



# City of Emeryville

CALIFORNIA

## MEMORANDUM

**DATE:** November 15, 2022

**TO:** Adam Politzer, Interim City Manager

**FROM:** Charles S. Bryant, Community Development Director

**SUBJECT:** **Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Execute A First Amendment To The Professional Services Contract With Alta Planning + Design, Inc. To Prepare The Active Transportation Plan In An Amount Of \$60,000 To Cover Expanded Services For A Total Amount Not To Exceed \$425,000 And Appropriating \$60,000 From The General Plan Maintenance Fund Balance (Fund 225) To Account 80050, Professional Services, In The Fund 225 General Plan Maintenance Budget**

### RECOMMENDATION

Staff recommends that the City Council adopt the above-entitled resolution authorizing the City Manager to execute a First Amendment to the Professional Services Contract with Alta Planning + Design, Inc., to prepare the Active Transportation Plan (ATP) from November 17, 2020, to June 30, 2023. The current contract amount is not to exceed \$365,000; the proposed First Amendment adds \$60,000; for a total amount not to exceed \$425,000, consisting of \$50,000 to develop a wayfinding program and \$10,000 in additional grant writing assistance.

### BACKGROUND

On November 17, 2020, the City Council adopted Resolution No. 20-114 authorizing the City Manager to execute a Professional Services Contract with Alta Planning + Design, Inc. for \$365,000 to prepare the Active Transportation Plan (ATP), funded by the General Plan Maintenance Fund (Fund 225). Since that time, staff and the consultant have been working to develop the ATP, with the first public review draft anticipated to be published this fall.

### DISCUSSION

To date, several amendments to the scope of work that did not affect the total contract amount have been approved administratively. These are memorialized in the revised scope of work included in the attached First Amendment. In addition, the amended scope covers the following changes that result in the need for City Council approval because they exceed the cost of the original contract amount:

- Section 5.5 Wayfinding Strategy: The scope for the wayfinding program includes four public meetings, the development of unique wayfinding designs for up to seven sign types (e.g. decision, confirmation, turn, street/trail intersection, secondary access, pavement markings for trails/sidewalks, and/or kiosk), editable art files of the signs to use on an ongoing basis as locations are added or modified, and maps for sign placement for 100 locations throughout the City. The proposed Wayfinding Strategy totals \$55,000; there is \$5,000 in savings due to a benefit-cost analysis that is proposed to be removed, resulting in a need for an additional \$50,000.
- Section 7.1 Develop Grant Applications: This section is modified from up to two grant applications to up to four grant applications and map/graphic support for three additional applications. The consultant has assisted staff in applying to the Caltrans Sustainable Transportation Planning Grant Program and in submitting multiple project applications for the Alameda County Transportation Commission Comprehensive Investment Program. The support already provided on grant applications in June 2022 exceeded the available budget by \$3,500. To avoid using contingency funds for this overage, and to provide an additional \$6,500 for support of future grant applications, an additional \$10,000 is needed.

The need for improved wayfinding for pedestrians and bicyclists has been repeatedly discussed at the Bicycle/Pedestrian Advisory Committee (BPAC) for years and is included as a program in the draft ATP. The grant applications included in this First Amendment are for projects included in the draft ATP, including the Emeryville Loop, the 40<sup>th</sup> Street Multi-Modal Project, and further work on the Doyle Street Greenway/Village Green project. Adding these funds to the scope of the ATP helps to begin implementation of projects identified and strongly supported by the BPAC and the public as part of the ATP process, while work on the plan is being finalized.

## **FISCAL IMPACT**

An appropriation of \$60,000 is needed from the General Plan Maintenance Fund balance to the Professional Services account (225-80050) to cover the cost of the proposed First Amendment. There is sufficient funding available in the General Plan Maintenance Fund balance to cover this expense.

## **STAFF COMMUNICATION WITH THE PUBLIC**

Staff has had no communication with the public regarding the proposed contract amendment.

## **CONCLUSION**

Staff recommends that the City Council adopt the attached resolution authorizing the City Manager to execute a First Amendment to the Professional Services Contract with Alta Planning + Design, Inc. to prepare the Active Transportation Plan in an amount of

\$60,000 to cover a wayfinding program and additional grant writing assistance, for a total contract amount not to exceed \$425,000, in substantial form as attached as Exhibit A to the resolution, and appropriating \$60,000 from the General Plan Maintenance Fund balance (Fund 225) to account 80050, Professional Services, in the Fund 225 General Plan Maintenance budget..

**PREPARED BY:** Navarre Oaks, Associate Planner

**APPROVED AND FORWARDED TO THE  
EMERYVILLE CITY COUNCIL BY:**



---

Adam Politzer  
Interim City Manager

**ATTACHMENTS:**

- Professional Services Contract
- Draft Resolution, including Exhibit A, First Amendment