



## Item No. 15 Town of Atherton

### **CITY COUNCIL STAFF REPORT – CONSENT AGENDA**

**TO: HONORABLE MAYOR AND CITY COUNCIL  
GEORGE RODERICKS, CITY MANAGER**

**FROM: MICHAEL KASHIWAGI  
COMMUNITY SERVICES DIRECTOR**

**DATE: MARCH 18, 2015**

**SUBJECT: AWARD A CONSULTANT SERVICES AGREEMENT WITH  
MARK THOMAS AND COMPANY FOR DESIGN SERVICES  
ASSOCIATED WITH THE BICYCLE AND PEDESTRIAN  
MASTER PLAN**

#### **RECOMMENDATION**

Direct the City Attorney to prepare and authorize the City Manager to execute a professional services contract with Mark Thomas and Company for a not to exceed fee of \$163,480 to provide design plans, specifications and estimates (PS&E) for installing Class III bike routes and to assess physical improvements, develop preliminary engineering concepts and costs estimates to implement the Class I and II bike facilities as identified in the Bicycle and Pedestrian Master Plan approved by Council in November of 2014.

#### **BACKGROUND**

At the November 19, 2014 meeting, Council accepted the Bicycle and Pedestrian Master Plan (BPMP), adopted the Initial Study/Negative Declaration, and provided staff direction regarding priorities. The primary goal of the BPMP was to provide a comprehensive resource for identifying and advancing projects that promote increased safety and levels of non-motorized activity throughout the Town. The Council gave the highest priority to safety considerations, especially for students accessing schools in and near Atherton.

The next step to be completed before we can construct the identified priority projects is to prepare plans and specifications for Class III Bike routes and to perform engineering feasibility studies for the identified Class I and Class II facilities. The Scope of Services to be performed by the Consultant on this project includes:

- Develop and prepare Plans, Specifications and Estimates (PS&E) necessary to implement Class III Bike Routes.

- Identification of existing constraints and design alternatives necessary to implement Class I and II bikes facilities.
- Hold public workshops to discuss conceptual design of the proposed bike facilities and seek feedback.
- Refined cost estimates to implement Class I, II, and III Bike facilities identified in the adopted Town of Atherton Pedestrian and Bike Master Plan.

## **FINDINGS**

At the January 21, 2015 meeting, the City Council authorized issuing a Request for Proposals (RFP) for the specified design services. The RFP was advertised on the Town's website, on additional industry sites and through direct solicitation of area firms known to specialize in this industry. Proposals were due on February 18, 2015, providing approximately a four-week response period.

Three proposals were received from the following firms:

- TJKM Transportation Consultants
- BKF Engineers.
- Mark Thomas and Company

A selection panel consisting of Andrew Poster, Senior Engineer, Mike Kashiwagi, Community Services Director and Ellen Barton, County of San Mateo, Office of Sustainability Active Transportation Coordinator evaluated all proposals, ranked them according to the RFP's evaluation criteria and short-listed the two highest-scoring firms (Attachment B), TJKM Transportation Consultants and Mark Thomas Company to be interviewed. The firms were interviewed on March 4, 2015 by Andrew Poster, Mike Kashiwagi and Ellen Barton. Based upon their rankings and interviews, the panel identified Mark Thomas and Company (Mark Thomas) as the top ranked firm. The Mark Thomas team has worked on similar projects for Palo Alto, City of Santa Clara, the Santa Clara Valley Transportation Authority and Redwood City.

Following the selection process, the Town began negotiations with Mark Thomas based on their initially proposed scope of work. This final scope includes an increase in the number of public meetings, a focused task analyzing and developing concepts for improving bicycle connectivity across El Camino Real at Selby Lane, and significantly reducing the design effort required to complete the Class III PS&E. The final negotiated scope and fee resulted in a reduction of \$63,024 from the original proposal submitted by Mark Thomas.

## **POLICY ISSUES**

The Bicycle and Pedestrian Master Plan's purposes are to provide a comprehensive plan for bicycle and pedestrian improvements throughout Town and to do so in a manner that improves bicycle and pedestrian safety and provides connectivity with regional routes of travel.

Award of contract for this project represents the first step in planning and implementation of that policy goal.

### **FISCAL IMPACT**

The proposed contract is based on time and materials basis for a not-to-exceed fee of \$163,480.

The approved 2014/15 Capital Improvement Program included \$500,000 in the Bicycle and Pedestrian Facilities Improvement Program and is the source of funding for this contract. Sufficient funds are budgeted in the Capital Improvement Program from the Special Parcel Tax to pay for the proposed engineering services.

Additionally, the Town has applied for a \$50,000 grant through the Transportation Development Act (TDA) program to design and construct the identified Class III priority bike routes. We expect to be notified of the application's status on July 1, 2015. If awarded, the grant will be used for the construction phase of the project.

### **PUBLIC NOTICE**

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

### **ATTACHMENTS**

Attachment A: Scope of Work

Attachment B: Schedule

Attachment C: Fee

Attachment D: Evaluation Score Sheet

## Exhibit A: Scope of Work

### TASK 1 PROJECT MANAGEMENT AND COORDINATION

This task includes project start-up tasks and ongoing project management duties throughout the course of the project.

#### 1.1 MEETINGS

- 1.1.1 KICK-OFF MEETING – Our project manager will meet with Town staff to finalize project scope and schedule, set communication lines, and introduce the project development team.
- 1.1.2 MILESTONE AND MONTHLY PROGRESS MEETINGS – At key project milestones, our project manager will meet with Town staff to resolve project issues, identify next steps, and solicit staff input. A total of six meetings are budgeted for. We suggest holding these meetings at the following milestones:
  - 1.1.2.1 Design Criteria Meeting – adopt a set of design criteria to guide the development and comparison of alternative design solutions.
  - 1.1.2.2 Conceptual Plan Review Meeting – review our team’s proposed set of design alternatives.
  - 1.1.2.3 Community Input Resolution Meetings – after the community meetings are held, discuss how those comments have been incorporated into the preferred concept.
  - 1.1.2.4 Additional meetings – hold up to two additional meetings to coordinate with project stakeholders, such as neighborhood groups, or school representatives.

**Deliverables:**

- Meeting Agendas
- Meeting minutes with action items

#### 1.2 PROJECT MANAGEMENT

- 1.2.1 Manage in-house staff and subconsultants in the delivery of the tasks
- 1.2.2 Perform quality control review to conform to MTCO’s quality control standards
- 1.2.3 Prepare monthly invoices and progress report. In the progress report, the project manager will describe tasks completed within the billing period, and identify tasks to be completed in the next billing cycle.

**Deliverables:**

- Monthly invoices
- Monthly progress reports

### TASK 2 DATA COLLECTION AND REVIEW

This task will involve collecting and reviewing existing available data, performing site reviews, coordinating with utility purveyors, and performing field surveys to establish base mapping for the overall project.

#### 2.1 DATA COLLECTION

Review as-built drawings (to be provided by Town) for roadway and drainage improvements within the project limits.

## 2.2 REVIEW EXISTING DATA

Review the Town's Bicycle and Pedestrian Master Plan, Capital Improvement Plan, and Drainage Master Plan. Conduct field visits to verify site conditions during design.

## 2.3 AERIAL MAPPING

Prepare project base maps using commercially available aerial images. The aerial maps will be supplemented by field topographic data as described above.

### **Deliverables:**

- Base Map

## **TASK 3 – CLASS III STANDARDS**

This task includes preparing Plans, Specification and Estimate (PS&E) package for implementation of the Town's priority Class III improvements as described in the Initial Environmental Study prepared for the Bicycle and Pedestrian Master Plan and as listed in the November 19, 2014 Town Council Staff Report. The limits of work are:

- Elena Avenue – between Valparaiso Avenue and Atherton Avenue
- Faxon Road – between Barry Avenue and Elena Avenue
- Barry Lane – between Faxon Road and Atherton Avenue
- Selby Lane – between Atherton Avenue and West Selby Lane
- Dinkelspiel Station Lane – between Watkins Avenue and Fair Oaks Avenue
- Austin Avenue – between Atherton Avenue and West Selby Lane
- Atherton Avenue – between Alameda De Las Pulgas and El Camino Real
- Fair Oaks Avenue – between El Camino Real and Middlefield Road
- Alejandra Avenue – between El Camino Real and Emilie Avenue
- Emilie Avenue – between Alejandra Avenue and Park Lane
- Park Lane – between Emilie Avenue and Cam al Lago
- Cam al Lago – between Park Lane and Alameda de Las Pulgas
- Watkins Avenue – between El Camino Real and Middlefield Road

## 3.1 CLASS III CONCEPTUAL LAYOUT

- 3.1.1 Prepare draft set of specifications for Class III bicycle facility accommodation using best practices and design guidelines. For Atherton Avenue, prepare schematic drawing showing locations of proposed intermittent Class II facility.
- 3.1.2 Prepare up to four (4) before and after visualizations of various treatments for presentation at Town Council study session.
- 3.1.3 Prepare two (2) conceptual custom sign designs for review by Town staff.
- 3.1.3 Prepare technical memorandum that documents the particular design treatments that have been chosen for implementation.
- 3.1.4 TJKM will perform traffic analysis to support evaluation of intermittent Class II facility improvements on Atherton Avenue and Fair Oaks Lane. The goal of this analysis is to determine the spacing and length of bike turnout areas so that no more than five cars would stack behind a bicyclist at a given time.

**Deliverables:**

- Draft conceptual layouts
- Final conceptual layouts
- Technical Memorandum

### 3.2 95% DESIGN PS&E

Prepare specifications and estimate for the Class III improvements. A location map identifying the street segments for application of the Class III treatments will be included. The 95% PS&E package will include:

- Project locations map (up to 2 sheets)
- Signing and Striping Details (up to 2 sheets) - at 1"= 50' scale to show details and dimensions of proposed pavement markings and signs.
- Specifications – prepare technical specifications for the Class III improvements. Town will provide boilerplate specifications that conform to the Caltrans 2010 Standard Specifications.
- Estimate – prepare itemized cost estimate for Class III improvements.

**Deliverables:**

- Four copies of 95% Design PS&E

### 3.3 FINAL PS&E

This submittal will include integration of Town staff comments received on the 95% plans. At this point, the contract bid document boilerplate (to be provided by the Town staff) will be added to the Technical Specifications and edited to address specific project requirements. The 95% probable construction cost estimate will be updated based on the final plans and specifications. One (1) round of review comments will be incorporated.

**Deliverables:**

- Four copies of Final PS&E

### 3.4 BID AND CONSTRUCTION SUPPORT

Under this task, MTCO will support the bid phase and construction phase by providing information in response to bidders' questions regarding the bid documents and prepare addenda to bid documents as requested by the Town.

**Deliverables:**

- One unbound reproducible set of the final bid document
- Responses to requests for information
- Specifications addenda

## **TASK 4 – CLASS I, and CLASS II IMPROVEMENTS FEASIBILITY ANALYSIS**

The purpose of this task is to evaluate the feasibility of the priority Class I and Class II improvements identified in the Bicycle and Pedestrian Master. The limits of work are:

- Priority Class I facilities:
  - Middlefield Road – between Watkins Avenue and Marsh Road
  - Holbrook-Palmer Park – between Watkins Avenue and Fenton Gables
- Priority Class II facilities:

- Middlefield Road – between Ringwood Avenue and Jennings Lane
- Atherton Avenue – between Alameda De Las Pulgas and El Camino Real
- West Selby Lane – between Selby Lane and El Camino Real (excluding El Camino Real intersection)
- Valparaiso Avenue – between N Lemon Avenue and El Camino Real
- Glenwood Avenue – between Laurel Avenue and Middlefield Road

#### 4.1 CLASS I AND CLASS II ALTERNATIVE EVALUATION

- 4.1.1 Evaluate up to two (2) alternatives to accommodate the Class I and Class II facilities listed above. For the Class I and Class II facilities, the evaluation will consider changes to improve pedestrian accommodations on the streets. The evaluation will take into account changes to drainage, utilities, signals, trees, and other existing features. Typical cross-sections will be prepared to depict proposed changes to the streets. A location map depicting the limits of improvements on each street will be included. No conceptual plans will be prepared.
- 4.1.2 Prepare up to eight (8) before and after visualizations of various treatments for presentation at community outreach meeting.
- 4.1.3 After incorporating community input, prepare a preferred list of improvements for presentation at the Town Council Study Session.
- 4.1.4 After incorporating input from the Town Council Study Session, prepare a final list of improvements for approval by Town Council.

#### 4.2 PREPARE COST ESTIMATES

Prepare cost estimates for the Class I and Class II facilities

#### 4.3 PREPARE PHASING MEMORANDUM

Prepare memorandum summarizing phasing options, potential funding sources, and opportunities to reduce implementation costs.

#### ***Deliverables:***

- Two draft list of alternative improvements
- One preferred list of improvements
- Conceptual cost estimate
- Technical memorandum
- Technical Memorandum

### **TASK 5 - COMMUNITY INVOLVEMENT**

Mark Thomas & Company and David Gates & Associates will conduct community outreach events.

#### 5.1 PREPARE COMMUNITY OUTREACH PLAN.

- 5.1.1 Review Outreach Process Used for Bike and Pedestrian Master Plan- what worked, email lists, interview members of SAC for input, etc.
- 5.1.2 Work with Town staff to identify target audiences and potential communication network (school newsletter, website, Facebook, Almanac News, Bike Shop, Atherton-Menlo Patch, Inmento.com, etc.)
- 5.1.3 Advertise during community events (Bike for Life)

- 5.1.4 Identify location, date and format for workshop (open house, bike tour, round table discussion)
- 5.1.5 Develop agenda and staff assignments

## 5.2 COMMUNITY OUTREACH (MEETING #1) – CLASS I AND CLASS II IMPROVEMENTS

The purpose of this meeting is to present the conceptual plans for the proposed Class I and Class II facilities to the community and solicit their input.

- 5.2.1 Prepare presentation material consisting of a PowerPoint presentation and/or meeting display boards
- 5.2.2 Prepare working drawings to be used by the attendees interactively to comment on and/or improve the alternatives prepared by our team
- 5.2.3 Meeting support, including name tags, sign-in sheets, set-up, etc.
- 5.2.4 Facilitate meeting to maximize public engagement
- 5.2.5 Prepare written summary of meeting

## 5.3 TOWN COUNCIL STUDY SESSION (MEETING #2)

The purpose of this meeting is to present the conceptual plans for the proposed Class I and Class II facilities to the Town Council and solicit their input.

- 5.3.1 Prepare presentation material consisting of a PowerPoint presentation and/or display boards
- 5.3.2 Attend Council meeting to help Town staff in responding to questions from Council members and the community.

## 5.4 TOWN COUNCIL STUDY SESSION (MEETING #3)

The purpose of this meeting is to present the final conceptual plans for the proposed Class I and Class II facilities to the Town Council for their approval.

- 5.4.1 Prepare presentation material consisting of a PowerPoint presentation and/or display boards
- 5.4.2 Attend Council meeting to help Town staff in responding to questions from Council members and the community.

## 5.5 PREPARE PROJECT WEB PAGE

The purpose of this task is to prepare a project web page to provide up to date project information to the community.

- 5.5.1 Prepare a project web page that includes project description, location map, and exhibits and other graphics prepared for the project under various tasks. Mark Thomas & Company will design the initial web page only and Town staff will perform subsequent website updates.

### **Deliverables:**

- PowerPoint Presentation
- Meeting Display Boards
- Summary meeting notes
- Project Web Page



## OPTIONAL TASKS

### TASK 6 – W SELBY LANE / EL CAMINO REAL INTERSECTION

The purpose of this task is to prepare conceptual plans for the W Selby Lane/El Camino Real intersection for discussions with Caltrans with the goal of converting the intersection to be a pedestrian/bicycle priority intersection.

- 6.1 Prepare up to three (3) alternative layouts for modification of the intersection. It is anticipated that the alternatives may include restriction of certain movement and allow U-turns at mid-block locations or at the adjacent intersections. After receiving input from the community, Caltrans, and County of San Mateo, a preferred alternative layout will be developed.
- 6.2 Mark Thomas & Company and David Gates and Associates will conduct a community meeting to present the alternative layouts. Prepare PowerPoint presentation, facilitate meeting, and prepare a written summary of the meeting.
- 6.3 Hold up to three (3) meetings with Caltrans and County of San Mateo to present the alternatives and solicit input.
- 6.4 TJKM will perform traffic analysis to support the development of the alternatives. The objective is to evaluate the possibility of restricting Selby Lane through movements and all left turn movements at the intersection, and providing mid-block U-turns to accommodate such movements. Through movement of pedestrians and bikes would still be allowed, with possible addition of HAWK signal. The analysis will include storage lengths for mid-block U-turns and if there is a need to use the adjacent intersections for U-turns (Oakwood Drive and Fifth Avenue), how would the operations of those intersections be affected, and what remedies can be made.

#### **Deliverables:**

- Draft Conceptual Layouts
- Preferred Conceptual Layout

#### **GENERAL ASSUMPTIONS:**

- Town will provide traffic counts to support evaluation of intermittent Class II facility on Atherton Avenue and Fair Oaks Lane.
- Town will provide GIS right of way information. No additional right of way investigation will be performed.
- No parking counts will be necessary and parking impacts will not be evaluated.
- Town will provide boilerplate specifications that conform to Caltrans 2010 Standard Specifications.
- No field surveys will be performed.
- No conceptual plans will be prepared for Tasks 3 and 4.

Town of Atherton  
Bicycle Pedestrian Master Plan Design Services  
Draft Project Schedule

Wed 3/11/15

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	March	April	May	June	July	August	September	October	November	December	Jan						
1		Refine Scope and Fee	4 days	Fri 3/6/15	Wed 3/11/15		[Gantt bar: 3/6 to 3/11]																
2		Execute Contract	0 days	Thu 3/19/15	Thu 3/19/15	1	[Milestone: 3/19]																
3		Project Kick-Off Meeting	0 days	Thu 3/26/15	Thu 3/26/15	2FS+5 days	[Milestone: 3/26]																
4		Prepare Base Map	15 days	Fri 3/27/15	Thu 4/16/15	3	[Gantt bar: 3/27 to 4/16]																
5		Phase 1 - Class III Projects	150 days	Fri 4/17/15	Tue 11/17/15		[Summary bar: 4/17 to 11/17]																
6		Develop draft set of specifications	15 days	Fri 4/17/15	Thu 5/7/15	4	[Gantt bar: 4/17 to 5/7]																
7		Prepare Council Agenda (Town staff)	15 days	Fri 5/8/15	Fri 5/29/15	6	[Gantt bar: 5/8 to 5/29]																
8		Town Council Study Session	0 days	Fri 5/29/15	Fri 5/29/15	7	[Milestone: 5/29]																
9		Prepare 95% PS&E Package	15 days	Mon 6/1/15	Fri 6/19/15	8	[Gantt bar: 6/1 to 6/19]																
10		Town Reviews 95% PS&E Package	5 days	Mon 6/22/15	Fri 6/26/15	9	[Gantt bar: 6/22 to 6/26]																
11		Prepare Final PS&E Package	5 days	Mon 6/29/15	Mon 7/6/15	10	[Gantt bar: 6/29 to 7/6]																
12		Prepare Council Agenda (Town staff)	15 days	Tue 7/7/15	Mon 7/27/15	11	[Gantt bar: 7/7 to 7/27]																
13		Town Council Approves PS&E Package	0 days	Mon 7/27/15	Mon 7/27/15	12	[Milestone: 7/27]																
14		Bid	20 days	Tue 7/28/15	Mon 8/24/15	13	[Gantt bar: 7/28 to 8/24]																
15		Construct Phase 1 Improvements	40 days	Wed 9/23/15	Tue 11/17/15	14FS+20 days	[Summary bar: 9/23 to 11/17]																
16		Phase 2 - Class II and Class III Projects	60 days	Fri 5/8/15	Mon 8/3/15		[Summary bar: 5/8 to 8/3]																
17		Develop list of alternative improvements	25 days	Fri 5/8/15	Fri 6/12/15	6	[Gantt bar: 5/8 to 6/12]																
18		Hold community meeting	0 days	Fri 6/12/15	Fri 6/12/15	17	[Milestone: 6/12]																
19		Refine list of alternative improvements	15 days	Mon 6/15/15	Mon 7/6/15	18	[Gantt bar: 6/15 to 7/6]																
20		Prepare cost estimate	10 days	Tue 7/7/15	Mon 7/20/15	19	[Gantt bar: 7/7 to 7/20]																
21		Prepare phasing plan and funding strategy	10 days	Tue 7/21/15	Mon 8/3/15	20	[Gantt bar: 7/21 to 8/3]																
22		Secure Council approval of Concept	0 days	Mon 8/3/15	Mon 8/3/15	21	[Milestone: 8/3]																

Project: Sample Project Schedu  
Date: Wed 3/11/15

Task Split	Summary	Inactive Milestone	Duration-only	Start-only	External Milestone	Manual Progress
Milestone	Project Summary	Inactive Summary	Manual Summary Rollup	Finish-only	Deadline	
	Inactive Task	Manual Task	Manual Summary	External Tasks	Progress	

ATHERTON BICYCLE & PEDESTRIAN MASTER PLAN DESIGN SERVICES PROJECT - MTCO FEE ESTIMATE														
	PIC	Eng Mgr I	Eng VII	Eng Mgr I	Eng Mgr I	Eng V	Eng III	Eng I	Eng Tech	Srvy Mgr	Subconsultants			
	Sasha	Admas	Erik	Michael	Fernando	Ivy	Husam	Vignesh	Deanna	David	Bike Solns	Gates	TJKM	
	\$310	\$200	\$170	\$200	\$200	\$142	\$118	\$98	\$85	\$178	\$125			
<b>1 PROJECT MANAGEMENT</b>														
Meetings	2	24				20		20						\$10,220
Project Management		40		8										\$9,600
	<b>2</b>	<b>64</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$19,820</b>
<b>2 DATA COLLECTION AND REVIEW</b>														
Data Collection						16		16						\$3,840
Review Existing Data		4	4			16		24						\$6,104
Aerial Mapping								16						\$1,568
	<b>0</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>0</b>	<b>56</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,512</b>
<b>3 CLASS III IMPLEMENTATION DESIGN</b>														
Class III Conceptual Layout		8	28			8		40	24		3		\$3,880	\$17,711
95% DESIGN PS&E		4				4		24			4			\$4,220
Final PS&E		4				4		16						\$2,936
Bid & Construction Support						4		8						\$1,352
	<b>0</b>	<b>16</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>88</b>	<b>24</b>	<b>0</b>	<b>7</b>	<b>\$0</b>	<b>\$3,880</b>	<b>\$26,219</b>
<b>4 CLASS I, CLASS II, AND ENHANCED CLASS III CONCEPTUAL DESIGN</b>														
Class I, Class II, and Enhanced Class III Conceptual Layout		24	8	8		60		120	40		12			\$32,940
Prepare Cost Estimates		2				16		40						\$6,592
Prepare Memorandum		16			24	5		8						\$9,494
	<b>0</b>	<b>42</b>	<b>8</b>	<b>8</b>	<b>24</b>	<b>81</b>	<b>0</b>	<b>168</b>	<b>40</b>	<b>0</b>	<b>12</b>	<b>\$0</b>	<b>\$0</b>	<b>\$49,026</b>
<b>5 COMMUNITY INVOLVEMENT</b>														
Prepare Community Outreach Plan		8				4		4				\$1,600		\$4,160
Community Outreach (Meeting #1)	2	8				8		8			3	\$4,800		\$9,315
Town Council Study Session (Meeting #2)		4				4		4			3			\$2,135
Town Council Study Session (Meeting #3)		4				4		4						\$1,760
Prepare Project Web Page		4				8		8	24					\$4,760
	<b>2</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>0</b>	<b>28</b>	<b>24</b>	<b>0</b>	<b>6</b>	<b>\$6,400</b>	<b>\$0</b>	<b>\$22,130</b>
<b>Total</b>	<b>4</b>	<b>154</b>	<b>40</b>	<b>16</b>	<b>24</b>	<b>181</b>	<b>0</b>	<b>360</b>	<b>88</b>	<b>0</b>	<b>25</b>	<b>\$6,400</b>	<b>\$3,880</b>	<b>\$128,707</b>
<b>OPTIONAL TASKS</b>														
<b>6 W Selby Lane / El Camino Real Intersection</b>														
Prepare Alternative Layouts		16				24		60						\$12,488
Community Outreach (Meeting #5)	2	8				8		8			3	\$4,800		\$9,315
Stakeholder Coordination	4	12	8			8		8						\$6,920
Traffic Analysis													\$6,050	\$6,050
	<b>6</b>	<b>36</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>40</b>	<b>0</b>	<b>76</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>\$4,800</b>	<b>\$6,050</b>	<b>\$34,773</b>

Base Contract	
TJKM	\$3,880
Gates	\$6,400
BicycleSol	\$3,125
MTCO	\$115,302
<b>Total</b>	<b>\$128,707</b>

Base Contract + Optional Task	
TJKM	\$9,930
Gates	\$11,200
BicycleSol	\$3,500
MTCO	\$138,850
<b>Total</b>	<b>\$163,480</b>

# Exhibit D

**Bicycle and Pedestrian Master Plan**  
**Consultant Scoring**  
February 18, 2015

Member: Summary

<b>Ranking Following Proposal Review</b>					
<b>Firm</b>	<b>Andy</b>	<b>Ellen</b>	<b>Mike</b>	<b>Total</b>	<b>Ranking</b>
TJKM	3	1	1	5	1
Mark Thomas	2	2	2	6	2
BKF	1	3	3	7	3

Note: Total column is the sum of individual rankings. Lowest point total is the highest rank.  
Top two firms were invited to make presentations to an evaluation panel.

<b>Ranking Following Presentations</b>					
<b>Firm</b>	<b>Andy</b>	<b>Ellen</b>	<b>Mike</b>	<b>Total</b>	<b>Ranking</b>
TJKM	2	2	2	6	2
Mark Thomas	1	1	1	3	1

Note: Selection as the top ranked firm was based on ranking following the presentation.