

**Metropolitan Transportation Commission**  
**Regional Network Management Committee**

**September 8, 2023**

**Agenda Item 2c**

**Contract – Bay Trail Design Guidelines and Toolkit 2.0 - TDG Engineering, Inc. (\$250,000)**

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**Subject:**

Request for approval of a contract with TDG Engineering, Inc. to develop the Bay Trail Design Guidelines and Toolkit 2.0 document, in an amount not to exceed \$250,000. The term of the contract shall be until June 30, 2025, with an option to extend it for up to an additional two (2) years.

**Background:**

The San Francisco Bay Trail Design Guidelines and Toolkit were developed in 2016 to provide the region with a design resource for projects that include the Bay Trail. It establishes design principles to develop and manage the Bay Trail while providing protection of San Francisco Bay resources, regional livability, and economic prosperity. Since 2016, there have been a variety of changes and trends in active transportation and trail design, including but not limited to a greater focus on equitable access; increased urgency on resilience, climate change, and adaptation; new mobility devices; and new best practice designs. These changes need to be considered and addressed in an updated Bay Trail Design Guidelines and Toolkit 2.0 document. In addition, MTC updated and adopted its Complete Streets Policy in 2022 and adopted the Regional Active Transportation Plan (AT Plan) in 2023. The Bay Trail is within the adopted Active Transportation Network developed as part of the AT Plan. Given these recent policy, network and design developments, MTC is seeking a consultant to review and revise the existing design guidelines, develop new content, and draft design details for the Bay Trail.

**Procurement Process:**

On May 15, 2023, MTC released a Request for Qualifications (RFQ) for the Bay Trail Design Guidelines and Toolkit 2.0. MTC received three proposals from: 1) TDG Engineering, Inc.; 2) Wallace Roberts & Todd, LLC; and, 3) Alta Planning + Design, Inc. A panel of MTC and Bay Conservation and Development Commission (BCDC) staff evaluated the proposals using the following criteria, with relative weights indicated in percentages: 1) Firm Qualifications and

Team Experience (60%); 2) Understanding of and Approach to Completing the Project (30%); and 3) Presentation (10%).

The table below provides the final ranking based on panel evaluations:

Ranking	Consultant
1	TDG Engineering, Inc.
2	Wallace Roberts & Todd, LLC
3	Alta Planning + Design, Inc.

Based on the results of the proposal evaluations, the panel recommends the selection of TDG Engineering, Inc. The TDG Engineering, Inc. team demonstrated strong qualifications in developing trail and active transportation design guidelines, developing conceptual designs, and a more thorough understanding of the project scope and approach. TDG Engineering, Inc. is neither a small business enterprise (SBE) nor a disadvantaged business enterprise (DBE) and the DBE and SBE subcontracts for this contract are listed in Attachment A.

**Issues:**

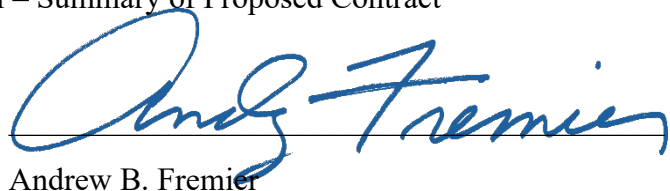
None identified.

**Recommendations:**

Staff recommends that the Regional Network Management Committee authorize the Executive Director or designee to negotiate and enter into a contract with TDG Engineering, Inc. in an amount not to exceed \$250,000 for the above-described work. The term of the contract shall be until June 30, 2025, with an option to extend for up to an additional two (2) years.

**Attachments:**

- Attachment A: Disadvantaged Business Enterprise and Small Business Enterprise Status
- Request for Committee Approval – Summary of Proposed Contract



Andrew B. Fremier

**Disadvantaged Business Enterprise and Small Business Enterprise Status**

	<b>Firm Name</b>	<b>Role on Project</b>	<b>DBE* Yes / No</b>	<b>If DBE Yes, List #</b>	<b>SBE** Yes / No</b>	<b>If SBE Yes, List #</b>
Prime Contractor	TDG Engineering, Inc.	Project Management, Design Guidelines and Toolkit Content, Style Guide, Graphics, Design Drawings	No	n/a	No	n/a
Subcontractor	H.T. Harvey & Associates	Design Drawings	No	n/a	No	n/a
Subcontractor	Zander Design, Landscape Architecture & Planning	Literature Review, Stakeholder Interviews, Design Guidelines and Toolkit Content, Digital Photo Library, Design Drawings	Yes	49184	Yes	2020024
Subcontractor	Ellen V. Baker Photography	Digital Photo Library	Yes	51127	Yes	2012203

\*Denotes certification by the California Unified Certification Program (CUCP).

\*\*Denotes certification by the State of California.

## Request for Committee Approval

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### Summary of Proposed Contract

Work Item No.: 1127

Consultant: TDG Engineering, Inc.  
Oakland, CA

Work Project Title: Bay Trail Design Guidelines and Toolkit 2.0

Purpose of Project: Develop the Bay Trail Design Guidelines and Toolkit 2.0, which will update the existing design guidelines by incorporating recent improvements in equity, new mobility, resilience/climate change adaptation, and active transportation and trail design.

Brief Scope of Work: Review the existing design guidelines document, recommend updates, develop new document, conduct committee/public presentations, and manage the overall project schedule and budget.

Project Cost Not to Exceed: \$250,000

Funding Source: One Bay Area Grant (OBAG 3) Surface Transportation Block Grant program (STBG)

Fiscal Impact: Funding is included in the FY 2023-2024 MTC Budget

Motion by Committee: That the Executive Director or designee is authorized to negotiate and enter into a contract with TDG Engineering, Inc., to create a Bay Trail Design Guidelines and Toolkit 2.0 document as described above and in the Regional Network Management Committee Summary Sheet dated September 8, 2023 and that the Chief Financial Officer is authorized to set aside \$250,000 for such contract.

Regional Network  
Management Committee:

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David Rabbitt, Chair

Approved: September 8, 2023