



Agenda Item

Orange City Council

Item #: 3.3.

10/28/2025

File #: 25-0570

TO: Honorable Mayor and Members of the City Council

THRU: Jarad Hildenbrand, City Manager

FROM: Christopher Cash, Public Works Director

1. SUBJECT

Agreement with Mark Thomas and Company, Inc. for transportation planning services to develop a Citywide Active Transportation Plan.

2. SUMMARY

The Orange County Transportation Authority awarded the City Surface Transportation Block Grant Program funds to prepare a Citywide Active Transportation Plan. The Professional Services Agreement authorizes Mark Thomas and Company, Inc. to provide those transportation planning services necessary to develop a Citywide Active Transportation Plan, which includes updates to the City's Bikeways Master Plan.

3. RECOMMENDED ACTION

Approve the agreement with Mark Thomas and Company, Inc. in the total amount of \$384,781 representing the cost of transportation planning services of \$349,781, plus a \$35,000 contingency; and authorize the Mayor and the City Clerk to execute on behalf of the City.

4. FISCAL IMPACT

The expense for this agreement is \$349,781 and will be funded through Transportation System (TSIP) (287) and Reimbursable Capital Projects (550) respectively:

287-5703-87101-255090 Citywide Active Transportation Plan \$41,973.72

550-5703-87101-255090 Citywide Active Transportation Plan \$307,807.28

5. STRATEGIC PLAN GOALS

Goal 5: Improve Infrastructure, Mobility, and Technology

Objective 5.6: Develop an Active Transportation Plan

6. DISCUSSION AND BACKGROUND

Background:

In December 2022, the Orange County Transportation Authority (OCTA) Board of Directors allocated up to \$55 million for future Complete Streets project call, utilizing federal Surface Transportation

Block Grant Program (STBG) and Congestion Mitigation Air Quality (CMAQ) funds. The Orange County Complete Streets Program (OCCSP) was developed to align with the Southern California Association of Governments (SCAG) project selection process for STBG/CMAQ funds apportionment. In February 2024, as part of the OCCSP, OCTA awarded federal funds to the City of Orange to develop a Citywide Active Transportation Plan (ATP), including updating the City's Bikeways Master Plan.

Procurement:

City staff issued a request for proposals (RFP) for transportation planning services related to the project on July 31, 2025, with a submittal deadline of August 28, 2025. Six consultants submitted their proposals for consideration, all demonstrating qualifying experience.

A three-member selection committee was assembled to evaluate the consultants' proposals based on the following criteria:

- Responsiveness to the RFP format
- Project Understanding and Approach
- Relevant Experience, Qualifications, and References
- Project Team
- Insurance Coverage and DBE Compliance
- Project Schedule
- Cost

After evaluation of the six proposals, the selection committee ranked Mark Thomas and Company, Inc. (Mark Thomas) as the top firm.

The ATP will serve as a roadmap for identifying and prioritizing pedestrian and bicyclist safety improvements. Its development will be informed by public engagement and an analysis of existing safety and socioeconomic data to ensure targeted improvements in high-need areas.

Developing an ATP for the City will involve community outreach and engagement. Mark Thomas proposed a detailed community outreach effort which included online surveys, interactive community workshops, pop-up booths at community events, and project updates on the City's website and social media. Additionally, Mark Thomas consistently demonstrated their experience developing federally funded active transportation plans for other cities. With their extensive experience, the committee determined the Mark Thomas team would be best suited to support the City in administering the project and developing the Citywide Active Transportation Plan.

If approved, the awarded agreement amount would be \$349,781, plus a contingency of \$35,000, totaling \$384,781. Mark Thomas' cost proposal falls within the project's estimates for transportation planning services, which include project management and administration, data collection, needs assessment through community engagement and stakeholder meetings, California Environmental

Quality Act (CEQA) review and exemption, and a complete Active Transportation Plan.

7. ATTACHMENTS

- Professional Services Agreement