



CONSENT CALENDAR

Agenda Item # 2

AGENDA REPORT SUMMARY

Meeting Date: January 11, 2022

Subject: Authorize the City Manager or designee to execute Amendment #2 for Professional Services Agreement with Alta Planning + Design for Complete Streets Master Plan; find that the amendment is exempt from review under the California Environmental Quality Act.

Prepared by: Marisa Lee, Transportation Services Manager

Reviewed by: James Sandoval, Engineering Services Director

Approved by: Gabriel Engeland, City Manager

Attachment: Memo from Alta Planning + Design

Initiated by: Transportation Division

Previous Council Consideration:

City Council Project Award on May 12, 2020, Agenda Item #5

Fiscal Impact:

Amendment #2 will cost the not-to-exceed amount of \$14,000 from the Annual Bicycle/Pedestrian Access Improvements Project (TS-01052). Sufficient funds are available within the approved CIP budget. A fund transfer is not requested.

<u>Funding Source:</u>	CIP Fund	TDA Article III	Traffic Impact Fees	Total
Project: Annual Bicycle/Pedestrian Access Improvements # TS-01052				
Project balance from prior Years	336,506	0	0	336,506
Current Year Budget	350,000	50,000	100,000	500,000
Expended to date			(32,552)	(32,552)
Encumbered to date	(15,426)	(50,000)	(67,448)	(132,874)
Current request	(14,000)			(14,000)
Balance Available	\$657,080	\$0	\$0	\$657,080

The City awarded a contract to Alta Planning + Design on May 12, 2020 in the amount of \$165,426 for development of the Complete Streets Master Plan (CSMP). The project was reviewed at a

Reviewed By:

Interim City Manager

GE

City Attorney

JH

Finance Director

JE



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Study Session on November 9, 2021, where Council received an overview of the project and provided feedback. At that time the project was on budget, with an amount of remaining budget reserved to facilitate a final round of revisions after comments from the City Council and the public review period. This City Council Study Session resulted in feedback that would require substantive changes to the structure of the CSMP, as well as an additional future Council Study Session requested by the Council, which would require additional budget outside of what was reserved for finalization of the report.

Amendment #2 will expand the total contract value to \$179,426.

Environmental Review:

The CSMP project is exempt from review under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines §15262 – Feasibility and Planning Studies, §15301 (c) – Existing Facilities, § 15304 (e) - Minor Alterations to Land, §15306- Information Collection, §15322 – Educational or Training Programs Involving No Physical Changes. The Amendment is also exempt pursuant to CEQA Guidelines § 15061(b)(3) because it can be seen with certainty that the amendment to the Contract would have no environmental impacts and none of the circumstances described in CEQA Guidelines § 15300.2 applies.

Summary:

Additional service is required to conduct a comprehensive update to the Complete Streets Master Plan (CSMP) as well as return for an additional future Study Session requested by the Council. Additional work scope is funded through CIP TS-01052, Annual Bicycle / Pedestrian Access Improvements.

Background

The Draft Complete Streets Master Plan establishes a community supported long-term vision for improving walking and bicycling in Los Altos by updating the previous Bicycle and Pedestrian Master Plans. The CSMP provides a strategy to develop a comprehensive bicycling and walking network to provide access to transit, schools, and Downtown alongside support facilities like bicycle parking and pedestrian amenities. These network improvements are paired with education, encouragement, and evaluation programs. The document identifies a plan to implement these projects and programs through prioritization and phasing to ensure implementation is manageable and fundable.

The CSMP process was initiated in May of 2020 to merge and update the City’s existing bicycle plan and pedestrian plan, as well as expand Safe Routes to School programs and infrastructure recommendations. The project is expected to be completed in the Spring of 2022. City Staff and



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Alta Planning + Design have received comments from the Complete Streets Commission, City Council, the Climate Action Planning Commission, as well as residents. Public comment period was open from October through December of 2021. Mailers were sent to households city-wide to solicit feedback. Ads were placed in the Town Crier and the Draft CSMP was publicized through the City Manager's email update. Over 150 comments have been logged.

A contract in the amount of \$165,426 was approved between the City of Los Altos and Alta Planning + Design on May 12, 2020 at a City Council Meeting.

Amendment #1 extended the project schedule and was approved by the City Manager in November 2021.

Discussion/Analysis

Alta can complete the majority of suggested text edits submitted by the City Council, the Complete Streets Commission, and public members; however, an additional fee is needed to satisfy more considerable out-of-scope revisions. Alta has provided additional value throughout the process by completing tasks not currently budgeted. A few examples include:

- Expanded project website beyond the contract scope with events calendar where users can add items to their calendar systems.
- Met with a property owner during the Loyola Corners Concept Plan Line Drawing development.
- Prepared and presented at an 11th Complete Streets Commission Meeting (ten meetings scoped).
- Developed the Los Altos Loop as an overarching implementation strategy on top of the prioritization process.

In the attached memo, Alta has put together three alternatives for addressing comments:

- Option A, which completes the Final Plan with remaining budget, including text edits and the addition of an executive summary, **no additional fee**
- Option B, which includes text edits, executive summary, adds new network improvements, and additional City Council Study Session for **\$6,000**.
- Option C, which covers a comprehensive update including text edits, executive summary, network improvement additions, glossary of terms, complete streets design guide, and additional City Council Study Session for **\$14,000**.



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Project Option	Project Budget
Original Contract	\$165,426.00
Add-on: Option A	\$0.00
Total with Option A	\$165,426.00
Add-on: Option B	\$ 6,000.00
Total with Option B	\$171,426.00
Add-on: Option C	\$ 14,000.00
Total with Option C	\$179,426.00

Additionally, Alta has listed optional tasks independently as an alternative methodology for choosing individual additions. These items include Executive Summary, Glossary, Network Changes, Complete Streets Design Guide, and Additional Council Meeting for independent amounts.

Recommendation

Staff recommends that the City Council authorize the City Manager or his designee to execute Amendment #2 with the authorization of work scope in Option C of the attached memo so that a comprehensive update, incorporating all comments and feedback, may be completed in updating the draft CSMP. This option also allows for the additional future Study Session requested by Council.



To: Marisa Lee, City of Los Altos
From: Jeff Knowles, Alta
Date: December 9, 2021
Re: Los Altos Complete Streets Plan Scope Change #2

Scope Amendment #2

This memo presents options for expanding Alta’s scope of work to accommodate suggested edits to the Draft Complete Streets Master Plan and deliver a final plan.

Purpose

Alta can complete the majority of suggested text edits submitted by the City Council, the Complete Streets Commission, and public members; however, an additional fee is needed to satisfy more considerable out-of-scope revisions. Alta has provided additional value throughout the process by completing tasks not currently budgeted. A few examples include:

- Expanded project website beyond the contract scope with events calendar where users can add items to their calendar systems.
- Met with a property owner during the Loyola Corners Concept Plan Line Drawing development.
- Prepared and presented at an 11th Complete Streets Commission Meeting (ten meetings scoped).
- Developed the Los Altos Loop as an overarching implementation strategy on top of the prioritization process.

Proposed Amendment Options

To accommodate the suggested edits to the Draft Complete Streets Master Plan, Alta presents three options for the City to consider with respective fee implications.

Option A: No Budget Change

Option A completes a Final Plan with the remaining budget (no amendment needed) and adds an executive summary that is not previously budgeted or scoped. This option makes the majority of suggested text edits and fixes legibility issues but does not include a glossary of terms, the addition of new projects, a design guide for Complete Streets treatments on typological roadways, or attending the third meeting with City Council (two are currently scoped).



Option B: Minor Budget Change

Option B completes a Final Plan addressing all the items in Option A. In addition, Option B includes Alta time to evaluate and add new projects to the network map and associated tables, compute new cost estimates, re-run prioritization, and amend the respective Appendix tables. Alta will also add one additional meeting with City Council (not currently scoped or budgeted) under this option.

Option C: Comprehensive Update

Option C completes a Final Plan addressing all the Option A and Option B items. In addition, Option C includes Alta time to develop a glossary of terms and a design guide for retrofitting existing street typologies in Los Altos to include Complete Streets elements.

Please note that none of these options includes a fee for another round of revisions following a second City Council Study Session. Additional contingency may be considered.

Table 1. The proposed scope of work modifications

Option	Task Name	Original Deliverables	Modified Scope of Work	Fee
A	2.4 Plan Development	<ul style="list-style-type: none"> Final Bicycle and Pedestrian Transportation Plan 	<ul style="list-style-type: none"> Alta will complete minor text edits to the Draft Plan. Alta will add a visual legend for bikeways at critical points in the document (e.g., Appendix B: Bikeway Recommendations). Alta will fix legibility issues with tables and concept plans. Alta will add an Executive Summary (<u>not</u> currently scoped or budgeted). Alta will continue to meet monthly with City staff beyond the originally scheduled end date. 	No Change
	5.2 Stakeholder Engagement	<ul style="list-style-type: none"> Alta will attend and support staff at two (2) City Council meetings to present the draft plan at one Study Session and the final plan for adoption or approval at one Council Meeting. 	<ul style="list-style-type: none"> Alta will attend one City Council meeting OR one additional Study Session. 	No Change



Option	Task Name	Original Deliverables	Modified Scope of Work	Fee
	2.4 Plan Development	<ul style="list-style-type: none"> Final Bicycle and Pedestrian Transportation Plan 	<ul style="list-style-type: none"> Alta will complete everything listed in Option A, PLUS: Alta will evaluate and add new projects to the network map and associated tables, compute new cost estimates, re-run prioritization, and amend the respective Appendix tables. 	<ul style="list-style-type: none"> \$4,000
B	5.2 Stakeholder Engagement	<ul style="list-style-type: none"> Alta will attend and support staff at two (2) City Council meetings to present the draft plan at one Study Session and the final plan for adoption or approval at one Council Meeting. 	<ul style="list-style-type: none"> Alta will attend one additional City Council Study Session AND one City Council meeting. Alta will prepare an additional presentation to City Council (not currently scoped or budgeted) to document changes from the first Study Session). 	<ul style="list-style-type: none"> \$2,000
	2.4 Plan Development	<ul style="list-style-type: none"> Final Bicycle and Pedestrian Transportation Plan 	<ul style="list-style-type: none"> Alta will complete everything listed in Option A and B, PLUS: Alta will develop a glossary of terms. Alta will develop a design guide for retrofitting existing street typologies in Los Altos to include Complete Streets elements. 	<ul style="list-style-type: none"> \$12,000
C	5.2 Stakeholder Engagement	<ul style="list-style-type: none"> Alta will attend and support staff at two (2) City Council meetings to present the draft plan at one Study Session and the final plan for adoption or approval at one Council Meeting. 	<ul style="list-style-type: none"> Alta will attend one additional City Council Study Session AND one City Council meeting. Alta will prepare an additional presentation to City Council (not currently scoped or budgeted) to document changes from the first Study Session). 	<ul style="list-style-type: none"> \$2,000



Table 2. Proposed fee modifications

Option	Revised Fee
A	No Change
B	\$6,000
C	\$14,000

Optional Tasks

The following could be added to Alta’s scope of work individually or in a combination not presented in the options above.

Optional Task	Fee
Executive Summary	\$1,500
Glossary of Terms	\$2,000
Changes to Network Recommendations	\$4,000
Complete Streets Design Guide	\$6,000
Additional Council Meeting	\$2,000
Contingency*	\$5,000

*Contingency for an additional round of revisions following a second City Council Study Session. The options presented do not account for completing another round of edits beyond what has been collected to date.

Proposed Timeline

Option A

February 2022 Alta makes revisions and delivers Final Draft to City Staff



March 2022 Alta presents Final Plan to City Council for adoption

Options B or C

January 2022 Notice to Proceed with Options B

March 2022 Alta delivers Revised Draft Plan to City Staff

April 2022 Alta presents Revised Draft Plan to City Council Study Session

June 2022 Alta presents Final Plan to City Council for adoption