



DATE: December 7, 2021

CATEGORY: Consent

DEPT.: Public Works

TITLE: **Amend Professional Services Agreement with James Lightbody Consulting for Project Management Services**

RECOMMENDATION

1. Acting as the Board of Directors of the Shoreline Regional Park Community, transfer and appropriate \$35,000 from the Shoreline Regional Park Community Fund to North Bayshore Transportation Improvements, Coordination, Implementation, Project 21-34.
2. Transfer and appropriate \$30,355 from the General Fund Transportation Reserve to North Bayshore Transportation Improvements, Coordination, Implementation, Project 21-34. (Five votes required)
3. Authorize the City Manager or designee to amend the existing professional services agreement with James Lightbody Consulting for an additional \$61,103 for project management and other consulting services in a not-to-exceed amount of \$155,000.

BACKGROUND AND ANALYSIS

On August 12, 2020, the City entered into an agreement with James Lightbody Consulting to provide project management and other consulting services for an amount not to exceed \$75,000. Contract Amendment No. 1 dated July 29, 2020 added \$18,897 to the contract for a total contract amount of \$93,897.

Under the agreement, Mr. Lightbody is providing project management and other consulting services in support of Public Works transportation projects, including the North Bayshore Circulation Feasibility Study, the Transit Center Grade Separation and Access Project, and the Mountain View Community Shuttle. In addition, Mr. Lightbody is providing transportation planning/analysis and project coordination support in the implementation of transportation improvements identified in the 2015 Shoreline Corridor Study, transportation strategies/improvements proposed in the North Bayshore Precise Plan, and analysis of North Bayshore development proposals.

The funding in the current agreement with James Lightbody Consulting will be expended by the end of January 2022. Support from Mr. Lightbody will continue to be required in 2022 for the following projects and programs:

- Continue as project manager to complete the North Bayshore Circulation Feasibility Study, including finalizing the study report and all technical documents;
- Assist with reviewing the proposed Google North Bayshore Master Plan transportation analysis for consistency with the North Bayshore Circulation Feasibility Study;
- Continue to work with Caltrain to transition the Transit Center Grade Separation and Access Project final design to Caltrain; and
- Provide transit planning expertise to support staff in working with the Mountain View Transportation Management Association (MTMA) on longer-term plans for the continual operations, improvements, vehicle, and infrastructure needs for the Mountain View Community Shuttle.

The Public Works Transportation Section does not have the capacity to take over the work being performed by Mr. Lightbody due to staff vacancies. In addition, it is not efficient to transition projects that are nearly complete to new staff. Staff recommends \$61,103 be added to the contract with James Lightbody Consulting for services through 2022 to maintain project schedules. It is anticipated that, in 2022, all of Mr. Lightbody's current projects will be completed, and the Transportation Section will become fully staffed and able to assume the ongoing and follow-up work for the completed projects.

FISCAL IMPACT

Funding for the professional services agreement with James Lightbody Consulting is provided by North Bayshore Transportation Improvements, Coordination, Implementation, Project 21-34. Project 21-34 is currently funded with \$100,000 from the Shoreline Regional Park Community Fund. An additional \$65,355 for Project 21-34 is required to amend the agreement and cover administrative fees. While all of Mr. Lightbody's work to date relates to and benefits the North Bayshore Area, some of the projects, such as the Community Shuttle, also benefit other areas of the City. For this reason, staff recommends transferring \$35,000 from the Shoreline Regional Park Community Fund and \$30,355 from the General Fund Transportation Reserve into

Project 21-34. With the recommended transfer of funds, there are sufficient funds in the project budget for the proposed amendment to the professional services agreement.

ALTERNATIVES

1. Do not amend the agreement with James Lightbody Consulting to add funding.
2. Provide other direction.

PUBLIC NOTICING – Agenda posting.

Prepared by:

Dawn S. Cameron
Public Works Director

Approved by:

Audrey Seymour Ramberg
Assistant City Manager/
Chief Operating Officer

DSC/EP/2/CAM
939-12-07-21CR
201495