



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Joseph Horwedel

SUBJECT: SEE BELOW

DATE: May 1, 2008

Approved

Paul Krutz

Date

5/4/08

COUNCIL DISTRICT: Citywide
SNI AREA: All

SUBJECT: REPORT ON CONSULTATION SELECTION FOR TRANSPORTATION SERVICES FOR ENVISION SAN JOSE 2040 GENERAL PLAN

RECOMMENDATION

Report on consultant selection for transportation services for Envision San Jose 2040 General Plan Update and adoption of a resolution authorizing the City Manager to negotiate and execute a consultant agreement with Fehr & Peers Transportation Consultants ("Fehr & Peers") for transportation consultant services for the Envision San Jose 2040 General Plan Update for a term through December 31, 2010 in an amount not-to-exceed \$648,885, including authorization for the Director of Planning to execute amendments to the agreement: a) to add and delete transportation consultant services as required within the \$648,885 maximum compensation amount, and b) to extend the term of the agreement for no more than twenty-four months total.

OUTCOME

To provide transportation consultant services needed to update the City of San Jose's 2020 General Plan.

EXECUTIVE SUMMARY

This memorandum outlines the requirement for Envision San Jose 2040 General Plan transportation consultant services and reports on the selection process to determine the most qualified consultant.

BACKGROUND

The City Council initiated the Envision San Jose 2040 process on June 26, 2007 to update the existing San Jose 2020 General Plan. The Envision San Jose process is broken into two Phases. Phase I includes the analysis of existing conditions, the development of a City Vision, the development of alternative approaches to accommodate projected future growth and the preliminary selection, by the City Council, of a preferred land use alternative. Phase II of the process will result in a Draft Envision San Jose 2040 document, which includes the development of General Plan goals, policies, actions and performance measures.

Retaining qualified consultants is key to the successful development of the Envision San Jose 2040 General Plan. The Council provided funding for consultants to perform tasks that cannot be absorbed by staff. One set of tasks requiring consultant assistance is transportation planning.

ANALYSIS

On Tuesday, September 25, 2007 a Request for Qualifications (RFQ) was released through the City's e-procurement system. Approximately a dozen firms were directly notified of the requirement and the RFQ was posted on the City's website until the closing date of November 1, 2007.

A non-mandatory pre-proposal conference was held on October 5, 2007, which was attended by five companies. Proposals from two companies were received by the November 1, 2007 close date as follows:

- Fehr & Peers Transportation Consultants
- Hexagon Transportation Consultants, Inc.

Evaluation Team: A three-member evaluation team was named with representatives from Planning, Building and Code Enforcement and the Department of Transportation.

Minimum Qualifications (Pass/Fail): The initial evaluation was a pass/fail assessment of each proposal to ensure that all required forms and documentation were completed and minimum qualifications were met. Staff determined that all proposals were responsive and passed.

Evaluation of Written Proposals: The evaluation team reviewed and scored each proposal in critical areas such as the ability to provide services, prior experience, qualifications and experience of personnel assigned to the project, and quality of references.

Oral Presentations: Both firms were invited to interview and make oral presentations on December 7, 2007.

Cost: Cost proposals were not disclosed to the evaluation team prior to the completion of the written evaluation so as not to inadvertently influence technical scores.

Local and Small Business Preference: Local Business (LBE) and Small Business (SBE) preference was a consideration in this RFQ and was weighted 5% for each preference.

Recommendation: There was unanimous consensus within the panel that Fehr & Peers submitted the most advantageous proposal based on the evaluation process, including written evaluation, cost proposals, and oral interviews. The summary of the scoring is summarized below:

| Rating Category | Points | Hexagon | Fehr & Peers |
|--|------------|------------|--------------|
| Ability to Provide Services | 75 | 60 | 67 |
| Prior Experience | 45 | 33 | 41 |
| Quality of References | 30 | 20 | 20 |
| Qualifications and Experience of Personnel | 60 | 49 | 53 |
| Oral Interview | 30 | 24 | 27 |
| Cost | 10 | 7 | 9 |
| Local Business Preference | 5 | 5 | 5 |
| Small Business Preference | 5 | 5 | 0 |
| Total | 260 | 203 | 222 |
| | | 78% | 85% |

Protest: The City's RFQ process provides for the unsuccessful Proposer to protest an award recommendation. A ten-day protest period commenced on January 28, 2008 with the issuance of a Notice of Intended Award. No protest was submitted.

Staff recommends that Council authorize the City Manager to negotiate and execute an agreement with Fehr & Peters in an amount not-to-exceed \$648,885 for a term through December 31, 2010 and to execute amendments to the agreement to extend the term of the agreement for no more than 24 months in total. The scope of work for the Fehr & Peers agreement includes the following tasks:

1. Documentation of the existing traffic conditions and the existing transportation system in the City of San Jose.
2. Conducting a traffic impact analysis for up to five land use alternatives.
3. Reviewing existing, and developing recommendations on new General Plan goals, policies and actions related to motor vehicles, freight/goods transportation, public transit, bicycles, pedestrians and aviation.

4. Providing input on modifications to the City's roadway, bicycle and pedestrian network and develop new roadway functional classifications in support of the Envision San Jose 2040's vision and goals.
5. Preparing the Draft and Final transportation sections of the Environmental Impact Report for the Draft Envision San Jose 2040 document.

The proposed total budget of \$648,885 will allow Fehr & Peers to complete the above scope of work. Tasks 1 and 2 will be conducted as part of Phase I of Envision San Jose 2040 process, and are critical for the preparation of land use alternatives and the preliminary selection of a preferred land use alternative by the City Council. Tasks 3, 4 and 5 will be completed in Phase II of the process, in which a draft General Plan document will be developed and an environmental analysis of this draft plan conducted.

EVALUATION AND FOLLOW-UP

Not applicable.

POLICY ALTERNATIVES

Not applicable.

PUBLIC OUTREACH/INTEREST

- Criteria 1:** Requires Council action on the use of public funds equal to \$1 million or greater.
- Criteria 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City.
- Criteria 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach.

The above criteria do not apply to the proposed agreement.

COORDINATION

This memorandum has been coordinated with the Department of Transportation and the City Attorney's Office.

FISCAL/POLICY ALIGNMENT

The consultant services covered under this Agreement support the development of the Envision San Jose 2040 document. It is consistent with the goals and policies of the City's General Plan.

COST SUMMARY/IMPLICATIONS

1. AMOUNT OF RECOMMENDATION

| | |
|---|-----------|
| Not to Exceed Amount of Contract | \$648,885 |
|---|-----------|
2. COST \$648,885
3. SOURCE OF FUNDING: 001 -- General Fund A 1.25% fee surcharge has been placed on development permits to fund contractual expenses associated with the update of the existing San Jose 2020 General Plan.
4. FISCAL IMPACT: This development fee funded agreement will have no adverse impact on the General Fund operating budget.

BUDGET REFERENCE

| Fund # | Appn # | Appn. Name | RC # | Total Appn | Amt. for Contract | Adopted Budget (Page) | Last Budget Action (Date, Ord. No.) |
|--------|--------|-----------------------------------|--------|-------------|-------------------|-----------------------|-------------------------------------|
| 001 | 3427 | Comprehensive General Plan Update | 051254 | \$2,861,989 | \$648,885 | IX-10 | 10/16/07, 28143 |

CEQA

Not a project.


 Joseph Horwedel, Director
 Planning, Building and Code Enforcement

For questions, please contact Michael Brilliot, Senior Planner, at 535-7831.

