



COUNCIL REPORT

DATE: 5/24/2022
CATEGORY: Consent
DEPT.: Public Works
TITLE: **Active Transportation Plan,
Project 21-36—Authorize Professional
Services Agreement**

RECOMMENDATION

Authorize the City Manager or designee to execute a professional services agreement with NN Engineering, Inc., to provide professional services for the Active Transportation Plan, Project 21-36, in an amount not to exceed \$484,000.

BACKGROUND

On January 28, 2014, the City Council adopted the City’s most recent Pedestrian Master Plan (PMP) and directed the Bicycle/Pedestrian Advisory Committee (B/PAC) to review the PMP on an annual basis. The PMP outlined general policies, performance measures, and prioritization criteria related to pedestrian transportation. B/PAC annual reviews of the PMP highlighted the need for future plan updates to include more specific elements, such as a sidewalk inventory, stronger policy language, a list of pedestrian-related projects, and reference to design guidelines.

On November 17, 2015, Council adopted the City’s most recent Bicycle Transportation Plan (BTP). This plan included bicycle connectivity gaps, policy and program recommendations, and a list of more than 180 projects to improve Mountain View’s bicycle-related network. Since 2015, City staff has used the 2015 BTP to identify and prioritize numerous bicycle-related capital projects and to impose bicycle-related improvements as a condition of approval for new developments in the City.

On November 10, 2020, in a Study Session for AccessMV: Comprehensive Modal Plan, Council directed staff to combine the Pedestrian Master Plan and Bicycle Transportation Plan updates into a single planning effort. Council also directed that the combined plan should define the modal priorities for the corridors beyond the General Plan designations, based on right-of-way available and overall feasibility, and that the budget for the combined planning effort should be brought back to Council as part of the upcoming Five-Year Capital Improvement Program (CIP). Council further indicated that the planning should consider desired features for healthy/green streets, such as tree canopy, seating, and other streetscape amenities.

On June 22, 2021, Council adopted the Five-Year CIP for Fiscal Years 2021-22 through 2025-26 and approved amending Pedestrian Master Plan Update, Project 21-36, to change the name to Active Transportation Plan (ATP) and increased the budget from \$300,000 to \$500,000 to encompass both pedestrian and bicycle planning, consistent with the direction received as part of the AccessMV Study Session.

Development of a City ATP is included as an initiative in the Council's Strategic Work Plan (also referred to as the Strategic Roadmap Action Plan) adopted in June 2021. It is part of Council's Strategic Priority for "Mobility and Connectivity," which includes expansion of green corridors and streets for safe and inviting use for walking and biking.

In addition to providing direction on pedestrian- and bicycle-related policies, programs, and projects in the City, Council adoption of an Active Transportation Plan is an eligibility requirement for the City to compete for, and receive, State and Federal Active Transportation and other grant funding. In this context, the City's Active Transportation Plan (or Pedestrian, Bicycle, or Safe Routes to School Plan) needs to be current and consistent with the California Transportation Commission's latest Active Transportation Program guidelines.

ANALYSIS

In January 2022, the City issued a Request for Proposals (RFP) to provide professional services to develop the ATP. The RFP was posted on the Public Works Department's webpage and was emailed to more than 60 consultants.

The City received three proposals in response to the RFP. A selection committee comprised of staff from Transportation, Civil Infrastructure Projects, and Traffic Engineering evaluated the proposals and interviewed the three respondents. After a thorough analysis based on the merits of each firm's experience, demonstrated competence with similar projects, and project understanding, the selection committee unanimously agreed that NN Engineering, Inc. (NN Engineering), was the most qualified consultant. For these reasons, staff recommends awarding the contract to NN Engineering.

NN Engineering is an engineering and planning firm with extensive experience in active transportation planning, emerging mobility trends, and creating vibrant urban communities. It is a subsidiary of Nelson\Nygaard Consulting Associates, Inc. NN Engineering possesses a deep and local knowledge of Mountain View through their ongoing work on Mountain View's Local Road Safety Plan.

To support integrating green streets elements into the ATP, NN Engineering has hired Metta Urban Design (MUD) as a subcontractor. MUD specializes in community-oriented planning, urban design, and landscape architecture.

Project Scope

The scope of work for this project is summarized below:

- **Task 1: Project Management**—The consultant will prepare for and facilitate a kickoff meeting with City staff to refine the work plan and schedule. The consultant will also conduct biweekly project management meetings, manage subconsultants and vendors, and provide regular progress reports for City staff.
- **Task 2: Background Review**—The consultant will review all relevant documents related to the transportation, land use, biophilic design (a design approach that increases connectivity to nature through the built environment), and regulatory context and will summarize background review findings. The consultant will also provide an in-depth review of the City Code and standard details to identify key policies or standards in need of updating. The consultant will also review local, national, and global best practices for active transportation plans, infrastructure projects, and policies.
- **Task 3: Existing Conditions**—The consultant will undertake existing conditions analysis that builds upon the Citywide pedestrian and bicycle analysis from AccessMV and collision analysis from the Local Road Safety Plan. This work will include compiling City Geographic Information Systems (GIS) files, sidewalk data collected by the City, and gathering data via aerial photography. It will also include new pedestrian, bicycle, and motor vehicle counts, on-street parking utilization counts in selected locations, and an online survey of road users (including all modes of travel). Technical analyses will then be undertaken on demographics, planned land uses, green street opportunities, multi-modal travel patterns, active transportation quality of service, and crash patterns. This analysis will summarize key issues, needs, and opportunities for active transportation and for green street improvements to support expanding green corridors.
- **Task 4: Vision and Goal Setting**—The consultant will lead Vision and Goal-Setting efforts to ensure the Active Transportation Plan is firmly rooted in community values and the needs of the City. These efforts include a visioning workshop with City staff and key stakeholders and a community visioning workshop to understand community concerns and establish a project vision and goals.
- **Task 5: Community Outreach**—The consultant will develop an engagement plan in coordination with the City to address three cycles of community engagement. The consultant will then implement this plan, including project branding, targeted outreach, engagement events, and other tools, such as crowd-sourcing data, online surveys, messaging, and a dedicated project dashboard.

- **Task 6: Recommendations**—Taking into account typical right-of-way availability and overall feasibility, the consultant will define modal priorities of corridors (beyond their General Plan designations) and develop a comprehensive list of pedestrian and bicycle infrastructure improvements to help achieve ATP goals and integrate green streets elements. Site-specific infrastructure improvements will be depicted through maps, a toolkit, and searchable database. The consultant will also develop a decision matrix consistent with AccessMV and a prioritized list of projects. For a limited number of projects, the consultant will produce illustrative renderings, cross sections, and/or diagrams to support grant applications. The consultant will also provide policy and code recommendations to support plan goals.
- **Task 7: Future Conditions Analysis**—The consultant will shape the top-ranking projects from the prioritized list of projects into three future condition scenarios that advance the Active Transportation Plan goals in different ways. For example, scenarios could emphasize minimizing costs, maximizing pedestrian amenity, or maximizing green street elements. The scenario planning process will be accompanied by a community workshop to gather input and discuss tradeoffs.
- **Task 8: Cost Estimation and Implementation Plan**—For prioritized projects, the consultant will prepare planning-level cost estimates. The consultant will also summarize financial constraints and implementation challenges along with potential solutions, alternatives, and funding sources to realize the plan vision and deliver projects.
- **Task 9: Preparation of Draft and Final Reports**—The consultant will document the engagement process, key findings from the existing conditions analysis, prioritized project list, and all other aspects of the plan into an accessible and easy-to-read graphic report.
- **Task 10: Presentations**—The consultant will prepare and deliver presentation materials at several public meetings throughout the ATP development process, including, but not limited to, the Bicycle/Pedestrian Advisory Committee, Parks and Recreation Commission, Council Transportation Committee, and City Council.

Development of the ATP will be closely coordinated with the Parks and Recreation Strategic Plan and the Citywide Biodiversity Strategy that will incorporate a new version of the Community Tree Master Plan, which are being prepared within the same timeline as the ATP.

Staff recommends Council approve a professional services agreement with NN Engineering for a not-to-exceed amount of \$484,000, which includes \$439,958 for basic services and \$44,042 for additional services. The recommended fees are within the range typically charged for such services, and staff considers the fees to be fair and reasonable.

Next Steps

With Council approval of the consultant agreement, work on the project will begin in summer 2022. It is anticipated that the plan will be completed by the end of 2023.

FISCAL IMPACT

Active Transportation Plan, Project 21-36, is funded with \$530,000 from General Transportation Funds, which is sufficient to fund the recommended agreement amount of \$484,000.

ALTERNATIVES

1. Do not authorize the professional services agreement and direct staff to select one of the other proposing firms or reissue the RFP.
2. Modify the scope of the agreement.
3. Provide other direction.

PUBLIC NOTICING

Agenda posting. Notices were also sent to the Bicycle/Pedestrian Advisory Committee and MyMV subscribers for the Pedestrian Master Plan and Bicycle Transportation Plan.

Prepared by:

Brandon Whyte
Active Transportation Planner

Ria Hutabarat Lo
Transportation Manager

Reviewed by:

Damian Skinner
Assistant Public Works Director

Approved by:

Dawn S. Cameron
Public Works Director

Audrey Seymour Ramberg
Assistant City Manager/
Chief Operating Officer

BW-RHL/TS/4/CAM
959-05-24-22CR
201913