TOWN OF LOS GATOS

FY 2022-23 Safe Streets and Roads for All Implementation Work Plan

MEETING DATE: 11/12/2026

ITEM NO.: 4

Project Title: Town of Los Gatos Comprehensive Safety Action Plan & Blossom Hill Corridor Study

Period of Performance (POP): September 11, 2026 – September 10, 2029 (36 Months)

Project Phase	Work Plan Task / Activity	Target Timeframe	Milestone / Deliverables
Phase I: Project Initiation	Grant Execution	Sep 2026	Sep 11, 2026 / Executed SS4A Grant Agreement (36-month POP through 09/10/2029)
	Development of Work Plan	Oct – Nov 2026	Nov 13, 2026 / Finalized 36-Month Implementation Work Plan
	Formation of Technical Advisory Committee	Nov 2026	Nov 13, 2026
	Development of Scope of Work (SOW)	Nov 2026	Nov 27, 2026 / Final Technical Scope of Work for Task 1 (Comprehensive Safety Action Plan) and Task 2 (Blossom Hill Corridor Study)
	Development of RFP/RFQ	Nov – Dec 2026	Dec 11, 2026 / Finalized RFP/RFQ Solicitation Package
	Development of Memorandum of Understanding (MOU) with City of San José	Nov 2026 – Jan 2027	Jan 08, 2027 / Finalized MoU on Interagency Cost-Share & Project Governance Alignment
Phase II: Procurement	Advertisement and Solicitation	Dec 21, 2026 - Jan 31, 2027	Jan 31, 2027
	Evaluation of Proposals/Qualifications, Consultant Selection and Contract Negotiation	Feb - Mar 2027	Mar 05, 2027 / Finalized Contract Agreement
	Consideration of MOU with City of San José and Contract Agreement for Contractual Services by the Town Council	Apr 2027	Apr 06, 2027 / Town Council Staff Report, Resolutions, Consultant Contract Award, Finalized MOU with City of San José
	Contract Execution	Mar – Apr 2027	Apr 16, 2027
Phase III: Technical Execution	Task 1 - Execution of Tasks to Develop Town of Los Gatos Comprehensive Safety Action Plan (CSAP)	Apr 2027 – Apr 2029	Apr 2029 / Updated Collision Database & Geospatial High-Injury Network (HIN) Maps; Systemic Risk & Equity Analysis; Town-Wide Public Engagement Summary; Policy & Process Audit; Prioritized Multimodal Project List; Draft CSAP Report

	Task 2 - Execution of Tasks to Undertake Engineering Study of Blossom Hill Corridor (Union Ave. to Camden Ave.)	Jun 2027 – Oct 2028	Oct 2028 / Multimodal Traffic Counts & Speed Data Package; Traffic Model; Community Outreach Summary; Engineering Alternatives & Cost Estimates; Draft Corridor Study Report
Phase IV: Peer Review & Adoption	Optional Peer Review of Draft Reports (Blossom Hill Corridor Study & CSAP)	Oct – Dec 2028 (Task 2) & Apr – Jul 2029 (Task 1)	Jul 2029 / Peer Review Comment Matrices, Technical QA/QC Response Logs, Final Blossom Hill Corridor Study Report, and Final CSAP Report
	Feedback and/or Adoption of Blossom Hill Corridor Study & CSAP by Town Council	Jan – Mar 2029 (Task 2) & Jul – Sep 2029 (Task 1)	Sep 2029 / CSTC Recommendations, Town Council Adopting Resolutions, Public Website Publication of Final CSAP
Phase V: Grant Closeout	Grant Financial Reconciliation & Performance Measurement Closeout	Sep 2029 – Jan 2030	Jan 2030 / Reimbursement Packages and Reports as required