



CITY OF SAN MATEO

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Agenda Report

Agenda Number: 4

Section Name: {{section.name}}

Account Number: 10-4666

File ID: {{item.tracking_number}}

TO: City Council

FROM: Drew Corbett, City Manager

PREPARED BY: Public Works Department

MEETING DATE: May 01, 2023

SUBJECT:
Complete Streets North Central – Appropriation and Agreement

RECOMMENDATION:

Adopt a Resolution to approve an exception to the City's competitive bidding requirement and to appropriate \$241,663 to the Complete Streets North Central project from the City's General Fund; approve an agreement with Fehr & Peers for the Complete Streets North Central project in the amount of \$190,163; establish a contingency reserve of \$20,000; and authorize the Public Works Director to execute the agreement in substantially the form presented and issue change orders within the contingency amount.

BACKGROUND:

In 2021, the City was awarded approximately \$490,000 from the Caltrans Sustainable Communities grant to fund the Citywide San Mateo Complete Streets Plan. The document will result in policies, goals, and prioritized projects that are focused on improving mobility, equity, connectivity, and sustainability to build a better circulation network for the City's future.

Staff began the Citywide San Mateo Complete Streets Plan in early 2023, and brought the project to Council on March 20, 2023 to obtain feedback on the proposed community engagement approach. During the meeting, residents from the North Central neighborhood requested a specific focus on complete streets in their neighborhood to evaluate the recent installation of bicycle lanes, parking availability, circulation, and safety needs. As a result, Council directed staff to develop a separate scope of work and budget to create a North Central focused plan that would be developed concurrently with the Citywide San Mateo Complete Streets Plan. Staff were asked to return to Council with a request for funding and a consultant agreement for the North Central effort.

Immediately after the March 2023 Council meeting, staff worked with Fehr & Peers to develop a scope of work for the Complete Streets North Central Plan. The main tasks in the scope of work are summarized below. The Complete Streets North Central Plan will take approximately a year to complete, with community engagement included in each task to ensure the final document reflects the needs expressed by the community.

- **Lived Experience Group** – Staff and the consultant team will invite active Community Based Organizations (CBOs) to learn about the effort, and then assist the team in hosting workshops or focus groups to gain feedback from the community. CBOs may be provided a stipend for their efforts and assistance pending approval.
- **Defining Needs and Goal Setting** – This task first focuses on a community listening process, to gain an understanding of mobility and access needs, and components of a successful plan from the community's perspective. This phase includes stakeholder interviews, and active engagement through walking tours and focus groups. The second phase of this task will use feedback from the community and data analysis to document existing needs and summarize the goals for the Complete Streets North Central Plan.

- **Recommendations** – Staff and the consultant team will confirm the needs and goals for the Complete Streets North Central Plan and then utilize workshops to define needed improvements and projects. This will include hands-on charette style workshops, and then mapping and evaluation of recommended improvement projects, policies, and programs.
- **Prioritization and Priority Project Development** – This task builds on the development of the list of needs and improvements by prioritizing each based on the goals of the Complete Streets North Central Plan and community needs. Under this task, the consultant will develop cut sheets for the top five priority projects identifying improvements in priority locations in a graphic format. Pop-up demonstration events for up to three projects will be included to collect input on key projects from residents by utilizing recommended improvements.
- **Draft and Final Plan** - A draft Complete Streets North Central Plan will be presented to the Sustainability & Infrastructure Commission and Council for review and feedback. Feedback provided will be folded into the final document that will be presented to Council for adoption.

Council has identified this new Complete Streets North Central Plan as a priority effort and directed staff to work on the project concurrently with the Citywide Complete Streets Plan (expected to be completed in early 2024). Working on both projects with the same consultant team will facilitate alignment of the work and streamline the completion of both documents within this period. To meet this timeline and have the new Complete Streets North Central Plan align with the Citywide Complete Streets Plan, it is impracticable to execute a competitive RFP process as this would further delay the Citywide Complete Streets Plan. Staff recommends approval of the agreement pursuant to SMMC 3.60.050(b), which allows Council to approve agreements utilizing an alternate purchasing process were going out to bid is impracticable.

BUDGET IMPACT:

The Complete Streets North Central project is a new effort and was not included in the fiscal year 2022-23 capital budget. With the appropriation of \$241,663 from unassigned fund balance from the General Fund to the Project, the fiscal year capital budget will be increased by this amount. The budget includes the costs for the agreement with Fehr & Peers, contingency amount, staff time, and other costs associated with the project.

ENVIRONMENTAL DETERMINATION:

Approval of this agreement is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

- Att 1 - Proposed Resolution
- Att 2 - Agreement

STAFF CONTACT

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