



REQUEST FOR PROPOSALS (RFP)
Professional Services for:
East of 101 Transportation Plan for the City of South San Francisco

Date of Issue: **November 29, 2017**
Proposals Due: **December 21, 2017**

INTRODUCTION

The City of South San Francisco is soliciting proposals from consultant teams to develop an East of 101 Transportation Plan. South San Francisco, like many Bay Area cities, has seen the economy rebound significantly over the past five years. With the strong economy, strategic location, updated and relocated Caltrain station (construction currently underway), and the adoption of the Downtown Station Area Specific Plan (DSASP) in 2015, the City has also seen a substantial amount of high-density residential and commercial development and entitlement activity within that same time period.

The economic growth has resulted in increased traffic congestion and questions within the community about the anticipated impacts of development. More importantly, the City Council and community are seeking ways to better manage growth in the industrial and research development parks in the East of 101 area in order to ensure a high-quality employment environment. The development and implementation of an East of 101 Transportation Plan aims to explore a range of transportation improvements in order to address current congestion, and accommodate continued growth and development in the East of 101 area.

This transportation analysis is happening in the context of a new cycle of development that is transforming the area away from inward-looking, 1990s-style office parks in favor of more dense, urban development. The City is seeking a transportation strategy that will allow this trend to continue, and to help the East of 101 area to pivot towards an urban, mixed-use, bicycle/pedestrian-friendly neighborhood.

PROJECT OVERVIEW AND GOALS

The City of South San Francisco is developing an East of 101 Transportation Plan to improve the quality of life for our residents and employees, focusing on reducing traffic volumes and vehicle miles traveled, improving connections between East of 101 and Downtown, and increasing the viability of multi-modal transportation options, including bicycle and pedestrian networks.

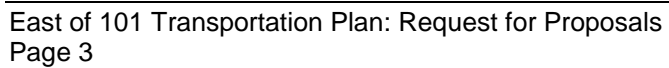
The overarching goals of the East of 101 Transportation Plan are to:

- Assess existing conditions of the East of 101 transportation system
- Engage and better inform our stakeholders around transportation issues
- Develop a coordinated multi-modal transportation strategy for East of 101
- Develop an implementation plan to monitor and guide transportation investments

RESOURCES

- A. [East of 101 Area Plan](#)
- B. [South San Francisco Construction Update Map](#)
- C. [Bicycle Master Plan](#)
- D. [Pedestrian Master Plan](#)
- E. [Downtown Station Area Specific Plan \(DSASP\)](#)
- F. [Transportation Demand Management Ordinance](#)

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PRELIMINARY SCOPE OF WORK

South San Francisco seeks transportation planning and engineering teams with expertise in multimodal transportation planning and design.

A preliminary scope of work for the project is outlined below. Upon selection of the highest-rated team, the City will collaborate with the team to develop a final scope of work, schedule, and budget that best meets the needs of South San Francisco and the project goals. The final scope of work could deviate from what is presented in this RFP based on this collaborative process.

1. Review and Analyze Existing Transportation Systems

- a) Review City transportation policies and programs
- b) Land Use policies / regulations
- c) Multimodal transportation networks
- d) Volumes and deficiencies
- e) Audit representative, recent development projects and active applications
- f) Collision trends and locations
- g) Parking supply and demand

1. Traffic Model Coordination

- a) Close coordination with the City's traffic model consultant on the East of 101 Traffic model (recently updated in November, 2017)

2. Transportation engineering standards, design guidelines, and code requirements

- a) Review existing regulations
- b) Update standards / requirements, based on East of 101 area needs and projected development patterns
- c) Develop South San Francisco-specific guidelines for transportation impact analyses, including recommendations for incorporating Vehicle Miles Traveled (VMT) and Level of Service (LOS)

3. Develop Performance Monitoring Program

- a) Transportation System Performance measures
- b) Prioritization criteria and scoring system for transportation improvement projects
- c) Project Monitoring program

4. Identify Transportation Plan: Projects & Programs

- a) Evaluate / assess previously identified projects and programs
- b) Identify new projects and programs, based on:
 - Criteria / scoring system
 - Stakeholder input
 - Analysis of gaps/deficiencies in existing networks
 - Existing and future development patterns
- c) Update / develop project cost estimates (planning level)
- d) Prioritize projects & programs for implementation

- i. Ranked list of transportation projects and programs
- e) Transportation Implementation plan, including:
 - i. Schedule of improvements
 - ii. Funding strategy
 - iii. Process for reviewing / updating rankings over an identified interval (2-3 years)

5. Outreach

- a) East of 101 Stakeholder Engagement
 - i. Major Employers / Landowners Stakeholder interviews
 - i. Focus Groups
 - ii. Online survey / engagement tool
- b) Bicycle & Pedestrian Advisory Committee (BPAC)
- c) Planning Commission & City Council Study Sessions

6. Additional Project / Consultant Coordination

- a) Coordinate with ongoing transportation studies / projects in the East of 101 Area
- b) Interface with other land use and planning studies
- c) Consider impacts of entitlement projects on overall study, as requested

Product

The East of 101 Transportation Plan product should include a list of identified and prioritized projects and programs that will help to support multi-modal transportation in the East of 101 area. It is envisioned that this prioritized list will be used to develop Capital Improvement Program projects. The Transportation Plan should be focused on implementation, and should include an action plan that clearly delineates City steps and actions needed to implement short-term and long-term transportation improvement projects.

SCHEDULE

South San Francisco expects the work to commence in February, 2018 and be completed by November, 2018

BUDGET

South San Francisco has budgeted up to one hundred and fifty thousand dollars (\$150,000) for this effort.

SELECTION TIMELINE*

November 29, 2017	RFP Available
December 21, 2017, 4:00 PM	Submission deadline for Proposals
Week of January 8, 2018	Interviews with highest ranked proposers (if necessary)
Subsequent to selection, a final fee and scope of work will be prepared and presented to City Council for consideration (likely January/February, 2018.)	

** Interview and award dates are subject to change before or after the closing date of the RFP.*

PROPOSAL FORMAT

Each proposal must include the following:

Project Understanding and Approach

This section should clearly convey the Proposer's understanding of the nature of the work and the general approach to be taken, and identify any specific considerations that are unique to South San Francisco and the East of 101 area's transportation concerns and challenges.

Proposed Scope of Work

Provide an outline of major work tasks, including timeline and deliverables. Proposers are encouraged to use the preliminary scope of work in this RFP as a starting point, and provide suggestions and recommendations to best achieve the goals of the transportation plan.

Firm Qualifications and Experience

Provide a detailed statement describing the Proposer's qualifications and experience relevant to the project.

Staff Qualifications and Experience

Identify the individual proposed as the Project Manager, and the relevant experience and role of that individual. Include resumes of key staff expected to participate in the project (including those of subconsultants).

Similar Projects

Provide information regarding similar projects the Proposer (and its subconsultants) completed in relation to the project scope. Examples should demonstrate Proposer's experience with at least three projects substantially similar to the tasks described in this RFP, completed in the past seven years. Examples of representative projects should have an emphasis on Bay Area and San Mateo County experience.

Budget

Budget breakdown of major tasks, and direct costs.

Client References

List a minimum of three client references attesting to Proposer's previous experience in performing work substantially similar to activities included in the preliminary scope of work. At least one reference shall be for a project with the proposed Project Manager.

SUBMITTAL REQUIREMENTS

Please submit four copies of your proposal and an electronic copy in PDF format to:

Tony Rozzi, Principal Planner
Planning Division, City of South San Francisco
315 Maple Avenue
South San Francisco, CA 94080

If you have specific questions, please call (650) 877-8535, or email tony.rozzi@ssf.net.