



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council

FROM: City Administrator

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE AWARDING A CONTRACT TO KOA CORPORATION FOR THE PREPARATION OF A BICYCLE AND PEDESTRIAN MASTER PLAN

MEETING DATE: February 20, 2018

RECOMMENDATION:

Adopt a Resolution awarding a contract to KOA Corporation for the preparation of a bicycle and pedestrian master plan.

BACKGROUND/ANALYSIS:

On August 4, 2014, the City Council approved Resolution No. 14-85 entitled "Approving the Support of a Regional Grant Application for an Active Transportation Program (ATP)".

The Southern California Association of Governments (SCAG) released a "Call for Projects" for Cycle 3 pertaining to Sustainability Planning Grants, including Active Transportation Projects in FY 2016 with the following goals:

- Provide needed planning resources to local jurisdictions for sustainability planning efforts;
- Develop local plans that support the implementation of the 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy (2016 RTP/SCS); and
- Increase the region's competitiveness for federal and state funds, including, but not limited to, the California Active Transportation Program and Greenhouse Gas Reduction Fund.

The 2016 Sustainability Planning Grants Call for Proposals is comprised of three (3) main project proposal categories that meet the goals of the overall program:

- **Active Transportation** – Examples include bicycle, pedestrian and safe routes to school plans and programs;
- **Integrated Land Use** – Examples include sustainable land use planning, transit oriented development and land use & transportation integration; and

- **Green Region Initiatives** – Examples include natural resource plans, climate action plans, green street plans, and greenhouse gas (GHG) reduction programs

The City submitted a grant application for *Active Transportation and Safe Routes to Schools Plan* in the amount of \$245,000 through the California Transportation Commission (CTC). The project, to be known as the City of Commerce Bike and Pedestrian Master Plan, proposes to prepare a comprehensive active transportation plan that incorporates bicycle, pedestrian, American with Disabilities Act (ADA) considerations, and Safe Routes to School analysis and planning. One of the key components of the project is a robust community engagement process, as well as a performance measurement process, to ensure sustainability of achieved results.

On January 27, 2017, the City of Commerce received notification from SCAG that its application was being recommended for award through the Sustainability Planning Grant (SPG) Program, subject to the approval of the SCAG Regional Council. At its February 2, 2017 meeting, SCAG's Regional Council approved staff recommendations for the SPG Program award. The City received a formal letter dated April 13, 2017 stating that it was approved for funding. In order to accept the award, a supporting resolution from the City Council or a letter of intent in support of the project from the City Administrator was required. On July 3, 2017, the City Council adopted Resolution No. 17-70 accepting the 2017 Active Transportation Grant Award.

On August 22, 2017 the City of Commerce released a request for proposals (RFP) for the development of a bike and pedestrian master plan. Five proposals were received by the following consulting firms: 1) KOA Corporation, 2) KTUA, 3) Transpogroup, 4) Stantec Consulting Services, and 5) Atla Planning + Design. Each of the proposing consultant firms was interviewed by Public Works & Development Services staff and at the conclusion of the interview process it was determined that KOA Corporation was the firm best qualified to complete the subject project. The cost to complete the proposed work is \$227,115.

As described in their proposal, KOA was founded in 1987 and is a provider of traffic, engineering, transportation planning and construction management services for public agencies and private sector clients. They have developed a reputation for planning, designing, and implementing innovative pedestrian, bicycle, and transit facilities to promote active transportation. They are currently developing plans for the City of Los Angeles and San Bernardino County Transportation Authority. They have also developed plans and studies for the cities of Irvine, Long Beach, Moreno Valley, San Clemente, Costa Mesa, Pasadena, and many more. Further examples of their efforts include Southern California's first physically separated cycle track in Downtown Long Beach and the second cycle track in Temple City, the first bicycle boulevard in Southern California (City of Long Beach).

The scope of work, as outlined in their attached proposal, includes 10 main tasks. The tasks are as follows:

1. Project Management and Administration
2. Collect and Review Existing Documents and Data
3. Existing Conditions and Environmental/Roadway Survey
4. Stakeholder Engagement and Outreach
5. Landscape and Urban Design Recommendations

6. Identification of Bicycling Streets and Routes
7. Develop Bicycle and Pedestrian Transportation Network
8. Presentation to Traffic Advisory Commission and City Council
9. Prepare Master Plan that Meets Bicycle and Transportation Plan Requirements
10. Safe Routes to School Component

The process of developing a comprehensive plan must include significant community engagement. After all, the goal of this type of process is to create a plan that addresses the needs of the entire community while providing the opportunity for everyone to participate in creating it. To insure participation from the Commerce community, an extensive engagement and outreach component will be undertaken by KOA in conjunction with City staff. This includes interagency coordination with groups such as, but not limited to, BNSF, Metro, and Union Pacific. Fostering a spirit of communication and cooperation between the groups and the City is a top priority. A Technical Advisory Committee (TAC) is also proposed for this project consisting of 9 to 15 members. This group would be instrumental in discussing different interests, identifying potential conflicts, and creating a coordinated effort at developing solutions. At least four community meetings will occur within the 18 month project window. The focus of these meetings will be to share information, facilitate dialogue, garner input, and foster consensus. The first round of meetings will focus on discussing active transportation project types and classifications. The subsequent rounds of workshops will function as project updates for the community including discussion on prioritization criteria methodologies and ultimately the draft Plan. Community engagement elements to be included in the outreach component would also include the creation of a stakeholder database, project branding and graphics, print media, social media and online media, e-blasts, and photography and videography. Furthermore, bilingual outreach would occur to ensure Spanish speaking community members are engaged, as will pop-up events to create a venue for public discussion.

As stated earlier in this report, staff recommends the City Council adopt a resolution awarding a contract to KOA Corporation for the preparation of a bicycle and pedestrian master plan

ALTERNATIVES:

1. Approve staff recommendation.
2. Reject staff recommendation.
3. Provide further direction to staff.

FISCAL IMPACT:

The City was awarded a grant in the amount of \$245,000. There is no impact to the General Fund, and no match requirements are necessary for the grant award.

RELATIONSHIP TO STRATEGIC GOALS:

The issue before the Council is applicable to the following Council's strategic goal: *"Create and pursue opportunities for collaboration and regional partnerships to maximize resources and address regional issues"* as identified in the 2016 Strategic Plan.

Recommended by: Maryam E. Babaki, P.E., Director of Public Works & Development Services

Prepared by: Matt Marquez, Deputy Director of Development Services

Reviewed by: Vilko Domic, Finance Director

Approved as to form: Noel Tapia, City Attorney

Respectfully submitted: Edgar P. Cisneros, City Administrator

ATTACHMENTS:

1. Resolution
2. Request for Proposals
3. KOA Proposal