



1 North San Antonio Road  
Los Altos, California 94022-3087

## MEMORANDUM

**DATE:** September 10, 2024

**TO:** City Council

**FROM:** Anthony Carnesecca, Assistant to the City Manager

**SUBJECT: UPDATE ON RFP FOR COMMUNITY ENGAGEMENT AND DESIGN SERVICES FOR DOWNTOWN PARK WITH UNDERGROUND PARKING**

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The City of Los Altos is preparing to issue a Request for Proposals for Community Engagement and Design Services for a downtown park with underground parking. It should be released in the coming weeks with a close date near the end of October and will return to City Council after responses have been reviewed for a recommendation and Council consideration.

As presented previously, City staff completed an initial site analysis and identified Plaza #1 and Plaza #2 as the preferred location for the downtown park with underground parking. City Council directed staff to move the project forward at Plazas #1 and #2 with community engagement and conceptual design as part of their strategic priorities for the 2024 calendar year and allocated funds in the FY24-29 Capital Improvement and Major Maintenance Budget focused on community engagement and design services for the project.

City staff has prepared an RFP that will have a consultant conduct community engagement on potential design amenities, investigate existing conditions, and garner consensus on the project before returning to City Council with a budget, program, and style for the project moving forward. The RFP will not be a public record until the contract is deemed final.

The consultant will then refine aspects of the project into three feasible conceptual design alternatives, cost estimates and funding sources for the alternatives and provide a final update to City Council. City Council will then have the opportunity to move forward with the preferred design and allocate the appropriated budget to design full bid-ready construction documents.