



## City Council Staff Report

**From: City Manager**

**Report Type: CONSENT CALENDAR**

**Lead Department: Transportation**

**Meeting Date: June 19, 2023**

Report #:2304-1357

### **TITLE**

Approval of Professional Services Contract with Kittelson & Associates for a Not-to-Exceed Amount of \$333,945 for the Bicycle and Pedestrian Transportation Plan Update. CEQA Status: Exempt under Public Resources Code Section 21080.20.

### **RECOMMENDATION**

Approve of Professional Services Contract (Contract C23185922) with Kittelson & Associates for a Not-to-Exceed Amount of \$333,945 for the Bicycle and Pedestrian Transportation Plan Update.

### **BACKGROUND**

The City adopted its existing Bicycle and Pedestrian Transportation Plan (BPTP) in 2012, and the document needs a comprehensive update to reflect current community needs and desires, more recent trends in cycling and bicycling technology, and to address changes in bicycle and pedestrian planning and design. The objectives of the BPTP Update are to seek robust community feedback; reevaluate implementation progress from previous plans to adjust recommendations for new policies, facilities, and programs; and to determine appropriate criteria and metrics to prioritize recommendations and network routes. The BPTP Update will also further investigate safety data to propose impactful recommendations, explore the role of emerging transportation technologies such as electric-bicycles and micro-mobility devices, and establish big-picture planning to expand bicycling and walking for all user types in support of the City's 2030 Comprehensive Plan, the Sustainability/Climate Action Plan, a Safe Systems approach, and other planning documents and policies.

At the May 17, 2021 meeting, the City Council adopted a resolution supporting the City's grant application for the State Transportation Development Act (TDA) Article 3 Funds for the BPTP Update project<sup>1</sup>, and on September 2021, the Metropolitan Transportation Commission (MTC)

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<sup>1</sup> See Page 2, Item 6, Action Minutes for May 17, 2021 City Council Meeting:

<https://cityofpaloalto.primegov.com/Public/CompiledDocument?meetingTemplateId=3426&compileOutputType=1>

approved of the allocation of Transportation Development Act Article 3 (TDA3)<sup>2</sup> funds to the City of Palo Alto in the amount of \$334,852 for the purposes of updating the Bicycle and Pedestrian Transportation Plan.

## ANALYSIS

The City published the Request for Proposals (RFP) for the BPTP Update on the City's eProcurement platform, on October 11, 2022. The City received three responsive Proposals from Alta Planning, GHD, and Kittelson & Associates.

*Table 1. Summary of RFP Process*

Bicycle and Pedestrian Transportation Plan Update   RFP No. 185922	
<i>RFP Name/Number</i>	
<i>Request for Proposals Issued</i>	October 11, 2022
<i>Proposals Due</i>	November 15, 2022
<i>Number of Firms Notified</i>	1,862
<i>Total Days to Respond to RFP</i>	36
<i>Number of Proposals Received</i>	3
<i>Public Link to Solicitation</i>	<a href="https://pbsystem.planetbids.com/portal/25569/bo/bo-detail/98851">https://pbsystem.planetbids.com/portal/25569/bo/bo-detail/98851</a>
<i>Proposals Price Range</i>	\$293,168 to \$333,862

An evaluation committee comprised of City Office of Transportation Planning Staff, Safe Routes to School City Staff, and a member of the City's Pedestrian and Bicycle Advisory Committee (PABAC) carefully reviewed each firm's qualifications and submittals in response to the criteria identified in the RFP:

1. Quality and completeness of proposal
2. Quality, performance and effectiveness of the solution, goods and/or services to be provided by the Proposer
3. Proposers experience, including the experience of staff to be assigned to the project, the engagements of similar scope and complexity
4. Cost to the city
5. Proposer's financial condition and stability
6. Proposer's ability to perform the work within the time specified
7. Proposer's prior record of performance with City or other local, county, or state agency, if applicable
8. Proposer's compliance with applicable laws, regulations, policies (including City Council policies), guidelines and other governing prior to existing contracts performed by the contractor

<sup>2</sup> <https://mtc.ca.gov/funding/regional-funding/tda-sta/bicycle-pedestrian-funds-tda-3>

The City received three bids all under the proposed budget, and the evaluation committee identified a preferred service provider based on the best overall score from the proposal and an interview. Based on this approach, staff recommends contracting with Kittelson & Associates who provided a comprehensive approach to the scope of work, demonstrated a clear understanding of Palo Alto and its needs, proposed an innovative approach to engage the community, has extensive experience working with Bay Area communities on developing active transportation planning documents including the City of Berkeley, Dublin, and San Pablo, is under budget, and is to provide exceptional project management.

The scope of work Kittelson & Associates proposed includes the following tasks, to be completed within an 18–24-month process, beginning once the contract is executed, anticipated for July 2023:

1. Prepare Detailed Work Plan and Strategy
2. Review Existing Bicycle and Pedestrian Policy and Program Documents
3. Inventory Existing Facility Conditions
4. Community Outreach
5. Bicycle and Pedestrian Network Enhancements
6. Implementation and Funding Strategies
7. Bicycle and Pedestrian Plan Document
8. Project Management and Oversight

Community feedback regarding potential new bicycle/pedestrian rail crossings will be sought as part of this contract and will occur at the beginning of the project in the context of optimizing the City's bicycle and pedestrian networks.

## **POLICY IMPLICATIONS**

The BPTP Update will contain specific policy, project, and program recommendations, and will aim to improve the quality of active transportation options, taking into consideration community feedback, City priorities, more recent trends in cycling and bicycling, and available funds.

## **FISCAL/RESOURCE IMPACT**

The cost proposal submitted by Kittelson & Associates for the BPTP Update is in the amount of \$333,945, including a 10 percent contingency. Sufficient funding for anticipated expenses is available in the FY 2024 Bicycle and Pedestrian Transportation Plan Implementation project (PL-04010) in the Capital Improvement Fund. The City is eligible to cover the BPTP Update expenditures under TDA Article 3 and can request an allocation of up to \$334,852 for this effort, and City staff anticipates that all eligible costs incurred will be reimbursed through the TDA Article 3 payment (reimbursement) process.

## **STAKEHOLDER ENGAGEMENT**

The City provided the public procurement process through its eProcurement platform and notified 1,862 firms to encourage participation. In addition, ten firms were contacted directly by Procurement staff to announce availability of the Request for Proposals. Of those notified, forty-three downloaded the proposal documents. This outreach garnered proposals from firms who had not previously bid in Palo Alto. In addition, stakeholders were engaged through the procurement process by including a member of the Pedestrian and Bicycle Advisory Committee on the panel to evaluate vendor proposals and interviews.

Specific to the project, Kittelson & Associates developed a structured and robust community engagement plan for the BPTP Update, dividing the community engagement into three phases: 1) Visioning; 2) Needs & Concerns; and 3) Recommended Projects and Programs. These phases will help effectively and meaningfully engage the residents and visitors of Palo Alto. The engagement activities are tailored towards the unique character of the community. At the onset of the BPTP Update effort, Kittelson & Associates will develop a community engagement plan that will explain how the project team will share information and gather input regarding the needs and issues of the public, stakeholders, and interested parties. More specifically, the BPTP Update includes the following meetings and events:

- PABAC & CSTSC Meetings
- Planning & Transportation Commission Meetings
- Rail Committee Meetings
- City Council Meetings
- Neighborhood and Focus Group Meetings
- Street Level Engagement
- Community Meetings
- Multi-Day Collaborative Work Sessions

## **ENVIRONMENTAL REVIEW**

California Senate Bill 922 (2022) exempts active transportation plans, such as bicycle transportation plans like the BPTP Update from environmental review under the California Environmental Quality Act (CEQA).

## **ATTACHMENTS**

Attachment A: Contract with Kittelson & Associates; Contract C23185922

## **APPROVED BY:**

Philip Kamhi, Chief Transportation Official