



TOWN OF LOS GATOS

RJ BRYANT SERVICE CENTER
41 MILES AVENUE
LOS GATOS, CA 95030

BICYCLE AND PEDESTRIAN ADVISORY COMMISSION

APRIL 7, 2016
3:00 P.M. - REGULAR MEETING

AGENDA

1. **MEETING CALLED TO ORDER**
2. **ROLL CALL**
3. **INTRODUCTION OF NEW MEMBERS**
4. **APPROVAL OF THE MEETING MINUTES**
 - A. February 4, 2016 (Attachment 1)
5. **VERBAL COMMUNICATIONS**
 - A. Public Speakers (*Three minute time limit per speaker for subjects not agendized.*)
 - B. Commissioners (*Information only, not for discussion. One minute time limit per commissioner.*)
6. **NEW BUSINESS**
 - A. Bicycle and Pedestrian Master Plan Presentation
 - B. School Traffic Presentation
 - C. Ex Officio Member from Monte Sereno
 - D. BPAC Project Funding
7. **DEPARTMENT MATTERS/ITEMS FOR INFORMATION** (*as time allows*)
 - A. Police Department Report
 - B. Town Engineer's Report
8. **COMMISSION/COMMITTEE MEETING REPORTS** (*As related to BPAC. Two minute time limit per commissioner.*)
 - A. Youth Commission (Huang)
 - B. Safe Routes to Schools (Cook)
 - C. Parks Commission (Vacant)

- D. Transportation and Parking Commission (Ristow)
- E. VTA Update – Bicycle & Pedestrian Advisory Committee (Hertan)

9. COMMISSION MATTERS *(Three minute time limit per commissioner.)*

- A. Chairperson Report
- B. Work Plan
 - i. Ad Hoc Committee Updates
 - a. Bicycle and Pedestrian Master Plan
 - b. Safe Routes to Work
 - c. Bicycle and Pedestrian Infrastructure
 - d. Social Media
 - e. Vision Zero
- C. Proposed Future Agenda Items

10. ADJOURNMENT

Next Special Meeting - Bicycle Pedestrian Master Plan Update and Funding: May 5, 2016

Attachments:

- 1) Minutes of Regular Meeting – February 4, 2016

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Parks and Public Works Department at (408) 399-5770. Notification 48 hours before the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting. [29 CFR § 35.102-35.104]



TOWN OF LOS GATOS

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41 MILES AVENUE
LOS GATOS, CA 95030

BICYCLE AND PEDESTRIAN ADVISORY COMMISSION

THURSDAY, FEBRUARY 4, 2016
3:00 P.M. REGULAR MEETING

MINUTES

1. MEETING CALLED TO ORDER

The Bicycle and Pedestrian Advisory Commission Regular Meeting was called to order at 3:00 p.m. by **Chair Loughridge**.

2. ROLL CALL

Present: Chair Loughridge, Vice-Chair Hertan, Commissioners Aadland, Cook, and Ristow

Absent: Commissioner Huang

Staff: Lisa Petersen, Town Engineer
Kalipo Kauwelo, Sergeant, Police Department

Guests: Barry Chaffin, VTA BPAC Member for Monte Sereno
Wendy Baker, SummerHill Homes
Don Capobres, Grovesnor Americas
Pancho Pimentel, Summit Bicycles

3. INTRODUCTION OF NEW MEMBERS

None.

4. APPROVAL OF THE MEETING MINUTES

A. December 3, 2015

MOTION: **Motion made** by **Ristow** to approve the December 3, 2015 Regular Meeting minutes with the following corrections.

- Next Regular Meeting: Thursday, February 6, 2016 to February 4, 2016, page 5.

Seconded by **Vice-Chair Hertan**.

VOTE: **Motion passed unanimously.**

5. VERBAL COMMUNICATIONS

(Three minute time limit per speaker for subjects not agendaized.)

- A. **Public Speakers** (*Three minute time limit per speaker for subjects not agendaized.*)

None.

- B. **Commissioners** (*Information only, not for discussion. One minute time limit per commissioner.*)

None.

6. NEW BUSINESS

- A. North 40 Bicycle/Pedestrian Off-Site Improvements Presentation

Town Engineer Petersen introduced representatives from Grosvenor Americas, SummerHill Homes, and Summit Bicycles that presented and discussed on-site and off-site amenities with regard to the North 40.

A Q&A session was opened for discussion to the Commission.

Town Engineer Petersen reiterated that staff reached out to Caltrans to add an on-street bike lane on WB Lark along with a multi-use path as shown in the attachment.

- B. Proposal to Revise Top 5 Priorities for 2016: Replacing Google Grant with Safe Routes to Work.

Vice-Chair Herten reported that he and Commissioner Ristow are meeting with the project manager of Google Grant who is willing share to his ideas on how to obtain funds even though Los Gatos is not eligible for the current Google bicycle infrastructure grants.

The **Commission** discussed the matter.

MOTION: **Motion made** by **Vice-Chair Herten** to replace the Google Grant of the Top 5 Priorities for 2016 with Safes Routes to Work. The Safe Routes to Work Program would ensure that the infrastructure supports commuting to work within Los Gatos' infrastructure which would lead to more bicycling to work by residents and potential support from larger employees.

Seconded by **Commissioner Ristow**.

VOTE: **Motion passed unanimously.**

7. DEPARTMENT MATTERS/ITEMS FOR INFORMATION (as time allows)**A. Police Department Report**

Sergeant Kauwelo explained the role of the Police Department with regard to Town matters and the Bicycle Advisory and Pedestrian Commission and reported on the various collisions within town limits. The **Commission** discussed the matter.

ACTION: Sergeant Kauwelo to provide the commission with an incident report to include when, where, and PCFs for all vehicles in support of Vision Zero and other BPAC concerns.

B. Town Engineer's Report

Town Engineer Petersen reported on the Annual Street Maintenance Project and Almond Grove Rehabilitation Project. She also mentioned that staff does a manager's update every week that goes to Council that has a lot of this information in it and commissioners can register on the Town's website to obtain this information.

8. COMMISSION/COMMITTEE MEETING REPORTS (As related to BPAC. Two minute time limit per commissioner.)**A. Youth Commission**

No report given.

B. Safe Routes to Schools

Commissioner Cook reported on the upcoming spring event which promotes walking and biking to school, progress on the education and hot spots subcommittees, and that the Safe Routes to School Project is a finalist for the Hoffman Award from the Santa Clara Department of Education.

C. Parks Commission

No report given.

D. Transportation and Parking Commission

Commissioner Ristow reported that the Transportation & Parking Commission meets on February 11 and there vacancies open for recruitment, that the Town has implemented a traffic study focusing on school traffic, and that each commissioner will have a ride-along with Sergeant Kauwelo to see what school and traffic issues are in town and how they are prevented.

E. VTA Update – Bicycle & Pedestrian Advisory Committee

Vice-Chair Hertan provided an update on the January 13 meeting regarding the pilot program for electric bikes for the "last mile" along the North San Jose area, the status report on the Vision Silicon Valley Program, the service of 60' articulated busses, and that the new Master Plan for bicycles and pedestrians is underway and there will be a lot of outreach by the VTA and its B&P Master Plan contractor.

8. COMMISSION MATTERS *(Three minute time limit per commissioner.)*

A. Chairperson Report

Chair Loughridge suggested that the Ad Hoc Committee infrastructure items of the Work Plan be deferred until the Master Plan is complete and the commission refocus on education and outreach to the public.

Chair Loughridge also announced that the Vision Zero meeting is scheduled for February 11 at Blossom Hill Elementary School at 7:00 p.m. and encouraged all commissioners to attend.

Chair Loughridge suggested that each commissioner start a critical update list that would include everything that a commissioner sees in town that they would like to get fixed, which would help with the Master Plan, enforcement, or any other issues that can be kept on this list and can be updated at the commission meetings.

B. Work Plan

i. Ad Hoc Committee Updates

a. Bicycle and Pedestrian Master Plan

Town Engineer Petersen provided an update and stated that the Master Plan is posted on the Town's website.

b. Google Corporate Grant Opportunities - *Discussed in Item 6. New Business - B. Proposal to Revise Top 5 Priorities for 2016: Replacing Google Grant with Safe Routes to Work*c. Bicycle and Pedestrian Infrastructure - *No report given.*

d. Social Media

Chair Loughridge stated that Commissioner Huang suggested that a press release be sent out and posted on the Town website regarding the flag system and crosswalk signage in town.

Chair Loughridge also asked if the BPAC can have a Facebook page and update the BPAC website with current and relevant information.

ACTION: Town Engineer Petersen will look into the Chair Loughridge's request.

e. Vision Zero

Commissioner Ristow stated that the Safe Routes to School Coalition is hosting the meeting with a panel of speakers on February 11 and is looking for volunteers to assist them during the meeting.

C. Proposed Future Agenda Items

- BPAC participation in Ride-Along Program with Sergeant Kauwelo.

- Presentation from a guest speaker from Los Gatos Bicycle Racing Club.

9. ADJOURNMENT

The meeting was adjourned at 4:37 p.m.

Next Regular Meeting: Thursday, April 7, 2016

DRAFT



MEETING DATE: 04/05/16
ITEM NO: 2

COUNCIL AGENDA REPORT

DATE: MARCH 24, 2016

TO: MAYOR AND TOWN COUNCIL

FROM: LAUREL PREVETTI, TOWN MANAGER

SUBJECT: BICYCLE AND PEDESTRIAN MASTER PLAN

- A. AUTHORIZE THE TOWN MANAGER TO EXECUTE AN AGREEMENT FOR CONSULTANT SERVICES WITH PLACEWORKS FOR PREPARATION OF A BICYCLE AND PEDESTRIAN MASTER PLAN IN AN AMOUNT NOT TO EXCEED \$110,000, WHICH INCLUDES A 10% CONTINGENCY.
- B. ESTABLISH A BICYCLE AND PEDESTRIAN MASTER PLAN CAPITAL IMPROVEMENT PROJECT IN THE AMOUNT OF \$120,000.
- C. AUTHORIZE A BUDGET ADJUSTMENT IN THE AMOUNT OF \$72,500 FROM TRAFFIC IMPACT MITIGATION FEES TO FULLY FUND THE PROJECT.

RECOMMENDATIONS:

- 1. Authorize the Town Manager to execute an agreement for consultant services with Placeworks for preparation of a Bicycle and Pedestrian Master Plan in an amount not to exceed \$110,000, which includes a 10% contingency.
- 2. Establish a Bicycle and Pedestrian Master Plan Capital Improvement Project in the amount of \$120,000.
- 3. Authorize a budget adjustment in the amount of \$72,500 from Traffic Impact Mitigation Fees to fully fund the project.

BACKGROUND:

On January 19, 2016, the Town Council authorized the issuance of a Request for Proposals (RFP) for preparation of a Bicycle and Pedestrian Master Plan (BPMP) and concurrently accepted a \$40,000 County Health Department Grant and a \$7,500 contribution from the City of Monte Sereno and allocated those funds to partially fund the BPMP development effort. These funds, with the requested budget adjustment of \$72,500, make up the total project cost.

PREPARED BY: MATT MORLEY
DIRECTOR OF PARKS AND PUBLIC WORKS

Reviewed by: _____Assistant Town Manager _____Town Attorney _____Finance

BACKGROUND (cont'd)

As previously noted, the Town of Los Gatos does not currently have an adopted Bicycle or Pedestrian Master Plan. Development of a BPMP is identified as an Action Item in the Los Gatos General Plan (Transportation Element Action TRA-11.1) and is a top strategic goal for the recently established Bicycle and Pedestrian Advisory Commission (BPAC). Beyond providing a roadmap for enhancing bicycle and pedestrian mobility throughout the Town, adoption of a BPMP is anticipated to allow the Town to compete more successfully for a range of regional and State grant funds for bicycle and pedestrian related improvement projects.

A Request for Proposals for preparation of a Bicycle and Pedestrian Master Plan was issued on January 21, 2016 with proposals due on February 18, 2016. Proposals were received from five firms and following review of the proposals by Parks and Public Works and Community Development staff, four firms were interviewed: Placeworks, Nelson/Nygaard Consulting Associates, Alta Planning and Design, and TJKM Transportation Consultants. Follow up phone interviews were conducted with the two finalist firms, Nelson/Nygaard and Placeworks, with reference checks conducted on Placeworks, which was determined by staff to be the top rated firm.

DISCUSSION:

Formerly known as The Planning Center/DCE, Placeworks' previous work for Los Gatos includes preparation of the Town's Housing Element, the 2020 General Plan Update, and the Los Gatos Sustainability Plan. Placeworks' familiarity with Los Gatos and its existing data on the Town's transportation network and activity nodes were viewed as significant benefits to selecting this firm. Most compelling, however, was the firm's approach to the project and designated project team members, which includes a highly recommended project manager with broad experience in municipal bicycle, pedestrian and mobility planning. These team members would not be the same Placeworks staff that participated in the Town's Housing Element.

Placeworks' project approach emphasizes engaging the community, planning and design that is sensitive to the Town's unique attributes, optimizing connectivity, identifying and prioritizing improvements, and delivering to the Town a final plan that is expected to position the Town to compete for bicycle and pedestrian improvement and program grants. The complete scope of work is included as part of the consultant services agreement with the Town which is included as an attachment to this report.

CONCLUSION:

1. Authorize the Town Manager to execute an agreement for consultant services with Placeworks for preparation of a Bicycle and Pedestrian Master Plan in an amount not to exceed \$110,000, which includes a 10% contingency.
2. Establish a Bicycle and Pedestrian Master Plan Capital Improvement Project in the amount of \$120,000.
3. Authorize a budget adjustment in the amount of \$72,500 from Traffic Impact Mitigation Fees to fully fund the project.

ALTERNATIVES:

The Council could request that staff meet with the recommended consultant to add or delete work scope components. Adding components to the work scope would likely increase the project budget whereas eliminating work scope items would impact the quality and comprehensiveness of the final work product. Neither of these alternatives is recommended as the proposed scope is consistent with that presented in the RFP which was reviewed previously by the Town Council.

Alternatively, the Council could elect to not enter an agreement with the vendor. Staff does not recommend this direction as there are significant benefits of a BPMP, as outlined in this report.

COORDINATION:

This report has been coordinated with the Finance Department and the Office of the Town Attorney.

FISCAL IMPACT:

Staff previously advised the Council that the estimated cost of consultant and staff project management services to prepare a BPMP would be in the \$85,000 to \$120,000 range. Placeworks' proposed project cost is a base amount of \$100,000. A \$10,000 contingency is identified for additional services as needed (e.g., additional public meetings, expanded community outreach, more focused analysis of selected projects, or limited environmental review). Staff project management costs are estimated at \$10,000 for a total recommended budget of \$120,000. This project will utilize temporary part time staff for management of the project as current budgeted staff resources do not have the capacity for this workload.

Funding for the preparation of the BPMP is proposed to come from multiple sources, including previously approved funding of \$40,000 from the County Health Department Grant and \$7,500 contribution from Monte Sereno. The additional \$72,500 from Traffic Impact Mitigation Fees will fully fund the project. The project list associated with the Traffic Impact Mitigation fees identifies Town wide bicycle and pedestrian projects as acceptable for the use of these funds. The complete Source and Use of Funds is shown in the table on the following page.

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is made and entered into on _____ by and between TOWN OF LOS GATOS, a California municipal corporation, (“Town”) and Placeworks (“Consultant”), whose address is 1625 Shattuck Avenue, Suite 300, Berkeley, California, 94709. This Agreement is made with reference to the following facts.

I. RECITALS

- 1.1 The Town desires to engage Consultant to provide Consultant Services for preparation of a Bicycle and Pedestrian Master Plan.
- 1.2 The Consultant represents and affirms that it is willing to perform the desired work pursuant to this Agreement.
- 1.3 Consultant warrants it possesses the distinct professional skills, qualifications, experience, and resources necessary to timely perform the services described in this Agreement. Consultant acknowledges Town has relied upon these warranties to retain Consultant.

II. AGREEMENTS

- 2.1 Scope of Services. Consultant shall provide services as described in the Scope of Services attached as Exhibit A-1 and the schedule attached as Exhibit A-2.
- 2.2 Term and Time of Performance. This contract will remain in effect from the date of execution through March 30, 2017.
- 2.3 Compliance with Laws. The Consultant shall comply with all applicable laws, codes, ordinances, and regulations of governing federal, state and local laws. Consultant represents and warrants to Town that it has all licenses, permits, qualifications and approvals of whatsoever nature which are legally required for Consultant to practice its profession. Consultant shall maintain a Town of Los Gatos business license pursuant to Chapter 14 of the Code of the Town of Los Gatos.
- 2.4 Sole Responsibility. Consultant shall be responsible for employing or engaging all persons necessary to perform the services under this Agreement.
- 2.5 Information/Report Handling. All documents furnished to Consultant by the Town and all reports and supportive data prepared by the Consultant under this Agreement are the Town’s property and shall be delivered to the Town upon the completion of Consultant's services or at the Town's written request. All reports, information, data, and exhibits prepared or assembled by Consultant in connection with the performance of its services pursuant to this Agreement are confidential until released by the Town to the public, and the Consultant shall not make any of the these documents or information available to any individual or organization not employed by the Consultant or the Town without the written consent of the Town before such release. The Town acknowledges that the reports to be

prepared by the Consultant pursuant to this Agreement are for the purpose of evaluating a defined project, and Town's use of the information contained in the reports prepared by the Consultant in connection with other projects shall be solely at Town's risk, unless Consultant expressly consents to such use in writing. Town further agrees that it will not appropriate any methodology or technique of Consultant which is and has been confirmed in writing by Consultant to be a trade secret of Consultant.

- 2.6 Compensation. Compensation for Consultant's professional services **shall not exceed \$100,000** inclusive of all costs. Payment shall be made against tasks at costs as set forth in Exhibit B Fee Schedule.
- 2.7 Billing. Billing shall be monthly by invoice within thirty (30) days of the rendering of the service and shall be accompanied by a detailed explanation of the work performed by whom at what rate and on what date. .

Payment shall be net thirty (30) days. All invoices and statements to the Town shall be addressed as follows:

Invoices
Town of Los Gatos
Attn: Accounts Payable
P.O. Box 655
Los Gatos, CA 95031-0655

- 2.8 Availability of Records. Consultant shall maintain the records supporting this billing for not less than three years following completion of the work under this Agreement. Consultant shall make these records available to authorized personnel of the Town at the Consultant's offices during business hours upon written request of the Town.
- 2.9 Assignability and Subcontracting. The services to be performed under this Agreement are unique and personal to the Consultant. No portion of these services shall be assigned or subcontracted without the written consent of the Town.
- 2.10 Independent Contractor. It is understood that the Consultant, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and not an agent or employee of the Town. As an independent contractor he/she shall not obtain any rights to retirement benefits or other benefits which accrue to Town employee(s). With prior written consent, the Consultant may perform some obligations under this Agreement by subcontracting, but may not delegate ultimate responsibility for performance or assign or transfer interests under this Agreement. Consultant agrees to testify in any litigation brought regarding the subject of the work to be performed under this Agreement. Consultant shall be compensated for its costs and expenses in preparing for, traveling to, and testifying in such matters at its then current hourly rates of compensation, unless such litigation is brought by Consultant or is based on allegations of Consultant's negligent performance or wrongdoing.

- 2.11 Conflict of Interest. Consultant understands that its professional responsibilities are solely to the Town. The Consultant has and shall not obtain any holding or interest within the Town of Los Gatos. Consultant has no business holdings or agreements with any individual member of the Staff or management of the Town or its representatives nor shall it enter into any such holdings or agreements. In addition, Consultant warrants that it does not presently and shall not acquire any direct or indirect interest adverse to those of the Town in the subject of this Agreement, and it shall immediately disassociate itself from such an interest, should it discover it has done so and shall, at the Town's sole discretion, divest itself of such interest. Consultant shall not knowingly and shall take reasonable steps to ensure that it does not employ a person having such an interest in this performance of this Agreement. If after employment of a person, Consultant discovers it has employed a person with a direct or indirect interest that would conflict with its performance of this Agreement, Consultant shall promptly notify Town of this employment relationship, and shall, at the Town's sole discretion, sever any such employment relationship.
- 2.12 Equal Employment Opportunity. Consultant warrants that it is an equal opportunity employer and shall comply with applicable regulations governing equal employment opportunity. Neither Consultant nor its subcontractors do and neither shall discriminate against persons employed or seeking employment with them on the basis of age, sex, color, race, marital status, sexual orientation, ancestry, physical or mental disability, national origin, religion, or medical condition, unless based upon a bona fide occupational qualification pursuant to the California Fair Employment & Housing Act.

III. INSURANCE AND INDEMNIFICATION

3.1 Minimum Scope of Insurance:

- i. Consultant agrees to have and maintain, for the duration of the contract, General Liability insurance policies insuring him/her and his/her firm to an amount not less than: one million dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury and property damage.
- ii. Consultant agrees to have and maintain for the duration of the contract, an Automobile Liability insurance policy ensuring him/her and his/her staff to an amount not less than one million dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.
- iii. Consultant shall provide to the Town all certificates of insurance, with original endorsements effecting coverage. Consultant agrees that all certificates and endorsements are to be received and approved by the Town before work commences.
- iv. Consultant agrees to have and maintain, for the duration of the contract, professional liability insurance in amounts not less than \$1,000,000 which is sufficient to insure Consultant for professional errors or omissions in the performance of the particular scope of work under this agreement.

General Liability:

- i. The Town, its officers, officials, employees and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of Consultant, premises owned or used by the Consultant. This requirement does not apply to the professional liability insurance required for professional errors and omissions.
- ii. The Consultant's insurance coverage shall be primary insurance as respects the Town, its officers, officials, employees and volunteers. Any insurance or self-insurances maintained by the Town, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
- iii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Town, its officers, officials, employees or volunteers.
- iv. The Consultant's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

3.2 All Coverages. Each insurance policy required in this item shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Town. Current certification of such insurance shall be kept on file at all times during the term of this agreement with the Town Clerk.

3.3 Workers' Compensation. In addition to these policies, Consultant shall have and maintain Workers' Compensation insurance as required by California law and shall provide evidence of such policy to the Town before beginning services under this Agreement. Further, Consultant shall ensure that all subcontractors employed by Consultant provide the required Workers' Compensation insurance for their respective employees.

3.4 Indemnification. The Consultant shall save, keep, hold harmless and indemnify and defend the Town its officers, agent, employees and volunteers from all damages, liabilities, penalties, costs, or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason of, or in the course of performing work which may be occasioned by a willful or negligent act or omissions of the Consultant, or any of the Consultant's officers, employees, or agents or any subconsultant.

IV. GENERAL TERMS

- 4.1 Waiver. No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder, nor does waiver of a breach or default under this Agreement constitute a continuing waiver of a subsequent breach of the same or any other provision of this Agreement.
- 4.2 Governing Law. This Agreement, regardless of where executed, shall be governed by and construed to the laws of the State of California. Venue for any action regarding this Agreement shall be in the Superior Court of the County of Santa Clara.
- 4.3 Termination of Agreement. The Town and the Consultant shall have the right to terminate this agreement with or without cause by giving not less than fifteen days (15) written notice of termination. In the event of termination, the Consultant shall deliver to the Town all plans, files, documents, reports, performed to date by the Consultant. In the event of such termination, Town shall pay Consultant an amount that bears the same ratio to the maximum contract price as the work delivered to the Town bears to completed services contemplated under this Agreement, unless such termination is made for cause, in which event, compensation, if any, shall be adjusted in light of the particular facts and circumstances involved in such termination.
- 4.4 Amendment. No modification, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and signed by the Town and the Consultant.
- 4.5 Disputes. In any dispute over any aspect of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, including costs of appeal.
- 4.6 Notices. Any notice required to be given shall be deemed to be duly and properly given if mailed postage prepaid, and addressed to:
- | | |
|---------------------|------------------------------------|
| Town of Los Gatos | Consultant |
| Attn: Town Clerk | Joanna Jansen, Associate Principal |
| 110 E. Main Street | 1625 Shattuck Avenue, Suite 300 |
| Los Gatos, CA 95030 | Berkeley, CA 94709 |
- or personally delivered to Consultant to such address or such other address as Consultant designates in writing to Town.
- 4.7 Order of Precedence. In the event of any conflict, contradiction, or ambiguity between the terms and conditions of this Agreement in respect of the Products or Services and any attachments to this Agreement, then the terms and conditions of this Agreement shall prevail over attachments or other writings.
- 4.8 Entire Agreement. This Agreement, including all Exhibits, constitutes the complete and exclusive statement of the Agreement between the Town and Consultant. No terms, conditions, understandings or agreements purporting to modify or vary this Agreement,

unless hereafter made in writing and signed by the party to be bound, shall be binding on either party.

IN WITNESS WHEREOF, the Town and Consultant have executed this Agreement.

Town of Los Gatos by:

Consultant, by:

Laurel Prevetti, Town Manager

Recommended by:

Matt Morley, Director of Parks and Public Works

Title

Approved as to Form:

Robert Schultz, Town Attorney

Source and Use of Funds

Source of Funds	
County Health Department Grant	\$ 40,000
Monte Sereno Contribution	7,500
Traffic Impact Mitigation Fee Funds	72,500
Total Source of Funds	\$ 120,000
Use of Funds	
Consultant Services Agreement	\$ 100,000
Consultant Services Contingency	10,000
Staff Project Management	10,000
Total Use of Funds	\$ 120,000

ENVIRONMENTAL ASSESSMENT:

This is not a project as defined under CEQA, and no further action is required.

Attachment:

1. Agreement for Consultant Services including:
 - Exhibit A-1 – Scope of Services
 - Exhibit A-2 – Schedule
 - Exhibit B – Fee Schedule

EXHIBIT A—SCOPE OF WORK

Task A. Project Initiation

In this task, PlaceWorks and Town staff will work together to initiate the project through the following subtasks.

1. Kick-off Meeting

PlaceWorks will attend a meeting with the Town’s Project Manager and other appropriate Town staff to discuss the following items:

- Project Objectives and Expectations
- Scope of Work and Schedule
- Outreach Strategy
- Communication Channels
- Key Issues
- Data Needs

One week prior to the meeting, PlaceWorks will submit to the Town a draft work plan and a more detailed schedule for deliverables and meetings to facilitate the discussion. Schedule for deliverables shall provide adequate time for Town staff to review and approve all materials proposed to be presented at commission and community meetings. After the initial meeting, PlaceWorks will tour the Plan Area with key Town staff.

Deliverable: Meeting Summary and revised work plan and schedule as needed (Word and PDF).

2. Background Document Assembly

The PlaceWorks team will assemble existing local, County, and regional pedestrian and bicycle goals, policies, and programs relevant to this work, including but not limited to:

- Los Gatos General Plan 2020 and EIR
- Los Gatos Sustainability Plan
- Los Gatos Parks, Open Spaces, and Trail Inventory and Assessment
- Los Gatos Safe Routes to School Program
- Los Gatos Streets Program
- Bicycle Transportation and Safety in Santa Clara County
- Santa Clara Countywide Bicycle Plan
- VTA’s Bicycle and Pedestrian Technical Guidelines
- San Jose Bike Plan 2020
- Google Bike Vision Plan (for North Santa Clara County)
- Midpeninsula Regional Open Space Vision Plan
- MTC’s Plan Bay Area 2040
- Silicon Valley Bicycle Coalition’s Vision Zero Toolkit

Because of recent experience in open space planning, trail design, and streetscape design in Saratoga and San Jose, as well as around the State, PlaceWorks is very familiar with current Caltrans and VTA bicycle and pedestrian standards, policies, and plans.

3. Outreach Strategy

PlaceWorks proposes a community-driven approach to developing the BPMP. We recommend conducting outreach to both inform the community and learn from the community. Public participation is key to successful planning, allowing us to address the needs and concerns of the community as well as build excitement and support for all aspects of the Plan.

Throughout the project, PlaceWorks will work closely with staff to ensure there is effective outreach for the project. We have found the following outreach strategies to be effective, and propose to implement them for the BPMP planning process.

- **Proactive Outreach Materials**, such as an informational flier, content for the Town’s website and social media accounts, and press releases in local papers prior to community workshops and at significant milestones.
- **Stakeholder Surveys** that can be distributed at the start of the planning process to elicit input to inform Tasks B and C. The list of local stakeholders would be developed with input from Town staff and the BPAC, and may include:
 - Los Gatos Bicycle Racing Club
 - Silicon Valley Bicycle Coalition
 - “Safe Routes to Schools” Collaborative Working Group
 - Los Gatos-Saratoga Joint Union High School District
 - Los Gatos Union School District
 - Lakeside Joint School District
 - Loma Prieta Joint Union Elementary School District
 - Saratoga Union School District
 - Los Gatos-Saratoga Community Education and Recreation (LGS Recreation)
 - Local Bike Shops
- **Event Tabling**, such as at local schools during parent-teacher conference periods and at the Los Gatos farmers’ market on Sundays. PlaceWorks would prepare materials and attend up to two events, but Town staff could use materials to gather input at other events.
- **Public Online Surveys** developed as brief and user-friendly surveys available on the Town website to elicit input from the greater public.

PlaceWorks will prepare materials for the above outreach strategies. Public input received will be incorporated in the BPMP development (Tasks C and D).

Deliverable: Outreach Plan Memorandum which will include dates for draft outreach materials to be submitted to the Town for approval (Word and PDF)

Task B. Existing Conditions Analysis

In this task, PlaceWorks will inventory and analyze existing conditions for bicycling and walking in the Town of Los Gatos.

1. Base Map Preparation

In this task, PlaceWorks will compile all existing bicycle and pedestrian data provided by Town staff and other agencies to prepare a GIS base map of the Plan Area. This initial base map will include parcels, streets, existing and proposed bike facilities, town limits, and other boundaries, as required.

The base map will also include data from the following existing maps:

- **Los Gatos Parks, Open Space, and Trails Assessment Maps** prepared by PlaceWorks in 2012. These maps illustrate existing and proposed facilities with overlays of land use, population density, and underserved areas.
- **School Route Maps** prepared by the Town of Los Gatos for four local schools. These will be used as resources for developing the base map, as they include crossing guard, marked crosswalk, signalized intersection, and stop sign approach locations.

An overlay will be created of key attractors and trip destinations, such as the K-12 schools within and in proximity to Los Gatos, government buildings, commercial corridors, farmers markets, the library, transit stops, and local and regional parks.

The base map will be used to collect a greater inventory of existing bicycle and pedestrian facilities in Task B.2.

Deliverable: Base Map (PDF)

2. Data Collection

Information assembled in this task will be used in later tasks to analyze the walkability and bikeability of the Town, identify gaps, suggest possible routes, develop a list of improvement projects, estimate improvement costs, and prioritize projects. The data will serve as a resource to the Town as implementation of the Plan is carried out and for consideration of other projects being developed in the Town. Data collection will include the following subtasks:

a) Cyclist and Pedestrian Counts

PlaceWorks will collect bicycle and pedestrian counts for up to 10 intersections within the town, as identified by Town staff and the BPAC. Counts would be collected for the AM Peak and PM Peak periods. Bicycle and Pedestrian counts will be conducted in-person by PlaceWorks staff, Town staff if available, and trained volunteers, using a count form, which will be provided to the volunteer prior to collecting data. Count forms will use methodologies supported by numerous Regional Councils of Governments in California (i.e. UCLA/Southern California Association of Governments Bicycle Data Clearinghouse). PlaceWorks will assemble and train volunteers to conduct counts, and will collect and analyze completed data forms.

b) Site Visit Inventory of Existing Bicycle and Pedestrian Network

Through our approach of walking and bicycling key streets in Los Gatos and Monte Sereno, we will be able to collect the data needed to 1) evaluate the existing conditions; 2) identify the dominant walking and bicycling travel patterns in the Town; 3) assess the comfort level and ease of walking and bicycling on Los Gatos streets and pathways; and using these data, 4) craft realistic improvement projects.

PlaceWorks will conduct a field survey of key roadways and trails, focusing on areas that Town staff identifies as gaps in their existing database. We will pay special attention to roadways and trails connecting to schools, commercial corridors, trail access points, transit stops, and nearby attractions and communities.

Studies in Google Earth will be used to supplement the data collected in the field, especially in steep and rural regions that are not assessed on foot or bike during the site visit.

Data to be collected may include, but not be limited to:

Bicycle Network

- Length and type of facility (path, lane, route, or protected bikeway).
- Location(s) and type(s) of bikeway signage and pavement markings.
- Bicycle route gaps and intersection deficiencies.
- Roadway geometry (including both number of lanes and curb-to-curb road widths), posted speed, traffic controls, and pavement condition at key locations throughout the Town (key locations will be determined in cooperation with Town staff). As lane geometries and road widths often vary between the mid-block and intersection, information will be gathered where appropriate and as determined in consultation with Town staff).
- Locations of bicycle parking with description of type, condition, and usage (Class 1 lockers and Class 2 racks).
- Locations in need of formal bicycle parking (i.e., where bicycles are parked to trees, poles or other devices).
- Locations of any bicycle facilities for showering, changing, storing clothing, pumping tires, and repairing or replacing equipment.
- Substandard facilities and the cause for the deficiencies (i.e., design, installation, or maintenance).
- Hazards and barriers to bicycle travel, with particular attention paid to safety considerations in the vicinity of schools and other key bicycle activity generators as well as the barriers imposed by high volume-high speed roadways, discontinuous and circuitous street patterns that dissuade bicycling, sound walls, and superblock land use patterns.

Pedestrian Network

- Walkway facilities, including sidewalk widths, condition, obstructions (fixed and moveable), buffers, lighting, and compliance with ADA accessibility guidelines.
- Pedestrian crossing aids at intersections, including signal actuation, pedestrian signal heads and types, curb extensions, crosswalk markings, advanced stop bars, signs, curb ramps, audible signals, and detectable warnings.
- Sidewalk gaps and intersection deficiencies.
- Pedestrian amenities such as benches, water fountains, maps, plazas, refuse cans, newspaper racks, and public information kiosks.
- Adjacent land uses and their orientation towards pedestrians.
- Transit stops, including benches, shelters, route maps, bus schedule, real-time information, and maintenance.

c) Collision Analysis

PlaceWorks will study collision trends involving bicyclists and pedestrians in Los Gatos using the previous five years of data available from the Town or the California Highway Patrol Statewide Integrated Traffic Records System (SWITRS). We will examine these collision hotspots to understand deficiencies in existing infrastructure. Particular attention will be given to collisions involving minors and senior citizens. A map of collision locations will be prepared and compared to the County's collision mapping from May 2015.

d) Existing Bicycle and Pedestrian Programs

PlaceWorks will compile a list and description of the available bicycle and pedestrian programs for education, safety, promotion, and enforcement. These programs will be described, including program agendas and contact information. To complete this task, PlaceWorks will summarize information provided by the Town regarding existing programs and other organizations. PlaceWorks will send an email to the following departments requesting information regarding existing and planned programs, events, and level of participation:

- Los Gatos-Saratoga Joint Union High School District
- "Safe Routes to Schools" Collaborative Working Group
- Silicon Valley Bicycle Coalition
- Los Gatos Bicycle Racing Club
- Los Gatos-Saratoga Community Education and Recreation (LGS Recreation)
- Local Bike Shops
- Los Gatos Parks and Public Works Department
- Monte Sereno Planning and Engineering Departments
- Santa Clara County Public Health Department
- Los Gatos and Monte Sereno Police Departments (regarding efforts to enforce provisions of the Vehicle Code pertaining to bicycling, walking, and bicycle licensing).

e) Commute Mode Split Statistics

PlaceWorks will provide an estimate of current bicycle commuters in Los Gatos using a variety of data sources, including Journey to Work data from the most recent, available Census/American Community Survey 2010; the MTC's Bay Area Travel Survey (BATS); and any recent pedestrian and bicycle surveys/counts taken within the Town. Based upon trends, an estimated increase in the

number of bicycle commuters from implementation of the plan will be developed and the implications for these changes on travel patterns and proposed bicycle and pedestrian improvements in the Town will be provided.

3. Existing Conditions Memorandum

PlaceWorks will prepare an Existing Conditions Memorandum summarizing the information gathered in Task A.2 and B.2. The memorandum will include descriptive maps, tables (as relevant), and text, and will highlight opportunities and constraints for improving pedestrian and bicycle networks within Los Gatos as well as connections to adjacent networks, destinations, and transit facilities.

Deliverable: Existing Conditions Memorandum (Word and PDF)

4. BPAC Meeting #1: Existing Conditions and Visioning

PlaceWorks will meet with the BPAC to present key findings from the existing conditions review and discuss the vision and goals for the project including a draft vision statement and guiding principles. The meeting will include a discussion of the public outreach strategy, and materials for the first community workshop will be presented and discussed. As warranted, PlaceWorks will revise the Existing Conditions Memorandum and community workshop materials based on input from the BPAC, and prepare a written summary of the meeting and any input received.

Deliverable: Meeting Summary (Word and PDF)

5. Community Workshop #1: Existing Conditions and Visioning

At this meeting, PlaceWorks will collect information from community members to use as a starting point for focused documentation of bicycling and pedestrian needs and to seek input on possible project recommendations and policy solutions. PlaceWorks will present the background analysis and then divide participants into small groups and have them work on table maps to identify specific locations for ideas and concerns. Compiled background information and maps from the previous tasks will be used to facilitate the discussion. The small groups will then present their conclusions, so that community members will have the opportunity to share thoughts and concerns. Following the meeting, PlaceWorks will prepare a memorandum summarizing the meeting and any public input received.

At this workshop, the draft vision statement and guiding principles presented to the BPAC will be displayed for the community's review and input.

At the request of the Town and as an optional task, PlaceWorks could incorporate a walking and bicycle trip as part of this meeting to examine potential bicycle and pedestrian improvement areas and known areas of concern. This trip could be useful in educating participants that might not be as familiar with the needs and requirements of bicycle and pedestrian facilities.

Deliverable: Workshop Materials and Summary (Word and PDF)

Task C. Gap Analysis and Project Identification

Based on the findings from Task B, PlaceWorks will work with Town staff, stakeholders, and the community to develop a proposed bicycle and pedestrian network map and prioritized list of improvements for Los Gatos and Monte Sereno.

1. Draft Bicycle and Pedestrian Network Map

Based on findings from the existing conditions analysis and input received in the previous tasks, PlaceWorks will create a map showing a proposed townwide bicycle and pedestrian network that addresses the gaps in the existing network. The proposed network will:

- Provide safe and convenient bicycle and pedestrian access to activity centers, schools, employment centers, and transit.
- Offer opportunities for all ages and abilities to access bicycle facilities, sidewalks, and trails.
- Mitigate existing gaps, hazards, and barriers to pedestrian and bicycle travel.
- Coordinate bikeways with those of Santa Clara County.
- Identify appropriate locations for bicycle support facilities and key pedestrian locations.

The proposed bicycle and pedestrian network will likely include Class I, II, III, and IV bicycle facilities, sidewalks and pedestrian paths, and multi-use trails. Additions to the existing network will generally be based on community needs, available right-of-ways, connectivity, directness, barriers, multi-modal linkages, and safety and security.

2. Proposed Network Memorandum

PlaceWorks will prepare a memorandum to accompany the proposed network map that highlights how the proposed map addresses gaps in the existing network and identifies locations where additional right-of-way and/or plan line adjustments may be needed to accommodate improvements. We will also assemble a matrix of proposed capital projects based on the future network map with a variety of metrics to rank each improvement project. Potential metrics include safety, accessibility, connectivity, public health, feasibility, costs, and community support.

Deliverable: Proposed Network Memorandum (Word and PDF)

3. Recommended Policies and Programs Memorandum

Based on the Town’s existing policies and national and regional best practices, PlaceWorks will prepare recommended policies to support the implementation of the BPMP and proposed improvement projects.

The memorandum will also include a matrix of existing and proposed programs addressing bicycle safety and education, traffic law enforcement, Safe Routes to Schools. We will provide suggestions for new “crowdsourcing” tools to gather input on needed improvements in the future.

Deliverable: Recommended Policies and Programs Memorandum (Word and PDF)

4. BPAC Meeting #2: Recommended Network Evaluation

PlaceWorks will meet with the BPAC to review the proposed bicycle and pedestrian network map, the list of improvement projects, policies, and programs, and recommended priorities. The network map and accompanying memorandums will incorporate input from the BPAC prior to the presentations to the Parks Commission and Transportation and Parking Commission.

Deliverable: Meeting Summary and revised memoranda. (Word and PDF)

5. Parks and Transportation/Parking Commission Meetings Round #1: Recommended Network Evaluation

PlaceWorks will meet with both the Parks Commission and the Transportation and Parking Commission (possibly in a joint meeting) to present and discuss the proposed network and improvement projects. The Commissions will give input on the draft map and recommended list of projects and programs.

Deliverable: Meeting Summaries (Word and PDF)

Task D. Draft BPMP Document

The findings and projects identified in Tasks B and C will be compiled into the draft BPMP document. The Plan will include maps and graphics to effectively illustrate the elements of the Plan, and will best respond to Caltrans' Active Transportation Program (ATP) guidelines. For each draft, the reviewing body will have a 2- to 3-week review period, and the Town of Los Gatos will coordinate and provide the PlaceWorks team with a consolidated set of revisions.

1. Administrative Draft

The Administrative Draft of the Master Plan will be prepared for review by Town staff. PlaceWorks will design the Master Plan as a clear and succinct document that is graphically rich and can be easily navigated by community members, stakeholders, and Town staff; and can be used as a marketing tool for future funding. The Plan will likely include the following chapters:

- **Introduction** provides an overview of the purpose and contents of the Master Plan, and describe how the document should be navigated and utilized.
- **Vision and Guiding Principles** presents the community-based vision statement and guiding principles for improving pedestrian and bicycle mobility in Los Gatos.
- **Existing Conditions Analysis** identifies key findings and outcomes of the Existing Conditions Memorandum prepared in Task B.
- **Community Outreach and Process** summarizes the input received through the public engagement process, including feedback from the BPAC, Parks Commission, Transportation and Parking Commission, key stakeholders, and other community members.
- **Future Bicycle and Pedestrian Network** presents the future bicycle and pedestrian network developed in Task C as a clear and attractive map, and described in concise language.
- **Priority Improvement Projects** describes improvements to existing bicycle and pedestrian facilities and recommends new facilities. Projects will be organized according to project type and include high-level cost estimates and phasing recommendations.
- **Recommended Policies and Programs** defines policies and programs for improving pedestrian and bicycle mobility, encouraging non-vehicular transportation, and engaging the community in these efforts.
- **Implementation and Funding** identifies strategies for project prioritization and phasing, as well as potential partners and funding sources.

Deliverable: Administrative Draft (Word and PDF)

2. Screencheck Draft

PlaceWorks will incorporate revisions provided by the Town staff of the Administrative Draft to create a Screencheck Draft of the Plan for a "fatal flaw" review prior to publishing the Public Review Draft.

Deliverable: Screencheck Draft (Word and PDF)

3. Public Review Draft

PlaceWorks will address minor revisions of the Screencheck Draft to create a Public Review Draft of the Plan. The Public Review Draft will be made available on the Town's website following review by the BPAC and commissions, and PlaceWorks will help Town staff to coordinate notification to the community.

Deliverable: Public Review Draft (Word and PDF)

4. BPAC Meeting #3: Plan Review

PlaceWorks will meet with the BPAC to review the Public Review Draft of the BPMP. Input received from the BPAC will be incorporated into the Final Plan.

Deliverable: Meeting Summary (Word and PDF)

5. Parks and Transportation/Parking Commission Meetings Round #2: Draft Plan

PlaceWorks will meet with both the Parks Commission and the Transportation and Parking Commission (possibly in a joint meeting) to present and discuss the Draft BPMP. The Commissions will give input on the Draft BPMP, focusing on the proposed network, project recommendations, design standards, and implementation strategies.

Deliverable: Meeting Summaries (Word and PDF)

6. Community Workshop #2: Plan Review

PlaceWorks will hold a community workshop to present the Draft BPMP and discuss the proposed townwide bicycle and pedestrian network and a list of improvement projects. At the workshop, after a brief presentation, PlaceWorks will facilitate table discussions. Each group will work together over large-format maps to provide input on the recommended improvements including identification of any additional improvement projects.. Based on the community's input, the draft network, improvement projects, and project prioritization list will be updated.

Following the meeting, PlaceWorks will prepare a memorandum summarizing the meeting and any public input received.

Deliverable: Workshop Summary (Word and PDF)

Task E. Final BPMP Document

In this task, PlaceWorks will prepare a final draft plan and attend the Town Council meeting to consider adoption of the Final Plan.

1. Town Council Meeting

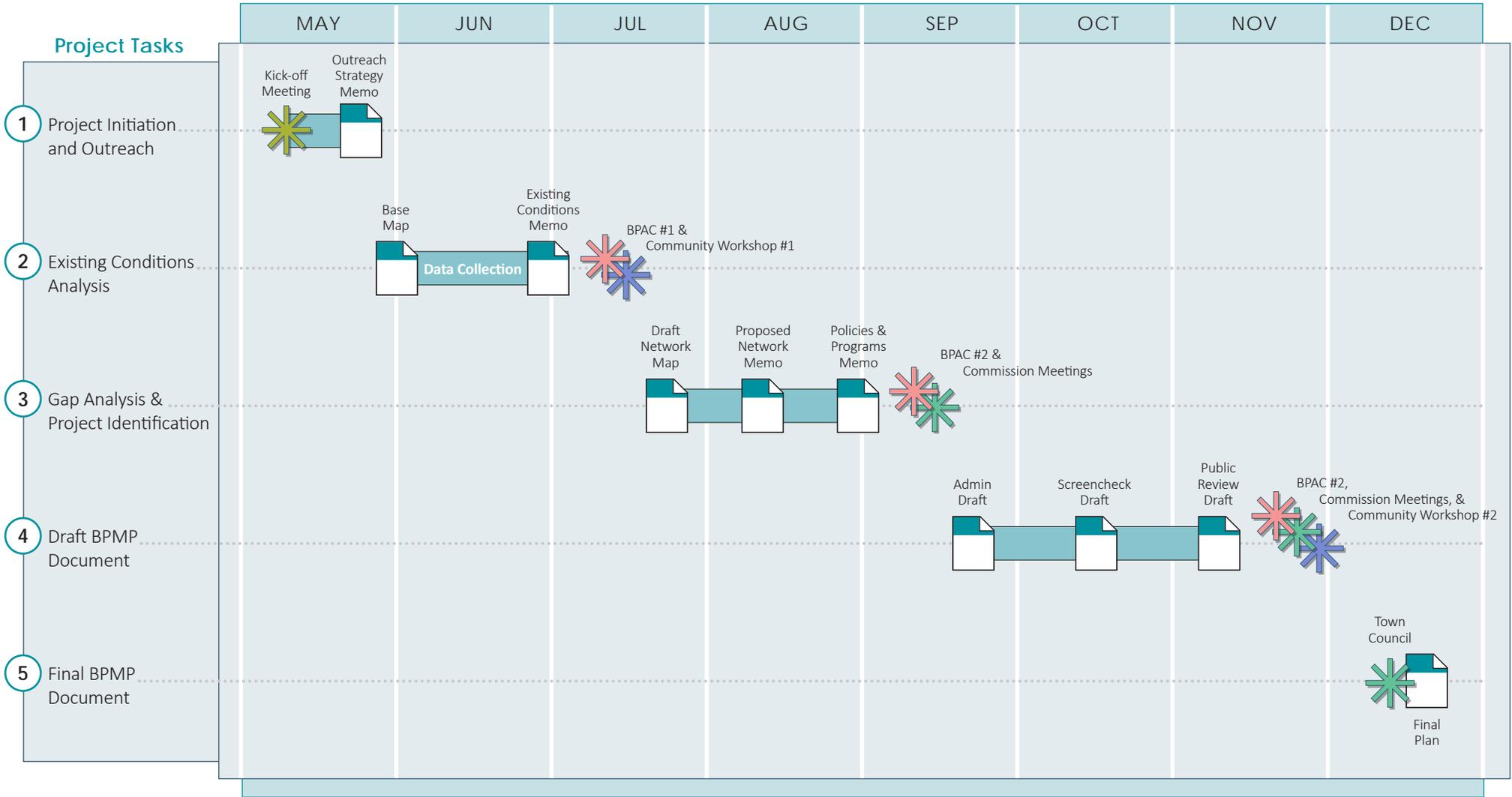
PlaceWorks will prepare a final draft plan and attend the Town Council meeting to consider the final plan. Input received on the Draft BPMP from the BPAC, Commissions, and the community will be presented to the Town Council. As determined by Town staff Placeworks will either present the final plan to the Council or be available to answer any questions on the plan raised by the Council or members of the public at the Council meeting. It is anticipated that the BPMP will be prepared such that it is not a project as defined by CEQA and will not be subject to environmental review. If requested by the Town, Placeworks will provide a written opinion regarding the level of environmental assessment required.

2. Final Plan

Comments received from the Town Council will be incorporated into the Final Plan.

Deliverable: Final Plan (Word and PDF)

2016



COST PROPOSAL

Hourly Rate:	PLACEWORKS					PlaceWorks Hours	PlaceWorks Labor Total
	Principal \$180	Senior Associate / Advisor \$175	Project Manager \$170	Associate/ GIS Manager \$135	Project Planner/ Designer \$105		
TASK 1. Project Initiation and Outreach							
1.1 Kick-Off Meeting	6		10			16	\$2,780
1.2 Background Document Assembly			2		4	6	\$760
1.3 Outreach Strategy	2	2	6	12	30	52	\$6,500
Task 1. Subtotal	8	2	18	12	34	74	\$10,040
TASK 2. Existing Conditions Analysis							
2.1 Base Map Preparation			4	8	16	28	\$3,440
2.2 Data Collection		2	8	12	30	52	\$6,480
2.3 Existing Conditions Memorandum	1	2	4	10	16	33	\$4,240
2.4 BPAC Meeting #1: Existing Conditions and Visioning	1		8			9	\$1,540
2.5 Community Workshop #1: Existing Conditions and Visioning	8		12		20	40	\$5,580
Task 2. Subtotal	10	4	36	30	82	162	\$21,280
TASK 3. Gap Analysis and Project Identification							
3.1 Draft Bicycle and Pedestrian Network Map	1	2	8	16	28	55	\$6,990
3.2 Proposed Network Memorandum	2	2	4	12	16	36	\$4,690
3.3 Recommended Policies and Programs Memorandum	2	2	4	12	16	36	\$4,690
3.4 BPAC Meeting #2: Recommended Network Evaluation	1		8		4	13	\$1,960
3.5 Parks and Transportation/Parking Commission Meetings: Round #1	2		16		4	22	\$3,500
Task 3. Subtotal	8	6	40	40	68	162	\$21,830
TASK 4. Draft BPMP Document							
4.1 Administrative Draft	4	6	12	24	36	82	\$10,830
4.2 Screencheck Draft	2		4	12	16	34	\$4,340
4.3 Public Review Draft	2		4	12	16	34	\$4,340
4.4 BPAC Meeting #3: Plan Review	1		8		4	13	\$1,960
4.5 Parks and Transportation/Parking Commission Meetings: Round #2	2		16		4	22	\$3,500
4.6 Community Workshop #2: Plan Review	8		12		20	40	\$5,580
Task 4. Subtotal	19	6	56	48	96	225	\$30,550
TASK 5. Final BPMP Document							
5.2 Town Council Meeting	2		8		4	14	\$2,140
5.3 Final Plan	2		4	12	16	34	\$4,340
Task 5. Subtotal	4	0	12	12	20	48	\$6,480
Labor Hours Total	49	18	162	142	300	671	
Labor Dollars Total	\$8,820	\$3,150	\$27,540	\$19,170	\$31,500		\$90,180
PlaceWorks Percent of Total Labor	7%	3%	24%	21%	45%		
EXPENSES							
PlaceWorks Reimbursable Expenses							\$4,075
2% of Labor for Office Expenses (Copies, Faxes, Phone, Misc. Printing)							\$1,804
Traffic Counts at 10 intersections							\$3,800
EXPENSES TOTAL							\$9,679
Contingency							\$10,000
GRAND TOTAL							\$109,859

NOTES

Reimbursable expenses are billed at our current rates plus 2% of PlaceWorks labor



MEMORANDUM
TOWN OF LOS GATOS

To: Bicycle and Pedestrian Advisory Commission
From: Lisa Petersen, Town Engineer
Subject: Ad Hoc Committees and Commission/Committee Updates
Date: April 1, 2016

Please see the following Ad Hoc Committees and Commission/Committee updates:

Bicycle and Pedestrian Master Plan – Commissioner Cook

I met with Jaime Rodriquez at Traffic Patterns, who has the contract with the Town and Schools for the Safe Routes to School traffic study, to discuss how to dovetail his findings and recommendations into the upcoming Bicycle and Ped Master Plan. We also decided (with Matt) to map out the student locations around town to get an idea of geographic distribution and density.

Youth Commission – Commissioner Huang

Green Bike Lane Project: implement Green Bike Lanes in areas around the Los Gatos High School. Staff report already written, click [here](#) to follow the link.

Spring into Green event: The YC is hosting a booth at the April event, and we will have green bike lane tricycle races, and mini succulent (drought resistant plants) potting.

Smoking Ordinance: We've drafted a new, updated ordinance, and we are planning to present to Council at either the next meeting or the one after.

Social Media: The people who run our Facebook/Instagram are making a promo video to recruit new people to apply for the commission.