

**MEMORANUM OF UNDERSTANDING
BETWEEN
THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO
COUNTY AND THE CITY OF DALY CITY FOR ADMINISTERING \$370,500 IN
FISCAL YEAR 2024 CONGRESSIONALLY DIRECTED SPENDING FUNDS FOR
PLANNING AND DESIGN OF THE BAYSHORE ELEMENTARY SCHOOL AND
WOODROW WILSON ELEMENTARY SCHOOL SUSTAINABLE STREETS
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 Daly City, 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 \$370,500 in Fiscal Year 2024 Congressionally Directed Spending funds for planning and design of the Bayshore Elementary School and Woodrow Wilson Elementary School Sustainable Streets 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:

Daly City Woodrow Wilson and Bayshore Elementary Schools Sustainable Streets Project:

- The Daly City Woodrow Wilson and Bayshore Elementary Schools Sustainable Street Project proposes integrated Safe Routes to School and green stormwater infrastructure improvements at up to 11 intersections near two schools in Daly City (Woodrow Wilson Elementary School and Bayshore Elementary School).
- The proposed improvements include construction of curb extensions and bioretention planters for water quality treatment with striping 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, would 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**

- Funding Commitment.*** C/CAG and the CITY have agreed to allocate \$370,500 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 \$48,002.

3. **TERM OF MOU**

- 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**

- 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 Daly City
Attn: Shirley Chan, Acting City Engineer
Email: schan@dalycity.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 DALY CITY

By: _____ Date: _____, 2025

Title: _____

Approved as to Form:

By: _____

Name: _____

Legal Counsel for C/CAG

EXHIBIT A

**PROJECT CONCEPT FOR THE BAYSHORE ELEMENTARY SCHOOL AND WOODROW WILSON
ELEMENTARY SCHOOL SUSTAINABLE STREETS PROJECT FROM THE SAN MATEO
COUNTYWIDE SUSTAINABLE STREETS MASTER PLAN**

DRAFT

Bayshore & Woodrow Wilson Elementary Daly City



Concept Description

In March 2019 walk audits were conducted at Bayshore Elementary School and Woodrow Wilson Elementary School in Daly City which identified several critical intersections where curb extensions could be installed to establish a safer route to these schools. Nine intersections were evaluated for safety improvements and stormwater management opportunities. Curb extensions coupled with bioretention planters are proposed at 5 intersections near Bayshore Elementary and 6 intersections near

Woodrow Wilson Elementary. These curb extensions will extend the sidewalk at crosswalks which will reduce crossing distances, preclude vehicles from parking too close to crossings, slow vehicles, and increase pedestrian visibility. These curb extensions will also provide space for bioretention planters that will capture stormwater runoff from approximately 2.2 acres of roadway and sidewalk area.

Site Characteristics

In Priority Development Area

Yes

Watershed

Broadmoor & Bayshore

Green Infrastructure Performance

Drainage Management Area

2.2 ac

Annual Runoff Captured

4.0 ac-ft

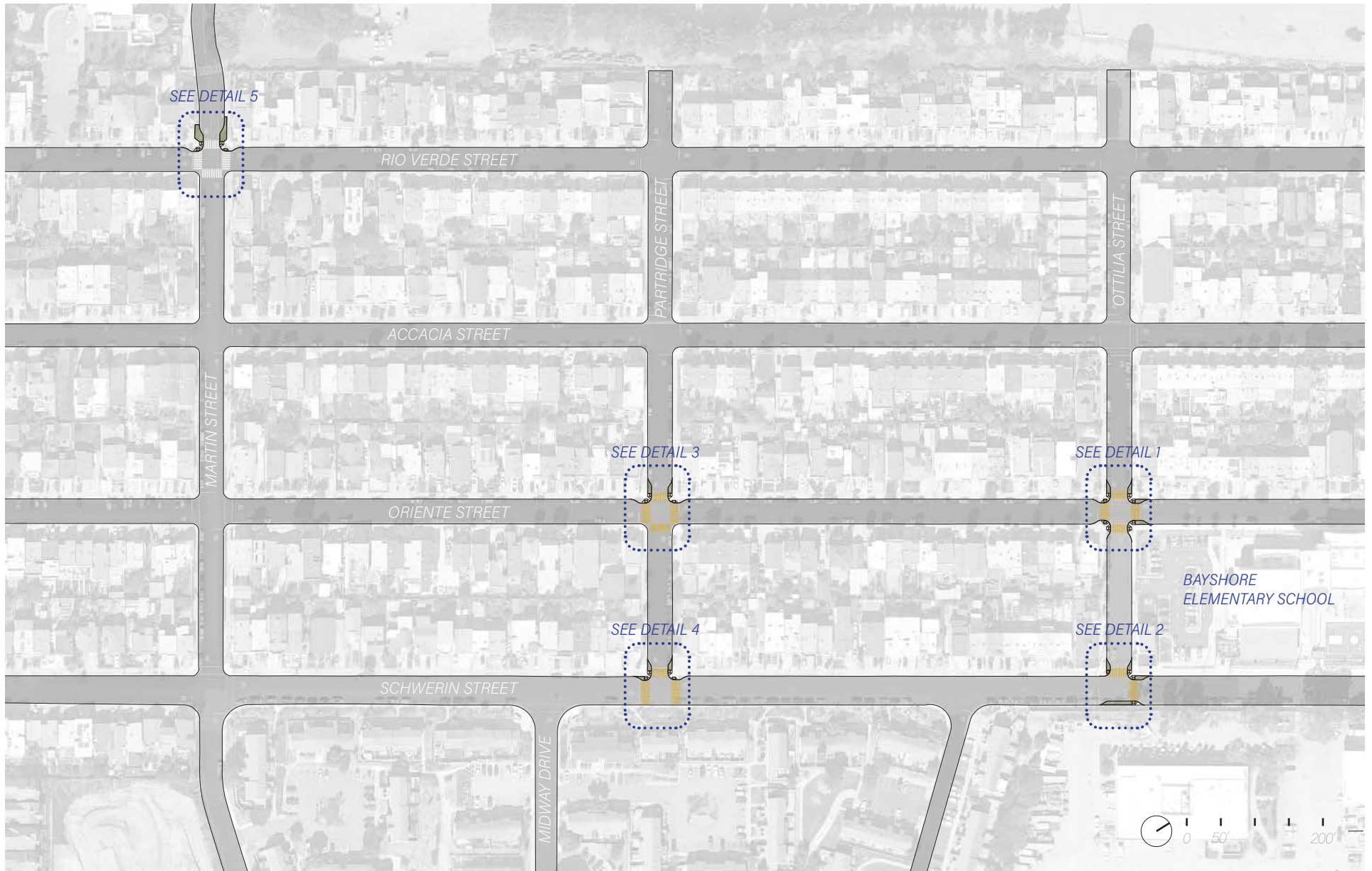
Bioretention Area / Storage Volume

3,700 sf / 0.10 ac-ft

Active Transportation Performance

Key Transportation Benefits

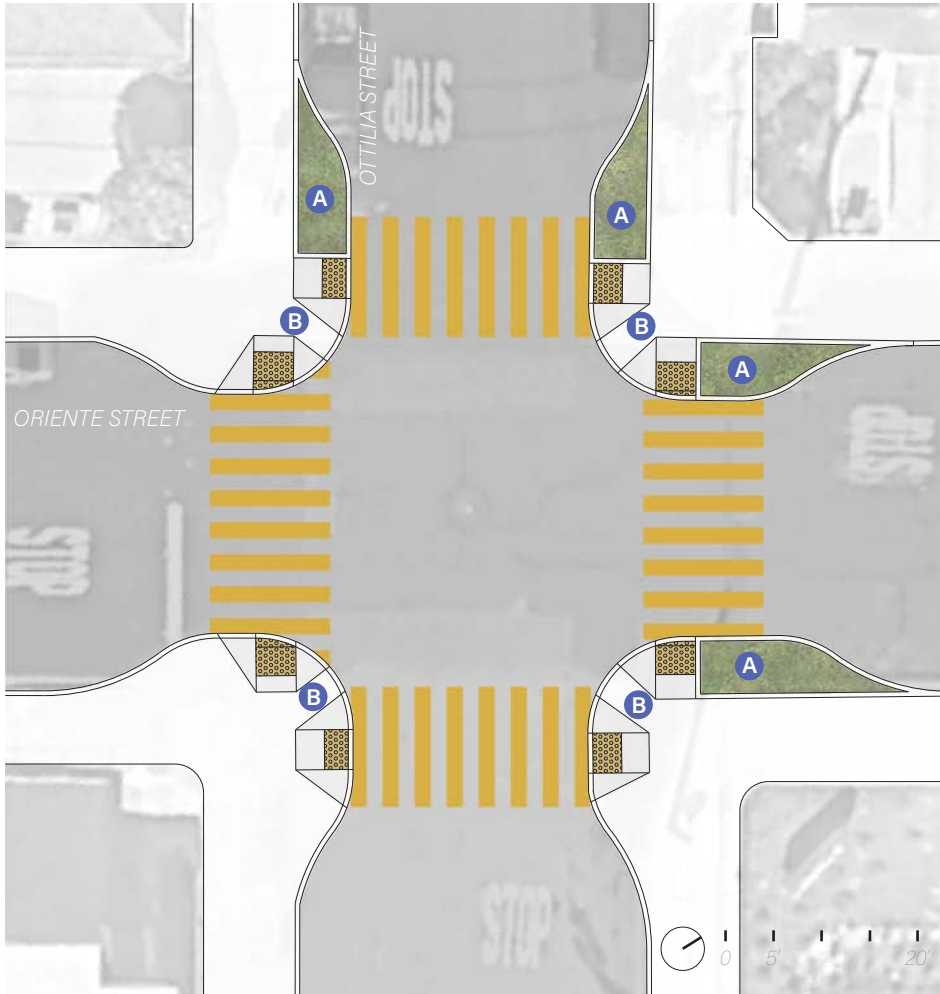
- » *Reduced pedestrian crossing distance*
- » *Traffic calming*



Site Plan Context: Bayshore Elementary School, Daly City

Bayshore & Woodrow Wilson Elementary Daly City

Concept Detail 1: Otilia Street and Oriente Street

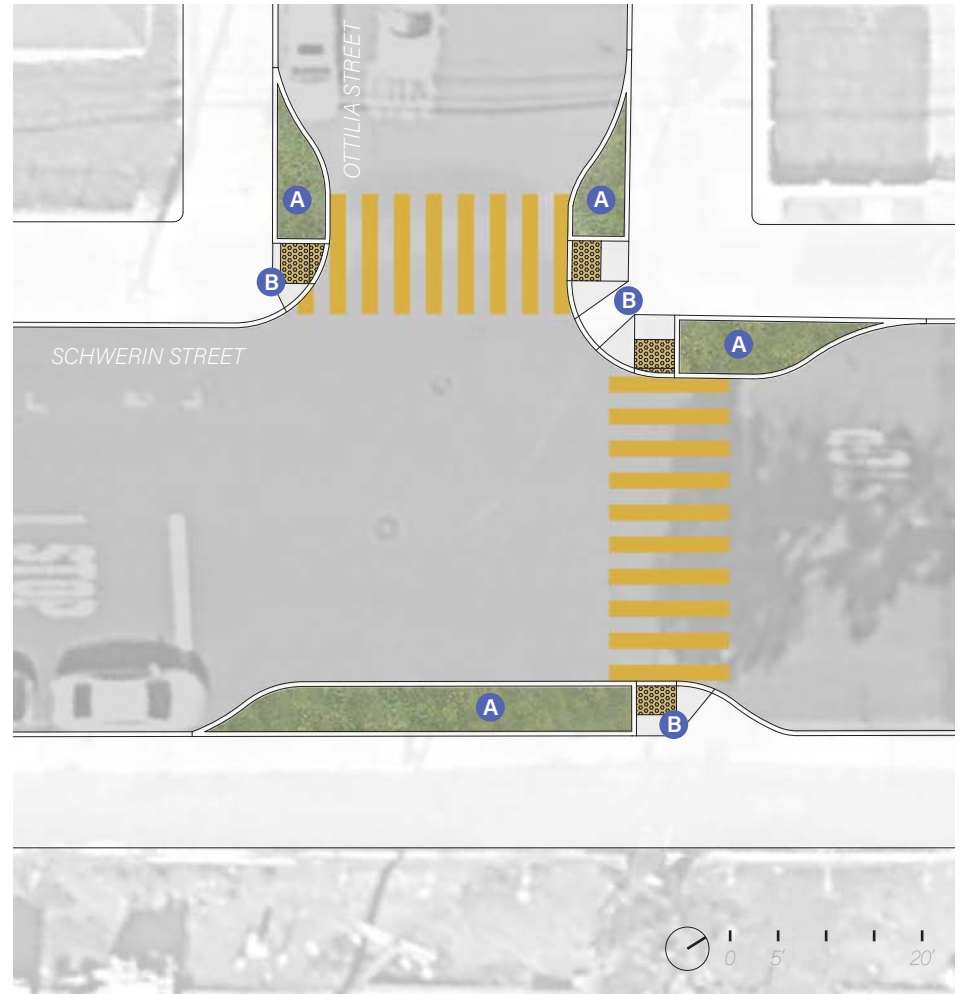


KEY SITE IMPROVEMENTS

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

Note: Sewer main runs along the western half of Oriente Street and may run below proposed stormwater curb extension planters

Concept Detail 2: Otilia Street and Schwerin Street

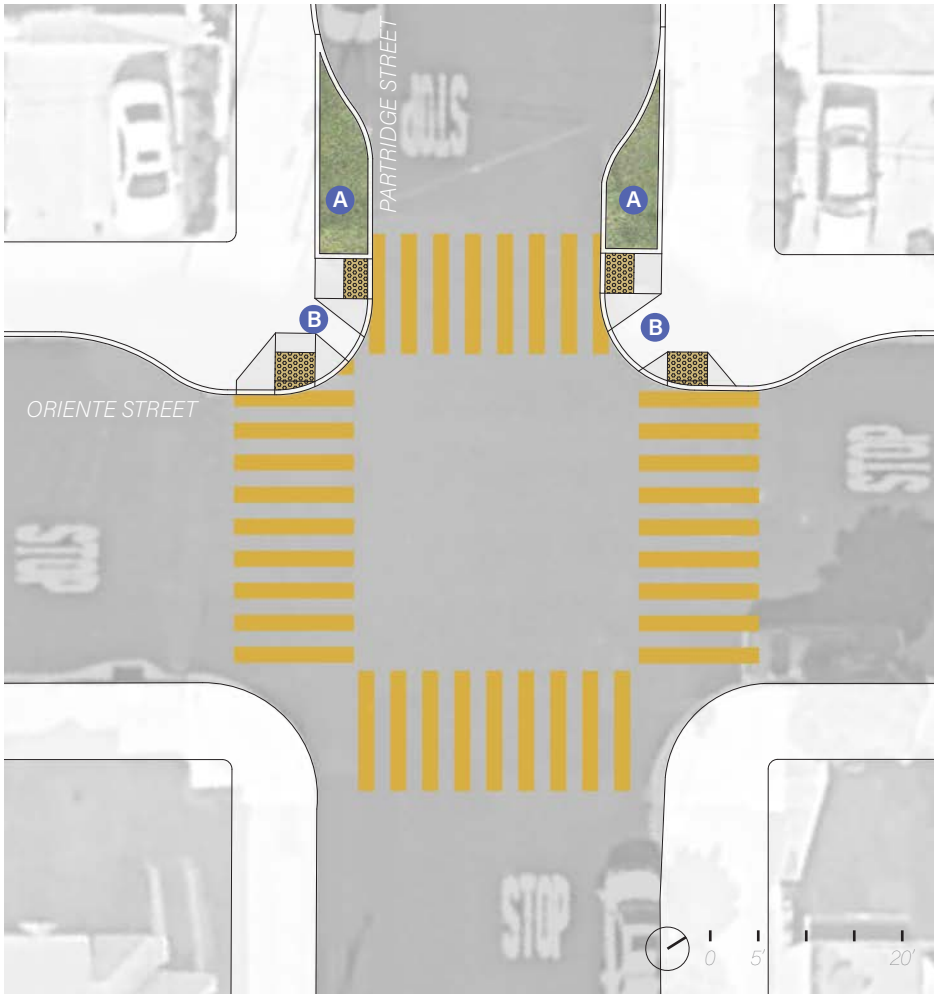


KEY SITE IMPROVEMENTS

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

Note: Sewer main runs along the western half of Schwerin Street and may run below proposed stormwater curb extension planters

Concept Detail 3: Partridge Street and Oriente Street



KEY SITE IMPROVEMENTS

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

Note: Sewer main runs along the western half of Oriente Street and may run below proposed stormwater curb extension planters

Concept Detail 4: Partridge Street and Schwerin Street



KEY SITE IMPROVEMENTS

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

Note: Sewer main runs along the western half of Schwerin Street and may run below proposed stormwater curb extension planters

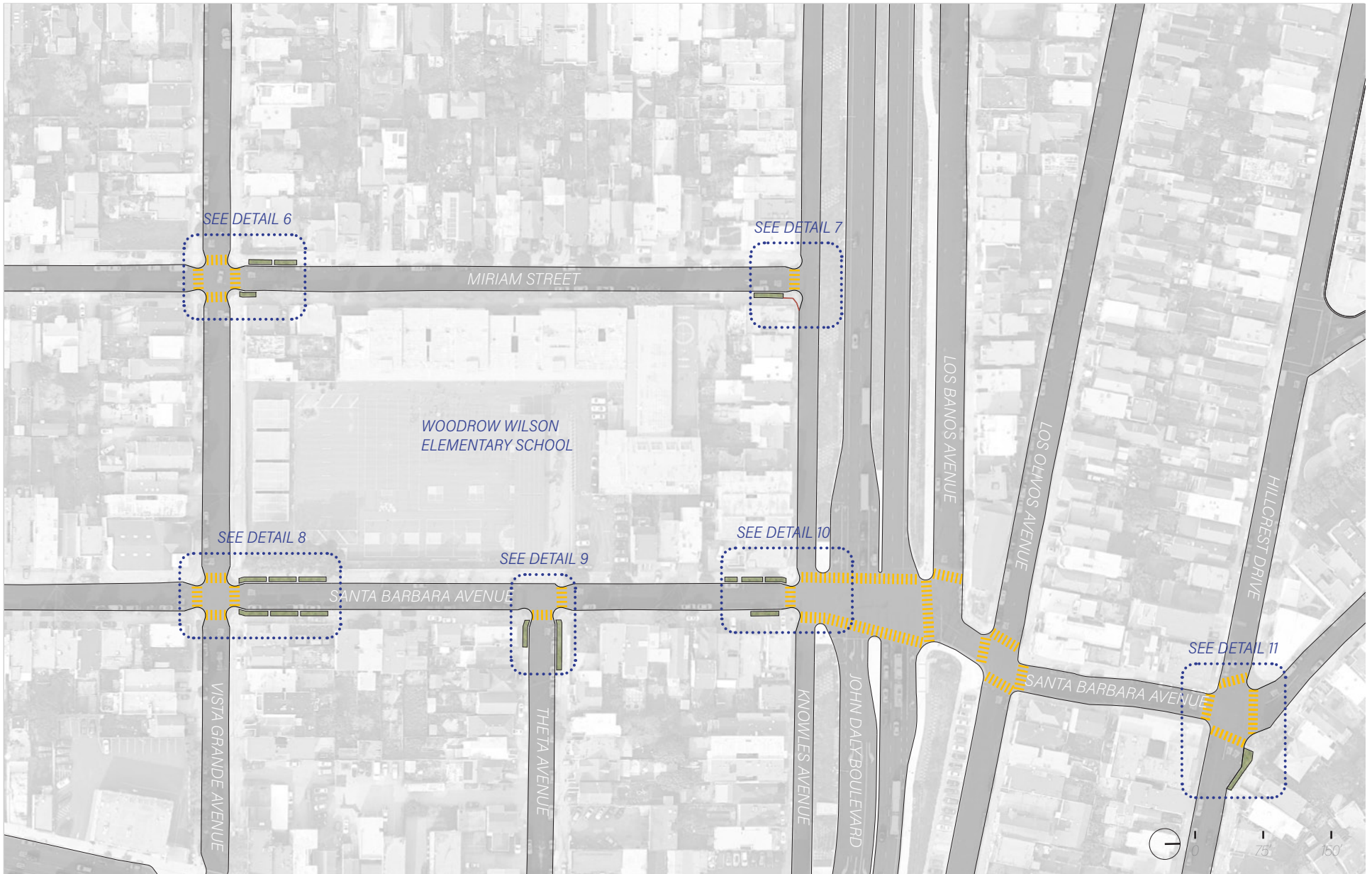
Bayshore & Woodrow Wilson Elementary Daly City

Concept Detail 5: Martin Street and Rio Verde Street



KEY SITE IMPROVEMENTS

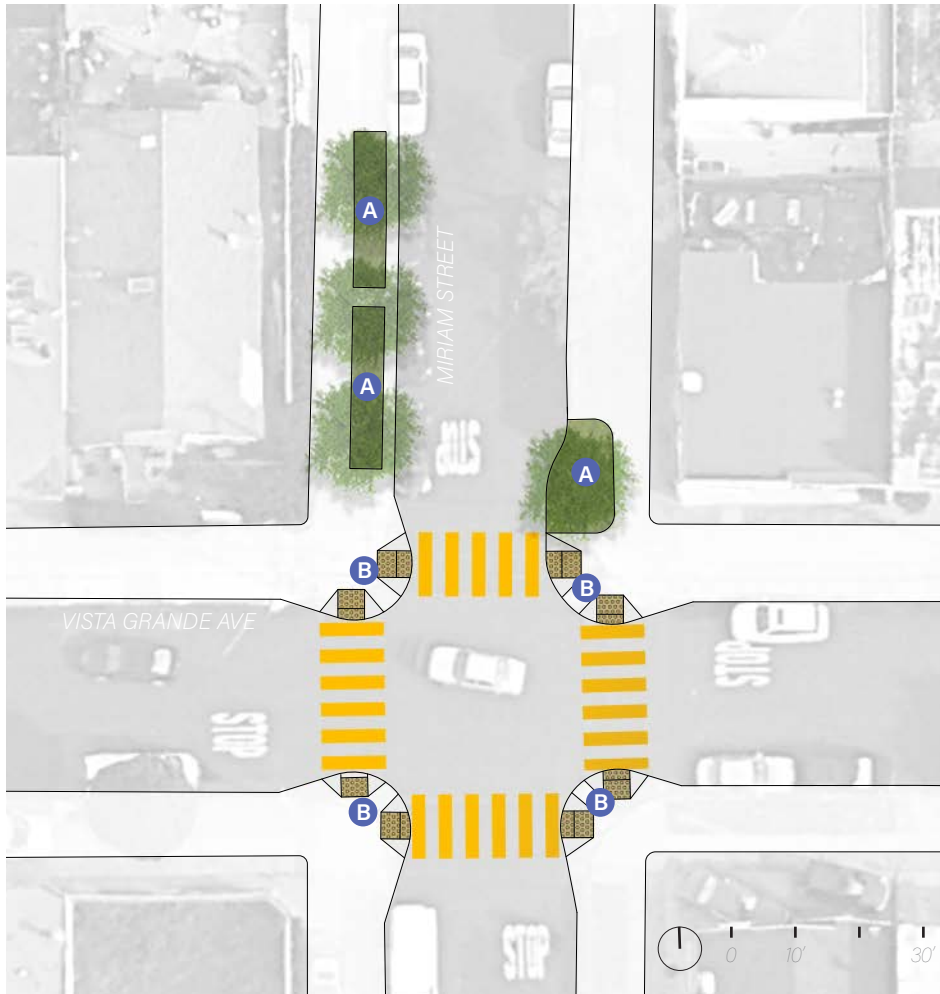
- A** *Proposed stormwater curb extension*
- B** *New curb ramp extensions*
- C** *New curb ramp*



Site Plan Context: Woodrow Wilson Elementary School, Daly City

Bayshore & Woodrow Wilson Elementary Daly City

Concept Detail 6: Miriam Street and Vista Grande Ave

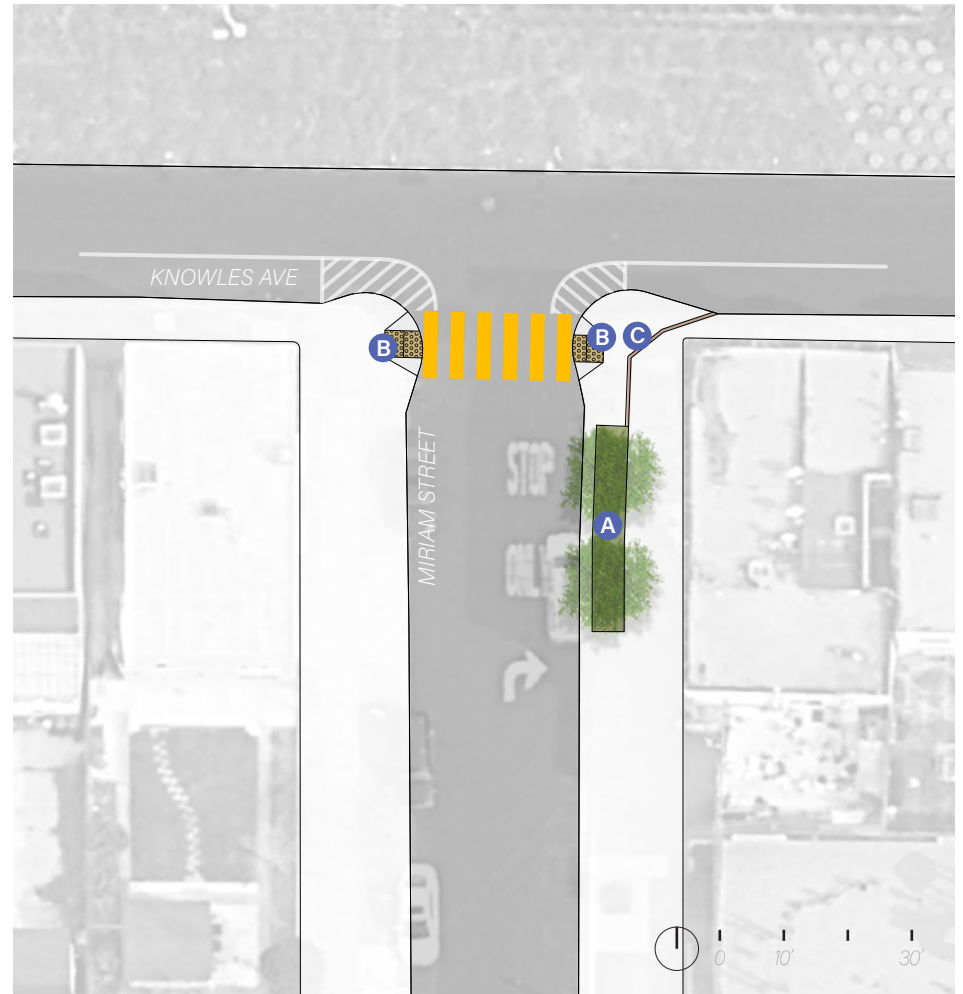


KEY SITE IMPROVEMENTS

- A** Proposed bioretention planter
- B** New curb ramp extensions

Note: Stormwater curb extension on east side of Miriam St is limited to the existing red curb and does not encroach on the existing driveway apron.

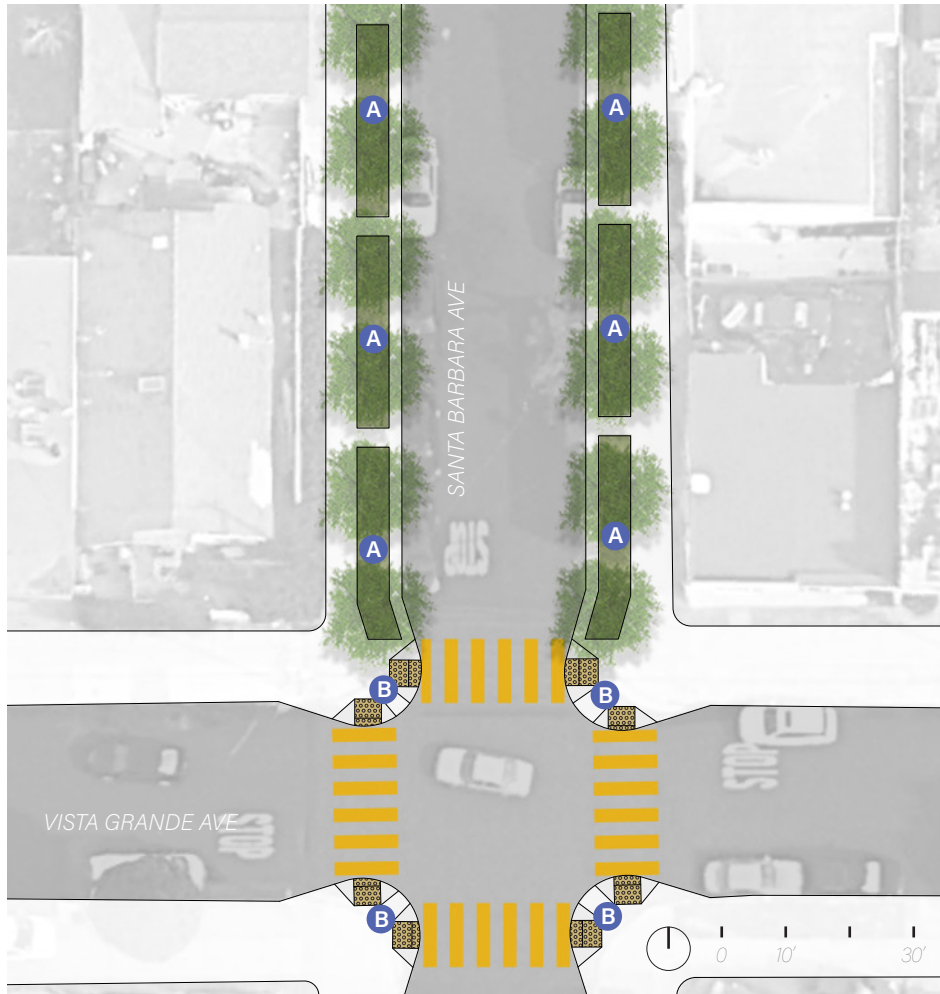
Concept Detail 7: Miriam Street and Knowles Ave



KEY SITE IMPROVEMENTS

- A** Proposed bioretention planter
- B** New curb ramp extensions
- C** Runnel

Concept Detail 8: Santa Barbara Ave and Vista Grande Ave



KEY SITE IMPROVEMENTS

- A** Proposed bioretention planter
- B** New curb ramp extensions

Concept Detail 9: Santa Barbara Ave and Theta Ave

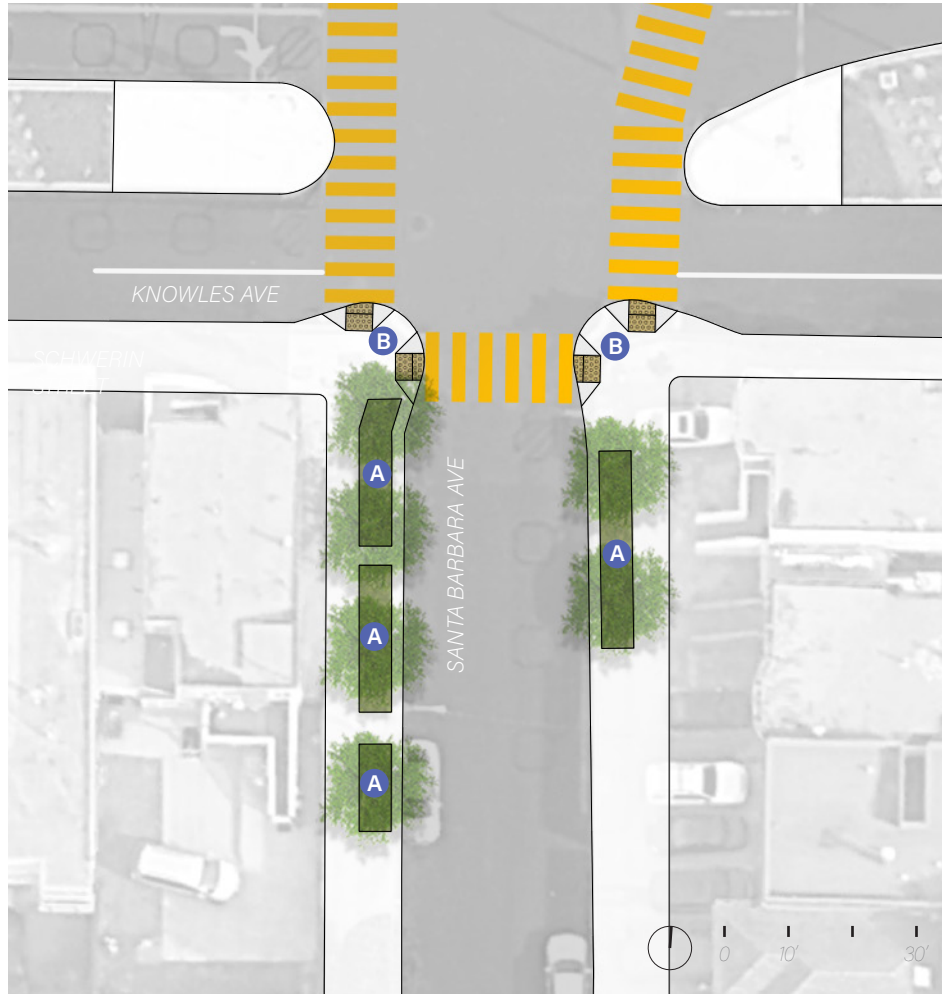


KEY SITE IMPROVEMENTS

- A** Proposed bioretention planter

Bayshore & Woodrow Wilson Elementary Daly City

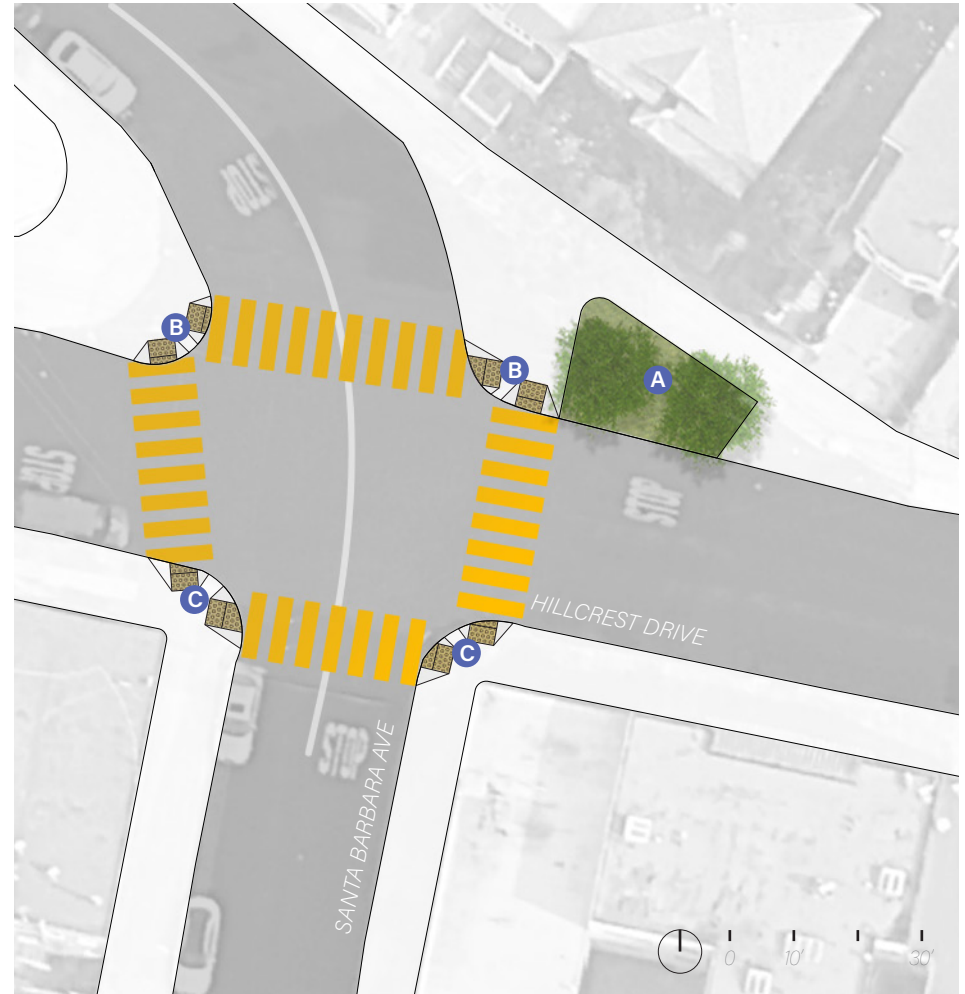
Concept Detail 10: Santa Barbara Ave and Knowles Ave



KEY SITE IMPROVEMENTS

- A** Proposed bioretention planter
- B** New curb ramp extensions

Concept Detail 11: Santa Barbara Ave and Hillcrest Drive



KEY SITE IMPROVEMENTS

- A** Proposed stormwater curb extension
- B** New curb ramp extensions
- C** New curb ramps

Note: Stormwater planter does not encroach on the existing driveway apron.

Project Benefits



Prioritize Non-Motorized Users
Promote active transportation



Walkability & Safety
Curb extensions for safer street crossing



Visual Safety
Curb extensions slow vehicles



Increased Trees
Shade for walking comfort
Heat and carbon emission reduction



Neighborhood Beautification
Increased vegetation
Provide engaging streets to walk on



Groundwater Recharge
Recharge of Westside and Visitacion Valley
Groundwater Basins



Re-establishes Natural Hydrology
Bioretention planters capture and infiltrate
stormwater

Planning-Level Cost Estimate

DESCRIPTION	UNIT COST	UNIT COST	QUANTITY	SUBTOTAL
Utilities Protection/Relocation	\$220,000	LS	1	\$220,000
Sawcutting Pavement	\$40	LF	4,000	\$160,000
Concrete Demo, Excavation & Offhaul	\$11	SF	21,000	\$231,000
Planter Excavation & Offhaul	\$70	CY	350	\$24,500
Planter Curb & 36" Sidewalls	\$200	LF	1,600	\$320,000
Bio-soil Media	\$275	CY	210	\$57,800
Underdrains	\$6	SF	21,000	\$126,000
Drain Rock Subbase	\$160	CY	140	\$22,400
Plantings & Mulch	\$25	SF	3,800	\$95,000
Catch Basin Relocation	\$8,000	EA	5	\$40,000
Storm Drain Connections	\$7,500	EA	18	\$135,000
Curb and Gutter	\$70	LF	2,800	\$196,000
Bioretention Curb Inlet	\$1,500	EA	20	\$30,000
Bioretention Curb Outlet	\$1,000	EA	20	\$20,000
Curb Ramps	\$2,750	EA	56	\$154,000
Crosswalk Striping	\$2,000	EA	28	\$56,000
Pavement and Sidewalk Repair	\$11.50	SF	17,500	\$201,300
Irrigation System	\$7,000	EA	11	\$77,000
Traffic Sign Replacement	\$2,000	EA	11	\$22,000
CONSTRUCTION SUBTOTAL				\$2,188,000
Traffic Control (5% Construction)				\$109,400
Mobilization (10% construction)				\$219,000
Contingency (30% construction)				\$656,000
Design Fees (15% total)				\$476,000
TOTAL PROJECT COST (DESIGN + CONSTRUCTION)				\$3,648,000

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.

Bayshore & Woodrow Wilson Elementary Daly City

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. Soils around Woodrow Wilson are classified as hydrologic soil group (HSG) B which indicates potentially good soils for infiltrating. Near Bayshore Elementary School the HSG is unknown, however, regional geologic maps indicate the site is has Quaternary Hillslope Deposit which may indicate unconsolidated soil that is conducive to infiltration. 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. Bioretention facilities are proposed in configurations that minimize disruption of water and sewer lines. Other utilities such as power and telecom were not available for consideration during the development of this concept.
- » Irrigation. Green infrastructure planters should be irrigated to ensure establishment and maintenance of healthy plants during periods with no rain. The planning-level cost estimate includes an irrigation system for the bioretention planters.