



**DATE:** June 4, 2019

**CATEGORY:** Consent

**DEPT.:** Public Works

**TITLE:** **Comprehensive Modal Plan Contract**

### **RECOMMENDATION**

1. Authorize the City Manager to execute a professional services agreement with TJKM Transportation Consultants to provide professional services for the Comprehensive Modal Plan, Project 19-63, in an amount not to exceed \$325,000.
2. Transfer and appropriate \$30,000 from the Construction/Conveyance Tax Fund to the Comprehensive Modal Plan, Project 19-63, for a new project total of \$480,000. (Five votes required)

### **BACKGROUND**

Completion of a Comprehensive Modal Plan was one of the projects identified to help fulfill the Fiscal Years 2017-18 and 2018-19 Council goal to “develop and implement comprehensive and coordinated transportation strategies to achieve mobility, connectivity, and safety for people of all ages.”

On September 4, 2018, Council funded the project in the amount of \$350,000 and approved the following work plan:

- Review of background materials, studies, and plans, as well as current and future transit and shuttle services to identify key transportation and first-/last-mile corridors in the City based on origins and destinations of trips, locations of the major regional commute corridors, and known travel patterns;
- Synthesis of Citywide corridors onto maps to help identify existing and planned infrastructure and service networks and gaps specific to each mode of travel;
- Development and application of criteria to prioritize corridors for infrastructure improvements;

- Collection and analysis of data not available in existing studies and plans to support the evaluation of planned infrastructure improvements and potential service expansion along the priority corridors, including access to schools;
- Agency, stakeholder, and community engagement on key corridors, project prioritization, and services;
- Development of infrastructure and services cost estimates and identification of existing and potential funding mechanisms;
- Preparation of draft and final reports; and
- Council, Bicycle/Pedestrian Advisory Committee, and other relevant City advisory committee/commission meetings.

On February 2, 2019, Council approved a transfer and appropriation of \$100,000 from the General Fund Reserve to the Comprehensive Modal Plan, Project 19-63, for a Shuttle Study. This study will explore the possible modification, expansion, and/or consolidation of local transit and shuttle services to better serve Mountain View residents and employees. In particular, the study will address service needs for senior citizens and students, as well as strategies for first-mile/last-mile connections. The Shuttle Study will be conducted under a separate contract, to be executed by early June, with a consulting firm that specializes in transit service planning. The study will be completed by the end of 2019, and the results will feed into the Comprehensive Modal Plan. No Council action is required at this time related to the Shuttle Study.

### ANALYSIS

In early 2019, staff released a Request for Proposals (RFP) for the Comprehensive Modal Plan. The RFP was posted on the Public Works Department's web page and was e-mailed to more than 60 consultants. The RFP was also listed by Onvia, which is a database for government bids and contracts.

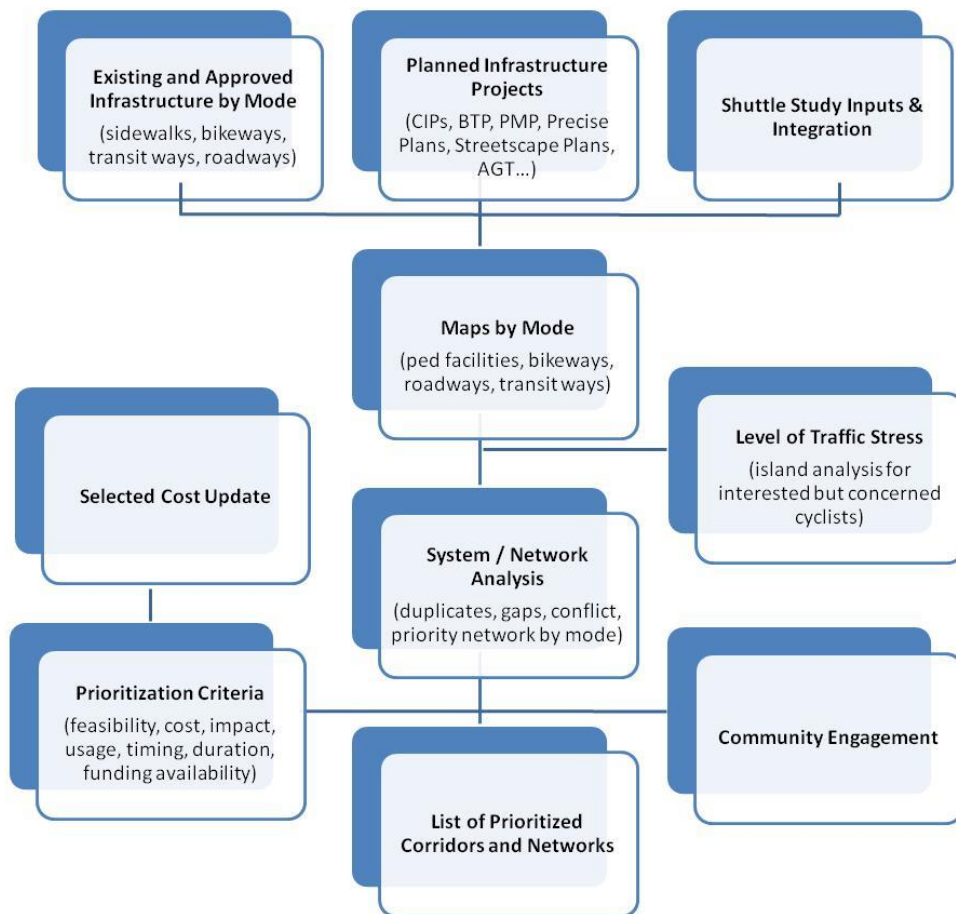
One team, comprised of TJKM with support from Alta Planning, responded to the RFP. Staff reviewed TJKM's written proposal and interviewed the consultant team. Staff deemed the TJKM team qualified based on the merits of their proposal, experience, and demonstrated competence with similar projects. The proposed fee submitted with their proposal was within the expected project cost range. For these reasons, staff recommends awarding the contract to TJKM.

Staff contacted seven other transportation planning firms to understand why they did not submit a proposal. The firms indicated that they considered the project, but were unable to submit a proposal due to heavy ongoing workloads and a lack of available capacity to either write the proposal or carry out the work. Two firms also cited strategic choices about which projects to pursue. Based on these findings and TJKM’s qualifications, staff does not recommend reissuing the RFP in an attempt to obtain additional proposals.

### Project Scope

Staff has worked with the TJKM team to refine the project approach and scope. Key steps include mapping of existing, approved, and planned infrastructure; infrastructure network analysis for all modes; project prioritization; and community engagement. The project approach is outlined in Figure 1 and a description of each task is provided below.

**Figure 1: Project Approach**



Task 1: Project Management and Kickoff will include project management, updates, and quality assurance activities for the multidisciplinary team.

Task 2: Review of Background Material will include establishing a map and database structure, and compiling data on existing, approved, and planned infrastructure for each mode of transportation. Policy goals outlined in transportation plans and studies will also be compiled under this task, and Shuttle Study information on existing, approved, and planned services will be incorporated.

Under Task 3: Mapping by Mode, information from the background review will be translated into maps and geocoded databases on existing, approved, and planned infrastructure for each mode of transportation.

Task 4: Supplementary Data Collection and Analysis will then include a Citywide analysis of bicycle level of traffic stress (LTS) in order to generate meaningful information on the availability of a low-stress bicycle network within Mountain View. The consultant will also analyze pedestrian quality of service (QOS) in the vicinity of schools and high-quality transit hubs, and will analyze key origins and destinations using transportation-related Big Data sources.

Drawing upon information from Tasks 2 through 4, Task 5: System/Network Analysis will analyze and identify infrastructure gaps, overlaps, and inconsistencies that are gleaned from transportation plans, studies, and information on existing and approved infrastructure. Under this task, bike LTS, pedestrian QOS, and origin-destination analysis will be incorporated with prioritization criteria to identify priority corridors in the City. While detailed transportation modeling will not be conducted, prioritization criteria will include parameters such as a qualitative assessment of likely implications for greenhouse gas emissions, vehicle miles traveled (VMT), and ridership.

As part of Task 6: Community Engagement, the consultant will prepare and facilitate up to three workshops and three interagency meetings to solicit meaningful input from the community, stakeholders, and other agencies.

The consultant will also undertake limited updates of project cost estimates and will use agreed prioritization criteria for Task 7: Project Analysis and Prioritization.

Finally, reports and presentations will be prepared under Task 8: Preparation and Presentation of Draft and Final Report, including attendance at City Council, Bicycle/Pedestrian Advisory Committee, and/or Council Transportation Committee meetings.

A full project scope is provided in Attachment 1.

### **Project Schedule and Budget**

Work on the project will begin in June 2019 and is anticipated to be completed by fall 2020. A Council Study Session providing preliminary findings on the mapping and analysis will be scheduled for the first half of 2020.

The consultant project budget is \$325,000, including \$295,000 for basic services and \$30,000 for additional services.

### **FISCAL IMPACT**

The Comprehensive Modal Plan, Project 19-63, is funded with \$350,000 from the Construction/Conveyance Tax Fund and \$100,000 from the General Fund for a current total CIP budget of \$450,000. The total cost of the proposed services to be provided by the TJKM team is \$325,000. After accounting for the Shuttle Study contract, administration fee, and project management, the total CIP cost is \$480,000. Therefore, transfer and appropriation of an additional \$30,000 from the Construction/Conveyance Tax Fund is requested. There is sufficient balance in the Construction/Conveyance Tax Fund to fund the recommended additional amount.

### **ALTERNATIVES**

1. Amend the scope and approve the contract with TJKM.
2. Do not approve the recommended contract with TJKM, and reissue the Request for Proposals (RFP) for the project.
3. Do not approve the recommended contract with TJKM, and do not proceed with the project at this time.
4. Provide other direction.

## **PUBLIC NOTICING**

The City Council's agenda is advertised on Channel 26, and the agenda and this report appear on the City's website at [www.mountainview.gov](http://www.mountainview.gov).

Prepared by:

Ria Hutabarat Lo  
Transportation Manager

Dawn S. Cameron  
Assistant Public Works Director

Approved by:

Michael A. Fuller  
Public Works Director

Audrey Seymour Ramberg  
Assistant City Manager/  
Chief Operating Officer

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Attachments: 1. Project Scope  
2. Consultant Budget