

**TO:** Andrew P. Powers, City Manager

**FROM:** Clifford G. Finley, Public Works Director

**DATE:** June 20, 2023

**SUBJECT:** Rancho Conejo Biotech Area Sidewalk Project (CI 5664)

**RECOMMENDATION:**

1. Approve Second Amendment to Professional Services Agreement No. 13114-2022 with MNS Engineers, Inc., Thousand Oaks, CA, in the amount of \$8,830 for a revised not-to-exceed amount of \$355,941 for additional design services for the Rancho Conejo Biotech Area Sidewalk Project (CI 5664), plus an additional \$30,000 for extra services.
2. Authorize expenditure in the amount of \$38,830 (\$8,830 Second Amendment, plus extra services of \$30,000) from A/C #001-5310-631-8300 (CI 5664, Rancho Conejo Biotech Area Sidewalk Project).
3. Find that this action is not a project as defined under the California Environmental Quality Act.

**FINANCIAL IMPACT:**

**No Additional Funding Requested.** \$38,830 is included in FY 2022-23 Adopted General Fund Budget for the Rancho Conejo Biotech Area Sidewalk Project (CI 5664). \$3,192,969 is included in the Adopted FY 2022-23 General Fund and Grant Fund Budget (includes \$1,592,969 in Federal Highway Administration COVID Relief and Recovery Supplemental Appropriation Act (CRRSA) Grant Fund). Total project cost is estimated at \$3,206,410. Additional appropriation will be requested at the time of construction contract award depending on the actual bids received.

**BACKGROUND:**

The Rancho Conejo Biotech Area Sidewalk Project is in Newbury Park, north of Hillcrest Drive and along Rancho Conejo Boulevard and Lawrence Drive (Attachment #1). The project area has incomplete sidewalk segments and is without certain pedestrian amenities at key locations.

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The project includes construction of new sidewalk segments on:

- The north side of Hillcrest Drive from Mitchell Road to approximately 1,000 feet west of Lawrence Drive;
- The north side of Teller Road from Lawrence Drive to Marion Street;
- The west side of Lawrence Drive from Hillcrest Drive for approximately 700 feet; and
- Both sides of the Corporate Center Drive from Rancho Conejo Boulevard for approximately 450 feet to complete the missing sidewalk segments.

The project also includes installation of a new enhanced pedestrian crosswalk on Rancho Conejo Boulevard at Corporate Center Drive (north leg of intersection), featuring crosswalk markings and an electronic Rectangular Rapid Flashing Beacon (RRFB) warning system to alert approaching traffic on Rancho Conejo Boulevard of pedestrian activity.

On September 27, 2022, City Council approved a Professional Services Agreement with MNS Engineers, Inc. (MNS) in the amount of \$315,866 for the design and engineering of the project and \$31,634 was approved for extra services. On March 28, 2023, the First Amendment in the amount of \$31,245 was executed, increasing the contract to a revised not-to-exceed amount of \$347,111. The First Amendment provided for the following additional services:

- Supplemental field survey, mapping and right of way retracement in support of the added midblock and intersection pedestrian crossings;
- Performing 14 utility potholing; and
- Design and preparation of contract documents in connection with new curb ramps, signing, and striping for a new midblock crossing on Lawrence Drive (across from Skyworks), and pedestrian crossing at Marion Street/Teller Road intersection.

### **DISCUSSION/ANALYSIS:**

Additional professional engineering services by MNS are required for design and preparation of the contract documents for the following improvements:

- Additional curb ramp at the southwest corner of Hillcrest Drive/Lawrence Drive intersection and signing and striping for pedestrian crossing on Hillcrest Drive;
- Four streetlights at the following locations: at Lawrence Drive mid-block crosswalk (across from Skyworks), at northwest and northeast corners of Hillcrest Drive/Lawrence Drive Intersection, and at northwest corner of Hillcrest Drive/Mitchell Road intersection (the streetlights will be provided, owned, and operated by Southern California Edison).

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These additions were not part of the original contract and were deemed necessary during the preliminary design review process to expand pedestrians' path of travel in the area through safe street crossings. The Second Amendment to MNS agreement (Attachment #2) will provide for these required additional engineering services. Staff recommends approval of the Second Amendment to the agreement for \$8,832, and a revised not-to-exceed amount of \$355,941.

The originally approved extra services budget of \$31,634 provided for the costs associated with the First Amendment in the amount of \$31,245. Therefore, staff is requesting an additional \$30,000 in extra services to provide for future additional design services that may become necessary during the final design and bid phase of the project. The signal pole standard foundation at the intersection of Rancho Conejo Boulevard and Corporate Center Drive may require redesign due to potential utility conflicts discovered during utility potholing.

**PROJECT ESTIMATED COST AND FUNDING SUMMARY**

	Fund 001	Fund 183	Total
Design (Previously approved)	\$ 347,111	\$0	\$ 347,111
Second Amendment (This Action)	\$ 8,830	\$0	\$ 8,830
Extra Services (This Action)	\$ 30,000	\$0	\$ 30,000
City Furnished (Previously approved)	\$ 5,000	\$0	\$ 5,000
Right-of-Way Acquisition (Future)	\$ 25,000	\$0	\$ 25,000
Construction (Future)	\$1,197,500	\$1,592,969	\$2,790,469
Total Cost	\$1,613,441	\$1,592,969	\$3,206,410

The total estimated project cost including design and construction phases is \$3,206,410, which consists of \$1,592,969 in federal funding from the CRRSA for the construction phase, with the balance funded by the City's General Fund for both design and construction phases.

The preliminary project schedule is as follows:

**PROJECT PRELIMINARY SCHEDULE**

Design	Fall 2023
Caltrans Approval	Winter 2024
Federal Funds Authorization	Spring 2024
Bid & Award Process	Summer 2024
Construction	Fall 2024 to Summer 2025

This action is not a project as defined under the California Environmental Quality Act because this action will not result in a direct or foreseeable indirect physical change in the environment [14 CCR 15060(c)].

Community Outreach:

The Rancho Conejo Biotech Area Sidewalk Project was presented to the Traffic and Transportation Advisory Commission on April 26, 2023, and received positive feedback. Staff will develop and implement an additional public outreach plan that will focus on adjacent businesses as well as the public. Various communications tools and strategies, including community meetings (if needed), press releases, website updates, and social media posts will be utilized to inform the public and receive feedback. A dedicated project website has been created, [www.toaks.co/biotechsidewalks](http://www.toaks.co/biotechsidewalks), where updated project information will continue to be provided throughout the design and construction phases of the project.

This project meets City Council's Top Ten Priorities #9, "Public Works Infrastructure Investments".

**COUNCIL GOAL COMPLIANCE:**

Meets the following City Council goals:

C. Operate City government in a fiscally and managerially responsible and prudent manner to ensure that the City of Thousand Oaks remains one of California's most desirable places to live, work, visit, recreate, and raise a family.

F. Provide and enhance essential infrastructure to ensure that the goals and policies of the Thousand Oaks General Plan are carried out and the City retains its role and reputation as a leader in protecting the environment and preserving limited natural resources.

**PREPARED BY:** Masoud Razavi, Engineering Associate

**Attachments:**

Attachment #1 – Vicinity and Location Maps

Attachment #2 – Second Amendment to MNS Agreement No. 13114-2022