APPLICATION FORM

County of Santa Clara

Holbrook-Palmer Park
Access and Circulation Improvements

Town of Atherton

Application Due Date: 5pm, Friday, April 10, 2020
<table>
<thead>
<tr>
<th>PROJECT NAME</th>
<th>Requested Amount</th>
<th>Other Funding Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holbrook Palmer Park Access and Circulation Improvements</td>
<td>$300,000</td>
<td>$350,000</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Project Physical Address</th>
<th>Estimated Total Project Cost</th>
<th>Nearest Cross Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>150 Watkins Avenue</td>
<td>$650,000</td>
<td>Middlefield Road</td>
</tr>
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<table>
<thead>
<tr>
<th>Applicant (entity applying for the grant)</th>
<th>Applicant’s Mailing Address</th>
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</thead>
<tbody>
<tr>
<td>Town of Atherton</td>
<td>150 Watkins AvenueAtherton, CA 94027</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AUTHORIZED REPRESENTATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Rodericks, City Manager</td>
</tr>
<tr>
<td>Name (typed or printed) and Title</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>DIRECTOR/PRESIDENT/CEO</th>
</tr>
</thead>
<tbody>
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<td>George Rodericks, City Manager</td>
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<tr>
<th>DAY-TO-DAY CONTACT for ADMINISTRATION of the Funds (if different from AUTHORIZED REPRESENTATIVE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Ovadia, Director of Public Works</td>
</tr>
<tr>
<td>Name (typed or printed) and Title</td>
</tr>
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</table>

I represent and warrant that this Application describes the intended use of the requested funding to complete the project items identified. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application, including required attachments, is accurate.

Signature Authorized Representative

4.2.20

Date

Print Name: George Rodericks

Title: City Manager
1. **Project Description**

- Describe the proposed recreational project to be funded. What form(s) of recreation does the project enable?
- Provide the location of the project.
- Is the project part of a long-range project (multi-phased)? If so, where does the project fit into the anticipated larger program?

The project proposes to construct and improve access to and within Holbrook-Palmer Park, (150 Watkins Avenue) in Atherton. Pedestrian access to the park is limited and requires improvement. There is no current sidewalk or designated pedestrian walkway from Watkins Avenue to the park along either the park entry or exit drives. The construction of accessible pathways along the entry and exit drives and through the park are needed to improve pedestrian access and circulation through the park to various recreational opportunities and amenities within the park, including pathways, open lawn and field areas, Little League ball field, picnic areas, historic structures and other public spaces.

These needed access improvements were identified in the Holbrook-Palmer Park Master Plan ([https://www.ci.atherton.ca.us/DocumentCenter/View/1986/FINAL-HolbrookPalmerMasterPlanMP-2015?bidId=](https://www.ci.atherton.ca.us/DocumentCenter/View/1986/FINAL-HolbrookPalmerMasterPlanMP-2015?bidId=)) completed and adopted in 2015. The development of the Master Plan included a significant amount of public outreach, including on-line and on-site surveys, organizational surveys (Little league, Playschool, etc.) and public meetings at Parks and Recreation Committee and with the City Council. The survey responses indicated that active transportation modes (walking and cycling) were the primary modes of transportation to the park. The Master Plan identified access and circulation improvements as short-term recommendations, and the Town Council has identified the need to improve access to the Town’s only public park as its priority for Park improvements.

2. **Project Purpose**

How would the proposed recreational project benefit the target beneficiaries, i.e., existing or new Stanford campus residents and facility users?

Holbrook-Palmer Park is an approximately 22-acre regional park directly serving residents of Atherton, Menlo Park, pockets of Unincorporated San Mateo County (including the lower income neighborhood of North Fair Oaks), and other adjacent communities, including Stanford faculty, students and staff. The park also hosts a little league baseball field used by the Menlo-Atherton Little League, sports fields used by area youth sports teams (soccer, lacrosse, etc.), and summer camps. One of the key elements of increasing recreational opportunities is providing safe and accessible routes for public access to these opportunities.

The park is located almost equidistant from the Redwood City Campus (2.2 miles) and the Main Campus (2.7 miles). This park is regularly used by residents of the surrounding communities as well as for various Stanford programs and events. Providing clear pedestrian access from the street to the park recreation areas and better access internally to
separating pedestrians from vehicular travel areas will serve to improve pedestrian safety and access to recreational amenities in this regional park.

3. **Budget**
   - Provide the total project budget and the basis for the funding level request.
   - Identify the amount and provide evidence of other sources of matching funding, if any, and the entity that is committing these funds.
   - Contingency Funding: Discuss how funds will be identified for contingencies and, if not, how contingencies would be addressed if discovered during the project.

Initial budgetary estimates were developed in the 2015 Holbrook Palmer Master Plan and in forward looking Capital Improvement plans. As access and Circulation were designated as a priority, the Town engaged Verde Design to assist with the development of the conceptual design for the access and circulation improvements. Cost estimates were refined through the conceptual design developed in 2017. The total project budget estimated for this work is $650,000 including construction contingency and construction management and inspection services. Requested funding is $300,000, approximately 46% of construction costs. The balance of the project costs including any addition contingency funding will be from the Town’s General Fund. The Town will be committed to funding the project balance above the requested grant of $300,000, including project contingencies.

4. **Available Funds**
   $5,242,711 is available on a one-time basis to fund in part or in whole eligible projects.

5. **Project Timeline**
   Attach a timeline indicating the key milestones (such as, design, engineering, construction) for project completion.

   Project implementation would be in Fiscal Years 2021 and 2022. Initiation of final design would depend on the timing of the funding agreement. Assuming that the funding agreement can be approved in June 2020, the anticipated project schedule is as follows:
   - Final Design – August 2020 – May 2021
   - Construction – July 2021 – May 2022

6. **CEQA Compliance**
   Grant projects require compliance with the California Environmental Quality Act (CEQA) before the grant is awarded. Attach one of the following, if available:
   1. Notice of Exemption filed with, and stamped by, the county clerk, or
   2. Initial Study with a Negative Declaration and a copy of the Notice of Determination filed with, and stamped by the county clerk, or
   3. Initial Study and an Environmental Impact Report and a copy of the Notice of Determination filed with and stamped by the county clerk.
Project is anticipated to be Categorically Exempt. The environmental review will be completed concurrently with the final design and recorded in early 2021.

7. **Execution of Project Agreement**

   The applicant is required to execute a legally binding Project Agreement with the County of Santa Clara, which includes the Grant Scope/Cost Estimate for the project. The scope of work cannot be materially changed once the grant is awarded and the Project Agreement is executed.

8. **Operation and Maintenance**

   As a condition of grant approval, the applicant must make the property available for public access and recreational use, and continuously operate and maintain the property for the benefit of the public. Ongoing maintenance of the property is the sole responsibility of the applicant.

   The proposed improvements will be located within existing Town rights-of-way and within an existing Town park that is currently maintained by the Town of Atherton. Maintenance of the improvements will be the responsibility of the Town.

9. **Public Access**

   Demonstrate public accessibility, including hours of operation.

   Holbrook-Palmer Park is open and accessible to the public. Operating hours are from dawn to dusk.

10. **Required Regulatory Permits**

    Attach a list of existing and additional permits required to complete the grant project, if applicable, the status of each, and indicate when permit approval would occur.

    Regulatory permits are not anticipated with this project.

11. **Insurance**

    Grantees must meet the insurance requirements in the Project Agreement and agree to the indemnification obligation.

    The Town will comply with grant insurance and indemnification requirements.

12. **Prevailing Wages**

    A grant project is considered a public work within the meaning of Labor Code Section 1720, to which the provisions of Labor Code Section 1771 et seq. apply. Grantees shall comply with all of the applicable provisions of the Labor Code, including, but not limited to, pay, or cause to be paid, prevailing wages. All agreements with third parties for work or services needed to complete the grant project must include prevailing wage requirements.
The Town will comply with the prevailing wage requirements.

13. **Progress Reports**
Grantees must submit written progress reports to the Office of the County Executive on May 1 and November 1 each year while the Project Agreement is active.

The Town will comply with the reporting requirements.

14. **Record Retention**
The grantee must maintain grant project records (including paper and electronic media, as appropriate) showing compliance with all aspects of the Project Agreement for three years after completion of the grant project.

All grant project records must be made available to the County within five working days of the County’s reasonable notice. If the County determines that the grantee used the grant for ineligible costs, or other terms of the Project Agreement were breached, the County may take any authorized actions under the Project Agreement and require the grantee to repay the grant, with interest at the rate earned on County's investments, and the cost of the audit.

The Town will comply with the records retention requirements.

15. **Submission of Application**
Submit one (1) unbound original and seven (7) copies of the complete application to:

Sylvia Gallegos, Deputy County Executive  
East Wing – Eleventh Floor  
County Government Center  
70 W. Hedding Street  
San Jose, California 95110

Due Date: 5pm, Friday, April 10, 2020.

Questions shall be directed to Sylvia Gallegos at (408) 299-5106.

Applications must be hand-delivered or arrive by mail by this deadline.
Holbrook-Palmer Park

Location Map

- Stanford
- Redwood City
- Flood Park
- Holbrook-Palmer Park
- Stanford University
Regional Recreational Facilities: Little League Field

Recreational facilities within a 1.5 mile radius.