

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: DAN HENNESSEY, DIRECTOR OF TRANSPORTATION AND
PUBLIC WORKS DEPARTMENT
SUBJECT: APPROVAL OF PROFESSIONAL SERVICES AGREEMENT –
CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES
FOR THE ROUTE 101 BICYCLE AND PEDESTRIAN
OVERCROSSING, APPROVAL OF FIRST AMENDMENT OF
PROFESSIONAL SERVICES AGREEMENT– CONSTRUCTION
MANAGEMENT AND INSPECTION SERVICES UNDER FISCAL
YEAR 2026-2027 FUNDING AND DELEGATIONS TO STAFF FOR
THE ROUTE 101 BICYCLE AND PEDESTRIAN OVERCROSSING
(CML-5028(083))

AGENDA ACTION: RESOLUTION

RECOMMENDATION

The Transportation and Public Works Department recommends that the Council, by resolution: 1) approve a Professional Services Agreement with Dynamic Dzyne Associates, Inc. dba Substrate (Substrate, Inc.) of Novato, California to provide construction management and inspection services for the Route 101 Bicycle and Pedestrian Overcrossing project (CML-5028(083)) in the amount not to exceed \$1,800,000 with a City controlled contingency of \$200,000; 2) approve staff to execute a First Amendment to the Agreement with Dynamic Dzyne Associates, Inc. within fiscal year 2026-2027 in the amount not to exceed \$700,000, subject to approval of project costs in the fiscal year 2026-2027 Capital Improvement Program budget, for a total contract price not to exceed \$2,700,000; and 3) authorize the Director of Transportation and Public Works or designee to make non-substantive changes to the Agreement and First Amendment, subject to approval by the City Attorney, and execute the Agreement and First Amendment.

EXECUTIVE SUMMARY

This resolution will approve a Professional Services Agreement (PSA) with Dynamic Dzyne Associates, Inc. dba Substrate (Substrate, Inc.) of Novato, California to provide initial construction management and inspection services for the Route 101 Bicycle and Pedestrian overcrossing (Project) in the amount not to exceed \$1,800,000 with a City

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controlled contingency of \$200,000, and further approves and authorizes staff to execute the First Amendment in fiscal year 2026/2027, subject to approval of project costs in the fiscal year 2026-2027 Capital Improvement Program budget, in the amount not to exceed \$700,000 for a total contract price not to exceed \$2,700,000. The Project's complex bridge installation and oversight requirements for the grant require highly qualified inspectors and construction oversight personnel.

GOAL

This item relates to Council Goal #2 - Invest in the Development and Maintenance of the City's Infrastructure by constructing new bicycle and pedestrian facilities.

BACKGROUND/PRIOR COUNCIL REVIEW

On May 12, 2008, the Council, by Resolution No. 27078, approved the Cooperative Funding Agreement No. M71406 with Sonoma County Transportation Authority (SCTA) to provide \$50,000 in funding to the City for the feasibility study of the Santa Rosa Bicycle and Pedestrian Bridge at Highway 101.

On November 30, 2010, the Council, by Resolution No. 27774, accepted the Santa Rosa Bicycle and Pedestrian Bridge Feasibility Study prepared by Steven Grover & Associates.

On November 15, 2011, the Council adopted Resolution No. 28013, approving the Cooperative Agreement between Caltrans and the City of Santa Rosa for completion of the Project Initiation Document for the Santa Rosa Junior College Pedestrian and Bicycle Bridge on US Highway 101.

On September 1, 2015, the Council, by Resolution No. 28681, approved the first amendment to Cooperative Agreement M71406 between SCTA and the City of Santa Rosa making available a total of \$250,000 of Measure M Funding for the proposed Bike-Pedestrian Access across Highway 101 Project.

On June 15, 2016, the Council, by Resolution No. 28801, approved the Budget for the City of Santa Rosa for Fiscal Year 2016-17, which included \$500,000 for the preparation of US Highway 101 – Bicycle and Pedestrian Bridge Project Approval and Environmental Documentation (PA&ED) phase.

On September 13, 2016, the Council, by Resolution No. 28859, approved Cooperative Agreement No. 04-2617 between the State of California and the City of Santa Rosa

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authorizing Caltrans to provide Independent Quality Assurance for the Project Approval and Environmental Document (PA&ED) phase for the US Highway 101 – Bicycle and Pedestrian Bridge.

On June 20, 2017, the Council, by motion, approved Project Work Order A010019-2016-01 with BKF Engineers for the Project Approval and Environmental Document (PA&ED) phase for the US Highway 101 – Bicycle and Pedestrian Bridge not to exceed amount of \$907,559.

On March 20, 2018, the Council, by motion, approved Amendment No. 1 to Project Work Order with BKF Engineers to evaluate an additional project location, the Range Avenue-Bear Cub Way alignment, for the Project Approval and Environmental Document (PA&ED) phase for the US Highway 101 – Bicycle and Pedestrian Bridge increasing the contract amount by \$379,344, for a total amount of \$1,286,903.

On July 21, 2020, the Council provided input on the draft environmental document for the Bicycle and Pedestrian Overcrossing.

On September 15, 2020, the Council, by Resolution No. RES-2020-151, approved a cooperative agreement between Caltrans and the City of Santa Rosa for independent quality management assessment during the preparation of the project plans, specification, and estimate for the improvements to the Highway 101 Bicycle and Pedestrian Overcrossing.

On April 27, 2021, the Council, by motion approved two resolution(s): 1) adopt California Department of Transportation (Caltrans) Local Assistance Procedures Manual (LAPM) Chapter 10 policies and procedures for state and federal funded projects; and 2) approve a Professional Services Agreement (PSA) with BKF Engineers, of Santa Rosa, California, to provide professional design and right of way services for the preliminary engineering (PE) phase of the Highway 101 Bicycle and Pedestrian Overcrossing Project, in the amount of \$3,842,952.

On August 17, 2021, the Council, by Resolution No. RES-2021-146, authorized the filing of an application for grant funding through the Metropolitan Transportation Commission (MTC) Active Transportation Program and authorized \$2.5M of SB1 funds and \$550,000 of Transportation Development Act (TDA) funds to match federal funds being requested for construction.

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On October 26, 2021, the Council, by Resolution No. RES-2021-180, authorized the filing of an application for MTC State Transportation Improvement Program (STIP) funding in the amount of \$3.4M for construction.

On April 26, 2022, the Council, by Resolution No. RES-2022-075, requested MTC allocate \$600,000 of FY 22/23 TDA3 funds, increase appropriations by \$600,000 of TDA3 funds, and authorize submittal of the project to the California Transportation Commission (CTC) in order to receive FY22/23 apportionment of SB1 funds in the amount of \$3,914,094.

On August 9, 2022, the Council, by Resolution No. RES-2022-169, approved Cooperative Agreement Number 04-2837 between the State of California, acting through its Department of Transportation (Caltrans), and the City of Santa Rosa authorizing Caltrans to provide quality management assessment for right of way support, right of way acquisition, and utility relocation activities for the Project.

On April 11, 2023, the Council, by Resolution No. RES-2023-067, authorized submittal of the project to the California Transportation Commission (CTC) in order to receive FY23/24 apportionment of SB1 funds in the amount of \$1,174,065.

On February 13, 2024, the Council, by Resolution No. RES-2024-023, approved Project Specific Maintenance Agreement Number TR04-22-HB15 between the State of California, acting through its Department of Transportation (Caltrans), and the City of Santa Rosa outlining the requirements and procedures for inspecting, evaluating, and maintaining the Project.

On April 9, 2024, the Council, by Resolution No. RES-2024-044, approved and delegated authority to the City Manager to negotiate and execute a First Amendment to Professional Services Agreement Number F002308 with BKF Engineers, of Santa Rosa, California, for the Highway 101 Bicycle and Pedestrian Overcrossing Project to finalize bid documents, and provide additional studies and grant application support increasing the contract amount by \$973,850 for a total amount not to exceed \$4,816,802.

On February 25, 2025, the Council, by Resolution No. RES-2025-028, approved Cooperative Agreement Number 04-3020 between the State of California, acting through its Department of Transportation (Caltrans), and the City of Santa Rosa authorizing Caltrans to provide quality management assessment of the construction activities for the Highway 101 Bicycle and Pedestrian Overcrossing project and delegate authority to the City Manager to negotiate and execute the agreement.

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ANALYSIS

A Request for Proposals (RFP) was released on August 11, 2025, and proposals were received on September 10, 2025. A total of four (4) proposals were received.

After scoring was completed, but prior to Council action on October 3, 2025, the U.S. Department of Transportation issued the Interim Final Rule (IFR) “Disadvantaged Business Enterprise Program and Disadvantaged Business Enterprise in Airport Concessions Program Implementation Modifications”. The IFR, among other actions, removed race and sex based presumptions included in the federal Disadvantaged Business Enterprise Program. In order to ensure alignment and compliance with the IFR, the City cancelled the September 10, 2025 RFP and resolicited.

A Request for Proposals (RFP) reflecting the IFR was released on October 16, 2025, and proposals were received on November 12, 2025. A total of four (4) proposals were received.

A review panel of three City staff from the Transportation and Public Works Department was approved by the City Manager.

Proposals were evaluated based on responsiveness to the RFP, qualifications and experience of the project team, demonstrated technical abilities, availability to perform the scope of work, proposed work plan, reference projects and included an additional interview process for the top three consultants in this review. The review panel concluded that Substrate, Inc. of Novato, California, is the most qualified proposer to provide construction management and inspection services for this project.

Below are the total scores collected from the review panel:

Proposal Ranking	Consultant Name	Average Total Score
1	Substrate, Inc.	122.7*
2	Zoon Engineering	104.7*
3	Consor North America	99.3*
4	Bureau Veritas North America, Inc.	63.3

*Includes interview score

After selection of the top-ranked proposal, the City project management team reviewed the cost proposal and negotiated the cost proposal and breakout of contract work.

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This resolution is for the construction management and inspection services from execution of the contract through the Fiscal Year 2025/2026 funding and beyond. The future First Amendment to the contract being delegated to staff is anticipated to complete the full 18-month construction project oversight and closeout. The First Amendment will be funded in the Fiscal Year 2026/2027 budget to maintain the Fiscal Year 2025/2026 budget and aligns with the delivery and schedule of the services.

FISCAL IMPACT

Approval of this action does not have a fiscal impact on the General Fund. Funds for this phase were appropriated in the Fiscal Year 2025/2026 and are to be appropriate in Fiscal Year 2026/2027, Capital Improvement Program budget.

ENVIRONMENTAL IMPACT

In accordance with the California Environmental Quality Act (CEQA), an Initial Study was performed for this project which resulted in the drafting and adoption of a Mitigated Negative Declaration by the lead environmental agency, Caltrans, in March 2021. A Categorical Exclusion under NEPA was also certified for this project by Caltrans in March 2021. The recommended actions to approve a Professional Services Agreement for construction management and inspection services, authorize a potential first amendment, and authorize execution of the agreement are within the scope of the previously approved environmental documents and do not involve any changes to the project that would require additional environmental review under CEQA.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment 1 – Location Map
- Resolution
- Exhibit A - Professional Services Agreement
- Exhibit B - First Amendment

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PRESENTER(S)

Dan Hennessey, Director of Transportation and Public Works
Lisa Welsh, Supervising Engineer
Jose Mederos, Assistant Engineer