

**REQUEST FOR PROPOSAL  
FOR NONMOTORIZED TRANSPORTATION PILOT PROGRAM  
COMPREHENSIVE PLANNING AND ENGINEERING SERVICES FOR  
MILL VALLEY TO CORTE MADERA BIKE & PEDESTRIAN CORRIDOR STUDY**

**I. HISTORY/BACKGROUND, PROJECT DRIVERS, AND SCOPE OF SERVICES**

A. HISTORY/BACKGROUND

The Mill Valley to Corte Madera Bike and Pedestrian Corridor Study is one of the top priority projects in the county as described in the 2008 Marin County Unincorporated Area Bicycle and Pedestrian Master Plan (Master Plan). Currently bicyclists use either Camino Alto or the U.S. 101 bike path via local neighborhood streets. Both of these routes are unsigned and involve climbing grades. This project involves studying potential improvements in the corridor between Mill Valley and Corte Madera. While most of the corridor is in incorporated Mill Valley or Corte Madera, sections of the project are located within the unincorporated "Alto Area," which is situated at the northeast edge of Mill Valley. Furthermore, the County of Marin owns portions of the Alto Tunnel and its approaches and has an interest in its future use. This corridor is comprised of three alternatives, including improving the existing two routes or reopening the abandoned Alto Tunnel. The County desires a study that provides for a comparison between the costs and benefits of each alternative. While an in-depth feasibility study is ultimately required, a preliminary analysis is available in the Master Plan (Appendix C) that provides a comparison of distances, climbing elevations, and intersections associated with each option.

Comparison of Alternatives

The limits of all three alternatives are the same, with the Mill Valley-Sausalito Multi-Use Path intersection with E. Blithedale Rd. at the south and the Sandra Marker Trail connection to the North/South Greenway at Madera Avenue at Wornum in the north.

*1. U.S. 101 Bike Path (Caltrans)*

This alternative includes an evaluation of the onstreet routes and the existing pathway.

Advantages

- a. already in-place, requiring minor improvements
- b. low cost and impacts
- c. relatively direct connection to destinations on the U.S. 101 corridor in Corte Madera and Mill Valley

Disadvantages

- a. Less direct for users headed for the Magnolia corridor and Ross Valley
- b. Noise and pollution from the freeway
- c. Involves climb of very steep hill

- d. Significant challenges in connecting to existing facilities on the northern (Corte Madera) side.
- e. Many roadway intersections

### 2. Camino Alto Improvements (Mill Valley/Corte Madera)

This alternative could include developing shoulders on the Corte Madera Grade, possibly on the uphill sides, by narrowing travel lanes and/or widening the roadway. Camino Alto is not currently an official bike route in Mill Valley.

#### Advantages

- a. addresses most popular existing connection
- b. provides a safety benefit for all roadway users
- c. provides local residents a place to walk and bicyclists with a shoulder to stand on
- d. most direct connection currently connecting the two North-South Greenway segments

#### Disadvantages

- a. may be costly to construct; grading and retaining walls may be required
- b. may have environmental impacts
- c. does not change need to climb substantial grade

### 3. Alto Tunnel (Corte Madera/Mill Valley/County)

Many people have identified re-opening the Alto Tunnel as a top priority. As a part of the development of their local plans, both the Corte Madera Bicycle Pedestrian Advisory Committee (BPAC) and the Mill Valley BPAC were in favor of the project. The County, Mill Valley nor Corte Madera has committed to sponsoring and operating a pathway through the tunnel, but both have in the past expressed support for further feasibility study. This is important because for this to be a viable option, both communities would need to support this project.

#### Advantages

- a. closes major gap in North-South Greenway
- b. provides a level connection away from traffic between the two communities
- c. removes the need for cyclists to ride on narrow Camino Alto/Corte Madera Blvd.
- d. provides more direct bike and pedestrian access between the two communities
- e. alternate emergency evacuation route
- f. alternate route between cities for emergency responders

#### Disadvantages

- a. significant costs to reconstruct the tunnel structure
- b. maintenance costs will be higher (lighting, security)
- c. potential neighborhood opposition
- d. emergency response for incidents and security issues

## **B. PROJECT DRIVERS**

The Alto Tunnel was built in 1884 and is located in Marin County along the former Northwestern Pacific Railroad right-of-way. On average, the tunnel is 16-foot wide and 20-

feet high and served as a single-track rail tunnel for nearly ninety years, connecting Corte Madera and Mill Valley. In 1958, there was a substantial upgrade to the northern portal, which remains intact and in good condition today. The tunnel remained open until 1971, when substantial bulkheads were added at each portal to prevent entry. In 1975, a plug extending approximately 125-feet was added near the north end of the tunnel and in 1981, there was a collapse at the southern portal. The southern portal area was stabilized in 1982 with gravel and earth fill, which remains today. The tunnel is 16 feet wide, 20 feet high, and 2,172 feet long. The middle 1600-feet of the tunnel remains sealed off from both ends today and likely has the original redwood timber support system in place, though moisture and lack of ventilation have likely caused deterioration of the timbers and partial collapses in some areas.

Marin County owns the property on either side of the tunnel, and the railroad right-of-way has historically been regarded as a transportation corridor. Union Pacific Railroad Company retains ownership of portions of the tunnel as outlined in further detail in the Alto Tunnel Scoping Study Volume I. Since the 1970s, the County has had plans to include the tunnel as an element of the North-South Greenway that would run along the Northwestern Pacific Railroad right-of-way. There is currently a three-mile multi-use pathway, part of the North-South Greenway that extends from Sausalito through Mill Valley, terminating near the south portal of Alto Tunnel. The North-South Greenway continues north near the north portal of Alto Tunnel, through Corte Madera and Larkspur. Currently the right-of-way immediately adjacent to the tunnel portals has reverted into an unmaintained state and in cases has been encroached upon by surrounding property owners' yards and gardens.

In 2001, the County of Marin DPW commissioned the Alto Tunnel Scoping Study to determine the conditions inside the tunnel. Volumes I and II of the study showed that the conditions inside the tunnel vary, from structurally sound, to concrete plug, to stable but deteriorating, and fully collapsed, as described above. The study concluded that the most cost-effective method for completing Volume III of the study would be to bore through the concrete plug at the north portal of the tunnel to make visual inspection of the tunnel interior.

### **C. SCOPE OF SERVICES**

The County seeks to secure planning and engineering services required to expand the three conceptual alternatives into a detailed feasibility study. The consultant will be responsible for all aspects of the corridor study that will focus on answering basic questions related to feasibility and technical issues associated with three conceptual routes. Creative and cost effective methods to gather required data our encouraged, consultants are encouraged to not necessarily rely on methods described in prior studies.

Consultant's scope of services shall include at a minimum:

#### **Project Management**

Consultant will participate in monthly progress meetings with County, providing a progress report prior to each meeting that includes the following:

- Work completed
- Problems and resolutions
- Work remaining
- Anticipated problems
- Budget status and analysis

- Schedule status/update (tracking actual versus planned progress)
- Prepare and distribute meeting minutes

Updates at the meeting shall include a list/spreadsheet identifying open items/tasks, priority, responsible person and brief description of status.

**Deliverables:**

- Monthly progress reports
- Status Open Items (SOI) list
- Meeting notes

Consultant will provide a Project Management Work Plan (PMWP) that includes objectives, organization, scope of services, schedule (Microsoft Project or similar format), budget, QA/QC, communications, document control, cost controls, invoicing and reporting for the development of the study along with project management as required to lead project team, communicate information, complete required tasks, produce deliverables, and to report and control project costs and schedule performance. Tasks include, but are not limited to:

- Manage project team
- Project coordination
- Conduct project team meetings
- Invoice processing
- Schedule and budget control
- Federal-Aid project process management (local procedures manual)

**Deliverables**

- Project Management Work Plan
- Monthly invoices
- Copies of project correspondence
- Caltrans Federal-Aid Local Assistance documents for County staff review & execution
- Completed semi-annual NTPP status report

**Project Advisory Committee**

A Project Advisory Committee (PAC) shall be formed to provide guidance and review, and to assist with coordination between agencies. The PAC will consist of agency representatives from: Marin County, Mill Valley, Corte Madera, Caltrans and other stakeholder agencies. The Consultant will be responsible for organizing all PAC meetings and for providing presentation materials. Approximately four PAC meetings will be held during the course of the project. The PAC meetings will be held at Marin County facilities. The Consultant will be responsible for providing meeting summaries. The Consultant will also be responsible for preparing a detailed project schedule and regularly updating the schedule throughout the duration of the project.

**Deliverables**

- PAC Meeting/Agenda, Meeting Notes, Project Schedule, etc.

**Mapping, Site Surveys, Field Inspections**

Base mapping site surveys and field investigations at the project site may be required and based on County approved datum. Adequate GIS files may be available at the County of

Marin but in the event more detailed information is necessary, design level mapping will be prepared for the project alternatives in accordance with County Standards. Mapping provided by the consultant shall clearly define right-of-way, property line and public rights-of way ownership information, as well as all existing utilities and easements along the corridor. The mapping shall also include all structures along the corridor, including recently constructed features.

**Deliverables (if necessary)**

- Aerial topography augmented by field surveys.
- AutoCAD drawing files at 1" = 20' with 1 foot contours and spot elevations to 0.1'.
- ASCII file of set and ground control point data
- Copies of original field notes

Consultant will perform a geotechnical investigation to achieve the following objectives:

- Provide geotechnical data as necessary to determine feasibility, support, preliminary design, and approximate construction costs
- Prepare Geotechnical Technical Memorandum (TM)

**Deliverables**

- Geotechnical Findings TM      3 Copies

**Drainage Analysis**

Consultant will provide a preliminary drainage analysis. This analysis should identify where problems are provide a conceptual designs to address those problems. The procedure shall generally consist of the following tasks:

- Prepare TM describing existing drainage systems, identifying problem areas.
- Prepare draft TM summarizing recommended improvements resulting in changes in drainage patterns and/or reduction in flooding.
- Attend meetings with County to review TM results and County comments
- Finalize TM as necessary

**Deliverables**

- Draft TM                      2 Copies
- Final TM                      2 Copies

**Environmental Analysis**

Consultant will determine type of Environmental Clearance required for both CEQA and NEPA processes for each alternative by completing the CEQA Initial Study checklist and coordinating with the County Community Development Agency while following the County's CEQA guidelines at (<http://www.co.marin.ca.us/depts/CD/main/pdf/eir/ERGuide1994.pdf>). Consultant shall also complete the Caltrans Preliminary Environmental Study form and work with the Caltrans Office of Local Assistance. Preparation of a full environmental analysis is not expected; rather completion of checklists are needed to determine the type of needed future environmental analysis. The project will be subject to the following studies:

- Review of local, state, and federal plans to determine if the site is designated as having a resource of hazardous or critical concern;
- Review of cumulative projects in the area to determine if significant cumulative impacts may occur;

- Review of biological resources on or near the site to determine if significant effects could occur due to unusual circumstances. The California Natural Diversity Database would be used, together with a site visit by a biologist to determine the potential for such a significant impact;
- Confirmation of whether state scenic highways occur near the site;
- Use of the EDR database to determine if a site is included on any list compiled pursuant to Section 65962.5 of the Government Code; and
- Review of records at the Northwest Information Center of the California Historic Resources Inventory System to determine if adverse changes to the significance of a historical resource could occur.

**Deliverables**

- Environmental Analysis Results TM 2 Copies
- CEQA and NEPA Initial Study Checklist 2 Copies
- Caltrans Preliminary Environmental Study Form 2 Copies

**Hazardous Materials**

With the potential of reopening the Alto Tunnel, the Consultant will determine if a Hazardous Materials Corridor Study (Corridor Study) is necessary for the project. Consultant will conduct a Hazardous Materials (HM) Corridor Study if necessary. The HM Corridor study is a subset of a Phase I environmental site assessment and is specific to projects where contaminated soil and groundwater may be encountered during construction. The goal of the HM Corridor Study is to avoid contamination or assist in locating, quantifying, and negotiating with agencies or disposal facilities to minimize the cost and time of handling the contaminated materials during construction.

**Deliverables**

- HM Corridor Study (if necessary) 2 Copies

**Multi-Modal Traffic Safety Analysis**

Consultant shall perform a safety analysis for each alternative by reviewing existing collision data, alignments, grades, sight distance, etc. The analysis will also include the future user projections if improvements are made.

**Deliverables**

- Multi-Modal Traffic Safety Study Findings TM 2 Copies

**Use Projections**

Consultant will review conditions on the existing facilities and collect data to verify existing bike/pedestrian volumes. Details of each alternative will be reviewed to perform a qualitative analysis that will develop trip generation estimates for post project construction. The degree of difficulty and the types of users for each alternative will also be described.

**Deliverables**

- Use Projections Findings TM 2 Copies

**Emergency Response Analysis**

It should also determine a benefit of each of the three alternative route relative to the emergency preparedness/evacuation of Mill Valley~Corte Madera (i.e., can a fire truck access and use alternative routes safely, can people evacuate on foot or bike).

**Deliverables**

- Emergency Response Findings TM 2 Copies

### **Alternatives Analysis Study**

This study will provide preliminary engineering plans for each alternative. The plans will comply with sound planning and engineering practices for bikeways and pedestrian improvements, as well as MUTCD, ADA and other applicable requirements. The Consultant will meet with the PAC to review each alternative. They will be ranked based upon an agreed ranking methodology. The ranking will, at a minimum, include projected use, design, environmental clearance, construction costs, permitting requirements, schedule, potential right-of-way needs and construction impacts to the surrounding neighborhood. The study should estimate the need for bike route improvements based on existing surface quality, available widths, visibility, grades, ADA compliance, signage, safety, and structural analyses. The Alternatives Study will recommend an implementation plan that could focus on a preferred alternative, or recommend improvements to more than one alternative. The rehabilitation of the tunnel should include, at a minimum, the following components: re-opening and stabilizing of the tunnel, ventilation; lighting; drainage; fire detection and suppression; passive video monitoring of the tunnel; and, call boxes and emergency communication. Inclusion of these items are generally for cost estimating and alternatives development. Future detailed studies may be requested.

Finally, the Study should include a timeline with key milestones for moving forward through construction.

#### **Deliverables**

- Draft Alternatives Study 5 Copies
- Final Alternatives Study 5 Copies

Consultant will coordinate appropriate public outreach and participate in any public meetings. For cost estimating, assume a minimum total of four (4) public workshops.

Dependent upon the results of the above Scope of Services, the project's feasibility, and the Consultant's performance, the Consultant may be further contracted to prepare the project's environmental determination and final plans, specifications, and cost estimate. Under this scenario, the County of Marin would attempt to negotiate a new contract with the Consultant.

## **II. INQUIRIES AND PROPOSAL DUE DATE**

For inquiries regarding this request, contact Carey Lando at (415) 226-0825 or [clando@co.marin.ca.us](mailto:clando@co.marin.ca.us).

**Proposals are due July 30, 2008.** At least six (6) hard copies and one electronic copy of the proposal must be submitted. Proposals shall be addressed to:

Marin County Department of Public Works  
Attn: Ms. Carey Lando, Senior Transportation Planner  
P.O. Box 4186  
3501 Civic Center Drive, Suite 304  
San Rafael, CA 94913-4186

### **III. DISADVANTAGED BUSINESS ENTERPRISES (DBE) POLICY**

Marin County is committed to and has adopted a Disadvantaged Business Enterprise (DBE) Policy to ensure non-discrimination in the award and administration of all contracts and to create a level playing field on which DBEs can compete fairly for contracts and subcontracts relating to the County's construction, procurement, and professional services activities.

Pursuant to 49 CFR §26.13, and as a material term of any Agreement with the County of Marin, the Consultant hereby makes the following assurance and agrees to include this assurance in any Agreements it makes with subconsultants in the performance of this contract:

This Agreement is subject to Title 49, Part 26, Code of Federal Regulations (49 CFR 26) entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs." In order to ensure Caltrans achieves its federally mandated statewide overall DBE goal, the Agency encourages the participation of Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR 26 in the performance of Agreements financed in whole or in part with federal Funds. The Contractor shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.

Marin County implements its DBE policy in accordance with DOT regulations, including the race-neutral provisions effective May 1, 2006. As such, Marin County has an Annual Anticipated DBE Participation Level of 10%. By submitting a cost proposal, Consultant is deemed to have made the foregoing assurance and to be bound by its terms. For DBE questions and assistance, contact Ernest Klock, DBE Liaison Officer, at (415) 499-6552 or [eklock@co.marin.ca.us](mailto:eklock@co.marin.ca.us).

### **IV. RFP SUBMITTAL REQUIREMENTS**

Please prepare and organize the cost proposal based on the requirements listed below.

Each proposal shall be no more than 20 pages in length, excluding the cover and attached resumes. Each proposal shall be single-sided and 8.5" x 11" with a minimum font size of 11pts.

#### **Cover Letter**

A cover letter shall be provided transmitting the consultant proposal for consideration. The cover letter shall be signed by the person authorized to negotiate a contract for proposed services with the County of Marin on behalf of the firm/team.

#### **Proposed Work Program Scope / Schedule / Hours Budget**

Provide a detailed description of tasks anticipated to provide the services outlined above and meet the project objectives. Description shall include:

- a. Identification of major tasks, or range of possible tasks, anticipated to complete project.
- b. Estimated milestone delivery schedule, based on tasks identified herein.
- c. Anticipated level of effort in terms of hours estimated to perform the services, identified above. Include information for anticipated level of effort for key staff members.
- d. Due to the participation of federal funding, federal procurement guidelines will be followed. The consultant's attention is directed to the Department of Transportation's Local Assistance Procedures Manual, Chapter 3, "Project Authorization." A pre-award audit may be required prior to the release of federal funds. If necessary, the

County will request that the Department of Transportation Audit and Investigation Department complete this Audit. The Consultant will be required to cooperate and provide the necessary information during this audit.

Each proposal shall contain:

- Qualifications of Consultant (firm or team), including descriptions of recent and relevant projects. Include only projects associated with those members to be assigned to this venture. For each qualification, provide a reference, including client name, entity, and telephone number.
- Names and qualifications of key team members, including the proposed Project Manager. A key member of the team must be a Registered Civil Engineer in the State of California and shall not be changed without written notification to and approval by Marin County Department of Public Works.
- An organizational chart clearly identifying the roles of each individual who will be working on the project.
- Name of the individual authorized to negotiate the contract on behalf of the Consulting firm or the Consulting team.
- One-page staff resumes can be included in the back of the proposal and will not count as a part of the 20-page limit.

#### **V. METHOD/CRITERIA FOR SELECTION**

Consulting firms or consulting teams interested in being considered must submit proposals in compliance with this notice. Based on the evaluation of submitted proposals, a list of the top ranked/qualified Consultants will be established. The top ranked Consultants may be requested to participate in an oral presentation. Upon completion of the proposal evaluations and interviews, the Consultants will be ranked and a recommendation will be made to the Marin County Director of Public Works. If for any reason an acceptable contract cannot be negotiated with the selected Consultant, negotiations will commence with the next ranked Consultant.

Criteria, including experience in the following areas, will be considered in the selection of the Consultant:

- A. Transportation Planning, including emphasis on pedestrian/bikeway design and safety
- B. Civil (roadway and site) engineering, including topographical surveying and multi-use path design.
- C. Structural and geotechnical engineering, including the evaluation and design/rehabilitation of tunnels.
- D. Experience with Caltrans' local procedures manual.
- E. Environmental processing, including CEQA and NEPA expertise.

In addition, the Consultant's demonstrated understanding of the project, proposed approach to completing the work, and ability to meet project schedule will be considered. Finally, it is highly desirable that Consultants responding to this RFP have previously undergone and been approved via the Caltrans' Preaward Audit process within the past year.

Marin County reserves the right to perform any portion of the "Scope of Services", with county personnel.

## **VI. SUPPORTING DOCUMENTATION AVAILABLE**

The following reference documents are provided for supplemental information related to the corridor and the study. All supporting documentation is available by link or download on the Nonmotorized Transportation Pilot Program website at [www.walkbikemarin.org/documents.php](http://www.walkbikemarin.org/documents.php).

- Marin County Unincorporated Area Bicycle and Pedestrian Master Plan
- Mill Valley Bicycle & Pedestrian Transportation Plan - January 2003 (2008 update to be adopted by Council in July)
- Town of Corte Madera Bicycle Transportation Plan – July 2001 (2008 update to be adopted by Council in June/July)
- Marin Countywide Plan
- Alto Tunnel Resources:
  - Alto Tunnel Scoping Study Volume I and Volume II
  - Corte Madera and Mill Valley Council Resolutions of support for the Alto Tunnel study
  - Alto Tunnel FAQs
  - Report on Funding Allocations for the Federal Nonmotorized Transportation Pilot Program
  - California Rails to Trails Projects information
  - Safe Routes Marin regarding the Alto Tunnel
- Rails to Trails “Tunnels on Trails”
- Greenbrae/Twin Cities Corridor Study materials
- Central Marin Ferry Connection materials
- Memorandum of Understanding for the Cal Park Hill Multi-Use Pathway Between County of Marin, City of San Rafael, City of Larkspur, and Twin Cities Police Authority (Note: not approved by all entities as of June 16, 2008)