



City of Santa Clara

Call and Notice of Special Meeting

Downtown Community Task Force

Wednesday, March 31, 2021

7:00 PM

Zoom Webinar

Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of COVID-19, the City of Santa Clara has implemented the following method for the public to participate remotely:

Via Zoom:

- <https://santaclaraca.zoom.us/j/95518131376>
Webinar ID: 955 1813 1376

- Phone: 1-669-900-6833

NOTICE IS HEREBY GIVEN that, pursuant to the provisions of California Government Code §54956 ("The Brown Act"), the Mayor calls for a Special Meeting of the Downtown Community Task Force to commence and convene on March 31, 2021, at 7:00 pm for a Special Meeting, to consider the following matter(s) and to potentially take action with respect to them.

CALL TO ORDER AND ROLL CALL

CONSENT CALENDAR

There are no items on the consent calendar.

GENERAL BUSINESS

1. **21-504** [Discussion on the budget and scope of work for the Downtown Precise Plan. Item continued from the March 18, 2021 meeting.](#)

PUBLIC PRESENTATIONS

ADJOURNMENT

The next regular scheduled meeting is on Thursday, April 15, 2021.

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.



City of Santa Clara

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Agenda Report

21-504

Agenda Date: 3/31/2021

REPORT TO DOWNTOWN COMMUNITY TASK FORCE

SUBJECT

Discussion on the budget and scope of work for the Downtown Precise Plan. Item continued from the March 18, 2021 meeting.

BACKGROUND

On October 8, 2019 the City Council authorized the City Manager to execute an agreement with Wallace Roberts & Todd, LLC (WRT) to provide Downtown Precise Plan Consultant Services for an initial three-year term ending September 30, 2022, for a maximum compensation not to exceed \$578,346, subject to annual appropriation of funds.

The agreement is fixed price with payments tied to the successful completion of the milestones listed in the table below. The cost elements include the tasks from the scope of work that were identified in the RFQ, as well as the optional tasks identified by the Consultant in their RFQ response.

COST ELEMENTS:	
Project Initiation	\$67,025
Issue Identification and Vision	\$58,270
Financial Analysis	\$31,260
Development Scenarios/Conceptual Plans	\$74,740
Workshops	\$22,121
Draft Precise Plan Chapter Development	\$68,380
Public Services and Implementation	\$10,520
Draft Precise Plan Refinement	\$12,880
CEQA Clearance	\$72,880
Planning Commission & City Council Public Hearings	\$20,000
Reimbursable Expenses	\$14,295
Services Subtotal	\$452,371
Optional Services	\$125,975
GRAND TOTAL	\$578,346

In June 2020, a budget request was approved by the City Council for additional funding in the amount of \$100,000 for additional work that will focus on market feasibility, retail strategy and connectivity, and which includes additional review and testing of the land use/design options, a larger

context study to understand compatibility and competition from other large development projects, added stakeholder meetings, added Downtown Community Task Force (DCTF) meeting with subconsultants, added DCTF Workshop with consultants, and a Financial Memo Addendum to the Existing Conditions Report, as well as, a contingency budget.

DISCUSSION

Information in this report is being provided to the DCTF to support the February 18, 2021 DCTF meeting.

The preparation of the Precise Plan includes the following key Scope of Work program elements.

- Analysis of existing conditions;
- Development of a public outreach strategy for the planning process;
- Analysis of potential market demand for housing, commercial, office, and mixed-use development in the Precise Plan area;
- Development of three (3) long-term vision scenarios that represent the planned build out of the Plan area including, land use and development intensities, multi-modal connectivity improvements, open space plans, and streetscape and public space improvements;
- Analysis of the economic feasibility of each land use scenario, along with a summary of community input, to inform the selection of a preferred scenario;
- Design guidelines that build upon the City's existing General Plan design policies, as well as the information gathered during the community outreach activities; and
- The Precise Plan document, including the preferred land use scenario and development standards and guidelines.

To date, a majority of the work to develop the Precise Plan's preferred land use plan has been done with work on placemaking and urban design in progress. The remaining key tasks in the Precise Plan process include developing the draft chapters of the Precise Plan and conducting the environmental clearance. Below is a breakdown of the Scope of Work, deliverables and budget.

Task #	Cost Elements	Deliverables	Status	Cost
1	Project Initiation	Kick-off meeting attendance; Base map; Existing Conditions/Opportunities & Constraints Report	Completed	\$67,025
2	Issue Identification and Vision	Public Outreach Strategy Memo; Meeting attendance and meeting materials	Majority Complete	\$58,270
3	Financial Analysis	Financial Feasibility Memo	Completed	\$31,260

4	Development Scenarios/Conceptual Plans	Land Use Scenarios Memo; Plan Framework	Majority Complete	\$74,740
5	2 Community Workshops	Online Engagement website conducted May-June 2020; Outreach Summary documents	1 Completed	\$22,121
6	Draft Precise Plan Chapter Development			\$68,380
7	Community Open House			\$10,520
8	Draft Precise Plan Refinement			\$12,880
9	CEQA Clearance			\$72,880
10	Planning Commission & City Council Public Hearings	Used these funds for 9-24-20 DCTF mtg and prep for Nov Mtg	Partially Completed	\$20,000
11	Reimbursable Expenses		Partially Completed	\$14,295
	Subtotal			\$452,371
Optional Services	Developer Round Table	2/26/2020	Completed	\$8,320
	Student Engagement	1/29/2020	Completed	\$7,500
	Meeting in A Box	December 2019; June 2020	Completed	\$2,940
	Retail "101" Workshop	1/16/2020	Completed	\$2,500
	Phase 1 Environmental Assessment			\$14,375
	Environmental Impact Report			\$70,000
	Summer Event Pop-Ups		Not Greenlighted	\$8,020
	Ground-Floor Retail Best Practices Guide		Not Greenlighted	\$4,000
	Support Preparation of Developer RFP		Not Greenlighted	\$8,320
	Total Optional Services			\$125,975
	Subtotal Tasks and Optional Services			\$578,346

June 2020 Budget Request for Additional Services	Attendance of all consultants at DCTF meeting #1	10/30/2019	Completed	\$10,000.00
	Consultant Team Charette	2/3/2020	Majority Completed	\$25,000.00
	Stakeholder Added Meetings			
	SCU Leadership	1/24/2020	Completed	\$2,350.00
	Call w/ Prometheus	1/27/2020	Completed	\$750.00
	ROD Meeting	3/3/2020	Completed	\$1,500.00
	DCTF Meeting w/ subs	Sargent Town Planning 2-3-20; EPS 3-10-20	Completed	\$2,980.00
	DCTF Workshop - Nov 19, 2020	11/19/2020	Completed	\$12,500.00
	Financial Feasibility of Land Use Options based on iterative design process		Majority Completed	\$15,000.00
	Context Study		Partially Completed	\$10,000.00
	Financial Memo Addendum to Existing Conditions Report	3/10/2020 - Addendum Memo	Completed	\$5,000.00
	Contingency			\$14,920.00
	Total Additional Services			\$100,000.00
	Grand Total Tasks, Optional Services, Added Services			\$678,346.00
	Total Remaining Budget (Less Completed, Majority, and Partially Completed Tasks)			\$356,264.42

RECOMMENDATION

There is no staff recommendation.