



AGENDA REPORT SUMMARY

Meeting Date: February 13, 2024

Subject Authorize the City Manager to Execute a Professional Services Agreement for the General Plan Safety Element Update

Prepared by: Steve Golden, Senior Planner

Reviewed by: Nick Zornes, Development Services Director

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. RFP Response Results
2. Resolution

Initiated by:

The adoption of the Sixth Cycle Housing Element 2023-2031 and several state legislative actions including but not limited to SB 379, SB 1035, SB 747, and SB 99.

Fiscal Impact:

The contract will be in the amount not to exceed \$102,600 and up to a 20% contingency, if needed, in the amount not to exceed \$20,520. Total funds to be used are \$123,120 which will be appropriated from the FY2023/24 Capital Improvement Plan (CIP: CD-01024) budget.

Project Item	Project Budget
Proposal Amount	\$102,600
Contingency	\$20,520
Total Cost	\$123,120

Environmental Review:

Not applicable

Staff Recommendation:

Authorize the City Manager to execute a Professional Services Agreement for the General Plan Safety Element Update with Michael Baker International as the most qualified responsive consultant for the project with a project budget not to exceed \$102,600 and up to a 20% contingency, if needed, in the amount not to exceed \$20,520 for a total of \$123,120.

Reviewed By:

City Manager

GE

City Attorney

JH

Finance Director

JD



Subject: Authorize City Manager to Execute a Professional Services Agreement for the General Plan Safety Element Update

Summary:

Authorize the City Manager to execute a Professional Services Agreement with Michael Baker International to complete the General Plan Safety Element Update.

Background

The City requested proposals from qualified professionals to prepare a Safety Element that will replace the existing General Plan Natural Environment and Hazards Element that was last updated in 2002 along with the City's comprehensive General Plan update. At the time of the last amendment, certain required general plan elements were combined or merged. As a part of the Safety Element Update the City will create a standalone Safety Element, which is consistent with the guidance from the Governor's Office of Planning and Research (OPR).

Since the City's adoption of the Natural Environment and Hazards Element, there have been several state legislative actions mandating specific planning issues to be addressed in the Safety Element and the required timing of such updates. Below is a brief overview of some of the recent legislation:

Senate Bill (SB) 379 - Requires the safety element of a community's general plan address the hazards created or exacerbated by climate change. The Safety Element must include a vulnerability assessment that identifies how climate change is expected to affect hazard conditions in the community. It must also include a set of goals, policies, and measures to adapt and improve resiliency to these anticipated changes.

Senate Bill (SB) 1035 - Amends the timing of updates related to the original bill language in SB 379. It requires jurisdictions to review and, if necessary, update the Safety Element upon each revision of the Housing Element or a Local Hazard Mitigation Plan. This should be done at least once every eight years to identify new information not available during the previous revision relating to flood and fire hazards and climate adaptation and resiliency strategies.

Assembly Bill (AB) 747 - Requires jurisdictions to, after January 1, 2022, review and update the Safety Element of their General Plan as necessary to identify evacuation routes and evaluate their capacity, safety, and viability under a range of emergency scenarios.

Senate Bill (SB) 99 - Requires cities, upon the next revision of the Housing Element on or after January 1, 2020, to review and update the Safety Element to include information identifying residential developments in hazard areas that do not have at least two emergency evacuation routes.

In addition to the above, the Safety Element will fulfill all mandated state of California General Plan Safety Element requirements that are applicable to the City of Los Altos and will be consistent with Government Code Section 65302(g) providing protection of the community from any



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unreasonable risks associated with the effects of seismically induced surface rupture, ground shaking, ground failure, tsunami seiche, and dam failure; slope instability leading to mudslides and landslides; subsidence; liquefaction; and other seismic and geologic hazards per state law; flooding; wildland and urban fires; and climate change adaptation and resiliency.

Discussion/Analysis

The Development Services Department released a Request for Proposals (RFP) on November 2, 2023, and closed on December 6, 2023. Four proposals were received by the required due date. The response results are included in Attachment 1.

Of the four proposals received, Michael Baker International (“Michael Baker”) was selected as the most qualified respondent in their response to address all the requirements of the City’s objectives, along with assembling a multi-disciplinary team with specific expertise, capability, and experience to address the requirements of the Safety Element. Their in-house project team has expertise in understanding vulnerabilities to hazards, climate adaptation, evacuation planning, and public engagement that are key components of this project. In comparing the proposals submitted, Michael Baker’s budget was less than other proposals that addressed all requirements of the project objectives contained in the request and with similar tasks and deliverables described in the proposal. In addition, Michael Baker has local knowledge and experience working with the Town of Los Altos Hills on their Safety Element Update that is currently in progress. Staff anticipates working with Michael Baker will have some efficiencies with their familiarity with the local geography, stakeholder groups in the community, and coordination with other ongoing efforts such as the Santa Clara County Multi-Jurisdictional (Local) Hazard Mitigation Plan.