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Introduction

The City of Palo Alto is seeking an experienced Consultant Team to prepare a Feasibility Study for the implementation of the Matadero Creek Trail project. Upon successful completion of the Feasibility Study, the City will then proceed to complete an Environmental Analysis/Assessment to determine the appropriate Environmental Documentation based on the selected alternative, and then the development of Plans, Specifications & Engineer's Estimate's for Phase 1 of the project, with the same Consultant.

The City received a \$1.5M grant from the County of Santa Clara – Alternative Mitigation Program for the Matadero Creek Trail in November 2012. The project budget includes an additional City local match of \$500,000 for a total project budget of \$2M. The project includes the following elements:

1. *Feasibility Study* to determine the community-preferred alignment of a new off-road trail along the banks of Matadero Creek, or nearby parallel routes, between Alma Street and Highway 101. The Feasibility Study will also include identification of the appropriate Across Barrier Connection solutions required to extend the trail to the west side of Alma Street and east side of Highway 101.
2. *Environmental Analysis/Assessment* for the community-preferred alignment from the Matadero Creek Trail Feasibility Study.
3. *Development of Plans, Specifications & Engineer's Estimate's* for the Matadero Creek Trail – Phase 1, between Waverley Street and Greer Road.
4. *Construction On-Call Support* to assist the City in responding to questions during the bidding stage of the project and for assistance with responding to Requests for Information (RFIs), review of contractor submittals, review of contract change orders, and preparation of record drawings during construction of the project.

The following additional resources are available online to assist Consultant Teams in the development of project proposals:

Stanford-Palo Alto Trail Program Grant Proposal:

<http://www.cityofpaloalto.org/civicax/filebank/documents/31032>

City of Palo Alto Bicycle & Pedestrian Transportation Plan 2012:

<http://www.cityofpaloalto.org/bike>



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The preferred Consultant Team will demonstrate extensive experience in working with the Santa Clara Valley Water District and the State of California – Department of Transportation (Caltrans) in completing similar trail projects along creeks and underneath or alongside Caltrans facilities.



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Scope of Work

Each proposal shall include a detailed schedule and cost estimate for each of the four project stages. A contract limited to the completion of the Feasibility Study will be awarded upon completion of the Request for Proposals process. Upon the successful completion of the Feasibility Study, an Authorization to Proceed for each subsequent project stage will be issued to the Consultant. If the Feasibility Study finds the project to be infeasible due to constructability or community-consensus concerns by either the Santa Clara Valley Water District (SCVWD) or the City of Palo Alto – City Council, the project will be terminated at the completion of the Feasibility Study stage.

Stage 1 - Feasibility Study

The Feasibility Study shall include the identification of various alignment alternatives for the Matadero Creek Trail for the consideration of the Palo Alto community. The Consultant shall be responsible for identifying up to five potential alignment alternatives with input from City staff, staff from the Santa Clara Valley Water District, and both the Parks & Recreation and Planning & Transportation Commissions via commission study sessions. The five potential alignment alternatives shall be presented to the community for input at the community outreach meetings.

The Consultant will be responsible for outreach to and organizing meetings with the Santa Clara Valley Water District. The preferred Consultant Team will demonstrate a strong history of working cooperatively and successfully with the Santa Clara Valley Water District for the completion of Feasibility Studies for implementing trails along District. The potential Matadero Creek Trail alignments will be focused along the banks of Matadero Creek and nearby parallel routes and will provide a minimum 10-FT paved multi-use path for sharing by pedestrians and bicyclists. The potential alignments will also include provisions for safe crossing at intersecting roadways including, but not limited to, enhanced rapid flashing beacon warning systems that are passively activated by trail users, traffic signal controls, and enhanced roadway markings and signage treatments. The preferred Consultant Team will demonstrate strong experience in developing creative and proven solutions that integrate trails with public roadways.

As part of the identification of alignment alternatives for the Matadero Creek Trail, the Consultant Team shall take into account the following minimum Design Considerations and include a matrix that rates each alignment against these and other suggested factors:

- Utilities (Above and Below Ground)
- Need for Real Property Acquisition (for temporary and long-term trail alignment)
- Intersection Crossings



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- Safety
- Walkability
- Bicycle Ride-ability
- Connections to Public Facilities such as Parks and Schools, and connection with existing and planned Bicycle Routes
- Project Mitigations to protect the Quality of Life for existing residential properties adjacent to the proposed Matadero Creek Trail alignments
- Cost
- Flood Protection Functions
- Maintains access to SCVWD's Maintenance Activities/Operations

After presentation of the Matadero Creek Trail Alignment Alternatives to the community, the Consultant Team will work with City staff to identify the two best alternatives for inclusion in the Draft Final Feasibility Study for presentation to the Santa Clara Valley Water District for input. Upon successful approval of the Draft Final Feasibility Study by the District, the Consultant will return to present the study to the Parks & Recreation Commission, Planning & Transportation Commission, and the City Council for final approval.

The Feasibility Study should include the following additional elements:

- 10% Design – Plan Line Alignments
- Preliminary Cost Estimates for alignment alternatives
- Alternative Solutions for Safe Crossings where the Matadero Creek Trail will cross existing roadways such as Waverley Street and Middlefield Road
- Concept drawings for Across Barrier Connection solutions at Alma Street and Highway 101
- Identifying of *Probable Impact and Mitigation Alternatives* for each of the two preferred alternatives
- Draft and Final Draft reports for City and SCVWD review

The Final Feasibility Study should include at least two community-preferred alternatives endorsed by the Santa Clara Valley Water District and Palo Alto City Council for advancing into the Environmental Analysis Stage.

The City will be responsible for securing community meeting facilities. The Consultant shall be responsible for the preparation of all outreach materials, including media ads to be coordinated for publication by the City, meeting notice flyers for mailing to residents by the City, and community meeting presentations. The



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Consultant shall also serve as Scribe at all community meetings and provide the City with Meeting Notes and Action Notes within 5- business days of each meeting.

The Consultant Teams should assume the following Community Outreach Schedule as part of the development of the Matadero Creek Trail Feasibility Study:

- Up to Three Community Outreach Meetings
- Study Session Parks & Recreation Commission
- Study Session- Santa Clara Valley Water District
- Study Session Planning & Transportation Commission
- Presentation – Parks & Recreation Commission
- Presentation – Planning & Transportation Commission
- Approval – Santa Clara Valley Water District
- Presentation/Approval – Palo Alto City Council

Stage 2 – Environmental Analysis Study

The Environmental Analysis Study shall include the preparation of an appropriate Environmental Assessment Report in compliance with California Environmental Quality Act (CEQA) guidelines and advancement of improvement plans to the 35% stage for the community-preferred alternatives for the Matadero Creek Trail between Alma Street and Highway 101.

The Consultant Team shall advance environmental review of each alternative for presentation to the community so that one preferred alignment can be identified through an extensive community outreach process. Various environmental factors shall be analyzed as part of the Environmental process. If determined that an Environmental Impact Report (EIR) is needed, then analysis should include, at a minimum but not limited to, the following factors:

- Aesthetics
- Biological Resources
- Hazards & Hazardous Materials
- Mineral Resources
- Public Services
- Utility/Service Systems
- Agriculture Resources
- Cultural Resources
- Hydrology/Water Quality
- Noise
- Recreation
- Mandatory Findings of Significance



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- Air Quality
- Geology/Soils
- Land Use/Planning
- Population/Housing
- Transportation/Traffic

The Consultant Team shall also identify any permits required from State and Federal Regulatory Agencies (e.g. State Fish & Wildlife, Army Corps of Engineers, etc.).

The Consultant Teams should assume the following Community Outreach Schedule as part of the development of the Matadero Creek Trail Environmental Phase:

- Up to Three Community Outreach Meetings
- Study Session Parks & Recreation Commission
- Study Session Planning & Transportation Commission
- Study Session City Council
- Presentation – Parks & Recreation Commission
- Presentation – Planning & Transportation Commission
- Presentation/Approval – Palo Alto City Council
- Presentation/Approval – Santa Clara Valley Water District

The Environmental Analysis for the preferred Matadero Creek Trail Project shall also include the following elements:

- 35% Improvement Plans for Matadero Creek Trail segment between Waverly Street and Greer Road
- Updated project schedule and revised Engineer's Estimate based on 35% Improvement Plans, including additional phases to Alma Street and Highway 101

The City will be responsible for securing community meeting facilities. The Consultant shall be responsible for the preparation of all outreach materials, including media ads to be coordinated for publication by the City, meeting notice flyers for mailing to residents by the City, and community meeting presentations. The Consultant shall also serve as Scribe at all community meetings and provide the City with Meeting Notes and Action Notes within 5- business days of each meeting.



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Stage 3 – Development of Plans, Specifications and Engineer’s Estimates

Upon approval of the Final Environmental Report for the Matadero Creek Trail, the Consultant shall proceed to prepare final plans, specifications, and engineer’s estimates for the construction of the Matadero Creek Trail – Phase 1 segment between Waverley Street and Greer Road.

The improvement plans shall include the following civil details prepared by a Registered Professional Civil Engineer with good standing with the State of California:

- Cover Sheet
- Project Notes
- Project Plan and Profile
- Demolition Plans
- Plan Details for Improvements, including but not limited to:
 - Trail Pavement Sections
 - Residential Fencing
 - Creek Railing
 - Flood Protection Plan
 - Lighting at intersection crossings (if requested by the community)
 - Enhanced Pedestrian Crossings
 - Accessible Pedestrian Ramps
 - Drainage Plans
 - Landscape Improvement Plans
 - Signage & Striping Plans
 - Traffic Signal Improvement Plans
 - Utility Preservation and Connections
 - Utility Plans
 - Storm Water Pollution Prevention Plan
 - Construction Staging Plan
- Project Specifications consistent with Palo Alto Standard Specifications and Special Provisions to match the Project Improvement Plan requirements
- Consultant shall provide 35%, 65%, 95% and 100% Engineer’s Estimates based on improvement plans and comparable bids for similar projects to ensure the project remains within the project budget *

*City may elect to hire an outside Construction Management (CM) firm for Value Engineering and outside PEER review. Consultant shall be expected to work with CM cooperatively.



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Consultant shall apply for and complete all forms required from State and Federal Regulatory Agencies needed prior to Construction. The Consultant shall submit detailed schedule based on the improvements plans to the City and should to include the following tasks:

- Base 35% Plans Revised from Environmental Process
 - Community Outreach Meeting to Identify Landscape/Hardscape and Streetscape palette
 - Study Session with Architectural Review Board for approval of shrub and tree planting palettes and decorative pavement treatments recommended by the Project Landscape Architect and Project Engineer
- 65% Improvement Plans
 - Final Community Outreach Meeting
- 95% Check Print Plan Set
 - Presentation of Project to Parks & Recreation Commission
 - Presentation of Project to Planning & Transportation Commission
- 100% Bid Set
 - City Council Presentation of Final Project

Meetings with City staff for the review of design plans, specifications and construction staging shall be held on a monthly basis, or as needed, and should be included in the fee. The City will be responsible for securing community meeting facilities. The Consultant shall be responsible for the preparation of all outreach materials, including media ads to be coordinated for publication by the City, meeting notice flyers for mailing to residents by the City, and community meeting presentations. The Consultant shall also serve as Scribe at all community meetings and provide the City with Meeting Notes and Action Notes within 5-business days of each meeting.

The City anticipates procurement of an outside Construction Management Firm during this stage to assist the City in reviewing plans prepared by the Consultant and to conduct Value Engineering alternatives to ensure that the project remains on-budget. The Consultant will be required to work with the Consultant Management Firm during the development of the plans.



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Stage 4 – Construction on call Support

The Consultant shall be on-call during the Bid Stage and Construction Stages of the project to assist City staff with the following tasks:

- Responses to technical questions from potential bidders
- Responses to Contractor Requests for Information (RFI)
- Review of Contractor submittals
- Review of potential Contract Change Orders
- Attendance at project progress meetings
- Preparation of project record (As Built) drawings