

Request for Proposals (RFP)
City of Albany, CA



Solano Avenue Complete Streets

Issue Date: October 20, 2017

Deadline for Submissions: December 1, 2017

Background

The City of Albany is a residential community located in northern Alameda County, approximately fourteen (14) miles northeast of San Francisco. The City encompasses 1.7 square miles and is bounded by the City of El Cerrito to the north and the City of Berkeley to the south. The City is bound by San Francisco Bay to the west and has public beach access along the Bay frontage. Both I-80 & I-580 are located in the City limits, on the west side of the City.

Solano Avenue is an east-west corridor and one of the City's main commercial districts, located within walking or bicycling distance from most of the Albany residential districts. Solano Avenue along with San Pablo Avenue are the two Priority Development Areas in Albany (PDA) and comprise the two Transit Districts in the City. It is intersected by the Ohlone Greenway, a major regional pedestrian and bicycle path connecting the cities of the East Bay. It is also on a major transit line served by 2 AC Transit bus routes. Land uses include residential and retail as well as local institutions including the Albany Senior Center and Preschool, Cornell Elementary School, and Albany YMCA.

The Albany 2035 General Plan (adopted in April 2016) includes policies to accommodate mixed-use and transit-oriented development on Solano Avenue and San Pablo Avenue. The General Plan Housing Element has identified several opportunity sites on Solano Avenue to accommodate new housing. Substantial changes to Solano over time will be necessary to support development intensification, walking, bicycling and high frequency transit, a shift from automobile travel to these modes, and to ensure safety and accessibility for people of all ages and abilities, including school-age youth, senior adults, and people with disabilities.





Albany is a Charter City governed by an elected mayor and five (5) Councilmembers, elected at large. The City Manager implements policy set by the City Council.

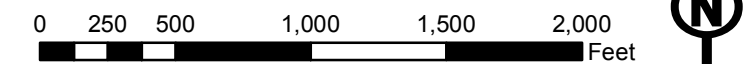
City of Albany

Upper Solano Avenue - Complete Streets and Corridor Revitalization Project

- 1 Orientation Center for the Blind
- 2 Albany Middle School
- 3 Public Works
- 4 Albany High School
- 5 Albany Children's Center
- 6 Senior Center & Teen Center
- 7 Cornel Elementary School
- 8 Ocean View School
- 9 Albany Police, Fire & City Hall
- 10 Community Center & Public Library
- 11 Marin Elementary School
- 12 St. Mary's College High School
- 13 U.S Department of Agriculture

-  Commercial District
-  Child Care Center
-  Project Location
-  Public Facilities
-  Parks

-  Albany Police, Fire & City Hall
-  Public Works
-  Schools
-  USDA



OVERALL PROJECT OBJECTIVES:

The Upper Solano Avenue Complete Streets Project will utilize a community-driven effort to develop a plan for creating a vibrant, pedestrian- and bicycle-friendly environment for residents, businesses and visitors. The Plan will be developed through a robust public process that engages residents, property owners and other community stakeholders to generate ideas for both immediate improvements and future changes. The focus includes design tools and strategies to improve safety, access, and mobility for all modes of transportation including walking, bicycling, transit and motor vehicles. The Plan should include detailed recommendations for physical changes to the street, sidewalks, and intersections that support all users.

The City aims through this proposed project to develop concepts, derived through community and stakeholder engagement, to transform Solano into a walking-oriented “Main Street” that is safe for cyclists, pedestrians, and motorists, is served by high quality transit, builds foot traffic for local businesses, encourages interaction in public spaces, and adds vibrancy to the community.

There are existing conditions within the Solano Ave. Corridor which will require evaluation of existing conditions and recommendations for improvement. This includes:

Aging Infrastructure

The existing infrastructure in the Solano Ave. Corridor is old and in need of upgrading. Curb ramps, sidewalks, traffic signals, and pedestrian crosswalks do not meet current standards. Several curb ramps do not align with existing crosswalks, have lips at the joint with the pavement gutter, and do not have texture differentiation to orient the visually impaired population. It is important for Solano Avenue to satisfy current standards because it is widely used by the Orientation Center for the Blind as the training grounds for their vision-impaired students. The lip at the curb ramps also represents a barrier to wheelchair users. In addition to needed curb ramp improvements, sidewalks are in poor condition along Upper Solano Avenue and require repair as they represent tripping hazards. In addition, the City would like to explore the feasibility of increasing sidewalk width to 5-feet, the current City standard.

Transit Improvements: Bus Stop Relocation

AC Transit released its PlanACT in 2015 and its Majors Corridors Study in 2016. These plans aim to implement operational and infrastructure changes to improve transit service. The changes include evaluating bus stop spacing, improvements to shelters and bus stop amenities. Through the Complete Streets Plan, the City anticipates working with AC Transit as the agency deploys its plan.

Traffic Controls

The City has two traffic signals along Upper Solano Avenue that require upgrading. There are signals at Solano Ave. & Masonic Ave. and Solano Ave & Santa Fe Ave. The signals should also be interconnected to provide for improved schedule adherence for transit service. Pedestrian countdown heads and audible signals need to be installed to better serve the different users of the street. In addition, the City would like to explore the possibility of adding a pedestrian scramble for diagonal crossings at Santa Fe Avenue and at the Masonic Avenue locations, as they are the intersections with the most vulnerable pedestrian traffic because of the routes to Cornell Elementary, Albany High School, Albany Middle School, Marin Elementary, and the Albany Senior Center. In order to do this, the controllers need to be upgraded and walking signal heads added.

Pedestrian and Bicycle Improvements:

Crosswalk Improvements:

Existing crosswalks are not readily visible to motorists and in some locations, they do not align to the curb ramps. Lack of adequate or up-to-standard signage exacerbates the problem in this area with heavy pedestrian activity. The City would like to explore the installation of Rapid Flashing Beacons at selected intersections. Other options would be to add texturized crosswalks at uncontrolled locations where pedestrian traffic is heavy along the routes leading to high pedestrian generators, such as Key Route Boulevard, and the Curtis Street or Nielson Street intersections with Solano Avenue. Key Route Boulevard leads to Ohlone Greenway and the Albany High School. Curtis Street and Nielson Street are adjacent to Safeway.

Safety Improvements:

There were 37 reported collisions on Upper Solano Avenue (including Cornell Avenue and Talbot Avenue) from 2010 to 2013. Collisions for Albany for the period from 2010-2013 were taken from the California Highway Patrol (CHP) Statewide Integrated Traffic Records System (SWITRS). The most common type of collision on Solano Avenue is Broadside followed by Rear End. The implementation of pedestrian and bicycle improvements, including the installation of Rectangular Rapid Flashing Beacons and texturized pavement is likely to reduce vehicle speeds along Solano Avenue, which would likely reduce the number of vehicle collisions along the corridor.

The implementation of pedestrian and bicycle improvements is important given the 13 pedestrian and bicycle collisions along Upper Solano Avenue. Pedestrian and bicycle collisions make up nearly 25 percent of the total collisions along Solano Avenue. There were five (5) pedestrian collisions and eight (8) bicycle collisions on Upper Solano Avenue from 2010 to 2013. All of the pedestrian

collisions were injury-related and seven of the eight bicycle collisions were injury-related.

- The intersections of Peralta Avenue and Cornell Avenue have the highest number of pedestrian and bicycle collisions.
- The intersections of Solano Avenue, Masonic Avenue, and Carmel Avenue as the locations with the highest number of total collisions.

Parking

Solano Avenue has angled parking along the corridor. While this helps maximize parking it also creates challenges for the many cyclists who choose to ride on this street. As is widely known, angled parking is not bicycle-friendly since vehicles backing out of spaces have limited visibility and put cyclists in jeopardy. This project would present the City with the opportunity to test resident and business support for innovative parking strategies, such as back-in angled parking, through a temporary installation “Pop-Up Urbanism” approach. Pop Up Urbanism is a concept through which temporary features are installed at a location to test a traffic calming, parking, sidewalk extension, bicycle facility or other idea to see if it works and would be accepted by stakeholders and the public.

Truck Route:

Solano Avenue is also a truck route, which creates additional challenges for all users. Due to the high demand for parking along the corridor, there is a shortage of loading and unloading areas, and as a result, delivery trucks often obstruct traffic and customer parking when making deliveries. This issue has not been adequately addressed in previous plans. This project will address this issue and evaluate how best to minimize conflicts between trucks, motorists, pedestrian and cyclists.

Placemaking/Economic Development

Lower Solano Ave. has already benefited from cohesive street scape improvements including benches, decorative light standards, bulb outs for pedestrian refuge and consistent sidewalk dimensions. This has resulted in a consistent streetscape on lower Solano Ave. and has helped to define placemaking for the community and local businesses.

The Study Area lacks cohesive features and inconsistencies vary from block to block. As part of the Complete Streets Plan, recommendations for streetscape refinements and cohesive treatments should be included.

Parklet

The City does not have defined design standards or policies for parklets on Solano Ave. As part of the Complete Streets Plan, recommendations for

prescriptive design standards for parklet design, siting, accessibility, should be included.

Pocket Park

The median at Key Route Blvd. & Solano Ave. is designated to be developed as a pocket park in the City's Capital Improvement Program. At this stage, design and programming has not been initiated. As part of the Complete Streets Plan, the City is seeking recommendations on streetscape treatment and integration of the pocket park as part of Complete Streets.

Public Art

The City of Albany has an Art in Public Places Ordinance (Chapter 20.58 of the Albany Municipal Code). As part of the Complete Streets Plan, the City is seeking recommendations for the incorporation of public art in the project area.

PROPOSAL

The City of Albany is seeking proposals for professional services from qualified consultants to assist the City with the preparation of the Solano Ave. Complete Streets Plan. The City will designate a staff member for project oversight and operations of the Complete Streets process. The City will partner with the Local Government Commission (LGC), a 501(c)3 non-profit organization. LGC is included as the sub-applicant on the grant proposal to assist with project management and implementation.

The City and LGC will engage local residents, businesses, schools, community groups and decision-makers — as they have successfully done on past projects — through a participatory community design charrette process. LGC has effectively partnered with communities in the Bay Area, including Albany itself, Richmond, San Pablo and San Mateo County on similar projects.

Task 1. Document Conditions

During this phase the project team will initiate documentation of existing conditions in advance of the public events. The selected consultant will work closely with the City, LGC and the community advisory group to gather physical planning data related to the study area and learn more about the needs, practices and experiences of different user groups on Solano Avenue.

Task 1.1 Collect and Review Existing Plans and Data

- The consultant team will work with the City, LGC and other sources to collect and organize available information for the study area, including traffic volumes, crash data, regional transportation plans, state route planning and construction plans, aerial and base maps, General Plan and other policy documents, development standards and regulations, and

other relevant studies and information. The project team will also identify any other opportunities and constraints that may impact the project. This information will be organized into an existing conditions report.

Responsible Party: Consultant

Task 1.2 Conduct Site Visit

- LGC and the consultant team will conduct a site visit to coincide with the first community advisory group meeting to meet with project partners and key stakeholders, gather input and tour and photograph the area to assess existing conditions.

Responsible Party: Local Government Commission, Consultant

Task 1.3 Prepare Report and Area Base Maps

- The consultant team will organize the input and planning data collected into an existing conditions report and work with the City and LGC to prepare base maps for consultant team design and analysis work and for use at meetings and public events. The team will ensure that the public can easily understand the maps.

Responsible Party: Consultant

Task 1.4 Traffic and Safety Commission Briefing

- The consultant team will brief the City Traffic and Safety Commission on initial findings regarding existing conditions for discussion and feedback.

Responsible Party: Consultant, City of Albany

Task	Deliverable
1.1	<i>List of Documents and Data Sources</i>
1.2	<i>Agenda, Participant Lists, Photos</i>
1.3	<i>Existing Conditions Report, Digital and Printed Large Base Maps</i>
1.4	<i>Presentation, Meeting Notes</i>

Task 2. Plan Development

The final deliverable will be a vision plan for transforming Solano Avenue into a Complete Street that supports the needs of people walking, bicycling, taking transit or driving a car. The report will include detailed recommendations for the street and will be graphically illustrated with drawings including sections, plan views, and detailed recommendations for public infrastructure improvements,

including small and immediately feasible enhancements, and larger, more complex, longer term and capital-intensive projects. The plan will also lend itself to revitalization efforts and investment programming with a section of the report devoted to future funding options for implementation.

The plan for Solano Avenue will support the implementation of State transportation planning goals and the Bay Area's sustainable community and Plan Bay Area goals. Specifically, the plan will help improve mobility and access by making it easier for people to travel along this important corridor and access goods, services and residences. By encouraging more residents to walk, bicycle and take transit, the plan will make more efficient use of the existing transportation system and will help reduce greenhouse gas emissions from motor vehicles that contribute to climate change and impact the health of our community.

Increased access and strategic creation of gathering places will help support the local economy by maintaining and attracting businesses to Solano Avenue. Safety and security will be enhanced by redesigning sections of the corridor to help bicyclists ride along the street and to help pedestrians walk along or cross the street, especially for individuals that may have disabilities or mobility challenges. More activity and eyes on the street will help improve personal security as well.

Task 2.1 Develop/Refine Design Alternatives

- The Consultant Team will refine and further develop recommendations and illustrative graphics. The Consultant Team will review the recommendations with City staff, Caltrans staff, Albany Traffic and Safety Commission and Albany Planning and Zoning Commission. Feedback will guide development of detailed design concepts.

Responsible Party: Consultant

Task 2.2: Develop Improvement Projects Funding Plan

- The consultant team, working closely with the City, will prepare a matrix that includes a list of improvement projects, phasing/timing, cost estimates, and available funding sources. The plan will also identify a strategy for securing additional funds necessary for implementation.

Responsible Party: Consultant, LGC

Task 2.3 Prepare and Distribute Full Draft Plan

- The consultant Team will prepare and circulate an administrative draft plan for review by the City and Caltrans staff. City staff will collect and

review all comments and provide a comprehensive set of consistent comments to the consultant team.

- The Consultant Team will revise the draft plan and the City will make the revised draft plan available for public review and comment.

Responsible Party: Consultant, City of Albany

Task 2.4 Present Draft Plan to City Commissions

- The consultant team will incorporate public comments received into the draft plan and will finalize the document. The consultant team will meet with the Traffic and Safety Commission and the Planning and Zoning Commission to finalize and approve the document for City Council for City Council review and adoption.

Responsible Party: Consultant, City of Albany

Task 2.5 Present Final Plan to City Council

- The consultant team and LGC will present the plan at a City Council Meeting for adoption by reference or amendment to other policy documents, land use or transportation regulations, and for incorporation into work programs.

Responsible Party: Consultant, City of Albany

Task 2.6 Plan Submission

- The consultant team will deliver the final plan to the City. The City will submit four hard copies and four electronic copies of the final document to Caltrans, and credit Caltrans for its financial contribution on the cover of the report.

Responsible Party: Consultant, City of Albany

Task	Deliverable
2.1	<i>Outline of Recommendations, Conceptual Designs</i>
2.2	<i>Improvement Projects Funding Plan Document</i>
2.3	<i>Administrative and Public Review Draft Plan Documents</i>
2.4	<i>Digital Presentation to City Commissions, Staff Report</i>
2.5	<i>Digital Presentation, City Council Staff Report</i>
2.6	<i>Final Plan (Digital and Bound Copies)</i>

The City will assume the responsibilities for GIS work, public notification, meeting schedules, website maintenance and public outreach.

Proposal Content Requirements

The City welcomes a response to the RFP in any format that best expresses the qualifications of the respondent. In general, lengthy responses are discouraged. Proposals submitted in response to the RFP must include the following items:

A. Qualifications

Identify the individual who would be primarily responsible for directly leading the review. Describe the background and experience of the individual who will perform the services, including education (including name of institutions, degrees received, dates of graduation, professional licenses and certifications, and employment history). In addition, provide examples of General Plan updates prepared, with emphasis of work completed for jurisdictions in the San Francisco Bay Area, particularly Alameda and Contra Costa Counties.

For each such project, provide:

- Copy of work product and/or detailed description of the services performed, the time period in which they were performed;
- The name and telephone number of at least one reference for each such project that can attest to the quality and effectiveness of the Respondent's work.

B. Methodological Approach

Briefly describe the methodology and organizational approach the Respondent would use to assist the City, including critical elements and special methodologies that would be used to ensure that City objectives are satisfied.

C. Compensation Terms

Final compensation terms will be negotiated with the selected consultant. Please provide billing rates as part of the proposal. The total amount of funds for this project is \$125,000.

Selection Criteria and Process

The City will evaluate qualifications based upon these criteria:

- Responsiveness to the RFP.

- Experience and demonstrated success of the Respondent in assisting municipalities with a Complete Street study process. Experience with projects in the Bay Area environs and in cities comparable to Albany will be given greater weight. As part of this process, client references may be contacted.
- Ability to communicate effectively about the subject matter.
- Compensation rates.
- Evidence of the Respondent's ability to provide deliverables in a cost effective and timely manner.
- Other extraordinary elements or creative approaches to the project. This particular selection criterion is intended to allow the City to expressly consider creative aspects of proposals that do not necessarily fall into other selection criteria.

As a part of its evaluation, the City may request additional information or data from Respondents, and may request Respondents to make in-person presentations of their qualifications to a panel of City representatives.

Submit a Proposal

Proposals are due by 12:30 p.m., Friday December 1, 2017. Proposals must be sent to:

Anne Hersch, Planning Manager
City of Albany
1000 San Pablo Avenue
Albany, CA 94706
(510) 528-5765

Registration of Intent to Submit Qualifications

Interested parties are requested to contact Anne Hersch at ahersch@albanyca.org to register their intent to respond to the RFP. Registration ensures that any modification to the RFQ process can be transmitted as quickly as possible to all interested parties. A written confirmation of registration will be sent by email within two business days. If you do not receive a written confirmation, or have any questions regarding the RFQ, please contact Anne Hersch at 510-528-5765. It is the responsibility of the respondents, before submitting a response to the RFQ, to ascertain if the City has issued any notices, clarifications, addenda, or other communications to responders. Oral explanations or instructions from City staff shall not be considered binding on the City.

Format and Number of Copies

Respondent teams must submit three (3) copies of their qualifications plus one electronic pdf document. Submissions on 8½ by 11-inch paper or 8½ by 14-inch paper are preferred to simplify copying. The City reserves the right to make all submissions available to the public pursuant to legal requirements.

The City anticipates that a consultant will be selected by December 15, 2017, and that a contract for services will be negotiated and executed within a month thereafter. The consultant will be expected to commence its services immediately upon contract execution.

General Conditions

1. Any material clarifications or modifications to the RFP or the selection process will be made in writing and provided to all recipients of the RFP.
2. The City reserves the right to:
 - Waive minor irregularities.
 - Modify or cancel the selection process or schedule at any time.

- Negotiate with the second choice Respondent if it is unable to negotiate an acceptable contract with the first choice Respondent within a reasonable period of time.
 - Reject any and all proposals, and to seek new qualifications when it is in the best interest of the City to do so.
 - Seek any clarification or additional information from Respondents as is deemed necessary to the evaluation of a response.
 - Judge the veracity, substance, and relevance of the Respondents' written or oral representations, including seeking and evaluating independent information on any of the Respondents' worked cited as relevant experience.
 - Contract with separate entities for various components of the services.
3. All expenses related to any Respondent's response to the RFQ, or other expenses incurred during the period of time the selection process is underway, are the sole obligation and responsibility of that Respondent. The City will not, directly or indirectly, assume responsibility for such costs except as otherwise provided by written agreement.
 4. The professional will be required to sign the City of Albany's standard Agreement for Consultant Services (ACS) and meet the City's Insurance Requirements (IR), a copy of the agreement and insurance requirements are available upon request. The contract for the performance of these services will provide that: (i) the consultant will perform its services at the direction of the City in a manner consistent with State law and City policies; and (ii) the consultant will be subject to the State law and the City's conflict of interest policies.