REQUEST FOR QUALIFICATIONS

RFQ #24-01

A SUSTAINABLE TRANSPORTATION PLAN FOR UC DAVIS

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Key RFQ Dates (subject to change):

Issue Date:	January 12, 2024
Pre-Qualification Conference:	February 1, 2024
Deadline for Questions:	February 2, 2024
Submittals Due Date:	February 12, 2024
Presentation/Interviews:	February 26-28, 2024

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1. Request for Qualifications

1.1 Invitation

The Yolo Transportation District (hereinafter " YoloTD"), in partnership with the University of California, Davis (UC Davis) is seeking proposals from responsible firms for **YoloTD RFQ #24-02, A Sustainable Transportation Plan for UC Davis.**

1.2 Procurement Schedule

The procurement process schedule follows:

Milestone	Date
Issue date of RFQ	Friday, January 12, 2024
Pre-Qualifications Conference (via Zoom webinar)	Thursday, February 1, 2024
Deadline for Questions	Friday, February 2, 2024
Submission Deadline	Monday, February 12, 2024
Qualifications Evaluations	February 13-23
Consultant Presentations / Interviews	February 26-28
Consultant Selection/ Award Announcements	March 4-5
Proposal Development / Contract Negotiations	March 6 - March 30
Contract Execution	April 1, 2024

This schedule is tentative and may be changed by YoloTD at any time.

Inquiry & Questions

Effective immediately upon release of the Request for Qualifications (RFQ) and until notice of contract award, all official communications from consultants regarding the requirements of this RFQ shall be directed to Robert Pattison, Executive Analyst at rpattison@ucdavis.edu.

Pre-Qualifications Conference

A pre-proposal conference will be held via Zoom webinar at 10:00 AM Pacific Time on Thursday, February 1, 2024. Firms wishing to participate may request more information by sending an email to rpattison@ucdavis.edu no later than 5:00 PM Pacific Time, Wednesday, January 31, 2024. Firms that RSVP via email prior to the deadline will receive dial-in information. All prospective consultants are encouraged to attend.

1.3 Organization of Qualifications Materials

To enhance the comparability and facilitate evaluation, all Qualifications responses must be organized as follows:

1. Letter of Interest (2 page maximum)
2. Team Qualifications (2 page maximum)
3. Example Projects (6 page maximum)
4. Supporting Documentation
    a. Organizational Chart (1 page maximum)
    b. Key Staff (1 page maximum)
    c. Public Engagement Approach (1 page maximum)
    d. References

1.4 Qualifications Submittals

Qualifications shall be submitted electronically via email to Robert Pattison, Executive Analyst at rpattison@ucdavis.edu before the submission deadline.

1.5 Amendment and/or Postponement

YoloTD reserves the right to postpone, for its own convenience, the deadline for submitting Qualifications. Further, YoloTD reserves the right to unilaterally revise or amend the scope of work up to the time set for submitting Qualifications. Such revisions and amendments, if any, shall be announced by addenda to this solicitation. Copies of such addenda shall be furnished to all prospective consultants and a copy will be posted on YoloTD's website. The deadline for submitting Qualifications shall be at least five (5) working days after the last addendum and the addendum shall include an announcement of the new date, if applicable, for submitting Qualifications. Consultants are requested to acknowledge receipt of all addendums as part of the Qualifications. Failure to acknowledge an addendum will not automatically disqualify a consultant, but failure to address any changes in the Qualifications may lead to a lower score than would otherwise be the case. Any consultant whose Qualifications has already been submitted to YoloTD when the decision to postpone is made will be afforded the opportunity to revise or withdraw their Qualifications.

1.6 Evaluation and Selection Process

YoloTD is conducting a one-step RFQ process for selecting a consulting team.

Responsiveness

For consultants to be considered for the Contract, the Qualifications must be responsive to the RFQ, and YoloTD must be able to determine that the consultants can perform the Contract satisfactorily. Responsive Qualifications are those complying in all material aspects of the solicitation. Consultants may, at any time after the submission of the Qualifications, be requested to submit further written evidence verifying that the firm(s) meets the criteria necessary to be determined a responsible consultant. Refusal to provide requested information may result in the consultants being declared nonresponsive and disqualified.

Consultants are expected to agree with the terms contained or referenced herein. Consultants should therefore not make any changes to these terms, nor restate any provisions in their Qualifications or supporting material. However, if the consultant has any specific exceptions, such exceptions should be set forth in a separate letter included with its response to the RFQ. YoloTD is under no obligation to entertain or accept any such specific exceptions.

YoloTD will accept proposals that offer exceptions to YoloTD's general terms and conditions. YoloTD may negotiate such exceptions with consultants that fall within the overall competitive range. Should YoloTD and a consultant fail to come to acceptable terms, that consultant shall be eliminated from consideration for contract award.

YoloTD will appoint an Evaluation Committee to evaluate all Qualifications submitted for this project.

1.7 Evaluation and Selection Criteria

All Qualifications will be initially evaluated and ranked by the Evaluation Committee based on the weighted evaluation criteria in Table 1.

Evaluation Form

Each member of the Evaluation Committee shall complete an evaluation form for each Qualifications submitted. The final rating for each Qualifications shall be based on the average of the total score compiled by members of the Evaluation Committee.

Table 1. Evaluation Criteria

Criteria	Weight
Letter of Interest	30 points
Team Qualifications	35 points
Example Projects	25 points
Supporting Documentation	10 points
Total	**100 points**

1.8 Interviews, Discussions, and Negotiations

Interviews

A short list of consulting teams will be selected based on the consultant teams' Qualifications against the Table 1 criteria. Following the interviews, the Committee will then select consultant, collaborate with consultant on a desired scope of work, and solicit a formal proposal. If a consultant is selected, a cost proposal and certification of the contract and need to ensure a proper financial management system will be required before a contract award.

Negotiations

YoloTD staff will negotiate with selected consultant upon receipt of the draft proposal.

Best and Final Offer

The best and final offer will contain all information and documents necessary to state the consultant's entire proposal without reference to the original proposal or to any supplements that may have been submitted during negotiations.

Contract Award

Award will be made to the responsible firm upon successful negotiations. If terms cannot be reached, YoloTD reserves the right to withdraw from negotiations and select the next most qualified consultant.

1.9 General Terms and Conditions

Contract

Any contract resulting from this RFQ may be subject to a financial assistance contract/agreement between YoloTD and the California Department of Transportation (Caltrans). The contract shall be governed by all applicable state and federal regulations.

Submission of a proposal constitutes an offer to perform the work specified and to be bound by the terms contained in this RFQ and subsequent contract negotiations. Upon acceptance of the offer, and upon award of the contract to the successful consultant (if any), this procurement solicitation document, together with the completed and executed forms required herein, and all attachments hereto, together with the contract shall collectively constitute the contract documents. The contract shall be a cost reimbursable, not to exceed contract. The maximum amount available under this contract will be approximately $485,000. Consultant warrants that employees who participate in this project will be compensated in accordance with the law.

Contract Term

Term is dependent upon project scope negotiations. Final deliverables are due by 4/30/2026.

2. Introduction and Background

2.1 Purpose

The Yolo Transportation District (YoloTD) received a Sustainable Transportation Planning Grant from the California Department of Transportation (CalTrans) to complete a sustainable campus transportation plan for UC Davis. YoloTD is serving as the primary recipient from Caltrans while UC Davis is serving as the subrecipient with project management responsibilities. YoloTD invites consultant teams to submit qualifications in response to the Request for Qualifications ("RFQ") for planning context, community and stakeholder engagement, project development, a draft and final plan. UC Davis currently lacks a contemporary, cohesive transportation plan that encompasses walking, biking, and transit projects under the guise of safety, accessibility, and equity. As such, the plan is necessary to update and expand the current UC Davis Bicycle and Transit Network Study (2009) to reflect current campus community/stakeholder input and best practices in equitable active transportation, transit, and transportation safety planning. The plan will identify physical and programmatic strategies to reduce campus-generated vehicle miles traveled (VMT) and to improve active transportation, transit service/operations, and safety on the UC Davis main campus in Davis, CA.

Qualification submittals will be received until 4:00 p.m. on Monday, February 12, 2024.

The sustainable transportation Plan for UC Davis will emphasize robust public involvement and strategic, cost-effective solutions. The consultant teams are expected to provide professional skills in the following areas:

- Public engagement "meeting folks where they are at," by 1) working/coordinating directly with project stakeholders for community outreach, 2) organizing and leading conveniently located and timed open houses, pop-up events, and online engagement activities to solicit stakeholder feedback throughout the project.
- Travel behavior analysis.
- Contemporary active transportation master planning including:
    - Corridor visioning
    - Wayfinding
    - Landscape design and lighting at strategic locations
    - Placemaking for academic institutions
- Transportation planning and engineering for campus roadway, bicycle, pedestrian, and transit issues.
- Evaluation of existing transportation conditions and effects that could result from proposed campus growth and development
- Transportation corridor operation and improvements.
- Implementation strategy, cost estimating, and life-cycle costs
- Effective and clear project management and communication skills.
- Maintain defined schedule, efficient management of engagement process and stakeholders.
- Traffic impact analyses
- NEPA/CEQA, federal permitting and funding obligation processes.

2.2 Background

Bicycling is engrained in the fabric of the UC Davis and Davis has a reputation as the preeminent bicycling community in the United States. Historically, UC Davis' interconnected system of on- and off-street bikeways provided a high-quality and convenient bicycling experience for UC Davis students, faculty, and staff. As the campus has grown in recent years, the on-campus active transportation system has experienced increased utilization and an increased variety of micromobility devices, introducing new conflicts and degrading the overall performance of the active transportation system. While the very high volumes of people walking, bicycling, and rolling provide tremendous benefits from a VMT and GHG emissions standpoint, they introduce unique issues related to active transportation user safety, comfort, and accessibility. With UC Davis planning for over 9,000 new beds of compact infill on-campus student housing by 2030, these issues will worsen as the number and density of active transportation users increase, underscoring the needs for this plan. As communities throughout

the state continue to implement aggressive actions to address climate change, including infill development and active transportations system investments, they too will begin to experience increased active transportation user demand that traditional active transportation facility design may be unable to accommodate. As such, UC Davis envisions that this plan will serve as a model for other communities contemplating how to best balance GHG emission reduction goals with active transportation user safety, comfort, and performance.

2.3 Scope of Work

The scope of work (attachment A) provides a detailed framework for expected level of effort and detail for the project deliverables. After selection of the preferred consultant team YoloTD and UCD will lead a project planning context process to further clarify the desired scope of work with the consultant team. The consultant team will be asked to provide a schedule, budget, and detailed project proposal to accomplish the desired scope of work at that time.

Major deliverables include a Planning Context summary report and a final plan document informed by robust technical analysis and an extensive community engagement process that will emphasize engagement with underserved members of the campus community. The plan will engage UC Davis affiliates (students, faculty, and staff), stakeholders, and entities such as Unitrans, UC Davis departments (Fire, Police, Transportation Services, Student Health & Housing, etc.), the City of Davis, and Caltrans District 3. The plan will also engage campus advisory bodies such as the UC Davis Transportation & Parking Working Group (TPWG) and the Transportation and Parking Administrative Advisory Committee (TPAAC).

The Plan will build upon university and regional policies that promote active transportation, transit, transportation safety, infill development, public health, and GHG reduction, such as those in the UC Davis 2018 Long Range Development Plan and the SACOG 2020 Metropolitan Transportation Plan/Sustainable Communities Strategy.

In addition to guiding future investments in the campus transportation system, the plan will be prepared as a qualifying Local Roadway Safety Plan (LRSP) and Active Transportation Plan (ATP) to enable UC Davis to pursue discretionary funding for subsequent project planning, design, and implementation. UC Davis is prepared to begin implementing the plan immediately upon completion. Projects identified in the plan will be implemented as funding allows through the University's annual transportation rehabilitation program, as mitigation measures associated with on-campus development projects, and/or as discretionary funding sources are secured (i.e., for large-scale infrastructure projects).

Existing Conditions Assessment

Consultant will review recent planning documents, surveys, maps, and data collected at the UCD, YoloTD and SACOG level to assess existing conditions and determine what additional data is needed to inform the Plan.

Public Outreach and Community Engagement

Consultant will develop a community engagement strategy deploying a full range of input opportunities with an emphasis on “meeting people where they are”, both physically and rhetorically. Culturally context-sensitive engagement will be important from not only a demographic standpoint, but also recognizing each community’s unique cultural context.

Consultants will work with YoloTD and the Project Team to develop a marketing plan and schedule for conducting targeted outreach to engage community members in the planning process. The plan will outline strategies that the project team and its partners will deploy to encourage in and remove barriers to participation in the community engagement portion of this project.

2.4 Timeline and Process

YoloTD assumes a rough, high-level process reflecting the below chart. The final schedule and milestones will be negotiated with the selected consulting team.

3. Qualifications Submittals

Letter of Interest (2 full page maximum)

- Summarize the strengths of the team. Include a narrative of the team's approach and experience in working with a multi-agency client group, as well as a diverse and engaged public.
- Describe your understanding of active transportation's role for the UC Davis community, existing challenges and opportunities, and factors affecting active transportation over the next 30 years. Note: Failure to address this topic will adversely affect consulting team's score.

Team Qualification (3 page maximum)

Describe experience with projects of similar scope and complexity. Demonstrate effective project management and quality control / assurance measures. Provide experience with comprehensive project management during all phases of the project, including ability to coordinate the work of internal staff and consultants, complete all phases according to schedule and budget, and produce technical reports, documents, and conceptual designs of superior quality. Include, if applicable, experience working together as a team of consultants.

Example Projects (6 page maximum)

Provide a portfolio of your most comparable projects with brief narrative and exhibits as well as project status if not fully constructed. Limit each project to a single page, including exhibits and images. Example projects should be limited to plans that have been adopted/approved and projects constructed/under construction within the past ten years.

Supporting Documentation

- Organizational chart (1 page maximum)
- Resumes for key staff
- Public Engagement Approach (1 page maximum) Include descriptions or list of non-traditional, interactive public outreach tools available for broad community input, with attention to underrepresented communities
- References. Provide contact information for four project owners (four planning) who can attest to the team's expertise in the project scope and process

ATTACHMENTS

ATTACHMENT A – Scope of Work

Introduction

YoloTD, UC Davis and the consultant will partner to develop Transportation Tomorrow, a Sustainable Campus Transportation Plan for UC Davis. UC Davis currently lacks a contemporary, cohesive transportation plan that encompasses walking, biking, and transit projects under the guise of safety, accessibility, and equity. As such, the plan is necessary to update and expand the current UC Davis Bicycle and Transit Network Study (2009) to reflect current campus community/stakeholder input and best practices in equitable active transportation, transit, and transportation safety planning. The plan will identify physical and programmatic strategies to reduce campus-generated VMT and to improve active transportation, transit service/operations, and safety on the UC Davis main campus in Davis, CA.

Major deliverables include a Planning Context summary report and a final plan document informed by robust technical analysis and an extensive community engagement process that will emphasize engagement with underserved members of the campus community. The plan will engage UC Davis affiliates (students, faculty, and staff), stakeholders, and entities such as Unitrans, UC Davis departments (Fire, Police, Transportation Services, Student Health & Housing, etc.), the City of Davis, and Caltrans District 3. The plan will also engage campus advisory bodies such as the UC Davis Transportation & Parking Working Group (TPWG) and the Transportation and Parking Administrative Advisory Committee (TPAAC).

The plan will build upon University and regional policies that promote active transportation, transit, transportation safety, infill development, public health, and GHG reduction, such as those in the UC Davis 2018 Long Range Development Plan and the SACOG 2020 Metropolitan Transportation Plan/Sustainable Communities Strategy.

In addition to guiding future investments in the campus transportation system, the plan will be prepared as a qualifying Local Roadway Safety Plan (LRSP) and Active Transportation Plan (ATP) to enable UC Davis to pursue discretionary funding for subsequent project planning, design, and implementation. UC Davis is prepared to begin implementing the plan immediately upon completion. Projects identified in the plan will be implemented as funding allows through the University's annual transportation rehabilitation program, as mitigation measures associated with on-campus development projects, and/or as discretionary funding sources are secured (i.e., for large-scale infrastructure projects).

Planning Context

Bicycling is engrained in the fabric of the UC Davis and Davis has a reputation as the preeminent bicycling community in the United States. Historically, UC Davis' interconnected system of on- and off-street bikeways provided a high-quality and convenient bicycling experience for UC Davis students, faculty, and staff. As the campus has grown in recent years, the on-campus active transportation system has experienced increased utilization and an increased variety of micromobility devices, introducing new conflicts and degrading the overall performance of the active transportation system. While the very high volumes of people walking, bicycling, and rolling provide tremendous benefits from a VMT and GHG emissions standpoint, they introduce unique issues related to active transportation user safety, comfort, and accessibility. With UC Davis planning for over 9,000 new beds of compact infill on-campus student housing by 2030, these issues will worsen as the number and density of active transportation users increase, underscoring the needs for this plan. As communities throughout the state continue to implement aggressive actions to address climate change, including infill development and active transportations system investments, they too will begin to experience increased active transportation user demand that traditional active transportation facility design may be unable to accommodate. As such, UC Davis envisions that this plan will serve as a model for other communities contemplating how to best balance GHG emission reduction goals with active transportation user safety, comfort, and performance.

Issues Identified

Complex Multi-Modal Operating Environment: According to the annual UC Davis Campus Travel Survey, approximately 48,000 students, faculty, and staff visit the UC Davis campus on a typical weekday. Approximately 63% of UC Davis affiliates bike, walk, or ride transit to campus, including 16,000 bicyclists traveling on the campus transportation system on a typical weekday.

Within the core campus, extremely high levels of people walking, bicycling, and rolling and a general lack of dedicated space for each active mode creates crowding and conflicts on active transportation facilities. Electric micromobility devices such as eBikes and eScooters have become more prevalent in recent years, representing approximately 5% of all micromobility devices on-campus as of Fall 2022. These devices increase speed differentials between active modes and introduce new conflicts on active transportation

facilities. UC Davis and the City of Davis will soon implement an eBike and eScooter share program to increase travel choices and reduce GHG emissions. However, operational issues are expected to worsen as these devices continue to grow in popularity. While the UC Davis core campus prohibits the use of private motor vehicles, transit vehicles, service vehicles, and delivery vehicles mix and conflict with active modes on core campus roadways.

The operating environment transitions outside of the core campus, as campus roadways are configured to accommodate higher volumes and speeds of peak period vehicle traffic in addition to people walking, bicycling, and riding transit. Here, multi-lane roadways channelize local traffic from the City of Davis and regional traffic from SR 113 and I-80 through campus and into parking facilities located on the core campus periphery. This emphasis on vehicle traffic can create barriers to people walking, bicycling, and rolling such as infrequent crossing opportunities, long crossing distances, and physical mixing and higher speed differentials with vehicle traffic at intersections. As such, the campus transportation system requires careful planning in order to balance the often competing needs posed by its complex multi-modal operating environment.

Safety: The total number of reported collisions on campus increased from 109 to 156 between 2019 and 2022 (43% increase) according to UC Davis Police Department collision data, and a fatal collision involving an eBike user and a garbage truck occurred in Spring 2022. While on-campus conflicts can be attributed in part to the very high volumes and frequent physical mixing of multi-modal traffic, additional analysis and planning are needed to better understand the evolving underlying factors that contribute to these collision trends and to identify countermeasures to reduce the number and severity of collisions on campus.

Equitable Access to Higher Education: According to Aggie Data, approximately 31% of UC Davis undergraduate students are under-represented minorities and 36% are first-generation college students. According to the 2019 American Community Survey, the Census Tract that comprises the UC Davis campus contains 8,900 residents (predominantly students residing on-campus) with a median household income of $24,813 (30% of the State median household income) and 62% of whom are below the poverty level. Off-campus within Davis, residents aged 18-24 (most of whom are UC Davis students) exhibit a median household income of $22,000 (26% of the State median household income) and 74% are below the poverty level. The provision of safe and comfortable active transportation and transit infrastructure is an important component of promoting equitable access to higher education for these underserved community members.

Local Housing Constraints: UC Davis has made significant investments in on-campus housing in recent years, increasing the number of on-campus beds from 9,000 to 15,000 since 2017. While these investments have provided needed relief, local housing constraints within the City of Davis require many UC Davis affiliates to secure housing outside of Davis. According to the annual UC Davis Campus Travel Survey, approximately 12% and 62% of students and employees, respectively, live outside of Davis and since 2007, the total number of students and employees who live outside of Davis has increased by over 1,300 people. These affiliates are primarily reliant on travel by private automobile given the relative lack of other transportation options for trips to/from campus, incurring considerable VMT and GHG emissions for their commute travel activity. This trend is expected to continue as longer tenured UC Davis staff retire and their replacements are unable to find housing options within Davis.

How the Public was Involved in Identifying the Above Issues

These issues were identified during public outreach conducted as part of the preparation of the UC Davis 2018 Long Range Development Plan and the YoloTD Comprehensive Operational Analysis, and through feedback provided by the campus community during regular meetings of the UC Davis Transportation & Parking Working Group (TPWG) and Transportation and Parking Administrative Advisory Committee (TPAAC) meetings. Moreover, UC Davis affiliates regularly provide input regarding travel behavior and attitudes towards the campus transportation system as part of the annual UC Davis Campus Travel Survey.

How the Plan Will Address These Issues

The issues identified by the community as listed above will be addressed throughout the Scope of Work, through inclusion of the following elements:

1. A systemic safety analysis of the UC Davis campus transportation system and identification of safety countermeasures to reduce the number/severity of collisions.
2. A Level of Traffic Stress (LTS) analysis to strategically identify UC Davis facilities most in need of active transportation facility improvements.
3. An analysis of UC Davis affiliate travel patterns to understand and serve active transportation and transit market potential.
4. Utilizing a community-driven planning process, with a focus on collecting input from underserved community members.
5. Increasing accessibility for users of all abilities by identifying and closing gaps in the active transportation and transit networks.

Project Stakeholders

UC Davis and YoloTD staff will perform and manage this project, with technical analysis, community engagement, and planning completed by a transportation consulting firm. A transportation consulting firm will be selected by YoloTD through a competitive procurement process. The successful consultant will work under the guidance of UC Davis and YoloTD staff and feedback from the community and stakeholder engagement process.

The project team will consult a Technical Advisory Committee (TAC) throughout the project to provide technical feedback. The project team will be working with TAC members who have expertise in active transportation, transit, and safety planning and design. The project team will host bi-monthly TAC meetings during the project. The project team will ensure that Caltrans is involved and included in the TAC meeting and public outreach events. Key TAC members include, but are not limited to, the following:

- Caltrans District 3
- Sacramento Area Council of Governments (SACOG)
- Yolo County
- Yolo County Transportation District (YoloTD)
- City of Davis
- ASUCD Unitrans
- UC Davis Athletics
- UC Davis Campus Planning and Environmental Stewardship
- UC Davis Design and Construction Management
- UC Davis Facilities Management
- UC Davis Fleet Services
- UC Davis Fire Department
- UC Davis Police Department
- UC Davis Fleet Services
- UC Davis Safety Services / Risk Management
- UC Davis Student Affairs (Bike Barn, Housing & Dining Services, Student Health & Counseling Services)
- UC Davis Supply Chain / Procurement Services (vendors who drive on-campus)
- UC Davis Institute of Transportation Studies (ITS)

The project team will also consult a variety of stakeholder groups throughout the engagement process. The project team will host on-going open houses, pop-up events, and online engagement activities to solicit stakeholder feedback throughout the project. Key stakeholders for this project include, but are not limited to, the following:

- UC Davis Transportation & Parking Working Group (TPWG)
- UC Davis Transportation and Parking Administrative Advisory Committee (TPAAC)
- Aggie Food Pantry
- Aggie Compass Basic Needs Center
- Cross-Cultural Center
- Identity-based student groups (70+ currently in operation)
- Bike Davis
- UC Davis affiliates (students, faculty, and staff)

Overall Project Objectives

Consistent with the Caltrans Mission and Grant Program Objectives, the overall project objectives are as follows:

- Sustainability – Identify and prioritize projects that promote the use of active modes, transit, and ridesharing for travel to, from, and within the UC Davis campus, thereby reducing campus-generated vehicle miles traveled (VMT) and associated greenhouse gas (GHG) emissions.
- Preservation – Identify and prioritize projects that maximize existing UC Davis transportation infrastructure assets to accommodate planned on-campus infill development, thereby minimizing the physical footprint of the campus transportation system and its effects on the surrounding natural environment.

- Accessibility – Identify and prioritize projects that will reduce/eliminate barriers to active transportation and transit access to and from the UC Davis campus, particularly across freeway interchanges, at gateways between the UC Davis campus and the City of Davis, near on-campus transit stops, and at major on-campus activity centers.
- Safety – Utilize the Safe System approach to identify and prioritize projects that will reduce the number and severity of collisions on the UC Davis campus, particularly killed or severely injured (KSI) collisions and collisions involving vulnerable roadway users such as people walking, bicycling, and rolling. Projects will increase the separation of modes in space and/or time, reduce speed differentials between modes, and/or reduce potential kinetic energy transfer between modes.
- Innovation – Identify and prioritize projects that improve safety and operations for extremely high volumes and types of active transportation users on the UC Davis campus, including those utilizing electric micromobility devices. Identify and prioritize projects that promote the conversion to zero emission transit vehicles by local and regional transit operators. Utilize mobile device origin-destination data to better understand UC Davis affiliate travel patterns and to identify strategies to increase active transportation and transit mode split for UC Davis affiliates.
- Economy – Improve the safety and comfort of the UC Davis campus transportation system to attract the research, innovation, and future leaders that drive UC Davis' substantial contributions to the local, regional, and state economies. Improve active transportation and transit access between the UC Davis campus and local businesses in the City of Davis, including those in neighboring Downtown Davis.
- Health – Emphasize the potential for improved health outcomes via increased physical activity, resulting from a greater number of UC Davis affiliates walking, biking, or rolling for daily travel activities.
- Social Equity – Conduct extensive engagement with UC Davis affiliates, stakeholders, and partners to better understand community values with respect to transportation. Identify and prioritize projects that promote safe and comfortable active transportation and transit access to employment and higher education opportunities, particularly for low-income UC Davis students and for UC Davis affiliates who are unable to secure housing locally in Davis.

Summary of Project Tasks

Task 01: Project Administration

YoloTD and UC Davis will manage and administer the grant project according to the Grant Application Guidelines, Regional Planning Handbook, and the executed grant contract between Caltrans and the grantee.

Project Kick-Off Meeting

- YoloTD and UC Davis will participate in a kick-off meeting with Caltrans District staff to review grant procedures, establish communication protocols, and review/finalize the scope of work, cost, and schedule. YoloTD and UC Davis will prepare and submit a meeting summary to Caltrans District staff.
- Responsible Parties: YoloTD, UC Davis

Quarterly Invoices and Progress Reports

- YoloTD and UC Davis will complete and submit quarterly invoice and progress report packages to Caltrans District staff. The progress reports will provide a summary of project progress, including grant and local match expenditures.
- Responsible Parties: YoloTD, UC Davis

Task Deliverables
Kick-off meeting with Caltrans and meeting summary
Quarterly invoice and progress report packages

Task 1: Planning Context

Project Kick-Off Meeting

- Consultant will participate in a kick-off meeting with YoloTD and UC Davis staff to discuss key project outcomes, establish communication protocols, and review/finalize the scope of work, cost, and schedule. Consultant will prepare and distribute a meeting agenda and minutes to YoloTD and UC Davis staff.

- Responsible Parties: Consultant, YoloTD, UC Davis

Review Background Documents

- Consultant will review relevant existing planning documents including, but not limited to, the following:
    - UC Davis 2018 Long Range Development Plan (LRDP)
    - UC Davis 2007/2008 Physical Design Framework
    - UC Davis 2009 Bicycle and Transit Network Study
    - UC Davis Annual Campus Travel Survey
    - Unitrans General Manager's Report 2021-22
    - YoloTD 2021 Comprehensive Operational Analysis
    - Yolo County Community Health Needs Assessment 2022-2024
    - City of Davis 2014 Beyond Platinum Bicycle Action Plan
    - Sacramento Area Council of Governments (SACOG) 2020 Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS)
    - SACOG Sacramento Region Parks and Trails Strategic Development Plan
    - SACOG Next Generation Transit Strategy
    - Caltrans I-80 Comprehensive Multimodal Corridor Plan
    - Caltrans District 3 Active Transportation Plan
    - Caltrans Toward an Active California: Bicycle and Pedestrian Plan
- Responsible Party: Consultant

Data Collection

- Consultant will compile data related to the UC Davis main campus transportation system including, but not limited to, the following:
    - Existing and planned roadway infrastructure
    - Existing and planned active transportation infrastructure and usage
    - Existing and planned transit services, facilities, and ridership
    - Collision data for reported collisions that occurred within the last 5 years (e.g., UC Berkeley Transportation Injury Mapping System (TIMS), UC Davis Fire Department, UC Davis Police Department, UC Davis Student Health & Counseling Services)
    - Socioeconomic data for UC Davis campus affiliates (students, faculty, and staff)
    - Existing and proposed land uses
    - Parking supply and occupancy
    - UC Davis campus affiliate mode share
    - UC Davis campus affiliate origin-destination and commute travel patterns (e.g., mobile device data, US Census On the Map, UC Davis Campus Travel Survey)
    - Multi-modal traffic counts
    - Field data collection
- Responsible Party: Consultant

Safety Analysis

- Consultant will conduct a systemic safety analysis of the UC Davis transportation system. Consultant will analyze collisions that occurred on the UC Davis campus over the past five years, including collision hot spots, primary collision factors,

underlying contextual factors, and killed and severely injured (KSI) collisions. Specific to the active transportation system, this analysis will evaluate crowding on bikeways and paths, mixing between conventional and electric micromobility devices, and mixing between active transportation users and motor vehicles (including transit vehicles). The purpose of this analysis is to identify and review high injury corridors, hot spot locations, and other potentially high-risk locations that would benefit from improvements and countermeasures identified throughout the planning process.

- Responsible Party: Consultant

Travel Market Analysis

- Consultant will analyze UC Davis affiliate travel and commute patterns, including an analysis of major origin-destination pairs and trip generators for internal and external trips as well as historic commute pattern trends. This analysis will quantify the number of UC Davis affiliates that travel between campus and off-campus residential locations in Yolo County, Solano County, and the greater Sacramento region. The purpose of this analysis is to better understand the existing travel characteristics of UC Davis affiliates and to assess the potential UC Davis affiliate active transportation and transit travel markets.

- Responsible Party: Consultant

Level of Traffic Stress Analysis

- Consultant will evaluate the Level of Traffic Stress (LTS) for people walking, bicycling, and rolling across the UC Davis campus transportation system. The LTS evaluation will be used to identify opportunities to apply best practices for creating low stress active transportation facilities in order to accommodate a wider range of active transportation users and to encourage greater use of active modes of travel.

- Responsible Party: Consultant

Transit Operations Analysis

- Consultant will evaluate existing transit operations on the UC Davis campus including, but not limited to, on-campus route alignments, transit delay hot spots, locations with high levels of physical mixing between transit vehicles and active transportation users, and ingress/egress at the Silo and Memorial Union Terminals. Consultant will interview Unitrans and YoloTD staff and operators to inform the transit operations analysis, including the student drivers who operate the student-run Unitrans system.

- Responsible Party: Consultant

Network Gap Analysis

- Consultant will identify gaps and barriers within the active transportation and transit networks that accommodate travel to, from, and within the UC Davis campus. The connectivity analysis will identify locations where active transportation and transit facility/service improvements could be implemented to improve connectivity and enhance access for UC Davis affiliates.

- Responsible Party: Consultant

Vehicle Miles Traveled (VMT) Analysis

- Consultant will estimate the total vehicle miles traveled (VMT) generated by the UC Davis campus during a typical weekday. The analysis will aggregate campus-generated VMT by internal-internal, and internal-external/external-internal trips.

- Responsible Party: Consultant

Community Equity Analysis

- Consultant will identify areas of need for active transportation, transit, and safety improvements to enhance access, mobility, and safety for the most vulnerable users and underserved members of the UC Davis campus community. The community equity analysis will be used to prioritize projects to create more equitable access to active transportation and transit for travel to, from, and within the UC Davis campus.

- Responsible Party: Consultant

Documentation

- Consultant will create a Planning Context summary report describing the background document review, data collection, and analyses described throughout Task 1. The report will highlight opportunities and barriers related to transportation access, mobility, and safety on the UC Davis campus, particularly those for people walking, bicycling, and riding transit and for vulnerable users.
- The summary report will include exhibits, tables, and charts to accompany the report narrative.
- Consultant will prepare Draft and Final summary reports.
- Responsible Parties: Consultant, YoloTD, UC Davis

Project Management

- Consultant will participate in regular project coordination meetings with YoloTD and UC Davis staff throughout Task 1. Consultant will prepare and distribute meeting agendas and minutes.
- Consultant will submit invoices and progress reports on a monthly basis throughout Task 1.
- Responsible Party: Consultant

Task Deliverables
Kick-off meeting agenda and minutes
Draft and Final Planning Context summary reports
Project coordination meeting agendas and minutes
Monthly invoices and progress reports

Task 2: Community and Stakeholder Engagement

Community and Stakeholder Engagement Plan

- Consultant will prepare a comprehensive community and stakeholder engagement plan to guide activities throughout the planning process. The plan will identify strategies and milestones to ensure broad engagement of the Technical Advisory Committee (TAC), stakeholders, and the UC Davis campus community, particularly underserved community members.
- Consultant will prepare Draft and Final community and stakeholder engagement plan documents.
- Consultant will update and maintain TAC, community, and stakeholder contact list.
- Responsible Party: Consultant, UC Davis

Technical Advisory Committee (TAC) Meetings

- Consultant will host bi-monthly (i.e., every other month) virtual TAC meetings comprised of key campus entities and partner agencies including, but not limited to, YoloTD, Unitrans, UC Davis Transportation Services, UC Davis Police Department, UC Davis Fire Department, Student Health & Counseling Services, UC Davis Student Housing & Dining Services, the City of Davis, and Caltrans. The purpose of the TAC meetings will be to discuss progress, present analysis findings and recommendations, and receive direction from members of the TAC.
- One of the early TAC meetings will include a map-based values exercise where TAC members identify what they want to protect, avoid, and create with respect to the UC Davis campus transportation system.
- Consultant will coordinate the scheduling, noticing, and set up of all TAC meetings.
- Consultant will prepare and distribute meeting agendas and minutes.
- Responsible Parties: Consultant, UC Davis

UC Davis Transportation & Parking Working Group (TPWG) and Transportation and Parking Administrative Advisory Committee (TPAAC) Meetings

- Consultant will participate in three meetings with each the UC Davis Transportation & Parking Working Group (TPWG) and the Transportation and Parking Administrative Advisory Committee (TPAAC) over the duration of the planning process (six meetings total):
    - The first meeting will discuss the project goals and objectives, solicit input on TPWG and TPAAC perceptions and needs regarding the UC Davis campus transportation system, and conduct a map-based values exercise where TPWG and TPAAC members identify what they want to protect, avoid, and create with respect to the UC Davis campus transportation system.
    - The second meeting will present the findings of the planning context analysis.
    - The third meeting will present the initial list of transportation network improvement projects and solicit TPWG and TPAAC input on priority projects.
- Consultant will prepare and distribute meeting agendas and minutes.
- Responsible Parties: Consultant, UC Davis

Community Open Houses

- Consultant will participate in three in-person community open houses over the duration of the planning process. The target audience for the community open houses will be UC Davis student, faculty, and staff and campus stakeholders.
    - The first open house will discuss the project goals and objectives, solicit input on participant perceptions and needs regarding the UC Davis campus transportation system, and conduct a map-based values exercise where participants identify what they want to protect, avoid, and create with respect to the UC Davis campus transportation system.
    - The second open house will present the findings of the planning context analysis.
    - The third open house will present the initial list of transportation network improvement projects and solicit participant input on priority projects.
- Consultant will prepare and distribute meeting agendas and minutes.
- Consultant and UC Davis will prepare and distribute event noticing through email lists, social media, the project website, and flyers/posters distributed on and near the UC Davis campus.
- The community open houses will be held on-campus during the academic year to maximize participation among the UC Davis campus community.
- Consultant and UC Davis will collaborate with UC Davis students to help facilitate engagement activities. We plan to hire UC Davis students with grant funds to assist with tabling at open houses.
- Responsible Parties: Consultant, UC Davis

Online Engagement

- Consultant will utilize a variety of methods of online engagement that may include, but are not limited to, online surveys, a project website, a virtual open house, and/or online mapping tools (e.g., MetroQuest, ArcGIS StoryMap). Consultant will work with UC Davis and YoloTD to identify the most effective online engagement tools to reach the broadest cross section of the UC Davis campus community, especially underserved community members.
- Consultant and UC Davis will prepare and distribute online engagement noticing through email lists, social media, the project website, and flyers/posters distributed on and near the UC Davis campus.
- Responsible Parties, Consultant, UC Davis, YoloTD

Pop-Up Engagement Events

- Consultant, UC Davis, and YoloTD will facilitate up to 20 pop-up engagement events throughout the planning process. The pop-up events will meet people where they are, particularly underserved members of the UC Davis campus community.
- Consultant will prepare a traveling engagement toolbox that will be used to engage the community at existing events/venues both on-campus and in neighboring communities. These include, but are not limited to, the UC Davis Aggie Food Pantry, the UC Davis Aggie Compass Basic Needs Center, the UC Davis Cross-Cultural Center, UC Davis Picnic Day, UC Davis Whole Earth Festival, the Davis Farmers Market, and the Yolo County Fair.

- Consultant and UC Davis will prepare and distribute event noticing through email lists, social media, the project website, and flyers/posters distributed on and near the UC Davis campus.
- Consultant and UC Davis will collaborate with UC Davis students to help facilitate engagement activities. We plan to hire UC Davis students with grant funds to assist with tabling at pop-up engagement events.
- Responsible Parties, Consultant, UC Davis, YoloTD

Project Management

- Consultant will participate in regular project coordination meetings with YoloTD and UC Davis staff throughout Task 2. Consultant will prepare and distribute meeting agendas and minutes.
- Consultant will submit invoices and progress reports on a monthly basis throughout Task 2.
- Responsible Party: Consultant

Task Deliverables
Draft and Final Community & Stakeholder Engagement Plan
Online engagement tool (e.g., project website, ArcGIS StoryMap, etc.)
TAC meetings, including accompanying noticing, collateral, and meeting summary memorandums
TPWG and TPAAC meetings and accompanying meeting summary memorandums
Community open house events, including accompanying noticing, collateral, and meeting summary memorandums
Pop-up engagement events, including accompanying noticing, collateral, and meeting summary memorandums
Project coordination meeting agendas and minutes
Monthly invoices and progress reports

Task 3: Project Development

Performance Measures

- Consultant, YoloTD, and UC Davis will identify up to 10 performance measures to guide the plan recommendations. The performance measures will be derived from goals, policies, and standards stated in the relevant background documents reviewed in Task 1, input from the TAC, TPWG, TPAAC, community, and stakeholder values exercises in Task 2, and the Grant Program Objectives. Potential performance measures include, but are not limited to, reducing the number/severity of collisions, cost effectiveness, removal of active transportation/transit barriers, decrease in UC Davis-generated VMT, and increased access for underserved community members.
- Responsible Parties, Consultant, YoloTD, UC Davis

Network Planning

- Consultant will develop a recommended active transportation and transit network for the UC Davis campus, focused on establishing the role of each active transportation/transit corridor/route within the overall network hierarchy. The corridor network role will inform the specific facility type recommendations completed in the subsequent subtask
- Responsible Party: Consultant

Project Identification

- Consultant will identify a project list of active transportation, transit, and safety improvements to the UC Davis campus transportation system, including the following:
    - Active transportation/transit gap closure projects

- New or improved bikeway and pedestrian facilities (both on- and off-street)
- New or improved bicycle or pedestrian crossings, particularly at interchanges, freeway interchanges, and UC Davis/City of Davis gateways
- Intersection/roadway reconfigurations
- New or improved traffic control devices
- Safety countermeasures to reduce the number/severity of collisions
- New or improved transit stops/terminals, including adjoining first-/last-mile access improvements
- New or improved on-campus transit routing and transit priority measures
- New transit route alignment concepts between UC Davis and off-campus transit markets (e.g., Woodland Spring Lake, West Sacramento Southport, etc.)
- Active transportation/transit access improvements for underserved community members
- Non-infrastructure programs and wayfinding

- Responsible Party: Consultant

Project Prioritization

- Consultant will utilize previously identified performance measures to develop a project prioritization framework. Consultant will apply the project prioritization framework to the project list to categorize projects by priority type (e.g., high, medium, and low priority). The priority list will identify infrastructure project and programs that align with community values, are feasible to implement, and address the user needs identified in Task 1.
- Consultant will prepare a technical memorandum summarizing the draft/prioritized project list and the performance measures.
- Responsible Party: Consultant

Project Implementation

- Consultant will develop an implementation strategy that identifies funding opportunities, existing UC Davis projects and maintenance activities, partner agencies, and future planning needs to implement the prioritized project list.
- Responsible Party: Consultant

Priority Project Fact Sheets

- Consultant will develop grant-ready fact sheets for up to 10 priority projects, including a project description, conceptual drawing (as applicable), and planning-level cost estimate for each project.
- Responsible Party: Consultant

Project Management

- Consultant will participate in regular project coordination meetings with YoloTD and UC Davis staff throughout Task 3. Consultant will prepare and distribute meeting agendas and minutes.
- Consultant will submit invoices and progress reports on a monthly basis throughout Task 3.
- Responsible Party: Consultant

Task Deliverables
Project Development technical memorandum
Project coordination meeting agendas and minutes
Monthly invoices and progress reports

Task 4: Draft and Final Plan

Draft Plan

- Based on the work completed in Tasks 1 through 3, Consultant will prepare a Draft UC Davis Sustainable Campus Transportation Plan.
- The plan will be prepared to meet all State requirements for a qualifying Active Transportation Plan (ATP) and Local Roadway Safety Plan (LRSP).
- The plan will include a section that describes the subsequent project implementation process, as identified in Task 3.
- Responsible Party: Consultant

Draft Plan Public Review

- Consultant will present the draft plan to the TPWG, the TPAAC, and the TAC and solicit feedback for inclusion in the final plan.
- The draft plan will be posted to the online project engagement tool (i.e., project website) and distributed to the community and stakeholder contact list for public comment. Public comments will be collected, reviewed, and addressed in the final plan.
- Responsible Party: Consultant

Final Plan

- Consultant will prepare a Final UC Davis Sustainable Campus Transportation Plan that addresses the feedback provided by the public, stakeholders, and various advisory committees. These comments will be summarized and included in the appendix.
- Consultant will submit four hard copies and four ADA-accessible electronic copies of the final plan to Caltrans. Credit will be given to Caltrans on the cover page.
- Responsible Party: Consultant

Project Management

- Consultant will participate in regular project coordination meetings with YoloTD and UC Davis staff throughout Task 4. Consultant will prepare and distribute meeting agendas and minutes.
- Consultant will submit invoices and progress reports on a monthly basis throughout Task 4.
- Responsible Party: Consultant

Project Close Out

- At the conclusion of the project, YoloTD and UC Davis will complete and submit the final project filing and project close-out survey to Caltrans District staff.
- Responsible Parties: YoloTD, UC Davis

Task Deliverables
Draft and Final UC Davis Sustainable Campus Transportation Plan
Project coordination meeting agendas and minutes
Monthly invoices and progress reports
Final project filing and project close-out survey