



PUBLIC WORKS DEPARTMENT

Council Meeting Date: January 28, 2014
Staff Report #: 14-012

Agenda Item #: D-4

CONSENT CALENDAR:

Approve a Budget Appropriation in the Amount of \$130,000 from the Transportation Impact Fee Fund Balance and Authorize the City Manager to Enter into an Agreement with Whitlock & Weinberger Transportation, Inc. Consultant to Develop the El Camino Real Corridor Study in the Amount of \$459,713

RECOMMENDATION

Staff recommends that City Council approve a budget appropriation in the amount of \$130,000 from the Transportation Impact Fee Fund Balance and authorize the City Manager to enter into an agreement with Whitlock & Weinberger Transportation, Inc. Consultant to Develop the El Camino Real Corridor Study in the Amount of \$459,713.

BACKGROUND

The El Camino Real Lane Reconfiguration Study was approved and is included in the City's Capital Improvement Plan (CIP) for Fiscal Year (FY) 2013-2014. A related project, the El Camino Real/Ravenswood Avenue Northbound Right-Turn Lane Design, is also included in the City's CIP for FY 2013-2014 and 2014-2015, and therefore these two projects have been combined into one study/preliminary design. For simplicity, these projects have been renamed the "El Camino Real Corridor Study".

The Request for Proposals (RFP) for this project was approved by Council on October 15, 2013.

ANALYSIS

On October 22, 2013, staff released a Request for Proposals (RFP) to approximately 60 firms, including transportation/traffic engineering, urban design, environmental, and civil engineering design firms, to seek assistance in developing the El Camino Real Corridor Study. Proposals were due back to the City on November 6, 2013.

The City received proposals from three consultants – Hexagon Transportation Consultants, Inc.; TJKM Transportation Consultants; and W-Trans Transportation

Consultants. All three firms met the requirements outlined in the RFP, and were invited for oral interviews.

On December 3, 2013, a selection committee comprised of City staff and two representatives from each the Bicycle Commission and Transportation Commission interviewed the consultants. In evaluating the proposals, the committee used the following criteria described in the RFP:

- Demonstrated ability to deliver creative options to street design, and to perform the specific tasks outlined in the Request for Proposal.
- Qualifications of the specific individuals who will work on the project.
- Amount of time key personnel will be involved in the project.
- Specific method or techniques to be employed by the consultant on the project.
- Reasonableness of the schedule to complete each task element and complete the project.
- Overall cost of the proposal.

On the basis of the written proposals and consultant interviews, the selection committee concluded that W-Trans was best able to meet the City's needs within the allocated budget for this project. W-Trans has extensive experience working in the City and demonstrated strong knowledge of the key issues on El Camino Real. They included several sub-consultants to address the travel demand forecasting, civil engineering design, and urban design/streetscape aspects of the project that were identified in the RFP.

Scope of Work

The key tasks included in the Scope of Work are as follows:

1. Project Management
2. Community Outreach
3. Data Collection and Review
4. Identify Performance Metrics
5. Existing Conditions
6. Develop Travel Demand Forecasts
7. Future No Project Analysis
8. Alternatives Analysis
9. El Camino Real/Ravenswood Avenue-Menlo Avenue Northbound Right-Turn Lane Improvement Plans, Specifications and Estimate (PS&E)
10. Environmental Review

Each task is described in more detail in the scope of work, which is provided in Attachment B.

Project Implementation

Developing the El Camino Real Corridor Study involves a significant community outreach component to engage residents, schools, the business community and other stakeholders to identify alternatives that would improve multi-modal transportation on El Camino Real. One of the first steps in the study will include a community workshop to identify existing issues and gather input on the performance metrics to evaluate the alternatives. Several additional meetings are planned to obtain guidance and solicit input, including:

- Two additional Community Workshops (three total)
- Five Menlo Park Commission presentations (two Bicycle, two Transportation, and one Planning) to provide an opportunity to review information gathered at the Community Workshops and obtain input from the Commissioners
- Four public hearings in adjacent communities
- Two Menlo Park City Council presentations to:
 - Review the existing conditions analysis and results and gather feedback on the alternatives to be studied
 - Approve the final report and select a preferred alternative

Staff estimates that the development of the El Camino Real Corridor Study will take approximately 12 months to complete. Following Council's approval of the final report, detailed design work would be contracted on the Ravenswood Avenue/El Camino Real Northbound Right-Turn Lane Design. This work is anticipated to take an additional nine months.

IMPACT ON CITY RESOURCES

Funding for this study is pooled from the El Camino Real Lane Reconfiguration Study and Ravenswood Avenue/El Camino Real Northbound Right-Turn Lane Design, included in the FY 2013-2014 and FY 2014-2015 CIP Program. The amounts budgeted for these studies for the current FY 2013-2014 inclusive of consultant and staff time are \$200,000 each, or \$400,000 total. The funding sources for these projects are Measure A and the City's Transportation Impact Fee (TIF), respectively. The contract cost breakdown is as follows:

Contract	\$399,750
Contingency (15%)	<u>\$ 61,668</u>
Total	\$461,418

The W-Trans proposal was the best value of the three proposals received; however, the current project budgets are not sufficient to cover the cost of the consultant contract and staff time. The comprehensive scope of work prepared for the RFP incorporated comments from the El Camino Real Subcommittees of the Bicycle and Transportation Commissions, the Commissions and City Council; therefore, the proposed scope will have a greater cost than originally budgeted in the CIP.

In the 2013-2018 Five-Year CIP, the Ravenswood Avenue/El Camino Real Northbound Right-Turn Lane Project is programmed in FY 2014-2015 from the Traffic Impact Fee fund at \$1,150,000 for continuation of design and construction for the project. These funds in the Five Year CIP are a “plan”, not an appropriation; as such, staff is requesting that \$130,000 from the Transportation Impact Fee fund balance be allocated to fund the cost of the consultant contract and required staff time for the project in FY 2013-2014.

The proposed project budget assumes that a Mitigated Negative Declaration (MND) would be sufficient for environmental clearance of improvements to El Camino Real and cross streets; however, depending on the alternative selected, a lesser (negative declaration, ND) or more comprehensive (environmental impact report, EIR) environmental review may be required. Order of magnitude cost estimates for these services are noted below:

- Negative Declaration: reduction of \$42,750 from current scope and budget for a total project cost \$357,000
- Mitigated Negative Declaration: \$56,035, total project cost \$399,750 (included in current scope and budget)
- Environmental Impact Report: additional \$74,965 beyond current scope and budget for a total project cost \$474,000

If an EIR is required, the contingency built into the contract would not cover the additional cost. Therefore, staff would return to Council to request additional funds be allocated to this study if an EIR is required.

POLICY ISSUES

The recommendation does not represent a change to existing City policy.

ENVIRONMENTAL REVIEW

The El Camino Real Lane Reconfiguration Study is not a project under the current California Environmental Quality Act Guidelines. Modifications that are recommended as part of this study would require environmental review following the completion of the Study.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

- A. Scope of Work, Budget, and Schedule for El Camino Real Lane Reconfiguration and Ravenswood Right Turn Lane Study

Report prepared by:
Nicole H. Nagaya, P.E.
Senior Transportation Engineer

Report reviewed by:
Jesse T. Quirion
Transportation Manager

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Menlo Park El Camino Real Corridor Study

Task 1 – Project Management

W-Trans will conduct a kick-off meeting with City staff to finalize the scope of work and schedule, and discuss issues such as the project goals, opportunities and constraints, information needs, roles and responsibilities, and expectations. W-Trans will also describe their approach for ongoing project management approach over duration of this study.

Dyett & Bhatia will participate in the project kickoff meeting to discuss and initiate the community outreach portion of the project.

Task 1 Deliverables:

- *Kick-off Meeting Agenda and Minutes; Final Scope of Work and Schedule*

Task 2: Community Outreach

2.1 Web-based Survey. Dyett & Bhatia will develop a draft and final web-based overview survey to gain input from Menlo Park residents on their overall and specific ideas and concerns regarding circulation and safety within the study corridor. If desired, we can also develop a Spanish language version of the survey for an additional fee. Specifically, we will:

- Develop draft questions in consultation with other members of the consultant team for staff's review
- Revise questions based on staff comments
- Create the web-based survey using an online survey tool such as SurveyMonkey or similar
- Tally, analyze, and summarize results of the survey in a short memorandum after the survey has been available for a specified time, agreed upon by staff and the consultant team
- Include a link to the City's website so residents can sign up to receive updates on the project and meeting notifications.

2.2 Staff-level Meetings. W-Trans will attend up to six staff-level meetings throughout the planning process. Whenever possible, these should be scheduled adjacent to other meetings for efficiency. There is also budget allocated for meetings by conference call.

Dyett & Bhatia is budgeted for up to two staff-level meetings.

BKF is budgeted for up to two staff-level meetings

W&S Solutions is budgeted for up to two staff-level meetings.

2.3 Community Workshops. W-Trans will prepare for, facilitate, and process results from up to three community workshops. Workshops will be designed to be engaging, informative, supportive of diverse viewpoints, and geared towards building buy-in and broad support for the project. Our scope and budget assume that the City will be responsible for workshop notification, identifying/reserving appropriate meeting locations, and providing any refreshments/food etc. at workshops. W-Trans will provide all meeting materials, facilitate the workshops, and summarize the results in a memo. The three workshops are proposed to focus on the following:

- *Workshop #1: Visioning and Performance Metrics.* Held towards the beginning of the process, this workshop will focus on hearing residents’ and businesses’ goals, priorities, and concerns for the study corridor pertaining to multi-modal transportation, access, safety, and other Complete Streets-related topics. Specific metrics that address these concerns will be identified and discussed.
- *Workshop #2: Existing Conditions and Alternatives Development.* This workshop will provide community members with information on the study corridor’s current performance and conditions, and describe alternatives that improve multi-modal transportation along the corridor and address the ideas and concerns identified in the first workshop. Alternatives to be presented at this workshop will be developed as part of Task 8.
- *Workshop #3: Draft Proposals/Report.* The third and final workshop will provide an opportunity for the community to review and comment on the specific proposals in the Draft Plan. This workshop may be held in an “open house” format, where members of the public can drop by and visit various stations to learn about and comment on key aspects of the proposed project.

2.4 Adjacent community public hearings. W-Trans will attend up to four public hearings in adjacent communities, such as the Town of Atherton Transportation Committee, City of Palo Alto Planning and Transportation Committee, etc.

2.5 Menlo Park Commission presentations. W-Trans will attend up to five meetings of Menlo Park commissions, such as the Planning Commission, Bicycle Commission, and/or Transportation Commission.

2.6 Menlo Park City Council presentations. W-Trans will present findings/recommendations at the Menlo Park City Council.

2.7 Meeting with Caltrans. Steve Weinberger and Steve Fitzsimons of W-Trans will attend one meeting with Caltrans to review proposals for the corridor.

2.8 Project website and Facebook page. Dyett & Bhatia will develop a website and Facebook page for the project. The website will serve as a repository for all relevant information, including staff reports, presentations, meeting materials, project schedule, information on upcoming opportunities for participation, and related documents. The website will link to the City’s web page and include a comment form and means to sign up for the project’s mailing list. D&B will design the website; the City will host and maintain it, upload additional information, and maintain the Facebook page.

2.9 Newsletters. Dyett & Bhatia will develop a newsletter for electronic distribution. They will write up to four newsletters to be distributed at key stages of the project, such as in advance of community workshops or major hearings. City staff will be responsible for email distribution of the newsletters. The newsletter will also be posted on the project website and Facebook page.

Task 2 Deliverables:

- *Draft and final survey for distribution by City staff*
 - *Summary of survey results*
 - *Agendas and minutes for staff-level meetings*
 - *Agendas, presentations, notes from each Community Workshop*
 - *Presentations for each Commission and Council meeting*
 - *Materials for web site*
 - *Monthly newsletters (up to four)*
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Task 3 – Data Collection and Review

3.1 Review Background Studies and Plans. W-Trans will lead the effort to review background studies and plans which are relevant to this process.

3.2 Confirm ROW and Field Inventory. BKF will confirm existing right-of-way along the corridor. No topographic or boundary survey is assumed to be needed for the entire corridor. W-Trans will inventory existing striping and curb to curb widths for each block using the City's GIS linework combined with field inventories.

3.3 Full Survey. BKF will prepare a separate topographic survey for the Ravenswood intersection based on a City of Menlo Park benchmark. The survey will be completed using both aerial and conventional ground survey techniques. BKF will complete a detailed conventional ground survey to supplement the aerial survey for the existing right hand turn lane, curb, sidewalk, retaining walls, walkways and surface utilities for the area the project intends to improve.

3.4 Traffic Counts. Wiltec will complete the following intersection turning movement counts during the a.m. and p.m. peak periods including vehicles, bicycles, and pedestrians at the following intersections:

1. El Camino Real/Sand Hill Road
2. El Camino Real/Cambridge Avenue
3. El Camino Real/Middle Avenue
4. El Camino Real/Roble Avenue
5. El Camino Real/Menlo Avenue-Ravenswood Avenue
6. El Camino Real/Santa Cruz Avenue
7. El Camino Real/Oak Grove Avenue
8. El Camino Real/Valparaiso Avenue-Glenwood Avenue
9. El Camino Real/Encinal Avenue

Average daily traffic vehicle classification counts (including all classification of vehicles) will be completed at 4 locations on El Camino Real.

The traffic count effort will be modified as appropriate given the availability of existing traffic counts.

3.5 Travel Time Runs. Wiltec will complete bi-directional travel time runs on El Camino Real during the a.m. peak, off peak and p.m. peak hours between Sand Hill Road to Encinal Avenue.

3.6 Parking Inventory. An on-street parking inventory will be completed by block face. Twelve blocks of El Camino Real (the length of the study area) will be covered, plus side streets on either side of El Camino Real for one block east and/or west if parking is provided. The inventory will be completed in the field since Google Maps may not be up-to-date. The inventory will include the number and type of spaces as well as any parking restrictions.

Qualitative observations of current parking utilization will be conducted during peak parking demand periods, and readily available data from other sources will be gathered with the other background studies.

3.7 Curb Ramps, Crosswalks and Medians. W-Trans will field inventory curb ramp locations, marked crosswalks including signage and enhancements, and median islands including potential for use as refuge.

3.8 Collision Analysis. W-Trans will review the most recent 5-year collision data from SWITRS for the study area for all vehicle, bicycle, and pedestrian collisions. Rates will be developed for all road segments and intersections and compared with Caltrans expected rates for similar facilities.

3.9 Transit. W-Trans will inventory bus stops and contact SamTrans regarding routes, service frequency, and ridership data. CalTrain service and ridership data for the Menlo Park station will also be gathered.

3.10. Field Observations. W-Trans will conduct field observations of traffic operations, including intersection delay, signal phasing, and queuing during each peak period. We will also conduct behavioral observations while walking and bicycling the corridor.

3.11 Summary of Best Practices. W-Trans will prepare a summary of El Camino Real best practices. While some of this information will be gathered from the El Camino Real/Downtown Specific Plan and the Grand Boulevard Initiative, the summary will also highlight other Bay Area communities that have incorporated such practices along similar roadways.

3.12 Summary of Data Collection. W-Trans will prepare a working paper summarizing the results of the data collection and field inventories.

Task 3 Deliverables:

- *Data Request*
- *Cross-section and plan view of study area showing right-of-way, curb widths and lane striping*
- *Summary memo with findings from Task 3*
- *Relevant GIS layers developed by the consultant in ArcGIS format*
- *Summary of El Camino Real best practices, including photos and built examples*
- *Working paper of data collection summary*

Task 4: Identify Performance Metrics

W-Trans will identify a draft list of performance metrics to be used to evaluate alternatives. The metrics will consider industry standard operational considerations as well as conditions particular to the El Camino Real corridor. This list should include, at a minimum, for each mode, as follows:

4.1 Vehicles.

- Travel times
- Queues
- Intersection levels of service
- Vehicle miles of travel and greenhouse gas emissions

4.2 Bicycles.

- Number of riders on and crossing El Camino Real
 - Evaluate Level of Stress or Bicycle Level of Service (2010 Highway Capacity Manual)
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- Availability and suitability of parallel routes, such as Alma Street, Laurel Street, and Garwood Way

4.3 Pedestrians.

- Number of persons on and crossing El Camino Real
- Assess pedestrian exposure (crossing distance/pedestrian volume vs. vehicle turn volumes)
- Pedestrian delay at each intersection

4.4 Transit.

- Ridership
- Travel time
- Person delay

4.5. Parking Impacts. W-Trans will use the number of on-street spaces lost per block, per direction, along with the availability of on-street parking or off-street public parking within one block on either side of El Camino Real.

4.6. Other Metrics. Dyett & Bhatia will identify performance metrics related to safety, health, and aesthetics that may be used to help evaluate alternatives.

4.7 Draft Metrics. W-Trans will prepare a Working Paper summarizing the Draft Metrics.

4.8 Final Metrics. Following input, the metrics will be adjusted and resubmitted in final form.

Task 4 Deliverables:

- *Draft and Final Performance Metrics - Working Paper #1, including a summary of feedback received at Community Workshop #1*

Task 5 – Existing Conditions

5.1 Synchro Model and SIMTraffic Simulation. W-Trans will expand the Synchro model we are preparing for the 500 El Camino Real project analysis to cover the entire 12 block corridor with all of the intersections on the corridor. Existing traffic volumes and signal timing parameters will be input to evaluate intersection level of service and queuing on the corridor. The SIMTraffic component of the program will be used to develop a visual simulation of the corridor operations.

Baseline performance metrics will be assessed on the corridor using the established metrics for the following:

5.2 Vehicle Performance.

5.3 Bicycle Performance

5.4 Pedestrian Performance

5.5 Transit Performance

5.6 Opportunities and Constraints. W-Trans will assess constraints identified by the performance metrics as well as potential opportunities or enhancements and elements consistent with the El Camino Real/Downtown Specific Plan. The evaluation will include an assessment of key community origins and destinations and likely travel routes for different users, based on the City's Circulation System Assessment document and the Specific Plan.

5.7 Existing Conditions Working Paper. W-Trans will summarize the existing multimodal traffic conditions in the corridor in a working paper.

Task 5 Deliverables:

- *Existing Conditions Working Paper (electronic copy)*
- *Community Workshop #2 materials and minutes*
- *Presentations to Bicycle and Transportation Commissions and City Council*

Task 6 – Develop Travel Demand Forecasts

W&S Solutions will lead the Travel Demand Forecasts task. Using the San Mateo County/C/CAG Travel Demand Model, W&S will review projected growth and develop travel demand forecasts using C/CAG model results for the existing conditions and the year 2040. The addition of project-generated traffic identified in Task 3 will be incorporated, which include approved and pending projects and one percent per year annual growth. Road alternatives, including the addition of a third through travel lane on El Camino Real, will be modeled and evaluated using the C/CAG model. The modeling results will include both link and turning movement volumes in text format as well as shape files for the following scenarios:

Existing plus Project
2040 No Project
2040 Plus Project

Task 6 Deliverables:

- *Modeling results including link and turning movement volumes in text format*
- *Modeling link volumes results in Shape file format*
- *Modeling Memo*

Task 7 – Year 2040 No Project Analysis

7.1 Synchro Model and SIMTraffic Simulation. W-Trans will utilize the Synchro traffic model to evaluate intersection level of service and queuing on the corridor for the Year 2040 Travel Forecasts. Using SIMTraffic, a visual simulation of the corridor operations under these conditions will be created.

7.2 Performance Metrics. Baseline performance metrics will be assessed on the corridor for the Year 2040 Travel Forecasts.

7.3 Year 2040 No Project Conditions Working Paper. W-Trans will summarize the Year 2040 No Project traffic conditions for the corridor in a working paper.

Task 7 Deliverables:

- Year 2040 No Project Conditions Working Paper

Task 8 – Alternatives Analysis

8.1 Identify Concepts. W-Trans will lead this task, with support from BKF, Bottomley, and W&S, to identify preliminary modifications, improvements, and other concepts to meet the goals of the community and the El Camino Real Specific Plan. These concepts may include, but not limited to:

- lane striping reallocation
- curb extensions
- roadway widening
- parking removal
- arterial traffic calming
- traffic signal phasing
- traffic signal coordination
- bicycle lanes
- sharrow markings
- crosswalks enhancements
- crossbike enhancements
- NACTO bicycle enhancements
- sidewalk widening
- median expansion
- median refuge areas

Previously assumed modifications to the intersections on El Camino Real at Middle Avenue, Menlo Avenue-Ravenswood Avenue, and Valparaiso Avenue-Glenwood Avenue will be included in the list of alternatives.

8.2 Review of Concepts. These concepts will be presented along with a representative visual image and a discussion of benefits and drawbacks. The feasibility of these modifications within the context of this study will be evaluated.

8.3 Refine 3 Alternatives. Based on input received on these concepts, the improvements will be mixed, matched, and combined, as appropriate into three (3) alternatives. At least one alternative will include the addition of bicycle facilities on El Camino Real. At least one alternative will include the addition of a third through travel lane in both directions on El Camino Real. These three (3) alternatives will be carried forward into the process.

8.4 Modeling of Alternatives. W&S will model up to three road alternatives including Alternative 2a: Addition of a 3rd through lane in both directions on El Camino Real between Live Oak and Encinal Avenue during peak periods only via time-restricted on-street parking for the following scenarios:

- Existing with Road Alternative
- 2040 Plus Project with One Road Alternative

The C/CAG model will be used to verify if the addition of a third through travel lane on El Camino Real would induce latent demand traffic growth due to increase in road capacity.

8.5 Analysis of Alternatives. W-Trans will evaluate the three alternatives under Existing plus Project and Year 2040 plus Project conditions according to the established performance metrics.

8.6 Video Simulation. Using SIMTraffic, a video simulation for each alternative will be prepared for use in Community Outreach and public hearings.

8.7 30% Plans. W-Trans will prepare 30% plans of the three alternatives at a suggested 40-scale using AutoCAD. The 30% plans will focus on two dimensional road geometric changes with necessary notes to indicate changes in elevation where appropriate. Three dimensional cross sections will be prepared to supplement the 30% plans.

BKF will prepare an engineer's opinion of probable construction cost consistent with the 30% design level.

8.8 Alternatives Report. W- Trans will prepare an alternatives report summarizing the three options, their components and results of the performance metric evaluation. All technical data will be included as an attachment.

8.9 Refine Preferred Plan. Based on input received from the community staff, the preferred plan will be refined as necessary which will culminate in a 30% design plan and analysis report.

Task 8 Deliverables:

- *Concept (30%) plans for each alternative drawn to scale in AutoCAD.*
- *Alternatives Analysis Report (Electronic copy)*
- *Community Workshop #3 materials and minutes*
- *Presentations to Bicycle, Transportation and Planning Commissions and City Council*

Task 9 - Plans, Specifications and Estimate

9.1 60% PS&E. BKF will lead this PS&E task including submittal of the following at 60%, 90%, and 100% submittal stages. BKF will provide all civil design services related to civil design elements while W-trans will lead the required traffic signal modification plans.

Based on the 30% plans developed for the overall corridor in Task 8, BKF will begin development of PS&E for the El Camino Real/Ravenswood Avenue-Menlo Avenue Northbound Right Turn Lane improvement project or other design at this location selected through the process. This design will be consistent with the Final Alternatives Analysis Report adopted by the City Council in Task 8.

The basemap will use the topographic survey generated in Task 3. It is assumed that improvements will be entirely within the existing right-of-way. Should additional work be required outside of the existing right-of-way, additional services may be required to complete the design. The plans will include the following:

- Project Plans on City of Menlo Park title block, using City and Caltrans standards, as applicable:
 - Existing Conditions
 - Demolition

- Typical Sections
- Horizontal Control
- Curb Profile
- Traffic Signal & Lighting Plans (by W-Trans)
- Storm Drainage and Utilities
- Signing & Striping Plans
- Details
- Erosion Control
- Specifications in City of Menlo Park format
- Engineer's Opinion of Probable Construction Cost

BKF will meet with City staff as needed for review of PS&E. They will provide agendas and minutes, as needed for these meetings. They will incorporate the City's comments at each stage, and prepare responses if written comments are provided.

Exclusions and assumptions:

- It is assumed that Caltrans will only need the plans and specifications for their encroachment permit review. Additional documentation that has not already been prepared as part of this project, such as a Traffic Management Plan (TMP), is not included in this scope of services.
- It is assumed that the pavement structural section will be based on record drawings and that no analysis will be needed.
- Retaining walls and other structural design features are not included.
- A Storm Water Pollution Prevention Plan (SWPPP) is not included.

9.2 90% PS&E.

9.3 100% PS&E.

9.4 Caltrans Encroachment Permit Application and Coordination. BKF will coordinate approvals with Caltrans. They will prepare an encroachment permit application for the project and submit the 90% plans and specifications for their review. Caltrans comments will be incorporated into the 100% submittal. They would expect to receive an approved encroachment permit based on the 100% plans and specifications.

Should Caltrans require additional reports or documentation beyond what was prepared in previous tasks (such as the Alternatives Analysis Report), it will be considered additional work beyond what is included in this scope of services.

9.5 Construction Support. BKF will provide assistance to the City with construction services, including responding to requests for information (RFI's) and preparing record drawings.

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Task 9 Deliverables:

- 30% P, S & E
- 90% P, S & E
- 100% P, S & E
- Caltrans Encroachment Permit Application

Task 10: Environmental Review

10.1 Traffic Modeling. W&S will provide any additional computational results to support Environmental Review report including the VMT and speed bin data for a study area.

10.2 Supplemental Analysis. W-Trans will complete any supplemental traffic analysis needed for the environmental review.

10.3 Initial Study. Following finalization of the Draft Proposed Project, Dyett & Bhatia will prepare an Initial Study to assess the extent to which significant environmental impacts may occur with development of the project. Specifically, the Initial Study will review the project relative to the El Camino Real/Downtown Specific Plan Program EIR, which was certified in June 2012. The Initial Study typically includes a project description, brief environmental setting, potential environmental impacts and brief explanations to support findings, mitigation measures for any significant effects, a description of consistency with related plans and policies, and names of parties responsible for preparation.

We anticipate that many impacts associated with the proposed project may be covered under this EIR; however, specific project-related impacts, such as those pertaining to construction, may require additional analysis and impact assessment. Environmental issue areas in which we anticipate the project may have significant impacts include transportation, air quality, greenhouse gas emissions, and noise; however, our analysis will not be limited to these issue areas only.

10.4 Further environmental review. Following the Initial Study, we will proceed with the following approach for further environmental review:

Expanded/Mitigated Negative Declaration (MND). An expanded MND would be prepared if it is determined that any potential significant environmental effects can be reduced to a level of insignificance through project revisions. California Statute (Section 21064.5) provides that that MNDs are used "when the initial study has identified potentially significant effects on the environment, but (1) revisions in the project plans or proposals made by, or agreed to by, the applicant before the proposed negative declaration and initial study are released for public review would avoid the effects or mitigate the effects to a point where clearly no significant effect on the environment would occur, and (2) there is no substantial evidence in light of the whole record before the public agency that the project, as revised, may have a significant effect on the environment."

The expanded MND will consist of a description of the impacts associated with each issue area supplemented by a more in-depth analysis of certain topics where potential impacts have been identified. Mitigation measures will be identified as necessary to reduce identified potentially significant effects. While a review of available third-party information (such as California Natural Diversity Database for biological resources and Department of Toxic Substances for hazardous materials) will be done, for site-specific technical information (such as soils) we will rely on information compiled by other members of the consultant team and the City of Menlo Park.

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While all topics in the environmental checklist must be discussed, the topics likely to require the most analysis will be construction-related impacts related to:

- Aesthetics
- Air Quality
- Biological Resources
- Cultural Resources
- Geology
- Greenhouse Gases
- Hazards
- Hydrology
- Noise
- Traffic/Transportation (W-Trans)

During the preparation of the expanded/MND, Dyett & Bhatia and the W-Trans consultant team will identify practical and feasible mitigation measures to reduce environmental impacts of the project to less than significant levels. Dyett & Bhatia will submit administrative and final drafts of the Initial Study and proposed MND for review and approval by City staff.

A Mitigated Negative Declaration is subject to the same consultation and notice requirements as any Negative Declaration. City staff will be responsible for preparing the notice of intent to adopt a Mitigated Negative Declaration to the public and appropriate agencies, and providing copies of the Initial Study as required. As the Lead Agency, it will be the City's responsibility to submit the MND to the State Clearinghouse and circulate to the appropriate agencies. City staff will also be responsible for compiling comments received during the circulation period (30 days).

Dyett & Bhatia will prepare the Notice of Completion with assistance from staff and submit all necessary materials to the State Clearinghouse.

Dyett & Bhatia will participate in up to two public hearings regarding the certification of the proposed Mitigated Negative Declaration. Dyett & Bhatia will provide one hard copy and an electronic copy of the final product to the City, and the City will be responsible for producing additional hard copies.

Task 10 Deliverables:

- *Initial Study*
- *Notice of Intent*
- *Administrative Draft Mitigated Negative Declaration*
- *Public Review Draft Mitigated Negative Declaration*
- *Notice of Completion*
- *Planning Commission Hearing (1), City Council Hearing (1)*

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City of Menlo Park El Camino Real Corridor Study
W-Trans Team Budget

TIME ESTIMATES BY PERSON AND TASK

TASK	Total Dollars	W-Trans								Dyett & Bhatia						BKF				W & S				Bottomley			Wiltec	Total Hours	Expenses			
		S Weinberger PM	M. Spencer Principal	S Fitzsimons Traffic Eng.	Z Matley Planner	T Henderson Eng Asst	S. Lam Eng Asst	Tech/ Admin	Field Tech	R Bhatia Principal	S Martin Associate	Associate/ Environmental	Planner	GIS/ Computer	Project Asst.	J O'Flaherty Principal	J Mansfield PM	Engineer II	2-person Survey	R Borger Surveyor II	J Wu	B Song	M Zhao	Staff	T Bottomley Principal/PM	Zhang/Vlach Technical	Assistant		Data	Miles	Misc	
		\$220	\$205	\$205	\$160	\$120	\$115	\$85	\$40	\$210	\$150	\$130	\$110	\$110	\$70	\$213	\$175	\$131	\$251	\$131	\$150	\$150	\$60	\$40	\$185	\$95	\$65		LS	\$0.61	LS	
Task 1	Task 1 - Project Management	\$11,437	24	20				6		4	4																			58	90	\$53
Task 2	Task 2 - Community Outreach and Meetings	\$71,515.00																														
	2.1 Web Based Survey	\$7,305	2					4		4	8		12	24	4														58		\$105	
	2.2 Staff Meetings (6)	\$12,602	24	8				12		2	4										6	3						68	540	\$100		
	2.3 Community Workshops (3)	\$14,185	24	12				36																				88	270	\$600		
	2.4 Adjacent Community Hearings (4)	\$4,979	16	4																								20	720	\$200		
	2.5 Commission Meetings (5)	\$5,934	20	4																								24	720	\$275		
	2.6 Council Presentation (2)	\$3,660	8	4						1	4																	17	360	\$50		
	2.7 Caltrans Meeting (1)	\$2,025	5		4																							9	90	\$50		
	2.8 Project Website and Facebook	\$10,510	2					2		6	16		12	40	4													84				
	2.9 e-Newsletter	\$10,315	2					2		8	24			32	8													78		\$105		
Task 3	Task 3 - Data Collection and Review	\$40,586.60																														
	3.1 Review Background Studies and Plans	\$3,010	6	2		2	8																						18			
	3.2 Confirm ROW and Field Inventory	\$3,734	2		4		8	8																				28				
	3.3 Full Survey	\$8,767													2	2	4	8	8									23		\$4,410		
	3.4 Traffic Counts	\$6,991	1					2																				3				
	3.5 Travel Time Runs	\$1,185						2																				2				
	3.6 Parking Inventory	\$1,370		2				4																				14	180	\$50		
	3.7 Curb Ramps, Crosswalks and Medians	\$1,160	2					4																				12				
	3.8 Collision Analysis	\$3,960	4		8		12																					24				
	3.9 Transit	\$1,060	2					4																				10				
	3.10 Field Observations	\$2,200	2		4			4																				18	180	\$50		
	3.11 Summary of Best Practices	\$4,230	6	2	4	6	6	4																				24				
	3.12 Summary of Data Collection	\$2,920	6			12		4																				22				
Task 4	Task 4 - Identify Performance Measures	\$12,137.50																														
	4.1 Vehicle Performance Measures	\$1,000	2			2	2																						6			
	4.2 Bicycle Performance Measures	\$1,000	2			2	2																						6			
	4.3 Pedestrian Performance Measures	\$1,000	2			2	2																						6			
	4.4 Transit Performance Measures	\$990	2			2	2		2																				6			
	4.5 Parking Impacts	\$970		2		2	2																						6			
	4.6 Other Metrics	\$3,153	2																										20		\$53	
	4.7 Draft Metrics	\$2,785	4	1		4	6		4	2	8	8																19				
	4.8 Final Metrics	\$1,240	2			2	4																						8			
Task 5	Task 5 - Existing Conditions	\$18,045.00																														
	5.1 Synchro Model and SIMTraffic	\$4,600	4			6	24																						34			
	5.2 Vehicle Performance	\$2,610	4			2	6	6																					18			
	5.3 Bicycle Performance	\$1,240	2			2	4																						8			
	5.4 Pedestrian Performance	\$1,240	2			2	4																						8			
	5.5 Transit Performance	\$1,220	2			2	4																						8			
	5.6 Opportunities & Constraints	\$2,650	4	2		4	6		4																				16			
	5.7 Existing Conditions Working Paper	\$4,485	4	1		6	8	4	12																				35			
Task 6	Task 6 - Develop Travel Demand Forecasts	\$21,980.00																														
	Model Preparation	\$2,300	1			2	2														8								21			
	Existing plus Project	\$6,610																			43								47			
	2040 No Project	\$4,960																			32								36			
	2040 plus Project	\$4,960																			32								36			
	Documentation	\$1,620																			6	4							13			
	Communication	\$1,530	2			2	2														3								11			
Task 7	Task 7 - 2040 No Project Analysis	\$9,520.00																														
	7.1 Synchro and SIMTraffic	\$2,230	2			4	10																						16			
	7.2 Performance Metrics	\$3,980	8			8	4	4																					24			
	7.3 Working Paper	\$3,310	4	2		6	6	4	4																				22			
Task 8	Task 8 - Alternatives Analysis	\$81,558.48																														
	8.1 Identify Concepts	\$6,581	8	2		4	4																						42	84		
	8.2 Review of Concepts	\$4,964	4		2	2	4								2	8	8												30			
	8.3 Refine 3 Alternatives	\$4,520	6	2		2	4																						28			
	8.4 Modeling of Alternatives	\$12,920	2			4	2														70	2		20					100			
	8.5 Analysis of Alternatives	\$6,140	12			4	15																						39			
	8.6 Video Simulation	\$2,000	2			4	8																						14			
	8.7 30% Plans	\$31,163	10	2	16	16	16	24	100						4	8	40												250	84		
	8.8 Alternatives Report	\$8,240	12	2		8	16																									

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El Camino Real Corridor Study W-Trans Team Schedule

Task	Feb 2014	March 2014	April 2014	May 2014	June 2014	July 2014	Aug 2014	Sept 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	March 2015	April 2015	May 2015	June 2015
1. Project Initiation	* ◇																
2. Community Outreach	* w/f	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
3. Data Collection and Review			◇														
4. Identify Performance Metrics							◇										
5. Existing Conditions					◇												
6. Develop Travel Demand Forecasts					◇												
7. 2040 No Project Analysis						◇											
8. Alternatives Analysis								◇		◇		◇					
9. ECR/Ravenswood Av-Menlo Av NB Rt Turn Lane PS&E												◇		◇		◇	
10. Environmental Review																◇	◇
LEGEND:	* = meeting										◇ = deliverable						

Notes

*Exact dates for community meetings, project team meetings, newsletters, hearings, etc. tbd.

w/f =Website & Facebook

A detailed schedule for each task, with deliverables, reviews, and meetings, will be prepared for the kick-off meeting and updated regularly.

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