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I. PROJECT START-UP and IDENTIFICATION of TRAIL ALIGNMENT ALTERNATIVES

The team will thoroughly research and review planning documents and mapping. Key project team members will attend a kick-off meeting with City staff to review the project goals, collect available background information and review the project schedule. The project team will host an on-site kick-off meeting in order to conduct an initial field reconnaissance. The consultant team will then develop an inventory of existing and proposed trail facilities based upon data gathered from the meeting, background documents and the initial site visits. This information will be used to prepare an inventory of existing and proposed trail facilities and to identify a broad range of previously documented and new trail routes to evaluate in this feasibility analysis.

- A. **Collect Data and Review Background Documents** – Consultant will review background documents including the Policy and Planning Issues Related to Stevens Creek Trail (SCT) in Sunnyvale, SCT, Reach 4, Segment 2 in Mountain View, Los Altos SCT Feasibility Study, Cupertino SCT Feasibility Study, local Bicycle Master Plans, VTA Bikeways Map, Santa Clara County Trails Master Plan, natural resource inventories, aerial photos, 'As Built' record drawings and other pertinent information.
- B. **Attend Kick-off Meeting with City Staff (Mtg. #1)** - Consultant will attend kick-off meeting to initiate the project.
- C. **Develop Base Maps** – Consultant will create base maps for the study area suitable for documenting existing site conditions and communicating findings.
- D. **Conduct Site Visits with Subconsultant Team** - Consultant will host an on-site meeting to distribute project information and conduct a preliminary field reconnaissance of the creek corridor and on-street facilities that comprise the range of alternative trail routes. Subconsultants will focus their work efforts on specific areas of expertise. Project areas will be photographed and field measurements taken to assess feasibility and costs.
- E. **Document Site Conditions** – Consultant will undertake field reconnaissance trips to Stevens Creek corridor, surrounding roadways and local parks and schools to document the following:
 - Corridor Width and Property Ownership – Top of Bank, Right of Way, Fee Title and Utilities
 - Alternative Transportation Connections - Other Trails, On-street Bike Facilities, Buses, etc.
 - Channel Conditions – bank conditions, areas of downcutting and erosion, SCVWD structures, groundwater recharge zones and Permanente Creek bypass
 - Bridge Types – vertical and horizontal clearances, abutment types, pier locations, box culvert type and wingwall and headwall details, utilities
 - Roadway Crossings - signalized, free right turns, 4-way stop, 2-way stop, etc.
 - Rail Line Crossings – corridor width, horizontal and vertical clearances
 - Biological Conditions - habitat types, sensitive species, designated critical habitat, invasive species

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- F. **Develop Trail Alignment Alternatives Map** – Consultant will create a preliminary map that illustrates the full range of potential trail alignments and existing site conditions critical to assessing technical feasibility.
- G. **Attend Meeting with Staff (Mtg. #2)** - Consultant will meet with the Four Cities Joint Working Team to review potential routes and eliminate any that no longer merit further investigation at this early stage. Any routes that are eliminated will be documented in the feasibility report.
- Conduct 1st Public Meeting to Present Full Range of Potential Trail Alignments and Gather Public Sentiment - See Section III for Public Outreach Details.*
- H. **Develop Agency Contact List** – Consultant will develop a contact list of agencies with jurisdiction over the trail corridor and trail crossings. This list will include Caltrans, SCVWD, County Roads, County Parks, Cal Water, Four Cities Joint Working Team and others as needed. The consultant will work with agency staff to assess feasibility and identify technical constraints.
- I. **Identify Any Additional Technical Data Needs** – Identify additional project needs for conducting the feasibility study.
- J. **Execute Subconsultant Contracts, Manage Project and Coordinate Subconsultants** Throughout Phase I, execute subconsultant contracts, and maintain contact with City Project Manager and sub-consultant team. Provide direction to sub-consultants and review sub-consultant work.

Phase I Deliverables

- ◆ Report: Inventory of Stevens Creek Trails, Plans and Policies
- ◆ Mapping: Full Range of Alignment Alternatives and Existing Conditions
- ◆ Project Bibliography
- ◆ Attendance at 2 Meetings
- ◆ Attendance at Subconsultant Kick-off Site Visit
- ◆ 2 Meeting Agendas
- ◆ 2 Meeting Summaries

II. SITE ANALYSIS and PRELIMINARY ALIGNMENT CONCEPTS

The site analysis will evaluate the feasibility of completing a unified Stevens Creek Trail from Mountain View to Cupertino. The analysis will take into consideration land availability (corridor width, top-of-bank width and property ownership/easements), channel conditions especially in areas of potential structures (underpasses, cantilever trail segments, pedestrian/bicycle bridges), existing bridge types (structure design, location of abutments, channel lining), roadway conditions in areas where at-grade crossings may be necessary (traffic volumes, speed, existing ped/bike facilities), habitat type (in-stream wetlands, freshwater seeps, riverine, upland) and potential of habitat to support sensitive species such as Central California Coast steelhead, western pond turtles, white-tailed kites, burrowing owls and others. Consultant will establish criteria for assessing the degrees of trail feasibility.

The site analysis will result in the preliminary vetting of potentially feasible routes and crossing solutions that may include underpasses along the creek, overpasses spanning Highway 85 and rail corridors, at-grade controls and pedestrian/bicycle bridges. The

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feasibility of the proposed crossing solutions will be further vetted by soliciting input from the agencies with jurisdiction over the roadways, rail facilities and creeks in which the crossings are proposed. Our team has successfully planned, designed and constructed crossings within Caltrans, Joint Powers Board Authority, Caltrain, UPRR, PUC, County Roads and Airports and SCVWD jurisdictions. The solutions we propose will be based upon our understanding of the concerns of these agencies. We have successfully built numerous underpasses and overpasses along Stevens Creek in Mountain View and San Tomas Aquino Creek in neighboring Santa Clara. We have designed pedestrian bridges for trail systems in Milpitas, Cupertino, Mountain View and San Jose. We have also built overpasses spanning Caltrain and underpasses crossing beneath the Joint Powers Board rail lines. This experience allows us to develop conceptual design solutions that can be built and to indicate when site conditions simply do not support these crossings.

We will maintain close communication with Four Cities Joint Working Team during this phase to ensure that critical information is shared promptly. We plan to schedule regular meetings throughout this phase. The findings of the site analysis, the conceptual alignments and crossing solutions will be the basis for the Feasibility Report.

- A. Develop Feasibility Criteria, Evaluate Site Conditions and Communicate Results –** The Project Team will prepare a draft list of criteria to be used in identifying the preferred alignment of the Stevens Creek Trail. The criteria will be used to evaluate feasibility and vet alignments and crossing solutions. Criteria may include:

- ◆ Land availability
- ◆ Route directness and continuity
- ◆ Existing on-street bicycle facilities
- ◆ Intersection control type
- ◆ Number of travel lanes
- ◆ Posted speed limits
- ◆ Traffic volumes, where available
- ◆ Presence of sidewalk, sidewalk width and condition
- ◆ Crosswalk locations and control or enhancements
- ◆ Physical barriers
- ◆ Presence of ADA infrastructure
- ◆ Collision frequency / severity
- ◆ Potential corridor / segment improvement
- ◆ Biological impacts
- ◆ Neighborhood concerns
- ◆ Cost of improvements
- ◆ Opportunities for partnership

Prepare for inclusion in feasibility report an assessment narrative of each alignment highlighting opportunities and constraints that may include for each alignment:

- ◆ Land Availability – Ownership and Easements
- ◆ Recreation and Alternative Transportation Use
- ◆ Crossing Feasibility within the creek corridor, spanning highways and rail lines:
 - POC Alignment
 - Ped/Bike Plans
 - Retaining Wall Layout and Typical Sections
- ◆ On-street Route Feasibility:
 - Traffic Volumes and Speed

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- Connectivity and Travel Time
 - Roadway Design and Improvements
 - Safe Routes to Schools
 - ◆ Habitat Sensitivity
 - Listed Species
 - Critical Habitat
 - Habitat Improvements planned by agencies
 - ◆ Institutional Issues and Regulatory Permits
 - ◆ Itemized Detail Budget Estimates
- B. Develop Preliminary Trail Alignments and Crossings Concepts** – Develop conceptual trail alignments and crossing solutions including underpasses, pedestrian /bicycle overpasses and bridges and at-grade crossings controls. Solutions will take into consideration land availability, need to pass flood flows, traffic volumes and speed, Caltrans and UPRR design guidelines for projects within ROW, habitat sensitivity and potential to secure regulatory permits. The alignment and crossing concepts will 1) identify alignments that meet user interests, 2) avoid impacts to sensitive resource areas and/or propose possible mitigation opportunities, and 3) minimize long-term maintenance concerns. Alignments will be assessed for the potential to serve multiple functions beyond recreational trail use and commuting such as emergency access and/or maintenance access.
- C. Conduct Project Team Meeting to Refine Concepts** – Meet with the consultant team to refine crossing concepts and alignments, identify connections to the existing pedestrian and bicycle system and highlight the benefits of the completing the Stevens Creek Trail. Evaluate how the project would enhance walkability and bicycling.
- Conduct 2nd Public Meeting to Present Preliminary Trail Alignments and Crossing Solutions and Gather Public Sentiment - See Section III for Public Outreach Details.*
- D. Review Preliminary Trail Alignments and Crossing Concepts with Staff (Mtg. #3)** – Meet with Four Cities Joint Working Team to provide a preliminary overview of the opportunities and constraints to providing bicycle and pedestrian facilities from Dale/Heatherstone to Stevens Creek Boulevard. Review the preliminary trail alignments, crossing solutions and plan for presenting these concepts to the affected agencies.
- Conduct 3rd Public Meeting to Present Refined Alignments/Crossings and Gather Input See Section III for Public Outreach Details.*
- E. Solicit Input on Preliminary Alignments and Crossings Concepts from Affected Agencies** – Contact and/or meet individually with Caltrans, UPRR, County Roads, SCVWD and Cal Water to present conceptual crossing solutions and gain support for trail facilities, as needed.
- F. Refine Trail Alignments and Crossings Concepts based upon Agencies' Comments** – Refine alignments and crossing concepts to reflect input received from the agencies.
- G. Review Agency Comments (Mtg. #4)** – Discuss agency comments with Four Cities Joint Working Team and plan for public meeting on alignment preferences.
- Conduct 4th Public Meeting to Gather Public Sentiment on Alignment Preferences See Section III for Public Outreach Details.*

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- H. **Update Project Schedule** - Update meeting and work schedule.
- I. **Manage Project and Coordinate Subconsultants** – Throughout Phase II, maintain contact with Project Manager and sub-consultant team. Provide direction to sub-consultants and review sub-consultant work.

Phase II Deliverables

- ◆ Feasibility Assessment Criteria
- ◆ Alignment Assessment Narratives and Detailed Maps for up to three alignments addressing crossing designs, traffic engineering, biological resources, anticipated trail use and institutional issues by alignment
- ◆ Attendance at 3 Meetings
- ◆ 3 Meeting Agendas
- ◆ 3 Meeting Summaries
- ◆ Updated Schedule

III. PUBLIC OUTREACH

The Consultant team will present the full range of trail alignment alternatives, feasibility assessment, refined alignments and conceptual crossings solutions and the feasibility report at the public meetings. The team will solicit information and alignment preferences from the community on the proposed pedestrian and bicycle facilities. One meeting will be held for each phase of the project. Information gathered from the community will be integrated into the feasibility report. The consultant team will prepare the meeting agendas, presentation materials and summaries of meeting comments. The summaries will become appendices to the feasibility report.

- A. **Prepare Exhibits for Community Meetings** – Prepare draft and final exhibits (maps, cross-sections and perspective illustrations) for community meetings. Develop exhibits that will also be used in the feasibility report.
- B. **Alignment Alternatives Public Meeting (Public Mtg. #1)** – Prepare agenda and presentation materials for illustrating full range of trail alignment options including previously identified routes and new alignments. The Consultant will provide a summary of the meeting comments and a list of follow-up action items.
- C. **Feasibility Assessment Public Meeting (Public Mtg. #2)** – Prepare agenda and presentation materials for illustrating opportunities and constraints associated with each alignment under study. The Consultant will provide a summary of the meeting comments and a list of follow-up action items.
- D. **Refined Alignment and Crossing Concepts Public Meeting (Public Mtg. #3)** – Prepare agenda and presentation materials for illustrating the refined alignments and crossing solutions incorporating previous public comment and agency feedback. The Consultant will provide a summary of the meeting comments and a list of follow-up action items.
- E. **Community Preferences Public Meeting (Public Mtg. #4)** – Prepare agenda and presentation materials for illustrating the feasible alignments and crossing solutions to solicit public comment and preferences on the feasible alternative routes. The Consultant will provide a summary of the meeting comments and a list of follow-up action items.

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- F. **Review Public Comments and Determine Alignments for Inclusion in Feasibility Report with Four Cities Joint Working Team (Mtg. #5)** – This meeting will focus on the selection of the preferred alignments and crossings solutions to be included in the feasibility report. The feasibility report will also include the findings of the field reconnaissance, comments communicated by the affected agencies and the preferences generated at the public meetings
- G. **Draft Trail Feasibility Study Report Public Meeting (Public Mtg. #5)** - Prepare agenda and present the draft feasibility report to solicit public comment. The consultant will provide a summary of the meeting comments and a list of follow-up action items.
- H. **Final Trail Feasibility Study Report Public Meeting (Public Mtg. #6)** – Prepare agenda and present the final feasibility report and update the community on plans for trail development. The Consultant will provide a summary of the meeting comments and a list of follow-up action items.
- I. **Manage Project and Coordinate Subconsultants** – Throughout Phase III, maintain contact with Project Manager and sub-consultant team. Provide direction to sub-consultants and review sub-consultant work.

Phase III Deliverables

- ◆ Public Meeting Exhibits
 - ◆ Maps, Cross-sections and Perspective Illustrations
- ◆ Attendance at 6 Public Meetings and 1 City Meeting
- ◆ 6 Public and 1 City Meeting Agendas
- ◆ 6 Public Meeting Summaries
- ◆ Updated Schedule

IV. ADMINISTRATIVE DRAFT TRAIL FEASIBILITY REPORT

The Feasibility Report will describe the purpose and benefits of completing the Stevens Creek Trail and the process undertaken to investigate the range of alignment alternatives and arrive upon preferred route(s). The report will highlight the findings of the site analysis and describe those routes and crossings found to be feasible based upon site conditions and agency requirements. The proposed alignments and conceptual crossings will be detailed at a level sufficient to communicate design objectives for preparation of an environmental review document.

The Feasibility Report will provide additional tools for evaluating development decisions. It will include tiered recommendations regarding phasing and funding and include cost estimates sufficient for budgeting purposes. Potential partnership opportunities that come to light during the investigation will also be documented in the report.

- A. **Prepare and Submit Table of Contents** – The Table of Contents will be submitted to the Project Manager for review and input prior to developing the Administrative Draft Feasibility Report.

*Conduct Study Sessions to Present Trail Alignments and Gather Public Sentiment
See Section IV for Study Sessions and Public Meeting Details.*

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- B. Prepare and Submit Administrative Draft Trail Feasibility Report** – Develop a Draft Trail Feasibility Report and submit four (4) copies to the City Project Manager for staff review. The Project Manager will consolidate all staff comments into one document to provide to Consultant. The Administrative Draft Trail Feasibility Report will likely include chapters and mapping on:
1. Executive Summary
 2. Purpose, Benefits, Process and Community Input
 3. Feasibility Criteria and Findings
 4. Alignment Narratives and Crossing Concepts
 - a) Route Descriptions
 - b) Solutions to Constraints
 - c) Transportation Connections, Staging Areas and Amenities
 5. Alignments Considered but Abandoned
 - a) Route Description
 - b) Reason for Rejecting Alternative
 6. Itemized Construction Budget Estimates with Future Cost Adjustments
 7. Trail Implementation and Phasing Recommendations
 8. Partnership Strategies
 9. Appendices - Subconsultant Reports and Community Meeting Minutes
- C. Attend Meeting to Review Staff Comments (Mtg. # 6)** – Meet with Four Cities Joint Working Team to review comments on administrative draft feasibility report and seek direction on final report.
- D. Update Project Schedule** - Update meeting and work schedule.
- E. Manage Project and Coordinate Subconsultants** - Throughout Phase IV maintain contact with Project Manager and sub-consultant project team. Provide direction to sub-consultants and review work.

Phase IV Deliverables

- ◆ Administrative Draft Trail Feasibility Report – 4 copies & electronic files
- ◆ Attendance at 1 Meeting
- ◆ 1 Meeting Agenda
- ◆ 1 Meeting Summary
- ◆ Updated Project Schedule

V. DRAFT TRAIL FEASIBILITY REPORT

The consultant team will incorporate staff comments into the Draft Trail Feasibility Report.

- A. Prepare and Submit the Draft Trail Feasibility Report** - The consultant will consolidate comments, make revisions and prepare Final Trail Feasibility Report and will submit four (4) copies and one (1) electronic file.

Phase V Deliverables

- ◆ Draft Trail Feasibility Report – 4 copies and electronic files

*Conduct 5th Public Meeting to Present the Draft Trail Feasibility Study
See Section III for Public Outreach Details.*

*Present Draft Trail Feasibility Study at Commission and Council Meetings
See Section IV for Study Sessions and Public Meeting Details.*

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VI. STUDY SESSIONS AND PUBLIC MEETINGS

- A. **Prepare Presentation and Graphics for Study Sessions** – Prepare draft and final presentation and graphics (maps, cross-sections and perspective illustrations) to communicate trail concepts at study sessions.
- B. **Present Trail Concepts at Four (4) Joint Bicycle and Pedestrian Advisory and Parks and Recreation Commission Study Session (Public Mtgs. #7-10)** – Present trail concepts to solicit public comment.
- C. **Present Trail Concepts at Four (4) City Council Study Sessions (Public Mtgs. #11-14)** – Present the draft feasibility report to solicit public comment.
- D. **Prepare Presentation and Graphics for Public Meetings** – Prepare draft and final presentation and graphics (maps, cross-sections and perspective illustrations) for public meetings.
- E. **Bicycle and Pedestrian Advisory Commissions (Public Mtgs. #15-18)** – Present the draft feasibility report to solicit public comment.
- F. **Parks and Recreation Commissions (Public Mtgs. #19-22)** – Present the draft feasibility report to solicit public comment.
- G. **City Council (Public Mtgs. #23-26)** – Present the draft feasibility report to solicit public comment.
- H. **Attend Meeting to Review Comments Received during BPAC and P&R Commission and City Council Meetings (Mtg. # 7)** – Meet with Four Cities Joint Working Team to review comments and receive direction on preparation of final feasibility report.
- I. **Manage Project and Coordinate Subconsultants** – Maintain contact with Project Manager and sub-consultant team. Provide direction to sub-consultants.

Phase VI Deliverables

- ◆ Trail Concepts Presentation and Graphics
 - ◆ Maps, Cross-sections and Perspective Illustrations
 - ◆ PowerPoint Presentation
- ◆ Feasibility Report Presentation and Graphics
 - ◆ Maps, Cross-sections and Perspective Illustrations
 - ◆ PowerPoint Presentation
- ◆ Attendance at 8 Study Sessions
- ◆ Attendance at 12 Public Meetings
- ◆ Attendance at 1 Meeting
- ◆ 1 Meeting Agenda
- ◆ 1 Meeting Summary

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VII. FINAL TRAIL FEASIBILITY REPORT

The consultant team will incorporate comments from the Four Cities Joint Working Team and Commissions and Councils from the four cities into the Final Trail Feasibility Report.

- A. **Prepare and Submit the Final Trail Feasibility Report** - The consultant will consolidate comments, make revisions and prepare Final Trail Feasibility Report and will submit forty (40) copies, four (4) unbound originals and four (4) electronic file to the City Project Manager.

Phase V Deliverables

- ◆ Final Trail Feasibility Report – 40 copies, 4 unbound original and 4 electronic files

*Conduct 6th Public Meeting to Report on City Plans for Trail Development
See Section III for Public Outreach Details.*