



STAFF REPORT

City Council

Meeting Date:

7/19/2016

Staff Report Number:

16-126-CC

Informational Item:

Update on the Oak Grove Avenue, Crane Street, and University Drive bicycle improvement project

Recommendation

This is an informational item and does not require City Council action.

Policy Issues

On February 9, 2016, the City Council approved the 2016 Work Plan. On May 3, 2016, City Council provided direction to amend the Work Plan to prioritize evaluation of bicycle improvements on Oak Grove Avenue, Crane Street and University Drive. This Project is also consistent with the policies stated in the 1994 City General Plan Circulation Element. These policies seek to maintain a circulation system using the Roadway Classification System that will provide for a safe and efficient movement of people and goods throughout Menlo Park for residential and commercial purposes.

Background

In 2015, the Bicycle Commission proposed inclusion of a new priority project in the Commission's two-year work plan. The proposed project was to identify a key bicycle route connection to provide access to key destinations in the City, including schools, the downtown, and connecting residential neighborhoods. The resulting project proposal for bicycle improvements to Oak Grove Avenue was developed, and presented to the City Council in a joint meeting with the Transportation Commission on January 26, 2016, and again to the City Council in a regular meeting on April 12, 2016.

On May 3, 2016, the City Council provided direction to amend the Work Plan to prioritize evaluation of bicycle improvements on Oak Grove Avenue, Crane Street and University Drive. A link to the staff report from May 3 is provided in [Attachment A](#) (as a hyperlink).

Analysis

Following City Council approval, staff initiated work on developing a work plan for the project and budgeting resources into the 2016-17 budget. As a first task, staff identified potential bicycle planning and design firms that could assist with the work in order to expedite the planning and design. Staff reviewed qualifications of firms that have completed past projects with the City, and requested a proposal from Alta Planning & Design to assist with this effort. Alta is a national leading transportation planning firm with expertise in complete streets projects, especially those involving bicycle and pedestrian improvements.

Staff worked with Alta to develop a scope of work, schedule, and fee estimate for the project. It is anticipated that installation would occur in two phases: the first phase within the City's jurisdiction, and the second crossing at El Camino Real. Caltrans has jurisdiction over El Camino Real (State Route 82), and

Caltrans review and approval is needed to make changes to Oak Grove Avenue as it approaches El Camion Real. The scope of work includes planning and design support for the first phase, with an optional future task for the second phase. The proposed task list includes:

1. Project Management
2. Data Collection
3. Existing Conditions
4. Needs Assessment
5. Prepare Concept Plans & Cost Estimate
6. Stakeholder Meetings
7. Council Review

This scope would allow the project to advance forward with conceptual level-design and cost estimates before advancing to detailed engineering level design. Staff anticipates concept plans would include bicycle lanes in both directions along the route. Considering the limited roadway width available, Alta will determine if parking removal is required on one or both sides of the corridor as concept plans are developed. Community engagement is anticipated to include targeted meetings with affected stakeholders (e.g., Chamber of Commerce and downtown businesses, Menlo Park Fire Protection District, and Nativity School) and electronic communication and materials (including a video, concept plans, and project website to facilitate feedback). Staff anticipates Council review and approval of concept plans prior to advancing into detailed design. Adequate funds for this phase are incorporated into the 2016-17 budget.

Proposed Project Schedule & Future Tasks

The proposed project schedule is summarized in Table 1 below, beginning in July 2016. It is anticipated that concept plans could be brought forward for review by City Council in October 2016. At that time, staff also anticipates bringing forward a request to allocate funds for design and construction and to authorize the City Manager to enter into agreements for design plans.

Following City Council review and approval, future tasks are anticipated to include preparation of design plans, awarding a construction contract, and construction as described below. On this schedule, staff anticipates that weather-pending, the project could be operational by spring 2017, in time for Bike Month (May) events such as Bike to Work Day.

Table 1: Proposed Project Schedule		
	Task	Schedule
1	Project Management	Ongoing
2	Data Collection	July – August 2016
3	Existing Conditions	July – August 2016
4	Needs Assessment	July – August 2016
5	Prepare Concept Plans and Cost Estimate	August – September 2016
6	Stakeholder Meetings	September 2016
7	Council Review	October 2016
	Future Tasks	Estimated Schedule
8	Prepare Design Plans	October – December 2016
9	Award Construction Contract	January 2017
10	Construction	February – April 2017

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. [Staff Report from May 3, 2016](http://menlopark.org/DocumentCenter/View/10127) City Council Meeting (menlopark.org/DocumentCenter/View/10127)

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