed doors, rather than using it as a teachable leadership moment about the importance of maintaining a "respectful workplace free from abusive, hostile and intimidating conduct."

While I understand the need for confidentiality in dealing with personnel matters, the City leadership have publicly broken our trust in their commitment to stated workplace standards and it is their burden to publicly admit this and repair it, instead of expecting everyone to brush it off and accept it. Burying this kind of thing undermines morale and damages workplace culture further.

Given that this incident happened when the City Manager and Assistant City Manager were at the ICMA conference for professional development, I recommend that they be restricted from travel to any similar future conferences until they have completed some remedial training on creating a safe and supportive work environment free from abusive, hostile and intimidating conduct, and demonstrably take the role of leadership on this front seriously, to renew the trust of staff and the public that the City has a healthy workplace morale and culture.

Thank you for your time and consideration,



Howdy Goudey
El Cerrito

From: [Ira Sharenow](#)
To: [City Clerk](#)
Subject: public comment -- items not on the agenda
Date: Tuesday, October 17, 2023 1:43:21 PM

Caution! This message was sent from outside your organization.

I request that the council pass an ethics ordinance which prohibits city employees from buying lunch for council members and in general prohibits council members from accepting gifts from city employees.

From: [Kimberly White](#)
To: [City Clerk](#)
Subject: Add to next city council packet
Date: Tuesday, October 17, 2023 3:53:23 PM

Caution! This message was sent from outside your organization.

Hello my name is Kimberly White and I'm a resident of El Cerrito.

It's great to see the year end financials in the packet. The financial situation has been a hot topic for several years.

Items 7 J and K discuss the check report and cash investment reports, but the agenda was silent on the year end financials.

There are a number of reasons to add a discussion item to the agenda when financial information is included in the packet.

Public discussions on municipal financials are important for several reasons:

1. **Transparency:** Public discussions promote transparency in government operations. They allow residents to understand how their tax dollars are being allocated and spent. This transparency builds trust between the municipality and its citizens.
2. **Accountability:** When municipalities hold public discussions on financial matters, they are held accountable for their fiscal decisions. Residents can raise questions, provide feedback, and hold officials responsible for their financial management.
3. **Informed Decision-Making:** Public input can provide valuable insights and perspectives that officials may not have considered. This can lead to better-informed decision-making that reflects the needs and priorities of the community.
4. **Budget Prioritization:** Public discussions help prioritize spending on essential services, infrastructure, and community development projects. This ensures that limited resources are allocated to projects that benefit the majority of residents.
5. **Equity and Fairness:** Financial discussions can highlight disparities in resource allocation, allowing for adjustments that promote equity and fairness among different neighborhoods or demographics within the municipality.
6. **Long-Term Planning:** Public input can also aid in long-term financial planning. It

allows municipalities to anticipate future challenges, such as infrastructure maintenance or population growth, and allocate resources accordingly.

7. Compliance and Regulations: Public discussions help ensure that municipalities comply with legal and regulatory requirements related to budgeting and financial reporting.

8. Public Engagement: Engaging the public in financial discussions fosters a sense of civic participation and involvement. It encourages residents to take an active interest in the governance of their community.

In summary, public discussions on municipal financials are essential for promoting transparency, accountability, and good governance, as well as for making informed decisions that benefit the community as a whole.

Therefore, I respectfully request that the City allow for an agenda item for packeted financial information and reports.

Thank you

Kimberly White
El Cerrito Resident

From: [M.064 Freeman](#)
To: [City Clerk](#)
Subject: For the City Council agenda and record: End of remote public comment
Date: Monday, October 9, 2023 1:42:32 PM

Caution! This message was sent from outside your organization.

Greetings Council members,

I am requesting your responses to this message with your opinion on this matter.

I was very disappointed to see that staff at City Hall decided to end remote public comment at public meetings. That decision was an anti-democratic decision, and it is disgraceful that such a policy decision was made without public hearings and a Council vote. The Council should be embarrassed and angry at staff's disregard for the City Council and the democratic process.

I understand that public meetings throughout the country are being annoyed by pranks and offensive, inappropriate and bigoted comments, often from people from outside of the jurisdiction. I understand that those messages often target oppressed and vulnerable people that you want to protect. I have also observed that elected officials are extremely sensitive about being insulted, embarrassed, pranked and annoyed while trying to do their work.

As much as I understand the motives of those opposing the resumption of remote public comment, the interests of free expression and the principals of open government must be the guiding principles in these decisions. In other words, the right of the public to easily participate in City Council meetings conveniently is far more important than anyone's right to avoid being insulted, embarrassed, pranked and annoyed at meetings. Whenever free expression is restricted, which should only be for an important and legitimate reasons ("compelling state interest"), governments are legally and ethically obligated to use the least restrictive means to address the problem.

You may not be aware of how much hardship and commitment is required of the public to provide in-person public comment at government meeting, but I'm sure you saw an increase in public comment once remote comment was enabled. Attending a meeting in public may require rearranging one's work schedule and obtaining childcare and safe transportation to the meeting. Citizens attending public meetings rarely know when their item of interest will be heard and they will be able to comment. Through my professional work in government, I have personally observed people waiting up to eight hours in public meetings to make a comment. It is not pleasant. That isn't much of a hardship for paid lobbyists or city staff, but for nearly anyone else it is a significant challenge, especially for many elderly, disable, working and poor people.

Remote meetings allow almost anyone with a cellphone to participate in public meetings. That was a significant step forward for democracy and good government. The acts of a few pranksters and bigoted trolls should not be an excuse to take away that progress

I personally do not object to promptly disconnecting a call that is obviously a prank or is intentionally offensive to oppressed and vulnerable people. That

practice alone should eliminate or greatly reduce the harm from such calls. I also personally would consider supporting reasonable measures to prioritize calls from people living in this region.

I am requesting that this matter be considered with a public hearing of the City Council, *with remote comments allowed*, and that you vote to resume remote public comments immediately.

Thank you for your reply,

Michael Freeman
El Cerrito, CA



From: [nick zamorano](#)
To: [City Clerk](#)
Subject: Public Comments
Date: Tuesday, October 17, 2023 12:52:58 PM

Caution! This message was sent from outside your organization.

I am writing in support of a regional MOU and funding for a back up generator for fire station #52.

In order to ensure public safety for all El Cerrito residents, a functional generator is necessary to provide power for emergencies in inclement weather conditions.

A MOU is imperative to establish a coordinated and collaborative effort to reduce the threat of wildfires in all the East Bay cities and communities.

I urge council members to support and adopt these recommendations during tonight's council meeting.

Thank you for considering these comments.

Nick Zamorano
El Cerrito Resident

From: [Howdy Goudey](#)
To: [City Clerk](#)
Subject: Public comment for tonight's Council agenda item 7F
Date: Tuesday, October 17, 2023 2:48:47 PM

Caution! This message was sent from outside your organization.

City Clerk, please include this email as public comment for item 7F on tonight's Council meeting.

Mayor Motoyama and City Council,

Consent item 7F asks you to approve purchase of a replacement diesel generator. As with the recycling truck item at your last meeting, available technology has advanced past the last century's dirty, inefficient diesel generator, and its demanding maintenance schedule and high fuel costs. I encourage you to consider making a more future positive purchase for this need.

The [Moxion company https://www.moxionpower.com/](https://www.moxionpower.com/), with a factory at the Richmond's historic Ford plant, is offering battery electric power supplies with similar electrical specifications to the diesel generator being considered.

Furthermore, these large trailer mounted battery/inverters can be recharged using existing and expanded on-site solar to have truly autonomous backup power with indefinite runtimes and no need for refueling logistics.

Diesel generators perform very poorly under part load conditions which is quite common in backup use. The electric battery storage is ideal for maintaining both low baseline loads and high peak loads without the performance and efficiency losses associated with running a diesel generator with a large load range. There will be significant personnel time lost to refueling logistics with diesel (at times we can least afford it) and the potential resupply limitation in a disaster scenario is problematic.

Up front costs may be higher, but the long term maintenance and operating costs are low and the combination of solar and battery storage can be used on a daily basis to reduce routine energy costs for the city budget.

Proposed: Kohler 60REOZK
60-80kW
250-300 gallons
28-60 hour run time at 25-50% duty cycle

Alternate: Moxion MP-75
75kW (480V), 35kW (3phase 208VAC), 24kW (240VAC single phase)
530kWh
13-35 hour run time at same 25%-50% duty cycle and 60-80kW size range assumed above

[Further reading.](#)

Thanks,
Howdy Goudey
El Cerrito

EL CERRITO GARDEN CLUB

SUNDAR SHADI AWARD

Pam Austin October 2023

SUNDAR SHADI AWARD

**TO HONOR SUNDAR SHADI BY RECOGNIZING NOTABLE RESIDENTIAL
GARDENS IN EL CERRITO**

SUNDAR SHADI AWARD

- **ANNUAL AWARD**
- **NOMINATIONS BY CLUB MEMBERS**
- **COMMITTEE SELECTS THE GARDENS**
- **PRESENTATIONS ARE MADE**

SUNDAR SHADI AWARD

- **# OF NOMINATIONS IN 2023**
- **3 WINNERS SELECTED**









From: [Jim Dolgonas](#)
To: [City Clerk](#)
Subject: Public Comments: Agenda Item 9B
Date: Tuesday, October 17, 2023 11:54:28 AM

Caution! This message was sent from outside your organization.

This item is an informative update from Chief Saylor and covers several topics, two of which I'd like to lend my support to.

The first pertains to a draft MOU on wildfire prevention. This MOU, whose objective is to increase coordination among east bay communities to improve wildfire prevention, was developed with input from all the affected entities. As such it is a compromise but one which the Council is encouraged to adopt. Like air quality, where we have a 9 county air quality district, the risk of wildfire is a regional threat, not constrained by municipal boundaries but by topology. We must work together as a region on fire prevention and I encourage the Council's support of the MOU.

The Chief's update also contains information about implementing a program to restrict some parking on red flag days to both facilitate resident evacuation and responders access in case of fire. The Chief is proposing a pilot program. Implementation will require the support of Public Works, the El Cerrito Police Department as well as the Fire Department. I encourage the Council to support the Chief's proposed plan.

Respectfully,

Jim Dolgonas
El Cerrito Resident

From: [Sue Duncan](#)
To: [City Clerk](#)
Subject: Fire in HNA today, Agenda Item 9B
Date: Tuesday, October 17, 2023 5:14:14 PM

Caution! This message was sent from outside your organization.

Greetings City Council,

I want you to be aware of the fire that was in HNA earlier today. A member of our group was walking in HNA when she came across the remains of a fire which was still slightly smoking and warm. The ECFD was called. Luckily, there was no off-shore wind today.

This emphasizes why the city must significantly increase funding for vegetation management in HNA, both for removal and maintenance after removal.

Thank you,
Sue Duncan



