

REPORT TO SHASTA COUNTY RTPA

SUBJECT	MEETING DATE	ITEM NUMBER
Authorize Distribution of Traffic Impact Fee and Southern Region Roadway Alternatives Request for Proposals (RFP)	10/26/04	5

RECOMMENDATION

It is recommended that the Agency approve distribution of a Request for Proposal (RFP) to develop of a Traffic Impact Fee and Southern Region Alternative Roadway Analysis for Shasta County.

SUMMARY

Approval and distribution of the RFP will allow staff to move forward with the process needed to complete the Transportation Planning Study for Shasta County's Southern Region and prepare the related Traffic Impact Fee Program to fund the improvements identified.

DISCUSSION

Shasta County requested that the RTPA prepare a Southern Region planning document focused on determining roadway improvement alternatives in the Cottonwood area.

The scope of the RFP includes the I-5/Gas Point interchange, the I-5/Main Street half- interchange ramps, and multiple improvements to Gas Point Road and Rhonda Road. Additionally, a plan line north/south arterial connector between Gas Point Road and the City of Anderson with an east/west connector to Rhonda Road will be defined. These studies will be completed consistent with the Shasta County General Plan.

The RFP also includes the work to produce a Traffic Impact Fee (TIF) and Zone of Benefit for the southern region. The TIF will generate funding for a portion of the improvements necessary to account for growth in the community. The TIF would need to be adopted by the Board of Supervisors and, possibly, the Anderson City Council.

Multiple public meetings to gain input on these plans will be conducted. The input received will be incorporated into the final investment strategy for the area. The study will also assist Caltrans in developing twenty-year plans for the I-5 corridor and area interchanges.

OTHER AGENCY INVOLVEMENT

The Technical Advisory Committee (TAC) and our agency partners have worked together to prepare the RFP. TAC concurs with the staff recommendation.

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FINANCING

The RTPA currently has a \$20,000 consultant budget appropriated in the 2004/2005 OWP to develop the study. An amendment to bring back funding from the prior year was approved at this meeting increasing the consultant budget to \$170,000.



Daniel J. Kovacich, Executive Officer

TLH/jac

Attachment: Request For Proposals

REQUEST FOR PROPOSALS

SOUTHERN REGION TRANSPORTATION PLANNING STUDY AND TRAFFIC IMPACT FEE/PROGRAM PROJECT SHASTA COUNTY REGIONAL TRANSPORTATION PLANNING AGENCY

A. Introduction

Shasta County Regional Transportation Planning Agency (RTPA) is seeking qualified providers of Consultant Services to prepare a Shasta County Southern Region comprehensive planning document focused on determining roadway improvement alternatives in the Cottonwood area. The Request for Proposals (RFP) should also include the work to produce a Traffic Impact Fee (TIF) and Zone of Benefit for the Southern Region.

This (RFP) is intended to establish the terms and conditions governing the selection of a firm for Consultant Services to the RTPA of Shasta County. All proposals shall be in the form and format specified in the RFP section entitled "Proposal Format and Content."

B. Background

On October 26, 2004, the Shasta County Regional Transportation Planning Agency directed staff to proceed with the planning and preliminary design of roadway alternatives and a Traffic Impact Fee Program for the Southern Region of Shasta County.

The area around Gas Point Road and Interstate 5 are experiencing rapid growth. If growth occurs as anticipated, the number of dwelling units in the area could double by the year 2020. In today's light, the public's access to and from the Interstate and to the communities north and south is becoming congested and travelers are experiencing delay. During the morning and afternoon peak hours, a level of service approaching "D" is apparent at the intersection of Rhonda Road and Gas Point Road.

Plans to develop housing in the area and specifically those units that will access Rhonda Road will further reduce level of service and increase delay experienced by the traveling public within the next five years.

Interstate 5 is the main north-south route for Shasta County and adjacent Tehama and Siskiyou Counties. Interstate 5 interchanges at Gas Point and North Main were designed over fifty years ago to handle traffic demands of a smaller rural community than what currently utilizes the facilities today.

The General Plan of Shasta County's circulation element has planned for an arterial connector north to Anderson from Gas Point Road and a new connector from Rhonda Road west at approximately the midpoint of the new connector to the North.

The “plan line” roads will need to be defined, scoped, and analyzed to show how the new roadways will work in conjunction with adjacent land use proposals, the current local road network, and Interstate 5. Once a determination is made and agreed to by the agencies involved, the plan can then be incorporated into the TIF program. Agencies to be involved will include: Shasta County, Shasta RTPA, City of Anderson, and Caltrans. It may also be advantageous to coordinate with the County of Tehama, the City of Redding, and the City of Shasta Lake. These additional agencies may have influences worthy of consideration.

C. Scope of Work

The exact scope of services required by the RTPA will be set forth in an attachment to the Agreement between the RTPA and the consultant. The scope of work is detailed below. Generally, it consists of supporting RTPA staff and their partners to prepare a master plan of transportation improvements for the southern region of Shasta County.

The development of a Traffic Impact Fee Program is needed. This effort is guided by California AB 1600 (Cortese), which became effective on January 1, 1989, which regulates the way that impact fees are imposed on development projects. The agency imposing the fee must (1) identify the purpose of the fee; (2) identify the use to which the fee is to be put, including identifying the public facilities (State Highways and Local Roads) to be financed; (3) show a reasonable relationship (nexus) between the fee's use and the type of development project; (4) show the reasonable relationship between the public facility to be constructed and the type of development; and (5) account for and spend the fees collected only for the purposes and projects specifically used in calculating the fee.

The calculated impact fees are intended to contribute to financing public facilities necessary to accommodate growth in the study area. The impact fees should accommodate the growth envisioned in the community's general plan.

The purpose of the Alternative Roadway Analysis (ARA) phase of the project is to determine the improvements necessary for the Southern Area of Shasta County roads due to increasing traffic from existing and expected development.

Public involvement is a very important aspect of the ARA study. The goal of the ARA study process is to consider all public input and concerns in order to provide roadway improvement alternatives acceptable to the communities affected by the plans. Two informal public meetings and a formal public hearing will be held during the study. Individual and group meetings will also be conducted as necessary to address specific public concerns. Dates, times and locations of upcoming meetings will be included in the public involvement section of the proposal and communicated to the public as they become available.

Overall, the purpose of this RFP is to develop a proactive and coordinated transportation circulation plan and identify funding necessary to address mobility demands of this area in a manner consistent with the vision of the RTPA Board, the County, Caltrans, and the affected communities. The planning documents developed are intended to provide the transportation systems required to sustain growth, and to preserve the existing communities and environment of the region.

The results of this study effort will gather information necessary for the planning of an enhanced transportation network, and for prioritizing specific projects for future funding. The alternative analysis efforts will include gathering information necessary for the planning of an enhanced transportation network, and for prioritizing specific projects for future funding in the form of a TIF or other means. These conceptual plans intend to illustrate and define the development and improvement of new and existing transportation facilities.

Traffic Impact Study Contents:

1. Description of the site(s), surroundings, and study area: Illustrations and a narrative should describe the characteristics of the site and adjacent roadway system (functional classification, lanes, speed limits, etc.). This description should include surrounding land uses, expected development in the vicinity which could influence future traffic conditions, special site features and a description of any committed roadway improvements.
2. A description of existing and future traffic conditions needs to be jointly developed with the agency partners. Shasta County and Caltrans have collected counts and turning movements at areas around the Gas Point Road Interchange. Caltrans will provide raw traffic data collected in September 2004 to the Consultant which details current operational analysis including turning movements, that can be used to establish the base line level of service traffic counts. If new counts on County facilities are needed, they will need to be coordinated with County traffic personnel.

Additional impacts from planned and expected future developments that affect this corridor need to be taken into consideration utilizing the Travel Demand Model Forecast model and updated land use for traffic generation. It is expected that other operational models, such as Synchro, Traffix, and etc. will be used to define the impact of new development. These "what if" model analysis will be approved by the working group.

3. The RTPA maintains a Travel Demand Forecast Model that should be used to generate traffic volume forecasts and any other travel demand data to document the base case and future conditions. It is expected that the consultant will work with staff to perform various scenarios involving both land use changes/updates and infrastructure improvements. Assumptions are to be well documented by the consultant. The results of the modeling scenarios will be maintained in a manner to document the process used including the use of model data and correct assumptions. The modeling output should be able to be replicated independently by other interested agencies if needed. If case specific models are to be used by the contractor the inputs should be properly prepared by the consultant and linkage to the RTPA model assumptions should be demonstrated. Operational modeling to correctly account for intersection delay and turning movements will be updated and provided by the consultant. All model runs will be approved by the working group (as defined in #6 below).
4. The use of graphics to convey information to both the public and decision makers is required, the consultant within the proposal should provide options. Examples include; aerial displays, bandwidth flow by street, Traffic Analysis Zone (TAZ) to TAZ trips levels, etc.
5. The ARA and TIF process begins with the determination of the need for an improvement. This is based on existing and projected traffic conditions, roadway safety, consistency with general plans and social/economic demands. The typical roadway cross-section (number of travel lanes, median type/width, inclusion of sidewalks and /or bicycle lanes, etc.) will then be determined and a recommendation of the best alignment of the improved roadway will be made for the new and existing facilities. The analysis will generate and document impacts such as environmental (wetlands), social (neighborhoods, schools, churches, etc), and economic impacts (construction costs, right-of-way costs, etc.).
6. A working group will be established with stakeholders from the County, Caltrans, City of Anderson and the RTPA to address alternatives. Up to a minimum of eight meetings are needed to guide efforts of the TIF and ARA. Alternatives ranging from "No Build" to a new multi-lane connector road will be investigated. Costs, as well as impacts, on a general yet comparative basis will be developed for each alternative. The alternative analysis will begin with an initial brain storming session with stakeholders from the agencies at which time any conceivable alternative can be placed on the table. Following an analysis of each alternative, the pros and cons of each alternative placed on the table will be discussed and a set of alternatives to be analyzed will be agreed upon. This set of alternatives will then be the focus of the cost and impact analysis.

Also included in that analysis will be a discussion on the timing to implement each alternative. Because of the anticipated range of alternatives and a similarly anticipated range of costs associated with each alternative, it is also anticipated that the time to implement each alternative will vary. This analysis will provide a range denoting an anticipated time frame for implementation. The result will be an agreed upon set of alternatives for which an analysis of cost, impact and time to implementation can be developed. This information will be shared with the public at a workshop.

7. The traffic impact study shall include:
 - A. Defining the Study Area, and identify alternatives to meet projected demand.
 - B. Need for, or provision of, any additional right-of-way where planned or desired by the applicable road agency.
 - C. Changes that should be considered to area circulation plan layout.
 - D. Description of any needed non-motorized facilities.
 - E. Description of (queuing stacking) at the intersections and ramps and resultant estimate of delay.
 - F. Multiple traffic signals may be required and analyzed, the relationship of anticipated traffic-to-traffic signal warrants Uniform Traffic Control Devices. Analysis should also be provided on the impacts to traffic progression along the roadway through coordinated timing, etc.
 - G. Description of circulation in the zone of benefit.
 - H. Cost of improvements for each alternative.
 - I. Phasing of the alternatives with reasons provided to define priority. Identify triggers and when specific improvements will be needed.
 - J. Fee Program and Fee Program alternatives.
 - K. Be documented in such a way that staff personnel could utilize the approach in other areas of the region.

Alternative Roadway Analysis for the Southern Region of Shasta County Contents:

1. Provide a menu of options and projects to facilitate traffic flow in the region. These planning level documents will become the basis for the project list of needs funded by the Traffic Impact Fee Program for the Southern County Region.
2. Roadway improvements should indicate solutions to current and forecasted problems based upon observations, public input and modeling scenarios.
3. Roadway improvements could include construction of a by-pass lane, widening the roadways, realignment of streets, intersection improvements, adding traffic signals if warrants/spacing criteria are met, modification of an interchange and half interchange, etc. See comments below for critical points and high level plans. Prior to major investment of time on modifications to the interchanges, Caltrans will provide input to insure feasibility.
4. Infrastructure points that must be included in the planning study include, but not limited to:
 - A. Gas Point Road from Main to West Anderson Drive: Working with Shasta County engineering and planning personnel, improvements need to be generated, their related cost identified and phased improvements prepared for working group approval.
 - B. Gas Point Road Interchange: This facility has been studied in the 1996 Interchange improvement. Multiple alternatives were generated and a preferred alternative was defined. The preferred alternative has been updated with cost from Caltrans late in 2003.
 - C. North Main Half Interchange and Main Street to 4th Street: In order to provide more efficient access to the interstate and improve intersection performance to the south, a new tie to the southbound ramp should be considered. Prior to major investment of time on modifications to the interchanges, Caltrans will provide input to insure feasibility and the ability to get FHWA conceptual approval. The design should include realignment of access points to Rhonda Road as well as Main Street. In order to provide safe entrance to the north-bound ramp, signalization appears warranted at the intersection of the two ramp facilities.

- D. Rhonda Road from SR 273 to Gas Point Road: In order to relieve local trips from I-5 and reduce congestion at various intersections, the need to improve the alignment of this facility should be considered.
- E. North/South and East/West Arterials: The need to move forward with a "plan line" concept to place the most efficient connector between Cottonwood and Anderson is needed. It is expected that the development community and property owners would have input into the selection of proposed plan line. Coordination through planning departments for private development is planned and key to this effort.
- F. First Street requires study as an option to carry traffic in addition to Gas Point Road.
- G. Main Street north to I-5 from Gas Point intersection: Incorporate this facility into the modeling and make further recommendations.

The Agreement will also contain a budget; the consultant will be required to keep the cost of the Project within budget.

In addition, Consultant, and each of the personnel employed or otherwise retained by Consultant, shall be properly certified and licensed under the laws and regulations of the State of California to provide the services solicited herein.

D. RTPA Duties

- 1. Provide full information about the requirements for the project including the budget limitations and scheduling.
- 2. Provide existing maps, drawings, specifications, traffic data, or any other information maintained by County archives needed by the Consultant in executing its responsibilities.
- 3. Designate a representative, as Project Coordinator, authorized to act in RTPA's behalf. The Project Coordinator shall examine the documents submitted by the Consultant and render decisions pertaining thereto to avoid unreasonable delay in the progress of the Project.
- 4. Moderate Public Participation and insure the community is kept advised.
- 5. Establish a working group and its role in the study.

E. Required Proposal Format and Content

Qualifying proposals must address all of the following points, in the following order:

1. Cover/Transmittal Letter: This letter must be signed by a member of the firm with the authority to commit to a contract on behalf of the firm offering the proposal. Please acknowledge the receipt of any addenda received, if applicable.
2. Understanding of proposal and general approach.
3. Scope of Work: Provide a detailed work plan and schedule consistent with the scope of work. Note any changes or additions to the scope of work in this RFP that may have been overlooked or which help clarify the work tasks. Include milestones, deliverables and public/agency involvement.
4. Responsible Personnel: List the principal-in-charge, and others who will be directly involved with the project. Provide a concise statement of qualifications and experience of each person who will be committed to the project. List the amount of time each person will contribute to the project. The experience and role of personnel involved with Item 5, "Related Experience," shall be emphasized. Include other anticipated sub-consultants, if any, listing their names, addresses, phone numbers, key staff, and expected time to be spent on the project. Include an organizational chart of key personnel involved.
5. Project Management: Describe how the project will be planned and controlled.
6. Related Experience: Include all projects in progress or completed in the last five years that are comparable to this project. Include references with names, addresses, and phone numbers.
7. Corporate Documentation and Financial Information: Provide relevant information regarding organizational stability and strength. This includes a statement of organizational structure (e.g., sole proprietorship, partnership, corporation, joint venture, etc.), information regarding the make-up of that structure (e.g., owner, partners, board of directors, joint venture partners, etc.), a listing of financial references, a current annual report or audited profit and loss statement and a statement of stability.
8. Provide amounts and carriers of both general liability and professional liability insurance.
9. Provide a statement of the firm's philosophy with respect to cost and budget control during all phases of the project, demonstrating experience and ability to manage others to operate within a given budget.

F. Consultant Fee

Present in a separate, sealed envelope an estimated fee for consulting services as described in the scope of work. Break down the fee into labor, subcontractor fees, if any, and expenses. Fees shall include all tax, mark-ups, overhead, and profit. The cost estimate should be broken out into time estimates and costs for each task identified in the scope of work. The contract shall provide payment for the work up to a not-to-exceed amount.

The estimated fee shall be submitted in a separate sealed envelope along with the original proposal and copies, and will not be opened by the RTPA until the technical review of the proposal has been completed. Do not state your fee/cost for services anywhere in the body of your proposal.

G. Site Visits and Pre-Proposal Meeting

All interested firms are strongly encouraged to visit the site prior to submitting a bid. A pre-proposal meeting with RTPA staff and Caltrans is suggested to ensure the approach to the scope of work timeline and deliverables by the consultant are understood completely by all parties.

H. Proposal Submittals

Pages in the proposal shall be typed and single sided with the maximum number of pages of proposal information (excepting cover sheet, index sheet, blank pages, and table of contents) to be limited to forty pages. Only the specifically requested information shall be submitted. If a consultant recognizes a more efficient method of accomplishing a specific task or item, the consultant's fees shall reflect the RTPA's requested work and the cost increase/savings for the more efficient method shall be noted separately.

The consultant shall submit an original unbound and ten copies of the proposal in a sealed envelope or box clearly marked with the consultant's name and labeled "Proposal for Shasta County Regional Transportation Planning Agency – Southern Region Alternative Roadway Analysis and Traffic Impact Fee Program".

The proposals shall be delivered to the Executive Director's Office at the address set forth below no later than 3 p.m. on Tuesday, November 23, 2004. Late proposals will not be accepted.

The consultant's fees for the services required in the proposal shall be submitted along with the copies of the proposal in a separate sealed envelope with the same notation as the proposals. The sealed envelope will not be opened by the RTPA until after the proposal submitted by each respondent has been reviewed and ranked based on technical merits.

Deliver proposals to:

Daniel J. Kovacich, Executive Director
Shasta County Regional Transportation Planning Agency
1855 Placer Street
Redding, CA 96001

I. Evaluation

Proposals will be screened for technical merit by a committee of RTPA and Caltrans personnel before oral interviews are scheduled. The committee will rank the consultants based upon the written proposal and make recommendations for oral interviews if necessary. Each firm meriting an oral interview will be required to make a site visit with RTPA staff immediately before its interview.

After ranking the proposers, the committee will also examine the fees and determine if they are reasonable. If the top ranked consultant submits a fee that is considered unreasonable and does not agree to lower the fee to an acceptable level, the Committee reserves the right to bypass that consultant and to negotiate with the next ranked consultant. This process may be repeated until an acceptable proposer is chosen. If the top ranked consultant has submitted a reasonable fee, then the Committee will present the proposal to the Executive Director of the Shasta County Regional Transportation Planning Agency. If the Director is in agreement with the recommendation, a contract will be negotiated and submitted to the Shasta County Regional Transportation Planning Agency Board for its approval at the December board meeting.

The following items will be used to assist in the ranking of the consultants' proposals:

- Understanding of the project and scope of work.
- Experience with similar projects.
- Experience, qualifications, and availability of the consultant.

The RTPA Board shall award a contract to the firm that presents the proposal that, in the judgment of the Board, best accomplishes the desired results. The Board is not obligated to accept any of the proposals submitted or to enter into an agreement with any of the proposers.

J. Calendar of Events

The desired completion date for the project is June 30, 2005. Consultants submitting proposals for the project should set forth in their cover letter to their proposal their knowledge of the deadline and their ability to staff the project accordingly to meet the deadline. Target dates for the project are as follows:

Pre-Proposal Meeting	As Needed in November
Receive and Open RFP's 3:00 P.M.	November 23, 2004
Committee Completes Review of RFP's	November 30, 2004
Schedule Oral Interviews (If needed)	December 3, 2004
Oral Interviews (if needed)	December 7, 2004
Negotiate Contract/Board Approval	December 14, 2004
Consultant Begins Work	December 20, 2004
Anticipated Completion – Phase 1	June 30, 2005

K. Standard Consulting Agreement

The consultant selected to provide the scope of services shall be retained under the County's standard consulting and professional services agreement. A sample of this agreement is available upon request. By submitting a proposal for the work, the consultant agrees to be bound by the sample agreement form for the contract.

The Scope of Work (Exhibit A to the Agreement) and the Schedule of Work (Exhibit B to the Agreement) will be negotiated by Consultant and RTPA.

L. Contact Person

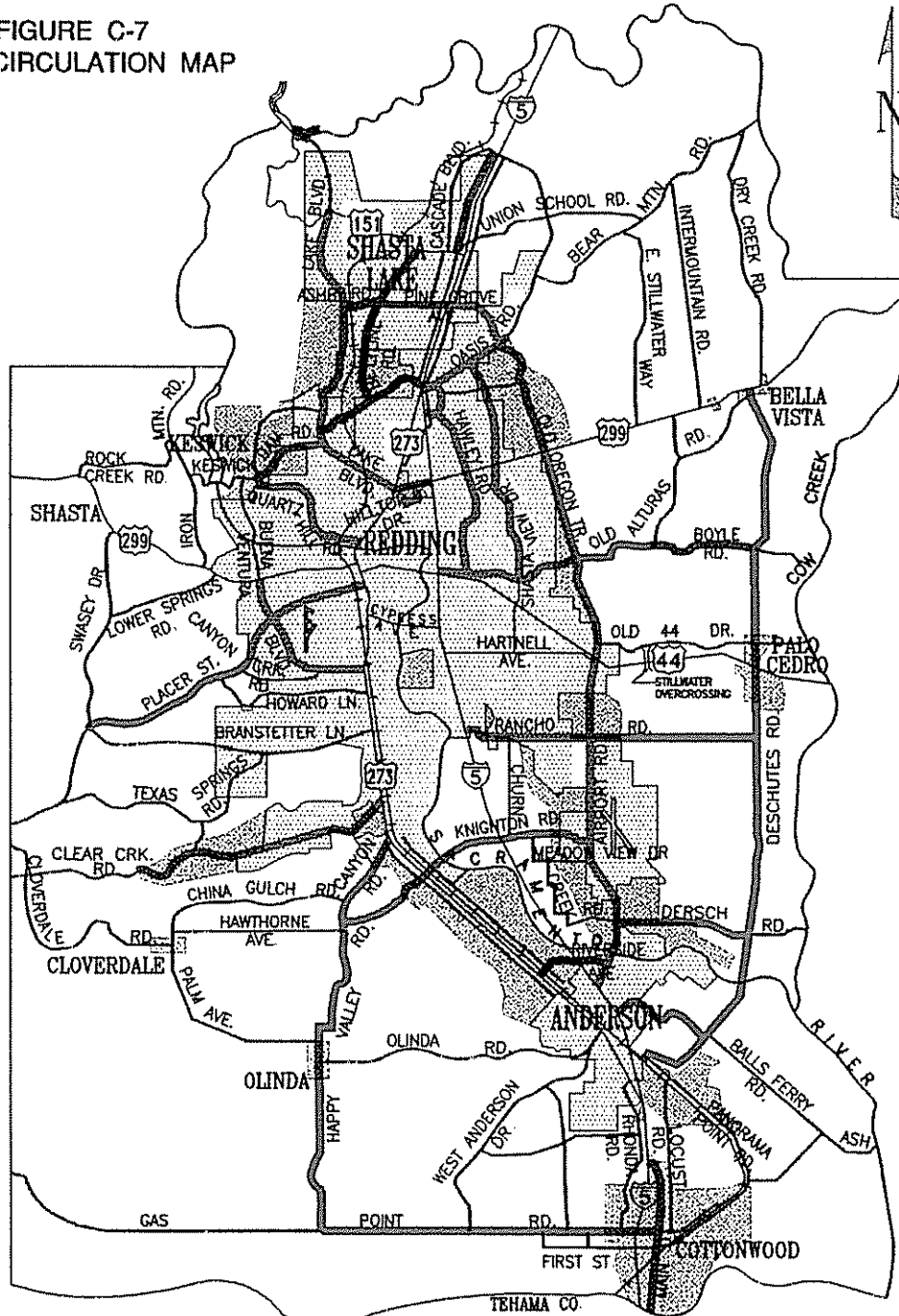
Thomas Hays, Senior Planner
Shasta Co. Regional Transportation Planning Agency
1855 Placer St.
Redding, CA 96001
(530) 225-5661
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Attachments

- a. Area Map
- b. General Plan "Plan Line" Road Map
- c. Personal Services Agreement

SOUTH CENTRAL REGION

FIGURE C-7
SCR CIRCULATION MAP



Refer to Dept of Public
Works for full-scale maps
and road standards



RURAL



CITY LIMITS (URBAN)

South Western County Plan Line Study

