

TOPS Committee

Item 9 - Service Agreement with the City of Menlo Park in Support of the Middle Avenue Undercrossing Project

April 26, 2023



Background

- **Caltrain is supporting and coordinating with City of Menlo Park** on the Middle Avenue Undercrossing Project
- Existing Service Agreement for Caltrain to perform Planning Coordination and Technical Review of City's 30% designs
- Today's item: **New Service Agreement (SA)** execution is needed to prepare Project for Final Design phase
- Earlier this month, Menlo Park City Council authorized their City Manager to execute SA
- On Monday, Finance Committee **approved FY23 Capital Budget Amendment** required to execute this SA



Additional Background

- **City of Menlo Park** is the Project Sponsor for a new grade separated pedestrian and bicycle rail crossing under the Caltrain ROW near Middle Avenue in Menlo Park
- The undercrossing will **improve connectivity** for neighborhoods on both sides of the Caltrain tracks
- The Service Agreement is meant to **cover Caltrain's costs** to conduct critical project development tasks for the transition from City-led activities into Caltrain-led activities

The Service Agreement

Scope:

- Alternative Contract Delivery Analysis
- Development of a Memorandum of Understanding (MOU)
- Development of Request(s) For Proposals (RFPs) to advance project beyond Preliminary Engineering and Environmental Clearance phase into final design and construction

Estimated execution period:

- April 2023 through June 2024

Updated Project Budget:

- **\$571,9401**, of which \$89,279 is included as contingency funds

Recommended Board Action – Motion Requested

Staff recommends that the Board:

- Authorize the Executive Director to Execute a **Service Agreement with the City of Menlo Park in Support of the Middle Avenue Undercrossing Project**
- **Amend the Project budget** from \$400,000 to \$571,941 to include an additional \$171,941 in reimbursable expenses

Note: Finance Committee recommended approval of capital budget amendment during its April 24th meeting.

FOR MORE INFORMATION

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