

**AMENDMENT NO. 1 TO THE AGREEMENT
BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND
TOOLE DESIGN GROUP**

WHEREAS, the City/County Association of Governments for San Mateo County (hereinafter referred to as “C/CAG”) and Toole Design Group. (hereinafter referred to as “Consultant”) are parties to an Agreement originally dated September 24, 2019, for development of the San Mateo County Comprehensive Bicycle and Pedestrian Plan Update (the “Project”); and

WHEREAS, the Agreement term included a completion date of December 31, 2020 and a total not-to-exceed amount of \$196,492; and

WHEREAS, C/CAG and Consultant have determined that additional time is needed to complete the Project and desire to extend the Agreement to June 30, 2021; and

WHEREAS, C/CAG and Consultant have determined that additional tasks are required to develop a fully satisfactory and comprehensive Plan, and both parties desire to amend the project scope of work; and

WHEREAS, C/CAG and Consultant have determined that additional funds are needed to complete the Project due to complexity of the tasks, and desire to add \$25,000 to the Project budget for a new total amount not to exceed \$221,492; and

WHEREAS, C/CAG and Consultant desire to amend the Agreement as set forth herein.

IT IS HEREBY AGREED by C/CAG and Consultant as follows:

1. The amount of the Agreement, as provided in Section 2 “Payment” therein, shall be revised to read as follows:

“In consideration of the services rendered with all terms, conditions, and specifications set forth herein, in Attachment B, and in any subsequent task orders executed under the governance of this agreement, C/CAG shall reimburse Consultant on a time and materials basis. The aggregate total amount of payment by C/CAG to Consultant for services shall not exceed two-hundred twenty-one thousand and four-hundred ninety-two dollars (\$221,492) for Services provided during the Contract Term set forth below. It is understood and agreed that there is no guarantee, either expressed or implied that this dollar amount will be authorized under this contract through task orders. Payments shall be made to Consultant monthly based on an invoice submitted by Consultant that has been reviewed and approved by the project sponsor and identifies expenditures and describes services performed. C/CAG shall have the right to receive upon request, documentation substantiating charges billed to C/CAG.”

2. The term of the Agreement, as provided in Section 6 “Contract Term/Termination” shall be extended through June 30, 2021 from December 31, 2020.
3. The Scope of Work of the Agreement, as provided in Attachment A “SCOPE OF WORK”, shall be deleted in its entirety, and replaced by Attachment A “REVISED – SCOPE OF WORK”, attached hereto and incorporated into the Agreement.

4. The Cost Proposal of the Agreement, as provided in Attachment B “COST PROPOSAL”, shall be deleted in its entirety, and replaced by Attachment B “REVISED – COST PROPOSAL”, attached hereto and incorporated into the Agreement.
3. Except as expressly amended herein, all other provisions of the Agreement shall remain in full force and effect.
4. This amendment shall take effect on January 1, 2021.

City/County Association of Governments (C/CAG) Toole Design Group

Marie Chuang, C/CAG Chair

By

Title: _____

Date: _____

Date: _____

Approved as to form:

Melissa Andrikopoulos
Legal Counsel for C/CAG

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ATTACHMENT A REVISED – SCOPE OF WORK

Through the following process, we will develop a CBPP that:

- Outlines a shared regional vision and goals for active transportation through creative engagement with project stakeholders and community members
- Creates a countywide, low-stress active transportation network that establishes key links between jurisdictions, provides access to major transit stops and other activity centers, and promotes recreational opportunities
- Reflects national best practices in innovative bicycle and pedestrian planning, design and engineering
- Consolidates local bicycle networks and pedestrian projects by working directly with each local jurisdiction to ensure that project lists reflect local priorities

Task 1: Project Management

The purpose of Task 1 is to establish an effective client relationship, create a framework for collaborative project management, and promote ongoing public and stakeholder engagement throughout the life of the project.

Task 1.1: Project Kickoff Meeting

Toole Design will convene and facilitate a kickoff meeting with C/CAG staff to review the study objectives and work plan. In accordance with the results of this meeting, we will revise our scope of work, budget, schedule, and deliverables as needed to address agreed upon updates. During the kickoff meeting we will review planned public outreach activities, list of stakeholders to consult throughout the CBPP process, and establish a mutual understanding of the roles and responsibilities of C/CAG, Toole Design, and project stakeholders.

Task 1.2: Bi-Weekly Conference Calls

While our project manager, Lucas, will be available as needed to discuss project ideas and needs, we will hold bi-weekly conference calls with C/CAG staff to review project progress and discuss upcoming needs and deliverables. Toole Design will facilitate these calls, sharing agendas and notes with identified action items.

Task 1.3: Monthly Invoicing and Progress Reports

Toole Design will submit invoices monthly with progress reports summarizing work completed in each billing period.

Task 1 Deliverables:

- Attendance and meeting summary for project kickoff meeting
- Refined scope of work, budget, and schedule

- Meeting agendas and notes for bi-weekly check-in calls
- Monthly invoices and progress reports

Task 2: Existing Conditions

The purpose of Task 2 is to ensure that the work of the CBPP reflects the significant planning efforts that have already occurred in support of active transportation.

Task 2.1: Plans and Policy Review

Many of C/CAG's member jurisdictions have been very proactive about planning for active transportation. This update to the Comprehensive Plan will document and reflect these efforts. In order to efficiently understand relevant planning efforts occurring at the local, regional, and statewide levels. Toole Design will work with C/CAG to identify themes to categorize the goals and objectives set forth in member jurisdictions' planning documents. Examples may include safety and Vision Zero, economic development, network completeness, facilities for all ages and abilities, project delivery, maintenance practices and other themes.

We will develop a survey for C/CAG staff to administer (online or via phone interview) asking jurisdictions to provide relevant policies or other language from their plans that relate to identified themes. We recommend that C/CAG host a webinar with its member jurisdictions to talk about the project and invite them to complete the survey or participate in a phone interview. Toole Design will develop materials and facilitate the webinar and we assume that C/CAG staff will assist in coordinating with cities and towns. This will help local jurisdictions to understand the purpose and goals and also set the stage for follow-up conversations to ensure that existing and proposed networks are captured and can be integrated into a consolidated active transportation database for San Mateo County. We have used this approach with success for other countywide efforts, including the Alameda Countywide Active Transportation Plan.

Task 2.2: Plan Review Matrix

Toole Design will integrate the results from this survey with an analysis of other planning documents, including the San Mateo County Transportation Plan 2040, the Caltrans District 4 Bicycle Plan, and other corridor- scale efforts like the Grand Boulevard Initiative. Toole Design will summarize plans and policies by key themes identified in partnership with C/CAG in a concise matrix. This matrix will clarify commonalities between planning efforts and opportunities for coordination.

Task 2 Deliverables:

- Existing Conditions Analysis Memorandum with two rounds of review
- Matrix summarizing member agencies' existing bicycle and pedestrian plans and policies

Task 3: CBPP Update Development Strategy

The purpose of Task 3 is to develop a focused strategy for future analytical activities of the CBPP. This task will evaluate progress that has been made toward the goals established in the 2011 Comprehensive Bicycle and Pedestrian Plan and set the vision, goals, and policies for the updated plan. This policy framework will include performance measures that will both inform subsequent analytical tasks for the CBPP and provide a benchmark for progress over time.

Task 3.1: Coordination Meeting

Toole Design will hold a coordination meeting with C/CAG staff to ensure that the update strategy addresses key goals for active transportation in the region. Consensus on the vision, goals, and policies for the CBPP is important to have productive conversations about which analytical techniques should be used to evaluate the active transportation system and which criteria should be used to prioritize projects. During this meeting, we'll discuss successes and limitations of the previous CBPP, how priorities may have shifted since 2011, and how to incorporate new innovations and best practices in active transportation planning. The outcomes of this meeting will be documented in Task 3.2 and this discussion will help to clarify our approach to the pedestrian focus areas and countywide bicycle network development in Task 4.

Task 3.2: CBPP Update Strategy Memorandum

Toole Design will document a policy framework for the CBPP update along with a targeted action plan in the CBPP Update Strategy Memorandum. This memorandum will identify any recommended new goals and policies that relate to the analytical tools proposed in Task 6 and evaluate the Countywide Bike Routes identified in the 2011 plan to determine whether they still meet the needs of a county that has rapidly grown and developed since the 2011 plan.

In conjunction with the meetings planned with jurisdiction staff in Task 4 to update existing and proposed bikeway networks, Toole Design will discuss any projects of countywide significance that each jurisdiction planned to implement in the last CBPP to confirm completion or updated timeline for delivery.

Task 3 Deliverables:

- Coordination Meeting with C/CAG staff to discuss the CBPP Update Strategy and summary notes
- CBPP Update Strategy Memorandum

Task 4: Inventory of Facilities, Programs, And Existing Conditions

The purpose of Task 4 is to update the Countywide Bicycle Network and Pedestrian Focus Areas in partnership with C/CAG and member agencies. We will approach this task with a combination of thoughtful data analysis and focused working sessions with local jurisdictions and public transportation providers.

Task 4.1: Meetings with Local Jurisdictions

Toole Design will hold working sessions with each C/CAG member agency to incorporate corrections to their bicycle and pedestrian data, understand their top priorities and identify key countywide connections in their bicycle and pedestrian networks. We will prepare for these meetings by building on the Plan and Policy Review and compiling the most up to date GIS data about pedestrian and bicycle facilities and recommendations for each jurisdiction. Toole Design will share a summary of findings from these working sessions.

Task 4.2: Updated Countywide Bicycle Network

While many of C/CAG's member agencies will have GIS data for their existing and proposed bicycle facilities, we anticipate that the format and quality of data may be uneven. Toole Design will consolidate data on existing and proposed facilities and incorporate the findings from meetings with each member agency into a streamlined, complete database of bicycle facilities in San Mateo County. Drawing on the stated priorities of member agencies and transit providers, the policy framework developed in Task 3, and coordination with C/CAG staff, Toole Design will develop an updated Countywide Bicycle Network from the consolidated bicycle plans. This network will highlight routes of countywide significance.

Task 4.3: Pedestrian Focus Areas

Planning for pedestrians at a countywide scale can be challenging, because pedestrian networks and issues are highly localized. Toole Design will recommend a strategy for updating the Pedestrian Focus Areas identified in the 2011 plan, which will help C/CAG and member jurisdictions identify the appropriate types of investments and to prioritize projects. These focus areas may have distinct policies that support the pedestrian environment, such as frequency of signalized crossings, standards around red curbs for visibility, or other policies that emerge from the Plan and Policy review. We have identified pedestrian focus areas for many regional plans and recommend adapting the Pedestrian Index of the Environment (PIE) tool developed by Portland State University and updated in 2014. This index will create a uniform grid across San Mateo County and calculate key metrics within them. These metrics can be tailored to the Plan's specific needs but generally include:

- Population Density
- Employment Density
- Density of Commercial Destinations
- Network Density
- High-frequency transit

Task 4.4: Online Mapping Tool

Toole Design will develop a webmap to circulate among C/CAG staff, member jurisdictions and other stakeholders. The webmap will identify existing and proposed bicycle facilities and pedestrian projects and include a form to collect feedback. Toole Design has developed customized tools to allow project stakeholders to easily access data about infrastructure recommendations and provide feedback directly in the project

GIS database. This allows the project team to collect feedback in a transparent and efficient manner.

Task 4 Deliverables:

- Materials and summary for member agency meetings
- Updated GIS files for Pedestrian Focus Areas and Countywide Bicycle Network
- Online mapping tool with two rounds of applications – Initial review of bike facilities and review of Countywide Backbone Bicycle Network and Pedestrian Focus Areas.

Task 5: CBPP Update Document

The purpose of Task 5 is to provide a direct update of the CBPP document adopted in 2011, ensuring that components supporting that planning effort are up to date for 2020.

Task 5.1: Project List and Prioritization

Drawing on the meetings with C/CAG member jurisdictions in Task 4, Toole Design will develop an updated project list. This list will include projects proposed in the bicycle and pedestrian plans for member jurisdictions, highlighting those included in Pedestrian Focus Areas and the Countywide Bicycle Network. Toole Design will ensure that the online mapping tool is consistent with the updated project list.

Toole Design will develop a brief prioritization memorandum that outlines the prioritization process, reviews common local and regional grant funding criterion, and recommends appropriate weightings. The memorandum will be revised once based on a consolidated set of comments.

Task 5.2: Cost Estimates

Toole Design will provide updated unit cost estimates that reflect the current construction environment for active transportation facilities. For proposed projects without current cost estimates, we will be able to use these unit costs to quickly generate planning-level cost estimates to assist with project prioritization and capital planning. We will draw on cost estimates we have developed for the San Mateo Bike Plan and Unincorporated San Mateo County Active Transportation Plan as a starting point and provide assumptions to apply for more complex infrastructure projects and programs.

Task 5.3: Design Toolkit

San Mateo County has a diverse transportation network that reflects localized land use characteristics. Some streets serve as important hubs of community life while others provide a quiet, scenic environment for recreational bike rides. Toole Design will develop a Design Toolkit that recommends appropriate pedestrian and bicycle facility types and design elements based on the land use and operating characteristics of streets within San Mateo County.

Task 5.4: Plan Document

Toole Design will assemble key findings from technical memoranda and other deliverables developed through previous tasks into a succinct Draft Countywide Bicycle and Pedestrian Plan. The Draft Plan will focus on graphics and visuals that clearly convey the Plan's findings and recommendations.

We will revise the Draft Plan based on one set of consolidated comments in preparing for presentations to the C/CAG Committees and Board of Directors as specified in Task 8.

Task 5 Deliverables:

- Updated Bicycle and Pedestrian Project List
- Prioritization Memorandum
- Updated Online Map
- Updated Cost Estimate Spreadsheet
- Design Toolkit
- Draft and Final Plan Document

Task 6: Innovative Solutions for The CBPP Update Document

The purpose of Task 6 is to recommend innovative analytical tools or other solutions that can support the CBPP. This task will ensure that the CBPP will not only update pedestrian and bicycle facility information, but that its recommendations will be informed by leading edge thinking in active transportation. These tools can help to identify gaps that might not otherwise be apparent from outreach and stakeholder engagement, provide quantitative metrics for the Plan's goals and objectives, prioritize projects, and provide support for grant applications.

Task 6.1 Level of Traffic Stress

Level of Traffic Stress (LTS) methodology was developed in 2012 and evaluates how comfortable a street is to ride a bicycle, calibrated to an average individual who is interested in bicycling but concerned about safety. LTS is calculated based on the existing bicycle facility type, traffic speed and volume, and street configuration. Toole Design will evaluate LTS for San Mateo County's roadways based on this methodology to identify the most important opportunities for enhancing the bicycle network. We have recently performed countywide LTS analysis for Alameda, Napa and Solano counties for their Active Transportation Plans.

Task 6.2 Network Gap Identification

Toole Design will perform a gap assessment to identify areas where the pedestrian and bicycle facility types do not match the needs of the local context. We anticipate identifying three types of infrastructure:

- *Bicycle and Pedestrian Network Gaps* - Toole Design will identify gaps in existing pedestrian and bicycle facilities. Examples may include places where existing bike lanes drop or where roadway shoulders crease from eight feet to a narrower dimension. Gaps in the pedestrian network may include missing sidewalks where surrounding land uses warrant them.
- *Spot and Linear Barriers* - Outreach activities will identify key destinations where pedestrian and bicycle access are most important to the community, potentially including transit stops, schools, and barriers like railroad crossings and interchanges. This category highlights difficult crossings, high-priority ADA improvements, and other barriers.
- *Neighborhood Connectivity* - Toole Design will identify areas that may have a reduced density of bicycle and pedestrian infrastructure.

Toole Design will produce maps to summarize network gaps and locations of regional barriers. We will summarize our findings in a technical memorandum with associated countywide and location-specific maps.

Task 6 Deliverables:

- Technical memoranda as needed that summarize Level of Traffic Stress, and Network Gap Identification
- Level of Traffic Stress and Network Gap maps (as needed)

Task 7: Outreach

The purpose of Task 7 is to provide broad, meaningful engagement opportunities for San Mateo County community members.

Task 7.1: Bicycle and Pedestrian Advisory Committee and Technical Advisory Group

The C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) will be an important project partner both in soliciting input on the plan's recommendations and spreading the word to other stakeholders. We will attend up to six virtual or in-person BPAC meetings throughout the duration of the project. Toole Design will develop an agenda, slide presentation (as needed), and meeting notes for each meeting.

C/CAG and Toole Design will form a Technical Advisory Group of a variety of technical active transportation specialists throughout San Mateo County and region at large. This group will provide technical critique and advice throughout the plan update, meeting on the same day as the BPAC. Toole Design will attend up to six virtual or in-person BPAC meetings throughout the duration of the project.

Task 7.2: Community Outreach

We find that providing a range of engagement opportunities helps to balance the goals of reaching large numbers of people and soliciting truly meaningful feedback on network and program recommendations. Toole Design will hold up to five outreach events; we recommend the events occur after the network development phase is completed to better understand

priorities of San Mateo County stakeholders. The public engagement will focus on reviewing the draft bicycle networks, pedestrian project lists, and equity focus areas along with providing input on project prioritization criteria. Toole Design will conduct three one-hour virtual stakeholder events with existing community-based organizations, advocacy groups, or other interested organizations. Toole Design will also two virtual public workshop presentations.

Task 7.3: Online Engagement

We propose using a variety of engaging web-based tools through a project website, providing a convenient means for community members to participate in this planning effort. The project website can be used to promote outreach and education materials, share project documents, and announce events such as pop-up events and workshops. The online mapping tool developed for Task 4.4 can be adapted to be a public-facing utility if desired. Toole Design can also draft social media content to be shared at key project milestones through NextDoor, Facebook, and Twitter to take advantage of networks with built-in followings. Toole Design will develop a prioritization voting web map that corresponds with Task 7.2 events to better understand initial sentiments from the public on where projects could best be implemented.

Task 7 Deliverables:

- Materials for up to six BPAC and TAG meetings
- Summaries for each BPAC meeting
- Attendance and materials for three virtual stakeholder meetings and two virtual public workshop presentations
- Summaries of each outreach event
- Project website and summary of online engagement
- Prioritization voting web map
- Project fact sheet

Task 8: Presentation To C/CAG Board and Committees

Toole Design will present to the C/CAG Board of Directors one time to share a project update. Toole Design will also present up to two times to the C/CAG Technical Advisory Committee (TAC) and the Congestion Management and Environmental Quality Committee (CMEQ). For each meeting, we will develop a slide presentation with one round of revisions by C/CAG staff.

Task 8 Deliverables:

- Presentations and materials for up to six C/CAG Board and Committee meetings

ATTACHMENT B REVISED – COST PROPOSAL

Toole Design, LLC												
Tasks	Principal-in-Charge	Project Manager	Senior Engineer	Senior Data Analyst	Project Planner	Planner II	Planner II/ GIS Analyst	Engineer	Original Fee	Budget Shifts (06/24/2020)	Add on	New Total
Labor Rate	\$240	\$170	\$170	\$152	\$153	\$120	\$117	\$113				
Task 1: Project Management												
Task 1.1: Project Kickoff Meeting	6	8						6	\$3,478			
Task 1.2: Bi-weekly conference calls	4	24	4					26	\$8,658			
Task 1.3: Monthly invoicing and progress reports	2	12							\$2,520			
Task 2: Existing Conditions												
Task 2.1: Plan Review	4	10			32		80		\$16,916			\$22,524
Task 2.2: Plan Review Matrix	2	4			16				\$3,608			
Task 3: CBPP Update Development Strategy												
Task 3.1: Coordination Meeting	4	8			8				\$3,544			\$15,320
Task 3.2: CBPP Update Strategy Memorandum	2	8			16		64		\$11,776			
Task 4: Inventory of Facilities, Programs, and Existing Conditions												
Task 4.1: Meetings with Local Jurisdictions	2	24			60			24	\$16,452			
Task 4.2: Updated Countywide Bicycle Network	2	8	4	8			80		\$13,096			
Task 4.3: Pedestrian Focus Areas	2	8	4	8			80		\$13,096			
Task 4.4: Online Mapping Tool	2	8				24	4		\$5,188			
Task 5: CBPP Update Document												
Task 5.1: Updated Network Maps and Project List	2	6		4			40		\$6,788		\$23,500	\$58,312
Task 5.2: Updated Cost Estimates	1	4	8				8	24	\$5,928		\$1,500	
Task 5.3: Complete Streets Typology	1	4	8					40	\$6,800			
Task 5.5: Document Layout	8	8			12		40		\$9,796		\$15,500	
Task 6: Innovative Solutions for CBPP Update Document Memorandum												
Task 6.1: Level of Traffic Stress	2	4		8			40		\$7,056			\$14,892
Task 6.2: Network Gap Identification	1	6	4	8			40		\$7,836			
Task 7: Outreach												
Task 7.1: BPAC Meetings (4)	2	20			40				\$10,000		\$1,500	\$36,608
Task 7.2: Pop-up events	2	4			12		48	12	\$9,968			
Task 7.3: Public Workshops (2)	2	4			8		28	8	\$6,500			
Task 7.4: Online Engagement	4	8				8	32	32	\$10,640			
Task 8: Presentation to C/CAG Board and Committees												
Task 8.1: Presentation to C/CAG Board of Directors (2)	2	8					8		\$2,776			\$7,848
Task 8.2: Committee Presentations (4)	2	16					16		\$5,072			
Optional Tasks												
Total Hours	61	214	32	36	204	32	608	172	\$1,582			
Subtotal Labor	\$14,640	\$36,380	\$5,440	\$5,472	\$31,212	\$3,840	\$71,136	\$19,436	\$187,492			
Direct expenses (travel, printing, etc.)									\$6,000	\$0		\$0
Translation Services									\$3,000	\$1,500		\$1,500
Total Fee									\$196,492	\$196,492	\$25,000	\$221,492
	4%	16%	2%	3%	15%	2%	45%	13%				
Project row totals include sum of all project sub-tasks												