

RESOLUTION NO. 071155

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

\* \* \* \* \*

RESOLUTION 1) WAIVING THE REQUEST FOR PROPOSALS (RFP) PROCESS AND AUTHORIZING THE PRESIDENT OF THE BOARD TO EXECUTE AN AGREEMENT WITH THE LOCAL GOVERNMENT COMMISSION FOR THE PROVISION OF PLANNING SERVICES FOR THE "PHASE II SAN MATEO COUNTY MIDCOAST HIGHWAY 1 SAFETY AND MOBILITY IMPROVEMENT STUDY" FOR THE TERM OF JANUARY 1, 2011 THROUGH JUNE 30, 2012 IN THE AMOUNT OF \$176,000; AND 2) AUTHORIZING THE DIRECTOR OF PARKS OR THE DIRECTOR'S DESIGNEE TO EXECUTE CONTRACT AMENDMENTS WHICH MODIFY THE COUNTY'S MAXIMUM FISCAL OBLIGATION BY NO MORE THAN \$25,000 (IN AGGREGATE), AND/OR MODIFY THE CONTRACT TERM AND/OR SERVICES SO LONG AS THE MODIFIED TERM OR SERVICES ARE WITHIN THE CURRENT OR REVISED FISCAL PROVISIONS

---

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, the County of San Mateo has produced the Midcoast Plan for Parks and Recreation (Plan) and completed Phase 1 "Improving Safety and Mobility along Highway 1 on the Unincorporated Midcoast of San Mateo County Project," and has now developed a proposed "Phase II San Mateo County Midcoast Highway 1 Safety and Mobility Improvement Study" to continue to implement goals identified in the Plan; and

WHEREAS, the County was awarded a \$162,462 Caltrans Community-based Transportation Planning Grant for the Project and has budgeted a match of \$13,538 from the Department of Parks Development and Acquisition Fund for the proposed \$176,000 contract amount for planning services by the Local Government Commission,

071155

a contractor who provides the needed services and is preapproved by the grantor; and

**WHEREAS**, this Board has reviewed the proposed agreement and desires to enter into it.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the Board of Supervisors, County of San Mateo,

- 1) Waives the Request for Proposals (RFP) process and authorizes the President of the Board to execute an agreement with the Local Government Commission for the provision of planning services for the "Phase II San Mateo County Midcoast Highway 1 Safety and Mobility Improvement Study" for the term of January 1, 2011 through June 30, 2012 in the amount of \$176,000; and
- 2) Authorizes the Director of Parks or the Director's designee to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (In aggregate), and/or modify the contract term and/or services so long as the modified term or services are within the current or revised fiscal provisions.

\* \* \* \* \*

## **Scope of Work**

### **Phase II San Mateo County Midcoast Highway 1 Safety and Mobility Improvement Study**

San Mateo County is the applicant and will be the grant recipient and manager, with the Local Government Commission (LGC) as a sub-recipient. Opticos Design Inc. will be retained as a design consultant, reuniting the consultant team and providing continuity in approach with the 2009 Safety and Mobility Study for the portion of Highway 1 in the Princeton/El Granada/Miramar area. The team will also include a transportation planner/traffic engineer. The roles and responsibilities of the County and consultants are detailed below.

**San Mateo County** will execute contracts with Caltrans and LGC, review grant products, and perform grant administration functions as required. The County will designate a senior staff person as the grant project manager who will participate in all aspects of the project and coordinate communication and plan review with other staff members, elected leaders and Caltrans. The County will also coordinate with LGC to help publicize the project; help secure meeting facilities, food, and refreshments; and ensure public participation in all aspects of the community planning process.

**The Local Government Commission (LGC)** will organize and facilitate the public planning process, conduct outreach and prepare publicity materials, contract with and lead the project consultant team, and produce the resulting plan document. The LGC is a 501(c)(3) non-profit membership organization of agencies, elected officials, planning and design professionals, and other community leaders that has been helping California local governments build livable, sustainable communities for 30 years. The LGC has conducted over 30 public design charrettes focusing on creating safe, walkable, bicycle-friendly and prosperous corridors, neighborhoods and downtowns throughout California since 2001.

**Opticos Design, Inc.** will provide urban planning and design expertise and prepare the principal visual work products for presentations and the plan, including base maps, conceptual corridor and related development concepts, diagrams, renderings and perspectives. Opticos is a Berkeley-based firm that has partnered successfully with LGC on numerous projects in California, including on the San Mateo Midcoast, has extensive experience with planning and design projects in coastal communities, and is highly skilled in public charrette-based planning.

**Livable Streets, Inc. (LSI)** will provide engineering expertise, with an emphasis on multi-modal transportation planning, traffic engineering, and contextual roadway design. LSI specializes in the development of transportation systems that balance the needs of all users of the public right-of-way while enhancing the livability of communities and neighborhoods. LSI's staff has significant innovative design and planning experience and specializes in improving conditions for non-motorized users without degrading vehicle capacity. LSI has served as transportation engineer on several LGC design charrettes in California. Michael Moule, Owner and Principal of LSI, is now a Principal Engineer with Nelson\Nygaard (NN) Consulting Associates and will contract with LGC under that firm.

#### **Task 1: Project Planning and Coordination**

**Task 1.1 Project Startup.** County staff will hold a kick-off meeting with Caltrans District staff and LGC to discuss invoicing, progress reporting, grant procedures and establish overall project expectations. The County will contract with LGC and LGC will conduct contracting arrangements with consultant team members.

071155

- Task 1.2 Community Research.** LGC will assemble a master project contact list of public officials and agency staff, service organizations, businesses, neighborhood leaders and residents, and other interest groups that reflect the perspectives of the community. LGC and the County will work with key representatives from the list to determine the charrette schedule and accessible locations for the events, and arrange facilities.
- Task 1.3: Data Collection.** LGC will work with the County and other sources to collect and review available information for the study area, including County policy and code documents, bike and trail plans, mapping data, traffic volume and crash data, regional transportation plans, state route planning and construction plans, state highway design standards, and other relevant studies.
- Task 1.4: Convene Advisory Group.** LGC and the County will convene the first advisory group meeting approximately 2 to 3 months before the charrette to discuss the schedule, identify hot button issues, additional players and potential resources to pursue for plan implementation, potential focus groups, and to determine strategies to engage all segments of the community.
- Task 1.5: Map Preparation.** LGC and Opticos will coordinate with County staff to prepare base maps for the consultant team design and analysis work and for use at the charrette design tables.

| Date         | Deliverable                               | Documentation                     |
|--------------|---|-----------------------------------|
| Month 1      | Kickoff meeting and consultant contracts  | Agenda, subcontracts              |
| Months 1 – 3 | Community contact list and event schedule | Contact list and charrette agenda |
| Months 1 – 3 | Collected planning information            | Planning data list                |
| Months 1 – 3 | Convened advisory group meeting           | Agendas, outreach plan            |
| Months 2 – 3 | Aerial and plan view base maps            | Electronic files and printed maps |

## **Task 2: Outreach and Publicity**

- Task 2.1 Advisory Group Meeting.** A second advisory group meeting will be held approximately 1 to 2 months before the charrette to review publicity items and assist with outreach.
- Task 2.2 Produce Materials.** LGC will produce flyers, postcards, posters, signs, and other informational materials as deemed necessary in consultation with the advisory group. Key outreach materials will be produced in English and Spanish to reach the Spanish-speaking population.
- Task 2.3 Distribute Materials.** LGC, County staff and advisory group members will distribute flyers and information about the charrette through their communication networks and provide flyers to stakeholders and local leaders for distribution. Farallone View and El Granada Elementary Schools will be asked to send bilingual flyers home with students (the two schools reported 37.86% and 59.37% respective Hispanic/Latino enrollments in 2008).
- Task 2.4 Mailing.** Postcards will be mailed community-wide (Montara, Moss Beach, Princeton, El Granada and Miramar) or to target groups.
- Task 2.5 Media Publicity.** Announcements and press releases will be distributed to the *Half Moon Bay Review*, community access television and other local media. The County and advisory group members will work on setting up signs or banners announcing events. Information will be posted on the County Parks web site. The Montara Fog and Coastsider community web sites will be asked to post information. LGC, County staff and advisory group members will pursue promotional opportunities at community functions and events.

| Date | Deliverable | Documentation |
|------|-------------|---------------|
|------|-------------|---------------|

|              |   |                                    |
|--------------|---|------------------------------------|
| Months 2 – 3 | Advisory group meeting #2                             | Agenda, meeting notes              |
| Months 2 – 4 | Outreach materials (flyers, postcards, posters, etc.) | Electronic and printed materials   |
| Months 3 – 5 | Materials distribution                                | Distribution summary               |
| Months 3 – 4 | Postcard mailing                                      | Record of mailing                  |
| Months 3 – 5 | Media publicity                                       | Press releases, web postings, etc. |

### **Task 3: Charrette Events**

The charrette is the centerpiece of this proposed community-based planning project and will consist of multiple public engagement activities concentrated into a focused amount of time over seven days. The purpose of the event will be to establish guiding principles and proposed design solutions for the Highway 1 corridor segment and pedestrian, bicycle and vehicular access and mobility. The Local Government Commission will coordinate and facilitate all charrette activities with assistance from urban design and planning experts from Opticos Design and a transportation planner/engineering consultant with expertise in designing for all modes. The events are outlined below.

**Task 3.1** The first stage of the charrette will focus on community and stakeholder input over a three-day period. The draft schedule of activities includes:

- DAY 1 (Thursday): Tour the corridor with County staff. Hold 1–2 stakeholder group meetings (60-90 minutes each). Hold evening opening community meeting with visioning presentation and prioritization activities.
- DAY 2 (Friday): Continue stakeholder group meetings and field observations.
- DAY 3 (Saturday): Conduct walkability audits. Follow with technical training presentation, and community design tables (stakeholders and residents work together to draw their ideas on table maps).

**Task 3.2** Within 30 days, the second stage of the charrette will take place over a four-day period and focus on developing plan concepts. The draft schedule of activities includes:

- DAYS 1–4: Consultant team members will spend 3 to 4 days on site in intense production developing recommendations and illustrative graphics.
- DAY 2 or 3: Work progress briefing and review provided to County and Caltrans staff.
- DAY 4: Closing presentation of preliminary recommendations to the community for feedback, comments and guidance.

**Task 3.3** LGC will compile a record of the process for inclusion in the final report and plan.

| Date         | Deliverable  | Documentation  |
|--------------|--|--|
| Months 4 – 5 | Meetings, workshops, walkability audits, presentations   | Powerpoint™ presentations, photos, participant lists |
| Months 4 – 5 | Progress briefing, design team production, closing event | Powerpoint™ presentation, photos, participants lists |
| Months 5 – 6 | Summary of process and activity responses                | Chapter in final report                              |

### **Task 4: Draft and Final Report**

The design team will prepare a final report with a conceptual plan and detailed recommendations to improve community circulation and safety along HWY 1 and the surrounding neighborhoods in the County. LGC and others as needed from the charrette design team will return to the County several months after the release of the final report to brief County decision makers on the plan for endorsement and implementation decisions.

- Task 4.1 Administrative Draft.** Within three months of the charrette process completion, LGC with the consultant team will prepare and circulate an administrative draft report for review by the County and Caltrans staff and members of the advisory group. The report will include a plan with conceptual designs, recommendations and guidelines for improved road safety and operations, pedestrian, bicycle and transit facilities, parking, enhanced streetscapes, community entry features and focal points, low impact “green streets” strategies, and potential opportunities for new small commercial, residential or mixed-use buildings. The report will also contain a record of the charrette process, proposed timing and prioritization for implementation of the recommendations, and potential funding sources.
- Task 4.2 Revisions and Final Report.** County staff will provide a comprehensive set of consistent comments to LGC for one round of revisions and plan finalization.
- Task 4.3 Presentations.** LGC and members of the consultant team will present the final plan to the community and to the County Board of Supervisors for implementation decisions.

| Date           | Deliverable  | Documentation  |
|----------------|--|--|
| Months 6 – 8   | Draft review document  | Copies of draft in pdf and paper formats   |
| Months 9 – 10  | Final plan document  | 50+ page plan in pdf and paper formats, and web-ready files for public access                          |
| Months 10 – 13 | Presentation of the plan to the community and Board of Supervisors | Copies of presentations, agendas, staff report, participant lists, notes and minutes from the meetings |

#### **Task 5: Administration**

The County of San Mateo will be the administrator of the project, which includes contracting, reporting, accounting, invoicing, and provision of documentation as required by Caltrans.

- Task 5.1** The County will prepare quarterly reports for submittal to Caltrans.
- Task 5.2** The County will be responsible for keeping all the necessary accounting records for the project and will submit invoices to Caltrans on a quarterly basis.

*Regularly passed and adopted this 30<sup>th</sup> day of November, 2010.*

*AYES and in favor of said resolution:*

*Supervisors:*

MARK CHURCH

CAROLE GROOM

RICHARD S. GORDON

ROSE JACOBS GIBSON

ADRIENNE J. TISSIER

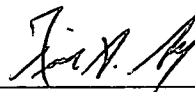
*NOES and against said resolution:*

*Supervisors:*

NONE

*Absent Supervisors:*

NONE



President, Board of Supervisors  
County of San Mateo  
State of California

Certificate of Delivery

*I certify that a copy of the original resolution filed in the Office of the Clerk of the Board of Supervisors of San Mateo County has been delivered to the President of the Board of Supervisors.*



Rebecca Romero, Deputy  
Clerk of the Board of Supervisors

071155