

**DRAFT CONSULTANT SERVICES AGREEMENT BETWEEN CITY OF SUNNYVALE AND
ALTA PLANNING + DESIGN, INC. FOR BICYCLE PLAN, SAFE ROUTES TO
SCHOOL PLAN, AND PEDESTRIAN SAFETY AND CIRCULATION PLAN
PROJECT**

THIS AGREEMENT, dated _____, is by and between the CITY OF SUNNYVALE, a municipal corporation ("CITY"), and ALTA PLANNING + DESIGN, INC., a California corporation ("CONSULTANT").

WHEREAS, CITY desires to secure professional services necessary for updating/preparing the City's Bicycle Plan, Safe Routes to School Plan, and Pedestrian Safety and Circulation Plan project; and

WHEREAS, CONSULTANT represents that it, and its sub-consultants, if any, possess the professional qualifications and expertise to provide the required services and are licensed by the State of California to practice engineering in the required disciplines;

NOW, THEREFORE, THE PARTIES ENTER INTO THIS AGREEMENT.

1. Services by CONSULTANT

CONSULTANT shall provide services in accordance with Exhibit "A" entitled "Scope of Work." All exhibits referenced in this Agreement are attached hereto and are incorporated herein by reference. To accomplish that end, CONSULTANT agrees to assign Jeff Knowles to this project, to act in the capacity of Project Manager and personally direct the professional services to be provided by CONSULTANT.

Except as specified in this Agreement, CONSULTANT shall furnish all technical and professional services, including labor, material, equipment, transportation, supervision and expertise to perform all operations necessary and required to satisfactorily complete the services required in this Agreement.

2. Notice to Proceed/Completion of Services

- (a) CONSULTANT shall commence services upon receipt of a Notice to Proceed from CITY. Notice shall be deemed to have occurred three (3) calendar days after deposit in the regular course of the United States mail.
- (b) When CITY determines that CONSULTANT has satisfactorily completed the services defined in Exhibit "A," CITY shall give CONSULTANT written Notice of Final Acceptance, and CONSULTANT shall not incur any further costs hereunder. CONSULTANT may request this determination of completion when, in its opinion, it has satisfactorily completed the Scope of Work (Exhibit "A"), and if so requested, CITY shall make this determination within fourteen (14) days of such request.

3. Project Schedule

The Project Schedule is set forth in the attached Exhibit "A-1."

4. Payment of Fees and Expenses

Payments shall be made to CONSULTANT on a monthly basis as set forth in the attached Exhibit "B" entitled "Compensation Schedule." All compensation will be based on monthly billings as provided in Exhibit "B." Compensation will not be due until said detailed billing is submitted to CITY

within a reasonable time before payment is expected to allow for normal CITY processing. An estimate of the percent of total completion associated with the various categories of the services shall be furnished by CONSULTANT with said billing. When applicable, copies of pertinent financial records will be included with the submission of billing(s) for all direct reimbursables. Compensation shall not exceed the amounts set forth in Exhibit "B" for each phase, and shall include services as identified in Exhibit "A" in the amount of Three Hundred Thirty Eight Thousand Eight Hundred Sixty Six and No/100 (\$338,866.00) for the duration of the contract, as well as optional services in an amount not to exceed Seventy Two Thousand Three Hundred Ninety Eight and No/100 (\$72,398.00) for the duration of the contract. In no event shall the total amount of compensation payable under this agreement exceed the sum of Four Hundred Eleven Thousand Two Hundred Sixty Four and No/100 Dollars (\$411,264.00) unless upon written modification of this Agreement. All invoices, including detailed backup, shall be sent to City of Sunnyvale, attention Accounts Payable, P.O. Box 3707, Sunnyvale, CA 94088-3707.

CONSULTANT will be reimbursed as promptly as fiscal procedures will permit upon receipt by the CITY of itemized invoices in triplicate. Invoices shall be submitted no later than 45 calendar days after the performance of work for which CONSULTANT is billing. Invoices shall detail the work performed on each milestone and each project as applicable. Invoices shall follow the format stipulated in the Compensation Schedule and shall reference the project title. The final invoice must contain the final cost and all credits due CITY. The final invoice should be submitted within 60 calendar days after completion of CONSULTANT's work.

5. No Assignment of Agreement

CONSULTANT bind themselves, their partners, successors, assigns, executors, and administrators to all covenants of this Agreement. Except as otherwise set forth in this Agreement, no interest in this Agreement or any of the work provided for under this Agreement shall be assigned or transferred, either voluntarily or by operation of law, without the prior written approval of CITY. However, claims for money due to or to become due to CONSULTANT from CITY under this Agreement may be assigned to a bank, trust company or other financial institutions, or to a trustee in bankruptcy, provided that written notice of any such assignment or transfer shall be first furnished to CITY. In case of the death of one or more members of CONSULTANT's firm, the surviving member or members shall complete the services covered by this Agreement. Any such assignment shall not relieve CONSULTANT from any liability under the terms of this Agreement.

6. Consultant is an Independent Contractor

CONSULTANT is not an agent or employee of CITY but is an independent contractor with full rights to manage its employees subject to the requirements of the law. All persons employed by CONSULTANT in connection with this Agreement will be employees of CONSULTANT and not employees of CITY in any respect. CONSULTANT is responsible for obtaining statutory Workers' Compensation coverage for its employees.

7. Consultant's Services to be Approved by a Registered Professional

All reports, costs estimates, plans and other documents which may be submitted or furnished by CONSULTANT shall be approved and signed by a qualified registered professional in the State of California. The title sheet for calculations, specifications and reports, and each sheet of plans, shall bear the professional seal, certificate number, registration classification, expiration date of certificate and signature of the professional responsible for their preparation.

8. Standard of Workmanship

CONSULTANT represents and maintains that it is skilled in the professional calling necessary to perform the services and its duties and obligations, contained herein, and CITY

expressly relies upon CONSULTANT's representations regarding its skills and knowledge. CONSULTANT shall perform such services and duties in conformance to and consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California during the same or similar time period.

The plans, designs, specifications, estimates, calculations reports and other documents furnished under the Scope of Work (Exhibit "A") shall be of a quality acceptable to CITY. The criteria for acceptance of the work provided under this Agreement shall be a product of neat appearance, well-organized, technically and grammatically correct, checked and having the maker and checker identified. The minimum standard of appearance, organization and content of the drawings shall be that used by CITY for similar projects.

9. Responsibility of CONSULTANT

CONSULTANT shall be responsible for the professional quality, technical accuracy and the coordination of the services furnished by it under this Agreement. Neither CITY's review, acceptance nor payment for any of the services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement and CONSULTANT shall be and remain liable to CITY in accordance with applicable law for all damages to CITY caused by CONSULTANT's negligent performance of any of the services furnished under this Agreement.

Any acceptance by CITY of plans, specifications, calculations, construction contract documents, reports, diagrams, maps and other material prepared by CONSULTANT shall not, in any respect, absolve CONSULTANT for the responsibility CONSULTANT has in accordance with customary standards of good engineering practice in compliance with applicable Federal, State, County and/or municipal laws, ordinances, regulations, rules and orders.

10. Right of CITY to Inspect Records of CONSULTANT

CITY, through its authorized employees, representatives, or agents, shall have the right, at any and all reasonable times, to audit the books and records including, but not limited to, invoices, vouchers, canceled checks, time cards of CONSULTANT for the purpose of verifying any and all charges made by CONSULTANT in connection with this Agreement. CONSULTANT shall maintain for a minimum period of three (3) years from the date of final payment to CONSULTANT or for any longer period required by law, sufficient books and records in accordance with generally accepted accounting practices to establish the correctness of all charges submitted to CITY by CONSULTANT. Any expenses not so recorded shall be disallowed by CITY.

11. Confidentiality of Material

All ideas, memoranda, specifications, plans, calculations, manufacturing procedures, data, drawings, descriptions, documents, discussions or other information developed or received by or for CONSULTANT and all other written information submitted to CONSULTANT in connection with the performance of this Agreement shall be held confidential by CONSULTANT and shall not, without the prior written consent of CITY be used for any purposes other than the performance of the Project services, nor be disclosed to an entity not connected with the performance of the Project services. Nothing furnished to CONSULTANT which is otherwise known to CONSULTANT or is or becomes generally known to the related industry shall be deemed confidential. CONSULTANT shall not use CITY's name, insignia or distribute exploitative publicity pertaining to the services rendered under this Agreement in any magazine, trade paper, newspaper or other medium without the express written consent of CITY.

12. No Pledging of CITY's Credit

Under no circumstances shall CONSULTANT have the authority or power to pledge the credit of CITY or incur any obligation in the name of CITY.

13. Ownership of Material

All material, including information developed on computer(s), which shall include, but not be limited to, data, sketches, tracings, drawings, plans, diagrams, quantities, estimates, specifications, proposals, tests, maps, calculations, photographs, reports and other material developed, collected, prepared or caused to be prepared, under this Agreement shall be the property of CITY, but CONSULTANT may retain and use copies thereof.

CITY shall not be limited, in any way, in its use of said material, at any time, for work associated with Project. However, CONSULTANT shall not be responsible for damages resulting from the use of said material for work other than Project, including, but not limited to the release of this material to third parties for work other than on Project.

14. Hold Harmless/Indemnification

To the extent permitted by law (including, without limitation, California Civil Code section 2782.8), CONSULTANT agrees to indemnify, defend and hold harmless CITY, its officers and employees from any and all claims, demands, actions, causes of action, losses, damages, liabilities, known or unknown, and all costs and expenses, including reasonable attorneys' fees in connection with any injury or damage to persons or property to the extent arising out of any negligence, recklessness or willful misconduct of CONSULTANT, its officers, employees, agents, contractor, subcontractors or any officer, agent or employee thereof in relation to CONSULTANT's performance under this Agreement. In no event shall the cost to defend charged to the design professional's proportionate percentage of fault. However, notwithstanding the previous sentence, in the event one or more defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, the design professional shall meet and confer with other parties regarding unpaid defense costs. Such defense and indemnification shall not apply in any instance of and to the extent caused by the sole negligence, recklessness or willful misconduct of CITY, its officers, employees, agents or representatives.

15. Insurance Requirements

CONSULTANT shall take out and maintain during the life of this Agreement policies of insurance as specified in Exhibit "C" attached and incorporated by reference, and shall provide all certificates and/or endorsements as specified in Exhibit "C."

16. No Third Party Beneficiary

This Agreement shall not be construed or deemed to be an agreement for the benefit of any third party or parties and no third party or parties shall have any claim or right of action hereunder for any cause whatsoever.

17. Notices

All notices required by this Agreement, other than invoices for payment which shall be sent directly to Accounts Payable, shall be in writing, and sent by first class with postage prepaid, or sent by commercial courier, to address below.

Nothing in this provision shall be construed to prohibit communication by more expedient means, such as by email or fax, to accomplish timely communication. Each party may change the address by written notice in accordance with this paragraph. Notices delivered personally shall be deemed communicated as of actual receipt; mailed notices shall be deemed communicated as of three business days after mailing.

To CITY: Shahid Abbas, Transportation and Traffic Manager
Department of Public Works
CITY OF SUNNYVALE
P. O. Box 3707
Sunnyvale, CA 94088-3707

To CONSULTANT: Alta Planning + Design, Inc.
Attn: Jeff Knowles c/o Contract Administrator
711 SE Grand Ave.
Portland, OR 97214

18. Waiver

CONSULTANT agrees that waiver by CITY of any one or more of the conditions of performance under this Agreement shall not be construed as waiver(s) of any other condition of performance under this Agreement.

19. Amendments

No alterations or changes to the terms of this Agreement shall be valid unless made in writing and signed by both parties.

20. Integrated Agreement

This Agreement embodies the agreement between CITY and CONSULTANT and its terms and conditions. No verbal agreements or conversation with any officer, agent or employee of CITY prior to execution of this Agreement shall affect or modify any of the terms or obligations contained in any documents comprising this Agreement. Any such verbal agreement shall be considered as unofficial information and in no way binding upon CITY.

21. Conflict of Interest

CONSULTANT shall avoid all conflicts of interest, or appearance of conflict, in performing the services and agrees to immediately notify CITY of any facts that may give rise to a conflict of interest. CONSULTANT is aware of the prohibition that no officer of CITY shall have any interest, direct or indirect, in this Agreement or in the proceeds thereof. During the term of this Agreement CONSULTANT shall not accept employment or an obligation which is inconsistent or incompatible with CONSULTANT'S obligations under this Agreement.

22. Governing Law, Jurisdiction and Venue

This Agreement shall be governed by and construed in accordance with the laws of the State of California, excluding its conflict of law principles. Proper venue for legal actions will be exclusively vested in a state court in the County of Santa Clara. The parties agree that subject matter and personal jurisdiction are proper in state court in the County of Santa Clara, and waive all venue objections.

23. Records, Reports and Documentation

CONSULTANT shall maintain complete and accurate records of its operation, including any and all additional records required by CITY in writing. CONSULTANT shall submit to CITY any and all reports concerning its performance under this Agreement that may be requested by CITY in writing. CONSULTANT agrees to assist CITY in meeting CITY's reporting requirements to the state and other agencies with respect to CONSULTANT's work hereunder. All records, reports and documentation relating to the work performed under this Agreement shall be made available to City during the term of this Agreement.

24. Termination of Agreement

- A. If CONSULTANT defaults in the performance of this Agreement, or materially breaches any of its provisions, CITY at its option may terminate this Agreement by giving written notice to CONSULTANT. In the event of such termination, CONSULTANT shall be compensated in proportion to the percentage of satisfactory services performed or materials furnished (in relation to the total which would have been performed or furnished) through the date of receipt of notification from CITY to terminate. CONSULTANT shall present CITY with any work product completed at that point in time.
- B. Without limitation to such rights or remedies as CITY shall otherwise have by law, CITY also shall have the right to terminate this Agreement for any reason upon ten (10) days' written notice to CONSULTANT. In the event of such termination, CONSULTANT shall be compensated in proportion to the percentage of services performed or materials furnished (in relation to the total which would have been performed or furnished) through the date of receipt of notification from CITY to terminate. CONSULTANT shall present CITY with any work product completed at that point in time.
- C. If CITY fails to pay CONSULTANT, CONSULTANT at its option may terminate this Agreement if the failure is not remedied by CITY within (30) days after written notification of failure to pay.

25. Subcontracting

None of the services covered by this Agreement shall be subcontracted without the prior written consent of CITY. Such consent may be issued with notice to proceed if subcontract consultants are listed in the project work plan.

26. Fair Employment

CONSULTANT shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, condition of physical handicap, religion, ethnic background or marital status, in violation of state or federal law.

27. Changes

CITY or CONSULTANT may, from time to time, request changes in the terms and conditions of this Agreement. Such changes, which are mutually agreed upon by CITY and CONSULTANT, shall be incorporated in amendments to this Agreement.

28. Other Agreements

This Agreement shall not prevent either Party from entering into similar agreements with others.

29. Severability Clause.

In case any one or more of the provisions contained herein shall, for any reason, be held invalid, illegal or unenforceable in any respect, it shall not affect the validity of the other provisions which shall remain in full force and effect.

30. Captions

The captions of the various sections, paragraphs and subparagraphs, of the contract are for convenience only and shall not be considered nor referred to for resolving questions of interpretation.

31. Entire Agreement; Amendment

This writing constitutes the entire agreement between the parties relating to the services to be performed or materials to be furnished hereunder. No modification of this Agreement shall be effective unless and until such modification is evidenced by writing signed by all parties.

32. Miscellaneous

Time shall be of the essence in this Agreement. Failure on the part of either party to enforce any provision of this Agreement shall not be construed as a waiver of the right to compel enforcement of such provision or any other provision.

IN WITNESS WHEREOF, the parties have executed this Agreement.

ATTEST:

CITY OF SUNNYVALE ("CITY")

By _____
City Clerk

By _____
City Manager

{CONSULTANT'S NAME}
("CONSULTANT")

APPROVED AS TO FORM:

By _____

Name/Title

City Attorney

By _____

Name/Title

Exhibit A
Detailed Scope of Work

SCOPE OF WORK
Active Transportation Plan
(Bicycle Plan, Safe Routes to School Plan, and Pedestrian Safety and Circulation Plan)

I. Project Background

The City of Sunnyvale has embraced a vision of an active and healthy community where bicycle and walking serve as a major mode of transportation for its residents. Through many of its plans and policies, the City supports for healthier lifestyles, reduced dependence on automobiles, safer streets, reduced energy consumption, and the creation of vibrant neighborhoods. The City recently revised the Land Use and Transportation Element (LUTE) in the City's General Plan to include Complete Streets policies, which lay down the foundation for providing safe access to city streets for all modes of transportation. Safety considerations of all transport modes shall take priority over capacity considerations of any one transport mode.

- a. Bicycle Plan:** The City adopted the Citywide Bicycle Plan in 2006. Since then, there have been many changes and improvements on the City's bicycle network, and therefore, the plan needs to be updated to reflect these changes to effectively meet the needs of Sunnyvale residents and to increase bicycle ridership. The City recently published a Green Bike Lane Design Guidelines, however, it does not serve as a standalone comprehensive bicycle design standards and specifications guidebook. The 2006 Bicycle Plan identified projects to expand and improve the existing bicycle network, but it did not evaluate impacts on on-street parking and traffic operations. The new Bicycle Plan will not only identify impacts on on-street parking and traffic operations, e.g., if a travel lane or a parking lane were to be removed, it shall also identify mitigation measures, where feasible. For this effort, the Consultant may require to collect additional data to quantify these impacts at the planning level; detailed traffic analysis will not be required.
- b. Safe Routes to School Plan:** The City prepared a Safe Routes to School Plan in 2012, which was also referred as the Comprehensive School Traffic Safety Study. Since the last plan was prepared, some roadway improvements have been implemented to enhance safety within the vicinity of schools. The City has a SRTS liaison to coordinate and collaborate with members in the SRTS program.
- c. Pedestrian Safety and Circulation Plan:** The City prepared the Pedestrian Safety and Circulation Plan in 2007. This plan needs to be updated to reflect changes in the pedestrian circulation elements within the City due to roadway improvements and other development projects. The Pedestrian Safety and Circulation Plan shall provide guidelines to promote a pedestrian-friendly environment in public spaces, including on-street and off-street pedestrian paths, and encourage walking by enhancing convenience, safety, and attractiveness.

The City aims to improve the existing infrastructures by identifying new projects through the implementation of the three plans as listed above. The three plans together will become the Active Transportation Plan (ATP) for the City. The identified projects from these three plans shall improve connectivity to the existing bicycle, pedestrian, and Safe Routes to School networks. These plans shall provide continuity to the bicycle and pedestrian networks within the City, with neighboring jurisdictions, and with regional networks, where feasible. The development of these three plans will require close coordination with neighboring jurisdictions and the Santa Clara Valley Transportation Authority (VTA). Integration of regional routes/trails in the Bicycle Plan and the Pedestrian Safety and Circulation Plan is essential, and therefore the Consultant shall identify these regional routes/trails in the plans.

There are specific guidelines for bicycle and pedestrian facilities in the City's adopted Specific/Precise Plans. The proposed guidelines and standards in the Bicycle Plan and Pedestrian Safety and Circulation Plan shall conform with the guidelines and standards identified in the City's Planning documents.

There are several documents relevant to this Request for Proposal (RFP) that the City has completed or are currently under development. The Consultant shall review and be familiar with the following documents for successful completion of these plans.

i. 2006 Bicycle Plan

The plan:

- Provides an overview of the existing bikeways and bicycle-support facilities, as well as planned improvements; and,
- Serves as a guide for the development of future bicycle capital improvement program.

ii. Sunnyvale Bike Map

The City of Sunnyvale 2017 Bike Map provides a graphical depiction and overview of the City's bicycle network facilities.

iii. City's General Plan (Land Use and Transportation Element)

In April 2017, the City adopted the latest LUTE in the General Plan. The General Plan provides the vision for the City's future and sets guidance regarding the City's land use, mobility, infrastructure, and policy.

iv. City's Specific/Precise Plans and Other Planning Documents

The City has planning documents for specific/precise plan areas, including Downtown Specific Plan, El Camino Real Precise Plan, Moffett Park Specific Plan, Lakeside Specific Plan, Peery Park Specific Plan, Lawrence Station Area Plan, and Arques Site Specific Plan. Other planning and design documents include Tasman/Fair Oaks Area Pedestrian and Bicycle Circulation Plan, Fair Oaks Junction Sense of Place Plan, and East Sunnyvale Sense of Place Plan. Some of these documents highlight the bicycle and pedestrian networks within the specific plan area, existing bicycle parking, and proposed bicycle improvements.

v. Complete Streets Policy

The City has adopted a resolution for the Complete Streets Policy on December 6, 2016. The Metropolitan Transportation Commission (MTC) administers the One Bay Area Grant (OBAG) Program. In order to be eligible for this grant, MTC requires local jurisdictions must comply with the California Complete Streets Act of 2008.

vi. Caltrans' Complete Streets Implementation Action Plan 2.0

The intent of the California Department of Transportation's (Caltrans) Complete Street Implementation Action Plan 2.0 is to describe the current Caltrans complete streets policy framework and to provide an overview of Caltrans' continued complete street efforts.

vii. Green Bike Lane Design Guidelines

The City published the Green Bike Lane Design Guidelines in 2016. This document provides a general guidance for green bike installation within the City following the Caltrans' approval for the use of green bike lanes on all state highways and local jurisdiction roadways. It also follows the terms as included in the Manual on Uniform Traffic Control Devices (MUTCD) Interim Approval for Optional Use of Green Colored Pavement for Bike Lanes (IA-14) Memorandum.

The Consultant shall propose improvements to the existing design guidelines and policy, where appropriate. These recommended improvements shall comply with the latest state and national standards, and they shall be clearly documented in the revised design guidelines/standards.

viii. Vision Zero Plan

The City is currently developing a Vision Zero Plan, which strives to reduce the number of all types of collisions, especially serious injury and fatal collisions within the City of Sunnyvale. The collision analysis and findings from the Existing Conditions assessment will be the basis for the development of the Vision Zero Plan.

ix. 2017 Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan

The City conducted an ADA Self-Evaluation and prepared the ADA Transition Plan in 2017 to provide recommendations with regard to policies, procedures and practices related to ADA, and to assess City owned and leased facilities to ensure appropriate access exists as well as to mitigate deficiencies in compliance with State and Federal disability civil rights laws.

x. Design Guidelines, Standards and Specifications

The Consultant shall be familiar with other Countywide and regional documents related to bicycle plans and policies, including but are not limited to: VTA Countywide Bike Plan, VTA's Bicycle Technical Guidelines, VTA Valley Transportation Plan (VTP) 2040, MTC's Regional Bicycle Plan for the San Francisco Bay Area 2009 Update, Plan Bay Area 2040, and Bicycle Plan/Safe Routes to School Plan/Pedestrian Safety and Circulation Plan from the neighboring jurisdictions.

The Consultant shall be familiar with the relevant state and national standards, research reports, California MUTCD, Caltrans' Highway Design Manual and other publications from National Cooperative Highway Research Program (NCHRP), American Association of State Highway and Transportation Officials (AASHTO), Institute of Transportation Engineers (ITE), Caltrans, and National Association of City Transportation Officials (NACTO).

All the proposed improvements must conform to the City's Design Guidelines and Standards.

The Consultant shall research and recommend how frequent these three plans (Bicycle Plan, Safe Routes to School Plan, and Pedestrian and Safety and Circulation Plan) shall be updated.

III. The Proposed Plans and Objectives Project Information

The Consultant selected for the preparation of the Bicycle Plan, Safe Routes to School Plan, and Pedestrian and Safety and Circulation Plan shall have experience in urban design, traffic engineering, and public outreach. The Consultant shall work closely with City staff to develop the Bicycle Plan, Safe Routes to School Plan, and Pedestrian Safety and Circulation Plan. The main intent of these plans is to enhance safety and mobility to all road users.

Bicycle Plan: The Bicycle Plan shall describe the existing conditions, assess current unmet needs, provide a vision, strategies, and actions for improving and encouraging bicycle travel within the City and through the City, reflect current best practices for planning, design, and executions of bicycle facilities and programs, identify bicycle parking needs, bicycle parking facility design standards and installation guidelines including bicycle racks, bicycle lockers, bicycle cages, and establish eligibility of funding from Caltrans and other sources.

Safe Routes to School Plan: The Sunnyvale SRTS Plan shall include the preparation of a variety of documents to educate and encourage both children and parents to walk and bike, not only to/from school, but also as part of their everyday activities. The City will continue to provide the infrastructure and resources necessary for residents to incorporate active transportation lifestyles into their daily lives, and to become part of a healthier community. The SRTS plan shall include SRTS maps that illustrate existing features to/from schools, safety analysis and severe injury map, and a list of roadway improvement projects to make walking and bicycling safer.

Pedestrian Safety and Circulation Plan: This plan shall document the existing conditions analysis, identify pedestrian needs, available right-of-way, connectivity, barriers, multimodal linkage, walkway improvements and associated structures if needed, etc.

The City intends to work with its Bicycle and Pedestrian Advisory Commission (BPAC) and other City identified stakeholders, including Caltrans, and neighboring and regional agencies. The Consultant shall coordinate with the City and other stakeholders during the planning process. These plans shall satisfy all requirements of the VTA, Caltrans, and MTC to qualify for grant funding, including Caltrans Bicycle Transportation Account (BTA) funding.

Each of these three plans shall identify major barriers, such as major intersections, major roadways, railroad crossings or other barriers of significance as determined by the Consultant for safe crossing, and to provide connectivity and continuity of the bicycle and

pedestrian networks. The Consultant shall suggest feasible mitigation measures to cross these barriers safely.

IV. Detailed Scope of Services

The scope of work for consulting services is divided into nine tasks. The tasks for the Bicycle Plan, Safe Routes to School Plan, and Pedestrian Safety and Circulation Plan are described in Task 6. The three plans shall complement each other to meet their goals and objectives, and therefore directly contribute in achieving connectivity and continuity in the bicycle and pedestrian networks. The Consultant shall ensure that there will not be any duplication of tasks between these three plans.

Task 1. Project Work Plan and Management

The City will hold a kick-off meeting with Caltrans staff and the Consultant to discuss grant procedures, including invoicing, quarterly reporting, and all other relevant information. This meeting will provide a complete understanding of the project and the City's expectations. The Consultant shall prepare a list of data needs to be provided by the City in order to complete the project. The Consultant shall prepare a project work plan, which includes public outreach approach and project schedule. The Consultant shall prepare an agenda for the meeting and draft the meeting minutes. All the presentation materials shall be approved by the City's Project Manager at least five (5) business days prior to the meeting.

Task 1 Deliverable:

- 1.1. A project work plan, which includes but not limited to, project schedule with milestones, public participation plan, schedule of meetings, meeting agenda and meeting minutes, documentation of findings, and written comments.

Task 2. Coordination and Public Outreach

It is anticipated that successful accomplishment of these services will require coordination with diverse demographics, engaging people of all ages and abilities to solicit input regarding existing bicycle/pedestrian networks facilities and identify potential bicycle/pedestrian network improvements and strategies. The Consultant shall be responsible for providing adequate coordination, including conducting public meetings and presentations and implementing the proposed public engagement strategy (Appendix C).

Up to twenty-five (25) meetings are anticipated throughout the course of this project. These meetings are in addition to the coordination required by the Consultant with individual schools for completion of the SRTS maps with existing features and potential future improvements near each of the 21 Sunnyvale Schools as discussed in Task 6B.1. The purpose of these meetings is, in part, to inform the public, boards and commissions, the various stakeholders, and City Council about the project scope, progress of the work, and discussions regarding problems and their resolutions. The Consultant shall prepare presentation materials, make formal and/or informal presentations (whichever is appropriate) and respond to questions from the general public, City officials, board members and commissioners, and City Council. The Consultant shall keep, maintain, and distribute accurate records of each meeting.

The anticipated meetings and public workshops include, but are not limited to:

- a. Meeting with City staff (8)
- b. Meeting with School Districts/Principals (4)

- c. Sunnyvale Focus Groups (4)
- d. Meeting with neighboring jurisdictions and VTA (2)
- e. Meeting with Bicycle and Pedestrian Advisory Commission (2)
- f. City Council Meetings (2)
- g. Public Meetings (3)

In addition, the Consultant shall provide bi-weekly project status updates to ensure good communication on project status and upcoming tasks and to make sure the project remains on schedule and within budget. The Consultant shall specify the method of the meetings; the City is open to any methods such as web-based and/or conference call meetings.

The City will update project status on the City's website. The Consultant shall provide project summary, project updates, public events, bicycle and walking tours, walking audits, community survey/feedback, and other subsequent documents along with necessary graphics to City staff to publish on the project website.

Task 2 Deliverables:

- 2.1. Provide a meeting agenda at least five (5) business days prior to the meeting to the City.
- 2.2. Provide presentation materials to the City for review at least five (5) business days prior to the meeting. For the City Council and Commission meetings, the Consultant shall submit presentation materials and other documents to the City up to eight (8) weeks prior to the meeting.
- 2.3. Provide draft meeting minutes to the City no later than five (5) business days after a meeting. This deliverable may require multiple drafts.
- 2.4. Provide project summary, project updates, community survey questionnaires, relevant project information to publish on the City's website throughout the project duration.

Task 3. Identify Visions, Goals, Policies and Action Statements

The Consultant, in coordination with City staff, board members, and commissioners shall develop goals, policies and action statements related to the bicycling in City of Sunnyvale. The Consultant shall review the existing City's Safe Routes to School Plan and develop goals, policies and action statements related to the Safe Routes to School Plan.

The Consultant shall collect and analyze the City's existing plans and policies (as listed in Section II), review concepts and policies from comparable communities and national organizations, and review relevant legislation that might affect the implementation of the Pedestrian Safety and Circulation Plan.

The Consultant shall develop a long-range vision for Bicycle Plan, Safe Routes to School Plan, and pedestrian route and facility planning, to meet the existing plans and policies. The Consultant shall document the vision in a draft report.

Task 3 Deliverables:

- 3.1. A draft report identifying goals, policies, and action statements for bicycling in Sunnyvale.

- 3.2. A draft report identifying goals, policies, and action statements for Safe Routes to School.
- 3.3. A draft report summarizing the evaluation of goals, policies, objectives, coordination opportunities for the Pedestrian Safety and Circulation Plan.
- 3.4. A draft report of a long-range vision for Bicycle Plan, Safe Routes to School Plan, and pedestrian route and facility planning to meet existing plans and policies.

Task 4. Safety Analysis

The City has a comprehensive in-house collision database (Crossroads), which includes data such as primary collision factor, parties involved in a collision, collision severity, collision type, collision location, etc. The Consultant shall come to the City office to collect the necessary collision data from the Crossroads Collision database. The Consultant shall perform a detailed collision analysis with the collision data for the last five years. The Consultant shall become familiar with the Crossroads Collision software, and the City can provide an overview of the software, if necessary. However, the Consultant shall perform all the analyses involved in this task. At a minimum, the collision analysis shall identify and rank collision locations involving pedestrians and bicycles. The Consultant shall identify probable cause of the collision and the party at fault, and suggest mitigation measures to reduce or to eliminate future collisions. Based on the current practices, this effort shall identify potential countermeasures for implementation to enhance pedestrian and bicycle safety. The targeted list of benefits from these countermeasures and improvements shall be included. The Consultant shall prepare a planning level cost estimate for the proposed countermeasures and improvements. The Consultant shall prepare a conceptual plan for any proposed engineering or roadway improvements.

The Consultant shall analyze collisions and prepare maps including the following factors: all bicycle and pedestrian-involved collisions, high frequency collision locations, bicycle collisions with bicyclist at fault, bicycle collisions with driver at fault, collisions with primary collision factor for bicyclist at fault, primary collision factor for driver at fault involving bicyclists, minor and senior bicyclists at fault in collisions, collisions with severe injury or fatality, and collisions with other contributing factors such as alcohol-involved, hit-and-run, red light running, lighting conditions, weather conditions, etc.

The Consultant may require to analyze collision data and prepare specific collisions maps as per individual plan needs. This effort will be done in conjunction with the tasks as discussed in the individual plans in Task 6, as given in subsequent paragraph.

Task 4 Deliverables:

- 4.1. A report summarizing the methodology used and the assumptions for the collision analysis, results, collision locations, and discussion of safety issues, targeted countermeasures and other improvements throughout the City.
- 4.2. A copy (including an electronic copy) of the collision data analysis and collision location maps.
- 4.3. Maps showing collisions and contributing factors as listed in the previous paragraph.

Task 5. Bicycling and Walking Audits and School Audits

Task 5.1. Bicycling Audit

City staff, the Consultant, and other identified stakeholders shall conduct a bicycling audit to identify problem areas as well as popular/preferred bicycling areas within the City. The Consultant shall propose up to five (5) locations for bicycling audit. Members of the public may be invited to attend.

Task 5.2. School Walking Audit

The Consultant shall lead a walking audit of Sunnyvale schools (up to twenty-one (21) walking audits) during the morning drop-off and/or afternoon pick-up period to observe conditions and behaviors, and to identify challenges or impediments that currently limit walking and bicycling. A list of Sunnyvale schools is attached (Exhibit A). Interested stakeholders, City staff, representatives from schools may be invited to attend.

Task 5.3. Citywide Walking Audit

City staff, the Consultant, and interested stakeholders shall conduct a walking audit to identify problem areas as well as popular/preferred walking areas within Sunnyvale. The Consultant shall propose up to five (5) locations for walking audit. The proposed locations shall be representative of different land uses and pedestrian generation activities, e.g., residential, commercial, etc. Members of the public may be invited to attend.

Task 5 Deliverables:

- 5.1. Bicycling audit summary and photos.
- 5.2. Summary, photos, and meeting notes for school walking audit at twenty-one (21) schools.
- 5.3. Walking audit summary and photos.

Task 6. Development of Plans

Task 6A. Bicycle Plan

The Sunnyvale Bicycle Plan will serve as a planning document for the City to identify and prioritize bicycle facilities improvement projects. The plan will serve as a guide to encourage bicycling in Sunnyvale as both a form of transportation mode and for recreational purpose, and to summarize all goals, policies, and action statements related to bicycling and walking. This request for proposal is for planning and engineering services for the preparation of the Sunnyvale Bicycle Plan as described here and elsewhere in the document.

Task 6A.1. Existing Conditions Analysis

The Consultant shall document the existing bicycle infrastructure and programs in the City, including existing bicycle networks, amenities, the existing numbered bicycle routes, educational programs and policies to promote and encourage bicycling as an alternative nonmotorized transportation solution. The Consultant shall review the documents related to bicycle transportation needs as listed in Section II. The Consultant shall collect and analyze data regarding bicycle ridership, bicycle collision statistics, characterizations of Sunnyvale bicyclists (commuter, recreational, school, etc.), land use patterns, US Census data and bicycle parking survey. The Consultant shall also research and include information and analysis regarding the following items:

- i. Types of traffic signal detection in Sunnyvale
- ii. Existing bicycle facilities, existing bicycle control measures such as traffic signal timing, bicycle detection at traffic signal, etc.

- iii. Discussion of existing educational and safety programs
- iv. Discussion of goals achieved from the previous plan
- v. Bicycle collision analysis (as described in Task 4. Safety Analysis)

The City maintains a traffic count database from various City managed projects. The Consultant shall coordinate with the City's Project Manager to obtain the existing traffic counts before collecting additional traffic counts (see Optional Task 7.2).

The inventory of the existing conditions shall identify ADA needs to accommodate bicyclists with disabilities. The Consultant shall present the existing conditions analysis using the City's current Geographic Information System (GIS) and other graphical formats, where appropriate. The Consultant shall review the data and incorporate relevant information into a report.

Task 6A.1 Deliverable:

6A.1.1. A draft report summarizing the existing conditions, including the following elements:

- Bicycle ridership from census, Caltrain and VTA ridership statistics, and School information;
- Bicycle Collision Analysis (past five years);
- Demographics of bicyclist in Sunnyvale, including the characteristics of different types of riders (recreational, commuter, children);
- Land use patterns;
- Bicycle parking survey (public spaces, commercial/retail developments, schools);
- Types of traffic signal detection (bicycle and pedestrian detection);
- Existing educational and safety programs; and,
- Inventory of existing facilities, programs, and policies.

Task 6A.2. Identification of Deficiencies and Needs

The Consultant shall identify connectivity and continuity to the existing bicycle network and identify gaps in the existing bicycle networks hindering safe and convenient access to key destinations (e.g. schools, parks, transit, major local and regional bicycle and pedestrian facilities). This will include an analysis of the existing bicycle network, exploration of recreational bicycling opportunities, expansion/update of the existing bicycle network and associated guidelines and standards, and development of safety and educational programs that will address issues from the collision analysis.

The Consultant shall identify funding sources and opportunities. In addition, the Consultant must include elements in the California Streets and Highways Code Section 891.2 and

Caltrans' Active Transportation Program (ATP) Active Transportation Plan components in the City's Bicycle Plan.

The Consultant shall identify needs and improvements for the bicycle network facilities within the City, which include but are not limited to the following:

- a. Shared Roadway (No Bikeway Designation) – Bicycle travel occurs on streets without bikeway designations.
- b. Class I Bikeway – A Class I multiuse path provides a completely separated right-of-way designated for the exclusive use of bicycles and pedestrians with crossflows by motorists minimized.
- c. Class II Bikeway (Bike Lane) – A Class II bikeway is an on-street bike lane facility that separates bicycle from vehicle traffic by paint, but with vehicle parking and crossflows by pedestrians and motorist permitted.
- d. Class III Bikeway (Bike Route) – A Class III Bike Route provides a right-of-way on-street or off-street, designated by signs or permanent markings and shared with pedestrians or motorists, typically on lower volume roadways. The Consultant shall perform an analysis to determine the feasibility of using bike route numbers on Sunnyvale roadway network for east/west and north/south directions. The City has a set of proposed preliminary bike route numbers on selected Sunnyvale roadways (see Appendix A-1 and A-2). However, the Consultant may propose different bike route numbers if necessary.
- e. Class IV Bikeway (Separated Bikeway or Cycle Track) – A Class IV bikeway provides a right-of-way designated exclusively for bicycle travel adjacent to a roadway, which are separated from vehicular traffic.
- f. Bicycle Boulevard – Bicycle boulevards are streets with low motorized traffic volumes and speeds, designated and designed to give priority for bicycle travel.
- g. Part-time Bicycle Lane – A part-time bicycle lane operates on a part-time basis where parking is allowed during night time. For example, the part-time bicycle lane has been implemented along Homestead Road. If the Consultant identifies locations for implementation part-time bicycle lane, the bicycle lane operation hours shall be suggested.
- h. Green Bike Lane – The purpose of the green colored pavement is to increase the visibility of the facility, identifies potential areas of conflict, reinforces priority to bicyclists in conflict areas, and discourages illegal parking in bike lanes.
- i. Bicycle Box – It is a designated area for bicycles, which is painted in green with a white bicyclist symbol inside. The bicycle box is typically located at the head of a traffic lane at a signalized intersection. It provides a safe waiting area for bicyclists when stopped at a red light.

There are various water channels passing through the City. The Consultant shall assess the possibility of installing trails along these water channels. The Consultant shall explore potential opportunities for installation of Class I bicycle and pedestrian trail along Evelyn Avenue adjacent to Caltrain railroad tracks between the City of Sunnyvale and the City of

Mountain View. The Consultant shall also explore the needs and feasibility to connect Calabazas Creek Trail to the Caltrain Lawrence Station.

The Consultant shall identify the suitability of bicycle facilities in the City's bicycle network and provide design criteria for each of these facilities and proposed improvements. The barriers along the bicycle network shall be identified. These barriers include bicycle network passing through major roadway intersections, railroad crossing, etc. The Consultant shall propose design guidance for safe passage of bicycle network through a barrier. The Consultant shall quantify the impact on parking and traffic operations if travel lane removal is suggested due to a proposed bicycle facility or improvement. The proposed plans shall identify the number of parking removal and how the removed parking spaces will be replaced within the project vicinity. The identified impacts shall be mitigated if possible. The Consultant must identify requirements of right-of-way for future bicycle lane facilities, if they cannot be accommodated in the existing right-of-way. These analyses shall be done only at planning level. The Consultant shall refer to the latest Caltrans' Highway Design Manual for the suggested width of travel lane, if changes in roadway geometry are proposed.

Task 6A.2 Deliverable:

6A.2.1. A draft report including the following elements:

- An updated Sunnyvale Bicycle Network with bicycle facilities and associated guidelines and standards as defined in this section;
- Identify barriers with mitigation measures;
- Explore recreation bicycling opportunities;
- Feasibility of trails;
- Parking impacts and suggested mitigation measures due to parking lane removal;
- Impacts on traffic due to travel lane removal for bike lane installation; and,
- Suggested safety and education programs that will address issues from the collision analysis.

Task 6A.3. Development of Conceptual Designs

In conjunction with the development of goals, policies, and programs for the plan, the Consultant shall work with City staff to develop sample cross sections and design details for key intersections and corridors (up to five (5) intersections and five (5) corridors), and to identify potential shelf-ready projects for future grants. The level of detail and involvement with project design at this phase shall be further discussed during the refinement of the final scope of work.

Task 6A.3 Deliverable:

6A.3.1. A draft report including the following elements:

- Conceptual roadway cross section and design details for key locations; and,
- A summary of potential shelf-ready projects for future grants.

Task 6A.4. Bicycle Design Standards and Bicycle Lane Implementation

The Consultant shall perform research on the latest best bicycle design practices in conjunction with the documents listed in Section II. The Consultant shall prepare a standalone guideline of design standards and specifications for Class I bikeways, Class II bike lanes, Class III bike routes, Class IV bikeways, bicycle boulevards, part-time bicycle lanes, bicycle boxes, raised separated bikeways, sharrows, green bicycle lanes, and bicycle parking. This document shall provide examples and conceptual layouts of markings and signs of bicycle lanes through conflict points and intersections. The City anticipates several requests for installation of these bicycle facilities. A policy for bicycle boxes shall be prepared to prioritize and limit these installations.

Task 6A.4 Deliverable:

- 6A.4.1. A standalone document with installation guideline, design standards and specifications for bicycle facilities and parking. The document shall also include policies for bicycle control features and traffic control devices associated with bicycle plan, as well as graphical illustration for easy understanding.

Task 6A.5. Update Sunnyvale Bicycle Capital Improvement Program

The Consultant shall update the Sunnyvale Bicycle Capital Improvement Program (CIP) that was adopted by the City Council in 2000. The Bicycle CIP evaluated all the possible projects in the Sunnyvale Bicycle Network. This update will remove completed projects from the program, reevaluate revenue sources, update project information and costs, and develop a new project ranking.

The Consultant shall propose new capital projects to improve the bicycle network. As part of this process, the Consultant shall identify locations where additional right-of-way and/or plan line adjustments may be needed to accommodate the improvements. The Consultant shall develop a preliminary project and program cost estimates and prioritize phasing of projects and programs.

Task 6A.5 Deliverable:

- 6A.5.1. An update list of Sunnyvale Bicycle CIP projects both in a table format and in a graphical format for easy understanding and identification of project locations.

Task 6B. Safe Routes to School Plan

The Safe Routes to School Plan aims to develop roadway improvements, and to identify activities and events to encourage walking and bicycling to school safely through education, encouragement, and enforcement efforts around Sunnyvale schools. This Plan shall be supplemented by Task 1 through Task 5 as discussed earlier in this section.

Task 6B.1. Safe Routes to School Maps

The Consultant shall meet with school principals or SRTS representatives in each school individually for the development of SRTS maps that illustrate existing features and proposed improvements near each public school in Sunnyvale. Some schools have collected data from students and parents; the City will provide these data to the Consultant. However, the Consultant is responsible to document methodology used and validity of the data sets. If additional data is needed, the Consultant shall be responsible to collect the necessary data to complete the SRTS Plan. The Consultant shall create maps that illustrate the existing

features, such as bicycle parking, locations with crossing guards, traffic control devices, marked crosswalks, and showing radius coverage within ¼ of a mile from each public school in Sunnyvale. The Consultant shall identify approximate radius for each school and get approval from the City's Project Manager. The Consultant shall also include the proposed improvements on these maps. These maps will be used for planning and engineering purposes for the development of Capital Improvement projects, and they will not be used as recommended routes to walk or bike to school.

Task 6B.1 Deliverables:

- 6B.1.1. Draft maps for all 21 Sunnyvale Schools (see Appendix A-3 for the list of schools) showing all elements listed in this task.
- 6B.1.2. Coordinate with schools to obtain feedback/comments on the maps.
- 6B.1.3. Final maps for each of the 21 Sunnyvale Schools, after incorporating comments on draft maps from the community, City staff, and school staff.

Task 6B.2. Education Assessment

The Consultant shall document the existing educational tools and activities used covering bicycle and pedestrian safety in Sunnyvale schools. These activities may include but not limited to classroom training, newsletters, calendar of activities, back to school letter, etc. The Consultant shall provide recommendations on existing school curriculum and additional educational activities.

Task 6B.2 Deliverable:

- 6B.2.1. A draft report documenting the existing education tools, recommended educational activities, the estimated cost for the proposed activities, frequency of the activities, and the suggested topics to be covered.

Task 6B.3. Enforcement

The Consultant shall document the existing enforcement activities through the City of Sunnyvale's Department of Public Safety (DPS), crossing guards, etc. The Consultant shall review the City's existing policy to request crossing guards at school crossing locations and if necessary, make necessary amendment as per the latest CA MUTCD. The Consultant shall inventory the existing signs and markings around the school zones. The Consultant shall also make recommendations for missing or non-compliant signs and markings as per the latest CA MUTCD for enforcement purpose. The Consultant shall routinely invite the Sunnyvale DPS to participate in school and community based programs. The Consultant shall meet with police officers to find out if increased enforcement is possible around schools during drop-off and pick-up times, rotating school location with those with most complaints regarding pedestrian safety issues, and other activities to monitor safety around schools.

Task 6B.3 Deliverable:

- 6B.3.1. A draft report documenting the existing enforcement policy, an updated crossing guard policy, existing signs/markings, and recommended signs/markings.

Task 6B.4. Installation Guidelines for Traffic Control Improvements

The Consultant shall research into the latest guidelines and policies in conjunction with the documents listed in Section II for traffic control improvements to enhance safety at school and within the school vicinity. The types of traffic control improvements include, but not

limited to, pedestrian flashing beacon, crosswalk refuge, in-pavement flashing warning lights, marked crosswalk at uncontrolled intersections, raised crosswalk, high visibility ladder crosswalk, rectangular rapid flashing beacons, traffic signal improvements, and including other pavement markings/enhancements. The Consultant shall prepare an installation guideline for each of these safety improvements and recommended installation criteria, along with relevant photos of the improvements. These guidelines shall conform with the latest standards and guidelines as discussed in Section II. As an example, please refer to City's existing Comprehensive School Traffic Study 2012.

Task 6B.4 Deliverable:

6B.4.1. Guidelines for installation of traffic control improvements.

Task 6B.5. Needs Assessment and Improvements

The Consultant shall assess the existing circulation plan within each of the 21 schools, student pick-up and drop-off locations, and provide recommendations to enhance safety and mobility to and from each school.

The Consultant shall prepare pedestrian and bicycle collision severity map for each school. This task will be supplemented by Task 4 (Safety Analysis). Based on the current practices, the Consultant shall identify potential countermeasures for implementation to enhance pedestrian and bicycle safety around the school zones, i.e. within the limits of the SRTS maps. The Consultant shall submit conceptual designs plans for the proposed improvements. The Consultant shall also list the targeted benefits of the implementations of these countermeasures.

Task 6B.5 Deliverables:

6B.5.1. A draft report summarizing the following elements:

- The Existing Conditions, including the circulation plan within each school and the student pick-up and drop-off locations;
- Recommendations to enhance safety and mobility to and from each school;
- Potential countermeasures to enhance pedestrian and bicycle safety around the school zones, including conceptual design plans for these measures; and,
- The targeted benefits of the potential countermeasures.

6B.5.2. Maps showing pedestrian and bicycle collisions for each school, including the severity of each collision.

Task 6C: Pedestrian Safety and Circulation Plan

The Pedestrian Safety and Circulation Plan shall provide guidelines to promote a pedestrian-friendly environment in public spaces. This plan shall be supplemented by Task 1 through Task 5 as discussed earlier in this section.

Task 6C.1. Guidelines for Installation of Traffic Control Improvements

The Consultant shall review planned projects within the City, including curb ramps, midblock crosswalks, and other improvement projects to identify coordination opportunities for

implementation in the Pedestrian Safety and Circulation Plan. Consultant shall summarize the findings in a draft report.

The Consultant shall research into the latest guidelines and policies in conjunction with the documents listed in Section II for traffic control improvements to enhance safety within the City. The types of traffic control improvements include, but not limited to, pedestrian flashing beacon, overhead flashers, pedestrian signs, pedestrian countdown signal heads, audible signals, crosswalk refuge, in-pavement flashing warning lights, marked crosswalk, raised crosswalk, high visibility ladder crosswalk, rectangular rapid flashing beacons, and including other pavement markings/enhancements. The Consultant shall prepare an installation guideline for each of these safety improvements and recommended installation criteria, along with relevant photos of the improvements. These guidelines shall conform with the latest standards and guidelines as discussed in Section II. Similar traffic control improvements are listed in previous task; this task shall be done in conjunction with Task 6B.4 - Safe Routes to School Plan. As an example, please refer to City's existing Pedestrian Safety and Opportunities Study 2007.

Task 6C.1 Deliverable:

6C.1.1. Guidelines for installation of traffic control improvements.

Task 6C.2. Existing Conditions Analysis

The Consultant shall develop and administer a statistically valid community survey to assess pedestrian demand, public awareness and existing constraints, including but not limited to the following items: current areas of deficiency; public awareness of pedestrian safety issues; knowledge and opinion of existing conditions for pedestrian travel; and desirable items for inclusion in the plan. The Consultant must get approval of survey questionnaires and methodology from the City's Project Manager before conducting the survey. The expected results of this task shall be an understanding of who, why, where and how many people are walking. The survey results shall illustrate the needs of our residents, which shall yield the baseline data needed to gauge and measure future impacts and successes of the Pedestrian Safety and Circulation Plan, and to measure future reductions in greenhouse gas emissions. The Consultant shall document the statistically valid community survey in a draft report.

The Consultant shall inventory all pedestrian facilities within the City, review existing activity area, and identify future pedestrian generators. From the inventory, the Consultant shall develop a Pedestrian Traffic Control Device Map and a Major Trails/Paths Projects Map. The Consultant shall identify and prioritize barriers from the inventory and opportunities to enhance safety and accessibility of the pedestrian network.

The Consultant shall analyze pedestrian collision data and develop a comprehensive map of pedestrian collision data. This task shall be supplemented by Task 4 (Safety Analysis). Consultant shall identify and document pedestrian collision patterns in a draft report.

Task 6C.2 Deliverables:

- 6C.2.1. A report documenting the community survey with summary of existing conditions.
- 6C.2.2. Pedestrian traffic control devices map and major trails/path projects map.
- 6C.2.3. Pedestrian collision map with severity types.

Task 6C.3. Needs Assessment and Improvements

The Consultant shall identify a citywide pedestrian network in a draft report considering the needs, available right-of-way, connectivity/directness, barriers, multimode linkage, safety/conflicts and security. The Consultant shall submit conceptual design plans of walkway alignment options (ultimate and interim, if applicable), walkway improvements and any associated structures if needed.

The Consultant shall identify design considerations, and provide preliminary engineering drawing which include pedestrian facility/walkway design standards, trail amenities, and right-of-way research.

Task 6C.3 Deliverables:

- 6C.3.1. A draft report identifying a citywide pedestrian network with improvement projects.
- 6C.3.2. Conceptual design plan of pedestrian alignment options and walkway improvements for design considerations.

Task 7. Optional Tasks

The Consultant shall include these optional tasks in the proposal.

Optional Task 7.1. Analysis of Existing Community Conditions for Bicycle Plan

The Consultant shall propose a methodology to analyze the collected data and show bicycle Level of Service (LOS) and level of traffic stress on the existing Sunnyvale road network. The proposed methodology shall be widely accepted and published in national standards and utilized by other jurisdictions in their bicycle plans.

Optional Task 7.1 Deliverables:

- 7.1.1. A brief report with analysis results of bicycle LOS and level of traffic stress.
- 7.1.2. A map showing the bicycle LOS and level of traffic stress on the existing Sunnyvale roadway network.

Optional Task 7.2. Data Collection

The Consultant shall collect traffic data including vehicle turning movement counts, average daily traffic volume, pedestrian and bicycle counts during AM, PM, and School PM peak hours at key locations (up to 50 locations); the Consultant shall identify key bicycle and pedestrian generating activity centers, such as shuttle pick-up and drop-off locations, commercial/retail centers, public parks, etc.

Optional Task 7.2 Deliverable:

- 7.2.1. A draft report summarizing the collected traffic data.

Optional Task 7.4: Develop a Student Density Map for Safe Routes to School Plan

The Consultant shall prepare a student density map for each of the 21 schools. The Consultant shall propose data collection methodology to prepare these maps. These maps shall show the distribution of students around the community and highlight the corridors which shall be prioritized for CIP projects. An example of a student density map is attached (Appendix B).

Optional Task 7.4 Deliverable:

- 7.4.1. A student density map in GIS format for each school with suggested school routes.

Optional Task 7.5: Environment Document

The Consultant shall prepare an appropriate environmental document under the California Environmental Quality Act (CEQA) for the Bicycle Plan, Safe Routes to School Plan, and Pedestrian Safety and Circulation Plan. The Consultant shall develop a draft environmental report, assist in the circulation of the draft report for public review, and prepare a final environmental report incorporating public comments.

Optional Task 7.5 Deliverables:

- 7.5.1. Draft environmental document.
7.5.2. Final environmental document incorporating public comments.

Task 8. Implementation Strategy

All the recommended improvements shall conform with the City's guidelines, standards and specifications, and ADA guidelines. The improvement projects shall be presented in a table format as well as on a map such that the project locations and types of improvements are easily identified graphically. The Consultant shall develop an implementation strategy, which shall include a planning level cost estimate for improvement projects, anticipated schedule, and appropriate funding. An Implementation Plan shall be developed for projects with priority ranking that can be implemented over the next 5 years and 10 years. The criteria used to prioritize the projects shall be well defined and documented in the plan. The Consultant shall obtain approval from the City's Project Manager before finalizing these criteria for analysis.

Task 8.1. Bicycle Network Improvement Projects

The Consultant shall prepare a list of bicycle network improvement projects and prioritize them. The Consultant shall include project implementation time (short, medium, and long term) and cost (low, medium, and high project costs). As a guide, the Consultant, shall use other factors such as land use (commercial, industrial, and residential), bicycle LOS or level of traffic stress, proximity to bicycle connectivity and continuity, roadway geometric configurations, traffic volume, speed, impact on parking, proximity to Safe Routes to School, proximity to transit, proximity of major hub for bicycle trip generator, etc. The Consultant may propose other parameters, as appropriate, that will have an impact on bicycle lane implementation. The Consultant shall create a matrix and a priority list of bicycle network improvement projects using these parameters.

Task 8.2. Safe Routes to School Improvement Projects

The Consultant shall identify and prioritize improvement projects within a two-mile radius of each school site. The Consultant shall explore physical improvements that make walking and bicycling safer, to contribute to the SRTS Plan. The Plan shall include a quantitative analysis of each proposed improvement or policy and its potential for reducing collisions, increasing walking or bicycling to school, and/or any other indicators suggested by the Consultant. As a guide, the Consultant may use the following criteria to prioritize projects: proximity to school, proximity to high collision locations, costs, and ease of installation, etc.

Task 8.3. Pedestrian Network Improvement Projects

The Consultant shall develop an implementation strategy and identify funding source for the pedestrian network improvement projects. As a guide, the Consultant may use the following criteria to prioritize the projects: the presence of high pedestrian activity generators, the presence of transit stations and high-activity bus stops, proximity to high densities or commercial land uses, proximity to high collision locations, cost and ease of installation, etc.

Task 8 Deliverables:

- 8.1. A draft report summarizing a list of bicycle network improvement projects with ranking. This report shall include proposed Conceptual Plan and planning level cost estimate for the recommended list bicycle network improvements. Implementation strategy shall include grant programs that can have potential funding opportunities for the recommended bicycle network improvements.
- 8.2. A draft report summarizing a list of improvement projects within a two-mile radius of each school site with ranking. This report shall include the proposed Conceptual Plan with planning level cost estimate for the recommended improvements on school routes for all schools. Implementation strategy shall include grant programs that can have potential funding opportunities for the recommended improvements.
- 8.3. A draft report summarizing a list of pedestrian network improvement projects with ranking. Implementation strategy shall include grant programs that can have potential funding opportunities for pedestrian-related improvements. Implementation strategy shall identify funding source for the new program.

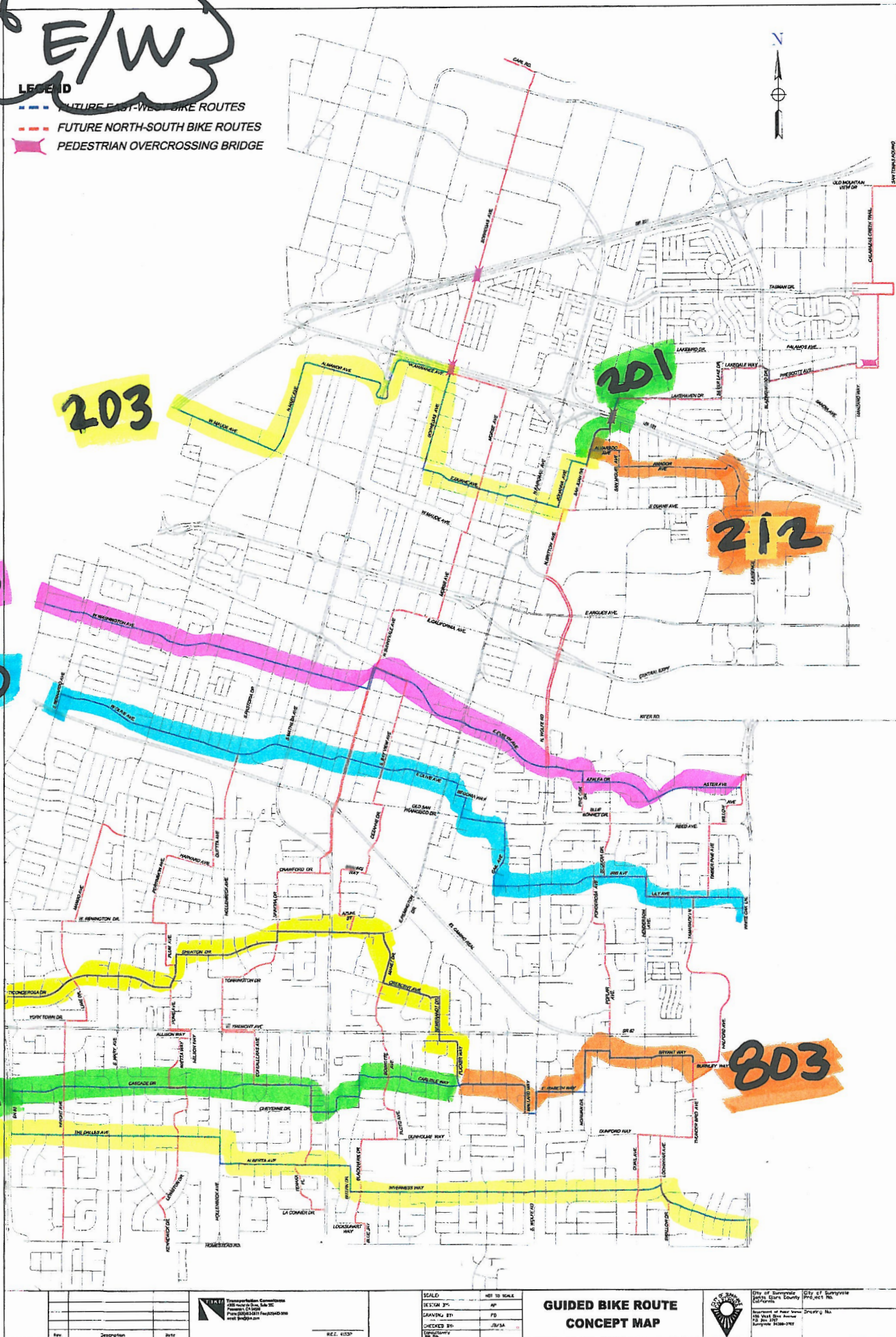
Task 9. Report Preparation

The Consultant shall prepare a standalone comprehensive Draft, Draft Final, and Final Reports containing all the listed elements as discussed in Tasks 2 to 8 in this section. The Consultant shall submit three (3) hard copies of the Draft Report, three (3) hard copies of the Draft Final Report, and ten (10) hard copies of the Final Report. Additionally, an electronic version of the Draft, Draft Final and Final Reports shall be transmitted to the City in PDF format.

Task 9 Deliverables:

- 9.1. Three (3) hard copies and an electronic copy (in PDF format) of a standalone Draft Report including the Bicycle Plan, Safe Routes to School Plan, and Pedestrian Safety and Circulation Plan.
- 9.2. Three (3) hard copies and an electronic copy (in PDF format) of a standalone Draft Final Report including the Bicycle Plan, Safe Routes to School Plan, and Pedestrian Safety and Circulation Plan.
- 9.3. Ten (10) hard copies and an electronic copy (in PDF format) of a standalone Final Report including the Bicycle Plan, Safe Routes to School Plan, and Pedestrian Safety and Circulation Plan.

FUTURE EAST-WEST BIKE ROUTES
FUTURE NORTH-SOUTH BIKE ROUTES
PEDESTRIAN OVERCROSSING BRIDGE





List of Schools in Sunnyvale

Elementary Schools

1. Bishop
2. Fairwood
3. Lakewood
4. San Miguel
5. Cherry Chase
6. Cumberland
7. Ellis
8. Vargas
9. Braly
10. Laurelwood
11. Nimitz
12. Ponderosa
13. Stockmeir
14. West Valley
15. Laurelwood*

Middle Schools

1. Columbia
2. Cupertino
3. Sunnyvale
4. Peterson

High School

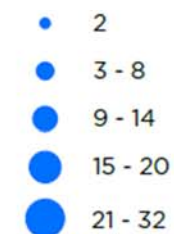
1. Fremont
2. Homestead*

*School serves City of Sunnyvale students but located outside of the City.

Appendix B

ELEMENTARY SCHOOL

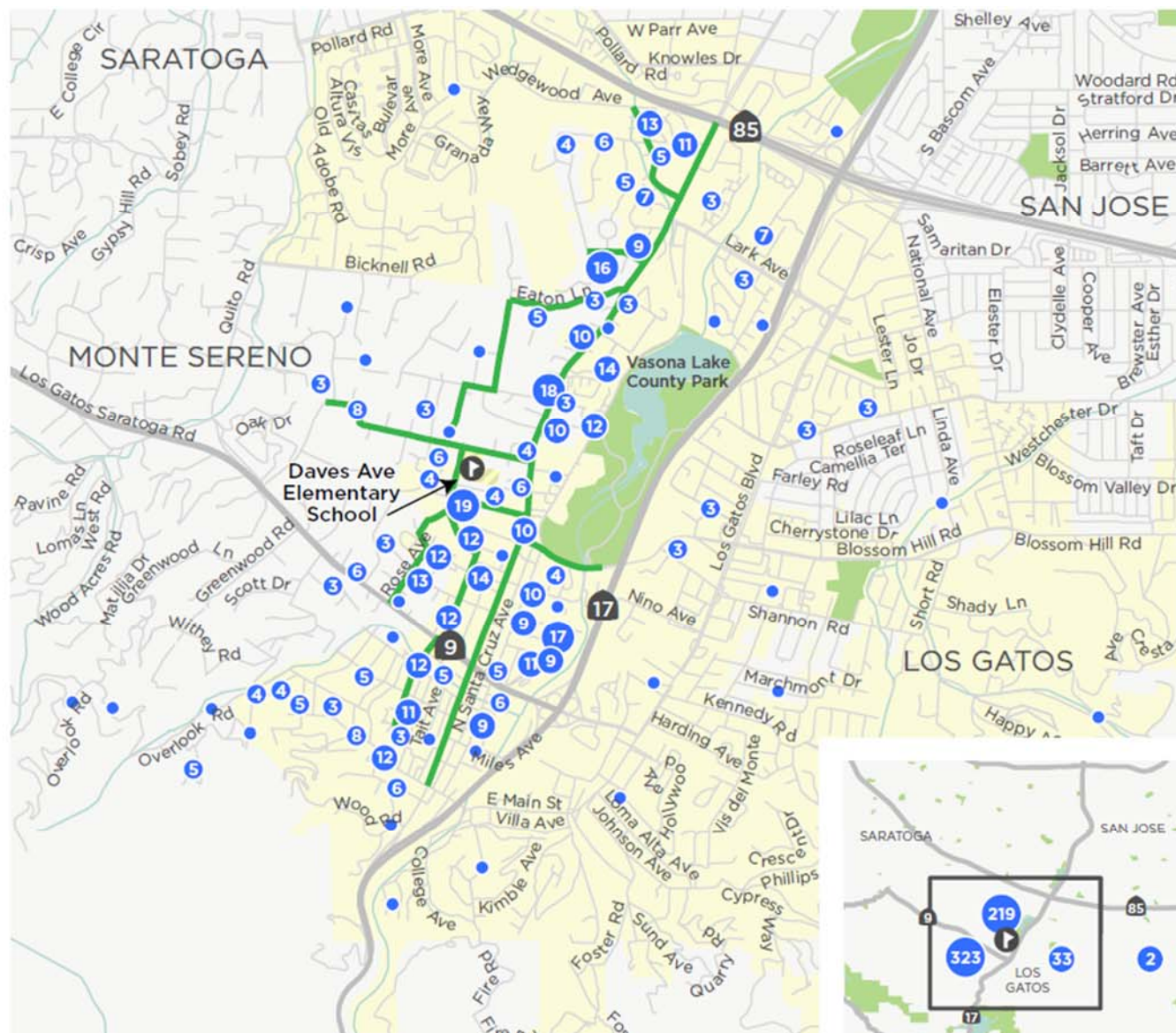
STUDENT DENSITY



 Suggested School Route

 Los Gatos City Boundary

0 0.3 0.6 MILES





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(510) 540-5008
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To: Shahid Abbas, City of Sunnyvale

From: Jeff Knowles, Alta Planning + Design

Date: January 11, 2019

Re: Sunnyvale Bicycle Plan, Safe Routes to School Plan, and Pedestrian Safety and Circulation Plan - Public Engagement Strategy

Public Engagement Strategy

The public engagement strategy for the Sunnyvale Bicycle Plan, Safe Routes to School Plan, and Pedestrian Safety and Circulation Plan proposes meeting residents and stakeholders in a variety of geographically dispersed venues and locations throughout the planning process in order to engage with as many residents as possible. The planning effort includes conducting walkability and school audits, leading a bicycle tour/audit, and interacting with people at community workshops. Outreach activities will be developed to educate the public about the plan, collect input, and obtain feedback on potential trade-offs between alternatives under consideration. In-person outreach will be supported by interactive online surveys and a robust social media presence that is tied to the City's tools and social media platforms. Alta has staff fluent in Spanish to translate written material and attend workshops to provide interpretations services as needed.

Goals for Engagement

The top goals for engagement that will guide all of the outreach activities include:

- **Educate about Project Goals and Timeline** – Convey information to stakeholders about the Sunnyvale Bicycle Plan, Safe Routes to School Plan, and Pedestrian Safety and Circulation Plan in a way that is accessible, meaningful, and linguistically appropriate, including a timeline for the project and milestones at which people can provide feedback.
- **Build Relationships and Shared Language of Goals and Vision**– The project process will be amplified by the support of local municipalities, agencies, school communities, and the public at large. The process aims to build local champions and ensure the plans and identified projects have community buy-in and support.
- **Gather Input on Bicycling, Walking, and Safe Routes to School Needs** – The process aims to capture and integrate how residents and other stakeholders envision bicycling, walking, and safe routes to schools in Sunnyvale. The project team aims to seamlessly integrate the engagement process with the technical process to ensure community and stakeholder input is reflected in the output.

Audience

Outreach will be targeted to reach a diverse set of stakeholders across Sunnyvale and neighboring jurisdictions that have a stake in the planning process including:

- People who live, work, and recreate in Sunnyvale
- Sunnyvale Elementary Unified School District and Fremont Union High School District staff
- Sunnyvale school staff, families, and students
- Teens, youth, seniors, and people with disabilities in Sunnyvale
- Community-based organizations focused on environment, health, schools, active transportation, trails, and economic justice

Engagement Rounds and Strategies

The engagement process will happen concurrently to the planning and analysis efforts and plan preparation.

Round 1: Developing Vision and Goals, Identifying Active Transportation Needs (February - May 2019)

The first round of stakeholder and community workshops, focus groups and meetings will provide an introduction of project goals and timeline, and will be an opportunity for the project team to share any existing conditions findings. The first round of engagement will solicit input on priorities for a vision, goals, and policies as well as overall and location-specific barriers to walking, bicycling and safe routes to schools in Sunnyvale.

City and Stakeholder Engagement Includes:

- One (1) BPAC meeting
- Two (2) meetings with neighboring jurisdictions and VTA to coordinate adjacent plans
- Four (4) meetings with school district representatives and principals

Online and Public Engagement Includes:

- An online survey and interactive map where users can drop pins to identify key destinations, barriers, and preferred routes
- Two (2) community meetings/pop-up events
- Four (4) Sunnyvale focus groups with representatives from groups such as the City's Advisory Committee on Accessibility, Senior Center Advisory Committee, Teen Advisory Committee, and other resident/business stakeholder groups

Walking, Bicycling, and School Walk Audits Include:

- One (1) Bicycling Audit
- Up to five (5) neighborhood Walk Audits
- Up to twenty-one (21) School Walking Audits

Round 2: Review of Draft Recommendations (October - December 2019)

The second round of stakeholder and community workshops and meetings will be an opportunity for the BPAC members and public to provide feedback on draft recommendations developed following the existing conditions and needs analysis process. Draft recommendations will be informed by public input in Round 1. The project team hopes to solicit comments that helps prioritize projects for implementation. It will also allow for a discussion of challenges and opportunities associated with implementation of the plans. The draft recommendations will be presented to Council at a Work Session and shared online for public comment.

Activities Include:

- One (1) City Council Meeting (work session; no formal action)
- One (1) BPAC meeting
- One (1) community meeting
- Posting draft recommendations on the interactive web mapping tool for public comment

Round 3: Review of Prioritized Projects and Public Draft Plans (January - February 2020)

The third round of BPAC and community meetings will be an opportunity for the public to provide feedback on the draft plans with a priority list of projects and conceptual designs developed through the community and stakeholder input gathered in Round 1 and 2. Feedback will be incorporated into Final Draft Plans submitted to City Council for approval.

Activities Include:

- One (1) BPAC meeting
- One (1) community meeting
- One (1) City Council meeting (approve Plans)

Exhibit A-1

Project Schedule

Sunnyvale Bicycle Plan, Safe Routes to School Plan, and Pedestrian Safety and Circulation Plan

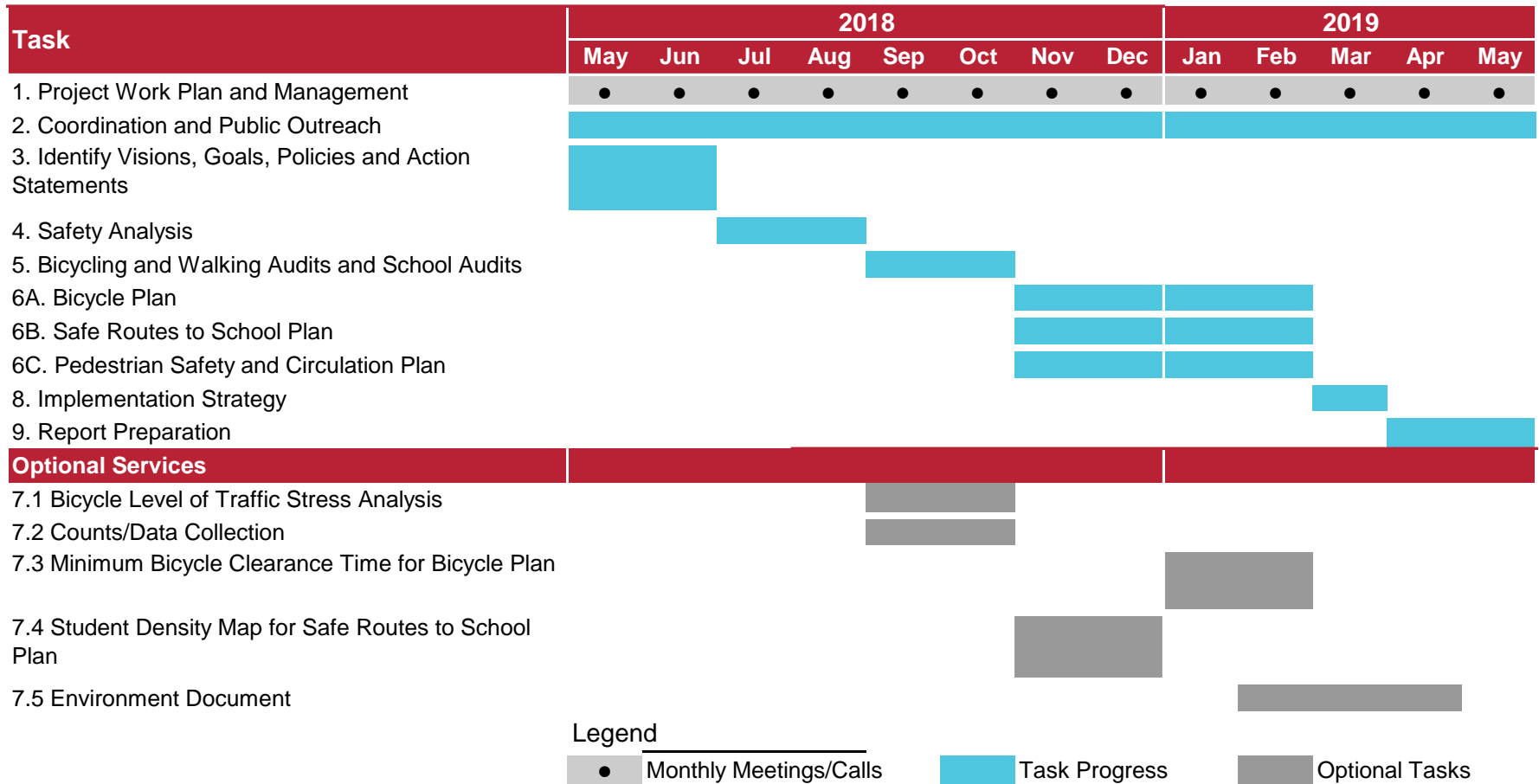


Exhibit B Compensation Schedule

City of Sunnyvale

Proposal For: Sunnyvale Bicycle Plan, Safe Routes to School Plan, and Pedestrian Safety and Circulation Plan

Alta Planning + Design

Tasks		Alta Planning + Design								Total Alta Hours	Total Alta Labor Costs	Total KMH Hours	Total KMH Labor Costs	Other Direct Costs	Total Hours	Total Fee
Task #	Task Description	Principal-in-Charge	Project Manager	Planner	Planner	Associate Engineer	GIS Analyst	Designer	Graphic Design							
		Hugh Louch	Jeff Knowles	Lola Torney	Beth Martin	Carlos Valadao	Staff	Derek Abe	Cat Cheng							
		\$272	\$175	\$106	\$98	\$170	\$98	\$115	\$115							
1	Project Work Plan and Management	4	24	12						40	\$6,560	0	\$0		40	\$6,560
2	Coordination and Public Outreach	24	120	140	60	24	20		80	468	\$63,488	0	\$0	\$4,000	468	\$67,488
3	Identify Visions, Goals, Policies and Action	2	8	40						50	\$6,184	0	\$0		50	\$6,184
4	Safety Analysis	6	12				24		20	62	\$8,384	54	\$13,702		116	\$22,086
5	Bicycling and Walking Audits and School Audits	8	40	100	60	40	24			272	\$34,808	40	\$8,660	\$4,000	312	\$47,468
6.1	Bicycle Plan	16	80	90	60	40	60	20	40	406	\$53,352	36	\$7,380		442	\$60,732
6.2	Safe Routes to School Plan	16	40	60	40	40	60		60	316	\$41,212	0	\$0		316	\$41,212
6.3	Pedestrian Safety & Circulation Plan	16	80	80	60	40	60	20	40	396	\$52,292	0	\$0		396	\$52,292
8	Implementation Strategy	12	40	24						76	\$12,808	0	\$0		76	\$12,808
9	Report Preparation	10	16	36					80	142	\$18,536	0	\$0	\$3,500	142	\$22,036
Proposal Subtotal		114	460	582	280	184	248	40	320	2,228	\$297,624	130	\$29,742	\$11,500	2,358	\$338,866
7	Optional Services															
7.1	Bicycle Level of Traffic Stress	8	16				40			64	\$8,896	0	\$0		64	\$8,896
7.2	Counts/Data Collection									0	\$0	80	\$15,376	\$35,250	80	\$50,626
7.4	Develop a Student Density Map for Safe Routes to		4	8					40	52	\$6,148	0	\$0		52	\$6,148
7.5	Environment Document	4	8	40						52	\$6,728	0	\$0		52	\$6,728
Total Optional Services		12	28	48	0	0	40	0	40	168	21772	80	\$15,376	\$35,250	248	\$72,398
Total Including Optional Services		126	488	630	280	184	288	40	360	2,396	\$319,396	210	\$45,118	\$46,750	\$2,606	\$411,264

Notes:

* Hours and staff assignments can be adjusted by the consultant as needed to implement the tasks described during the course of the project.

Exhibit C

INSURANCE REQUIREMENTS FOR CONSULTANTS

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the Consultant, his agents, representatives, or employees.

Minimum Scope and Limits of Insurance. Consultant shall maintain limits no less than:

1. **Commercial General Liability**: \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury, personal injury and property damage. ISO Occurrence Form CG 0001 or equivalent is required.
2. **Automobile Liability**: \$1,000,000 per accident for bodily injury and property damage. ISO Form CA 0001 or equivalent is required.
3. **Workers' Compensation** Statutory Limits and **Employer's Liability**: \$1,000,000 per accident for bodily injury or disease.
4. **Errors and Omissions** Liability Insurance appropriate to the Consultant's Profession: \$2,000,000 per claim.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared and approved by the City of Sunnyvale. The consultant shall guarantee payment of any losses and related investigations, claim administration and defense expenses within the deductible or self-insured retention.

Other Insurance Provisions

The **general liability** policy shall contain, or be endorsed to contain, the following provisions:

1. The City of Sunnyvale, its officials, employees, agents and volunteers are to be covered as additional insureds with respects to liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the City of Sunnyvale, its officers, employees, agents or volunteers.
2. For any claims related to this project, the Consultant's insurance shall be primary. Any insurance or self-insurance maintained by the City of Sunnyvale, its officers, officials, employees, agents and volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City of Sunnyvale, its officers, officials, employees, agents or volunteers.
4. The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City of Sunnyvale.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of not less than A:VII, unless otherwise acceptable to the City of Sunnyvale.

Verification of Coverage

Consultant shall furnish the City of Sunnyvale with original a Certificate of Insurance effecting the coverage required. The certificates are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates are to be received and approved by the City of Sunnyvale prior to commencement of work.

Subcontractors

CONSULTANT shall require all subcontractors to procure and maintain insurance policies subject to these requirements. Failure of CONSULTANT to verify existence of sub-contractor's insurance shall not relieve CONSULTANT from any claim arising from sub-contractors work on behalf of CONSULTANT.