



Item No. 11 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: MAY 18, 2016

**SUBJECT: AWARD A PROFESSIONAL SERVICES AGREEMENT WITH W-
TRANS FOR THE EL CAMINO REAL COMPLETE STREETS
PLAN**

RECOMMENDATION

Direct the City Attorney to prepare and the City Manager to execute a professional services contract with W-Trans for a not to exceed fee of \$98,600 to perform transportation analysis, community engagement, and management services necessary for the preparation of the first phase El Camino Real Complete Streets Plan.

BACKGROUND

Within Atherton, El Camino Real is a six lane major north-south transportation corridor (SR 82), that is owned and maintained by Caltrans. El Camino Real (ECR) has a pavement width that varies between 80 and 85 feet highway, with raised medians, left-turn pockets and posted speed limits of 35MPH. Traffic volume on El Camino Real is approximately 38,000 vehicles per day.

ECR is considered “incomplete” since it is designated primarily for vehicular travel, with minimal or no facilities to accommodate pedestrians and cyclists. Walking and cycling to destinations in Town often requires crossing El Camino Real at one of five marked crosswalks at uncontrolled intersections.

The Town has submitted the following grant applications since 2013 for potential ECR Improvement projects:

1. A Caltrans Community-Based Transportation Planning Grant
2. An Active Transportation Grant
3. A Sustainable Transportation Planning Grant

The Town was not awarded any of the above grants. However, based on the importance of this issue, the Town included the El Camino Real Complete Streets Study in the FY 2015/16 Capital Improvement Program with a budget of \$300,000.

The existing roadway presents significant mobility and safety challenges to pedestrians and bicyclists. Deficiencies include lack of pedestrian and bike paths, lack of facilities to provide safe crossings at intersections, and poor connectivity to transit, schools, and parks. The purpose of this study is to develop community and stakeholder supported conceptual plans as well as a process that will serve as the basis for developing and implementing improvements.

On January 20, City Council approved issuance of a Request for Proposals (RFP). 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 work. Proposals were due on February 23, providing approximately a four week response period.

ANALYSIS

Proposals were received from the following firms:

- DKS & Associates
- Kimley-Horn & Associates
- Placeworks
- TJKM
- W-Trans

A selection panel consisting of Town staff and representatives from the City of Menlo Park and San Mateo County evaluated the proposals and ranked them according to the RFP's qualification based evaluation criteria and checked references. Based upon their proposals and rankings, the panel identified two firms (Kimley-Horn and W-Trans), to participate in an interview. W-Trans was selected as the top ranked firm. After selection, Town staff met with W-Trans to negotiate the final work scope and fee. The scope of services and scoring evaluations of the selection panel are provided as attachments to this report.

The main deliverable of the Complete Streets Plan will serve as the framework for how the Town and Caltrans move forward with future planning and implementation of improvements on the ECR Corridor along with potential funding. The Plan will include analyses to identify and evaluate viable options to enhance safety, improve mobility and accessibility throughout the corridor. The Plan will be developed in phases. The first phase will include a thoughtful public engagement effort to develop alternatives that will address the varied stakeholder interests within the ECR corridor. Key agency stakeholders will be Caltrans, adjacent Cities and the Menlo Fire District, as well as connective agencies such as Menlo Park, the County, and Redwood City.

Once a short-list of viable alternatives have been identified, staff will report back to the City Council to seek authorization for the second phase of the study that will include detailed traffic

operation analysis and the identification of a preferred project. A preliminary cost estimate for the preferred project will also be prepared.

POLICY FOCUS

The ECR Complete Streets Plan is identified in the Town's Capital Improvement Program (CIP) and is consistent with the Town's CIP objective of addressing mobility and the safety of roadways. There are no significant policy issues to approval of this study. However, at the completion of the study, there may be policy changes that will be brought to the Town Council for consideration.

FISCAL IMPACT

The proposed first phase contract is on a time and materials basis with a not-to-exceed fee of \$98,600. The total contract is anticipated to be approximately \$275,000. The approved 2015/16 Capital Improvement Program includes adequate funding for this contract.

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: Fee

Attachment C: Evaluation Score Sheet

PHASE 1 - OUTREACH AND ALTERNATIVES DEVELOPMENT

Task 1 – Initiate Project

- 1.1 **Kickoff Meeting:** W-Trans will organize and attend a kickoff meeting with Town staff.
- 1.2 **Refine Scope and Schedule:** Following the meeting, an updated scope of work and schedule will be refined and submitted, as necessary.
- 1.3 **Field Inventory:** W-Trans staff will conduct a thorough field survey of the corridor and lead a tour with staff and key stakeholders of the corridor on the day of the kickoff meeting. Photos documenting vehicle, pedestrian, bike and transit activity on the corridor would be collected.
- 1.4 **Review Documents:** Key documents on past related studies including, but not limited to, General Plan elements, Grand Boulevard Initiative, bike plan, etc. will be reviewed. Relevant as-built information, including road as-builts and utility as-builts will be collected and briefly reviewed to identify potential project constraints.

***Deliverables:** Memo summarizing updated scope and schedule; technical appendix of traffic data.*

Task 2 - Public Participation and Stakeholder Engagement

The public participation and stakeholder engagement will be based on a values-driven approach. As a starting point, it is acknowledged that the right-of-way won't be expanded, there is a desire to address safety for all users crossing El Camino Real as well as along the corridor itself, and there is a rural character that is valued and needs to be maintained. The outreach efforts will seek to draw upon and expand these values so that viable alternatives can be developed and subsequently analyzed.

- 2.1 **Develop Program:** The W-Trans team will develop a Public Participation Program. Alta will lead this phase of the work, building on our understanding of the specific issues and interest groups in Atherton, as well as our experience facilitating conversations about bicycle and pedestrian investments. In a corridor like El Camino, a thoughtful public engagement effort is critical to address the competing interests in the corridor. The plan below provides our recommendation for the corridor given experience with past public engagement in Atherton and elsewhere and the issues raised for this specific project. We recommend spreading the public engagement out through a series of community and stakeholder workshops to help coordinate with other ongoing efforts and to address the multiple needs of the corridor. A single design charrette may make it challenging to work through all of the issues in the corridor. A phased approach should help surface issues earlier so that design options reflect the needs of the community. The W-Trans team will review the public participation program with the Town and Caltrans at the kickoff meeting and revise as needed.
- 2.2 **Webpage:** The team will coordinate with Town staff to provide content (text and associated generated exhibits) to the Town for publishing a Project-specific web page on the Town's website. New and updated information will be provided to the Town in response to public workshops, project milestones, public surveys, and community outreach, as necessary.
- 2.3 **Stakeholder Advisory Interviews:** The team will assist with the creation of a "stakeholder advisory group." The team will conduct interviews with corridor stakeholders in order to identify issues/concerns/resolutions regarding the traffic and safety of the corridor. We will meet with Menlo Fire, Caltrans and SamTrans to discuss their issues and expectations. The team outreach coordinator will follow up with the group as a whole or individually at a key point later in the process.

2.4 Coordinate with Adjacent Cities and Caltrans: The team will meet with staff from the Cities of Menlo Park and Redwood City to discuss their current course of action and timeline for any planned modifications on El Camino Real.

2.5 Workshops: The W-Trans team will lead two (2) workshops as part of this process. We recommend holding the workshops as a modified open house that presents multiple opportunities for people to interact with the materials and information provided by the technical team. The W-Trans team will provide a variety of stations that allow folks to interact with the information provided in varying ways. These include stations to gather information about the project, stations to vote or comment on alternatives, and stations to interact and discuss the alternatives. We will use a combination of large presentation boards that provide clear insight into key findings and information. Sketching and writing tools will be provided to have attendees provide their input on existing issues and potential ideas for the corridor.

We recommend organizing the workshops as follows:

- *Workshop 1:* Present existing conditions, receive input on the public's experience of the corridor, including issues, concerns, and desires; establish vision, goals and guiding principles.
- *Workshop 2:* Present draft corridor alternatives for public input/refining questions. Relate the alternatives to the specific goals and guiding principles established in Workshop 1.

The team will provide press release and announcement documentation/flyers to assist the Town in notification, including developing social media posts. The team will also provide recommendations for distribution of invitations through both standard and online methods. The Town will distribute noticing for these meetings through the appropriate venues.

2.6 Surveys: The W-Trans team will coordinate in the development of a Corridor Study interested-party/stakeholder email list to facilitate the wide distribution of an online survey. Survey results will be collected and summarized for the development of traffic and safety improvements alternatives, as well as inclusion in the study, where applicable. The surveys will be completed prior to the second workshop.

2.7 Public Outreach Documentation: The team will prepare a public meeting record following completion of each of the workshops and stakeholder meetings. The results will be summarized in the report and contained in the appendix of the report including meeting attendance lists and comments received.

Deliverables: *Public Participation Program Approach Document, Public Meeting Records, Alternatives Memo.*

Task 3 – Alternatives Development

3.1 Opportunities and Constraints: Based on input received at the first workshop, discussions with Town staff, discussions with stakeholders, field reconnaissance, prior data analysis, and the consultant experience on other complete street corridor projects, opportunities and constraints for crossing El Camino Real as well as travel along the corridor will be noted and identified. Opportunities to improve circulation through all modes of travel will also be identified and documented. W-Trans shall prepare maps showing existing characteristics for context zones within the corridor.

3.2 Project Goals and Values: Based on input received at the first workshop, discussions with Town staff, discussions with stakeholders, the goals and values of the project will be identified and confirmed before moving forward with alternatives.

3.3 State of the Practice Toolbox: Displays of active transportation improvements including new Class IV bicycle facilities, intersection control treatments, and pedestrian crosswalk enhancements will be provided for discussion at the workshops and inclusion in the report.

3.4 ADA Accessibility: Access issues along the corridor and crossing the corridor for the disabled community will be identified.

3.5 Alternatives Development: Based on input received, alternative cross sections for each of the context zones and study intersections will be developed showing how to reorganize the right-of-way to accommodate active transportation modes while preserving the Town's values while also serving vehicle traffic demand and side street access. Measures will be developed to address safety and vehicle, bicycle, pedestrian and transit modes crossing El Camino Real as well as along the corridor itself. Consideration of the stakeholder concerns, such as those of the Fire District or Caltrans, will be taken into consideration. These alternatives could consist of a mix of the following elements:

- modified roadway geometrics
- road diet from 7 to 5 lanes
- modified signal phasing
- alternative traffic controls
- alternative side street movement restrictions
- enhanced bike facilities and crossings
- separated bike facilities or bike lanes
- enhanced pedestrian crossings
- revised median geometrics
- alternative parking geometrics and locations
- arterial traffic calming elements
- ADA enhancements

Deliverables: Alternatives to be presented in Workshop #2.

Task 4 – Phase 1 Meetings

4.1 Staff Meetings: Up to three (3) status meetings with Town staff will be conducted during the project, outside of other onsite meetings which would occur during other visits to Atherton for workshops, etc.

4.2 Phone Conferences: Phone calls and conference calls are included, as needed.

4.3 Caltrans Coordination Meetings: One coordination meeting with Caltrans will be held. The purpose of this meeting is to gain conceptual concurrence or modifications to the concept plan cross sections. Documentations of the meeting results will be provided.

4.4 Public Meetings/Presentations: W-Trans will provide one presentations in a public hearing setting to the Planning Commission and/or Town Council.

PHASE 2 - TRAFFIC OPERATIONS ANALYSIS OF ALTERNATIVES

Once the Alternative(s) have been identified we will commence with Phase 2, a detailed analysis of the effects of the alternative(s). The traffic operations analysis will be aimed at providing decision makers with enough information to make informed decisions, and getting the project ready for grant eligible funding,

Task 5 – Existing Conditions Analysis

5.1 General Corridor Conditions: Based on the field review, discussions with staff, and investigation of data, general corridor characteristics will be described, including adjacent land use, transportation activity and other related information.

5.2 Related Policies: Plans and Policies will be summarized related to transportation conditions on the corridor.

5.3 Traffic Data Collection: Traffic data will be collected and summarized including: traffic counts, collision data, speed surveys, and corridor travel times. It is assumed that this effort will include peak period turning movement counts including bikes and pedestrians (@ 19 locations), 24-hour segment count and speed surveys (@ 6 locations). Corridor travel times will be collected during peak and off-peak periods.

5.4 Collision Experience: Collision data will be evaluated, compared with standard rates and summarized on a pin map. Special attention will be paid to pedestrian and bicycle collisions which require a longer 10-year period of collision experience to show any critical trends.

5.5 Intersection Operations: Intersection LOS conditions will be calculated for the weekday a.m. and p.m. peak hours using Synchro software. The study intersections will consist of:

- | | |
|------------------------------------|---------------------------------------|
| 1. Selby Lane | 13. Winchester Drive/Ashfield Road |
| 2. Columbia Avenue | 14. Maple Avenue |
| 3. Fifth Avenue | 15. Walnut Avenue |
| 4. Amherst Avenue | 16. Isabella Avenue |
| 5. Stockbridge Avenue | 17. Watkins Avenue |
| 6. Loyola Avenue | 18. Spruce Avenue |
| 7. Wilburn Avenue | 19. Buckthorn Way |
| 8. Almendral Avenue | 20. Alejandra Avenue |
| 9. Lloyd Drive | 21. Stone Pine Lane |
| 10. Tuscaloosa Avenue | 22. Victoria Way/Encinal Avenue |
| 11. Redwood Way | 23. Valparaiso Avenue/Glenwood Avenue |
| 12. Atherton Avenue/Fair Oaks Lane | |

5.6 Queuing: Existing queueing conditions will be determined using the Synchro software. Queues which extend beyond available storage will be noted.

5.7 Travel Time: Corridor travel time for vehicles will be summarized based on field surveys and Synchro corridor estimations. This will be a metric used in evaluating alternatives.

5.8 Intersection Access and Restrictions: All of the access conditions including restrictions and channelization at the study intersections will be inventoried. Neighborhoods with limited or restricted access will be noted.

5.9 Traffic Control Warrants: Traffic signal warrants at all of the uncontrolled intersections will be summarized based on peak hour signal warrants.

- 5.10 Pedestrian Facilities:** Pedestrian activity areas, sidewalk/walkway gaps, and critical crossings areas and issues will be noted and existing facilities summarized.
- 5.11 On-going Pedestrian Improvements:** Current improvements and enhancements to pedestrian crossing conditions will be summarized and indicated on project mapping.
- 5.12 Bicycle Facilities:** Bicycle activity areas and critical crossings areas and issues will be summarized.
- 5.13 Bicycle Plan:** Bicycle facility needs from the Bicycle Plan will be summarized for the study area. Obstacles to achieving bicycle facilities indicated in the Bicycle Plan will be identified.
- 5.14 Transit:** Transit routes, stops, and conflicts will be summarized.
- 5.15 Parking:** Sections with on-street parking demand will be surveyed and summarized. The surveys will be a brief sampling of peak parking period conditions during the field reconnaissance.
- 5.16 Landscaping and Trees:** Assess the existing streetscape/landscape conditions in the corridor, including trees which may limit visibility for drivers, as well as the range of frontage conditions that define its character. These include the various median and frontage trees and other landscape materials, frontage walls and fencing, and opportunities to improve sidewalk and shoulder areas. This assessment will guide development of landscape/street design recommendations later in the process.
- 5.17 Mapping:** Existing conditions mapping will be developed on the Town's GIS or aerial mapping and prepared to describe existing conditions and show available right-of-way. Please note that the proposal does not include surveys of exact right-of-way and curb locations. Only available aerials and GIS information will be used.
- 5.18 Documentation:** An existing conditions working paper will be drafted with text, tables, graphics and photographs.

***Deliverables:** Existing Conditions Evaluation Working Paper.*

Task 6 – Future Traffic Volume Forecasts

- 6.1 Kittelson Associates (KAI) would lead off the effort with a forecasting assumptions memo identifying all assumptions, including model choice, horizon years, network assumptions, land use assumptions, turn prohibitions, etc. KAI will work with Town or County staff to update all assumptions in the model relevant to the study area, including network and land use assumptions to ensure all approved, pending and general plan projects are accurately represented.
- 6.2 KAI would use the latest C/CAG Countywide 2040 model with ABAG Plan Bay Area Projections to review projected growth and develop forecasts for existing conditions and year 2040 conditions in the El Camino Corridor. KAI will extract model output including link and turning volume results (at up to 10 study intersections) for all scenarios described below, in both ascii text format and GIS shape files. The following scenarios will be analyzed:
- Existing year (based on counts)
 - Existing plus Project (reduce ECR travel lanes from 6 to 4)
 - 2040 No-Project

- 2040 Plus Project

KAI proposes to conduct an initial localized validation of the existing year model in the study area corridor using the peak hour counts from the data collection task, and then prepare forecasts for the above identified scenarios. KAI would extract link level and intersection volumes at the study intersections for each modeled scenario, and would use appropriate methods to adjust the forecasts to minimize the model error, especially at the intersection turn volume level. These methods include the incremental adjustment method (with Furness) based on NCHRP-255 that compares the base year model volumes to the counts and adjusts the future year volumes to reduce the model error. The resulting forecasts will be provided as input into the Synchro and SimTraffic simulation models.

- 6.3 KAI would utilize the model to extract appropriate areawide measures of effectiveness (MOE's), including delay, travel time, average speed, VMT and VHT. Areawide measures are useful to capture benefits or impacts associated with the project resulting from any diversions or traffic reductions on El Camino or in adjacent neighborhoods.

The C/CAG Countywide model will also be used to verify if the addition of a third through travel lane on El Camino would induce latent demand traffic growth due to increased road capacity.

Deliverables:

- *Modeling methodology and assumptions memo*
- *Travel demand modeling results for link and intersections in text format for all scenarios*
- *Modeling link volumes in model plot and shape file formats*
- *Modeling memo*

Task 7 – Alternatives Analysis

- 7.1 LOS Analysis:** Where applicable on measures which will impact vehicle operations, intersection level of service, delay and travel time will be calculated using Synchro for both existing and future traffic volumes.

- 7.2 Transportation Comparative Analysis:** Up to three alternatives will also be evaluated in terms of corridor travel time, queuing at intersections, bicycle safety and pedestrian safety. In addition, consistency with the vision of Grand Boulevard Initiative design guidelines as well as conformance with Caltrans design standards will be evaluated.

- 7.3 Civil analysis:** Civil design issues such as drainage, flood control, road construction issues will be evaluated for each of the alternatives. Key issues will be identified.

- 7.4 Urban Design & Landscape Architecture:** Recommendations for modifications to maintain the Atherton "look". Atherton's almost-rural character along El Camino Real is valued by the community, and the design effort will focus on ways to improve this character addition of landscape and design elements that will strengthen it, and removal or replacement of features that detract. For example, if continuous sidewalks are an option or recommendation, landscape/streetscape approaches may emphasize a more informal arrangement of trees and species than typical or more suburban or urban corridors.

- 7.5 Graphics:** Concept plan renderings will be developed for up to three alternative treatments. These will be developed for sample areas where the measure is application throughout the entire corridor.

7.6 Documentation: The alternatives will be documented including concept plans sample sections, with visual renderings or photos of similar conditions.

Deliverable: Alternatives Analysis Working Paper

Task 8 – Phase 2 Public Participation Program

8.1 Webpage: The project website will be updated with information about the alternative(s) that are being analyzed in more detail under Phase 2.

8.2 Workshop #3: The W-Trans team will lead a third workshop as part of this process. The third workshop will focus on the alternatives analysis.

Workshop 3: Alternatives analysis, gather additional public input.

The team will provide press release and announcement documentation/flyers to assist the Town in notification, including developing social media posts. The team will also provide recommendations for distribution of invitations through both standard and online methods. The Town will distribute noticing for these meetings through the appropriate venues.

8.3 Public Outreach Documentation: The team will prepare a public meeting record following completion of the third workshop. The results will be summarized in the report and contained in the appendix of the report including meeting attendance lists and comments received.

Deliverables: Workshop #3, Public Meeting Records.

Task 9 – Preferred Plan Documentation

9.1 Descriptions: Based on the alternatives evaluation and input from the third workshop, a Preferred Preliminary Plan will be compiled and described including segment and intersection specific concepts with ROW shown (if available) and lane reconfiguration, if applicable. Streetscape design objectives and guidelines will be discussed.

9.2 Simulated 3D images: The concept document will include 3D cross section images, design templates, and photos of existing similar installations, and renderings of strategic components/concept zones.

9.3 Concept Plan Views: The concept document will include one (1) geometric concept plan (15% design level) for the preferred alternative.

9.4 Cost Estimates: Cost estimates for the preferred plan components will be prepared at a 15% design level.

9.5 Phasing Plan: Project priorities and phasing recommendations will be provided including recommendations for submittal for grant application. No grant applications will be prepared.

9.6 Documentation: Based on input received at the third workshop, the preferred plan including a narrative description and concept plans for the study area corridor, will be finalized.

Deliverable: Preliminary Plan and Context Zone Concepts with visual renderings and operational simulations.



El Camino Real Complete Streets Plan

Task 10 - Report Documentation

10.1 Administrative Draft Plan Document: The process will culminate in the preparation of working papers, memos, outreach notes, analysis and plans formatted into an Administrative Draft document for the Town and technical review team to review and provide comments. The report will include all technical documentation, photos, tables, graphics and appendices.

***Deliverable:** Electronic copies will be provided to the Town and technical review team.*

10.2 Public Review Draft Plan Document: Based on comments from the technical team, a Draft El Camino Real Complete Streets Plan document will be prepared and submitted for public review.

***Deliverable:** Five hard copies of the Draft Plan and an electronic copy will be submitted to the Town for review and distribution.*

10.3 Final Plan Document: Consultant will consider public review comments and prepare the Final El Camino Real Complete Streets Plan document.

***Deliverable:** Five hard copies of the Final Plan and an electronic copy will be submitted to the Town.*

Task 11 – Phase 2 Meetings

11.1 Staff Meetings: Three (3) status meetings with Town staff will be conducted during the project.

11.2 Phone Conferences: Phone calls and conference calls are included, as needed.

11.3 Caltrans Coordination Meetings: One coordination meetings with Caltrans will be held. The purpose of this meeting is to gain conceptual concurrence or modifications to the preferred alternative concept plan cross sections. Documentations of the meeting results will be provided.

11.4 Public Meetings/Presentations: W-Trans will provide up to two (2) presentations in a public hearing setting to the Planning Commission and/or Town Council. These meetings will provide additional opportunity for public and stakeholder input.

**Atherton El Camino Real Complete Street Plan - Phase 1
W-Trans Team Budget 5-5-16**

TIME ESTIMATES BY PERSON AND TASK

TASK	Total Dollars	W-Trans										Mark Thomas				Alta Planning				Kittleson				Bottomley				Data Collection Service	Contingency	Total Hours																						
		Weinberger	Matley	Boardman	Asst Engr	Petker	Admin	Tech	Expenses		Admas	Karsten	Vignesh	Expenses		Louch/	Alex	Lola	Expenses		Damian	Lillian	Expenses		Terrance	Goel	Yocke				Expenses																					
		ManagingPrin	Associate	Asst PM		Design Tech			Miles	Misc	Zewdie	Adam	Swaminathan	Miles	Misc	or Jones	Sweet	Torney	Miles	Misc	Stefanakis	Tang	Miles	Misc	Bottomley						Miles	Misc																				
Task 1		\$235.00	\$185.00	\$115.00	\$95.00	\$100.00	\$90.00	\$50.00	0.56	LS	\$252.00	\$200.00	\$118.00	\$0.56	LS	\$225.00	\$135.00	\$98.00	\$0.56	LS	\$235.00	\$160.00	\$0.56	LS	\$195.00	\$95.00	\$85.00	\$0.56	LS	LS	LS																					
Task 1	Project Initiation																																																			
	1.1 Kickoff Meeting/Project Startup	\$4,737	12		4											2			70												24																					
	1.2 Refine Scope of Work	\$1,170	4		2																										6																					
	1.3 Field Review of the Corridor	\$3,212	4		4											4															20																					
	1.4 Review Existing Documents	\$2,582	2		4		4									4															18																					
Task 2	Public Participation & Stakeholder Engagement																																																			
	2.1 Develop Outreach Program	\$4,038	4													2	8	16													30																					
	2.2 Webpage	\$1,561			1											2	12														15																					
	2.3 Stakeholder Advisory Interviews	\$4,904	12		8				80							8			70												28																					
	2.4 Coordinate with Adjacent Cities	\$4,724	14						160						1	8			70												23																					
	2.5 Workshops (2)	\$14,360	22		20				160	\$160					2	16	24		140												92																					
	2.6 On-line Survey	\$2,114	1		1										2	18															20																					
	2.7 Public Outreach Documentation	\$3,798	2		2										2	8	16														30																					
Task 3	Alternatives Development																																																			
	3.1 Opportunities and Constraints	\$8,719	4	4	2						8	4	16			2	5	10													55																					
	3.2 Project Goals and Values	\$795	2		2	1																									5																					
	3.3 State of the Practice Toolbox	\$3,670	2	4	8	12		8																							34																					
	3.4 ADA Accessibility	\$3,908	1		2	6									1	8	16														34																					
	3.5 Alternatives Development	\$12,840	8	8	8	8	20	4			4	8	4		4	12															88																					
Task 4	Phase 1 Meetings																																																			
	4.1 Staff Meetings (2)	\$3,588	8		4				160							8			140												20																					
	4.2 Phone Conferences	\$1,750	5		5																										10																					
	4.3 Caltrans Coordination Meeting (1)	\$2,162	4						40		6																				10																					
	4.4 Public Meetings/Presentations (1)	\$2,008	8						80	\$83																					8																					
	Project Management																																																			
		\$2,280	6		6			2																							14																					
	Contingency																																																			
		\$9,600																													9,600																					
	COLUMN TOTAL ---->		125.0	16.0	83.0	31.0	20.0	4.0	12.0	980.0	243.0	12.0	38.0	28.0	0.0	0.0	14.0	89.0	112.0	490.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	80.0	0	9,600	584.0																				
	DOLLAR AMOUNT ---->		\$29,375	\$2,960	\$9,545	\$2,945	\$2,000	\$360	\$600	\$549	\$243	\$3,024	\$7,600	\$3,304	\$0	\$0	\$3,150	\$12,015	\$10,976	\$274	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80	\$0	\$9,600																					
			TOTAL AMOUNT																																																	
			\$98,600																																																	

W-Trans	\$48,577	49.3%
Mark Thomas (Civil)	\$13,928	14.1%
Alta (Outreach)	\$26,415	26.8%
Kittleson (Forecasting)	\$0	0.0%
Bottomley (Urban Design)	\$80	0.1%
Data Collection Service	\$0	0.0%
Contingency	\$9,600	9.7%
Total	\$98,600	100.0%

El Camino Real Complete Streets Plan W-Trans Schedule

Task	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June														
	June 1-15	June 16-30	July 1-15	July 16-31	Aug 1-15	Aug 16-31	Sep 1-15	Sep 16-30	Oct 1-15	Oct 16-31	Nov 1-15	Nov 16-30	Dec 1-15	Dec 16-31	Jan 1-15	Jan 16-31	Feb 1-15	Feb 16-28	March 1-15	March 16-31	April 1-15	April 16-30	May 1-15	May 16-31	June 1-15	June 16-30	
Phase 1 - Outreach & Alts Development																											
1. Project Initiation	*																										
2. Public Participation & Stakeholder Engagement		*				*																					
3. Alternatives Development						◇																					
4. Phase 1 Meetings			*				*																				
Phase 2 - Traffic Ops Analysis of Alternatives																											
5. Existing Conditions Analysis																											
6. Future Traffic Volumes Forecast																											
7. Alternatives Analysis																											
8. Phase 2 Public Participation Participation																					*						
9. Preferred Plan Documentation																											
10. Report Documentation																											
11. Phase 2 Meetings																										*	*
LEGEND:	* = meeting ◇ = deliverable																										

Appendix C

Evaluation Table for Project ECR Complete Street																											
Rating Factor	Weight	Points 1 to 10	Respondent Name																								
			DKS					Kimley Horn					Placeworks				TJKM				Wtrans						
Reviewer			A	B	C	Total	Score	A	B	C	Total	Score	A	B	C	Total	Score	A	B	C	Total	Score	A	B	C	Total	Score
Project Team's qualifications	0.20		7	8	8	23	4.6	7	9	9	25	5	9	7	8	24	4.80	8	8	8	24	4.80	9	7	8	24	4.80
Project Manager's Technical Experience and Approach	0.20		6	7	7	20	4	7	9	8	24	4.8	8	7	7	22	4.40	7	9	7	23	4.60	9	8	8	25	5.00
Understanding of Project Issues	0.25		6	7	7	20	5	7	10	9	26	6.5	8	8	8	24	6.00	7	9	7	23	5.75	7	8	8	23	5.75
Quality of Proposed Work Plan	0.25		7	6	7	20	5	4	10	9	23	5.75	9	8	6	23	5.75	7	8	8	23	5.75	7	8	8	23	5.75
Total	0.90					83	18.6				98	22.05				93	20.95				93	20.90				95	21.30