



Midpeninsula Regional
Open Space District

R-22-83
Meeting 22-18
July 13, 2022

AGENDA ITEM 7

AGENDA ITEM

Award of Contract with Mead & Hunt to provide Transportation Planning Services to Develop a Shuttle Program at Rancho San Antonio Open Space Preserve (identified as a Priority 1 Action under the Rancho San Antonio Multimodal Access Project)

GENERAL MANAGER'S RECOMMENDATIONS

1. Authorize the General Manager to enter into a contract with Mead & Hunt of Denver, Colorado to develop a Shuttle Program at Rancho San Antonio Preserve for a base amount of \$76,730.
2. Authorize a 10% contingency of \$7,673 to cover unforeseen tasks beyond the current scope for a total not-to-exceed contract amount of \$84,403.

SUMMARY

The Midpeninsula Regional Open Space District (District) seeks to develop a shuttle program for Rancho San Antonio Open Space Preserve & County Park (Preserve) that can be implemented through a future solicitation process for Shuttle Service Operators. Based on the results of a Request for Proposals (RFP) to develop a shuttle program issued on February 22, 2022, the General Manager recommends awarding a contract to Mead & Hunt for a base contract amount of \$76,730. In addition, the General Manager recommends authorizing a 10% contingency in the amount of \$7,673 to cover additional data collection, survey analysis, and public engagement support beyond the base scope of work, as needed, bringing the total not-to-exceed contract amount to \$84,403. The adopted Fiscal Year 2022-23 (FY23) budget includes sufficient funds for the recommended action.

BACKGROUND

In 2019, the District conducted the Rancho San Antonio Multimodal Access Study that explored and evaluated non-motorized mobility, transit options, and parking alternatives to encourage Preserve visitors to use greener modes of transportation, reduce parking demand and traffic, and maintain equitable access for both local and regional visitors. The resulting Rancho San Antonio Multimodal Access Strategies Report (Strategies Report) provides strategies for improving visitor accessibility and expanding transportation choices that align with the District's mission. On April 28, 2021 the Board of Directors (Board) accepted the Strategies Report findings and recommendations ([R-21-55](#)).

The Strategies Report includes an implementation plan outlining 15 multimodal access strategies, ranked by priority, to reduce on-site parking and promote modal shift at the Preserve.

The District is currently pursuing first priority strategies, which include implementation of a free or low-cost shuttle program. The District will first develop a right-sized shuttle program for Rancho San Antonio with a qualified consultant. The District will then seek proposals from shuttle service operators to launch the shuttle service.

DISCUSSION

The District has been actively working toward implementing the first priority strategies. However, the shuttle program requires the expertise of a transportation planning services firm to develop the program for future implementation.

Developing a shuttle program needs to be site specific and consider the broad spectrum of engineering, operational, mobility, and educational options. An independent transportation consultant would support the District with the following:

- Program goals development
- Design of the shuttle service
- Development of a framework for measuring performance
- Stakeholder and public agency coordination
- Financial plan & funding strategies
- Branding & marketing strategy
- Implementation plan

The program will be developed with specificity to issue a future RFP or Request for Bids for shuttle operator services.

The District will be presented with preferred shuttle service scenarios, which the Board will review to confirm the selected approach for subsequent implementation.

Request for Proposals (RFP) and Selection Process

The District issued an RFP on February 22, 2022 for development of (1) a shuttle program and (2) a ride hail program, both of which are listed as first priority multimodal access strategies in the Strategies Report. In addition to posting the RFP on Periscope, the District conducted direct solicitation to seven (7) transportation planning firms.

The District received two proposals on April 12, 2022 as listed below; one proposal from Mead & Hunt for just the shuttle program, and one proposal from Stantec that included both the shuttle and ride hail programs. Evaluation criteria included the technical ability of the consultant team to develop the proposed transportation program and incorporate creative problem-solving. In addition, preference was given toward proposals that demonstrated prior experience in developing transportation programs and incorporating alternative fuel or electric vehicle fleets.

Firm	Location	Program Proposed	Proposed Base Fee
Mead & Hunt	Denver, CO	Shuttle	\$92,410
Stantec	Denver, CO	Shuttle & Ride Hail	\$174,799 + \$29,706 optional task

Upon review of the proposals and consultant qualifications, the District invited both teams for an interview. Staff ranked Mead & Hunt as the most qualified and best suited for the shuttle

program project at a fair and reasonable price. The District negotiated Mead & Hunt's scope and fees, and Mead & Hunt returned with a revised scope totaling \$76,730.

Mead & Hunt demonstrated an understanding of the project goals at Rancho San Antonio and proposed a robust data collection methodology and public engagement strategy to inform development of the shuttle program. The Mead & Hunt team also demonstrated extensive experience working on similar transportation programs and multimodal access studies in open space and recreational settings. Examples of relevant projects include the District's Purisima Creek Redwoods Multimodal Access Project, Upper Valley Transit Enhancement Study, Beach Access Transit Service Enhancement Study, Charm City Circulator Implementation Planning and Operation Support to Fort McHenry, Transit in the Parks, Fort McHenry National Monument and Park, and Transit Access Study, Merritt Island National Wildlife Refuge.

To cover potential additional tasks if needed, the General Manager recommends a 10% contingency of \$7,673, for a total contract amount not-to-exceed \$84,403. Contingency funds may be necessary for additional data collection and/or visitor survey work, or more robust public engagement to support the project goals.

The evaluation panel did not conclusively identify a suitable ride hail proposal to bring under contract at this time. The District is currently soliciting and evaluating additional proposals for the ride hail program and will engage with a separate consulting firm for this service at a future date.

FISCAL IMPACT

The FY23 adopted budget includes \$118,000 for the Rancho San Antonio (RSA) Multimodal Access – Implementation VP11-001 project. There are sufficient funds in the project budget to cover the recommended action and expenditures.

Rancho San Antonio (RSA) Multimodal Access - Implementation VP11-001	Prior Year Actuals	FY22 Amended	FY23 Adopted	FY24 Projected	Estimated Future Years	TOTAL
Total Budget:	\$59,324	\$73,000	\$118,000	\$50,000	\$0	\$300,324
Spent-to-Date (as of 06/07/22):	(\$59,324)	\$0	\$0	\$0	\$0	(\$59,324)
Encumbrances:	\$0	(\$10,000)	\$0	\$0	\$0	(\$10,000)
Mead & Hunt Contract:	\$0	\$0	(\$76,730)	\$0	\$0	(\$76,730)
10% Contingency:	\$0	\$0	(\$7,673)	\$0	\$0	(\$7,673)
Budget Remaining (Proposed):	\$0	\$63,000	\$33,597	\$50,000	\$0	\$146,597

The recommended action is not funded by Measure AA.

PRIOR BOARD AND COMMITTEE REVIEW

This Rancho San Antonio Multimodal Access Study has previously come to the Board and Planning and Natural Resources Committee at the following public meetings:

- **April 28, 2021:** The Board reviewed and approved the Rancho San Antonio Multimodal Access Strategies Report and directed the General Manager to begin implementing the first set of prioritized transportation demand management strategies and recommendations.
 - [Board report](#)
 - [Minutes](#)
- **February 23, 2022:** The Board received a memo for the Rancho San Antonio Multimodal Access Implementation Update
 - [Memo](#)

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

Retention of professional consultants will not result in a direct physical change to the environment [CEQA Guidelines Section 15060(c)(2)] and does not constitute Board approval of the proposed project or related proposed project elements. Additional CEQA review for program implementation, if warranted, would be conducted prior to program deployment

NEXT STEPS

Following Board approval, the General Manager will direct staff to enter into a contract with Mead & Hunt to provide transportation consulting services in support of developing the shuttle program. The table below provides a tentative project schedule. Following Board approval, the General Manager will execute a contract with Mead & Hunt.

Key Milestones	Tentative Schedule
Project Initiation & Program Goal Development	Summer 2022
Data Collection & User Survey	Summer 2022 – Fall 2022
Service Scenario Development	Summer 2022 – Fall 2022
Final Service Scenario & Operation Plans	Fall 2022 – Winter 2023

Responsible Department Head:

Susanna Chan, Assistant General Manager, General Manager's Office

Jane Mark, Planning Manager, Planning Department

Prepared by:

Tyler Smith, Planner II, Planning Department

Contact person:

Susanna Chan, Assistant General Manager, General Manager's Office

Tyler Smith, Planner II, Planning Department