



Memorandum

AGENDA ITEM 9

DATE: April 20, 2022

TO: Transportation Authority Board

FROM: Maria Lombardo - Chief Deputy

SUBJECT: 5/10/22 Board Meeting: Award a Two-Year Professional Services Contract to Mark Thomas & Company, Inc. in an Amount Not to Exceed \$1,850,000 for the Design Phase and Caltrans Right-of-Way Approval of the I-280 Southbound Ocean Avenue Off-Ramp Project

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <ul style="list-style-type: none"> Award a two-year professional service contract to Mark Thomas & Company, Inc. in an amount not to exceed \$1,850,000 for the design phase and California Department of Transportation (Caltrans) right-of-way approval for the I-280 southbound Ocean Avenue Off-Ramp Project Authorize the Executive Director to negotiate contract payment terms and non-material terms and conditions <p>SUMMARY</p> <p>We are seeking consultant services to provide design and engineering services and Caltrans right-of-way approval for the I-280 southbound Ocean Avenue Off-Ramp Project (Project). The goal of this project is to realign the I-280 southbound Ocean Avenue off-ramp into a T-intersection with signal control to enhance bicycle and pedestrian safety. We issued a Request for Proposals (RFP) on January 4, 2022. By the proposal due date of February 11, 2022, we received two proposals. Following interviews with both firms, the selection panel, with participation from Caltrans and Transportation Authority staff, recommended Mark Thomas & Company, Inc. (Mark Thomas) to provide the requested services.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Fund Allocation <input type="checkbox"/> Fund Programming <input type="checkbox"/> Policy/Legislation <input type="checkbox"/> Plan/Study <input type="checkbox"/> Capital Project Oversight/Delivery <input type="checkbox"/> Budget/Finance <input checked="" type="checkbox"/> Contract/Agreement <input type="checkbox"/> Other: _____
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BACKGROUND

The Balboa Park Station Area, located in the central south side of San Francisco, is a busy and multi-faceted hub of transportation activity. Home to the busiest Bay Area Rapid Transit (BART) station outside of Downtown San Francisco, a San Francisco Municipal Transportation Agency (SFMTA) Muni light rail terminal and maintenance facility, multiple bus lines along



Geneva and Ocean Avenues, and a historic streetcar depot. This area is one of the most important and heavily used transit hubs in the region. Meanwhile, Interstate 280 (I-280) traverses the neighborhood, with six freeway ramps tying into the local street network directly adjacent to the BART Station. While this interchange provides vehicular access to regional transit and other neighborhood destinations, it also contributes to congestion, safety, and access issues, and degrades the quality of the surrounding area.

In 2014 we conducted the Balboa Park Area Circulation Study, which analyzed reconfiguration of the I-280 southbound Ocean Avenue off-ramp to improve pedestrian and bicyclists' safety, traffic circulation, and station access. The existing southbound I-280 off-ramp at Ocean Avenue is a high-speed, single-lane, uncontrolled merge onto westbound Ocean Avenue. This configuration presents a major pedestrian crossing challenge as well as automobile conflicts with bicycles and buses. The selected recommendation from the Balboa Park Area Circulation Study was to realign the I-280 southbound Ocean Avenue off-ramp into a T-intersection with signal control to enhance bicycle and pedestrian safety.

We collaborated with Caltrans to complete the Project Study Report - Project Report and received Caltrans' project approval in January 2021. The project received California Environmental Quality Act Categorical Exemption approval in July 2020 and is anticipated to receive National Environmental Policy Act Categorical Exclusion approval by Caltrans during final design.

The Project area supports a high volume of pedestrian traffic due to the vicinity of the Balboa Park BART and Muni stations. Additionally, there are pedestrian destinations in the vicinity of the Balboa Park neighborhood, such as City College, Lick-Wilmerding High School, Balboa Park, and neighborhood retail along Ocean Avenue. Ocean Avenue is the primary east-west bicycle route in the area, with a mix of Class II bicycle lanes and Class III bicycle routes in each direction. This segment of Ocean Avenue has also been identified as part of the Vision Zero High Injury Network and is specifically a high-injury corridor for cyclists. The Vision Zero Action Strategy calls for redesign of corridors and intersections, with treatments to increase safety and reduce fatal crashes by improving visibility, calming traffic speeds, and encouraging road user compliance.

DISCUSSION

The project development process for the Project will consist of design engineering, City and County of San Francisco permitting, Caltrans encroachment permit, Right-of-Way easement, final project design, and preparation of Plans, Specifications/Special Provisions and Estimates. This scope of work covers all work tasks (see Attachment 1 for detailed scope).

Procurement Process. We issued an RFP for design and engineering services and Caltrans right-of-way approval for the Project on January 4, 2022. We hosted a virtual pre-proposal conference on January 12, which provided opportunities for small businesses and larger firms to meet and form partnerships. 34 firms registered for the conference. We took steps to encourage participation from small and disadvantaged business enterprises, including advertising in seven local newspapers: San Francisco Chronicle, San Francisco Examiner, San Francisco Bayview, Small Business Exchange, Nichi Bei, El Reportero, and World Journal. We



also distributed the RFP to certified small, disadvantaged, and local businesses; Bay Area and cultural chambers of commerce; and small business councils.

By the due date of February 11, we received two proposals in response to the RFP. A selection panel comprised of Transportation Authority and Caltrans staff evaluated the proposals based on qualifications and other criteria identified in the RFP, including the proposer's understanding of project objectives, technical and management approach, and capabilities and experience. We held interviews with the two proposed teams on February 28. Based on the competitive process defined in the RFP and interviews, the panel recommends that the Board award the contract to Mark Thomas. The Mark Thomas team distinguished itself based on having a better understanding of project objectives and challenges, specifically, around working with multiple stakeholders; and addressing retaining wall, geotechnical, and Muni track challenges.

We established a Disadvantaged Business Enterprise (DBE)/Small Business Enterprise (SBE) goal of 15% for this contract. Mark Thomas' proposal exceeded the contract goal. The Mark Thomas team includes a combined 19% DBE/SBE participation from multiple subconsultants, including Parikh Consultants Inc. (DBE) and Parisi Transportation Consulting (SBE). Mark Thomas' headquarters office is located in San Jose, California.

The design phase is anticipated to take two years to complete. The preliminary construction estimate for the project is \$21.9 million which includes construction costs and construction management services. Subject to securing funding for the construction phase, construction could begin in Spring 2025.

FINANCIAL IMPACT

The contract amount will be funded with state Local Partnership Program (LPP) grant funds, programmed by the Transportation Authority and administered by Caltrans, and a Prop K appropriation, approved in June 2021 through Resolution 21-55. The California Transportation Commission approved LPP funding for this project on August 18, 2021. This contract is contingent upon execution of a funding agreement with Caltrans for state LPP funding. The adopted Fiscal Year 2021/22 budget amendment includes this year's activities and sufficient funds will be included in future year budgets to cover the remaining cost of the contract.

CAC POSITION

The Community Advisory Committee will consider this item at its April 27, 2022, meeting.

SUPPLEMENTAL MATERIALS

- Attachment 1 - Scope of Services



ATTACHMENT 1

CONSULTANT SCOPE OF SERVICES

Professional consultant services will provide the necessary engineering services to produce all necessary documents required to produce Plans, Specifications/Special Provisions and Estimates (PS&E). Contractor shall be responsible for all work necessary to complete PS&E, and shall comply with applicable local, State, and Federal standards and requirements.

Specific tasks include: 1) project management elements, 2) Right-of-Way engineering, and 3) PS&E through Final Design to enable bidding of the project for construction.

TASK 1 - PROJECT MANAGEMENT

1.1 General Project Management - Contractor will perform the following project management tasks and activities:

- a) Supervise, coordinate, and monitor products development, for conformance with the Transportation Authority, San Francisco Public Works (SFPW), San Francisco Municipal Transportation Agency (SFMTA), San Francisco Public Utilities Commission (SFPUC), and Caltrans standards and policies.
- b) Coordinate all design staff and any subconsultants to assure the free and timely flow of information for each task activity.
- c) Assure compliance with codes and standards, as acceptable to SFPW, SFMTA, SFPUC, and Caltrans, and as approved by the Transportation Authority. An example would be the use of City and County San Francisco standards for arterials, local roads, utilities, retaining walls, and signage in City right-of-way; and Caltrans' standards in Caltrans' right-of-way.
- d) Assure that all documents requiring City and County of San Francisco (SFPW, SFMTA, and SFPUC) oversight review are prepared in accordance with City and County of San Francisco standards, guidelines, and procedures.
- e) Assure that all documents requiring Caltrans' approval are prepared in accordance with Caltrans' standards, guidelines, and procedures.
- f) Prepare a detailed Critical Path Method (CPM) schedule within two weeks after contract execution and submit an updated electronic file schedule on a monthly basis to Transportation Authority staff.
- g) Prepare agendas and minutes for project team meetings.
- h) Prepare and submit correspondences and memorandums.

1.2 Project Administration - Contractor will perform the following project administrative duties:



- a) Prepare and submit monthly progress reports in the format directed by the Transportation Authority that will identify work performed on each task the preceding month. Percent complete compared to percentages billed for each task will be shown. Narratives will also compare progress in meeting the CPM schedule and will contain proposals for addressing any schedule issues.
- b) Prepare a monthly summary of total charges made to each task. This summary shall present the contract budget for each task, any re-allocated budget amounts, the prior billing amount, the current billing, total billed to date, and a total percent billed to date. Narratives will contain a brief analysis of budget-to-actual expenditure variances, highlighting any items of potential concern for the Transportation Authority consideration before an item becomes a funding issue.
- c) Provide monthly reporting indicating the amount of DBE and SBE firm participation based upon current billing and total billed to date.
- d) Provide a monthly invoice in the standard format determined by the Transportation Authority that will present charges by task, by staff members at agreed-upon hourly rates, with summary expense charges and subconsultant charges. Detailed support documentation for all consultant direct expenses and subconsultant charges will be attached.

1.3 Quality Assurance/Quality Control (QA/QC) - Contractor will establish and implement a QA/QC procedure for activities undertaken by staff and by subconsultants. The QA/QC procedure set forth for the project shall be consistent with Caltrans' most recent version of the "Guidelines for Quality Control/Quality Assurance for Project Delivery". The QA/QC process for this project will consist of the following minimum reviews:

- a) Discipline Review - Each responsible discipline leader will perform technical checking.
- b) Peer Review/Coordination Checking - Coordination and independent checking activities will be performed by a separate group of engineers who have the capability to identify and evaluate coordination problems and to initiate, recommend, or provide solutions.
- c) Constructability Review - A constructability review will be performed at major milestones.

1.4 Agency Coordination - Contractor will coordinate with agencies and companies as required for project development. Coordination effort will include the following organizations:

- a) SFMTA
- b) SFPW
- c) SFPUC
- d) Caltrans



- e) Affected utility and telecommunication companies
- f) Regulatory agencies
- g) City College of San Francisco (CCSF)
- h) Other stakeholders as necessary

1.5 Progress Meetings and Reporting - Contractor will attend, and conduct as necessary, the following meetings:

- a) Project Kick-Off meeting with Transportation Authority, SFPW, SFMTA, SFPUC, and Caltrans to identify the issues to be resolved, and to review the project scope of work.
- b) Technical workshop meetings with Transportation Authority, SFPW, SFMTA, SFPUC, Caltrans, utility companies, and other agencies to resolve identified issues.
- c) Regular monthly Project Development Team (PDT) Meetings. The selected consultant will conduct each of these meetings. The Transportation Authority will determine the location for the meetings. Required activities include the following:
 - i. Preparation and distribution of the agenda for the PDT meetings.
 - ii. Preparation and submittal of Status of Submittals Register.
 - iii. Preparation and distribution of meeting minutes, with action items clearly indicated, within five (5) days after each PDT Meeting.
- d) Public meeting(s) and hearing(s) to present preliminary alternatives and obtain public input in coordination with the Transportation Authority, SFPW, SFMTA, and SFPUC.

TASK 2 - RIGHT OF WAY ENGINEERING

Task 2 consist of all right-of-way engineering for the Project including obtaining Caltrans Encroachment Permit, utility relocation, and CCSF easements if necessary.

Deliverables:

- *All right-of-way engineering deliverables (Hard Copy, Appraisal Maps, Plat Maps, Legal Descriptions, etc.) prepared in accordance with City and County of San Francisco, and Caltrans standards*
- *Caltrans Encroachment Permit*
- *Right-of-Way Easement from CCSF for retaining wall and tie-backs*
- *Utility relocation right-of-way may include relocating an underground electric vault, water lines, gas lines, sewer, storm drain, overhead contact system, streetlights, and fiber optic lines as necessary*
- *CCSF bicycle/pedestrian entrance next to project and related right-of-way easement (Optional)*



TASK 3 - PROJECT ENGINEERING AND DESIGN

The project development process for the Project will consist of design engineering, the appropriate technical studies and reports as needed, final design and preparation of PS&E. The Transportation Authority maintains the right to amend the contract of the selected consultant to continue with each task or subtasks. Final design shall consist generally of the preparation of plans, specifications and estimates in accordance with current City and County of San Francisco and Caltrans standards. The final contract plans shall include all necessary plan sheets required for the complete construction of the project. In addition, the selected consultant shall be responsible for the preparation, submittal and approval of all accompanying documents (i.e., various design reports, utility relocations, permits, agreements, reports, survey notes, slope stake notes, SFPW permits and requirements, SFMTA permits and requirements, SFPUC permits and requirements, and Caltrans District Office Engineer/Headquarters Office Engineer permits and requirements). Below are the tasks that are anticipated to be performed, but the Transportation Authority reserves the right to add or eliminate any individual tasks and subtasks.

3.1 PS&E (35% Submittal)

Deliverables:

- *Geometric Approval Drawings including design exceptions if necessary*
- *35% Plans including typical cross sections*
- *Retaining Wall Structures Type Selection Report*
- *Survey and Base Map*
- *QA/QC documentation*

3.2 PS&E (65% Submittal)

Deliverables:

- *65% Plans (including roadway, retaining wall, and utility relocation)*
- *Geotechnical Borings and Report*
- *Foundation Report*
- *Hydraulics Report*
- *All necessary City and County of San Francisco permits*
- *Draft Agreements and Permits (Caltrans and utility providers, etc.)*
- *Draft Storm Water Pollution Prevention Plan (SWPPP)*
- *Draft Construction Cost Estimate*
- *Electronic copy of plans, design, reports, draft permits and draft agreements*
- *Traffic Management Plan (TMP)*
- *Constructability Review*
- *QA/QC documentation*

3.3 PS&E (95% Submittal)



Deliverables:

- *95% Plans*
- *Draft Final SWPPP*
- *Construction Cost Estimate*
- *Constructability Review*
- *Draft Agreements and Permits (City and County of San Francisco, Caltrans, and utility providers, etc.)*
- *Electronic copy of plans, design, reports, draft permits and draft agreements*
- *QA/QC documentation*

3.4 PS&E (100% Submittal)

Deliverables:

- *100% Plans including all final Construction Details and Erosion Control Plans*
- *Final SWPPP*
- *Fully Edited Draft Final Special Provisions in Caltrans format if necessary*
- *Draft Final Construction Cost Estimate*
- *Bid-ability Review*
- *Final Agreements and Permits*
- *Electronic copy of plans, design, reports, draft permits and draft agreements*
- *QA/QC documentation*
- *Visual renderings*

3.5 Final PS&E

Deliverables:

- *Final Contract Plans*
- *Final Reports, modified as necessary*
- *Final Agreements and Permits*
- *Final Special Provisions if necessary*
- *Final Construction Cost Estimate*
- *Resident Engineer's Files and Survey Files*
- *Permits (including all Caltrans, SFPW, SFMTA, and SFPUC permits), Agreements, Mitigation Reports*
- *Project Files*
- *Electronic copy of plans, design, reports, permits, agreements, estimates and Special Provisions*
- *QA/QC documentation*

Project schedule: The Transportation Authority desires to adhere to the milestone schedule shown below for the consultant contract. The schedule is intended to include adequate time for review and comments by the appropriate participating agencies.



- Contract Award - May 2022
- 35% PS&E and all Task 3.1 deliverables - December 2022
- 65% PS&E and all Task 3.2 deliverables - April 2023
- 95% PS&E and all Task 3.3 deliverables - September 2023
- City and County of San Francisco Permits and Agreements, Caltrans Encroachment Permit and CCSF Right-of-Way Easement - December 2023
- 100% PS&E and all Task 3.4 deliverables - January 2024
- Final PS&E and all Task 3.5 deliverables - March 2024

Preparation of the design engineering, City and County of San Francisco permits and approvals, CCSF easement, and Caltrans encroachment permit shall commence immediately following receipt of an executed contract from the Transportation Authority. Contractor shall be responsible for all work necessary to obtain all City and County of San Francisco permits and approvals, Caltrans encroachment permit, CCSF right-of-way, and complete Final PS&E, and shall comply with applicable local, State, and Federal standards.