

SUPPLEMENT NO. 6 TO MASTER FUNDING AGREEMENT
Between the METROPOLITAN TRANSPORTATION COMMISSION
And SANTA CLARA VALLEY TRANSPORTATION AUTHORITY
For SANTA CLARA STATION AREA SPECIFIC PLN

This Supplement No. 6 to the Master Funding Agreement (“Supplement” or “Agreement”) is entered into this July 1, 2022, by and between the Metropolitan Transportation Commission (“MTC”) and SANTA CLARA VALLEY TRANSPORTATION AUTHORITY (“AGENCY”) and supplements the Master Funding Agreement, dated July 1, 2017, by and between MTC and AGENCY.

Pursuant to this Supplement, MTC agrees to reimburse an amount not to exceed four hundred thousand dollars (\$400,000) in federal STP/CMAQ OBAG2 Regional Program funds to AGENCY to fund the Santa Clara Station Area Specific Plan (as more fully described in Annex I hereto, the “Supplement Project”). The estimated budget and payment milestones for the Supplement Project scope of work is attached as Annex II hereto.

The Supplement Project work will commence on November 2022 and be completed no later than June 30, 2025.

The clauses selected below and attached as exhibits to the Master Funding Agreement shall apply to AGENCY’s performance of the applicable Supplement Project scope of work hereunder:

- Exhibit B-1, Additional Terms and Conditions (General), Paragraph A
- Exhibit B-1, Additional Terms and Conditions (General), Paragraph B
- Exhibit B-2, Additional Terms and Conditions (Federally Required Clauses)
- Exhibit B-3, Additional Terms and Conditions (State Required Clauses)
- Exhibit B-4, Additional Terms and Conditions (Prevailing Wage Rates, Apprenticeships, and Payroll Records, Non-Federally-Funded Agreements)
- Exhibit B-5, Additional Terms and Conditions (Prevailing Wage Rates, Apprenticeships, and Payroll Records, Federally-Funded Agreements)
- Exhibit B-6, Additional Terms and Conditions (Regional Toll Funds including RM1, RM2, and AB1171)
- Exhibit B-7, Additional Terms and Conditions (Regional Discretionary Federal Funds including STP and CMAQ)

Funding for this project was authorized by the Metropolitan Transportation Commission at its May 26, 2021 through Resolution 4202, Revised (see p. 1 of Attachment B-1), attached to this document as Attachment A.

The MTC Project Manager for the Supplement Project is Kara Vuicich, (415) 820-7928, kvuicich@bayareametro.gov. The AGENCY Project Manager for the Supplement Project is Jessie O’Malley Solis, (408) 321-5950, jessie.o’malleysolis@vta.org.

This Supplement is supplemental to the Master Funding Agreement; all terms and conditions of the Master Funding Agreement, as may be amended, remain unchanged hereby.

Capitalized terms used but not defined herein shall have the respective meanings assigned to them in the Master Funding Agreement.

**METROPOLITAN TRANSPORTATION
COMMISSION**

DocuSigned by:
Therese W. McMillan
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Therese W. McMillan, Executive Director

**SANTA CLARA VALLEY
TRANSPORTATION AUTHORITY**

DocuSigned by:
Carolyn M. Gonot
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Carolyn M. Gonot, General Manager/CEO

Annex I

Project Description and Scope of Work

PROJECT DESCRIPTION

The City of Santa Clara's Station Area Specific Plan will serve as a tool for the City of Santa Clara, City of San Jose, school districts, colleges, other governmental agencies, residents, businesses, and developers to guide future public and private investment in the Station Area Plan over a 25- to 30-year horizon. The purpose of the Station Area Plan is to establish a community-based vision to shape a vibrant transit hub. As property owners in the Station Area and the agency responsible for planning and constructing BART Silicon Valley Phase II, VTA is committed to working in partnership with the City of Santa Clara on this vision.

The Station Area includes land within approximately a one-half mile radius of the existing Caltrain/ACE station. Immediately adjacent to the Caltrain/ACE Station is the planned BART Phase II Santa Clara Station (at-grade) and the future BART Maintenance Facility (formerly the Newhall Railyard). The Santa Clara Station is also the end of the line for VTA's BART Phase II Extension. VTA's BART Silicon Valley Phase II Extension Project is a six-mile, four-station extension that will expand BART service from Berryessa/North San José through downtown San José to its terminus at the City of Santa Clara Station. Some key development projects already underway in the Station Area include Gateway Crossings (Hunter/Storm) at 1205 Coleman Avenue, mixed-use housing/retail at 575 Benton Street, and the Coleman Highline (the development's parking structure is located in the City of Santa Clara) In addition, development projects are underway nearby in adjacent properties located within the City of San Jose's jurisdiction.

In 2010, a Draft Station Area Plan was developed, but ultimately not adopted by City Council. Many new land use and transportation planning efforts have unfolded in the past decade in the City of Santa Clara, elsewhere in Santa Clara County, and across the Bay Area. A new Specific Plan is needed that incorporates these changes and the diverse voices and vision of Santa Clara residents and stakeholders. In 2019, VTA developed a Transit-Oriented Communities Study or "Playbook" for the Santa Clara Station that was presented to the City Council, but not adopted. The existing conditions analysis and various technical appendices from the Playbook will be helpful for the preliminary tasks in this scope of work, including tasks 1 through 3.

Project Location and Context

The Station Area ("Station Area") is located in Santa Clara, California (Figure 1). It is approximately 1.3 miles by 0.5 miles or 432 acres in size, encompassing about a one-half mile circular catchment area around the Station. However, the older Specific Plan from 2010, delineated a sphere of influence that included portions of land within the City of San José. The updated Plan scoped in this document, will only address land within the City of Santa Clara's jurisdiction.

Much of the Station Area is currently zoned as Industrial. The Area's western edges border established neighborhoods, including the Old Quad in Santa Clara and the Newhall Neighborhood in San José, and Santa Clara University. The De La Cruz Boulevard overpass and San José International Airport form the northern and eastern boundaries. Interstate 880 (I-880) forms the southern border. The existing Caltrain/ACE Station is located at the center of the Station Area. The pedestrian undercrossing

constructed by VTA in 2017 connects the Caltrain/ACE platforms to the future BART Station Area and newly developed commercial and retail properties along Coleman Avenue near PayPal Park. VTA owns the future BART station area, maintenance facility, parking lot located east of Brokaw Road, and a portion of the existing Caltrain parking lot on the southwest side of the tracks (approximately 0.7 acres). Construction of the BART station will commence in late 2024, with substantial construction completion in 2028. The start of revenue service is anticipated in 2030. The focus area boundaries per the General Plan is shown below in Figure 1.

SCOPE OF SERVICES

Overview

This section presents the scope of services, organized into 11 tasks. The selected Consultant may propose additional topics or recommended changes to the presented scope of services as part of their proposal response in Task 13 – Optional Tasks.

Agency and City Roles

The contract for this Project will be procured and managed by VTA for FTA-compliance and grant administration purposes. However, the majority of day-to-day management of the Consultant will be conducted by the designated Project Manager at the City of Santa Clara. VTA will serve in an advisory capacity on project deliverables and processes, as well as participate in the Technical Advisory Committee. Implementing this Project will require inter-agency coordination and coordination across other Consultant teams involved in BART Phase II and other concurrent VTA efforts. Both City of Santa Clara and VTA staff will help coordinate and/or facilitate information sharing between consultant teams working on related/adjacent projects when necessary.

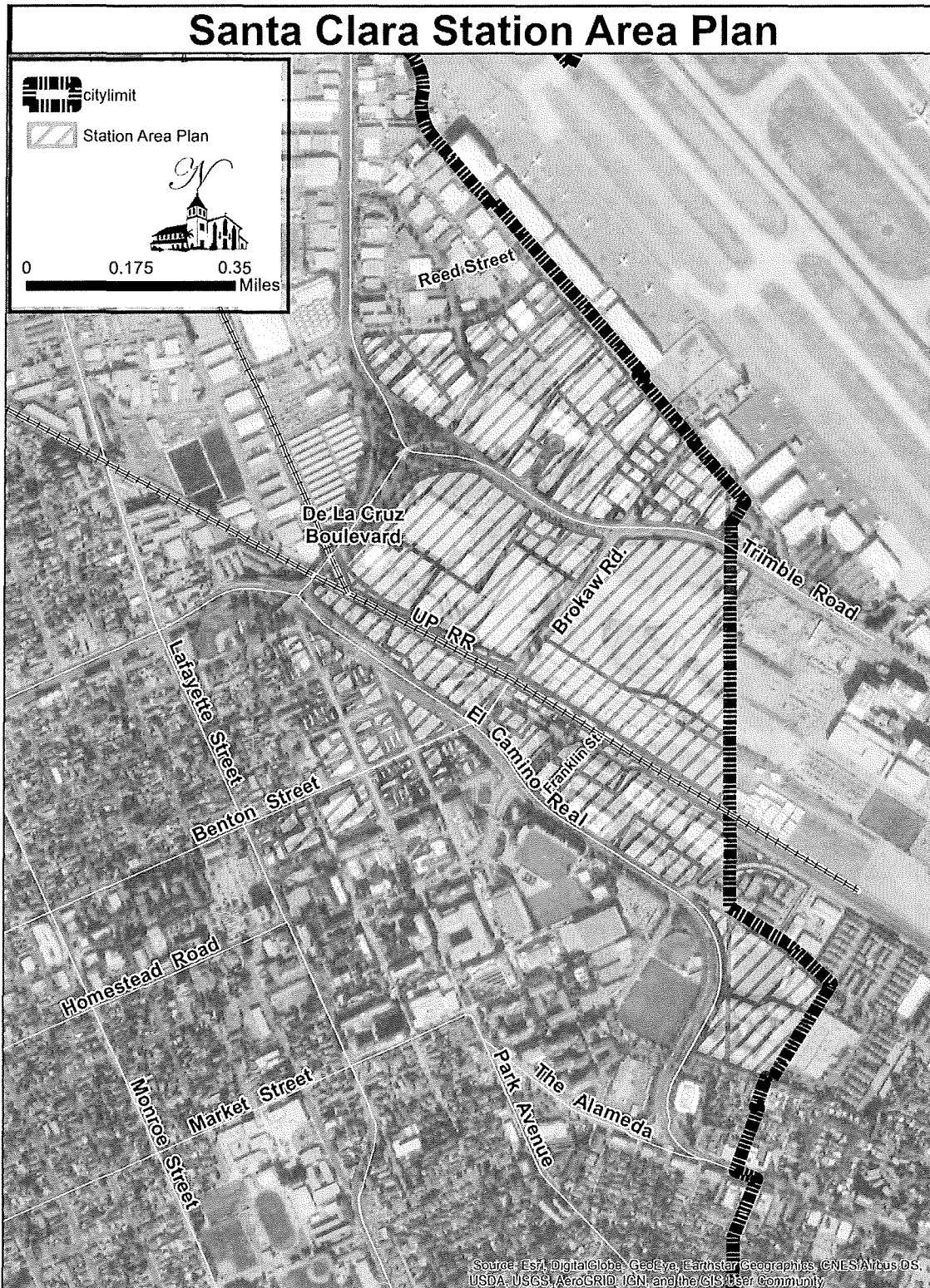


Figure 1: Santa Clara Station Area Plan (City of Santa Clara, 2021)

TASK 1: PROJECT INITIATION AND MANAGEMENT

1.1 Kick-off Meeting and Site Visit

City Staff will meet with the Consultant to review the project description, scope of work, timeline, and budget. This meeting will be conducted in conjunction with a site visit of the Station Area, focusing on key activity areas, including but not limited to: the existing Caltrain/ACE Station, VTA's future BART Phase II Station and Maintenance Facility, Silicon Valley Power (SVP) infrastructure (including observing any conflicts and relocation options), the Gateway Crossings development site, and Station Area connections to surrounding neighborhoods and roadways. The site visit will help the Consultant more fully understand the mobility issues, character areas, design parameters, and other opportunities and challenges.

Task 1.1 Deliverables:

- Kick-off Meeting and Site Visit Materials (agenda and summary)
- Refined Work Program, Schedule, and Budget Memo

1.2 Project Management and Meetings

The Consultant will plan and budget for monthly project meetings and prepare monthly progress reports tracking completion of the work plan, schedule, and budget expenditures. Invoices will be submitted monthly to VTA.

Task 1.2 Deliverables:

- Monthly meeting materials (agenda and presentation materials)
- Monthly invoices with progress reports

1.3 Community Engagement Strategy

The Consultant will develop a comprehensive Community Engagement Strategy Memorandum. This document will outline specific engagement approaches and tools best suited to community stakeholders in the Station Area. The document will be developed in close coordination with City Staff and draw from the field observations and discussions from the Kick-off Meeting and site visit. The Consultant will prepare a preliminary schedule for outreach efforts that fits within the larger project schedule with key milestones, including specific meetings and events for City review and comment. Given the uncertainty of the ongoing COVID-19 pandemic, Consultants should plan for community engagement events/activities to be held virtually and if possible, in-person assuming all County Health Orders are being followed.

At a minimum, the Community Engagement Strategy should include:

- **Establishment of a Technical Advisory Committee (TAC):** The TAC's focus will be to provide technical feedback at key milestones in the planning process. City Staff will take the lead in establishing and coordinating the TAC and identifying specific participants. Composition of the TAC will include representatives from local jurisdictions and agencies. The Consultant will provide feedback on the TAC membership, facilitate and lead discussions, present technical

materials, and take summary notes at TAC meetings. The Consultant should assume attendance at up to three (3) TAC meetings.

- **Establishment of a Station Area Taskforce (SAT):** The focus of the SAT will be to receive project updates, review work progress and Plan specifics; discuss issues, vision, and direction; and provide input on the Project. City staff will take the lead in establishing and coordinating the SAT and identifying specific members. See Task 2 for more details.
- **Public Engagement:** Facilitate public outreach such as workshops, town halls, and open houses, and direct engagement such as pop-up workshops, focus groups, or interviews with stakeholders and/or focus groups. The Consultant will work with City staff to identify residents, businesses, property owners, relevant public agencies, community groups, neighborhood associations, nonprofits, and faith-based organizations for outreach. The City will provide noticing and outreach for all community workshops. At a minimum, there will be three (3) public workshops, two (2) open houses, a vision charette (Task 4.1), and stakeholder interviews (Task 4.1).
- **Planning Commission Hearings / City Council Study Sessions:** Over the course of the Project, the Consultant will prepare presentations of draft project materials for up to: three (3) Planning Commission, three (3) City Council hearings and study sessions (Task 9), three (3) Bicycle & Pedestrian Advisory Committee Meetings, and one (1) Downtown Taskforce Committee Meeting.
- **Online/Virtual Engagement Tools:** The Consultant is encouraged to strategically make use of online engagement tools such as interactive maps, graphics, and surveys. These efforts should expand community outreach to a diverse population, providing virtual options that are fully accessible in parallel with any in-person activities.
- **Past/Concurrent Engagement Efforts:** The Consultant should draw from past engagement efforts from VTA's Playbook for the Santa Clara Station (2019), which included several community workshops. In addition, the BART Silicon Valley Phase II Project engages quarterly with a Community Working Group comprised of stakeholders in Santa Clara, including representatives from community-based organizations, small business owners, and local educational institutions.

The Consultant will identify and document any needed translation services required at the engagement activities defined in the Strategy Memo, referencing demographic data gathered for the existing conditions report to assess the level of need by specific language(s).

Task 1.3: Deliverables:

- Draft Community Engagement Strategy and Schedule Memorandum
- Final Community Engagement Strategy and Schedule Memo

1.4 Project Identity and Public Information Website

The Consultant will develop a consistent project identity for all outreach materials that reflect the vision of the Station Area Plan and the surrounding communities. The identity will be anchored by a logo and color palette/scheme that the Consultant will develop through up to three (3) iterations with the City. Once agreed upon, the logo and color palette will be used to create an accessible, public-facing project website and an adaptable template for presentation slides, reports, postcards, outreach flyers, social media, etc. These materials will be reviewed by City Staff and revised before being shared with the public. Materials must be accessible in the languages commonly spoken in the community (Task 1.3). VTA will also include content about the project on their [TOD webpage](#). Any information also included on VTA's TOD webpage must be produced as an accessible PDF, per VTA's Policy on Accessible Information and Communications.

Task 1.4 Deliverables:

- Logo and color palette (up to three revisions)
- Public information and website content, up to four (4) revisions

TASK 2: COMMUNITY TASKFORCE ENGAGEMENT

2.1 Station Area Taskforce Meetings and Materials

This task is dedicated to SAT meetings. The Consultant will prepare meeting agendas, act as the facilitator for each of the task force meetings and lead discussions, present technical materials, and take summary notes. The Consultant should assume up to fifteen (15) SAT meetings to occur at key project milestones.

Task 2.1 Deliverables:

- Materials (agenda, sign-in sheet, presentations, boards, etc.) for up to fifteen (15) meetings.

TASK 3: EXISTING CONDITIONS ANALYSIS

3.1 Base Map Development

The Consultant will develop a base map and template with City input and review. The base map will establish a uniform style, legend, and title block for all project maps. The base maps will include:

- Context maps that demonstrate the adjacent land use context, public transit and major transportation stations and routes, public parks, schools, and project boundaries;
- The location of the Station Area in the greater context of other focus areas and the City of Santa Clara;
- Aerial maps, General Plan land use and zoning maps;
- Any other tasks in this scope that require mapping;
- Existing water and sewer infrastructure
- FEMA flood zones; and
- Identify major existing SVP utilities infrastructure including SVP substation, transmission, distribution, and fiber facilities.

All GIS and mapping prepared for the Specific Plan will be consistent with City protocols and data formats to ensure easy integration into the City's information systems at the end of the project.

Task 3.1 Deliverables:

- Up to ten (10) Base and Existing Conditions Maps (GIS, Illustrator, and PDF)

3.2 Existing Conditions Report

The Consultant, with City assistance, will collect and analyze existing data to create an Existing Conditions Report. City Staff will assist by providing any available existing conditions data for the Station Area, including existing conditions data collected as part of VTA's 2019 Transit-Oriented Communities Study or "Playbook." VTA, as a project partner, can also provide any available data on existing/proposed public transportation and transit ridership data. This report will serve as a foundational document to understand the Station Area's historical land use and urban planning context. Demographic and socio-economic characteristic data may include, but not be limited to:

- Existing land use (inventory of housing, including affordable housing jobs, parks (mini-parks, neighborhood parks and community recreation facilities, including Level of Service data capacities/age/conditions and parks per 1,000 resident), neighborhood amenities/retail, community facilities, social services, and schools/playgrounds) and physical characteristics;
- Population, households, age, ethnicity, language, place of birth and residence, disability, income, and poverty status;
- Property ownership;
- Employment (number of jobs by wage/salary an occupation);
- Fiscal analyses regarding existing property tax, employment tax, sales tax data, and these contributions to the City's General Fund
- Existing affordable housing (including existing restricted and unrestricted affordable housing sites);
- Historic structures and places and historical background of the Station Area;
- Existing/proposed public transportation (including stations, stop locations, and frequencies), roadway facilities and bicycle and pedestrian facilities and routes;
- Transit ridership data and demand
- Multimodal traffic volumes and mode shares (i.e., vehicle, bicycle and pedestrian, travel mode to work, travel and circulation patterns);
- Vehicle ownership rates, by household;
- Assessment of existing station access, including activity centers that can be accessed within a 10–15-minute bike ride, walk, or bus ride.
- Safety data, including SWITRS and the City's collision data;
- Mapping of existing infrastructure utilities (water, recycled water, sewer, Silicon Valley Power (electric), PG&E (gas), recycled water lines and easements), communication lines, and assessment of infrastructure needs consistent with General Plan requirements;
- Forecasted BART station ridership;
- Impacts of Drought and water shortage actions and emphasis on need for conservation and recycled water use
- Environmental contamination inquiry, given the that the Station Area includes light industrial land uses; and
- Natural hazards data.

Also, this task will include a thorough review of all relevant background information, including but not limited to: the City's General Plan, Zoning Code, City of Santa Clara Transportation Policies, BART Phase II policies and reports, Caltrans, County of Santa Clara, City of San Jose, High Speed Rail, the Caltrain/Peninsula Joint Powers Board (JPB) policies/plans, Valley Water policies/plans, traffic studies, adjacent Specific Plans, and Focus Area Plans, and existing infrastructure plans.

Task 3.2 Deliverables:

- Draft Existing Conditions Report
- Final Existing Conditions Report

TASK 4: OPPORTUNITIES, CONSTRAINTS, AND ECONOMIC ANALYSIS

4.1 Economic and Financial Analysis

The Consultant will analyze potential market demand for housing, commercial, office, and mixed-use development in the Station Area. This analysis should touch on the following:

- Long-term citywide industry and employment trends;
- Current real estate market conditions;
- Affordable housing creation and incentives;
- Small business retention, support, and opportunity creation;
- Recently built, planned, and proposed competitive projects within the appropriate market or trade area;
- Citywide retail sales, hotel, and restaurant/entertainment trends, including a post-COVID retail analysis;
- Fiscal analysis of proposed uses and added City service and capital costs to support new residents and/or businesses planned for in the Specific Plan. Analysis should provide a citywide context given recent industrial conversions, for fiscal tradeoffs for potential proposed residential or employment uses in the Specific Plan; and

The Consultant will review the planned development program for the Station Area against real estate market conditions and trends in the larger surrounding market area. In addition, the Consultant will craft recommendations on the type, amount, and density needed to make it feasible to achieve the development program and support infrastructure needs. The Consultant will then assess the potential competitiveness and the economic challenges to creating the desired development pattern. Based on the analysis and findings from this subtask, the Consultant will develop a recommended strategy that the City can use to overcome identified challenges and create transit-supportive land uses around the Santa Clara Station.

Task 4.1 Deliverables:

- Draft Economic and Financial Analysis Report
- Final Economic and Financial Analysis Report

4.2: Community Workshop #1 – Identifying Opportunities and Constraints

The Consultant will plan and facilitate an interactive and collaborative community workshop as part of Task 3. The purpose of the first workshop is to present existing conditions and background research, summarize the public outreach strategy, and gather public input on opportunities, constraints, goals, and principles. In collaboration with City Staff, the Consultant will present the findings from preceding tasks to residents and other interested community members, such as those who work in or visit Santa Clara. The Consultant will prepare meeting agendas and materials for review by City Staff in advance of the meeting.

Task 4.2 Deliverables:

- Draft and Final workshop materials (agenda, sign-in sheet, presentations, boards, etc.)
- Draft and Final Workshop Summary memo (including any comment cards)

4.3 Setting, Opportunities, and Constraints Summary

Drawing upon the work conducted in prior Task 3 subtasks, the Consultant will prepare a summary of key findings and opportunities in the Station Area. The Summary will be user-friendly and highly-visual to facilitate informed discussions about project vision and goals with stakeholders. The Summary will include narrative, mapping, site photographs, and other visual aids necessary to present the setting, constraints, and opportunities to consider.

Task 4.3 Deliverables:

- Draft Setting, Opportunities, and Constraints Summary
- Final Setting, Opportunities, and Constraints Summary

TASK 5: VISION PLAN

The Consultant will develop a Vision Plan that presents a cohesive and compelling vision of the Station Area for the next 25- to 30-years. This document will convey the City's desired future for the Station Area to key decision-makers, business and property owners, transit operators, employers, and the development community.

5.1 Vision Charette and Stakeholder Interviews

the Consultant will host a series of stakeholder interviews culminating in a vision charette to develop a clear picture of the perspectives of stakeholders, businesses, and property owners in the Station Area. The purpose of these efforts is to build a clear and collaborative picture of how key stakeholders view the existing Station Area and their hopes for its future. The Consultant will plan for up to eight (8) stakeholder focus group interviews.

At the conclusion of the interviews, the Consultant will build upon the findings from the focus groups to design and implement an interactive vision charette. The charette's purpose is to develop and refine an overarching vision for the Station Area and identify key urban design attributes and other attributes stakeholders would like to see around the Station Area. City and VTA Staff can assist the Consultant developing and refining the proposed list of stakeholders. If necessary, the option to meet virtually using online-based collaboration tools should be leveraged to facilitate the charette and focus groups and

subsequent community engagement in latter tasks. The Summary Memorandum should highlight key themes expressed by participants of the focus groups and charette.

Task 5.1 Deliverables:

- Stakeholder interviews/focus groups and interactive vision charette (up to 8)
- Draft Stakeholder Vision Summary Memorandum
- Final Stakeholder Vision Summary Memorandum

5.2: Community Workshop #2 – Vision

The Consultant will plan and facilitate an interactive and collaborative community workshop to refine the Vision for the Station Area. In collaboration with City Staff, the Consultant will present the Draft Vision and Goals from Task 3.3 for discussion with residents and other interested community members, such as those who commute or work in Santa Clara. The Consultant will prepare meeting agendas and materials for review by City Staff in advance of the meeting.

Task 5.2 Deliverables:

- Draft and Final Workshop Materials (agenda, sign-in sheet, presentations, boards, etc.)
- Draft and Final Workshop Summary Memorandum (including any comment cards)

5.3: TAC Meeting #1 – Vision

The Consultant will host an introductory TAC meeting to gather feedback on and refine the Vision for the Station Area (Task 4.1). Discussion should also touch upon the Station Area Specific Plan's interconnectivity with adjacent/concurrent Specific Plans currently underway in Santa Clara, including the Downtown Precise Plan. The Consultant will prepare meeting agendas and materials for review by City Staff in advance of the meeting.

Task 5.3 Deliverables:

- Draft and Final TAC Meeting Materials (agenda, sign-in sheet, presentations, boards, etc.)
- Draft and Final TAC Meeting Summary Memorandum

5.4: Vision Plan

Drawing upon findings from Task 4 subtasks, the Consultant will develop a Vision Plan for the Station Area. The Vision Plan will present a vision and guiding principles and concepts, diagrams, visualizations, maps, and other visual aids to communicate this vision. Specific topic areas to be touched upon include: mobility and connectivity, land use, community amenities, infrastructure concepts (including green stormwater infrastructure), water conservation, and open space. The Consultant will finalize the Vision Plan based on City staff comments.

Task 5.4 Deliverables:

- Draft Vision Plan Memorandum
- Final Vision Plan Memorandum

TASK 6 ALTERNATIVES DEVELOPMENT

6.1: Plan Alternatives and Concept Study

Based on the outcomes from prior tasks, especially the community and stakeholder engagement in Task 4, the Consultant will develop up to three Plan Alternatives. These Alternatives will encapsulate three distinct options for the future of the Station Area over a 25- to 30-year horizon. The Draft Alternatives will include descriptions and illustrations of variations in development intensities, urban design, land use plan, multi-modal circulation and connectivity, transit, park facilities, community facilities, and site design concepts. Maps, tables, and other visual tools should be incorporated as needed to present the alternatives in a highly-graphical and easy-to-comprehend manner. The Consultant will also conduct a comparative analysis of each alternative, highlighting each option's relative strengths and weaknesses. The alternatives will also be evaluated against the project goals, principles, and vision developed as part of Task 4. Circulation concepts to improve multimodal connectivity, including creating new roadways, pedestrian facilities, and bike routes to enhance connectivity to, from, and through the Station Area, are of critical importance, given the limited street network in industrial areas and grade-crossing locations along the existing JPB right-of-way. The new mixed-use development projects and the BART Phase II Station coming into the area over the next decade will present increased multimodal transportation demand in the Station Area.

Task 6.1 Deliverables:

- Plan Alternatives – up to three (3)
- Draft Concept Alternatives Memorandum
- Final Concept Alternatives Memorandum

6.2: Community Workshop #3: Alternatives

The Consultant will organize and facilitate a third community workshop to gather feedback on the three Plan Alternatives from Task 5.1. Input gathered at this meeting, and the TAC meeting (Task 5.3) will be used by the Consultant to refine and select the Preferred Alternative. The Consultant will prepare meeting agendas and materials for review by City Staff in advance of the meeting.

Task 6.2 Deliverables:

- Draft and Final workshop materials (agenda, sign-in sheet, presentations, boards, etc.)
- Draft and Final Workshop Summary memo (including any comment cards)

6.3: TAC Meeting #2 (Alternatives)

The Consultant will convene and facilitate a second TAC meeting to gather feedback on the three Plan Alternatives from Task 5.1. Similar to the previous subtask, input gathered at this meeting will be used by the Consultant to refine and select the Preferred Alternatives.

Task 6.3 Deliverables:

- Draft and Final workshop materials (agenda, sign-in sheet, presentations, boards, etc.)
- Draft and Final Workshop Summary Memorandum

6.4: Preferred Alternative

Following Tasks 5.1 -5.3, the Consultant will facilitate a work session with City Staff to review input received on the Plan Alternatives, select a Preferred Alternative, and identify any needed changes to the

Preferred Alternative. The Consultant will also use this work session to confirm direction on the Urban Design, Streetscape and Open Space Standards (Task 5.5). Specific analysis and group discussion on multimodal circulation, reducing vehicular traffic, and leveraging shared parking strategies will be required for this subtask. The results of the work session and direction/next steps on the Preferred Alternative will be summarized in a brief memorandum.

Task 6.4 Deliverables:

- Draft and Final Internal Work Session materials (agenda and presentation)
- Draft and Final Work Session and Preferred Alternative Summary Memorandum

6.5: Urban Design, Streetscape, and Open Space Standards

The Consultant will prepare a set of design standards that present a clear and cohesive vision for future public and private improvements in the Station Area. The standards should lean heavily on visual renderings, sketches, and images to convey the desired outcomes and requirements. The Consultant will prepare a new zoning district(s) which codifies these architectural, setback, and height standards. Should a form-based code be desired, it would be funded and developed by a separate implementation action. Clear guidance and illustrative examples should be included for the following topics:

- **Urban Design and Architecture**, including specific direction on height, massing, façade articulation, setbacks, and other considerations to meet the desired architectural standards for the Station Area;
- **Utility and Infrastructure Planning, including typical sections with standard utility placement of dry and wet utilities and standard frontage placement of appurtenances, trees and streetscape amenities.**
- **Streetscape and circulation** with an emphasis on new roadways/paths leading to and from the Station Area (both Caltrain/ACE and the future BART Phase II Station), including Sustainable/Complete Streets; and
- **Open/Shared Spaces**, including a focus on shared public spaces at/near the Station and the interface of private developments with the public realm. The City has a standard for park plan dedication, which states that 2.6 to 3 acres of new parkland should be provided for every 1,000 new residents. Recent specific plans have not accomplished this and have instead acknowledged publicly-accessible open space on private land.
- **Green stormwater infrastructure** to provide for the sustainable processing of stormwater runoffs from new infrastructure in the Station Area.

Task 6.5 Deliverables:

- Draft Design Standards and Zoning District(s)
- Revised Draft Design Standards and Zoning District(s)

TASK 7: DRAFT STATION AREA SPECIFIC PLAN

7.1: Develop Draft Specific Plan Chapters

The Specific Plan will serve as the City's long-range, comprehensive land use and circulation plan for guiding development around the Santa Clara Station. The Consultant team will create the Draft Specific

Plan based on the results of prior tasks and the community engagement process. The Consultant will finalize the Draft Specific Plan Chapters based on City staff comments. The Consultant will also develop a template for the Draft Specific Plan document in Adobe InDesign or comparable layout program. Each chapter shall identify principles for the given topic supported by goals, policies, standards, and guidelines as appropriate, including objective design standards. The Draft Plan shall include supporting graphics, maps, and images that support the narrative.

At a minimum, the Specific Plan should include the following chapters:

- Introduction
- Vision and Guiding Principles
- Goals and Policies
- Land Use Plan
- Circulation and Parking
- Implementation Chapter
- Urban Design Guidelines and Objective Standards (Building, Open Space, Streetscape/Public Realm)

Task 7.1 Deliverables

- Administrative Draft Station Area Specific Plan:
 - One (1) Microsoft Word copy of the Plan (text only);
 - One (1) Adobe InDesign template for the Plan document;
 - One (1) Adobe InDesign copy of the Plan;
 - All electronic source files used to create the document; and
 - All supplementary electronic files to the report.

7.2: Community Open House #1 and TAC Meeting #3

The Consultant will assist City Staff in hosting an open house to present the Draft Plan to the community and provide an opportunity for the community to comment. The Consultant will prepare the PowerPoint Presentation and exhibition boards for the open house. An Open House Summary Memo will be prepared by the Consultant and published on the City's website within two weeks of the workshop. The Consultant will also convene and facilitate a third TAC meeting around the same time as the Community Open House.

Task 7.2 Deliverables:

- Draft and Final Open House materials (agenda, sign-in sheet, presentations, boards, etc.)
- Draft and Final Open House Summary Memorandum
- Draft and Final TAC meeting materials (agenda, sign-in sheet, presentations, boards, etc.)
- Draft and Final TAC meeting summary Memorandum

TASK 8: TRANSPORTATION IMPACT PARKING ANALYSIS

8.1 Transportation Impact Analysis (TIA)

Consultant will analyze development scenario(s) for Traffic Level of Service (LOS) impacts in accordance with the City's Transportation Policy and will propose and analyze a range of options

including physical roadway capacity and transportation demand management strategies to address any adverse effects. The Consultant shall assume 40 intersections and three scenarios (Existing, Background, Background Plus Project, Cumulative, and Cumulative Plus Project). City Staff will work with the Consultant to confirm the number of intersections and scenarios to be included in the preferred alternative scenario. City Staff can also facilitate outreach and coordination to the San Jose Department of Transportation to confirm their TIA guidelines/requirements for any shared intersections/roadways in the Station Area. Any physical roadway capacity improvements will take into consideration Complete Streets and safety principles. The memorandum for this subtask will be combined with subtask 7.2. Suggested physical capacity or signaling improvements should be reflected/documented in Task 8.1.

8.2: Parking Analysis

This subtask will also include a parking demand management analysis consistent with the preferred alternative and overall plan vision. The Consultant will establish a cumulative parking demand and identify demand management strategies to implement the preferred plan. The analysis will utilize ULI shared parking strategies and ITE methodologies. Coordination with the VTA BART Phase II Team and other transit providers at the Santa Clara Station will be necessary to reflect park-and-ride trips into the demand analysis. The analysis will also quantify the parking demand reduction expected due to proximity to high quality transit service and the proposed mix of land uses. The Consultant will integrate strategies to manage curb management and on-street parking facilities into the larger parking strategy. Furthermore, the Consultant will provide a high-level analysis of potential reductions in parking demand from increased use of rideshare and reduced auto-ownership among growing segments of the population. The Consultant will also develop recommended changes to the City's adopted parking standards, including shared parking considerations. The TIA and parking analysis will be documented in a summary memorandum with any associated technical appendices.

Deliverables (8.1 and 8.2):

- 8.2: Admin Draft Transportation Impact Analysis and Parking Demand Management Memorandum
- 8.2: Draft Transportation Impact Analysis and Parking Demand Management Memorandum
- Final Transportation Impact Analysis and Parking Demand Management Memorandum

TASK 9: INFRASTRUCTURE FINANCING

9.1 Infrastructure/Public Services and Implementation

The Consultant shall include information about services and infrastructure needed to implement the Plan, including specific policies regarding utilities, public safety, and parks.

The Plan shall also identify actions and strategies for its implementation, including needed infrastructure improvements and financing strategies to enable these improvements, such as roadways, stormwater treatment, parkland and facilities, enhanced or new pedestrian and bicycle facilities, public safety (fire & police) equipment or infrastructure needs to address growth, and electric utility infrastructures to meet electric demand. An evaluation of projected costs and revenues associated with the proposed improvements, including new streets, other public facilities, and utility infrastructure, and its potential effect on the City's budget should also be included. Specifically, sewer models – including pump station

capacity – will need to be run once the sizing of the Specific Plan land use mix is determined (i.e., number of housing units and square footage of commercial space). Studying potential relocation of existing SVP utilities infrastructure affected by plan and new SVP electric infrastructure that might be required to be able to serve intensified uses in the Station Area.

9.2 Infrastructure and Amenities Financing

This task is focused on determining the necessary infrastructure (including water treatment facilities), cost estimates, and phasing to implement the Specific Plan. Consultant will identify the specific cost of the infrastructure items and the impact fees associated with each to assist the City with bringing forward an area impact fee to City Council. Consultant will also develop financing strategy such as infrastructure fee and/or assessment district to finance the construction in a manner consistent with development timing (including parkland/open space). Multimodal and streetscape improvements, such as enhanced or new bicycle and pedestrian facilities, street furniture, and streetscape improvements that would support Transit-Oriented Communities and Complete Streets should be included.

Deliverables (9.1 and 9.2):

- Draft Infrastructure Summary Memorandum
- Final Infrastructure Summary Memorandum

TASK 10: DRAFT SPECIFIC PLAN REFINEMENT

10.1 Plan Refinement

The Consultant will refine the Draft Plan from Task 6 based on the comments received from the Open House, TAC meetings and City Staff. The plan refinement may require multiple revisions (up to three) in coordination with City Staff. The Consultant should propose a alternatives analysis process for arriving at the preferred alternative. The timing of Open House #2 (Task 8.2) should be strategically timed to allow for final community feedback into the Draft Final Plan to be presented to the Planning Commission and City Council in the next phase of work.

Task 10.1 Deliverables:

- Draft Final Station Area Specific Plan:
 - One (1) Adobe InDesign copy of the Plan;
 - All electronic source files used to create the document; and
 - All supplementary electronic files to the report; and
 - One (1) fully editable PDF copy of the Plan

TASK 11: CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) CLEARANCE

The Consultant will prepare a program-level Initial Study and likely environmental impact report (EIR) with necessary technical studies. Together, these studies will thoroughly and adequately assess the impacts of the Draft Specific Plan and comply with the provisions of the California Environmental Quality Act (CEQA).

11.1: Define Project, Review Data, Determine Existing Conditions, and Determine CEQA Strategy

The Consultant shall work with City staff to define and determine the CEQA strategy necessary to prepare and complete the required CEQA documentation for adoption of the Specific Plan. The

Consultant shall participate in a kick-off meeting and any needed follow-up communication to determine the CEQA strategy and schedule. This work should include but is not limited to: defining the scope, identifying the sections to include in the environmental document, collecting the necessary data and research, and determining the existing conditions.

Task 11.1 Deliverables:

- Attend CEQA Clearance Kick-off meeting
- CEQA Strategy and Schedule Memorandum

11.2 Prepare Draft Environmental Review Clearance Documents

The environmental review scope is anticipated to include a program level Initial Study with technical studies, and Negative Declarations or Mitigated Negative Declarations that tier off of the certified Environmental Impact Report (EIR) for the City of Santa Clara 2010-2035 General Plan. However, an EIR may also be required. The document will address all required CEQA topics. The selected Consultant may include sub-consultants to conduct environmental review in specific technical areas. At a minimum, technical studies will be required for cultural resources, traffic, and air quality. Environmental Review Clearance documents shall incorporate results of water supply assessments and hydraulic studies. Consultant should be able to prepare recommendations to address potential water supply impacts that may arise.

Task 11.2 Deliverables:

As necessary, depending on the determined CEQA strategy, the following deliverables may be applicable:

1. Prepare a Notice of Preparation (NOP) (one draft and one final).
2. Attend and assist City staff with the scoping meeting; review, compile, and respond to comments received.
3. Prepare Administrative and public Draft EIR.
4. Prepare a Notice of Completion (NOC) and Notice of Availability (NOA) (one draft and one final).
5. Prepare the First Amendment to the Draft EIR; including Response to Comments, Mitigation Monitoring and Reporting Program, CEQA Findings, and Statement of Overriding Considerations, if applicable.
6. Notice of Determination (NOD) (one draft and one final).
7. Attend one (1) Planning Commission and one (1) City Council hearing.
8. Prepare the final integrated environmental document (Adobe PDF, searchable and fully accessible)

TASK 12: PLANNING COMMISSION AND CITY COUNCIL MEETINGS

The Consultant shall attend and support staff in presenting the Specific Plan at study sessions and public hearings before the Planning Commission and City Council to adopt the Plan. Specifically, this includes two (2) Planning Commission Study Sessions, two (2) City Council Study Sessions, one Planning Commission recommendation hearing, and one City Council adoption hearing. The Consultant will also

prepare PowerPoint presentations for Planning Commission and City Council Meetings and assist with supplying materials to support the staff reports.

Task 12.1: Planning Commission Study Sessions and Hearings

The Consultant shall make changes to the Draft Final Specific Plan (text and/or graphics) based on the Planning Commission's recommendations.

Task 12.2: City Council Study Sessions and Hearings

The Consultant shall make changes to the Draft Final Specific (text and/or graphics) based on the City Council's recommendations.

Deliverables (12.2 and 12.2)

- Attend Planning Commission Hearings
- Attend City Council Hearings
- PowerPoint Presentations

TASK 13: OPTIONAL TASKS

Should the Consultant identify an additional topic that should be addressed in the Specific Plan, they are encouraged to propose additional topics. Consultants should include work plan language and pricing for any additional/optional tasks proposed.

SCHEDULE

DELIVERABLE	EXPECTED DATE OF COMPLETION
Task 1 - Project Initiation and Management	
1.1 Kick-off Meeting and Site Visit	October 2022
1.2 Project Management and Meetings	On-Going
1.3 Community Engagement Strategy	November 2022
Task 2 - Community Task Force Engagement	
Station Area Task Force (SATF) Meetings (15)	On-Going
Task 3 - Existing Conditions Analysis	
3.1 Base Map Development	November 2023
3.2 Existing Conditions Report	December 2023
Task 4 - Opportunities, Constraints, and Economic Analysis	
4.1 Economic and Financial Analysis	January 2023

DELIVERABLE	EXPECTED DATE OF COMPLETION
4.2 Community Workshop #1 – Identifying Opportunities and Constraints	January 2023
4.3 Setting, Opportunities, and Constraints Summary	February 2023
Task 5 - Vision Plan	
5.1 Vision Charette and Stakeholder Interviews	February 2023
5.2 Community Workshop #2 – Vision	March 2023
5.3 TAC Meeting #1 – Vision	February 2023
5.4 Vision Plan	March 2023
Task 6 - Alternatives Development	
6.1 Plan Alternatives and Concept Study	April 2023
6.2 Community Workshop #3: Alternatives	May 2023
6.3 TAC Meeting #2 (Alternatives)	April 2023
6.4 Preferred Alternative	May 2023
6.5 Urban Design, Streetscape, and Open Space Standards	June 2023
Task 7 - Draft Station Area Specific Plan	
7.1 Develop Draft Specific Plan Chapters	July 2023
7.2 Community Open House #1	August 2023
7.3 TAC Meeting #3	July 2023
Task 8 - Transportation Impact Parking Analysis	
8.1 Draft Transportation Impact Analysis (TIA) and Parking Demand Management Memorandum	May 2023
8.2 Final Transportation Impact Analysis (TIA) and Parking Demand Management Memorandum	July 2023
Task 9 - Infrastructure Financing	
9.1 Infrastructure/Public Services and Implementation	July 2023
9.2 Infrastructure and Amenities Financing	August 2023
Task 10 – Draft Specific Plan Refinement	
10.1 Plan Refinement	October 2023
Task 11 - CEQA Clearance	
10.1 Define Project, Review Data, Determine Existing Conditions, and Determine CEQA Strategy	May 2023
10.2 Water Supply Assessment	June 2023
10.3 Prepare Draft Environmental Review Clearance Documents	December 2023

DELIVERABLE	EXPECTED DATE OF COMPLETION
Task 12 - CEQA Clearance	
11.1 Planning Commission Study Sessions and Hearings	January 2024
11.2 City Council Study Sessions and Hearings	February 2024
Task 13 – Optional Task	
12.1 Set Aside/Contingency	N/A

Annex II
Project Schedule, Budget and Payment

FIRM-FIXED PAYMENT

Payment to AGENCY shall be due in the firm fixed amounts indicated below, upon acceptance by the MTC Project Manager of the following deliverables or milestones, described in detail in Annex I:

#	<u>Deliverable</u>	<u>Expected Completion Date:</u>	<u>Estimated Budget</u>
1	Tasks 1, 3, and 4 Deliverables*	February 2023	\$100,000.00
2	Tasks 5 and 6 Deliverables	June 2023	\$100,000.00
3	Tasks 7 and 8 Deliverables	July 2023	\$100,000.00
4	Tasks 9, 10 and 11 Deliverables	February 2024	\$100,000.00
TOTAL NOT TO EXCEED			\$400,000.00

*Note: Task 2 deliverables are funded by a different source (Federal Transit Administration grant funds).

RECIPIENT shall submit an invoice identifying the project deliverable or milestone for which payment is sought no later than thirty (30) days after MTC's acceptance of such deliverable/milestone.