



SAN RAFAEL
THE CITY WITH A MISSION

Agenda Item No: 3.i

Meeting Date: October 17, 2016

SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Public Works

**Prepared by: Bill Guerin,
Director of Public Works**

City Manager Approval: 

File No.: 18.06.72

TOPIC: CANAL NEIGHBORHOOD PARKING STUDY

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH W-TRANS IN AN AMOUNT NOT TO EXCEED \$60,000, FOR PREPARATION OF THE CANAL NEIGHBORHOOD PARKING STUDY.

RECOMMENDATION: Adopt resolution

BACKGROUND: The Canal, Spinnaker and Baypoint neighborhoods are located on the east side of highways 101 and 580. The Canal neighborhood incorporates several large apartment complexes that were mainly built in the 1960's and 1970's. Existing parking in the area cannot accommodate the current population.

ANALYSIS: In order to identify solutions to this need for parking capacity in the area, the Department of Public Works solicited proposals from traffic consultants on September 28, 2016. We received three applications. All were evaluated by City staff based on criteria specified in the request for proposals (RFP), including but not limited to project understanding, commitment to the schedule and previous experience. Two of the three firms were selected for interviews, which were conducted on October 10, 2016. The panel, comprised of City staff, recommends selecting W-Trans as the most qualified consultant. W-Trans' proposed scope of work is attached as Exhibit "A" to the resolution before the Council.

The consultant will be required to perform field studies, examine existing parking analysis documents prepared by Public Works in 2014, and develop preliminary alternatives for improving existing parking. These alternatives will be documented in a Parking Study Report detailing the advantages and disadvantages of each. The consultant will develop a prioritized matrix of the alternatives showing the preferred alternative and will present their findings to staff, the community, and the City Council.

FOR CITY CLERK ONLY

File No.: 4-3-627

Council Meeting: 10/17/2016

Disposition: Resolution 14219

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FISCAL IMPACT: This study is funded from Parking Services Fund 501. Consultant interviews were held on October 10, 2016. W-Trans' Cost Proposal is included as Attachment 3; however, additional negotiations are necessary to narrow the exact contract amount. Staff will be negotiating the contract amount prior to the execution of the contract; however, the contract amount is not anticipated to exceed \$60,000.

OPTIONS:

1. Adopt the resolution authorizing the City Manager to enter into a professional services agreement with W-Trans in an amount not to exceed \$60,000.
2. Do not accept the proposal from W-Trans and direct staff to reissue the RFP.
3. Do not accept the proposal from W-Trans and direct staff to stop work on this project.

ACTION REQUIRED: Staff recommends that the City Council adopt the resolution.

ATTACHMENTS:

1. Resolution, with Exhibit A – Scope of Work
2. Draft Agreement
3. Cost Proposal

RESOLUTION NO. 14219

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH W-TRANS IN AN AMOUNT NOT TO EXCEED \$60,000, FOR PREPARATION OF THE CANAL NEIGHBORHOOD PARKING STUDY

WHEREAS, the Canal, Spinnaker and Baypoint neighborhoods are experiencing a deficiency in available public parking; and

WHEREAS, a parking study is necessary to identify possible solutions to the decreased availability of public parking in the area; and

WHEREAS, Staff has received proposals from three consultants to prepare a parking study of the Canal, Spinnaker and Baypoint neighborhoods, including a proposal dated September 28, 2016 from W-Trans, attached hereto as Exhibit "A" and incorporated herein by reference; and

WHEREAS, Staff has determined that W-Trans is the most qualified consultant, with a proposed fee in an amount less than \$60,000; and

WHEREAS, funds totaling \$60,000 will be appropriated from the Parking Fund, #501.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the City Manager to enter into a Professional Services Agreement with W-Trans for the professional services listed in Exhibit "A", in a form approved by the City Attorney and in an amount not to exceed \$60,000.

I, ESTHER C. BEIRNE, Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the Council of said City on the 17th day of October, 2016, by the following vote, to wit:

AYES: COUNCILMEMBERS: Bushey, Colin, Gamblin, McCullough & Mayor Phillips

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None


ESTHER C. BEIRNE, City Clerk

**AGREEMENT FOR PROFESSIONAL SERVICES
FOR CANAL NEIGHBORHOOD PARKING STUDY**

This Agreement is made and entered into this ____ day of _____, 2016, by and between the CITY OF SAN RAFAEL (hereinafter "**CITY**"), and W-Trans, a corporation authorized to do business in California, (hereinafter "**CONTRACTOR**").

AGREEMENT

NOW, THEREFORE, the parties hereby agree as follows:

1. **PROJECT COORDINATION.**

A. **CITY'S Project Manager.** The Director of Public Works is hereby designated the PROJECT MANAGER for the **CITY**, and said PROJECT MANAGER shall supervise all aspects of the progress and execution of this Agreement.

B. **CONTRACTOR'S Project Director.** **CONTRACTOR** shall assign a single PROJECT DIRECTOR to have overall responsibility for the progress and execution of this Agreement for **CONTRACTOR**. W-Trans is hereby designated as the PROJECT DIRECTOR for **CONTRACTOR**. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute PROJECT DIRECTOR, for any reason, the **CONTRACTOR** shall notify the **CITY** within ten (10) business days of the substitution.

2. **DUTIES OF CONTRACTOR.**

CONTRACTOR shall perform the duties and/or provide services as follows:

All project management services detailed as "Task 1" in the proposal dated September 28, 2016 attached hereto as Exhibit "A", and incorporated herein by reference.

3. **DUTIES OF CITY.**

CITY shall pay the compensation as provided in Paragraph 4.

4. **COMPENSATION.**

For the full performance of the services described herein by **CONTRACTOR**, **CITY** shall pay **CONTRACTOR** as follows:

On a time and materials basis in a total contract amount not to exceed \$60,000.00.

Payment will be made monthly upon receipt by PROJECT MANAGER of itemized invoices submitted by **CONTRACTOR**.

5. TERM OF AGREEMENT.

The term of this Agreement shall be for (1) year(s) commencing on the date of this agreement. Upon mutual agreement of the parties, and subject to the approval of the City Manager the term of this Agreement may be extended for an additional period of up to (1) year(s).

6. TERMINATION.

A. **Discretionary.** Either party may terminate this Agreement without cause upon thirty (30) days written notice mailed or personally delivered to the other party.

B. **Cause.** Either party may terminate this Agreement for cause upon fifteen (15) days written notice mailed or personally delivered to the other party, and the notified party's failure to cure or correct the cause of the termination, to the reasonable satisfaction of the party giving such notice, within such fifteen (15) day time period.

C. **Effect of Termination.** Upon receipt of notice of termination, neither party shall incur additional obligations under any provision of this Agreement without the prior written consent of the other.

D. **Return of Documents.** Upon termination, any and all **CITY** documents or materials provided to **CONTRACTOR** and any and all of **CONTRACTOR's** documents and materials prepared for or relating to the performance of its duties under this Agreement, shall be delivered to **CITY** as soon as possible, but not later than thirty (30) days after termination.

7. OWNERSHIP OF DOCUMENTS.

The written documents and materials prepared by the **CONTRACTOR** in connection with the performance of its duties under this Agreement, shall be the sole property of **CITY**. **CITY** may use said property for any purpose, including projects not contemplated by this Agreement.

8. INSPECTION AND AUDIT.

Upon reasonable notice, **CONTRACTOR** shall make available to **CITY**, or its agent, for inspection and audit, all documents and materials maintained by **CONTRACTOR** in connection with its performance of its duties under this Agreement. **CONTRACTOR** shall fully cooperate with **CITY** or its agent in any such audit or inspection.

9. ASSIGNABILITY.

The parties agree that they shall not assign or transfer any interest in this Agreement nor the performance of any of their respective obligations hereunder, without the prior written consent of the other party, and any attempt to so assign this Agreement or any rights, duties or obligations arising hereunder shall be void and of no effect.

10. INSURANCE.

A. **Scope of Coverage.** During the term of this Agreement, **CONTRACTOR** shall maintain, at no expense to **CITY**, the following insurance policies:

1. A commercial general liability insurance policy in the minimum amount of one million dollars (\$1,000,000) per occurrence/two million dollars (\$2,000,000) aggregate, for death, bodily injury, personal injury, or property damage.

2. An automobile liability (owned, non-owned, and hired vehicles) insurance policy in the minimum amount of one million dollars (\$1,000,000) dollars per occurrence.

3. If any licensed professional performs any of the services required to be performed under this Agreement, a professional liability insurance policy in the minimum amount of two million dollars (\$2,000,000) per occurrence/four million dollars (\$4,000,000) aggregate, to cover any claims arising out of the **CONTRACTOR's** performance of services under this Agreement. Where **CONTRACTOR** is a professional not required to have a professional license, **CITY** reserves the right to require **CONTRACTOR** to provide professional liability insurance pursuant to this section.

4. If it employs any person, **CONTRACTOR** shall maintain worker's compensation and employer's liability insurance, as required by the State Labor Code and other applicable laws and regulations, and as necessary to protect both **CONTRACTOR** and **CITY** against all liability for injuries to **CONTRACTOR's** officers and employees. **CONTRACTOR'S** worker's compensation insurance shall be specifically endorsed to waive any right of subrogation against **CITY**.

B. **Other Insurance Requirements.** The insurance coverage required of the **CONTRACTOR** in subparagraph A of this section above shall also meet the following requirements:

1. Except for professional liability insurance, the insurance policies shall be specifically endorsed to include the **CITY**, its officers, agents, employees, and volunteers, as additionally named insureds under the policies.

2. The additional insured coverage under **CONTRACTOR'S** insurance policies shall be primary with respect to any insurance or coverage maintained by **CITY** and shall not call upon **CITY's** insurance or self-insurance coverage for any contribution. The "primary and noncontributory" coverage in **CONTRACTOR'S** policies shall be at least as broad as ISO form CG20 01 04 13.

3. Except for professional liability insurance, the insurance policies shall include, in their text or by endorsement, coverage for contractual liability and personal injury.

4. The insurance policies shall be specifically endorsed to provide that the insurance carrier shall not cancel, terminate or otherwise modify the terms and conditions of said

insurance policies except upon ten (10) days written notice to the PROJECT MANAGER.

5. If the insurance is written on a Claims Made Form, then, following termination of this Agreement, said insurance coverage shall survive for a period of not less than five years.

6. The insurance policies shall provide for a retroactive date of placement coinciding with the effective date of this Agreement.

7. The limits of insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of CITY (if agreed to in a written contract or agreement) before CITY'S own insurance or self-insurance shall be called upon to protect it as a named insured.

8. It shall be a requirement under this Agreement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements and/or limits shall be available to CITY or any other additional insured party. Furthermore, the requirements for coverage and limits shall be: (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured; whichever is greater.

C. Deductibles and SIR's. Any deductibles or self-insured retentions in CONTRACTOR's insurance policies must be declared to and approved by the PROJECT MANAGER and City Attorney, and shall not reduce the limits of liability. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named insured or CITY or other additional insured party. At CITY's option, the deductibles or self-insured retentions with respect to CITY shall be reduced or eliminated to CITY's satisfaction, or CONTRACTOR shall procure a bond guaranteeing payment of losses and related investigations, claims administration, attorney's fees and defense expenses.

D. Proof of Insurance. CONTRACTOR shall provide to the PROJECT MANAGER or CITY'S City Attorney all of the following: (1) Certificates of Insurance evidencing the insurance coverage required in this Agreement; (2) a copy of the policy declaration page and/or endorsement page listing all policy endorsements for the commercial general liability policy, and (3) excerpts of policy language or specific endorsements evidencing the other insurance requirements set forth in this Agreement. CITY reserves the right to obtain a full certified copy of any insurance policy and endorsements from CONTRACTOR. Failure to exercise this right shall not constitute a waiver of the right to exercise it later. The insurance shall be approved as to form and sufficiency by PROJECT MANAGER and the City Attorney.

11. INDEMNIFICATION.

A. Except as otherwise provided in Paragraph B., CONTRACTOR shall, to the

fullest extent permitted by law, indemnify, release, defend with counsel approved by **CITY**, and hold harmless **CITY**, its officers, agents, employees and volunteers (collectively, the “**City Indemnitees**”), from and against any claim, demand, suit, judgment, loss, liability or expense of any kind, including but not limited to attorney’s fees, expert fees and all other costs and fees of litigation, (collectively “**CLAIMS**”), arising out of **CONTRACTOR’S** performance of its obligations or conduct of its operations under this Agreement. The **CONTRACTOR’S** obligations apply regardless of whether or not a liability is caused or contributed to by the active or passive negligence of the **City Indemnitees**. However, to the extent that liability is caused by the active negligence or willful misconduct of the **City Indemnitees**, the **CONTRACTOR’S** indemnification obligation shall be reduced in proportion to the **City Indemnitees’** share of liability for the active negligence or willful misconduct. In addition, the acceptance or approval of the **CONTRACTOR’S** work or work product by the **CITY** or any of its directors, officers or employees shall not relieve or reduce the **CONTRACTOR’S** indemnification obligations. In the event the **City Indemnitees** are made a party to any action, lawsuit, or other adversarial proceeding arising from **CONTRACTOR’S** performance of or operations under this Agreement, **CONTRACTOR** shall provide a defense to the **City Indemnitees** or at **CITY’S** option reimburse the **City Indemnitees** their costs of defense, including reasonable attorneys’ fees, incurred in defense of such claims.

B. Where the services to be provided by **CONTRACTOR** under this Agreement are design professional services to be performed by a design professional as that term is defined under Civil Code Section 2782.8, **CONTRACTOR** shall, to the fullest extent permitted by law, indemnify, release, defend and hold harmless the **City Indemnitees** from and against any **CLAIMS** that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of **CONTRACTOR** in the performance of its duties and obligations under this Agreement or its failure to comply with any of its obligations contained in this Agreement, except such **CLAIM** which is caused by the sole negligence or willful misconduct of **CITY**.

C. The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement, and shall survive the termination or completion of this Agreement for the full period of time allowed by law.

12. **NONDISCRIMINATION.**

CONTRACTOR shall not discriminate, in any way, against any person on the basis of age, sex, race, color, religion, ancestry, national origin or disability in connection with or related to the performance of its duties and obligations under this Agreement.

13. **COMPLIANCE WITH ALL LAWS.**

CONTRACTOR shall observe and comply with all applicable federal, state and local laws, ordinances, codes and regulations, in the performance of its duties and obligations under this Agreement. **CONTRACTOR** shall perform all services under this Agreement in accordance with these laws, ordinances, codes and regulations. **CONTRACTOR** shall release, defend, indemnify and hold harmless **CITY**, its officers, agents and employees from any and all damages, liabilities,

penalties, fines and all other consequences from any noncompliance or violation of any laws, ordinances, codes or regulations.

14. NO THIRD PARTY BENEFICIARIES.

CITY and **CONTRACTOR** do not intend, by any provision of this Agreement, to create in any third party, any benefit or right owed by one party, under the terms and conditions of this Agreement, to the other party.

15. NOTICES.

All notices and other communications required or permitted to be given under this Agreement, including any notice of change of address, shall be in writing and given by personal delivery, or deposited with the United States Postal Service, postage prepaid, addressed to the parties intended to be notified. Notice shall be deemed given as of the date of personal delivery, or if mailed, upon the date of deposit with the United States Postal Service. Notice shall be given as follows:

TO CITY 's Project Manager:	Bill Guerin, Director of Public Works City of San Rafael 1400 Fifth Avenue P.O. Box 151560 San Rafael, CA 94915-1560
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TO CONTRACTOR 's Project Director:	Dalene Whitlock W-Trans 490 Mendocino Ave., Suite 201 Santa Rosa, CA 95401
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16. INDEPENDENT CONTRACTOR.

For the purposes, and for the duration, of this Agreement, **CONTRACTOR**, its officers, agents and employees shall act in the capacity of an Independent Contractor, and not as employees of the **CITY**. **CONTRACTOR** and **CITY** expressly intend and agree that the status of **CONTRACTOR**, its officers, agents and employees be that of an Independent Contractor and not that of an employee of **CITY**.

17. ENTIRE AGREEMENT -- AMENDMENTS.

A. The terms and conditions of this Agreement, all exhibits attached, and all documents expressly incorporated by reference, represent the entire Agreement of the parties with respect to the subject matter of this Agreement.

B. This written Agreement shall supersede any and all prior agreements, oral or written,

regarding the subject matter between the **CONTRACTOR** and the **CITY**.

C. No other agreement, promise or statement, written or oral, relating to the subject matter of this Agreement, shall be valid or binding, except by way of a written amendment to this Agreement.

D. The terms and conditions of this Agreement shall not be altered or modified except by a written amendment to this Agreement signed by the **CONTRACTOR** and the **CITY**.

E. If any conflicts arise between the terms and conditions of this Agreement, and the terms and conditions of the attached exhibits or the documents expressly incorporated by reference, the terms and conditions of this Agreement shall control.

18. SET-OFF AGAINST DEBTS.

CONTRACTOR agrees that **CITY** may deduct from any payment due to **CONTRACTOR** under this Agreement, any monies which **CONTRACTOR** owes **CITY** under any ordinance, agreement, contract or resolution for any unpaid taxes, fees, licenses, assessments, unpaid checks or other amounts.

19. WAIVERS.

The waiver by either party of any breach or violation of any term, covenant or condition of this Agreement, or of any ordinance, law or regulation, shall not be deemed to be a waiver of any other term, covenant, condition, ordinance, law or regulation, or of any subsequent breach or violation of the same or other term, covenant, condition, ordinance, law or regulation. The subsequent acceptance by either party of any fee, performance, or other consideration which may become due or owing under this Agreement, shall not be deemed to be a waiver of any preceding breach or violation by the other party of any term, condition, covenant of this Agreement or any applicable law, ordinance or regulation.

20. COSTS AND ATTORNEY'S FEES.

The prevailing party in any action brought to enforce the terms and conditions of this Agreement, or arising out of the performance of this Agreement, may recover its reasonable costs (including claims administration) and attorney's fees expended in connection with such action.

21. CITY BUSINESS LICENSE / OTHER TAXES.

CONTRACTOR shall obtain and maintain during the duration of this Agreement, a **CITY** business license as required by the San Rafael Municipal Code **CONTRACTOR** shall pay any and all state and federal taxes and any other applicable taxes. **CITY** shall not be required to pay for any work performed under this Agreement, until **CONTRACTOR** has provided **CITY** with a completed Internal Revenue Service Form W-9 (Request for Taxpayer Identification Number and Certification).

22. APPLICABLE LAW.

The laws of the State of California shall govern this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day, month and year first above written.

CITY OF SAN RAFAEL

CONTRACTOR

JIM SCHUTZ, City Manager

By:_____

Name:_____

Title:_____

ATTEST:

ESTHER C. BEIRNE, City Clerk

APPROVED AS TO FORM:

ROBERT F. EPSTEIN, City Attorney

**Canal Neighborhood Parking Study
W-Trans Fee Estimate**

Task	HOURS BY STAFF MEMBER						Total Hours
	Dalene Whitlock	Mark Spencer	Project Engineer	CSW/ST2	Tech/Admin	Misc	
1. Project Management and Coordination	5	19	0	0	10	300	34
2.1-3 Parking Occupancy Counts & Field Observations	2	11	2	0	2	7400	17
2.4 Analyze Data	0	6	11	0	9	0	26
2.5. Develop Preliminary Alternatives	4	8	7	0	0	0	19
2.6. Parking Study Reports	4	20	16	0	27	150	67
2.7-10 Present Report to Initial Group and City Council	0	14	0	0	5	200	19
	15	78	36	0	53	8,050	182

Task	FEE AT HOURLY RATES INDICATED						TOTAL
	\$235	\$225	\$100	CSW/ST2	\$90	LS	
1. Project Management and Coordination	\$1,175	\$4,275	\$0	\$900	\$900	\$300	\$7,550
2.1-3 Parking Occupancy Counts & Field Observations	\$470	\$2,475	\$200	\$0	\$180	\$7,400	\$10,725
2.4 Analyze Data	\$0	\$1,350	\$1,100	\$0	\$810	\$0	\$3,260
2.5. Develop Preliminary Alternatives	\$940	\$1,800	\$700	\$0	\$0	\$0	\$3,440
2.6. Parking Study Reports	\$940	\$4,500	\$1,600	\$11,600	\$2,430	\$150	\$21,220
2.7-10 Present Report to Initial Group and City Council	\$0	\$3,150	\$0	\$0	\$450	\$200	\$3,800
	\$3,525	\$17,550	\$3,600	\$12,500	\$4,770	\$8,050	\$49,995



Proposal to Prepare the
Canal Neighborhood Parking Study



Prepared for the City of San Rafael

Submitted by
W-Trans

September 28, 2016

September 28, 2016



Mr. Jeff Stutsman
City of San Rafael
P.O. Box 15160
San Rafael, CA 94915

Proposal to Prepare a Parking Study for the Canal Neighborhood

Dear Mr. Stutsman;

W-Trans is pleased to present this proposal to prepare the Canal Neighborhood Parking Study for the City of San Rafael. Our proposal is based on the City's Request for Proposals dated September 8, 2016, our understanding of the project and the neighborhood, and our experience with many similar parking studies. Our proposal includes a thorough approach that will satisfy the requirements of the RFP and will provide a document that can inform the stakeholders, City staff and decision-makers.

Project Team

W-Trans is a traffic engineering consulting firm based in Santa Rosa with an office in Oakland to better serve our Bay Area clients. Mark Spencer will serve as the Project Manager and be your primary point of contact. He has more than 26 years of traffic engineering and parking experience. I will be the Principal-in-Charge and provide quality control and project guidance. We have invited CSW/Stuber-Stroeh to join our team to provide cost estimation of alternatives. W-Trans has successfully collaborated with CSW/Stuber-Stroeh on several projects and together we bring extensive experience in San Rafael, including my residency in the Canal neighborhood for nearly 15 years. Overall, the W-Trans Team has a thorough understanding of the parking transportation issues in the Canal Neighborhood from both the community and user perspectives.

Proposal Summary

This proposal provides all of the information requested in the City's RFP, including:

- Project understanding, proposed scope and work plan
- Schedule
- Budget including work hours and billing rates of proposed staff (under separate cover)
- Proposed project manager, staffing and team qualifications

W-Trans pledges to supply the highest level of professional services to the City of San Rafael. This includes not only ensuring the technical integrity of all products and services, but also completing all work on schedule and within budget, and meeting or exceeding your expectations.

The offer expressed in this proposal will remain valid for a period of 90 days. We have reviewed the City's standard agreement and confirm that the form is acceptable. I am authorized to negotiate on behalf of the firm at any time during that period. If you have any questions please contact me. Thank you for the opportunity to submit this proposal; we look forward to providing our services to the City of San Rafael.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dalene J. Whitlock', is written over a faint, larger version of the same signature.

Dalene J. Whitlock, PE, PTOE
Principal

DJW/djw/SRA121.P1

About Us

W-Trans provides traffic engineering and transportation planning services that emphasize mobility within available resources and help transform streets to serve all potential users. We are particularly skilled in retrofitting streets and roads to make walking, bicycling and transit use safer and more convenient while also appropriately managing vehicle traffic.

Our staff have applied their skills to a variety of projects ranging from traffic operation analyses, traffic collision reduction programs, transportation facilities design including traffic signal and roundabout design to downtown revitalization, streetscape planning efforts and complete street projects. We take a holistic approach to traffic engineering, realizing that solutions cannot be developed in a vacuum or strictly follow the standards of the past. Traffic analysis and design must be sensitive to the context of the surrounding land use and community goals to be successful.

Firm History

W-Trans was established in 1995 by Dalene Whitlock and Steve Weinberger; Zack Matley became an owner in 2006. In 2005, W-Trans moved into its current office location in downtown Santa Rosa and opened its Oakland office in 2011 with Mark Spencer as the Branch Manager. In 2012, Mark became an owner. The technical staff includes five engineers who are registered in Traffic and/or Civil Engineering in California: Dalene J. Whitlock, Steve Weinberger, Mark Spencer, Steve Fitzsimons, and Mary Jo Yung. Zack Matley is registered as a certified planner by the AICP. Additional staff includes seven technical and six administrative employees.

Disadvantaged Business Enterprise (DBE)

W-Trans is certified as a woman-owned business (DBE) by the California Department of Transportation. A copy of our certification can be provided upon request.



w-trans.com

490 Mendocino Avenue
Suite 201
Santa Rosa, CA 95401
Office 707.542.9500

475 14th Street
Suite 290
Oakland, CA 94612
Office 510.444.2600

1276 Lincoln Avenue
Suite 204
San Jose, CA 95125
Office 650.314.8313

Our strength and focus are on balancing the technical needs and functionality of traffic with the desire of communities to create more livable streets and sustainable transportation systems.

W-Trans Service Areas

- Complete Streets
- Traffic Impacts
- Pedestrian Safety and Design
- Bicycle Facilities
- Safe Routes to School
- Traffic Engineering Design
- Roundabouts
- Traffic Operations
- Municipal Staff Services
- Traffic Safety
- Traffic Calming
- Parking
- Transit

Project Understanding

The Canal Area presents substantial challenges in terms of its parking supply. The residential neighborhood hosts apartments with relatively low rents, some of which are shared by multiple unrelated adults, affordable condominiums, townhomes with a price near mid-range for the area, and single family homes with docks and deep water access. While some of the residences have adequate off-street parking in the form of garages or reserved parking spaces, most of the apartment dwellers have only one dedicated space to serve the two or more vehicles associated with the tenants. Similarly, owners of the condominiums and townhomes use their garages for storage or even living space, thereby increasing use of street parking. The parking needs are further exacerbated by the commercial uses, including automobile repair, market, fast food, and gas stations, that ring the area and also require use of street parking. Finally, while outside the study area, the Marin Health & Wellness Campus at the corner of Kerner Boulevard and Bellam Boulevard may result in some demand for on-street parking during peak periods.

In approaching this project it will be important to identify specific locations where parking is fully used, indicating a need for additional supply. Previous work has indicated that the most intense need for parking is in the core of the area where there is the highest concentration of apartment buildings and commercial uses, but the parking study should be broken down into smaller, more discreet areas so that the source of the demand can be more easily identified.

Once the demand has been mapped, consideration should be given to ideas previously reviewed and evaluated by City staff as well as “twists” on these ideas together with new ideas developed by the consulting team. It appears that traditional solutions may not be palatable to staff, local residents, and/or policymakers, so thinking that is “outside the box” will be critical to reaching workable solutions.

Project Approach

Task 1: Project Management and Coordination

- 1.1 The project manager will attend up to four coordination meetings with City staff in San Rafael. Other members of the consultant team may join in person or participate via telephone or video conferencing. These meetings will be included on the schedule to coincide with decision points in the process.
- 1.2 A project schedule will be prepared using Microsoft Project (or similar format) and provided for review and comment at the kick-off meeting. The schedule will be updated as necessary to reflect any changes to the timeline as discussed with and approved by City staff.

Deliverables: Agendas and Meeting Notes for all coordination meetings; Project Schedule and updates

Task 2: Preliminary Studies and Research

- 2.1 The study area for the parking occupancy counts will be broken down into small sub-areas, such as was done by staff for the prior data collection effort, and a map provided for staff approval prior to initiating data collection.
- 2.2 Data will be collected for each sub-area between 8:00 p.m. and midnight on two weekdays and 2:00 p.m. and 8:00 p.m. on one Saturday on a cycle that allows observation of each segment at least once hourly.
- 2.3 The Project Manager will perform observations during one of the occupancy survey periods to gain familiarity with the area and the findings.
- 2.4 The parking occupancy data will be tabulated to determine the peak occupancy for each area individually as well as for the study area as a whole.
- 2.5 From the data as well as site observations recommendations will be developed for potential measures to both increase parking capacity and reduce parking demand and alleviate existing parking shortages. These preliminary measures will be discussed with staff prior to preparing a written report.
- 2.6 A draft parking study detailing the data collected, observations, findings and recommendations, including graphic presentations of recommendations where appropriate, will be prepared and provided to City staff for review and comment. The report will also include an analysis of the benefits and negative impacts of each alternative together with the cost for each (eight projects and costs estimates are assumed). The alternatives will be presented in a matrix, with each option ranked and preferred option(s) indicated.
- 2.7 The initial draft will be presented to City staff at a meeting with staff only for review and comments.
- 2.8 Comments from staff will be addressed and a public review document prepared.
- 2.9 The Project Manager will prepare for and make a presentation to City Council at a public hearing regarding the process and outcomes.
- 2.10 Input from the public hearing will be incorporated as appropriate and a final parking study produced.

Deliverables: Preliminary draft parking study, Public Review draft parking study, PowerPoint presentation and supporting exhibits, Final parking study

Project Schedule

Canal Neighborhood Parking Study W-Trans Schedule										
Task	10/7/16	10/14/16	10/21/16	10/28/16	11/4/16	11/11/16	11/18/16	11/25/16	12/2/16	12/9/16
2.1-3 Conduct Parking Occupancy Counts & Field Observations	█	█	█							
2.4 Analyze Data				█						
2.5 Develop Preliminary Alternatives				█	█					
2.6 Parking Study Reports						◇	◇	◇		
2.7-10 Present Report to Initial Group and City Council									*	*

LEGEND: * = meeting ◇ = deliverable

Statement of Qualifications

Related Experience

Kaiser Permanente South Sacramento Parking Study – City of South Sacramento

W-Trans conducted a comprehensive parking survey in 2014 of the Kaiser Permanente campus in South Sacramento. Key issues included surveying and developing parking management strategies for patients, staff, visitors and deliveries. The parking lots and garage were individually surveyed to establish peak usage patterns throughout the week. Based on staff shifts, visiting hours, outpatient scheduling, peak parking demand hours, and building access locations, W-Trans made recommendations on how to manage the parking resources in a more efficient manner.
Contact: Yvonne Hobbs, Support Services Administrator, (916) 688-6821 yvonne.hobbs@kp.org

San Bruno CalTrain Area Parking Study – City of San Bruno

W-Trans conducted before and after parking surveys of the CalTrain area in San Bruno in response to concerns about potential on-street parking impacts associated with the relocation of the CalTrain station. Working in collaboration with City staff, a study was defined surrounding the former and current CalTrain station areas so that on-street parking levels could be measured. A report was prepared and presented to the City’s traffic Safety and Parking Committee, with recommendations for future monitoring and parking management strategies if warranted.
Contact: Klara Fabry, Public Service Director, (650) 616-7067, KFabry@sanbruno.ca.gov

Santero Way Traffic and Parking Study – City of Cotati

The traffic impacts and parking needs of a proposed apartment project were evaluated in the context of a mixed use specific plan area near the SMART rail line. While the plan contained lower parking requirements due to the mixed use nature and transit access, the interim condition with only housing resulted in demand that was not consistent with the assumptions in that Plan. Parking occupancy counts were performed to determine demand rates associated with existing apartment dwellers versus the remainder of the housing stock. The analysis

supported the proposed parking supply, which substantially exceeded the minimum required, as being sufficient not only to meet new demands but to offset existing over-capacity conditions.

Contact: Vicki Parker, Community Development Director, (707) 665-3637, vparker@ci.cotati.ca.us

Spinster Inn Trip Generation & Parking Study – City of Santa Rosa

To support an application to expand a small existing restaurant to include hotel rooms and a small retail space without adding on-site parking, W-Trans performed a parking occupancy survey to determine current demand and potential available supply for a two-block area surrounding the project site. Counts were performed at various times of day on both weekdays and weekend days to ensure that worst-case conditions were captured.

Contact: Patrick Streeter, Senior Planner, (707) 543-4323, PStreeter@srcity.org

Vineyard Creek Hotel Expansion – City of Santa Rosa

The potential impacts on traffic operation associated with adding 100 rooms to an existing 155-room hotel were evaluated for the weekday peak hours. Similarly, pedestrian, bicycle and transit access were all evaluated to ensure that upon completion of currently planned facilities as well as those proposed as part of the project, site access would be adequate. The adequacy of parking was evaluated within the framework of the *Downtown Station Area Specific Plan* as well as more detailed shared parking demand concepts based on the sizes and mix of components at the site. The analysis provided support for the City to reduce the parking required on-site and retain a currently undeveloped area for a future building pad in lieu of creating additional parking.

Contact: Patrick Streeter, Senior Planner, (707) 543-4323, PStreeter@srcity.org

In addition to the projects listed above, Mark Spencer also completed the following parking projects while working at another firm.

Downtown Morgan Hill Parking Resources Management Plan – City of Morgan Hill

The Plan's goal is to increase efficiency of available City parking resources and to create a strategy to finance and phase in additional parking over the next twenty years in response to anticipated growth. Key elements of the plan included parking inventory and demand analysis, surveys and outreach to business owners and resident stakeholders, phasing of development and parking needs, integration with the Downtown Plan, and tiered recommendation strategies. Mr. Spencer managed this project and made several presentations to the community and elected officials.

Downtown Salinas Parking Plan – City of Salinas

The *Salinas Parking Plan* was designed to implement paid parking as a strategy to manage parking behavior in the downtown core. The City has experienced a boom in development with a new cinema and museum, and recently added a garage. Among the Plan's key issues are debt service analysis, revenue forecasting, and parking allocation of publicly available spaces for visitors, employees and merchants. The downtown core was analyzed as a series of zones, and a detailed sensitivity analysis of parking location vs. pricing was prepared to assist decision makers with choices regarding fee structure, enforcement requirements, and other related items. Various technology options were considered as part of the plan, including pay stations and automated enforcement. Mr. Spencer managed this project, met with local merchants to ascertain their concerns, prepared the report and made several presentations to the stakeholders.

Santa Clara University Areawide Parking Study – City of Santa Clara

This study evaluated neighborhood parking as well as on campus parking in order to assess the effects of increasing off-campus housing densities on parking. Recommendations included a residential permit parking program, changes in enforcement levels and timing, and other parking management strategies. Mr. Spencer managed this project and made presentations to the community and City Council.

San Jose State University Spartan Stadium Parking & Transportation Plan – City of San Jose

Mr. Spencer led the analysis of parking and traffic issues associated with stadium events including college football and professional soccer. Ingress and egress plans were developed in cooperation with university, city and police personnel. Parking management strategies including targeted enforcement and revisions to the residential permit parking program. The Plan included an Intelligent Transportation Systems element, strategies for small and large events, outreach to the residents, and various information dissemination programs.

Downtown San Jose Parking Guidance System – City of San Jose

The PGS goal is to integrate communications infrastructure with parking management in a downtown core area. Through real-time monitoring of parking in both public and private facilities the City is now able to direct motorists to available parking throughout downtown. Mr. Spencer developed the concept plan for the PGS, including a phasing plan, sign location and content, and integration with the City's traffic management center and ITS program. Mr. Spencer and City staff co-authored several papers on the plan and presented the findings at ITE and TRB Meetings. The initial phase of the PGS is now operational throughout downtown San Jose.

Technical Staff

City of San Rafael Public Works Department
W-Trans
Dalene J. Whitlock, PE, PTOE Principal in Charge
Mark Spencer, TE Project Manager
Shannon Baker Staff Engineer
CSW/Struber-Stroeh
Rich Souza Cost Estimating

Resumes for our professional staff members are provided in **Appendix A**.

Dalene J. Whitlock, PE, PTOE – Principal

Dalene Whitlock is one of the founding Principals, is the President of the company, specializes in traffic impact analysis, and is responsible for quality control for all of W-Trans' services. She is registered as both a Civil and Traffic Engineer by the State of California and also as a Professional Traffic Operations Engineer.



Dalene first applied her 1981 B.S. in Civil Engineering from San Diego State University to the field of traffic engineering as an Assistant Engineer for the County of Marin. She continued her public sector employment with the City of Santa Rosa before joining the private sector in 1992 and becoming a founding partner of W-Trans in 1995.

Through her many years in traffic engineering, Dalene has gained experience in a wide array of areas from safety, capacity, and operational analyses to transportation system design and public involvement. Her communication skills provide a bridge between myriad stakeholders, including policymakers, agency staff, applicants, other consultants, W-Trans staff, and the public, thus allowing diverse opinions to be heard and addressed. Attention to detail is a hallmark of Dalene's work, making Dalene an excellent project manager as well as the firm's quality control officer responsible for review of W-Trans products.

Dalene is very active in the Institute of Transportation Engineers (ITE); she has held elected office at the Section, District and International levels and served as the Finance Chair for the 2010 San Francisco and 2014 Rapid City Western District annual meetings. She is currently the District Administrator for the Western District, and at the International level she is the Chair of the Transportation Expert Witness Council, Chair of the Student Activities Award Committee, and Secretary of the Student Traffic Bowl Committee.

Mark Spencer, PE – Principal

Mark Spencer is a Principal and manager of the Oakland office, focuses on traffic analysis for multi-disciplinary projects, and excels at community engagement. He is registered in California as a Traffic Engineer.



Mark holds a B. Eng. in Civil Engineering from McGill University and an M.S. in Civil Engineering from the University of California at Berkeley. He has been working as a consultant in the Bay Area since 1990, and joined W-Trans in 2011. His work includes managing a wide array of transportation planning projects, from EIRs and Specific Plans to parking studies and neighborhood traffic management plans. He is often invited to present projects before community forums and elected officials, and is recognized for his ability to present technical topics to both general and professional audiences. When asked what he does for a living, Mark will typically respond that, through transportation, he works to make communities better, safer and more livable. He also enjoys his role in mentoring and training staff.

Mark has been an active member of ITE since he was a Student Chapter President "back in the day" and then as an elected officer in the San Francisco Bay Area Section. He was Chair of the 2010 ITE Western District Annual Meeting in San Francisco, and was elected to the Western District Board in 2014. He is currently the ITE Western District Vice President, and an Executive Board Member of the ITE International Transportation Consultants Council. Mark has presented papers at ITE and TRB Meetings on topics ranging from ITS to Parking Guidance Systems and ADA Training for Professionals.

Shannon Baker – Assistant Planner

Shannon Baker is an Assistant Planner who provides support on a range of project types including circulation plans, parking studies, GIS mapping, and traffic impact analyses.



Shannon Baker graduated from California Polytechnic State University, San Luis Obispo in 2016 with a dual M.S. degree in City and Regional Planning and Transportation Engineering. She also holds a B.A. degree in Environmental Studies from UC Santa Barbara. During her senior year at UCSB Shannon interned at Santa Barbara County's Planning Department where she gained experience in both the current and long-range planning processes. While completing her Master's degree, Shannon interned for a private environmental planning consulting firm on California's central coast and Santa Barbara's Housing Authority. Shannon also led the community outreach efforts for her capstone specific plan and general plan projects at Cal Poly. She has been an active member of the American Planning Association and held the Student Representative position on California's APA State Board from 2014-2015. Shannon interned at W-Trans during the summer of 2015 and accepted a full time position as an Assistant Planner following her graduation in the fall of 2015. Shannon's unique combination of experience and education has given her expertise in planning, community development, and transportation engineering. Shannon hopes to use her knowledge of planning and engineering to help create multi-modal communities and encourage sustainable transportation practices.

Subconsultant

CSW/ST2 provides Civil Engineering and related design services throughout Northern California.

Richard Souza, PE

Rich has 19 years professional engineering experience; 15 of which include working for CSW|ST2. Rich has worked with many local Marin County cities and other public agencies performing a multitude of engineering design, review, cost estimating, and construction support services. He is highly experienced in providing cost estimates for roadway, sidewalk and parking facility projects. Rich is currently working with the City of San Rafael on the Freitas Parkway and Las Gallinas intersection project.

Manuel T. Freitas Parkway and Las Gallinas Intersection – City of San Rafael

CSW|ST2 is under contract as the prime consultant with the City of San Rafael to redesign this busy intersection. Our scope of work is to provide project management, preliminary analysis, environmental permitting, cost estimates, construction documents, bidding, and construction administration support. The design of the project will meet all applicable City, County, Caltrans and ADA requirements. Preparation of required California Environmental Quality Act (CEQA) documents and all required environmental permitting assistance is also included.

Contact: Kevin McGowan, Assistant Director of Public Works, (415) 485-3356,
Kevin.McGowan@cityofsanrafael.org

Almonte/Shoreline TAM Junction Pedestrian and Bicyclist Pathway Improvements – County of Marin

CSW|ST2 lead the design team and working with TAM and Caltrans to prepare a complete project plan, including engineers estimate of probable cost, for proposed pedestrian and bicyclist pathway improvements in the business corridor of Tam Valley integrating the Caltrans and TAM projects. The project area begins at the newly installed sidewalk from the Coyote Creek pedestrian bridge along the southwesterly portion of Shoreline Highway to the Gibson Avenue/Flamingo Road intersection. Additionally, the project area includes localized ADA improvements in the Manzanita Park & Ride lot and along Shoreline Highway (from Highway 101 west 700 feet to end of sidewalk at hotel driveway approach). As the project lead, we coordinated and managed the team.

Contact: Dan Cherrier, Project Manager, TAM, (415) 226-0829, dcherrier@tam.ca.gov

Appendix A

Professional Staff Resumes





Dalene J. Whitlock, PE, PTOE
Principal

Dalene Whitlock is one of the founding Principals, is the President of the company, specializes in traffic impact analysis, and is responsible for quality control for all of W-Trans' services. She is registered as both a Civil and Traffic Engineer by the State of California and also as a Professional Traffic Operations Engineer.

Dalene first applied her 1981 B.S. in Civil Engineering from San Diego State University to the field of traffic engineering as an Assistant Engineer for the County of Marin. She continued her public sector employment with the City of Santa Rosa before joining the private sector in 1992 and becoming a founding partner of W-Trans in 1995.

Through her many years in traffic engineering, Dalene has gained experience in a wide array of areas from safety, capacity, and operational analyses to transportation system design and public involvement. Her communication skills provide a bridge between myriad stakeholders, including policymakers, agency staff, applicants, other consultants, W-Trans staff, and the public, thus allowing diverse opinions to be heard and addressed. Attention to detail is a hallmark of Dalene's work, making Dalene an excellent project manager as well as the firm's quality control officer responsible for review of W-Trans products.

Dalene is very active in the Institute of Transportation Engineers (ITE); she has held elected office at the Section, District and International levels and served as the Finance Chair for the 2010 San Francisco and 2014 Rapid City Western District annual meetings. She is currently the District Administrator for the Western District, and at the International level she is the Chair of the Transportation Expert Witness Council, Chair of the Student Activities Award Committee, and Secretary of the Student Traffic Bowl Committee.

Education

BS in Civil Engineering
San Diego State University, 1981

BA in Physical Science
Westmont College, Santa Barbara, 1981

Affiliations/Activities

Institute of Transportation Engineers (ITE)
Fellow

Transportation Expert Witness Council
Chairman 2015-Present

Student Traffic Bowl Committee Secretary
2015-Present

Western District Administrator 2015-Present

International Director 2010-2012

Western District President 2006-2007

Bay Area Section President 2002-2003

ITE North Bay Transportation Forum
Past Chairman

Women's Transportation Seminar
Member

Traffic Engineer Registration Testing
Test Preparation Participant

Registration

Civil Engineer #38942 (CA)

Traffic Engineer #1552 (CA)

Professional Traffic Operations Engineer #343

Professional History

1995-Present
W-Trans (Principal/Owner)

1992-1994
TJKM Transportation Consultants

1987-1992
City of Santa Rosa

1986-1987
County of Marin

Representative Projects

Project Management

- Bay Area Rapid Transit (BART) – Traffic Control Plans
- Cotati – Traffic Impact Fee Update

Areawide Planning Studies and EIRs

- Eureka – General Plan Update
- Humboldt County – Southern Humboldt Community Park
- Windsor – General Plan Update

Bicycles and Pedestrians

- Healdsburg – Bike Map
- Petaluma – Safe Routes to School Plan

Complete Streets

- Cloverdale – Cloverdale Boulevard Traffic Calming Evaluation
- San Rafael – Davidson Middle School Safe Routes to School

Traffic Operation

- Healdsburg – Engineering & Traffic Surveys
- San Rafael – Bellam/I-580 Ramp Operational Analysis
- Santa Rosa – Safeway Fuel Center Access
- Sonoma County – Larkfield Center Traffic Signal Warrants

Municipal Staff Services

- American Canyon – On-Call Traffic Engineering Services
- Corte Madera – Tamal Vista Development Options Analysis

Traffic Engineering Design

- *Napa County* – Napa County Jail Access
- *Petaluma* – Left-Turn Signal Modification
- *Rohnert Park* – Snyder Lane Widening Project Peer Review
- *Woodland* – Kentucky Avenue Widening and Complete Streets

Expert Witness

- *Belvedere* – Braskamp v. Marin Municipal Water District
- *Fort Bragg* – Dease v. City of Fort Bragg and Lyon

Traffic Impacts

- *Napa* – Justin Siena Master Plan
- *Sonoma and Napa Counties* – Bella Vineyards, Bouchaine Vineyards, Domaine Carneros Winery, Girard Winery, Sara Lee Winery, Schug Winery, V. Sattui Winery, Viansa Winery, and Vinwood Cellars

Parking

- *Sonoma County* – Science of the Souls Study Center Event Facility
- *Windsor* – Richardson Apartments Parking Study



Mark E. Spencer, PE Principal

Mark Spencer is a Principal and manager of the Oakland office, focuses on traffic analysis for multi-disciplinary projects, and excels at community engagement. He is registered in California as a Traffic Engineer.

Mark holds a B. Eng. in Civil Engineering from McGill University and an M.S. in Civil Engineering from the University of California at Berkeley. He has been working as a consultant in the Bay Area since 1990, and joined W-Trans in 2011. His work includes managing a wide array of transportation planning projects, from EIRs and Specific Plans to parking studies and neighborhood traffic management plans. He is often invited to present projects before community forums and elected officials, and is recognized for his ability to present technical topics to both general and professional audiences. When asked what he does for a living, Mark will typically respond that, through transportation, he works to make communities better, safer and more livable. He also enjoys his role in mentoring and training staff.

Mark has been an active member of ITE since he was a Student Chapter President "back in the day" and then as an elected officer in the San Francisco Bay Area Section. He was Chair of the 2010 ITE Western District Annual Meeting in San Francisco, and was elected to the Western District Board in 2014. He is currently the ITE Western District President, and an Executive Board Member of the ITE International Transportation Consultants Council. Mark has presented papers at ITE and TRB Meetings on topics ranging from ITS to Parking Guidance Systems and ADA Training for Professionals.

Education

MS in Civil Engineering

University of California, Berkeley, 1989

B. Eng. in Civil Engineering

McGill University, Montreal, Canada, 1988

Affiliations/Activities

Institute of Transportation Engineers (ITE)

Fellow

President, *Western District Board*, 2016-2017

Chair, *ITE Western District Annual Meeting*,
San Francisco, 2010

Bay Area Section President, 2003-2004

Transportation Consultants Council

Executive Board

2012-Present

South Bay Transportation Officials

Association

President, 2000

Registration

Traffic Engineer #1737 (CA)

Professional History

2011-Present

W-Trans

1990-2011

DKS (Principal)

Publications and Presentations

ADA Design vs. Practicality: Training Engineers to Go Beyond the Manuals, with L. Lim-Tsao, presented at the ITE Western District Annual Meeting, Anchorage, AK, July 2011

Implementation of San Jose's Parking Guidance System, with J. West, presented at the TRB Annual Meeting, Washington, DC, January 2004 and published in *Transportation Research Record, Journal of the Transportation Research Board*, No. 1886, 2004

Merging ITS Into the Santa Clara County Transportation Plan 2020, with C. Emoto, presented at the ITE Annual Meeting, Las Vegas, NV, August 1999

Spartan Stadium Parking and Transportation Plan, with D. Dagang and J. Harrison, presented at the ITE District 6 Annual Meeting, San Jose, CA, July 1998

Representative Projects

CEQA EIR/NEPA EIS

- *BART* – Segment 2 Seismic Retrofit Program EIR/EIS
- *Fremont* – Ohlone College Master Facilities Plan EIR
- *Menlo Park* – Facebook Campus EIR, 1300 El Camino Real EIR and 500 El Camino Real EIR
- *Oakland* – Creekside EIR

Transportation Planning

- *Belmont* – Ralston Avenue Complete Streets Corridor Study
- *Campbell* – Dell Avenue Area Plan and EIR
- *Fremont* – State Route 84 Truck Restriction Study
- *Hercules, San Bruno, Fremont & Belmont* – General Plan Circulation Element Updates
- *Santa Clara County* – Silicon Valley Main Street Best Practices Study
- *Walnut Creek* – Shadelands Gateway Specific Plan

School Traffic and Parking Studies

- *Atherton* – Sacred Heart Schools Master Plan Transportation Analysis
- *Menlo Park* – Oak Knoll and Encinal School Safe Routes to School Plans
- *San Jose* – Franklin Elementary School Access Improvements

Parking Studies

- *Morgan Hill* – Downtown Parking Management Plan
- *San Jose* – Parking Guidance System
- *Santa Clara* – Santa Clara University Parking Study
- *VTA* – El Camino BRT Parking Analysis

Traffic Impact Studies

- *Alameda* – Fire Station No. 3 Relocation Study
- *Oakland* – Jackson School and Contrada Traffic Impact Studies
- *San Jose* – Tully Road Ball Fields, SJIA Master Plan EIR/EIS Traffic Studies
- *South San Francisco* – Centennial Village Transit Oriented Development

On-Call Traffic Engineering Services

- *Albany* – Development and design review
- *El Cerrito* – Engineering and Traffic Surveys
- *Menlo Park* – Development project and policy consistency analysis, mitigation plan review
- *Pleasanton* – Traffic impact studies of mixed-use developments
- *San Bruno* – Traffic signal and stop sign warrants, traffic calming toolkit



Shannon Baker

Assistant Planner

Shannon Baker is an Assistant Planner who provides support on a range of project types including circulation plans, parking studies, GIS mapping, and traffic impact analyses.

Shannon Baker graduated from California Polytechnic State University, San Luis Obispo in 2016 with a dual M.S. degree in City and Regional Planning and Transportation Engineering. She also holds a B.A. degree in Environmental Studies from UC Santa Barbara. During her senior year at UCSB Shannon interned at Santa Barbara County's Planning Department where she gained experience in both the current and long-range planning processes. While completing her Master's degree Shannon interned for a private environmental planning consulting firm on California's central coast and Santa Barbara's Housing Authority. Shannon also led the community outreach efforts for her capstone specific plan and general plan projects at Cal Poly. She has been an active member of the American Planning Association and held the Student Representative position on California's APA State Board from 2014-2015. Shannon interned at W-Trans during the summer of 2015 and accepted a full time position as an Assistant Planner following her graduation in the fall of 2015. Shannon's unique combination of experience and education has given her expertise in planning, community development, and transportation engineering. Shannon hopes to use her knowledge of planning and engineering to help create multi-modal communities and encourage sustainable transportation practices.

Education

MS in City and Regional Planning and Transportation Engineering
California Polytechnic State University,
San Luis Obispo, 2016

BA in Environmental Studies
University of California,
Santa Barbara, 2013

Affiliations/Activities

American Planning Association (APA)
Member

Professional History

2015-Present
W-Trans

2014
Santa Barbara County Housing Authority

2013
SCS Tracer Environmental

2012-2013
County of Santa Barbara (Intern)

Representative Projects

Traffic Impacts

- *Napa County* – Cuvaision Winery Traffic Impact Study
- *Petaluma* – Labcon Expansion Traffic Impact Study
- *Rohnert Park* – Stadium Lands/Labath Site Traffic Impact Study
- *Santa Rosa* – Vineyard Creek Hotel Expansion Study
- *Santa Rosa* – The Farmstead Traffic Impact Study
- *Sebastopol* – Sebastopol Hotel Traffic Impact Study
- *Sonoma County* – Donum Estate Winery Traffic Impact Study

Bicycle and Pedestrian Safety and Design

- *Santa Cruz* – Monterey Bay Scenic Trail Crossing Location Evaluation
- *Santa Rosa* – Sebastopol Road Townhomes Bicycle/Pedestrian Crossing Analysis

Parking

- *Calistoga* – Calistoga Hills Parking Study
- *Cotati* – Santero Way Traffic and Parking Study
- *Healdsburg* – NuForest Site Redevelopment Study
- *Napa* – Embassy Suites Hotel Expansion Traffic and Parking Study
- *Santa Rosa* – Vineyard Creek Hotel Expansion Study

Traffic Operations

- *Emeryville* – 6701 Shellmound Transportation Demand Management Program
- *Redwood City* – 801 Brewster Transportation Demand Management Program

Background

Richard Souza has 19 years professional engineering experience and ten years of experience in construction management of large projects throughout Northern California. His experiences include civic facilities, facility assessments and cost estimating, ADA compliance, commercial and residential water and wastewater system design using alternative and innovative technologies, infrastructure/utility design, and transportation projects such as multi-use pathways, streets and highway projects for local and state agencies. In addition Rich's experience includes project management, construction management and design team coordination. Rich is certified serves as our office's advocate for Sustainable Design and Business Practices and was instrumental in obtaining our firm's designation as a Certified Green Business in the County of Marin.

Selected Project Experience

City of Sausalito Downtown Parking Improvements - Sausalito, California. CSW|ST2 provided civil engineering and survey services in support of the City's plan to redesign the downtown parking to be more accommodating to traffic and provide pedestrian ADA access to the waterfront. Our scope of services included a topographic and boundary survey of the City of Sausalito Downtown Public Parking Lots 1 through 4, locating boundary lines of City owned and public owned parcels, as well as topographic features, including existing trees, curb & gutter, parking meters, striping, and pay boxes. CSW|ST2 also provided civil design and engineers estimates for anticipated cost for street entrances, curb & gutter, drainage and sidewalk rehabilitation.

City of Sausalito Capital Improvements On-Call - Sausalito, California. CSW|ST2 has been awarded an on-call contract to provide capital improvements for close to 70 streets within the City of Sausalito. We are providing civil engineering design, field observation, engineers estimates for anticipated costs and survey services for numerous projects which include the following: annual street repair program; ADA right-of-way improvements; sidewalk repair; guardrail design; storm drain design; and striping maintenance. CSW|ST2 is responsible for providing design plans and specifications as well as coordination with the City and outside agencies. Rich serves as the project manager for this contract.

TAM Junction Pedestrian and Bicyclist Pathway Improvements - Marin County, California. CSW|ST2 lead the design team and working with TAM and Caltrans to prepare a complete project plan, including engineers estimate of probable cost, for proposed pedestrian and bicyclist pathway improvements in the business corridor of Tam Valley integrating the Caltrans and TAM projects.

The project area begins at the newly installed sidewalk from the Coyote Creek pedestrian bridge along the southwesterly portion of Shoreline Highway to the Gibson Ave/Flamingo Rd intersection. Additionally, the project area includes localized ADA improvements in the Manzanita Park & Ride lot and along Shoreline Hwy (from Hwy 101 west 700' to end of sidewalk at hotel driveway approach). As the project lead, we are coordinating and managing the team.

RICH SOUZA, P.E.
Civil Engineer**Education**

B. S. - Civil & Environmental
Engineering
University of California
Davis, California, 1997

Registration

Civil Engineer
California R.C.E. #67892

QSD/QSP Certificate #01207

(Rich Souza, P.E., continued)

Tennessee Valley/Manzanita Pathway - Marin County, California.

CSW|ST2 was the design professional in charge of a new pathway project to connect the Sausalito Marin pathway with facilities in Tennessee Valley, in Marin County. The pathway incorporates boardwalks, levee type pathways, cantilevered decks, roadside circulation elements, and a pedestrian bridge with a 100 ft. span. Specifically, CSW|ST2's role was to design the facilities to accommodate soil conditions disclosed by the geotechnical engineer, provide ADA access designs, engineers estimates for anticipated costs and coordinate public outreach.

Bridgeway Boulevard Capital Improvements - Sausalito, California.

CSW|ST2 provided civil engineering design and engineers estimates for anticipated costs services for ADA improvements and a signing and striping plan for Bridgeway Boulevard. The project involved installing ADA ramps and some sidewalk improvements for about a ¼ mile section of this main street in Sausalito. Rich serves as the project manager for this project.

Johnson Street Capital Improvements - Sausalito, California.

CSW|ST2 provided civil engineering design, engineers estimates for anticipated costs, field observation and survey services for the rehabilitation of Johnson Street in Sausalito. The project involved removing existing concrete roadway, replacing about 500 feet of sewer main, lining and rehabilitating storm drain lines, installing asphalt roadway and overlays. Rich served as the project manager for this project.

Bee Street Capital Improvements - Sausalito, California.

CSW|ST2 provided civil engineering design services and engineers estimates for anticipated costs for the rehabilitation of Bee Street in Sausalito. The project involved removing existing concrete roadway, replacing about 500 feet of sewer line, lining and rehabilitating storm drain lines, installing asphalt roadway and overlays. Rich served as the project manager for this project.

Paradise Beach County Park, Marin County Parks - Tiburon, California.

This 19-acre property was formerly a part of the US Navy Net Depot Annex. An existing sea wall at the park has deteriorated and is in need of replacement. CSW|ST2 is leading a team of consultants to provide the County of Marin, based on the County's preferred design concept, required land survey work, 10-15% design drawings (plans, sections, details, etc.), specifications, engineers estimates for anticipated cost and other documents necessary to achieve regulatory agencies acceptance, CEQA requirements and potential grant funding requirements. The design includes seawall and location of beach abutments along with locations of proposed pathways, connections, utilities, structures, picnic areas, and other site amenities. In addition, prepare base map locating existing water system features, including property lines, topography, structures, pathways, utilities, trees, and existing vegetation. Also provide updated cost estimates to a total project cost level and a design, permitting and construction timeline.