

**Department of
Conservation and
Development**

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**Contra
Costa
County**



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May 23, 2018

RE: Request for Proposals
Marsh Creek Corridor Multi-Use Trail Feasibility Study

Prospective Firms:

The Contra Costa County Department of Conservation and Development and Public Works Department is seeking a transportation planning/traffic engineering consultant firm to develop the *Marsh Creek Corridor Multi-Use Trail Feasibility Study* ("Study"). The proposed Marsh Creek multi-use trail would create a new major non-motorized east-west thoroughfare for expanded commuting or recreational opportunities. This separated trail facility for non-motorized travel along the Marsh Creek Corridor would decrease non-motorized traveler exposure to pollution from sharing the roadway with vehicles. The Study will require extensive and thorough collaboration with key stakeholders and disadvantaged and rural communities in the area. The following scope of services provides a detailed description of the activities that the consultant team will perform to complete the Study.

This is an estimated \$300,000 study funded by the Livable Communities Trust ("LCT") Fund (\$250,000), East Contra Costa County Habitat Conservancy Restoration Planning Funds (\$25,000), and Road Fund – Advance Planning (gas tax) (\$25,000).

Some of the key stakeholders include, but are not limited to the cities of Brentwood and Clayton, East Bay Regional Park District, Contra Costa Transportation Authority ("CCTA"), County Flood Control District, County Health Services Department, East Contra Costa Habitat Conservancy, and non-governmental organizations and advocacy groups (Save Mount Diablo, John Marsh Historic Trust, Delta Peddlers, and Bike East Bay).

If you have any questions please contact me directly at (925) 674-7832, or jamar.stamps@dcd.cccounty.us.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Stamps".

Jamar Stamps, AICP
Senior Planner

Request for Proposals

Contra Costa County *Marsh Creek Corridor Multi-Use Trail Feasibility Study*

Funded by a Contra Costa Livable Communities Trust Fund (or Caltrans Priority Conservation Grant, if awarded), Restoration Planning Funds, Road/Gas Tax Funds

Lead Agency

- Contra Costa County

Partner Agencies

- Cities of Brentwood, Oakley Clayton, East Bay Regional Park District, Contra Costa Transportation Authority, Save Mount Diablo

Project location

- City of Clayton to the Round Valley Regional Preserve

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
- Environmental survey/scan
- Non-motorized travel demand forecasting

Potential Interviews with some or all proposing firms

- July 2018

Project start date:

- August 2018

Proposals Due:

12 Noon (PDT) on Friday, June 29, 2018. 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:

Jamar Stamps, AICP, Senior Planner
Contra Costa County
Department of Conservation & Development
30 Muir Road, 2nd Floor
Martinez, CA 94553
Phone (925) 674-7832
jamar.stamps@dcd.cccounty.us

Introduction

The Contra Costa County Department of Conservation and Development and Public Works Department is seeking a transportation planning/traffic engineering consultant firm to develop the *Marsh Creek Corridor Multi-Use Trail Feasibility Study* ("Study"). Marsh Creek Road is a major thoroughfare that connects Central County and East County (see "Study Area Map" on last page). Currently, a significant number of bicycle trips take place on Marsh Creek Road, despite the lack of bicycle paths. Marsh Creek Road within Clayton has an existing Class II bicycle lane, which connects to Clayton's extensive trail network. In East County, the Marsh Creek Trail currently runs from the Big Break Regional Shoreline in Oakley to the southern city limits of Brentwood. The East Bay Regional Park District plans to extend the Marsh Creek Trail from the Brentwood city limits along Marsh Creek Road to the Round Valley Regional Reserve.

Project Description

The proposed Marsh Creek multi-use trail would create a new major non-motorized east-west thoroughfare for expanded commuting or recreational opportunities. It would provide non-motorized access to Downtown Clayton, Diablo View Middle School, Mount Diablo, Round Valley Regional Reserve, and the existing Marsh Creek Trail through Brentwood and Oakley. The purpose of the path would be to provide a safe, useful and enjoyable transportation corridor for various forms of non-motorized travel, including pedestrian, equestrian and bicycle users (including serious bicycle enthusiasts), and the trail is proposed to be sized and designed to encourage use by these various sectors. Once this path and adjacent paths are completed, there will be one continuous non-motorized path from Downtown Concord to Oakley. The trail could possibly be located on the opposite side of the creek from the road, immediately adjacent to the road itself or some distance from the creek or the road in constrained areas. Construction of the trail could be performed in conjunction with restoration of Marsh Creek, as anticipated in the East Contra Costa County Habitat Conservation Plan/Natural Community Conservation Plan ("HCP/NCCP"), and be constructed in a sensitive manner that reflects and respects the scenic, agricultural, and natural resources of the area.

The following scope of services provides a detailed description of the activities that the consultant team will perform to complete the Study. This work plan reflects our best estimate for completing the outlined tasks and advancing the design of a preferred alternative. The scope of services below ensures the level of effort required to reach consensus on a preferred alternative and to develop a physical project definition.

Project Objectives

A goal of the Study is to provide a separate trail facility for non-motorized travel along the Marsh Creek Corridor that would decrease non-motorized traveler exposure to pollution from sharing the roadway with vehicles. The Study will achieve that goal through extensive and thorough collaboration with key stakeholders and disadvantaged and rural communities in the area. Study development will require collaboration with the cities of Brentwood and Clayton,

East Bay Regional Park District, Contra Costa Transportation Authority (“CCTA”), County Health Services Department, East Contra Costa Habitat Conservancy, and non-governmental organizations and advocacy groups (including, but not limited to, Save Mount Diablo, John Marsh Historic Trust, Delta Peddlers, and Bike East Bay). Throughout the study process, the County will conduct at least 10 public outreach meetings, which include a combination of stakeholder meetings and community workshops. The County will also use internet-based tools to solicit public input throughout the Study process.

- Evaluate the potential for, and order of magnitude cost estimates for a non-motorized multi-modal (bicycle, pedestrians, and equestrians and Americans with Disabilities Act accessible) trail connecting the terminus of the Marsh Creek Trail in the City Brentwood to the trail system in the City of Clayton. The Trail would connect to Round Valley Regional Park, other State Park lands and Save Mt. Diablo parcels along the Marsh Creek Corridor and Morgan Territory Road.
- Extensive public engagement throughout the study process with residents, advocacy groups, and rural and disadvantaged communities via public workshops, other local events and web interface.
- Preferred trail alignment: separated from, but focused in the Marsh Creek Road Corridor, located adjacent to Marsh Creek where feasible while remaining sensitive to natural habitat.
- Trail alignment should minimize impacts to private property and retain privacy for residences to the extent possible.
- Trail design should be considered a commute alternative and for recreational purposes between East and Central Contra Costa County.
- Trail design should reflect the rural nature of the corridor and use materials to blend in with surrounding features (i.e. retaining walls should be sculptured concrete to look like rock or wood).
- Trail design features should include interpretive panels that discuss the history and unique features of the corridor.
- The following features should be considered in concept and included in the cost estimates but minimal actual design work should be completed in this early project development phase:
 - Directional signing for parks, cities, historical sites, connecting trails, etc.
 - Water stations and restroom facilities, using existing parklands and staging areas where feasible.
 - Allow on-leash pets where feasible.
 - Provide picnic areas, destination spots, and benches or rest stops along the facility.
 - Incorporate “green” and sustainable design elements
 - Consider safety of users (cell service/call boxes).
 - Apply best practices for designing of trail in sensitive areas.
- Connections to publically accessible Habitat Conservation Plan sites, Save Mount Diablo property, East Bay Regional Parks District (“EBRPD”) and State Parks facilities.

- Coordinate with restoration efforts for Marsh Creek.
- Consider facility design to accommodate the serious commute cyclists.
- Tie the trail into the EBRPD Class I Network.
- Consider wildlife crossings that would allow passage for wildlife between key conservation parcels and possible trail connection over road.
- Identify phasing opportunities and financing plan project implementation.
- Support “Agricultural Tourism.”

DRAFT Scope of Services

Task One: Project Management

Task 1.1 Project Initiation Activities

Consultant will coordinate with the County to finalize the project work plan, schedule, task budgets, deliverables, project milestones, and meeting schedules. Consultant will initiate startup activities, including scheduling a kick-off project team meeting, affirming the project goals and objectives, confirming the extents of the study area, and identifying key stakeholders to begin the outreach process.

- **Responsible Party: Consultant and County**

Task 1.2 Meetings

Consultant will attend regular coordination meetings either in-person or via conference call. Consultant will budget time for up to ten (10) in-person project team meetings with County staff. We anticipate that sub-consultants will attend the kick-off meeting and up to two additional project team meetings throughout the process to develop the feasibility study. The project team meetings in Task 1 do not include the public outreach and stakeholder meetings and workshops (scoped separately in Task 2).

- **Responsible Party: Consultant and County**

Task 1.3 Project Management Support

Consultant will lead the project management. Consultant will also assist the County in coordinating with Cities, State Parks, EBRPD, residents, other state and regional agencies, local stakeholders, and bicycle/pedestrian/equestrian advocacy organizations, environmental groups and utility providers.

Consultant will also prepare a “Project Fact Sheet” that articulates the project goals, objectives, schedule and study area. The fact sheet will include a map showing the study area with major landmarks shown. The fact sheet will be available to stakeholders and the public.

- **Responsible Party: Consultant**

<i>Task</i>	<i>Deliverable</i>
<i>1.1</i>	<i>Detailed Work Plan and Schedule with Deliverables and Key Team Meeting Dates</i>
<i>1.2</i>	<i>Meeting Agendas, Meeting Minutes, Action Items</i>
<i>1.3</i>	<i>Project Fact Sheet</i>

Task Two: Public Outreach

Consultant will lead the organization, materials preparation and scheduling of all public outreach activities with project stakeholders, local residents and stakeholders, public advocacy groups and non-governmental organizations and disadvantaged and rural area communities, with support from sub-consultants to staff the meetings.

Project stakeholder meetings could include (but are not limited to) the following: City of Clayton, City of Brentwood, City of Antioch, City of Oakley, East Bay Regional Park District, and State Parks and environmental groups such as Save Mt. Diablo and the East Contra Costa Habitat Conservancy and emergency Services including CalFire.

We have included in this scope ten (10) outreach meetings, which would include a combination of project stakeholder meetings and community workshops. For the ten outreach meetings, Consultant will coordinate with project stakeholders to identify the additional stakeholders and the schedule of the meetings throughout the project. Consultant will utilize scheduled meetings with the City of Clayton and Brentwood and the regional planning committees of Contra Costa Transportation Authority, TRANSPLAN (East County Transportation Planning Committee) and TRANSPAC (Central County Transportation Planning Committee) to communicate with both stakeholders and the public in a cost-effective way. Stakeholder meetings scheduled early in the process will help understand the opportunities and constraints along the corridor. Consultant will hold community workshops before and after the initial alternatives development in Task 5.

Task 2.1 Develop Public Outreach Strategy

Consultant will work with County staff to develop a comprehensive public outreach and engagement strategy. Elements of the strategy could include (but are not limited to):

- Compile initial list of public agencies, key stakeholders and community members;
- Create and manage an internet-based Public Engagement Interface Program to allow for optimum public engagement. Program will, at minimum, include an internet survey, social media outreach and dates, times and locations for upcoming public workshops and meetings;
- Create and manage a Technical Advisory Committee (“TAC”) comprised of key staff from public agencies, non-governmental organizations and advocacy groups. Provide TAC at least 3 weeks lead time to review project deliverables to discuss at a TAC meeting.

- **Responsible Party: Consultant and County**

Task 2.2 Implement Public Outreach 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.

- **Responsible Party: Consultant**

Task 2.3 Deploy Public Engagement Interface Program

Consultant and TAC members 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 project. Feedback received will inform the preparation of Task 5 – Alternatives Development.

- **Responsible Party: Consultant**

Task 2.4 Public Workshop #1

Consultant will lead the development of public outreach materials for a stakeholder and community workshop to formally introduce the project and receive public feedback on community vision.

- **Responsible Party: Consultant**

Task	Deliverable
2.1	<i>Public, Stakeholder and Agency Outreach and Engagement Strategy</i>
2.2	<i>Operational Outreach and Engagement Strategy</i>
2.3	<i>Public Engagement Interface Program</i>
2.4	<i>Public Workshop Summary</i>

Task Three: Data Collection and Base Mapping

Task 3.1 Review Available Plans and Data

Consultant will obtain and review information on existing conditions, relevant transportation and bicycle/pedestrian/equestrian plans and policies, emerging best practices (with examples of implementation), design standards, regulatory requirements, and unique opportunities and constraints. This task will include coordination with County and other agency staff to seek information on existing infrastructure and design standards and to confirm engineering input and drawings required to support the project submissions. Information sought may be in the form of as-built drawings, right-of-way drawings, parcel maps, Geographic Information System (“GIS”) data, usage data (traffic counts, Strava Metro or the like) or reports.

- **Responsible Party: Consultant**

Task 3.2 Utility Coordination

Consultant will coordinate with utility providers (PG&E, EBMUD, etc.) early during the design process to understand the potential for impacting utility infrastructure along the corridor. Consider planned or unplanned utility relocations of existing utilities and their cost implications during the early design stages. It is vitally important to understand the potential design constraints as early as possible during the design process.

Consultant will also identify and map the location of water, wastewater, electrical, and phone utilities in order to locate potential trail facility sites such as restrooms, call boxes, drinking fountains, safety lighting, etc.

- **Responsible Party: Consultant**

Task 3.3 Aerial Survey

Consultant will subcontract with a surveying firm to obtain an aerial photogrammetric map of the corridor to develop a topographic base map. Consultant will obtain natural color, vertical, stereo aerial photography of the project area using a precision, calibrated, cartographic camera equipped with a six-inch focal length lens and forward motion compensation. The photography will be taken at an altitude of 1,000 feet above the mean elevation of the terrain.

- **Responsible Party: Consultant**

Task 3.4 Base Mapping

From the aerial imagery, Consultant will compile a digital planimetric map at a scale of 1" = 40' for the project area with one-foot contours. The aerial mapping will be done in California State Plan (NAD83 Zone 3) with a vertical datum of NAVD88. Create digitized break-lines and spot elevations to create a digital terrain model ("DTM") and generate contours at a one-foot interval from the DTM. Consultant will also generate planimetric features—such as buildings, roads, fences, vegetation, trees, etc.

The County will provide a Microstation file containing the assessor's parcel lines for the project study area. For the project alternatives, the right-of-way lines will need to be resolved.

Consultant will coordinate with the County Surveyor on these efforts. Consultant will also compile GIS data and develop mapping and visualization templates for the project.

- **Responsible Party: Consultant and County**

Task 3.5 Intersections and Access Points

Consultant will identify and map existing road crossings, public lands, parks, driveways, etc. Inventory access points located within the corridor for possible vehicular, pedestrian, bicycle, wildlife crossings and equestrian access to and through the corridor.

- **Responsible Party: Consultant**

Task 3.6 Natural Resources Inventory

Consultant will identify and map adjacent or intersecting streams, significant natural features (creeks, ponds, rock outcroppings, wetlands, floodplains, etc.), and existing vegetation and wildlife analysis (identify any species of concern or sensitive habitat areas in the project area and/or the existence of aggressive, weedy species/major invasive plants). This data will inform order of magnitude project costing and fatal flaw identification.

- **Responsible Party: Consultant**

Task 3.7 Physical Inventory and Assessment of the Right of Way

Consultant will prepare detailed mapping of the proposed trail corridor alignment at an appropriate scale. Consultant will perform office and field research to delineate major areas of concern. Consultant will prepare a physiographic analysis that shows the following:

- The length, dimensions and right of way boundaries
- Steep slopes
- Topography
- The composition of soils
- Surrounding land use and ownership (public, private, etc.)
- Erosion and drainage problems along the possible trail alignments

- **Responsible Party: Consultant**

Task 3.8: Environmental Concerns

Based on preliminary assessments, Consultant will determine the need for environmental assessment studies relative to toxic waste disposal or other environmental hazards.

- **Responsible Party: Consultant**

Task	Deliverable
3.1	<i>Technical Memorandum #1 – Existing Plans and Data Summary</i>
3.2	<i>Utility Map</i>
3.3	<i>Aerial Survey</i>
3.4	<i>Base Map</i>
3.5	<i>Intersection and Access Points Map</i>
3.6	<i>Technical Memorandum #2 – Natural Resources Inventory Summary</i>
3.7	<i>Physical Inventory Map</i>
3.8	<i>Technical Memorandum #3 – Environmental Concerns</i>

Task Four: Transportation Analysis

Task 4.1 Transportation Assessment

Consultant will complete a multimodal analysis of the corridor. Consultant will review land use plans and planned or proposed projects near the study area. Consultant will develop multi-modal traffic forecasts for the study corridor using the latest version of the CCTA regional travel demand model and information from the land use plans and pending projects. The analysis will include the following:

- A summary of the overall transportation context and how Marsh Creek Road functions between Clayton and Brentwood.
- Bicycle, Pedestrian and Equestrian assessment: these modes will be addressed by performing an inventory of existing facilities and documenting the following: the location of bike lanes, sidewalks, trails, crosswalks and push buttons and the width and condition of bike lanes, trails, and sidewalks; identify if there are gaps in the network; identify other impediments to cycling, horseback riding, and walking.
- Accident analysis: Consultant will download ten years of vehicle incident records from the Statewide Integrated Traffic Records System (“SWITRS”) maintained by the California Highway Patrol (“CHP”). Consultant will plot the accident history, calculate accident rates, and compare them to comparable state highways. The accident history plot should have accidents categorized by modes of travel (bicycle, pedestrian, equestrian, and vehicle).
- During the alternatives evaluation in Task 6, Consultant will update the transportation analysis to reflect how any physical changes to Marsh Creek Road will affect vehicle traffic and safety.

The transportation analysis will first address existing and Future Year “No Build” conditions, to set a baseline for the alternatives analysis. Consultant will update the transportation analysis as the project progresses from the alternatives analysis through the selection of a preferred alternative.

- **Responsible Party: Consultant**

Task 4.2 Potential Demand Analysis

Consultant will evaluate travel demand and future trends along Marsh Creek Road and identify alternatives for over, under, and at-grade intersection crossings where the trail corridor concept and road may intersect, and short-term and long-term solutions that allow for phasing.

Consultant will analyze the potential demand of the trail corridor concept. As a basis of future usage, attendance figures from similar facilities may be used. Consultant will develop a map showing potential trip generators to estimate the number of trips each could generate when the project is completed.

Consultant will also identify opportunities for access points, staging areas where amenities could be provided (e.g. benches, drinking fountains, etc.), potential parking areas, and enhancement opportunities to improve habitat value.

- **Responsible Party: Consultant**

Task 4.3 Public Workshop #2

Consultant will lead the development of public outreach materials for stakeholder and community workshops to present base map, survey and transportation analysis data collected to date and receive public feedback.

- **Responsible Party: Consultant**

Task	Deliverable
4.1	<i>Technical Memorandum #4 – Transportation Assessment</i>
4.2	<i>Technical Memorandum #5 – Demand Analysis</i>
4.3	<i>Public Workshop Summary</i>

Task Five: Alternatives Development

Task 5.1 Develop Project Alternative Concepts

Consultant will lead the development of up to three project alternatives consistent with the defined project objectives. The desire is to have the trail alignment stay generally in the Marsh Creek Road Corridor. However, if necessary, the trail alignment may need to deviate from the immediate vicinity of the road to avoid cost and alignment constraints. The alternatives will consist of a range of configurations, including (but not limited to):

- Separated Class I facility.
- Class IV Bikeway.
- Combination of a Class I facility adjacent to Marsh Creek Road and separated from the road.
- Combination of a Class I facility and Class II facility where constraints dictate.

We will divide the corridor into segments to address site-specific constraints and design issues. We anticipate using the following segments:

1. City of Clayton to Morgan Territory Road
2. Morgan Territory Road to Round Valley Regional Preserve
3. Round Valley Regional Preserve Entrance to Terminus of Marsh Creek Trail in Brentwood

- **Responsible Party: Consultant**

Task 5.2 Conceptual Plans of Alternatives

Based on the early stakeholder outreach, Consultant will refine the three alternatives and host an internal design charrette with TAC. Consultant will use this input to develop high-level conceptual plans for the three alternatives. The conceptual plans will reflect engineering design standards and basic right-of-way constraints, but will not represent detailed design. The alternatives will be shown in plan-view and will feature cross-sections at key locations along the corridor. Consultant will explore the possibility of incorporating the alternative designs into a 3D view or a kmz file for importing into Google Earth.

The alternative concepts should identify:

- Trail design that safely accommodates all user groups and design to separate trail users operating at different speeds.
- Proposed location of trailheads and related facilities (restrooms, water, emergency telephone, lighting, parking, maintenance, etc.).
- Areas for trail barriers and emergency access.
- Areas needing natural buffers and/or screening and wildlife crossings.
- Proposed linkages to parks and other trail systems or areas of interest.
- Possible handicap access and required facilities.
- Identify and prepare conceptual design for facilities required to restrict use of the trail.
- Identify auxiliary facilities necessary to operate the trail and provide conceptual designs for these areas such as rest areas, parking facilities, fencing or buffer systems, drainage systems, emergency vehicle access, facilities that meet the needs of persons with disabilities.

- **Responsible Party: Consultant**

Task 5.3 Public Workshop #3

Consultant will lead the development of public outreach materials for stakeholder and community workshops to present and receive feedback on alternatives.

- **Responsible Party: Consultant**

Task 5.4 Local Agency Outreach Meetings

Consultant will lead the development of outreach meeting materials for Subregional Transportation Planning Committees (TRANSPAC (Central County) and TRANSPLAN (East County)) to present and receive feedback on alternatives. This task could include up to four meetings (two technical advisory committees and two policy boards).

- **Responsible Party: Consultant and County**

Task	Deliverable
<i>5.1</i>	<i>Alternative Project Concepts (3)</i>
<i>5.2</i>	<i>Conceptual Plan Alternatives (3)</i>
<i>5.3</i>	<i>Public Workshop Summary</i>
<i>5.4</i>	<i>Local Agency Outreach Meeting Summaries</i>

Task Six: Alternatives Analysis

Task 6.1 Detailed Alternatives Evaluation and Selection of a Preferred Alternative.

Consultant will utilize a multi-criteria evaluation matrix to assess the three alternatives developed in Task 5. The matrix will consider a range of quantitative and qualitative performance measures including: the user benefits for cyclists, pedestrians, and equestrians, potential traffic impacts, the effect on access and safety for all travel modes, right-of-way impacts, utility impacts, constructability, potential environmental impacts and cost. Consultant will update the Transportation Analysis memorandum.

Consultant will also develop planning level cost estimates for each alternative and identify potential project phasing for ease of implementation to use in the evaluation. Environmental review will provide a high-level review of potential environmental “red flags” for the evaluation matrix. Based on the detailed alternatives analysis and the preliminary cost estimates, the TAC and Consultant will recommend a preferred alternative to advance to detailed design.

- **Responsible Party: Consultant**

Task 6.2: Preliminary Environmental Assessment

Consultant will perform a preliminary environmental assessment of the preferred alternative to identify potential areas of focus under the California Environmental Quality Act (“CEQA”) and the National Environmental Policy Act (“NEPA”). This preliminary assessment will consider the appropriate environmental documents (i.e., Mitigated Negative Declaration or Environmental Impact Report) and the necessary environmental analyses for the next phase of the project.

- **Responsible Party: Consultant**

Task	Deliverable
6.1	<i>Technical Memorandum #6 – Detailed Alternatives Evaluation Matrix</i>
6.2	<i>Technical Memorandum #7 – Preliminary Environmental Assessment</i>

Task Seven: Feasibility Report

Task 7.1 Administrative Draft Feasibility Report

Consultant will prepare an Administrative Draft Feasibility Report that will incorporate all of the findings of the study through the alternatives analysis. Consultant will submit the report to County staff for initial review, after which County staff will disseminate to the TAC for review and comment.

- **Responsible Party: Consultant**

Task 7.2 Revise Draft Feasibility Report

Consultant will revise Administrative Draft Feasibility Report based on TAC comments and prepare public Draft Feasibility Report.

- **Responsible Party: Consultant**

Task 7.3 Public Workshop #4

Consultant will organize, prepare materials and identify schedule and location for a Public Workshop to present the Draft Feasibility Report. Consultant will respond to comments and make any necessary revisions before submitting the final report.

- **Responsible Party: Consultant**

Task 7.4 Local Agency Outreach Meetings

Consultant will lead the development of outreach meeting materials for outreach to cities councils (Clayton and Brentwood) and County Board of Supervisors (or subcommittee of the Board) to present and receive feedback on Draft Feasibility Report. This task could include up to two meetings (city councils). County staff will lead County Board of Supervisors presentation.

- **Responsible Party: Consultant and County**

Task 7.5 Final Feasibility Report

Based on the comments received from the public, Consultant will revise the Draft, prepare and submit a Final Feasibility Report. Upon receipt of the Final Report, the County will close out the Consultant Services Agreement.

- **Responsible Party: Consultant**

Task 7.6 Final Feasibility Report Adoption

County staff will present and recommend to the County Board of Supervisors adoptions of the Final Feasibility Report. Once adopted, County staff will begin pursuing funding opportunities to begin implementation.

- **Responsible Party: County**

Task	Deliverable
7.1	<i>Administrative Draft Feasibility Report</i>
7.2	<i>Draft Feasibility Report</i>
7.3	<i>Public Workshop Summary</i>
7.4	<i>Local Agency Outreach Meeting Summaries</i>
7.5	<i>Final Feasibility Report</i>
7.6	<i>Board Order and Resolution</i>

Submission and Selection Process

Interested firms 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 Friday, June 29, 2018. 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 will 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 RFP 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 Noon (PDT) on Thursday, June 28, 2018.**
4. Responses to questions will only be posted on the RFP/RFQ webpage: http://www.cccounty.us/MCT_Study.
5. Consultants must be prepared to initiate work immediately upon either award of contract or receipt of notice to proceed.

Selection Criteria

Representatives will score responses soon after the close of the response period 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

