

**TRANSPAC TAC MEETING NOTICE AND AGENDA**

**THURSDAY, AUGUST 30, 2018**

**9:00 A.M. to 11:00 A.M.**

**In the LARGE COMMUNITY ROOM at City of Pleasant Hill City Hall  
100 GREGORY LANE  
PLEASANT HILL**

**1. Minutes of the June 28, 2018 Meeting**

**ACTION RECOMMENDATION: Approve Minutes**

Attachment: TAC minutes from the June 28, 2018 meeting

**2. Monument Boulevard / I-680 Bicycle and Pedestrian Improvements Feasibility Study.**

The TRANSPAC Board approved the scope of work for the Monument Boulevard / I-680 Bicycle and Pedestrian Improvements Feasibility Study (Study) scope of work in July 2018. The Study will identify specific improvements in the project area with the effort resulting in material to support future funding requests. The study is envisioned to detail improved bicycle and pedestrian related improvements in the study area and identify scope, cost, and delivery strategy information that could be used to pursue additional project funding. TRANSPAC has not procured a professional service contract procurement for a project of this type in the recent past. Therefore, TRANSPAC TAC is requested to review the proposed procurement process proposed for the Study as well as the draft RFP document. As discussed at the last TRANSPAC TAC meeting, it was identified that this Study will require additional project/contract management work beyond the traditional TRANSPAC Managing Director tasks. The TRANSPAC TAC is requested to review the scope and cost estimate for the project management tasks associated with the Study effort. The costs for the project/contract management tasks are proposed to be funded from the funds identified for the Study and that are included in the FY 2018/19 budget.

**ACTION RECOMMENDATION: Approval of the draft contract procurement process, Draft RFP, and draft scope and fee for additional Study project/contract management tasks to be performed by the Managing Director.**

Attachment: Draft Summary of Procurement Process for the Monument Boulevard / I-680 Bicycle and Pedestrian Improvements Feasibility Study; Draft RFP for the Monument Boulevard / I-680 Bicycle and Pedestrian Improvements Feasibility Study; Draft Project/Contract Management Tasks Scope and Fee

3. **Amendment to the Major Streets Program Measure J Grant (CCTA #24007).** The City of Pleasant Hill and the City of Walnut Creek have an existing Measure J Major Streets Program grant (CCTA #24007) through the Contra Costa Transportation Authority (CCTA) for the Geary Road Improvement Project. That project has been completed and the cities are fully reimbursed for those project costs, with a remaining balance of unexpended Measure J funds of about \$478,000. These funds are requested to be split evenly between the City of Pleasant Hill and the City of Walnut Creek to be programmed for two new projects along regional routes of significance. City of Pleasant Hill also has approximately \$501,000 in unexpended Measure J Line 24 funds (Major Streets Program) from the Buskirk Avenue Realignment Project (CCTA #24006, completed in 2015) to reprogram to a new project. New project scopes for the Measure J funds will need to meet the requirements of the Measure J Line 24 “Major Streets: Traffic Flow, Safety, and Capacity Improvements” which include improvements to major thoroughfares. Upon TRANSPAC approval of an amendment request to Measure J Line 24 funds, the CCTA will need to approve the amendment through the CCTA Measure J Strategic Plan. Additional information for this item will be available at the meeting.

**ACTION RECOMMENDATION: Consider the City of Pleasant Hill and City of Walnut Creek request to amend the programming of the balance of CCTA #240007 and #24006 Measure J Line 24 funds.**

4. **MTC Safe Routes to School (SRTS) Program.** As part of the extension of the initial One Bay Area Grant (OBAG) for an additional year, MTC allocated an additional \$822,000 to Contra Costa in funding for Safe Routes to School (SRTS) projects and programs. These federal funds were not included in the OBAG 2 call for projects and they remain available to Contra Costa jurisdictions. Contra Costa Transportation Authority (CCTA) staff has material that outlines potential options that are being considered to allocate the funds.

Attachment: Additional Safe Routes to School Funding (CCTA Memo, August 1, 2018)

5. **Street Smarts Diablo Program Update.** Kirsten Riker, with 511 Contra Costa / Street Smarts Diablo Program, will provide information about the Program. The Street Smarts Diablo program is a traffic safety program that educates pedestrians, bicyclists and drivers in central and eastern Contra Costa County. The program is funded with Measure J Line 21a (Safe Transportation for Children) in Central County. The Measure J Line 21a program is forecast to generate about \$440,000 in FY 18/19.

Attachment: Street Smarts Diablo Program Summary

6. **Electric Vehicle Ready Communities Challenge, Phase 1 Grant.** TRANSPAC supported the Contra Costa Transportation Authority (CCTA) request for funding from the California Energy Commission (CEC) for an electric vehicle readiness plan/blueprint for Contra Costa. In the spring, the CCTA was informed their application was not successful, primarily due to the program geographic equity requirements.

Since that time, a northern California project that was selected for the CEC funding is no longer moving forward, and the CCTA project has now been awarded \$200,000 in Electric Vehicle Ready Communities Challenge, Phase 1 Grant funding. The CCTA, in partnership with Contra Costa County and 511 Contra Costa, will use the funding to develop an implementation plan for large-scale electric vehicle charging infrastructure and related policies. The CCTA has initiated an RFP process to retain a qualified consultant to assist in the plan development. CCTA will provide additional information on the project and opportunities for Central County to participate in the process.

Attachment: CCTA Staff Report, Contra Costa Electric Vehicle Readiness Plan RFP, July 11, 2018

7. **Grant Funding Opportunities.** This agenda item is intended to provide an opportunity to review and discuss grant opportunities.
8. **Committee Updates:**
  - a. Technical Coordinating Committee (TCC): The next meeting is September 20, 2018.
  - b. Countywide Bicycle & Pedestrian Advisory Committee (CBPAC): The next meeting is September 24, 2018.
  - c. Paratransit Coordinating Council (PCC): The next meeting is September 17, 2018.
9. **Future Agenda Items:**
  - The CCTA Calendar for July to October 2018, may be downloaded at: [http://ccta.granicus.com/MetaViewer.php?view\\_id=1&clip\\_id=410&meta\\_id=38087](http://ccta.granicus.com/MetaViewer.php?view_id=1&clip_id=410&meta_id=38087)
10. **Next Meeting: September 27, 2018.**

**MEETING DATE:** June 28, 2018

**MEMBERS PRESENT:** Ruby Horta, County Connection; Eric Hu, Pleasant Hill; Abhishek Parikh, Concord; Robert Sarmiento, Contra Costa County; Andy Smith, Walnut Creek; and Michael Tanner, BART

**STAFF:** Matt Todd, TRANSPAC Managing Director; and Anita Tucci-Smith, TRANSPAC Clerk

**GUESTS/PRESENTERS:** Peter Engel, Director of Programs, Contra Costa Transportation Authority (CCTA); and Martin Engelmann, Deputy Executive Director, Planning, CCTA

**MINUTES PREPARED BY:** Anita Tucci-Smith

The meeting convened at 9:00 A.M.

**1. Minutes of the May 24, 2018 Meeting**

The minutes were approved by consensus.

- 2. Draft Monument Boulevard / I-680 Bicycle and Pedestrian Improvements Feasibility Study Scope of Work.** The TRANSPAC Board approved the I-680 / Monument Boulevard Bicycle and Pedestrian Improvement Project area to be studied with the \$220,000 of funding included in the TRANSPAC budget project reserve (November 2017). The funds are proposed to perform a feasibility study to identify specific improvements in this area with the effort resulting in material to support future funding requests. The approximate limits of the area to be examined are proposed to be between Contra Costa Boulevard and Mohr Lane/Iron Horse Trail. This area, a gap in the current Countywide Bike Plan, would provide for an improved east-west connection across I-680, and would directly benefit residential areas and schools as well as an identified Community of Concern (MTC) area. The study is envisioned to detail improved bicycle and pedestrian related improvements in the study area and identify scope, cost, and delivery strategy information that could be used to pursue additional project funding. The draft scope of work for review is based on the recent study completed for the I-680 / Treat Boulevard Bicycle and Pedestrian Improvements Project and comments received from the TRANSPAC TAC. This effort will also require additional project/contract management work. Additional information on project/contract management tasks and costs will be available at the meeting.

A project of this type is proposed to include tasks such as identifying feasible improvements, traffic modeling, simulations, and a comprehensive outreach effort with stakeholders. The TRANSPAC TAC reviewed the draft scope of work at its meeting on May 24, 2018 and continued the discussion to this meeting.

Matt Todd, Managing Director, presented the Draft Monument Boulevard/I-680 Bicycle and Pedestrian Improvements Feasibility Study Scope of Work, described the revisions to the document, and clarified the 16 to 18 meetings that had been proposed to evaluate the material along with the public outreach that had been envisioned to solicit public feedback.

Eric Hu recommended Caltrans involvement given that some of the area of the project was owned by Caltrans. He also noted a portion of Contra Costa Boulevard that the City of Pleasant Hill had not envisioned as a bike lane and referred to the parallel Cleaveland Road that was less congested and that could easily accommodate bike and pedestrian activities, which could bypass the downtown before moving back to Contra Costa Boulevard.

Speaking to the Cleaveland Road option, Andy Smith did not want any change to the scope to affect the budget and suggested some language in the RFP to address that concern.

Mr. Todd referred to the draft schedule and stated the scope could be brought to the TRANSPAC Board in July. He proposed the preparation of some basic procurement procedure to identify the solicitation of proposals process. He also advised that he would prepare a project management budget, to be brought back to the TAC at its next meeting in August. He also noted that a bicycle/pedestrian trip that used an alternate route than Monument Boulevard under I-680 should also be part of the analysis.

Robert Sarmiento suggested that if the proposal was a Complete Streets kind of project, it should be included in the Countywide Bicycle and Pedestrian Plan.

Martin Engelmann requested some time to determine whether there was a linkage to the Countywide Bicycle and Pedestrian Plan Best Practices and technical procedures and would advise the TAC of his findings. Staff indicated Martin could submit further comments.

The TAC supported that strategy and by consensus approved the Monument Boulevard/I-680 Bicycle and Pedestrian Improvements Feasibility Study Scope of Work and draft schedule.

3. **Measure J Line 20a Funds Program.** The Measure J Expenditure Plan includes a program, 15: Transportation for Seniors & People with Disabilities. The name generally self-describes the activities that the program funds.

There is an additional program in Measure J, 20a: Additional Transportation Services for Seniors & People with Disabilities, which provides the TRANSPAC area an additional 0.5% for these types of services. TRANSPAC is responsible for recommendations on how the Line item 20a funds are to be used. In December 2017, the TRANSPAC Board approved the call for projects process and fund estimate, as well as strategy to identify unprogrammed Line 20a funds into a set of three fund categories/reserves. TRANSPAC approved two years of programs and projects for Line 20a funding in May 2018 and the CCTA approved the program at its June 2018 meeting. With the funds programmed for the upcoming two fiscal years, it is proposed to review the remaining balance and the fund/reserve categories (Cash Flow Reserve, Operations, and Capital).

Mr. Todd advised that the Line 20a program had recently been approved to fund about \$900,000 of projects for the next two years. He also referred to the material provided as to what had been identified for programming, the history of what had been programmed in the past, described a cash flow reserve of about \$500,000, and identified a capital fund reserve of \$300,000 and a \$270,000 operations programming reserve, which also represented consideration of an economic downturn and what might be needed if that were to occur.

Mr. Todd referred to Item 4, the Monument Community Shuttle service requests and explained that the City of Concord and County Connection had requested Line 20a funds for the Monument Shuttle, which accommodated about 12,000 riders a year with an annual budget of \$250,000 for two routes that had been launched in August 2016. The City has secured funding to operate the service through August 2019. The initial two years of service had been funded through a combination of MTC Lifeline, 19a, and 20a funds. The last 20a funding request (plus 19a funds) that TRANSPAC had approved a year ago had a provision that Concord would pursue Lifeline funds. Through that application process for Lifeline funds, the City of Concord had met with County Connection, CCTA, TRANSPAC, and it had been determined that the Lifeline application would not be possible, as detailed in the letters from the City of Concord and County Connection included in the meeting packets.

Ruby Horta reported that County Connection could again exchange 19a funds for 20a funds assuming it could be made whole and anything County Connection would have given up would have been to fund the same routes that served the Monument Corridor.

Abhishek Parikh explained that the goal was to create a more sustainable process and Concord would work with County Connection collaboratively on a strategy to sustain the routes.

Mr. Todd noted that this was the third time that County Connection had stepped up to exchange the fund sources and the second time Line 19a funds had been used.

Peter Engle advised that CCTA would work with the City and County Connection to develop a long-term solution. He noted that the performance of the Monument Community Shuttle was lower than some services County Connection provided in the corridor but it was getting better and County Connection was doing some pilots with on-demand type service. The requested funding would get the shuttle through the end of FY 2020, allowing two years to evaluate other emerging alternatives to help the community. From the perspective of 511 Contra Costa, he stated there was a desire to engage the community in other bike share programs and improve mobility within the neighborhood. He added that some money could probably come back into the program given that some programming had not been completed, which would help on the level of the reserves.

Back to Item 3 and the 20a fund, Mr. Todd suggested that one way to address the reserves would be to handle the program and see what was left.

The TAC supported the requests with no further comments.

Mr. Todd reported that the item would be brought to the TRANSPAC Board at its meeting on July 12. He requested a rider survey, and Mr. Parikh advised that he would bring back more information on the shuttle at the end of the year.

4. **Monument Community Shuttle Service Funding Request.** The Measure J Expenditure Plan includes a program, 15: Transportation for Seniors & People with Disabilities. The name generally self-describes the activities that the program funds. There is an additional program in Measure J, 20a: Additional Transportation Services for Seniors & People with Disabilities, which provides the TRANSPAC area an additional 0.5% for these types of services. TRANSPAC is responsible for recommendations on how the Line item 20a funds are to be used. The City of Concord and the County Connection are requesting Measure J Line 20a funds for the operation of the Monument Community Shuttle service. The Monument Community Shuttle service provides two fare free routes to key community locations and is projected to carry about 12,000 rides in FY 18. The service operating cost is about \$250,000 per year. The Monument Community Shuttle service was launched on August 2016, funded with a combination of Lifeline funds (that were exchanged for Measure J 19a funds), Measure J 20a funds, and Measure J 20a funds (that were exchanged for Measure J 19a funds). The County Connection ability to exchange funds with the Measure J 19a funds have been an important component in the funding of this service. The total funding of about \$722,000 provides operations for the service through about August 2019. The City of Concord was last approved for \$250,000 of Measure J Line 20a (that were exchanged for Measure J 19a) funds in July 2017. With the last funding, the goal of the City of Concord was to have a funding plan in place to operate the service through August 2019, and that the City would apply for the next cycle of MTC Lifeline program funds for the FY 2019 / 2020 and FY 2020 / 2021 period of operation.

The City of Concord submitted an application for the MTC Lifeline funds in April 2018. The City of Concord, County Connection, CCTA and TRANSPAC staff met multiple times regarding coordination required for the City of Concord to be able to utilize MTC Lifeline fund sources (FTA and STA), which require a transit operator's administrative structure to secure grant funds. Based on the agreement detailed in the May 4, 2018 letter from County Connection (included as attachment), the City of Concord withdrew its Lifeline application. The agreement includes County Connection transferring \$200,000 from Measure J Line 19a funds to Monument Community Shuttle Service Program. In return, County Connection agreed to pursue the equivalent amount of funding through Measure J Line 20a funds for County Connection's Link service. The City of Concord would request \$50,000 through Measure J Line 20a funds, representing 20% of the funding, the estimate of the senior and disabled share of ridership on the service. These funds are proposed to provide the operations for August 2019 to July 2020.

Based on the prior discussion, the TAC supported the Measure J Line 20a funding requests for operations funding for the Monument Community Shuttle Service.

5. **TRANSPAC Central County Action Plan / Subregional Transportation Mitigation Program.** Through the Central County Action Plan for Routes of Regional Significance (Action Plan), TRANSPAC has implemented a Subregional Transportation Mitigation Program (STMP) to generate funding for project mitigations from private developers whose projects are found to increase traffic on Routes of Regional Significance. The STMP details the process for consideration of, and mitigation if required, for proposed development. The TRANSPAC TAC reviewed the STMP that is included in Chapter 5 of the Central County Action Plan at its meeting on May 24, 2018 and continued the discussion to this meeting to review information for other transportation mitigation programs in the County.

Mr. Todd explained that the discussion of the STMP had arisen in relation to the presentation and discussion of the Concord Naval Weapons Station (CNWS) Reuse Plan, and the associated transportation issues impacting the TRANSPAC area. A draft presentation had been reviewed last month, summarizing what had been included in the Action Plan along with any actions that might be required to address expected issues along with what other RTPCs were doing to address similar issues. He referred to additional information provided including a summary of the defined mitigation fees for other RTPCs and material from a 2008 CCTA study that provided context for the STMP that was being used in Central County.

Martin Engelmann considered the STMP a CCTA success which had now brought in upwards of \$300 million in funding for regional routes from new development; the biggest contributions from East County, essentially \$20,000 per home, and to encourage job growth in East County the STMP fee had been reduced for commercial, retail, and office.



Mr. Engelmann stated a similar program had been implemented in West County where a per unit fee had been established and had been discounted for commercial, retail and office construction. He noted that every RTPC, with the exception of TRANSPAC, had conducted a nexus study and identified a uniform fee structure. In the case of Central County, there was a STMP process that had been used in the past and which was being utilized on a case-by-case basis. With respect to the CNWS, Concord had prepared a General Plan for a full build out, and at that time it had been too early to talk about fees because the City of Concord had not yet acquired the property from the U.S. Navy.

Mr. Engelmann noted the first phase of the CNWS would involve 3,000 homes and a specified number of jobs. Ultimately buildout would be through a number of phases and take about 40 years, and things could be very different over that time. He did not recommend a piecemeal approach and described the options and methods that could be considered to address the kinds of mitigation that might be required.

Mr. Parikh reiterated that there would be a full build-out in phases and the mitigations throughout the county would be analyzed, with the first phase expected to be done by 2030, the second by 2040, and the third by 2050 plus or minus five years.

Mr. Todd advised that the information item would also be presented to the TRANSPAC Board.

**6. Grant Funding Opportunities.** This agenda item is intended to provide an opportunity to review and discuss grant opportunities

## **7. Committee Updates**

TAC members advised that the Technical Coordinating Committee had met and had discussed the Countywide Bicycle and Pedestrian Master Plan, moving it forward to the Planning Committee.

Mr. Engelmann affirmed that the Countywide Bicycle and Pedestrian Plan would be going to the Planning Committee and then to the full CCTA Board of Directors on July 18, 2018 for adoption.

## **8. Future Agenda Items**

There was no discussion of future agenda items.

## **9. Adjournment**

The meeting adjourned at 10:40 A.M. to the next meeting on August 30, 2018.

## **Procurement of Professional Services Contract for the Monument Blvd. / I-680 Bicycle and Pedestrian Improvements Feasibility Study**

Contracts for the acquisition of the Professional Services required to complete the Monument Blvd. / I-680 Bicycle and Pedestrian Improvements Feasibility Study (Study) will be subject to a competitive procurement process

- **Identify the Services**
  - The TRANSPAC Board will be required to approve the services to be acquired.
- **Identify Potential Consultants**
  - Managing Director will identify potential consultants to supply the requested services in coordination
    - Managing Director will coordinate with the TRANSPAC TAC agencies as well as the Contra Costa Transportation Authority (CCTA) to identify a list of consultants.
- **Request Proposals**
  - Proposals shall be requested from the consultants in writing.
    - The request for proposal shall identify the date and time of the proposal deadline and the method of evaluating proposals.
    - The request for proposal material shall be posted on the TRANSPAC website. A notice shall be emailed to a distribution list of potential consultants (previously identified).
    - The proposals shall be submitted in writing. Documentation shall be completed regarding the date, time, and contact information of each request for proposal received.
- **Evaluate Proposals**
  - All proposals received shall be documented and evaluated for completeness.
  - All proposals deemed to be complete shall be evaluated.
  - The Managing Director shall identify an Evaluation Committee (could include, but not be limited to, staff from TRANSPAC TAC, CCTA, RTPC's, Caltrans) to evaluate proposals in accordance with the method for comparing proposals identified in the RFP, which may include interviews with one or more consultants. The Managing Director will be a member of the Evaluation Committee.
  - Upon completion of the evaluation process, contract negotiations with the most qualified consultant will be opened to begin cost negotiations. If project cost negotiations with the selected firm are unsuccessful, TRANSPAC reserves the right to enter into negotiations with other submitting firm(s). Upon acceptance of a cost proposal and successful contract negotiations, staff will recommend a contract be awarded.
- **Execute Contract**
  - The TRANSPAC Board will be required to approve the contract for the services to be acquired.

# TRANSPAC

## REQUEST FOR PROPOSALS

### Monument Boulevard / I-680 Bicycle and Pedestrian Improvements Feasibility Study

Date Released: [XXXXXX]

TRANSPAC  
1211 Newell Avenue, Suite 200  
Walnut Creek, CA 94596

**RFP Submission Deadline:**  
**Proposals are due prior to 2:00 p.m. of**  
**[proposal due date]**

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## INTRODUCTION

TRANSPAC (Transportation Partnership and Cooperation) is the Regional Transportation Planning Committee (RTPC) for Central Contra Costa. It is composed of elected representatives, planning commissioners and technical staff from the six Central Contra Costa jurisdictions including the cities of Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and the unincorporated area of Central Contra Costa County. TRANSPAC is responsible for the development of transportation plans, projects and programs for the Central County areas as well as the appointment of two representatives to the Contra Costa Transportation Authority.

TRANSPAC is requesting proposals for a Feasibility Study for bicycle and pedestrian improvements at Monument Boulevard / I-680 in the vicinity of Pleasant Hill and Concord.

The proposals submitted in response to this RFP will be used as a basis for selecting the Consultant for this project. The Consultant's proposal will be evaluated and ranked according to the criteria provided in Appendix B - Proposal Evaluation of this RFP.

Addenda to this RFP, if issued, will be will be posted on the TRANSPAC website at:

<https://transpac.us/>

It shall be the Consultant's responsibility to check the TRANSPAC website to obtain any addenda that may be issued. Consultant is required to acknowledge all addenda issued in the proposal cover letter.

The Consultant's attention is directed to Appendix A - Proposal Requirements.

Submit five (5) hard copies (one (1) electronic copy in PDF format on USB flash drive) of the Consultant's proposal, and one (1) hard copy (one (1) electronic copy in PDF format on USB flash) drive of a cost proposal. The hard copies and electronic version shall be mailed or submitted to the TRANSPAC prior to the RFP Submission Deadline (see cover page). Proposals shall be submitted in a sealed package clearly marked "Monument Boulevard / I-680 Bicycle and Pedestrian Improvements Feasibility Study" and addressed as follows:

Matt Todd  
Managing Director  
TRANSPAC  
1211 Newell Avenue, Suite 200  
Walnut Creek, CA 94596

Proposals received after the time and date specified above will be considered nonresponsive and will be returned to the Consultant.

Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of the Consultant. To be considered, however, the modified Proposal must be received prior to RFP Submission Deadline (see cover page).

Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Consultant will be considered nonresponsive and rejected.

This RFP does not commit TRANSPAC to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. TRANSPAC reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified Consultant, or to modify or cancel in part or in its entirety the RFP if it is in the best interests of TRANSPAC to do so.

The prospective Consultant is advised that should this RFP result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by TRANSPAC.

All products used or developed in the execution of any contract resulting from this RFP will remain in the public domain at the completion of the contract.

TRANSPAC intends to progress in this procurement in a series of orderly steps. The schedule that follows has been developed in order to provide adequate information for Consultants to prepare definitive Proposals and to permit TRANSPAC to fully consider various factors that may affect the decision. This schedule is subject to change at the discretion of TRANSPAC. TRANSPAC will provide sufficient advance notice to Consultants in the event of schedule changes.

The anticipated consultant selection schedule is as follows:

|                                       |                               |
|---------------------------------------|-------------------------------|
| Deadline for Questions                | 2:00 PM on Xxxxx Y, 2018      |
| RFP Submission Deadline               | See Cover Page                |
| Proposal review and evaluation:       | Xxxxx Y, 2018[range]          |
| Oral interviews (if required):        | Xxxxx Y, 2018[range]          |
| Contract Negotiation:                 | Xxxxx Y, 2018 [range]         |
| Contract Award and Notice to Proceed: | Xxxxx Y, 2018 [approx.. date] |

Any questions related to this RFP shall be submitted in writing to the attention of Matt Todd, Managing Director, via email at [matt@graybowenscott.com](mailto:matt@graybowenscott.com). Questions shall be submitted before 2:00 PM on [DATE].

## PROJECT DESCRIPTION AND BACKGROUND

This scope of work is proposed to perform a feasibility study to identify specific improvements to the bicycle and pedestrian connections on the Monument Boulevard Corridor across I-680. This area, an identified gap in the Countywide Bike Plan, would provide for an improved east-west connection across I-680. The study is envisioned to detail improved bicycle and pedestrian related improvements in the study area and identify scope, cost, and delivery strategy information that could be used to pursue additional project funding.

The study area to be evaluated includes travel on the Monument Boulevard Corridor between Mohr Lane (and the Iron Horse Trail connection with Monument Boulevard) and Contra Costa Boulevard (and including consideration of the Cleaveland Road route that is parallel to Contra Costa Boulevard to the west) and includes other equivalent parallel routes used to travel this section of the Monument Corridor, and the access for the multiple user types.

## SCOPE OF WORK

TRANSPAC is interested in contracting with a Consultant that will conduct and coordinate specified tasks related to completing the Monument Boulevard / I-680 Bicycle and Pedestrian Improvements Feasibility Study

The work shall comply with the requirements of all of the following without limitation, and shall apply to this RFP and any subsequent contract as though incorporated herein by reference:

1. Federal laws
2. State laws
3. Local laws

The Consultant shall comply with all insurance requirements of TRANSPAC, included in the sample contract in Attachment 2.

The Consultant selected shall provide all services to complete Monument Boulevard / I-680 Bicycle and Pedestrian Improvements Feasibility Study.

Specifically, the Consultant selected will be required to complete the following tasks:

### **Task 1: Project Initiation and Data Collection**

#### **A. REVIEW SCOPE, SCHEDULE AND BUDGET, AND INITIATE PROJECT**

Consultant shall hold a kick-off meeting with Staff and others, as determined by the Staff, to:

- Review scope of services
- Confirm study area
- Review project schedule
- Establish communication channels with other key stakeholders

- Identify available data and published materials
- Identify applicable design and planning standards
- Identify State and Federal required elements

If any changes to the Monument Boulevard / I-680 Bicycle and Pedestrian Improvements Feasibility Study (Study) are necessary following the kick-off meeting, Consultant and the Staff will consider amending this Study. Consultant shall continue to meet with Staff on a monthly basis, in person or by conference call, to review progress and keep Staff involved in the Development of the Study.

## **B. REVIEW AVAILABLE DATA/MAPPING/ANALYSIS**

Consultant shall collect and review plans, studies, maps, and reports that are relevant to the development of the Study.

## **C. PREPARE BASE MAPS**

Using the collected project data (see Section I.B., above), Consultant shall create project base maps in GIS and Adobe Illustrator. Consultant shall send base maps to Staff for one round of staff review. After receiving comments following Staff review, Consultant shall prepare final base maps based on latest mapping styles that are optimized for user accessibility, such as color vision impairment, and designed to convey information in an easy-to-understand format.

### **Task 1 Deliverables**

- Kick-Off meeting agenda; presentation materials and meeting notes
- Revised scope (if applicable) and schedule
- Final base maps in Illustrator format

## **Task 2: Walking and Bicycling Tour and Documentation of Existing Conditions**

### **A. WALKING AND BICYCLING TOURS**

The objectives of the walking and bicycling tours will be determined through discussions with the Staff and/or Technical Advisory Committee (TAC).

During the tour, Consultant shall familiarize invited participants (staff, TAC, local community members and other stakeholders) with the existing conditions using mobility aids or artificial impairment devices. Consultant will schedule tour based on participant's availability.

Consultant shall schedule the first tour based on participant's availability early in the planning process. Consultant shall schedule the second tour later in the process after the preferred alignments have been tentatively identified (and to promote the draft study recommendations).

Consultant shall prepare memorandum that highlights discussion from the tours recorded through notes, map graphics and digital photos. Consultant shall identify transportation needs as defined



through input received from the tour participants. Consultant shall include the memorandum as part of the Draft Study prepared under task 5A.

## **B. STUDY AREA ANALYSIS**

Consultant shall conduct an in-depth site visit to the Study area, which will include the collection of geo-tagged photos, field measurements, and the identification of existing impediments to pedestrian and bicycle travel. Consultant shall conduct a meeting with Staff, Caltrans, City of Pleasant Hill, and City of Concord staff to review the Project's opportunities and constraints and discuss design assumptions that will direct the development of concept design alternatives.

## **C. TRANSPORTATION ANALYSIS**

Consultant shall conduct two-hour AM and PM peak-period turning movement counts using video equipment at a set of intersections to be proposed by consultant.

Consultant shall conduct video traffic counts that will include pedestrians and bicycles and collect data to assess the daily traffic on the corridor. Based on Staff/stakeholder provided traffic signal timing data for each of the identified traffic signals, a peak hour Synchro analysis will be performed for each of the above intersections. The data obtained from the analysis will be used to construct a traffic model. Consultant shall convert the Synchro data output into a SimTraffic visual simulation model that will animate lane changes and impacts that may exist. Consultant will document vehicle origin and destination movements to simulate the actual conditions. Consultant will follow the CCTA Technical Procedures (January 2013) when collecting traffic data.

Consultant shall prepare a HCM 2010 compatible multi-modal level of service (MMLOS) base model using ARTPLAN. The MMLOS outputs will be assessed against existing conditions to confirm applicability to the study segment; if appropriate then MMLOS may be used in the evaluation of alternatives (Task 3).

Consultant shall provide a technical memorandum of traffic count data and a summary with: graphics; written descriptions of lane configurations along the corridor; predominant vehicular paths of travel descriptions based upon traffic counts and observations; and electronic Synchro files and electronic SimTraffic data files.

## **D. LAND USE AND URBAN DESIGN ANALYSIS**

Consultant shall complete a land use and urban design analysis. The land use and urban design analysis will consider the character of the built environment and how pedestrians and bicyclists interact with the adjacent land uses. Consultant shall review relevant documents, plans, and studies, including the Pleasant Hill City Wide Design Guidelines (2008), Concord design guidelines, and Contra Costa Transportation Authority 2018 Countywide Bicycle and Pedestrian Plan (CBPP) best practices (Appendix C and D) (scheduled for adoption on July 18, 2018) as appropriate, to identify urban design guidelines and objectives applicable to the study area (including Level of Traffic Stress (LTS) analysis), and which may inform the development of the design concepts.

## **E. USER ANALYSIS**

Consultant shall collect and analyze five years of crash data from SWITRS, to assess if there are any indicative trends, such as crash movement type, time of day, age involved, cause, or location. Consultant shall collect user video data from one weekday and one weekend peak-period survey using National Bicycle and Pedestrian Documentation Project methods. Consultant will consider the usage patterns (time and day) when scheduling data collection. These observations will help determine existing travel desire lines, user behaviors, and characteristics such as age and gender.

## **F. TECHNICAL ADVISORY COMMITTEE MEETING #1**

Consultant shall attend meeting 1 of 3 with the TAC. TAC shall consist of staff, as determined by the Staff, from City of Pleasant Hill, City of Concord and Caltrans. TAC may include, but not be limited to, representatives from: Bike advocacy groups (i.e. Bike Concord, East Bay Bicycle Coalition), TRANSPAC Board member representatives, local agency business groups, EBRPD, and other community groups (i.e. Monument Impact), and other organizations as determined by the TAC. The purpose of this meeting will be to discuss the deliverables provided in Tasks 2A through 2E.

## **G. DRAFT MEMORANDUM ON EXISTING CONDITIONS**

Consultant shall prepare a draft memorandum on existing conditions of the Study Area, including a review of the physical limitations and opportunities, including but not limited to, traffic, right-of-way, surface, land use and urban design, and factors that influence the safety and experience for all modes of travel. The existing conditions will include observations from the walking and bicycling tour and the TAC meeting. Consultant shall prepare an existing conditions summary pertaining to traffic conditions and traffic engineering considerations. Traffic operations on the corridor will be conducted using volume threshold LOS analysis. Recommended improvements will be based on the analysis results.

### ***Task 2 Deliverables***

- Materials and Presentations for the TAC Meeting #1
- TAC Meeting #1 Summary
- Existing Conditions Draft Memorandum
- Traffic Technical Memorandum and electronic Synchro files and SimTraffic data files

## **Task 3: Prepare Preliminary Transportation and Streetscape Improvements**

### **A. PREPARE ALTERNATIVE IMPROVEMENT PLANS**

Consultant shall develop three (3) multi-modal design concepts of the Study Area. Consultant's design concepts shall consider existing and future walking and bicycling patterns, available right-of-way, crossing options, and existing and planned improvements within the Study Area to evaluate the functionality and feasibility of each concept. The concepts will be designed to enhance the walking and bicycling experience in the Study Area and access to key nearby destinations.

Consultant shall prepare the initial three design concepts as plan view graphics for early feedback from Staff before developing them as photo simulation renderings.

Each concept will include a corridor-wide plan, plus a close-up detail view of the Buskirk to Contra Costa Blvd. area. Consultant shall attend up to two meetings with the Staff and stakeholder agency staff to work through traffic operations along the study corridor, as directed by the Staff.

## **B. TAC MEETING #2**

Consultant shall attend meeting 2 of 3 with the TAC. The purpose of this meeting will be to solicit feedback from the TAC on the three concept alternatives. These alternatives will be based on input from TAC Meeting #1, the walking and bicycle tours, and informed by technical and environmental studies.

## **C. COMMUNITY / STAKEHOLDER ENGAGEMENT PLAN**

Consultant shall work with Staff to organize a first effort for Community/Stakeholder engagement and input on the work completed to date. The purpose of this first effort will be to present the existing conditions analysis and obtain feedback on the initial improvement plans. The Consultant shall draft a Community/Stakeholder Engagement Plan that includes strategic outreach and informational meeting(s) to local decision-makers and groups, which may include the City Councils (City of Pleasant Hill, City of Concord), Board of Supervisors, Planning Commission, Traffic Safety Commission, Transportation Commission, employers, active mobility stakeholders, local transit operators, and local advocacy groups. The engagement plan shall meaningfully integrate public engagement with key components of the project timeline. The Study may include a mixture of informational workshops, presentations, website and social media, stakeholder interviews, and public meetings throughout the project timeline that help inform the public on the Study efforts while recognizing language barriers, and also informing Staff and the Consultants on the preferred strategies moving forward. The TAC will be invited to all planned community events.

Though agency staff will participate in the outreach efforts, the Consultant will be responsible for producing outreach materials that may include agendas, flyers, posters (including distribution), sign in sheets, name tags, facilitating and leading discussions, preparing large format graphics and presentation materials for the meetings, and meeting memos/summaries immediately following each meeting. The Consultants should also be prepared to take the lead in presenting the material to stakeholders, elected officials, and at commissions throughout the process, when a presentation is required. Consultants are highly encouraged to create a Stakeholder Engagement Plan that is innovative and unique, yet also builds upon past experiences and incorporates best practices for such an outreach effort. Staff understands that this Study should utilize engagement strategies that will effectively and efficiently gain stakeholder input. Engagement strategies for this effort could include (but not limited to) tours, workshops, photo simulations, surveys, interviews, or online tools (including site maintenance). Staff will help identify or provide a suitable venue for the workshop as required.

## **D. REFINE ALTERNATIVE IMPROVEMENT PLANS**

Consultant shall revise the three alternatives based on feedback from the Staff, the TAC, and community input received.

### **Task 3 Deliverables**

- Materials and Presentations for the TAC Meeting #2 and Community /Stakeholder Engagement efforts
- Community / Stakeholder Input (1<sup>st</sup> effort) summary
- Three (3) draft corridor design concepts
- Concept Design Alternatives TAC Meeting #2 summary
- Concept Design Alternatives Public Workshop #1 summary
- Three (3) final corridor design concepts
- Nine photo simulation renderings (three (3) photo simulations of each of three (3) concept design alternatives }
- Two (2) Traffic Operations Technical Meetings with Staff and agency staff

## **Task 4: Prepare Feasibility Study and Improvements Evaluation**

### **A. DEVELOP FEASIBILITY STUDY/EVALUATION CRITERIA**

Consultant shall identify and evaluate feasibility of implementation, including full life cycle costs, planning-level construction cost estimates, grant funding opportunities, and management/maintenance responsibilities and cost estimates. In order to facilitate a systematic evaluation of the Study concept designs, Consultant shall prepare an evaluation matrix with a set of criteria agreed on by the Staff that may include:

- Conformance with existing plans and standards
- Safety
- Environmental impact
- Security
- Utility and drainage impacts
- Right-of-way needs
- Traffic and structural impacts
- Cost
- Impact on adjacent land uses
- Usage (appeal to different user groups)

### **B. PREPARE FEASIBILITY STUDY AND EVALUATION**

Once the TAC has selected alternatives for the proposed improvements, Consultant shall develop a traffic forecast for the Study Area using a horizon year of 25 years and a forecast annual growth percentage obtained from the Staff. The growth in traffic will be proportioned to the turning movement activities. Consultant shall analyze the following scenarios: alternative plus forecast volumes for up to three different configurations for the corridor. This effort will involve modifying the Synchro model developed in Task 2.C to reflect alternative volumes, proposed configurations

and optimized signal timing. The Synchro models will be converted to SimTraffic for more detailed analysis, and the results summarized in a Technical Memorandum.

Consultant shall use the evaluation criteria to inform the feasibility of the proposed Study design concepts. Weights for each criterion will be assigned by the TAC members using a simple pairwise comparison method to ensure a robust, transparent evaluation process. The overall evaluation results will be summarized and recommendations will be made for the preferred alternative based upon scores for the identified criteria, and submitted to Staff for one round of review.

### **C. TAC MEETING #3**

Consultant shall attend meeting 3 of 3 (final meeting) with the TAC. At this third TAC meeting, Consultant shall solicit feedback from the committee on the feasibility study and final Study design concepts. Consultant shall work with Staff to structure the presentation to meet the goals of the third TAC meeting.

#### **Task 4 Deliverables**

- Traffic Analysis Technical Memorandum, Synchro and SimTraffic data files
- Alternatives Evaluation Memorandum with recommendations for the preferred alternative
- Materials and Presentations for the TAC Meeting #3
- TAC Meeting #3 summary

### **Task 5: Prepare Draft Study**

#### **A. PREPARE DRAFT STUDY**

Consultant shall prepare an administrative draft Study for the Staff, which shall include the following topics:

- Introduction
- Project area opportunities and constraints analysis
- Concept design alternatives with renderings
- Cost estimates
- Concept design alternatives evaluation matrix
- Final design alternative

Consultant shall submit the draft Study to Staff and TAC for review.

#### **B. DEVELOP FINAL CONSTRUCTION AND MAINTENANCE COST ESTIMATES**

Consultant shall prepare planning-level cost estimates for the design, permitting, construction and maintenance of the draft Study concept based on recent bicycle and pedestrian projects and other projects with similar attributes in the area. The Consultant shall submit the construction and maintenance cost estimates to Staff and TAC for review.

#### **Task 5 Deliverables**

- Draft Study Document
- Final design, permitting, construction and maintenance cost estimates

## **Task 6: Public Review of Draft Study**

### **A. PUBLIC POSTING OF STUDY MATERIALS**

As detailed in Task 3C Community / Stakeholder Engagement Plan, Consultant shall include outreach to inform study area users to the online Study information and to a second round of input. The TAC members will be asked to suggest additional outreach methods.

### **B. COMMUNITY / STAKEHOLDER ENGAGEMENT PLAN**

As detailed in Task 3C Community / Stakeholder Engagement Plan, Consultant shall organize this second effort for Community/Stakeholder engagement and input on the work completed to date subsequent to the public posting of the draft Study materials, to gain input on the revised concept Study. The final concept Study will be based on input from the TAC Meeting #3, Staff and TAC feedback, and Community Workshops.

#### **Task 6 Deliverables**

- Draft Study materials for public viewing
- Poster (draft and final) advertising the Study and opportunities to provide input
- Materials and Presentations for Community /Stakeholder Engagement efforts
- Community / Stakeholder Input (2<sup>nd</sup> effort) summary

## **Task 7: Prepare Final Study**

### **A. PREPARE FINAL DRAFT OF STUDY**

Consultant shall revise the draft Study and prepare a final draft Study based on Task 6, which shall include:

- Executive Summary
- Introduction
- Existing Conditions
- Project area opportunities and constraints analysis
- Concept design alternatives with renderings
- Final concept Study
- Cost estimates
- Public and TAC input
- Appendices including the Traffic Analysis Technical Memorandum and the Alternatives Evaluation Memorandum

Staff will consolidate all Staff and TAC review comments and provide them to Consultant as one internally consistent set of comments. Consultant shall complete a feedback log for responses.

## **B. FINAL STAFF REVIEW**

The final draft Study shall be submitted to Staff for one round of review. The Staff will provide feedback from Staff and agencies to the Consultant as a consolidated, internally consistent set of comments.

## **C. PREPARE FINAL STUDY DOCUMENT**

Based on feedback from the Staff, Consultant shall revise the final draft Study and prepare a final Study document. The final Study will be submitted to Staff for review before it is presented to the public.

## **D. FINAL PRESENTATION MATERIALS**

Consultant shall assist Staff with presenting the results of the final Study at up to seven public meetings, which shall be determined by Staff.

### ***Task 7 Deliverables***

- Revised concept design renderings (PDFs and PowerPoint)
- Final Draft of Study
- Final Study Document
- Source files of all documents submitted to the Staff (text, AutoCAD, spreadsheets, photos)

**Project Management** – The Managing Director will serve as the contract manager and direct liaison between the Consultant and project stakeholders. The consultant shall be responsible for project management activities throughout the life of the contract and the scope of activities includes but is not limited to, coordinating and being responsible for scheduling meetings, preparing and distributing minutes, and field reviews

Consultant will develop, maintain and implement a detailed work plan that includes project goals and objectives, roles and responsibilities, a communication plan, project controls, scope and deliverables, and a Quality Control Plan. Consultant will develop and maintain a project schedule outlining tasks and subtasks to be performed and that includes the review process for Consultant's internal processes, TRANSPAC and other required reviews. Consultant shall submit progress reports on a periodic basis, including an updated project schedule, information on schedule adherence, interim findings, percent of services complete, discussion of schedule changes, work products, and identification of issues that need resolution, at least once each month. Consultant will also develop and maintain a project Issue/Action Item/Decision log. Monthly invoices shall be in a format approved by TRANSPAC.

Any modifications proposed to this solicitation are welcome provided they are innovative, advanced, and well thought out methodologies and shall be identified as optional and priced out separately in the sealed fee proposal.

Consultant shall identify in proposal if there are any other items that they anticipate will need to be addressed in order to obtain any rights of entry.

**Minimum Qualifications of Personnel** – The Consultant shall meet the appropriate minimum qualifications as required by this contract.

**Equipment Requirements** - The Consultant shall have and provide adequate office equipment and supplies to complete the work required by this Contract. Consultant shall have and provide adequate field tools, instruments, equipment, materials, supplies, and safety equipment to complete the required field work and that meet or exceed industry standards.

**Quality Control/Assurance Measures** – Implementing and maintaining quality control procedures to manage conflicts, insure product accuracy, and identify critical reviews and milestones.

**Materials to be provided by the Agency** - Unless otherwise specified in this Contract, the Consultant shall provide all materials to complete the required work in accordance with the delivery schedule and cost estimate outlined in each Task Order. Materials (if deemed applicable, necessary, and when available from TRANSPAC) that may be furnished or made available by TRANSPAC and where listed in the individual Task Orders and this Contract, are for the Consultant's use only, and shall be returned at the end of the Contract.

If a Consultant discovers a conflict during the execution of an assigned task order, the Consultant must immediately notify the Contract Manager regarding the conflicts of interest. The Contract Manager may terminate the Task Order involving the conflict of interest and may obtain the conflicted services in any way allowed by law. Failure by the Consultant to notify the Contract Manager may be grounds for termination of the contract.



## **APPENDIX A – PROPOSAL REQUIREMENTS**

These guidelines are provided for standardizing the preparation and submission of Proposals by all Consultants. The intent of these guidelines is to assist Consultants in preparation of their proposals, to simplify the review process, and to help assure consistency in format and content.

Proposals shall contain the following information in the order listed:

### **1. Introductory Letter**

The introductory (or transmittal) letter shall be addressed to:

Matt Todd  
Managing Director  
TRANSPAC  
1211 Newell Avenue, Suite 200  
Walnut Creek, CA 94596

The letter shall be on Consultant letterhead and include the Consultant's contact name, mailing address, telephone number, facsimile number, and email address. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. All addendums received must be acknowledged in the transmittal letter.

The letter shall be wet-signed in blue ink by the individual authorized to bind the Consultant to the proposal.

### **2. Consultant Information, Qualifications & Experience**

TRANSPAC will only consider submittals from Consultants that demonstrate they have successfully completed comparable projects. Submit a brief history of your firm's experience providing a description of previous relevant projects. These projects must illustrate the quality, type, and past performance of the project team. Include sub-consultants and a description of their proposed services where applicable. Submittals shall include a detailed description of a minimum of three (3) projects within the past five (5) years which include the following information:

1. Contracting agency
2. Contracting agency Project Manager
3. Contracting agency contact information
4. Contract amount
5. Funding source
6. Date of contract
7. Date of completion
8. Consultant Project Manager and contact information
9. Project Objective
10. Project Description
11. Project Outcome

### **3. Organization and Approach**

1. Describe the roles and organization of your proposed team for this project. Indicate the composition of subcontractors and number of project staff, facilities available and experience of your team as it relates to this project. Include an organization chart.
2. Describe your project and management approach. Provide a detailed description of how the team and scope of work will be managed.
3. Provide a summary of the overall approach to quality control. Specifically, outline the internal protocol for ensuring clear communications between TRANSPAC, the prime consultant, and all sub-consultants.
4. Describe the roles of key individuals on the team. Provide resumes and references for all key team members. Resumes shall show relevant experience, for the Project's Scope of Work, as well as the length of employment with the proposing Consultant. Key members, especially the Project Manager, shall have significant demonstrated experience with this type of project, and should be committed to stay with the project for the duration of the project. Resumes can be two pages each, maximum.

### **4. Scope of Work**

1. Include a detailed Scope of Work Statement describing your understanding of the project and the process and approach for all services to be provided.
2. Describe project deliverables and timing for each phase of your work.
3. Describe your cost control and budgeting methodology for this project.
4. Provide responses to the following:
  - a. Describe critical design issues associated with the project and how you will address these.
  - b. Describe other critical issues and how you will address these.
  - c. How cost and schedule could be minimized.

### **5. Schedule of Work**

Provide a detailed schedule for all phases of the project and the proposing Consultant's services including time for reviews and approvals by others. Expedited schedules are preferred with justification for timeline feasibility. The schedule shall include the critical path of the work items, start, finish and predecessors. Tasks or Milestones, which are interdependent, must be identified, along with the completion date of each milestone.

### **6. Conflict of Interest Statement**

The proposing Consultant shall disclose any financial, business or other relationship with TRANSPAC that may have an impact upon the outcome of the contract. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract.

### **7. Litigation**

Indicate if the proposing Consultant was involved with any litigation in connection with prior projects. If yes, briefly describe the nature of the litigation and the result.

## **8. Contract Agreement**

Indicate if the proposing Consultant has any issues or needed changes to the proposed contract agreement included as Attachment 2.

The Consultant shall provide a brief statement affirming that the proposal terms shall remain in effect for ninety (90) days following the date proposal submittals are due.

## **9. Cost Proposal**

Provide a cost proposal including cost of services and hours of effort broken out by task. The consultant performs the services stated in the contract for an agreed amount as compensation, including a net fee or profit.

DRAFT - 8/1

## APPENDIX B – PROPOSAL EVALUATION

TRANSPAC reserves the sole right to judge the contents of each Consultant's proposal. The selection process will be governed by the following criteria:

1. The proposal must adhere to the instructions and format as specified in this Request for Proposal.
2. The evaluation will include a review of all documents and information relating to the Consultant's services, organizational structure, capabilities qualifications and past performance.
3. Consultants may be required to make an oral presentation and interview before final selection is made.
4. TRANSPAC may evaluate any information from any source it deems relevant to the evaluation.
5. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.
6. False, incomplete, or unresponsive statements in a proposal may be sufficient cause for its rejection.

The desired result of the selection process will be a recommendation that TRANSPAC award the contract to the top-ranked proposer, as determined by the Selection Review Panel.

### Review for General Responsiveness

TRANSPAC staff will conduct an initial review of the proposals for general responsiveness and compliance with requirements of this RFP. Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items required to be included in the proposal will be considered incomplete and will receive no further consideration.

### Proposal Evaluation

A selection review panel, which may be comprised of staff and members from TRANSPAC and representatives from other agencies, will evaluate responsive proposals. The selection review panel will rank proposals and establish a short list of the most qualified firms based on the following Proposal Criteria, and schedule interviews with the firms on the short list, if deemed necessary.

Proposal Criteria (100 Points Available) – Evaluation of the proposals will include consideration of material presented in a clear and concise manner.

1. *Knowledge and Understanding* – Demonstrated understanding of the RFP objectives and work requirements. Methods of approach, work plan, and experience with similar projects related to type of services.  
(35 points maximum)
2. *Management Approach and Staffing Plan* – Qualifications of project staff (particularly key personnel such as the project manager), key personnel's level of involvement in performing related work and the team's experience in maintaining

schedule.

(25 points maximum)

3. *Qualifications of the Proposer Firm* – Technical experience in performing work related to type of services; record of completing work on schedule; strength and stability of the firm; technical experience and strength and stability of proposed subconsultants; and assessments by client references as available.  
(20 points maximum)
4. *Capacity and Schedule* – Demonstrated capacity and ability to provide quality personnel in a timeframe that meets the needs of TRANSPAC.  
(10 points maximum)
5. *Familiarity with State and Federal Procedures* – Experience and knowledge of local, federal and state regulations and procedures that will be applicable to this contract.  
(10 points maximum)

All else being equal, a clear and concise presentation of the material will be valued.

#### Proposer Interviews

Based on the initial technical scoring of the proposals, TRANSPAC, at its discretion, may select proposers from the short list for an interview. Final scoring to select the top-ranked proposer will be based on the interview criteria below. If the Selection Review Panel determines that interviews are not necessary, proposers will be ranked based on the scoring of the submitted proposals. The principal-in-charge, project manager and other key team members should plan to attend the interview.

#### Proposer Interview Criteria (100 Points Available)

The interview, if applicable, will be evaluated by a Selection Review Panel using the following criteria and point system:

1. Knowledge, approach and understanding of the required services and scope of work.  
(25 points maximum)
2. Management approach and staffing Plan to performing scope of work efficiently and effectively. The ability and willingness to work within a managed contract budget, scope of work, and schedule of deliverables.  
(25 points maximum)
3. Qualifications of Project Manager  
(10 points maximum)
4. Qualifications of the proposer firm and ability of the consultant team and key staff in performing the scope of work.  
(20 points maximum)
5. Effectiveness of Interview – Overall interview discussions and presentation.  
(20 points maximum)

The consultants will be required to provide all equipment necessary to make their presentation. Interviews will be held in Central Contra Costa County (exact location to be determined).

If project cost negotiations with the selected firm are unsuccessful, TRANSPAC reserves the right to enter into negotiations with other firm(s). Upon acceptance of a cost proposal and successful contract negotiations, staff will recommend a contract be awarded.

### **Bid Protest Procedure**

A proposer who submits, or who plans to submit, a proposal may protest pursuant to the protest procedures applicable to this RFP in accordance with this section. Any attempted protest which fails to comply with this section shall be deemed to be an invalid protest and automatically denied.

1. Protests based on the content of the RFP shall be filed with the Managing Director within five (5) calendar days after the RFP is first formally advertised. The Managing Director shall issue a written decision on the protest prior to opening the proposals.
2. Protests based on the determination of the short list of most qualified firms shall be filed with the Managing Director within five (5) calendar days after such determination has been available to the proposer.
3. Protests based on the determination of the top-ranked firm for contract award shall be filed with the Managing Director within five (5) calendar days after such determination has been available to the proposer.
4. Any protest shall contain a full and complete written statement specifying in detail the grounds of the protest and the facts supporting the protest. Protesters shall have an opportunity to appear and be heard before the TRANSPAC Board prior to the opening of proposals in the case of protests based on the content of the RFP or after determination of the top-ranked firm has been made available to the proposers in the case of protests based on denial of due process or fundamental unfairness.
5. If a bid protest is properly filed, TRANSPAC staff will promptly initiate an investigation of the grounds of the bid protest. All proposers shall cooperate with any inquiries from TRANSPAC relating to the bid protest.
6. At the conclusion of its investigation, TRANSPAC staff shall submit a report (the Staff Report), including a recommendation regarding the disposition of the bid protest, to the protestor and to the TRANSPAC Board. The protestor shall be given the opportunity to make a presentation to the TRANSPAC Board, as appropriate, and the TRANSPAC Board shall take final action on the bid protest.

**ATTACHMENT 1 – VICINITY & LOCATION MAP**

DRAFT - 8/22/18

**ATTACHMENT 2 – SAMPLE PROFESSIONAL SERVICES AGREEMENT**

DRAFT - 8/22/18



# Monument Blvd / I-680 Bicycle and Pedestrian Improvements Feasibility Study

## Project Management Tasks

- RFP
  - Evaluate Proposals / Interviews
  - Contract Approval
- Manage Feasibility Study Tasks
  - Prepare for and Attend Project Meetings
    - Kickoff meeting
    - site tours (2)
    - Study analysis meeting (1)
    - TAC meetings (3)
    - Traffic operations meetings (2)
    - Community meetings (2)
    - Public meetings (7)
      - i.e. City Council(s), BOS, Commission(s)
  - Review and Comment on Deliverables (including review of comments received for conflicting comments)
    - Existing Conditions Memo
    - Traffic Tech Memo
    - Design Concepts
    - Traffic Analysis Tech Memo
    - Alternatives Evaluation Memo
    - Admin. Draft Study
    - Cost Estimate
    - Final Draft Study
- General Contract Management

**Gray Bowen Scott - Cost Proposal**  
**TRANSPAC**  
**Monument Blvd / I-680 Bicycle and Pedestrian Improvements Feasibility Study**  
**Project Management Tasks**

|                 | RFP Support | Project Meeting<br>Preparation and<br>Attendance | Deliverable Review and<br>Management | General Contract<br>Management | Total Estimated Hours | Total Estimated Cost |
|-----------------|-------------|--|--------------------------------------|--------------------------------|-----------------------|----------------------|
| Estimated Hours | 27          | 85   | 45                                   | 36                             | 193                   |                      |
| Estimated Cost  | \$ 6,000    | \$ 23,000  | \$ 12,500                            | \$ 10,000                      |                       | \$ 52,000            |

Assumptions Time and Materials  
8 Month Period

August 21, 2018

## **MEMORANDUM**

**Date** August 1, 2018

**To** Safe Routes to School Task Force, RTPC Managers

**From** Brad Beck

**RE Additional Safe Routes to School Funding**

As part of the extension of the first cycle of the One Bay Area Grant (OBAG) for an additional year, MTC allocated an additional \$822,000 to Contra Costa in funding for Safe Routes to School (SRTS) projects and programs. These federal funds, unfortunately, were not included in the OBAG 2 call for projects. They remain available to Contra Costa and Authority staff has prepared the following memo outlining potential options for allocating these funds.

### **BACKGROUND**

#### **Previous Funding Cycles**

MTC has allocated funding to CMAs for SRTS projects and programs through several funding cycles. The first OBAG cycle allocated \$3,289,000 to Contra Costa for SRTS projects and programs. It was used to fund 10 projects and one program. The funding was allocated by formula to the four Regional Transportation Planning Committees (RTPCs) which recommended which projects to fund. The formula was based 50 percent on school enrollment and 50 percent on population.

Through the second cycle of OBAG funding — OBAG2 — MTC allotted \$4.088 million to Contra Costa for SRTS. As in OBAG 1, the Authority used the same 50 percent enrollment and 50 percent population formula. The funding share are shown below:

| <i>Region</i> | <i>Share</i> |
|---------------|--------------|
| West          | \$881,000    |
| Central       | \$1,077,000  |
| East          | \$1,223,000  |
| Southwest     | \$907,000    |
| TOTAL         | \$4,088,000  |

Based on the RTPC recommendations and some subsequent fund swapping, the Authority allocated the SRTS funding to the following four projects and two programs:

| <i>Project</i>  | <i>Sponsor</i>      | <i>SRTS Funding</i> |
|---|---------------------|---------------------|
| Willow Pass Road Repaving and 6 <sup>th</sup> Street SRTS * | Concord             | \$1,077,000         |
| Moraga Way and Canyon/Camino Pablo Improvements **          | Moraga              | \$607,000           |
| L Street Pathway to Transit-Bike Ped Improvement            | Antioch             | \$1,223,000         |
| Lincoln Elementary SRTS Ped Enhancements                    | Richmond            | \$320,000           |
| Street Smarts San Ramon Valley                              | San Ramon           | \$300,000           |
| West Contra Costa Walk and Bike Leaders                     | Contra Costa County | \$561,000           |
| TOTAL   |                     | \$4,088,000         |

\* This project combines components from two projects that were originally separate

\*\* Originally named "Strategic Bicycle, Pedestrian and Safe Routes to School Improvements"

The first two projects combine both SRTS improvements and other roadway improvements. The third and fourth projects focus on physical improvements for safe bicycle and pedestrian access to schools. The final two will fund SRTS programs at schools in the San Ramon Valley and West County.

### **Eligible Projects and Programs**

The \$822,000 in SRTS funds comes from the federal CMAQ program. While they may fund a wide range of projects and programs, they do impose some limits. One of the key limits is that, overall, each activity must lead to changes in travel behavior that result in air quality benefits. Some of the main limitations include:

- **Planning activities** are ineligible, including walking audits. Project development activities that support a tangible improvement or program, however, are eligible.

- **Safety improvements** such as crossing guards and mobile radar trailers are ineligible for CMAQ funding since they specifically address safety but do not directly lead to changes to travel behavior that lead to air quality improvement. Also safety improvements such as signage, warning lights, etc. that are oriented to motorists are not eligible. In contrast, safety improvements specifically oriented to bicyclists and pedestrians, such as street crossings, actuated signals are eligible.
- **Material incentives** have limitations regarding the use of federal funds to pay for items such as raffles, prizes, gift cards, etc. Federal statutes prohibit using federal funds to provide gifts and free incentives. The exceptions to the rule are low-cost gifts such as pencils, stickers, paper pads, magnets, helmets, etc. that have little or no monetary value.

The requirements that apply to other OBAG-funded projects apply to SRTS projects as well. These include:

- The CMAs average OBAG funding request can't be less than \$500,000 and no individual request can be less than \$100,000.
- Sponsor must provide a local match of at least 11.47% of eligible project costs
- Sponsor must maintain eligibility for the funding including complete streets, pavement management and housing element requirements

## OPTIONS

Staff has identified a few options for allocating the \$822,000 in additional SRTS funds that we would like your feedback on.

### Option 1

**Allocate the additional SRTS funds among the four RTPCs for new projects.** This is the same as the previous approach; in it, the RTPCs would identify new projects to be funded with their share of the funds. Using the same 50% population/50% enrollment formula, the funds would be apportioned as shown on the following table. MTC requires, among other things, that no funding grant be less than \$100,000 and all of the following allocations would meet this requirement.

| <i>Subarea</i> | <i>Population Share</i> | <i>Enrollment Share</i> | <i>Average</i> | <i>Funding Share</i> |
|----------------|-------------------------|-------------------------|----------------|----------------------|
| West           | 24.1%                   | 19.0%                   | 21.6%          | \$177,000            |
| Central        | 28.7%                   | 24.0%                   | 26.3%          | \$217,000            |
| East           | 28.6%                   | 31.2%                   | 29.9%          | \$246,000            |
| Southwest      | 18.6%                   | 25.7%                   | 22.2%          | \$182,000            |
|                |                         |                         |                | <b>\$822,000</b>     |

**Pros:** This option would be consistent with the approaches used for OBAG 1 and 2, and it would expand the number of SRTS improvements that could be made in Contra Costa.

**Cons:** This option would increase the number of projects that must go through the Caltrans local assistance process. (One of the Authority's goals in the Coordinated Call was to minimize the number of projects that had to go through Caltrans.) This option would also require RTPCs to go through another application and review process.

### **Option 2a**

**Add funding to projects already in the TIP.** In the second option, the Authority would use the \$822,000 to modify one or more of the projects funded through the Coordinated Call. (This is consistent with the Authority's goal of minimizing the number of projects that needed to go through the Caltrans process.) In this option, the Authority could use the \$822,000 to either:

- Replace some of the local match where the match exceeds the 11.47 percent minimum, or
- Expand the budget of projects to address cost overruns or to add new scope items

The table on Option 2a below lists the seven SRTS projects now funded through OBAG 2; the amounts of funding from federal, local and Measure J sources they will use; and the local match share. All but one of the projects provides a significantly larger match than the 11.47 percent required. Those six projects could use a portion of the \$822,000 to replace at least some of the local match. For example, the Moraga Way and

Canyon/Camino Pablo Improvements project could use the \$822,000 to replace all of the Town of Moraga's local match, leaving the \$603,00 in Measure J funding to serve as the local match.

To use the SRTS funding to replace local or Measure J funding, sponsors would need a sufficiently high local match and enough eligible SRTS components funded by the local match. For example, the Moraga project uses both OBAG SRTS and LSRP funds to both improve bicycle and pedestrian access to nearby schools and to preserve streets. The latter component would not specifically improve access to school and thus is not eligible for CMAQ funding.

The Option 2a table shows the funding committed to each project, the part of that funding that represents the required local match, and potential additional CMAQ funding that could be used to backfill the local match fall down to the required 11.47 percent.

**Pros** Option 2a would not increase the number of projects going through the Local Assistance process and would reduce the amount of funding that local agencies must contribute. Depending on how the funding is allocated, it could be used to defray the costs of sponsors that have proposed the most significant local contributions.

**Cons** The Authority would need to identify a way to determine how much of the \$822,000 would go to each project. These methods might include allocating the funds by the relative size of the sponsor's local contribution to total of all local contributions. Or it might be determined by the relative share of the total project cost each sponsor contributed. There are likely to be other alternatives.

## **Option 2b**

**Add regional share of funding to projects already in the TIP.** Option 2b combines Options 1 and 2a. In it, the RTPC shares of the additional SRTS funding would be added to funding for the projects that were already selected for OBAG 2 SRTS funding. A potential allocation of the \$822,000 in funds is shown in the Option 2b table. In both the Central and East subregions, only one project was allocated SRTS funding; those projects would get the full share of the subregion's funds. The SRTS funding in both the West and

Southwest regions was allocated to two projects. The Option 3 table shows the Southwest potential share of funding split 50/50 between the two Southwest projects. In West County, however, the maximum amount of additional funding that can be allocated to one of the projects — Lincoln Elementary SRTS Pedestrian Enhancements — is \$63,000 without the local match dropping below the 11.47 percent requirement.

**Pros** Option 2b would not add any new projects, thus meeting one of the Authority's goals, it would be consistent with previous approach of allocating funding among the RTPCs, and — like Option 2a — would reduce the amount of funding that local agencies must contribute.

**Cons** The increase in fund allocations would not be tied to an agency's current local contribution, the cost of the project itself, or to budgetary issues, thereby somewhat arbitrarily rewarding sponsors with a windfall.

### Option 3

**Use the funding on a SRTS project that didn't receive funding through OBAG 2.** In Option 3, the \$822,000 in funding would go to a SRTS project that applied for, but did not receive, funding during the initial OBAG 2 round. Three of the 11 projects that applied for SRTS funding did not receive any funding:

1. Empire Avenue at Amber Lane Traffic Signal (Brentwood) – \$366,000 requested;
2. Arlington Boulevard Pedestrian Safety Improvements, Phase 1, (El Cerrito) – \$345,000 requested; and
3. Safe Routes to Orchard Park Elementary School (Oakley) – \$1,22, million requested.

The remaining eight received either SRTS or Measure J TLC funds. In this option, the additional SRTS funding would be allocated to one or more of these projects.

**Pros** Option 3 would expand the number of SRTS projects funded through OBAG 2 and the facilities provided to create safe routes to walk or bicycle to school.

**Cons** This option would add a new project and thus another project that must go through the local assistance process. The funding available doesn't fit neatly with



the funding needed to make the projects whole; staff may need to work with sponsors to adjust project scopes, though this is often done.

**Option 2a: Add funding to projects already in the TIP**

|   | <i>SRTS</i> | <i>Other<br/>OBAG</i> | <i>Measure J</i> | <i>Local</i> | <i>Total</i> | <i>Current Match</i> |       | <i>Minimum<br/>Match</i> | <i>Potential<br/>Add</i> |
|---|-------------|-----------------------|------------------|--------------|--------------|----------------------|-------|--------------------------|--------------------------|
| Willow Pass Repaving<br>and 6th Street SRTS           | 1,077,000   | 4,183,000             | 120,000          | 1,137,000    | 6,517,000    | 1,257,000            | 19.3% | 747,000                  | 510,000                  |
| Moraga Way and<br>Canyon/Camino Pablo<br>Improvements | 607,000     | 596,000               | 603,000          | 822,000      | 2,628,000    | 1,425,000            | 54.2% | 301,000                  | 1,124,000                |
| L Street Pathway to<br>Transit                        | 1,223,000   |                       |                  | 1,777,000    | 3,000,000    | 1,777,000            | 59.2% | 344,000                  | 1,433,000                |
| Lincoln Elementary<br>SRTS Pedestrian<br>Enhancements | 320,000     |                       | 63,000           | 50,000       | 433,000      | 113,000              | 26.1% | 50,000                   | 63,000                   |
| San Ramon Valley<br>Street Smarts                     | 300,000     |                       |                  | 102,000      | 402,000      | 102,000              | 25.4% | 46,000                   | 56,000                   |
| West County Walk and<br>Bike Leaders                  | 561,000     |                       |                  | 561,000      | 1,122,000    | 561,000              | 50.0% | 129,000                  | 432,000                  |
|   | 4,088,000   | 4,779,000             | 786,000          | 4,449,000    | 14,102,000   | 5,235,000            |       | 1,617,000                | 3,618,000                |

**Option 2b: Add regional share of funding to projects already in the TIP**

|   | Current SRTS Amount | Regional SRTS Shares |         |         |           | Potential SRTS Funds | Total Potential SRTS Funds |
|---|---------------------|----------------------|---------|---------|-----------|----------------------|----------------------------|
|   |                     | West                 | Central | East    | Southwest |                      |                            |
| Willow Pass Repaving and 6th Street SRTS        | 1,077,000           |                      | 217,000 |         |           | 217,000              | 1,294,000                  |
| Moraga Way and Canyon/Camino Pablo Improvements | 607,000             |                      |         |         | 91,000    | 91,000               | 698,000                    |
| L Street Pathway to Transit                     | 1,223,000           |                      |         | 246,000 |           | 246,000              | 1,469,000                  |
| Lincoln Elementary SRTS Pedestrian Enhancements | 320,000             | 63,000               |         |         |           | 63,000 *             | 383,000                    |
| San Ramon Valley Street Smarts                  | 300,000             |                      |         |         | 91,000    | 91,000               | 391,000                    |
| West County Walk and Bike Leaders               | 561,000             | 114,000              |         |         |           | 114,000              | 675,000                    |
|   | 4,088,000           | 177,000              | 217,000 | 246,000 | 182,000   | 822,000              | 4,910,000                  |

\* This is the maximum additional SRTS funding that can be added while still meeting the 11.47 percent match requirement

# IT'S UP TO YOU!

## BIKE, WALK & DRIVE SAFELY



DIABLO REGION

A traffic safety program that educates **pedestrians, bicyclists and drivers** in central and eastern Contra Costa County



DIABLO REGION

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Street

Smarts

DIABLO REGION

## Elementary Program: K-5

- “Mr. Beeps” & “Heads Up!” Safety Assemblies
- Take-home activity booklets, pencils, tattoos
- Free Helmet Program
- International Walk to School Day
- Parent/Driver Safety Outreach
- Parking lot banners

Since 2012:

**220** Mr. Beeps & Heads Up Assemblies







Street Smarts

DIABLO REGION

# 2016-18 Elementary Schools:

**Clayton**  
*Mt. Diablo*

**Martinez**  
*Hidden Valley*  
*John Muir*  
*Las Juntas*  
*Morello Park*

**Concord**  
*Ayers*  
*Cambridge*  
*El Monte*  
*Highlands*  
*Meadow Homes*  
*Monte Gardens*  
*Mountain View*  
*Silverwood*  
*Sun Terrace*  
*Westwood*  
*Wren Avenue*  
*Ygnacio Valley*

**Pleasant Hill**  
*Fair Oaks*  
*Gregory Gardens*  
*Pleasant Hill*  
*Sequoia*  
*Strandwood*

**Walnut Creek**  
*Buena Vista*  
*Indian Valley*  
*Murwood*  
*Parkmead*  
*Tice Creek*  
*Walnut Acres*  
*Walnut Heights*

*Note: All schools in  
TRANSPAC region have  
received SSD programs since  
program's inception in 2012.*





# Middle School Program: 6-8

## “Walk & Roll to School”

Bike Blenders

Free Helmet Program

Bike lights

Bike bells

Safety Quiz with raffle

Leadership Class involvement

Outreach materials

Parking lot banners

*“Thank you so much for helping our school today...”*

**We really appreciate our stakeholders in the community supporting our learning community’s needs, as it takes a village!**

*I look forward to working with you again next year.”*

**-Lisa Keck, Vice Principal Sequoia Middle School**







# 2016-18 Middle Schools:

**Clayton**

*Diablo View*

**Concord**

*El Dorado*

*Oak Grove*

*Pine Hollow*

**Martinez**

*Martinez Jr. High*

**Pleasant Hill**

*Pleasant Hill*

*Sequoia*

*Valley View*

**Walnut Creek**

*Foothill*

*WCI*

*Note: All schools in TRANSPAC region have received SSD programs since program's inception in 2012.*



DIABLO REGION

Since 2012:

**3,525**

**Helmets disbursed**



A photograph of four California Highway Patrol (CHP) officers standing in front of a large backdrop. The backdrop features a yellow triangular warning sign with a lightbulb icon and the words 'Street Smarts' in large, bold letters. The officers are dressed in their uniforms; three are in dark blue uniforms and one is in a tan uniform. They are all smiling and looking towards the camera. A bicycle is partially visible in the foreground, and a sign on the right side of the image reads 'IT'S UP TO YOU! BIKE, WALK & DRIVE SAFELY Street Smarts DIABLO REGION'.

## High School Program: 9-12

### “Road Ready” with CHP Start Smart

Teaching rules of the road for safe biking and preparing new drivers, and their parents, to share the road with bicyclists and pedestrians

IT'S UP  
TO YOU!  
BIKE, WALK & DRIVE SAFELY

Street  Smarts

DIABLO REGION

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2016-18

High Schools:

**Concord / MDUSD**

*Concord*

*Ygnacio Valley*

**Martinez**

*Alhambra*

**Walnut Creek**

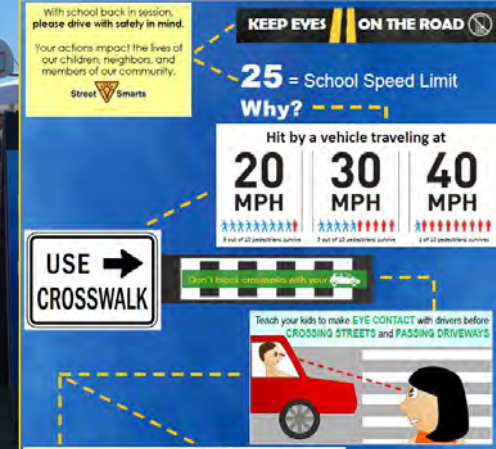
*Las Lomas*





# Community Partners & Program Supporters

City of Clayton  
City of Concord  
City of Martinez  
City of Pleasant Hill  
City of Walnut Creek  
Police: Concord, Pleasant Hill  
California Highway Patrol  
Contra Costa Sheriff  
Dist. IV Supervisor Karen Mitchoff  
County Health Services  
MDUSD, MUSD, WCSD  
CCC Library





# IT'S UP TO YOU!

## BIKE, WALK & DRIVE SAFELY



DIABLO REGION

## Goals

- Upgrade audio-visual materials for assemblies
- Continue developing a permanent, hands-on bike safety facility (Bicycle Playground)



## Planning Committee **STAFF REPORT**

**Meeting Date:** July 11, 2018

|  |  |
|--|--|
| <b>Subject</b>                                   | <b>Authorization to Enter Into a Memorandum of Understanding (MOU) with California Energy Commission and Release Request for Proposals (RFP) 18-8 for the Contra Costa Electric Vehicle Readiness Plan</b>   |
| <b>Summary of Issues</b>                         | On June 1, 2018, the California Energy Commission (CEC) awarded the Authority \$200,000 in Electric Vehicle Ready Communities Challenge, Phase 1 Grant funding. The Authority, in partnership with Contra Costa County and 511 Contra Costa, will use the funding to develop an implementation plan for large-scale electric vehicle charging infrastructure and related policies. In order to receive the funds, the Authority must enter into a financial agreement with the CEC. Using the RFP process, the Authority will retain a qualified consultant to assist in the plan development. |
| <b>Recommendations</b>                           | Authorize Executive Director to sign funding agreement with CEC and release RFP 18-8 to retain consultant services for preparation of the Contra Costa Electric Vehicle (EV) Readiness Plan.   |
| <b>Financial Implications</b>                    | A total of \$200,000 in grant funds has been awarded to the Authority by the California Energy Commission (CEC). A combination of Measure J funds and County “in kind” staff time are being used as matching funds.  |
| <b>Options</b>                                   | Deny Authorization.  |
| <b>Attachments (See PC Packet dated 7/11/18)</b> | <b>A.</b> CEC EV Ready Communities Challenge Phase 1 Grant Resolution and Proposed Scope-of-Work   |
| <b>Changes from Committee</b>                    | None   |

## Background

In late 2017, Authority staff began discussions with the County's Manager of Sustainability and 511CC regarding partnering on the development of a "blueprint" document for electric vehicle infrastructure and policy for use by stakeholders in the County, primarily targeting local jurisdictions, transit agencies, school districts, and other interested parties. The primary driver for developing such a plan is the large amount of funding becoming available for electric vehicle charging infrastructure through the Bay Area Air Quality Management District (BAAQMD), PG&E, and the Volkswagen Clean Air Act settlement. Having a plan and associated policies in place ahead of the funding availability would better position the County for receiving that funding.

In early 2018, the California Energy Commission (CEC) advertised the Electric Vehicle Ready Communities Challenge (Phase 1 – Blueprint Plan Development) grant funding opportunity. Staff put together an application package that included nearly 30 letters of support from interested stakeholders around the County, demonstrating the desire for a coordinated plan for electric vehicle infrastructure. On June 1, the CEC awarded the Authority \$200,000 in funding for Phase 1 of the grant program. The resulting EV Readiness Plan for Contra Costa would qualify us for implementation funding in Phase 2 of the program, to begin in 2019. A full scope of work, as proposed in the grant application, is attached. A final plan is due to the CEC by July 1, 2019. The scope includes the following primary tasks:

- Mapping locations of existing EV charging facilities;
- Identifying current land uses, which will demonstrate opportunities for EV Charging installation;
- Developing best practices for EV station port turnover (pricing strategies, parking policies, enforcement, etc.), as well as developer requirements/ordinances for jurisdictions when receiving commercial or residential project applications;
- Countywide demand for electricity for EV charging and weaknesses, if any, in the distribution grid;
- Potential locations for shared mobility centers that could host electric vehicle fueling centers;
- Transit demand for electricity storage and charging for transit providers to use in transitioning to EV fleets; and
- Development of a work-training program to encourage a workforce proficient in EV technologies.

In order to receive the grant funds, the Authority must enter into a financial agreement with the CEC. This agreement is currently being developed by CEC staff. The required \$40,000 match will be funded using Measure J funds and in-kind County staff time. Retaining a consultant with experience in EV infrastructure planning, knowledge of electrical grid issues, and related development policies will be important for developing a successful blueprint. Staff recommends authorizing the Authority's Executive Director to sign the forthcoming funding agreement with CEC to facilitate exchange of funds between CEC and CCTA, and to release RFP 18-8 in order to retain consultant services for preparation of the Contra Costa Electric Vehicle (EV) Readiness Plan.