CITY OF HAYWARD
STAFF REPORT

AGENDA DATE 03/26/03

AGENDA ITEM _____

TO: 238 Working Group

FROM: City Manager

SUBJECT: March 26 Meeting

In preparation for the upcoming meeting, enclosed herewith is material for you to review. In addition to visual representations of the proposed alignment for the 238 Corridor Improvement Project, we are also providing copies of recent staff reports to both the City Council and the Alameda County Transportation Authority. The latter pertains to the City's request for funding to undertake the preparation of a project study report. Following approval of the funding request, a Request for Proposals (RFP) for professional services was issued. A copy of the body of the RFP is also attached.

As you note from the agenda, time has been provided to enable the Group to consider and address some organizational and logistical issues.

I look forward to working with you as we embark on this important project. Should you have any questions before the meeting, feel free to give me a call.

Jesús Armas

CITY OF HAYWARD
AGENDA REPORT

AGENDA DATE 07/23/02
AGENDA ITEM 12 a
WORK SESSION ITEM _____

TO: Mayor and City Council

FROM: City Manager

SUBJECT: Route 238 Bypass Alternative

RECOMMENDATION:

It is recommended that the City Council review and comment on this report.

BACKGROUND:

As previously reported, earlier this year, the Alameda County Transportation Authority (ACTA) decided to embark on a process to ascertain if consensus could be reached concerning a possible alternative to the Route 238 Bypass, in light of the court decision invalidating the use of Measure B funds for the project. With the assistance of a neutral, third-party facilitator, project proponents and opponents convened as a working group (hereafter, Consensus Group or Group) to address the assignment conveyed to it by ACTA.

Mayor Roberta Cooper represented the City. Other participants included Mayor Mark Green and Supervisors Gail Steele and Nate Miley (represented by aide Seth Kaplan). In addition, the following organizations appointed representatives to the working group: California State University, Hayward (Bob Brauer); Citizens for Alternative Transportation Solutions (Audrey LePell); Hayward Area Planning Association (Sherman Lewis); and Hayward Chamber of Commerce (Scott Raty).

Over a series of four meetings, the Group explored and discussed different ways to address the traffic problem facing this area. It was understood that failure to develop an alternative could result in the loss of Measure B funding, and continuation of the basic traffic problem facing this community. A variety of ideas and concepts were considered, leading ultimately to the identification of an alternative that, while not everyone's preferred solution, garnered enough support to warrant presentation to the general public.

Presented to the public as the 238 Bypass Alternative (see accompanying attachment), this new configuration would result in Mission and Foothill Boulevards being widened, and a grade separation being constructed at the juncture of Mission/Foothill/Jackson. By acquiring limited property on the east side of Mission (between Five Flags and Harder Road) and Foothill (from Five Flags to City Center Drive-south), two additional travel lanes would be provided during

morning and evening rush hours. One of these lanes would double as a parking/travel lane, serving as a travel lane only during rush hours. The new configuration also would provide an additional rush hour lane on Mission (between Harder and Industrial) and Foothill (between City Center Drive and Highway 580). In these sections, the additional lane can be constructed within the existing right of way, largely by reducing the width of the sidewalks by about three feet. Like above, this additional lane would function as a parking/travel lane.

To better understand the extent to which traffic congestion would be alleviated with the new configuration, The Parsons Group (the same firm that evaluated the Contingency Plan) was commissioned to perform a preliminary traffic analysis. It is important to view the results as preliminary, as insufficient information or time precluded preparation of a comprehensive traffic study. With this qualification in mind, The Parsons Groups concluded that while the new configuration does not provide as much relief as the Bypass, it does offer improvements over the status quo.

The public was invited to comment on the 238 Bypass Alternative at a public meeting held in (and cablecast from) the Council Chambers on June 19. Two days later, on June 21, the Consensus Group held its final meeting to consider the testimony presented at the public meeting and to formulate a recommendation to the ACTA Board. Following its deliberations, the Group agreed to forward the following recommendation to the ACTA Board:

> **"By strong consensus, this committee recommends that the alternative be moved forward for further study with final configuration determined through technical and environmental studies. In the course of these studies, further examination of signal coordination, turning movements, etc., will be completed.**
>
> **We further recognize the need to implement other related projects and programs that enhance and complement this alternative, such as interchange improvements at Redwood Road and I-580 and widening of Interstate 238 between I-580 and I-880.**
>
> **We recognize that there are other modes that could further enhance and complement this alternative and recommend that they be studied outside this alternative."**

As reported at the July 9 worksession, the Alternative is different than the project described in Measure L, and incorporated into the General Plan. It is therefore necessary to modify the General Plan to eliminate any conflicts between the project contained therein and this alternative. Accordingly, elsewhere on the agenda, the Council is asked to consider submitting a ballot measure to the voters this November.

Jesús Armas

Jesús Armas, City Manager

Attachment

CITY OF HAYWARD
AGENDA REPORT

AGENDA DATE 12/10/02
AGENDA ITEM 8
WORK SESSION ITEM _____

TO: Mayor and City Council

FROM: City Manager

SUBJECT: Authorization to Submit Funding Request to the Alameda Country Transportation Authority for Preparation of a Project Study Report for the Route 238 Alternative Project

RECOMMENDATION:

It is recommended that the City Council by motion:

1. Authorize the City Manager to submit a funding request to the Alameda County Transportation Authority; and

2. Authorize the City Manager to work with our State representatives to initiate legislation necessary for relinquishment of the state highways to the City; and

3. Establish a Working Group to assist in the Project Study Report process.

DISCUSSION:

With the passage of Measure U and its associated amendment of the General Plan, it is now appropriate to begin the analysis necessary to further define the Route 238 Alternative Project. The expected product of this analysis will be a Project Study Report (PSR), which will build on the conceptual plan developed through the consensus process, and will develop plans with sufficient detail to define right-of-way impacts, environmental issues, construction sequencing, operational analysis, and cost estimate. Based on the Alameda County Transportation Authority's (ACTA) experience with other project development studies, it is anticipated that preparation of the PSR will cost between $1 and $1.5 million.

Given the scope and complexity of the 238 Alternative Project, outside professional services will be needed to prepare the PSR. In order to fund these services, staff requests Council authorization to seek funding from ACTA in the amount of $1.5 million. Preliminary conversations at the staff level indicate that ACTA is receptive to receipt of a funding request, with the understanding that a decision will require action by the Board. It is anticipated the Board can consider a request at its January meeting. As part of such a request, it may be necessary to formally request ACTA to consider a change in the project's sponsor, from Caltrans to the City.

Although Foothill and Mission Boulevards are State highways, Caltrans staff has not voiced objection to a possible change in sponsorship. Caltrans has also responded favorably to staff's inquiry on the possibility of relinquishing the existing state highways (Route 238, Route 92, and Route 185) to the City. Relinquishment is a significant issue since the Alternative Project, as conceptually defined, relies on the use of local standards rather than the highway standards utilized by Caltrans. Relinquishment would eliminate Caltrans involvement in technical decisions regarding design features of the project. Relinquishment is a complicated process, but as a first step, it requires legislative action. Staff is seeking authorization to work with our State representatives to begin the legislative process. The process of relinquishment also has other issues such as bringing facilities up to acceptable standards and future costs of maintenance. These issues will also need to be addressed as part of the project development studies.

Finally, in order to build on the success of the consensus project, as well as a means of getting input through the preparation of the PSR, it is proposed that Council establish a Working Group of seven persons, and that each Councilmember appoint one representative. It is further suggested that, as part of the seven-person Working Group, consideration be given to appointing individuals from the Chamber of Commerce; California State University, Hayward; Hayward Area Planning Association; and Citizens for Alternative Transportation Solutions, as all of these organizations were represented on the consensus group involved with the preparation of the concept plan.

Jesús Armas
City Manager

MEMORANDUM

Authority Members

FROM: Christine Monsen, Executive Director
Arthur Dao, Deputy Director

DATE: January 22, 2003

SUBJECT: ***Approval of City of Hayward's Funding Request for Preparation of a Project Study Report for the Route 238 Corridor Improvement Project (MB 205)***

Recommendation:

Staff recommends that the Authority approve the City of Hayward's Request for a Measure B Funding allocation in the amount of $1,500,000 for preparation of a Project Study Report (PSR) for the Route 238 Corridor Improvement Project, with the conditions outlined in this memo. Staff further recommends that funds be held in a contingency fund until a decision is made about what will be implemented in this corridor.

This item was given concurrence by the Work Program Committee at its January 10, 2003 meeting, with the exception of the contingency fund, which was not discussed.

Discussion

The original Hayward Bypass project has been in litigation since the summer of 1997. While the lawsuit was originally concluded with a summary judgment, this ruling was overturned on appeal. The Superior Court trial was conducted in May 2001, with a final ruling issued in January 2002. Essentially, the final ruling indicated that the Hayward Bypass project as developed by Caltrans is not consistent with the project included in the 1986 Measure B Expenditure Plan. This Ruling required that Measure B funds cease to be expended on the Hayward Bypass Project, but that previous expenditures of Measure B funds on the project did not need to be reimbursed.

At it's meeting on February 28, 2002, the Authority Board voted to appeal the ruling. In a separate action, the Board directed staff, in coordination with the City of Hayward, to work with identified interested parties to obtain consensus on a project alternative that could use Measure B funds to solve the transportation problems within the 238 Corridor in Hayward and Castro Valley. The Board provided a four-month timeframe for the consensus process.

Subsequently, a Consensus Group comprised of eight members representing proponents and opponents of the Hayward Bypass Project was assembled and met over a four-month period to carry out the Board's directive. At the end of June 2002, the Consensus Group came to a consensus on an alternative project concept to the Hayward Bypass Project. With consideration of public input, the concept of the alternative project was presented to the Board in July 2002 for endorsement.

In July of 2002, the Board voted to endorse the Route 238 Corridor Improvement Project, as the consensus project alternative came to be known. This endorsement of the Consensus Group's recommendation to move forward with the proposed project alternative also allows Measure B funds to be expended for the study of the project, subject to a potential Expenditure Plan amendment.

Attachment A

In November 2002, the passage of Measure U in the City of Hayward allowed the City Council to amend the City General Plan to include transportation project alternatives, including the Hayward Bypass Project, to improve traffic circulation in the City that could be eligible for Measure B funds.

In December 2002, the City Council voted unanimously to authorize a funding request to the Authority for Measure B funds in the amount of $1.5 million for a project study effort to further analyze and define the alternative Route 238 Corridor Improvement Project. A copy of the letter from the City of Hayward is attached. The expected product of this effort will be a Project Study Report (PSR), which will build on the conceptual plan developed through the consensus process, and will develop plans with sufficient detail to define right-of-way impacts environmental issues, construction staging, operational issues, and the cost estimate. The City will be the lead agency in the development of the PSR. In addition, given the scope and complexity of the alternative project, the City plans to use outside professional services for the preparation of the PSR.

On a parallel process, the City is working with Caltrans on the potential relinquishment of existing state highways (Route 238, Route 185, and Route 92) traversing the jurisdiction of the City of Hayward. The City hopes that the State's relinquishment of the route segments would allow the City flexibility in the modifications of these roadways without having to conform to State's design standards. Relinquishment is a complex process requiring actions from Caltrans, the California Transportation Commission (CTC), and the State Legislature. The City is planning to begin the legislative process to initiate the route relinquishment process. A potential risk in moving forward with the relinquishment process at this time is that the State, through the CTC and Caltrans, could deprogram funds from the State Transportation Improvement Program (STIP) designated for the Hayward Bypass project, as well as for projects associated with the Hayward Bypass Project. Future STIP funding to be programmed for Stage 2 and 3 of the Hayward Bypass, potentially, could also be jeopardized. The relinquishment of Route 238 without a replacement facility could also trigger the State to dispose of the acquired right-of-way intended for the Hayward Bypass Project, and use these funds to help address the State budget crisis.

To continue building on the success of the consensus alternative project, as well as a means of getting input through the preparation of the PSR, the City proposes to convene a Working Group of seven persons, one appointed by each of the Councilmembers. It is understood that as part of this seven-person Work Group, the City would appoint individuals from the City of Hayward Chamber of Commerce, California State University, Hayward, the Hayward Area Planning Association, and Citizens for Alternative Transportation Solutions, as all of these organizations were represented on the consensus group involved with the development of the alternative project concept. However, there may be other interested parties that could also be part of the Working Group, such as the Alameda County Community Development Agency, the Alameda County Public Works Agency, the Alameda County Congestion Management Agency and the Authority. Attached is a copy of the letter from Supervisor Nate Miley to the City of Hayward requesting that the County be involved in this process.

As part of staff's recommendation for approval of the City of Hayward's request for funding, the following conditions are recommended:

1. The approved funds of $1,500,000 are capped at that level until the PSR is completed and approved. No additional Measure B funds will be provided until the PSR is completed and approved by the appropriate entities.

2. Approved funds will be disbursed on a reimbursement basis. Funding reimbursement will be subject to the funding agreement between ACTA and the City.

3. Funds expended by the City prior to execution of the funding agreement will not be eligible for reimbursement. In all cases, reimbursable costs will be limited to those eligible costs to be described in the funding agreement.

4. ***Until the Route 238 Alternative Project scope, cost and implementation schedule are better defined, $70,000,000 in Measure B funds will be allocated in the strategic plan to the project, with the remaining $41,000,000 held as a contingency until a decision is made about what to implement in this corridor. The 1986 Measure B Expenditure Plan included $70,000,000 for the 238 Hayward Bypass project. The current amount of $110,000,000 adopted in the 2002/2003 Strategic Plan was based the estimated construction capital cost of the Hayward Bypass Project for which a detailed plan was developed.***

5. Due to current litigation, Caltrans should retain the role of project sponsorship for the project identified in the 1986 Expenditure Plan. The City of Hayward will be the lead agency in development of the alternative project study.

6. The Authority will participate in the Working Group, and the City will work with the County to assure their participation.

Approval of this item will also authorize staff to enter into a funding agreement with the City of Hayward to further identify the roles and responsibilities of our respective agencies in funding and developing the PSR for the Route 238 Corridor Improvement Project.

Fiscal Impact

Approval of this item will obligate $1,500,000 to the City of Hayward for the preparation of the PSR. The Authority will also require additional project controls resources to monitor the development of the project as well as the expenditure of Measure B funds.

REQUEST FOR PROPOSAL (RFP) FOR PREPARING A PROJECT STUDY REPORT (PSR) TO THE CITY OF HAYWARD FOR THE ROUTE 238 CORRIDOR IMPROVEMENT PROJECT

The City of Hayward (City) is seeking proposals from qualified consultants for the preparation of an analysis equivalent to a Project Study Report (PSR) for the Route 238 Corridor Improvement Project in the City of Hayward. The consulting effort being requested is described below in the Scope of Services Required section. The City desires completion of the PSR in one year's time from the notice to proceed. See Attachment A, Alameda County Transportation Authority (ACTA) memorandum, for Project Background.

SECTION I - INTRODUCTION

A. PROJECT DESCRIPTION

The Route 238 Corridor Improvement Project consists of widening Foothill and Mission Boulevards between I-580 and Industrial Parkway, a distance of 5.3 miles, as well as providing an additional travel lane in the peak hour by removing parking and constructing a grade separation at the Foothill-Mission-Jackson (Five Flags) intersection. Foothill Boulevard and Jackson Street at this location would be reconstructed to go under Mission Boulevard. Attachment B "Route 238 Corridor Improvement Project Location Map" illustrates the Corridor Improvement Project.

The City intends to construct this project knowing that not all Caltrans standards will be utilized, even though the affected arterials – Foothill and Mission Boulevards and Jackson Street are currently State routes. Applicable state standard should be considered; however Consultant should not assume any Caltrans involvement, other than informational, for this project.

As discussed later, the scope of work will include an analysis of the issues involved with the Caltrans relinquishment of these routes. Separately, the City will pursue all applicable procedures for achieving this objective.

B. INFORMATION TO BE PROVIDED TO CONSULTANT

The City will provide City AutoCAD street base maps to include all known city utilities, the FEIS/R for the Route 238 Hayward Bypass, a preliminary grade separation design for the Mission/Foothill/Jackson intersection, the Route 238 Contingency Plan Final Report, the 1990 Mission-Foothill Corridor Study, the preliminary analysis prepared for the Route 238 Corridor Improvement project and any relevant reports or studies, including existing traffic analyses. The city will also provide access to existing 1999 aerial photos of the city and once available early this year, 2003 aerial photos by Pictometry. The city will also make available a GIS parcel map layer once it is completed later this summer.

A separate contract has been awarded to Hexagon Transportation Consultants, Inc. to update and revalidate the City's traffic model. While this work is not expected to be completed until April 2003, the updated model shall be used in the transportation analysis. The project schedule should take this into account.

C. SCOPE OF SERVICES REQUIRED

For the Consultant's work effort, the Consultant shall be familiar with and responsible for providing and performing the tasks and activities listed below. The Consultant is encouraged to identify additional tasks as necessary.

Task 1 – Project Management

- Project Management
- Project Administration
- Project Quality Assurance/Quality Control Program
- Agency Coordination
- Project Progress Meetings and Reporting (further defined below)

Task 2 – Data Collection

- Identify and obtain necessary data from City, Caltrans, ACTA, etc.

Task 3 – Transportation Analysis

- Analysis of the effectiveness of the proposed project in reducing congestion in the corridor to include delay and travel time comparisons to the no-build condition.
- Operational issues associated with peak hour parking prohibitions to include a parking study and impact on bus stops and transit operations.
- Identification of potential street closings of any existing east-west streets that intersect Mission and Foothill Boulevards for improved traffic flow and discussion of circulation routes, including permanent re-routing for proposed closed streets. The analysis should evaluate the effectiveness of such closures on improving traffic flow in the corridor. An assessment of traffic diversion to other streets would also need to be discussed. (A traffic model based analysis may not be appropriate since not all of the affected streets are in the model and some additional traffic counts will be necessary.)
- Analysis of appropriate locations for left turn lanes particularly in the downtown where they do not presently exist.
- A discussion of high accident locations and existing accident rates.
- Operational analysis of the grade separation to include interaction with local street system.
- The scope of the project (described in Attachment B) includes portions of Foothill and Mission Boulevards where two lanes are added in both directions by acquiring right of way. The consultant should also analyze the effectiveness of only one lane added in each direction in these sections.
- Level of Service analysis for intersections identified by staff
- Link level of service analysis for segments identified by staff.
- Discussion of pedestrian and bicycle accommodation.
- Analysis of the relinquishment of Foothill Boulevard (Route 238), Mission Boulevard (Routes 185 and 238), and Jackson Street (Route 92) as State Highways by Caltrans. Present proposal is to terminate Route 185 at the city northern boundary, Route 238 at I-580 and at the city southern boundary, and Route 92 at I-880. The analysis must include several components, including:

- A cost estimate of required work to bring each of these route segments up to an acceptable pavement condition index and an estimate of the future added annual cost of city roadway maintenance for each highway segment.
- A cost estimate of required work to provide curb, gutter, sidewalk, and drainage needs for those unimproved sections of relinquished highways that are not within the Corridor Improvement Project boundaries.
- An estimate of the costs required to upgrade Caltrans Type 170 traffic signal controllers to the City's Econolite ASC2 Controllers and perform retiming, part of which should be in the Corridor Improvement Project estimate and part for those relinquished routes not improved by the project should be separate. Also, an estimate of future staffing and costs needs associated with the additional traffic signal maintenance.

Task 4 - Topographic Survey

- The consultant will be required to do sufficient topographic survey work to produce a concept design for the Corridor Project but not for the analysis of relinquishment requirements.

Task 5 – Design Issues

Because of the proposed relinquishment of the affected state highways, it is not anticipated that Caltrans will review the Project Study Report. The consultant should provide similar information, but realize the City will approve it. The design will use English units and should be prepared AutoCAD 2000 format. The design should be sufficiently advanced to address all design issues and identify all potential environmental issues. Some of the basic design features that should be addressed are:

- Travel Lane and parking lane width
- Median width
- Design speed
- Cross slope
- Grade
- Super-elevation
- Stopping site distance
- Horizontal and vertical alignment
- Horizontal and vertical clearance
- Structures
- Major utility relocations
- Drainage
- Turn lanes
- New signals
- Noise abatement
- Landscaping

Task 6 – Right-of-way Analysis

- Identification of, and a cost estimate for, the right-of-way acquisition and relocation assistance needed to construct the project. City is interested in recommendations regarding what level of contact with property owners is required for an adequate estimate.

- An economic analysis of City revenues affected by the right-of-way takes should be addressed.

Task 7 – Construction Issues

Provide a detailed plan for construction sequencing of the Foothill-Mission-Jackson grade separation. Of critical importance will be the need to maintain traffic movements and provide detours during construction of the grade separation. Since it is assumed that the provision of detours may require additional right-of-way, these impacts need to be described and analyzed, in terms of property to be taken and the estimated value of the right-of-way. In preparing the construction sequencing plan, the consultant should also evaluate the pros and cons (e.g. cost savings, quicker completion, etc.) of limiting or possibly prohibiting altogether some traffic movements. Also, a proposed overall traffic management plan, to be implemented during project construction, should be developed. Analysis of construction issues should include the following.

- Traffic levels of service at critical intersections during construction for the AM and PM peak hours.
- Develop a construction staging program for the entire project.
- Preliminary design and cost estimate for project construction, including modifications to local streets.
- Preliminary landscape recommendations.
- Noise abatement.
- Costs for major utility relocation.
- Construction schedule.

Task 8 – Environmental Issues

- Development of an inventory of environmental resources and a list of potential project issues or impacts which could affect project construction, including impacts to archeological, cultural, seismic, soils, hydrologic, geologic, hazardous materials, noise, air-quality and water-quality resources.
- Preparation of an Initial Study for the proposed project.

Task 9 – Meetings and Reporting

Up to 12 meetings with the Council-appointed "Working Group," four Council Work sessions, four public meetings, and a City Council meeting will be required. The consultant shall prepare the materials, including exhibits, for public meetings. It is anticipated that renderings or other visual representations of the grade separation and the various roadway segments will be required. All exhibits should be prepared in a manner such that "lay people" will understand what is proposed. All materials for public meetings, especially any public presentations, will be reviewed and approved by City staff prior to their use in the public meetings. Since the City has modern presentation equipment, electronic versions of exhibits will be required. The Consultant shall have experience doing PowerPoint presentations.

Project progress meetings and reporting will include meetings between City staff and Consultant, to be held as often as deemed necessary, as well as monthly reporting on work accomplished in the previous month and the status of project progress, project schedule, and project budget (including status on accomplishment of the agreed upon Local Business Enterprise (LBE) and Small Local Business Enterprise (SLBE) goals).

Task 10 – Minimum Deliverables (20 copies except final report)

Documents should also be provided in electronic format for easy posting on the City's web site.

- Working Paper #1 – Summary of Issues
- Working Paper #2 – Transportation and Right-of-Way Analysis
- Working Paper #3 – Grade Separation Concept and Staged Construction
- Working Paper #4 -- Conceptual Cost Analysis
- Working Paper #5 – Relinquishment Improvements
- Pre-concept Design drawings
- Environmental Initial Study
- Administrative Draft Project Study Report
- Final Project Study Report **(40 copies)**

SECTION II - PROPOSAL REQUIREMENTS

A. PROPOSAL CONTENT

The following sections of the proposal should not exceed a total of **thirty 8½"x11" single-sided pages** (exclusive of the cover and cover/transmittal letter). Additional material may be included in appendices to the proposal. However, elaborate brochures or other presentation material not related to this scope of work are not desired. The proposal content and format of the proposal should demonstrate the cost consciousness of the team.

The Proposal should be organized in the following sequence:

(1) **Executive Summary**
Describe the Consultant team, the commitment of the team and its key staff to the project, the team's commitment to the Local Business Enterprise (LBE) and Small Local Business Enterprise (SLBE) goals, the team's commitment to Quality Assurance/Quality Control (QA/QC) and the team's special or unique qualifications or experience in project definition, project delivery, project budget monitoring and/or adherence to project schedule.

(2) **Project Understanding**
Demonstrate the Consultants team's understanding of the existing project conditions and issues. Note any design or project development issues that were not either addressed with this proposal or the Consultant team believes would impact the project schedule or project cost. The Consultant team should provide techniques and specific cost saving measures to reduce the construction cost, without compromising the integrity of the project purpose and need.

(3) **Details of Proposed Approach**
Provide a detailed explanation of the approach for completing the work, addressing each of the tasks above and discussing the deliverables. Also, discuss the Consultant team's Quality Assurance/Quality Control program for this project.

(4) **Proposed Staffing Plan**
Designate the Principal in Charge and Project Manager throughout the duration of the contract. The Project Manager (the key contact) should be locally (Bay Area) based. The proposal should describe the individuals and their roles on the team. The proposal should

include a brief resume describing similar projects on which they have been involved and their role on that project, their availability over the duration of this project, and a description of the benefits the person brings to the team. Indicate recent, relevant experience and references on similar projects where a similar role was performed. Full resumes may be included in an appendix. Proposals shall clearly establish principal team member firms and subconsultants. An organization chart should be included. Any substitution of key staff during the project will require approval from the City.

All work to be performed by LBE or SLBE firms should be clearly identified and the percentage of their involvement noted. Each Consultant team should comply with the SLBE requirements identified in Attachment D. The Consultant should provide copies of the certification documents, including expiration date, for the listed LBE/SLBE firms. **The LBE goal for this contact is 70 percent with a SLBE goal of 30 percent.** Copies of the LBE/SLBE certifications for each firm used to meet the goals should be included in the appendix of the qualifications.

It is the policy of the City of Hayward that Disadvantaged Business Enterprises (DBE) and Women Owned Business Enterprises (WBE) should have a full and equitable opportunity to participate in the performance of professional service contracts. The utilization of DBE/WBE as subcontractors is strongly encouraged and is one of the items considered in the Consultant selection process.

(5) Estimated Hours and Schedule

The Consultant must provide the hourly rate for each participating staff person and must estimate the hours for all activities and tasks discussed above, with cost summaries by task and the project overall. The hours should be further divided by the Prime Consultant's staff time and the staff time of sub-consultants. The Consultant may include additional tasks if relevant. A total proposed "Not to Exceed Fee" shall be provided.

The consultant shall provide a timeline for completion of the project from initiation of the project to submittal of the Final PSR. Estimated milestone and deliverable dates shall be provided.

(6) Similar Experience of the Consultant Team

Provide descriptions of a minimum of three (3) Preliminary Engineering/Environmental Document preparation projects similar in size and complexity completed in the last seven (7) years including: the client's name and address; the name of the client contact person to be used as a reference including a current telephone number; the estimated value of the project; the number of amendments to project and the percentage increase over the base contract; and a statement on the Consultant's team adherence to the budget and schedule.

(7) Comments on the City's Sample Professional Services Agreement

A sample City Professional Services Contract is shown in Attachment C. Please provide a statement of your firm's acceptance of the City's insurance and indemnification requirements, or any reservation that your firm has with the requirements.

B. SUBMITTAL PROCEDURES, SELECTION CRITERIA AND SCHEDULE

The City will hold a meeting to review this Request for Proposal with perspective proposers. Explanations or clarifications desired by respondents regarding the meaning or interpretation of this RFP may be requested orally or in written form at this meeting. The meeting will be held at the City of Hayward City Hall, Room 2A, 777 B Street, Hayward, CA on Friday, February 14, 2003, at 1:00 p.m.

Proposals should be submitted to:

Robert A. Bauman, Deputy Director of Public Works/City Engineer
City of Hayward Engineering and Transportation Division
777 B Street
Hayward, CA 94541

Ten (10) copies of your proposal must be received at the above address no later than 5 p.m., on March 3, 2003.

Proposals should be submitted in a sealed envelope marked:

Route 238 Corridor Improvement Project – Project Study Report - RFP

Proposals shall be signed by an officer authorized to execute a contract with the City and shall contain a statement to the effect that the proposal constitutes a firm offer for at least six months from the last day for receipt of proposals set forth in this RFP.

Proposals will be reviewed based on the following criteria (not necessarily in order)

- Qualifications of key staff
- Qualifications of team members
- Previous experience with similar projects
- Satisfaction of previous clients
- Team organization
- Project understanding and approach
- Specific ideas to control and contain project scope
- Proposal cost
- Compliance with ACTA's LBE/SLBE goals

The City may chose to invite one or more firms for an interview. In that event, final recommendations to the Council will be based on rankings established by the interview panel.

The following schedule is targeted for consultant selection:

Release RFP	***February 4, 2003***
Pre-Proposal Conference	***1 p.m., February 14, 2003***
Proposals Due	***March 3, 2003***
Council approval	***April 8, 2003***
Project Notice to Proceed	***April 28, 2003***