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- Kick-off Meeting
 - Consultant will meet with City staff and others to review purpose of the project, scope of work and project goals. The updated Plan will incorporate the City's 2035 General Plan and other relevant plans, policies and guidelines, including the *Downtown San Leandro Transit-Oriented Development Strategy* from 2007, the *Bay Fair TOD Specific Plan* (currently under development), and the *San Leandro Creek Trail Master Plan Study* (currently under development). An initial project schedule will be developed and submitted to Staff at the meeting. Consultant shall prepare and deliver a more detailed schedule following the kickoff meeting. The City will provide Consultant with all relevant documents and a list of stakeholders.

- Public Outreach and Meetings
 - Public input will be implemented in a number of ways during different stages of the Plan development process, including working with the City's Bicycle and Pedestrian Advisory Committee (BPAC). The Consultant will attend and facilitate the discussion at up to four BPAC meetings. Consultant will also be required to attend and be available to answer questions at meetings of the Planning Commission, the City Council's Facility and Transportation Committee, and at a City Council meeting. The consultant's task includes the preparation of agendas, accompanying materials and meeting notes. The consultant shall prepare noticing information in print and web format, prepare a Power Point presentation and prepare the meeting agenda and minutes.

- Updates of Chapters 1 and 2: Introduction, Vision, Goals & Policies
 - The consultant will update the Introduction, and the Vision, Goals, and Policies Chapters of the Bicycle and Pedestrian Master Plan. The Plan shall continue to conform to the City of San Leandro General Plan and the City's Complete Streets Policy.
 - The following sections to be updated in the Introduction, and The Vision, Goals, and Policies Chapters are as follows:
 - Review bicycle and pedestrian goals. Update as needed to continue to reflect relevant City goals and polices and implementing actions of the Transportation Element of the General Plan, Complete Streets, and other City requirements.
 - Update as needed the Plan to reflect relevant goals set by the county, regional, state and federal level. Update should also include the required Core Elements of the Alameda County Transportation Commission (ACTC) Bicycle Master Plan Guideline, and incorporate appropriate, feasible guidelines and/or concepts of Urban Bikeway Design Guide published by National Association of City Transportation Officials into the Bicycle and Pedestrian Master Plan.
 - Update Chapter One to reflect current information regarding Major Activity Centers, Major Employment Centers, and Multimodal Connections.
 - Summarize the data from the four ACTC pedestrian and bicycle counters installed in San Leandro with respect to trends in pedestrian and bicycle trip growth as compared to investments in pedestrian and bicycle infrastructure. Disclose the four proposed locations for future pedestrian and bicycle counters

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and how these locations will enhance the data collection.

- Include Complete Streets and Active Transportation best practices and recommendations and include a discussion of modal priority.
 - Discuss how the Bicycle and Pedestrian Master Plan will be integrated with adjacent jurisdictions' bike and pedestrian plans, the ACTC Multimodal Priorities, the Countywide Bicycle and Pedestrian Plans and the Regional Bicycle and Pedestrian Plans, including policies, priorities, and funding.
- Updates to Chapter 3: Bicycle Network
 - The consultant will update the Existing Bicycle Facilities and contents of the chapter to reflect changes since the 2018 Bicycle and Pedestrian Master Plan.
 - Update data, tables, figures, and maps, including information on the Regional Bicycle Network.
 - Update the Plan summarizing projects completed since the adoption of the 2018 Bicycle Master Plan.
 - Update total miles of existing trails, bicycle lanes and routes.
 - Update maps and descriptions of existing and proposed bicycle transportation facilities. All recommended bikeway facilities will incorporate Appendix C “Bikeway Facility Classification” of the Alameda CTC Local Bicycle Master Plan Guidelines into the proposed plan.
 - Discuss with City staff and BPAC options of keeping or eliminating the bicycle routing numbering system, which is in the existing plan but has never been implemented.
 - Designate and map an “all age and abilities” bike network defined in Appendix C of the Alameda CTC Local Bicycle Master Plan Guidelines into the proposed plan.
 - Add a map and description of major barrier/gap closure projects (bridges, freeway crossings, major arterial crossings, etc.).
 - Update and coordinate with Complete Street policies information of design guidelines the City uses for bikeway geometry, striping, and traffic control devices.
 - Add information and/or a map of the existing Bicycle Parking Locations
 - Add a map and description of existing and proposed bicycle transport and parking facilities at transit terminals.
 - Add information of the past implementation of bicycle programs and expenditures that may be optionally located in this Chapter 3 or Chapter 6, Implementation.
 - Add information about the estimated number of existing bicycle trips in the plan area, both in absolute numbers and as a percentage of all trips.
 - Updates to Chapter 4: Pedestrian Network
 - The consultant will update the Existing Pedestrian Facilities and contents of the chapter to reflect changes since the 2018 Bicycle and Pedestrian Master Plan.
 - Update a map and descriptions of pedestrian improvement areas and key pedestrian locations, including identifying typical improvements in these key

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areas. Many of these improvement areas can be identified by referring to other City planning documents.

- Update Citywide improvement plans and programs.
- Updates to Chapter 5: Safety, Education and Enforcement
 - The consultant will update contents of the chapter to reflect changes since the 2018 Bicycle and Pedestrian Master Plan.
 - Update a map and information concerning the number and location of collisions, serious injuries, and fatalities suffered by bicyclists and pedestrians in the plan area, both in absolute numbers and as a percentage of all trips.
 - Update information concerning education and encouragement programs for bicyclists and pedestrians.
 - Update components of Safe Routes to School, Safe Routes to Transit, and Security.
 - Update information on Enforcement.
- Updates to Chapter 6: Implementation
 - The consultant will update contents of the chapter to reflect changes since the 2018 Bicycle and Pedestrian Master Plan.
 - Update project prioritization.
 - Update information of bicycle and pedestrian project coordination.
 - Update high priority projects.
 - Update expenditures.
 - Update bikeway facility costs.
 - Update Funding strategies.
 - Update implementation strategies.
- Updates Design Standards
 - The consultant will coordinate with the City's Complete Streets policies and update the contents of the chapter to reflect changes since the 2018 Bicycle and Pedestrian Master Plan. The Consultant will update the general design standards for bikeway and sidewalk design. A graphic of each item and text discussion of application of the standards or recommendations should be included. These standards will include, but are not limited to, the following:
 - Update width requirements for all bikeway, trail and sidewalk classifications.
 - Update design of bike lanes and trails at intersections.
 - Update recommendations for bicycle detection.
 - Update recommendations for striping and signing.
 - Update recommendations for types of bicycle parking, placement of bicycle parking.
 - Update details of bicycle parking and establish new bicycle parking requirements for various land development types.

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- Update standards for typical pedestrian improvements (i.e., bulb-outs, median pedestrian refuges, enhanced lighted crosswalks, pedestrian traffic signal, etc.).
 - Update crosswalk criteria to include Prioritization Policy that will address citizens' requests and program the project implementation.
 - Update information concerning accessibility issues.
 - Update information on creek trail standards.
 - Add any other best practices that can further enhance and improve the Design Guidelines.
- Update Trails and Bikeways User Map
 - The Consultant will update a user friendly, easy to read user map that will indicate suitability ratings and the location of all trails and bikeways, as well as support facilities (i.e., bicycle parking) and recreation and activity centers. If the bikeway numbering system is decided to remain in the Bicycle and Pedestrian Plan, the Consultant will update Route/Trail numbers which are consistent with that of the City of Oakland and County of Alameda. This map will be distributed to the public as a guide to local trails and bikeways.
 - One side of the map will have the locations of the trails and bikeways while the other side of the map will have educational tips regarding bicycle safety and rules, and other pertinent information to be determined by City staff and the Consultant.
- Format and Deliverables for the Bicycle and Pedestrian Master Plan
 - It is the responsibility of the consulting team to provide a first draft (initial), second draft (administrative draft), third draft (public review), and a fourth adopted or final version of the Citywide Bicycle and Pedestrian Master Plan. In order to reduce printing costs, all documents will be primarily distributed to the public in PDF format. All deliverables and work produced by the consulting team for the Bicycle and Pedestrian Master Plan, whether in hard copy or electronic form, is public record and the property of the City, and may be freely copied, modified, and distributed.
 - Electronic Format
 - All documentation shall be submitted to the City in a compatible electronic format to include Microsoft Word and Portable Document Format (.pdf). Administrative Draft and later versions shall include a "redline" copy which identifies any changes or deletions from the previous version. The draft and final Bicycle and Pedestrian Plan will be distributed for comments in a digital format and be made available for download from the City website. City staff shall be responsible for the cost of printing, mailing, and distributing all public notifications. The City shall provide printed copies of the plan upon request for public and outside agency comment through the Printing Services division.
 - Print Format
 - A minimum of thirty printed copies in a loose-leaf binder format and one reproduction copy (un-punched) shall be provided for the third draft (public review) and final (adopted) versions. These printed versions shall be used by

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- appointed and elected officials, the BPAC, division managers, and as a permanent file reference.
- Maps, Graphics and Tables
 - The consulting team shall provide staff with a digital copy of all updated and completed maps, tables, and graphic display work. The current maps and graphics that can only be updated with Adobe Illustrator shall be revised and updated based on following guidelines.
 - It is necessary for the City to secure geographic information for the recommended bicycle, trail, and pedestrian improvements in a form that can continue to be modified and presented to the public. There are three major mapping deliverables from this effort:
 - Mapping exhibits throughout the Plan, including detailed maps for each element of the recommended network;
 - An editable, aesthetically-pleasing, easy-to-use printed map for public distribution;
 - Digital map files will be updated and/or established in AutoCAD format in the City's coordinate system. The AutoCAD Map 3D 2013 is the current version used in the City's Engineering & Transportation Department.
 - City and consultant will meet to discuss the existing schema, proposed additions, and other modifications recommended by Consultant.
 - File Formats
 - The consultant shall provide the City with a modifiable/unlocked copy of all digital files used in the creation of the documents, including any .jpg, .mxd, .pdf, Microsoft Office, or other file formats on a CD-ROM or USB flash drive. Documents intended for email or download from the website shall not exceed 10 MB in size (due to internal server limitations) and should be compressed or separated into multiple volumes for easy transmittal. Documents forwarded for printing shall be compatible with those formats required by the City's Printing Services.
 - Environmental Review (CEQA)
 - The environmental review of the updated plan will be performed by City staff. The consultants should keep in mind that the information collected for the update process will be used for the environmental document. Development of the plan document will be closely coordinated with the environmental review process. This is to ensure that significant environmental impacts are avoided in the plan to the extent feasible.