



STAFF REPORT

City Council

Meeting Date:

4/18/2017

Staff Report Number:

17-083-CC

Informational Item:

**Update on the Transportation Master Plan
consultant selection process**

Recommendation

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

Policy Issues

This item is included in the Council's adopted 2017 Work Plan (#46) and is one of the highest priority implementation programs in the 2016 General Plan Circulation Element.

Background

On November 29, and December 6, 2016, the City Council completed actions to approve the ConnectMenlo General Plan Land Use and Circulation Elements. This was a multi-year, comprehensive process that represents a vision for a live/work/play environment in the former M-2 Area while maintaining the character and values that the City has embraced. The General Plan serves as the City's comprehensive and long range guide to land use and infrastructure development in the City. The Land Use and Circulation Elements, along with the Housing Element which was adopted in 2014, provide the key policy framework to guide the City's physical development. While the adoption of the General Plan was a major accomplishment for the City, the work is not done. The plan is dynamic; the Elements contain a number of goals, policies and programs that implement the City's vision.

Transportation challenges, including multi-modal safety, traffic congestion, neighborhood quality of life, and regional coordination are significant concerns to the City of Menlo Park. The Circulation Element includes a number of forthcoming transportation-related programs, including those to encourage multi-modal transportation, provide opportunities for active transportation to encourage health and wellness, minimize cut-through traffic on residential streets, and consider changes to the transportation impact metrics the City uses to evaluate development proposals. High priority transportation-related programs are the development of a Transportation Master Plan and updates to the Transportation Impact Fee (TIF).

Transportation Master Plan Purpose

A Transportation Master Plan would provide a bridge between the policy framework adopted within the Circulation Element and project-level efforts to modify the transportation network within Menlo Park. Broadly, it provides the ability to identify appropriate projects to enhance the transportation network, conduct community engagement to ensure such projects meet the communities' goals and values, and prioritize projects based on need for implementation. The Transportation Master Plan, when completed, would provide a detailed vision, set goals and performance metrics for network performance, and outline an

implementation strategy for both improvements to be implemented locally and for local contributions towards regional improvements. It will serve as an update to the City's Bicycle and Sidewalk Plans. Following development of the Master Plan, the TIF program update would provide a mechanism to modernize the City's fee program to collect funds towards construction of the improvements identified and prioritized in the Master Plan.

The Transportation Master Plan, however, is not designed to identify project-level, specific solutions to individual neighborhood cut-through traffic concerns, specific Safe Routes to School infrastructure plans, or provide detailed engineering designs of the improvements that will be identified in the Plan. These efforts would be prioritized in the Plan for future work efforts and through current projects such as Willows Neighborhood Complete Streets.

Analysis

Since the adoption of the Circulation Element, staff has prepared Request for Qualifications (RFQ) to select a consultant team to assist with the preparation of the Transportation Master Plan. The RFQ was released on February 2, 2017, and four consultant teams submitted qualification statements on February 24, 2017. All four teams were highly qualified with significant local, regional and national transportation planning and design experience. The two top-ranked teams were interviewed by City staff on March 30, 2017, and the most qualified and a consultant team was selected from this process. This team, led by W-Trans, includes sub-consultants to assist with conceptual engineering and cost estimating, community engagement, and urban design. W-Trans has a significant history working in Menlo Park, understanding the current and projected travel patterns, system bottlenecks and constraints, and a strong record of successful project management – keeping projects on schedule and within budget. Their teaming partners bring experience in multi-modal transportation planning, community outreach, civil engineering, and urban design, covering all of the anticipated skill sets needed for the development of a Transportation Master Plan and Impact Fee Program.

A detailed schedule and scope of work will be prepared and brought forward for the Council to as part of the consultant team contract award in May 2018. The following tasks are expected to be included:

1. Collect Data & Review Background Documents
2. Conduct Community Engagement
3. Analyze Existing and Future (2040) Conditions
4. Identify Multi-modal Transportation Projects
5. Evaluate Cost/Benefits of Transportation Projects
6. Prepare Prioritized Project Rankings and Draft Master Plan
7. Adopt Final Transportation Master Plan
8. Prepare and Adopt Impact Fee Program Update

Following consultant contract award, the development of the Master Plan would be initiated. This will be followed by preparation of an updated TIF program. A detailed schedule will be prepared during the development of the scope of work.

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

None

Report prepared by:

Nicole H. Nagaya, P.E, Assistant Public Works Director

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