

**AGREEMENT WITH ADVANCED MOBILITY GROUP
FOR PROFESSIONAL CONSULTANT SERVICES
FOR
19TH AVENUE – FASHION ISLAND BOULEVARD CORRIDOR STUDY**

This Agreement, made and entered into this day of _____, by and between the **CITY OF SAN MATEO**, a municipal corporation existing under the laws of the State of California (“CITY”), and **ADVANCED MOBILITY GROUP**, a corporation, (“CONSULTANT”), whose address is 3003 Oak Road, Suite 100, Walnut Creek, CA, 94597.

RECITALS:

- A. CITY desires certain professional consultant services hereinafter described.
- B. CITY desires to engage CONSULTANT to provide these professional consultant services by reason of its qualifications and experience for performing such services and CONSULTANT has offered to provide the required services on the terms and in the manner set forth herein.

NOW, THEREFORE, IT IS AGREED as follows:

SECTION 1 - SCOPE OF SERVICES

The scope of services to be performed by CONSULTANT under this Agreement is as described in Exhibit A to this Agreement, attached and incorporated by reference.

SECTION 2 - DUTIES OF CONSULTANT

CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of all work furnished by CONSULTANT under this Agreement. CONSULTANT shall, without additional compensation, correct or revise any errors or deficiencies in its work.

CONSULTANT represents that it is qualified to furnish the services described under this Agreement.

CONSULTANT shall be responsible for employing or engaging all persons necessary to perform the services of CONSULTANT.

SECTION 3 - DUTIES OF CITY

CITY shall provide pertinent information regarding its requirements for the project.

CITY shall examine documents submitted by CONSULTANT and shall render decisions pertaining thereto promptly, to avoid unreasonable delay in the progress of CONSULTANT's work.

SECTION 4 - TERM

The services to be performed under this Agreement shall commence on September 16, 2019 and be completed on or about December 31, 2020.

SECTION 5 - PAYMENT

Payment shall be made by CITY only for services rendered and upon submission of a payment request upon completion and CITY approval of the work performed. In consideration for the full performance of the services set forth in Exhibit A, CITY agrees to pay CONSULTANT a fee in an amount of \$105,150, pursuant to rates stated in Exhibit B to this Agreement, attached and incorporated by reference.

SECTION 6 - TERMINATION

Without limitation to such rights or remedies as CITY shall otherwise have by law, CITY shall have the right to terminate this Agreement or suspend work on the Project for any reason, upon ten (10) days' written notice to CONSULTANT. CONSULTANT agrees to cease all work under this Agreement upon receipt of said written notice.

Upon termination and upon CITY's payment of the amount required to be paid, documents become the property of CITY, and CONSULTANT shall transfer them to CITY upon request without additional compensation.

SECTION 7 - OWNERSHIP OF DOCUMENTS

All documents prepared by CONSULTANT in the performance of this Agreement, although instruments of professional service, are and shall be the property of CITY, whether the project for which they are made is executed or not.

SECTION 8 - CONFIDENTIALITY

All reports and documents prepared by CONSULTANT in connection with the performance of this Agreement are confidential until released by CITY to the public. CONSULTANT shall not make any such documents or information available to any individual or organization not employed by CONSULTANT or CITY without the written consent of CITY before any such release.

SECTION 9 - INTEREST OF CONSULTANT

CONSULTANT covenants that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services under this Agreement.

SECTION 10 - CONSULTANT'S STATUS

It is expressly agreed that in the performance of the professional services required under this Agreement, CONSULTANT shall at all times be considered an independent contractor as defined in Labor Code Section 3353, under control of the CITY as to the result of the work but not the means by which the result is accomplished. Nothing herein shall be construed to make CONSULTANT an agent or employee of CITY while providing services under this Agreement.

SECTION 11 - INDEMNITY

CONSULTANT agrees to hold harmless and indemnify CITY, its elected and appointed officials, employees, and agents from and against any and all claims, loss, liability, damage, and expense arising out of CONSULTANT's performance of this Agreement, except those claims arising out of CITY's sole negligence or willful misconduct. CONSULTANT agrees to defend City, its elected and appointed officials, employees, and agents against any such claims.

SECTION 12 - INSURANCE

CONSULTANT shall procure and maintain for the duration of the contract and three years thereafter (five years for building or major improvements) the insurance specified in Exhibit C to this Agreement.

SECTION 13 - NON-ASSIGNABILITY

Both parties hereto recognize that this Agreement is for the personal services of CONSULTANT and cannot be transferred, assigned, or subcontracted by CONSULTANT without the prior written consent of CITY.

SECTION 14 - RELIANCE UPON PROFESSIONAL SKILL OF CONSULTANT

It is mutually understood and agreed by and between the parties hereto that CONSULTANT is skilled in the professional calling necessary to perform the work agreed to be done under this Agreement and that CITY relies upon the skill of CONSULTANT to do and perform the work in the most skillful manner, and CONSULTANT agrees to thus perform the work. The acceptance of CONSULTANT's work by CITY does not operate as a release of CONSULTANT from said obligation.

SECTION 15 - WAIVERS

The waiver by either party of any breach or violation of any term, covenant, or condition of this Agreement or of any provisions of any ordinance or law shall not be deemed to be a waiver of such term, covenant, condition, ordinance or law or of any subsequent breach or violation of the same or of any other term, covenant, condition, ordinance or law or of any subsequent breach or violation of the same or of any other term, condition, ordinance, or law. The subsequent acceptance by either party of any fee or other money which may become due hereunder shall not be deemed to be a waiver of any preceding breach or violation by the other party of any term, covenant, or condition of this Agreement or of any applicable law or ordinance.

SECTION 16 - SEVERABILITY

If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

SECTION 17 - COSTS AND ATTORNEY FEES

Attorney fees in total amount not exceeding \$5000, shall be recoverable as costs (by the filing of a cost bill) by the prevailing party in any action or actions to enforce the provisions of this Agreement. The above \$5000 limit is the total of attorney fees recoverable whether in the trial court, appellate court, or otherwise, and regardless of the number of attorneys, trials, appeals, or actions. It is the intent of this Agreement that neither party shall have to pay the other more than \$5000 for attorney fees arising out of an action, or actions to enforce the provisions of this Agreement.

SECTION 18 - NON-DISCRIMINATION

CONSULTANT warrants that it is an Equal Opportunity Employer and shall comply with applicable regulations governing equal employment opportunity. Neither CONSULTANT nor any of its subcontractors shall discriminate in the employment of any person because of race, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, or age, unless based upon a bona fide occupational qualification pursuant to the California Fair Employment and Housing Act.

SECTION 19 - MEDIATION

Should any dispute arise out of this Agreement, any party may request that it be submitted to mediation. The parties shall meet in mediation within 30 days of a request. The mediator shall be agreed to by the mediating parties; in the absence of an agreement, the parties shall each submit one name from mediators listed by either the American Arbitration Association, the State Mediation and Conciliation Service, or other agreed-upon service. The mediator shall be selected by a blind draw.

The cost of mediation shall be borne equally by the parties. Neither party shall be deemed the prevailing party. No party shall be permitted to file a legal action without first meeting in mediation and making a good faith attempt to reach a mediated settlement. The mediation process, once

commenced by a meeting with the mediator, shall last until agreement is reached by the parties but not more than 60 days, unless the maximum time is extended by the parties.

SECTION 20 - LITIGATION

CONSULTANT shall testify at CITY'S request if litigation is brought against CITY in connection with CONSULTANT's services under this Agreement. Unless the action is brought by CONSULTANT, or is based upon CONSULTANT's wrongdoing, CITY shall compensate CONSULTANT for preparation for testimony, testimony, and travel at CONSULTANT's standard hourly rates at the time of actual testimony.

SECTION 21 - NOTICES

All notices hereunder shall be given in writing and mailed, postage prepaid, addressed as follows:

To CITY: Ryan Brunmeier
City of San Mateo
330 W. 20th Avenue
San Mateo, CA 94407

To CONSULTANT: Advanced Mobility Group
Attn: Joy Bhattacharya
3003 Oak Road, Suite 100
Walnut Creek, CA 94597

SECTION 22 - AGREEMENT CONTAINS ALL UNDERSTANDINGS; AMENDMENT

This document represents the entire and integrated agreement between CITY and CONSULTANT and supersedes all prior negotiations, representations, and agreements, either written or oral.

This document may be amended only by written instrument, signed by both CITY and CONSULTANT.

SECTION 23 - AUTHORITY TO ENTER INTO AGREEMENT

CONSULTANT has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective party.

SECTION 24 - GOVERNING LAW AND VENUE

This Agreement shall be governed by the laws of the State of California and, in the event of litigation, venue will be in the County of San Mateo.

IN WITNESS WHEREOF, CITY OF SAN MATEO and ADVANCED MOBILITY GROUP have executed this Agreement the day and year first above written.

CITY OF SAN MATEO

CONSULTANT

Brad B. Underwood
Public Works Director

Joy Bhattacharya
Its Authorized Agent
Vice President

If a Corporation, can be either 1) President or 2) Vice President plus an additional corporate officer (i.e., Secretary, Treasurer) who shall sign below.

APPROVED AS TO FORM

ADDITIONAL CORPORATE OFFICER
(if necessary per the above)

Caio Arellano
Assistant City Attorney

Beth Clement
Secretary of the Board

Attachments:

- Exhibit A: Scope of Services
- Exhibit B: Fee Rates
- Exhibit C: Insurance Requirements

EXHIBIT A
SCOPE OF SERVICES

Project Approach and Proposed Scope of Services

PROJECT UNDERSTANDING

The City of San Mateo is seeking proposals to develop and evaluate feasible alternatives for 19th Avenue-Fashion Island Boulevard corridor in the City. 19th Avenue-Fashion Island Boulevard is an east-west two-lane arterial roadway parallel to State Route (SR) 92 between South Delaware Street and Mariners Island Boulevard. It also provides connectivity to Interstate 101 at the SR 92/US 101 interchange. The project study area includes the stretch of 19th Avenue-Fashion Boulevard between South Delaware Street in the east and Mariners Island Boulevard in the west.

19th Avenue-Fashion Boulevard is a one-lane one-way road between South Delaware Street and South Grant Street-Ginnever Street. It is a bidirectional corridor with one lane in each direction west of Ginnever Street to the bridge after which the corridor has two lanes in each direction.

AMG conducted field observations and took videos along the study corridor during peak a.m. and p.m. peak periods to observe existing traffic conditions. Our observations along the corridor is documented below:

A.M. Peak Period

During the a.m. peak period, the westbound direction along 19th Avenue-Fashion Island Boulevard between the US 101 northbound on-ramp and Mariners Island Boulevard experiences heavy traffic congestion. Based on field observations, the intersection of 19th Avenue/Norfolk Street is utilized as a cut-through route for commuters trying to bypass SR 92 West by exiting onto Fashion Island Boulevard and making a right-turn on South Norfolk Street. South Norfolk Street is then utilized as a parallel route to US 101 North.



Segment along 19th Avenue between South Delaware Street and US 101 Southbound Ramps experiences traffic congestion in the eastbound direction as a result of vehicles accessing US 101 southbound ramps. The congestion clears past the 19th Avenue-Fashion Island Boulevard/US 101 Southbound Ramps intersection. This segment provides access to Fiesta Gardens International School which adds to the a.m. traffic congestion during the school drop-off period.

P.M. Peak Period

During the p.m. peak period, the eastbound direction along 19th Avenue-Fashion Island Boulevard between South Delaware Street and Mariners Island Boulevard experiences heavy traffic congestion. This is primarily due to the vehicles utilizing 19th Avenue-Fashion Island Boulevard as cut-through to bypass SR 92 eastbound congestion. The spillover of traffic queues extends from the intersection of Fashion Island Boulevard/South Norfolk Street to 19th Avenue/South Delaware Street. Additionally, vehicles entering Fashion Island Boulevard from US 101 southbound off-ramps also utilize this corridor as cut-through to bypass SR 92 East. The traffic queues in the eastbound



direction block the left and right-turn lanes along the corridor.

Additionally, there is limited connectivity for westbound vehicles to access South Delaware Street from Fashion Island Boulevard resulting in vehicles utilizing residential streets such as Bermuda Drive to access South Delaware Street from Ginnever Street.



Through this project, the City is looking to address the issues of cut-through traffic experienced by local residents as well as improving vehicle progression throughout the corridor. The objectives of this project are to determine the feasibility of:

1. Reconstruction of Fashion Island Boulevard/South Norfolk Street intersection to optimize vehicle throughput and progression;
2. Creation of additional travel lanes on the bridge between South Norfolk Street and Mariners Island Boulevard; and
3. Conversion of 19th Avenue between South Delaware Street and South Grant Street-Ginnever Street from eastbound one-way street to two-way roadway.

Preliminary Analysis

Based on the project objectives and field observations conducted, AMG will develop short-term (1-2 years), mid-term (3-5 years) and long-term (6-10 years) alternatives along with an implementation plan documenting level of impact, cost-effectiveness and ease of implementation. AMG will develop innovative traffic solutions to improve vehicle progression and safety along the project corridor. Our approach to the aforementioned project objectives would include evaluating various alternatives including but not limited to the following:

Reconstruction of Fashion Island Boulevard/South Norfolk Street Intersection

Fashion Island Boulevard/South Norfolk Street intersection acts as a bottleneck along the project corridor. AMG will evaluate the intersection for existing conditions and ascertain needs for signal timing and phasing modification and lane geometric reconfiguration. **Traffic signal coordination** at all study intersections along the corridor with feasible cycle lengths would be key to improving traffic progression and reducing vehicle queues and spillovers to upstream intersections. Our immediate short-term alternatives for this objective would include signal coordination and fine-tuning followed by feasible lane geometric reconfiguration as deemed necessary upon existing conditions evaluation.

Creation of additional travel lanes on the bridge between South Norfolk Street and Mariners Island Boulevard

Currently, the bridge between South Norfolk Street and Mariners Island Boulevard consists of three lanes including a westbound right-turn trap lane, a through lane and an eastbound receiving lane. AMG will evaluate the feasibility of **installing reversible lanes** along the bridge. Reversible lanes are lanes in which traffic may travel in either direction, depending on displayed overhead signal and can be based on time of day. The feasibility of providing two westbound lanes and one eastbound receiving lane during the a.m. peak period and two eastbound lanes and one west bound receiving lane during the p.m. peak period will be evaluated.

AMG will also evaluate the feasibility of bridge widening which would be a long-term measure due to the high cost of construction and will be recommended should other more feasible alternatives fail.

Conversion of 19th Avenue between South Delaware Street and South Grant Street-Ginnever Street from eastbound one-way street to two-way roadway

Currently, the segment of 19th Avenue-Fashion Island Boulevard is a one-way street in the eastbound direction between South Delaware Street and Ginnever Street. This causes westbound through traffic heading towards South Delaware Street to use Bermuda Drive as a cut-through route. AMG will evaluate the feasibility of **adding a westbound left-turn lane** at the intersection of 19th Avenue-Fashion Island Boulevard/South Delaware Street. The feasibility of adding a shared westbound left and right-turn lane will also be evaluated. Should the right-turn lane be deemed unfeasible, AMG will evaluate the impacts of rerouting the right-turning vehicles via South Grant Street-Ginnever Street. AMG will also evaluate parking impacts with the proposed alternative and need for additional right-of-way.

Additionally, AMG will evaluate innovative alternatives such as **synergistic traffic intersection (ST-I)** which is an application of displaced left-turn. This application displaces the left-turn within the original pavement and introduces a wedged shape clear zone to allow vehicles to make their turns. It involves minor changes in architecture, road markings and addition of traffic signals at a midblock location. The design is cost-effective and easily implementable since no additional pavement construction is needed.



Appendix A contains the preliminary alternatives determined for the project.

Some of the key challenges for the study are expected to include available right-of-way for proposed alternatives, coordination with Caltrans for any improvements including traffic signal timing at the intersection of Fashion Boulevard/US 101 Southbound Ramps and measures to reduce potential cut-through along Bermuda Drive.

Our approach will be tailored towards providing feasible alternatives catering to each of the project objectives which function cohesively to provide improved vehicle progression and safety along the corridor.

DETAILED WORK PLAN

Our Work Plan and approach to the Scope of Work items outlined in the RFP is detailed below.

TASK 1: PROJECT MANAGEMENT AND COORDINATION

AMG will schedule a kick-off meeting with the City and Caltrans to clearly identify and discuss project objectives, scope, schedule, and budget. This meeting will include establishing points of contact, review of critical path items and overall schedule, identification of standards and guidelines, and communication of expectations for the project. AMG will continue to set up and manage the project, attend team meetings, and provide continuous coordination with all stakeholders. AMG will perform quality assurance and quality control prior to each milestone submittal and in conformance to City's and Caltrans Standards. AMG's Project Manager will act as the single point of contact to coordinate the project with the City and will provide project updates to the City on a weekly or bi-weekly basis throughout the entire project duration.

Services under this task will include the following:

- Kick-off Meeting coordination and attendance
- Design/coordination meetings with City and Caltrans
- File setup maintenance, management and sharing
- Supervision of and coordination with subconsultants
- Quality Assurance and Quality Control reviews prior to making milestone submittals to City
- Monitoring the project budget
- CPM schedule updates using Microsoft Project
- Monthly invoices
- Data Collection by AMG
- Data to be provided by City of San Mateo and Caltrans

AMG will request the following items from the City prior to the kick-off meeting to better understand available information, identify needs and develop a streamlined approach for all tasks involved in the project:

- GIS information in AutoCAD format;
- Previous as-built and street improvement plans and studies along the corridor;
- Historical peak hour turning movement counts and 24-hour average daily traffic counts;
- Traffic signal timing sheets

Deliverables: Meeting Agendas and Minutes, QA/QC Reviews, Schedule Updates, Invoices

TASK 2: FEASIBILITY REVIEW

Subtask 2.1 – Existing Data Collection and Review

Background Information

Under this task, AMG will collect and summarize data from all relevant planning and policy documents regarding existing and future conditions including traffic studies, future projections, five-year collision data and physical constraints within the project area. AMG will also collect any data available on upcoming projects, improvements, completion of on-going projects and developments, construction, and funding.

Data Collection

AMG will collect intersection turning movement counts for vehicles, pedestrians and bicycles for all study intersections along the project corridor for the weekday a.m. and p.m. peak periods. The study intersections to be evaluated along the project corridor are listed below. AMG will discuss with the City and Caltrans if evaluation of additional intersections is needed during the kick-off meeting.

1. 19th Avenue/South Delaware Street
2. 19th Avenue /South Grant Street-Ginnever Street
3. 19th Avenue/Fashion Island Boulevard
4. Fashion Island Boulevard/US 101 Southbound Ramps
5. Fashion Island Boulevard/South Norfolk Street
6. Fashion Island Boulevard/Mariners Island Boulevard
7. Ginnever Street/Bermuda Drive*
8. South Delaware Street/Bermuda Drive*
9. South Grant Street/Concar Drive*
10. South Delaware Street/Concar Drive*

Note: * Intersections recommended to be included in the study to evaluate existing conditions and effects of proposed alternatives.

Seven day 24-hour average daily traffic counts including speed and classification will also be collected at three locations to understand hourly traffic patterns along the corridor and relevant adjacent streets upon discussion with the City Staff.

AMG will also conduct field observations including but not limited to:

- Intersection and stopping sight distance analysis
- Existing pedestrian and bicycle facilities and connectivity throughout the segment
- Existing traffic operations such as queue spillbacks, lane utilization, merging and weaving issues where applicable
- Photos of existing conditions, ROW measurements, document barriers, hazards and any sub-standard conditions
- Existing site features (utility, street furniture)
- Inventory existing trees (species, health)
- Features on adjacent properties – fences, walks, signage
- Overall character of the setting including streetscape amenities in surrounding area
- Access to irrigation water
- Opportunities for storm water treatment

AMG will collect the following from the City of San Mateo and Caltrans where available:

- GIS information in AutoCAD Format
- Any relevant traffic studies and street improvement plans in the study area
- Recent peak hour turning movement counts, average daily traffic counts and speed surveys
- Future year traffic forecasts
- Utility contact information
- Intersection and roadway as-builts
- Traffic signal as-builts and signal timing sheets

Street and lane widths will be determined based on field measurements taken at representative cross sections to supplement available existing high-resolution orthorectified imagery. Existing utility cover locations and types will be field verified to assist in utility coordination efforts.

Subtask 2.2 – Traffic Operations & Safety Analysis

A good understanding of the issues faced within the project study area and areas of concern are critical in the development of proposed alternatives. Our approach to develop and evaluate feasible alternatives based on experience with similar projects include data collection, understanding existing travel patterns, identification of existing and future deficiencies and immediate short-term solutions and development of short-term, intermediate and long-term solutions to optimize traffic progression and safety along the corridor.

Existing Conditions/Baseline Analysis

AMG plans to conduct Origin-Destination analysis using big data solutions such as StreetLight Insight® or wejo ADEPT to determine travel patterns and extent of cut-through traffic on residential streets in the development of alternatives. StreetLight Insight® is an origin-destination analysis platform which identifies the most prevalent trip routes by utilizing cellular GPS data and provides a large sample size over a wide duration of time which is generally not achieved with manual origin-destination studies. wejo ADEPT is a similar platform providing origin-destination analysis; however, it only uses GM automobiles which can provide a small sample size. Both platforms can also provide speed and travel time within the project study area. The determination of cut-through traffic along the corridor and

study area will help in developing solutions to improve progression, rerouting of traffic and alternatives to dissuade cut-through within the project area.

AMG will utilize Synchro/SimTraffic micro-simulation software for preliminary analysis of existing conditions and development of proposed alternatives. Synchro/SimTraffic traffic modeling and simulation software suite allows for high level modeling analysis. Synchro acts as a macrosimulation analysis tool and SimTraffic acts as a microsimulation analysis tool building on the Synchro model platform. It is a quick, easy and cost-effective tool providing a level of real-world traffic conditions modelling and models most vehicle types and driver behaviors. The microsimulation models will be calibrated to reasonably reflect existing field conditions.

AMG's analysis will identify issues including peak-hour back-ups, pedestrian and bicycle safety concerns, and difficulty in exiting driveways and side streets. An existing conditions review will include intersection LOS analysis under current conditions and future traffic conditions, speed analysis, and volume trend analysis. AMG will perform an in-depth analysis of collision data sets using a systemic approach to identify collision rates, crash trends, causes of fatalities and severe injuries, and investigate how the preferred alternative can be adjusted to improve safety for all modes, including bicyclists and pedestrians.

Upon evaluating existing conditions, AMG will develop preliminary alternatives to improve traffic progression and evaluate bidirectional traffic flow along 19th Avenue-Fashion Boulevard between South Delaware Street and Ginnever Street. AMG will conduct a feasibility review for the proposed corridor improvements, which will include the concept drawings for all locations and preliminary cost estimates.

The alternatives developed as a part of this task will be provided to the City for initial assessment. Based on the City's input, the selected alternatives will be evaluated in VISSIM micro-simulation software. VISSIM is a complete microsimulation software package which allows for developing traffic simulation models replicating existing conditions with much more accuracy. The priority rules allow for modelling complex intersections, weaving and merging issues, atypical signal timings and phasing's, on-street parking and lane utilization. Our approach for this project includes utilizing VISSIM for final alternatives analysis for the reasons mentioned above and due to the limitations of Synchro/SimTraffic which include difficulty in modelling and replicating existing weaving and merging behaviors, lane utilization as well as intersections with atypical roadway geometry.

Cumulative Conditions Analysis

AMG will obtain future year traffic projections from City of San Mateo and Caltrans if available and C/CAG-VTA travel demand model. Based on the annual growth rate obtained, existing turning movements counts will be projected to Year 2040 conditions. The projected traffic demands will be summarized for review by City of San Mateo and Caltrans before development of future conditions traffic models. The cumulative conditions traffic demands, and models will be calibrated to include capacity constraints from feeder intersections and corridors. Cumulative conditions analysis will provide an insight of whether the proposed alternatives developed under existing conditions will operate effectively in the future. The alternatives will be modified as needed based on the results of the cumulative conditions analysis.

Deliverables: Electronic Copy of Draft and Final Preliminary Recommendations Report including Existing and Cumulative Conditions Analysis

TASK 3: CONCEPTUAL DESIGNS

Subtask 3.1 – Base Mapping

AMG will prepare existing conditions scaled planimetric drawings in AutoCAD format. This task will identify and verify existing right-of-way boundaries, multimodal facilities, traffic control, signage and striping, geometric features and other site conditions within the project study area. Existing field conditions will be documented through photos, videos, field notes and measurements and provided to the City and Caltrans.

Deliverables: Aerial map and planimetric mapping

Subtask 3.2.1 – Right of Way Engineering

AMG will obtain existing record maps and will field locate all existing property corners for the boundaries under investigation. Depending on the design and right-of-way impacts, AMG may require right of way hard copy map, plats and legals for verification of the right of way information.

- Right of way and property research.
- Property and right of way mapping.
- Preparation of right of way plats.
- Completion of legal descriptions for property and temporary construction easement acquisition.
- Right-of-way certification

Subtask 3.2.2 – Utility Coordination

AMG will coordinate with the various utility agencies that have facilities within the project area to request mapping of their facilities in the area, minimize utility conflicts, and notify utility companies of facilities or covers which need to be relocated or adjusted to grade as a result of the proposed improvements. Utility covers within the project area will be cataloged by either orthorectified aerial imagery or field reconnaissance and shown on plan.

It is anticipated that coordination efforts with utility companies during construction to relocate or adjust their facilities will be performed by the Contractor.

Subtask 3.3 – Preliminary Conceptual Designs

35% drawings will be prepared reflecting the results of the feasibility review of the 19th Avenue-Fashion Island Boulevard corridor improvements proposed. These concept exhibits will be used for initial coordination efforts with the City and Caltrans to receive feedback, assure no major changes or “surprises” occur late in the design process, and gain approval of the design.

AMG will review the property limits within and adjacent to the project areas to determine which improvements planned are located on property not owned by the City. AMG will use the property access study findings to scale coordination efforts and assess feasibility of improvements. AMG will prepare a landscape/aesthetic concept for the project in coordination with the City of San Mateo and affected stakeholders.

The task will include preparation of a CAD based landscape concept based upon goals determined through meetings with the stakeholders, based upon field work knowledge, and based upon previously approved concepts in the project area. The concept will be presented in graphic format and CAD line colored. With comments received, a final concept will be prepared and in CAD line color. A preliminary construction cost estimate will be prepared.

Deliverables: Electronic PDF of the Conceptual Design plans, summary, and budgetary cost estimate

Quality Assurance / Quality Control Review

Deliverables will be reviewed internally in accordance with AMG's rigorous QA/QC program prior to submittal to the City. Deliverables will be reviewed for:

- ✓ Compliance with approved formats, criteria, specifications and professional standards of practice.
- ✓ Adequacy, clarity, ease of interpretation
- ✓ Consistency
- ✓ Constructability
- ✓ Compatibility of design discipline interfaces
- ✓ Errors and discrepancies
- ✓ Coordination with related designs and project elements
- ✓ Integration of design disciplines
- ✓ Incorporation of design changes
- ✓ Conformance to required environmental mitigation and governmental regulations

Review comments made by QA / QC staff will be noted on the deliverables being reviewed. All comments and the corresponding action items needed will be transcribed onto the comment forms. Design Engineers will document their responses on the comment forms. A log of all QA / QC measures taken during the course of the project, including any corrective actions taken, will be maintained by the Project Manager.

TASK 4: COMMUNITY ENGAGEMENT



The objective of this task is to develop and execute a community engagement plan that both informs and solicits input regarding multi-modal improvements for this major community corridor.

Subtask 4.1 – Outreach Plan (Identify when each meeting should happen)

AMG will review outreach process used in developing conceptual plan to date (what worked, existing email lists, etc.) and work with staff to design a community participation strategy tailored to San Mateo which:

- Identifies target audiences and potential communication networks
- Potential to link to other community events.
- Prepare outreach schedule, identify lead times and review process
- Define location, date and format for community meeting (open house, bike tours, round table discussion, and community conversation)

AMG will prepare 3 collateral pieces (flyers, post card for City use in noticing) and prepare project logo and graphic pieces for posting on website, city flyers, or mailing.

Subtask 4.2 – Stakeholder Meetings (3)

AMG will prepare meeting agendas, exhibits, and meeting packets. AMG will facilitate stakeholder meetings with the City, Caltrans, Sustainability & Infrastructure Commission and other relevant stakeholders to gain insight and understand priorities. Summary of every meeting will also be prepared.

Subtask 4.3 – Community Meetings (3) / Pop-up Event

AMG provide graphic materials and images to facilitate input and discussion. AMG will plan meetings, prepare agendas, layouts, written summary of meetings, and provide meeting support, including name tags, sign-in sheets, set-up, etc. AMG will coordinate with the City and the Sustainability & Infrastructure Commission to distribute notices and facilitate meetings to maximize public engagement.

Subtask 4.4 – Council Presentation (2)

AMG will prepare Draft and Final PowerPoint presentation to share project findings, recommendations, and community input. AMG will participate in presentations to the San Mateo City Council.

Deliverables:

- *Outreach Plan*
- *Project Logo/Tagline*
- *Project Website (Launch & 3 update)*
- *(3) Community Meeting Material & Summary*
- *(2) City Council PowerPoint Presentation*
- *(3) Stakeholder Meeting Agendas / Summaries*
- *(3) Collateral Pieces (City to mail / post)*

TASK 5: PROJECT REPORT

Subtask 5.1 – Draft & Final Project Report

AMG will summarize the efforts conducted under the aforementioned tasks in a draft project report which would include existing and cumulative conditions analysis, proposed and final alternatives, cost estimates and summaries of all community, council and stakeholder meetings. The draft project report will be provided to the City of San Mateo and the Sustainability & Infrastructure Commission for review. Based on comments received on the draft project report AMG will provide a final project report to the City.

TASK 6: GRANT SUPPORT

Subtask 6.1 – Grant Application Support

AMG will assist the City of San Mateo in preparation of various grant applications for future funding of the project. AMG will prepare a draft of the project grant application and required exhibits and provide a final copy for city approval/submittal. For the purposes of developing the estimated level of effort for the corridor improvement project, it has been assumed that the project will not be federally funded, however in the event that the City is successful in obtaining a federal grant, AMG can provide federal funding assistance as additional services. As directed by the City, AMG will also prepare other grant applications as opportunities arise. For budgeting purposes, the proposed base scope includes preparation of one additional grant application. Preparation of additional grant applications can be provided as additional services.

Deliverables: Draft Grant Application and Exhibits, Final copy of Grant Application

IMPLEMENTATION PLAN

AMG will communicate with City of San Mateo via conference calls and periodic emails as the project progresses and the efforts carried out in every task will be shared. AMG will also schedule and attend any conference calls with the City and stakeholders as needed and summarized in Task 4.

Our team for this project has been successful in delivering similar types of projects on schedule and within budget. We pride ourselves in being responsive to the client's needs and providing quality services. Our proposed schedule for the project is detailed below. The schedule provided below is a general outline of deliverables from Notice-To-Proceed should we be awarded the project.

We can update the proposed schedule within our capacity upon further discussion with the City should we be awarded the project.

	SEP	2019			JAN	2020		
		OCT	NOV	DEC		FEB	MAR	APR
Task 1: Project Management and Coordination								
1. Project Management and Coordination								
Task 2: Feasibility Review								
1. Existing Data Collection and Review								
2. Traffic Operations & Safety Analysis								
Task 3: Design								
1. Base Mapping								
2. Right of Way Engineering								
3. Utility Coordination								
4. Preliminary Conceptual Design								
Task 4: Community Engagement								
1. Outreach Plan								
2. Stakeholder Meetings								
3. Community Meetings								
4. Council Presentation								
Task 5: Project Report								
1. Draft Project Report								
2. Final Project Report								
Task 6: Grant Support								
1. Grant Application Support								

Schedule assumes NTP in September 2019

City seeks to have the final report seven (7) months from issuance of Notice to Proceed.

EXHIBIT B

FEE RATES

EXHIBIT C

INSURANCE REQUIREMENTS

MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an “occurrence” basis, including products-completed operations, personal & advertising injury, with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if CONSULTANT has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers’ Compensation:** as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
4. **Professional Liability (Errors and Omissions):** Insurance appropriate to the CONSULTANT’s profession, with limit no less than **\$1,000,000** per occurrence or claim, **\$2,000,000** aggregate

If the CONSULTANT maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the CONSULTANT.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The City, its elected and appointed officials, employees, and agents are to be covered as insureds on the auto policy for liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the CONSULTANT; and on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the CONSULTANT including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the CONSULTANT’s insurance (at least as broad as ISO Form CG 20 10, 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

Primary Coverage

For any claims related to this contract, the **CONSULTANT’s insurance coverage shall be primary** insurance as respects the City, its elected and appointed officials, employees, and agents. Any insurance or self-insurance maintained by the City, its elected and appointed officials, employees, or agents shall be excess of the CONSULTANT’s insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall provide that **coverage shall not be canceled, except after thirty (30) days' prior written notice** (10 days for non-payment) has been given to the City.

Waiver of Subrogation

CONSULTANT hereby grants to City a waiver of any right to subrogation which any insurer of said CONSULTANT may acquire against the City by virtue of the payment of any loss under such insurance. CONSULTANT agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the CONSULTANT to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

Verification of Coverage

CONSULTANT shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the CONSULTANT's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.