



Legislation Text

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PREPARED BY: ELIZABETH DUNN **DATE OF MEETING:** 06/20/16

SUBJECT:

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH ALTA PLANNING + DESIGN CONSULTING FIRM FOR A COST NOT TO EXCEED \$102,500 IN ORDER TO PREPARE A CITYWIDE BICYCLE AND PEDESTRIAN MASTER PLAN/FEASIBILITY STUDY

CITY MANAGER RECOMMENDATION

Adopt Resolution

COMPLIANCE STATEMENTS

Creation of a *Bicycle Pedestrian Master Plan/Feasibility Study* is an adopted item in the Strategic Planning/Special Projects Policy Area under the FY 2015-17 Council Priority Workplan, effective July 1, 2015.

CEQA Compliance Statement

The execution of the professional services agreement is not considered a project as defined by the California Environmental Quality Act (CEQA). It will not result in a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment and is therefore exempt. Should the Council consider adopting the Plan, then further environmental review may be necessary.

BACKGROUND

In January 2014, the City of San Pablo applied to the Metropolitan Transportation Commission (MTC) for Transportation Development Act (TDA) funds for pedestrian and bicycle projects. In July 2014, the City was awarded \$77,500 to create a Citywide Bicycle and Pedestrian Master Plan.

In August 2014, the Contra Costa Transportation Authority (CCTA) allocated \$50,000 to the City of San Pablo in Measure J Program 28b half-cent sales tax monies. At its September 15, 2014 meeting, the City Council adopted Resolution 2014-153 to execute a Cooperative Agreement with CCTA in order to transfer monies to the City of San Pablo. Additionally, at this meeting, the City Council divided the \$50,000 equally between the Development Services Department and the Public Works Department. The total amount of funds available to prepare the City's Bicycle and Pedestrian Master Plan/Feasibility Study is \$102,500.

In May 2016, the City issued a Request for Proposals (see Attachment 3) to prepare the Citywide Bicycle and Pedestrian Master Plan/Feasibility Study ("Plan"). The proposal was advertised on a webpage created for the Development Services Department. Additionally, six firms, selected by City staff for their familiarity with the City of San Pablo or creation of similar Plans, were sent the Request for Proposal. Of these six firms, three submitted proposals: Alta Planning+ Design, Fehr and Peers,

and Questa. City staff, consisting of representatives from the Development Services and Public Works Departments, reviewed the proposals. Based upon their experience in creating similar plans, work product proposed, timeline, staffing, and cost, the City selected the Scope of Services prepared by Alta Planning + Design (see Attachment 4).

Staff asked Alta to add three tasks that weren't listed in their proposal. These three tasks - 1) create a "heat map" of the location, type and severity of accidents involving bicyclists and pedestrians; 2) establish a crosswalk policy which provides guidance to the City on when to install, enhance or remove crosswalks; and 3) identify connections to the various creek and multi-use trails in the City - are provided in the Addendum to the Scope of Services (see Attachment 5). These additional tasks increase the cost to prepare the Plan to \$91,990, leaving a balance of \$10,510 as contingency of the overall monies available for this work.

FISCAL IMPACT

The professional services agreement is for a cost not to exceed \$102,500. The agreement will be paid from the FY 2016/17 Development Services Professional Services line item (212-1755-43600). The MTC award reimburses the City for money it spends on the Bicycle and Pedestrian Master Plan. The City must submit its final invoice to MTC by August 30, 2017 to be reimbursed for General Fund monies spent to prepare the Plan.

Attachments

- A. Resolution
- B. Agreement
- C. City issued Request for Proposal
- D. Alta Planning + Design Scope of Services
- E. Addendum to Scope of Services for Additional Tasks