



PUBLIC WORKS DEPARTMENT

**Council Meeting Date: October 1, 2013
Staff Report #: 13-163**

Agenda Item #: F-1

REGULAR BUSINESS: **Approve the Request for Proposal for the El Camino Real Lane Reconfiguration and Ravenswood Avenue Right Turn Lane Study**

RECOMMENDATION

Staff recommends that the City Council approve the Request for Proposal (RFP) for the El Camino Real Lane Reconfiguration and Ravenswood Avenue Right Turn Lane Study.

BACKGROUND

The El Camino Real Lane Reconfiguration Study was approved as a project priority by Council 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 therefore these two projects have been combined into one study/preliminary design.

The first step is to secure a consultant team to conduct the Study/Preliminary design. An RFP process is used, so potential consultants can provide informed proposals and staff can ensure a qualified team is selected.

ANALYSIS

The study/preliminary design will consider possible widening alternatives to allow for the addition of a bicycle lane or an additional through lane, for a total of three lanes in each direction between Sand Hill Road and Encinal Avenue. The purpose of this study is to identify potential reconfiguration alternatives, and evaluate the feasibility and potential impacts (adverse and beneficial) to improve multi-modal transportation along the corridor. Impacts to traffic, active transportation, safety, parking and aesthetics will be addressed as part of the evaluation. In summary, within the limited right-of-way available, this study will assess safety, efficiency and convenience trade-offs between motorists and bicyclists. The project will include an extensive community engagement component, including community workshops, web-based outreach, meetings with the Bicycle, Transportation and Planning Commissions and the City Council. Meetings with the Town of Atherton and City of Palo Alto Committee(s) and Commission(s) are also included.

Given the location of the El Camino Real/Ravenswood Avenue Northbound Right-Turn Lane Design project within the overall study corridor, the planning and design of this project was included as part of the El Camino Real Lane Reconfiguration Study. This will allow for the projects to be coordinated and, ultimately, the design of the El Camino Real/Ravenswood Avenue Northbound Right-Turn Lane to be compatible with the overall improvement plans for the El Camino Real corridor.

Staff worked with the two El Camino Real Lane Reconfiguration Study Subcommittees, one of the Bicycle Commission and one of the Transportation Commission, to develop the attached RFP. The RFP was also approved by the Bicycle and Transportation Commissions at their September 9, 2013 and September 11, 2013 meetings, respectively.

The RFP defines the project history, problem statement, project objectives, and gives (a list of conditions serving as a framework for stakeholders of the project that are not open for negotiation), as well as the core Scope of Work, Project Schedule, required proposal content and selection process details.

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. 2030 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

If approved, the RFP will be sent to consultants in mid-October to solicit proposals. Interviews of the consultants will include the Bicycle and Transportation Commission sub-committees and would most likely be held in late November/early December with Council award of the contract to the consultant in early January 2014.

IMPACT ON CITY RESOURCES

Funding for the El Camino Real Lane Reconfiguration Study and Ravenswood Avenue/El Camino Real Northbound Right-Turn Lane Designs are included in the FY 2013-2014 CIP Budget. The amounts budgeted for these studies are \$200,000 and \$50,000, respectively, for the current fiscal year inclusive of consultant and staff time.

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. Draft Request for Proposal (RFP) for El Camino Real Lane Reconfiguration and Ravenswood Right Turn Lane Study

Report prepared by:
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Transportation Manager

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**Draft Request for Proposal (RFP)
for
El Camino Real Lane Reconfiguration
and Ravenswood Right Turn Lane
Study**

Issued: October 16, 2013

Proposals Due: November 6, 2013

Background

Project History

El Camino Real is a key roadway connecting cities throughout San Francisco, San Mateo, and Santa Clara Counties, and provides a key transportation route through downtown Menlo Park. El Camino Real serves many local businesses fronting and adjacent to the street, and is one of few north-south thoroughfares in the City, providing connections for residents to jobs and services in Palo Alto, Mountain View, Los Altos, Atherton, Redwood City, and beyond.

El Camino Real also divides the City, with the downtown business district on the west side and the Civic Center, recreation facilities and library on the east side, and the Menlo Park City School District schools straddling both sides. This orientation requires frequent crossings by Menlo Park residents on a daily basis, and represents a challenging situation for pedestrians, bicyclists, and motorists making short trips to local destinations.

El Camino Real is designated State Route 82 and is owned by Caltrans within Menlo Park city limits (San Francisquito Creek to Encinal Avenue); however, the City of Menlo Park operates and maintains the traffic signals within the City. El Camino Real also serves numerous SamTrans, VTA and local shuttle transit services, and is one block west of the Caltrain corridor, with the Menlo Park station located near the intersection with Santa Cruz Avenue.

Today, El Camino in Menlo Park is six lanes wide from the southerly border with the City of Palo Alto, before narrowing to four lanes north of Ravenswood Avenue. The four lane section continues north to Spruce Avenue in the Town of Atherton. In the southbound direction, the four lane section begins at Valparaiso Avenue-Glenwood Avenue and continues south to Ravenswood Avenue, where it widens to a six-lane cross-section. El Camino Real is six lanes through the adjacent communities of Atherton, Palo Alto, Mountain View and Los Altos; it is four- to six-lanes in Redwood City.

The El Camino Real corridor and Downtown Menlo Park were recently re-envisioned through the City's El Camino Real/Downtown Specific Plan (Specific Plan), adopted by the Menlo Park City Council in June 2012. The Specific Plan provides the framework for redevelopment of many underutilized parcels in the Plan Area, and encourages transit-oriented, mixed-use and infill development. While maintaining the existing cross-section was assumed throughout the process, improvements to several intersections on El Camino Real and a comprehensive bicycle network were identified as part of the Specific Plan. Specifically, the Environmental Impact Report for the Specific Plan and other prior development projects identified the need for widening the northbound approach from El Camino Real to Ravenswood Avenue to add a right-turn lane, with conversion of the existing right-turn lane to a through lane. This modification is currently included in the City's Five-Year Capital Improvement Plan.¹ Since this improvement lies within the study area for this project, it will be evaluated and design developed as part of this study. The City's Transportation Impact Fee (TIF) Program also includes modifications at the El Camino Real intersections at Middle Avenue and Valparaiso Avenue-Glenwood Avenue that will be reviewed as part of this study, although preparation of full design plans for these improvements are not anticipated as part of this project.

As the Specific Plan Area has begun to redevelop, the community, the Bicycle, Transportation and Planning Commissions, and City Council have raised concerns about the functionality of El Camino Real to serve multi-modal transportation users safely and efficiently. Key issues raised have included:

- Occurrence of congested conditions and delay to motorists, transit vehicles, and emergency vehicles during peak commute hours;
- Ability to serve local traffic and connect local businesses, including provision of on-street parking;
- Safety of motorists, bicyclists, and pedestrians traveling along and across El Camino Real;
- Presents a barrier to vehicle, bicycle, and pedestrian traffic attempting to cross El Camino Real;
- Prevalence of motorists making u-turns at Cambridge Avenue
- Comfort of bicyclists traveling on El Camino Real, and bicyclists' need to access local destinations in the corridor; and
- Designation of El Camino Real as a Class II bike lane/minimum Class III bike route facility in the Specific Plan.

Problem Statement

El Camino Real as it currently exists does not adequately serve the Menlo Park community's need for safe and efficient multi-modal transportation and access to local destinations.

¹ Five-Year Capital Improvement Plan, FY 2013-18. Available: http://content.govdelivery.com/attachments/topic_files/CAMENLO/CAMENLO_191/2013/05/15/file_attachments/211148/5YR%2BCIP%2B13-18%2B-%2BFinal%2B05.13_211148.pdf

Project Objectives

Based on these issues, the City is embarking on a study to review potential transportation and safety improvements to El Camino Real. This study will consider possible widening alternatives to allow for the addition of a bicycle lane or an additional through lane, for a total of three lanes in each direction between Sand Hill Road and Encinal Avenue. The purpose of this study is to identify potential reconfiguration alternatives, and evaluate the feasibility and potential impacts (adverse and beneficial) of up to three (3) of these alternatives to improve multi-modal transportation along the corridor. Impacts to traffic, active transportation, safety, parking and aesthetics will be addressed as part of the evaluation. In summary, within the limited right-of-way available, this study will assess safety, efficiency and convenience trade-offs between motorists and bicyclists.

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Serving as a framework for the stakeholders of this project are a list of conditions that are not open for negotiation:

- Infrastructure and streetscape modifications to El Camino Real between Sand Hill Road and Encinal Avenue will be evaluated as part of this study and, as necessary for connectivity, side-street approaches to El Camino Real within this area. Modifications to side-streets will be considered between the western side of the Caltrain tracks and the eastern side of Curtis Street-Hoover Street-Alto Lane.
- All proposed modifications should be consistent with the El Camino Real/Downtown Specific Plan.
- Only surface improvements will be considered (i.e., grade separation, such as tunneling, is prohibitively expensive for purposes of this study).
- Impacts (both beneficial and possibly adverse) to all modes of travel will be considered in this study.
- It is expected that Caltrans will continue ownership of El Camino Real in the reasonably foreseeable future; thus, ultimate design and implementation of modifications to El Camino Real will need to meet Caltrans requirements and standards. Caltrans representatives will be invited to participate as interested stakeholders as part of this process.

Scope of Work

The following is the project outline on a task-by-task basis that is intended to set the general framework for the study.

Task 1 – Project Management

Consultant 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. Consultant should also describe their approach for ongoing project management approach over duration of this study.

Deliverables:

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

Task 2 – Community Outreach

Consultant will develop a draft and final web-based overview survey to gain input from Menlo Park residents on their overall and specific concerns regarding circulation and safety within the study corridor. The survey will also include a link to the City's website, so residents can sign up to receive updates on the project and notification of future meetings. The consultant will tally the results of the survey to use during the project.

Consultant will prepare materials for and attend the following meetings:

- Up to six staff-level meetings
- Up to three Community Workshops
- Up to four adjacent community public hearings (such as Town of Atherton Transportation Committee, City of Palo Alto Planning and Transportation Commission and/or Bicycle Advisory Committee)
- Up to five Menlo Park Commission presentations (two Bicycle, two Transportation, and one Planning)
- Up to two Menlo Park City Council presentations
- Meeting with Caltrans to Review Report/Findings

It is anticipated the content reviewed at the meetings would include at least the following:

- Community Workshop #1: *Visioning and Performance Metrics*
- Community Workshop #2: *Existing Conditions and Alternatives Development*
- Bicycle Commission Meeting #1: *Existing Conditions and Alternatives Development*
- Transportation Commission Meeting #1: *Existing Conditions and Alternatives Development*
- City Council Meeting #1: *Existing Conditions and Alternatives Development*
- Community Workshop #3: *Draft Report*
- Bicycle Commission Meeting #2: *Draft Report*
- Transportation Commission Meeting #2: *Draft Report*
- City Council Meeting #2: *Draft Report*

Alternatively, the consultant may propose an alternative approach to community outreach meetings based on prior project experiences, as desired.

Additionally, the following tasks will require regular updates from the consultant:

- Project Web Site and Facebook page: Develop project web site and Facebook page to provide all relevant information about the project, including: staff reports, presentations, meeting materials, project schedule, and related documents. The consultant will provide the information and the City will upload the information and maintain the website.

- Newsletter: The consultant will develop a regular electronic newsletter to inform the community of the progress of the project. Email distribution will be handled directly by the City.

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

Task 3 – Data Collection and Review

Consultant will review all relevant previous studies, including relevant historical traffic counts and other data, as summarized below, and identify locations and collect new traffic counts as needed:

- Review background studies and plans:
 - El Camino Real/Downtown Specific Plan
 - General Plan
 - Comprehensive Bicycle Development Plan Grand Boulevard Initiative
 - Transportation Impact Fee Final Report
- Confirm existing right-of-way and inventory existing curb widths and lane striping for each block
- Full survey of southeast corner of El Camino Real and Ravenswood Avenue (for use in Task 9)
- Compile previously collected traffic counts, and collect new data, as needed:
 - Intersection turning movement counts during peak periods (vehicles, heavy vehicles, buses, bicycles, pedestrians)
 - Average daily traffic vehicle classification counts
- Conduct travel time runs
- Inventory parking spaces by block face
- Inventory curb ramp and crosswalk locations, median islands
- Most recent 5-year collision data (vehicles, bicycles, and pedestrians)
- Bus routes and service frequency, stops, and ridership
- Conduct field observations, including intersection operations and queuing during each peak period; behavioral observations; and walking and bicycling the corridor
- Prepare summary of El Camino Real best practices, highlighting other Bay Area communities that have incorporated such practices along similar roadways

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

Task 4 – Identify Performance Metrics

Consultant will identify a draft list of performance metrics to be used to evaluate alternatives. The draft list should be reviewed with City staff and presented at the first Community Workshop. This list should include, at a minimum, for each mode, as follows:

- Vehicles:
 - Travel times
 - Queues
 - Intersection levels of service
 - Vehicle miles of travel and greenhouse gas emissions
- Bicycles:
 - Number of riders on and crossing El Camino Real
 - Evaluate Level of Stress² or Bicycle Level of Service (2010 Highway Capacity Manual)
 - Availability and suitability of parallel routes, such as Alma Street, Laurel Street, and Garwood Way
- 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
- Transit:
 - Ridership
 - Travel time
 - Person delay
- Parking Impacts (number of spaces lost per block)
- Other metrics, if desired, to be determined by consultant to address Safety, Health, Economic Impact, Impacts to Railroad Crossings, Diversion to Parallel Routes, Aesthetics

Deliverables:

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

Task 5 – Existing Conditions

Consultant will complete Existing Conditions analysis to establish baseline performance metrics, identify opportunity areas, and project constraints. Given level of congestion and queue spillback between the intersections in the study area, a micro-simulation traffic operations model should be prepared for both the morning and evening peak periods, calibrated to observed

² Mineta Transportation Institute (May 2012). *Low-Stress Bicycling and Network Connectivity*. Available: <http://transweb.sjsu.edu/PDFs/research/1005-low-stress-bicycling-network-connectivity.pdf>

Existing Conditions. The extents of the model area needed should be recommended by the consultant.

Using this calibrated micro-simulation model, the consultant will evaluate performance metrics by mode as identified in Task 4.

Consultant will assess project opportunity areas and constraints, including an assessment of key community origins and destinations and likely travel routes for different users, and document model calibration process and Existing Conditions in Working Paper #2. Present Existing Conditions during second Community Workshop and to Bicycle and Transportation Commissions and City Council.

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

Using the San Mateo County/C/CAG Travel Demand Model, the consultant will review projected growth and develop travel demand forecasts for each analysis scenario. Analysis scenarios should include:

- Existing plus Project
- 2040 No Project
- 2040 Plus Project

Forecasts should be reasonably consistent with those published for recent development projects, which include traffic assignment for approved and pending projects and one percent per year annual growth. Under Existing and 2040 plus Project Conditions, the C/CAG model should be used to verify if the addition of a third through travel lane on El Camino Real would induce latent demand traffic growth. Consultant should recommend whether a separate set of demand forecasts should be used to quantify such latent demand.

Deliverables:

- Forecast Methods and Results - Working Paper #3 (electronic copy)

Task 7 – 2040 No Project Analysis

The consultant will prepare 2040 No Project Conditions analysis. Consultant will evaluate performance metrics identified in Task 4 for the 2040 No Project conditions using the calibrated micro-simulation models for each peak period.

Task 8 – Alternatives Analysis

Based on community input at the first workshop and Existing Conditions analyses, the consultant will identify preliminary concepts to improve multi-modal transportation along El Camino Real. These concepts may include, for example, infrastructure improvements (such as lane additions or striping changes, curb extensions as identified in the Downtown Specific Plan), operational improvements (such as signal coordination with the Caltrain crossings), or

connectivity improvements (such as, consistent with the Specific Plan, extension of Ravenswood Avenue bicycle lane from the Caltrain tracks to El Camino Real). The concepts should emphasize improvements for the existing public right-of-way, including available curb-to-curb width and sidewalk areas. While the City is considering possible grade separation of the Ravenswood Avenue crossing of the Caltrain tracks, it should not be assumed as part of this Study. Additionally, the TIF and prior studies have identified modifications to intersections on El Camino Real at Middle Avenue, Menlo Avenue-Ravenswood Avenue, and Valparaiso Avenue-Glenwood Avenue as follows:

- Middle Avenue:
 - Add a second northbound left-turn lane from El Camino Real to Middle Avenue and add receiving lane on Middle Avenue.
 - Add a southbound right-turn lane from El Camino Real to Middle Avenue
- Menlo Avenue-Ravenswood Avenue:
 - Widen the northbound El Camino Real approach to add a third through lane
 - Widen the southbound El Camino Real approach to add a second left-turn lane and restripe the existing right-turn lane to a shared through and right-turn lane
 - Widen eastbound Menlo Avenue approach to provide dedicated left-turn, through, and right-turn lanes
- Valparaiso Avenue-Glenwood Avenue:
 - Restripe the existing right-turn lane on northbound El Camino Real to a shared through and right-turn lane and add a third receiving lane
 - Widen the westbound Glenwood Avenue approach to add a dedicated right-turn lane

The feasibility of these modifications within the context of this Study should be evaluated as part of this task.

The improvement concepts will be refined to identify the top three (3) alternatives in the second community workshop, Bicycle and Transportation Commission meetings and City Council meeting. Then up to three (3) alternatives will be carried forward for detailed evaluation as part of this task:

- Addition of bicycle facility in both directions on El Camino Real between Sand Hill Road and Encinal Avenue
- Addition of a 3rd through lane in both directions on El Camino Real between Live Oak and Encinal Avenue
- Third alternative, to be determined

Consultant will evaluate the three (3) alternatives under the following scenarios:

- Existing plus Project
- 2040 plus Project

Consultant will prepare conceptual (30%) plans, to-scale, using AutoCAD 2010 based on the base right-of-way and existing facility inventory information collected and compiled in Task 3 for each alternative. Also prepare up to two (2) static photosimulations of each alternative.

Consultant will develop conceptual cost estimates for each alternative. Consultant will evaluate performance metrics identified in Task 4 for each alternative using the calibrated microsimulation models for each peak period. An assessment of key community origins and destinations and likely travel routes for different users under each scenario should be developed. Using the resulting microsimulation models, a video of the simulation for each alternative should be prepared for use in Community Outreach and public hearings.

Consultant will prepare draft and final Alternatives Analysis Report, incorporating prior final working papers. Results will be presented during Community Workshop #3, and to the Bicycle, Transportation and Planning Commissions for review and recommendation to the City Council for final approval.

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 – El Camino Real/Ravenswood Avenue-Menlo Avenue Northbound Right-Turn Lane Improvement Plans, Specifications and Estimate (PS&E)

Based on the 30% plans developed for the overall corridor in Task 8, the consultant will develop detailed design plans, specifications and cost estimate (PS&E) for the El Camino Real/Ravenswood Avenue-Menlo Avenue Northbound Right-Turn Lane improvement. The design should be consistent with the Final Alternatives Analysis Report adopted by the City Council in Task 8.

The plans and specifications must follow the most recently adopted City of Menlo Park and Caltrans standards and shall include all necessary requirements to construct the improvements in the public right-of-way, including but not limited to, grading and drainage improvements, utility relocations, traffic signal relocations/modifications, tree protection requirements, and signage and striping modifications. Consultant will submit copies of the plans, specifications and cost estimate at 60%, 90% and 100% complete. The City will review and provide comments to the Consultant to incorporate into the documents for each submittal. In addition, the plans and specifications will be submitted to Caltrans for an encroachment permit at the 90% submittal. The consultant will incorporate Caltrans comments into the 100% submittal. Upon final approval of the plans and specifications and Caltrans approval of the encroachment permit, consultant will submit signed copies of the plans and specifications to the City for bidding (print and electronic copies in AutoCAD and Microsoft Word for plans and specifications, respectively).

The consultant should also prepare a fee proposal to assist the City with construction support services, including responding to requests for information (RFIs) and preparing as-built construction drawings.

Task 10 – Environmental Review

Based on the alternative recommended in Task 8 as part of this study, some level of environmental review under the California Environmental Quality Act (CEQA) will be required. Therefore, all traffic analyses completed as part of Tasks 1 through 8 must be consistent with CEQA requirements and guidelines, as it will be used as the foundation for environmental review as part of this task.

The consultant will prepare, at a minimum, an Initial Study (IS) for the resulting project. The Initial Study shall review the project in relation to the El Camino Real/Downtown Specific Plan Program EIR, which was certified in June 2012. Based on the IS conclusions, the City will determine the appropriate level of environmental review. For purposes of this RFP, the consultant should prepare a preliminary scope and cost estimate for the following CEQA documents as optional tasks:

- Negative Declaration
- Mitigated Negative Declaration
- Environmental Impact Report

Project Schedule

It is anticipated that the project will adhere to the following preliminary schedule:

Request for Proposals (RFP) Issued	October 16, 2013
Questions on RFP Due	October 23, 2013 by 5:00 pm
Response to Questions Issued	October 28, 2013 by 5:00 pm
Responses to RFP Due	November 6, 2013 by 4:00 pm
Tentative Interview Dates, If Needed	Week of November 18 – 22, 2013
Contract Award	January 2014
Project Completion	June 2015

Proposal Content

The City is seeking a qualified consultant or consultant team to provide all of the services necessary to complete the El Camino Real Lane Reconfiguration and Ravenswood Northbound Right Turn Lane Study for the City of Menlo Park. The proposal must clearly demonstrate an understanding of the City’s goals and objectives for this project. The proposal shall including the items outlined in the sub-headings below. Please limit submissions to 30 pages, not including cover letter, references, or staff resumes.

1. Cover Letter

The consultant shall provide a letter introducing the firm and summarizing general qualifications and an executive summary of the specific approach to completing the study. This section should indicate the length of time for which the proposal remains effective (minimum of 60 days).

2. Work Program

The consultant shall submit a detailed plan for the services to be provided. Identify items and tasks that City Staff are expected to provide and/or complete.

3. Schedule

The consultant shall include in the proposal a preliminary project schedule that identifies milestones and completion dates by task from the beginning through formal review and adoption of the Study by the City Council. Initial project work should commence in January 2014 and is anticipated to last approximately 18 months.

4. Budget and Fees

The consultant shall provide a fee estimate, on a task-by-task basis including extra meetings costs if required. The proposal shall include a spreadsheet identifying personnel, hourly rates, and project responsibilities and estimated amount of time expected for each task, expressed in person-hours. The proposed budget is to be presented as not-to-exceed, with all overhead/expenses included in the figure. The consultant should outline the terms of payment, based on monthly billings to the City.

5. Public Meetings

The consultant will be required to attend and participate in meetings and/or public workshops with committees and policy makers as listed in other sections of the RFP. An hourly rate for additional meetings and presentations should be included in the proposal.

6. Key Personnel

The consultant shall provide the names of key personnel, their respective titles, experiences, and periods of services with the firm. Please clearly identify the primary contact for the proposal. If sub-consultants will be used, include details for these team members in this section.

7. Availability

The consultant shall provide a brief statement of the availability of key personnel of the firm to undertake the proposed project.

8. Qualifications

The consultant shall provide a list of related projects completed by the firm, along with relevant background information (*maximum of 10 examples*). For projects that were completed by a team of consultants, please clarify the specific contribution of you the firm.

9. References

The consultant shall provide the names and telephone numbers of three (3) persons whom the agency can call for references regarding the firm's past performance, preferably on similar projects.

Selection Process

Please submit eight (8) double-sided bound copies, (1) unbound, single-sided copy on standard-weight paper (no heavy weight paper or tabled dividers), and one (1) CD-R or USB

drive including a PDF copy of your full proposal at your earliest convenience, but no later than **November 6, 2013** at 4:00 p.m. to:

Nikki Nagaya, Senior Transportation Engineer
Transportation Division
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

A Selection Advisory Committee comprised of City staff and members of the Bicycle and Transportation Commission will review the proposals received and select the most qualified firm(s) based on the following criteria:

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

After the review of the proposals, staff will notify all consultants of their status in writing. Interviews of selected consultants by the Selection Advisory Committee will be scheduled thereafter, if necessary. It is anticipated interviews will be held the week of November 18th. Key members of each consultant project team should be present for the interview. A letter will be sent to each selected consultant team indicating the format of the interview and discussion topics along with the interview time, date and location.

The Selection Advisory Committee will rank the consultants after the interviews. City staff will negotiate the scope of work and final terms of agreement with the selected consultant.

The City of Menlo Park reserves the right to reject any of the proposals, to select more than one consultant, and/or accept that proposal or portion of a proposal which will, in its opinion, best serve the public interest.

Insurance Requirements

The consultant will be required to carry insurance coverage during the performance of the contract providing the following minimum limits:

Bodily injury including accidental death	\$1,000,000 per person
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Property damage and public liability (including coverage of vehicles used by the Consultant on or off the premises)	\$1,000,000 each person \$1,000,000 each accident \$1,000,000 property damage
Worker's Compensation Insurance	as required by California statutes
"Errors and Omissions" (Malpractice)	\$1,000,000

If you have any questions during the preparation of your proposal, please contact Nikki Nagaya, Senior Transportation Engineer at (650) 330-6770 or by email at nhnagaya@menlopark.org.

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