

**AGREEMENT BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND
FEHR & PEERS**

This Agreement is entered into this 2nd of April, 2025, by and between the CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY, a joint powers agency whose members include the County of San Mateo and the twenty incorporated cities and towns within San Mateo County, hereinafter called “C/CAG,” and Fehr & Peers, hereinafter called “Consultant.”

WHEREAS, C/CAG desires consultant services to facilitate and prepare the San Mateo Countywide Transportation Plan Update (the Project); and

WHEREAS, C/CAG has determined that Consultant has the requisite qualifications to perform this work; and

WHEREAS, pursuant to the C/CAG Board of Directors approval of Resolution 25-XX, C/CAG’s Executive Director is authorized to execute an Agreement with Consultant for a total not to exceed amount of \$399,992, to complete the Project, with a project term through January 30, 2027.

NOW, THEREFORE, IT IS HEREBY AGREED by the parties as follows:

1. **Services to be provided by Consultant.** In consideration of the payments hereinafter set forth, Consultant shall provide services described in Exhibit A, *Scope of Work* attached hereto (the “Services”).

In the performance of its services, Consultant represents that it has and will exercise the degree of professional care, skill, efficiency, and judgment of consultants with special expertise in providing such services, and Consultant represents that it carries and will maintain all applicable licenses, certificates, and registrations needed for the work in current and good standing.

2. **Payments.** In consideration of the services rendered with all terms, conditions, and specifications set forth herein, in Exhibit A, *Scope of Work*, and Exhibit C, *Key Personnel Assignments*, and in any subsequent task orders executed under the governance of this Agreement, C/CAG shall compensate Consultant on a time and materials basis. The aggregate total amount of payment by C/CAG to Consultant for services shall not exceed \$399,992, as shown in Exhibit B, *Project Budget and Schedule*, for services provided during the Contract Term set forth below.

Consultant will be paid promptly upon receipt and approval by C/CAG Project Manager of satisfactory itemized invoices. Invoices shall be submitted no later than thirty (30) calendar days after the performance of work for which Consultant is billing. Invoices shall detail the work performed on each deliverable or each task as applicable, note the percentage of deliverables completed and identify the expenditures. C/CAG shall have the right to receive, upon request, documentation substantiating charges billed to C/CAG. Invoices shall follow the format stipulated in Exhibit B, *Project Budget and Schedule*, and shall reference this Agreement project title. The final project invoice must contain the final cost and all credits due to C/CAG. The final invoice should be submitted within sixty (60) calendar days after completion of Consultant's work. Invoices shall be emailed to C/CAG Project Manager at the following address:

City/County Association of Governments of San Mateo County
Attention: Jeff Lacap, Transportation Systems Coordinator
jlacap@smcgov.org

3. **Progress Reports and Meetings.** Consultant shall submit progress reports at least once a month with each project invoice during the term of this Agreement summarizing the work performed during the prior month and planned work for the following month. The progress report should be sufficiently detailed, addressing all relevant tasks/sub-tasks, for the C/CAG Project Manager to determine if Consultant is performing to expectations and is on schedule; to provide communication of interim findings; and to sufficiently address any difficulties or specific problems encountered, so remedies can be developed. Consultant's Project Manager shall meet with C/CAG Project Manager, as needed, to discuss progress on the Scope of Work.
4. **Key Personnel.** The key personnel to be assigned to this work by Consultant and, if applicable, their hourly rates and the estimated hours to be supplied by each, are set forth in Exhibit C, *Key Personnel Assignments*, attached hereto and incorporated herein by this reference. Substitution of any of the personnel named in Exhibit C or a decrease in the hours provided to the Project by such personnel of more than 10% requires the prior written approval of the C/CAG Project Manager or a designee. Consultant shall maintain records documenting compliance with this Section, and such records shall be subject to the audit requirements of Section 16. Consultant agrees that all personnel assigned to this work will be professionally qualified for the assignment to be undertaken. C/CAG reserves the right to direct removal of any individual, including key personnel, assigned to this work.
5. **Contract Materials.** At the end of this Agreement, or in the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and other written materials (collectively referred to as "contract materials") prepared by Consultant under this Agreement shall become the property of C/CAG and shall be promptly delivered to C/CAG. Upon termination, Consultant may make and retain a copy of such contract materials if permitted by law.

6. **Relationship of the Parties.** It is understood that Consultant is an Independent Consultant and this Agreement is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of Independent Consultant.
7. **Non-Assignability.** Consultant shall not assign this Agreement or any portion thereof to a third party, or subcontract with a third party, without the prior written consent of the C/CAG Executive Director. Any such assignment or subcontract without the C/CAG Executive Director's prior written consent shall give C/CAG the right to automatically and immediately terminate this Agreement without penalty or advance notice.
8. **Contract Term/Termination.** This Agreement shall be in effect as of April 2, 2025, and Consultant shall commence work after notification to proceed by the C/CAG Project Manager, and the Agreement shall terminate on January 30, 2027; provided, however, the C/CAG Chairperson may terminate this Agreement at any time for any reason by providing 30 days' notice to Consultant. Termination will be effective on the date specified in the notice. In the event of termination under this Section, Consultant shall be paid for all services provided to the date of termination, subject to availability of funding. Such payment shall be that prorated portion of the full payment determined by comparing the work completed to the work required by the Agreement.
9. **Hold Harmless/Indemnity.**
 - a. *General.* Consultant shall indemnify and save harmless C/CAG and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Agreement, the performance of any work or services required of Consultant under this Agreement, or payments made pursuant to this Agreement brought for, or on account of, any of the following: (A) injuries to or death of any person, including Consultant or its employees/officers/agents; (B) damage to any property of any kind whatsoever and to whomsoever belonging; (C) any sanctions, penalties, or claims of damages resulting from Consultant's failure to comply, if applicable, with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended; or (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of C/CAG and/or its officers, agents, employees, or servants. However, Consultant's duty to indemnify and save harmless under this Section shall not apply to injuries or damage for which C/CAG has been found in a court of competent jurisdiction to be liable by reason of its own negligence or willful misconduct. The duty of Consultant to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

This indemnification provision will survive termination or expiration of this Agreement.

- b. *Intellectual Property.* Consultant hereby certifies that it owns, controls, and/or licenses and retains all right, title, and/or interest in and to any intellectual property it uses in relation to this Agreement, including the design, look, feel, features, source code, content, and/or other technology relating to any part of the services it provides under this Agreement and including all related patents, inventions, trademarks, and copyrights, all applications therefor, and all trade names, service marks, know how, and trade secrets (collectively referred to as “IP Rights”) except as otherwise noted by this Agreement.

Consultant warrants that the services it provides under this Agreement do not infringe, violate, trespass, or constitute the unauthorized use or misappropriation of any IP Rights of any third party. Consultant shall defend, indemnify, and hold harmless C/CAG from and against all liabilities, costs, damages, losses, and expenses (including reasonable attorney fees) arising out of or related to any claim by a third party that the services provided under this Agreement infringe or violate any third-party’s IP Rights provided any such right is enforceable in the United States. Consultant’s duty to defend, indemnify, and hold harmless under this Section applies only provided that: (a) C/CAG notifies Consultant promptly in writing of any notice of any such third-party claim; (b) C/CAG cooperates with Consultant, at Consultant’s expense, in all reasonable respects in connection with the investigation and defense of any such third-party claim; (c) Consultant retains sole control of the defense of any action on any such claim and all negotiations for its settlement or compromise (provided Consultant shall not have the right to settle any criminal action, suit, or proceeding without C/CAG’s prior written consent, not to be unreasonably withheld, and provided further that any settlement permitted under this Section shall not impose any financial or other obligation on C/CAG, impair any right of C/CAG, or contain any stipulation, admission, or acknowledgement of wrongdoing on the part of C/CAG without C/CAG’s prior written consent, not to be unreasonably withheld); and (d) should services under this Agreement become, or in Consultant’s opinion be likely to become, the subject of such a claim, or in the event such a third party claim or threatened claim causes C/CAG’s reasonable use of the services under this Agreement to be seriously endangered or disrupted, Consultant shall, at Consultant’s option and expense, either: (i) procure for C/CAG the right to continue using the services without infringement or (ii) replace or modify the services so that they become non-infringing but remain functionally equivalent.

Notwithstanding anything in this Section to the contrary, Consultant will have no obligation or liability to C/CAG under this Section to the extent any otherwise covered claim is based upon: (a) any aspects of the services under this Agreement which have been modified by or for C/CAG (other than modification performed by, or at the direction of, Consultant) in such a way as to cause the alleged infringement at issue; and/or (b) any aspects of the services under this Agreement which have been used by C/CAG in a manner prohibited by this Agreement.

The duty of Consultant to indemnify and save harmless as set forth by this Section

shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

10. Insurance.

- a. *General Requirements.* Consultant or its subconsultants performing the services on behalf of Consultant shall not commence work under this Agreement until all insurance required under this section has been obtained. Consultant shall use diligence to obtain such insurance. Consultant shall furnish C/CAG with Certificates of Insurance evidencing the required coverage and there shall be a specific contractual liability endorsement extending Consultant's coverage to include the contractual liability assumed by Consultant pursuant to this Agreement. These Certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to C/CAG of any pending change in the limits of liability or of non-renewal, cancellation, or modification of the policy.
- b. *Workers' Compensation and Employer Liability Insurance.* Consultant shall have in effect, during the entire life of this Agreement, Workers' Compensation and Employer Liability Insurance providing full statutory coverage. In signing this Agreement, Consultant certifies, as required by Section 1861 of the California Labor Code, that (a) it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and (b) it will comply with such provisions before commencing the performance of work under this Agreement.
- c. *Liability Insurance.* Consultant shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect Consultant, its employees, officers and agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage that may arise from Consultant's operations under this Agreement, whether such operations be by Consultant or by any sub-consultant or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than \$1,000,000 unless another amount is specified below and shows approval by C/CAG Staff.

d. *Insurance Limits; Insured Entities; Breach.* Required insurance shall include:

	Required Amount	Approval by C/CAG Staff if under \$ 1,000,000
1. Comprehensive General Liability	\$ 1,000,000	_____
2. Workers' Compensation	\$ Statutory	_____
3. Professional Liability	\$1,000,000	_____
4. Motor Vehicle Liability	\$1,000,000	_____

C/CAG and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to C/CAG, its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy, and that if C/CAG, or its officers, agents, employees, and servants have other insurance against a loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the C/CAG Chairperson, at his/her option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work and payment pursuant to this Agreement.

11. **Compliance with All Laws.** Consultant shall at all times comply with all applicable federal, state, San Mateo County, and municipal laws, ordinances, and regulations, including without limitation those regarding services to disabled persons, including any requirements of Section 504 of the Rehabilitation Act of 1973. In the event of a conflict between the terms of this Agreement and any applicable state, federal, San Mateo County, or municipal law or regulation, the requirements of the applicable law or regulation will take precedence over the requirements set forth in this Agreement. Consultant will timely and accurately complete, sign, and submit all necessary documentation of compliance.

12. **Non-discrimination.** Consultant and any subconsultants performing the services on behalf of Consultant shall not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religion, national origin or ancestry, age, sex, sexual orientation, marital status, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status, or in any manner prohibited by federal, state or local laws.

13. **Substitutions.** If particular persons or classifications are identified in Exhibit C as working on this Agreement, Consultant will not assign others to work in their place without the prior written consent of the C/CAG Project Manager or a designee. Any substitution shall be with a person or classification of commensurate experience and knowledge unless otherwise authorized by the C/CAG Project Manager or a designee.
14. **Sole Property of C/CAG.** Work products of Consultant which are delivered under this Agreement or which are developed, produced and paid for under this Agreement, shall be and become the property of C/CAG. Consultant shall not be liable for C/CAG's use, modification or re-use of products without Consultant's participation or for purpose other than those specifically intended pursuant to this Agreement.
15. **Record Retention; Right to Monitor and Audit.**
- a. Consultant shall maintain all required records relating to services provided under this Agreement for four (4) years after C/CAG makes final payment and all other pending matters are closed, and Consultant's records shall be subject to the examination and/or audit by C/CAG, a federal grantor agency, and/or the State of California.
 - b. Consultant shall comply with all program and fiscal reporting requirements set forth by applicable federal, State, and local agencies and as required by C/CAG.
 - c. Consultant agrees, upon reasonable notice, to provide to C/CAG, to any federal or State department having monitoring or review authority, to C/CAG's authorized representative, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant federal, State, and local statutes, rules, and regulations, to determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of services performed.
16. **Permits/Licenses.** If any license, permit, or approval is required to perform the work or services required by this Agreement, Consultant bears the responsibility to obtain said license, permit, or approval from the relevant agency at Consultant's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.
17. **Merger Clause; Amendments.** This Agreement, including all Exhibits attached hereto and incorporated herein by reference, constitutes the sole agreement of the parties hereto regarding the matters covered in this Agreement, and correctly states the rights, duties and obligations of each party as of the document's date. Any prior agreement, promises, negotiations or representations between the parties not expressly stated in this Agreement are not binding. All subsequent amendments shall be in writing and signed by the C/CAG Chair or C/CAG Executive Director. In the event of a conflict between the terms, conditions or specifications set forth herein and those in the exhibits attached hereto, the terms, conditions or specifications set forth herein shall prevail.

18. Debarment and Suspension Certification.

- a. The CONSULTANT's signature affixed herein shall constitute a certification under penalty of perjury under the laws of the State of California, that the CONSULTANT or any person associated therewith in the capacity of owner, partner, director, officer or manager:
 1. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
 2. Has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three (3) years;
 3. Does not have a proposed debarment pending; and
 4. Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years
- b. Any exceptions to this certification must be disclosed to LOCAL AGENCY. Exceptions will not necessarily result in denial of recommendation for award, but will be considered in determining responsibility. Disclosures must indicate the party to whom the exceptions apply, the initiating agency, and the dates of agency action.
- c. Exceptions to the Federal Government excluded parties (<https://sam.gov/content/home>) maintained by the U.S. General Services Administration are to be determined by FHWA.

19. Governing Law. This Agreement shall be governed by the laws of the State of California, without regard to its choice of law rules, and any suit or action initiated by either party shall be brought in the County of San Mateo, California.

20. Notices. All notices hereby required under this agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid and addressed as follows:

City/County Association of Governments of San Mateo County
555 County Center, 5th Floor
Redwood City, CA 94063
Attention: Jeff Lacap, Transportation Systems Coordinator

Notices required to be given to Consultant shall be addressed as follows:

Fehr & Peers
[ADDRESS]
[ADDRESS]
Attention: [NAME]

IN WITNESS WHEREOF, the parties hereto have affixed their hands on the day and year first above written.

Fehr & Peers

By _____

Date

City/County Association of Governments of San Mateo County (C/CAG)

By _____
Sean Charpentier
C/CAG Executive Director

Date

By _____
Melissa Andrikopoulos
C/CAG Legal Counsel

Date

Exhibit A

SCOPE OF WORK

The purpose of this scope of work is to guide the preparation and adoption of a Countywide Transportation Plan for San Mateo County (hereafter referred to as the “Plan”). The effort will involve updating the Draft Plan content as necessary to incorporate additional elements, ensuring alignment with Metropolitan Transportation Commission (MTC)’s *Guidelines for Countywide Transportation Plans* released in November 2022. Under this scope, the selected consultant will work with a Project Team, comprising of senior staff from the City/County Association of Governments of San Mateo County (C/CAG) and the San Mateo County Transportation Authority (SMCTA), to outreach and facilitate review of the Plan by local San Mateo County agencies, county partners, regional service providers and stakeholders.

Task 1

Project Management and Coordination

The Consultant will host a Project initiation meeting and weekly check-ins with C/CAG and Authority staff to maintain communication and ensure the Project will be delivered within the Project timeline. The Consultant will also schedule and facilitate meetings with an ad hoc advisory committee comprised of local agency staff and representatives of local emergency services agencies, bike/pedestrian and community-based organizations, and other stakeholders (Advisory Committee). The Consultant will present progress updates at a minimum of eight C/CAG committee meetings and six C/CAG and SMCTA Board meetings. The Consultant will provide monthly progress reports and invoices for work completed during the prior month.

Task 1 Deliverables:

- Project Kick-off Meeting
- Monthly Project management meeting agendas and action items
- Materials for Advisory Committee meetings and/or workshops
- Presentation to C/CAG Committee meetings and Board meetings
- Monthly Invoices and progress reports

Task 2

Review of Existing CTP and Other Countywide Planning Efforts; Literature Review

Within San Mateo County, various agencies have recently completed (or will soon complete) plans and studies that have identified priority projects and programs for their respective jurisdictions. Examples include, but not limited to, the San Mateo County Transportation Plan 2040 Action Plan, Priority Development Area Plans, C/CAG Bike/Pedestrian Plan, SMCTA Strategic Plan, SMCTA 101 Corridor Connect program documents, Caltrain Business Plan, Reimagine SamTrans, Countywide Local Roadway Safety Plan, Congestion Management Program and Highway Safety Assessment, and the Caltrans 101 Comprehensive Multimodal Corridor Plan.

The Consultant, with C/CAG and SMCTA staff support, will be tasked with summarizing relevant information and policies from existing (and, if appropriate, in-development) plans and studies that will support the development of the CTP.

Task 2 Deliverables:

- Draft summary of each plan and study that includes their goals and objectives, identified priority projects or programs, current implementation status and potential funding strategies, to inform the development of the CTP.
- Final summary of each plan and study that includes their goals and objectives, identified priority projects or programs, current implementation status and potential funding strategies, to inform the development of the CTP.

Task 3

Organize and Assist with Countywide Transportation Plan Outreach Effort

In close coordination with the Project Team, the Consultant will prepare and implement an equitable public communication and outreach plan to solicit community feedback on their visions for transportation improvements in San Mateo County. This task includes organizing and attending:

- (1) Community input workshops: initial workshops with pop-up events at various locations across the County early in the Plan update process.
- (2) Community input event: A subsequent event later in the Plan development process to engage the public and gather input on draft recommendations for the final draft CTP.

As part of this task, the selected consultant will collect and report on feedback received at each event. In addition, the Consultant will collaborate with C/CAG and SMCTA staff to design and oversee a community outreach survey that aimed at engaging the public and identifying potential transportation priorities for San Mateo County. The consultant will compile information received and present the findings from the public outreach.

Task 3 Deliverables:

- Draft and Final Public Communications/Outreach Plan for San Mateo County CTP
- Community Outreach Survey
- Report on Findings from Public Outreach

Task 4

Development of CTP Policy and Performance Framework

The Consultant will develop a draft CTP Policy and Performance Framework, which will include (a) transportation and land use goals and objectives that reflect local priorities in San Mateo County, as well as (b) a framework and metrics to measure and demonstrate how CTP investment decisions support multimodal transportation and contribute to countywide land use goals and objectives. The framework should align with, integrate, and support the implementation of MTC's Plan Bay Area transportation strategies where feasible.

Additionally, the Consultant will assist in identifying geographic focus areas to acknowledge the diverse areas within the county and their unique priorities. These focus areas will enable the tailored application of the CTP goals and objectives to address special needs and priorities effectively.

Task 4 Deliverables:

- Draft San Mateo CTP Policy and Performance Framework

- Final San Mateo CTP Policy and Performance Framework
- Draft San Mateo County Geographic Focus Areas
- Final San Mateo County Geographic Focus Areas

Task 5

Development of Transportation Project and Program List

The Consultant will collaborate with the Project Team and the Advisory Committee to prepare an updated, fiscally-constrained transportation project list for inclusion in the Plan. In order to prepare a fiscally-constrained list, the Consultant will identify existing and potential funding sources and develop short and long-term revenue projections. The Project Team will provide an initial list of projects based on those identified in *Plan Bay Area 2050* and recommendations from San Mateo County agencies. This initial list will undergo review by the Project Team and the Advisory Committee.

To ensure comprehensive input, the Consultant will engage all participating agencies, including the San Mateo County Transportation District (SamTrans), SMCTA, Peninsula Corridor Joint Powers Board (Caltrain), San Francisco Bay Area Rapid Transit District (BART), California Department of Transportation (Caltrans), WETA, Commute.org, the County of San Mateo and the 21 cities/towns within San Mateo County. A structured framework will be developed to guide the selection of projects from the initial list to the final list. Following this review and input process, the Consultant will finalize the project list for the Plan. Additionally, a performance framework or goals for program-level assessments will be established, as necessary, to ensure alignment with MTC's *Guidelines for Countywide Transportation Plans*.

Task 5 Deliverables:

- Draft Transportation Project List for San Mateo County
- Final Transportation Project List for San Mateo County

Task 6

Transportation Equity Analysis and Equity Focus Area Identification

MTC's *Guidelines for Countywide Transportation Plans* recommends that all CTPs include an analysis of the social and economic equity impacts of the CTP. This analysis is intended to assess whether the strategies and policies developed in the CTP advance equity, particularly for historically and systemically marginalized, underserved and excluded groups, including people with low incomes, people with disabilities, and communities of color.

The Consultant will help C/CAG evaluate existing equity designations created within the county and region, including MTC's Equity Priority Communities, C/CAG's Equity Focus Areas, C/CAG's Equity Framework document, and SamTrans' Equity Planning Areas. Based on this evaluation, the Consultant will identify a strategy to establish a unified equity designation for consistency in future planning efforts within San Mateo County.

The Consultant will develop a data driven methodology for identifying the equity focus areas (EFA). The criteria for designating EFAs will be established through a combination of analysis and stakeholder input. The Consultant will present the proposed framework to the Project Team and relevant stakeholders to solicit feedback and refine the approach.

Using this framework, the Consultant will identify and map the final EFAs, providing comprehensive documentation on the methodology, criteria, and stakeholder feedback that informed their development. The Consultant will propose policies and strategies to address identified disparities and advance equity goals within the EFAs. The Consultant will make recommendations on integrating the EFAS into broader countywide planning framework, including guidance on investment prioritization, performance metrics, and processes for ongoing monitoring and evaluation.

Task 6 Deliverables:

- Existing Transportation Equity Analysis
- Equity focus area designation framework
- Draft equity focus area report, including maps, criteria and recommendations
- Final equity focus area report

Task 7

Application of San Mateo County Travel Demand Model

In this task, the Consultant will use the recently developed and approved C/CAG-VTA Bi-County Travel Demand Model, along with supporting datasets, to update land use and travel forecast information for incorporation into the Draft Plan. The Consultant will also leverage the model to establish baseline conditions and forecast the outcomes of implementing the investments and policies outlined in the CTP. These measurements will include, but are not limited to:

- Vehicle-miles-traveled (VMT).
- Multimodal system performance, and
- Estimated street and highway lane miles, person throughput, transit vehicle miles, and active transportation systems miles.

Additionally, the consultant will prepare a consistency report evaluating the performance of the county's travel demand model in alignment with MTC guidelines.

Task 7 Deliverables

- Travel Demand Forecasting to support CTP Development
- Model Consistency Report

Task 8

San Mateo Countywide Transportation Plan Document

The selected consultant will be tasked to compile each individual deliverable identified in the previous tasks to create a draft final report. The final draft report will undergo a public review process, incorporating feedback into revisions. With the input, the Consultant will produce the final version of the Plan that follows MTC's CTP Guidelines, ready for adoption and approval by the C/CAG Board for approval.

Task 8 Deliverables

- Draft San Mateo Countywide Transportation Plan Update
- Final San Mateo Countywide Transportation Plan Update

Task 10: Optional Tasks as Needed

As needed and only upon prior approval from the C/CAG/SMCTA project manager, optional tasks as assigned.

Task 10 Deliverables

To be determined.

DRAFT

Exhibit B

Project Budget and Schedule

Exhibit C

Key Personnel Assignments

DRAFT

Section 7

Cost Proposal

Main Contact: Matt Goyne
Firm Name: Fehr Peers
Firm Address: 345 California Street, Suite 450, San Francisco, CA 94104
Procurement Title: San Mateo CTP Update

Attachment B
Cost Proposal Template

TASK	DIRECT LABOR																		TOTAL HOURS	SUBTOTAL DIRECT LABOR	OVERHEAD COSTS	TOTAL COST	
	Fehr & Peers	Fehr & Peers	Fehr & Peers	Fehr & Peers	Fehr & Peers	Fehr & Peers	Fehr & Peers	Fehr & Peers	Fehr & Peers	InterEthnica	InterEthnica	InterEthnica	InterEthnica	InterEthnica	InterEthnica	InterEthnica	InterEthnica						
	Principal II & Project Manager	Principal III & Principal-in-Charge	Senior Associate II	Associate II	Senior Engineer/Planner III	Engineer/Planner I	Associate I & GIS/Data Lead	Senior Engineer/Planner I & GIS/Data Support	Sr. Business Services V	Principal	Vice President	Associate Principal	Sr. Community Engagement Manager	Language Access Project Manager	Chinese Community Liason	Community Engagement Manager	Project Associate	Senior Interpreter					
	Matt Goyne	Bob Grandy	Dan Rubins	Taylor McAdam	Angetica Rocha	John Holmes	Jess Sandoval	Kevin Zamzow-Pollock	Aba Owens	Lisa Abboud	Mona Abboud	Deborah Oh	Vanessa Zamora										
	\$315.00	\$390.00	\$295.00	\$255.00	\$225.00	\$175.00	\$240.00	\$205.00	\$165.00	\$219.71	\$197.64	\$197.64	\$165.00	\$150.00	\$145.00	\$145.00	\$135.00	\$175.00					
Task 1 - Project Management & Coordination																							
Hours																							
1.1 Project Kick-Off	4	1	0	0	6	0	0	0	2	0	0	0	0	0	0	0	0	13	\$	3,330.00	\$	\$ 3,330.00	
1.2 Bi-Weekly Project management meeting agendas and action items (36 bi-weekly meetings)	36	0	0	0	54	0	0	0	15	0	0	0	0	0	0	0	0	105	\$	25,965.00	\$	\$ 25,965.00	
1.3 Monthly Invoices and progress reports (18 Months)	0	0	0	0	18	0	0	0	22	0	0	0	0	0	0	0	0	40	\$	7,680.00	\$	\$ 7,680.00	
1.4 Materials for Advisory Committee meetings (up to 15 virtual, 1 hour meetings)	30	0	0	0	45	45	30	0	25	0	0	0	0	0	0	0	0	175	\$	38,775.00	\$	\$ 38,775.00	
1.5 Presentation to C/CAG Committee meetings and Board meetings (up to 15 virtual, 1 hour meetings)	30	0	0	0	30	0	0	0	10	0	0	0	0	0	0	0	0	70	\$	17,850.00	\$	\$ 17,850.00	
Subtotal	100	1	0	0	153	45	30	0	74	0	0	0	0	0	0	0	0	403	\$	93,600.00	\$	\$ 93,600.00	
Task 2 - Review of Existing CTP & Other Countywide Planning Efforts; Literature Review																							
2.1 Draft Existing Conditions Report	2	0	0	0	8	20	0	0	5	0	0	0	0	0	0	0	0	35	\$	6,755.00	\$	\$ 6,755.00	
2.2 Final Existing Conditions Report	1	0	0	0	4	8	0	0	2	0	0	0	0	0	0	0	0	15	\$	2,945.00	\$	\$ 2,945.00	
Subtotal	3	0	0	0	12	28	0	0	7	0	0	0	0	0	0	0	0	50	\$	9,700.00	\$	\$ 9,700.00	
Task 3 - Organize & Assist with Countywide Transportation Plan Outreach Effort																							
3.1 Draft and Final Public Communications/Outreach Plan for San Mateo County CTP	0	0	0	2	2	0	0	0	1	5	8	0	0	0	0	0	0	18	\$	3,804.67	\$	\$ 3,804.67	
3.2 Outreach and Engagement Materials for Stage 2, including workshop survey questions and roadshow presentation materials	0	0	0	4	12	0	0	0	2	20	84	0	6	6	6	6	32	6	184	\$	34,045.96	\$ 3,000.00	\$ 37,045.96
3.3 Outreach and Engagement Materials for Stage 3, including roadshow presentation materials and focus group facilitator guides	0	0	0	4	16	0	0	0	3	10	90	0	8	0	0	16	32	4	183	\$	33,759.70	\$ 6,180.00	\$ 39,939.70
3.4 Report on Findings from Public Outreach	0	0	0	2	4	20	0	0	3	12	0	0	0	0	0	0	16	0	57	\$	9,936.68	\$	\$ 9,936.68
Subtotal	0	0	0	12	34	20	0	0	9	35	194	0	14	6	6	22	80	10	442	\$	81,547.01	\$ 9,180.00	\$ 90,727.01
Task 4 - Development of CTP Policy & Performance Framework																							
4.1 Draft San Mateo CTP Policy and Performance Framework	8	2	0	2	24	32	0	0	9	0	0	0	0	0	0	0	0	77	\$	16,295.00	\$	\$ 16,295.00	
4.2 Final San Mateo CTP Policy and Performance Framework	2	0	0	0	8	8	0	0	2	0	0	0	0	0	0	0	0	20	\$	4,160.00	\$	\$ 4,160.00	
4.3 Draft San Mateo County Geographic Focus Areas	2	0	0	0	6	16	8	0	4	0	0	0	0	0	0	0	0	36	\$	7,360.00	\$	\$ 7,360.00	
4.4 Final San Mateo County Geographic Focus Areas	1	0	0	0	2	6	2	0	1	0	0	0	0	0	0	0	0	0	0	\$	2,460.00	\$	\$ 2,460.00
Subtotal	13	2	0	2	40	62	10	0	16	0	0	0	0	0	0	0	0	133	\$	30,275.00	\$	\$ 30,275.00	
Task 5 - Development of Transportation Project & Program List																							
5.1 Draft Network Priority Maps	8	2	0	8	16	40	8	16	12	0	0	0	0	0	0	0	0		\$	23,120.00	\$	\$ 23,120.00	
5.2 Final Network Priority Maps	4	0	0	2	8	8	4	4	4	0	0	0	0	0	0	0	0		\$	7,410.00	\$	\$ 7,410.00	
5.3 Draft Call for Projects document	8	2	0	4	8	0	0	0	3	0	0	0	0	0	0	0	0		\$	6,615.00	\$	\$ 6,615.00	
5.4 Final Call for Projects document	2	0	0	0	4	0	0	0	1	0	0	0	0	0	0	0	0		\$	1,695.00	\$	\$ 1,695.00	
5.5 Draft Transportation Project List for San Mateo County	2	0	0	2	16	0	0	0	3	0	0	0	0	0	0	0	0	23	\$	5,235.00	\$	\$ 5,235.00	
5.6 Final Transportation Project List for San Mateo County	1	0	0	1	4	0	0	0	1	0	0	0	0	0	0	0	0	7	\$	1,635.00	\$	\$ 1,635.00	
Subtotal	25	4	0	17	56	48	12	20	24	0	0	0	0	0	0	0	0	30	\$	45,710.00	\$	\$ 45,710.00	
Task 6 - Transportation Equity Analysis & Equity Focus Area Identification																							
6.1 Existing Transportation Equity Analysis	2	0	0	8	2	16	8	20	7	0	0	0	0	0	0	0	0	63	\$	13,095.00	\$	\$ 13,095.00	
6.2 Equity focus area designation framework	2	0	0	8	2	8	0	4	3	0	0	0	0	0	0	0	0	27	\$	5,835.00	\$	\$ 5,835.00	
6.3 Draft equity focus area report, including maps, criteria and recommendations	2	0	0	16	2	32	16	8	10	0	0	0	0	0	0	0	0	86	\$	17,890.00	\$	\$ 17,890.00	
6.4 Final equity focus area report	2	0	0	4	2	12	8	0	4	0	0	0	0	0	0	0	0	32	\$	6,780.00	\$	\$ 6,780.00	
Subtotal	8	0	0	36	8	68	32	32	24	0	0	0	0	0	0	0	0	208	\$	43,600.00	\$	\$ 43,600.00	
Task 7 - Application of San Mateo County Travel Demand Model																							
7.1 Interim Travel Model Review and Metrics Memo	4	0	20	0	0	60	0	16	13	0	0	0	0	0	0	0	0	113	\$	23,085.00	\$	\$ 23,085.00	
7.2 Draft and Final Travel Model Consistency Report	6	0	24	0	0	40	0	4	9	0	0	0	0	0	0	0	0	83	\$	18,275.00	\$	\$ 18,275.00	
Subtotal	10	0	44	0	0	100	0	20	22	0	0	0	0	0	0	0	0	196	\$	41,360.00	\$	\$ 41,360.00	
Task 8 - San Mateo Countywide Transportation Plan Document																							
8.1 CTP Update Outline and Layout Template	2	0	0	0	8	4	0	0	2	0	0	0	0	0	0	0	0	16	\$	3,460.00	\$	\$ 3,460.00	
8.2 Admin Draft San Mateo CTP Update	16	2	0	0	24	40	16	0	12	0	0	0	0	0	0	0	0	110	\$	24,040.00	\$	\$ 24,040.00	
8.3 Public Draft San Mateo CTP Update	4	0	0	0	8	12	4	0	4	0	0	0	0	0	0	0	0	32	\$	6,780.00	\$	\$ 6,780.00	
8.4 Final San Mateo CTP Update	6	0	0	0	12	24	4	0	6	0	0	0	0	0	0	0	0	52	\$	10,740.00	\$	\$ 10,740.00	
Subtotal	28	2	0	0	52	80	24	0	24	0	0	0	0	0	0	0	0	210	\$	45,020.00	\$	\$ 45,020.00	
TOTAL PROJECT COST (without Optional Tasks)																					\$	\$ 399,992.01	
Subtotal of Optional Tasks																					\$	\$ 15,830.00	
TOTAL PROJECT COST (with Optional Tasks)																					\$	\$ 415,822.01	
ITEMIZATION OF DIRECT EXPENSES																							
Task 1.1 - Air travel, lodging, printing																							
OPTIONAL TASKS																							
Task 9 - Optional Task																							
Optional Task 2: Existing Data Compilation	3				16	56			9										84	\$	15,830.00	\$	\$ 15,830.00
Optional Task 2: Existing Data Compilation	3				16	56			9										84	\$	15,830.00	\$	\$ 15,830.00
Subtotal	3	0		0	16	56	0	0	9	0	0	0	0	0	0			0	84	\$	15,830.00	\$	\$ 15,830.00