

Capitola City Council

Agenda Report



Meeting: March 12, 2026

From: Public Works Department

Subject: Capitola Active Transportation Plan Technical Consultant

Recommended Action: Authorize the City Manager to execute a professional services agreement with Fehr & Peers in an amount not to exceed \$145,000 to provide technical consultant services for development of the Capitola Active Transportation Plan (ATP).

Background: The City of Capitola was awarded a California Department of Transportation (Caltrans) Sustainable Transportation Planning Grant to prepare its first Active Transportation Plan (ATP). The ATP will establish a comprehensive framework to improve walking and bicycling safety, connectivity, accessibility, and climate resilience Citywide while supporting future grant competitiveness and capital improvement programming.

The City is responsible for overall project management and technical coordination. Ecology Action, a co-applicant on the grant, is supporting outreach, engagement logistics, and plan development coordination. A technical consultant is required to perform facility inventory, data analysis, network development, and preparation of project recommendations informed by community input.

A Request for Proposals (RFP) for technical consultant services was released in accordance with State procurement requirements. Proposals were received and evaluated by a selection panel consisting of City staff and project partners. Interviews were conducted with the highest-ranked firms.

Following evaluation of written proposals and interviews, staff recommends awarding the agreement to Fehr & Peers, whose proposal demonstrated a strong understanding of Capitola's mobility context and a balanced approach to identifying barriers, developing a connected network, and preparing defensible project recommendations and prioritization.

Discussion: Fehr & Peers will provide technical planning and analytical services necessary to support development of the ATP. Key responsibilities include:

- Inventory and mapping of existing bicycle and pedestrian facilities
- Safety and collision analysis
- Identification of barriers and connectivity gaps
- Level of Traffic Stress and comfort analysis for pedestrians and bicyclists
- Development of a connected active transportation network
- Preparation of project recommendations and prioritization framework
- Development of planning-level cost estimates and implementation guidance
- Coordination with City staff and Ecology Action to integrate community feedback into technical recommendations

The consultant's work will directly support translation of community-identified needs into specific, fundable projects and will provide tools that can be used to support future grant applications and capital improvement programming. The effort will also build upon existing corridor studies, recent capital projects, and available safety and mobility data to identify cohesive network opportunities, address known and emerging barriers, and ensure recommendations are responsive to ongoing City initiatives.

Community Engagement

Community outreach will be led by Ecology Action in coordination with the City and the technical consultant. The outreach approach is documented in the project Engagement Plan, which outlines a multi-phase strategy including pop-up events, focus groups, public meetings, an interactive online map, and Technical Advisory Committee meetings.

The engagement process is intended to be adaptive and responsive to participation levels and community feedback. Outreach strategies may be refined over time to address identified gaps and ensure broad representation.

The outreach plan intentionally does not publicly identify individual participants by name in order to protect privacy while still ensuring meaningful participation from targeted stakeholder groups. The draft Engagement Plan was reviewed by an ad hoc committee (composed of Council Members Clarke and Jensen) and informed by initial feedback. Engagement findings will directly inform development of project recommendations and prioritization.

Staff will provide Council with a schedule of public outreach events once engagement logistics and event timing are finalized.

A Council update is anticipated at the conclusion of Phase 2, when draft network recommendations and prioritization concepts are developed. This timing allows Council to review project direction prior to preparation of the full draft plan. An additional Council review will occur prior to final plan consideration and adoption.

Project Schedule and Next Steps

The overall project is anticipated to extend through approximately early 2028 and will generally proceed as follows:

- Phase 1 – Existing Conditions and Needs Identification (Spring–Summer 2026)
Facility inventory, safety analysis, barrier identification, and initial outreach.
- Phase 2 – Draft Network and Prioritization (2027)
Development of draft recommendations, prioritization framework, and continued engagement.
- Phase 3 – Draft Plan and Adoption (Late 2027–Early 2028)
Preparation of the draft ATP, public review, refinement, and Council consideration.

Next steps following contract execution include project kickoff, refinement of the detailed work program, launch of the project webpage and engagement activities, and initiation of data collection and existing conditions analysis.

Fiscal Impact: The technical consultant contract will be funded through the Caltrans Sustainable Transportation Planning Grant. The recommended agreement amount is \$145,000, which is fully funded through the grant and within the approved project budget. Costs identified in the top three responses to the RFP ranged from \$129,000 - \$155,000, though the scope of work for each proposal varied.

No additional General Fund impact is anticipated beyond previously programmed staff time for project management and coordination.

Attachments:

1. Professional Services Agreement — Fehr & Peers
2. Engagement Plan — Capitola Active Transportation Plan

Alignment with 2025-2029 Strategic Plan Priority: Accountable Government; Attainable Housing; Community Safety; Healthy Families, Community, and Environment; Sustainable Infrastructure

Report Prepared By: Jessica Kahn, P.E., Public Works Director

Reviewed By: Julia Gautho, City Clerk; Marc Tran, City Attorney

Approved By: Jamie Goldstein, City Manager