



REQUEST FOR PROPOSAL

Middlefield Road Streetscape Improvement Project

*County of San Mateo
Department of Public Works*

Date: February 4, 2015

Responses Must be Received by 4:00 p.m. on March 13, 2015

**REQUEST FOR PROPOSALS
FOR
MIDDLEFIELD ROAD STREETScape IMPROVEMENT PROJECT**

Proposals must be submitted to:

Department of Public Works
James C. Porter, Director of Public Works
County of San Mateo
555 County Center, 5th Floor
Redwood City, CA 94063-1665

Attention: Gil Tourel, Principal Civil Engineer

**By 4:00 P.M. Pacific on
March 13, 2015**

PROPOSALS WILL NOT BE ACCEPTED AFTER THIS DATE AND TIME

Note regarding the Public Records Act:

Government Code Sections 6550 *et seq.*, the California Public Record Act, defines a public record as any writing containing information relating to the conduct of the public business. The Public Record Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that eventually arises from this Request For Proposals is a public record in its entirety. Also, all information submitted in response to this Request For Proposals is itself a public record **without exception**. Submission of any materials in response to this Request For Proposals constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the County if requested under the Public Records Act without further notice to you and (2) you agree to indemnify and hold harmless the County for release of such information.

(RFP template rev. 3/12)

TABLE OF CONTENTS

SECTION I - GENERAL INFORMATION	4
SECTION II - RFP PROCEDURE	7
A. TENTATIVE SCHEDULE OF EVENTS.....	7
B. SUBMISSION OF PROPOSALS.....	8
C. CONFIDENTIALITY OF PROPOSALS	8
D. PROPOSAL EVALUATION.....	9
E. PROPOSAL RECOMMENDATION.....	10
F. NOTICE TO PROPOSERS	10
G. PROTEST PROCESS	11
SECTION III – GENERAL TERMS AND CONDITIONS.....	11
SECTION IV – SCOPE OF WORK	14
SECTION V – PROPOSAL SUBMISSION REQUIREMENTS.....	22
A. General Instructions	22
B. Cover Letter	23
C. Specified Content and Detailed Sequence of Information in the RFP	23
D. Tabbing of Sections	23
SECTION VI - ENCLOSURES	26
Enclosure 1. Contractor’s Declaration Form	
Enclosure 2. Standard County Agreement with Independent Contractor	
Enclosure 3. Chapter 2.84 of the Ordinance Code of San Mateo County : Contractors – Equal Benefits	
Enclosure 4. Chapter 2.85 of the Ordinance Code of San Mateo County: Contractor Employee Jury Service	
Enclosure 5. List of Consultants	
Enclosure 6. Adopted 3 Lane Configuration	
Enclosure 7. Traffic Study Requirements	
Enclosure 8. Vicinity and Location Maps	

SECTION I - GENERAL INFORMATION

STATEMENT OF INTENT

As outlined in more detail in Section IV (Scope of Work), this Request for Proposals (RFP) seeks a Consultant who can design the streetscape improvements of Middlefield Road from MacArthur Avenue to 5th Avenue in the North Fair Oaks area. The Community has selected a three lane configuration (one lane in each direction with a center left turn lane) as the preferred configuration between Pacific Avenue and 5th Avenue. The vision of Middlefield Road Streetscape Improvement Project, according to the North Fair Oaks Community Plan and after feedback from multiple community meetings, is for a safe, accessible, attractive, active, and vibrant street. The goals are to improve connectivity and reduce mobility barriers, for all types of travel, including pedestrian, bicycle, automobile, and public transit. Improve area health and safety by increasing walkability and bike ability. Improve travel and transit connections between North Fair Oaks and surrounding communities and the region. The implementation of a comprehensive streetscape improvement project has been identified as a major step towards realizing this vision.

The County is requesting proposals from qualified consultant teams (Consultant) who can assist the County by completing creative design services for streetscape improvements on Middlefield Road. The Middlefield Road Streetscape Improvement Project area includes the entire public Right-of-Way between MacArthur Avenue and 5th Avenue. Under the direction of the County and with input from the community, the selected Consultant will lead the design team in achieving the vision as set forth in the community plan and as adopted by the Board of Supervisors. The County envisions the phasing of the project as follows: Phase 1: Preliminary Work, will include 3 tasks defined as; Task 1: Street and Utilities Survey; Task 2: Feasibility Analysis and Traffic Study; and Task 3: Initiate California Environmental Quality Act (CEQA) Compliance. Phase 2: Infrastructure Improvements will include 3 tasks defined as; Task 4: Utility Relocation and Undergrounding; Task 5: Redwood Junction/Railroad Crossing Improvements; and Task 6: Stormwater/Drainage Improvements. Phase 3: Design Plans and Specifications, will include 3 tasks; Task 7: Design Plans and Specifications; Task 8: Construction Administration and Support during bidding phase and Task 9: Meeting Attendance/Conference Calls. **The above description of phasing is flexible and the Consultant can submit their own phasing schedule as long as the design intent is met.**

The project work and improvements are to include but are not limited to:

1. Survey for topography and existing underground utilities, including potholing as needed
2. Stormwater/drainage improvements

3. Middlefield Road shall be configured from an existing 4 lane road with diagonal parking, to a 3 lane road with one lane in each direction with a center left turn lane. Additional improvements shall include:
 - a. Cross walk improvements
 - b. Bicycle lanes
 - c. Parallel parking
4. Expanded sidewalks to accommodate street amenities including but not limited to:
 - a. Benches and other seating
 - b. Landscape and irrigation improvements, including plant palette (i.e. number, size, and type of plants to be used)
 - c. Street lights (Decorative vs. Standard- to be determined at a later date)
 - d. Trash and recycling receptacles
 - e. Street art
 - f. Public spaces
 - g. Wayfinding and identify signage
 - h. Low impact development (LID)

In addition to the improvements, the Consultant will prepare the following reports and include recommendations for:

1. Signalization and traffic management plans for project area, including ingress and egress improvements at 2700 Middlefield Road in combination with railroad signal work to be completed by Union Pacific Railroad (UPRR)
2. Parking solutions

The target commencement date and term for the proposed services is May 2015 through May 2017, subject to negotiation of a final agreement.

BACKGROUND

The Department of Public Works (the "Department"), is seeking a Consultant for the streetscape improvements along Middlefield Road between MacArthur Avenue and 5th Avenue with modified lane configurations between Pacific Avenue and 5th Avenue in the North Fair Oaks Area of Unincorporated San Mateo County.

North Fair Oaks History

North Fair Oaks is one of the oldest communities in San Mateo County, with settlement dating to the 1850s. Much of the area was developed during two boom eras, one following the 1906 San Francisco earthquake and another occurring just before and after World War II. North Fair Oaks was originally part of a larger area known as Fair Oaks that included much of present-day Atherton, but when Menlo Park and Atherton

incorporated in 1923, the area between the two communities that is now North Fair Oaks remained unincorporated. North Fair Oaks initially developed as a largely suburban, low-density single-family residential community, not unlike adjacent parts of Atherton and Menlo Park, with transportation based primarily around the automobile. Over time, the area developed the more diverse range of land uses, resulting in the current mix of lower and higher density housing, commercial establishments, small- and large-scale industrial establishments, and various other uses.

A North Fair Oaks Community Plan was adopted by the Board of Supervisors on November 15, 2011 which outlined a vision for the area. The implementation of a comprehensive streetscape improvement project has been identified as a major step towards realizing this vision.

Improvement Area

Vicinity and Location Maps are attached as Enclosure 8. The area of improvement includes an 8 block (approximately 0.5 mile long) commercially and industrially zoned section of the Middlefield Road corridor from MacArthur Avenue to 5th Avenue.

Middlefield Road is a north-south arterial roadway that serves the North Fair Oaks area and is a thoroughfare that connects Menlo Park and Redwood City. It is used for connectivity to Redwood City to the north and Atherton/Menlo Park to the south. Currently Middlefield Road in the project area is a four-lane road with two-lanes in each direction. Based on the work to date, the Community has selected a three lane configuration (one lane in each direction with a center left turn lane) as the preferred configuration between Pacific Avenue and 5th Avenue. The Consultant will be required to evaluate appropriate locations for lane transitions. Lane transitions will become a vital portion of this project and the Consultant will need to evaluate the appropriate locations for the optimum lane transitions.

Supporting Resources

Consultants should be familiar with the following documents:

- North Fair Oaks Community Plan
(<http://planning.smcgov.org/documents/nfo-plan>)
- Adopted Recommendation by the North Fair Oaks Community Council
(<http://nfoforward.org/nfo-forward/middlefield-road-redesign>)
- County of San Mateo Standard Plans
- Union Pacific Rail Road (UPRR) Standard Plans and Specifications
(http://www.up.com/customers/ind-dev/operations/specs/public_projects/index.htm)
- GO-88B :Modify an Existing Rail Crossing
(<http://www.cpuc.ca.gov/PUC/safety/Rail/Crossings/go88b.htm>)

- San Mateo County C.3 Stormwater Technical Guidance
(<http://www.flowstobay.org/files/privatend/MRPsourcebk/Section4/C3TechGuidanceJan2013.pdf>)
- Initial Study Environmental Evaluation Checklist
(https://planning.smcgov.org/sites/planning.smcgov.org/files/events/CEQA_SRT.pdf)
- Middlefield Road Simulation Model 4 Lanes vs. 3 Lanes Configuration
(<http://nfoforward.org/nfo-forward/middlefield-road-redesign>)

THE REQUEST FOR PROPOSALS PROCESS

This RFP seeks the submission of proposals to provide services from any and all interested and qualified proposers. The Department, which is a part of the government of the County of San Mateo, seeks by way of this RFP to obtain the listed services in a manner that maximizes the quality of services while also maximizing value to the County and, by extension, the citizens of the County. Proposers must be able to show that they are capable of performing the services requested. Such evidence includes, but is not limited to, the respondent's demonstrated competency and experience in delivering services of a similar scope and type and local availability of the proposer's personnel and equipment resources.

SECTION II - RFP PROCEDURE

This section describes the general RFP procedure used by the Department.

A. TENTATIVE SCHEDULE OF EVENTS

EVENT	TARGET DATE
1. RFP Release Date	February 4, 2015
2. Deadline to Submit Written Questions	February 20, 2015
3. Release of Responses to Written Questions	March 2, 2015
4. Proposal Deadline – Proposals Must be <u>RECEIVED</u> by 4:00 p.m. on This Date	March 13, 2015
5. Review of Proposals	March 16-March 27, 2015
6. Creation of Short List	March 27, 2015
7. Interview of Short list	April 6-10, 2015
8. Announcement of Standing	April 14, 2015
9. Protest Deadline	April 21, 2015
10. Final resolution of any protest	May 5, 2015
11. Recommendation to Board of Supervisors	May 19, 2015
12. Contract Start Date	May 19, 2015

B. SUBMISSION OF PROPOSALS

Proposal: One (1) original and seven (7) copies and one (1) PDF copy on a CD must be received and date stamped by the Department no later than 4:00 p.m. on Friday March 13, 2015 as listed in the TENTATIVE SCHEDULE OF EVENTS. Proposals should be in the format required in Section V. There will be no public opening of proposals. All proposals shall be firm offers, and will so be considered by the County, although the County reserves the right to negotiate terms upon evaluation of the proposals. Proposals will be considered valid offers for a period of ninety (90) days following the close of the RFP.

By submitting a proposal, each proposer certifies that its submission is not the result of collusion or any other activity which would tend to directly or indirectly influence the selection process. The proposal will be used to determine the proposer's capability of rendering the services to be provided. The failure of a proposer to comply fully with the instructions in this RFP may eliminate its proposal from further evaluation as determined in the sole discretion of the County. The Department reserves the sole right to evaluate the contents of proposals submitted in response to this RFP and to select a Consultant, if any.

Proposals received late will not be opened or given any consideration for the proposed services unless doing so is deemed to be in the best interest of the County, as determined in the sole discretion of the Department.

All proposals must be delivered as required by Section V, to:

Department of Public Works
James C. Porter, Director of Public Works
County of San Mateo
555 County Center, 5th Floor
Redwood City, CA 94063-1665

Attention: Gil Tourel, Principal Civil Engineer

Upon receipt by the Department, all proposals will be date/time stamped. All proposals received prior to the deadline for proposals will be kept in a secure place.

C. CONFIDENTIALITY OF PROPOSALS

California Government Code Sections 6250 *et seq.* (the "California Public Records Act" or the "Act") defines a public record as any writing containing information relating to the conduct of the public business. The Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure. The Department, which is part of the County of San Mateo, is subject to the California Public Records Act.

Be advised that any contract that eventually arises from this RFP is a public record in its entirety. Also, all information submitted in response to this RFP is itself a public record without exception. Submission of any materials in response to this RFP constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the County if requested under the Public Records Act without further notice to you and (2) you agree to indemnify and hold harmless the County for release of such information.

If the County/Department receives a request for any portion of a document submitted in response to this RFP, the County will not assert any privileges that may exist on behalf of the person or entity submitting the proposal, and the County reserves the right to disclose the requested materials without notice to the party who originally submitted the requested material. To the extent consistent with the Public Records Act and applicable case law interpreting those provisions, the County/Department and/or its officers, agents, and employees retain discretion to release or withhold any information submitted in response to this RFP.

Submission of a proposal constitutes a complete waiver of any claims whatsoever against the County and/or its officers, agents, or employees that the County has violated a proposer's right to privacy, disclosed trade secrets, or caused any damage by allowing the proposal to be inspected.

D. PROPOSAL EVALUATION

All proposals received will be evaluated by an RFP Evaluation Committee. During the evaluation process, the County may require a proposer's representative to answer specific questions orally and/or in writing. The County may also require a visit to the proposer's offices, other field visits or observations by County representatives, or demonstrations as part of the overall RFP evaluation. Once a finalist or group of finalists is selected, additional interactions or information may be required. The most qualified individual or firm will be recommended to the Department and/or County management by the RFP Evaluation Committee based on the overall strength of each proposal, and the evaluation is not restricted to considerations of any single factor such as cost. Execution of an agreement has been tentatively scheduled for May 2015.

Responses to this RFP must adhere to the format for proposals detailed in **Section V - PROPOSAL SUBMISSION REQUIREMENTS**. The criteria used as a guideline in the evaluation will include, but not be limited to, the following:

1. Firm qualifications and experience, including capability and experience of key personnel and experience with other public or private agencies to provide these services
2. Proposed approach, including clarity of understanding of the scope of services to be provided and appropriateness of the proposed solution/services

3. Customer service
4. History of successfully managing other contracts with public or private agencies
5. Ability to meet any required timelines or other requirements
6. Claims and violations against you or your organization
7. References
8. Compliance with County RFP & contractual requirements

The County may consider any other criteria it deems relevant, and the Evaluation Committee is free to make any recommendations it deems to be in the best interest of the Department and/or the County. Inaccuracy of any information supplied within a proposal or other errors constitute grounds for rejection of the proposal. However, the County may, in its sole discretion, correct errors or contact a proposer for clarification.

Note that the County reserves the right to evaluate proposals solely based on each Consultant's written submission. In relation to written materials, evaluation will be performed only on the material included directly in the proposal itself unless otherwise indicated or requested by the County. The evaluation team will not access company web sites or read sales brochures, marketing materials, or white papers in evaluating Consultant experience or proposed methodology unless doing so is in the County's best interest. You may submit additional materials or reference on-line information in your proposal if you wish, but these will not necessarily be considered during the proposal evaluation process.

The County reserves the right to accept other than the proposals with the lowest costs and to negotiate with proposers on a fair and equal basis when the best interests of the County are served by doing so.

E. PROPOSAL RECOMMENDATION

The Evaluation Committee will recommend a provider or providers to Department management or may recommend that the proposals be rejected. Department management will then make its own decision as to whether to accept or reject the Evaluations Committee's recommendations. Ultimate acceptance or rejection of the recommended proposal and execution of a contractual agreement is the independent prerogative of the Department and/or the County, notwithstanding any recommendations made by the Evaluation Committee. The County reserves the right to negotiate with any provider in working to finalize an agreement in relation to the proposer's response.

F. NOTICE TO PROPOSERS

The Department is not required to give notice to proposers in any specific format or on any particular timeline. At some point prior to execution of a final agreement for the requested services, the Department will notify those who submitted proposals of their

non-selection. Proposers may be notified at different times depending on the needs of the Department.

G. PROTEST PROCESS

If a proposer desires to protest the selection decision, the proposer must submit by facsimile or email a written protest within five (5) business days after the delivery of the notice about the decision. The written protest should be submitted to the Director of Public Works as outlined below. Protests received after the deadline will not be accepted. Protests must be in writing, must include the name and address of the Proposer and the Request for Proposals numbers, and must state all the specific ground(s) for the protest. A protest that merely addresses a single aspect of the selected proposal (for example, comparing the cost of the selected proposal in relation to the non-selected proposal) is not sufficient to support a protest. A successful protest will include sufficient evidence and analysis to support a conclusion that the selected proposal, taken as a whole, is an inferior proposal.

The Director of Public Works will respond to a protest within ten (10) business days of receiving it, and the Department may, at its election, set up a meeting with the proposer to discuss the concerns raised by the protest. The decision of the Director of Public Works will be final. The protest letter must be sent by facsimile and email to:

James C. Porter
Director of Public Works
jporter@smcgov.org
Facsimile: 650-361-8220

SECTION III – GENERAL TERMS AND CONDITIONS

1. **Read all Instructions.** Please read the entire RFP and all enclosures before preparing your proposal.
2. **Proposal Includes the RFP.** This RFP constitutes part of each proposal and includes the explanation of the Department's needs, which must be met.
3. **Proposal Costs.** Costs for developing proposals are entirely the responsibility of the proposer and shall not be charged to the Department or otherwise reimbursed by the County.
4. **Proposal Becomes County Property.** The RFP and all materials submitted in response to this RFP will become the property of the County.
5. **Questions and Response Process.** Submit all questions relating to this RFP by one of three methods:

- A. Mailed to: Krzysztof Lisaj or Carter Choi
555 County Center, 5th Floor

Redwood City, CA 94063

- B. E-mailed to: middlefieldstreetscape@smcgov.org
- C. Faxed to: 650-361-8220 Attn: Krzysztof Lisaj or Carter Choi

All questions must be received no later than 4:00 p.m. on Friday, February 20, 2015.

All questions and answers will be posted on the Department website at:

<http://publicworks.smcgov.org/middlefield-road-streetscape-improvement-project>

The Department may, at its option, email prospective proposers with the questions and answers in addition to posting them on the website listed above. If you wish to receive such notice, you may email Krzysztof Lisaj or Carter Choi at the email address above before you submit a proposal.

If changes to the RFP are warranted, they will be made in writing, clearly marked as addenda to the RFP, and posted to the website. It is the responsibility of each proposer to check the website listed above for changes and/or clarifications to the RFP prior to submitting a response, and a proposer's failure to do so will not provide a ground for protest.

6. **Alteration of Terms and Clarifications.** No alteration or variation of the terms of this RFP are valid unless made or confirmed in writing by the County. Likewise, oral understandings or agreements not incorporated into the final contract are not binding on the County.

If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the proposer must immediately notify the County of such error in writing and request modification or clarification of the document. If a proposer fails to notify the Department of an error in the RFP prior to the date fixed for submission, the proposer shall submit a response at his/her own risk, and if the proposer enters into a contract, the proposer shall not be entitled to additional compensation or time by reason of the error or its later correction.

Modifications or clarifications to the RFP will be posted to the Department website as outlined in Section III.5, without divulging the source of the request for same. The Department may, at its discretion, also give electronic notice by email to all parties who have notified the Department of their electronic contact information in response to this RFP, but no party that fails to receive email notice has any basis for protest given that all clarifications will be available online. It is the obligation of all proposing parties to check the Department website for updates regarding the RFP if they wish to be kept advised of clarifications prior to submitting a proposal.

7. **Selection of Consultants(s).** The selection of a consultant will be memorialized in the form of a “County Agreement with Independent Contractor” (see the sample template at Section VI, Enclosures 2-4), authorized by a resolution of the County Board of Supervisors and signed by both parties.

The County reserves the right to reject any or all proposals without penalty. The County’s waiver of an immaterial deviation in the proposal shall in no way modify the RFP documents or excuse the proposer from full compliance with the specifications if the proposer enters into a contract.

Once a consultant is selected, the Agreement with that Consultant must still be negotiated and submitted to the San Mateo County Board of Supervisors for approval, and there is no contractual agreement between the selected Consultant unless and until the Board of Supervisors accepts and signs the Agreement. Selection of a proposal for negotiation of contract terms and eventual submission to County leadership by way of an Agreement does not constitute an offer, and proposers acknowledge by submission of a proposal that no agreement is final unless and until approved by the Board of Supervisors.

8. **Equal Benefits.** With respect to the provision on employee benefits, Consultant must comply with the County Ordinance prohibiting discrimination in the provision of employee benefits between a full-time employee with a registered domestic partner and one with a spouse. See Section VI, Enclosure 3.
9. **Jury Duty.** The Consultant must comply with the County Ordinance requiring that the Consultant have and adhere to a written policy that provides its full-time employees who live in San Mateo County with no fewer than five days of regular pay for actual jury service in San Mateo County. This policy may provide that employees deposit any fees received for such jury service with the Consultant or that the Consultant deduct from the employee’s regular pay the fees received for jury service. See Section VI, Enclosure 4. If the proposer has no employees that qualify for jury duty in San Mateo County, the proposer may satisfy this requirement by providing the County with written confirmation of the fact that (1) it has no such employees and (2) its policy is to comply with the jury duty pay ordinance with respect to any future qualifying employees.
10. **Insurance.** The County has certain insurance requirements that must be met. In most situations those requirements include the following: the Consultant must carry \$1,000,000 or more in comprehensive general liability insurance; the Consultant must carry motor vehicle liability insurance, and if travel by car is a part of the services being requested, the amount of such coverage must be at least \$1,000,000; if the Consultant has two or more employees, the Consultant must carry the statutory limit for workers’ compensation insurance; if the Consultant or its employees maintains a license to perform professional services (e.g., architectural, legal, medical, psychological, etc.), the Consultant must carry professional liability insurance; and generally the Consultant must name the County and its officers, agents, employees, and servants as additional insured on

any such policies (except workers compensation). Depending on the nature of the work being performed, additional requirements may need to be met.

11. **Incomplete Proposals May be Rejected.** If a proposer fails to satisfy any of the requirements identified in this RFP, the proposer may be considered non-responsive and the proposal may be rejected.
12. **Contact With County/Department Employees.** As of the issuance date of this RFP and continuing until the final date for submission of proposals, all proposers are specifically directed not to hold meetings, conferences, or technical discussions with any County employee for purposes of responding to this RFP except as otherwise permitted by this RFP. Any proposer found to be acting in any way contrary to this directive may be disqualified from entering into any contract that may result from this RFP.

Proposers should submit questions or concerns about the process as outlined in Section III.5. The proposer should not otherwise ask any County/Department employees questions about the RFP or related issues, either orally or by written communication, unless invited to do so.

13. **Miscellaneous.** This RFP is not a commitment or contract of any kind. The County reserves the right to pursue any and/or all ideas generated by this RFP. The County reserves the right to reject any and all proposals and/or terminate the RFP process if deemed in the best interest of the County. Further, while every effort has been made to ensure the information presented in this RFP is accurate and thorough, the County assumes no liability for any unintentional errors or omissions in this document. The County reserves the right to waive or modify any requirements of this RFP when it determines that doing so is in the best interest of the County.

SECTION IV – SCOPE OF WORK

Description: The following recommended scope of work for the project is meant to provide a guideline for the preparation and review of proposals. Responses to this RFP may suggest alternative approaches to the scope, so long as the end result as outlined is achieved. Consultant is advised that each phase outlined below may be issued a Task Order with a not-to-exceed amount, culminating in a not-to-exceed amount for the entirety of the contract.

A majority of the tasks outlined below can be worked on concurrently. The Consultant will need adequate staffing and resources such that tasks may be worked on in parallel. The Consultant will need to identify the areas of potential delay and develop a work plan that will limit these delays to the greatest extent possible.

Phase 1. Preliminary Work

Task 1: Street and Utilities Survey

This task is to conduct a survey that will map the existing physical conditions and infrastructure of the project area including any potholing, as needed. Items to be surveyed and mapped include, but are not limited to existing utilities and infrastructure (sewer, water, cable, etc.) both above and below ground, sidewalks, roadway striping, railroad crossings and crosswalks, landscape/irrigation, street trees or wells, parking, road lights/signals, public signage, travel/turn lanes and widths, driveways, bus stops, access to storefronts/businesses, existing land uses, and any physical features not mentioned above but would be required and that might affect the project. As part of this survey the consultant will need to provide up to date aerial photography of the project limits. Other items determined to be of importance by the Consultant should also be mapped. Consultant is advised that no additional task orders will be issued to survey the project area in the future if more information is needed to complete any other Tasks in this RFP.

Benchmark survey data may be requested through the County's Licensed Land Surveyor. The Consultant will also work with the County's Licensed Land Surveyor to ensure that the data provided to the County is in a format that is acceptable.

The Consultant team will also outline any testing work needed at this point to ensure any potential design will be feasible. Any pot holing work, soils testing, soil amendment testing, or other required testing will need to be accounted for and addressed by the consultant teams. The Consultant will be responsible for preparing and obtaining any and all tests that are required for the successful completion of this project.

Deliverable: One reproducible hard copy (11" x 17"), one electronic file (.pdf) and one set of 2013 AutoCAD Softdesk/Civil 3D drawings of the survey (one draft and one final AutoCAD.dwg) and one electronic file (.tiff) of the Aerial Photography

Task 2: Feasibility Analysis and Traffic Study

The Consultant will be tasked to evaluate the feasibility of the recommended option of the project and provide a minimum of three conceptual corridor design alternatives. Included in this analysis will be a traffic study, timeline and an evaluation of the physical constraints and potential issues or impacts with the scenarios outline below. Conceptual Corridor design alternatives should reflect cost conscious recommendations. A minimum of three conceptual design alternatives will be presented at a community meeting where the Consultant will present the conceptual designs and address public questions. The anticipated outcome of this public meeting will be either selection or recommendation of a preferred alternative or a request to revise the conceptual designs to incorporate public comments. If revision of the conceptual plan is required, the Consultant shall revise the conceptual designs to incorporate public comments and attend a follow up community meeting to present the revised set of conceptual plans. After the community meetings, these findings will be summarized in a Feasibility Report and conclude with a recommendation on how to proceed. At this point, the Consultant can propose an alternative approach than the one outlined in this RFP as long as the design intent is met.

The analysis will also outline the level of CEQA review that will be required for this project. The Consultant will provide a report on the level of effort to obtain CEQA clearance and provide a timeline and estimated budget. This report will be included in the Feasibility Report.

The objective of the traffic study is to evaluate and develop the optimum flow of vehicles through the corridor, provide details on safe and efficient bicycle facilities, provide details on safe pedestrian facilities with frequent and safe crossings while minimizing the overall amount of delay through the Middlefield Road corridor. **The traffic study area limits of the project will be from Bay Road to El Camino Real and between Marsh Road and Charter Street.** Any new access, signalization, and property acquisition may be considered in defining the proposed options. All designs shall be in compliance with all applicable local standards including, but not limited to: San Mateo County, Caltrans, Union Pacific Railroad (UPRR), California Public Utilities Commission (CPUC), Caltrain and Samtrans.

The design components to consider in this study will be three parallel lanes, one in each direction with a continuous center two way left turn lane. Incorporation of wider sidewalks, parallel parking and bicycle lanes on both sides within the existing road right of way on Middlefield Road. A sample sketch is attached to this RFP as Enclosure 6. The traffic scenarios to be studied are:

1. Existing Conditions
2. Base Line Conditions: existing volumes with 3 lane configuration
3. Background Conditions: project completion year (2020) volumes with existing lane configuration
4. Project Condition: project completion year (2020) volumes with 3 lane configuration
5. Future Condition: 30 year horizon year (2050) condition with future volumes and 3 lane configuration

The study times shall be analyzed under AM, PM peak commute hours and school hours of an average weekday. Volumes must be collected for the 2015 year for all study intersections for vehicles, bicyclists and pedestrians. The required output data will be in Synchro Suite for the traffic simulation models, however no limits are placed on the Consultant in terms of the traffic modeling software to be used as a pre-processor to Synchro. Consultant shall make reference to Enclosure 7 for a summary of the traffic study requirements.

Deliverable: One reproducible hard copy, and one electronic file (.pdf) of the Feasibility Analysis. One reproducible hard copy, and one electronic file (.pdf) of the Traffic Study. one electronic file for Synchro to match final lane configuration.

Task 3: CEQA Compliance

In compliance with the California Environmental Quality Act (CEQA), the Consultant team will prepare an Initial Study and the required environmental document (i.e. negative declaration, mitigated negative declaration, or environmental impact report) to address the environmental impacts associated with the preferred design alternative selected by the County. The Consultant will need to review the necessary areas as per the Initial Study Environmental Evaluation Checklist located on the County of San Mateo's Department of Planning and Building website:

https://planning.smcgov.org/sites/planning.smcgov.org/files/events/CEQA_SRT.pdf

The proposal for this Task shall include any required studies needed to complete the Initial Study. Based on the findings from the Initial Study, the County will authorize the Consultant to move forward with the required CEQA document for the project. Consultant shall provide an add alternative cost estimate for each of the potential documents that may be required:

- 1) Negative Declaration
- 2) Mitigated Negative Declaration
- 3) Environmental Impact Report

Deliverable: One reproducible hard copy and one electronic file (.pdf) of the Initial Study and environmental document(s) as required (One draft MS Word with two rounds of response to comments, one final PDF and MS Word)

Phase 2: Infrastructure Improvements

Task 4: Utility Relocation and Undergrounding

Part of the overall project goal is to relocate or underground the existing utilities in the project area. The Consultant will need to coordinate with all affected utilities within the project site to relocate or underground. The design of the utility undergrounding of Pacific Gas and Electric Company's (PG&E) overhead facilities as well as other utilities (which includes property panel conversion), with the exception of street light design, will be led by PG&E, however, extensive coordination and collaboration will be needed between PG&E, the County, and the Consultant. The Consultant will be responsible for designing the streetlight system for the Menlo Park Highway Lighting District, which is a County governed special district.

PG&E cannot complete the undergrounding design within the project limits until the geometrics of the proposed Middlefield Road Improvement project are determined. Coordination and communication will be vital to maintain the project schedule. The Consultant shall work closely with PG&E to ensure that any proposed design will be acceptable and will not create utility conflicts or delays to the overall project timeline. PG&E shall produce and provide to the Consultant, the final undergrounding design plans and specifications. These plans and specifications shall be incorporated into the

overall project. Consultant shall coordinate with PG&E for various phases of design work for the utility relocation and undergrounding.

The County is proposing to provide a wireless internet connection along Middlefield Road in the future. The project provides an opportunity to construct facilities that could be used for this purpose. The Consultant will be responsible for designing and coordinating with the County and PG&E during the design phase of the undergrounding project to accommodate this future use. The Consultant will coordinate with PG&E such that adequate space in the joint trench, if found to be the most feasible approach, for a conduit to be designated for a wireless internet fiber connection. If in the Consultant's opinion, there is a more cost effective way to provide a wireless internet connection than what is outlined above, the Consultant shall propose an alternative approach for the County to review.

The anticipated timeline of this phase of the work would be for the Consultant to develop a proposed layout (proposed road design, including centerline, curb and gutter, and sidewalk) while incorporating any requirement from PG&E. Once a layout has been finalized, PG&E will take the lead in the design of the undergrounding project. Once undergrounding design is completed by PG&E, the Plans and Specifications would be incorporated into the Middlefield Road Streetscape Improvement Project.

Deliverable: One reproducible hard copy, one electronic file (.pdf) and one set of CAD drawings (AutoCAD 2013 .dwg format) of the Utility Relocation and Undergrounding (60% Draft Plans with response to comments, 90% Draft Plans with response to comments, 100% Draft Plans with response to comments, and 100% Final Plans)

Task 5: Redwood Junction/Railroad Crossing Improvements

An integral and complex part of this project will involve the design of Middlefield Road at the existing railroad tracks located between Pacific Avenue and Hurlingame Avenue. The Consultant must have experience working on railroad projects. The CPUC is the governing body for the railroad right of way. Samtrans owns the land and Caltrain manages the track. The UPRR is the operator of the railroad. The San Mateo County Health Department owns and operates a clinic with a driveway that encroaches onto the railroad right of way, and Redwood Junction utilizes the same driveway for access to their property. The Consultant shall consider this driveway as an intersection. This complex intersection will require specific railroad experience by the Consultant to obtain approval from the CPUC, Samtrans, Caltrain, and UPRR for continued ingress and egress at this location as part of the project.

The Consultants shall adhere to the requirements of the CPUC, Samtrans/Caltrain and UPRR. The redesign of this area will require coordination with the UPRR as they will be responsible for the review, design and installation of railroad crossing upgrades related to this crossing. The Consultant shall complete appropriate forms, permits and railroad related applications, and coordinate and integrate the UPRR design into the improvement project.

The Consultant will assist the County with the following items at a minimum:

1. Request for concept level review from UPRR at 10% design stage
2. Schedule and attend diagnostic meetings with stakeholders in the field
3. Provide peer review of the layout, permits, signalization requirements (railroad signal design), 60%, 90%, 100% Draft, and 100% Final design stage
4. File "GO 88-B: Modify an Existing Rail Crossing" with CPUC
5. File undergrounding application for utility crossing with UPRR and Samtrans, if necessary
6. File encroachment permits with Caltrain/Samtrans
7. Develop independent bid package and cost estimates to compare with UPRR's estimates
8. Construction administration support for field work during Railroad Crossing improvements, if requested by County

The Consultant will be required to develop and present creative recommendations and successful intersection designs, while incorporating the complex restrictions, ingress and egress, railroad parameters and limited right of way at the railroad intersection into the project.

The Consultant will be tasked with providing a summary of potential solutions to the existing conflicts. The Consultant will prepare a report regarding potential solutions which will include, conceptual sketches of reconfigured layouts, cost estimates, and recommendations of a preferred solution and work with the project stakeholders to obtain consensus of the preferred solution.

Deliverable: One reproducible hard copy, one electronic file (.pdf) of summary report and recommendations.

Task 6: Stormwater/Drainage Improvements

Part of the overall project goal is to improve the drainage infrastructure and efficiency of the stormwater system in the project area. North Fair Oaks has a known problem of flooding and inadequate stormwater drainage due to the topography of the area. The Consultant will need to provide recommendations to improve the existing stormwater system that will increase the capacity and efficiency of the current system and does not exacerbate existing conditions. This design will be incorporated into the overall project. The Consultant will need to ensure that compliance with all C.3 provision of the latest stormwater requirements are met. Part of this task will be to incorporate low impact development (LID) as it relates to stormwater management systems, retention and treatment.

Deliverable: One reproducible hard copy, one electronic file (.pdf) and one set of CAD drawings (AutoCAD 2013 .dwg format) of the stormwater/drainage improvements (60% Draft Plans with response to comments, 90% Draft Plans with response to comments, 100% Draft Plans with response to comments, and 100% Final Plans)

Phase 3: Design Plans and Specifications

Task 7: Design Plans and Specifications

The design of the project will be to incorporate all requirements and ensure that conflicts do not arise during construction. The Consultant shall design the streetscape portion under the recommendation and guidance of the aforementioned stakeholders. The plans and specifications shall include, but not be limited to: existing and proposed conditions, lane configurations, cross walk improvements, bicycle lanes, parallel parking, expanding sidewalks to accommodate benches and other seating, landscape and irrigation, street light design, trash and recycling receptacles, street art, public spaces, wayfinding and identify signage, and any other items needed for the creative design of the project. The Consultant will work closely with the utility companies, San Francisco Public Utilities Commission (SFPUC), adjacent Cities, Railroad owners, community, and the County to ensure that a thoughtful design is produced and implemented and can be constructed with minimal impacts to businesses along the project.

The Consultant will need to provide a preliminary and final engineer's estimate and develop preliminary, 60%, 90%, 100% draft and 100% final plans, and a final bid package, that will include all the necessary plans and specifications, permits, monitoring requirements, and reporting requirements. The items above may be used as a guide and are not a comprehensive list of items to be developed and prepared, and any items not mentioned above, but required for a creative successful project design, including items for the various tasks above, will be included and no additional compensation will be allowed therefore.

Design plans and specifications shall adhere and incorporate the following standards:

1. Caltrans 2006 Standard Plans and Specifications
2. Technical specs for Construction of Industrial tracks (UPRR)
3. California 2012 MUTCD
4. County Standard Plans and Specifications
5. Others not mentioned but required

Deliverables: One reproducible hard copy (11"x17"), one electronic file (.pdf) of the Preliminary and Final Estimates, Preliminary and Final Bid Package, One reproducible hard copy, one electronic file (.pdf) and one set of CAD drawings (AutoCAD 2013 .dwg format) of the final design (60% Draft Plans with response to comments, 90% Draft Plans with response to comments, 100% Draft Plans with response to comments, and 100% Final Plans)

Task 8: Construction Administration and Support

The Consultant will be required to provide construction administration and support during the bid process. This includes support during the bidding phase which will include but is not limited to; pre-bid walkthroughs, responding to RFI's, and attending pre-bid meetings.

Please provide an add alternate bid item for the following: During construction the Consultant will be required to respond to RFI's, review and approve submittals, review of shop drawings, address design changes if needed, and part time construction observation and inspection.

Deliverable: One reproducible hard copy, one electronic file (.pdf) and one set of CAD drawings (AutoCAD 2013 .dwg format) of the As-Built drawings.

Incidental Tasks

Task 9: Meeting Attendance/Conference Calls

There will be several meetings during the course of the project that will require attendance by the Consultant and other key personnel on the Consultant's team based on the phase of the work. The Consultant will budget (at minimum) attendance at the following meetings:

- Kick-off meeting with County
- CEQA Compliance scoping meeting(s)
- CEQA Compliance adoption Board Meeting
- Utility Relocation/Undergrounding Meeting with Stakeholders
 - 3 Project Meetings
- Stormwater/Drainage Improvements Meeting with Stakeholders
 - 3 Project Meetings
- Community Meetings and Community Council Meetings to comment on design (minimum of 3 meetings)
 - Consultant will be required to provide visual displays of the Streetscape Improvement Project such as Artist Renderings of the Streetscape Improvements and shall include proposed and existing plans overlaid on an aerial map
- Field Inspection Meetings – field meetings as required to facilitate design.
- Meetings and Conference Call with County Staff
- Pre-construction Meeting

This is not intended as a full list of meetings that will be required of the Consultant, but should be used as a guideline on the level of effort and frequency of required meetings. The Consultant will need to prepare and distribute meeting agendas, record and distribute meeting minutes, and provide a conference call in number for any required conference calls.

Length of Agreement: The anticipated duration of the agreement will be for 3 years.

Additional Requirements/Considerations:

Project Team Requirements

The ideal project team will be led by a prime Consultant specializing in urban design and with a history of prior streetscape project experience. It is important that the prime Consultant and project team lead be well versed in these types of projects and has past experience coordinating with the required stakeholders such as the UPRR, Caltrain, Samtrans, CPUC, utility companies, SFPUC, adjacent cities, and the general public. At a minimum, the prime Consultant and project team must possess and be versed in performing the following:

1. Streetscape and Landscape Design
2. Streetlight Design
3. Environmental Compliance Permitting
4. Traffic Engineering, Traffic Analysis, Traffic Signal Design and Traffic Calming
5. Civil Engineering and American with Disabilities Act (ADA) Compliance
6. Stormwater Management and Design (Low Impact Development (LID) experience)
7. Project Management
8. Utility Relocation/ Utility Undergrounding Projects
9. Public Art Implementation
10. Railroad coordination
11. Multi-agency coordination
12. Multi-modal transportation (Bicycle/Pedestrian design/Bus Transit facilities)
13. Bilingual Community Outreach
14. Presenting information to the Public (community meetings)
15. Plans, Specifications, and Engineers Estimate preparation
16. Experience working with Businesses and phasing construction activities to reduce impact during construction

SECTION V – PROPOSAL SUBMISSION REQUIREMENTS

The proposal should be submitted in the following format:

A. General Instructions

All proposals should be typewritten or prepared on a computer and have consecutively numbered pages, including any exhibits, charts, or other attachments.

All proposals should adhere to the specified content and sequence of information described by this RFP.

Submit one (1) original and seven (7) copies and provide a PDF copy on a CD. All printing shall be double-sided (duplex).

B. Cover Letter

Provide a one page cover letter on Consultant's letterhead which includes the address, voice and fax numbers, and e-mail address of the contact person or persons and an indication of who is authorized to represent the proposer in negotiations.

Unless the proposer is an individual, all proposals must be signed with a firm/company/partnership/entity name and by a responsible officer or employee indicating that officer or employee's authorization to commit the proposer to the terms of the proposal. Obligations assumed by such signature must be fulfilled.

C. Specified Content and Detailed Sequence of Information in the RFP

Each proposal should include sections addressing the following information in the order listed. The proposer should be sure to include all information that it believes will enable the Evaluation Committee and, ultimately, the Department to make a decision. Failure of the proposer to provide specific, detailed information may result in its proposal being rejected in favor of a sufficiently-detailed proposal. Any necessary exhibits or other information, including information not specifically requested by this RFP but that Consultant believes would be helpful, should be attached to the end of the proposal. The party submitting the materials should keep in mind the limitations on confidential information described by Section II.C.

D. Tabbing of Sections

Be sure the proposal is properly tabbed using the following sections:

TAB 1 Firm Qualifications and Experience (5-duplex pages maximum):

- a. Provide a one page introduction that demonstrates an overview of your firm's history and provide a project overview based on the Scope of Work presented in this RFP. The Consultant will provide a high level description of their approach to addressing the project tasks.
- b. Provide a statement of qualifications for your organization, including an organization chart, a statement of the size of firm, a description of services provided by your organization, and a statement of the extent of experience/history providing the services requested by this RFP.
- c. Provide a summary and details of prior experience working with railroad agencies, particularly UPRR, and related agencies that govern such design work. This will include work with CPUC, SFPUC, Caltrain, and SamTrans. If your firm does not have prior experience with the entities listed above, please provide past experience with a similar scope and scale of project and how these past projects are similar to what is requested in this RFP.
- d. How many full time employees (FTEs) do you plan to assign to this project if you are selected?

- e. How many people in total are employed by your company? Please delineate between employees and sub-consultants.
- f. If applicable, list the professional qualifications for each individual that would be assigned to provide services requested by this RFP, including date and school of any applicable degrees, additional applicable training, and any professional certifications/licensing. In lieu of listing this information, you may submit a resume or curriculum vitae (CV) for each such individual if the resume/CV includes all the requested information. **Resume/CV will not be counted towards the page limit for TAB 1.**
- g. If your firm requires the services of other sub-consultants for some of the qualifying elements, please indicate and include sub-consultant information in support of their qualifying experience for that particular element. Include that information with the proposal.

TAB 2 Proposed Approach (10-duplex pages maximum):

This section must describe the Consultant's proposed approach for meeting the services required by the Department, as listed in Section IV. Relevant considerations include the quality and feasibility of the Consultant's approach to meeting these needs, the manner in which adequate staffing is to be provided (including planning for absences and back-up coverage, training, background checks, and monitoring, etc.), and equipment or other resources provided by you (if applicable). Remain cognizant of the following considerations when responding to the RFP:

- a. Describe how you will fulfill the requirements of the Department included in this RFP. Please attach a project plan, if appropriate. Provide a detailed project approach description. Identify any unique insights or strengths that your firm may have related to this project. Provide a description of the required tasks and how each task will be undertaken by the design team. Add details on how each task will be accomplished and provide a potential timeline of the anticipated work and key issues that may affect this timeline. Include any issues that you believe will require special consideration or attention during the design phase.
- b. List any needs for physical space and/or equipment at the Department.
- c. Identify how you will meet all other aspects of the scope of work and related requirements listed in Section IV, above, and list any items you cannot provide.
- d. Describe the measurements/metrics/deliverables/assessments you will provide to allow the Department to assess the services you will provide. Provide information on how deliverables will be provided to the County and how comments on draft deliverables will be addressed.
- e. Provide information on any other pertinent services, if any, you can offer that will enhance the project or project delivery.

TAB 3 Customer Service (1-single sided page maximum):

- a. How will your services meet the needs of the Department's customers and/or the public?
- b. In the event of a routine problem, who is to be contacted within your organization?
- c. In the event of the identification of a problem by the Department, its customers, and/or other applicable constituents, describe how you will address such problems and the timeframe for addressing them.

TAB 4 Claims and Violations Against Your Organization (1-single sided page maximum):

Please list any current violations or claims against you/your organization and those having occurred in the past five years, especially those resulting in claims or legal action against you.

TAB 5 Cost to the Department for Primary Services (4-duplex pages maximum):

- a. Provide a detailed explanation for all costs associated with your providing the requested services if you are selected. Provide a proposed hourly rate schedule for your firm and that of each sub-consultant. Both of these will need to be provided in a sealed envelope with the proposal. The envelope will be opened after the competing firm(s) has been ranked according to the proposal evaluation rating criteria and selection interviews.
- b. Is travel time to the Department expected to be billable? If so, how will travel time invoices be calculated? Generally, proposals that do not include such travel time or expenses are preferred unless the services requested require travel as part of the service.

TAB 6 References (1-duplex pages maximum):

- a. List at least three business references for which you have recently provided similar services. Include contact names and phone numbers for all references provided.
- b. Provide at least three client references, if applicable and appropriate, for whom you provide more than occasional services. Include names and phone numbers for these individuals.

TAB 7 Statement of Compliance with County Contractual Requirements (1-single sided page maximum):

A sample of the County's standard contract (including Exhibits A and B) is attached to this RFP. Each proposal must include a statement of the proposer's commitment and ability to comply with each of the terms of the County's standard contract, including but not limited to the following:

- The County non-discrimination policy;
- The County equal employment opportunity requirements;

County requirements regarding employee benefits;
The County jury duty ordinance;
The hold harmless provision;
County insurance requirements; and

All other provisions of the standard contract.

In addition, the proposer should include a statement that it will agree to have any disputes regarding any contract venued in San Mateo County or the Northern District of California.

Proposals must advise County of any objections to any terms in the County's contract template and provide an explanation for the inability to comply with the required term(s). If no objections are stated, County will assume the proposer is prepared to sign the County contract as-is.

PLEASE NOTE: The sample standard contract attached to this RFP is a template and does not constitute the final agreement to be prepared for the Consultant that is selected. Please do not attempt to insert missing information and complete the attached sample. Once a Consultant is selected, the Department will work with the selected Consultant to draft a Consultant-specific contract using the template. However, each proposal should address the general terms of the standard contract as outlined in this section.

SECTION VI - ENCLOSURES

- Enclosure 1. Contractor's Declaration Form
- Enclosure 2. Standard County Agreement with Independent Contractor
- Enclosure 3. Chapter 2.84 of the Ordinance Code of San Mateo County : Contractors – Equal Benefits
- Enclosure 4. Chapter 2.85 of the Ordinance Code of San Mateo County: Contractor Employee Jury Service
- Enclosure 5. List of Consultants
- Enclosure 6. Adopted 3 Lane Configuration
- Enclosure 7. Traffic Study Requirements
- Enclosure 8. Vicinity and Location Maps

Enclosure 1. Contractor's Declaration Form

County of San Mateo Contractor's Declaration Form

I. CONTRACTOR INFORMATION

Contractor Name:		Phone:	
Contact Person:		Fax:	
Address:			

II. EQUAL BENEFITS (check one or more boxes)

Contractors with contracts in excess of \$5,000 must treat spouses and domestic partners equally as to employee benefits.

- Contractor complies with the County's Equal Benefits Ordinance by:
 - offering equal benefits to employees with spouses and employees with domestic partners.
 - offering a cash equivalent payment to eligible employees in lieu of equal benefits.
- Contractor does not comply with the County's Equal Benefits Ordinance.
- Contractor is exempt from this requirement because:
 - Contractor has no employees, does not provide benefits to employees' spouses, or the contract is for \$5,000 or less.
 - Contractor is a party to a collective bargaining agreement that began on _____ (date) and expires on _____ (date), and intends to offer equal benefits when said agreement expires.

III. NON-DISCRIMINATION (check appropriate box)

- Finding(s) of discrimination have been issued against Contractor within the past year by the Equal Employment Opportunity Commission, Fair Employment and Housing Commission, or other investigative entity. Please see attached sheet of paper explaining the outcome(s) or remedy for the discrimination.
- No finding of discrimination has been issued in the past year against the Contractor by the Equal Employment Opportunity Commission, Fair Employment and Housing Commission, or any other entity.

IV. EMPLOYEE JURY SERVICE (check one or more boxes)

Contractors with original or amended contracts in excess of \$100,000 must have and adhere to a written policy that provides its employees living in San Mateo County up to five days regular pay for actual jury service in the County.

- Contractor complies with the County's Employee Jury Service Ordinance.
- Contractor does not comply with the County's Employee Jury Service Ordinance.
- Contractor is exempt from this requirement because:
 - the contract is for \$100,000 or less.
 - Contractor is a party to a collective bargaining agreement that began on _____ (date) and expires on _____ (date), and intends to comply when the collective bargaining agreement expires.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Signature

Name

Date

Title

Enclosure 2. Standard County Agreement with Independent Contractor

AGREEMENT FOR ON-CALL ENGINEERING SERVICES BETWEEN THE COUNTY OF SAN MATEO AND

[Contractor name]

THIS AGREEMENT, entered into this ____ day of _____, 2012, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and [Contractor name here], hereinafter called "Contractor";

W I T N E S S E T H:

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

WHEREAS, it is necessary and desirable that Contractor be retained for the purpose of providing engineering and other related professional and technical services required for the delivery of various types of capital improvement projects.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. Exhibits and Attachments

The following exhibits and attachments are included hereto and incorporated by reference herein:

Exhibit A – Services

Exhibit B – Payments and rates

Attachment I - §504 Compliance

Attachment IP – Intellectual Property *(**if the IP Attachment does not apply to this contract then delete this line**)*

2. Services to be performed by Contractor

In consideration of the payments set forth herein and in Exhibit “B,” Contractor shall perform services for County in accordance with the terms, conditions and specifications set forth herein and in Exhibit “A”.

3. Payments

In consideration of the services provided by Contractor in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A" and Exhibit "C", County shall make payment to Contractor based on the rates and in the manner specified in Exhibit "B." The County reserves the right to withhold payment if the County determines that the quantity or quality of the work performed is unacceptable. In no event shall the County's total fiscal obligation under this Agreement exceed [Write out amount], [\$Amount].

4. Term and Termination

Subject to compliance with all terms and conditions, the term of this Agreement shall be from [Month and day], 20[Last 2 digits of year] through [Month and day], 20[Last 2 digits of year].

This Agreement may be terminated by Contractor, the Director of Department of Public Works or his/her designee at any time without a requirement of good cause upon thirty (30) days' written notice to the other party.

In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the County and shall be promptly delivered to the County. Upon termination, the Contractor may make and retain a copy of such materials. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement.

5. Availability of Funds

The County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon unavailability of Federal, State, or County funds, by providing written notice to Contractor as soon as is reasonably possible after the County learns of said unavailability of outside funding.

6. Relationship of Parties

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent Contractor and not as an employee of the County and that Contractor acquires none of the rights, privileges, powers, or advantages of County employees.

7. Hold Harmless

To the full extent permitted by law, Contractor shall indemnify and save harmless County, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description, brought for, or on account of: (A) injuries to or death of any person, including Contractor, or (B) damage to any property of any kind whatsoever and to whomsoever belonging, (C) any sanctions, penalties or claims of damages resulting from Contractor's failure to comply with applicable laws, or (D) any other loss or cost resulting from the Contractor's negligent or reckless acts or omissions or willful misconduct in connection with the performance of any work required of Contractor or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which the County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

The obligations set forth in this section shall continue beyond the term of this Agreement as to any act or omission which occurred during or under this Agreement.

8. Assignability and Subcontracting

Contractor shall not assign this Agreement or any portion thereof to a third party or subcontract with a third party to provide services required by contractor under this Agreement without the prior written consent of County. Any such assignment or subcontract without the County's prior written consent shall give County the right to automatically and immediately terminate this Agreement.

9. Insurance

The Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this paragraph has been obtained and such insurance has been approved by Risk Management, and Contractor shall use diligence to obtain such insurance and to obtain such approval. The Contractor shall furnish the County with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the County of any pending change in the limits of liability or of any cancellation or modification of the policy.

- (1) **Worker's Compensation and Employer's Liability Insurance** The Contractor shall have in effect during the entire life of this Agreement Workers' Compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Agreement, the Contractor certifies, as required by Section 1861 of the California Labor Code, that it is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's

Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Agreement.

- (2) **Liability Insurance** The Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from contractors operations under this Agreement, whether such operations be by himself/herself or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than the amount specified below.

Such insurance shall include:

- (a) Comprehensive General Liability \$1,000,000
- (b) Motor Vehicle Liability Insurance \$1,000,000
- (c) Professional Liability \$1,000,000

County and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the County, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the County or its officers and employees have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the County of San Mateo at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

10. Compliance with laws; payment of Permits/Licenses

services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, including, but not limited to, Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended, and the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended and attached hereto and incorporated by reference herein as Attachment "I," which prohibits discrimination on the basis of handicap in programs and activities receiving any Federal or County financial assistance. Such services shall also be performed in accordance with all applicable ordinances and regulations, including, but not limited to, appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. Further, Contractor certifies that the Contractor and all of its subcontractors will adhere to all applicable provisions of Chapter 4.106 of the San Mateo County Ordinance Code, which regulates the use of disposable food service ware.

In the event of a conflict between the terms of this agreement and State, Federal, County, or municipal law or regulations, the requirements of the applicable law will take precedence over the requirements set forth in this Agreement.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

11. Non-Discrimination and Other Requirements

- A. *Section 504 applies only to Contractor who are providing services to members of the public.* Contractor shall comply with § 504 of the Rehabilitation Act of 1973, which provides that no otherwise qualified handicapped individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this Agreement.
- B. *General non-discrimination.* No person shall, on the grounds of race, color, religion, ancestry, gender, age (over 40), national origin, medical condition (cancer), physical or mental disability, sexual orientation, pregnancy, childbirth or related medical condition, marital status, or political affiliation be denied any benefits or subject to discrimination under this Agreement.
- C. *Equal employment opportunity.* Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County of San Mateo upon request.
- D. *Violation of Non-discrimination provisions.* Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to
 - i) termination of this Agreement;
 - ii) disqualification of the Contractor from bidding on or being awarded a County contract for a period of up to 3 years;
 - iii) liquidated damages of \$2,500 per violation;

- iv) imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this section, the County Manager shall have the authority to examine Contractor's employment records with respect to compliance with this paragraph and/or to set off all or any portion of the amount described in this paragraph against amounts due to Contractor under the Contract or any other Contract between Contractor and County.

Contractor shall report to the County Manager the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission or any other entity charged with the investigation of allegations within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint, and a description of the circumstance. Contractor shall provide County with a copy of their response to the Complaint when filed.

- E. *Compliance with Equal Benefits Ordinance.* With respect to the provision of employee benefits, Contractor shall comply with the County Ordinance which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.
- F. The Contractor shall comply fully with the non-discrimination requirements required by 41 CFR 60-741.5(a), which is incorporated herein as if fully set forth.

12. Compliance with Contractor Employee Jury Service Ordinance

Contractor shall comply with the County Ordinance with respect to provision of jury duty pay to employees and have and adhere to a written policy that provides that its employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service in San Mateo County. The policy may provide that employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the employees' regular pay the fees received for jury service.

13. Retention of Records, Right to Monitor and Audit

a) CONTRACTOR shall maintain all required records for three (3) years after the COUNTY makes final payment and all other pending matters are closed, and shall be subject to the examination and/or audit of the County, a Federal grantor agency, and the State of California.

(b) Reporting and Record Keeping: CONTRACTOR shall comply with all program and fiscal reporting requirements set forth by appropriate Federal, State and local agencies, and as required by the COUNTY.

(c) CONTRACTOR agrees to provide to COUNTY, to any Federal or State department having monitoring or review authority, to COUNTY's authorized representatives, and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules and regulations, and this Agreement, and to evaluate the quality, appropriateness and timeliness of services performed.

14. Merger Clause

This Agreement, including the Exhibits attached hereto and incorporated herein by reference, constitutes the sole Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement or specification set forth in this body of the agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this agreement, the provisions of this body of the agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the parties.

15. Controlling Law and Venue

The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation, and performance of this Agreement shall be governed by the laws of the State of California. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or the United States District Court for the Northern District of California.

16. Notices

Any notice, request, demand, or other communication required or permitted hereunder shall be deemed to be properly given when both (1) transmitted via facsimile to the telephone number listed below and (2) either deposited in the United States mail, postage prepaid, or when deposited for overnight delivery with an established overnight courier that provides a tracking number showing confirmation of receipt for transmittal, charges prepaid, addressed to:

In the case of County, to:

County of San Mateo
Department of Public Works
555 County Center, 5th Floor

Redwood City, CA 94063
Telephone: (650) 363-4100
Facsimile: (650) 361-8220

In the case of Contractor, to:

Name
Address
City, CA -----
Telephone:
Facsimile:

In the event that the facsimile transmission is not possible, notice shall be given both by United States mail and an overnight courier as outlined above.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

COUNTY OF SAN MATEO

By: _____
President, Board of Supervisors, San Mateo County

Date: _____

ATTEST:

By: _____
Clerk of Said Board

[Contractor Name Here]

Contractor's Signature

Date: _____

Exhibit "A"

In consideration of the payments set forth in Exhibit "B", Contractor shall provide the following services:

Exhibit "B"

In consideration of the payments set forth in Exhibit "A", County shall pay Contractor based on the following fee schedule:

Enclosure 3. Chapter 2.84 of the Ordinance Code of San Mateo County: Contractors- Equal Benefits

The following lists the text of Chapters 2.84 and 2.85 of the Ordinance Code of San Mateo County (as of March 2012), available on-line at <http://library.municode.com/index.aspx?clientId=16029> . Anyone responding to the Request for Proposals is provided is advised to check on-line for updates to the Ordinance Code. It is a contractor or responding party's obligation to obtain the current version of these ordinances.

Chapter 2.84 - CONTRACTS-EQUAL BENEFITS

Supervisors to enter into contracts on behalf of the County.

Sections:

2.84.010 - Definitions.

2.84.020 - Discrimination in the provision of benefits prohibited.

2.84.030 - Application of chapter.

2.84.040 - Powers and duties of the County Manager.

2.84.050 - Date of application.

2.84.010 - Definitions.

For the purposes of this chapter:

(a) "Contract" means a legal agreement between the County and a contractor for public works, consulting, or other services, or for purchase of supplies, material or equipment for which the consideration is in excess of \$5,000.

(b) "Contractor" means a party who enters into a contract with the County.

(c) "Contract Awarding Authority" means the Board of Supervisors or the individual authorized by the Board of

(d) "Domestic partner" means any person who is registered as a domestic partner with the Secretary of State, State of California registry or the registry of the state in which the employee is a resident.

(e) "Employee benefits" means the provision of any benefit other than pension and retirement benefits provided to spouses of employees or provided to an employee on account of the employee's having a spouse, including but not limited to bereavement leave; disability, life, and other types of insurance; family medical leave; health benefits; membership or membership discounts; moving expenses; vacation; travel benefits; and any other benefits given to employees, provided that it does not include benefits to the extent that the application of the requirements of this chapter to such benefits may be preempted by federal or state law.

(Ord. 4324, 08/15/06)

2.84.020 - Discrimination in the provision of benefits prohibited.

(a) No contractor on a County contract shall discriminate in the provision of employee benefits between an employee with a domestic partner and

an employee with a spouse, subject to the following conditions:

1. In the event that the contractor's actual cost of providing a particular benefit for the domestic partner of an employee exceeds that of providing it for the spouse of an employee, or the contractor's actual cost of providing a particular benefit to the spouse of an employee exceeds that of providing it for the domestic partner of an employee, the contractor shall not be deemed to discriminate in the provision of employee benefits if the contractor conditions providing such benefit upon the employee's agreement to pay the excess costs.
 2. The contractor shall not be deemed to discriminate in the provision of employee benefits if, despite taking reasonable measures to do so, the contractor is unable to extend a particular employee benefit to domestic partners, so long as the contractor provides the employee with a cash payment equal to the contractor's cost of providing the benefit to an employee's spouse.
- (b) The Board of Supervisors may waive the requirements of this chapter when it determines that it is in the best interests of the County. The County Manager may waive the requirements of this chapter for contracts not needing the approval of the Board of Supervisors where waiver would be in the best interests of the County for such reasons as follows:
1. Award of a contract or amendment is necessary to respond to an emergency;
 2. The contractor is a sole source;
 3. No compliant contractors are capable of providing goods or services that respond to the County's requirements;
 4. The requirements are inconsistent with a grant, subvention or agreement with a public agency;
 5. The County is purchasing through a cooperative or joint purchasing agreement.
- (c) Contractors should submit requests for waivers of the terms of this chapter to the Contract Awarding Authority for that contract, or in the case of contracts approved by the Board, the County Manager.
- (d) The Contract Awarding Authority, or in the case of contracts approved by the Board, the County Manager, may reject an entity's bid or proposals, or terminate a contract, if the Contract Awarding Authority determines that the entity was set up, or is being used, for the purpose of evading the intent of this chapter.
- (e) No Contract Awarding Authority shall execute a contract with a contractor unless such contractor has agreed that the contractor will not discriminate in the provision of employee benefits as provided for in this chapter.

(Ord. 4324, 08/15/06)

2.84.030 - Application of chapter.

The requirements of this chapter shall only apply to those portions of a contractor's operations that occur: (a) within the County; (b) on real property outside of the County if the property is owned by the County or if the County has a right to occupy the property, and if the contractor's presence at that location is connected to a

contract with the County; and (c) elsewhere in the United States where work related to a County contract is being performed. The requirements of this chapter shall not apply to subcontracts or subcontractors of any contract or contractor.

(Ord. 4324, 08/15/06)

2.84.040 - Powers and duties of the County Manager.

The County Manager's office shall have the authority to:

- (a) Adopt rules and regulations, in accordance with this chapter and the Ordinance Code of the County of San Mateo, establishing standards and procedures for effectively carrying out this chapter;
- (b) Receive notification from employees of contractors regarding violations of this chapter;
- (c) Determine and recommend to the Board of Supervisors for final decision the imposition of appropriate sanctions for violation of this chapter by contractors including, but not limited to:
 - 1. Disqualification of the contractor from bidding on or being awarded a County contract for a period of up to 5 years,
 - 2. Contractual remedies, including, but not limited to termination of contract, and
 - 3. Liquidated damages in the amount of \$2,500;
- (d) Examine contractors' benefit programs covered by this chapter;

- (e) Impose other appropriate contractual and civil remedies and sanctions for violations of this chapter;
- (f) Allow for remedial action after a finding of noncompliance, as specified by rule;
- (g) Perform such other duties as may be required or which are necessary to implement the purposes of this chapter.

(Ord. 4324, 08/15/06)

2.84.050 - Date of application.

The provisions of this chapter shall apply to any contract awarded or amended on or after July 1, 2001, provided that if the contractor is then signatory to a collective bargaining agreement, this chapter shall only apply to any contract with that contractor which is awarded or amended after the effective date of the next collective bargaining agreement.

(Ord. 4324, 08/15/06)

Enclosure 4. Chapter 2.85 of the Ordinance Code of San Mateo County: Contractor Employee Jury Service

Chapter 2.85 - CONTRACTOR EMPLOYEE JURY SERVICE

Sections:

2.85.010 - Definitions.

2.85.020 - Contractor jury service policy.

2.85.030 - Powers and duties of the County Manager.

2.85.040 - Date of application.

2.85.010 - Definitions.

For the purposes of this chapter:

- (a) "Contract" means a legal agreement between the County and a contractor for public works, consulting, or other services, or for purchase of supplies, material or equipment.
- (b) "Contractor" means a party who enters into a contract with the County for which the contractor receives consideration of \$100,000 or more.
- (c) "Contract Authority" means the Board of Supervisors or the head of the department or agency presenting the proposed contract to the Board of Supervisors.
- (d) "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- (e) "Full time" means 40 hours or more worked per week, or a lesser number of

hours if: (1) the lesser number is a recognized industry standard as determined by the County Manager, or (2) the contractor has a long standing practice that defines the lesser number of hours as full time.

(Ord. 4324, 08/15/06)

2.85.020 - Contractor jury service policy.

- (a) A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service in San Mateo County. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service.
- (b) At the time of seeking a contract, a contractor shall certify to the County that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract.
- (c) The Board of Supervisors may waive the requirements of this chapter when it determines that it is in the best interests of the County for such reasons as follows:
 - 1. Award of a contract or amendment is necessary to respond to an emergency;
 - 2. The contractor is a sole source;

3. No compliant contractors are capable of providing goods or services that respond to the County's requirements;
4. The requirements are inconsistent with a grant, subvention or agreement with a public agency;
5. The County is purchasing through a cooperative or joint purchasing agreement.

(d) Contractors should submit requests for waivers of the terms of this chapter to the Contract Authority or the County Manager.

(e) The County Manager may reject a contractor's bid or proposal, or terminate a contract, if he determines that the contractor is in violation of the requirements of this chapter or was established, or is being used, for the purpose of evading the intent of this chapter.

(f) No contract shall be executed with a contractor unless such contractor is in compliance with this chapter.

(Ord. 4324, 08/15/06)

2.85.030 - Powers and duties of the County Manager.

The County Manager's office shall have the authority to:

- (a) Adopt rules and regulations, in accordance with this chapter and the Ordinance Code of the County of San Mateo, establishing standards and procedures for effectively carrying out this chapter;

(b) Receive notification from employees of contractors regarding violations of this chapter;

(c) Determine and recommend to the Board of Supervisors for final decision the imposition of appropriate sanctions for violation of this chapter by contractors including, but not limited to:

1. Disqualification of the contractor from bidding on or being awarded a County contract for a period of up to 5 years, and
2. Contractual remedies, including, but not limited to termination of contract.

(d) Impose other appropriate contractual sanctions for violations of this chapter;

(e) Allow for remedial action after a finding of noncompliance;

(f) Perform such other duties as may be required or which are necessary to implement the purposes of this chapter.

(Ord. 4324, 08/15/06)

2.85.040 - Date of application.

The provisions of this chapter shall apply to any contract awarded or amended on or after September 1, 2005, provided that if the contractor is then signatory to a collective bargaining agreement, this chapter shall only apply to any contract with that contractor which is awarded or amended after the effective date of the next collective bargaining agreement.

(Ord. 4324, 08/15/06)

Enclosure 5. List of Consultants

In alphabetical order:

Bellecci & Associates

2290 Diamond Boulevard
Concord, CA 94520
(925) 681-4880

BKF Engineers

255 Shoreline Drive
Redwood City, CA 94065
tel. (650) 482-6300

Gannett Fleming

881 Sneath Lane
San Bruno Office Park, Suite 210
San Bruno, CA 94066
650-876-7004

Mark Thomas

1900 South Norfolk Street, Suite 349
San Mateo, CA 94403
tel. (650) 363-8277

Nelson\Nygaard

116 New Montgomery Street #500
San Francisco, CA 94105
tel. (415) 284-1544

Parsons Brinkerhoff

303 Second Street
Suite 700 North
San Francisco, CA 94107
tel. (415) 243-4600

Placeworks

1625 Shattuck Avenue, Suite 300
Berkeley, CA 94709
tel. (510) 848-3815

RHAA

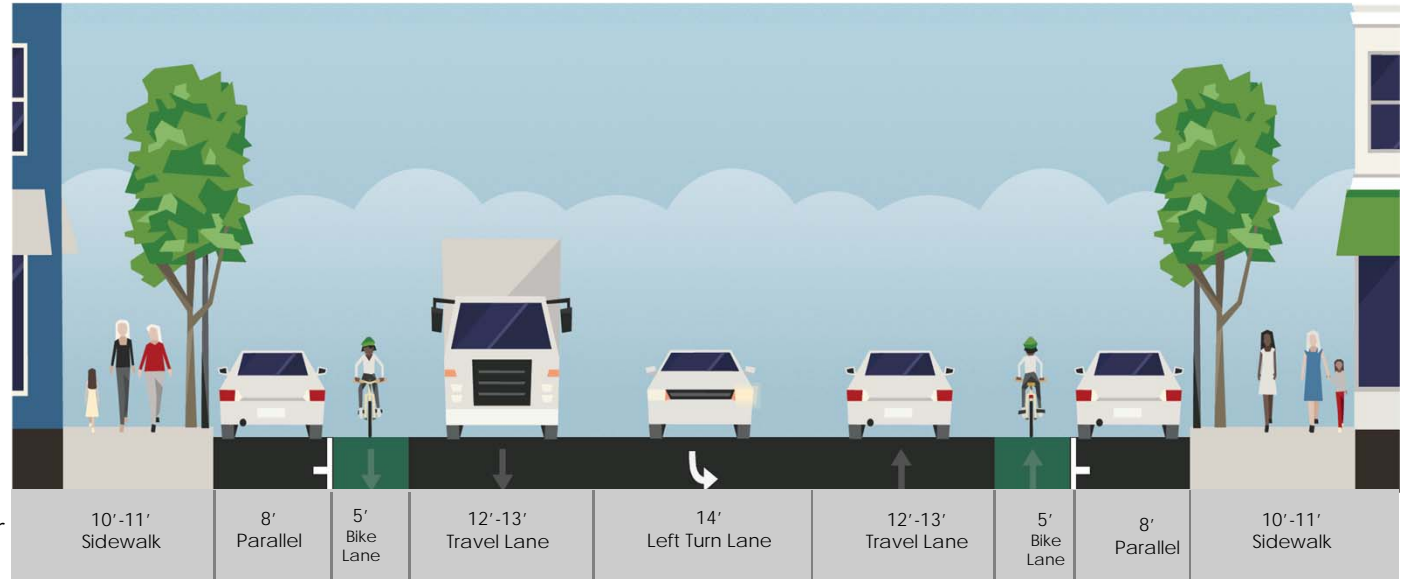
San Francisco Office
323 Geary Street, #602
San Francisco, California 94102
tel. (415) 861-7900

URS

100 West San Fernando Street #200
San Jose, CA 95113
(408) 297-9585

ENCLOSURE 6: ADOPTED 3 LANE CONFIGURATION

- *Parking:* ALL Parallel
- *Bike Lanes:* YES
- *Sidewalks:* 10 ft -11 ft wide
- *Space Available:* 86 ft max
- *Daily Traffic:* 9,000 vehicles in each direction per day
18,000 vehicles per day
- *Peak Hourly Traffic:* 850 vehicles in each direction per peak hour



3 Lane Configuration

Enclosure 7. Traffic Study Requirements

Objective: Optimum flow of vehicles, safe and efficient bicycle facilities, safe pedestrian facilities with frequent and safe crossings while minimizing the overall amount of delay through the Middlefield Rd corridor.

Study Area: Bay Rd, Marsh Rd, El Camino Real, Charter St.

Deliverables: Provide a minimum of 3 alternative options to meet project objective. Any new access, signalization, and property acquisition may be considered in defining the proposed options.

All options shall be in compliance with all applicable local standards included, but not limited to: San Mateo County, Caltrans, Union Pacific Railroad, California Public Utilities Commission, Caltrain and Samtrans.

Design Components to Consider:

Three parallel lanes, one in each direction with a continuous center two way left turn lane. Sidewalks, parallel parking and bicycle lanes on both sides within existing right of way of Middlefield Road.

Traffic Scenarios to be studied:

1. Existing Conditions
2. Base Line Conditions: existing volumes with 3 lane configuration
3. Background Conditions: project completion year (2020) volumes with existing lane configuration
4. Project Condition: project completion year (2020) volumes with 3 lane configuration
5. Future Condition: 30 year horizon year (2050) condition with future volumes and 3 lane configuration

Study Times:

All scenarios are to be analyzed under AM, PM and School Peak hours of an average weekday.

Volumes:

All new 2015 volumes must be collected for all study intersections for vehicles, pedestrians and bicyclists.

Output Data:

Consultant is not limited in the use of traffic modeling software. However, traffic simulation model outputs are required to be in Synchro Suite.

Study Intersections:

1. Bay Rd and Charter Ave
2. Bay Rd and Douglas Ave
3. Bay Rd and Hurlingame Ave
4. Bay Rd and Warrington Ave
5. Bay Rd and 2nd Ave
6. Bay Rd and 5th Ave
7. Bay Rd/Spring St and Florence Ave
8. Spring St and Charter Ave
9. Spring St and Douglas Ave
10. Spring St and Hurlingame Ave
11. Spring St and Warrington Ave
12. Spring St and 2nd Ave
13. Spring St and 5th Ave
14. Fair Oaks Ave and Douglas Ave
15. Fair Oaks Ave and Hurlingame Ave
16. Fair Oaks Ave and Warrington Ave
17. Fair Oaks Ave and 2nd Ave
18. Fair Oaks Ave and 5th Ave
19. El Camino Real and 5th Ave
20. Middlefield Rd and Charter Ave
21. Middlefield Rd and Flynn Ave
22. Middlefield Rd and Douglas Ave
23. Middlefield Rd and MacArthur Ave
24. Middlefield Rd and Hurlingame Ave
25. Middlefield Rd and Redwood Junction Entrance Driveway
26. Middlefield Rd and Northside Ave
27. Middlefield Rd and Pacific Ave
28. Middlefield Rd and Dumbarton Ave
29. Middlefield Rd and Berkshire Ave
30. Middlefield Rd and 1st Ave
31. Middlefield Rd and 2nd Ave
32. Middlefield Rd and 3rd Ave
33. Middlefield Rd and 4th Ave
34. Middlefield Rd and 5th Ave
35. Middlefield Rd and 6th Ave
36. Middlefield Rd and 7th Ave
37. Middlefield Rd and 8th Ave/Semicircular
38. Middlefield Rd and 9th Ave
39. Middlefield Rd and Encinca Ave

40. Middlefield Rd and Placitas Ave
41. Middlefield Rd and San Benito Ave
42. Middlefield Rd and Palmer Ln/Fair Oaks Ln
43. Middlefield Rd and Hollbrook Ln
44. Middlefield Rd and Marsh Rd
45. Marsh Rd and Bay
46. Marsh Rd and Florence Ave

Deliverables:

1. baseline existing and base line with 3 lane configuration
2. 3 conceptual corridor design options
3. Preliminary design recommendation

Enclosure 8

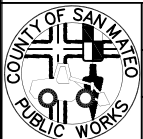
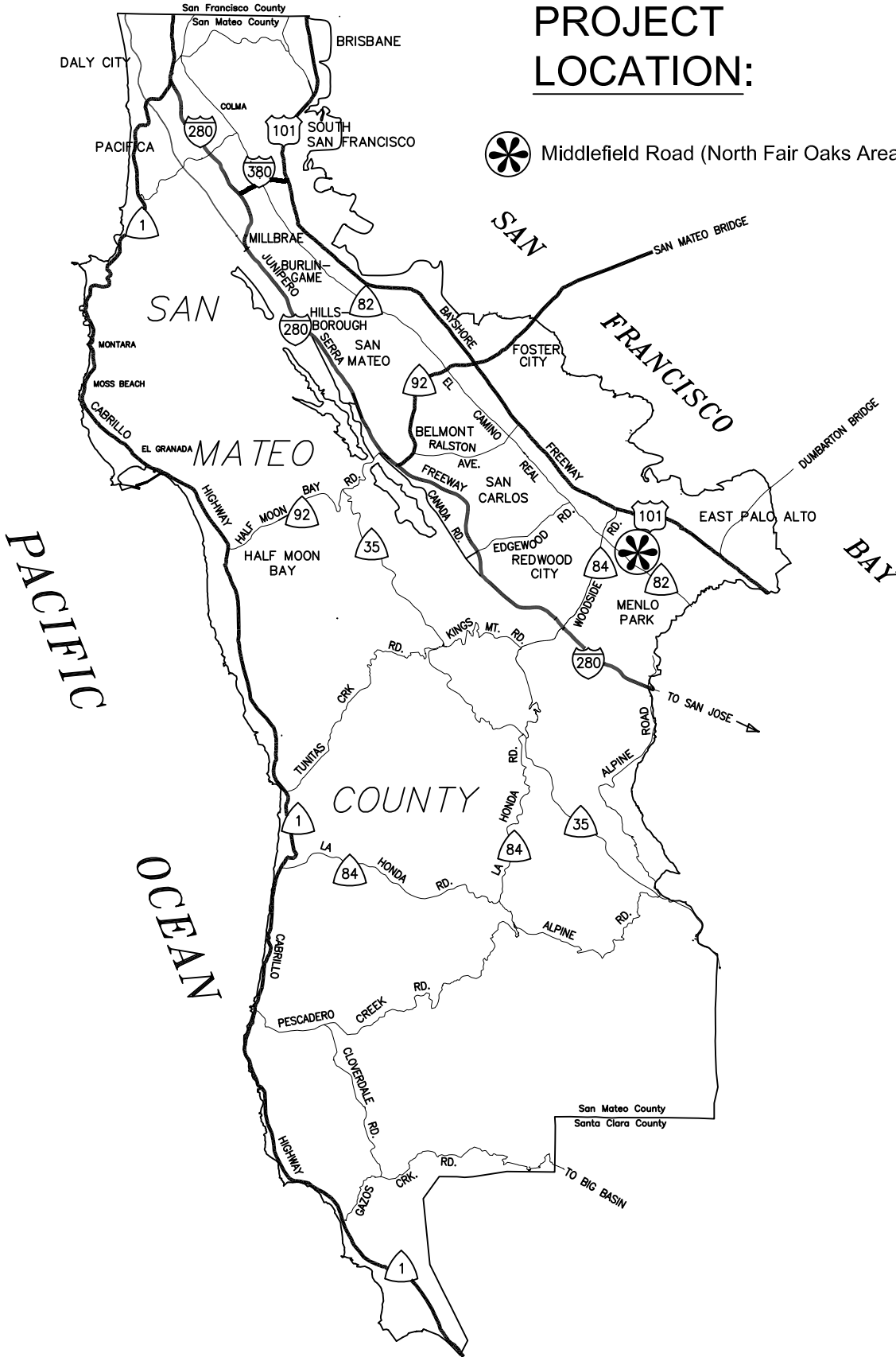
Vicinity Map

Location Map

PROJECT LOCATION:



Middlefield Road (North Fair Oaks Area)



DESIGNED BY: KL
 CHECKED BY: GT
 DRAWN BY: KL

MIDDLEFIELD ROAD STREETSCAPE
 IMPROVEMENTS PROJECT

VICINITY MAP

SCALE: NONE
 DATE: 1/8/2015
 FILE NO: E4931

JAMES C. PORTER, DIRECTOR OF PUBLIC WORKS
 SAN MATEO COUNTY

555 COUNTY CENTER, 5TH FLOOR
 REDWOOD CITY, CALIFORNIA 94063-1665



NORTH FAIR OAKS AREA

MIDDLEFIELD ROAD



DESIGNED BY: KL
 CHECKED BY: GT
 DRAWN BY: KL

MIDDLEFIELD ROAD STREETSCAPE
 IMPROVEMENTS PROJECT

SCALE: 1" = 500'
 DATE: 1/8/2015
 FILE NO: E4931

LOCATION MAP

JAMES C. PORTER, DIRECTOR OF PUBLIC WORKS
 SAN MATEO COUNTY

555 COUNTY CENTER, 5TH FLOOR
 REDWOOD CITY, CALIFORNIA 94063-1665