



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PLANNING AND BUILDING

**File #:** 16-151

Board Meeting Date: 5/16/2017

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Steve Monowitz, Community Development Director

**Subject:** Amendment to an Agreement with DKS Associates for preparation of the Comprehensive Transportation Management Plan pursuant to San Mateo County Local Coastal Program Policy 2.53

### **RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with DKS Associates for preparation of the Comprehensive Transportation Management Plan extending the agreement term through December 31, 2017, not-to-exceed increasing the amount by \$65,060, for a new amount not-to-exceed \$650,011.

### **BACKGROUND:**

In 2012, the Board of Supervisors adopted the Midcoast Update to San Mateo County Local Coastal Program (LCP). Policy 2.53 of the adopted LCP calls for the County to develop a Comprehensive Transportation Management Plan to evaluate the cumulative traffic impacts of residential development, including single-family, two-family, multi-family and second dwelling units, on Highway 1, Highway 92 and other arterial roads throughout the Midcoast and in the City of Half Moon Bay.

On May 20, 2014, the Board of Supervisors executed an agreement with DKS Associates to develop the Comprehensive Transportation Management Plan (the "Plan"). The agreement was for an amount not to exceed \$494,975, with a term end date of August 25, 2015.

On July 7, 2015, the Board of Supervisors executed an amendment to the agreement to allow DKS Associates to provide additional services, not-to-exceed increasing the amount by \$89,976, for a new amount not-to-exceed \$584,951 and extending the term through December 31, 2016.

Significant stakeholder feedback has focused on determining how to proceed with either signalization or implementation of a roundabout at the intersection of Highway 1 and Cypress Avenue in Moss Beach. This intersection has been identified in the Comprehensive Transportation Management Plan as an intersection that requires improvements.

Planning staff has determined that in order to address this need, additional analysis and public

outreach are necessary beyond the Scope of Work and budget approved in the original agreement. Work has already been undertaken by DKS Associates that assisted the County in addressing issues related to review of a roundabout analysis and meetings with Caltrans. These additional tasks entail 56 hours of consultant time, at an additional cost of \$10,840.

Planning staff has identified that a supplement scope of work for additional roundabout analysis at the intersection of Highway 1 and Cypress in Moss Beach be included in the contract for DKS Associates. This additional scope of work will be for DKS to conduct background research and data collection, undertake a traffic signal warrant analysis, develop a conceptual layout plan for a roundabout, and conduct community outreach for this specific project. These additional tasks entail 361 hours of consultant time, at an additional cost of \$54,220.

The addition of this scope and the work already undertaken by DKS Associates increases an amount not-to-exceed by \$65,060, for a new amount not-to-exceed \$650,011.

The proposed additional funding also entails revised consultant billing rates, to take effect in May 2017, beyond the term of the original agreement. To complete the additional tasks, including increased public outreach, the contract term end date would also be extended to December 31, 2017.

#### **DISCUSSION:**

The Scope of Work and budget approved by the Board of Supervisors on May 20, 2014 included a robust community engagement strategy consisting of opportunities for public input through community workshops, online “virtual” workshops, advisory body presentations, Technical Advisory Committee (TAC) meetings, and meetings with partner agencies. After a series of community workshops, it was determined that additional analysis regarding the specific intersection improvement at Highway 1 and Cypress Avenue in Moss Beach was required.

Highway 1 and Cypress Avenue has been identified in the Draft CTMP as an interstation that will require either signalization or the installation of a roundabout due to vehicle demand at this intersection. During the course of development for the CTMP, the County has received feedback from the community about their desire to have a roundabout located at this intersection. DKS Associates has assisted the County in addressing community feedback regarding the roundabout. DKS Associates also met with County and Caltrans staff to discuss roundabout design and parameters. As the County wished to further assess intersection control options, including a roundabout, at Highway 1 and Cypress Avenue, it was identified that additional work by DKS Associates would be required.

To evaluate a roundabout at the intersection of Highway 1 and Cypress Avenue, Planning staff has identified additional tasks to be performed that were not included in the original Scope of Work. Specifically, the original Scope of Work and budget did not include specific work related to preparing an Intersection Control Evaluation (ICE) for the Highway and Cypress Avenue intersection for review by Caltrans; a traffic signal warrant analysis at this intersection; community meetings regarding a roundabout design at this intersection; review of a community submitted roundabout proposal; or subsequent meetings to present this additional analysis to the Midcoast Community Council (MCC), or the public via community workshops.

These additional tasks, described in Attachment 1 (Revised Exhibit A), require an additional 417 hours of consultant work for a total cost of \$65,060. The additional increased budget also includes revised billing rates for contractors, to account for the proposed shift to a multi-year project

commitment. The term of the agreement would also be extended to December 31, 2017.

The resolution contains the County's standard provision allowing amendments by the department head of the County's fiscal obligations by a maximum of \$25,000 (in aggregate).

County Counsel has reviewed and approved the contract amendment and resolution as to form.

The amendment contributes to the 2025 Shared Vision outcome of a Livable Community because the project will result in transportation and land use policies and recommendations that will promote connectivity and appropriate types and intensities of growth, in a manner that benefits residents, visitors, and the environment.

**PERFORMANCE MEASURES:**

Original

<b>Measure</b>	<b>FY 2013-14 Actual</b>	<b>FY 2014-15 Projected</b>	<b>FY 2015-16 Projected</b>
Percent Complete	12%	87%	100%

Revised

<b>Measure</b>	<b>FY 2013-14 Actual</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Projected</b>
Percent Complete	12%	67%	90%	100%

**FISCAL IMPACT:**

Enter Fiscal Impact Here The amendment to this agreement will result in no impact to net County cost the appropriations are for this amended contract are included in the adopted FY16/17 budget. The County's approved budget for FY 2013-14 appropriates \$600,000 toward the project, including \$495,000 for consulting services and \$105,000 for Planning staff project management. As stipulated in the original approval, any of the unused \$600,000 appropriated for FY 2013-14 (\$586,696.23) was to be re-appropriated for use in future fiscal years, including FY 2015-16 and FY 2016-17. As of the date of this report, the balance of appropriated funds is \$474,260.41.

**ATTACHMENT:**

1. Contract Amendment, signed by DKS Associates