# Request for Qualifications
# Contra Costa County *Iron Horse Active Transportation Corridor Study*

*Funded by a Contra Costa Measure J "Pedestrian, Bicycle and Trails Facility" Grant from the Contra Costa Transportation Authority*

**Lead Agency**
- Contra Costa County

**Partner Agencies**
- Cities of Concord, Pleasant Hill, Walnut Creek, San Ramon, Town of Danville, East Bay Regional Park District, Contra Costa Transportation Authority, 511 Contra Costa

**Project location**
- Iron Horse Corridor from Mayette Avenue (Concord) to County Line

**Areas of expertise needed:**
- Bicycle and pedestrian planning and facility design with specific, significant experience in intersection design
- Public Outreach
- Streetscape/landscape design
- Traffic Engineering
- GIS/Mapping
- Complete streets experience
- Autonomous Vehicles and related infrastructure design
- Environmental survey/scan
- Non-motorized travel demand forecasting

**Potential Interviews with some or all proposing firms**
- Winter 2017/2018

**Project start date:**
- January 2018

**Proposals Due:**

**12 Noon (PDT) on Friday, December 1, 2017.** Submittals will not be accepted after that time. Contra Costa County staff will begin contract negotiations with the firm determined to be the most qualified. In the event that a contract cannot be negotiated with the first firm, Contra Costa County reserves the right to negotiate with the next qualified firm(s) until a contract can be reached.

**Project Contact Information:**

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**Introduction**

The Contra Costa County Department of Conservation and Development is seeking a transportation planning/traffic engineering consultant firm to develop the *Iron Horse Active Transportation Corridor Study* ("Study"). The Study will explore opportunities to develop the Iron Horse Corridor ("Corridor") into an active transportation corridor. The Study would identify features in addition to the existing recreational trail such as a bike expressway, separated bicycle and pedestrian facilities, trail access improvements ("on/off-ramps" to the bicycle expressway), improved roadway intersection designs, and additional signage/wayfinding. The Study will also explore the possibility of the Corridor accommodating Shared Autonomous Vehicles.

**Project Description**

The scope of the Study will include the entire length (approximately 18.5 miles) of the Corridor within Contra Costa (Concord/Mayette Avenue to County Line). While the Iron Horse Regional Trail begins in Concord near Highway 4, it should be distinguished from the Iron Horse Corridor that begins in Concord at Mayette Avenue.

The Iron Horse Trail features a paved multi-use path for walking, jogging, and bicycling along with adjacent unpaved or earthen, informal trails in some areas. The 10-foot paved trail currently accommodates all users, cyclists, hikers, wheelchairs, equestrians, pets, etc. With the exception of the e-bike pilot program[1], no motorized vehicles are permitted on the trail, however, wheelchair accessibility is provided. East Bay Regional Park District ("EBRPD") holds a license agreement to maintain a 20-foot cross section consisting of the 10-foot wide paved trail and 5-foot shoulders on either side of the pavement.

This Study will explore opportunities and constraints for further developing the active transportation features within the Iron Horse Corridor. Contra Costa County ("County") will be the lead agency on the Study. However, the Study will be developed collaboratively and include stakeholders such as the cities (Concord, Pleasant Hill, Danville, Walnut Creek, San Ramon), EPRPD, Contra Costa Transportation Authority, utility companies and advocacy organizations. The Study will include an extensive public outreach component, existing conditions analysis, transportation analysis and alternatives development and analysis.

[1] East Bay Regional Park District Board Approves E-Bike Pilot Program
http://www.ebparks.org/about/news/board-approves-e-bike-pilot-program

# DRAFT Scope of Services

## Task One: Project Management

Task 1.1: Review Scope, Schedule and Budget and Initiate Project.
Consultant will meet with County staff to review the project scope, schedule and budget and discuss upcoming tasks. Task includes preparation and management of staff and policy level meetings, project oversight, as well as preparation of budgets, invoices and schedules.

***Task One Deliverables:***

- *1.1 – Final Project Scope*
- *1.2 – Meeting agendas, meeting minutes and action items*
- *1.3 – Preparation of invoices and monitoring tasks are on budget and schedule*

## Task Two: Public, Stakeholder and Agency Outreach and Engagement Strategy

Task 2.1: Develop strategy and identify key stakeholders.
Consultant will develop a comprehensive public outreach and engagement strategy. Elements of the strategy could include, but may not be limited to:

- Compile initial list of public agencies, key stakeholders and community members;
- Create and manage a Public Engagement Interface Program to allow for optimum public engagement. Program will include an internet survey and social media outreach;
- Create and manage a Technical Advisory Committee ("TAC") comprised of key staff form various agencies. TAC should be provided at least 3 weeks lead time to review project deliverables to be discussed at a TAC meeting.
- Work with TAC at the first TAC meeting to select a Policy Advisory Committee ("PAC") comprised of appointed and/or elected officials from local governing bodies. PAC will meet to receive updates on project and provide comments and direction to Consultant and TAC.

Task 2.2: Implement strategy.
Consultant will implement the strategy after review and approval by County staff. Consultant will amend the strategy as needed with concurrence from County staff.

Task 2.3: Deploy Public Engagement Interface Program; begin soliciting public information and opinion on potential Study Corridor improvements.
Consultant and Corridor agencies will utilize contacts obtained in Task 2.1 for initial deployment. Purpose of the Program will be to introduce the public to the purpose of the project, gain an understanding of the community's concerns, goals and visions for the Study Corridor. Feedback received will inform the preparation of Task 4.4 – Needs Assessment and Preliminary Opportunities and Constraints Analysis.

***Task Two Deliverables:***

- *2.1 – Public, Stakeholder and Agency Outreach and Engagement Strategy*

- *2.2 – Operational Outreach and Engagement Strategy*
- *2.3 – Documented Summary of Public Input from Public Interface Program*

**Task Three: Collection of Background Data, Existing Plans, Programs and Policies**

Task 3.1: Review Available Data/Mapping/Analysis.
Consultant will review existing analysis, plans, guidelines, mapping, data and other information. Consultant should rely on Corridor agencies (e.g. cities, County, utilities, etc.) to be resources for such information. Information acquired will include, but may not be limited to the following:

- Existing land uses and major activity centers adjacent to and proximate to the corridor.
- Land ownership and easements within Corridor.
- General Plan, zoning, specific plans or other regulatory documents, design guidelines and standards.
- In progress or completed capital improvement plans, planned infrastructure and transportation improvements within the Corridor or in adjacent areas.
- Existing environmental documents.
- Traffic studies analyzing the Corridor and adjacent roadway network containing volumes for auto, transit, bicycle and pedestrian modes (e.g. intersection delay for non-motorized modes, throughput, etc.).
- Existing and proposed transit routes, stops and improvements within a 0.5-mile radius of the Corridor.
- Major planned and proposed development projects (i.e. shopping centers, civic centers, and major single and multi-family residential development) within a 0.5-mile radius of the Corridor.
- Collision data.
- Utility system maps and record information from local utility providers (e.g. PG&E, telephone, cable, fiber optics, etc.).
- High-resolution digital aerial photo of study area and vicinity.

Task 3.2: Prepare Base Maps.
Using data acquired in Task 3.1 the Consultant will prepare base maps for use in the analysis and concept development. Due to the size of the Study Corridor, section maps should be prepared (sectioned by segment between crossings, jurisdiction, or other reasonable boundary that provides the clearest possible detail). At minimum, the base maps will consist of the following:

- Corridor right-of-way boundaries, street curb lines, medians, sidewalks, and bike paths.
- Street rights-of-way, easements and private property lines based on survey records and street monuments.
- Topography.

Task 3.3: Develop Final Report Outline.
Consultant will prepare a Final Report Outline including a list of key issues, opportunities and constraints, safety concerns, potential alternatives, real life examples, potential for

autonomous vehicles, funding mechanisms and next steps. County and Consultant may consider revisions to the scope once the Final Report Outline is complete.

Task 3.4: Technical Memorandum #1.
Technical Memorandum #1 will summarize data and analysis from Tasks 3.1 through 3.3.

Task 3.5: TAC Meeting #1.
Consultant will convene the first meeting with the TAC to review and discuss Technical Memorandum #1.

***Task Three Deliverables:***

- *3.1 – Background Data Summary*
- *3.2 – Base Maps*
- *3.3 – Final Report Outline*
- *3.4 – Technical Memorandum #1*
- *3.5 – TAC Meeting #1 Minutes*

**Task Four: Prepare Iron Horse Corridor Existing Conditions and Preliminary Opportunities and Constraints Analysis**

Task 4.1: Study Corridor Reconnaissance.
Consultant will hold on-site meetings with agency staff and TAC members to experience existing conditions, issues and opportunities in the Study Corridor. The meetings will include walking and/or bicycling as well as use of a wheelchair to identify and experience challenges to the mobility of the disabled within the Study Corridor. Due to the size of the Study Corridor only a select number of sites will be visited (to be determined by Consultant and TAC), but should include at least two site visits (e.g. Central and South County).

Task 4.2: Study Corridor Analysis.
Consultant will prepare growth projections, travel demand forecasts for Corridor and Corridor-area travel and identify IHT connectivity to destinations, transit and other regional trails. This task will result in Technical Memorandum #2.

Task 4.3: Evaluate Operation of Shared Autonomous Vehicles.
Consultant will evaluate alternatives to accommodate the operation of Shared Autonomous Vehicles ("SAVs") in the Corridor. This task will include the evaluation of geometric considerations and right-of-way ("ROW") constraints, safety, legislative requirements, technical requirements, institutional issues and public acceptance of the use of SAVs in the Corridor.

> Task 4.3.A: Evaluation of Geometric and ROW Constraints.
> Consultant will review existing plans and mapping data to develop alternatives for deployment of SAVs within a dedicated travel way along the Corridor. Consultant will

develop base maps for use in the analysis and concept development showing Corridor ROW boundaries, medians, sidewalks and bike paths.

Task 4.3.B: Evaluation of Legislative and Institutional Requirements.
Currently, no motorized vehicles are permitted within the Trail ROW. Additional state and local legislative approvals will be required to operate SAVs within the public ROW in the Corridor. Consultant will identify legislative constraints and propose recommended strategies and a timeline for obtaining the required legislative approvals for operation of SAVs in the Corridor. Consultant should also propose an institutional framework for the deployment and operation of SAVs, including oversight and management and potential barriers to deployment (e.g. public acceptance, environmental considerations, equity, costs, and funding).

Task 4.3.C: Operational Alternatives, Safety and Transit Connections.
Consultant will develop operational scenarios for deployment of SAVs in the Corridor. The operational scenarios will consider existing transit connections with local bus routes and BART to/from the Corridor. The operational scenarios will evaluate interaction and safety with existing travel modes and recreational uses in the Corridor including bicycle, pedestrian, equestrian and wheelchairs.

Task 4.3.D: Technical Requirements.
Consultant will develop high-level technical requirements for the deployment of SAVs in the Corridor. The technical requirements analysis should include a discussion of system engineering requirements, communications, power, vehicle specifications, procurement and testing.

Task 4.3.E: Technical Memorandum #3 – SAV Evaluation Summary.
Summarize the findings from Tasks 4.3.A through 4.3.D into Technical Memorandum #3.

Task 4.4: Needs Assessment/Preliminary Opportunities and Constraints Analysis.
Consultant will develop a Study Corridor Needs Assessment/Preliminary Opportunities and Constraints Analysis based on results of Tasks 4.1, 4.2 and 4.3. Analysis, in addition to providing recommendations of alternatives for improving access and mobility, will contain preliminary recommendations for the Study Corridor that improve mobility for bicyclists and pedestrians, preferably via mode separation.

Task 4.5: TAC Meeting #2.
Consultant will meet with the TAC to discuss findings of Needs Assessment/Preliminary Opportunities and Constraints Analysis and discuss alternatives.

***Task Four Deliverables:***

- *4.1 – Documented Summary of Study Corridor Reconnaissance, including photos*
- *4.2 – Technical Memorandum #2 – Study Corridor Analysis*
- *4.3.E – Technical Memorandum #3 – SAV Evaluation Summary*

- *4.4 – Draft Needs Assessment/Preliminary Opportunities and Constraints Analysis*
- *4.5 – TAC Meeting #2 Minutes*

**Task Five: Public Workshops and Design Charrettes**

Task 5.1: Public Workshop and Design Charrette
Consultant will facilitate a public meeting and design charrette with the local communities and key stakeholders. Given the size of the Study Corridor, at least two public workshops (Central and South County) will convene. The purpose of these workshops is to engage in an intensive planning session where the public, key stakeholders, Consultant and Corridor agencies can collaborate on the vision for the Study Corridor, and receive feedback on the initial improvement options. The County and Corridor agencies will provide any necessary outreach in advance of this meeting and will arrange and organize the meeting space, refreshments, etc. Input from this meeting will be included in the feasibility evaluation of Task 6.

***Task Five Deliverables:***

- *5.1 – Materials for Public Workshop and Design Charrette; Meeting Agenda and Documented Meeting Minutes with Photos*

**Task Six: Prepare Feasibility Study and Alternatives Assessment**

Task 6.1: Develop Feasibility Study/Alternatives Analysis and Multimodal Performance Measures and Project Selection Criteria.
Consultant will prepare draft feasibility/evaluation criteria. These criteria will be a mix of quantitative and qualitative criteria used in aggregate to evaluate options and determine the feasibility of particular improvements. Consultant will also prepare multimodal performance measures and project selection criteria that will be used to prioritize potential improvement projects.

Task 6.2: TAC Meeting #3.
Consultant will meet with the TAC to review and confirm the feasibility study/evaluation criteria and multimodal performance measures. Consultant will facilitate efforts to build consensus with TAC members on prioritization of potential improvement projects.

Task 6.3: Prepare Feasibility Study/Evaluation.
Consultant will evaluate the feasibility of the improvements identified in Task 4, according to the criteria prepared in Task 6.1. This task will evaluate the feasibility of potential improvement projects from a transportation and land use standpoint.

The transportation feasibility evaluation will consist of:

- Refine the conceptual/schematic designs of the Study Corridor improvement options (using the detailed base mapping) to provide a basis for providing an opinion of probable costs. This task will assess the optional improvements for compliance with applicable local design standards, Americans with Disabilities Act (“ADA”) accessibility

guidelines, National Association of City Transportation Officials ("NACTO") guidelines, and best practices for multimodal transportation design;

- A feasibility traffic analysis of existing conditions at Study Corridor roadway crossings consisting of AM and PM peak hour operations using the operational methods of the 2010 Highway Capacity Manual. Proposed options that affect traffic operations will be analyzed in order to provide full disclosure of impacts to affected jurisdictions. This short-range traffic analysis may narrow down the options. Once a set of feasible improvement options have been identified, the traffic analysis will be expanded to analyze future traffic projections (year 2040);

- Preliminary planning-level engineer's opinion of probable construction costs for capital improvements for relative comparison between options; and

- A comparative matrix and summary narrative of the evaluation of the options based on the established evaluation criteria.

The land-use feasibility evaluation will consist of:
A qualitative evaluation of the concepts developed against the goals and objectives defined in this project and previous studies. In particular, the goals and aspirations of the community will be measured against the ability of the concepts to achieve them.

The evaluation will include an assessment of the ability of the conceptual Study Corridor improvements to:

- Generally, prioritize investments that are most likely to increase the attractiveness and usage of the corridor for transportation purposes.
- Facilitate safe pedestrian and bicycle movement through the Study Corridor (including access to/from).
- Support land uses.
- Improve neighborhood access to and from the Study Corridor.
- Improve regional and local access to transit to and from the Study Corridor.

The evaluation will also assess the ability of the conceptual Study Corridor improvements to reduce or eliminate conflicts between bicyclists and pedestrians within the Study Corridor, i.e. a "bicycle superhighway" for the Iron Horse Corridor that facilitates free-flowing bicycle movement.

Task 6.4: TAC Meeting #4.
Consultant will meet with the TAC to review the Feasibility Study/Evaluation. The purpose of this meeting will be to narrow the options for improvements to the most feasible and those likely to have greatest political acceptability and potential for funding.

***Task Six Deliverables:***

- *6.1 – Feasibility Study/Alternatives Analysis and Multimodal Performance Measures and Project Selection Criteria*
- *6.2 – TAC Meeting #3 Minutes*
- *6.3 – Feasibility Study/Evaluation*
- *6.4 – TAC Meeting #4 Minutes*

**Task Seven: Draft Iron Horse Active Transportation Corridor Study**

Task 7.1: Prepare Draft Iron Horse Active Transportation Corridor Study.
Based on the analysis and input received, the Iron Horse Active Transportation Corridor Study will be prepared in draft form. The Draft Study will consist of written and graphic materials and will incorporate project goals, the Existing Conditions and Feasibility Study/Evaluation materials prepared previously, concepts, as well as the alternatives and proposed improvement plans. The rationale and supporting data for recommended improvements will be provided.

Improvement plans will consist of concept-level drawings, dimensioned and annotated sufficiently to convey the concepts of the Draft Study. Contract document-level drawings and specifications are not part of this scope.

A digital file (pdf format) will be prepared for posting on the County website. County and Corridor agencies will provide all internet-hosting services and will provide the Consultant with any technical specifications for web-based files, if needed. Appropriate graphics will be prepared for use in public presentations during Task 7.

Task 7.2: Develop Final Construction and Maintenance Cost Estimates.
Based on preliminary cost estimates prepared in Task 6.3 and based on input from the community, stakeholders, and PAC, Consultants will prepare final conceptual planning-level opinion of probable construction and on-going maintenance costs for the project, in consultation with TAC. A summary of the opinion of probable costs will be included in the Draft Plan document.

***Task Seven Deliverables:***

- *7.1 – Draft Iron Horse Active Transportation Corridor Study*
- *7.2 – Final Construction and Maintenance Cost Estimates*

**Task Eight: Public Review of Draft Study**

Task 8.1: TAC Meeting #5.
Consultant will present the Draft Study and the engineer's opinion of probable construction costs to the TAC for technical review and input.

Task 8.2: PAC Briefing #1.
Consultants will present the Draft Study to the PAC and receive comments.

Task 8.3: Public Posting of Plan Materials.
Consultants will provide materials as noted in Task 7 deliverables for posting on the County website or for distribution at the County's discretion.

***Task Eight Deliverables:***

- *8.1 – TAC Meeting #5 Minutes*
- *8.2 – PAC Briefing #1 Minutes*
- *8.3 – Digital Format (pdf) Materials for Website Posting*

**Task Nine: Final Iron Horse Active Transportation Corridor Study**

Task 9.1: Prepare Final Draft Iron Horse Active Transportation Corridor Study.
Based on comments received from the public and meetings with the TAC and PAC, the Consultant will prepare a Final Draft Iron Horse Active Transportation Corridor Study document for review by the County. The Final Draft Study will summarize the plans for the study area and will contain descriptions of proposed improvements and a summary of the engineer's opinion of probable construction and maintenance costs. Consultant will provide two unbound copies of the Final Draft Study suitable for copying and one electronic copy.

Task 9.2: Final Client Review.
The County will provide one coordinated set of written comments on the Final Draft Study.

Task 9.3: Prepare Final Study.
Consultant will incorporate comments from Task 9.2 and prepare the Final Iron Horse Corridor Active Transportation Study.

Task 9.4: Final Presentation Materials.
Consultant will provide large-format display graphics for the County's use in presenting the Final Corridor Study to the County Board of Supervisors.

***Task Nine Deliverables:***

- *9.1 – Final Draft Iron Horse Active Transportation Corridor Study*
- *9.2 – Final Comments from County*
- *9.3 – Final Iron Horse Active Transportation Corridor Study*
- *9.4 – Large-Scale Graphic Materials for Presentations (i.e. Presentation Boards)*

**Submission and Selection Process**

Interested consultants or teams are to submit responses in Acrobat format (*.pdf) to Jamar Stamps: jamar.stamps@dcd.cccounty.us with a copy to Anna Battagello Anna.Battagello@dcd.cccounty.us.

**Proposals Due**: **12 Noon (PDT) on December 1, 2017** Submittals will not be accepted after that time.

**Minimum Submittal Requirements**

1. A brief narrative describing the respondent's understanding of the project's central issues, needs and goals;
2. Discussion of the overall approach the firm with take to achieve study goals;
3. Brief discussion of how each task will be performed *(proposers are free to suggest a different approach to the tasks, or a different sequence of tasks than was described earlier in this RFQ, along with a brief explanation of why the different approach is being suggested)*;
4. Task-by-task budget including hours for each staff person. If the firm is selected, the final budget will require the hourly rates and total cost for each team member;
5. A brief description of the firm(s) that constitute the team;
6. A brief description of the qualifications of team members who would be performing the work, their roles, their relevant experience and resumes (The relevant qualifications of team members that will be doing the bulk of the work should be highlighted and comprise the majority of the proposal. Principals of the involved firms may be listed but information that is provided should be reflective of their anticipated level of involvement in the project);
7. The name and contact information for all team members, highlight the local point of contact for the team;
8. Disadvantaged Business Enterprise ("DBE") status, including name of certifying agency and contact person; and
9. Three references from projects similar to the subject study that involved the proposed team members.

**Other Restrictions/Requirements**

1. The statements must be 12 pages maximum, excluding: cover sheet, table of contents, references, resumes and index sheets. Resumes included with the submittal shall not exceed one single-sided printed page per person listed in the table of organization.
2. Questions and communication regarding the project described in this RFQ shall be directed solely to Jamar Stamps via email only: jamar.stamps@dcd.cccounty.us
3. Questions on this request will only be accepted until **12:00 Noon (PDT) – 12/1/17.**
4. Responses to questions will only be posted on the RFP/RFQ webpage: http://www.cccounty.us/IHCAT_Study
5. Consultants must be prepared to initiate work immediately upon either award of contract or receipt of notice to proceed.

**Selection Criteria**

Responses will be scored soon after the close of the response period by representatives from involved jurisdictions and departments. Responses will be evaluated according to the following criteria:

1. How well the response demonstrates an understanding of the project and responsiveness to the content in the RFQ.
(10 points maximum)

2. Consultants proposed approach to the Study. The Scope of Services is a draft, alternate approaches that are efficient with resources are welcome.
(20 points maximum)

3. Relevant experience of team member spending the most amount of time on the project.
(10 points maximum)

4. References and performance on similar projects where proposed team members had a substantial role.
(10 points maximum)

Interviews with proposing firms are an optional part of this selection process and will be conducted at the discretion of the selection team once the proposals are reviewed and scored. A consultant or team will be contacted shortly after the scoring and offered the contract.

**Project Area**