



AGENDA REPORT SUMMARY

Meeting Date: June 14, 2022

Subject: Contract Amendment: Authorize the City Manager to execute Amendment #3 for Professional Services Agreement with Alta Planning + Design for Complete Streets Master Plan; find that the execution of Amendment #3 is exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15061, 15262, 15301, 15304, and 15322

Prepared by: Marisa Lee, Transportation Services Manager

Reviewed by: James Sandoval, Engineering Services Director

Approved by: Gabriel Engeland, City Manager

Attachment:

A. Resolution 2022-_____

Initiated by: Transportation Services Division

Previous Council Consideration:

May 12, 2020, and January 11, 2022

Fiscal Impact:

The City awarded a contract to Alta Planning + Design on May 12, 2020, in the amount of \$165,426 for the development of the Complete Streets Master Plan (CSMP). The project was reviewed at a Study Session on November 9, 2021, where the Council received an overview of the project and provided feedback. At that time, the project was on budget, with an amount of a remaining budget reserved to facilitate a final round of revisions after comments from the City Council and the public review period. The November 9, 2021, City Council Study Session resulted in feedback that required substantive changes to the structure of the CSMP, as well as an additional future Council Study Session requested by the Council, which requires an additional budget outside of what was reserved for finalization of the report.

Amendment #2 for an amount of \$14,000 to make the revisions requested in the first Study Session, expanded the total contract value to \$179,426 on January 11, 2022. This amount was funded by the Annual Bicycle/Pedestrian Access Improvements Project (TS-01052). Sufficient funds were available within the approved CIP budget, and a fund transfer was not requested.

Interim City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JE



Subject: Amendment #3 for Professional Services Agreement with Alta Planning + Design for Complete Streets Master Plan

The CSMP Final Draft returned for the additional requested Study Session #2 on March 22, 2022. Staff recommended the adoption of the CSMP at that Study Session. Council requested additional edits. Staff worked with Alta Planning + Design to generate a cost estimate and scope for the additional edits, not scoped in Amendment #2.

Amendment #3 for an amount of \$10,000 is requested to make the additional revisions to the Final Draft of the CSMP. This would expand the total contract value to \$189,426. Amendment #3 in the not-to-exceed amount of \$10,000 would be funded by the Annual Bicycle/Pedestrian Access Improvements Project (TS-01052). Sufficient funds are available within the approved CIP budget. A fund transfer is not requested.

Project Amendment	Project Budget
Original Contract	\$165,426.00
Amendment #1 – Schedule change only	\$0.00
Amendment #2 – Revisions to Draft CSMP	\$14,000.00
Amendment #3 – Revisions to Final Draft CSMP	\$10,000.00
Total	\$189,426.00

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 the additional updates to the Final Draft of the Complete Streets Master Plan (CSMP) as requested by Council during the March 22, 2022 Study Session. Additional work scope is funded through CIP TS-01052, Annual Bicycle / Pedestrian Access Improvements.



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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 Alta Planning + Design have received comments from the Complete Streets Commission, City Council, the Climate Action Planning Commission, as well as residents. The 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.

Amendment #2 added \$14,000 to make revisions following the first Study Session.

Amendment #3 proposes the addition of another \$10,000 to make additional revisions requested in the second Study Session.

Discussion/Analysis

Alta will facilitate the following revisions under Amendment #3:

- Design Guidelines – fourth typology in addition to the original three scoped in Amendment #2
- Collision Maps – Creation of figures 17 and 19 at Council Request
- Title Change – Requested by Council in Study Session #2
- Street Plans – Additional language in the Executive Summary stating that the CSMP is meant as a companion document to the City's Collector Traffic Calming Plan and Neighborhood Traffic Management Plan



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- Vision – Additional language from the Introduction added to the Executive Summary
 - Housing Element Update – Addition of disclaimer regarding updates that may be necessary due to forthcoming update of the Housing Element of the City’s General Plan
 - Project Delivery Process – update to the graphic that shows the inclusion of Public Input at every stage
 - Collision maps – addition of the word “Reported”
 - New Mobility Devices – addition of statement to the effect that new mobility devices should be operated according to CA Vehicle Code
 - School Maps – addition of Egan to the Bullis Charter map
 - Blach School and Carmel Terrace – addition of notes regarding the 2019 planning process for these areas

Recommendation

Staff recommends that the City Council authorize the City Manager to execute Amendment #3 with the authorization of the work scope in the attached memo so that revisions may be made to the Final Draft of the Complete Streets Master Plan for adoption. Staff also recommends that the City Council find that the execution of Amendment #3 is exempt from review under CEQA pursuant to CEQA Guidelines Sections 15061, 15262, 15301, 15304, and 15322.