

**MEMORANUM OF UNDERSTANDING
BETWEEN
THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO
COUNTY AND THE TOWN OF COLMA FOR ADMINISTERING \$370,500 IN FISCAL
YEAR 2024 CONGRESSIONALLY DIRECTED SPENDING FUNDS FOR PLANNING
AND DESIGN OF THE COLMA EL CAMINO REAL 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 Town of Colma, herein referred to as “TOWN,” 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 Colma El Camino Real 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 TOWN 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:

Colma El Camino Real Sustainable Streets Project:

- The El Camino Real Sustainable Streets Project Segment A (PROJECT) is a component of a larger El Camino Real (State Route 82) Improvement Project. Segment A extends

from El Camino Real between Albert M. Teglia Boulevard and Mission Road intersection within the Town of Colma.

- The proposed improvements on Segment A include construction of new accessible sidewalks, protected bicycle facilities, ADA curb ramps, high-visibility crosswalks, energy efficient street lighting, landscaping, bioretention planters, and safe harbor bus stops.

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 TOWN 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 TOWN 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 TOWN has agreed to provide the associated 11.47% (percent) local match requirement of \$48,002.

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 TOWN in preparing the PROJECT for inclusion in the Federal Transportation Improvements Program (FTIP) 2025 Amendment and to support the TOWN in submitting its E-76 federal obligation request through Caltrans.
 - C/CAG reserves the right to request review of the funding agreement between the TOWN 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. TOWN.

- As the PROJECT sponsor, the TOWN 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 TOWN 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 TOWN will continue to seek additional funding to complete planning, design, and permitting for the PROJECT.
- As needed, the TOWN 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 TOWN:
Town of Colma
Attn: Abdulkader Hashem, Principal Project Manager
Email: ahashem@colma.ca.gov

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: _____

TOWN OF COLMA

By: _____ Date: _____, 2025

Title: _____

Approved as to Form:

By: _____

Name: _____

Legal Counsel for C/CAG

EXHIBIT A

**PROJECT CONCEPT FOR THE COLMA EL CAMINO REAL SUSTAINABLE STREETS 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

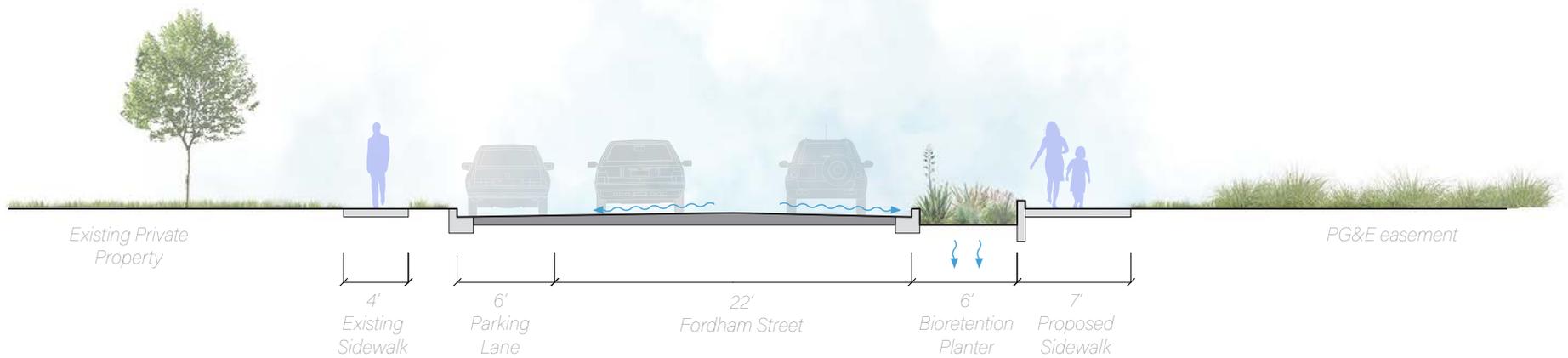
- » *Reduced pedestrian crossing distance*
- » *Traffic calming*



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
CONSTRUCTION SUBTOTAL				\$121,000
Traffic Control				\$6,050
Mobilization (10% construction)				\$12,000
Contingency (30% construction)				\$36,000
Design Fees (15% total)				\$26,000
TOTAL PROJECT COST (DESIGN + CONSTRUCTION)				\$201,000

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.

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.