



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 10/6/2020

ITEM NO: 4

DATE: September 30, 2020
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Following Actions for the Local Roadway Safety Plan (PPW Project Number 812-0132):

- a. Review and Approve the Scope of Services for a Request for Proposals (Attachment 1) to Prepare a Local Roadway Safety Plan.
- b. Authorize the Town Manager to Negotiate and Execute a Consultant Agreement for Preparing the Local Roadway Safety Plan with the Highest Scored Proposer in an Amount Not to Exceed \$80,000.

RECOMMENDATION:

Authorize the following actions for the Local Roadway Safety Plan (PPW Project Number 812-0132):

- a. Review and approve the scope of services for a Request for Proposals (Attachment 1) to prepare a Local Roadway Safety Plan.
- b. Authorize the Town Manager to negotiate and execute a Consultant Agreement for preparing the Local Roadway Safety Plan with the highest scored proposer in an amount not to exceed \$80,000.

BACKGROUND:

In October 2019 the State Department of Transportation (Caltrans) announced a call for Local Roadway Safety Plan (LRSP) applications. This is a new initiative in the State's Highway Safety Improvement Program (HSIP). Starting in 2022, a complete LRSP will be required for an agency to be eligible to apply for HSIP funds. To assist local agencies developing their safety plans, Caltrans has set aside a total of \$10 million. Town staff requested the maximum per agency grant amount of \$72,000.

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

BACKGROUND (continued):

On December 4, 2019, Caltrans informed staff that the Town was selected for funding for the implementation of a Local Roadway Safety Plan in an amount of \$72,000, with a 10% (\$8,000) local match requirement. The Local Roadway Safety Plan is included in the Town's adopted FY 2020/21-2024/25 Capital Improvement Program (CIP).

DISCUSSION:

A Local Roadway Safety Plan (LRSP) provides a framework for organizing stakeholders to identify, analyze, and prioritize roadway safety improvements on local and rural roads. Preparing an LRSP provides an opportunity to address unique roadway safety needs in Los Gatos while contributing to the success of the State's Strategic Highway Safety Plan.

Staff is considering a process that is tailored to the community's needs and issues. It would begin with safety data analysis and stakeholder engagement, resulting in the selection of areas of emphasis. Examples of areas of emphasis may include places that experience unsafe speeds, pedestrian safety, and intersection accidents. The process would further help the Town Council to prioritize future safety improvements on the local streets. The scope of work identified in the Request for Proposals (RFP) reflects this approach to ensure the consultant's work satisfactorily meets Caltrans' LRSP requirements.

The Town has received HSIP grants in the past. The completion of an LRSP will ensure that the Town continues to meet the eligibility requirement to apply and receive HSIP funds in the future. In addition, the LRSP will build the foundation for a comprehensive identification of safety issues and subsequent development of improvements.

CONCLUSION:

Approval of the staff recommendations would enable the start of the work to prepare a Local Road Safety Plan.

COORDINATION:

This report was coordinated with Caltrans, the Town Attorney's Office, and the Finance Department.

FISCAL IMPACT:

Project 812-0132 Local Roadway Safety Plan in the Fiscal Year 2020/21 – 2024/25 Capital Improvement Program Budget has sufficient budget for the consultant contract.

FISCAL IMPACT (continued):

Local Roadway Safety Plan Project 821-0132		
	Budget	Costs
Grant Fund (HSIP)	\$ 72,000	
GFAR	\$ 28,000	
Total Budget	\$ 100,000	
Proposed Contract		\$ 80,000
Total Expenditures		\$ 80,000
Remaining Budget		\$ 20,000

ENVIRONMENTAL ASSESSMENT:

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

Attachment:

1. Draft Request for Proposals - Local Roadway Safety Plan