Request for Proposal (RFP 13-02)

for

Preparation of Scoping and Project Report, Environmental Document, Plans, Specifications and Estimate

for

I-680 North Segment Express Lane Conversion

Posted on website (www.ccta.net): Thursday, April 4, 2013

RESPONSES DUE: 2 PM, MONDAY, MAY 6, 2013
CONTRA COSTA TRANSPORTATION AUTHORITY
2999 OAK ROAD, SUITE 100
WALNUT CREEK, CA 94597
Request for Proposal for
Preparation of Scoping and Project Report, Environmental Document, Plans, Specifications and Estimate (PA&ED and PS&E)

Table of Contents
Section 1. Introduction.................................................................3
Section 2. Projects Summary ..........................................................3
Section 3. Services to be Provided..................................................6
Section 4. Proposal Submittal Procedure ........................................8
Section 5. Local Preference Criteria ..............................................9
Section 6. Proposal Contents ......................................................9
Section 7. Consultant Selection Process .......................................11
Section 8. List of Firms that Received the RFP ..............................13

Appendix – Attachment A: Proposed Scope of Services..................14
SECTION 1. INTRODUCTION

The Contra Costa Transportation Authority (CCTA) intends to select a consultant firm/team to produce the scoping document and project report, environmental studies and environmental clearance and to develop plans, specifications and estimates (PS&E) for the I-680 North Segment Express Lane Conversion.

Once the firm/team has been selected, CCTA intends to enter into negotiations with the firm/team to provide these services for the I-680 North Segment Express Lane Conversion Project. If negotiations are not successfully concluded, CCTA will in turn enter into negotiations with the next firm/team on the list.

The Proposal is due to CCTA no later than 2:00 p.m., Monday, May 6, 2013; late submittals will not be accepted.

SECTION 2. PROJECTS SUMMARY

2.1. Project Description

CCTA, in cooperation with Caltrans, the Federal Highway Administration (FHWA), and the Metropolitan Transportation Commission (MTC), is planning to convert the existing HOV lane on southbound I-680 from just south of Marina Vista Avenue in Martinez to Rudgear Road in Walnut Creek into an express lane. This HOV lane currently ends just south of Treat Boulevard in Walnut Creek.

Separate from this RFP, the CCTA has contracted with a consultant to environmentally clear the extension of the southbound HOV lane to Rudgear Road. The scope of this RFP will incorporate this HOV extension as part of the Express Lane Conversion Project such that the final PS&E will include the work necessary to extend and convert the HOV lane to an express lane. The scope of the conversion and its environmental clearance will be approved as part of either a PSR-PDS or PSR/PR process. As part of this work, the CCTA has collected the traffic data necessary to analyze the conversion to a southbound express lane.

In addition, the CCTA, in cooperation with the MTC, plans under this RFP to environmentally clear the work to convert the existing northbound I-680 HOV lane from the I-680/SR242 Interchange to approximately Marina Vista Avenue into an express lane. No data collection or other work has been performed to date on this conversion project.
Separate from this work, MTC is undertaking a project to convert the southbound HOV lane from Rudgear Road to Alcosta Boulevard into an express lane. This work is split into a traditional highway civil construction contract package and a toll system to design, test, implement, operate and maintain the contract. This project is likely to be open to traffic in late 2015.

The CCTA and MTC want the two southbound segments (south of Rudgear Road and north of Rudgear Road) to work as one seamless express lane consistent with the CTC-authorized Bay Area Express Lane Network. For this reason, the scope of work under this RFP must be developed in conjunction with the MTC design team. It will result in at least a single traditional highway civil construction contract to construct the southbound express lane from Marina Vista to Rudgear Road. It is anticipated that this contract package will be advertised by the CCTA, after which MTC’s toll system integration contract will install the equipment for the express lane operation.
2.2. Gap Closure Status

The Project Approval and Environmental Document (PA&ED) for the Gap Closure Project is currently being prepared by a CCTA consultant, with Caltrans providing the geometric design. Caltrans is also providing submittal reviews and oversight of the remainder of the PA&ED deliverables. It is anticipated that the Draft Environmental Document will be circulated at the end of Summer/early Fall of 2013. The Final Environmental Document is scheduled to be approved in early Spring 2014.

2.3. Southern Contra Costa I-680 Express Lane Conversion

The PA&ED and preliminary plans for the southern Contra Costa I-680 Express Lane conversion are currently being prepared by an MTC consultant. This project is targeted to be open to traffic in late 2015.

2.4. Regional Express Lane Network System Integration

To ensure that all of the express lanes that comprise the Bay Area Regional Express Lane Network operate consistently, the MTC will contract with a System Integrator to provide the Toll System for each lane in the Network. The toll system design work will occur in conjunction with the PS&E work under this contract. A systems-engineering approach will be followed for the development of the electronic toll collection system, including the development of a Systems Engineering Management Plan and functional specifications to guide development of the toll equipment that will be installed on the infrastructure designed under this contract. The installation and testing of the toll system equipment will occur near the end of the civil construction contract, so the contract specifications will need to account for this concurrent work.

2.5. I-680/SR4 Interchange Improvements

The Authority is initiating design work for the I-680/SR 4 Interchange Improvement Project - Phase 3. Phase 3 will widen SR 4 by adding two lanes from Morello Avenue West to the vicinity of SR 242. The selected consultant will need to coordinate with the I-680/SR 4 Interchange consultant team.

2.6. Relationships and Coordination

The I-680 North Segment Express Lane Conversion Project is a project that the MTC has authorization from the CTC to design, implement, operate and maintain. CCTA has agreed to implement the scope of work described in this RFP on behalf of MTC. This work will be directed by CCTA’s Project Manager in conjunction with MTC’s Regional Express Lanes Program Manager and staff to ensure that the resulting civil construction contract provides the correct infrastructure for express lane operation. MTC has contracted with a System Manager to guide the development of the electronic toll system, which will be designed, tested, installed, operated and maintained by a System Integrator. The CCTA’s Project Manager, along with the
selected consultant, will work closely with MTC’s staff overseeing the System Manager and System Integrator to make sure both the design and construction are successfully coordinated. MTC is working with Caltrans to agree upon the design details to be applied across all projects that make up the Regional Express Lane Network, and Caltrans will review this project as with any other locally-sponsored project on the State Highway System. Their approval will be based upon agreements with MTC and State standards, policies and procedures. MTC is also working with the California Highway Patrol (CHP) to ensure that its needs are accounted for in the Network as well. While CHP approval is not a requirement, they will be involved in reviewing the project in conjunction with MTC.

SECTION 3. SERVICES TO BE PROVIDED

3.1. General Scope of Services

The selected consultant will work closely with CCTA, its Project Management Consultant, MTC, and Caltrans, along with affected jurisdictions as needed. The selected consultants will be expected to prepare documents, reports and plans, specifications and estimates to relevant state (Caltrans) and federal (FHWA) standards.

The major deliverables anticipated are:

- a Project Initiation Document (PID) for the conversion of the northbound and southbound I-680 HOV lanes in northern Contra Costa County into express lanes,
- a Project Report,
- a Categorical Exemption/Exclusion and the necessary technical studies in support of it,
- a Traffic Operations Analysis Report (TOAR) along with the travel demand forecast,
- a Revenue Forecast based upon the travel demand and the TOAR,
- Concept of Operations revisions for incorporation into MTC’s Express Lane Network Concept of Operations,
- performance of all other services as necessary to obtain expeditious approval and environmental clearance for the project,
- preparation of Plans, Specifications and Estimate for the HOV Gap Closure and for the conversion of the HOV lane into an Express Lane, and
- a project communication plan and public education plan.
The required environmental services will include, but are not be limited to, the following:
- preparation of a joint CEQA/NEPA environmental document including all necessary technical studies for Caltrans as the CEQA/NEPA lead agency,
- leading the effort to secure expeditious approval of the environmental documents,
- arranging public workshops and meetings,
- consultation with responsible and interested agencies, and
- preparation of mitigation programs if necessary.

The required engineering services will include, but are not be limited to:
- preliminary highway design including geometric layouts, drainage, structures, utilities, electrical and pavement features,
- surveys,
- traffic studies,
- consultation with outside agencies and identification of required permits, and
- other tasks required to facilitate the preparation of the PID, PR, the CE/CE and PS&E.

The required services in support of the more traditional environmental and engineering services will include, but are not be limited to:
- system engineering for the development of the Concept of Operations revisions,
- revenue forecasting, and
- development and implementation of a public education program about express lanes.

A proposed scope of work is included as Attachment A. The total amount budgeted for the requested services has not been set. However, consultants shall outline in their proposals a scope of work, with estimated person hours.

A detailed scope of work, schedule, and budget for the Project will be requested during contract negotiations with the top-ranked firm/team, or the next ranked firm/team if necessary, as determined through this RFP process.

3.2. Positions and Key Personnel

Positions to be filled for the Project may include one or more of the following (Key Team Member positions are in bold):

1. Project Manager
2. Project Engineer (California P.E. required)
3. Environmental Manager
4. Traffic Engineer (California P.E. required)
5. Structural Engineer (California P.E. or S.E. required)
6. Public Information Officer/Coordinator
7. Revenue Forecaster
All persons furnished by a firm/team shall be its employees, sub-consultants, or agents subject to its supervision and control, and not CCTA or Caltrans employees/agents.

Substitution of the individuals proposed to fill the Key positions shown in bold above included in a firm’s/team’s proposal for the Project will not be permitted before or at any time during the execution of the required consulting services for the project, unless the circumstances are beyond the control of the firm/team or prior consultation with and approval by CCTA occurs. Firms/teams are encouraged to review language regarding substitution of key personnel in the current CCTA Consulting Services Contract Boilerplate which will be available for review no later than April 8, 2013 on the CCTA website at www.ccta.net (click on RFQs/RFPs link).

Caltrans agreed with the CCTA to perform the preliminary geometric design for the Gap Closure PA&ED. There remains a possibility that Caltrans will agree to perform a portion of the work described herein.

**SECTION 4. PROPOSAL SUBMITTAL PROCEDURE**

Consultants shall submit ten (10) hard copies and one electronic copy (in pdf format) of their Proposal in accordance with the following requirements:

- Proposal shall be transmitted with a cover letter as described in Section 6.
- The entire Proposal shall not exceed 30 pages including the cover letter.
- The Proposal shall be received by 2:00 p.m. on Monday, May 6, 2013.

CCTA will notify Consultants of their selection, or selection for an interview on or after May 13, 2013. Interviews will be held the week of May 20, 2013. Submittals shall be delivered to the Authority office no later than 2:00 p.m. on Monday, May 6, 2013. Late submittals will not be considered. The submittals should be addressed as follows:

Ross Chittenden, Deputy Executive Director, Projects  
Contra Costa Transportation Authority  
2999 Oak Road, Suite 100  
Walnut Creek, CA 94597

CCTA will post information relevant to this RFP on its website no later than April 8, 2013, for access by potential proposers.
SECTION 5. LOCAL PREFERENCE CRITERIA

CCTA encourages local firms to participate. A firm is considered “local” if it has maintained a local working office within Contra Costa County for at least six months prior to the date of this Request for Proposal. That portion of work that is performed outside the county by a local firm does not qualify as budgeted work for local preference. Also, work projected to be performed by non-local firms within Contra Costa County does not qualify for local preference points for this evaluation.

Each firm/team may receive up to seven points based on the percentage of the estimated work to be performed within Contra Costa County by local firms.

Local preference points will be awarded as follows based on the estimated percentage of the total dollar value of services to be performed within Contra Costa County by local firms:

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>0</td>
<td>Less than 25%</td>
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<tr>
<td>3</td>
<td>Between 25% and 49%</td>
</tr>
<tr>
<td>5</td>
<td>Between 50% and 69%</td>
</tr>
<tr>
<td>7</td>
<td>70% or more</td>
</tr>
</tbody>
</table>

The local participation percentage proposed by the selected consultant will become a contractual requirement, and will be required to be tracked and submitted with monthly invoices.

SECTION 6. PROPOSAL CONTENTS

Please prepare and organize your Proposal based on the requirements provided below. The entire Proposal shall not exceed 30 pages.

1. **Cover Letter** — Enclose a cover letter describing the firm/team’s interest and commitment to the projects. The person authorized by the firm/team to negotiate a contract with CCTA shall sign the cover letter.

2. **Firm / Team Overview** — State the qualifications and experience of the consultant team. Please emphasize the specific qualifications and experience from projects similar to the subject project for the Project Manager and other key project staff members designated for the project.

3. **Organization Chart** — Provide a team organization chart including names and firm(s) of individuals identified to perform services on project. The chart shall specifically identify the role of all proposed key team members, in addition to showing other staff available for the project. Unless beyond the consultant’s control, we expect the team designated as part of your proposal to remain with the project. Replacement of key team members for the project without consultation with CCTA will not be permitted.

4. **References** — Provide:
a. At least three references each (names and current phone numbers) from recent work (previous three years) similar to the subject project for the Project Manager, Project Engineer, and other key project staff members. Include a brief description of the projects associated with the reference, and the role of the respective team member on that project; and

b. A description of at least three (3) relevant projects performed by each firm included in the consultant team. Projects included should emphasize services performed similar to those requested in this RFP. Each project description shall include client reference (name, affiliation and current phone number) and a list of any team members shown in Item 3, Organization Chart who worked on the project.

5. **Project Management, Staff Availability and Detailed Project Work Plan** — Discuss the workload for key team members, and their capacity to complete the requested services within the expected period of performance. Discuss the firm/team’s approach to completing this project on schedule and within budget. Provide a detailed staffing plan for the project depicting anticipated level of effort in terms of hours estimated to perform the services based on the proposed scope of services. (Attachment A). Include information for anticipated level of effort for key staff members.

6. **Unit Cost and Multiplier** — Include one (1) sealed envelope with rates for each classification and multiplier information. Include information regarding your Federal Acquisition Regulations (FAR) multiplier and the FAR for any sub-consultants. CCTA policy limits the total multiplier plus fee to 3.0. Include a list of personnel positions proposed for performance of the services and the hourly salary range of each classification, including sub-consultants. Consultants shall comply with California Prevailing Wage legal requirements.

7. **Project Understanding and Approach** — Demonstrate your firm/team’s approach to complete the work to be performed as summarized in Section 2 of this RFP and detailed further in Attachment A. Demonstrate your firm/team’s familiarity with the I-680 corridor and present your proposed scope of work, using Attachment A as a starting point. Also identify any issues that you believe need to be resolved and your approach to resolving them. This section may also include additional relevant information that may be helpful in the selection process.

8. **Local Participation** — Consultant shall provide information regarding the firm/team’s local participation (see Section 4 above for CCTA guidelines). State the estimated percentage of the total dollar value of services to be performed within Contra Costa County by local firms as defined in Section 5, above.

9. **Other Information (Optional)** — Provide additional relevant information that may be helpful in the selection process (not to exceed two pages).
10. **Resumes** — Provide summary resumes for the key personnel and proposed firms within the 30 page limit. More detailed resumes may be included in an appendix however consultant is encouraged to limit descriptions on resumes to relevant information.

11. **Questions/Proposed Changes to Standard Contract** - Firms/teams are requested to review the current CCTA Consulting Services Contract Boilerplate which will be available for review no later than April 8, 2013 on the CCTA website at [www.ccta.net](http://www.ccta.net) (click on RFQs/RFPs link) and to submit any questions, exceptions to, and/or requested edits as appropriate.

**SECTION 7. CONSULTANT SELECTION PROCESS**

The statements of Proposal will be evaluated and scored (maximum of 100 points) using the following criteria:

1. Proposal and specific experience of key project team members
2. Project understanding and approach; including an understanding of CCTA, City, Caltrans, and other agency review and approval processes
3. Experience with similar types of projects
4. Satisfaction of previous clients
5. Schedule and capacity to provide approved deliverables expeditiously
6. Compliance with CCTA’s policy on local preference

**7.1. CURRENT SELECTION PROCESS**

Interviews, if necessary, will be held the week of May 20, 2013 (tentative). The Project Manager and key team members should plan to attend the interviews. Once the top firm/team has been determined, staff will start contract negotiations with that firm/team. If contract negotiations are not successful, the next ranked firm/team may be asked to negotiate a contract with CCTA, etc. CCTA is required to approve the negotiated contract, although work may be initiated with a Notice to Proceed (NTP).

**7.2. SELECTION PROCESS AND KEY DATES**

The following are key dates in the selection process:

- e-mail RFP notice of availability: Friday, April 5th
- RFP posted on ccta.net website: Thursday, April 4th
- Deadline for questions and clarification requests: 5:00 p.m., Friday, April 19th
- Responses to questions posted by: 5:00 p.m., Tuesday, April 23rd
- Proposals due: 2:00 p.m., Monday, May 6th
  (late submittals will not be accepted)
Notify proposers of short-listing: Week of May 13th
Conduct interviews: Week of May 20th
Contract negotiations with selected consultants: June 20th until concluded
Tentative Contract Approvals by CCTA: July 17th

At its sole discretion, CCTA reserves the right to amend this RFP, to withdraw all or a portion of this RFP, to award a contract for only a portion of the scope of work described herein, or to decline to award a contract.

The cost of preparing, submitting, and presenting a Proposal is at the sole cost and expense of the Consultant. The AUTHORITY shall not be liable for any pre-contractual expenses incurred by the firms/teams in preparation of their proposals and/or statements of qualifications. CONSULTANT shall not include any such expenses or labor hours as part of a Detailed Work Plan. Pre-contractual expenses are defined as follows: a) preparing a proposal in response to this RFP; b) submitting that proposal to the AUTHORITY; c) participating in an oral interview related to this RFP; and d) any and all expenses incurred by the CONSULTANT prior to issuance of a Notice to Proceed (NTP) under this solicitation process.

It is the responsibility of the CONSULTANT to inquire about and clarify any requirement of this RFP that is not understood. All questions and requests for clarifications to this RFP must be e-mailed and received by the AUTHORITY no later than 5:00 p.m., Friday, April 19, 2013. Inquiries received by the AUTHORITY after the date and time specified may or may not be responded to, within the discretion of the AUTHORITY. The AUTHORITY will not be bound to any modifications to or deviations from the requirements set forth in this RFP as a result of any oral discussion and/or instructions.

Questions pertaining to the Request for Proposal or the CONSULTANT’s submittal(s) should be directed to:

Nikki Simonsen
nsimonsen@ccta.net
All questions and/or requests for clarifications must be clearly labeled “RFP13-02 Questions”. The AUTHORITY is not responsible for failure to respond to questions that are not appropriately labeled. The AUTHORITY’s responses to written inquiries will be sent to the originator of the question and posted on the AUTHORITY’s website at www.ccta.net (click on the RFQs/RFPs link). All responses will be posted by 5:00 p.m. on Tuesday, April 23, 2013.

SECTION 8. **LIST OF FIRMS THAT RECEIVED THE RFP**

The e-mail notifying consultants of the RFP availability includes a list of firms that received the e-mail. The RFP will also be made available through CCTA’s website at www.ccta.net. All qualified firms will be considered.
APPENDIX – ATTACHMENT A: GENERAL PROPOSED SCOPE OF SERVICES

TASK 1 Meetings, Administration, and Project Management

Meetings: There will be PDT meetings with staff from Caltrans and MTC, and meetings with the Project Manager and CCTA staff throughout the Project, along with internal team meetings and information meetings with Stakeholders. The Consultant shall prepare and distribute the agenda and associated materials in advance of each meeting, and prepare action item minutes following each meeting.

Administration: The Consultant shall prepare and review all necessary legal documents, insurance certificates, correspondence, invoices, and associated materials necessary for the successful execution of the contract.

Project Management: The Consultant shall monitor and report on project progress, and notify the Project Manager of any scope, schedule, or budget issues as they arise. Issues that may affect the contract shall be noted in the next invoice after identification. Consultant shall prepare an Extra Work Order if resolution of issues requires a change to the contract budget. For the purposes of this work, the Consultant shall maintain a detailed schedule, risk register, submittal log and an action log along with any other project control tools agreed upon with the Project Manager. The Consultant shall maintain a critical path schedule for the project.

TASK 2 Data Collection

The Consultant will collect the data developed and compiled by the two adjoining projects (the Gap Closure and southern Contra Costa I-680 Express Lane Conversion Projects), and as determined in concurrence with the Project Manager, will compile a list of any additional data needed for this study. This additional data collection effort will include, at a minimum, existing traffic conditions data for the northbound I-680 from south of the I-680/SR242 Interchange to the Benicia-Martinez Bridge Toll Plaza; the location of transit facilities such as transfer points, hubs, and park and ride lots along the I-680 corridor; utility verification information; and information about related freeway, arterial and transit projects in the project delivery pipeline. The Consultant's scope of work will include developing and/or compiling this additional data in support of the work. New data may be collected only with the concurrence of the Project Manager.

Deliverable(s):
- List of additional data requirements
- Data Collection Log updated as needed
- List of existing utilities and accompanying layout sheets
- Draft and final Traffic Data Collection Methodology Memo
- Draft and final Data Collection Summary Memo
- Right-of-Way Information
**TASK 3 Mapping**

The Consultant will conduct the necessary land surveying and photogrammetric mapping work to support the design. Consultant mapping will go through the Caltrans A-B-C process. The mapping should provide a five-foot contour interval which is sufficient for purposes of designing express lanes. The mapping scale will be 1"=50'. The proposed mapping corridor shall extend only a few feet outside the Caltrans right-of-way in most locations.

**Deliverable(s):**
- Draft and final A-B-C submittals
- Digitized photogrammetric base map

**TASK 4 Traffic Forecasting and Operation Analysis**

The Consultant shall use the existing conditions data provided by the Gap Closure Project as sufficient for the southbound traffic analysis for the Traffic Operations Analysis Report (TOAR). As noted in Task 2, the Consultant will need to collect its own traffic data for the northbound analysis. The travel demand forecast to be used in the traffic analysis and the revenue forecast will be based upon the CCTA’s countywide model. Caltrans will perform a Safety Analysis, but it is anticipated that the Consultant will provide Caltrans with the completed Safety Template.

**Deliverable(s):**
- Draft and final forecasting methodology memo
- Draft and final traffic operation analysis methodology memo
- Completed Safety Template
- Draft and final Traffic Forecasting Memo
- Draft and final Existing Conditions Memo
- Draft and final TOAR

**TASK 5 Concept of Operations, Revenue Assessment, SM and SI Interface**

The Consultant will prepare the appropriate modifications for incorporation into the MTC Concept of Operations to reflect the addition of this stretch of express lane.

As an option to be determined by the CCTA during the course of the Project, the Consultant will prepare a revenue forecast that provides sufficient information to support a decision to implement the express lane conversion. A financial grade forecast is not needed. At a minimum, the effort would define the pricing assumptions and estimate the utilization upon which the revenue forecast will be based.

**Deliverable(s):**
- Draft and final input for the MTC Concept of Operations
- Draft and final Revenue Assessment (optional)
- Input to MTC’s System Manager and System Integrator
TASK 6 Environmental Studies and Public Meeting

Consistent with other Bay Area HOV lane to express lane conversions, the Consultant will prepare the necessary environmental technical studies in support of a CEQA CE and NEPA CE. This process will include a public meeting at a strategically located venue within the corridor. The Consultant will plan and host this public meeting in conjunction with CCTA staff.

Deliverable(s):
- Draft and final technical studies
- Draft and final CEQA CE/NEPA CE
- Draft and final documentation of public meeting

TASK 7 PID and PR

Based upon current Caltrans policy and the CCTA’s desire to balance cost and schedule, the Consultant will produce both a Project Initiation Document (PID) and a Project Report (PR). The Consultant may be directed to combine these two documents into a PSR/PR to help expedite the delivery of the project. The Consultant will produce the PID and PR for Caltrans approval, including the development of Geometric Approval Drawings and Design Exceptions Fact Sheets.

Deliverable(s):
- Geometric Approval Drawings for Caltrans review (to be submitted in form equal to 35% PS&E)
- Draft and final Design Exception Fact Sheets
- Draft and final PID
- Draft and final PR
- Utility Relocation Plans
- Associated Technical Reports

TASK 8 Plans, Specifications And Estimate – Advanced Sign Structure Procurement (Optional)

To further expedite the overall delivery of the project, one option is to procure the overhead sign structures under a separate contract from the highway civil construction contract. The Consultant will be asked to recommend whether or not this separate PS&E package provides the best opportunity for CCTA to open the I-680 Express Lane to traffic or not. If the CCTA agrees that this is appropriate, then the Consultant will prepare a separate PS&E package for CCTA to procure the sign structures.

Deliverable(s):
- Draft and final analysis of savings associated with this option
- PS&E district circulation
- PS&E permit review
• PS&E and encroachment permit application

**TASK 9 Plans, Specifications and Estimate – Civil Construction**

The PS&E design will include the widening work associated with the Gap Closure Project along with the Express Lane conversion work that includes, but is not limited to signing, striping, toll system and communication poles, conduit and cabinets, enforcement observation areas and those modifications needed to achieve Caltrans encroachment permit approval. While the CCTA currently plans to advertise, award and administer the construction contract, there remains a possibility that Caltrans will perform this work. This final design may take place concurrently with the environmental technical studies once the traffic analysis has progressed sufficiently to support final design decisions.

**Deliverable(s):**
- Draft and final Traffic Management Plan with Lane Closure Charts
- PS&E district circulation
- PS&E permit review
- PS&E and encroachment permit application
- Contract package for advertisement
- Responses to bidder inquiries

**TASK 10 Design and Implement Public Education**

Following the Public Meeting in Task 6 and leading up to the opening of the I-680 Express Lane, there is a need to educate the public about express lanes and the details of how to use this specific express lane. The Consultant will design a public education plan, and upon CCTA approval, implement the plan, making use of and coordinating with Caltrans and MTC public information staff. This work, which will be marketing-oriented, is in addition to the work involved in Task 6, which is considered typical public outreach.

**Deliverable(s):**
- Communication Plan
- Draft and final Public Education Plan