

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 Antioch 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

- Early 2018

Project start date:

- Early 2018

Proposals Due:

12 Noon (PDT) on [DAY], [DATE] 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:

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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 *Marsh Creek Corridor Multi-Use Trail Feasibility Study* ("Study"). Marsh Creek Road is a major thoroughfare that connects Central County and East County. 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 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 design team will perform to complete this initial screening phase of the Marsh Creek Trail project. This work plan reflects our best estimate for completing the tasks outlined by the Stakeholder Team (Contra Costa County, City of Clayton, City of Brentwood, City of Oakley, City of Antioch, East Bay Regional Park District, Save Mt. Diablo, State Parks, East Contra Costa Habitat Conservancy) and to advance 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

- Evaluate the potential for, and order of magnitude cost estimates for a non-motorized multi-modal trail connecting the terminus of the Marsh Creek Trail in the City of Brentwood to the trail system in the City of Clayton with connections to Round Valley

Regional Park, other State Park and Save Mt. Diablo parcels along the Marsh Creek Corridor, and Morgan Territory Road.

- The preferred trail would be separated from the Marsh Creek Road and located adjacent to Marsh Creek where feasible.
- Trail alignment should minimize impacts to private property and retain privacy for residences to the extent possible (without a qualifier “retain privacy” might be an impossible bar to meet).
- The trail would be for bicycle, pedestrians, and equestrians (or other non-motorized travel).
- Trail design should consider the trail being used for a commute alternative between East and Central Contra Costa County and for recreational purposes.
- 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)
- [the addition of “concept” is meant to reduce this activity to a minimal investment] Consultant should develop design theme concept for trail
- 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:
 - Trail should include directional signing for parks, cities, historical sites, connecting trails, etc.
 - Due to the length of the trail, consider water stations and restroom facilities, using existing park lands and staging areas where feasible.
 - Allow on-leash pets on trail where feasible
 - Provide picnic areas, destination spots, and benches or rest stops along the facility
 - Incorporate green design elements, sustainable design elements
- Sensitive to habitat
- Connections to publically accessible HCP, SMD, EB Parks, State Parks facilities.
- Try to keep the trail focused in the Marsh Creek Road corridor
- Consider safety of users (cell service/call boxes)
- ADA accessible
- 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
- Marsh Creek Big Bend property could be a potential staging area and connection to a north-south land conservation band
- Identify phasing opportunities for project implementation
- Address conflict of use issues

- [Identify opportunities to direct mitigation funds to fund certain trail features such as habitat crossings](#)
- [Identify financing plan](#)
- [Apply best practices for designing of trail in sensitive areas](#)
- [“Ag. Tourism”](#)

DRAFT

DRAFT Scope of Services

Task One: Project Management

Task 1.1: Project Initiation Activities

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

Task 1.2: Meetings

Consultant Team will attend regular coordination meetings either in-person or via conference call. Consultant Team will budget time for up to ten (10) in-person project team meetings with Stakeholder Team 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 3).

Task 1.3: Project Management Support

Consultant Team will lead the project management. Consultant Team will also assist the Stakeholder Team's project manager 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 made available to stakeholders and the public.

Task One Deliverables:

- *A detailed work plan schedule with deliverables and key team meeting dates*
- *Meeting agendas, meeting minutes and action items*
- *Project Fact Sheet*

Task Two: Data Collection and Base Mapping

Task 2.1: 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 (w/examples of implementation), design standards, regulatory requirements, and unique opportunities and constraints. This task will include coordination with Stakeholder Team 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.

Task 2.2: Utility Coordination

Consultant Team 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 Team 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.

Task 2.3: 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.

Comment [SK1]: Need to ask County Surveyor to provide details of aerial survey requirements and format.

Task 2.4: 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.

Comment [SK2]: Need to ask County Surveyor to provide details of base mapping requirements and format.

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.

Task 2.5: 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.

Task 2.6: Natural 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.

Task 2.7: Environmental Concerns

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

Comment [JS3]: Do we need this?

Task 2.8: 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

Task Two Deliverables:

- *Aerial survey and base map*
- *Engineering Existing Conditions memorandum (right-of-way constraints, environmentally sensitive areas, grading, utilities, etc.)*

Task Three: Public Outreach

Consultant will lead the organization and scheduling of all public outreach activities with Stakeholder Team staff and local stakeholder and community groups, with support from sub-consultants to prepare materials and staff the meetings. We have included in this scope ten (10) outreach meetings, which would include a combination of stakeholder meetings and community workshops.

Task 3.1 Stakeholder Meetings and Community Workshops

For the ten outreach meetings, we will coordinate with Stakeholder Team staff to identify the appropriate stakeholders and the schedule of the meetings throughout the project schedule. We will utilize scheduled meetings with the City of Clayton and Brentwood and the regional planning committees of CCTA, TRANSPLAN and TRANSPAC, to communicate with both stakeholders and the public in a cost-effective way. We will schedule the majority of the stakeholder meetings early in the process to better understand the opportunities and constraints along the corridor. The stakeholder meetings could include (but are not limited to) the following: Contra Costa County, 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. Non-governmental organizations such as bicycle and pedestrian advocacy groups and clubs: Bike East Bay, Delta Peddlers, etc.

Consultant will hold community workshops after the initial alternatives development in Task 5.

Task 3.2: Other Outreach

The Consultant Team will update fact sheets, develop announcements, or update the Project website at key points.

Task Three Deliverables:

- *Schedule of all public outreach activities with Stakeholder Team staff and local stakeholder and community groups.*
- *Prepare materials and staff the meetings.*

Task Four: Transportation Analysis

Consultant will conduct a multi-modal transportation analysis for the study corridor that will focus on traffic operations, safety, and bicycle, pedestrian and equestrian conditions. Consultant will structure the transportation analysis so that it can easily be adapted for any level of environmental analysis pursuant to the California Environmental Quality Act ("CEQA") in later stages of the project. The transportation analysis will develop along with various stages of the project.

Task 4.1: Traffic Data Collection

Consultant will contract with a data collection firm to collect peak period intersection counts for two periods on one mid-week day (Tuesday, Wednesday, or Thursday) and hourly machine tube counts with vehicle classifications (using FHWA's standard class types) for one seven day period to understand hourly volume profiles. We will coordinate with County staff to identify the peak periods for the intersection counts and to include the turning movement counts, vehicle classifications and pedestrian/bicycle flows. We anticipate the counts will occur during the morning (7-9 AM) and evening (4-6 PM) peak periods. [Staff will review this task to determine if it is needed at this phase of project development]

Task 4.2: 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 traffic forecasts [will these forecasts include bike/ped or just vehicular?] for the study area 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 Tasks 4 and 6, we 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.

Task Four Deliverables:

- *Transportation Analysis memorandum for existing and Future Year “No Build” conditions. This memorandum will focus on traffic operations along Marsh Creek Road.*
- *Updated Transportation Analysis memorandum to reflect the alternatives developed in the following tasks.*

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. **Terminus of Marsh Creek Trail in Brentwood to Round Valley Park Entrance**

3. Round Valley Park to Morgan Territory Road

Task 5.2: Conceptual Plans of Alternatives

Based on the early stakeholder outreach, the consultant team will refine the three alternatives and host an internal design charrette with Stakeholder Team. The Consultant Team 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 met the needs of persons with disabilities.

Task 5.3: Develop Presentation Materials for Public Outreach

Consultant will lead the development of public outreach materials for stakeholder and community workshops.

Task Five Deliverables:

- *Three alternative project concepts*
- *Conceptual plans for three alternatives*
- *Presentation materials for public outreach*

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 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 Stakeholder Team and the Consultant will recommend a preferred alternative to advance to detailed design.

(Should the consultant also identify project phasing?)

Task 6.2: Preliminary Environmental Assessment

Environmental 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.

Task Six Deliverables:

- *Detailed Alternatives Evaluation Matrix memorandum*
- *Preliminary Environmental Assessment memorandum*

Task Seven: Feasibility Report

Consultant will prepare a draft feasibility report that will incorporate all of the findings of the study through the alternatives analysis. We will submit the report to the Stakeholder Team staff for review and comment. Based on the comments received, Consultant will revise the report and submit a final version. Consultant will respond to comments and make any necessary revisions before submitting the final report.

Task Seven Deliverables:

- *Final Feasibility Report*

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 [DAY], [DATE] 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 [DAY], [DATE] 2018.**
4. Responses to questions will only be posted on the RFP/RFQ webpage: http://www.cccounty.us/Marsh_Creek_Trail_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

