



Council Meeting: August 13, 2013

SUBJECT: Modification of an Existing Contract for Consulting Services to Conduct an Analysis to Identify Alternatives to Complete a Public Multi-Use Bicycle/Pedestrian Trail (F13-66) and Approval of Budget Modification No. 5

BACKGROUND

Approval is requested to modify an existing contract with Jana Sokale Environmental Planning of Newark for the Stevens Creek Trail Feasibility Study, by increasing the not-to-exceed value from \$157,500 to \$181,752. Approval is also requested for Budget Modification No. 5 to provide the additional funding for this project. The recommended increase is necessary to support the public outreach process and complete the final investigations for evaluating potential routes connecting the existing Stevens Creek Trail in Mountain View.

Council awarded an initial contract to Jana Sokale on June 12, 2012 (RTC No. 12-138) for the purpose of identifying alternatives to complete a multi-use bicycle/pedestrian trail for the entire Stevens Creek Corridor for the Cities of Sunnyvale, Cupertino, Los Altos, and Mountain View. Council approved a base contract in the amount of \$141,090, plus a contingency in the amount of \$16,410, for a total contract value of \$157,500.

CEQA REVIEW

As a feasibility study, CEQA analysis is not required at this time. Should the project move forward, CEQA analysis would be performed during project design.

DISCUSSION

Public input is an important component of the study, and a Citizens Working Group and Joint Cities Working Team have been involved in this effort. Many public meetings have also been held, and public interest and input has been significant. This has required a higher level of effort than originally envisioned, including preparation of additional meeting materials and presentations, evaluation of a greater number of possible trail connection alternatives, increased sub-consultant support involvement, and additional public outreach. As a result, more connection alternatives will be evaluated and presented in the final report than originally anticipated.

Due to the increased public outreach and working group/team meetings, the \$16,410 contingency that Council approved in June 2012 was added to the contract value,

but additional funds are needed to complete the study. Staff has secured a \$25,000 Project Readiness Initiative grant from the Santa Clara Valley Transportation Authority (VTA) to cover the additional required services.

FISCAL IMPACT

The total cost of the study is approximately \$182,000. Existing project budgets, which total approximately \$157,000, are funded by a combination of Sunnyvale developer contributions, grants from the Santa Clara Valley Transportation Authority (VTA) and contributions from Mountain View, Los Altos, Cupertino, and the Friends of the Stevens Creek Trail. Staff has secured an additional \$25,000 from the VTA Project Readiness Initiative (PRI) to fund the remaining amount needed to complete the study.

When funding for the study was initially approved (RTC No. 11-187), staff had anticipated applying \$7,795 in VTA funding to cover a portion of the cost, but only \$7,047 ended up being available (the VTA grant at the time was \$25,000, with funding to be apportioned to several projects). The small deficit amount of \$748 will be covered by the additional PRI grant.

Budget Modification No. 5 has been prepared to appropriate an additional \$25,000 from a VTA Project Readiness Initiative grant into the Stevens Creek Feasibility Study Project (829200), which increases this project's budget to \$174,705.

BUDGET MODIFICATION No. 5 FY 2013/2014

	Current	Increase/ (Decrease)	Revised
Capital Project Fund – General Assets Subfund			
<u>Revenues</u>			
Santa Clara Valley Transportation Authority Project Readiness Initiative	\$0	\$25,000	\$25,000
<u>Expenditures</u>			
Project 829200 – Stevens Creek Trail Feasibility Study	\$149,705	\$25,000	\$174,705
Project 828840 – Project Readiness Initiative	\$7,047	\$0	\$7,047
Total	\$156,752	\$25,000	\$181,752

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's Web site.

RECOMMENDATION

It is recommended that Council:

1. Approve modification of the existing contract with Jana Sokale Environmental Planning, in substantially the same form as the attached draft amendment, by increasing the not-to-exceed value to \$181,752; and
2. Approve Budget Modification No. 5 to appropriate the additional grant funding for the project.

Reviewed by:

Grace K. Leung, Director of Finance
Prepared by: Pete Gonda, Purchasing Officer

Reviewed by:

Kent Steffens, Director of Public Works

Approved by:

Gary M. Luebbers
City Manager

Attachments

- A. Draft Services Agreement Amendment

ATTACHMENT A

**DRAFT
AMENDMENT TO CONSULTANT SERVICES AGREEMENT
BETWEEN THE CITY OF SUNNYVALE AND
JANA SOKALE ENVIRONMENTAL PLANNING
TO CONDUCT AN ANALYSIS
TO IDENTIFY ALTERNATIVES TO COMPLETE A PUBLIC MULTI-USE
BICYCLE/PEDESTRIAN TRAIL**

This Amendment to Consultant Services Agreement, dated _____, is by and between the CITY OF SUNNYVALE, a municipal corporation ("CITY") and JANA SOKALE ENVIRONMENTAL PLANNING, ("CONSULTANT").

WHEREAS, on June 16, 2012, CITY and CONSULTANT entered into a Consultant Services Agreement whereby CONSULTANT would provide services to conduct an analysis to identify alternatives to complete a public multi-use bicycle/pedestrian trail; and

WHEREAS, the parties now agree that an Amendment to said Agreement is advisable;

NOW, THEREFORE, THE PARTIES ENTER INTO THIS AMENDMENT TO CONSULTANT SERVICES AGREEMENT:

1. Services by CONSULTANT

Replace the existing section with the following:

CONSULTANT shall provide services in accordance with Request for Proposal No. F1109-22 and all requirements, specifications and terms and conditions contained therein, CONSULTANT'S proposal response attached hereto as Exhibit A, CONSULTANT'S fee schedule attached hereto as Exhibit B, and CONSULTANT'S Additional Services Request for the Four Cities Coordinated Stevens Creek Trail Feasibility Study as more fully enumerated in Exhibit D, which are incorporated herein by this reference. The documents comprising the complete contract are collectively referred to as the Contract Documents.

Any and all obligations of the CITY and the CONSULTANT are fully set forth and described therein.

All of the above documents are intended to cooperate so that any work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all documents.

4. Compensation

Replace the existing section with the following:

Total compensation payable under this agreement shall not exceed One Hundred Eighty One Thousand Seven Hundred Fifty Two and no/100 dollars (\$181,752.00). Payment shall be made within thirty (30) days of receipt of an accurate, itemized invoice by CITY'S Accounts Payable Unit.

All other terms and conditions remain unchanged.

IN WITNESS WHEREOF, the parties have executed this Agreement Amendment.

ATTEST:

CITY OF SUNNYVALE ("CITY")

By _____
City Clerk

By _____
City Manager

APPROVED AS TO FORM:

JANA SOKALE
ENVIRONMENTAL PLANNING
("CONSULTANT")

By _____
City Attorney

By _____

Name and Title



May 22, 2013

Jack Witthaus
City of Sunnyvale
650 West Olive Avenue
Sunnyvale, CA 94088

Subject: Additional Services Request for the
Four Cities Coordinated Stevens Creek Trail Feasibility Study

Dear Mr. Witthaus:

We are pleased to submit our additional services request to engage the Citizens Working Group and complete the final investigations for evaluating potential routes connecting the existing Stevens Creek Trail in Mountain View to the soon to be completed segment in Cupertino. Our scope of work includes three tasks and a request for additional reimbursable expenses. The tasks include:

- I. ENGAGE THE CITIZENS WORKING GROUP
 - A. Attend Meetings with the Citizens Working Group
 - B. Provide Printed Materials of all Handouts, Maps and Other Work Products
 - C. Develop Presentation Materials for Each Meeting

- II. PRESENT THE PRELIMINARY TRAIL ALIGNMENTS AND CROSSING CONCEPTS SEGMENT BY SEGMENT FROM NORTH TO SOUTH
 - A. Present All Routes from North to South - Review Preliminary Trail Alignments and Crossing Concepts with Staff and Joint Cities Working Team
 - B. Present All Routes from North to South - Review Preliminary Trail Alignments and Crossing Concepts with Staff at Public Outreach Meetings

- III. DEVELOP CRITERIA FOR RANKING TRAIL ROUTES AND APPLY CRITERIA TO THE POTENTIAL ROUTES IDENTIFIED THROUGH THE FEASIBILITY ANALYSES
 - A. Develop Trail Ranking Criteria – Develop technical criteria for evaluating the potentially feasible trail segments and crossings that constitute each route.
 - B. Apply Criteria to Segments and Crossings – Rank trail routes using the technical ranking criteria.

The scope of work and fee proposal are attached for your review. If there are any questions regarding this additional services request, please do not hesitate to contact me. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Jana Sokale".

Jana Sokale
Principal Planner

ADDITIONAL SERVICES REQUEST

SCOPE OF WORK

This is an additional services request for work with the Citizens Working Group, for presentation of the trail feasibility findings in a north to south direction, the scoring and ranking of additional trail routes and for an augmentation of the reimbursable expense allowance to support the public outreach meetings for the Four Cities Coordinated Stevens Creek Trail Feasibility Study.

I. ENGAGE THE CITIZENS WORKING GROUP

The Stevens Creek Trail Joint Cities Working Team opted to form a Citizens Working Group to support the feasibility study. The consultant team is tasked with presenting work products to the Citizens Working Group for their consideration in advance of the meetings with the Joint Cities Working Team and community outreach meetings. The Citizens Working Group meetings are working sessions with city staff and the consultant team. The Citizens Working Group helps to refine work products and offer guidance on the community outreach meetings. Members may also provide support for public outreach meetings and Board, Council and Commission meetings. The consultant team will refine work products based upon feedback from the Citizens Working Group. This request requires an augmentation of the scope of work for engagement with the Citizens Working Group and additional revisions to work products.

- A. **Attend Meetings with the Citizens Working Group** – Consultant shall attend monthly meetings with the Citizens Working Group.
- B. **Provide Printed Materials of all Handouts, Maps and Other Work Products** – Consultant shall reproduce all electronic materials for the Citizens Working Group.
- C. **Develop Powerpoint Presentation for Each Meeting** – In an effort to provide information to the public who has demonstrated an interest in attending the Citizens Working Group meetings, the Consultant shall develop a Powerpoint presentation to allow meeting observers to view the materials presented to the Citizens Working Group.

II. PRESENT THE PRELIMINARY TRAIL ALIGNMENTS AND CROSSING CONCEPTS SEGMENT BY SEGMENT FROM NORTH TO SOUTH

The consultant team has been tasked by the Citizens Working Group and Joint Cities Working Team with presenting the all trail alignment options within in each segment of the study area simultaneously. The creek corridor and on-street routes are to be presented in a north to south direction. This differs from the original scope of work which presented creek corridor feasibility first followed by on-street routing options. This method of presentation requires all disciplines from the multi-disciplinary consultant team be present at each of these meetings. This request requires an augmentation of the scope of work for additional meeting time for selected consultant staff at the Joint Cities Working Team and Public Outreach Meetings.

- A. **Present All Routes from North to South** - Review Preliminary Trail Alignments and Crossing Concepts with Staff and Joint Cities Working Team.
- B. **Present All Routes from North to South** - Review Preliminary Trail Alignments and Crossing Concepts with Staff at Public Outreach Meetings.

ADDITIONAL SERVICES REQUEST

III. DEVELOP CRITERIA FOR RANKING TRAIL ROUTES AND APPLY CRITERIA TO THE POTENTIAL ROUTES IDENTIFIED THROUGH THE FEASIBILITY ANALYSES

The consultant team shall develop technical criteria for assessing and ranking the potentially feasible trail routes. The criteria may include route characteristics (ADT, speed and volume), opportunities for grade-separated crossings, route suitability for various bicycling skill levels, aesthetic quality of the route, opportunities for streetscape or habitat enhancements and others. Once the criteria have been reviewed by staff, Citizens Working Group and the Joint Cities Working Team, the criteria will be applied to each segment and major crossing along each potentially feasible route connecting the Dale/Heatherstone pedestrian overpass to Stevens Creek Boulevard.

- A. **Develop Trail Ranking Criteria** – Develop technical criteria for evaluating the potentially feasible trail segments and crossings that constitute each route.
- B. **Apply Criteria to Segments and Crossings** – Rank trail routes using the technical ranking criteria.

IV. REIMBURSABLE ALLOWANCE FOR PUBLIC OUTREACH MEETINGS

Attendance at the first public outreach meeting and visitation at the Citizens Working Group and Joint Cities Working Team meetings have demonstrated a high level of public interest in the feasibility study. A reimbursable allowance is requested for the materials needed for these well attended public outreach meetings. Materials may include handouts, maps, survey forms, comment cards, large illustrations, cross-sections and maps for mounting on the walls and general meetings supplies (name tags, pens, colored pencils and other materials supplied to the public to facilitate participation in the meeting).

FEE PROPOSAL

The total cost to provide additional services for the Four Cities Coordinated Stevens Creek Trail Feasibility Study will not exceed \$40,575 as summarized below and detailed in the attached task/fee breakdown (Exhibit A).

TASK	FEE
I. ENGAGE THE CITIZENS WORKING GROUP	\$22,365
II. PRESENT THE PRELIMINARY TRAIL ALIGNMENTS AND CROSSING CONCEPTS SEGMENT BY SEGMENT FROM NORTH TO SOUTH	\$12,060
III. DEVELOP CRITERIA FOR RANKING TRAIL ROUTES AND APPLY CRITERIA TO THE POTENTIAL ROUTES IDENTIFIED THROUGH THE FEASIBILITY ANALYSES	\$ 3,650 \$38,075
REIMBURSABLE ALLOWANCE FOR PUBLIC OUTREACH MEETINGS	\$ 2,500
TOTAL ADDITIONAL SERVICES REQUEST	\$40,575

III. DEVELOP AND APPLY TRAIL RANKING CRITERIA														
A DEVELOP CRITERIA														
1. Develop Preliminary Trail Ranking Criteria	8.00		1.00											
2. Develop Preliminary List of Trail Segments, Route Type Assignments and Crossings	4.00													
3. Revise Criteria and List of Segments with Route Types and Crossings	4.00													
B APPLY CRITERIA TO SEGMENTS AND CROSSINGS														
1. Apply and Rank Segments and Crossings	8.00													
2. Revise Scoring and Ranking	4.00													
TOTAL HOURS PER PERSON	28.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL AMOUNTS	\$3,500.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,650.00
DEVELOP AND APPLY TRAIL RANKING CRITERIA TOTAL														\$3,650.00
TOTAL HOURS PER PERSON	85.00	18.00	48.00	40.00	26.00	0.00	8.00	14.00	2.00	26.00	14.00	2.00		
TOTAL AMOUNTS	\$10,625.00	\$1,170.00	\$7,200.00	\$3,800.00	\$5,850.00	\$0.00	\$1,560.00	\$1,470.00	\$530.00	\$4,030.00	\$1,610.00	\$230.00		\$38,075.00
PUBLIC OUTREACH REIMBURSABLE EXPENSE ALLOWANCE														\$2,500.00
TOTAL BY CONSULTANT		\$11,795.00		\$11,000.00				\$8,880.00				\$6,400.00		\$40,575.00