County of Santa Cruz

DEPARTMENT OF PUBLIC WORKS

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THOMAS L. BOLICH
DIRECTOR OF PUBLIC WORKS

AGENDA: SEPTEMBER 23,2003

September 16,2003

SANTA CRUZ COUNTY BOARD OF SUPERVISORS
701 Ocean Street
Santa Cruz, California 95060

SUBJECT: REQUEST FOR PROPOSALS FOR CONSULTANT SERVICES FOR THE SAN LORENZO VALLEY TRAIL FEASIBILITY STUDY

Members of the Board:

On June 10,2003, your Board accepted and filed a status report on the feasibility study for a trail in the San Lorenzo River Watershed and directed the Department of Public Works to report back on or before September 23,2003, with a project update. Public Works has been working in cooperation with the Rails-To-Trails Conservancy (RTC) and the San Lorenzo Valley Trail Committee to prepare a Request for Proposals which will engage a consultant for the San Lorenzo Valley Trail Feasibility Study. The feasibility study will examine the possibility of constructing a multi-use trail from Santa Cruz to Boulder Creek through the San Lorenzo Valley. The Department of Public Works will also work with the Parks, Open Space and Cultural Services Department to incorporate their expertise as well as their historical knowledge of previous trail studies that relate to this corridor.

Attached for your consideration and approval is a copy of the proposed Request for Proposals to be advertised and distributed to qualified consultants; the proposals are due October 24,2003. Public Works staff, along with members of the RTC and the San Lorenzo Valley Trail Committee, will rank the proposals and the top firms are expected to be interviewed. When the final ranking of the consultants is complete, we will begin negotiations on the final scope of services and compensation. A final agreement is expected to be presented to the Board of Supervisors on or before the first meeting in January 2004. Funding for this project has been approved in the Fiscal Year 2003-2004 Road Budget utilizing a $140,000 Community Based Transportation Planning Grant and $35,000 of Transportation Development Act Funds.

It is therefore recommended that the Board of Supervisors take the following action:

1. Approve the attached Request for Proposals for consultant services for the San Lorenzo Valley Trail Feasibility Study.

0330

2. Direct Public Works to begin distribution of the Request for Proposals for the San Lorenzo Valley Trail Feasibility Study.

3. Direct Public Works to return on or before the first meeting in January 2004, with a final consultant contract for consideration by your Board.

Yours truly,

THOMAS L. BOLICH
Director of Public Works

TLB:GJM:mh

Attachment

RECOMMENDED FOR APPROVAL:

County Administrative Officer

copy to: Public Works

SLVRFPMH.WPD

REQUEST FOR PROPOSALS
San Lorenzo Valley Trail Feasibility Study 0331
Santa Cruz County Department of Public Works

Background
In November 2001, the County of Santa Cruz Public Works Department in collaboration with the Rail-To-Trails Conservancy (RTC) applied for community-based transportation planning grant funds for a feasibility study of a trail along the San Lorenzo Valley/Highway 9 corridor between Santa Cruz and Boulder Creek (approximately 15 miles). On May 24,2002, the Santa Cruz County Public Works Department was notified that the grant funding was approved.

The Santa Cruz County Public Works Department will have the primary responsibility for this project. However, Public Works' role will be limited to management of grant funds, selection, and oversight of a consultant with the established San Lorenzo Valley (SLV) Trail Committee, and facilitation of the project. The study will be conducted through a partnership of a consultant and the RTC. The Consultant will prepare most of the study and the RTC will act as a sub-consultant. The RTC will be extensively involved where any trail runs adjacent to Roaring Camp Railroad within the railroad rights-of-way. The California Department of Transportation (CALTRANS) will participate in the SLV Trail Committee and provide input into the entire process particularly in regards to improvements within and adjacent to Highway 9 right-of-way.

Scope of Work
Scope of Services for Consultant

The Consultant will conduct a feasibility study for a multi-use trail through the San Lorenzo Valley from the City of Santa Cruz to the town of Boulder Creek. The RTC will act as lead for activities in the assessment of the use of the Roaring Camp Railroad line as part of the trail. The Consultant will work closely with RTC to incorporate the Conservancy's analysis of this portion of the trail into the Consultant's larger study of the entire trail corridor. The Consultant agrees to maintain open and active communication with the RTC to enable RTC to fully complete tasks and ensure the integration of RTC's work into the feasibility study.

All Deliverables should have five bound or stapled copies and one original for reproduction. The Draft and Final Report should have **20** bound copies and one original for reproduction. Complete electronic files representing each deliverable should be provided on CD-ROM labeled, "San Lorenzo Valley Trail Feasibility Study, Task __" with the date.

Task 1: Project Management

Provide project management. The Consultant will have primary responsibility for managing the project and maintaining the schedule. The County will assist in the coordination and timing of meetings and events. RTC will act as a partner in the study, providing the work with respect to utilizing the railroad right-of-way as a trail. The Consultant shall integrate the Conservancy's work in the same manner they would a subconsultant's work. A steering committee of stakeholders including a representative from the County, RTC, County Supervisor Jeff Almquist's office, Roaring Camp Railroad, State Parks, CALTRANS, the Santa Cruz County Regional Transportation Committee (SCCRTC) Bike Committee, two representatives from the San Lorenzo Valley Trail Committee, and two or three other representatives or individuals shall help guide the study.

Deliverables: Project contact list, project schedule, monthly progress reports, meeting agendas, meeting minutes

Meeting: Meeting No. 1, Kickoff meeting with Stakeholders/Steering Committee

Task 2: Inventory

Inventory existing road and trail network with GIS mapping. The GIS should show property ownership, land use types, natural resources, historical and cultural resources, major developments, and recreation opportunities. Inventory and discuss relevant legislation, policies, conflicting uses/constraints, historical and cultural resources, environmental features, transportation and socio-economic data, railroad operation, safety condition, summary of current relevant plans, scenic resources inventory, drainage, environmental resources, traffic data, existing railroad crossing permits and easements, and a review of existing trails, facilities and activity areas. In order to assemble a complete inventory, public outreach will be needed. **A** Community Input Meeting will be held at the end of the inventory to present information collected and to receive additional information.

Deliverables: Working Paper No. 1 describing existing conditions and containing maps which show the routes and other pertinent information

Meeting: Meeting No. **2,** Public Meeting No. 1 for community Input, Field Visits

Task **3:** Opportunities/Constraints/Development of Conceptual Routes

The Consultant shall develop possible routes using a variety of criteria. The routes shall be mapped into the GIS. The primary objective shall to be to create a continuous trail from Santa Cruz to Boulder Creek. Factors involved in the selection process should include but are not limited to existing trails, user profile, traffic data, design criteria, street crossings, Right-of-way (ROW), access, biological resources, cultural resources, and costs. Connecting trails to the main route should be evaluated as well.

The Consultant will assess environmental impacts of the trail, including the section along the Roaring Camp Railroad line, particularly in riparian zones, but also issues such as public safety, light and glare, geology, soils, and hydrology, biological resources, land use, cultural resources, aesthetics, transportation and circulation, economics, parks and recreation, and noise levels.

Deliverable: Second working paper that will include: benefits and needs analysis, opportunities and challenges, and an executive summary of public input at community meetings. The paper will include a user profile, necessary traffic data, and a biological and cultural resource assessment. The report should include a review of: design/safety standards and guidelines for the trail, street crossings, and agreements. In addition, it should identify: ROW width constraints, additional property acquisition needs, access needs, and structural issues. The paper should include a discussion of the conceptual routes developed.

Deliverables: Working Paper No. **2** containing the analysis described above

Meeting: Meeting No. **3,** Public Meeting No. 2 to present and discuss the alternatives

Task 4: Recommendations

The Consultant will meet with the Steering Committee to present and discuss recommendations in concept after assimilating public input from Meeting No. 3. The best alternative will be analyzed and shall include: ranking and phasing of recommendations, easement acquisition, cost estimates, plan views, typical sections, maintenance costs, financial strategy, funding requirements, liability, operations and maintenance, ownership, and permitting requirements.

Deliverables: Working Paper No. 3 containing plan views, typical sections, cost estimates, pros and cons for each alternative

Meeting: Meeting No. 4, Steering Committee Meeting

Task 5: Draft and Final Reports

The Steering Committee shall review the deliverables from Task 4 and provide comments to the Consultant for preparation of the Draft Report. The Consultant shall prepare a Draft Report utilizing the working papers generated from the previous tasks. The report will be publicly circulated and comments received in writing at the third and final public meeting.
Comments will be discussed at a Steering Committee meeting and the Consultant will be given direction for preparing the Final Report.

Deliverables: Draft and Final Reports and Maps, Meetings and presentations

Meeting: Meeting No. 5, Public Meeting No. 3 to Present Draft Report to Community followed by Steering Committee meeting

Proposal Requirements
The written proposal will include the following:

1. Scope of Work - A statement of your proposed approach to the project with description of deliverables. Describe the personnel associated with each task.

2. Schedule - Based on the Scope of Work, present a critical path schedule for completing the work. The schedule should include timing of deliverables.

3. Services and materials to be provided by County - All services to be provided by County and available documents relative to the project should be listed.

4. Project Team Organization - Describe the project team organization and staffing plan indicating the line of responsibility of each team member and sub-consultant through all the phases of work and clearly indicate the Principal and Project Manager. Also, identify the team members responsible for interface and coordination with the County as described in the project introduction. Discuss how this team has worked in the past on specific similar projects.

5. Fee Schedule - Estimates of expenses broken down by personnel, hours, and task.
Other expenses should be itemized as well.

6. Name, address, and telephone number of firm submitting the proposal.

7. Principal Contact - The person responsible for acting as the principal contact with the County should be listed.

Evaluation Criteria

Consultant selection will be based on evaluation of the following:

1. Understanding of the scope of work and the County's overall project goals, and the consultant's strategy for carrying out the required work tasks to meet the project goals.

2. Ability to explore and develop innovative or advanced techniques/design methods or solutions, and perceptiveness to alert the County to potential difficult design/traffic issues.

3. Past experience and performance on similar projects related to cost control, quality of work, meeting schedules, and errors and omissions control.

4. The consultant's experience and ability to handle public relations and communications issues relative to all phases of the project design.

5. The present workload of the consultant, availability of staff, and ability to meet the project task schedule.

6. Familiarity with applicable practices and procedures for the type of work involved.

7. Familiarity with the various applicable regulatory agencies' requirements and procedures for the types of work involved.

Proposal Submittal

Please submit three copies of your firm's written proposal for services described in this Request for Proposals by noon on Friday, October 24, 2003. Please direct all your inquiries concerning the RFP to Greg Martin at (831) 454-2811 and mail your proposals to :

Santa Cruz County Department of Public Works
701 Ocean Street, Room 410, Santa Cruz, CA 95060
Re: San Lorenzo Valley Trail Feasibility Study
Attn: Greg Martin, Civil Engineer

The selected consultant will be required to sign an Independent Contractor Agreement (see attached copy) and provide all necessary insurance coverage.