



Folsom City Council Staff Report

MEETING DATE:	6/9/2026
AGENDA SECTION:	Consent Calendar
ITEM TITLE:	Resolution No. 11638 - A Resolution Authorizing the City Manager to Execute an Agreement with Ghirardelli Associates, Inc. for Construction Management Services in the Amount of \$521,438.77 in the Transportation Improvement Fund (Fund 446) to be reimbursed from a Federal Grant for the Intelligent Transportation Systems (ITS) Master Plan Implementation Project, Project No. PW2305
FROM:	Public Works Department

RECOMMENDATION / CITY COUNCIL ACTION

The Public Works Department recommends that the City Council pass and adopt Resolution No. 11638 - A Resolution Authorizing the City Manager to Execute an Agreement with Ghirardelli Associates, Inc. for Construction Management Services in the Amount of \$521,438.77 in the Transportation Improvement Fund (Fund 446) to be reimbursed from a Federal Grant for the Intelligent Transportation Systems (ITS) Master Plan Implementation Project, Project No. PW2305.

BACKGROUND / ISSUE

On December 8, 2020, the City Council adopted Resolution No. 10571, authorizing staff to submit grant applications to the Sacramento Area Council of Governments (SACOG) for the 2020–21 Funding Round. One of the regional projects submitted and successfully approved for funding was the Intelligent Transportation Systems (ITS) Master Plan Implementation Project.

The upcoming construction project consists of purchasing and installing new ITS equipment, including advanced traffic signal controllers; closed-circuit television cameras (CCTVs) to monitor traffic flow; upgrades and installation of fiber optic, including all necessary trenching and pavement restoration, installation of communication equipment to fill gaps that expand the capabilities of the Traffic Management Center; and expansion of signal performance measures

(SPM) software to proactively adjust signal timing and identify maintenance issues for more than 120 traffic signals throughout the City of Folsom. These improvements will enhance the City's ability to monitor traffic conditions in real time, improve signal coordination, and respond more quickly to congestion and maintenance needs.

Final design is now complete, and Caltrans has formally authorized the construction phase and approved the allocation of federal funding, positioning the project to begin active construction in August 2026, with work anticipated to conclude in early 2027.

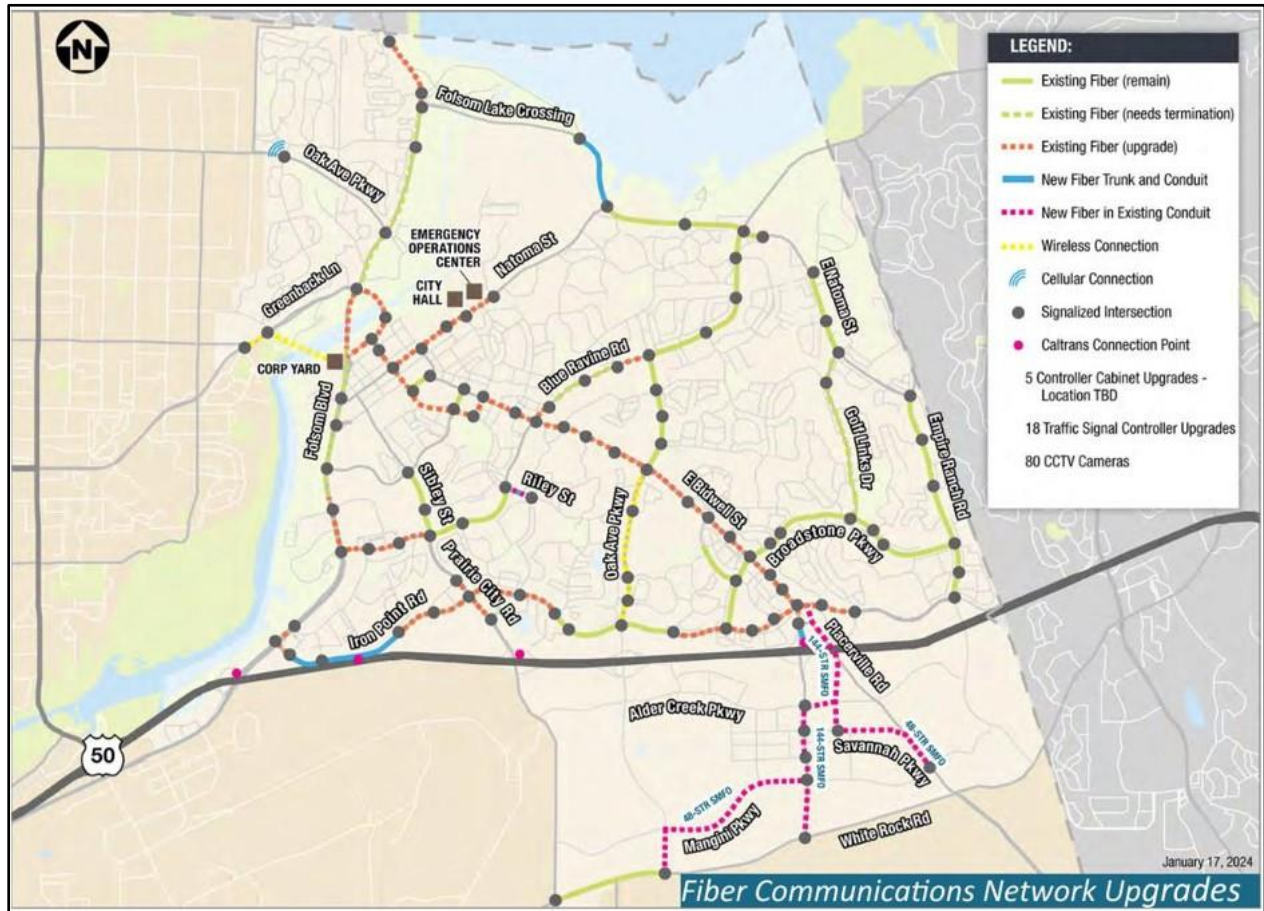
Most recently, on March 24, 2026, the City Council adopted Resolution No. 11579, authorizing the City Manager to execute the construction phase Program Supplement Agreement with Caltrans for the Intelligent Transportation Systems (ITS) Master Plan Implementation Project, Project No. PW2305, Federal Project No. 5288(052). Approving this agreement formally establishes the mechanisms for the City to receive federal reimbursements for eligible construction expenditures, including the costs associated with the construction management services agreement under consideration today.

Because this project is federally funded via Caltrans Local Assistance, the City must strictly adhere to the Caltrans Local Assistance Procedures Manual (LAPM), which requires exhaustive daily documentation, certified payroll tracking, and specialized material testing to maintain reimbursement eligibility. Retaining Ghirardelli Associates, Inc. provides the full-time, specialized field inspection and technical expertise necessary to verify integration with the City's Traffic Management Center without diverting limited internal Public Works staff from daily municipal operations.

Ghirardelli Associates, Inc. will provide specialized construction management services divided into three operational phases:

- Pre-Construction Services: Ghirardelli Associates, Inc. will perform quality assurance and a 100% plan constructability review, establish document control systems, verify contract compliance with local assistance procedures, record existing site conditions, and facilitate the pre-construction conference.
- Construction Services: The firm will provide full-time field inspection and daily reporting, administer contracts and progress payments, review submittals and RFIs, monitor schedule control, enforce safety and labor compliance, and handle materials testing, utility coordination, and traffic control inspections.
- Post-Construction Services: To close out the project, Ghirardelli Associates, Inc. will verify and deliver independent stamped "As-Built" plans, manage and track punch list completion, and prepare the final expenditure report package to maintain federal funding reimbursement eligibility.

A map of the project limits is shown below:



POLICY / RULE

Section 2.36.080 of the Folsom Municipal Code states, in part, that contracts for supplies, equipment, services, and construction with an estimated value of \$77,426 or greater shall be awarded by the City Council.

ANALYSIS

On March 17, 2026, the Public Works Department advertised a Request for Proposals (RFP) for the project. Four proposals were received by the April 16, 2026 deadline, and one was deemed non-responsive due to incompleteness. A five-member panel evaluated the competitive proposals and conducted oral interviews in strict compliance with Chapter 10 of the Caltrans Local Assistance Procedures Manual (LAPM). Based on the final evaluation of combined technical qualifications and interview performance, Ghirardelli Associates, Inc. was determined to be the top-ranked, most qualified firm. Staff recommends awarding the contract to Ghirardelli Associates, Inc. in the amount of \$521,438.77.

The Intelligent Transportation Systems (ITS) Master Plan Implementation Project, Project No. PW2305, was included in the City's approved Fiscal Year 2025-26 Capital Improvement Program

with a budget of \$5,078,312 in the Transportation Improvement Fund (Fund 446). On February 9, 2026, the Federal Highway Administration authorized the E-76 Allocation to proceed with the Construction and Construction Engineering phase. The total federal funding approved for the project across all phases is \$5,716,000. A historical breakdown of the project funding allocations is summarized below:

Project Phase	Fiscal Year	Funding Source	Federal Allocation	Local Match	Total Budgeted
Design	2022	Highway Infrastructure Program (HIP)	\$114,507	\$0.00	\$114,507
Design	2022	Regional Surface Transportation (RSTP)	\$785,493	\$0.00	\$785,493
Construction / Construction Management	2026	Regional Surface Transportation (RSTP)	\$4,816,000	\$0.00	\$4,816,000
TOTAL PROJECT			\$5,716,000	\$0.00	\$5,716,000

The contract under consideration will utilize the newly authorized \$4,816,000 in federal construction funding. Because the California Department of Transportation has approved the use of Toll Credits to satisfy the local match requirement, no local cash match from the Transportation Improvement Fund (Fund 446) is required for this action. There is no impact to the General Fund. Costs would be funded through the Transportation Improvement Fund (Fund 446) and reimbursed by the federal grant. If additional pavement restoration is needed beyond the scope of the proposed project, the Transportation Improvement Fund (Fund 446) will be used to cover that portion of work.

FINANCIAL IMPACT

If approved the agreement with Ghirardelli Associates, Inc. for construction management services in the amount of \$521,438.77 will be funded through the Transportation Improvement Fund (Fund 446) in the ITS Master Plan Implementation Project, Project No. PW2305. Sufficient funds are budgeted and available in the Transportation Improvement Fund (Fund 446) to cover the cost of the agreement and will be subsequently reimbursed by the federal grant.

ENVIRONMENTAL REVIEW

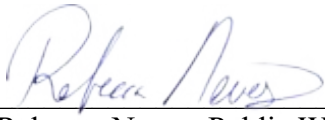
Construction Management Services do not require further environmental review because the underlying project has already received all necessary environmental clearances. The project has been deemed Categorical Exempt from the National Environmental Policy Act (NEPA) under Federal Highway Administration (FHWA) Categorical Exclusion 23 CFR § 771.117(c)(21), and Categorical Exempt from the California Environmental Quality Act (CEQA) under the State

CEQA Guidelines Class 1 Exemption (Section 15301), in accordance with Title 14 of the California Code of Regulations, Section 15300 et seq.

ATTACHMENT

Resolution No. 11638 - A Resolution Authorizing the City Manager to Execute an Agreement with Ghirardelli Associates, Inc. for Construction Management Services in the Amount of \$521,438.77 in the Transportation Improvement Fund (Fund 446) to be reimbursed from a Federal Grant for the Intelligent Transportation Systems (ITS) Master Plan Implementation Project, Project No. PW2305

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Rebecca Neves", is written over a horizontal line.

Rebecca Neves, Public Works Director/City Engineer

RESOLUTION NO. 11638

RESOLUTION NO. 11638 - A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH GHIRARDELLI ASSOCIATES, INC. FOR CONSTRUCTION MANAGEMENT SERVICES IN THE AMOUNT OF \$521,438.77 IN THE TRANSPORTATION IMPROVEMENT FUND (FUND 446) TO BE REIMBURSED FROM A FEDERAL GRANT FOR THE INTELLIGENT TRANSPORTATION SYSTEMS (ITS) MASTER PLAN IMPLEMENTATION PROJECT, PROJECT NO. PW2305

WHEREAS, on December 8, 2020, the City Council adopted Resolution No. 10571, authorizing staff to submit grant applications to the Sacramento Area Council of Governments (SACOG) for the 2020–21 Funding Round; and

WHEREAS, the City has completed the design phase, and on February 9, 2026, the Federal Highway Administration authorized E-76 Sequence No. 6, releasing \$4,816,000.00 in federal Regional Surface Transportation Program funding for the Construction and Construction Engineering phase; and

WHEREAS, on March 17, 2026, Public Works staff advertised a Request for Proposals for construction management services, contract administration and inspection services, and subsequently conducted a Qualifications-Based Selection process in strict compliance with Chapter 10 of the Caltrans Local Assistance Procedures Manual; and

WHEREAS, following comprehensive proposal scoring and panel interviews, Ghirardelli Associates, Inc. was determined to be the most qualified firm to support project delivery, and Public Works staff recommends that the contract be awarded to Ghirardelli Associates, Inc. in the amount of \$521,438.77; and

WHEREAS, Ghirardelli Associates, Inc. will perform Pre-Construction Services, Construction Services, and Post-Construction Services including but not limited to, document control systems, verifying contract compliance with local assistance procedures, recording existing site conditions, field inspection and daily reporting, administer contract and progress payments, handle materials testing, utility coordination, delivery of independent stamped "As-Built" plans, and preparing the final expenditure report package to maintain federal funding reimbursement eligibility

WHEREAS, sufficient funds are budgeted in the Intelligent Transportation Systems (ITS) Master Plan Implementation Project, Project No. PW2305, utilizing the Transportation Improvement Fund (Fund 446) and federal grant reimbursements will be deposited into the Transportation Improvement Fund (Fund 446); and

WHEREAS, the agreement will be in a form acceptable to the City Attorney:

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom authorizes the City Manager to execute an agreement with Ghirardelli Associates, Inc. for

Construction Management Services in the amount of \$521,438.77 in the Transportation Improvement Fund (Fund 446) to be reimbursed from a federal grant for the Intelligent Transportation Systems (ITS) Master Plan Implementation Project, Project No. PW2305.

PASSED AND ADOPTED this 9th day of June, 2026, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

Justin Raithel, MAYOR

ATTEST:

Christa Freemantle, CITY CLERK

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and minimize paper use.*



CITY OF
FOLSOM
DISTINCTIVE BY NATURE