

**REQUEST FOR PROPOSALS**  
**for**  
**DESERT EDGE MOBILITY PLAN**  
**FOR THE COUNTY OF RIVERSIDE TRANSPORTATION DEPARTMENT**  
**September 2023**

**Table of Contents**

1	REQUEST FOR PROPOSALS SUMMARY .....	2
2	EVENTS CALENDAR .....	3
3	INTRODUCTION.....	4
4	PROJECT BACKGROUND.....	4
5	INQUIRIES .....	4
6	SUBMISSIONS.....	5
7	GENERAL INFORMATION .....	6
7.1	Selection Process .....	6
7.2	Evaluation Criteria.....	7
7.3	Sealed Cost Proposal.....	10
7.5	Contract Audit and Review .....	10
7.6	Title VI of the Civil Rights Act of 1964.....	10
7.7	County Minority/Women/Disable Veterans Business Enterprise Policy .....	10
7.8	Work performed by County Personnel.....	10
8	DESCRIPTION OF WORK.....	10
9	SCOPE OF WORK .....	11
10	AWARD OF CONTRACT .....	19
11	AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS .....	19

**Attachments:**

- Draft Engineering Services Contract Boilerplate
- Appendix A – Scope of Services
- Appendix B – Schedule of Services
- Appendix C – Compensation Plan
- Desert Edge Project Location Map

# 1 REQUEST FOR PROPOSALS SUMMARY

Request for Proposals (RFP) project information summary.

<b>Issue Date</b>	Tuesday, 09/26/2023
<b>Due Date and Time for Proposals</b>	Tuesday, <del>10/24/2023</del> <b>10/31/2023</b> ; 2:00 PM
<b>Agency Contact Person</b>	Dennis Acuna, County Traffic Engineer <a href="mailto:dacuna@rctlma.org">dacuna@rctlma.org</a> , (951)955-6820
<b>Project Name</b>	Desert Edge Mobility Plan
<b>Project Number</b>	D30114 (ATPL-5956(290))
<b>Work Description</b>	Transportation Planning, Engineering, and Public Engagement
<b>Estimated Cost of Contract</b>	\$250,000
<b>RFP Website</b>	<a href="https://trans.rctlma.org/requests-qualifications-proposals">https://trans.rctlma.org/requests-qualifications-proposals</a>
<b>Inquiries Deadline</b>	All RFP questions are due <del>Thursday, October 17</del> <b>Tuesday, October 24</b> , 2023 by 2:00 PM and must be submitted to County Traffic Engineer via email. Confirmation of receipt will be provided.
<b>RFP Page Limit</b>	The cumulative total pages for the proposal must not exceed <del>20 pages</del> <b>30 single-sided pages</b> (minimum 12 font size, single-spaced). Page count limit is exclusive of cover letter, blank pages or tabs, <del>graphics</del> , and required forms (i.e., <del>Caltrans LAPM Exhibit 10-Q “Disclosure of Lobbying Activities”, Attachment A Agreement Cover Sheet, Attachment B Contractor Information Sheet</del> , etc.).
<b>Funding Source(s)</b>	Active Transportation Program (ATP) – State Funds
<b>Proposals must be received prior to or on the date due. Proposals received after the due date and time or received at the wrong location/email address are considered nonresponsive and shall be rejected.</b>	

Comments in Green are modifications from the Original RFP posted on 9/26/2023.

Comments in Blue are modifications from Addendum No. 1 posted on 10/11/2023.

## 2 EVENTS CALENDAR

Unless otherwise noted, all dates and times are estimates that at the County's sole discretion, may be changed without notice.

Description	Date	Time (If Applicable)
Distribution of Request for Proposal	09/26/2023	
Latest Date for Addenda	<del>10/17/2023</del> 10/24/2023	2:00 PM
Submittal Date for Proposals (Closing Deadline)	<del>10/24/2023</del> 10/31/2023	2:00 PM
Notification of Short-List Selection, if required, or Notification of Selected Consultant	<del>11/6/2023</del> 11/13/2023	
Interviews (By Invitation; If needed)	TBD	
Notification of Final Selection	TBD	
Anticipated Board Award	January 2024	
Project Start	January 2024	
Project End	July 2025	

### **3 INTRODUCTION**

The County of Riverside Transportation Department (County) is soliciting proposals from qualified professional firms (Consultant) to provide professional transportation planning, engineering, and public engagement services as outlined within this RFP for the County of Riverside Desert Edge Mobility Plan (Plan).

The purpose of this RFP is to provide the County with expertise and staffing needs to develop a Mobility Plan for the unincorporated community of Desert Edge (See Desert Edge Project Location Map), located in the Coachella Valley in eastern Riverside County. The Project will serve as a master plan and policy document to guide development and maintenance of active transportation infrastructure, including sidewalks, multiuse trails and bikeways, and Safe Routes to School programs for the unincorporated area of Desert Edge. The County seeks proposals from qualified consulting firms with expertise in engineering, transportation planning, and public engagement to prepare the Plan.

The Plan aims to improve safety, connectivity, and economic vibrancy while reducing vehicle miles traveled (VMT). The Plan will develop an active transportation system that parallels regional, local, and state planning efforts to provide users of the county's transportation network with options for travel. The Plan will help the County seek input from the public and stakeholders, determine existing conditions and deficiencies, establish goals and objectives, prioritize projects based on cost estimates, and develop an implementation plan.

### **4 PROJECT BACKGROUND**

The Plan is a planning document that will cover the unincorporated community of Desert Edge. The County of Riverside encompasses approximately 7,303 square miles and consists of distinct regions, including the Coachella Valley, French Valley, Riverside, and surrounding urban and rural areas. The unincorporated areas of the county consist mainly of rural, suburban, and agricultural land uses, compared to the more densely developed cities in the region. Like many areas outside of cities, the road network in the unincorporated county has limited walking and biking facilities. The County maintains approximately 2,200 road lane miles. Despite the lack of existing active transportation infrastructure, the County plays an integral role in the regional transportation network. The County is the tie that binds all incorporated cities; any trip between cities requires passing through unincorporated areas of the county. The Plan seeks to enhance regional connectivity and identify and prioritize future improvements.

### **5 INQUIRIES**

All inquiries to this Request for Proposals (RFP) should be submitted one (1) week prior to the Submittal Date as identified in the Events Calendar.

Prospective consulting firms are encouraged to promptly notify the County of any apparent inconsistencies, problems, or ambiguities in the RFP. Consultants may submit questions via email to Dennis Acuna at [dacuna@rivco.org](mailto:dacuna@rivco.org). All email inquiries should contain "**RFP Inquiry**" in the email subject line. Inquiries shall only be accepted through this email address; telephone calls or physical letters will not be accepted. If deemed necessary, the County may call for a pre-proposal meeting to discuss issues raised.

All notices, clarifications, and addenda to this RFP will be posted on the County webpage and PlanetBids at the web addresses referenced above. Consultants are encouraged to email Dennis Acuna at [dacuna@rivco.org](mailto:dacuna@rivco.org) with "**RFP Mailing List**" in the subject line to be placed on the RFP mailing list. Consultants on the RFP Mailing List will receive an email notification for changes or

updates to this RFP. Consultants shall be responsible for monitoring the website for updates or changes if they did not request to be on the RFP Mailing List or did not receive confirmation of being placed on the RFP Mailing List. The County will issue the final response to inquiries 3 business days prior to the Submittal Date for Proposals.

## 6 SUBMISSIONS

The cumulative total pages for the proposal must not exceed **20 30 single sided pages** in length. Covers and dividers shall not be counted as pages as long as they do not contain information relevant to the RFP.

Proposals shall contain the following information:

1. A cover letter should indicate the Consultant's basic understanding of the County's needs and the Consultant's understanding of the work required, signed by an authorized representative of the prospective consulting firm; which shall contain their name, address, telephone number, and e-mail address for future contact.
2. List of key personnel, including sub-consultants, to be made available for this project. Relevant experience for each key personnel is also required.
3. An organization chart depicting the relationships between the prime consulting firm's team members and the sub-consultants. All key personal must be identified on the organization chart.
4. **Proposed project approach and scope of services that will be provided by consultant and sub-consultants.**
5. List of recently performed services or projects that indicate the past performances and abilities of the proposed team, including major subconsultants. Include a Client contact person with their current phone number for each service listed. Clients may be contacted any time before the interviews.
6. Proposals shall be prepared in a spiral bound 8.5"x11" booklet format. The font size shall not be smaller than ~~11 point~~ **12 point** and shall be similar to either Tahoma or Times New Roman and shall not be narrow fonts. Page margins shall not be less than 1/2". Legible font size smaller than 11 point may be used for footers, charts, tables and figures.
7. Proposals may have up to ~~two~~ **three (3)** single-sided 11"x17" sheets folded to 8.5"x11" containing either **Project Schedule**, Tables, or Charts. Any additional 11"x17" sheets will be counted as 2 pages each towards the total page count.
8. Proposals must contain a signed Caltrans LAPM Exhibit 10-Q "Disclosure of Lobbying Activities" for the prime and all sub-consultants. Wet signatures on Exhibit 10-Q are not required. All sheets associated with **Exhibit 10-Q will not count towards the 20 30 single sided page requirement.**

It is the responsibility of the consultants to use the latest version of the LAPM exhibits when submitting Proposals. The LAPM exhibits are not attached to this RFQ and should be downloaded from Caltrans LAPM website at:

<https://dot.ca.gov/programs/local-assistance/forms/local-assistance-procedures-manualforms>

Consultant is required to submit **three** (3) copies of their proposal and a thumb drive containing a digital version of the proposal in compliance with his RFP to the following address:

County of Riverside Transportation Department  
3525 14<sup>th</sup> Street  
Riverside, CA 92501

Attention: Dennis Acuna

Proposals must be received by this office no later than **2:00 PM** on the closing date listed in the Events Calendar to be considered. Submittals made to other County of Riverside offices will not be accepted. Submittals should be sent by registered mail, certified mail, overnight courier, or hand delivery. Incomplete submittals, submittals with page counts in excess of 30 pages, and/or submittals received after the closing date and time will be rejected without review.

## **7 GENERAL INFORMATION**

### **7.1 Selection Process**

1. The County will appoint a selection committee to review proposals. The selection committee will have a minimum of three (3) members, comprised mostly of County staff. Each member of the selection committee will be required to complete and sign a Conflict of Interest Statement prior to initiating the selection process.
2. The selection committee will review and score the proposals submitted by the consultants based on the selection criteria and weights identified in the Evaluation Criteria section of this RFQ and establish a short-list of qualified consultants.
3. The County may contact previous clients identified in the proposal at any time prior to the interviews to verify the experience and performance of the consultants.
4. The qualified consultants on the short-list will be notified. Qualified consultants may be asked to provide an oral presentation at the time of the interview. The County will provide the time and location for the interview. However, the County reserves the right to make a final selection without an interview.
5. Upon completing the interview process, if applicable, a Consultant Ranking List of the qualified consultants will be established. The highest-scoring consultant will be contacted to submit a sealed cost proposal in accordance with the Sealed Cost Proposal section of this RFQ.

6. The selection committee and highest-scoring consultant will then begin contract negotiations. Once the negotiations are successful, the firm's negotiated cost proposal will become an integral part of the contract and will be a public document.
7. Should contract negotiations fail, negotiations will be formally terminated and the next highest ranked firm from the Consultant Ranking list will be contacted until the anticipated contract have been awarded.
8. The contract will be submitted to Caltrans' Independent Office of Audits and Investigations (A&I) for review and approval prior to execution of the contract by the County. County will submit LAPM **Exhibit 10-A** to Caltrans and Consultant must furnish all required backup material identified on **Exhibit 10-A** prior to County submittal.

## 7.2 Evaluation Criteria

Proposals will undergo an initial administrative review prior to evaluation. Any Proposal which fails to meet the submission requirements may be considered non-responsive and may be rejected. Responsive proposals will be evaluated according to each Evaluation Criteria and scored on a zero to five (5) point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A submittal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum evaluation score is one hundred (100) points. All members of the selection committee will independently score the submitted Proposal. The selection committee will then calculate an average score for each proposal and develop a short-list of qualified consultants.

Rating Scale		
0	Not Acceptable	Non-responsive, fails to meet RFP specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

The Evaluation Criteria Summary and their respective weights are as follows:

No.	Written Evaluation Criteria	Weight
1	Organization of Proposal	10
2	Staff Qualifications and Approach	25
3	Project Scope	35
4	Schedule of Work	15
5	References	15
<b>Total:</b>		<b>100</b>

No.	Interview Evaluation Criteria	Weight
6	Presentation by team	10
7	Q&A Response to panel questions	10
<b>Total:</b>		<b>20</b>

**Organization of Proposal (10 Points)**

- Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria, and will receive no further consideration.

**Staff Qualifications and Approach (25 points)**

- Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants to conduct services on both federal and nonfederal-aid projects.
- Describes familiarity of project and demonstrates understanding of work completed to date and project objectives moving forward
- Roles and Organization of Proposed Team
  - Proposes adequate and appropriate disciplines of project team.
  - Some or all of team members have previously worked together on similar project(s).
  - Overall organization of the team is relevant to the County’s needs.
- Project and Management Approach
  - Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project.
  - Team successfully addresses Site Planning and Programming efforts.
  - Project team and management approach responds to project issues. Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.
- Roles of Key Individuals on the Team
  - Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project.
  - Key positions required to execute the project team's responsibilities are appropriately staffed.
- Working Relationship with the County
  - Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.



- Team leadership understands the nature of public sector work and its decision-making process.
- Proposal responds to need to assist the County during the project.

**Project Scope (35 points)**

- Detailed Scope of Services to be Provided
  - Proposed scope of services is appropriate for all phases of the work.
  - Scope addresses all known project needs and appears achievable in the timeframes set forth in the project schedule.
- Project Deliverables
  - Deliverables are appropriate to schedule and scope set forth in above requirements.
- Cost Control and Budgeting Methodology
  - Proposer has a system or process for managing cost and budget.
  - Evidence of successful budget management for a similar project.

**Schedule of Work (15 points)**

- Schedule shows completion of the work within or preferably prior to the County’s overall time limits as specified in Section 4.3.2 “Events Calendar”.
- The schedule serves as a project timeline, stating all major milestones and required submittals for project management.
- The schedule addresses all knowable phases of the project, in accordance with the general requirements of this RFP.

**References (15 points)**

- Provide as reference the name of at least three (3) agencies you currently or have previously consulted for in the past five (5) years.

**Presentation by Team (10 points)**

- Team presentation conveying project understanding, communication skills, innovative ideas, critical issues and solutions.

**Q&A Response to Panel Questions (10 points)**

- Proposer provides responses to various interview panel questions.

Weighted scores for each Proposal will be assigned utilizing the table below:

No.	Evaluation Criteria	Rating (0-5)	Weight	Score (Rating * Weight)
1	Organization of Proposal		5	
2	Staff Qualifications & Approach		20	
3	Project Scope		25	
4	Schedule of Work		10	
5	References		10	
	TOTAL:	100		

<b>Interview Scoring (as Needed)</b>			
6	Presentation by Team		10
7	Q&A Response to Panel Questions		10
	TOTAL:	20	

**7.3 Sealed Cost Proposal**

The highest ranked consultant will be notified of their standing and will be required to submit a sealed cost proposal within two weeks of notification. Local and State Funds will be used therefore any forms or exhibits required for the use of State Funds per the Caltrans Local Assistance Procedures Manual (LAPM) must be provided in the Sealed Cost Proposal.

The Sealed Cost Proposal will be based on Specific Rates of Compensation as stated in the DRAFT Engineering Services Contract Boilerplate. The cost proposal must include names, job titles, or classifications along with hourly billing rates as well as overhead and other multipliers as specified in Caltrans LAPM Exhibit 10-H2.

A cost proposal must be provided for every consultant, subconsultant, and second tier subconsultant who will be performing work. Additionally, Sealed Cost Proposals shall also include Caltrans LAPM Exhibit 10-K “Consultant Annual Certification of Indirect Costs and Financial Management System”.

**7.5 Contract Audit and Review**

Successfully negotiated contract will be submitted to Caltrans’ Independent Office of Audits and Investigations (A&I) in accordance with LAPM Section 10.3 for approval prior to execution of the contract by the County.

**7.6 Title VI of the Civil Rights Act of 1964**

The Consultant agrees to comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (49 USC 2000d) and the regulations of the U.S. Department of Transportation issued there under in 49 CFR Part 21.

**7.7 County Minority/Women/Disable Veterans Business Enterprise Policy**

County of Riverside’s M/W/DVBE Contract Participation Program affirms the utilization and participation of qualified minority, women, and disabled veteran firms in its contracting and procurement activities. The County encourages general and prime consultants to afford competitive subcontracting opportunities to minority, women, and disabled veteran firms, where possible, in their contracting and procurement activities with the Count of Riverside.

**7.8 Work performed by County Personnel**

County reserves the right to perform any portion of the scope of work with County personnel or by other Consultants for any project.

**8 DESCRIPTION OF WORK**

The Desert Edge Mobility Plan will analyze current conditions, seek input from the public and stakeholders to fully understand existing and future transportation needs, and recommend projects and programs strategic to creating a healthier and more vibrant county. The Consultant will work with County staff to develop a mobility plan crafted to enable swift implementation to

achieve countywide connectivity of pedestrian and bicycle facilities including safer routes to schools.

## 9 SCOPE OF WORK

The scope of work will be broken down into the following tasks and associated deliverables:

### TASK 1 - PROJECT INITIATION AND COORDINATION

#### *Task 1.1: Project Management*

- The Consultant shall lead monthly **virtual** meetings with County staff. The purpose of these meetings is to briefly update County staff on the status of the project. The Consultant shall prepare agendas and meeting minutes for each meeting.

#### *Task 1.2: Project Kick-Off Meeting with COUNTY*

- The Consultant shall attend a **virtual** kick-off meeting with the County to discuss project management, goals and objectives, and any other relevant information. The Project Kick-Off Meeting will also be an opportunity to discuss any remaining questions, exchange documents, and establish communication and review protocols. The Consultant will prepare minutes after the meetings. This meeting should be held within five working days of the selected Consultant receiving authorization to commence work on the Plan.

#### *Task 1 Deliverables:*

<b>Task #</b>	<b>Deliverable</b>
1.1	Monthly agendas and meeting minutes
1.2	Project Kick-Off Meeting Minutes

### TASK 2 – STAKEHOLDER ENGAGEMENT

#### *Task 2.1: Stakeholder Engagement Strategy*

- Develop an engagement strategy to identify key stakeholders and identify a diverse range of in-person and online resources for public input on the Desert Edge Mobility Plan, identifying specific strategies to engage disadvantaged community members, including seasonal residents, seniors, linguistically isolated populations, and those with limited internet access.

#### *Task 2.2: Project Messaging*

- Develop project branding, project fact sheets and informational flyers on upcoming meetings/deliverables, using the tools to market the project to disadvantaged community members with limited internet access.

#### *Task 2.3: Social Media Messaging and Project Website*

- Provide information for social media messaging on project events and a webpage on County of Riverside's Transportation Department website that includes background

information on the project, upcoming meetings, project deliverables, surveys, and a project timeline.

Task 2.4: Project Survey

- Create an online and paper survey in English and Spanish that allows for community members to provide feedback on existing walking, biking, and transit access conditions as well as on potential improvements.

Task 2.5: Advisory Group Meetings

- Meet with local and regional organizations (**virtually**) on a quarterly basis to provide guidance on Plan tasks and recommendations.

Task 2.6: Community Workshops

- Provide quarterly updates to the Desert Edge Community Council on Mobility Plan progress.

Task 2.7: Coordination Meetings

- Coordinate up to **one (1) in-person and ~~three (3)~~ two (2) virtual** meetings with neighboring jurisdictions and tribal organizations to ensure the proposed plan elements are consistent with their jurisdiction's efforts.

*Task 2 Deliverables:*

<b>Task #</b>	<b>Deliverable</b>
2.1	Project Engagement Strategy
2.2	Project Branding, Fact Sheets, & Informational Flyers
2.3	Project Information for Social Media Presence and Project Website
2.4	Online & Paper Survey and Results
2.5	Advisory Meeting Summaries
2.6	Quarterly Updates for Quarterly Community Meetings
2.7	Coordination Meeting Summaries

**TASK 3 - EXISTING CONDITIONS ANALYSIS**

Task 3.1: State, Regional, and Local Agency Plan/Policy Review

- The Consultant will review all relevant state, regional, and local agency planning and policy documents, including but not limited to: the California’s Streets and Highways Code, California Transportation Plan 2040, Toward an Active California: State Bicycle and Pedestrian Plan, Caltrans District 8 Active Transportation Plan, SCAG’s Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), County of Riverside’s General Plan Circulation Element, Regional Active Transportation Plans, and local

jurisdiction bicycle and active transportation plans; and other documents pertaining to Complete Streets, Smart Mobility, and Sustainable Communities planning efforts.

#### Task 3.2: Existing and Planned Infrastructure/Facilities Inventory and Mapping

- The Consultant will identify and map the existing and planned bicycle and pedestrian, infrastructure, and facilities throughout the Desert Edge Community, including Class I, II, III, and IV bikeways, sidewalks, multi-use paths, bicycle storage racks and lockers, crosswalks, ADA ramps, and safe routes to schools. The County will provide the Consultant access to related data to prepare existing infrastructure and facilities maps.

#### Task 3.3: Area-Specific Field Investigations

- The Consultant will compile feedback from public outreach efforts in Task 2 to focus on specific areas to conduct field reviews. Field investigations may consist of touring existing routes by bicycle or foot, possibly with County staff, or representatives from stakeholder groups. Field reviews will assist with identifying the need for new linkages, or the need to improve or remove linkages from the currently planned network. Field investigations will be documented at key locations using field notes, field measurements, and digital photography to identify system constraints, and record site-specific information, such as level of use/stress, facility condition, and key gaps or obstacles for traveling by bicycle and foot within the area. The Consultant will also record harsh conditions, noise, lack of shading, high winds, lack of lighting, lack of amenities, and lack of buffers between vehicles and bicyclists or pedestrians.

#### Task 3.4: Countywide Origins and Destinations Analysis and Mapping

- The Consultant will identify key origins and destinations throughout the Desert Edge community. The Consultant will prepare maps that identify key existing and potential high-volume routes of active transportation, with points of interest like residential neighborhoods, schools, hospitals, major employers, shopping centers, etc.

#### Task 3.5: Existing Intermodal Connections Inventory and Mapping

- The Contractor will prepare a map and description of existing transit stops and stations for intermodal connectivity.

#### Task 3.6: Collision and Safety Analysis and Mapping

- The Contractor will obtain and map the location of bicycle and pedestrian collision reports from the Statewide Integrated Traffic Records System (SWITRS). The Contractor will also identify existing bicycle and pedestrian safety and education programs within the County of Riverside.

#### Task 3.7: Existing Conditions Report

- The Contractor will document all information and data collected under Tasks 3.1 through 3.6, listed above, in an Existing Conditions Report. The Existing Conditions Report will provide a comprehensive summary of tabular and mapped data, and will include, but will not be limited to, the following inputs from previous tasks:

- Policies relating to bicycle parking in public, private, and under-developed locations
- Existing and currently planned bicycle facilities
- Current policies and procedures for maintaining existing and proposed active travel facilities including, but not limited to, the maintenance of smooth pavement, freedom from encroaching vegetation, maintenance of traffic control devices including striping and other pavement markings, and lighting
- Current safety, education, and encouragement programs offered locally by County Sheriff, the California Highway Patrol, and local school districts
- Existing coordination with neighboring jurisdictions, communities, school districts, and regional planning documents
- Land uses and key community features
- Bicycle and pedestrian infrastructure
- Multimodal connections to and from other modes of transportation, including micro mobility services
- Existing and currently planned signage and wayfinding
- Areas of greatest need, near schools as well as in the community-at-large

**Task 3 Deliverables:**

<b>Task #</b>	<b>Deliverables</b>
3.1	State, Regional, and Local Agency Plan/Policy Review
3.2	Map, and GIS layer(s)
3.3	Field inventory of key access points, gaps, proposed/potential bicycle barriers, and pedestrian corridors
3.4	Map, and GIS layer(s)
3.5	Map, and GIS layer(s)
3.6	Map, and GIS layer(s)
3.7	Existing Conditions Report

**TASK 4 - USER NEEDS ASSESSMENT**

**Task 4.1: Existing and Future Bicycle and Walking Demands**

- The Consultant will develop estimates of current daily bicycle and walking trips using Big Data sources (such as Streetlight Data, Strava Metro, AllTransit). Existing estimates will be used to forecast future cycling and walking demands. Information derived from this analysis will be used to identify specific locations needing improvements, areas for potential targeted awareness campaigns, and funding applications.

**Task 4.2: Safety Needs Analysis**

- The Contractor will use the data from Task 3.6, Collision and Safety Analysis and Mapping, and public input from Task 2 to identify specific locations needing improvements, plus possible enhancements in motorist, bicyclist, and pedestrian awareness and educational programs.

#### Task 4.3: User Needs Assessment Report

- The Contractor will compile information and data from Tasks 4.1 and 4.2, public meetings and the community survey to evaluate the County’s active transportation needs in a User Needs Assessment Report. The key needs identified will be addressed in the Plan.

#### *Task 4 Deliverables:*

<b>Task #</b>	<b>Deliverable</b>
4.1	Map, and GIS layer(s)
4.2	Map, and GIS layer(s)
4.3	User Needs Assessment Report

### TASK 5 - POLICY FRAMEWORK AND BEST PRACTICES

#### Task 5.1: Goals, Objectives, Policies, and Performance Measures

- The Consultant will develop goals, objectives, policies, and performance metrics for the Plan. This task will set forth the foundation of the Plan by establishing its context within which proposed projects will be prioritized for implementation and performance toward plan goals will be monitored. Performance measures will be quantifiable standards, likely related to demand, mode choice, safety, and health. The performance measures will be structured to support on-going documentation. This task will incorporate community input to ensure that the values and needs of the community are reflected in the Plan.

#### Task 5.2: Best Practices – ATP Toolbox

- The Contractor will develop a menu or Toolbox of best practices for Complete Streets and other design elements that may be incorporated in future roadway projects, drawing on the Caltrans Complete Streets Toolbox and Smart Mobility Framework. The ATP Toolbox will be utilized as a reference during the planning and design phase to ensure proposed improvements are context-sensitive and appropriately applied to the existing built environments.

#### *Task 5 Deliverables:*

<b>Task #</b>	<b>Deliverable</b>
5.1	Goals, Objectives, Policies, and Performance Measures
5.2	ATP Toolbox

### TASK 6 - PROPOSED ACTIVE TRANSPORTATION NETWORK AND PROGRAM OF PROJECTS

The Contractor will work with the Equity Advisory Committee and consider needs of vulnerable populations, such as students, seniors, and transit users, and connectivity to existing and planned facilities in adjacent cities for each Program of Projects described below in Task 6.

#### Task 6.1: Proposed Bicycle Program of Projects

- The Contractor will use the Existing Conditions Report, User Needs Assessment Report, and public outreach feedback from Task 2 to design and map the proposed future bicycle network, including support facilities (e.g., bicycle parking, showers, and locker facilities). The Contractor will consider connectivity to existing and planned facilities in adjacent cities. The Contractor will develop a complete and detailed list of future projects (Program of Projects) that will be prioritized for implementation (further described under Task 7). Each project will include a brief project description, including project-specific information and potential constraints, such as right-of-way acquisition and grades, itemized preliminary cost estimate, and the community plan area and Supervisorial District in which the project is located. A schematic design overlaid on recent aerial photography will also be included. The Contractor will use information from previous tasks and coordinate with the County Traffic Division to determine appropriate locations and the extent of the network and facilities.

#### Task 6.2: Proposed Pedestrian Program of Projects

- The Contractor will use the Existing Conditions Report, User Needs Assessment Report, and public outreach feedback from Task 2 to design and map the proposed future pedestrian network. The Contractor will develop a complete and detailed list of future projects (Program of Projects) that will be prioritized for implementation (further described under Task 7). Each project will include a brief project description, including project-specific information and potential constraints, such as right-of-way acquisition, itemized preliminary cost estimate, and the community plan area and Supervisorial District in which the project is located. A schematic design overlaid on recent aerial photography will also be included. The Contractor will use information from previous tasks and coordinate with Planning & Development and the County Traffic Division to determine appropriate locations and the extent of the network and facilities.

#### Task 6.3: Proposed ADA Program of Projects

- The Contractor will develop a priority list based on the inventory of corners where ADA ramps are currently missing, and metrics established by the Contractor and the County. The Contractor will develop a complete list of future projects (Program of Projects) that will be prioritized for implementation (further described under Task 7). The Contractor will develop and map a Program of Projects to bring these facilities up to current ADA standards.

#### Task 6.4: Safe Routes to Schools Program of Projects

- The Contractor will identify and map potential improvements to County infrastructure to support Safe Routes to Schools throughout the County. This includes development of a complete list of future projects (Program of Projects) that will be prioritized for implementation (further described under Task 6). Each project listed will include a brief project description, including project specific information and potential constraints, such as right-of-way acquisition, itemized preliminary cost estimate, and the community plan area and Supervisorial District in which the project is located. The Contractor will include a schematic design overlaid on recent aerial photography.



*Task 6 Deliverables:*

<b>Task #</b>	<b>Deliverable</b>
6.1	Program of Projects with Descriptions, Map, and GIS layer(s)
6.2	Program of Projects with Descriptions, Map, and GIS layer(s)
6.3	Program of Projects with Descriptions, Map, and GIS layer(s)
6.4	Program of Projects with Descriptions, Map, and GIS layer(s)

**TASK 7 - PRIORITIZATION, FUNDING, AND IMPLEMENTATION PLAN**

**Task 7.1: Project Prioritization**

- The Contractor will develop criteria to prioritize each Program of Projects developed as part of Tasks 6.1 through 6.4. Projects will be assigned levels of priority to help the County achieve maximum effectiveness of the bicycle, pedestrian, ADA, and Safe Routes to Schools networks over time. The Contractor will prioritize each Program of Projects using measures such as, cycling and walking demand, barriers/needs, safety issues, and construction feasibility. Criteria for prioritization will be developed in conjunction with County staff. The Contractor will use the prioritization criteria to develop a short-term (next five years) attainable Program of Projects. The Contractor will also develop a longer term (next 20 years) Program of Projects that may require formal design, right-of-way acquisition, or other “greater” type of effort or dedication of resources.

**Task 7.2: Funding Sources and Strategies**

- The Contractor will prepare a memorandum to describe past expenditures for bicycle facilities and identify the costs associated with implementation of the Plan, as well as any other future financial needs for maintenance and operation. The Contractor will identify and discuss future funding sources and strategies for obtaining funding.

***Task 7.3: Implementation Plan***

- The Contractor will prepare an Implementation Plan based on the prioritization criteria in Task 7.1, funding availability and requirements, other programmed transportation improvements, eliminating an immediate bottleneck or safety hazard, and connectivity to the countywide active transportation network. The Contractor will develop an Implementation Plan for fundable, high-priority projects and programs over the next five years, along with an unconstrained Implementation Plan for longer term projects for the next 20 years. The Contractor will review all the Program of Projects developed and identify a recommended list of projects most likely to score well for competitive grant programs.

*Task 7 Deliverables:*

<b>Task #</b>	<b>Deliverable</b>
7.1	Project prioritization criteria, short-term and long-term Program of Projects
7.2	Memorandum describing potential funding sources and opportunities
7.3	Implementation Plan

## TASK 8 – DRAFT Plan

### Task 8.1: Administrative Draft Plan

The Contractor will incorporate the Existing Conditions Report, User Needs Assessment Report, Implementation Plan, study surveys, maps, policy framework, and coordination with other local plans to compile the Administrative Draft Plan document. The Draft Plan should also follow the California Transportation Commission’s Active Transportation Plan for Disadvantaged Communities Guidance for Plans. The Contractor will coordinate with other County departments for input on the document.

### Task 8.2: Draft Plan

- Following County review and comments on the Administrative Draft Plan, the Contractor will revise the Administrative Draft Plan as needed and release the Draft Plan for public review and input. The Contractor will translate the document into Spanish, upon request.

#### *Task 8 Deliverables:*

<b>Task #</b>	<b>Deliverable</b>
8.1	Administrative Draft Plan
8.2	Draft Report Plan for public review

## TASK 9 - PUBLIC REVIEW, FINAL ATP, AND DECISION-MAKER HEARINGS

### Task 9.1: Public Hearings

- The Contractor shall attend **up to two (2) in-person** public hearings to present the Draft Plan. The Contractor will work in conjunction with County staff to prepare materials for these public hearings. The Contractor will document the comments received at the hearing and help answer any comments from the commissioners or public.

### Task 9.2: Final Plan

- The Contractor will incorporate any changes necessary to the Plan, based on input from the public hearings. The Contractor will finalize the document for presentation to the County Board of Supervisors and the public.

### Task 9.3: Decision-Maker Hearings

- The Contractor will present the Final Plan to decision-makers and the public, and answer questions. County staff will prepare the staff reports, PowerPoint presentations, and public noticing.

#### *Task 9 Deliverables:*

<b>Task #</b>	<b>Deliverable</b>
9.1	Attend public hearings and answer/document questions
9.2	Final Plan
9.3	Participate in decision-maker hearings

## **10 AWARD OF CONTRACT**

It is the intent of the County to select and contract with one consultant as outlined in the introduction. Award of a contract shall be in accordance with the attached boilerplate Engineering Services Contract.

## **11 AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS**

To comply with the nondiscrimination requirements of the Americans with Disabilities Act (ADA), it is the policy of the County to make every effort to ensure that its programs, activities, and services are available to all persons, including persons with disabilities. For persons with a disability needing a reasonable modification to participate in the procurement process, or for persons having questions regarding reasonable modifications of the procurement process, you may contact the County representative listed in this RFP. In order to, ensure the proposal is in compliance with federal ADA guidelines, Proposers should review the federal ADA guidelines.