



# ADMINISTRATIVE REPORT

Meeting Date : November 12, 2009

TO: PUBLIC WORKS COMMISSION

APPROVED BY: Susan Chan  
Susanna Chan, Deputy Director

DATE: November 5, 2009

Larry A. Patterson  
Larry A. Patterson, Pub. Works Dir.

SUBMITTED BY: Gary Heap  
Gary Heap, Senior Engineer (650) 522-7307

SUBJECT: **CITYWIDE BIKEWAYS MASTER PLAN REQUEST FOR PROPOSALS (RFP)**

**RECOMMENDATION:** That the Public Works Commission review the RFP for the Citywide Bikeways Master Plan and provide comments to staff.

**BACKGROUND:** The development of a Citywide Bikeways Master Plan is on the Public Works Bikeways Work Plan for this year. To develop this plan, Public Works is in need of assistance from a professional firm with experience in developing municipal bicycle master plan documents. Staff has developed a Request for Proposals (Exhibit A) to be distributed to firms experienced in this type of work. A scope of work for the master plan is included within the RFP document for your review and comment. It is expected that this RFP will be mailed out in late November and proposals will be received in early January 2010. A summary of these proposals will be placed on the January Public Works Commission Bikeways meeting agenda.

**BUDGET IMPACT:** As staff was unsuccessful in its recent efforts to identify funding for this work through outside grant programs, it will be funded by existing internal programs. \$50,000 has been allocated to Project # 465149, Citywide Bikeways Master Plan and an additional \$50,000 has been allocated to Project # 461103, Sustainability Transportation which can be used to fund this project.

**ENVIRONMENTAL REVIEW:** The scope of work includes the requirement of an environmental review of the resulting product of the Citywide Bikeways Master Plan process. In accordance with Public Resource Code Section §21065 the issuance of a request for proposal is not a project subject to the California Environmental Quality Act (CEQA) (Public Resources Code §21065), because it can be seen with certainty that they will not have a significant effect on the environment.

**NOTICING:** Noticing of this item on the Public Works Commission agenda was distributed to specific members of the community through the bikeways and pedestrian interested parties list maintained by the Public Works Department, and participants of recent meetings discussing this issue.

**EXHIBITS:**

A. Citywide Bikeways Master Plan Request for Proposal (RFP)

c: City Attorney  
City Clerk  
Purchasing  
Project Engineer/Project Analyst  
Business Administrator  
Project File  
Public Works A.R. Binder

**REQUEST FOR PROPOSALS****PROFESSIONAL PLANNING AND ENGINEERING SERVICES  
FOR DEVELOPMENT OF A CITYWIDE BIKEWAYS MASTER PLAN**

CITY OF SAN MATEO, CALIFORNIA  
PUBLIC WORKS DEPARTMENT  
330 W. 20<sup>TH</sup> AVENUE  
SAN MATEO, CA 94403

The City of San Mateo hereby requests proposals for planning and engineering services for the development of a comprehensive citywide bikeways master plan for the City of San Mateo.

Proposals shall be submitted by firms that have a capable and demonstrable background in the type of work described in Section II, "SCOPE OF WORK," of this notice. In addition, all interested firms shall have sufficient, readily available resources in the form of trained personnel, support services, specialized consultants and financial resources to carry out the work without delay or shortcomings. The proposals shall be submitted to the Public Works Department, City of San Mateo, 330 West 20th Avenue, San Mateo, California, 94403, no later than 5:00 p.m. on Friday, December 18, 2009. Each proposer shall submit five (5) bound sets of the proposal in accordance with Section V, "PROPOSAL," of this notice.

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### **EXHIBITS:**

- A. Existing City Bike Map
- B. City of San Mateo Department of Public Works Standard Agreement for Professional Consultant Services.

## **I. INTRODUCTION**

### **A. BACKGROUND**

The City of San Mateo, located about 20 miles south of San Francisco, encompasses approximately 13.5 square miles. The City is bordered by City of Burlingame to the North, Town of Hillsborough and unincorporated land to the west, City of Belmont to the south and City of Foster City and San Francisco Bay to the east. With a population of over 90,000, San Mateo is the second largest city in San Mateo County.

San Mateo is a mixed residential and commercial community. The largest land use in the City is residential, amounting over 55% of the total land area. Commercial and industrial uses constitute the second largest land use category accounting for over 15% of the total land area. As an urbanized city, redevelopment and small-scale infill are the predominate forms of new development within established zoning. The City is a charter city operating under a Council/Manager form of government. The five-member Council as the legislative body, represents the entire community and is empowered by the City Charter to formulate citywide policy. The City Manager, appointed by the Council, serves as the chief executive officer and is responsible for the day-to-day administration of City affairs.

The City desires to promote the use of bicycles as an alternate transportation mode. The City adopted a Sustainable Initiatives Plan (SIP) in 2007 which addresses several areas of environmental responsibility for the City. The Plan includes a specific goal to increase mode share for pedestrian and bicycle travel to 30% for trips of one mile or less by 2020. Bicycle and pedestrian travel currently represents only about 3% of all travel. The City's General Plan, currently being updated from 2020 to 2030 horizon, also includes specific policies for developing and maintaining a comprehensive bicycle and pedestrian circulation network which provide safe recreation opportunities and alternative to automobile travel.

The City wishes to develop a comprehensive citywide bikeways master plan which creates and maintains a safe and logical bikeway system; supports the goals and policies in the SIP and the General Plan, and is coordinated with the countywide system. A current bikeway system map is included as Exhibit A for your information.

The City's Public Works Commission also functions as the Pedestrian and Bicycle Advisory Committee. Commissioners are local residents appointed by the City Council. The Public Works Commission will provide guidance in the development of the master plan.

### **B. THE DOCUMENTS AVAILABLE FOR VIEWING INCLUDE:**

- Access to any available City's as-built drawings
- Copy of the City's underground map showing City facilities
- General Plan Circulation Element (draft)

## **II. SCOPE OF WORK**

The Scope of Work for the Citywide Bikeways Master Plan includes the following tasks:

1. Prepare Detailed Work Plan and Schedule
2. Conduct Base Survey
3. Public Participation/outreach
4. Define Goals, Policies, and Objectives
5. Inventory Existing Facilities
6. Conduct Needs and Demand Analysis
7. Develop Recommended Bicycle Network
8. Develop Implementation and Financial Plan
9. Prepare Citywide Bikeways Master Plan Report
10. Prepare Environmental Document for the Master Plan

**Task 1: Prepare Detailed Work Plan and Schedule**

This task involves developing a work plan and schedule which at a minimum will review objectives of the master plan, introduce a scope of work, confirm study area boundaries, establish a meeting and presentation schedule, and establish communication channels with other departments and with local and regional bicycle/pedestrian committees.

**Task 2: Develop and Administer a Base Survey**

This task involves developing and administering a statistically valid community survey to assess bicycle and pedestrian demand and awareness. The survey will assist in determining the current number of the miles traveled by vehicle, bicycle, or on foot. Additional items to be identified include: current areas of deficiency; public awareness of bicycle and pedestrian safety issues; knowledge and opinion of existing conditions for bicycle and pedestrian travel; and desirable items for inclusion in the plan. The expected results of this component of the project are an understanding of trips made which are less than one mile; less than five miles; school trips; and commute trips. The survey results will illustrate the needs of our residents and yield the baseline data needed to gauge and measure future impacts and successes of the Master Plan and measure future reductions in GHG emissions. After the Master Plan is in place and project implementation has commenced, a follow up survey will be distributed to measure progress and successes.

**Task 3: Public Participation Process**

This task includes working with the Public Works Commission and active members of the pedestrian and bicycle communities at quarterly meetings to provide updates on the development of the Master Plan, review the scope, products, and methods, and to receive input on work products. It is possible a steering committee will be created, comprised of staff members and interested citizens. The consultant will meet with this committee during the planning process. In addition, public outreach will be performed by way of public workshops held to solicit feedback regarding any major concerns or ideas expressed by the general public, and all documents will be posted on the City's web site.

**Task 4: Develop Revised Policies, Goals, and Objectives**

This task promotes development of a long range vision and direction for bicycle and pedestrian routes and facility planning by reviewing existing plans and policies. These include any pedestrian policies developed in the Circulation Element of the City's General Plan and other sources. In

addition, the review will include concepts and policies from comparable communities to San Mateo and from national organizations, and a review of all relevant legislation that might affect implementation of the Master Plan. New goals, objectives, policies and standards will be developed for the Master Plan by building on existing documents.

**Task 5: Inventory Facilities**

All existing pedestrian and bicycle facilities will be inventoried utilizing existing resources and will include researching information on existing routes and review of existing activity areas, as well as identifying and evaluating potential bicycle and pedestrian access areas.

**Task 6: Needs and Demand Analysis**

This task includes initiating a user needs and demands analysis of bicyclists in San Mateo to ensure that the proposed system meets the needs of cyclists of all ages and abilities. The work should include, but not be limited to, measurement of safety needs by reviewing existing education programs and conducting field research into site specific hazards; performance of citywide accident analysis; identification of existing constraints; and a review of general convenience of the existing systems.

**Task 7: Recommended Citywide Bicycle Network**

This task includes the development of a recommended citywide bicycle network. The selection criterion will generally consist of needs, available right of way, connectivity and directness, barriers, multi-mode linkages, safety and conflicts, and security. A listing of recommended bicycle and pedestrian systems and programs as well as recommended improvements should be provided. Detailed description sheets for identified projects should be created and should address the necessary geometrics and describe recommended support facilities.

**Task 8: Implementation Strategy**

This task requires the development of an implementation strategy that includes details on cost, responsible department, scheduling, and appropriate funding. An Implementation Plan for fundable, high priority projects over the next 10 years will be developed, along with an unconstrained implementation plan for the next 20 years. The strategy should rank and phase the recommendations and include provisions for monitoring, maintenance and security. Cost estimates should be provided for each project identified and potential matching and major funding sources should be identified. Based on the information available, a financial plan should be developed.

**Task 9: Updated Bicycle Master Plan Report**

This task will assemble information into a Draft Citywide Bikeways Master Plan for review and comment by staff and the Public Works Commission. Once in draft form, the Master Plan will be presented in public meetings. Following comments and feedback received, consultant will prepare a final version of the plan.

## **Task 10: Environmental Document**

This task will include the preparation of an appropriate environmental document under the California Environmental Quality Act for the Citywide Bikeways Master Plan. The Consultant will be responsible for developing a draft environmental report, assisting in the circulation of the report for public review, and finalizing the report per public comments.

### **III. PROPOSAL REQUIREMENTS**

The proposal shall consist of five (5) bound sets containing 8-1/2" x 11" sheet sizes for the text and 11" x 17" sheet sizes for any fold-out drawings. Proposals shall be limited to no more than twenty-five (25) pages, and shall include the following:

- A. A summary of the proposer's understanding of the project.
- B. The proposer's experience and history in performing this type of work, particularly those projects that have been successful. Include references of persons, firms, or agencies that the City may contact to verify the experience of the proposer.
- C. A table of organization setting forth who the project manager will be.
- D. A statement of qualifications and experience for each individual expected to perform responsible portions of the work.
- E. A time and materials proposal of the total cost for each step of the proposer's implementation plan; lump sum quotes for sub-consultant work and a "NOT TO EXCEED" figure for all the work to be performed. In addition, indicate the hourly rates that would be charged for the work performed by the proposer's principals and staff.
- F. Review the attached City of San Mateo standard agreement, and identify any modifications necessary.
- G. Proposals shall remain effective for ninety (90) days beyond the submittal date.

### **IV. CONSULTANT SELECTION PROCEDURE**

- A. EVALUATION CRITERIA
  - 1. Firm Qualifications: Technical experience in performing work of a closely similar nature, experience working with public agencies, record of completing work on schedule, strength and stability of the firm, and assessments by client references.
  - 2. Staff and Project Organization: Qualifications of project staff, key personnel's level of involvement in performing related work, logic of project

organization, adequacy of labor commitment; concurrence in the restriction on changes in key personnel.

3. Understanding: Demonstrated understanding of the project requirements.
4. Resource Allocation and Cost: Reasonableness of the total price for the work and how the costs have been allocated to specific tasks.

## B. EVALUATION PROCEDURE

A Review Board, generally made up of City staff, will review the proposals submitted, establish a list of finalists based on pre-established review criteria, interview the finalist firms, and determine the successful Proposer. The names of Review Board members are not revealed prior to the interview. The individual or composite rating and evaluation forms prepared by board member will not be revealed.

About sixty minutes will be allowed for the oral interview, including the questions and answers period. The Project Manager must lead the presentation before the Review Board. Tentative interview date is listed in Section VI.

## C. AWARD

The successful proposer will be asked to enter into a contract with the City reflecting the terms and conditions of the proposal plus the City's standard professional services agreement requirements. A copy of the City of San Mateo Department of Public Works Standard Agreement for Professional Consultant Services is attached in Exhibit B.

The City reserves the right to modify the scope of work or reject any or all proposals.

## V. PAYMENT

The method of payment to the successful proposer shall be on a time and materials basis with a maximum "not to exceed" fee as set by the proposer in his proposal as being the maximum cost to perform all work. This figure shall include direct costs and overhead such as, but not limited to, transportation, communications, subsistence, and materials and any subcontracted items of work. Progress payments will be based on actual hours, hourly costs and support service costs charged to the project on a monthly basis.

## VI. ESTIMATED PROJECT TIMETABLE

- November 13, 2009 Request for Proposals" sent to perspective consultants.
- December 18, 2009 - Responses from interested firms due at the Public Works Department no later than 5:00 p.m.
- January 7, 2010 – Consultant interview (tentative)

- January 12, 2010 - City to select consultant and prepare contract (tentative)
- January 22, 2010 - Contract award (tentative)

We look forward to your participation in this project. Inquiries and/or responses may be directed to:

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