



REQUEST FOR PROPOSALS

Bicycle, Pedestrian, and Trails Active Transportation Plan

Submittal Deadline: Monday, August 10, 2015 at 5:00pm

The City of Livermore Community & Economic Development Department (City) is seeking a qualified Transportation Consultant, specializing in multi-modal mobility, bicycle, and pedestrian planning to develop a Citywide Bicycle, Pedestrian, and Trails Active Transportation Plan (Plan). Development of the Plan will be consistent with the City's General Plan Complete Street policies, include public outreach, creation of detailed system maps, and environmental review in conformance with the California Environmental Quality Act (CEQA).

Introduction

The City of Livermore is located in Alameda County along I-580, 43 miles east of San Francisco in the Tri-Valley area, a geographic and economic sub-region of the San Francisco Bay Area. Livermore is a well-established residential, commercial, and industrial community with a rural/urban interface home to approximately 85,000 residents. I-580 and the Union Pacific Railroads bisect the City of Livermore. The city is home to a municipal airport, State Route 84, a heavily used freight and passenger rail corridor, Las Positas Community College, an award-winning and vibrant downtown, two national laboratories, 19 public schools, 46 parks, three library branches, a robust wine growing region with over 50 wineries, and many other public facilities.

The Altamont Commuter Express Train, which provides connections between Stockton and San Jose, currently serves the city. The Livermore Amador Valley Transit Authority (LAVTA), which connects riders to the Tri-Valley Cities of Livermore, Dublin, and Pleasanton, and Greyhound buses, also provide service to the city. The closest Bay Area Rapid Transit (BART) is located in Dublin/Pleasanton. Livermore residents can access this station via LAVTA express bus service and the Iron Horse Trail. BART and City staff are currently studying a BART extension to Livermore along the I-580 median at the Isabel Avenue interchange. City staff is facilitating a Station Area Transit-Oriented Neighborhood planning process for proposed location.

The City has demonstrated a commitment to smart growth by adopting two Urban Growth Boundaries that surround the City, designating three Priority Development Areas and three Priority Conservation Areas, adopting a Complete Streets Policy, developing a Form Based Zoning Code, and adopting a General Plan and multiple specific plans that emphasize multi-modal transportation.

In 2014, the City adopted an award winning Complete Streets Policy. The City then amended the General Plan Circulation Element to incorporate the Policy's vision, principals, implementation, and exemption elements. Overall, these efforts strengthened the City's emphasis on a circulation system that is safe and convenient for all users.

Project Description

The Citywide Bicycle, Pedestrian, and Trails Active Transportation Plan will replace the City's 2001 Bikeways and Trails Master Plan, include a pedestrian emphasis, and reflect current conditions and changes in community demographics, the physical environment, and public policy. The Plan will also

focus on active transportation connections to transit facilities, major employers, retail and commercial centers, and public facilities.

The Plan will be a comprehensive citywide effort that will guide, prioritize, and implement a network of quality bicycle and pedestrian facilities to improve mobility, connectivity, public health, physical activity, and recreational opportunities. By applying best practices, the Plan will increase transportation options, reduce environmental impacts of the transportation system, and enhance the overall quality of life for residents. Overall, the Plan will create a system that enables people to use a variety of modes to achieve daily needs.

The Plan will assess existing system conditions, analyze community needs, and evaluate health, safety and demographic data. The community involvement process will capitalize on a variety of methods to obtain input including community walks and rides, presentations at community facilities, meetings with community based organizations, and the use of social media and an interactive website. The Final Plan will ultimately result in programmed priority system improvements consistent with State, regional, and local planning policies.

The Plan is subject to the Complete Street Policy set forth in the City of Livermore General Plan, must be compliant with the requirements set forth in the "Alameda County Transportation Commission Bicycle Master Plan Guidelines" (October 2014 or as amended in the future), and must include core elements described in the "Toolkit for Improving Walkability in Alameda County" (as amended June 2009).

Scope of Work

The Plan's Scope of Work includes three major components:

1. Plan development
 - a. Project Initiation
 - i. Project Initiation:
City and Consultant Team will meet to discuss project objectives, details, scope, timeline, deliverables, protocol for communication, and overall expectations.
 - ii. Ongoing meetings:
Conduct regular meetings in person or by conference call to ensure continual communication on upcoming tasks, and to make sure the project remains on time and within budget.
 - b. Public Participation
 - i. Preparation of public participation plan:
Consultant shall develop a detailed Public Participation Plan outlining a process to gather community input at different stages of Plan development and include input from the City's disabled, disadvantaged, and underserved communities. The Consultant shall actively cultivate relationships with community based organizations and receive their assistance advertising, informing, and collecting feedback. The Consultant shall use a variety of public participation methods to engage the community and receive feedback. In addition to traditional public workshops and required public hearings public participation activities should include: outreach at community events, small group meetings with community based organizations, nonprofit service providers, and neighborhood groups, community surveys, social media outreach, and public walk and bike audits and focus groups held at heavily used facilities.

- ii. Conduct public outreach:
Consultant shall conduct all public outreach in accordance with the Public Participation Plan. Outreach responsibilities will also include crafting marketing messages, designing outreach materials, conducting mailings, and posting all advertisements on the website and advertisements in local newspaper(s) when appropriate.
 - iii. Citizens Advisory Committee Meetings:
The City will establish a Citizens Advisory Committee (CAC) prior to consultant commencing work. The role of the CAC is to help develop recommendations and provide community perspective regarding neighborhood needs and priorities. The Consultant shall facilitate meetings of the CAC at key milestones and is responsible for scheduling meetings, communicating with CAC members, responding to questions, creating agendas and meeting minutes, and posting progress on the project webpage.
 - iv. Technical Advisory Committee Meetings:
The City will establish a Technical Advisory Committee (TAC) prior to consultant commencing work. The role of the TAC is to provide technical expertise and confirm consistency with existing or future policies or regulations. Consultant shall facilitate meetings of the TAC at key milestones and is responsible for scheduling meetings, communicating with TAC members, responding to questions, creating agendas and meeting minutes, and posting progress on the project webpage.
 - v. Project webpage:
Consultant shall create and maintain an interactive project webpage to serve as a platform to provide the community with background information, educate and provide status updates, advertise public participation opportunities, receive feedback, and answer questions.
- c. Research and Analysis
- i. Inventory existing policies:
Consultant shall inventory existing local policies including the City's General Plan, Form Based Zoning Code, Downtown Specific Plan, South Livermore Valley Specific Plan, Iron Horse Trail Feasibility Study, 2001 Bikeways and Trails Master Plan, Design Standards and Guidelines, Climate Action Plan, and City Standards and Details. Investigate existing statewide and regional transportation, air quality, and energy conservation plans and goals including Regional and Countywide Transportation Plans.
 - ii. Inventory existing conditions
Consultant shall conduct a detailed inventory of existing bicycle, pedestrian, and trail facilities. Conduct community assisted walking and biking audits. Inventory existing bicycle parking, wayfinding signage, safe routes to schools efforts, and bicycle and pedestrian safety programs.
 - iii. Develop goals and objectives

Consultant shall develop Plan goals and objectives using information collected from public participation, CAC, TAC, the City's General Plan Circulation Element, and other City policy documents.

iv. Demographic, land use, and future demand analysis

Consultant shall gather data on the City's population, employment, age, income, and community and regional health and safety statistics. Estimate the number of existing bicycle and pedestrian trips and identify and evaluate existing and future nodes or concentrations of activity centers/destinations to determine the future needs of bicyclists and pedestrians. Include residential uses, schools, commercial/shopping centers, civic areas, major employment centers, recreation facilities, and transportation hubs.

Analyze the number and location of bicycle and pedestrian collisions, serious injuries, and fatalities, and evaluate possible development patterns to anticipate future safety concerns. Identify actual and perceived physical barriers and evaluate potential changes due to future development patterns.

v. Identify Network and Recommendations

Consultant shall review data and public input to prepare recommendations for a future bicycle and pedestrian network and related facilities. Provide detailed project descriptions, specifications, and budget estimates.

Prepare recommended policies and programs including a description of proposed policies related to bicycle parking, wayfinding signage, design guidelines, safe routes to schools efforts, and bicycle and pedestrian safety programs.

vi. Develop implementation and financial plan

Consultant shall prioritize recommendations for bicycle and pedestrian facilities, policies, and programs. Develop a financial plan that includes capital, operations, and maintenance cost estimates and potential funding sources. Develop an implementation plan to define the phases and timing of various projects. Identify agency responsibility and coordination needed to design, construct, maintain, and operate projects.

d. Document Preparation

i. Preparation of Administrative Draft Plan

Consultant shall prepare Administrative Draft Plan including a record of all input obtained through community, CAC, and TAC meetings. Consultant shall prepare all exhibits, graphics, and maps. Review of the administrative draft and graphics will allow for at least two rounds of City comments and appropriate stakeholder/community review. Consultant shall complete environmental review consistent with CEQA.

ii. Preparation of Draft Plan

Consultant shall incorporate feedback from administrative draft and amend document and/or graphics as needed. Consultant shall present Final Draft Plan as a Public Hearing item at Planning Commission and City Council Meetings.

Staff will prepare Planning Commission and City Council staff reports and resolutions.

iii. Preparation of final Plan

Consultant shall consider direction obtained at Planning Commission and City Council hearings and incorporate necessary changes into the Final Plan. Final Plan shall be posted on the website.

Once the Final Plan is approved and all documents are finalized, the consultant shall provide:

- 20 hard copies of the Final Plan and Environmental Assessment;
- 10 CD's with electronic files of the Final Plan and Environmental Assessment;
- Electronic file of the documents in PDF format and suitable for posting on the City's website;
- Electronic file of the documents that can be updated by City staff, software platform TBD. All graphics should be provided in an electronic format that can be utilized by the City and clearly reproduced by the City.

2. Mapping System Development

It is necessary for the City to secure geographic information for the recommend bicycle, trail, and pedestrian improvements in a form that can continue to be modified and presented to the public. There are three major mapping deliverables from this effort:

- a. Mapping exhibits throughout the Plan, including detailed maps for each element of the recommended network;
- b. An editable, aesthetically-pleasing, easy-to-use printed map for public distribution;
- c. Digital map files based on the City's existing "BikeTrails" GIS feature class.

City and consultant will meet to discuss the existing schema, proposed additions, and other modifications recommended by Consultant. A final schema will be published by City prior to commencing work. This data and supporting layers will be provided in an ESRI file geodatabase (10.2.1); the database will be a replica (check out) to facilitate incorporation of modifications, enhancements and new features into the City's system. No changes to the database schema can be made once the file is delivered to the Consultant. Consultant will create multi-modal Attributes targeted for verification. All data to be delivered in the City's standard projection California State Plane Zone III, NAD83 US Feet (WKID 2227). Deliverables include a file geodatabase, any custom Symbol Sets developed for the project, layer files used to develop any products, project file(s) (MXD), and metadata for developed feature classes. Metadata should include method of data capture, accuracy, attribution.

3. Environmental Review (CEQA)

- a. Preparation of Initial Study/(Mitigated) Negative Declaration
- b. Identify any Mitigations Measures
- c. Coordinate / File with State Clearing House

Submittal Requirements

Please submit six (6) hardcopies of the proposal and one (1) electronic version on thumb drive or cd in a sealed envelope to:

Debbie Bell, Associate Planner
City of Livermore, Community and Economic Development Department
1052 South Livermore Avenue
Livermore, CA 94550

The envelope shall bear the proposer's name and address and be clearly marked as follows: "Request for Proposal – Active Transportation Plan." Prospective Consultants shall submit proposals to the City of Livermore by **5:00 p.m. on Monday, August 10, 2015**. Proposals received after this time will not be accepted.

The proposal should include the following information:

1. **Scope of Work**
This section of the proposal should establish the applicant's understanding of the City's goals, the purpose of the Active Transportation Plan, project work requirements and the applicant's ability to satisfy those goals and requirements
2. **Proposed Consulting Team**
This section should outline designated staff for the project including name, title, specific responsibilities and estimated person hours of participation. The section should describe relevant experience of specific staff and identify any sub-consultants
3. **Estimated Cost**
This section should include the applicant's overall cost for performing the services including a breakdown of cost by task, allocation of hours, and cost per hour to complete tasks per designated staff member.
4. **Firm Qualifications**
This section should include a discussion of the firm's experience of researching, designing, developing and implementing comprehensive plans of a similar nature.
5. **References and Completed Project Samples**
This section should include references (including contact name and phone number) from customers who have used firm's services for project of a similar nature.

Evaluation Criteria

Submittals will be evaluated according to the following criteria:

1. **Project Understanding**
How well the response translates the project's requirements into a viable work plan that will accomplish the City's needs for Plan development, mapping, and environmental review.
2. **Project Proposal**

Whether the firm’s proposal addresses all the City’s needs for this project. Whether the selection and assignment of the firm’s personnel and other resources logically and adequately meets the needs of this project.

3. Qualifications of Firm

Experience in performing work of a similar nature, experience working with other local public agencies and advisory committees, record of completing work on schedule, strength and stability of firm and any proposed subcontractors, and assessments by client references, and overall strength of the Consulting team.

4. Previous work with Projects of Similar Nature

Experience in successfully competing projects of a similar nature.

5. Scope of Services

Reasonableness of the proposed budget, adequacy of data in support of figures quoted, reasonableness of individual task budgets, and ability to meet the desired schedule and outcomes.

Proposed Schedule

The following is the proposed schedule for the consultant selection process:

Task	Anticipated Date
City Circulate RFP	Wednesday, July 8, 2015
Pre-Proposal Meeting at City Council Chambers, 3775 Pacific Ave, Livermore CA 94550	Monday, July 20, 2015 (11am-Noon)
Submittal Deadline	Monday August 10, 2015 at 5 PM
Consultant interviews	Thursday August 27 and Friday August 28, 2015
Award Contract	October 2015
Plan Development and Environmental Assessment	Fall 2015 though Summer 2017

Award of Contract

The City of Livermore reserves the right, in its sole discretion, to choose any proposal which has been determined to meet the objectives stated herein, to reject all proposals or to choose a proposal that differs from the project components described herein.