



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 10/01/2019

ITEM NO: 5

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DATE: September 19, 2019  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Authorize Actions for the Los Gatos Creek Trail to Highway 9 Trailhead Connector Project 411-832-4505:  
a. Authorize the Town Manager to Execute an Agreement for Consultant Services with Mott MacDonald Group, Inc. for Professional Design Services for the Los Gatos Creek Trail to Highway 9 Trailhead Connector Project 18-832-4505 in an Amount Not to Exceed \$486,747.  
b. Authorize an Expenditure Budget Transfer of \$130,000 from the Bicycle and Pedestrian Improvement Project Budget (411-813-0231) to the Los Gatos Creek Trail to Highway 9 Trailhead Connector Project (411-832-4505).

**RECOMMENDATION:**

Authorize actions for the Los Gatos Creek Trail to Highway 9 Trailhead Connector Project 18-832-4505:

- a. Authorize the Town Manager to execute an Agreement for Consultant Services with Mott MacDonald Group, Inc., for professional design services for the Los Gatos Creek Trail to Highway 9 Trailhead Connector Project in an amount not to exceed \$486,747.
- b. Authorize an expenditure budget transfer of \$130,000 from the Bicycle and Pedestrian Improvement Project budget (411-813-0231) to the Los Gatos Creek Trail to Highway 9 Trailhead Connector Project (411-832-4505).

**BACKGROUND:**

On March 7, 2017 the Town Council adopted the Town of Los Gatos Bicycle and Pedestrian Master Plan. One high priority bike recommendation in the Master Plan was the construction of a direct connection to the Los Gatos Creek Trail from Highway 9. The Trailhead Connector Project is included in the 2019/2020 – 2023/2024 Capital Improvement Program.

**PREPARED BY:** Lisa Petersen  
Assistant Director of Parks and Public Works/Town Engineer

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

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SUBJECT: Authorize Actions for the Los Gatos Creek Trail to Highway 9 Trailhead  
Connector Project 18-832-4505

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BACKGROUND (continued):

On June 20, 2017, the Town Council authorized the Town Manager to file an application for funding for the Los Gatos Creek Trail to Highway 9 Trailhead Connector Project from the non-competitive One Bay Area Grant (OBAG) Cycle II funding, and to issue a request for proposals (RFP) for the design of the project. Additionally, the Town Council adopted a resolution committing any necessary matching funds and stating assurance to complete the project.

The project was subsequently awarded OBAG funding in the amount of \$343,000 and required local matching funds of \$44,440 for a total project budget of \$387,440.

On February 15, 2019, a Request for Proposals for professional engineering design services for the Trailhead Connector Project was released. The RFP process followed the required strict federal guidelines for the project to remain eligible for the federal reimbursement. On March 28, 2019, proposals were received from three professional engineering design firms. Town staff interviewed all three consultant project teams pursuant to the required federal process, and selected Mott MacDonald Group, Inc. as the most qualified firm to complete the project design.

DISCUSSION:

The attached Agreement for Consultant Services, including the scope of services and associated cost proposals, have been negotiated with Mott MacDonald Group, Inc. The RFP process and the proposed contract have been reviewed and approved by the Caltrans Office of Local Assistance for the Town's consideration of award. Additionally, the consultant and subconsultants cost proposals and financial documents have been reviewed and approved by the Caltrans Independent Office of Audits and Investigations.

The anticipated cost to complete the scope of services determined to be necessary for the design of the Los Gatos Creek Trail to Highway 9 Trailhead Connector Project is \$486,747. Funding for the construction of the project has not yet been identified; however, projects that show significant design progress will be more competitive for construction funding in the upcoming Measure B funding cycle. Should the Town Council approve the Consultant Service Contract with Mott MacDonald Group, Inc., it is anticipated the design will begin immediately and will be complete by November of 2020.

*Future Public Outreach*

The contract also includes support services from the consultant for outreach to the community regarding the project. The Town anticipates the consultant facilitating one meeting with the public and one meeting with appropriate Town Commissions. Additionally, staff will notify and update the community on the project and anticipated public meetings through letters to

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DISCUSSION (continued):

adjacent neighbors, NextDoor, and through a dedicated Town webpage. Additional outreach will be included as needed during design. Staff anticipates returning to the Town Council for approval of the final design in December of 2020.

CONCLUSION:

Authorizing the Town Manager to execute the Consultant Services Agreement for the Los Gatos Creek Trail to Highway 9 Trailhead Connector Project and approving the necessary budget adjustment will allow the Trailhead Connector Project to move forward into design and will move the Town closer to the completion of one of the major priority improvements identified in the Town's Bicycle and Pedestrian Master Plan. Additionally, by initiating the design work, it is anticipated that the Trailhead Connector Project will become more competitive for construction funding in the upcoming Measure B call for projects.

ALTERNATIVES:

The Council could choose to add additional design scope to the consultant agreement. As federal funds have been allocated to the design of this project, the draft contract, cost proposals, and scope of services have been required to be submitted to various Caltrans offices for review and approval prior to any Town Council action. Any modifications would require renegotiations with the consultant and resubmission of these items to the appropriate Caltrans offices for review and approval. This would add a significant time delay to the design of the project which could jeopardize the federal funding allocated to the project.

COORDINATION:

The proposed Consultant Services Agreement has been reviewed with the Town Attorney's Office and the proposed budget adjustment has been coordinated with the Finance Department. Additionally, the project is required to comply with the requirements for federally funded projects and has been coordinated with the Caltrans Office of Local Assistance.

FISCAL IMPACT:

The Trailhead Connector Project has been identified in the FY 2019/2020 Capital Improvement Project with funding of \$387,440. The proposed budget adjustment would redistribute \$130,000 from the Bicycle and Pedestrian Improvement Project to the Los Gatos Creek Trail to Highway 9 Trailhead Connector Project for a total project budget of \$517,440.

In house staffing for project management will be conducted by part time temporary staff retained for this project specifically. The use of this staffing model allows for the delivery of

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FISCAL IMPACT (continued):

projects above and beyond the capacity of Department staffing. The additional staffing will be billed directly to the project.

<b>Trailhead Connector Project 832-4505</b>		
	<b>Budget</b>	<b>Costs</b>
OBAG Cycle II Grant	\$ 343,000	
GFAR (Grant Match)	\$ 44,226	
Proposed Budget Transfer	\$ 130,000	
<b>Total Budget</b>	<b>\$ 517,226</b>	
Mott MacDonald Group, Inc. Contract		\$ 486,747
Staff Costs		\$ 30,000
<b>Total Expenditures</b>		<b>\$ 516,747</b>
<b>Remaining Balance</b>		<b>\$ 479</b>

ENVIRONMENTAL ASSESSMENT:

Actions approving the consultant services agreement and budget adjustment are not a project as defined under CEQA, and no further action is required. The consultant hired will complete the CEQA process for the Los Gatos Creek Trail to Highway 9 Trailhead Connector Project.

Attachment:

1. Agreement for Consultant Services – Los Gatos Creek Trail to Highway 9 Trailhead Connector Project 18-832-4505