

**MEMORANUM OF UNDERSTANDING  
BETWEEN  
THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO  
COUNTY AND THE CITY OF EAST PALO ALTO FOR ADMINISTERING \$109,000 IN  
FISCAL YEAR 2024 CONGRESSIONALLY DIRECTED SPENDING FUNDS FOR  
PLANNING AND DESIGN OF THE FORDHAM STREET SUSTAINABLE STREET  
PROJECT.**

This Memorandum of Understanding (MOU) entered into as of the \_\_\_ day of \_\_\_\_\_, 2025, by and between the City/County Association of Governments of San Mateo County, herein referred to as “C/CAG,” and the City of East Palo Alto, herein referred to as “CITY,” collectively referred to as “PARTIES,” is for the purpose of outlining and defining the roles, responsibilities, terms and conditions for administering \$109,000 in Fiscal Year 2024 Congressionally Directed Spending funds for planning and design of the Fordham Street Sustainable Street Project, hereinafter referred to as “PROJECT”.

**RECITALS**

**WHEREAS**, C/CAG manages the San Mateo Countywide Water Pollution Prevention Program to support its member agencies in meeting state and federal mandates to reduce pollution discharging from municipal storm drainage systems; and

**WHEREAS**, in 2021, C/CAG completed the San Mateo Countywide Sustainable Streets Master Plan, which identified and prioritized hundreds of opportunities throughout San Mateo County to integrate active transportation improvements with green stormwater infrastructure to provide water quality improvement and additional co-benefits, such as improving bicycle and pedestrian safety, enhancing urban greening, and reducing the impacts of climate change; and

**WHEREAS**, the San Mateo Countywide Sustainable Streets Master Plan included 12 project concepts for high priority sustainable streets projects focusing in areas of underserved and vulnerable communities, with the intention of supporting future funding for implementation; and

**WHEREAS**, C/CAG, in coordination with five municipalities with high priority concept designs developed in the San Mateo Countywide Sustainable Streets Master Plan, including the City of Daly City, City of East Palo Alto, City of South San Francisco, County of San Mateo and Town of Colma, submitted an application for \$1,500,000 under the Fiscal Year 2024 Congressionally Directed Spending program, herein referred to as “CDS”, through Congressman Kevin Mullin’s Office and Senator Alex Padilla’s Office to fund planning and design for up to five high priority sustainable street projects, including the PROJECT, under the CDS project title “San Mateo County Sustainable Streets Pilot Project”; and

**WHEREAS**, the Consolidated Appropriations Act of 2024 included an appropriation of \$850,000 under the CDS program for Fiscal Year 2024 and lists C/CAG as the recipient of said funds to implement the San Mateo County Sustainable Streets Pilot Project; and

**WHEREAS**, there is an 11.47% (percent) non-federal local match requirement for the Fiscal Year 2024 CDS program administered by the Federal Highway Administration, totaling \$110,127 for the entire grant amount of \$850,000 allocated to the San Mateo County Sustainable Streets Pilot Project; and

**WHEREAS**, the Federal Highway Administration is authorized to allocate the CDS funding via the California Department of Transportation, herein referred to as “Caltrans,” through the Caltrans Local Assistance Program to implement the San Mateo County Sustainable Streets Pilot Project, including the PROJECT; and

**WHEREAS**, to best utilize the available CDS funding, C/CAG, in coordination with the local agencies included in C/CAG’s San Mateo County Sustainable Streets Pilot Project application, went through a process of recommending funding three of the five sustainable streets projects, including the PROJECT, based on project readiness and local buy in; and

**WHEREAS**, as requested by C/CAG and agreed upon by the selected local agencies recommended for funding, including the City of Daly City, City of East Palo Alto and Town of Colma, Caltrans approved a request to suballocate the \$850,000 in total CDS funding designated for the San Mateo County Sustainable Streets Pilot Project to the three selected local agencies and to enter into funding agreements with the respective local agencies directly, without C/CAG acting as a passthrough for funding to the local agencies; and

**WHEREAS**, C/CAG and the CITY wish to document the general expectations and roles and responsibilities for implementing the PROJECT under the San Mateo County Sustainable Streets Pilot Project.

Now, **THEREFORE**, the **PARTIES** to this **MOU** agree as follows:

## **1. SCOPE OF WORK**

The PROJECT Scope of Work pursuant to this MOU includes planning, design and permitting only for the PROJECT, as originally envisioned through the project concept developed in C/CAG’s San Mateo Countywide Sustainable Streets Master Plan (see Exhibit A). It is expected that the PROJECT plans and designs under this Scope of Work shall be substantially consistent with the concept plan for the PROJECT (Exhibit A), recognizing plans and designs may need to be modified to accommodate site constraints, utility conflicts, and funding availability, among other considerations as the PROJECT develops. This MOU only pertains to the Scope of Work as defined herein. The main components of the PROJECT, as originally envisioned in the San Mateo Countywide Sustainable Streets Master Plan, are summarized as follows:

### **East Palo Alto Fordham Street Sustainable Street Project:**

- The East Palo Alto Fordham Street Sustainable Street Project (PROJECT) proposes integrated Safe Routes to School and green stormwater infrastructure

improvements at the intersection of Fordham Street and Purdue Avenue East Palo Alto.

- The proposed improvements include construction of curb extensions and bioretention planters for water quality treatment, high-visibility crosswalks and upgraded ADA compliant curb ramps for enhanced pedestrian safety.

The PARTIES further recognize that the full scope and scale of the PROJECT, as originally conceptualized in the San Mateo Countywide Sustainable Streets Master Plan, could require additional funding to complete 100% (percent) engineering plans and specifications and cost estimates, and may require additional funding for permitting beyond the amount provided for the PROJECT through the CDS funding. As such, the PARTIES agree that the CITY will advance the PROJECT planning, design and permitting to the greatest extent feasible as defined within this Scope of Work with the funds made available through the Fiscal Year 2024 CDS program.

## 2. **FUNDING ALLOCATION**

- a. **Funding Commitment.** C/CAG and the CITY have agreed to allocate \$109,000 of the total amount of \$850,000 provided by the Fiscal Year 2024 CDS program under the San Mateo County Sustainable Streets Design Pilot Project for the PROJECT. The CITY has agreed to provide the associated 11.47% (percent) local match requirement of \$14,122.

## 3. **TERM OF MOU**

- a. This MOU is effective upon execution and will terminate upon the earliest of: (a) six months after written acceptance of C/CAG of the completion of the Scope of Work, (b) termination by C/CAG pursuant to Section 2.c. of this MOU, or (c) September 30, 2027.

## 4. **GENERAL RESPONSIBILITIES**

- a. **C/CAG.**
  - As the named funding recipient for the Fiscal Year 2024 CDS funding allocated to the San Mateo County Sustainable Streets Design Pilot Project pursuant to the authorizing legislation (Consolidated Appropriations Act of 2024), C/CAG is committed to the success of the PROJECT Scope of Work and will provide in-kind staff and consultant support to the CITY in preparing the PROJECT for inclusion in the Federal Transportation Improvements Program (FTIP) 2025 Amendment and to support the CITY in submitting its E-76 federal obligation request through Caltrans.
  - C/CAG reserves the right to request review of the funding agreement between the CITY and Caltrans prior to execution to ensure substantial consistency with the San Mateo County Sustainable Streets Pilot Project.

- As needed, C/CAG will continue to seek additional funding to complete planning, design, and permitting for the PROJECT.
- As needed, C/CAG will continue to seek state and federal funding for the construction of the PROJECT.

**b. CITY.**

- As the PROJECT sponsor, the CITY will ensure timely obligation of the CDS funding for the PROJECT, consistent with the Fiscal Year 2024 CDS program Caltrans E-76 deadline of September 30, 2027.
- The CITY agrees to complete the Scope of Work as detailed in Section 1 by the Fiscal Year 2024 CDS program deadline of September 30, 2032.
- As needed, the CITY will continue to seek additional funding to complete planning, design, and permitting for the PROJECT.
- As needed, the CITY will continue to seek state and federal funding for the construction of the PROJECT.

**5. HOLD HARMLESS/ INDEMNITY**

The PARTIES agree to fully indemnify, defend, and hold each other (including their appointed and elected officials, officers, employees, and agents) harmless and free from any damage or liability imposed for injury occurring by reason of the negligent acts or omissions or willful misconduct of the indemnifying PARTY, its appointed or elected officials, officers, employees, or agents, under or in connection with any work, authority, or jurisdiction delegated to such PARTY under this MOU. No PARTY, nor any appointed or elected official, officer, employee, or agent thereof, shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of any other PARTY, its appointed or elected officials, officers, employees, or agents, under or in connection, with any work, authority, or jurisdiction delegated to such other party under this MOU.

**6. NOTICES**

All notices affecting any of the clauses of this MOU must be in writing via email to the appropriate address indicated below.

To C/CAG:

City/County Association of Governments of San Mateo County  
Attn: Reid Bogert, C/CAG Stormwater Program Director  
Email: rbogert@smcgov.org

To CITY:  
City of East Palo Alto  
Attn: Anwarberg Mirza, City Engineer  
Email: amirza@cityofepa.org

**IN WITNESS WHEREOF**, the PARTIES have executed this MOU on the date set forth above.

**AGREED AND EXECUTED BY:**

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY**

By: \_\_\_\_\_

Date: \_\_\_\_\_, 2025

Title: \_\_\_\_\_

**CITY OF EAST PALO ALTO**

By: \_\_\_\_\_

Date: \_\_\_\_\_, 2025

Title: \_\_\_\_\_

Approved as to Form:

By: \_\_\_\_\_

Name: \_\_\_\_\_

Legal Counsel for C/CAG

**EXHIBIT A**

**PROJECT CONCEPT FOR THE FORDHAM STREET SUSTAINABLE STREET PROJECT FROM  
THE SAN MATEO COUNTYWIDE SUSTAINABLE STREETS MASTER PLAN**

DRAFT

## Fordham Street East Palo Alto



### Concept Description

The intersection of Fordham Street and Purdue Avenue is a major school crosswalk to Costano Elementary School. It serves as the pedestrian crossing entryway to the elementary school, as well as the sole entrance to the school's parking lot and drop-off loading zone. The intersection is also included as part of East Palo Alto's planned bike improvement plans, where a proposed Class III shared bike route will run along Fordham Street, and a Class I off-street bike path will run from Costano Elementary to Purdue Avenue.

Curb extensions are proposed at the main diagonal crosswalk across Fordham Street as part of the Safe Routes to School initiative, and will extend approximately 6 feet into the roadway. This will provide traffic calming for a busy intersection with multiple modes of transportation,

reduce the pedestrian crossing distance, and increase visibility of pedestrians to oncoming traffic.

Bioretention stormwater planters are also proposed to be integrated into the curb extensions to provide management of roadway runoff, since the intersection experiences flood and drainage issues after rain events due to an inadequate storm drain system in the area. The southwestern corner will manage runoff from Fordham Street while the northeastern corner will manage runoff from Purdue Avenue via curb runnel. A total of 220 square feet of bioretention planter is proposed, capturing stormwater from approximately 0.12 acres of roadway and school parking area which will provide management of 0.22 acre-feet of runoff per year.

### Site Characteristics

In Priority Development Area  
Yes

Pavement Condition Index  
*Good/Fair, At Risk, Excellent/Very Good (3 road intersection)*

Watershed  
*Ravenswood Slough*

### Green Infrastructure Performance

Drainage Management Area  
*0.12 ac*

Annual Runoff Captured  
*0.22 ac-ft*

Bioretention Area / Storage Volume  
*220 sf / xx ac-ft*

### Active Transportation Performance

#### Key Transportation Benefits

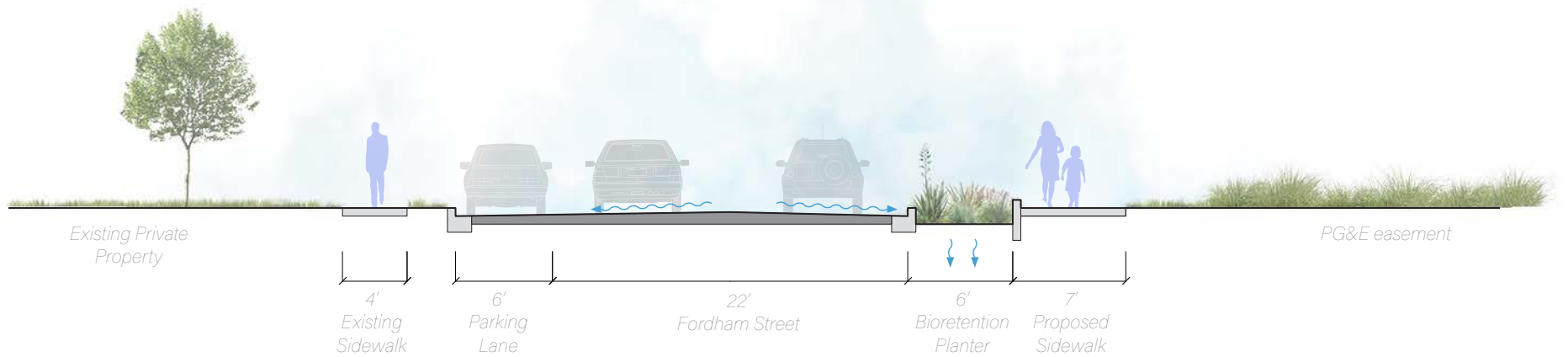
- » *Reduced pedestrian crossing distance*
- » *Traffic calming*



**KEY SITE IMPROVEMENTS**

- A** Proposed stormwater curb extension
- B** New curb ramp extension

**Concept Site Plan Detail: Fordham Street, East Palo Alto**



**Typical Cross Section: Fordham Street**



# Fordham Street East Palo Alto

## Concept Perspectives



Existing condition, intersection at Fordham Street & Purdue Avenue



Proposed condition

## Site Elements



Safe routes to school stormwater curb extension, Burlingame CA



Safe routes to school stormwater curb extension, San Mateo CA



Planter buffer curb extension, Long Beach CA



Planter buffer bump-out

## Project Benefits



**Prioritize Non-Motorized Users**  
*Promote more active transportation*



**Neighborhood Beautification**  
*Increased vegetation*  
*Provide engaging streets to walk on*



**Increased Trees**  
*Shade for walking comfort*  
*Heat and carbon emission reduction*

**Groundwater Recharge**  
*Recharge of the San Mateo Plain*  
*Groundwater Basin*



**Walkability & Safety**  
*Curb extensions for safer street crossing*  
*Connection to commercial areas*



**Reestablishes Natural Hydrology**  
*Bioretention planters capture and infiltrate stormwater*

## Planning-Level Cost Estimate

DESCRIPTION	UNIT COST	UNIT COST	QUANTITY	SUBTOTAL
Utilities Protection/Relocation	\$15,000	LS	1	\$15,000
Sawcutting Pavement	\$12	LF	105	\$1,260
Concrete Demo, Excavation & Offhaul	\$11	SF	210	\$2,300
Planter Excavation & Offhaul	\$70	CY	210	\$14,700
Planter Curb & 36" Sidewalls	\$160	LF	55	\$8,800
Planter Curb & Gutter & 36" Sidewalls	\$180	LF	50	\$9,000
Bio-soil Media	\$250	CY	20	\$5,000
Underdrains	\$6	SF	210	\$1,300
Drain Rock Subbase	\$160	CY	10	\$1,600
Bioretention Plantings & Mulch	\$25	SF	210	\$5,300
Curb & Gutter	\$40	LF	20	\$800
Storm Drain Connections	\$7,500	EA	2	\$15,000
Bioretention Curb Inlet	\$1,500	EA	2	\$3,000
Curb Ramps	\$6,000	SF	2	\$12,000
Sidewalk Repair	\$15	SF	200	\$3,000
Irrigation System	\$11,380	EA	2	\$22,800
<b>CONSTRUCTION SUBTOTAL</b>				<b>\$121,000</b>
Traffic Control				\$6,050
Mobilization (10% construction)				\$12,000
Contingency (30% construction)				\$36,000
Design Fees (15% total)				\$26,000
<b>TOTAL PROJECT COST (DESIGN + CONSTRUCTION)</b>				<b>\$201,000</b>

This is a planning-level cost estimate (\$2020) for design and construction. Soft costs for City administration and project management and post-construction operations and maintenance are not included. Other factors that may affect the cost of future construction include escalation and market conditions.

# Fordham Street East Palo Alto

## Additional Considerations

This project concept is presented for discussion only. This project concept is planning-level and subject to revision as additional information becomes available. Factors to be considered during design of this project include but are not limited to the following:

- » Infiltration Potential. The hydrologic soil group is unknown along Fordham Ave, and preliminary investigations show that groundwater levels are approximately 6 feet below ground surface. A geotechnical investigation will be conducted during design development, including site-specific borings and infiltration tests, to ensure facilities are designed appropriately. Proposed green infrastructure improvements may be lined with impermeable geotextile and fitted with underdrain pipes to connect treated flows to existing storm drain line if infiltration is deemed infeasible.
- » Utility Conflict. Initial utility assessments were conducted for sanitary sewer, storm sewer, and water utilities. Bioretention facilities are proposed in configurations that minimize disruption of sewer and water lines. Other utilities such as power and telecom were not available for consideration during the development of this concept and should be assessed during design development.
- » Bus route. Due to existing bus stop on Purdue Avenue prior to the intersection with Fordham Street and the narrow roadway along Purdue, curb extensions were not considered for the crosswalk along Purdue Avenue.