



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Jeremy Dennis, Town Manager

**DATE:** September 8, 2021

**RE:** Evacuation Study RFP Award

### **RECOMMENDATION**

Staff recommends that the Town Council approved a proposal from Fehr & Peers to conduct an evacuation study for Portola Valley.

### **BACKGROUND**

In May 2021, the Town Council reviewed an RFP for emergency evacuation planning traffic engineering services (Attachment 1). The purpose of this study is to provide modeling on the length of time various evacuation scenarios may take to complete and examine the Town's physical infrastructure to determine if there are any road/right-of-way improvements that may improve evacuation times. The RFP provided the following scope of work:

- Meet and confer with Town staff to gain an understanding of the Town's existing evacuation planning efforts, including review of the Town's General Plan, and recent, relevant state law changes, with focus on *policies and implementation programs recommended for incorporation into the Circulation and Safety Elements project to provide compliance with SB 99 and AB 747*
- Develop the appropriate data assumptions to construct evacuation modeling for various times of day/week
- Conduct a community risk assessment on traffic-related items, including a comprehensive review of the Town's road infrastructure, paying close attention to those elements that may impede an evacuation order
- Work with Zonehaven to ensure compatibility and usefulness of collected data
- Engage the community on their concerns and ideas
- Provide assumptions on population, number of vehicles, and other data that will be imported into the Zonehaven tool to support evacuation simulation and planning efforts

- Present the plan and associated documents to the Town's Emergency Preparedness and Wildfire Preparedness Committees, and Town Council.

Such studies are quite rare, with staff only aware of a few having been completed in the western United States at the time of this staff report. While much work has been published to support longer-term hurricane evacuations on the East Coast, only Ashland, Oregon, and Mill Valley, CA have attempted such work.

## **DISCUSSION**

The Town received two responses to the RFP. Staff worked with Dale Pfau, Chair of the Emergency Preparedness Committee and Chair of the Evacuation Subcommittee of the Wildfire Preparedness Committee, to prepare both the RFP and review the responses.

Staff recommends that the Town Council award the contract for the evacuation study to Fehr & Peers and their team. Fehr & Peers is a nationally-recognized traffic engineering firm that is preparing a similar report for the City of Rancho Cucamonga, CA.

The study will review a variety of state requirements, provide for at least three evacuation scenarios, and provide information for the ongoing Safety Element update (Attachment 2).

It is anticipated that the study will be complete in the winter of 2022.

## **FISCAL IMPACT**

Staff and Fehr & Peers estimate that the study will cost \$65,000, with an additional \$10,000 contingency. This expenditure is budgeted in the Revised FY 2021-22 budget.

## **ATTACHMENT**

1. Evacuation Study RFP (May 2021)
2. Fehr and Peers RFP Response

TOWN OF PORTOLA VALLEY  
REQUEST FOR PROPOSALS  
EMERGENCY EVACUATION PLANNING  
TRAFFIC ENGINEERING SERVICES

(SUBMITTAL DEADLINE –June 30, 2021, 5:00 P.M.)

### INTRODUCTION

The Town of Portola Valley proposes to engage the services of a consultant to provide traffic engineering services to support the Town's efforts to facilitate and design an emergency evacuation plan to ensure the safe evacuation of all or part of the community in the event of a wildfire.

### BACKGROUND

The Town of Portola Valley is a general law city incorporated in 1964 and operates under a Council-Manager form of government. The Town serves a population of approximately 4,500 and is located in San Mateo County. The governing body is a five-member Town Council composed of five Council members all of whom are elected at-large and serve four-year terms. Town staff is comprised of 15 full time employees.

The Town provides administration, finance, planning, building, and public works. Police services are provided by San Mateo County Sheriff and Fire Protection services are provided by Woodside Fire Protection District.

The Town's emergency/safety planning efforts include preparing for wildfires. As wildfire risk increases for northern California communities, the Town has increased its efforts to support wildfire resiliency, improvement communications with residents and visitors, and other related activities.

The Town's Safety and Circulation Elements of the General Plan includes information about evacuation Portola Valley in an emergency, and these sections will be updated as part of the 2022 Safety Element update mandates by the State. The Town has begun utilizing Zonehaven, supported by San Mateo County fire chiefs, as a simulation and planning tool for evacuations.

This RFP will support the creation of an Evacuation Plan for Portola Valley.

### Scope of Work

Meet and confer with Town staff to gain an understanding of the Town's existing evacuation planning efforts, including review of the Town's General Plan, and recent, relevant state law changes, with focus on *policies and implementation programs recommended for incorporation into the Circulation and Safety Elements project to provide compliance with SB 99 and AB 747*

Develop the appropriate data assumptions to construct evacuation modeling for various times of day/week

Conduct a community risk assessment on traffic-related items, including a comprehensive review of the Town's road infrastructure, paying close attention to those elements that may impede an evacuation order

Work with Zonehaven to ensure compatibility and usefulness of collected data

Engage the community on their concerns and ideas

Provide assumptions on population, number of vehicles, and other data that will be imported into the Zonehaven tool to support evacuation simulation and planning efforts

Present the plan and associated documents to the Town's Emergency Preparedness and Wildfire Preparedness Committees, and Town Council.

### PROPOSAL FORMAT

The Proposal should include the minimum information requested below in the order listed. Additional information, if provided, should be separately identified in the proposal.

- Cover letter on company's letterhead summarizing the proposal and signed by an individual authorized to execute legal documents on behalf of the proposer including:
  - A summary of the qualifications of the firm to perform the services described herein, including, but not necessarily limited to:
    - The firm's previous experience in performing similar services for other municipalities;
    - The firm's ability to produce the required product in a timely fashion and the ability to present any necessary reports or studies to elected officials and/or the general public.
- The proposal shall contain the following: 1) Legal name and address of company; and 2) Legal form of company (partnership, corporation, joint venture, etc.). If joint venture, identify the members of the joint venture and provide all information required under this section for each member.

- If the company is wholly owned subsidiary of a “parent company”, identify the “parent company.”
- Description of the Project Team. The names, title and qualifications (resumes) of the proposed project manager and support staff and subcontractors who will be conducting the work on this assignment, including their experience and projects in which they had “hands on” responsibility and length of time with the firm. The selected consultant shall not substitute the project manager without prior approval of the Town. The project manager will be expected to be fully involved and conversant in the details of the project on a day-to-day basis.
- Scope of work for the project (a description of the work program including a description of the deliverables and activities).
- Description of the extent to which Town staff support will be required.
- Outline the proposed work plan for each project.
- Proposed project schedule, including estimated length of project.
- Project Budget– a description of the project budget itemized according to individual tasks.
- Project budgets should include:
  - A project schedule for each study with activities, milestones, and deliverables; and
  - Project budgets for each study defined, at minimum, as follows:
    - Labor rates for all project team members;
    - General overhead rates; and
    - Costs for expenses such as printing, travel and attendance at meetings.
- The consultant shall present a specific “not to exceed” fixed fee, including associated fees (i.e., printing costs, attendance at meetings, travel). A requested payment schedule should accompany the work schedule. Each phase of work should have an itemized budget including labor costs and expenses for each piece of work. The proposal should include staff hourly rates.
- Proposed services to be sub-consulted, anticipated subcontractors and anticipated cost for these services.

- A list of references from other municipalities for similar projects including the name of the organization and the primary contact person(s).
- Exceptions to the Town's Form Services Agreement.

Any proposal not containing full and complete responses to the above minimum elements will be deemed unresponsive to the RFP. All late and unresponsive proposals will be set aside by the review panel and eliminated from further consideration. Only those submissions responsive to this RFP and submitted by the deadline noted below will be evaluated by the review panel and presented (one proposal) to the Town Council as appropriate.

Five (5) bound copies of the respondent's proposal shall be submitted by no later than 5:00 p.m., June 30, 2021.

#### AVAILABLE BUDGET/CONTRACT

The Town wishes to negotiate a fixed price contract with a "not to exceed" dollar total based on a clearly defined scope of work. It should be noted that the selected consultant(s) shall be required to carry Worker's Compensation and General Liability Insurance in the amount to be determined by the Town Manager.

Selected prospective consultant shall be required to participate in negotiations with the Town staff and execute a contract for professional services.

#### SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

- Thoroughness and understanding of the tasks to be completed.
- Background and experience in organizational analysis evaluation.
- Staff expertise and overall experience of personnel assigned to the work.
- Time required to accomplish the requested services.
- Responsiveness to requirements of the project.
- Recent public sector experience, preferably in a municipal setting, conducting similar studies.
- Costs.

#### REVISION TO THE RFP

The Town reserves the right to revise the RFP prior to the date that proposals are due. Revisions to the RFP shall be faxed and/or e-mailed to all potential proposers. The Town reserves the right to extend the date by which the proposals are due.

#### DISCRETION AND LIABILITY WAIVER

The Town reserves the right to exercise discretion and apply its judgment with respect to any proposals submitted.

The Town reserves the right to reject all proposals, either in part or in its entirety, or to request and obtain, from one or more of the consulting firms submitting proposals, supplementary information as may be necessary for Town staff to analyze the proposals pursuant to the consultant selection criteria contained herein.

The Town may require consultants to participate in additional rounds of more refined submittals before the ultimate selections of a consulting team(s) are made. These rounds could encompass revisions of the submittal criteria in response to the nature and scope of the initial proposals.

The consultant, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP. Although, it is the Town's intent to choose only a small number of the most qualified consulting teams to interview with the Town, the Town reserves the right to choose any number of qualified finalists.

This RFP does not commit the Town to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to this RFP or to procure or contract for work.

All proposals submitted in response to this RFP become the property of the Town and public records and, as such, may be subject to public review.

The Town reserves the right to cancel, in part or in its entirety, this RFP including, but not limited to: selection procedures, submittal date, and submittal requirements. If the Town cancels or revises the RFP, all proposers will be notified by fax and or e-mail.

### INSURANCE REQUIREMENTS

The consultant shall demonstrate the willingness and ability to provide the required insurance coverage as set forth below within ten calendar days of notification of selection for award of this Agreement.

The selected firm(s) will be required to carry, and provide certificates of insurance for, general and automobile liability insurance as follows:

- General Liability                      \$1,000,000 minimum per occurrence
- Automobile Liability                \$1,000,000 minimum per occurrence
- Worker's Compensation            Statutory Limits

The General Liability Insurance is to contain or be endorsed to the name of the Town, its officers, officials, employees, and agents as Additional Insured as respects liability arising out of the activities performed in connection with this contract. The coverage shall be primary and shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the

limits of the insurer's liability. Original endorsements, signed by a person authorized to bind coverage on its behalf, shall be furnished to the City by the successful firm.

Worker's Compensation policies are to be endorsed to include a waiver of subrogation against the Town, its officers, officials, employees, and agents.

Insurance required herein is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise approved by the Town Manager. All endorsements are to be received and approved by the Town prior to the commencement of any work.

The successful consultant will be required to enter into a Service Agreement with the Town. A draft agreement is attached, and the proposal should list any exceptions to the agreement terms.

### DIRECTIONS FOR DELIVERY OF THE PROPOSAL

Proposals shall clearly be identified as "Response to Request for Proposals for Emergency Evacuation Planning Traffic Engineering Services".

Five (5) bound copies of the proposal in a "sealed" envelope shall be delivered no later than 5:00 p.m. on June 30 at 5:00 P.M.

Proposals may be delivered by express mail, regular mail, or in person, at the office of:

Jeremy Dennis, Town Manager  
Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028

E-Mail: [jdennis@portolavalley.net](mailto:jdennis@portolavalley.net) (preferred)  
Telephone: (650) 851-1700, extension 215



June 30, 2021

Jeremy Dennis, Town Manager  
Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028

**Subject: Proposal to Provide Emergency Evacuation Planning Traffic Engineering Services**

Dear Mr. Dennis:

We are pleased to provide this proposal to provide traffic engineering services to support the Town of Portola Valley in its efforts to facilitate and design an emergency evacuation plan. This includes the preparation of an evacuation traffic management plan.

As a firm that has been headquartered in the Bay Area since its inception over 35 years ago, **Fehr & Peers** is the largest firm in Northern California that focuses exclusively on transportation planning and traffic engineering, with 120 staff in six offices. We are currently the transportation lead for a team that is working to update the California Fire Safe Development Regulations for the CA Department of Forestry and Fire Protection. We are also providing or have provided emergency evacuation services for the cities of Santa Barbara, Rancho Cucamonga, and Montecito. Fehr & Peers also brings experience developing and monitoring transportation management plans for major event centers including Chase Center (Golden State Warriors), Golden One Center (Sacramento Kings), and the Oakland-Alameda Coliseum complex (originally for the Oakland A's, Raiders, and Warriors).

For this effort, we have partnered with **Parisi Transportation Consultants** to supplement local traffic engineering expertise. Fehr & Peers and Parisi Transportation Consultants recently partnered to prepare the Marin County Travel Safety Plan that developed safety improvements for the unincorporated county and all 11 cities.

Key staff for the Fehr & Peers team include the following principals who will all have a hand in presenting information and engaging with community members at key milestones during the study process.

- Bob Grandy, senior principal in Fehr & Peers' San Francisco office, will serve as project manager and point of contact throughout the study
- Jason Pack, who oversees Fehr & Peers' evacuation planning work, will serve as senior advisor
- David Parisi, president of Parisi Transportation Consultants, will lead the identification of traffic-related evacuation improvements

The following proposal includes a description of our team experience, a work plan, study budget, references, and requested agreement exceptions. As senior principal in our San Francisco office, I am authorized to execute a contract for this study on behalf of Fehr & Peers. This proposal is a firm offer good for 90 days from the submission date.

Our mission is to empower every employee to develop effective and innovative transportation solutions that **improve communities.**



P21-2171-SF

Bob Grandy, TE  
Principal

FEHR & PEERS

Sincerely,

We appreciate the opportunity to submit this proposal and to serve the Town in this important endeavor. If you have any questions, please call me at 415-426-2520 or contact me at [b.grandy@fehrandpeers.com](mailto:b.grandy@fehrandpeers.com).

Jeremy Dennis, Town Manager  
Town of Portola Valley  
June 30, 2021  
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# Emergency Evacuation Planning Traffic Engineering Services

Prepared for:

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Town of Portola Valley

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June 30, 2021

P21-2171-SF

FEHR  PEERS

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# Appendices

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# I. Project Team

## a. Fehr & Peers' Firm Profile

Fehr & Peers is an S-Corporation established in 1985. The legal name, address, and telephone number of our San Francisco office that will be leading this study is listed below:

Fehr & Peers – 345 California Street, Suite 450, San Francisco, CA 94104

Direct line for Bob Grandy – (415) 426-2520

## b. Team Composition

For this effort, Fehr & Peers has partnered with **Parisi Transportation Consultants** for local traffic engineering expertise.

**Parisi Transportation Consulting**, with offices in Mill Valley and Berkeley, provides transportation planning and engineering services throughout the Bay Area, primarily for public sector clients such as the Town of Portola Valley. Parisi's services include traffic engineering, transportation planning, and planning and design services for pedestrians and bicycles, Safe Streets, and Complete Streets. Additionally, Parisi provides emergency evacuation planning services. Parisi is known for involving communities and developing innovative multimodal solutions.

## Fehr & Peers Services

- Evacuation Planning
- Traffic Management Plans
- Safety Studies
- Traffic Control & Management Plans
- Traffic Operations & ITS
- Complete Streets & Streetscape projects
- Conceptual Engineering & Feasibility Assessments
- Bicycle/Pedestrian Planning and Design
- Street, Walkway & Bikeway Lighting Systems
- Pavement Delineation
- Traffic Calming Devices
- Roundabouts
- Smart Growth Planning
- Land Use & Transportation Planning
- Traffic Engineering Design
- Signing & Striping Design
- Sustainable Transportation
- Travel Demand Forecasting
- Traffic Calming
- Traffic Signal Design & Coordination
- Parking Analysis
- Signal Interconnect Systems

## c. Fehr & Peers Firm Overview

At Fehr & Peers, we are passionate about transforming transportation consulting through innovation and creativity. We derive inspiration by partnering with communities to understand and shape local transportation futures tailored to diverse needs. We differentiate ourselves by investing in research and development and have evolved our approach to analyzing travel patterns during an evacuation event to provide a better understanding of conditions that more closely reflect reality.

Our longstanding practice areas of travel behavior forecasting, traffic engineering, and operations analysis underpin our approach to evacuation planning. We continue to develop innovative methods that consider the range of climate change risks and concurrent disruptive events, to model evacuation and resettlement patterns using “big data” analysis, and to develop travel model modules that dynamically assign traffic, accounting for population characteristics and time of day variations alongside roadway capacity and evacuation center location.

## d. Team Experience

In April of this year, Fehr & Peers completed the **Post Camp Fire Regional Population and Transportation Study** for the Butte County Association of Governments. The purpose of the study was to analyze regional population, housing, employment, and traffic data for pre-2018, post-2019/20, and future time periods for Paradise and surrounding communities as they recover from the Post Camp Fire.

## Relevant Experience

### **California Fire Safe Development Regulation Services (Statewide, CA)**

Fehr & Peers is supporting a team to provide traffic engineering and planning services as the California Department of Forestry and Fire Protection revises their fire safe development regulations. Fehr & Peers is focusing on Articles 2 and 3, which cover Access & Egress and Signing & Building Numbering, respectively. Through this effort, Fehr & Peers is applying complete streets best practices and design standards to support updates to these regulatory articles. Fehr & Peers is also participating in workshops with key stakeholders including CalFire officials, fire chiefs, and other interested parties.

### **Rancho Cucamonga Emergency Evacuation Support (Rancho Cucamonga, CA)**

Beginning with the Mobility Element of the City’s General Plan, and in response to California AB 747 requiring the next revision of the Safety Element of the General Plan to include identification of evacuation routes and their capacity, safety, and viability under a range of emergency scenarios, Fehr & Peers is providing the City of Rancho Cucamonga with traffic engineering and planning support. This project includes identification of evacuation routes, supplementing the mapping that was conducted under the Mobility and Safety Elements of the General Plan. In addition, our work includes zone testing and scenario testing, development of specific recommendations the city should consider related to evacuation events, and development of policies and programs for incorporation into the

Plan RC process. Fehr & Peers is also partnering with the City of Rancho Cucamonga to leverage our internal R&D efforts to develop a specific evacuation planning module to conduct quantitative evaluation of evacuation scenarios using dynamic traffic assignment.

### **Santa Barbara Wildfire Fire Evacuation Procedures Analysis (Santa Barbara, CA)**

Fehr & Peers, as a sub to Dudek, was the transportation lead for a wildland fire evacuation procedures analysis for the City of Santa Barbara Fire Department. This multifaceted project involved a detailed analysis of traffic patterns and flows within the City's Wildland Fire Suppression Assessment District using GIS-based network modeling.

### **CSU Channel Islands Fire Evacuation Scenario Review (Camarillo, CA)**

Fehr & Peers developed and tested parameters for four fire evacuation scenarios to understand the difference in travel conditions under an evacuation event. This analysis included development of trip generation estimates based on the anticipated number of dwelling units that would need to be evacuated, trip distribution patterns based on the available roadway capacity and network access considerations, and evaluation of travel delay during an evacuation. Scenario parameters included consideration of roadway network capacity, configuration, and signals under existing conditions and with improvements.

### **Chase Center Transportation Management Plan (San Francisco, CA)**

Fehr & Peers prepared a Transportation Management Plan (TMP) for the Chase Center, home of the NBA Golden State Warriors. The TMP includes parking and traffic management strategies for NBA and concert events. It also includes transit, pedestrian, and bicycle management elements as well as a monitoring plan. Fehr & Peers is also overseeing an ongoing monitoring program since the arena opened in the fall of 2019. The monitoring program includes surveys to identify event attendee mode of access, transit ridership, and pedestrian safety monitoring. Chase Center staff have used the monitoring results to refine pre- and post-event traffic management aspects of the TMP.

### **City of Mill Valley Fire Evacuation Route Planning (Mill Valley, CA)**

Parisi Transportation Consulting consulted with the City of Mill Valley—including the fire and police departments, the public works department, the Mayor and the City Manager's office, and with Google—to model emergency evacuation scenarios based on a variety of parameters, including extent and location of fire area, vehicles per household evacuating the event, evacuation routes, roadway constraints, and potential staging areas throughout the City of Mill Valley. The modeling compared the scenarios to actual conditions that occurred during and after the Town of Paradise's Camp Fire of 2018. Parisi provided inputs on residential land uses, roadway typologies, alignments and constraints, and routing, and provided recommendations on proposed practices.

### **Town of Woodside On-Call Transportation Engineering (Woodside, CA)**

Parisi Transportation Consulting provides on-call transportation planning, traffic engineering, and civil engineering services to the Town of Woodside. Projects have included performance of Engineering and Traffic Surveys, development of Safe Routes to School plans, preparation of roadway improvement plans, transportation safety

assessments, traffic control evaluations, and pathway improvement plans. Parisi recently designed the Kings Mountain Road safety project, currently under construction.

## e. Key Staff

### **Bob Grandy, TE | Fehr & Peers–Project Manager**

Bob is a principal at Fehr & Peers with 35 years of experience developing and managing transportation planning efforts throughout the western United States. He serves as the senior principal in the firm's San Francisco office. He has prepared General Plan Circulation Elements (San Rafael, Sacramento), Transportation Management Plans for special event centers (Chase Center in San Francisco, Golden One Center in Sacramento), safety studies (Marin County Travel Safety Plan), Downtown Plans (San Rafael, Davis), Transportation Plans for national park units, campus transportation plans, and corridor plans.

### **Jason Pack, PE | Fehr & Peers–Evacuation Planning Senior Advisor**

Jason has worked on a wide variety of transportation projects, from general plans and specific plans to detailed evacuation modeling, corridor studies, interchange analyses, and signal coordination studies. He has worked on evacuation planning projects throughout the state of California, including the City of Rancho Cucamonga General Plan & Evacuation Plan Modeling, California Firesafe Regulations Support, and Homecoming Emergency Evacuation Study.

### **Taylor Whitaker | Fehr & Peers–Lead Analyst**

Taylor joined Fehr & Peers in 2018, after completing her master's degree in Regional and Community Planning and Graduate Certificate in GIS. Since joining the firm, Taylor has contributed her analytics and visualization expertise to evacuation planning studies, systemic safety studies, multimodal transportation plans, and advanced data visualizations. Taylor specializes in applying spatial analysis and dynamic user-friendly data dashboards toward the development of effective transportation solutions. Additionally, she has developed expertise in transportation impact analysis, spatial analysis, data visualization and 3D modeling. Taylor's software experience includes Visum, ArcGIS, ArcGIS Pro, City Engine, SketchUp, Python, and Adobe Suite. Taylor served as lead analyst on the recent Rancho Cucamonga Emergency Evacuation Support project.

### **David Parisi, PE | Parisi Transportation Consultants–Evacuation Traffic Expert**

David Parisi, PE, TE, is a professional Civil Engineer and Traffic Engineer with 35 years of experience in transportation planning, traffic engineering, and civil engineering. One of his skills is in transportation safety planning, including analysis of current transportation conditions and collision history, and development of safety action plans. Mr. Parisi recently coordinated with the City of Mill Valley on the modeling of emergency evacuation routing under various scenarios and is working on a similar plan in Soda Springs, another mountainous region in California with high wildfire potential.



## II. Work Plan

It is our understanding that the **purpose** of emergency evacuation planning traffic engineering services, as described in the RFP, is to *support the Town's efforts to facilitate and design an emergency evacuation plan*. We understand that development of policies to comply with SB 99 and AB 747 will be addressed separately through a parallel update of the Safety Element, but that this contract will provide data related to the assessment of evacuation scenarios as described in Task 3.

### a. Scope of Work

#### Task 0. Refine Work Plan

This work plan represents a comprehensive scope of work based on our team's interpretation of the project objectives. We understand that refinements are likely to result in a final work plan that exactly fits the Town's needs. Task 0 would involve working with Town staff, at no charge, to refine the work plan and fee.

#### Task 1. Project Initiation and Study Work Group Sessions

Task 1 would involve participating virtually in a kick-off meeting and three strategy calls with a staff-level Emergency Evacuation Working Group. The purpose of the kick-off meeting will be to review study purpose and goals, status of the Town's ongoing evacuation planning efforts, data needs, the study working group process, obtaining access to the Zonehaven tool and model developed by Dale Pfau, and study communication protocols.

The following is a preliminary list of suggested topics for the study working group sessions. We anticipate the working group will include emergency responder personnel, planning, and engineering staff.

- Work Session 1: Study Approach and Evacuation Planning Context
  - Discuss and Identify Evacuation Routes and Scenarios
  - Discuss Known Traffic-related Evacuation Risks
  - Discuss Evacuation Tool/Model Recommendation
- Work Session 2: Evacuation Network Evaluation
  - Evacuation Assessment
  - Candidate Improvement Measures and Traffic Management Strategies
- Work Session 3: Draft Emergency Evacuation Traffic Management Plan and Policies
  - Draft Emergency Evacuation Traffic Management Plan

## TASK 1 DELIVERABLES

- Draft Agendas and Call Notes

## Task 2. Evacuation Tool/Model Review and Selection

The purpose of Task 2 is to review evacuation tool/model options and select the most appropriate tool for use to conduct the evacuation scenario analysis in Task 3 given the evacuation scenarios, evacuation risks, and the \$25,000 budget allocation for Task 3.

Tools/models to be evaluated include the Zonehaven evacuation tool, the model developed by Dale Pfau, EVAC+ as developed by Fehr & Peers, intersection or road segment capacity analysis tools, and/or a GIS based evacuation tool. Town of Portola Valley staff will provide files and any needed access authorization for the team's review of the Zonehaven evacuation tool and the model developed by Dale Pfau (this work plan assumes there would be no cost to the team for use of these tools/models). The team will prepare a matrix that includes a brief overview of each tool/model option, capabilities, pros and cons, and level of effort required. Based on this comparative assessment, the team will provide a recommendation on the best tool for application for discussion in Work Session 1.

## TASK 2 DELIVERABLES

- Matrix with Evacuation Tool/Model Options

## Task 3. Evacuation Scenario Analysis

Task 3 would involve application of the selected evacuation tool/model evaluated in Task 2 for three evacuation scenarios based. Please note, we have a budget allocation of \$25,000 to complete this task and, depending on the tool/model identified in Task 2, that budget allocation may be an under or over estimation of effort to complete this task. As such, additional scenarios may be added, either based on the evacuation tool/model selected and/or through the use of a portion or all of the \$10,000 contingency included in the overall study budget depending on the direction provided by the Town. To facilitate this effort, the team will identify known or anticipated network bottlenecks based on a combination of input from the work group, field observations by the team, and the team's knowledge of Portola Valley. The evacuation scenarios will be identified with the work group in Work Session 1. The evacuation scenario analysis will identify travel times and network bottlenecks that will inform the identification of road network improvements and traffic management strategies in Task 4 as well as the development of the Evacuation Traffic Management Plan in Task 5. An overview of the evacuation scenario analysis will be presented to the work group in Work Session 2.

The focus of our effort will include:

- *Evacuation Routes Identification*—We will identify key evacuation routes in the Town that will be used for evacuation purposes

- *Evacuation Route Capacity Information*—We will identify the number of lanes used for an evacuation (while maintaining access for emergency responders to the area)
- *Identification of Evacuation Centers*—We will work with the Town to identify the locations of evacuation centers that would be used in the event of an evacuation
- *Time Estimation*—We will work with the Town to identify evacuation scenario events and estimate the time required to evacuate the Town during these events

The transportation network will be reviewed to determine critical characteristics of primary road segments that would serve as evacuation routes, including:

- Relationship to Wildland Urban Interface (WUI)
- Road segment carrying capacity (vehicles per lane per hour)
- Potential bottlenecks (e.g., intersections, traffic controls)
- Potential network vulnerabilities (e.g., bridges)
- Seasonal weather factors (e.g., fog)
- Location relative to evacuation population distribution
- Location relative to potential temporary refuge areas
- Proximity to alternate routes

For the evacuation time estimation, we suggest first focusing on an event that would require evacuation of everyone in the Town on the evacuation routes. This will assist in identifying capacity constraint locations at a planning level, looking at roadway segment link capacities. For this initial test, we will assess the length of time it will require to evacuate the Town as a whole, assuming everyone is at home during the middle of the night.

#### TASK 3 DELIVERABLES

- Memorandum Documenting Evaluation Scenario Analysis

### Task 4. Road Network Improvements and Traffic Management Strategies

Based on the evacuation analysis prepared in Task 3, the Fehr & Peers team will identify road network improvements and traffic management strategies to facilitate an efficient, managed evacuation for the study scenarios. Road network improvements will include roadway/intersection capacity and/or traffic control improvements to address evacuation bottlenecks. The team will present recommendations for discussion with the work group in Work Session 2.

#### TASK 4 DELIVERABLES

- Map showing Road Network Improvements and Traffic Management Strategies

## Task 5. Documentation

The purpose of this task is to develop an evacuation traffic management plan. Based on the evacuation planning and working group sessions, the Fehr & Peers team will prepare an evacuation traffic management plan that would focus on evacuation routes, traffic improvement recommendations, and traffic management strategies.

The team will prepare a PowerPoint presentation that describes the draft evacuation traffic management plan. The materials will be used for a presentation to the Town Council.

### TASK 4 DELIVERABLES

- Draft and Final Evacuation Traffic Management Plan
- PowerPoint Presentation Materials

## b. Town Staff Role

The work plan above anticipates that Town Staff would undertake the following tasks during the course of the study effort.

- Identify and organize staff-level Evacuation Study Working Group,
- Provide updates on any ongoing relevant parallel efforts,
- Obtain and forward files/access authorization for Fehr & Peers to review and test Zonehaven tool and model developed by Dale Pfau for Task 2,
- Provide available relevant background data for context including historical evacuation planning documents and available GIS files,
- Provide review of study deliverables and compile staff comments into consolidated documents, and
- Schedule Town Council presentation.

## c. Proposed Schedule

TASKS	AUG	SEP	OCT	NOV	DEC	JAN	FEB
Task 0: Refine Work Plan							
Task 1: Project Initiation and Work Group Sessions							
Task 2: Evacuation Model/Tool Review & Selection							
Task 3: Evacuation Scenario Analysis							
Task 4: Road Network Improvements & Traffic Management Strategies							
Task 5: Documentation and Town Council Presentation							

# III. Project Budget

## a. Study Budget

The Fehr & Peers team will provide the services described in the Work Plan in Section II of this proposal for a not-to-exceed, time-and-materials budget of \$75,000, with invoices submitted monthly. The not-to-exceed budget includes labor, overhead, and expenses for all team members.

## b. Budget by Task

The not-to-exceed budget is allocated by task as follows.

TASK	TASK BUDGET
1. PROJECT INITIATION AND WORK GROUP SESSIONS	\$7,000
2. EVACUATION TOOL REVIEW & SELECTION	\$10,000
3. EVACUATION SCENARIO ANALYSIS	\$25,000
4. ROAD NETWORK IMPROVEMENTS & TRAFFIC MANAGEMENT STRATEGIES	\$11,000
5. DOCUMENTATION & TOWN COUNCIL PRESENTATION	\$12,000
CORE TASKS 1-5	\$65,000
CONTINGENCY	\$10,000
TOTAL BUDGET	\$75,000

### Approach to Budget and Schedule Issues

In the event that this project faces a setback due to an unforeseen issue, we can typically bring the project back on budget and schedule using one or more of the following approaches:

#### Adjusting Resource Allocation

Some tasks may require more than the anticipated level of effort, while others can be satisfactorily completed with less.

#### Increased Efficiency

Our project management system promptly alerts us to task overruns, allowing us to quickly respond with a plan to perform subsequent tasks more efficiently.

#### Strategic Use of Technical Experts

As a large, multimodal transportation planning and engineering firm, Fehr & Peers can make strategic use of our staff resources to suggest methods to quickly address unforeseen obstacles and move the project forward.

## c. Hourly Rates by Key Staff

The standard hourly billing rates for key staff for this project are as follows.

KEY STAFF	HOURLY RATE
BOB GRANDY, Fehr & Peers	\$340
JASON PACK, Fehr & Peers	\$300
DAVID PARISI, Parisi Transportation Consultants	\$290
Fehr & Peers: Associate I	\$230
Fehr & Peers: Senior Engineer/Planner III	\$210
Fehr & Peers: Senior Engineer/Planner I	\$170
Fehr & Peers: Engineer/Planner III	\$145
Fehr & Peers: Senior Administrator	\$140

# IV. References

## California Fire Safe Development Regulation Services



**REFERENCE:**

Edith Hannigan, Land Use Planning Program Manager  
Board of Forestry and Fire Protection  
T: (916) 653-2928  
E: [edith.hannigan@fire.ca.gov](mailto:edith.hannigan@fire.ca.gov)

The project included interfacing with CalFire, Fire Chiefs, BOF, and other interested parties in workshop settings; application of complete street and best practice street design into firesafe regulations; and updating Articles 2 and 3 of the Fire Safe Regulations.

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### STAFF MEMBERS ON PROJECT

- Jason Pack (Project Manager)

## Rancho Cucamonga Emergency Evacuation Support



**REFERENCE:**

Jean Ward, AICP, Contract Project Manager, PlanRC  
City of Rancho Cucamonga  
T: (626) 584-8951  
E: [jean.ward@cityofrc.us](mailto:jean.ward@cityofrc.us)

The project included evacuation route identification, zone and scenario testing to identify areas with limited accessibility and assess potential evacuation scenarios, development of scenario recommendations that focus on potential circulation and capacity issues, and identification of policies and implementation programs recommended for incorporation into the "PlanRC project."

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### STAFF MEMBERS ON PROJECT

- Jason Pack (Project Manager)
- Taylor Whitaker (Analyst)



## City of Mill Valley Fire Evacuation Route Planning

**REFERENCE:**

John McCauley, Mayor  
City of Mill Valley  
T: (415) 388-4033  
E: [jmccauley@cityofmillvalley.org](mailto:jmccauley@cityofmillvalley.org)

Parisi Transportation Consulting consulted with the City of Mill Valley, including the fire and police departments, the public works department, the Mayor and the City Manager's office, and with Google, to model emergency evacuation scenarios based on a variety of parameters, including extent and location of fire area, vehicles per household evacuating the event, evacuation routes, roadway constraints, and potential staging areas throughout the City of Mill Valley. The modeling compared the scenarios to actual conditions that occurred during and after the Town of Paradise's Camp Fire of 2018. Parisi provided inputs on residential land uses, roadway typologies, alignments and constraints, and routing, and provided recommendations on proposed practices.

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**STAFF MEMBERS ON PROJECT**

- David Parisi (Project Manager)

## Chase Center Transportation Management Plan

**REFERENCE:**

Manoj Madhavan  
Golden State Warriors  
T: (415) 472-9468  
E: [mmadhavan@warriors.com](mailto:mmadhavan@warriors.com)

Fehr & Peers prepared a Transportation Management Plan (TMP) for the Chase Center, home of the NBA Golden State Warriors. The TMP includes parking and traffic management strategies for NBA and concert events. It also includes transit, pedestrian, and bicycle management elements as well as a monitoring plan. Fehr & Peers has also overseen an ongoing monitoring program since the arena opened in the fall of 2019.

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**STAFF MEMBERS ON PROJECT**

- Bob Grandy (Project Manager)

# V. Contract Exceptions

The project team has reviewed the draft contract language provided with the RFP and requests modifications to the following sections.

- Section 3. Standard of Performance
- Section 7. Method of Payment
- Section 11. Ownership of Material
- Section 14.1. Indemnification
- Section 14.2. Indemnification
- Exhibit D, Section 1.4. Insurance Requirements

Appendix B provides requested language modifications to text in the above sections.

# Appendix A: Resumes

# Appendix B:

# Contract Terms

## 1. **STANDARD OF PERFORMANCE. Section 3.**

Changes Requested: "As a material inducement to the Town to enter into this Agreement, Consultant hereby represents and warrants that it has the qualifications and experience necessary to undertake the services to be provided pursuant to this Agreement. Consultant shall perform all services required hereunder in accordance with the care, skill, and diligence ordinarily exercised by professionals providing similar services under similar circumstances in a similar locale to that of Consultant under this Agreement ~~work to the highest professional standards and in a manner reasonably satisfactory to the Town. Consultant hereby covenants that it shall follow the highest professional standards in performing all services required hereunder and will perform the services to a standard of reasonable professional care.~~"

Reason for Changes: The definition of the applicable prevailing professional standard of care is clear in California: A professional is to exercise the degree of skill, knowledge, and diligence that other professionals in similar circumstances commonly use. The standard is not that of professionals of the highest standard. (*See, Gagne v. Bertran* (1954) 43 Cal.2d 481.) We cannot agree to any language that might be interpreted as requiring us to exceed the prevailing standard.

## 2. **METHOD OF PAYMENT. Section 7.**

Changes Requested: "Consultant shall invoice the Town on a monthly basis for work performed during the previous month ~~after each task is completed as set forth in Exhibit B.~~ Payments to Consultant by Town shall be made within thirty (30) days after receipt by Town of Consultant's itemized invoices."

Reason for Changes: Professional services contracts generally allow for monthly invoicing, but Section 7. implies invoices can only be submitted on a milestone or task-completion schedule.

## 3. **OWNERSHIP OF MATERIAL. Section 11.**

Changes Requested: All reports, documents, or other written materials developed or discovered by Consultant or any other person engaged directly or indirectly by Consultant in the performance of this Agreement ("Work Product") shall be and remain the property of the Town without restriction or limitation upon its use or dissemination by the Town. However, notwithstanding the foregoing, third-party content that may be used or incorporated in the Work Product shall not become the property of the Town. Consultant shall secure all licenses necessary to any third-party content incorporated into

Consultant's Work Product for the Town to utilize Consultant's services and the Work Product for their intended purposes. Furthermore, Consultant shall not be responsible for any alterations, modifications or additions made to the Work Product by the Town or any other party or any reuse of the Work Product by the Town or any other party for this project or any other project without the consent of Consultant."

Reason for Change: We may use content such as big data or technology provided by third-party data or software providers for which we may receive only a limited-use license and not ownership. It is often necessary for such third-party providers to retain ownership of such data or technology for the uses of other clients or purposes. The use of data and technology from third-party providers can greatly enhance the services and work product provided by Consultant to the Town. Unfortunately, many third-party providers will not give us ownership of their content, but only a mere license, and, therefore, we cannot pass ownership of any such content incorporated into our work product to the Town. In such cases, we will secure a license for the Town to use such content.

#### **4. INDEMNIFICATION. Section 14.1**

Changes Requested: "To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel reasonably approved by the Town) and hold harmless the Town, and its elective or appointive boards, officers, employees, agents and volunteers against any claims, losses, or liability that may arise out of or result from damages to property or personal injury received by reason of, or in the course of work performed under this Agreement due to the acts or omissions of Consultant or Consultant's officers, employees, agents or subcontractors in their operations in connection with their performance of this Agreement other than in their performance of professional services. The provisions of this Section survive completion of the services or the termination of this Agreement. The acceptance of such services shall not operate as a waiver of such right of indemnification."

Reason for Changes: This additional language is to clarify Section 14.1 is addressing claims arising out of Consultant's operations that would be covered under Consultant's general or auto liability insurance, and not claims arising out of professional services that would be covered under Consultant's professional liability insurance.

#### **5. INDEMNIFICATION. Section 14.2**

Change Requested: "With regard to Consultant's professional services, Consultant agrees to use that degree of care and skill ordinarily exercised under similar circumstances by members of Consultant's profession, including without limitation adherence to all applicable safety standards. To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel reasonably approved by the Town) and hold harmless the Town, and its elective or appointive boards, officers, and employees from and against all liabilities, including without limitation all claims, losses, damages, penalties, fines, and judgments, associated investigation and administrative expenses, and defense costs, including, but not

limited to, reasonable attorneys' fees, court costs and costs of alternative dispute resolution regardless of nature or type ~~that arise out of, pertain to, or relate to~~ to the extent caused by the negligence, reckless, or willful misconduct of Consultant or Consultant's officers, employees, agents or subcontractors. In no event shall the cost to defend charged to Consultant exceed Consultant's proportionate percentage of fault. The provisions of this Section survive completion of the services or the termination of this Agreement. The acceptance of said services and duties by Town shall not operate as a waiver of such right of indemnification."

Reason for Changes: The changes are to more closely align this indemnity obligation with the requirements and limitations found in Civ. Code section 2782.8.

#### **6. INSURANCE REQUIREMENTS. Exhibit D, Section 1.4**

Change Requested: "Errors and Omissions Liability Insurance appropriate to the Consultant's profession. ~~Architects' and Consultants' coverage is to be endorsed to include contractual liability.~~"

Reason for Change: We cannot offer blanket contractual liability coverage under our professional liability insurance policy because professional liability insurance does not provide such coverage. Professional liability insurance will only cover contractual liability to the extent that the insured professional would have been liable for the damages in the absence of contractual language. In other words, the policy only covers the professional's negligence. Professional liability coverage is designed to pay on behalf of an insured firm that does not meet the standard of care (i.e., is negligent) in fulfilling its professional obligations; it is not designed to stand behind ALL contractual obligations, unlike the broad form commercial general liability insurance policy which does provide contractual liability coverage.