



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 12/05/2023

ITEM NO: 4

DATE: November 17, 2023
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute the Fourth Amendment to the Consulting Services Agreement with ActiveWayz Engineering Extending the Term to December 31, 2024 for the Shannon Road Pedestrian and Bikeways Improvement Project (CIP No. 813-0218)

RECOMMENDATION:

Authorize the Town Manager to execute the fourth amendment (Attachment 1) to the consulting services agreement with ActiveWayz Engineering extending the term to December 31, 2024 for the Shannon Road Pedestrian and Bikeways Improvement Project (CIP No. 813-0218).

BACKGROUND:

The Shannon Road Pedestrian and Bikeway Improvements Project would provide pedestrian and bicycle safety improvements on Shannon Road between Los Gatos Boulevard and Cherry Blossom Lane. This segment of Shannon Road is a two-lane neighborhood collector street with high volumes of bicycle and pedestrian traffic when schools are in session. The street is a popular route for students attending Blossom Hill Elementary, Louise Van Meter Elementary, and Raymond J. Fisher Middle Schools. There are intermittent sections of sidewalk on both sides of the roadway. Currently, on-street parking is not allowed on Shannon Road between 7 a.m. and 6 p.m., except on Saturdays, Sundays, and holidays.

PREPARED BY: Gary Heap
Town Engineer

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Finance Director, and Parks and Public Works Director

SUBJECT: Fourth Amendment with ActiveWayz for the Shannon Road Pedestrian and Bikeway Improvements Project (CIP No. 813-0218)

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DISCUSSION:

Milestones

Finalize design of Modified Option 1
Informal Coordination with Residents
Coordinate E-76 with Caltrans
Request Council Authorization to Bid
Advertise the Project for Bid
Bids Due
Council to Accept Lowest Bidder
Award and Execute Agreement
Start Construction (depending on school schedules)
Anticipated Completion

Anticipated Timeline

November 2023
December 2023
October – December 2023
January 16, 2024
January 26, 2024
February 15, 2024
March 5, 2024
March 29, 2024

April 30, 2024
September 2024

Upon completion of the design, staff will provide an opportunity for the Shannon Road residents to meet with staff to discuss specific project impacts to their properties.

CONCLUSION:

Staff recommends the Town Council authorize the Town Manager to execute the fourth amendment (Attachment 1) to the consulting services agreement with ActiveWayz Engineering extending the term to December 31, 2024 for the Shannon Road Pedestrian and Bikeways Improvement Project (CIP No. 813-0218).

COORDINATION:

This project has been coordinated with the Complete Streets and Transportation Commission and significant public outreach has been conducted.

FISCAL IMPACT:

There are sufficient funds in the Fiscal Year 2023/24-2027/28 CIP Budget, as there is no increase to the funding with this fourth amendment.

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FISCAL IMPACT (continued):

Shannon Road Pedestrian and Bikeway Improvements CIP No. 813-0218		
	Budget	
GFAR	\$ 741,296	
Grants	\$ 1,114,350	
Utility Undergrounding	\$ 119,204	
Storm Basin	\$ 200,000	
Traffic Mitigation Funds	\$ 133,380	
Total Budget	\$ 2,308,230	
		Costs
Misc. Expenses		\$ 500
Temporary Staff Charges		\$ 35,000
ActiveWayz Engineering Services Agreement (Previously Approved)		\$ 276,933
Construction Management Services (7.5%)		\$ 127,391
Construction		\$ 1,698,550
Construction Contingency (10%)		\$ 169,856
Total Costs		\$ 2,308,230
Available Balance		\$ -

ENVIRONMENTAL ASSESSMENT:

This is a project defined under the California Environmental Quality Act (CEQA) as being Categorically Exempt per Section 15301(c) Existing streets, sidewalks, trails and similar facilities and 15304(h) Creation of bicycle lanes on existing rights-of-way. A Notice of Exemption will be filed. Under the National Environmental Policy Act (NEPA), the project is determined to be categorically excluded from a detailed environmental analysis.

Attachments:

1. Fourth Amendment - Agreement for Consultant Services - ActiveWayz Engineering with Exhibits A (Original Agreement and Previous Amendments) and Exhibit B (Updated Scope of Services)