



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 12/17/2019

ITEM NO: 7

DATE: December 2, 2019
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Winchester Boulevard Complete Streets Improvements:
a. Authorize the Town Manager to Negotiate and Execute an Agreement for Consultant Services with Kimley-Horn and Associates, Inc. in an Amount Not to Exceed \$250,000 for Engineering Design
b. Authorize an Expenditure Budget Transfer of \$280,000 from the Bicycle and Pedestrian Improvement Project Budget (411-813-0231) to a New Project of Winchester Boulevard Complete Streets Improvements (411-813-0238)

RECOMMENDATION:

Winchester Boulevard Complete Streets Improvements:
a. Authorize the Town Manager to negotiate and execute an Agreement for Consultant Services (Attachment 1) with Kimley-Horn and Associates, Inc. In an Amount Not to Exceed \$250,000 for engineering design.
b. Authorize an Expenditure Budget Transfer of \$280,000 from the Bicycle and Pedestrian Improvement project budget (411-813-0231) to a new project of Winchester Boulevard Complete Streets Improvements (411-813-0238).

BACKGROUND:

Winchester Boulevard is a major arterial street parallel to Highway 17, which borders both the Town of Los Gatos and the City of Monte Sereno. The Los Gatos Bicycle and Pedestrian Master Plan (BPMP) identifies the construction of Class IV bike lanes along Winchester Boulevard as improvement projects.

At the October 1, 2019 Council meeting, the Town Council authorized issuing a Request for Proposals (RFP) for conceptual design of Winchester Boulevard Complete Streets Improvements and the submittal of a grant application for the Winchester Boulevard Class IV

PREPARED BY: Ying Smith
Transportation and Mobility Manager

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

PAGE 2 OF 4

SUBJECT: Winchester Boulevard Complete Streets Design Agreement

DATE: December 2, 2019

BACKGROUND (continued):

Protected Bike Lanes Project between Blossom Hill Road and Albright Way to the Bay Area Air Quality Management District (Air District).

DISCUSSION:

The Town received responses to the RFP on November 5, 2019. A total of eight proposals were received from qualified consulting teams. Town staff interviewed the top three consultant teams and selected Kimley-Horn and Associates, Inc. as the most qualified firm to complete the project design.

On November 20, 2019, Air District staff issued a preliminary notification recommending an award of \$293,922 in Transportation Fund for Clean Air (TFCA) funding to the Winchester Boulevard Class IV Protected Bike Lanes Project. The recommendation is pending the Air District Board of Directors' approval in December. If the grant award is approved, Town staff will bring an item for the Council's consideration for grant acceptance in early 2020 and the TFCA funds will be applied to the construction phase.

The attached Agreement for Consultant Services, including the scope of services and associated cost proposal, has been negotiated with Kimley-Horn and Associates, Inc. The contract amount in the attachment is \$200,000, with the additional funds allowing for adjustment to the scope during design if needed, for a total recommended budget amount of \$250,000.

Except for the pending TFCA grant of \$293,922, the remaining funding for the construction of the project has not yet been identified; however, Town staff is planning to apply for Measure B funding for final design and construction of Complete Streets improvements between Blossom Hill Road and Albright Way. As the conceptual design moves forward, Town staff will recommend adding the final design of the Class IV Protected Bike Lanes project at an appropriate time. Complete Streets treatments will likely include enhanced bike lanes, pedestrian crossings, sidewalk improvements, pedestrian refuse islands, landscaped medians, intersection modifications, and stormwater retention. If the Town is successful in obtaining the Measure B or other grant funds, staff will return to the Council for necessary budget adjustments for the construction phase. Local match funds will likely be necessary to complete the funding plan.

This project was originally programmed and budgeted as part of the Capital Improvement Program project for bicycle and pedestrian improvements.

Staff is recommending setting up an independent project budget to allow for easier tracking and reporting and authorizing an expenditure budget transfer of \$280,000 to the newly created project account.

CONCLUSION:

Authorize the Town Manager to execute the Consultant Services Agreement for Winchester Boulevard Complete Streets Design and approving the necessary budget adjustment will allow the project to move forward into design.

COORDINATION:

This report was coordinated with the Town Attorney’s Office and the Finance Department.

FISCAL IMPACT:

The Winchester Boulevard Complete Streets Improvements project fits the purpose and description of the Bicycle and Pedestrian Improvements, Project #813-0218 in the Fiscal Year 2019/2020 Capital Improvement Program. Staff is recommending the transfer of \$280,000 from the Bicycle and Pedestrian Improvement Project to a new Winchester Boulevard Complete Streets Improvements project.

The total budget will include \$250,000 for the consultant services agreement and \$30,000 for staff costs in project management and bid service support.

Winchester Complete Streets Project 411-813 0238-NEW			Bicycle and Pedestrian Improvements Project 411-813-0231		
	Budget	Costs		Budget	Costs
Proposed Budget Transfer	\$280,000		Uncommitted funds	\$539,000	
Total Budget	\$280,000		Proposed Budget Transfer		\$280,000
Kimley-Horn Contract		\$250,000			
Staff Costs		\$30,000			
Total Expenditures		\$280,000			
Remaining Balance		\$0	Remaining Balance		\$259,000

The Parks and Public Works Department continues to plan for and track costs associated with capital improvement projects. Where projects can be delivered within the workload of staff already budgeted in the Department’s operating budget, no costs will be associated with the project. Where supplemental staffing is required, the costs will be attributed to the project. Staff anticipates additional assistance will be necessary with this project.

PAGE 4 OF 4

SUBJECT: Winchester Boulevard Complete Streets Design Agreement

DATE: December 2, 2019

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 construction of improvements is a project as defined under CEQA and is Categorically Exempt, Section 15064.3 (2). A Notice of Exemption was filed on September 5, 2019.

Attachment:

1. Agreement for Consultant Services – Winchester Boulevard Complete Streets Design